

National Alliance of Independent Crop Consultants AG PRO EXPO
January 17-19, 2024
Marriott River Center Salon E-F

Exhibitor Service Manual

Dear Exhibitor,

We take great pleasure in notifying you that **TMS** has been selected as the "Official Service Contractor" for the National Alliance of Independent Crop Consultants AG PRO EXPO. We would like to take this opportunity to assure you that we will do our utmost to make this a successful and profitable event for you.

We offer a full range of services to assist you in maximizing the impact of your exhibit, from rental packages to experienced labor for installing or dismantling your booth. We are proud to be your partner.

Enclosed you will find important show information as well as order forms for services you may require. Direct questions regarding shipping, storage, labor, furniture and signs to:

Total Media Solutions
TMS
5411 IH 10 East Suite 103
San Antonio, Texas 78219
(o)210-731-9200
(f)210-731-9225
WWW.TMSEVENTS.com

Questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

AG PRO EXPO
700 Wood Duck Drive
Vonore, TN 37885
(o)423-884-3580
(f)423-884-3199

Please note the various items being provided for each booth by Show Management (equipment listed on the Show Information page). Analyze your needs carefully and return your order forms with full payment before **January 1, 2024**, the discount deadline, to save money as well as ensure the availability of your item. Orders received without payment can not be processed.

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EXPO
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Audio/ Visual Order Form	<input type="checkbox"/> Total Media Solutions
Electrical Order Form	<input type="checkbox"/> https://bit.ly/NAICElectricalForm
Telephone Order Form	<input type="checkbox"/>



Show Information

Discount Deadline: January 1, 2024
Show Colors: Hunter Green Back W/ Silver Side
Show Carpet: Rails Carpeted

Booth Information

Substitutions are not permitted. If you require alterations or additions please review the enclosed order forms. No credit or refund will be given for items not used.

Each 10x10 booth will be provided with:

- 8' tall Background Drape
- 1 - 6' Skirted Table
- 1 - Wastebasket
- 3' Tall side Dividers
- 2 - Chairs
- 1 - 7"x44" ID Sign

Show Schedule - Subject to Change

Exhibitor Move In:	January 16, 2024	3:00PM-5:00PM
	January 17, 2024	8:00AM-1:00PM
Show Hours:	January 17, 2024	3:00PM-5:00PM
	January 18, 2024	7:00AM-7:30PM
	January 19, 2024	7:00AM-10:30AM
Exhibitor Move Out:	January 19, 2024	11:00AM-5:00PM

Driver Check-In By:

Freight Re-Directed At:

Assistance

If you have any questions or do not find what you are looking for in this packet, please call our Exhibitor Service Department **210.731.9200**.

TMS will have a service desk in a convenient location on show site if you require any further assistance.



Frequently Asked Questions - FAQ's

▶ **WHAT IS MATERIAL HANDLING?**

Material handling includes receiving and unloading your exhibit materials, storage for up to 30 days at the advance shipping location, delivery to your booth, handling of empty containers (removal from booth, stored and then returned to the booth at the close of the show) and removal of the material from your exhibit booth for reloading onto outbound carriers. This charge does not include the cost of shipping. Please refer to the Shipping Information section of this manual for further information.

HOW DO I SEND MY SHIPMENTS? IS THERE A PREFERRED CARRIER?

▶ You have two options in regards to sending your shipments. You can ship your freight in advance or you can ship it direct to show site. Shipments must be prepaid. **Collect shipments will be refused.** The official show carrier for this show is **TMS Logistics**. Call 210.731.9200 for rates.

WHAT IS THE DIFFERENCE BETWEEN ADVANCE AND DIRECT SHIPPING?

▶ **Advance shipping** is sending your materials, up to 30 days prior to the event, to a designated warehouse which will store your freight and then deliver it directly to your booth space during move-in. Delivery hours are 9:00 am - 3:00 pm, Monday thru Friday. The advantage of sending your freight in advance is knowing it has arrived and will be delivered to your booth prior to your arrival.

Direct shipping is sending your materials directly to show-site during the designated move-in times. There is some risk with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to receive more materials.

WHEN DO I SHIP AND WHERE?

Advance Shipping Address:

▶ NAICC
TMS
5411 I.H. 10 East Suite 103
San Antonio, Texas 78219

Direct Shipments to Show Site:

NAICC
Marriott Rivercenter
c/o **TMS**
101 Bowie
San Antonio, TX 78205

**Advance shipments MUST be received by
Monday, January 15, 2024.**

**ALL SHIPMENTS MUST HAVE "C/O TMS" ON THE LABEL.
SHIPMENTS MUST BE PREPAID. COLLECT SHIPMENTS
WILL BE REFUSED.**

**Direct shipments to arrive NO SOONER than
Tuesday, January 16, 2024.**

HOW DO I SHIP MATERIALS AFTER THE SHOW CLOSURES?

▶ A **TMS** "Bill of Lading" is required on all outbound shipments. The "Bill of Lading" is available at the service desk. After your booth is packed, labeled and ready to be shipped please bring the completed "Bill of Lading" form back to the service desk. If you are not using **TMS Logistics**, our preferred out-bound carrier, you must call your designated carrier with pick up information. If your carrier fails to show up, your shipment will be re-directed through **TMS Logistics** and the discount rate will not apply. A **TMS** representative will be available at show site for further questions.

