



AAGM Trade Show 2021

Thank you for reserving a booth in the 2021 Apartment Association of Greater Memphis Trade Show!

The Show will be held at the Agricenter International (7777 Walnut Grove Rd., Memphis, 38120) on Wednesday, August 18, 2021. We look forward to seeing the many creative ways you can incorporate the “Binge Worthy TV” theme into your booth décor and costumes! Attendees will be voting on Best Use of Theme, Best Costume, Most Interactive, and Best in Show. Winners will be announced at the September Membership Luncheon.

Please take the time to review the enclosed information as it has almost everything you need to know about the Trade Show!! The following is enclosed:

- Schedule for August 18th including set up and takedown info
- Door prize drawing process
- And a few helpful reminders to make the day go smoothly
- Utility Request Form and Hick’s Convention Services Manual

SAFETY MEASURES PERTAINING TO COVID-19

*****PLEASE NOTE***** The safety precautions regarding large gatherings continue to change as the delta variant is spread. Please review the following with your staff who will be participating in the Show:

- **Due to social distancing guidelines, exhibitors will be allowed TWO representatives per 10x10 booth.** Please log in to your exhibitor account to input your representatives’ names. All names must be submitted by August 6th so that namebadges can be produced in time for the Show.
- Representatives participating in the Show must be employees of the exhibiting company.
- All Exhibitors and Attendees must adhere to COVID-19 protocols at all times on the trade show floor. **Safety measures in place at the time of the show will be communicated to all exhibitors and attendees one week prior to the Show.** *Failure to comply will result in removal from the Show.*
- AAGM will provide hand sanitizer for every booth.
- If you are sick, caring for an ill person, interact with a member of a vulnerable population, or may have recently been exposed to COVID-19 we ask that you stay home for self-quarantine.
- The facility is currently requiring contactless temperature checks on everyone entering the venue. Anyone found to have a fever will be unable to enter.
- Face masks that fully cover both the nose and mouth at all times are **STRONGLY ENCOURAGED** for those who remain unvaccinated.
- Social distancing must be maintained at all times (6 ft. is the magic number).

Please contact the Apartment Association of Greater Memphis at 901-685-9108 with any questions. I look forward to seeing you on August 18th!

Agenda and Reminders

August 18, 2021

8:00 am - 3:00 pm	Trade Show Set Up-exhibitors are welcome to set up any time between 8:00 am and 3:00 pm.
10:00 am	Loading dock door closes-all large items must be in by 10am. Doors will not reopen until the end of the Show for breakdown.
4:30 pm	Trade Show Floor Opens
6:30 pm	Door Prize Giveaways Begin (see note below on format)
7:30 pm	Bars Close
7:30 pm	Booth winners announced
8:00 pm	Trade Show ends and breakdown begins
10:00 pm	Breakdown Complete

Hick's Convention Services shipments:

Please review the Hick's information if you plan to ship your booth in advance. If your booth setup is not already in your booth when you arrive, please go to the northeast corner of the trade show floor and a staff member from Hick's will assist you.

Door Prize Instructions:

Display your door prize along with your drawing bowl at your booth. We recommend having slips of paper and pens available for those who have forgotten their business cards. At each booth will be a display sign where you can write the winner of your give away starting at 6:30 pm. Remember vendors are not eligible for any door prizes. **Please do not put your business cards in other exhibitors' drawing bowls.** You are welcome to give out more than one door prize.

Voting Cards:

Attendees will vote on the Best Costume, Most Interactive booth, Best Use of Theme, and Best in Show throughout the night. These awards will be presented at the September Membership luncheon. Remind everyone to vote!

Helpful Reminders...

SERVING OF ALCOHOLIC BEVERAGES FROM BOOTH: is strictly forbidden. Serving additional alcohol from your booth is a direct violation of our facility contract terms and creates a liability issue for both you as the vendor and the Association as a whole. AAGM hires bartenders who have the right to refuse service to any attendee if they are deemed intoxicated. If it is determined that you are serving any alcoholic beverages from your booth, you will be asked to be remove the items from the facility. Failure to do so will result in your company being removed from the show.

ELECTRICITY/INTERNET: Internet access/electricity is available for your booth if you reserve it in advance through the Agricenter. Please complete the enclosed Utility Request Form and **fax it to the Agricenter office.** If you need additional electrical assistance the day of the Show, please go to the Agricenter office located at the top of the stairs to make the necessary arrangements. Day of requests will be handled as soon as a technician is available. Be prepared to pay onsite with your credit card or cash (**AAGM will not bill for these services**).

CARPET: Only Premier, Preferred and 5-Star Sponsors will have carpeted booths provided. If you wish to have a carpeted booth, please contract through Hick's Convention Services. (See the *Exhibitor Services Manual*)

PAYMENT IN FULL is required by August 6, 2021. Vendors who have not paid in full will not be allowed to exhibit at the Trade Show. Checks are to be made payable to AAGM. If you would like to pay by credit card, please call the AAGM office and we will process your payment. Booths are reserved on a first-come, first-served basis. Payment is non-refundable after August 1.

SPECIAL RESTRICTIONS: (a) Federal, state and local fire laws will be strictly observed. Aisles and fire exits will NOT be blocked by exhibits; **exhibits may NOT extend into the aisles or common areas;** (b) Exhibitors may distribute literature and samples from their booths and orders may be taken for displayed merchandise. Actual merchandise on display may not be sold during the show. **(c) SUBLETTING OF EXHIBIT SPACE IS PROHIBITED. Only one company is allowed per booth.** (d) Exhibitors are responsible for any damage they or their booth structure may cause. No structural changes to the exhibit hall are allowed. Example: there will be no cementing, tacking or nailing to the floor/walls or painting that affects the building. (e) AAGM officials have the authority to remove from the show any exhibitor, display or literature they deem inappropriate. (f) **No live animals are permitted on the trade show floor (except for service animals).** (g) Exhibitors may not serve alcoholic beverages.

SET UP: Exhibitors may begin setting up at 8:00 am on Wednesday, August 18. **The loading dock doors used for delivering large exhibit items will close PROMPTLY at 10:00 am.** The air condition will not be turned on until the loading dock doors are closed. All booth displays must be completely set up no later than 3:00 pm. Exhibitors not set up by this deadline will not be permitted on the exhibit floor. Payment is non-refundable. Trade Show begins at 4:30 pm.

DURING THE SHOW: (a) Sound effects, loud speakers, attention-getting devices and audiovisual equipment will not be permitted except in locations where, in the opinion of AAGM officials, such sounds and activity do not interfere with the activities of surrounding exhibitors; (b) Please be aware that AAGM is charged a \$25 fee for every balloon that is left on the Agricenter ceiling; (c) No party to this contract shall be responsible for injury, loss or damage to any other party to this contract, or any third party, except in the event that the injury, loss or damage arises out of negligence or willful act of such party. The exhibitor agrees to indemnify and defend AAGM for any injury, loss or damage except for that caused by the negligence of AAGM. Exhibitors are responsible for their own insurance to cover all contingencies, including but not limited to fire, theft, property damage, public and private liabilities and workman's compensation. Exhibitors should supply certificate of insurance to AAGM prior to the event.

TEAR DOWN: It is the exhibitor's responsibility to see that all merchandise is removed from the exhibition hall and all exhibit space is left in good order by 10:00 pm on Wednesday, August 18. AAGM officials reserve the right to dispose of any merchandise left in the exhibition hall after the tear-down deadline. **AAGM & Agricenter are not responsible for any merchandise left in the exhibit hall overnight.**



Exhibitor Service Manual

**AAGM Trade Show
August 18, 2021
AgriCenter International**

**AAGM Tradeshow
August 18, 2021
AgriCenter International**

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.

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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'x10' inline booth will consist of:

- (1) 6' Skirted table
- 2 Chairs
- 1 Waste basket w/liner
- 1 Vendor ID Sign
- Flooring: Concrete
- Show colors: Gray and White
- Theme: **Binge Worthy TV**

Provided by Show Management.

INSTALLATION: Exhibitors may begin set-up:
August 18, 2021 at 8:00am

- Any large items, that cannot fit through a standard door, must be in by 10:00am.
- **The loading dock door will close at 10:00am.**

All exhibits must be set by:
August 18, 2021 at 3:00pm

SHOW HOURS: **August 18, 2021**
Show: 4:30pm – 8:00pm

DISMANTLE: Dismantle of exhibits may begin:
Immediately following the show

All exhibit materials must be cleared from the facility by:
August 18, 2021 at 10:00pm

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

SHIPPING INFORMATION:

ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS.

WAREHOUSE SHIPMENTS: Hicks Convention Services will accept crated, boxed, or skidded materials beginning **July 27, 2021** to the warehouse address below. Any shipment received after **August 6, 2021** will be charged a 25% late surcharge. Shipments arriving after **August 13, 2021** will be refused.

Warehouse shipping address:

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

AAGM

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 **August 17, 2021** 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.)

AAGM Memphis

Exhibiting Company Name _____

Booth # _____

C/O Hicks Convention Services

Agricenter International

7777 Walnut Grove Rd.

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 at (901) 272-1171
You may also FAX us at (901) 272-9491 or e-mail at
jennifer@hicksconventions.com



AAGM Tradeshow
AgriCenter International
August 18, 2021

Discount Price Deadline: August 6, 2021

RETURN VIA EMAIL:
jennifer@hicksconventions.com

PAYMENT POLICY FORM

Payment Policy -100% including applicable tax is due at show site.

Full payment must be included with all advance orders to obtain discount prices. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization.

Any additional costs incurred for orders or services placed at show site are due and payable upon presentation of the invoice. All adjustments must be made at show site.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

All accounts must be settled at the Hicks Convention Services Desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization is provided.

In the event that you have arranged for an agent to handle your display, your agent will be required to adhere to this policy as we will not bill a third party. If this policy is not adhered to, the exhibitor shall then be liable for payment.

INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, company check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard or Visa Credit Cards.

Exhibitors will be assessed a \$25.00 service charge for any returned check(s).

A finance charge of 1 1/2% per month (18% per annum) will be added to any outstanding invoices.

► **PLEASE PRINT CLEARLY OR TYPE.** This form must be signed and accompany your order.

Company Name:		
Street Address:		
City:	State:	Zip:
Authorized Person (please print):	Title:	
Signature:	Phone:	Fax:



AAGM Tradeshow
 AgriCenter International
 August 18, 2021

Discount Price Deadline: August 6, 2021

RETURN VIA 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.

HICKS

Convention Services

AAGM Tradeshow
 AgriCenter International
 August 18, 2021

Discount Price Deadline: August 6, 2021

RETURN VIA 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.	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.	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.	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



AAGM Tradeshow
 AgriCenter International
 August 18, 2021

Discount Price Deadline: August 6, 2021

RETURN VIA EMAIL:
jennifer@hicksconventions.com

CARPET & PADDING ORDER

Pre-Cut **CARPET** Standard Sizes (includes front tape*)

		Discount Price	Standard Price
_____	10' x 10'	\$95.00	\$125.00
_____	10' x 20'	\$190.00	\$220.00
_____	10' x 30'	\$285.00	\$288.00
_____	10' x 40'	\$380.00	\$410.00

Custom carpet: _____ ft. x _____ ft. @ \$1.87 / sq. ft. \$2.35 sq. ft.

► **CIRCLE COLOR:** If not **Black Red Blue Grey Burgundy Teal Plum**
 Selected, Hicks will do so at no risk.

Carpet **PADDING**

Comfort Carpet Padding per sq. ft. \$1.25

.....

Plastic covering, per sq. ft. \$2.00

TOTAL OF ITEMS ORDERED _____

SALES TAX 9.75% _____

BALANCE DUE _____

To receive discount price, payment in full for all advance orders must accompany order. All orders placed at the show will be billed at standard prices. All invoices must be paid in full at the show.

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Authorized by _____ Title _____

Signature _____



AAGM Tradeshow
Agricenter International
August 18, 2021

EXHIBIT SHIPPING INFORMATION & DRAYAGE RATE SCHEDULE

Ship Prepaid Only -Collect Shipments will be Refused
ANY ADVANCE SHIPMENTS RECEIVED AFTER **August 13, 2021** 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 windows 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#: _____
AAGM 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#: _____
AAGM Memphis

**C/O: Hicks Convention Services
Agricenter International
7777 Walnut Grove Rd.
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 **August 6, 2021** 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

- 1) 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.
- 2) 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).
- 3) 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.
- 4) 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.
- 5) 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.**
- 6) All shipments requiring special handling for any reason, or due to length, width or height, will be handled on a time and material basis.
- 7) 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.
- 8) To avoid confusion, remove all expired shipping labels before shipment.
- 9) 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)

AAGM Tradeshow
C/O Hicks Convention Services
935 Rayner St.
Memphis, TN 38114

**ADVANCE FREIGHT MUST BE DELIVERED BY:
August 13, 2021**

Booth # (optional): _____

No. _____ of _____ pieces

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EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)

AAGM Tradeshow
C/O Hicks Convention Services
935 Rayner St.
Memphis, TN 38114

**ADVANCE FREIGHT MUST BE DELIVERED BY:
August 13, 2021**

Booth # (optional): _____

No. _____ of _____ pieces

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EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)
AAGM Tradeshow
C/O Hicks Convention Services
Agricenter International
7777 Walnut Grove Rd.
Memphis, TN 38120

WE WILL START ACCEPTING SHOW SITE FREIGHT ON:
August 17, 2021
Booth # (optional): _____
No. _____ of _____ pieces

EXHIBITOR MATERIALS

From (Shipper): _____

To: _____
(Exhibitor Name)
AAGM Tradeshow
C/O Hicks Convention Services
Agricenter International
7777 Walnut Grove Rd.
Memphis, TN 38120

WE WILL START ACCEPTING SHOW SITE FREIGHT ON:
August 17, 2021
Booth # (optional): _____
No. _____ of _____ pieces



UTILITY REQUEST FORM

****Electrical fees are due directly to Agricenter International and are NOT included in your booth price.****
****All Rates include TN Sales Tax of 9.75% ****

NAME OF EVENT: AAGM Annual Tradeshow EVENT DATE: August 18, 2021
 BOOTH NAME: _____ BOOTH NUMBER(s): _____
 ADDRESS: _____ CITY _____ STATE _____ ZIP _____
 PHONE: _____ FAX: _____ EMAIL: _____
 PAYMENT: CHECK _____ VISA _____ MASTERCARD _____ DISCOVER _____ AMEX _____
 CARD #: _____ V-Code: ___ EXP. DATE: _____ NAME ON CARD: _____
 AUTHORIZED BY : _____
 (Printed Name) (Signature)

ELECTRICAL SERVICE				
QUANTITY	DESCRIPTION	ADVANCE RATE (4 days prior to show)	FLOOR RATE	AMOUNT
	8amp, 110v (1300w MAX)	\$ 85.00	\$ 100.00	
	20 amp, 110v, Dedicated (1700w MAX)	\$ 110.00	\$ 135.00	
	30 amp, 110v, Dedicated (2600w MAX)	\$ 145.00	\$ 165.00	
	20 amp, 208v, 3/4 Wire, Dedicated	\$ 185.00	\$ 200.00	
	30 amp, 208v, 3/4 Wire, Dedicated	\$ 240.00	\$ 265.00	

Higher Amperage Must be ordered 4 Days in advance. **Floor Orders will NOT be taken.**

	40 amp, 208v, 3/4 Wire, Dedicated	\$ 305.00	
	50 amp, 208v, 3/4 Wire, Dedicated	\$ 360.00	
	30 amp, 208v, Three Phase	\$ 300.00	
	40 amp, 208v, Three Phase	\$ 385.00	

(Anything over 40 amp. Three Phase is an additional \$4.00 per amp)

TOTAL ELECTRICAL CHARGES: _____

**** EQUIPMENT DESCRIPTION & AMPERAGE IS REQUIRED FOR ALL EQUIPMENT NEEDING DEDICATED LINES:**

Description: _____ Amperage: _____ Circle One: 3 Wire Plug 4 Wire Plug
 Description: _____ Amperage: _____ Circle One: 3 Wire Plug 4 Wire Plug
 Description: _____ Amperage: _____ Circle One: 3 Wire Plug 4 Wire Plug

TELEPHONE AND INTERNET SERVICE

**Phone service or internet MUST be ordered 4 business days in advance. (Limited availability)
Agricenter does not guarantee through-put rates on phone or data lines.**

	Unit Cost	Quantity	Cost
Standard Phone Line (per booth)	\$150.00	_____	_____
Ethernet (Hard Wire)	\$150.00	_____	_____
Wireless Access (Wi-Fi)	\$ 75.00	_____	_____

TOTAL UTILITY COST: _____

CONDITIONS & SAFETY REGULATIONS:

1. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors unless specified otherwise
 2. All equipment, regardless of source of power, must comply with all federal, state and local building and safety codes.
 3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, horsepower, etc.
- The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. Agricenter International does not assume any liability for damages or damage of any sort whatsoever to user's goods or equipment arising from any cause whatsoever.
4. All power cords, pigtails, and adaptors are property of Agricenter International and must be accounted for at the end of the show. **A \$50 fee will be assessed for cords, pigtails and adaptors not account for, and charged to the credit card number above or billed to the vendor listed above.**

Make Remittance Payable to: Agricenter International
Mail to: Agricenter International, 7777 Walnut Grove Road, Memphis, TN 38120
Email: mkennedy@agricenter.org **Fax:** 901-757-7783
 Please direct questions to 901-757-7777. ext. 0