

**Exhibitor Services**

Nationwide **Tax**  
2025 **Forum**

**2025 IRS NATIONWIDE TAX FORUM**

**Baltimore Convention Center  
Hall C  
Baltimore, MD  
September 9-11, 2025**

Services Provided By...



5187 Raynor Avenue  
Linthicum, Maryland 21090  
Phone: 410.789.5000

E-Mail: [CustomerService@AdvantageExpo.com](mailto:CustomerService@AdvantageExpo.com)  
[www.AdvantageExpo.com](http://www.AdvantageExpo.com)

**Advance Order Cut-Off Date:  
Friday, August 22, 2025**



**2025 IRS NATIONWIDE TAX FORUM**  
**Baltimore Convention Center**  
**Baltimore, MD**  
**September 9-11, 2025**

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO, LLC is pleased to be the general contractor for the upcoming 2025 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).

**Please Note** 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. 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.

	<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Exhibitor Set-Up</b>	Monday, September 8	1:00pm	6:00pm
<b>Show Hours</b>	Tuesday, September 9 Wednesday, September 10	11:00am 10:00am	6:00pm 2:30pm
<b>Dismantle</b>	Wednesday, September 10	2:30pm	4:30pm
<b>Outbound Freight*</b>	Wednesday, September 10	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 **AUGUST 22nd** you will benefit from discount pricing. **METHOD OF PAYMENT FORM 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.

**Important** 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 AUGUST 22nd.** 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 brought 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



**2025 IRS Nationwide Tax Forum  
Baltimore MD**

**September 9-11, 2025**

5187 Raynor Avenue  
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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 14 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



## 2025 IRS NATIONWIDE TAX FORUM

Baltimore , Maryland  
September 9-11, 2025

5187 Raynor Avenue  
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Phone: 410.789.5000

E-Mail:

CustomerService@AdvantageExpo.com

### Advance Order Deadline\*: FRIDAY, AUG. 22, 2025

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

If utilizing the services of ADVANTAGE CONFERENCE & EXPO, LLC, this form must be completed and returned with your order. Any orders received without this form **WILL NOT BE PROCESSED**.

**Cash**

**Company Check**...Please Make Checks Payable to **ADVANTAGE CONFERENCE & EXPO, LLC**

**Invoice**

**Credit Card**...For your convenience, we will use this authorization to charge your credit card account for the advance orders you place, as well as any additional amounts incurred as a result of show site orders placed by your representative. These charges may include labor, material handling, and/or outbound shipping. Please complete the following information:

#### \*Information required 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 #: \_\_\_\_\_ \*Expiration Date: \_\_\_\_\_

\*Cardholder's Name: \_\_\_\_\_ \*Signature: \_\_\_\_\_

**Please attach a photocopy of your credit card for our files.**

We have read, understand, and agree to all terms as described and have advised our show site representative accordingly.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



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Qty:	Item	Pricing		Qty:	Item	Pricing	
		Advance	Floor			Advance	Floor
<b>Chairs</b>				<b>30" High Display Tables</b>			
					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
<b>Miscellaneous</b>				<b>42" High Display Tables</b>			
	Table Cloth Café Table (Black or White)	46.75	N/A		30" Round Undraped	211.75	254.00
	Wastebasket	29.00	43.75		2'x4' Undraped	105.25	120.00
	Easel	37.50	47.75		2'x6' Undraped	112.00	135.75
	Literature Racks	134.50	152.50		2'x8' Undraped	126.25	147.25
	Chrome Stanchions	68.00	80.50		2'x4' Draped	207.75	244.00
	4'x8' Posterboard w/Stand				2'x6' Draped*	248.50	289.00
	Vertical	168.75	195.75		2'x8' Draped*	280.25	330.25
	Horizontal	168.75	195.75	<b>*Draped on 3 Sides Only</b>			
	Bag Stand	81.00	96.50		4 <sup>th</sup> Side Draping	70.00	77.00
<b>Risers</b>				Please Specify Table Drape Color Choice: <input type="checkbox"/> SHOW COLOR			
Covered w/White Vinyl				<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White			
	12" x 12" x 48" (4')	69.00	82.25	<b>Carpeting</b>			
	12" x 12" x 72" (6')	86.50	104.00		10'x10'	258.50	320.75
					10'x20'	512.50	635.00
					10'x30'	770.50	954.00
					10'x40'	1027.00	1275.00
Carpet prices include taping of front edge only. Please Specify Booth Carpet Color Choice: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Teal <input type="checkbox"/> Black <input type="checkbox"/> Green							