HOW DO I PLACE MY ORDER?

- Order online at www.tmsevents.com
- Mail in your order forms and full payment to:
TMS * 5411 I.H. 10 East Suite 103, San Antonio, Texas 78219
- ▶ • Fax in your order with the "Credit Card Authorization" form to: 210.731.9225 Attn: Exhibitor Services

Orders will not be processed without full payment. Please review our "Payment Policies" for detailed information. Don't forget to keep a copy of your order for your records.

For orders going to other "**official suppliers**" (i.e. audio visual, floral, electrical, etc.) please follow the payment and mailing instructions indicated on each of the forms located in this manual.



Limits of Liability

▶ Responsibility for Labor

- ▶ • **TMS**, its subcontractors, and Show Management shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
- ▶ • **TMS**, its subcontractors, and Show Management shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by **TMS** or its subcontractors, except when such laborers are working for or operating equipment under the direct supervision of a supervisor designated by **TMS** or its subcontractors.
- ▶ • **TMS**, its subcontractors, and Show Management shall not be liable to any extent for any actual potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
- ▶ • Claims for loss, injury or damage, which are not submitted in writing to **TMS** within (30) thirty days after the close of the show, at which the loss, injury, or damage occurred, shall be considered waived. No suit or action shall be brought against **TMS** or its subcontractors more than one year after the accrual of the action.
- ▶ • **TMS** will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
- ▶ • **TMS** will not be responsible for improperly packed or concealed damages to exhibit.
- ▶ • The placing of an order for the services of laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth.

Material Handling

- ▶ • **TMS** will not be responsible for damage to uncrated, un-skidded, and concealed damage to materials for any reason.
- ▶ • **TMS** will not be responsible for loss or theft of materials after delivery to booth or before pick-up for loading at show close.
- ▶ • **TMS** is not responsible for shipments left in booth by exhibitor. We will count and ship pieces as found when we remove from exhibit hall. **TMS** recommends all valuable items be covered by YOUR insurance company to protect against theft.
- ▶ • Exhibitor routings on outbound shipments will be honored when possible. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by **TMS**.
- ▶ • Make certain all of your materials are properly insured against fire, theft, and all hazards while in transit, to and from your booth and for the duration of the exhibition. This may be done with "riders" to existing insurance policies.
- ▶ • Material handling includes unloading your exhibit materials, storage for up to 30 days at the advance shipping address, delivery to your booth, the handling of empty containers into and out of storage, and the removal of the material from your exhibit booth for reloading onto outbound carriers. This is not a transportation charge.
- ▶ • Do not send advance freight for Saturday delivery, there is no guarantee someone will be there to receive it. Make sure your freight arrives during normal business hours.
- ▶ • If you are sending materials direct to show-site, please make sure it does not arrive prior to the deadline specified. Materials arriving prior to the deadline will be REFUSED.
- ▶ • **TMS** "Bill of Lading" must be filled out at close of show. "Bill of Lading" is available at the service desk during your event.

Payment Terms

- ▶ • In order for us to process your order for services and materials listed in this Exhibitor Service Manual, we must have a signed "Credit Card Authorization" form with credit card information or full payment in advance. Invoices for outstanding balances will be prepared at the service desk for review and payment.
- ▶ • Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check.
- ▶ • **All inquiries must be resolved and completed before you leave the show.**

Questions and Adjustments

- ▶ • Any discrepancy in items ordered and items received, or any complaint or question concerning service, must be reported to **TMS** immediately. Issues will be resolved and/or any valid adjustments will be made at that time and approved by the **TMS** supervisor in charge. **Credits and adjustments will not be made on information received after the show.**
- ▶ • Items **cancelled or changed after January 1, 2024 will be charged 50% of the original price.**

Orders

- ▶ • All advance orders, discounted to your advantage, must be paid-in-full at the time the order is placed.
- ▶ • Orders **received without payment will not be processed. Payment for all show-site orders will be due and payable upon presentation of our invoice at the show.**
- ▶ • Services ordered at show site will not be processed without full payment.
- ▶ • **The availability of furnishings at show-site can, on occasion, be limited and for that reason can not be guaranteed. It is best to place your order in advance if possible.**



Payment Policies

To qualify for discount prices, full payment must be included with your advance order and must be received by the discount deadline. Please submit the signed "Credit Card Authorization" form or a check with your order.

Adding Tax to Your Order

- ▶ 1. Use the enclosed Order Recap to help add up your order, and get your subtotal.
- ▶ 2. Add the 2% Petroleum Surcharge to your order subtotal.
- ▶ 3. Add the appropriate 8.25% Sales Tax to your subtotal. To be tax exempt you must be a government or non-profit organization. If you are eligible, please provide an exemption certificate when placing your order. A resale certificate is not acceptable, as we are not providing services to be resold. Items cancelled or changed after January 1, 2024 will be charged 50% of the original price.

Payment Options

- ▶ 1. *Advance Payment by check*...Attached with your order forms. The "Credit Card Authorization" form should be submitted for any additional charges incurred at show-site. All checks should be made payable to:
TMS
5411 IH 10 Suite 103, San Antonio, Texas
78219 Ph: 210.731.9200 • Fax: 210.731.9225
RE: NAICC
- ▶ 2. *Credit Card*...MasterCard, Visa or American Express. To accept charges, we need a completed "Credit Card Authorization" form. **TMS** must receive this form by January 1, 2024 to qualify for the advanced pricing.

