



GEORGIA PODIATRIC MEDICAL ASSOCIATION

INTERCONTINENTAL HOTEL BUCKHEAD ATLANTA

MAY 16-18, 2024

Official Service Contractor:

Cherry Convention Services, Inc.
3866 Oakcliff Industrial Court
Atlanta, GA 30340
Phone: (770) 242-5955

Service Email: catherine@cherryconvention.com

8' X 8' Booth Package:

8' tall backwall drape
3' tall siderail drape
(1) 6' Draped table
(2) Folding Chairs
(1) Company ID Sign
Ballroom has multi-color carpet.

If you need any additional services, please use the following forms. The applicable SALES TAX RATE for this show is **8.9%**.

Important Dates:

Monday	April 15, 2024	Advance shipments may begin arriving at warehouse.
Monday	May 6, 2024	Last day for advance shipments to arrive at warehouse without surcharges. (Freight will still be accepted after this date but a 50% surcharge will be added.)
Monday	May 6, 2024	Deadline to receive advance order prices on furnishings.
Tuesday	May 14, 2024	Last day for off-target shipments to arrive at warehouse
Wednesday	May 15, 2024	8:00PM Cherry Convention Services install
Thursday	May 16, 2024	6:00AM – 10:00AM – Exhibitor Move-In
Thursday	May 16, 2024	10:00AM – 10:45AM – Show Open 3:00PM – 3:45PM – Show Open
Friday	May 17, 2024	10:00AM – 10:45AM – Show Open 3:00PM – 3:45PM – Show Open
Saturday	May 18, 2024	9:00AM – 9:45AM – Show Open
Saturday	May 18, 2024	9:45AM – All Exhibitors and CCS Move-Out Exhibitors must be cleared from the Ballroom by 11:30AM

Shipping Address:

Cherry Convention Services, Inc.
Georgia Podiatric Medical Association
(Your Company Name)
3866 Oakcliff Industrial Court
Atlanta, GA 30340

If freight is shipped directly to hotel and CCS does not handle, you will be responsible for shipping your product back out after the event. Otherwise, full cost of material handling services will be due prior to release of freight.



PAYMENT INFORMATION

Please complete any forms for services needed and email to:

catherine@cherryconvention.com

Once order is received, you will get an email confirmation back with a link and instructions to complete payment of services.

Thank You,

Catherine Barrett

Cherry Convention Services, Inc.

(770) 242-5955

TERMS AND CONDITIONS

FOR ALL SERVICES BY CHERRY CONVENTION SERVICES, INC.

TO LESSEE / CUSTOMERS

1. This lease/contract comprises the entire lease/contract between CHERRY CONVENTION SERVICES (herein referred to as CCS) and the LESSEE/CUSTOMER. It is acknowledged that there are no understandings, representations, warranties, promises (verbal or otherwise) pertaining to this lease/contract of the equipment, which are not incorporated herein expressly by reference or rider attached hereto.
2. CCS shall have the right without notice to terminate this contract in the event of breach of any of its terms, conditions or promises.
3. We suggest that you arrange all-risk insurance coverage on your exhibits and material, as CCS limits its liability to 30 cents per pound per article with a maximum of \$50.00 per item and \$1000 per each claim situation.
4. TERMS: Unless otherwise specified, all prices are net upon presentation.
5. LESSEE/CUSTOMER agrees to pay 1 ½% minimum interest per month on outstanding balance and all collection and attorney fees applicable in the event LESSEE/CUSTOMER does not meet CCS payment terms.
6. The person signing this order or an order form at an event for the customer, guarantees payment of the account personally.
7. All charges are payable and non-refundable upon installation by CCS. Any dispute must be submitted 30 days from day of charge or it is agreed that all services have been performed and approved.
8. Leased equipment shall at all times remain and be the sole and exclusive property of CCS and the LESSEE shall have only the right to use it under the conditions here contained. The leased equipment shall not be transferred, leased, used or subject to any person other than the LESSEE. CCS will not be held liable for any damage or injury caused by negligent, unintended use or movement of equipment provided for this event. The equipment will not be removed from said premises and will not be used at any other place, or for any other purpose except that stipulated.
9. The LESSEE shall at all times and at his own expense keep the leased equipment in good, safe, and efficient working order, repair and condition and shall not permit anyone to injure, deface, or remove it or any part thereof.
10. At CCS's sole option, and without any obligation on its part, CCS shall at all times have the right of free access to the leased equipment for the purpose of inspecting it and watching its use or operation or determining the nature and extent of its use.
11. All rental equipment will be subject to a clean-up and damage charge, and LESSEE will be charged for any equipment not available for pick-up and return to CCS at the close of the event.



MATERIAL HANDLING SERVICES

SERVICE A – WAREHOUSE – CRATED* MATERIALS

1. Receive at our warehouse up to thirty (30) days prior to installation date, all cased, crated or packaged exhibit materials.
2. Deliver all materials to the loading dock at the facility on installation date and place same in proper exhibit space. Additional charges will apply if materials must be uncrated to fit into facility. Please call for rates.
3. Arrange for storage of all empty containers.
4. After verifying outbound load with on-site exhibitor, freight is released to a CCS representative. All materials are removed from exhibit space within 3 hours of close of show and reloaded at dock with preferred carriers-UPS Freight and Fed Ex Express.
5. Use of non-preferred carriers, return of freight to warehouse or additional trips will incur extra charges*.
RATE: FOR THE ABOVE COMPLETE SERVICE: \$120.00 (plus tax) per cwt. (hundred weight, 200lb. min.)
MINIMUM CHARGE: \$240.00 (plus tax) per shipment. Charges are determined by inbound bill of lading and based on round trip service whether used completely or in part.

