

Exhibitor Services



2020 IRS NATIONWIDE TAX FORUM

**Atlanta Marriott Marquis
Imperial Ballroom**

**Atlanta, Georgia
August 4-6, 2020**

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 17, 2020**



2020 IRS NATIONWIDE TAX FORUM
Marriott Marquis
Atlanta, Georgia
August 4-6, 2020

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO, LLC is pleased to be the general contractor for the upcoming 2020 IRS NATIONWIDE TAX FORUM in Atlanta, Georgia.

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

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

	Date:	Start Time:	End Time:
Exhibitor Set-Up	Monday, August 3	1:00pm	6:00pm
Show Hours	Tuesday, August 4 Wednesday, August 5	11:00am 10:00am	6:00pm 2:30pm
Dismantle	Wednesday, August 5	2:30pm	4:30pm
Outbound Freight*	Wednesday, August 5	5:30pm	N/A

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**.*

Exhibiting Tips

Save Place your orders in advance! By placing your orders before **JULY 17th**, 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 17th**. 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



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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



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Advance Order Deadline*: FRIDAY, JULY 17, 2020

*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...**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 #: _____

*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
Chairs				30" High Display Tables			
					30" Round Undraped	148.75	183.00
	Upholstered Chair	74.50	92.00		2'x4' Undraped	61.25	72.00
	Folding Chair	43.00	48.25		2'x6' Undraped	70.75	83.00
	Chrome Stool - Upholstered with back	120.00	160.00		2'x8' Undraped	78.75	86.75
					2'x4' Draped	137.25	163.25
					2'x6' Draped*	162.50	192.75
					2'x8' Draped*	192.75	230.50
Miscellaneous				42" High Display Tables			
	Table Cloth Café Table (Black or White)	38.50	N/A		30" Round Undraped	175.25	210.25
	Wastebasket	24.00	36.00		2'x4' Undraped	87.00	99.25
	Easel	31.00	39.50		2'x6' Undraped	92.75	112.50
	Literature Racks	111.25	126.00		2'x8' Undraped	104.50	122.00
	Chrome Stanchions	56.25	66.50		2'x4' Draped	171.75	202.00
	4'x8' Posterboard w/Stand				2'x6' Draped*	205.75	239.25
	Vertical	139.75	162.25		2'x8' Draped*	232.00	273.50
	Horizontal	139.75	162.25	*Draped on 3 Sides Only			
	Bag Stand	67.00	79.75		4 th Side Draping	57.75	64.00
Risers				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')	57.25	68.00	Carpeting			
	12" x 12" x 72" (6')	71.75	86.25		10'x10'	194.50	241.25
					10'x20'	387.25	478.00
					10'x30'	580.00	718.00
					10'x40'	773.25	958.00
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: _____

8.9% State Sales Tax: _____

TOTAL DUE: _____

Material Handling Service Rates



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August 4-6, 2020

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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 ST/ST: \$115.00*	Minimum Charge: \$230.00 (for any package weighing 1-200 lbs)
CWT ST/ST (UPS, Federal Express, DHL or with paperwork, Bill of Lading delivered with freight: \$135.00*	Minimum Charge: \$270.00 (for any package weighing 1-200 lbs)

Overtime Rates The rates quoted above are straight time rates meaning that freight must be moved in and out of your booth between the hours of 8:00am and 4:00pm Monday-Friday for these rates to apply. 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) TO THE ABOVE STRAIGHT TIME 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 or street unloading .

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).

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



2020 IRS NATIONWIDE TAX FORUM Atlanta, Georgia August 4-6, 2020

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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



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Atlanta, Georgia
August 4-6, 2020

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Advance Order Deadline: FRIDAY, JULY 17, 2020

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

IMPORTANT The cut-off date for receiving ADVANCE WAREHOUSE SHIPMENTS is **July 17, 2020**. 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, AUGUST 3, 2020**. Shipments sent to show site prior to that date may be refused.

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

Ship to: <input type="checkbox"/> Advance Warehouse <input type="checkbox"/> Show Site	
Shipped from (CITY): _____	
Carrier: _____	
Date Shipped: _____	Approx. Arrival Date: _____
Total Pieces: _____	Total Weight: _____
Company: _____	Booth #: _____
Show Representative: _____	Phone #: _____
Will your freight require special handling (i.e. forklift)? <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 **\$115.00/Per cwt. (Min. Charge: \$230.00) or **\$135.00/Per cwt. (Min. Charge: \$270.00)

****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.*

Shipping /Material Handling Tips



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Reduce your Material Handling costs by **consolidating** your shipments! The following is an example of what happens when your UPS, Airborne, or FedEx shipment is split. Each shipment is based on a **200lb. minimum**

Shipment #1 (Via UPS, Airborne, or FedEx)

10pcs. at 20lbs. Each (200lbs. Total)

Day 1	2pcs. Received	\$230.00 (200lb. Min.)
Day 2	5pcs. Received	\$230.00 (200lb. Min.)
Day 3	3pcs. Received	\$230.00 (200lb. Min.)

Total Material Handling Charges for Shipment #1:
(Plus \$40.00 per delivery/ Special Handling Charge)

\$810.00

Shipment #2 (Via Advantage Expo Freight Services)

10pcs. at 20lbs. Each (200lbs. Total)

Day 1	1pc. Received (Pallet)	\$230.00 (200lb. Min.)
-------	------------------------	------------------------

Total Material Handling Charges for Shipment #2:

\$230.00

Above example uses straight time Material Handling Rates of \$115.00 per 100lbs. See page 6 for more details.

TOTAL SAVINGS ON SHIPMENT #2: \$580.00

→ Nationwide Shipping Specials ←

Contact: **Kathy Moritz at Advantage Expo**
410-789-5000

E-Mail: customerservice@AdvantageExpo.com

****Mention 2020 IRS NATIONWIDE TAX FORUM****

ADVANCE WAREHOUSE SHIPMENTS

TRADE SHOW SHIPMENT-PLEASE EXPEDITE

2020 IRS NATIONWIDE TAX FORUM - ATLANTA

Advantage Conference & Expo

TBD- Address will be provided via e-mail
approximtely 6 weeks prior to show.

To:

Name of Exhibitor

Booth #:

Piece # _____ of _____

Ship to arrive NO LATER THAN Friday, July 17, 2020

EXHIBIT MATERIAL
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

SHOW SITE SHIPMENTS

TRADE SHOW SHIPMENT-PLEASE EXPEDITE

2020 IRS NATIONWIDE TAX FORUM

% Advantage Conference & Expo, LLC

Marriott Marquis - Imperial Ballroom

265 Peachtree Center Avenue

Atlanta, GA 30303

To:

Name of Exhibitor

Booth #:

Ship to arrive only on Monday, August 3, 2020 Only

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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Save time on the removal. Have your outbound shipping paperwork ready in advance by completing the following and faxing to 410-789-5564 (Please PRINT or TYPE): If requesting Show to Show shipping please fill in next city to ship to and company name.

Ship To:

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 \$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. 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 5:30PM on August 5th 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



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Labor Rates (Advance Orders Only)	
Straight Time	\$112.00 /Per Man Hour (One Hour Minimum/Per Laborer)
Overtime/Double Time	\$160.00/\$185.00 Per Man Hour (One Hour Min./Per Laborer)

Labor Rates (Show Site Orders)	
Straight Time	\$146.00 /Per Man Hour (One Hour Minimum/Per Laborer)
Overtime/Double Time	\$208.00/\$240.50 Per Man Hour (One Hour Min./Per Laborer)

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

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

- DO NOT proceed without an Exhibitor's Representative who 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...\$.65/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 \$.65/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 17th** 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/Internet Order Form (Questions/Clarification contact hotel at 404-586-6069)	Marriott form attached-send to them
AV Order Form (Questions/Clarification contact PSAV at 404-586-6255)	PSAV form attached send to them
TOTAL DUE:	\$

- 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: _____



APPLICATION FOR SERVICES

(For your Exhibit Booth Needs: Phone, Internet, Power & Food)