Show-Site Orders

- ▶ All show-site orders including labor and material handling must be paid before close of the show. For your convenience, we accept Visa, MasterCard or American Express, as well as checks, travelers checks and cash. Orders received after the deadlines or made at the service desk during the show will be billed at standard prices. Services ordered at show site will not be processed without full payment.

Advance Orders (Discount Rate)

- ▶ To process your order and receive advance prices, payment in full either by cash, check, or credit card must accompany your order. Purchase orders do not qualify for the discount prices.
- ▶ Advance orders will receive a 20% discount on booth furnishings. Advance payment for material handling should be based on estimated weight. Advance payment for labor should be based on estimated installation and dismantling hours.

Third Party Orders

- ▶ If you have contracted work through a display/exhibit house and require the services of **TMS**, the payment policies stated above apply. Please forward this information to the proper parties.

International Exhibitors

- ▶ International exhibitors must pay for all services in US funds and must be drawn on a US bank. All charges must be paid in full prior to the close of the show either by cash, credit card or check. Wire transfers must include a \$20.00 (US) transfer fee.

Material Handling/Labor Orders/ Rigging Orders/Forklift, Etc.

- ▶ If you are shipping freight to our warehouse or to show site and/or are ordering labor for installation or dismantling and/or rigging, you must complete the "Credit Card Authorization" form. Our services will not be performed unless we have some form of pre-payment in our files. If you require rigging or dismantling labor on move-out, charges will be applied to your credit card.



Credit Card Authorization

This form authorizes **TMS** to charge to your credit card account the amount of your advance/floor orders, material handling charges, shipping costs, surcharges and any other additional amounts incurred as a result of show site orders placed by you or your representative. Please complete the information requested below and return this form with your order.

I AGREE TO THE CONDITIONS STATED IN THIS MANUAL AND THE ABOVE PARAGRAPH .

Company Name:																					
Cardholders Name:	Booth#:																				
Credit Card #:	<table border="1" style="width:100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>																				
Exp. Date: <input style="width: 40px;" type="text"/>	Visa <input type="checkbox"/> Master card <input type="checkbox"/> American Express: <input type="checkbox"/>																				
Billing Address:																					
City, State, Zip:																					
Phone Number:	Fax:																				
Customer Signature:																					

If a check is being sent to cover all expenses, use card only for show-site services and remaining balances.

If paying by check, make payable to:
Mail order forms and full payment to:

TMS
5411 IH 10 East Suite 103
San Antonio, Texas 78219
Ph: 210.731.9200 Fax: 210.731.9225
RE: NAICC

Fax orders with full payment to: 210.731.9225 Attn: Exhibitor Service Department.

*Items cancelled or changed after January 1, 2024 will be charged 50% of the original price.

Your signature on this form authorizes **TMS** to charge any pre-order requests, on-site order requests and all material handling charges according to shipping documents.



Third Party Payment

TMS will present invoices to third parties at show-site for payment of all services rendered to exhibitors under the following conditions.

1. The Exhibitor is required to complete the " Exhibitor Appointed Contractor" EAC form located in this Exhibitor Service Manual.
2. The payment of the third party must be acceptable to **TMS** . Also the credit card information below must be completed and submitted to **TMS** as a deposit prior to the show.
3. If there is any doubt who is to be invoiced for a service, the charge will be issued to the exhibitor. The exhibiting firm is ultimately responsible for the payment of charges. If the EAC requires **TMS** to fax an invoice from the convention facility, a \$10.00 service fee will be added.
4. The following form is to be completed, signed and returned by both parties by the discount deadline date. Otherwise, the request will not be approved.

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show-site, such charges will be presented to the exhibiting firm for payment.

ALL INVOICES MUST BE RESOLVED BY THE CLOSE OF THE SHOW.

Fill out this form completely and return to **TMS**

Exhibiting Company:					Booth:				
Authorized Name & Title:					Authorized Signature:				
Display House Name Third Party Payer:									
Authorized Name & Title:					Authorized Signature:				
Complete Address:									
City, State, Zip									
Phone:					Fax:				
Items being billed to Third Party: <input type="checkbox"/> Material Handling <input type="checkbox"/> Furnishings <input type="checkbox"/> Display Labor <input type="checkbox"/> All Services <input type="checkbox"/> Other _____									
Credit Card #:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiration:					Type of Card:				
Name on Card:					Signature:				
Company Name:									
Billing Address:									
City, State, Zip:									
Phone:					Fax:				
Email:									



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Furniture & Accessories I

Discount Deadline: January 1, 2024

Skirted Display Tables - All tables are 24" wide, skirted on 3 sides in the color chosen and topped with white vinyl. The 4th side of 4' tables are skirted.

