



**Exhibitor Service Manual
AWG Memphis
January 20, 2022
AgriCenter**

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January 20, 2022
AgriCenter

We are pleased that Hicks Convention Services has been selected as your Official Service Contractor. Our goal is to assist in making your participation a success.

BOOTH EQUIPMENT:

Each in-line booth will be set with 8' high panels of back drape and 3' high side divider drape.

All items provided are on a rental basis. Any damage to Hicks materials will be the responsibility of the exhibitor.

Each 10' X 10' inline booth will consist of:

- (1) 6' Skirted table
- 2 Chairs
- 1 Waste basket w/liner
- 1 Vendor ID Sign
- Flooring: Concrete
- Show Colors: Black

Provided by Show Management.

INSTALLATION:

Exhibitors may begin set-up:

Wednesday January 19, 2022 8am-5pm

All exhibits must be set by:

Wednesday January 19, 2022 at 5pm

SHOW HOURS:

Thursday January 20, 2022 8am-3pm

DISMANTLE:

Dismantle of exhibits may begin:

Thursday January 20, 2022 at 3pm

All exhibit materials must be cleared from the facility by:

Thursday January 20, 2022 at 8pm

IMPORTANT: Exhibitors may begin teardown immediately after the show closes. Hicks Convention Services will NOT be responsible for any booth contents that become missing or damaged during the move out.

FORCE FREIGHT TIME:

Drivers must be checked in by:

Two hours after the close of show.

SHOW INFORMATION

SHOW INFORMATION

SHIPPING INFORMATION:

ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS.

WAREHOUSE SHIPMENTS: Hicks Convention Services will accept crated, boxed, or skidded materials beginning **January 3, 2022 to** the warehouse address below. Any shipment received after **January 13, 2022** will be charged a 25% late surcharge. Shipments arriving after **January 17, 2022** will be refused.

Warehouse shipping address:

(All information below must be provided on the shipping labels.)

Show: AWG Memphis

Company Name _____

Booth #(Optional) _____

Hicks Convention Services

935 Rayner St.

Memphis, TN 38114

The warehouse will receive shipments Monday through Friday during the hours of 8:00 am – 4:00 pm.

SHOW SITE SHIPMENTS:

Hicks Conventions Services will accept show site shipments on **January 18, 2022** at the address below. **DO NOT ship your materials to arrive prior to these date(s)**. All shipments must be consigned c/o Hicks Convention Services to enable us to accept them for handling. The facility will not accept direct shipments consigned to them, as they have no means for receiving or storing freight. **If exhibit material is shipped to the facility, the facility may turn it over to Hicks Convention Services for distribution to your booth. This will result in charges from Hicks Convention Services and the facility.**

Show site Shipping address:

(All information below must be provided on the shipping labels.)

Show: AWG Memphis

Exhibiting Company Name _____

Booth # _____

C/O Hicks Convention Services

AgriCenter

7777 Walnut Grove

Memphis, TN 38120

Note: Shipping to show site might cause a delay in getting your freight to your booth. It is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely matter at the show.

ELECTRICAL:

Electrical service may be ordered through the facility.

TELEPHONE:

Telephone service may be ordered through the facility.

CUSTOMER SERVICE:

Please call Hicks Convention Services @ (901) 272-1171

You may also Email :jennifer@hicksconventions.com



**AWG Memphis
January 20, 2022
AgriCenter**

Discount Price Deadline: January 13, 2022

RETURN VIA FAX: 901-272-9491
Or Email: jennifer@hicksconventions.com

CHARGE AUTHORIZATION FORM PLEASE PRINT CLEARLY OR
TYPE. *Complete, sign and return this form with your orders.*

Company Name		Booth #
Billing Address		
City	State	Zip
Ordered By		Date
▶ Any charge back fee resulting from invalid charge disputes will incur a \$25.00 fee, per occurrence.		
Phone	Fax	

PLEASE PRINT CLEARLY OR TYPE: Check the appropriate box, list card number and expiration date.

☐ American Express ☐ Master Card ☐ VISA V-Code _____

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EXPIRATION DATE

SIGNATURE OF CARDHOLDER (as it appears on card): _____

PRINT NAME (as it appears on card): _____

PRINT NAME OF PERSON(s) AUTHORIZED TO SIGN AT SHOWSITE: _____

IMPORTANT: Any show site balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable.



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RETURN VIA FAX: 901-272-9491

Or Email:

jennifer@hicksconventions.com

FURNITURE ORDER FORM

CANCELLATION POLICY: Items cancelled after delivery to booth will be subject to a 50% charge of the original price.

USE OF EQUIPMENT: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Hicks Convention Services cannot be responsible for injuries or falls caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of Hicks Convention Services.