Shipments consigned to our warehouse must arrive prepaid and on or prior to 6 working days prior to show set-up to avoid a 50% surcharge to the rate quoted.

Do not send freight taller than 8'
Please call in advance for quote on forklift service.

EXHIBITORS SHOULD MARK AND CONSIGN THEIR SHIPMENT AS FOLLOWS:

PLEASE SIGN FOR AUTHORIZATION OF SERVICES

Company Name: _____
Show Name: _____
Booth #: _____
C/O Cherry Convention Services, Inc.
3866 Oakcliff Industrial Court
Doraville, GA 30340-3407

This page with signature must be returned prior to releasing freight at show site.

SERVICE B – HANDLING CRATED* MATERIAL SHIPMENTS AT THE EXHIBITION FACILITY

If exhibitor desires to have crated materials delivered directly to the exhibition facility, freight must be labeled C/O CHERRY CONVENTION SERVICES: We will receive all shipments delivered to the loading platform on installation date and place materials in exhibit space, store all empty containers, remove materials from exhibit space within 3 hours of close of show and reload at dock.

RATE: \$105.00 (plus tax) per cwt. (hundred weight).
MINIMUM CHARGE: \$210.00 (plus tax) per shipment

*UNCRATED MATERIALS will incur an additional charge of \$20.00 (plus tax) per hundred weight to above charges.
If loading dock is not available, freight may have a maximum weight of 2200 pounds and not exceed size dimensions above.

SERVICE C - SMALL PACKAGE

Cartons and envelopes with a maximum weight per shipment of 25 pounds or less will be received at Cherry Convention Services warehouse with same services provided in **SERVICE A**. Cost per shipment will be \$40.00 (plus tax).

*Any freight returned to warehouse for outbound shipping (except for Fed Ex Express and UPS Freight) will be charged \$30.00 (plus tax) per hundred weight (based on inbound bill of lading).

ALL OF THE ABOVE SERVICES ARE SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS LIMITATIONS OF CHERRY CONVENTION SERVICES LIABILITY AND RESPONSIBILITY.

1. Cherry Convention Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Cherry Convention Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Cherry Convention Services 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. Bills-of-lading covering outgoing shipments which are furnished to Cherry Convention Services by exhibitors will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Cherry Convention Services shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
5. Cherry Convention Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Cherry Convention Services maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
6. Cherry Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profit or revenues, or for any collateral costs which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Cherry Convention Services by an exhibitor, or by a shipper on behalf of any exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. All handling charges are the responsibility of the exhibitor.

NOTE: PAYMENT OF THE TOTAL ESTIMATED CHARGES OR CREDIT CARD AUTHORIZATION MUST BE RECEIVED PRIOR TO RELEASE OF FREIGHT AT MOVE-IN OF THE SHOW

RUSH!

EXHIBITION FREIGHT

FROM: _____

ADVANCE SHIPMENT

TO: CHERRY CONVENTION SERVICES, INC.
SHOW: _____
Your Company: _____

3866 OAKCLIFF INDUSTRIAL COURT
ATLANTA, GA 30340-3407

NUMBER _____ OF _____ PIECES

RUSH!

EXHIBITION FREIGHT

FROM: _____

ADVANCE SHIPMENT

TO: CHERRY CONVENTION SERVICES, INC.
SHOW: _____
Your Company: _____

3866 OAKCLIFF INDUSTRIAL COURT
ATLANTA, GA 30340-3407

NUMBER _____ OF _____ PIECES

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ATLANTA, GA 30340-3407

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FROM: _____

ADVANCE SHIPMENT

TO: CHERRY CONVENTION SERVICES, INC.
SHOW: _____
Your Company: _____

3866 OAKCLIFF INDUSTRIAL COURT
ATLANTA, GA 30340-3407

NUMBER _____ OF _____ PIECES

OUTBOUND SHIPPING INSTRUCTIONS

Thank you for using Cherry Convention Services, Inc. for your material handling needs. If you used our services for inbound shipping, we will also assist you with outbound shipping. If inbound services were NOT used and you need to use our services for outbound shipping, round-trip service will be charged.

At the end of the show, please package all your materials back in your empty containers. You will need to place all shipping labels and/or a Bill of Lading on each piece to show where your materials will be going to. Once you are all packed up, please look for a representative from Cherry Convention Services who will be arriving around 9:30AM on Saturday. They will confirm total number of pieces and confirm that all paperwork/information is complete.

Please do NOT leave your freight unattended with paperwork sitting on freight. If you are unable to wait until Cherry Convention Services confirms outbound freight, please email catherine@cherryconvention.com with copies of shipping labels and contact information to ensure timely outbound shipping.

If you are using any carriers other than Fed Ex Express or UPS, YOU will need to call and schedule the pick-up from our warehouse. This may be picked-up on Monday, May 20, 2024 between 9am-4pm. No appointment is needed.