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Total Your Furniture Order Here...**

Subtotal: \_\_\_\_\_  
 6.0% State Sales Tax: \_\_\_\_\_  
**TOTAL DUE:** \_\_\_\_\_

# Material Handling Service Rates



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 September 9-11, 2025

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**Advance Order Deadline: FRIDAY, AUG. 22, 2025**

**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.**

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

**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.

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.

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

# Material Handling Service Rates



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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).

**ACCEPTANCE OF CHARGES** 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



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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



## 2025IRS NATIONWIDE TAX FORUM

Baltimore, Maryland  
September 9-11, 2025

5187 Raynor Avenue  
Linthicum, Maryland 21090  
Phone: 410.789.5000

E-Mail: CustomerService@AdvantageExpo.com  
Website: www.AdvantageExpo.com

### Advance Order Deadline: FRIDAY, AUG. 22, 2025

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 **August 22, 2025**. Late shipments are subject to additional handling and delivery charges.

**INSTRUCTIONS** 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, SEPTEMBER 8, 2025**. 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:

<b>Ship to:</b> <input type="checkbox"/> <b>Advance Warehouse</b> <input type="checkbox"/> <b>Show Site-Additional fees may apply</b>	
Shipped from (CITY): _____	
Carrier: _____	
Date Shipped: _____	Approx. Arrival Date: _____
Total Pieces: _____	Total Weight: _____
Company: _____	Booth #: _____
Show Representative: _____	Phone #: _____
<b>Will your freight require special handling (i.e. forklift)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Estimated Costs...

Total Weight\* \_\_\_\_\_ lbs. Divided by 100 \_\_\_\_\_ multiplied by (See Below for Rate) \$

**\*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**

**2025 IRS NATIONWIDE TAX FORUM - BALTIMORE**

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, AUGUST 22, 2025**

EXHIBIT MATERIAL  
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

# **SHOW SITE SHIPMENTS**

**TRADE SHOW SHIPMENT-PLEASE EXPEDITE**

## **2025 IRS NATIONWIDE TAX FORUM**

% Advantage Conference & Expo, LLC

Baltimore Convention Center

Hall C

One West Pratt Street

Baltimore, Maryland 21201

**To:**

---

Name of Exhibitor

**Booth #:**

---

**Ship to arrive on Monday, September 8, 2025**

EXHIBIT MATERIAL

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

# Outbound Shipping Request

Method of Payment Form MUST Accompany This Order Form



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Baltimore, Maryland  
September 9-11, 2025

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Phone: 410.789.5000

E-Mail:  
CustomerService@AdvantageExpo.com  
Website: www.AdvantageExpo.com

### Advance Order Deadline: FRIDAY, AUG. 22, 2025

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. **ONLY COMPLETE THIS FORM IF YOU WANT ADVANTAGE EXPO TO ARRANGE YOUR SHIPPING.**

**Ship To:** \_\_\_\_\_ **Show to Show: Next City:** \_\_\_\_\_

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### Service\* Requested:

*\*Materials will ship ECONOMY unless otherwise noted.*

Economy    2 Day    Overnight

Ship to arrive by: \_\_\_\_\_ Approximate # of pieces: \_\_\_\_\_

**PLEASE NOTE:** Minimum fee of \$365.00/Per Shipment (Optional Insurance Coverage Additional) to be charged to credit card on file. Service includes pre-printed Bill of Lading (Advance Orders Only), pre-printed shipping labels (Advance Orders Only), palletizing, shrink wrapping, and tagging of materials. If utilizing the services of an outside carrier, it is the exhibitor's responsibility to make pick-up arrangements. Shipments being picked up by an outside carrier must be picked up by 5:00PM on September 10th or it will be forced. All forced shipments are C.O.D.

