



TRADE SHOW VENDOR KIT

Mississippi Bankers Assn

5/15-16/19

FORMS SUBMITTED AFTER 5/5/19 ARE SUBJECT TO A 20% LATE SERVICE FEE

ELECTRICAL ORDERS
TELEPHONE / HIGH SPEED INTERNET ORDERS
PAYMENT INFORMATION

VENDOR PROFILE:

CONTACT NAME: _____

PHONE NUMBER: _____

BOOTH NUMBER (IF AVAILABLE, OR LEAVE BLANK): _____

EMAIL ADDRESS (FOR RECEIPT PURPOSES): _____

VENDORS - PLEASE SUBMIT ELECTRICAL / TELEPHONE ORDERS VIA FAX TO 850-267- 5514. TO PROTECT YOUR CREDIT CARD INFORMATION, WE DO NOT ACCEPT COMPLETED FORMS VIA EMAIL.



VENDOR ORDER FORM

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Request for Electrical Service

Quantity	Description	Rate	Total
	Up to 20 Amps (110 Volt)	\$ 100.00	
	20-50 Amps (110 Volt)	\$ 120.00	
	50-100 Amps (110 Volt)	\$ 130.00	
	Up to 20 Amps (208 Single Volt)	\$ 150.00	
	20-50 Amps (3 Phase)	\$ 170.00	
	50-100 Amps (3 Phase)	\$ 200.00	
	Multi Plug	\$ 50.00	

Request for Internet & Telephone Service

Quantity	Description	Rate	Total
	Telephone Line	\$ 120.00	
	Wired Internet (per computer)	\$ 250.00	
	Number of Days (\$50/Day/Computer)	\$ 50.00	

Subtotal: _____

Tax (7%): _____

20% Late Fee (if applicable): _____

Total: _____

Special Instructions: _____

Sandestin Golf and Beach Resort offers complimentary standard Wi-Fi in the conference facility.

On-site requests for services will be subject to availability.



VENDOR ORDER FORM

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Method of Payment

Paying by Check

Send checks payable to Sandestin Investments, LLC to:
Sandestin Golf and Beach Resort
ATTN: Taylor Green
9300 Emerald Coast Pkwy West
Destin, FL 32550

Credit Card Informaiton

SELECT WHAT PURCHASES TO MAKE BY CREDIT CARD

Electrical

Internet / Phone

Any remaining balance will be billed to credit card on file.

Type of Card: _____

Card Number: _____

Exp: ____ / ____

CCV: _____

Name on Card: _____

Authorized Signature: _____

Tax Exempt (Must provide FL tax exemption)

Electrical, Internet & Phone orders will be processed upon receipt.

COMPLETED VENDOR FORMS CAN BE SENT TO:

SECURE FAX LINE: **850-267-5514**

PHONE: **850-267-7791**

**To protect your credit card information, only submit vendor forms to the secure fax line.
Do not submit vendor forms via email.**



**SANDESTIN GOLF & BEACH RESORT
SERVICE ORDER FORM for
CONFERENCE PACKAGE**

SHIPPING ADDRESS Sandestin Golf & Beach Resort
Atn: Veal Convention Services, Inc.
Mississippi Bankers Ass 5/15-16/19
9300 Emerald Coast Parkway West
Miramar Beach, FL 32550

We are available at 1-800-844-8325 and at orders@vealco.com to assist you with any issues.

Please use our online ordering at veal.boomerecommerce.com to place your order for Conference Package Shipping / Receiving Services.

Ship to the above address using the attached labels. Your packages need to arrive at least 7 days in advance of your group's arrival date.

Orders and / or shipments received less than 7 days before group arrival date are subject to a 30 percent special handling fee.

Shipments will be accepted 21 days prior to group arrival date. Freight received earlier than 21 days will be subject to a weekly storage fee of thirty percent of total handling fees.

PACKAGE SHIPPING AND RECEIVING HANDLING CHARGES

**RECEIVING HANDLING FEES
per piece**

Up to 20 lbs	\$20
21 - 50 lbs	\$40
51 - 100 lbs	\$60
100 + lbs	\$0.60 / lb

**OUTBOUND HANDLING FEES
per piece**

Up to 50 lbs	\$20
51 - 100 lbs	\$40
100+ lbs	\$0.40 / lb

Online ordering is available at: veal.boomerecommerce.com

Please call 1(800)844-8325 with any questions you may have regarding your order.

Forklift Services are also available. Please contact VCS directly to arrange.

ADDITIONAL AVAILABLE SERVICES. Rates quoted in the MATERIAL HANDLING SERVICE ORDER FORM do not include any unpacking, uncrating, unskidding, positioning, leveling, blocking, spotting, bracing, installing, dismantling, repacking, recrating or reskidding. See the Forklift and Labor Order forms to order these services. On request, VCS will provide banding for securing outbound shipments at a rate of \$3 per foot, plus labor (one hour minimum). Shrink wrap of a pallet will be charged at \$30 per pallet. Local pickups and/or deliveries are available for \$150 per hour straight-time, \$225 per hour overtime (rates include truck and driver).

