



## 2024 IRS NATIONWIDE TAX FORUM

## Baltimore Convention Center Hall B&C Baltimore, MD August 13-15, 2024

Services Provided By...



5187 Raynor Avenue Linthicum, Maryland 21090

Phone: 410.789.5000 • Fax: 410.789.5564

E-Mail: CustomerService@AdvantageExpo.com

www.AdvantageExpo.com

Advance Order Cut-Off Date: Friday, July 26, 2024



# 2024 IRS NATIONWIDE TAX FORUM Baltimore Convention Center Baltimore, MD August 13-15, 2024

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO, LLC is pleased to be the general contractor for the upcoming 2024 IRS NATIONWIDE TAX FORUM in Baltimore, Maryland.

As the general contractor for this show, we have coordinated the necessary services you may need. Enclosed are order forms for materials and services that may be required. By returning the completed forms with payment prior to the cut-off date, all equipment will be installed in your booth prior to your arrival. If you are not going to personally plan and supervise your event, please forward this kit to the person you have appointed to be in charge.

Planning Assistance Analyze your exhibit needs as they relate to furnishings and services offered on the enclosed forms.

If you require assistance in planning your exhibit, please contact our office. We will be happy to suggest how you can best use the equipment and services available to make your booth space a functional and handsome showcase for your presentation. Please call us to inquire about items you may be interested in which may not be included in the kit (for example custom furnishings, plants, audio visual equipment).

<u>Please Note</u> All forms are to be returned to the address specified on them.

Basic Information Listed below is show site information that will help you in planning a successful exhibit.

**Booths** Exhibit booths are draped in **BLUE** and **WHITE**. Included with your booth space is: one (1) 7"x44" one-line I.D. sign, which includes your company name and booth number, one 6'X30" draped table and two folding chairs. Furnishings will be provided in your booth at no charge. ABSOLUTELY NO SUBSTITUTION TO BOOTH PACKAGE IS ALLOWED. However, additional/different furnishings may be rented at the rates stated in this kit. Your exhibit space **IS** carpeted. If you would like to order a specific carpet color for your exhibit space, please refer to our Furniture Rental Order Form for available colors and pricing.

**Booth Numbers** Booth numbers have not yet been assigned but will be made available shortly. If shipping your materials prior to receiving your assignment, please make sure that ALL items sent in for the show are *clearly marked with your company name* and we will ensure that your materials are delivered to your assigned booth space.

	Date:	Start Time:	End Time:
Exhibitor Set-Up	Monday, August 12	1:00pm	6:00pm
Show Hours	Tuesday, August 13 Wednesday, August 14	11:00am 10:00am	6:00pm 2:30pm
Dismantle	Wednesday, August 14	2:30pm	4:30pm
Outbound Freight*	Wednesday, August 14	5:30pm	Outside carriers must check in by 5pm

\*For exhibitors shipping freight out at the close of the show by means other than **Advantage Conference & Expo**, please note that all shipments must be out by the specified time above or it will be **forced out** 

## **Exhibiting Tips**

**Save** Place your orders in advance! By placing your orders before **JULY 26th**, you will benefit from discount pricing. PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER. Orders received without payment will not be processed; additionally, orders placed after the above date will be charged at floor price. Orders placed during installation are C.O.D.

<u>Important</u> We have included all necessary information to assist you in shipping materials to the show. The cut-off-date for receiving freight at our advance warehouse, without incurring additional costs, is **JULY 26th**. Please use enclosed shipping labels for accurate delivery. Refer to our Material Handling Service form for pricing.

Please note the difference between Shipping & Material Handling. These are two separate and distinct chargeable services. Shipping is the act of moving your materials from an origin to the loading dock at the show facility. Material Handling is a comprehensive charge that includes the services of bringing materials from the loading dock (or package room) to your booth, removing and storage of empties during show, returning of empties after the show and moving of repackaged materials to loading dock for shipment out.

(You may either ship with Advantage Expo or use your own independent shipper).

Should you choose to ship directly to the facility please: (1) Contact the property directly for information on current policies, restrictions and rates for handling, shipping, receiving, storing, etc., (2) Understand that you take full responsibility for that shipment and that any issue must be dealt with directly with the facility. Advantage Expo cannot provide assistance for tracking or locating any packages shipped independently, (3) Items sent directly to the facility, not labeled with official show label or not naming Advantage Expo as recipient will not be able to be retrieved and bought to the exhibit hall by our staff, and (4) if any material and handling services are required, including storing empties or moving outbound materials to loading dock, these charges as well as any open balances must be paid at the Advantage Expo service desk **PRIOR TO THE OPENING OF THE SHOW**. For your convenience, we accept MasterCard, Visa, American Express, Checks, or Cash.

