



2020 IRS NATIONWIDE TAX FORUM

Gaylord Texan Resort & Convention Center Longhorn B-C

> Grapevine, Texas July 14-16, 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, June 26, 2020



2020 IRS NATIONWIDE TAX FORUM Gaylord Texan Grapevine, Texas July 14-16, 2020

Dear Exhibitor:

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

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 NOT** 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 13 | 1:00pm | 6:00pm |
| Show Hours | Tuesday, July 14 Wednesday, July 15 | 11:00am 10:00am | 6:00pm 2:30pm |
| Dismantle | Wednesday, July 15 | 2:30pm | 4:30pm |
| Outbound Freight* | Wednesday, July 15 | 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

<u>Save</u> Place your orders in advance! By placing your orders before JUNE 26th, 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 **JUNE 26th**. 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

2020 IRS NATIONWIDE TAX FORUM

Grapevine, Texas July 14-16, 2020 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.

<u>Safety</u>

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, JUNE 26, 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...<u>PLEASE NOTE</u>: 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



2020 IRS NATIONWIDE TAX FORUM Grapevine, Texas July 14-16, 2020

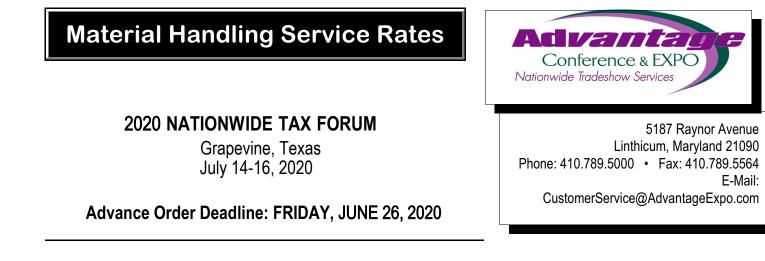
Advance Order Deadline: FRIDAY, JUNE 26, 2020 5187 Raynor Avenue Linthicum, Maryland 21090 Phone: 410.789.5000 • Fax: 410.789.5564 E-Mail: CustomerService@AdvanatgeExpo.com Website: www.AdvantageExpo.com

| | | Pricing | | | | Pricing | |
|------------------------|---|-------------------------|--------|--|------------------------------|---------|--------|
| Qty: | Item | Advance | Floor | Qty: | Item | Advance | Floor |
| Chairs | | | | 30" High Display Table | es | | |
| | | | | | 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 |
| | | | | 42" High Display Table | es | | |
| | Miscellaneous | | | | 30" Round Undraped | 175.25 | 210.25 |
| | Table Cloth Café Table (Black or White) | 38.50 | N/A | | 2'x4' Undraped | 87.00 | 99.25 |
| | Wastebasket | 24.00 | 36.00 | | 2'x6' Undraped | 92.75 | 112.50 |
| | Easel | 31.00 | 39.50 | | 2'x8' Undraped | 104.50 | 122.00 |
| | Literature Racks | 111.25 | 126.00 | | 2'x4' Draped | 171.75 | 202.00 |
| | Chrome Stanchions | 56.25 | 66.50 | | 2'x6' Draped* | 205.75 | 239.25 |
| | 4'x8' Posterboard w/Stand | | | | 2'x8' Draped* | 232.00 | 273.50 |
| Vertical 139.75 162.25 | | *Draped on 3 Sides Only | | | | | |
| | Horizontal | 139.75 | 162.25 | | 4 th Side Draping | 57.75 | 64.00 |
| | Bag Stand | 67.00 | 79.75 | Please Specify Table Drape Color Choice: DSHOW COLOR | | | |
| | Risers | | | □Black □Blue □Burgundy □Green □Red □Teal □White | | | |
| Covered w/White Vinyl | | Carpeting | | | | | |
| | 12" x 12" x 48" (4') | 57.25 | 68.00 | | 10'x10' | 194.50 | 241.25 |
| | 12" x 12" x 72" (6') | 71.75 | 86.25 | | 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: DBlue DRed DGrey DTeal DBlack DGreen | | | |

 Company Name:
 Booth #:

 Name:
 Phone:

| Total Your Furniture Order Here | | |
|---------------------------------|--|--|
| Subtotal: | | |
| 6% State Sales Tax: | | |
| TOTAL DUE: | | |
| | | |



<u>MATERIAL HANDLING SERVICE</u> 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....