Booth Number: _____

Name of Event Attending: **IRS Nationwide Tax Forum 2020 (August, 2020)**

Name of Person Ordering: _____ On-Site Contact _____

Company/Firm Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

POWER	Quantity	Install Date/time	Uninstall Date/time	Comments
120V Dedicated / 2000 Watts / 20 Amps \$70 each (Included: quad box with (4) outlets.)				
Power Strip and/or Extension Cord \$25 each (specify which or both)				
100 amps 1 phase - \$350				
100 amps 3 phase - \$375				
200 amps 1 phase - \$680				
200 amps 3 phase - \$725				
Special Order, specify:				
INTERNET	Quantity	Install Date/Time	Uninstall Date/Time	Comments
WiFi Internet Package (10) WiFi Connection @ \$75 (one-time fee)				
Wired Internet Line* (\$75 per day)				
(*) - Requests for Wired Internet Needs to be Communicated to Event Manager a Minimum of 72 Hours Prior to Start of Event				
PHONE	Quantity	Install Date/Time	Uninstall Date/Time	Comments
(DID) line only* - \$150/ Line/ Day				
(DID) line with Standard Phone* - \$175/ Line/ Day				
Polycom Speaker Phone (Line included)* - \$200/ Phone/ Day				
(*) - There will be a \$100.00 charge for each phone not returned to the Hotel Technology Department. - Phone call charges are additional				

Any/All service(s) order must be received 7 business days prior to the install date to avoid additional charges. Additional charges are based on services ordered. Applicable taxes (8.9%) and service charge (25%) will apply. Pre-payment in full is required 14 days prior to the start date. Additional internet, power and phone capabilities are available; please contact the event manager for more information.

BILLING

____ Group Master Account; Group name _____

____ Credit Card (request for credit sent via a separate email; then provided thru a secured link)

____ Guest Room; Name of guest or confirmation number _____

Signature: _____

Return form to:

Dawn McEachern, Sr. Admin/Event Management (for Cimani Robbins, Sr. Event Manager) –

Email: dawn.mceachern@marriott.com

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME		ON-SITE CONTACT NAME AND PHONE NUMBER		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS		CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM	PICKUP DATE PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS		ORDERED BY		

ORDERING INSTRUCTIONS: To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered by the days rented. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax. Labor and/or service charges may apply and/or loss damage waiver.

Shipping Instructions – Mark any materials sent to the venue as follows:

1. Address Packages to: Atlanta Marriott Marquis, 265 Peachtree Center Ave., Atlanta, GA 30303
2. Hold for Arrival - Attn: Guest's Name and/or Organization
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)

Form Submission – Email completed forms to: psav-atlmq@psav.com.

MONITORS

	PRICE	QTY	DAYS	TOTAL
■ 22" Multi sync desktop monitor	\$ _____	_____	_____	\$ _____
■ 43" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand			<input type="checkbox"/> Speakers	
■ 55" LCD monitor	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand			<input type="checkbox"/> Speakers	
■ 70"- 80" LCD monitor	Please contact PSAV for quote			
<input type="checkbox"/> Dual-post stand <input type="checkbox"/> Table stand			<input type="checkbox"/> Speakers	

LIGHTING

	PRICE	QTY	DAYS	TOTAL
■ Up-light	\$ _____	_____	_____	\$ _____

RIGGING

All rigging requests should be placed using the [Rigging Request Form](#).

SPECIAL REQUESTS

Please add any items not listed above that you require.

AUDIO EQUIPMENT

	PRICE	QTY	DAYS	TOTAL
■ Wireless microphone	\$ _____	_____	_____	\$ _____
<input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier				
■ Sound system	\$ _____	_____	_____	\$ _____
■ two speakers, two stands, one mixer, one wired microphone				
■ up to 20 people				
■ 4-channel mixer	\$ _____	_____	_____	\$ _____

ACCESSORIES

	PRICE	QTY	DAYS	TOTAL
■ Laptop	\$ _____	_____	_____	\$ _____
■ Slide advance/laser pointer	\$ _____	_____	_____	\$ _____

PSAV® Representative

Atlanta Marriott Marquis
265 Peachtree Center Ave., Atlanta, GA 30303

■ office: 404.586.6255 ■ email: psav-atlmq@psav.com

