



**Mississippi Cannabis Expo/
Cannabis Meets Healthcare Expo
Mississippi Coast Convention Center
July 7 – 9, 2022**

Convention Display Service, Inc. is pleased to be the official Exposition Service Contractor for Mississippi Cannabis Expo/Cannabis Meets Healthcare Expo. This packet contains information you will need to order furnishings and services for this event. We look forward to assisting with your needs.

Show Information

Booth Size: 10' wide x 10' deep or increments thereof

Show Colors: Black drapes, black dividers, black skirts

Booth Specs: 8' tall black drape with 3 tall black side dividers
One 7" x 44" company name identification sign
One 6' x 24" x 30" table with white vinyl top and black skirt
Two chairs
One wastebasket

Booths are not provided with electrical service
If you will need electrical service, it must be ordered through Convention Display Service

Exhibit Hall: The Mississippi Coast Convention Center is not carpeted. (Concrete floors)
Booth carpet is available for rent by exhibitors through Convention Display Service

Dates to remember

Wednesday, June 1 Advance shipments may begin arriving at the warehouse
Advance warehouse receiving hours: Monday – Friday, 8 AM to 4 PM


Thursday, June 30 Order Discount Deadline – payment must accompany order

Thursday, June 30 Deadline for advance shipments to arrive at the warehouse

Thursday, July 7 First day shipments can arrive at the Mississippi Coast Convention Center

Thursday, July 7 Exhibitor move in: 8:00 am – 8:00 pm

Thursday, July 7 CDS service desk: 8:00 am – 5:00 pm

 **CDS staff leaves at 5:00 p.m. on Thursday, July 7th. The exhibit hall will remain open until 8:00 p.m. All onsite orders will need to be placed with CDS prior to 5:00 p.m. on Thursday, July 7th**

Thursday, July 7 Pre-Con workshops: 9:00 am – 4:00 pm

Friday, July 8 Floor Sessions & Expo: 10:00 am – 5:00 pm

Saturday, July 9 Floor Sessions & Expo: 10:00 am – 5:00 pm

Saturday, July 9 Show Close/Dismantle: 5:00 pm – 10:00 pm

The dock area is reserved for load in/ load out only – NO PARKING

Neither Mississippi Cannabis Expo/Cannabis Meets Healthcare Expo, Convention Display Service, Inc., nor the Mississippi Coast Convention Center will be responsible for materials left unattended on the show floor by exhibitor or company representative

How to contact us:	CDS P O Box 13387 Jackson, MS 39236-338	CDS 908 Larson St. Jackson, MS 39202	Office: 601-948-4228 Fax: 601-948-3824 Cell: 601-278-1340 brooke@cds1958.com
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General Tips and Information Page 1

Ordering Trade Show Services

- Phone orders are not accepted.
- CDS requires full payment at the time the services are ordered. Orders received without payment or purchase order will not be processed.
- CDS accepts checks, MasterCard, Visa, American Express and Discover as forms of payment. CDS does not accept cash for payment.
- Please make sure all supplied credit card information is current, accurate and legible, including expiration date and v-code.
- **There is a 3.5% convenience fee for paying with a credit card. Amount will be automatically charged to your transaction total, or you may pay by check. Mailing address P. O. Box 13387, Jackson, MS 39236**
- A credit card must be placed on file with all orders, regardless of method of payment. The credit card authorization will be used to cover all services not paid by the initial payment and any balances left unpaid at the close of the show. This may include, but it not exclusive to labor, material handling and/or other on-site services.
- Please note order deadlines on each form. – Deadline for advance price is Thursday, June 30, 2022
- All CDS equipment placed are on a rental basis and shall remain the property of Convention Display Service, Inc. Vendors will be held financially responsible for damage to CDS equipment while being used by vendor.

Cancellation / Refund Policy

- Orders canceled prior to the advance discount date will be refunded at 100% of original price.
- Orders canceled after the advance discount date and before 3 days prior to exhibitor move-in will be refunded at 50% of original price.
- No refunds will be granted for services or equipment not used, or canceled 3 days prior to exhibitor move-in.
- No refunds will be granted for any services or items canceled during exhibitor move-in or show site.
- No refunds will be granted for any services or items after the show has ended, including items ordered and not received.

Sales Tax Exemption

- If you are claiming Sales Tax Exemption, a copy of the Certificate of Exemption issued by the State of Mississippi must accompany each order and payment must be made by company check or credit card.
- Your resale certificate is not proof of sales tax exemption status!

General Tips and Information Page 2

Inbound Shipping Prior to the Expo

- Confirm your target shipping dates, shipping addresses, material handling charges, polices, etc.
- Provide your freight carrier explicit information as to where to deliver, company name delivery is for, contact name of company representative who will be on site
- Delivery and pick up times are often out of range of the “normal” delivery hours; make sure your carrier is committed to meeting your target dates and times.
- While making shipping plans to the show, remember to also plan for the return shipment.
- Make sure all pertinent shipping information is given to your company representative who will be at the show site:
 - Carrier name, carrier phone number, items shipped, tracking number of shipment and a weekend contact for the carrier, along with the contact information of the person who scheduled the shipping arrangement.

Move In

- Exhibitor move in: Thursday July 7, 2022 8:00 am – 8:00 pm
- CDS service desk: Thursday July 7, 2022 8:00 am – 5:00 pm

 **CDS Staff leaves at 5:00 p.m. on Thursday, July 7th. The exhibit hall will remain open until 8:00 p.m. All onsite orders will need to be placed with CDS prior to 5:00 p.m. on Thursday, July 7th**

- Confirm your advance order has been received by CDS (email brooke@cds1958.com). If you do not receive a confirmation email and/or an emailed paid receipt, we DID NOT receive your order. CDS cannot confirm whether electrical orders have been received.
- Make sure all your boxes or crates needed for move-out are clearly marked with your company name & booth number in LARGE letters and numbers. CDS will have “Empty” Stickers at the service desk.

Outbound Shipping and Move Out

- Exhibitor move out: Saturday July 9, 2022 5:00 pm
- Exhibiting firms are responsible for making certain that shipments are re-packed, labeled and properly executed shipping documents are tendered to CDS before departing show floor.
- The preferred show carriers are ABF/Arc Best and FedEx Air. CDS can make arrangements with ABF/Arc Best and FedEx Air only! Exhibitors must provide their account numbers and billing information for CDS to schedule arrangements. CDS is not responsible for carrier charges.
- Exhibiting firms not using the preferred show carriers, ABF/Arc Best or FedEx Air, are responsible for scheduling their own carrier pickups.
- If an exhibitor uses a carrier other than ABF/Arc Best or FedEx Air, they must make their own outbound arrangements and pick up with their carrier.
- Outbound shipments must be picked up by your carrier by 7:00 pm on Saturday, July 9, 2022.
- If a carrier fails to arrive within the allotted time, CDS reserves the right to clear the floor and re-route shipments via ABF/Arc Best or FedEx Air. CDS assumes no liability for such removal or re-routing.