**Questions and/or Adjustments** Should you notice any discrepancy in the items ordered and the items received or have any questions and/or complaints, please report to ADVANTAGE CONFERENCE & EXPO, LLC's Service Desk at the show immediately upon noting same. Your problems will be resolved and/or any valid adjustments to your account will be made at that time. Credits and adjustments will not be made based on such information received after post-show invoicing.

We look forward to being of service to you and if any additional information is needed, we encourage you to contact the show representative Kathy Moritz at 410.789.5000.

## **Union Regulations**



# 2024 IRS Nationwide Tax Forum Baltimore MD

August 13-15, 2024

5187 Raynor Avenue Linthicum, Maryland 21090 Phone: 410.789.5000 Fax: 410.789.5564

E-Mail:

CustomerService@AdvantageExpo.com Website: www.AdvantageExpo.com

To assist you in planning your participation in the forthcoming exhibition, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you please review the following:

#### **Decorators Union**

Members of this union claim jurisdiction over all set-up and dismantling of exhibits, including signs and carpet installation. This does not generally apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one hour, without the use of power tools. Please refer to page 12 for rates/charges. Any flooring regardless of size or style must be installed by Advantage Conference & Expo personnel.

### **Teamsters Union**

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carry able by one person, in one trip, without the use of dollies, hand trucks, or any mechanical equipment. Please refer to page 7 for rates/charges.

## **Safety**

Standing on chairs, tables, or any other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Advantage Conference & Expo, LLC is NOT responsible for injuries caused by improper use of furniture.

### **Tipping**

Advantage Conference & Expo, LLC requests that exhibitors do not tip our employees or any acting members of the labor unions. We feel they are paid at an excellent wage scale, denoting a professional status, thus making tipping unnecessary.

## **Method of Payment Form**

This Form MUST Accompany ALL Order Forms

#### 2024 IRS NATIONWIDE TAX FORUM

Baltimore , Maryland August 13-15, 2024



5187 Raynor Avenue
Linthicum, Maryland 21090

Phone: 410.789.5000 • Fax: 410.789.5564

CustomerService@AdvantageExpo.com

Advance Order Deadline\*: FRIDAY, JULY 26, 2024

If utilizing the services of ADVANTAGE CON order. Any orders received without this form <b>V</b> □ <b>Cash</b>	FERENCE & EXPO, LLC, this form must be completed and returned with your <b>NILL NOT BE PROCESSED</b> .
	yable to ADVANTAGE CONFERENCE & EXPO, LLC
□ Invoice	,
place, as well as any additional amounts incur	I use this authorization to charge your credit card account for the advance orders you red as a result of show site orders placed by your representative. These charges ound shipping. Please complete the following information:
*Information required	d to process your order; Please PRINT or TYPE
*Company Name:	*Booth #:
*Billing Address:	
*City/State/Zip:	
*Phone:	*Fax:
*E-Mail Address (where receipt should be e-	-mailed to):
Credit Card Type:	□American Express □MasterCard □Visa
*Billing Zip Code for Card Provided:	*3 or 4 Digit Security Code:  (Security code (if applicable) located on back of credit card in signature line)
*Account #:	
*Cardholder's Name:	*Signature:
Please attach a	photocopy of your credit card for our files.
We have read, understand, and agree to all terms a	s described and have advised our show site representative accordingly.
Signature:	Date:

\*FULL PAYMENT must be received prior to cut-off date; otherwise, FLOOR PRICING applies.

The consignment or delivery of a shipment to Advantage Conference and Expo by a customer, or by a shipper, or carrier acting on behalf of the customer shall be construed as an acceptance by the customer (and/or shipper) of the terms and conditions set forth for all material handling services.

Exhibitor accepts responsibility for the payment of Advantage Conference and Expo charges in connection with the handling of customer's shipment (s) as set forth in the Material Handling Services Rates and Exhibitor guarantees payment to Advantage Conference and Expo in the event that any third party who acts on Customers behalf shall fail to pay such charges.

