



## GEORGIA PODIATRIC MEDICAL ASSOCIATION

### ATLANTA MARRIOTT BUCKHEAD HOTEL & CONFERENCE CENTER

**FEBRUARY 20-23, 2019**

**Official Service Contractor:**

Cherry Convention Services, Inc.  
3866 Oakcliff Industrial Court  
Atlanta, GA 30340  
Phone: (770) 242-5955  
Fax: (770) 441-2517  
Service Email: [catherine@cherryconvention.com](mailto:catherine@cherryconvention.com)

**8' X 8' Booth Package:**

8' tall backwall drape  
3' tall siderail drape  
(1) 6' Draped table

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	January 21, 2019	Advance shipments may begin arriving at warehouse.
Monday	February 11, 2019	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.)
Wednesday	February 13, 2019	Deadline to receive advance order prices on furnishings.
Tuesday	February 19, 2019	Last day for off-target shipments to arrive at warehouse
Wednesday	February 20, 2019	12:00PM – 5:00PM Cherry Convention Services install
Wednesday	February 20, 2019	6:00PM – Exhibitor Move-In
Thursday	February 21, 2019	10:00AM – 10:45AM – Exhibits Open 3:45PM – 4:30PM – Exhibits Open
Friday	February 22, 2019	10:00AM – 10:45AM – Exhibits Open 3:45PM – 4:30PM – Exhibits Open
Saturday	February 23, 2019	10:00AM – 10:45AM – Exhibits Open
Saturday	February 23, 2019	10:45AM - Exhibitor Move-out

**Shipping Address:**

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



3866 Oakcliff Industrial Court
Atlanta, Georgia 30340-3407
(770) 242-5955 Phone
(770) 441-2517 Fax

orders@cherryconvention.com

EXHIBITOR SUMMARY

Please complete the exhibitor information section. Enclose a check for the total order or fill out the credit card authorization for payment, or to charge your show site orders to a Visa, Master Card, or American Express account.

Exhibitor Information

Show
Booth #
Company
Address
City
State/Zip
Signature
Print Name
Phone
Fax
Email

Advance Discount Orders

Furniture \$
Material Handling \$
Labor \$
Cleaning \$
Other \$
SALES TAX \$
TOTAL \$

Advance Order Discount Price

To receive the advance order discount prices, this form must be accompanied by your check or contain a credit card authorization and be received no later than 14 days before show move-in.

Cancellation Policy

There are NO REFUNDS OR EXCHANGES once items have been installed in your booth.

Credit Card Authorization

Cherry Convention Services, Inc. is authorized to charge to the following credit card all orders and or services requested by the undersigned or representative which remain unpaid at close of show.

Indicate below the method of payment you are using for services provided by Cherry Convention Services, Inc.

Check
Master Card
Visa
AMX
Account #
Expiration Date
V.Code
Name on Card
Signature

Photo copy of front and back of card must be provided.

Credit card authorization or payment by check indicated acceptance of all terms and conditions on reverse side.

## 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 earned upon performance by CCS, regardless of subsequent events.
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. This lease shall not be assigned by LESSEE by his own act or by the operation of law. 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.



3866 Oakcliff Industrial Court  
 Atlanta, Georgia 30340-3407  
 (770) 242-5955 / Fax (770) 441-2517  
[orders@cherryconvention.com](mailto:orders@cherryconvention.com)

## FURNISHINGS ORDER FORM

Complete and send with Exhibitor Summary Form to address shown above.