RETURNED SHIPMENTS TO VCS WAREHOUSE Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; VCS will return exhibit materials to the warehouse and load on outbound carriers at the rate of \$39 per CWT (with a minimum charge of \$79) for each shipment returned. Storage is available for \$1 per cubic foot per month with a monthly minimum of \$64.



**ADVANCE SHIPMENT LABELS
SANDESTIN CONFERENCE PACKAGE
SHIPPING / RECEIVING**

RUSH! Conference Freight RUSH! Conference Freight RUSH!

Mississippi Bankers Assn
5/15-16/19

From:

TO:

Sandestin Golf and Beach Resort
Shipping and Receiving Department
Attn: Veal Convention Services
9300 Emerald Coast Parkway West
Miramar Beach Florida, 32550

Exhibiting Company:

Booth Number:

Number _____ of _____ pieces

Carrier:

RUSH! Conference Freight RUSH! Conference Freight RUSH!

Mississippi Bankers Assn
5/15-16/19

From:

TO:

Sandestin Golf and Beach Resort
Shipping and Receiving Department
Attn: Veal Convention Services
9300 Emerald Coast Parkway West
Miramar Beach Florida, 32550

Exhibiting Company:

Booth Number:

Number _____ of _____ pieces

Carrier:

These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse. Please cut along the dashed lines and affix one to each piece of your shipment to the advance warehouse. Please make additional copies of these labels as needed.

NOTE: Warehouse is not temperature controlled. Hazardous materials will not be accepted at warehouse.



OUTBOUND SHIPMENT INSTRUCTIONS SANDESTIN CONFERENCE PACKAGE SHIPPING / RECEIVING

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT. You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. For your convenience, show recommended carriers are available to handle outbound transportation. Our designated carrier is YRC Freight.

All exhibitor freight not picked up by the exhibitor-designated carrier by the time stated in the GENERAL SHOW INFORMATION, page 1, will be forced out and either re-routed onto YRC Freight or returned to the VCS warehouse. Additional charges will apply.

PACK AND LABEL YOUR MATERIALS. Banding, shrink wrap and shipping labels are available at the VCS Service Desk.

COMPLETE AND TURN IN A VCS BILL OF LADING FOR EACH OUTBOUND SHIPMENT. Bill of ladings may be obtained from the VCS Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of ladings to the VCS Service Desk once your shipments are ready to be loaded out. Freight sent back to the VCS warehouse will be charged for the additional handling.

Ship to:

Company: _____

Contact Name: _____

Address: _____

Phone Number: _____

Bill to:

Company: _____

Contact Name: _____

Address: _____

Phone Number: _____



PAYMENT PROCEDURE and POLICY SANDESTIN CONFERENCE PACKAGE SHIPPING / RECEIVING

PAYMENT POLICY

***Online ordering is available at: veal.boomerecommerce.com
Please call 1(800)844-8325 with any questions you may have regarding your order.***

PLEASE FAMILIARIZE YOURSELF WITH THIS POLICY BEFORE ORDERING ANY SERVICES
NO SERVICES WILL BE RENDERED WITHOUT FULL PAYMENT IN ADVANCE

PAYMENT SERVICES: Veal Convention Services, Inc. (VCS) requires payment in full at the time the services are ordered. Further, VCS requires that you provide a credit card authorization to charge your account for services which may include freight handling, storage, labor, material handling, etc. plus any applicable fuel or energy surcharge.

ADVANCE ORDERS: To qualify for discount pricing, orders must be received with payment in full on or before seven (7) days in advance of group's arrival date. Purchase orders do not qualify for advance prices.

SHOW SITE ORDERS: Services ordered at show site will not be processed without full payment at the time the order is placed.

THIRD PARTY ORDERS: If you contract your work to a display or exhibit house and require services from VCS, the payment policy stated above applies. Please pass this information on to them.

METHOD OF PAYMENT: VCS accepts Master Card, Visa, American Express, and company checks (no personal checks accepted) as acceptable forms of payment. Any bank fees for wire transfers are the responsibility of the exhibitor. Purchase orders are not considered payment. All payments must be made in US funds drawn on a US bank. Exhibitors will be charged \$50 for each returned NSF check.

ADJUSTMENTS / CANCELLATIONS: No adjustments to invoices will be made after the close of the show. Cancellation of service(s) made prior to actual delivery or installation will be charged a 50% cancellation fee. Cancellation of service(s) made after actual delivery or installation will be charged a 100% cancellation fee. **COLLECTIONS FEES: ALL CHARGES MUST BE PAID IN FULL PRIOR TO CLOSE OF SHOW BY CASH, CHECK OR CREDIT CARD.** A fee equal to 2% per month (24% per annum) will be assessed on any unpaid balance. Client is responsible for any fees, including, but not limited to, collection fees, attorney's fees and court costs, that may be incurred in effort to collect any unpaid balance.