## **Furniture Rental Order Form**

Method of Payment Form MUST Accompany This Order Form



2024 IRS NATIONWIDE TAX FORUM

Baltimore, Maryland

August 13-15, 2024

Name:

Advance Order Deadline: FRIDAY, JULY 26, 2024

5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000 • Fax: 410.789.5564
E-Mail:
CustomerService@AdvanatgeExpo.com
Website: www.AdvantageExpo.com

		Pricing			Pric	Pricing	
Qty:	ltem	Advance	Floor	Qty:	Item	Advance	Floor
	Chairs				30" High Display Ta	bles	
					30" Round Undraped	179.75	221.00
	Upholstered Chair	90.00	111.25		2'x4' Undraped	74.25	87.00
	Folding Chair	52.00	58.50		2'x6' Undraped	85.75	100.00
	Chrome Stool - Upholstered with back	159.50	213.00		2'x8' Undraped	95.25	105.00
					2'x4' Draped	165.50	197.25
					2'x6' Draped*	196.50	233.00
					2'x8' Draped*	233.00	278.50
					42" High Display Ta	bles	
	Miscellaneous				30" Round Undraped	211.75	254.00
	Table Cloth Café Table (Black or White)	46.75	N/A		2'x4' Undraped	105.25	120.00
	Wastebasket	29.00	43.75		2'x6' Undraped	112.00	135.75
	Easel	37.50	47.75		2'x8' Undraped	126.25	147.25
	Literature Racks	134.50	152.50		2'x4' Draped	207.75	244.00
	Chrome Stanchions	68.00	80.50		2'x6' Draped*	248.50	289.00
	4'x8' Posterboard w/Stand				2'x8' Draped*	280.25	330.25
	Vertical	168.75	195.75	*Draped on 3 Sides Only			
	Horizontal	168.75	195.75		4 <sup>th</sup> Side Draping	70.00	77.00
	Bag Stand	81.00	96.50	Please Specify Table Drape Color Choice: □SHOW COLOR			LOR
Risers		□Black □Blue □Burgundy □Green □Red □Teal □White					
Covered w/White Vinyl			Carpeting				
	12" x 12" x 48" (4')	69.00	82.25		10'x10'	258.50	320.75
	12" x 12" x 72" (6')	86.50	104.00		10'x20'	512.50	635.00
					10'x30'	770.50	954.00
					10'x40'	1027.00	1275.00
				prices include taping of front edge only. Color Choice: □Blue □Red □Grey □			
Company Name: Booth #:				Total Va	ır Eurniture Orde		

Total Toul Full	illule Oluei Hele		
Subtotal:			
6.0% State Sales Tax:			
TOTAL DUE:	•		

Phone:\_\_

## **Material Handling Service Rates**

#### 2024 NATIONWIDE TAX FORUM

Baltimore, Maryland August 13-15, 2024

Advance Order Deadline: FRIDAY, JULY 26, 2024



5187 Raynor Avenue Linthicum, Maryland 21090

Phone: 410.789.5000 • Fax: 410.789.5564

CustomerService@AdvantageExpo.com

MATERIAL HANDLING SERVICE includes all labor and equipment required to move freight, empties and deliveries either at advance warehouse or at show site. Freight includes all deliveries, whether from common carriers, private trucking companies, FedEx, UPS, DHL, private vehicles, messenger services and the like. Movement of the freight may include unloading shipments, providing storage for up to 30 days in advance at the warehouse, delivery to exhibit booth, removal and return of empty containers at the beginning and end of show, removal from your exhibit booth for reloading onto outbound carriers and freight that is forced from site due to late or non-pickup after show hours. Charges are based on CWT (100lb) increments or fraction thereof, with a 200lb. minimum. Weights are rounded up to the next 100lbs.

Material Handling Rates				
CWT OT/OT: \$187.50*	Minimum Charge: \$375.00 (for any package weighing 1-200 lbs)			
CWT OT/OT (UPS,Federal Express, DHL or without	Minimum Charge: \$415.00 (for any package weighing 1-200 lbs)			
paperwork, Bill of Lading delivered with freight):				
\$207.50*				

Overtime Rates Overtime Rates apply if freight must be unloaded or moved in and out of your booth before 8:00 am or after 4:00 pm on weekdays or anytime on Saturday and Sunday. \* THIS SHOW IS EXPECTED TO REQUIRE A 25% SURCHARGE (ESTIMATED OVERTIME RATE) FOR BOTH INBOUND AND OUTBOUND MATERIAL HANDLING SERVICES DUE TO MOVE-IN AND MOVE-OUT DATES AND TIMES. Outbound weights will be based on the actual inbound weight. No allowance will be made for attrition during the convention.