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



*Nationwide Tradeshaw Services*  
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<b>Labor Rates (Advance Orders Only)</b>	
Straight Time	<b>\$129.00/Per Man Hour (One Hour Minimum/Per Laborer)</b>
Overtime/Double Time	<b>\$193.25/\$223.50 Per Man Hour (One Hour Min./Per Laborer)</b>

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

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**

	<b>SET-UP</b>	<b>DISMANTLE</b>
Number of Laborers Requested:		
Date:		
Time:		
<b>TOTAL HOURS:</b>		

- DO NOT proceed without an Exhibitor's Representative who will arrive at the Service Desk on \_\_\_\_\_(Date) at \_\_\_\_\_(Time).
- ADVANTAGE CONFERENCE & EXPO, LLC is authorized to set up our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.
- ADVANTAGE CONFERENCE & EXPO, LLC is authorized to dismantle our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

Company/booth #: \_\_\_\_\_

Ordered By: \_\_\_\_\_

**Booth Cleaning Services**  
 Method of Payment Form MUST Accompany This Order Form



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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:

<input type="checkbox"/> My exhibit booth will require cleaning prior to the show's opening	
<input type="checkbox"/> My exhibit booth will require cleaning prior to and during the event	
Booth Size: _____ x _____ = _____ total Sq. Ft. at \$.70/Per Sq. Ft.:	
Multiplied by number of days required:	
<b>TOTAL BOOTH CLEANING CHARGES:</b>	<b>\$</b>

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Date: \_\_\_\_\_

# Order Recap Form

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



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Website: www.AdvantageExpo.com

**Advance Order Deadline: FRIDAY, AUG. 22, 2025**

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 **AUGUST 22nd** advance cut-off date or floor prices will apply. **All site orders are C.O.D.**

Please total your order below:

Furniture Rental Order Form	
Freight/Material Handling Service Form	
Labor Order Form	
Booth Cleaning Order Form	
Electrical Order Form	See attached flyer
Internet/AV Order Form	See attached info sheet & link
<b>TOTAL DUE:</b>	<b>\$</b>

- 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: \_\_\_\_\_



# IRS Nationwide Tax Forum 2025

September 9-11, 2025



## ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

8/19/25

[ORDERING.EDLEN.COM](https://ORDERING.EDLEN.COM)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

[ExhibitorServices-Baltimore@edlen.com](mailto:ExhibitorServices-Baltimore@edlen.com)

**EDLEN**  
The Power People

Edlen Electrical Exhibition Services

1 West Pratt Street, Baltimore, MD 21201

410.649.7321 • [baltimore@edlen.com](mailto:baltimore@edlen.com) • [www.edlen.com](http://www.edlen.com)

**2025 IRS NATIONWIDE TAX FORUM**  
**Baltimore, MD**  
**September 9-11, 2025**

- To order Internet services, please use this link:

[bcc.coxhn.net](http://bcc.coxhn.net)

Find your event. IRS Nationwide Tax Forum

Event Name: \_\_\_\_\_  
 Event Start Date: \_\_\_\_\_  
 Event End Date: \_\_\_\_\_  
 Booth/Room #: \_\_\_\_\_  
 On-Site Contact: \_\_\_\_\_  
 Cell #: \_\_\_\_\_  
 On-Site Contact Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Billing Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Billing Contact Email Address: \_\_\_\_\_

Hospitality Network has a full list of products beyond the WiFi Hotspot services listed below. Please contact us to discuss any additional needs you may have.

Advanced rate is only available if order is placed and paid 30 days prior to listed event start date. An expedite fee of 20% will be added to standard rates if an order is placed 72 hours or less before the listed event start date.

## WiFi Hotspots

Service will be available a day before the event through a day after the event.