TABLES		Floor Price	Advance Price	CHAIRS		Floor Price	Advance Price
<b>4' X 24"</b>							
_____	Draped** 30" Tall	\$84.00	\$64.00	_____	Folding Chair	\$15.00	\$12.00
_____	42" Tall	\$96.00	\$76.00	_____	Black Deluxe Folding	\$20.00	\$16.00
_____	Undraped 30" Tall	\$45.00	\$30.00	_____	Padded Stack Chair	\$25.00	\$20.00
_____	42" Tall	\$55.00	\$40.00				
<b>6' x 24"</b>				_____	Counter Stool	\$25.00	\$20.00
_____	Draped** 30" Tall	\$88.00	\$68.00	_____	Barstool with Back	\$45.00	\$35.00
_____	42" Tall	\$100.00	\$80.00	_____	Black Mirage Barstool	\$60.00	\$50.00
_____	Undraped 30" Tall	\$50.00	\$35.00				
_____	42" Tall	\$60.00	\$45.00				
<b>8' x 24"</b>				<b>ACCESSORIES</b>			
_____	Draped** 30" Tall	\$96.00	\$76.00	_____	Wastebasket	\$10.00	\$8.00
_____	42" Tall	\$110.00	\$90.00	_____	Stainless Steel Easel	\$25.00	\$20.00
_____	Undraped 30" Tall	\$55.00	\$40.00	_____	Display Panels	\$200.00	\$140.00
_____	42" Tall	\$65.00	\$50.00		Gray fabric, accepts velcro, push-pins, double-sided.		
				_____	Circle One: _____ Horizontal _____ Vertical		
				_____	Garment Rack	\$42.00	\$32.00
				_____	Bag Rack	\$75.00	\$50.00
				_____	Waterfall Rack (2 arms)	\$75.00	\$50.00
				_____	Table Top Literature Rack	\$45.00	\$35.00
				_____	Sign Holder (22"x28")	\$50.00	\$30.00
				_____	Double Face Tape/roll	\$20.00	\$20.00
				_____	Clear Tape/roll	\$15.00	\$15.00
				<b>CARPET</b>			
				_____	9' X 10'	\$108.00	\$90.00
				_____	9' X 20'	\$216.00	\$180.00
				_____	9' X 30'	\$324.00	\$270.00
				<b>Cut Carpeting:</b> Carpeting cust and tailored to fit space.			
				_____	(Size)	\$5.00/sq. ft	\$3.00/sq. ft.
				<b>Please Indicate Carpet Color Preferred:</b>			
				_____	Gray	_____	Blue
				_____	"Pepper"	_____	Black
				_____	Red		
				<b>PADDING (1/2", per 9' x 9')</b>			
						\$65.00	\$45.00
				<b>VISQUEÑE (Required if water/plants in booth with carpet.)</b>			
				_____	3' Wide	\$2.10/ft.	\$1.20/ft.
<b>TOTAL YOUR ORDER HERE:</b>				<b>EVENT:</b>			
<b>TOTAL COST:</b>				<b>COMPANY NAME:</b>			
<b>TOTAL TAX:</b>				<b>BOOTH #:</b>			
<b>TOTAL DUE:</b>				<b>CONTACT:</b>			
				<b>PHONE:</b>			

Draping includes white vinyl top & pleated skirt on three sides.

4th Side Draped Adds \$35.00 \$25.00

**\*\*PLEASE INDICATE DRAPE COLOR PREFERRED:**

\_\_\_\_\_ Show Color \_\_\_\_\_ Red  
 \_\_\_\_\_ White \_\_\_\_\_ Blue  
 \_\_\_\_\_ Burgundy \_\_\_\_\_ Silver  
 \_\_\_\_\_ Green \_\_\_\_\_ Black

There will be an additional charge to change drape color after set-up.

**TABLE RISERS (1 Step, 9" wide and 9" high)**

\_\_\_\_\_ 4' Undraped wood \$35.00 \$25.00  
 \_\_\_\_\_ 4' Draped \$50.00 \$40.00  
 \_\_\_\_\_ 6' Undraped wood \$40.00 \$30.00  
 \_\_\_\_\_ 6' Draped \$55.00 \$45.00

**ROUNDS (plywood top only)**

\_\_\_\_\_ 36" round x 30" tall \$50.00 \$40.00  
 \_\_\_\_\_ 36" round x 42" tall \$55.00 \$45.00  
 \_\_\_\_\_ 90" round black linen \$35.00 \$25.00  
 \_\_\_\_\_ 90" round white linen \$35.00 \$25.00

