



2024 IRS NATIONWIDE TAX FORUM

Hilton
Orlando Ballroom I & II
Orlando, Florida
July 30-August 1, 2024

Services Provided By...



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

Advance Order Cut-Off Date: Friday, July 12, 2024





2024 IRS NATIONWIDE TAX FORUM Hilton Orlando, Florida July 30-August 1, 2024

Dear Exhibitor:

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

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, July 29	1:00pm	6:00pm
Show Hours	Tuesday, July 30 Wednesday, July 31	11:00am 10:00am	6:00pm 2:30pm
Dismantle	Wednesday, July 31	2:30pm	4:30pm
Outbound Freight*	Wednesday, July 31	5:30pm	Outside carriers must be checked 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

<u>Save</u> Place your orders in advance! By placing your orders before JULY 12th, 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.

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 **JULY 12th**. 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 Orlando, Florida

July 30-August 1, 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 can be carried 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 Orlando, Florida

July 30-August 1, 2024

Advance Order Deadline*: FRIDAY, JULY 12, 2024

□ Invoice

Signature:



5187 Raynor Avenue
Linthicum, Maryland 21090

Phone: 410.789.5000 • Fax: 410.789.5564

CustomerService@AdvantageExpo.com

*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 CheckPlease 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:

*Company Name:	*Booth #:
*Billing Address:	
*City/State/Zip:	
*Phone:	
*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:
*Account #:	
*Cardholder's Name:	*Signature:

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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Orlando, Florida
July 30-August 1, 2024

Advance Order Deadline: FRIDAY, JULY 12, 2024

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Qty:	Item						ng
	.	Advance	Floor	Qty:	Item	Advance	Floor
	Chairs				30" High Display Table	es	
					30" Round Undraped	171.00	210.50
	Upholstered Chair	85.75	105.75		2'x4' Undraped	70.50	83.00
	Folding Chair	49.50	55.50		2'x6' Undraped	81.25	95.50
	Chrome Stool - Upholstered with back	152.00	202.50		2'x8' Undraped	90.50	99.75
					2'x4' Draped	157.75	187.75
					2'x6' Draped*	187.00	221.50
					2'x8' Draped*	221.50	265.00
					42" High Display Table	es	
	Miscellaneous				30" Round Undraped	201.50	241.75
	Table Cloth Café Table (Black or White)	44.25	N/A		2'x4' Undraped	100.00	114.25
	Wastebasket	27.75	41.50		2'x6' Undraped	106.50	129.50
	Easel	35.75	45.50		2'x8' Undraped	120.00	140.25
	Literature Racks	128.00	145.00		2'x4' Draped	197.50	232.00
	Chrome Stanchions	65.00	76.50		2'x6' Draped*	236.50	275.00
	4'x8' Posterboard w/Stand				2'x8' Draped*	266.75	314.50
	Vertical	160.75	186.50		*Draped on 3 Sides On	ly	
	Horizontal	160.75	186.50		4 th Side Draping	66.75	74.00
	Bag Stand	77.00	91.75	i i	Please Specify Table Drape Color Choice	: SHOW COL	OR.
	Risers				□Black □Blue □Burgundy □Green □F	Red □Teal □V	Vhite
	Covered w/White Vinyl				Carpeting		
	12" x 12" x 48" (4')	66.00	78.25		10'x10'	250.00	311.00
	12" x 12" x 72" (6')	82.50	99.25		10'x20'	495.75	620.00
					10'x30'	750.00	925.00
					10'x40'	995.00	1235.75
					prices include taping of front edge only. Pl Color Choice: □Blue □Red □Grey □Te		

Company Name: Booth #: Total Your Furniture Order Here...

Name: Phone: Subtotal: 6% State Sales Tax: TOTAL DUE: TOTAL DUE:

Material Handling Service Rates



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Orlando, Florida July 30-August 1, 2024

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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 with paperwork, Bill of Lading	Minimum Charge: \$415.00 (for any package weighing 1-200 lbs)	
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

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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 items larger than 8' including but not limited to (flooring, crates, etc.).