Each shipment is considered separate. No cumulative weights will be allowed on minimums or split shipments (see page 10 for How to Reduce Material Handling Costs).

**LATE SHIPMENTS** Shipments received at the warehouse after the advance cut-off date will incur a 50% surcharge.

## **Material Handling Service Rates**

#### 2024 NATIONWIDE TAX FORUM

Batlimore, Maryland August 13-15, 2024

Advance Order Deadline: FRIDAY, JULY 26, 2024



5187 Raynor Avenue Linthicum, Maryland 21090

Phone: 410.789.5000 • Fax: 410.789.5564

CustomerService@AdvantageExpo.com

Continued from Page 6....

**SPECIAL HANDLING** will be subject to an additional 50 percent charge. This classification shall be applied to van shipments or shipments requiring unloading by hand (i.e. loose display parts or uncrated equipment), forklift service, street unloading or any items larger than 8' including but not limited to (flooring, crates, etc.).

Shipments received via Federal Express, DHL, UPS, or without identifiable markings and/or paperwork are subject to a Twenty Dollar (\$20.00) Surcharge Per CWT/Per Shipment (\$40.00 Minimum Charge).

<u>ACCEPTANCE OF CHARGES</u> The consignment or delivery of a shipment to Advantage Conference and Expo by a exhibitor, or by a shipper, or carrier acting on behalf of the exhibitor shall be construed as an acceptance by the exhibitor (and/or shipper) of the terms and conditions set forth for all material handling services.

Exhibitor accepts responsibility for the payment of Advantage Conference and Expo charges in connection with the handling of exhibitor's shipment (s) as set forth in the Material Handling Services Rates and exhibitor guarantees payment to Advantage Conference and Expo in the event that any third party who acts on exhibitors behalf shall fail to pay such charges.

## **LIMITS OF LIABILITY**



2024 IRS NATIONWIDE TAX FORUM Baltimore, Maryland August 13-15, 2024 5187 Raynor Avenue Linthicum, Maryland 21090 Phone: 410.789.5000 Fax: 410.789.5564

E-Mail:

CustomerService@AdvantageExpo.com Website: www.AdvantageExpo.com

- 1. Advantage Conference & Expo LLC shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
- 2. Advantage Conference & Expo LLC shall not be responsible for loss, theft or disappearance of exhibitor 's material after same has been delivered to exhibitor's booth.
- 3. Advantage Conference & Expo LLC 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 outbound shipments, which are furnished by Advantage Conference & Expo LLC to exhibitor, will be checked at the time of actual pick-up from booth, and corrections made where discrepancies occur.
- 4. Advantage Conference & Expo LLC 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. Advantage Conference & Expo LLC liability shall be limited to physical loss or damage to the specific article that is lost or damaged. In any event, Advantage Conference & Expo LLC maximum liability shall be limited to \$.10 per pound, per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- 6. Advantage Conference & Expo LLC shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits 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 Advantage Conference & Expo LLC by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIALS FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.

## Material Handling Request Form

Method of Payment Form MUST Accompany This Order Form



#### 2024 IRS NATIONWIDE TAX FORUM

Baltimore, Maryland August 13-15, 2024

Advance Order Deadline: FRIDAY, JULY 26, 2024

5187 Raynor Avenue Linthicum, Maryland 21090 Phone: 410.789.5000 • Fax: 410.789.5564 E-Mail:

CustomerService@AdvantageExpo.com Website: www.AdvantageExpo.com

Please complete and fax this form to ADVANTAGE CONFERENCE & EXPO LLC, so that your freight can be handled appropriately.

**IMPORTANT** The cut-off date for receiving ADVANCE WAREHOUSE SHIPMENTS is **July 26, 2024**. Late shipments are subject to additional handling and delivery charges.

<u>INSTRUCTIONS</u> All shipments, by whatever means of transportation, must be **PREPAID**. Collect shipments will be refused. All shipments should be sent to the address(es) shown on the ADVANCE WAREHOUSE SHIPMENT and SHOW SITE SHIPMENT labels. Pre-addressed labels are included in this kit. Make copies and affix to freight. **SHIPMENTS SENT DIRECTLY TO SHOW SITE WILL NOT BE RECEIVED BEFORE MONDAY, AUGUST 12, 2024.** Shipments sent to show site prior to that date may be refused.