**MASKING DRAPE**

\_\_\_\_\_ ft. 8' tall \$9.00/ft. \$6.00/ft.  
 \_\_\_\_\_ ft. 3' tall \$6.00/ft. \$4.00/ft.  
 \_\_\_\_\_ 8' Upright & base \$10.00 \$10.00  
 \_\_\_\_\_ 6-10' Crossbar \$10.00 \$10.00



## 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: \$100.00 (plus tax) per cwt. (hundred weight, 200lb. min.)  
MINIMUM CHARGE: \$200.00 (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: \$87.50 (plus tax) per cwt. (hundred weight).  
MINIMUM CHARGE: \$175.00 (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**

Effective 0116

# 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

# 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, Georgia 30340-3407  
(770) 242-5955 Phone  
(770) 441-2517 Fax

### LABOR SERVICE FORM

**LABOR RATES**

To Install/Dismantle Exhibits (1 hour minimum per man)  
**STRAIGHT TIME:** 8:00AM to 4:30PM Monday-Friday  
**OVERTIME:** 4:30PM to Midnight Monday-Friday  
8:00AM to Midnight Saturday  
**DOUBLE-TIME:** Midnight to 8:00AM Monday-Saturday  
All day Sunday and Holidays

<b>STRAIGHT TIME</b>	<b>OVERTIME</b>	<b>DOUBLE TIME</b>
\$72.00	\$108.00	\$144.00

(Rates subject to change without notice)

If labor times and/or dates change, you must notify Cherry Convention Service 24 hours in advance. If no notice is made, you will be charged for time ordered and for time actually used.

**WE WILL REQUIRE LABOR ACCORDING TO THIS SCHEDULE:**

<b>INSTALLATION:</b> _____ No. of Men	<b>DISMANTLING:</b> _____ No. of Men
How Long? _____ Hours Each Man	How Long? _____ Hours Each Man
Men to be Available: _____ AM/PM Day/Date/Time	Men to be Available: _____ AM/PM Day/Date/Time

**STARTING TIME CAN BE GUARANTEED ONLY IN THOSE INSTANCES WHERE MEN ARE REQUESTED FOR THE START OF THE WORKING DAY (8:00AM).**

While every attempt will be made to provide men at time requested subsequent to 8:00AM, such starting time must be approximate, since men are assigned to jobs at the start of the day and it is impossible to gauge exact time of completion of the first job assigned.

**PLEASE INDICATE PLAN DESIRED. IF PLAN IS NOT INDICATED, NO ADVANCE ORDER WILL BE ASSIGNED UNTIL EXHIBITOR'S REPRESENTATIVE REPORTS TO SERVICE DESK.**

       **PLAN A – Exhibitor’s Supervision:**  
It is important that the exhibitor representative check in at service desk to pick up men ordered. Also, it is important for the representative to check men out at the service desk upon completion of work.

ALL WORK IS DONE ONLY UNDER THE SUPERVISION OF THE EXHIBITOR REPRESENTATIVE:  
Representative’s Name: \_\_\_\_\_ Phone # during convention \_\_\_\_\_

       **PLAN B - Cherry Convention Services’ Supervision**  
All work is done under the direction of Cherry Convention Services, Inc. Our charge for this additional service is 35% of your total bill (\$35.00 minimum). This service saves expense/production time of your personnel.  
IN ORDER TO COMPLETE THE WORK WITHOUT YOUR REPRESENTATIVE PRESENT, WE MUST HAVE THIS INFORMATION LISTED BELOW COMPLETED. YOU MUST EMAIL PHOTOS AND PLANS WITH THIS ORDER SO THAT CORRECT LABOR CAN BE PROVIDED

<input type="checkbox"/> Self-contained unit <input type="checkbox"/> Number of crates <input type="checkbox"/> Photo enclosed <input type="checkbox"/> Set-up plans enclosed <input type="checkbox"/> Special instructions enclosed	Shipping Instructions for the close of show: _____ _____ _____ _____
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**NAME OF CONVENTION** \_\_\_\_\_ **BOOTH #** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_  
**AUTHORIZED BY** \_\_\_\_\_ **TITLE** \_\_\_\_\_