Shipments received via Federal Express, Airborne, 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



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E-Mail:

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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



2024 IRS NATIONWIDE TAX FORUM

Orlando, Florida July 30-August 1, 2024 5187 Raynor Avenue Linthicum, Maryland 21090 Phone: 410.789.5000 • Fax: 410.789.5564 E-Mail:

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

Advance Order Deadline: FRIDAY, JULY 12, 2024

□ Advance Warehouse

Ship to:

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

<u>IMPORTANT</u> The cut-off date for receiving ADVANCE WAREHOUSE SHIPMENTS is **July 12, 2024**. 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, JULY 29, 2024. Shipments sent to show site prior to that date may be refused.

☐ Show Site- Additional fees may apply

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

Shipped from (CI	TY):		
Carrier:			
Date Shipped:		Approx. Arrival Date:	
Total Pieces:		Total Weight:	
Company:		Booth #:	
Show Representative::		Phone #:	
	Will your freight require	special handling (i.e. forklift)? □Yes □No	
	<u>[</u>	Estimated Costs	
Total Weight*	otal Weight*lbs. Divided by 100 multiplied by (See Below for Rate) \$		
*TOT	AL WEIGHT ROUNDED UP T	O THE NEXT 100LB. 200LB. MINIMUM APPLIES	
MATE		er cwt. (Min. Charge: \$37500) or **\$207.50Per 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) in addition to above rates.

ADVANCE WAREHOUSE SHIPMENTS

TRADE SHOW SHIPMENT-PLEASE EXPEDITE

2024 IRS NATIONWIDE TAX FORUM - ORLANDO

Advantage Conference & Expo Address will be provided approximately 4 weeks prior to order cutoff date.

Questions:

Customerservice@advantageexpo.com

To:		
Name of Exhibitor		•
Booth #:		
Piece #	of	
	THAN Friday July 12 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 c/o Hilton
Orlando Ballroom I & II
6001 Destination Pkwy
Orlando, FL 32819

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	U	

Name of Exhibitor

Booth #:

Ship to arrive only on Monday, July 29, 2024 Only

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 Orlando, Florida July 30-August 1, 2024

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

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

Advance Ord	ler Deadline: FRID	DAY. JULY 12. 2024	4	
we time on the r	removal Have your (outhound shinning na	nerwork ready in adva	nce by completing the

Save time on the removal. Have your outbound shipping paperwork ready in advance by completing the following and Emailing to customerservice@advantageexpo.com.

Ship To:	Show to Show: Next City
Company:	
Contact:	
Materials	Service Requested: s will ship ECONOMY unless otherwise noted. omy
Ship to arrive by:	Approximate # of pieces:
pre-printed Bill of Lading (Advance Orders Only), practical materials. If utilizing the services of an outside carrier,	ment (Optional Insurance Coverage Additional) to be charged to credit card on file. Service includes pre-printed shipping labels (Advance Orders Only), palletizing, shrink wrapping, and tagging of it is the exhibitor's responsibility to make pick-up arrangements. Shipments being picked up by an 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

2024 IRS NATIONWIDE TAX FORUM Orlando, Florida July 30-August 1, 2024

Advance Order Deadline: FRIDAY, JULY 12, 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	\$184.00/\$212.75 Per Man Hour (One Hour Min.Per Laborer)	

Labor Rates (Show Site Orders)		
Straight Time \$168.00/Per Man Hour (One Hour Minimum/Per Laborer)		
Overtime/Double Time	\$239.00/\$276.50 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

monady mady soldie clos am	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 se present. There will be an additional 30 percent charge to	•
□ ADVANTAGE CONFERENCE & EXPO, LLC is authorized to dibeing present. There will be an additional 30 percent charge to the second se	•
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:

☐My exhibit booth w	vill require cleaning prior to the show's opening	ng
☐My exhibit booth wi	ill require cleaning prior to and during the eve	ent
Booth Size:x	=total Sq. Ft. at \$.70/Per Sq. Ft.:	
	Multiplied by number of days required:	
	TOTAL BOOTH CLEANING CHARGES:	\$
Company Name:	Booth #:	
Ordered By:	Date:	

Order Recap Form

Method of Payment Form MUST Accompany This Order Form



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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 12**Th advance cut-off date or floor prices will apply. **All site orders are C.O.D.**

Please total your order below:

TOTAL DUE:	\$
Electric/ Internet Order Form	Order form attached
A/V 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, and audio visual, 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:

2024 IRS NATIONWIDE TAX FORUM Orlando, FL July 30-August 1, 2024

• To order AV services, please use this link- highlight and right click to open weblink :

Encore EventNow | Product Catalog (encoreglobal.com)

ELECTRICAL ORDER FORM



EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819 Phone: (407) 854-9991 Fax: (407) 854-9992 Órlando@edlen.com

terms and conditions of contract.

COMPANY:	BTH	l #	

IRS Nationwide Tax Forum 2024 EVENT:

FACILITY: HILTON ORLANDO

DATES: July 30—August 01, 2024

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

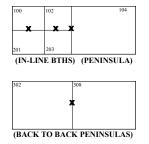
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS	Approximately	120V/208V A.C. 60	Cycle - Price	es are for entir	e event
120 VOLT POWER DELIVERY		QTY	QTY		REGULAR	TOTAL
The cost of 120-Volt outlets includes	120 VOLT	Show Hours Only	24hrs/day Double rate	PAYMENT PRICE	PAYMENT PRICE	COST
delivery to one location at the rear of inline or peninsula booths. If you require the		,	2000.0			
outlets to be distributed to any other location, material and labor charges apply.	500 WATTS (5 AMPS) 1000 WATTS (10 AMPS)	-		125.00 193.00	176.00 278.00	
There is a minimum charge of 1 hour for	, ,			261.00	380.00	
installation & 1/2 hour for removal. Complete a floor plan layout of your booth	2000 WATTS (20 AMPS) For outdoor events 20 AMP	Minimum	Required	201.00	300.00	
space indicating outlet locations.	FOI GUILGOOI EVEITIS 20 AIMF	wiiiiiiuiii	Required			
208/480V POWER DELIVERY	208 VOLT SINGLE PHASE					
AND CONNECTIONS	20 AMPS			391.00	578.00	
All 208/480V Single & Three Phase must	30 AMPS			471.00	697.00	
accompany a connection type—NEMA plug variable, large cam hookup, or	60 AMPS			646.00	958.00	
hardwired. Edlen Electricians must make all high voltage connections and	100 AMPS			838.00	1,246.00	
disconnects. Please complete a floor plan					•	
layout of your booth space indicating outlet locations.	208 VOLT THREE PHASE				· · · · · · · · · · · · · · · · · · ·	
There is a minimum of 1.5 hour for	20 AMPS			533.00	788.00	
installation & 1 hour for removal.	30 AMPS	-		634.00	940.00	
ISLAND BOOTHS	60 AMPS	-		884.00	1,314.00	
There is a minimum labor charge of 1 hour	100 AMPS			1,156.00	1,722.00	
for installation & 1/2 hour for removal.	200 AMPS			1,722.00	2,572.00	
A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.	400 AMPS			3,195.00	4,781.00	
	LIGHTING					
CALCULATING LABOR	150 WATT FLOOD LIGHT	-		91.00	136.00	
If labor applies to your order, the following is a guide to calculate the quantity:	300 WATT FLOOD LIGHT			113.00	170.00	
1-3 outlets = 1hr in/.5 hr out 4-6 outlets = 2hrs in/1hr out	MATERIAL RENTAL (Exhib	oitor must pick	up items at electri	cal service cer	nter on show s	site)
7-9 outlets = 3hrs in/1.5hrs out 10-12 outlets = 4hrs in/2hrs out	15' EXTENSION CORD				36.00	
13+ outlets = contact for pricing	POWER STRIP				36.00	
24 HOUR SERVICES	ELECTRICAL LABOR					
Electricity will be turned on within 30 minutes of show opening and off within 30	ST (Mon-Fri, 8am-4:30pm; Exc	luding Holidays)			102.00	
minutes of show closing, show days only. If you require power at any other time	OT (Mon-Fri, 4:30pm-8am; Sat	, Sun & Holidays	s)		187.00	
order 24 hour power at double the outlet rate.			S	UB TOTAL		
DEDICATED OUTLETS	26% SERVICE CHARGE	ON OUTLE	TS, MATERIAL	& LABOR		
For a dedicated outlet order a 20 amp	SALES TAX DUE UNLESS EXE					
outlet and please indicate on the floor plan.	(FLORIDA AND FEDERAL GOVER		ED)	ALES TAX		
MATERIAL DELIVERY				TAL HERE		
Material requested on this order form will			PLACE IU	TAL HEKE		
be dropped in booth by an electrician. If not there, please visit Edlen Service Desk.	PRINT NAME:					
TERMS & CONDITIONS	AUTHORIZED SIGNATURE:				DATE:	
I agree in placing this order that I have	EMAIL:			PHONE:		
accepted Edlen's payment policy and the	The "Method of Paymen	t Form" must	t he completed a	nd returned	with this ord	er form