**INBOUND SHIPMENTS** To anticipate the arrival of your freight, please fax us the following information:

Ship to:	□ Advance Warehouse	□ Show Site-Addtional fees may apply
Shipped fror	m (CITY):	
Carrier:		
		Approx. Arrival Date:
Total Pieces	:	Total Weight:
Company:		Booth #:
Show Repre	sentative::	
	Will your freight require s	special handling (i.e. forklift)? □Yes □No
		stimated Costs
Total Weight*	lbs. Divided by 100	

\*TOTAL WEIGHT ROUNDED UP TO THE NEXT 100LB. 200LB. MINIMUM APPLIES

MATERIAL HANDLING RATE \*\*\$187.50 /Per cwt. (Min. Charge: \$375.00) or \*\*207.50 /Per cwt. (Min Charge: \$415.00) 
\*\*See page 6 for further pricing information

Shipments received via **Federal Express, Airborne, UPS**, or without identifiable markings and/or paperwork are subject to a Twenty Dollar **(\$20.00) Surcharge Per CWT/Per Shipment (\$40.00 Minimum** Charge)

# **ADVANCE WAREHOUSE SHIPMENTS**

## TRADE SHOW SHIPMENT-PLEASE EXPEDITE

# 2024 IRS NATIONWIDE TAX FORUM - NATIONAL HARBOR c/o Advantage Conference & Expo

5187 Raynor Avenue Linthicum, MD 21090

To:		
Name of Exhibitor		
Booth #:		
Piece #	of	

Ship to arrive NO LATER THAN FRIDAY, JULY 26, 2024

EXHIBIT MATERIAL

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

## **SHOW SITE SHIPMENTS**

## TRADE SHOW SHIPMENT-PLEASE EXPEDITE

## 2024 IRS NATIONWIDE TAX FORUM

% Advantage Conference & Expo, LLC
Baltimore Convention Center
Hall B & C
One West Pratt Street
Baltimore, Maryland 21201

To:		
Name of Exhibitor		
Booth #:		

Ship to arrive on Monday, August 12, 2024

EXHIBIT MATERIAL

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

## **Outbound Shipping Request**

Method of Payment Form MUST Accompany This Order Form



#### 2024 IRS NATIONWIDE TAX FORUM

Baltimore, Maryland August 13-15, 2024

Advance Order Deadline: FRIDAY, JULY 26, 2024

5187 Raynor Avenue Linthicum, Maryland 21090 Phone: 410.789.5000 • Fax: 410.789.5564 F-Mail:

CustomerService@AdvantageExpo.com Website: www.AdvantageExpo.com

Save time on the removal. Have your outbound shipping paperwork ready in advance by completing the following and Emailing to customerservice@advantageexpo.com. If requesting Show to Show shipping please fill in next city to ship to and company name.

Ship To:	Show to Show: Next City:
Company:	
Contact:	
Address:	
City/State/Zip:	
Phono:	
	Service* Requested:  *Materials will ship ECONOMY unless otherwise noted.  Economy    2 Day    Overnight
Ship to arrive to	by: Approximate # of pieces:
pre-printed Bill of Lading (Advance Order If utilizing the services of an outside ca	<b>15.00/Per Shipment</b> (Optional Insurance Coverage Additional) to be charged to credit card on file. Service includes <b>ers Only</b> ), pre-printed shipping labels <b>(Advance Orders Only)</b> , palletizing, shrink wrapping, and tagging of materials. arrier, it is the <i>exhibitor's responsibility</i> to make pick-up arrangements. Shipments being picked up by an outside in <b>August 14th</b> or it will be <b>forced</b> . All forced shipments are <b>C.O.D</b> .

A representative of Advantage Expo will deliver a packet to your booth consisting of your completed Bill of Lading and shipping labels by **12:00PM** on the last day of the show. Additional shipping supplies will be available at the Advantage Expo Service Desk.