Standard Height (30" High)

Item #	Description	Discount	Standard	QTY	Total
190021	4' long 30" high	\$79.50	\$96.75	_____	\$ _____
190023	6' long 30" high	\$97.00	\$117.00	_____	\$ _____
190027	8' long 30" high	\$112.50	\$135.75	_____	\$ _____
190017	Skirt 4 th Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$36.50	\$45.50	_____	\$ _____
190002	Table Skirt Only	\$58.25	\$72.75	_____	\$ _____



Counter Height (42" High)

190022	4' long 42" high	\$107.75	\$134.50	_____	\$ _____
190025	6' long 42" high	\$122.00	\$152.25	_____	\$ _____
190029	8' long 42" high	\$140.25	\$175.50	_____	\$ _____
190018	Skirt 4 th Side Check One: <input type="checkbox"/> 6' <input type="checkbox"/> 8'	\$36.50	\$45.50	_____	\$ _____
190005	Table Skirt Only	\$58.25	\$72.75	_____	\$ _____

Table Skirt Colors		
	Red	White
	Forest Green	Champagne
	Burgundy	Lime Green
	Royal Blue	Rose
	Black	Gold
	Silver	Teal
	Plum	

***Show colors will be chosen on orders with no preference indicated.**

Color Choice _____

**Please use colors as a reference only*

Unskirted Display Tables - 24" wide tables topped in white vinyl

Item #	Description	Discount	Standard	QTY	Total
190003	4' long 30" high	\$46.50	\$58.00	_____	\$ _____
190006	6' long 30" high	\$57.50	\$71.75	_____	\$ _____
190010	8' long 30" high	\$68.25	\$84.25	_____	\$ _____
190004	4' long 42" high	\$66.25	\$80.50	_____	\$ _____
190008	6' long 42" high	\$76.25	\$94.50	_____	\$ _____
190012	8' long 42" high	\$82.50	\$103.25	_____	\$ _____



Round Display Tables - 30" diameters, tables are unskirted.

Item #	Description	Discount	Standard	QTY	Total
190014	Café Table 30" high	\$63.75	\$76.50	_____	\$ _____
190015	Cocktail Table 42" high	\$81.25	\$97.50	_____	\$ _____
190016	Coffee Table 17" high	\$63.75	\$76.50	_____	\$ _____



Total: \$ _____

Sales Tax 8.25%% \$ _____

Grand Total \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Furniture & Accessories II

Discount Deadline: January 1, 2024

Chairs



30002

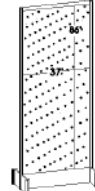


30003



30004

Pegboard / Tack board



120003



120004

Miscellaneous Accessories



120010



120013



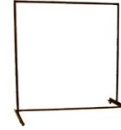
120014



120022



140002



140004



140005



140006



140007



Item #	Description	Discount Price	Standard Price	QTY	Total
30002	Fiberglass side chair (gray plastic)	\$43.25	\$54.25		\$
30003	Modular High Stool (Gray fabric—29" from floor to seat)	\$68.75	\$86.00		\$
30004	Padded arm chair Check one: <input type="checkbox"/> Black <input type="checkbox"/> Burgundy	\$61.00	\$76.25		\$
120003	4' x 8' Pegboard Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$172.75	\$216.00		\$
120004	4' x 8' Tack board Check one: <input type="checkbox"/> Vertical <input type="checkbox"/> Horizontal	\$155.00	\$186.00		\$
120015	2' x 8' Grid wall	\$57.50	\$71.75		
120010	Computer Pedestal	\$252.50	\$315.75		\$
120013	Easel	\$26.25	\$32.75		\$
120014	Fish Bowl	\$25.00	\$30.00		\$
120022	Wastebasket	\$13.75	\$16.50		\$
120029	Arm Light	\$53.25	\$66.50		
140002	Bag Rack	\$81.50	\$101.75		\$
140004	Garment Rack	\$81.50	\$101.75		\$
140005	Garment Rack - 2 Arm	\$81.50	\$101.75		\$
140006	Garment Rack-4 Arm (Waterfall)	\$81.50	\$101.75		\$
140007	Literature Rack I	\$89.75	\$109.50		\$
140008	Literature Rack II	\$125.00	\$150.00		\$
190031	4' Tabletop Riser (12" w x 12" h)	\$47.75	\$59.75		\$
190032	6' Tabletop Riser (12" w x 12" h)	\$57.75	\$72.25		\$
190033	8' Tabletop Riser (12" w x 12" h)	\$67.75	\$84.75		\$

Total: \$ _____

Sales Tax 8.25%% \$ _____

Grand Total \$ _____

Company: _____

Booth: _____ Contact: _____

Phone: _____



Carpet Order Form

Discount Deadline: January 1, 2024



TMS provides quality carpet at competitive prices. The carpet will be delivered clean and installed (only front edge is taped) in your booth prior to your move-in.

We offer custom carpet, as well as standard booth carpeting. Please use this order form for all of your carpeting needs. If you have any questions please call our Exhibitor Service Department.

Standard Carpet

Item #	Description	Discount	Standard	QTY	Total
10002	10' X 10' carpet	\$116.50	\$145.50	_____	\$ _____
10003	10' X 20' carpet	\$213.00	\$266.00	_____	\$ _____
10004	10' X 30' carpet	\$309.25	\$386.50	_____	\$ _____
10005	10' X 40' carpet	\$406.50	\$508.25	_____	\$ _____
10006	10' X 50' carpet	\$503.00	\$628.75	_____	\$ _____

If color is not indicated, show color will be used. Please use colors as a reference.