TERMS & CONDITIONS

- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the 1 deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- 2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. 3. Exhibitors will be notified by email or fax of any such corrections.
- 4. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
- Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth 5. space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of 6. power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- 7. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
- Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A 8. minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of .5 hour.
- 9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall 10. including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for 11. unused items.
- 12 Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical 13. devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, 14. horsepower, etc., required for operation.
- 15 All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, noncurrent carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is 16. not received.
- 17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 21 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds 18. will be issued for events cancelled on or after the first contracted event move-in day.
- 19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company 20. failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 21. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will 22. be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- 23. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf

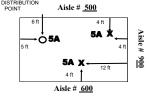
COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

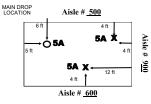
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.





ISLAND BOOTHS





EXAMPLE-FLOOR POWER

EXAMPLE-CEILING POWER

METHOD OF PAYMENT FORM



EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819 Phone: (407) 854-9991 Fax: (407) 854-9992 Orlando@edlen.com

6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.

TOTAL DUE

Advance Payment Deadline Date: 07/16/24

COMPANY:	BTH#	
EVENT:	IRS Nationwide Tax Forum 2024	
FACILITY:	HILTON ORLANDO	
DATES:	July 30—August 01, 2024	

	EXHIBIT	OR II	NFOR	MATIO	N		
COMPANY NAME:						PHONE	:
ADDRESS:						FAX:	
CITY:			ST:			1	ZIP:
COUNTRY:						CELL:	
EMAIL:							
	METH	OD O	F PA	MENT			
All transactions require a credit ca American Express, Master Card and V						ition to c	checks, Edlen also accepts
CREDIT CARD				СОМРА	NY CHECK	,	
For your convenience, we will use this any remaining balances on your accou A copy of final charges will be sent to t provided in the payment information se	nt prior to event cl he email address		(checks m	ust be drawn	on U.S.	Edlen Electrical. All foreign Banks only. Please e on your remittance.
VISA MASTER CARD	AMX			Orders si include a	L PROCES ubmitted for r \$25 process www.edlen	manual pr sing fee. S	Tocessing MUST Submit orders online
СН	ECK AND CR	EDIT	CARE	INFO	RMATION		
CHECK#							
CREDIT CARD NUMBER:							EXP DATE:
CARD HOLDER SIGN:			•	PRINT N	NAME:		<u>, , , , , , , , , , , , , , , , , , , </u>
EMAIL ADDRESS:						THIRD P.	ARTY: YES or NO
CREDIT CARD ADDRESS INFORMATIO	N IF DIFFERENT	THAN	INFOR	MATION	ABOVE		
ADDRESS:		CIT	Υ:			ST:	ZIP:
SERVICE TOTALS							der, I accept all payment
MANUAL PROCESSING FEE	\$25.00				the terms er forms co		nditions outlined on all I.
ELECTRICAL/MATERIAL ORDER							
ESTIMATED LABOR				EASE IGN			
PLUMBING ORDER					AUTHORIZED SI	GNATURE	
SUB TOTAL							
26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR					PRINT NAME		DATE