<u>SPECIAL HANDLING</u> 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).

<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.

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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 pickup 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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Grapevine, Texas July 14-16, 2020

Advance Order Deadline: FRIDAY, JUNE 26, 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 **June 26, 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, JULY 13, 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: | Advance Warehouse | □ Show Site |
|---------------|---|--|
| Shipped fror | n (CITY): | |
| Carrier: | | |
| Date Shippe | d: | Approx. Arrival Date: |
| Total Pieces | : | Total Weight: |
| Company: | | Booth #: |
| Show Repre | sentative:: | Phone #: |
| | Will your freight require sp | oecial handling (i.e. forklift)? □Yes □No |
| | Es | timated Costs |
| Total Weight* | | multiplied by (See Below for Rate) <u>\$</u> |
| | | THE NEXT 100LB. 200LB. MINIMUM APPLIES |
| MATE | RIAL HANDLING RATE **\$115.00/Per cwt. | (Min. Charge: \$230.00) or **\$135.00/Per cwt. (Min. Charge: \$270.00) |
| | **See page | e 6 for further pricing information |
| | Shipments received via Federal Express, Air | rborne, UPS, or without identifiable markings and/or paperwork are |
| subje | ect to a Twenty Dollar (\$20.00) Surcharge Per (| CWT/Per Shipment (\$40.00 Minimum Charge) in addition to above rates. |

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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.) | | |
| Tota | Total Material Handling Charges for Shipment #2: \$230.00 | | | |

Above example uses straight time Material Handing 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 - GRAPEVINE, TX

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



SHOW SITE SHIPMENTS

TRADE SHOW SHIPMENT-PLEASE EXPEDITE

2020 IRS NATIONWIDE TAX FORUM

% Advantage Conference & Expo, LLC Gaylord Texan - Longhorn B-C 1501 Gaylord Trail Grapevine, TX 76501

To:

Name of Exhibitor

Booth #:

Ship to arrive only on Monday, July 13, 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:

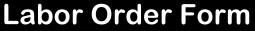
| Company: | | |
|--|--------------------------------|---|
| Contact: | | |
| Address: | | |
| City/State/Zip: | | |
| Phone: | | |
| | vice* Reque | |
| *Materials will shi | ip ECONOMY unles | s otherwise noted. |
| 🗅 Economy | 🗆 2 Day | Overnight |
| Ship to arrive by: | Approx | imate # of pieces: |
| pre-printed Bill of Lading (Advance Orders Only), pre-printed ship | pping labels (Advance O | ge Additional) to be charged to credit card on file. Service includes brders Only), palletizing, shrink wrapping, and tagging of materials. pick-up arrangements. Shipments being picked up by an outside |

carrier must be picked up by 5:30PM on July 15th 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.

OFFICE USE ONLY
BOOTH #:_____
Date Received:_____
Payment on File:_____
Complete Date:_____

Services Ordered By:_



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:

Please complete the following for Booth Cleaning services:

| 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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Grapevine, Texas July 14-16, 2020

Advance Order Deadline: FRIDAY, JUNE 26, 2020

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 JUNE 26th 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 817-778-3680) | Link attached for BoomerCommerce |
| A/V Order Form (Questions/Clarification contact hotel at 817-778-3288) | PSAV form attached- send to them |
| TOTAL DUE: | \$ |

Please Note...

Forms for additional services not provided by ADVANTAGE CONFERENCE & EXPO, LLC, such as electric, internet, 1. and audio visual, should be mailed with payment to the address on that order form.

Tax Exempt Customers: Please include a Tax Exempt ID Certificate with your order; otherwise, tax will be charged. 2

Company Name:

Ordered By:_____



Website: www.AdvantageExpo.com



Date:

Booth #:

Exhibitor Kit

Gaylord Texan Resort & Convention Center Exhibitor Services 1501 Gaylord Trail, Grapevine, Texas 76051

> ADVANCE PRICE DEADLINE Tuesday, June 30, 2020

IRS Nationwide Tax Forum July 14–15, 2020

Dear Exhibitor,

All services are handled by separate offices, and are ordered from separate places. *If the order is not sent to the proper department, it cannot be processed.*

Here are the services contained in this kit, and their numbers if you have questions:

| <u>Form/Service</u> | Phone |
|---|--------------|
| Utilities Services (online ordering only) | 817-778-3680 |
| Network and Telecommunications (online ordering only) | 817-778-3600 |
| http://gaylordtexan.boomerecommerce.com | |
| PSAV (audio/visual, signage, and rigging) | 817-778-3288 |
| Creative Greenery of Dallas | 972-442-5592 |
| Vehicle Display | 817-778-3680 |
| FedEx Office (shipping information) | 817-778-1470 |

Please complete each form and send it to the corresponding department. The ordering information **and the contact phone number** are listed on each order form.