Color Choice _____

Carpet Colors	
	Red
	Forest Green
	Burgundy
	Royal Blue
	Black
	Gray
	Plum
	Teal

Custom Cut Carpet & Plush Carpet

Our standard carpet, cut to your specifications. Custom cut carpet orders must be received by the discount deadline or may not be honored. **Custom cut carpet orders canceled less than two weeks prior to move-in will be billed at 100%.**

Booth Dimensions: _____ X _____ = _____ Total SQ FT
 _____ Total SQ FT X \$2.50 per SQ FT = \$ _____

Plush 100% nylon pile custom carpet. Custom carpet orders must be received by the discount deadline or may not be honored. **Custom carpet orders canceled less than 2 weeks prior to move-in will be billed 100%.**

Booth Dimensions: _____ X _____ = _____ Total SQ FT
 _____ Total SQ FT X \$3.50 per SQ FT = \$ _____

If color is not indicated, show color will be used. Please use colors as a reference.

Color Choice _____

Custom Colors	
	Red
	Forest Green
	Burgundy
	Navy Blue
	Black
	Silver Mist
	Charcoal Gray
	Teal

Carpet Pad/Taping

Item #	Description	Discount	Standard	QTY	Total
10007	Carpet Padding per sq ft	\$0.65 sq ft	\$0.85 sq ft	_____	\$ _____
10010	Taping per linear ft Please check: <input type="checkbox"/> left <input type="checkbox"/> right <input type="checkbox"/> rear	\$0.65 ft	\$0.85 ft	_____	\$ _____
10011	Visqueen per sq ft	\$0.50 sq ft	\$0.60 sq ft	_____	\$ _____

Carpet Total \$ _____

Sales Tax 8.25%% \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Cleaning Order Form



Vacuumping of booths and emptying of wastebaskets is not included in your booth space rental. If you require these services please use this order form.

All rental carpets are delivered clean to your booth space, however during set-up the carpet may become dirty. We strongly recommend that you order cleaning service at least once prior to show opening.

CARPET VACUUMING

✓	Description	# of Days	Booth Size per SQ FT	Price Per SQ FT	Total
_____	Vacuum Once Prior to Show Opening	1	X _____ X	\$0.32 =	\$ _____
_____	Vacuum Daily (includes prior)	_____	X _____ X	\$0.30 =	\$ _____

PORTER SERVICE

Visit Exhibit Space at Two Hour Intervals During Show Hours (pick up trash, empty wastebaskets, spot clean, etc)

✓	Description	Show Days	Per Day	Total
_____	Up to 300 SQ FT	_____	X \$118.50 =	\$ _____
_____	300—500 SQ FT	_____	X \$159.75 =	\$ _____

**For booths over 500 SQ Ft please call Exhibitor Services for a quote.*

Cleaning Total \$ _____
 Sales Tax 8.25%% \$ _____
GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Signage Order Form

Discount Deadline: January 1, 2024

High-quality signs and graphics will enhance the overall image of your booth. Our sign department at CDS is driven to excellence and strives to produce the highest quality signs and graphics. Our state-of-the-art equipment creates precision graphics that will stand out on the show floor. Please call us if you have any questions.

Signage Rates

Price includes eight (8) words and the price is based on white show card with black, red, blue or burgundy lettering.

Item #	Size	Discount	Standard	QTY	Total
170007	7" X 11"	\$33.00	\$49.50	_____	\$ _____
170008	9" X 11"	\$40.00	\$60.00	_____	\$ _____
170002	11" X 14"	\$45.00	\$67.50	_____	\$ _____
170003	14" X 22"	\$50.00	\$75.00	_____	\$ _____
170004	22" X 28"	\$78.00	\$106.00	_____	\$ _____
170005	28" X 44"	\$117.00	\$150.00	_____	\$ _____
170006	40" X 60"	\$150.00	\$200.00	_____	\$ _____
170009	Each additional word		\$2.50	_____	\$ _____
170010	Easel back		\$10.00	_____	\$ _____

Banner Rates

(Minimum order of \$100.00. Colored backgrounds are an additional 20%)

Item #	Description	Discount	Standard	QTY	Total
170013	Vinyl banner with grommets white background	\$11.00 sq ft	\$15.00 sq ft	_____	\$ _____
170019	One Color Logo (EPS Format)	\$50.00	\$65.00	_____	\$ _____
170020	Two Color Logo (EPS format)	\$75.00	\$97.50	_____	\$ _____

Please use this box to write your copy if you are not sending graphics. Indicate whether you want your sign to be horizontal or vertical.

Horizontal Vertical

Copy:

Letter Color _____

Show card Color _____

Please call us for quotes on foam core, cortex and other sign materials. Special show card colors and lettering for logo work, special designs and cut-out letters are available.
210-731-9200

Signage Total \$ _____

Sales Tax 8.25%% \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Outbound Shipping Instructions

Only Complete if using TMS Supervision on Dismantle Labor.

Please duplicate form for split shipments (one form for each location or one for each carrier.)

of shipping labels _____

Consign to (company name): _____ Telephone: _____

Attention: _____

Address: _____ City/State/Zip: _____

Carrier: _____

Method: Air Freight _____ Next Day 2nd Day Deferred Motor Freight Van Line Other: _____
(specify level of service)

In the event your selected carrier fails to show on final move out day, please select one of the following options:

- Delivery back to warehouse at exhibitors expense Re-route via contractors choice

Number of Pieces	Kind of package, description of articles, special marks and exceptions	Weight <i>Subject to Correction</i>
	Crates (wooden) exhibition materials KD	
	Cartons (cardboard)	
	Fiber cases / Trunks	
	Skids / Pallets	
	Carpet (specify color)	
	Padded Display	
	Machinery	
	TOTALS	

* If the shipment moves between two ports on a carrier by water, the law requires that the Bill of Lading shall state whether it is a carrier's or shipper's weight. NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the agreed declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding \$ _____. This is to certify that the above named articles are properly classified, described, packaged, marked, labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.