ELECTRICAL LAYOUT FORM



EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819 Phone: (407) 854-9991 Fax: (407) 854-9992 Orlando@edlen.com Advance Payment Deadline Date: 07/16/24

EVENT: IRS Nationwide Tax Forum 2024
FACILITY: HILTON ORLANDO
DATES: July 30—August 01, 2024

Adjacent Booth or Aisle #

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.
Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation
Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:
X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 20amp/2000 watt
Indicate the layout scale and total square footage. Example: 1 Square = 1 FootSquare =Ft

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #





XPODIGITAL Internet Order Form

Attention: Account Executive Sales Phone (Mon-Fri): 321.234.5051

Email: hocc@xpodigital.com

ONSITE Tech Support (7 days/week, 7a – 6p): 321.250.4985 6001 Destination Parkway, Orlando, FL 32819

Internet Access Order Form Hilton Orlando

Event Name:		Booth	#		
Company Name:					
Contact Name:					
Contact Cell Number / Email:					
	Service Information			T	
Install Date	Install Time			AN	1 or PM
Removal Date	Removal Time			AN	1 or PM
	Internet and Networking Se	ervices			
Basic Roaming Wireless Inte	rnet Services *	QTY	Price		Total
,	de per device, non-transferable)		\$150.00)	
Event Length Code (1 access	code per device, non-transferable)		\$300.00)	
Event Length Group Code (10	or more devices, 1 code per device)		\$150.00 / per	device	
Basic Wired Internet Service	s * ection (1 day, per device / IP)	QTY	Price \$300.00	1	Total
		QTY			Total
	nnection (up to 5 days, per device / IP)		\$835.00		
•	nection (per device / IP)		\$240.00		
	eceive a MAXIMUM speed of up to 8 Mbps	s. Speed is	·		red networ
	G EQUIPMENT PERMITTED ON BASIC WIRED SI	-	-		
DEDICATED bandwidth services av	railable upon request:		□ \$_		
Bandwidth amt. / wired or wire	reless:				
SWITCH rental: \$350 (for dedicate		_	□ \$_		
	TERMS AND CONDITIONS				
Single Day and Event Basic	27% Service Labor Fee applies to all service cancelled less than 14 days before show move-in. All refuse Services cannot be combined. ALL Event Length services Prices effective through 2023 and are subject to change its service (before 7 a.m. and after 6 p.m.) will incur a \$250.00 fee.	nds are subject are valid for a without notic	n maximum of 5 calend e.		
Payment Method: ☐ Credit Card (online	payment link will be sent before install) ACH / W	ire transfer	(must be received 14	1 days prio	r to install)
Card Holder Name / Email:					
	you are agreeing to the above Services and the Terms and		cluded herein.		
Print Name	Signature				

COMPANY NAME:	BOOTH #:
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Booth Diagram Information - Internet

Please indicate on the grid, the location of your Internet drop(s). If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth #_____

Adjacent Booth #						
						Adjacent Booth #
						i

Adjacent Booth #_____

Examples:

