

Exhibitor Services

University of Maryland Computer Science Fall Career & Internship Fair

Stamp Student Union
College Park, MD
September 23, 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:
September 10, 2024**



University of Maryland
Computer Science
Fall Career & Internship Fair
College Park, MD
September 23, 2024

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO is pleased to be the freight contractor for the upcoming Career Fair.

Freight may **not** be shipped to the University. As the freight contractor for the show, we will be receiving exhibitor freight prior to the career fair at our warehouse and delivering it to your booth the day of your event. There is a fee for this service.

The order forms and shipping label for ordering this service are enclosed. Please complete and return the forms with payment. All shipments will be delivered to your booth to coincide with your set-up date/time. If you are not personally responsible for exhibiting at the show, please forward this information packet to the appropriate person. Please make sure that **all items sent in for the show are clearly marked with your Company's name.**

Freight will be received at the advance warehouse starting **August 25th through September 19, however, the cut-off date for receiving freight at the advance discount rate is September 10, 2024.** Refer to the enclosed Material Handling Service Form for information regarding purchasing this service.

We look forward to being of service to you and if any additional information is needed, we encourage you to contact Mary or Kathy at 410-789-5000.

Sincerely,
ADVANTAGE CONFERENCE & EXPO

Method of Payment Form

This Form MUST Accompany ALL Order Forms



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*FULL PAYMENT must be received prior to cut-off date.

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**. **TO AVOID ADDED ADMINISTRATIVE CHARGES, THIS FORM MUST BE ON FILE BEFORE YOUR FREIGHT ARRIVES.** Please complete the following information to indicate what method of payment you will be using to place your order:

- Company Check** - Please Make Checks Payable to **ADVANTAGE CONFERENCE & EXPO, LLC**
- 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 # (If Assigned): _____
*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 photo copy of your credit card for our files.

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

Signature: _____ Print: _____ Date: _____

Name of Exhibiting Company: _____

Material Handling Service Rates

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MATERIAL HANDLING SERVICE rates include all labor and equipment required to unload shipment, providing storage for up to 30 days in advance at the warehouse address and delivery to your exhibit booth. All charges are based on CWT, increments of 100 lbs. with a minimum of 200 lbs. **Shipment weights are rounded up to the next 100 lbs.**

Freight Charges - \$99.00 /cwt. - 200 lb. minimum

• **Freight may not arrive at Advance Warehouse until August 28, 2024**

• **LATE SHIPMENTS** received at the warehouse after the advance cut-off date (Sept. 10, 2024) will incur a 30% surcharge.

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). Shipments received via **Federal Express, Airborne, UPS**, or without identifiable markings and/or paperwork are subject to a **Ten Dollar (\$10.00) Surcharge Per CWT/Per Shipment**. To avoid this charge use the included Advance Warehouse Shipping Label.

DAMAGE TO EXHIBITS during loading or unloading by ADVANTAGE CONFERENCE & EXPO, LLC will be our responsibility. ADVANTAGE CONFERENCE & EXPO, LLC **WILL NOT** be responsible for any of the following: Damage to material that was improperly packed, concealed damage, loss or theft of exhibitors materials after being delivered to the booth, or before loading out of the booth. Liability is limited to \$.10/Per Lb. Per Article, with a maximum of \$50.00/Per Item, and a maximum of \$1000.00/Per Shipment. **THE SHIPPER IS ENCOURAGED TO MAKE ARRANGEMENTS WITH THEIR INSURANCE CARRIER IF VALUES OF THE ARTICLES OR SHIPMENTS ARE IN EXCESS OF THOSE STATED ABOVE.**

Material Handling Service Form

Method of Payment Form MUST Accompany This Order Form



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Please complete and return this form to ADVANTAGE CONFERENCE & EXPO, so that your freight can be handled appropriately. **TO AVOID ADDED ADMINISTRATIVE CHARGES, THIS FORM AND THE METHOD OF PAYMENT FORM, MUST BE SUBMITTED PRIOR TO ARRIVAL OF YOUR FREIGHT.**

- To avoid administrative surcharge, use the enclosed, pre-printed Advance Warehouse Shipping Label on the next page and submit this form prior to shipping your freight. Freight may not arrive prior to August 25, 2024.
- We will receive freight up to September 18th **but** the cut-off date for receiving freight at a discount is September 10, 2024. Shipments arriving after this date are subject to an additional 30% surcharge.

Shipped from (CITY): _____	Carrier: _____
Date Shipped: _____	Est. Arrival Date: _____
# of Pieces: _____	Total Weight: _____
Exhibiting Company: _____	Booth # (If Assigned): _____
Person Ordering: _____	Phone: _____
Email Address: _____	
Event Name: _____	Exhibit Date(s) _____

Estimated Costs

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

***TOTAL WEIGHT ROUNDED UP TO THE NEXT 100 LBS., 200 LBS. MINIMUM APPLIES**
ADVANCE RATE \$99.00/Per cwt., 200 lb. minimum - minimum charge \$198.00

****Shipments received via Federal Express, Airborne, UPS, or without identifiable markings and/or paperwork are subject to a Ten Dollar (\$10.00) Surcharge Per CWT/Per Shipment in addition to above rates. Use attached label to avoid these fees! Freight arriving before this Material Handling Service form may be charged additional fees. To avoid additional fees, place your order prior to sending freight and use enclosed shipping label.**

ADVANCE WAREHOUSE SHIPPING LABEL

University of Maryland - Computer Science

c/o Advantage Conference & Expo

5187 Raynor Avenue

Linthicum, MD 21090

PHONE: 410-798-5000

Piece # _____ of _____

Exhibitor Name: _____

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

Outbound Shipping/Return to Warehouse Services

Method of Payment Form MUST Accompany This Order Form



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OPTION 1 - Request Outbound Shipping - Ship To:

Company: _____

Contact name/phone #: _____

Address: _____

City/State/Zip: _____

Outbound Shipping Requested:

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

ship to arrive by date: _____ # of pieces _____

PLEASE NOTE: Minimum fee of \$380.00/Per Shipment 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.

Service Ordered by: _____ Phone: _____

OPTION 2 - Request Return to Warehouse for pick up \$95.00 Fee*

Prepaid UPS or Federal Express labels must be affixed to freight for this service. Freight will be taken from show floor and brought back to our warehouse for your carrier to pick-up the next day. If freight has UPS labels, you must call in for a pick-up.

Service Ordered by: _____ Phone: _____

*This fee is for up to 2 pieces only. The \$95.00 fee will be applied twice for outbound shipping orders containing 3-4 pieces, etc.