ORDERING: Please familiarize yourself with these forms before you log onto the online storefront site and place your order. **VCS REQUIRES YOUR CREDIT CARD TO BE ON FILE EVEN IF YOU CHOOSE TO PAY BY COMPANY CHECK OR WIRE TRANSFER.**

***Online ordering is available at: veal.boomerecommerce.com
Please call 1(800)844-8325 with any questions you may have regarding your order.***



IMPORTANT SHIPPING /FREIGHT HANDLING TERMS & CONDITIONS

VCS'S RESPONSIBILITIES. VCS is responsible only for services which it directly provides. VCS assumes no responsibility for any persons, parties or other contracting firms not under VCS's direct supervision and control. VCS shall not be responsible for loss, delay or damage due to any cause beyond VCS'S reasonable control, including, but not limited to, fire, strikes, accidents, transportation contingencies, theft, weather, acts of God, civil disturbances, explosions, acts of terrorism or war, etc. nor for ordinary wear and tear in the handling of materials. VCS will provide material handling services as the EXHIBITOR'S agent, not as bailee or shipper, and shall have no responsibility or obligation as such.

INBOUND SHIPMENTS. All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, VCS will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to VCS as soon as shipments are made. This will assist in tracing, if required. Confirm delivery date and time with your carrier and have all necessary shipping information in the hands of your on-site representative. Be sure your on-site representative knows who to call to track your shipment should it not arrive at your anticipated time. VCS shall not be liable for shipments received without individual freight bills, such as UPS, FedEx or other carriers who deliver in bulk and do not wait for shipment count and condition to be verified for individual shipments. Such shipments will be subject to verification and correction of count and condition and VCS's receiving paperwork indicating any exceptions as delivered shall take precedence over shipper's signature of receipt. Shipments received without receipts or freight bills such as UPS or FedEx or US Mail will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments. Consistent with trade show industry practices, there may be a lapse of time between delivery of shipments to the booth and the arrival of EXHIBITOR or its representatives, and during such time the material will be left unattended. VCS will not be responsible or liable for any loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S booth at the show site. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

OUTBOUND SHIPMENTS. Each outbound shipment must have a completed Bill of Lading accompanying the shipment. Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. Bills of lading and shipping labels are available at the VCS service desk. We recommend that you prepare bills and labels ahead of time. Exhibitors selecting non-official carriers will need to make their own arrangements for pick-up. Pick-ups for local deliveries or small package shipments, i.e., UPS, FedEx and Parcel Post should be dealt with in the same manner as all other outbound shipments. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick - up of materials from the booth for loading onto a carrier, and during such time the material will be left unattended. VCS shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. An exhibitor representative should remain on-site to insure that your shipment is picked up. Alternatively, VCS recommends that the EXHIBITOR engage security services from the facility or show management. Bills-of lading covering outgoing shipments will be checked at time of actual pickup from the booth and corrections made where discrepancies occur. In order to expedite removal of materials as required by show management and/or the facility, VCS shall have the authority and reserves the right to change the EXHIBITOR designated carriers, if such carriers fail to pick-up or refuse to accept shipments at the appointed time. VCS retains the right to dispose of materials left on the show floor without liability if left unattended, left without labels or not correctly labeled. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITOR'S shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. In no event shall VCS be responsible for any loss resulting from such rerouting or handling. Any shipments that remain on-site past the outbound shipping deadline may be forced on VCS's carrier of choice and the exhibitor billed accordingly. Shipments sent using VCS's account numbers and/or charges otherwise invoiced to VCS will result in a service fee to your account amounting to 30 percent of the carrier's total charges. Use of VCS Freight Handling services authorizes VCS to pay outbound freight charges for your shipments by any carrier using the credit card on file for your company.

DAMAGE / LOSS. Relative to shipments consigned to VCS's warehouse, VCS will exercise all possible diligence and care in receiving, handling, and transporting your shipment. VCS shall not be liable for loss or damage from fire, natural disaster or contingencies beyond the control of VCS. In any case, the liability of VCS is limited to \$0.30 per pound with a maximum of \$50.00 per item, and a maximum of \$1,000.00 per shipment while exhibitor goods are in VCS's warehouse or VCS-owned and operated vehicles for delivery to show-site.

A) **MAXIMUM RECOVERY.** If found liable for any loss, VCS's MAXIMUM liability and EXHIBITOR'S exclusive remedy is limited to \$.10 per pound per article with a maximum liability of \$50.00 per item, or \$1,000 per shipment, whichever is less.

(B) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY.** VCS's liability shall be limited to any loss or damage which results solely from VCS's gross negligence in the actual physical handling of the items compromising the EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall VCS be liable to EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages. Such excluded damages include but are not limited to loss of profits, loss of use, interruption of business or other consequential or indirect economic issues.

INSURANCE. It is understood that VCS is not an insurer. Insurance on exhibit materials, if any, shall be obtained by the EXHIBITOR, at its sole costs and expense from a third - party insurance provider. BE SURE THAT THE MATERIALS YOU SHIP TO SHOW SITE ARE INSURED FROM THE TIME THEY LEAVE YOUR WAREHOUSE UNTIL THEY ARE RETURNED. CONTACT YOUR INSURANCE REPRESENTATIVE TO ARRANGE THIS COVERAGE.