Services Ordered By:

OFFICE USE ONLY

BOOTH #:

Date Received:

Payment on File:

Complete Date:

## **Labor Order Form**

**Method of Payment Form MUST Accompany This Order Form** 

### 2024 IRS NATIONWIDE TAX FORUM

Baltimore, Maryland August 13-15, 2024

Advance Order Deadline: FRIDAY, JULY 26, 2024



Linthicum, Maryland 21090

Phone: 410.789.5000 • Fax: 410.789.5564

CustomerService@AdvantageExpo.com Website: www.AdvantageExpo.com

Labor Rates (Advance Orders Only)		
Straight Time \$129.00/Per Man Hour (One Hour Minimum/Per Laborer)		
Overtime/Double Time	\$193.25/\$223.50 Per Man Hour (One Hour Min./Per Laborer)	

Labor Rates (Show Site Orders )		
Straight Time \$176.50/Per Man Hour (One Hour Minimum/Per Laborer)		
Overtime/Double Time	\$251.25/\$290.50 Per Man Hour (One Hour Min./Per Laborer)	

Straight Time = Monday-Friday 8:00 am - 4:00 pm

Overtime = Monday-Friday before 8:00 am and after 4:00 pm, all day Saturday. Double time = all day Sunday

	SET-UP	DISMANTLE
Number of Laborers Requested:		
Date:		
Time:		
TOTAL HOURS:		

☐ DO NOT proceed without an Exhibitor's Representative who wi (Time).	Il arrive at the Service Desk on(Date) at
☐ ADVANTAGE CONFERENCE & EXPO, LLC is authorized to sepresent. There will be an additional 30 percent charge to	,
☐ ADVANTAGE CONFERENCE & EXPO, LLC is authorized to di being present. There will be an additional 30 percent charge t	·
Company/booth #:	Ordered By:

## **Booth Cleaning Services**

Method of Payment Form MUST Accompany This Order Form



#### 2024 IRS NATIONWIDE TAX FORUM

Baltimore, Maryland August 13-15, 2024

Advance Order Deadline: FRIDAY, JULY 26, 2024

5187 Raynor Avenue Linthicum, Maryland 21090 Phone: 410.789.5000 • Fax: 410.789.5564 E-Mail:

CustomerService@AdvantageExpo.com Website: www.AdvantageExpo.com

Having often witnessed how exhibit booths become soiled and littered during exhibitor set-up, we suggest ordering booth cleaning services prior to show opening. Our service includes the vacuuming of your booth space, emptying wastebaskets, etc. Our rates are as follows:

## **Vacuum Service...\$.70/Per Square Foot Per Day**

Please complete the following for Booth Cleaning services:

	☐My exhibit booth will require cleaning prior to the show's opening				
	☐My exhibit booth will require cleaning prior to and during the event				
	Booth Size:x=_total Sq. Ft. at \$.70/Per Sq. Ft.:				
			Mu	Itiplied by number of days required:	
			TOTA	L BOOTH CLEANING CHARGES:	\$
Com	pany Name:			Booth #:	
	-				
Orde	ered By:			Date:	

## **Order Recap Form**

Method of Payment Form MUST Accompany This Order Form



#### 2024 IRS NATIONWIDE TAX FORUM

Baltimore, Maryland August 13-15, 2024

Advance Order Deadline: FRIDAY, JULY 26, 2024

5187 Raynor Avenue Linthicum, Maryland 21090 Phone: 410.789.5000 • Fax: 410.789.5564 E-Mail:

CustomerService@AdvantageExpo.com Website: www.AdvantageExpo.com

This form along with the METHOD OF PAYMENT FORM must be completed and sent to ADVANTAGE CONFERENCE & EXPO, LLC with your order forms. Full payment must accompany all orders or they will not be processed. To benefit from our discount pricing, orders must be received by the **JULY 26th** advance cut-off date or floor prices will apply. **All site orders are C.O.D.** 

Please total your order below:

TOTAL DUE:	\$
Internet & A/V Order Form	Order forms attached
Electrical Order Form	See attached info sheet
Booth Cleaning Order Form	
Labor Order Form	
Freight/Material Handling Service Form	
Furniture Rental Order Form	

#### Please Note...

- 1. Forms for additional services not provided by ADVANTAGE CONFERENCE & EXPO, LLC, such as electric, internet, audio visual and rigging, should be mailed with payment **to the address on that order form**.
- 2. **Tax Exempt Customers**: Please include a Tax Exempt ID Certificate with your order; otherwise, tax will be charged.

Company Name:	Booth #:
Ordered By:	Date:



Take advantage of discounted rates!