If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: the carrier shall not make delivery of this shipment without payment of freight and all other lawful charges:

Prepaid Collect _____
signature

Freight and Carrier Charges Guaranteed By: _____

(By signing this form, shipper agrees to be bound by all its terms and conditions.)

Shipper/ Exhibitor: _____ Attention: _____

Billing Address: _____

City: _____ State / Zip: _____

Shipper's/Exhibitors Signature: _____

Shipper's Exhibitor's Printed Name: _____

Phone: _____ Email Address: _____

Use TMS Logistics on your outbound shipment(s) for convenience and competitive prices.



Material Handling

The Rates below are based upon straight time for move-in and move-out. All charges are per (100lbs) and are rounded up to the next 100lbs. There is a 200lb. minimum charge per shipment. TMS will receive advance shipments at the warehouse and will provide up to 30 day storage prior to the show. TMS will receive direct shipments at show-site on scheduled move-in days. TMS will provide delivery to booth, storage of empty packing materials, and return of out-bound shipments to the loading dock at the close of the show. TMS "Bill of Lading" must be filled out at close of show. **TMS REQUIRES "CREDIT CARD AUTHORIZATION" FORM BE ON FILE FOR ALL SHIPMENTS.**

▶ **Advance Shipments to Warehouse** - All materials shipped in advance to the warehouse must arrive by: **Monday, January 15, 2024.** Any shipment arriving after this date will be charged an additional 25% per cwt, \$50.00 minimum in addition to any other charges incurred.

Crated (includes cartons)			
Weight of Shipment _____ cwt	x \$150.00	Per 100 lbs 200 lb minimum	\$ _____
Special Handling			
Weight of Shipment _____ cwt	x \$65.63	Per 100 lbs 200 lb minimum	\$ _____
Uncrated (pad wrapped)			
Weight of Shipment _____ cwt	x \$65.63	Per 100 lbs 200 lb minimum	\$ _____

▶ **Direct Shipment to Show-Site** - Shipments arriving prior to **Monday, May 11, 2009** will be refused. Shipments will be received during the move-in periods and throughout the event.

Crated (includes cartons)			
Weight of Shipment _____ cwt	x \$150	Per 100 lbs 200 lb minimum	\$ _____
Special Handling			
Weight of Shipment _____ cwt	x \$65.63	Per 100 lbs 200 lb minimum	\$ _____
Uncrated (pad wrapped)			
Weight of Shipment _____ cwt	x \$65.63	Per 100 lbs 200 lb minimum	\$ _____

Small Packages: Packages under 35 lbs (received from a single shipment) will be charged \$35.00 for the 1st package and \$10.00 every package after (per shipment).

- Surcharges** - Based upon the Material Handling Rates quoted above, a 25% overtime surcharge per cwt (100 lbs) for each occurrence, will apply if:
- Shipments are received on overtime: Monday-Friday before 8:00 am & after 4:30 pm/Saturday, Sunday, or observed union holidays
 - Material is moved from warehouse to show-site on overtime due to scheduling conflicts beyond TMS control.
 - Material is moved out of show-site on overtime due to scheduling conflicts beyond TMS control.

- Rate Classifications**
- **Crated** - This rate applies to common carriers (LTC), which maintain an established local terminal with regular routes. They accept and consolidate freight of more than one customer into one shipment headed for a particular destination.
 - **Special Handling** - Shipments received un-palletized from the same location (more than 5 boxes). This rate applies to van lines -not floor loaded, company truck-pallet jack only, or privately owned vehicle POV, delivery crated materials or a common carrier with an irregular route.
 - **Uncrated** - This rate applies to van lines, company truck, or privately owned vehicle (POV) delivering uncrated or unspecified mixed crated and uncrated materials (pad wrapped & loose furnishings).
 - **Shipments Returned to Warehouse** - Shipments returned to warehouse at close of show will be charged \$0.25 per lb with a \$300.00 minimum. Shipments not picked up from warehouse within 72 hours will be charged for storage.

Let TMS Logistics, the preferred show carrier, assist you with your shipping requirements. Call for rates.