Qty.	30" Wide Draped Tables (white plastic top; skirted on 3 sides.) Circle your skirt color below.	Disc. Price	Stand. Price	Sub-total
	4' long 30" high	\$40.00	\$50.00	
	4' long 42" high	\$63.00	\$73.00	
	6' long 30" high	\$50.00	\$60.00	
	6' long 42" high	\$77.00	\$87.00	
	8' long 30" high	\$60.00	\$70.00	
	8' long 42" high	\$90.00	\$100.00	
	30"x30" Cocktail table w/linen	\$50.00	\$60.00	
	30"x42" Bistro table w/linen	\$60.00	\$70.00	
	Fourth side draping	\$20.00	\$30.00	
Circle Skirt Color: ►	Red	Burgundy		Teal
	Blue	Plum		Black
	Silver	White		Gold

Qty.	30" Wide Undraped Tables (topped in white plastic)	Disc. Price	Stand. Price	Sub-total
	4' long 30" high	\$29.00	\$39.00	
	4' long 42" high	\$39.00	\$49.00	
	6' long 30" high	\$39.00	\$49.00	
	6' long 42" high	\$49.00	\$59.00	
	8' long 30" high	\$49.00	\$59.00	
	8' long 42" high	\$59.00	\$69.00	

Qty.	Accessories	Disc. Price	Stand. Price	Sub-total
	Samsonite chair	\$15.00	\$17.00	
	Padded arm chair	\$32.00	\$42.00	
	Padded side chair	\$25.00	\$35.00	
	Counter stool	\$35.00	\$45.00	
	Director's chair – low height	\$30.00	\$40.00	
	Wastebasket	\$8.00	\$10.00	
	Easel	\$15.00	\$25.00	
	22" x 28" chrome sign holders	\$41.00	\$51.00	
	Pegboard 4' x 8' vertical/horizontal	\$85.00	\$95.00	
	Tack board 4' x 8' vertical/horizontal	\$85.00	\$95.00	
	Glass showcase	\$250.00	\$325.00	
	Clothing rack or Bag rack	\$40.00	\$50.00	
	4' undraped table riser -1 step	\$23.00	\$29.00	
	4' undraped table riser -2 step	\$33.00	\$41.00	
	6' undraped table riser -1 step	\$28.00	\$34.00	
	6' undraped table riser -2 step	\$36.00	\$45.00	
	8' undraped table riser -1 step	\$33.00	\$41.00	
	8' undraped table riser -2 step	\$47.00	\$59.00	
	Riser draping -priced per linear foot	\$3.00	\$4.00	

Qty.	Special Masking Drape	Disc. Price	Stand. Price	Sub-total
	8' Masking	\$8.00/lf	\$10.00/lf	
	3' Masking	\$5.00/lf	\$7.00/lf	
	Pole Package: 2- 8' Uprights and 3- Crossbars per 10' space	\$85.00	\$105.00	

Total of items: Ordered: \$ _____ + 9.75% _____ =Amt. due _____

Company Name _____ Booth# _____

Address _____

City _____ State _____ Zip _____

Authorized by (please print or type) _____

Telephone _____ Fax _____

Signature _____ Title _____

► **Circle Drape Color:**

Plum	Silver	White
Red	Burgundy	Teal
Blue	Rose	Black

- Table risers are topped in white plastic
- If colors are not selected, Hicks will do so at no risk



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RETURN VIA FAX: 901-272-9491

Or

jennifer@hicksconventions.com

EXHIBIT SHIPPING INFORMATION & DRAYAGE RATE SCHEDULE

Ship Prepaid Only -Collect Shipments will be Refused

ANY ADVANCE SHIPMENTS RECEIVED AFTER **January 17, 2022** WILL BE REFUSED AND SHOULD BE REROUTED FOR DELIVERY TO THE SHOW SITE.

Loose and Uncrated Materials will be Received at Show Site Only

All Charges are Based on In-Bound Weights Only

ADVANCE SHIPMENT

Rates Include:

- Unloading crated material
- Storing at Hicks warehouse for up to 30 days
- Reloading onto trucks and delivery to exhibit site
- Unloading materials and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Advantage:

- 30 Day window for receipt of materials
- Materials in your booth prior to your arrival
- Ability to trace freight in advance of exhibition
- Advance notification in the event of visible damage to materials.

SHOW SITE SHIPMENT

Rates Include:

- Unloading materials when received and delivery to your booth
- Removal of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Important Factors:

- Materials must be received only on designated date(s)
- Limited control of delivery time schedule
- Unloading will occur on a "first come, first serve" basis as offloading area(s) become available
- Tracing capabilities diminish
- Limited time for repair/replacement in the event of damage

Exhibitors should label and consign shipments as follows:

Your company name: _____

Your booth#: _____

**Show: AWG Memphis
Hick Convention Services
935 Rayner St.
Memphis, TN 38114**

Warehouse: \$57.50 per CWT

with a 200 lb. minimum (CWT=100 lbs.)

Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight.

Exhibitors should label and consign shipments as follows:

Your company name: _____

Your booth#: _____

**Show: AWG Memphis
C/O: Hicks Convention Services
AgriCenter
7777 Walnut Grove
Memphis, TN 38120**

Show Site: \$55.00 per CWT

with a 200 lb. minimum (CWT=100 lbs.)

Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight

____ lbs. x \$57.50 per CWT = \$_____

____ lbs. x \$55.00 per CWT = \$_____

Due to insurance & liability reasons, the use of forklifts, dollies, hand trucks and moving equipment is strictly prohibited and will require the use of Hicks Labor. Please contact your Hicks Representative at 800-798-0262.

SCHEDULE OF RATES: ALL WAREHOUSE SHIPMENTS RECEIVED AFTER **January 13, 2022** WILL BE SUBJECT TO A 25% LATE HANDLING CHARGE.

SURCHARGES: Fed-Ex, UPS, DHL, loose, uncrated, or improperly packaged materials, or those delivered by a carrier not providing supporting paperwork will be assessed a 25% special handling fee. A surcharge will be assessed for special trips, handling of shipments arriving at the warehouse after initial installation date, or for shipments arriving at Show Site after scheduled set-up times.

Hicks Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor will we be responsible for concealed damage to material.

SHIPPING INSTRUCTIONS AT CLOSE OF SHOW			
Consign To:			
Street Address:			
City		State	Zip
Carrier:	Motor Freight	Air	Van Line
If Prepaid, Bill To:			
City, State and Zip:			

ALL SHIPMENTS MUST ARRIVE PREPAID

- Shipments must be consigned to Hicks Convention Services, as the hotel and convention site do not have the facilities to receive such shipments and may refuse them.
- Hicks Convention Services will not be responsible for piece count or condition of shipments that are delivered without supporting bill of lading or delivery slip (i.e. FedEx, UPS).
- It is understood that Hicks Convention Services and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Hicks for drayage services are based on the value of the material handling services and the scope of Hicks liability as herein set forth. The amounts payable to Hicks are unrelated to the value of the Exhibitors property being handled by Hicks Convention Services or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Hicks Convention Services or its subcontractors. It is agreed therefore that if Hicks Convention Services or its subcontractors should be found liable for loss or damage to Exhibitors materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages and not as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Hicks Convention Services will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.
- Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.
- Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Hicks Convention Services. **Specified (freight force) time can be obtained at the Hicks Service Desk or by calling customer service.**
- All shipments requiring special handling for any reason, or due to length, width or height, will be handled on a time and material basis.
- Hicks Convention Services, as the Drayage Contractor, shall have control over all freight docks, doors, elevators and crate storage areas. Any shipment not handled by Hicks Convention Services, but for which Hicks Convention Services is required to handle the storage of the empty shipping containers, a charge will be assessed.
- To avoid confusion, remove all expired shipping labels before shipment.
- Collect shipments will not be accepted unless written authorization is furnished by the shipper to accept the shipment. There will be a 25% surcharge (\$15.00 minimum) based on the amount advanced by Hicks Convention Services.

HICK CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE . . .

INSURANCE

Hicks Convention Services will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation to moving such materials.

You agree to hold harmless Hicks Convention Services for responsibility for concealed and/or apparent damage to uncrated and/or un-skidded exhibit material.

Company Name	Address
Attention of	City/State
Signature	Title

To assure the orderly processing of your material-handling service requirements it is absolutely essential that this form be READ, COMPLETED and SIGNED by an officer of your organization, and RETURNED PROMPTLY TO:

**Hicks Convention Services
935 Rayner St. Memphis, TN 38114**

EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)

Show: AWG Memphis
C/O Hicks Convention Services
935 Rayner St.
Memphis, TN 38114

ADVANCE FREIGHT MUST BE DELIVERED BY:
January 13, 2022

Booth # (optional): _____

No. _____ of _____ pieces

A
D
V
A
N
C
E

EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)

Show: AWG Memphis
C/O Hicks Convention Services
935 Rayner St.
Memphis, TN 38114

ADVANCE FREIGHT MUST BE DELIVERED BY:
January 13, 2022

Booth # (optional): _____

No. _____ of _____ pieces

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N
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EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)

Show: AWG Memphis
C/O Hicks Convention Services

Location: AgriCenter
7777 Walnut Grove
Memphis, TN 38120

WE WILL START ACCEPTING SHOW SITE FREIGHT ON:
January 18, 2022

Booth # (optional): _____

No. _____ of _____ pieces

EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)

Show: AWG Memphis
C/O Hicks Convention Services

Location: AgriCenter
7777 Walnut Grove
Memphis, TN 38120

WE WILL START ACCEPTING SHOW SITE FREIGHT ON:
January 18, 2022

Booth # (optional): _____

No. _____ of _____ pieces

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