Order your electrical services online by

7 / 23 / 2024

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from ExhibitorServices-Baltimore@edlen.com



**Edlen Electrical Exhibition Services** 

1 West Pratt Street, Baltimore, MD 21201

410.649.7321 • baltimore@edlen.com • www.edlen.com



1765 Greensboro Station Pl. Tysons, VA 22102 (703) 802-6231



INTERNET-TELECOM	1 SERVICE AG	REEMI	ENT		
EVENT:			EVENT DATES:		
EXHIBITOR NAME:	MOVE IN DATE: ONSITE CONTAC		T/CELL#:	BOOTH/ROOM:	
COMPANY BILLING NAME:	BILLING ADDRESS:				1
CONTACT:	PHONE:		EMAIL ADDRESS	:	
* Advance vetes are explicit to enders received M/ITIL DAVAGEN	T 21 days prior to	lb o £ius		in data	
<ul><li>* Advance rates are applied to orders received WITH PAYMEN SERVICES</li></ul>	i 21 days prior to	QTY	ADVANCE*	STANDARD	TOTAL
Internet, Wired Shared Network Services - Best for Web Surfing,	Email and Social I		ADVAILE	STANDARD	TOTAL
1. Basic Shared Wired Internet Service (up to 2 Mpbs + 1 DHCP IP address)-		vieuia	\$795	\$1,125	
Additional DHCP IP Address per Device-Covers additional devices	Covers 1st device		\$135	\$165	
Internet, Wireless Shared Network Services - Good for Web Surfi	ng Email and Soc	ial Madi		<del>3103</del>	
3. Wireless Internet Access - First Device (Up to 5 Mbps)	ilg, Eiliali, aliu 300	iai ivieui	<b>a</b> \$735	\$895	
4. Wireless Internet Access per <i>Each Additional Device</i> (Up to 5 Mbps)	W (440) C40 7007 (		\$135	\$165	
	III (410) 649-7097 for		fide - Dues des	. A.S	
Internet, Wired Dedicated Network Services - Best for Video Stre	aming, web Casti	ng, and v			
1. Dedicated wired, 5 Mbps + 5 static or DHCP IP addresses			\$3,395	\$4,225	
2. Dedicated wired, 8 Mbps + 13 static or DHCP IP addresses			\$5,850	\$7,300	
3. Dedicated wired, 12 Mbps + 29 static or DHCP IP addresses			\$7,850	\$9,800	
4. Dedicated wired, 15 Mbps + 29 static or DHCP IP addresses	0 11 (110) 010 7007		\$9,850	\$11,650	
	Call (410) 649-7097 f	or a quot	<u>e</u>		
Internet, Other Network Services/Equipment					
1. Switch Rental - unmanaged 8 Port 16 Port 24 Po	ort		\$220	\$260	
2. Patch Cable (25' - 50' Cat 5)			\$45	\$60	
3. VLAN/Shared or Non-Shared			\$375	\$375	
4. Cable TV - Comcast (per connection)			\$315	\$470	
5. Technical Support (per hour with min 1 hour charge)			\$80	\$80	
Telephone Services					
1. Single Analog Line with Unlimited Local Services			\$315	\$415	
2. Polycom Conference Phone			\$110	\$160	
3. Dedicated Analog Line (best for Credit Cards & Modem Services)			\$325	\$425	
4. Multi Line/Digital Line with Unlimited Local Services (PBX service dial "2"	for outside line		\$395	\$475	
5. Long Distance Capability? Yes No (indicate Qty. of	lines with LD)		\$0.28 pei	minute	
6. Telephone Handsets Required? Yes No			free of	charge	
7. Voice Mail (per line)			\$20	\$20	
8. Call Forwarding (per line)			\$5	\$5	
9. Call Waiting (per line)			\$10	\$10	
10. ISDN BRI Line			\$645	\$795	
· Credit card users may fax their orders at 1-877-819-4023 or email to <u>nathaniel.mo</u>	rgan@mcdean.com		SUBTOTAL		
A fee (2.9% + 30 cents) will be applied for all credit card payment processing	U		6% MD TAX		
<ul> <li>Checks must be made payable to M.C. Dean, Inc. and mailed to PO Box 532232, At For service and order inquiries please call at 410-649-7097</li> </ul>	Tanta, GA 30353-2232		2.9% + \$0.30	REDIT CARD FEE	
Inquiries can also be emailed to nathaniel.morgan@mcdean.com			GRAND TOTAL		
Payment in full is required prior to the event					
CREDIT CARD: CREDIT CARD NUMBER:				EXP. DATE:	SECURITY CODE:
VISA MASTERCARD AMEX					
CREDIT CARD HOLDER NAME: CREDIT CARD HOLDER SIGNATURE AN	D ACCEPTANCE OF TERMS AND	CONDITIONS:		CARD BILLING ZIP CODE:	DATE:

With execution of this document the Customer hereby authorizes M.C. Dean, Inc. to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by M.C. Dean, Inc. as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), M.C. Dean will not be held liable for the possibility of interference.