MATERIAL HANDLING TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



TOTAL MEDIA SOLUTIONS

Audio, Video, Lighting, Scenic, Computers

Advance Warehouse Shipments Exhibit Material

NAICC AG PRO EXPO

Must Arrive By: Monday, January 15, 2024

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

T0:

(Exhibiting Company Name)

Booth #:

TMS

**5411 I.H. 10 East Suite 103
San Antonio, Texas 78219
210-731-9200**

Carrier:

of pcs:

TOTAL MEDIA SOLUTIONS

Audio, Video, Lighting, Scenic, Computers

Advance Warehouse Shipments Exhibit Material

NAICC AG PRO EXPO

Must Arrive By: Monday, January 15, 2024

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

T0:

(Exhibiting Company Name)

Booth #:

TMS

**5411 I.H. 10 East Suite 103
San Antonio, Texas 78219
210-731-9200**

Carrier:

of pcs:

TOTAL MEDIA SOLUTIONS

Audio, Video, Lighting, Scenic, Computers

Advance Warehouse Shipments Exhibit Material

NAICC AG PRO EXPO

Must Arrive By: Monday, January 15, 2024

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

T0:

(Exhibiting Company Name)

Booth #:

TMS

**5411 I.H. 10 East Suite 103
San Antonio, Texas 78219
210-731-9200**

Carrier:

of pcs:

TOTAL MEDIA SOLUTIONS

Audio, Video, Lighting, Scenic, Computers

Advance Warehouse Shipments Exhibit Material

NAICC AG PRO EXPO

Must Arrive By: Monday, January 15, 2024

Deliver 9:00 am - 3:00 pm M-F

Must deliver to freight dock

T0:

(Exhibiting Company Name)

Booth #:

TMS

**5411 I.H. 10 East Suite 103
San Antonio, Texas 78219
210-731-9200**

Carrier:

of pcs:

POV - Cart Service

TMS will unload your personal vehicle (car or van), place your equipment on a flat bed cart and deliver to your booth for a **\$45.00** fee. This fee is per cartload. This service is limited to a maximum of 400lbs that can be delivered in 1 cartloads, otherwise material handling rates will apply. ***This service does not include storage of your empties.***



To qualify for this service you must arrive in a personal vehicle, no company trucks/ vans and no bob-tails. You will only be allowed to park in the POV parking that will be designated at the dock.

This service will help expedite the process and reduce your hassles. This service is also available at the end of the show. Just make the arrangements at the service desk prior to the end of the show. If you have any questions please contact our Exhibitor Service Department.

If you would like this service, please return this form with the rest of your order.

Estimated Time of Arrival _____

IN _____ x **\$45.00** = _____

OUT _____ x **\$45.00** = _____

POV Total \$ _____

Sales Tax 8.25%% \$ _____

GRAND TOTAL \$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____



Shipping Information

▶ ADVANCE SHIPMENTS TO WAREHOUSE

- Shipments may be sent to the advance warehouse up to thirty (30) days prior to the move-in for the show. Shipments must arrive **Monday, January 15, 2024** by 4:00pm. No shipments will be received at the warehouse on weekends or holidays. To track the arrival of your shipment call: **210-731-9200**. (Receiving Hours Monday-Friday 9:00 am - 3:00 pm.)
- Shipments arriving at the warehouse after: **Monday, January 15, 2024** will be charged an additional 25% of the advance warehouse rate in addition to any other charges incurred.

▶ Label each item as follows: Please use the label sheets provided in this packet.

To: _____ Booth# _____
(exhibiting company name)
For: **National Alliance of Independent Crop Consultants AG PRO EXPO**
TMS
c/o CDS
5411 I.H. 10 East Suite 103
San Antonio, Texas 78219

- Materials received at the warehouse will be delivered to respective booths at the convention facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight only.

▶ DIRECT SHIPPING TO SHOW-SITE

- Any shipments arriving prior to **Tuesday, January 16, 2024** will be refused.
- Shipments will be received during the designated move-in periods as well as throughout the event.
- As an exhibitor, it is your responsibility to instruct your carrier of the proper date for the direct deliveries to show-site.
- Weight tickets or Bills of Lading indicating weight must accompany freight delivery. The drivers signature on the show-site receiving report will verify the total count and weight.

▶ Label each item as follows: Please use the label sheets provided in this packet.

To: _____ Booth# _____
(exhibiting company name)
For: **National Alliance of Independent Crop Consultants AG PRO EXPO**
«Missing merge field»
c/o CDS
101 Bowie
San Antonio, TX 78205

- **TMS** will unload shipments at show-site and deliver to respective booths. Empty containers will be removed from booth, placed in storage and returned to the booth at the close of the show. Materials will then move from the booth to the dock and be reloaded on designated vehicles. Charges will be based on in-bound weight only.

All shipments must be PREPAID, collect shipments will be REFUSED.

Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills from carriers, such as UPS and FedEx, will be delivered to the exhibitor's booth without guarantee of piece count or condition.

No liability will be assumed by TMS for these shipments.



Material Handling and Shipping Addresses

BELOW RATES INCLUDE OVERTIME

Advance Shipments to Warehouse

\$150 per 100 lbs

Minimum charge of 200 lbs = \$300 per shipment
 All weights are rounded up to the next 100 lbs per shipment

Please label and consign shipments as follows:

Above rate includes: (per roundtrip unless overtime applies)

Co Name: _____ B# _____ National Alliance of Independent Crop Consultants AG PRO EXPO TMS C/o TMS 5411 I.H. 10 East Suite 103 San Antonio, Texas 78219 <p align="center">Shipments must be received by: Monday, January 15, 2024 (Deliver 9:00 am - 3:00 pm M-F)</p>
_____ lbs x \$150 per 100 lbs = _____

- Receipt of shipments of freight & crated exhibits.
- Storage up to 30 days prior to set-up date.
- Delivery of shipment (s) to booth space before exhibitor arrival.
- At close of show will deliver from booth to carrier at the loading dock.
- Removal, storage, and return of empty crates or containers when necessary.