	Advanced Rate	Standard Rate	Quantity
WiFi Hotspot: 5 Mbps, up to 5 Users	\$1,000	\$1,250	<input type="checkbox"/>
WiFi Hotspot: 5 Mbps, up to 10 Users	\$1,750	\$2,100	<input type="checkbox"/>
WiFi Hotspot: 5 Mbps, up to 25 Users	\$2,500	\$3,125	<input type="checkbox"/>
WiFi Hotspot: 5 Mbps, up to 50 Users	\$3,500	\$4,250	<input type="checkbox"/>
WiFi Hotspot: 5 Mbps, up to 100 Users*	\$5,000	\$6,250	<input type="checkbox"/>
*Additional Block of 50 Users (Available only with WiFi Hotspot of 100 Users)	\$1,750	\$2,100	<input type="checkbox"/>
WiFi Hotspot: 10 Mbps, up to 5 Users	\$1,600	\$2,000	<input type="checkbox"/>
WiFi Hotspot: 10 Mbps, up to 10 Users	\$2,000	\$2,500	<input type="checkbox"/>
WiFi Hotspot: 10 Mbps, up to 25 Users	\$3,000	\$3,750	<input type="checkbox"/>
WiFi Hotspot: 10 Mbps, up to 50 Users	\$4,500	\$5,500	<input type="checkbox"/>
WiFi Hotspot: 10 Mbps, up to 100 Users*	\$6,500	\$8,000	<input type="checkbox"/>
*Additional Block of 50 Users (Available only with WiFi Hotspot of 100 Users)	\$2,000	\$2,500	<input type="checkbox"/>

## Additional Services

Outside Distance Fee	\$250	\$300	<input type="checkbox"/>
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Total: \_\_\_\_\_

### Customer SSID and Password

Customer SSID

Customer Password (WPA2 Key) minimum of 8, maximum of 32, and case sensitive.

Order online at BCC.coxhn.net or email your completed form to BCC.orders@cox.com. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.

## TERMS AND CONDITIONS OF SERVICE

**1. Service and Installation** Hospitality Network, LLC ("Hospitality"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Hospitality is the exclusive provider of all telecommunications services at the Baltimore Convention Center (the "Facility"). Furthermore, Hospitality is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Hospitality, a Hospitality agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Hospitality network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Hospitality Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Hospitality network management needs may require Hospitality to modify upstream and downstream speeds.

**2. Service Date and Term** This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Hospitality shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Hospitality shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

**3. Customer Responsibilities** Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Hospitality end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Hospitality. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Hospitality network.

**4. Equipment** Unless otherwise provided herein, Customer agrees that Hospitality shall retain all rights, title and interest to facilities and Equipment installed by Hospitality hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Hospitality shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Hospitality without the prior written consent of Hospitality. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Hospitality's authorized personnel. For Hospitality-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Hospitality in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Hospitality shall repair any Equipment owned by Hospitality at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

**5. Resale of Service** Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

**6. Default** If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Hospitality, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

**7. Termination** Hospitality reserves the right to require Customer to pay an early termination fee equal to 10% of the Hospitality services ordered, if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Hospitality are prohibited. Use of any device that interferes with Hospitality's network is prohibited. If there is signal interference, Hospitality may terminate this Agreement if Hospitality cannot resolve the interference by using commercially reasonable efforts. If Hospitality loses its right to sell Services at the Facility, Hospitality may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

**8. LIMITATION OF LIABILITY** HOSPITALITY SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL HOSPITALITY BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. HOSPITALITY SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF HOSPITALITY. UNDER NO CIRCUMSTANCES WILL HOSPITALITY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. HOSPITALITY'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

**9. Assignment** Customer may not assign, in whole or in part, this Agreement without the prior written consent of Hospitality, which consent may be withheld in Hospitality's discretion. Hospitality may assign this Agreement and Service may be provided by one or more legally authorized Hospitality affiliates.

**10. WARRANTIES** EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND HOSPITALITY DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. HOSPITALITY MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

**11. INDEMNITY** Customer shall indemnify and hold Hospitality and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

**12. Viruses, Content, Customer Information** Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Hospitality may disclose Customer information to law enforcement or to any Hospitality affiliate. Hospitality may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

**13. Public Performance** If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Hospitality, shall be responsible for obtaining any public performing licenses.

**14. Regulatory Authority-Force Majeure** This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, pandemics, epidemics, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

**15. Miscellaneous** This Agreement constitutes the entire agreement between Hospitality and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Maryland. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Hospitality network management needs may require Hospitality to modify upstream and downstream speeds. Use of the data, Internet, Services is subject to the "AUP" at <https://www.coxhn.com/acceptable-use-policy/>. Hospitality, in its sole discretion, may modify, supplement, or delete any portion of the AUP from time to time, without additional notice to Customer, and any such changes will be effective upon Hospitality publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THESE TERMS, INCLUDING THE AUP. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Hospitality.



*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
<b>PC Laptop:</b> 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$550	\$650	\$
<b>Mac Laptop:</b> 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$900	\$1075	\$
<b>Wireless Keyboard &amp; Mouse Set</b>		\$100	\$125	\$
<b>Computer Audio Speakers</b>		\$100	\$125	\$
<b>Wireless Slide Advance Remote</b>		\$75	\$100	\$

**Computer / Video Flat Panel Displays**

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 <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$750	\$900	\$
<b>42" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$950	\$1150	\$
<b>48" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1150	\$1375	\$
<b>55" HD LED:</b> 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 74" Floor Stand		\$1350	\$1625	\$
<b>55" Touchscreen HD LED:</b> 3840 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 74" Floor Stand		\$2550	\$3050	\$
<b>70" HD LED:</b> 3840 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 74" Floor Stand		\$1750	\$2100	\$
<b>Monitor Floor Stand Shelf</b>		\$125	\$150	\$

\* Monitor Stand / Shelf / Mount Hardware are not available for a la carte rentals.

**Video Equipment**

Equipment	Qty	Advance Rate	Standard Rate	Total
<b>USB Media Player</b>		\$200	\$250	\$

**Audio Equipment**

Equipment	Qty	Advance Rate	Standard Rate	Total
<b>Wireless UHF Mic Kit</b> Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset		\$350	\$425	\$
<b>Small Booth Sound System</b> Includes (1) Speaker, Floor Stand, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$540	\$650	\$
<b>Large Booth Sound System</b> Includes (2) Speakers, Floor Stands, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$740	\$890	\$

\* 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: [bccadmin@projection.com](mailto:bccadmin@projection.com)

Equipment Rental Subtotal	\$
---------------------------	----

Booth Number	
--------------	--

# EXHIBITOR AUDIO VISUAL ORDER



Email: [bccadmin@projection.com](mailto: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. <i>** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return.</i>	\$
4) Order Total:	\$

Order Instructions

## Customer / Exhibitor Information

Company Name:	Ordered By:
Show / Event Name:	Phone:
Delivery Date:	Email:
Delivery Time: <input type="checkbox"/> 9AM-12PM <input type="checkbox"/> 1PM-4PM	On-Site Contact Name:
	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 [bccadmin@projection.com](mailto:bccadmin@projection.com).  
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](mailto:bccadmin@projection.com)**

# EXHIBITOR AUDIO VISUAL ORDER



Email: [bccadmin@projection.com](mailto: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**

<b>Authorized Signature:</b>	<b>Date:</b>
<b>Company Name:</b>	<b>Booth #:</b>

# Nationwide Tax Forum 2025

2025 IRS Tax Forum - Baltimore

## Lead Retrieval Order Form

This form is for *check payments only*. To order online, visit

<https://retrievemyleads.com/eds/index.html>

### Have questions?

Find answers or contact us at

702.487.5876

info@expodatacapture.com

EDC Lead Retrieval Packages See page 2 for additional item information and descriptions.	Advance Before or on Aug 10, 2025	Regular Between Aug 11 - Sept 8	On-site On or after Sept 9	Quantity	Total
<b>EDC Zebra Scanner</b> Quick and easy badge scanning.	\$375	\$395	\$415		\$
<b>Customized Follow-Up Action Codes (Optional)</b> Specify codes on page 3.	\$50	\$75	\$75		\$
<b>Developers Kit: Real-Time API</b> Use your own badge software and get full attendee data in real time, or get it post-show.	\$750	\$775	\$800		\$
<b>Total Amount</b>					\$

### Company Information

Exhibiting Company	Booth #
Address	
City	State
Phone	Fax
Office Contact	Email

### Payment Information

Check #

Make check payable to Expo Data Capture, Inc.

When you pick up the equipment on-site, you must also provide your credit card information to be used as a security deposit in the event your equipment is not returned.



# Nationwide Tax Forum 2025

## Packages and Device Descriptions\*

### EDC Zebra Lead Plus

The most advanced wireless, handheld scanning device, built for ease and convenience.



- Latest Zebra scan technology w/ rapid scan engine
- Great battery life
- Receive leads in real time at [www.retrievemyleads.com](http://www.retrievemyleads.com)
- 21 Standard Action Codes pre-programmed
- Customized Follow-Up Action Codes available
- The EDC Zebra Lead Plus scanner requires an Internet connection, and the device comes with cellular connectivity enabled. At times, convention center cellular connectivity is unavailable, and leads are stored locally on the device and synched when connectivity is restored

**Download your leads** online as a .csv spreadsheet during and after the meeting.

### Custom Codes

Available only with the EDC Zebra



See next page for instructions. You are able to set up custom questions on your EDC Zebra Lead Plus. Use next page to complete your custom code choices.

### Real-Time API or Post-Show Data Merge

Use your own badge scanner and get full attendee data in real time, or post-event.



Use your own device(s) to track attendees that visit your exhibit booth and get attendee data in real time. Refer to page (4) for the list of fields which you will receive via the API. Within 48 hours of your order being placed, you will receive sample badges, API documentation and an API key. Or send us your scan file post-event, and we will send you the lead information in a data merge.

**Leads are received and sent in real time into the database specified by the exhibitor unless you opt for the post-event data merge.**

\* Scanning devices and products require mobile connectivity. Packages provide leads via the website at [www.retrievemyleads.com](http://www.retrievemyleads.com).

# Nationwide Tax Forum 2025

## Follow-Up Action Codes

Create up to 20 of your own Customized Follow-Up Action Codes that you can use instead of the 21 Standard Action Codes provided with your equipment rental. Capture your potential customer's interest in a specific product or service, or indicate the next action step for a specific member of your team by creating Custom Action Codes.

Listed below are the Standard Action Codes that are complimentary with your equipment rental:

- |                            |                               |                          |
|----------------------------|-------------------------------|--------------------------|
| 1. Add to Mailing List     | 8. Product Demo Required      | 15. Purchase in 30 Days  |
| 2. Send Literature         | 9. Immediate Contact Required | 16. Purchase in 3 Months |
| 3. Send Samples            | 10. Have Salesperson Call     | 17. Purchase in 6 Months |
| 4. Send Pricing            | 11. Recommends                | 18. Immediate Need       |
| 5. Technical Info Required | 12. Final Say                 | 19. Order Placed at Show |
| 6. Detailed Specs Required | 13. Makes Purchase Decision   | 20. Current Customer     |
| 7. Provide Quote           | 14. Partial Interest          | 21. HOT LEAD             |

### Order Customized Codes

Fill in the codes below. Don't forget to send all pages when you return the form. As a reminder, credit card information should not be submitted through the online Support Center or by email.

1.	11.
_____	_____
2.	12.
_____	_____
3.	13.
_____	_____
4.	14.
_____	_____
5.	15.
_____	_____
6.	16.
_____	_____
7.	17.
_____	_____
8.	18.
_____	_____
9.	19.
_____	_____
10.	20.
_____	_____

*Each order of 20 codes can be used for multiple Lead Retrieval machines.*

*Each code can contain up to 40 characters. On the EDC Lead Plus, the first 14 characters of each code are visible on the screen.*

# Nationwide Tax Forum 2025

## Terms and Conditions

The EDC Lead Retrieval products for the 2025 IRS Tax Forum - Baltimore feature handheld laser scanners or smart phone apps. Optionally, Customized Follow-Up Action Codes are available.

**The following fields will be included** in the scan data: Attendee First and Last Name, Title, Company Name, Street Address, City, State, Zipcode, Phone Number, Email Address.

**Lead Format:** All packages provide leads via the website at [www.retrievemyleads.com](http://www.retrievemyleads.com). View and collect leads as you scan, even while the expo is still open. (Online leads will be in an Microsoft Excel-friendly .csv format.)

**Expo Data Caputre Inc (EDC)**, the Official Event Contractor for Lead Retrieval Services, agrees to provide its EDC Lead services to the Customer for the agreed upon fee listed on this Order Form. The service will include the use of the equipment for the duration of the meeting. EDC will furnish its equipment to the Customer in good working order and the Customer agrees to return the equipment in the same condition.

- 1. Payment** shall be in United States dollars and submitted with this Order Form. EDC will accept authorized company checks drawn on banks located in the United States of America. Payment to EDC will not be refunded for any reason, except as stated in item 3 below. Any returned checks will be subject to a \$30.00 returned check fee and loss of early payment discounts. Credit card payments will only be accepted online at <https://retrievemyleads.com/eds/index.html>.
- 2. Replacement cost for lost or damaged equipment:** Customer acknowledges, understands and agrees that the total cost of replacement for EDC's equipment will be as follows: \$1,000.00 for the EDC Lead Plus scanner. Customer agrees to the immediate payment, upon request by EDC for all damages or loss of EDC's equipment, except such as may result from normal operation thereof. In the event that Customer does not immediately pay its obligation to EDC for lost or damaged equipment, Customer agrees to pay EDC a weekly rental fee equal to the service fee listed on the front of this Order Form. This is in addition to the replacement cost of EDC's equipment.
- 3. Cancellations and refunds:** Orders canceled on or before September 8, 2025, will be subject to a \$75.00 administrative fee. Orders canceled on or after September 9, 2025, are non-refundable. *No refunds will be given for equipment that is not picked-up and/or not utilized by booth personnel.*
- 4. EDC shall not be responsible for any special, incidental, or consequential damages** arising from the loss of customer information, for any reason, arising from or relating to EDC's equipment. EDC's liability for damage of any cause whatsoever will be limited to the total rental price for the equipment and services provided by EDC as listed on the front page of this Order Form.
- 5. Return of equipment:** Customer agrees to return all equipment to the Lead Retrieval Service Desk within one (1) hour of the event closing. EDC's equipment must be picked up and returned to the Lead Retrieval Service Desk in the designated Contractor Service Area. Damaged or non-returned equipment will be charged in accordance with item 2 above. *Equipment not returned to the Lead Retrieval Service Desk, or left in the exhibit area, is the sole responsibility of the customer.* Should EDC, at its option and with no responsibility to do so, recover abandoned equipment, Customer agrees to pay EDC a \$100.00 abandonment fee. In no way does this absolve Customer from its responsibility to timely return EDC's equipment.
- 6. Governing law:** It is agreed that the governing law pertaining to this contract will be the law of the State of Nevada with venue exclusively in Clark County.
- 7. By submitting this order,** I agree to EDC's terms of use as defined in its privacy policy at <https://retrievemyleads.com/privacy>.
- 8. Mail Checks to EDC c/o LR Orders | 8 Sunset Way, Suite 104 | Henderson, NV 89014**

Orders canceled on or before September 8, 2025, will be subject to a \$75.00 Administrative Fee.

Orders canceled on or after September 9, 2025, will not be refundable.

By signing below, I am stating that I am authorized to place this order and that I agree to all terms and conditions stated on all pages of this order form.

Signature

Date