#### **EXHIBITOR AUDIO VISUAL ORDER**





Email: bccadmin@projection.com

Phone: 410-649-7314 Fax: 410-649-7061

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.

Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Computers & Accessories				
Equipment	Qty	Advance Rate	Standard Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$550	\$650	\$
Mac Laptop: 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$900	\$1075	\$
Wireless Keyboard & Mouse Set		\$100	\$125	\$
Computer Audio Speakers		\$100	\$125	\$
Wireless Slide Advance Remote		\$75	\$100	\$
Computer / Video Flat Panel Displa	ys			
Equipment	Qty	Advance Rate	Standard Rate	Total
<b>24" 4K / HD LCD:</b> 1280x1024 Resolution Table Stand Only		\$550	\$650	\$
<b>32" 4K / HD LED:</b> 3840 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		\$750	\$900	\$
<b>42" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / cirle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		\$950	\$1150	\$
<b>48" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 72" Floor Stand		\$1150	\$1375	\$
<b>55" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 74" Floor Stand		\$1350	\$1625	\$
<b>55" Touchscreen HD LED:</b> 3840 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 74" Floor Stand		\$2550	\$3050	\$
<b>70" HD LED:</b> 3840 x 2160 Resolution - Internal Speakers Please check / circle stand ☐ Table Top ☐ Wall Mount ☐ 74" Floor Stand		\$1750	\$2100	\$
Monitor Floor Stand Shelf		\$125	\$150	\$
Monitor Stand / Shelf / Mount Hardware are not available for a la carte rentals.  Video Equipment				
Equipment	Qty	Advance Rate	Standard Rate	Tota
USB Media Player		\$200	\$250	\$
Audio Equipment			-	
Equipment	Qty	Advance Rate	Standard Rate	Tota
Wireless UHF Mic Kit Please check / circle option ☐ Hand Held ☐ Lavaliere ☐ Headset		\$350	\$425	\$
Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$540	\$650	\$
Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$740	\$890	\$

<sup>\*</sup> Audio Operator labor available - call for pricing.

#### Projection offers a complete turnkey solutions for all exhibit AV needs

LED / Projectors / Screens / Audio / Lighting / Rigging Email us your RFP: <a href="mailto:bccadmin@projection.com">bccadmin@projection.com</a>

Equipment Rental Subtotal		\$
	Booth Number	

#### **EXHIBITOR AUDIO VISUAL ORDER**





Email: bccadmin@projection.com

Phone: 410-649-7314 Fax: 410-649-7061

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.

Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Totals			
1) Equipment Rental Sub Total: from page 1		\$	
2) Maryland State Sales Tax: 6.00%		\$	
3) Equipment Set / Strike: 50% of Equipment Total or \$435 flat fee -	whichever is greater.		
** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, G	On-Site Assistance, Strike, and Return.	\$	
4) Order Total:		\$	
Ord	der Instructions		
Customer	/ Exhibitor Information		
Company Name: Ordered By:			
Show / Event Name: Phone:			
Delivery Date: Email:			
elivery Time:			
On-Site Contact Cell Phone:			
A representative of your company MUST BE PRESENT at the time of delivery for set up instructions and delivery verification.  Please note that equipment will not be left / set up in an unattended booth.			
Payment Information			

Complete this form and email it to <a href="https://docs.python.com">bccadmin@projection.com</a>.

A Projection representative will share an order summary and secure credit card payment link to confirm.

Let us know if you prefer an ACH payment option when you place your order.

Purchase Orders are not considered a form of payment.

Orders are not confirmed until full payment is received.

Questions? Call: 410-649-7314

Email: bccadmin@projection.com

#### **EXHIBITOR AUDIO VISUAL ORDER**





Email: bccadmin@projection.com

Phone: 410-649-7314 Fax: 410-649-7061

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.

Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

#### **Rental Agreement**

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and / or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

#### Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

#### PLEASE NOTE:

ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

#### **Payment Terms**

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

#### **Unpaid Balances**

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement				
I HAVE READ THE FOLLOWING TERMS AND CONDITIONS				
Authorized Signature:	Date:			
Company Name:	Booth #:			