Direct Shipments to Show-Site

\$150 per 100 lbs

Minimum charge of 200 lbs = \$300 per shipment
 All weights are rounded up to the next 100 lbs per shipment

Please label and consign shipments as follows:

Co Name: _____ B# _____ National Alliance of Independent Crop Consultants AG PRO EXPO C/o TMS 101 Bowie San Antonio, TX 78205 <p align="center">Shipments to arrive no sooner than: Tuesday, January 16, 2024</p>
_____ lbs x \$150 per 100 lbs = _____

- Above rate includes:** (per roundtrip unless overtime applies)
- Receipt of shipments of common freight and crated exhibits from outside carrier or POV at the Exhibit Hall.
 - Unloading from carrier or POV and delivery to booth.
 - At close of show will deliver from booth to carrier at the loading dock.
 - Removal, storage and return of empty crates or containers when necessary.

▶ THE FOLLOWING ADDITIONAL CHARGES APPLY FOR ADVANCE OR DIRECT SHIPMENTS:

- Shipments containing uncrated, unskidded, loose or padded display will be charged an additional 25% surcharge.
- Specialized carriers (van lines-not floor loaded, company truck-pallet jack only, or POV) will be charged an additional 25% surcharge.
- Shipments arriving and/or departing prior to 8 am and after 4 pm weekdays, Saturdays, Sundays and Holidays will be charge an additional 25% surcharge.
- Shipments moved from warehouse to show-site on overtime due to scheduling conflicts beyond **TMS** control will be charged an additional 25% surcharge.
- Shipments requiring special handling due to arrival time, size or type of equipment will be charged an additional 25% surcharge.
- All advance shipments to the warehouse received after the advance shipment deadline will be charged an additional 25% surcharge.
- Packages under 35 lbs (received from a single shipment) \$35.00 1st package and \$10.00 every package after (per shipment)
- Shipments returned to warehouse at close of show will be charged \$0.25 per lb with a \$300.00 minimum. Shipments not picked up from warehouse within 72 hours will be charged for storage.

SHIPMENTS MUST HAVE BILL-OF-LADING OR DELIVERY RECEIPT SHOWING
 NUMBER OF PIECES, CERTIFIED WEIGHT AND DESCRIPTION OF MATERIALS.
IF CORRECT WEIGHTS ARE NOT PROVIDED, RECEIVERS ESTIMATES WILL PREVAIL.

Let TMS Logistics assist you with your shipping requirements. Call for rates.

MATERIAL HANDLING TOTAL	\$
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Company: _____ Booth: _____ Contact: _____ Phone: _____



Order Recap

Deadline: January 1, 2024

This form is optional

1. Please use this form to combine all of your **TMS** order forms and transfer the totals from the bottom of each page onto this form.
2. Complete the "Credit Card Authorization" form and if applicable the "Third Party Payment" and "Exhibitor Appointed Contractor (EAC)" forms.
3. Please fax your order and "Credit Card Authorization" form to **TMS** at 210.731.9225 or mail your order and payment to:

TMS
5411 I.H. 10 East Suite 103
, San Antonio, TX 78219
PH: 210.731.9200
RE: NAICC Arg Pro EXPO

Full payment for services must accompany your order to qualify for the advance (discount) order prices. All orders received without payment after the discount deadline date or at the Exhibitor Service Desk at show-site will be charged at floor order prices (standard prices).

Taxable Services

Furniture I:	\$ _____
Furniture II:	\$ _____
Carpet Order:	\$ _____
Booth Cleaning:	\$ _____
Signs and Banners:	\$ _____
Luxury Furniture:	\$ _____
Rental Packages:	\$ _____
Custom Design-Metalli	\$ _____
POV:	\$ _____
Hanging Banner/ Sign:	\$ _____
Forklift:	\$ _____

Non-taxable

Labor:	\$ _____
Material Handling:	\$ _____
Subtotal:	\$ _____
Petroleum Surcharge (2% of Order Subtotal)	\$ _____
8.25% Sales Tax:	\$ _____
GRAND TOTAL:	\$ _____

Thank you for ordering!



Pipe & Drape

Discount Deadline: January 1, 2024

Pipe and Drape - Includes: Bases, Uprights and Expanders

Item #	Description	Discount	Standard	QTY	Total
20004	3' High Drape	\$6.00 / ft	\$7.25 ft	_____	\$ _____
20006	8' High Drape	\$10.25 / ft	\$13.00 / ft	_____	\$ _____

Hardware (for your own drape)

Item #	Description	Discount	Standard	QTY	Total
20005	3' Uprights	\$5.00	\$6.25	_____	\$ _____
20007	8' Uprights	\$5.75	\$7.00	_____	\$ _____
20008	Bases	\$7.00	\$8.75	_____	\$ _____
20009	Expanders	\$5.00	\$6.25	_____	\$ _____

***Show colors will be chosen on orders with no preference indicated.**

Color Choice _____



Skirt Colors			
<i>*Please use colors only as a reference.</i>			
	Red		Royal Blue
	Plum		Rose
	Forrest Green		Black
	White		Gold
	Burgundy		Silver
	Champagne		Teal

Draperly Total	\$ _____
Sales Tax 8.25%%	\$ _____
Grand Total	\$ _____

Company: _____ Booth: _____ Contact: _____ Phone: _____