Our staff will be happy to answer any general questions about the show, or direct you accordingly.

Thank you,

Exhibitor Services





Convention Center Rules & Regulations

Gaylord Texan Resort & Convention Center Exhibitor Services 1501 Gaylord Trail, Grapevine, Texas 76051

p 817-778-3680

Rules and Regulations for Exhibits and Displays

Utilities Orders

- A discounted rate is available for orders received by the Advance Price Deadline of fourteen (14) days prior to show start. Any change made to an advance order or standard priced order will be charged at a rate according to the date.
- Payment is accepted in the form of VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. The local sales tax (currently at 8.25%) will be applied to all equipment, services, and labor orders.
- **Checks and cash will not be accepted.** Any check received will be promptly returned via U.S. Mail with a request for a credit card payment. Full payment must be received at least fourteen (14) days prior to the first day of show to qualify for the Advance Price.
- Cancellation for services must be received <u>in writing</u> at least 48 hours prior to move-in date to avoid charges. Each service is handled by individual departments and must be cancelled through each department separately (e.g., Utilities, Information Technology, Rigging, Audio-Visual, etc.). Credit for services not used will not be given if cancelled less than 48 hours prior to move-in date.

Labor/Special Instructions

- Requests for early utilities installation and/or utilities labor must be submitted <u>in writing</u> to Exhibitor Services along with utilities order and booth diagram. Early utilities installation cannot be guaranteed if the request is received after the Advance Price Deadline of fourteen (14) days prior to show start.
- Utilities labor and material charges are based on booth diagram specifications and show floor requests from exhibitors or thirdparty setup persons, including decorators and exhibit houses.
- Island booths without a diagram will not be set until booth representative arrives at show site and speaks with Exhibitor Services.
- Utility rates do NOT include connecting utilities (power, water, air, drainage) to equipment inside the booth. Labor charges may apply for relocation of electricity source or exhibitor-installed cords requiring troubleshooting and/or redistribution in booth.
 Labor rates: 7:00AM-6:00PM, \$90 per hour 6:01PM-6:59AM, \$140 per hour (1 hour minimum)
- The exhibitor will be required to make all final connections to their equipment. Gaylord Texan staff does not make connections to
 equipment. Furthermore, Gaylord Texan will provide any special receptacles requested in advance.

Carts/Supplies

- Gaylord Texan does NOT supply any equipment (e.g., carts, dollies, hand-trucks, pallet-jacks, forklifts, etc.). All material moving
 must be arranged through the general contractor.
- Gaylord Texan does NOT provide cleaning supplies, vacuums, large waste receptacles, or janitorial services for the exhibit space. All cleaning must be arranged through the general contractor.

Loading Dock

- Exhibits, displays, and equipment **must** be brought into and taken from the building via the loading dock only.
- Parking is NOT allowed at the loading dock. You must unload your vehicle and immediately move it to the parking garage.
 You may not set up in the building while your vehicle is at the dock. During move-out you must have your things ready to load before you move your vehicle to the dock.
- Vehicles are NOT allowed on the loading dock or the loading dock ramps.

Marshalling

Vehicles (e.g., association trucks, production trucks, trailers, etc.) with PRIOR PERMISSION from Exhibit Hall management may park overnight in the Marshalling Yard for \$75 per vehicle per night. You must have prior permission from Exhibit Hall management. NO EXCEPTIONS. Vehicles with prior permission may park at the Exhibit Hall dock for \$125 per vehicle per night.



Convention Center Rules & Regulations

Gaylord Texan Resort & Convention Center Exhibitor Services 1501 Gaylord Trail, Grapevine, Texas 76051

p 817-778-3680

Rules and Regulations for Exhibits and Displays (continued)

Food & Beverage

- The hotel reserves the right to purchase, prepare, and provide all food and beverage items. In-booth food and beverage requests should be directed to your group Catering Manager. Contact Exhibitor Services to be put into contact with the Catering Manager.
- Cooking permit must be obtained before any cooking activity is permitted within the building (contact Exhibitor Services). A 3A40 B.C. fire extinguisher must be in the booth within thirty (30) feet of each cooking device. Compliance with all local Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is NOT permitted in restrooms. Clean-up arrangements must be coordinated in advance through show management.

Convention Center

- Stick-on decals (except name tags) may NOT be distributed or used in the building.
- Painting of any kind (exhibits, displays, equipment, etc.) is NOT allowed inside the building.
- "Day tanks" of bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and must be removed from the building at the close of daily activities. Storage of tanks is **not** allowed inside the building.

Exhibits

- Decorations, banners, signs, etc., may NOT be affixed to any wall, door, window, column, ceiling, or painted surface in the building.
- Static helium balloon displays are permitted in the building. Helium balloons may NOT be used as giveaways. A labor charge will be assessed to retrieve a balloon from the Exhibit Hall or ballroom ceiling. Helium tanks must be secured to a cart or column while inside the building and must be removed daily. Storage of tanks is NOT allowed inside the building.
- In accordance with the Grapevine Fire Marshal, no exhibit, display, or drape may obstruct, impede, or otherwise hinder access to fire exit doors, fire strobes, fire speakers, fire department access cabinets, fire alarm pulls, or electrical boxes (on left side of columns).
- Vehicles that are used as part of a display must have less than ¼ tank of fuel, or fewer than five (5) gallons, whichever is less. The tank must be sealed (taped) or have a locking gas cap. The positive battery cable must be disconnected from the battery and taped. You must provide keys to the vehicle to Exhibit Hall management. The exhibitor is responsible for contacting the Grapevine Fire Marshal to schedule a vehicle inspection. The Fire Marshal must be contacted <u>NO LESS</u> than 48 hours before moving the vehicle into the building (see Vehicle Application in Exhibitor Kit). Vehicles are NOT to be started or driven on the ballroom level.
- Covered or multi-leveled booths over 300 square feet must have an automatic extinguishing system or required fire watch personnel. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by the Grapevine Fire Marshal.
- Haze and smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Convention Services in conjunction with Grapevine Fire Rescue and Gaylord Texan Director of Security.

| • | Maximum floor weight | Exhibit Hall: | 350 PSF | Ballrooms: 150 PSF | | |
|---|----------------------|---------------|---------|-------------------------|----------------|---------|
| | Maximum height | Exhibit Hall: | 22 feet | Ballroom Level: 22 feet | Tate Ballroom: | 20 feet |

• No forklifts or boom lifts are allowed on the ballroom level.

Liability

The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitors, agents, employees, property or any
other person or property prior to, during or subsequent to the period covered by the exhibit contract.

Lighting

• Customized lighting is available in the Exhibit Hall for \$250. Subsequent changes to custom lighting are \$125 per incident.



GENERAL TERMS AND CONDITIONS:

• Orders placed more than 14 days prior to event will be eligible to use Advanced Pricing.

- Installation of telephone, telecommunications, network and cabling services within Gaylord Texan Resort & Convention Center is exclusive. Telecommunication services (voice and data) must be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by Gaylord Texan Resort & Convention Center for telecommunication services shall remain the property of Gaylord Texan Resort & Convention Center's unless otherwise specified, and shall be returned to Gaylord Texan Resort & Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. Gaylord Texan Resort & Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than Gaylord Texan Resort & Convention Center's Information Technology technicians make any special wiring within the resort property. Only Gaylord Texan Resort & Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with Gaylord Texan Resort & Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord Texan Resort & Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$75.00/hour.
- Notification of cancellation must be received in writing a minimum 48 hours prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. Gaylord Texan Resort & Convention Center will resolve disputes in a timely manner.



NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord Texan Resort & Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies unless by specific contractual agreement. The services being provided by Gaylord Texan Resort & Convention Center will facilitate communications between the Gaylord Texan Resort & Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Texan Resort & Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord Texan Resort & Convention Center services shall not disrupt any of Gaylord Texan Resort & Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of Gaylord Texan Resort & Convention Center or other associated networks. Gaylord Texan Resort & Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord Texan Resort & Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE
 network analyzers, etc. Gaylord Texan Resort & Convention Center reserves the right to immediately disconnect
 network connections when activity such as denial of service attacks, port scans, or any other form of network
 performance degradation activities are detected. After disconnection, isolation and quarantine assistance will be given.
- All devices for which Gaylord Texan Resort & Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Texan Resort & Convention Center assigned IP address. At no time, while connected to Gaylord Texan Resort & Convention Center network, will the customer use their own DHCP server unless by specific agreement. Physical layer network audits are performed to ensure adherence.
- For wired connections The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Internet Performance Disclaimer: Gaylord Texan Resort & Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. Gaylord Texan Resort & Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Gigabit dedicated Internet connection to a tier 1 Internet Service Provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord Texan Resort & Convention Center does not provide security such as, but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Texan Resort & Convention Center and its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.

GAYLORD TEXAN

RESORT & CONVENTION CENTER

www.psav.com/riggingform

TOTAL 0 0

0

0

0

EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment

| that drives attendee interest. | | | | on Lake Gri | pevine | |
|--------------------------------|---------------|----------------------|--------------|------------------------|-------------------|--------------|
| NAME OF CONFERENCE | | START DATE | | END DATE | NO. OF EVENT DAYS | 1 |
| ORGANIZATION NAME | | ON-SITE CONTACT NAME | | ROOM/EXHIBIT BOOTH NO. | | |
| STREET ADDRESS | | CITY | | STATE | ZIP CODE | |
| TELEPHONE NUMBER | DELIVERY DATE | DELIVERY TIME | D AM D PM | PICKUP DATE | PICKUP TIME | D AM D 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. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the the prevailing hourly rate with a five-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. Please include applicable Sales Tax on equipment rental.

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

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 w

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

- 1. Address Packages to: Gaylord Texan, 1501 Gaylord Trail,
- Grapevine, TX 76051 2. Hold for Arrival - Attn: Guest's Name and/or Organization
- Complete Return Address

RIGGING

- Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
- Form Submission Email completed forms to: bmonefeldt@psav.com.

All rigging requests should be placed using the <u>Rigging Request Form</u>.

| MONITORS | PRICE | ΟΤΥ | TOTAL |
|---|--------------|---------|--------------|
| 32" LCD monitor | \$ 855 | | \$ 0 |
| Dual-post stand Table stand | Ψ | | · |
| 46" LCD monitor | \$ 1,175 | | \$ 0 |
| Dual-post stand | | | |
| 55" LCD monitor | \$ 1,975 | | \$0 |
| Dual-post stand | Speakers | | |
| 70" LCD monitor | Please conta | act PS/ | AV for quote |
| | Speakers | | |
| AUDIO EQUIPMENT | PRICE | QTY | TOTAL |
| Wired handheld microphone | \$_245 | | \$0 |
| Wireless microphone | \$_645 | | \$0 |
| Handheid Lavalier | | | |
| Wireless headset microphone | \$275 | | \$0 |
| Requires wireless microphone unit to operate | | | <u>م</u> |
| Powered speaker Up to five people | \$585 | | \$0 |
| Sound system | \$ 1,485 | | \$ 0 |
| two speakers, two stands, one mixer, one w up to 20 people | - | | • |
| 4-channel mixer | \$245 | | \$0 |
| ACCESSORIES | PRICE | ΟΤΥ | TOTAL |
| DVD player | \$ 255 | | \$ 0 |
| Laptop | \$ 645 | | \$ 0 |
| | Ψ | | |
| PROJECTION | PRICE | QTY | TOTAL |
| 42"- 54" Rolling cart | \$ | | \$0 |
| Tripod screen | \$265 | | \$0 |

| С | USTOM ITEMS | PRICE | QTY | TOTA |
|---|-------------|-------|-----|------|
| | | \$ | \$ | š |
| | | \$ | | S |
| | | \$ | \$ | 5 |
| | | \$ | \$ | 5 |
| | | | | |

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SPECIAL REQUESTS

Please add any items not listed above that you require.

On-site labor rate is \$120 per hour.

All rental prices are subject to a 15% markup when ordered on site.

