

Exhibitor Services

University of Maryland Department of Computer Science Fall Internship & Career Fair

Xfinity Center - Arena & Concourse Level
College Park, Maryland

Monday, September 18, 2017 (3pm-8pm)

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,
Tuesday, September 5, 2017**



University of Maryland
Department of Computer Science
Fall Internship & Career Fair
Xfinity Center - Arena & Concourse Levels
College Park, MD
Monday, September 18, 2017 (3:00 - 8:00 pm)

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO is pleased to be the freight contractor for the upcoming **Department of Computer Science Fall Internship Career & Career Fair**.

Freight will not be accepted at 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 charge for this service.

Enclosed are the order forms and shipping label for ordering this service. 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.

If **booth numbers** have not yet been assigned when shipping your freight, please make sure that **all items sent in for the show are clearly marked with exhibitor name and exhibit date(s)**.

The **cut-off date for receiving freight at the advance warehouse, without incurring additional costs is Tuesday, September 5th**. 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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Advance Order Deadline*: Tuesday, September 5, 2017

*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**. Please complete the following information to indicate what method of payment you will be using to place your order:

- Cash**
- Company Check**...Please Make Checks Payable to **ADVANTAGE CONFERENCE & EXPO, LLC**
- Invoice**...**PLEASE NOTE:** All invoices are subject to a **15% Surcharge** and are due upon receipt.
- 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: _____
(Please Print and Sign Name)

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 100lbs. **Shipment weights are rounded up to the next 100lbs.**

Freight Charges

Warehouse Rate	\$69.00 cwt.
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LATE SHIPMENTS received at the warehouse after the advance cut-off date (September 5, 2017) will incur a 50 percent 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** (\$20.00 Minimum Charge). 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.

USE THE FOLLOWING, PRE-PRINTED LABEL FOR SHIPPING/DROPPING-OFF AT ADVANCE WAREHOUSE.

IMPORTANT The advance cut-off date for receiving freight at the warehouse is **Tuesday, September 5, 2017**. Late shipments arriving after this date are subject to an additional 50% surcharge.

INSTRUCTIONS All shipments, by whatever means of transportation, **MUST** be **PREPAID**. Collect shipments will not be accepted. All shipments should be sent using the included Advance Warehouse Shipment label.

INBOUND SHIPMENTS To anticipate the arrival of your freight, please provide us with the following information:

Shipped from (CITY): _____	Carrier: _____
Date Shipped: _____	Approx. Arrival Date: _____
Total Pieces: _____	Total Weight: _____
Exhibiting Company: _____	Booth # (If Assigned): _____
Show Representative: _____	Phone #: _____
Show Name: _____	Exhibit Date(s) _____

If exhibiting on multiple dates and freight must be taken from show floor and returned for your next exhibit date, Material Handling rates will be incurred for each day.

Will your freight require special handling (i.e. forklift)? Yes No

Estimated Costs...

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

***TOTAL WEIGHT ROUNDED UP TO THE NEXT 100LBS.**

ADVANCE RATE \$69.00/Per cwt.

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** (\$20.00 Min. Charge) in addition to above rates. Use attached label to avoid these fees!

ADVANCE WAREHOUSE SHIPMENTS

TRADE SHOW SHIPMENT-PLEASE EXPEDITE

To:

Booth #

Name of Exhibitor

University of Maryland
Computer Science Fall Internship & Career Fair
Advantage Conference & Expo, LLC
5187 Raynor Ave.
Linthicum, Maryland 21090
Phone: 410-789-5000

Piece # _____ of _____

Ship to arrive by Tuesday, September 5, 2017

EXHIBIT MATERIAL
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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Save time on the removal. Have your outbound shipping paperwork prepped and ready in advance by completing the following and faxing to **410-789-5564** (Please *PRINT* or *TYPE*):

OPTION 1:

Ship To:

Company: _____

Contact name/phone #:: _____

Address: _____

City/State/Zip: _____

Outbound Shipping Requested:

Materials will ship **ECONOMY unless otherwise noted.*

Overnight **2 Day** **Economy**

Ship to arrive by: _____ Approximate # of pieces: _____

PLEASE NOTE: Minimum fee of **\$240.00/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.

A representative of Advantage Expo will deliver your completed Bill of Lading and shipping labels before the end of the show.

Service Ordered by: _____

OPTION 2:

Return to Warehouse Requested: \$85.00 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.

Service Ordered by: _____

*This fee is for up to 3 pieces only. The \$85.00 fee will be applied twice for outbound shipping orders containing 4-6 pieces, etc.