Bud Monefeldt Director of Sales - PSAV® Gavlord Texan 1501 Gaylord Trail, Grapevine, TX 76051 office: 817.778.3298 email: bmonefeldt@psav.com



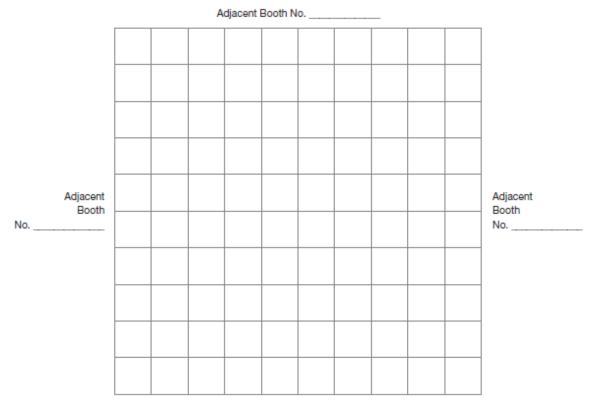
EXHIBITOR SERVICES

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



BOOTH DIAGRAM ORGANIZATION NAME ROOM/EXHIBIT BOOTH NO. SHOW NAME SHOW DATES

Please indicate on the grid the location of your requested AV using X to signify AV items.



Adjacent Booth No.

Bud Monefeldt Director of Sales - PSAVe Gaylord Texan 1501 Gaylord Trail, Grapevine, TX 76051 • office: 817.778.3298 • email: <u>bmonefeldt@psav.com</u>







101C North Greenville Ave Ste. 440, Allen, TX 75002 Tel: 972-442-5592 Fax: 972-442-2530 Email: <u>Todd@dallasgreenery.com</u>

| Show Name: | |
|------------|--|
| Show Date: | |
| Location: | |



Mums





Kalanchoes

| FLOWERING PLANTS | | | | | | |
|------------------|-----------------------|----------|------------|--------|--|--|
| DESCRIBE | COLOR | PRE-PAID | CONVENTION | AMOUNT | | |
| | | PRICE | PRICES | | | |
| MUMS | Yellow White Lavender | \$23.00 | \$26.00 | | | |
| KALANCHOES | Yellow Pink Red | \$23.00 | \$26.00 | | | |
| BROMELIAD | RedPinkOrange | \$32.00 | \$36.00 | | | |









Small Fern

Dracaena

Arborcolla

2-4' Ficus

GREEN PLANTS HEIGHT TYPE SPECIFY PRE-PAID CONVENTION AMOUNT PRICE PRICE SMALL \$30.00 Ferns \$26.00 LARGE Ferns \$36.00 \$40.00 2-3' Palm, Arborcolla, **Circle Preference** \$40.00 \$44.00 Spath, Ficus 4' Palm, Ficus, **Circle Preference** \$50.00 \$54.00 Dracaena 5' Palm, Ficus Circle Preference \$60.00 \$64.00 6' Palm, Ficus Circle Preference \$70.00 \$74.00 8' Palm, Ficus Circle Preference \$80.00 \$84.00

CONTAINER SELECTION

| DESCRIPTION | SPECIFY | PRICE |
|--------------------------|-------------------|---------|
| WhiteBlackWicker Baskets | Circle Preference | Free |
| Glass Bubble Bowl | | \$24.00 |





Tropical

| FRESH FLORAL ARRANGEMENTS | | | | | | | |
|---------------------------|-----------------------|-------------------|----------|------------|--------|--|--|
| | DESCRIPTION | SPECIFY | PRE-PAID | CONVENTION | AMOUNT | | |
| | | | PRICE | PRICE | | | |
| Spring | g Floral Arrangements | Circle One: Round | \$65.00 | \$75.00 | | | |
| | - | or One-Sided | | | | | |
| Exe | otic Tropical Floral | | \$75.00 | \$85.00 | | | |
| | Arrangements | | | | | | |

PAYMENT INFORMATION

| Sub Total: | ent Total: | | |
|---------------------------------------|------------|--|--|
| Payment Enclosed: Check: Visa M/C AMX | | | |
| Credit Card No:E | Exp Date: | | |
| Card Holder Name: | | | |
| Signature: | | | |
| COMPANY INFORMATION | | | |

| CONTANT INFORMATION | | | |
|---------------------|--------------------------------|--|---|
| Booth # | | | |
| Company: | | E-Mail: | |
| Phone: | | Fax: | |
| Address: | | City: | |
| State: | Zip: | Booth Representative: | |
| | Company: Phone: Address: | Booth # Company: Phone: Address: | Booth # E-Mail: Company: E-Mail: Phone: Fax: Address: City: |