



2020 IRS NATIONWIDE TAX FORUM

Gaylord National Hotel & Convention Center Prince George's Exhibit Hall E National Harbor, MD August 18-20, 2020

Services Provided By...



5187 Raynor Avenue Linthicum, Maryland 21090

Phone: 410.789.5000 • Fax: 410.789.5564

E-Mail: CustomerService@AdvantageExpo.com

www.AdvantageExpo.com

Advance Order Cut-Off Date: Friday, July 31, 2020



2020 IRS NATIONWIDE TAX FORUM Gaylord National Resort & Conference Center National Harbor, MD August 18-20, 2020

Dear Exhibitor:

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

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, August 17	1:00pm	6:00pm
Show Hours	Tuesday, August 18 Wednesday, August 19	11:00am 10:00am	6:00pm 2:30pm
Dismantle	Wednesday, August 19	2:30pm	4:30pm
Outbound Freight*	Wednesday, August 19	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 **JULY 31st**, 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.**

<u>Important</u> 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 31st**. 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

National Harbor, Maryland August 18-20, 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 is hand carry able 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

2020 IRS NATIONWIDE TAX FORUM

National Harbor, Maryland August 18-20, 2020

Advance Order Deadline*: FRIDAY, JULY 31,2020



5187 Raynor Avenue
Linthicum, Maryland 21090

Phone: 410.789.5000 • Fax: 410.789.5564

CustomerService@AdvantageExpo.com

•		IFERENCE & EXPO, LLC, WILL NOT BE PROCESSE	, this form must be completed and returned with you
□ Cash	a williout tills form t	WILL NOT BE PROCESSE	
	lease Make Checks F	Payable to ADVANTAGE CO	ONFERENCE & EXPO, LLC
		subject to a 15% Surcharge a	
•			arge your credit card account for the advance orders yo
			e orders placed by your representative. These charge
may include labor, material	nandling, and/or outb	ound shipping. Please comp	plete the following information:
*Info	rmation require	d to process your ord	der; Please PRINT or TYPE
*Company Name:		*80	ooth #:
*Billing Address:			
*Phone:			ax:
*E-Mail Address (when	re receipt should be e		
Cre	dit 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 #:			xpiration Date:
*Cardholder's Name:		*S	ignature:
	Please attach a	a photocopy of your cre	edit card for our files.

*FULL PAYMENT must be received prior to cut-off date; otherwise, FLOOR PRICING applies.

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.

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

Signature:

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



Total Your Furniture Order Here...

6% State Sales Tax:____

Subtotal:

TOTAL DUE:

5187 Raynor Avenue

E-Mail:

2020 IRS NATIONWIDE TAX FORUM **Advance Order Deadline:** National Harbor, Maryland FRIDAY, JULY 31, 2020 August 18-20, 2020

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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	: □SHOW COI	_OR
	Risers			□Black □Blue □Burgundy □Green □Red □Teal □White			Vhite
	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
					prices include taping of front edge only. Pl Color Choice: □Blue □Red □Grey □Te		

Company Name:______ Booth #:_____

Name:_____ Phone:____

Material Handling Service Rates

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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 without 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, 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 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



2020 IRS NATIONWIDE TAX FORUM

National Harbor, Maryland August 18-20, 2020

Advance Order Deadline: FRIDAY, JULY 31, 2020

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

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

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 31, 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 17, 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 fron	n (CITY):	
Carrier:		
	d:	
Total Pieces	:	Total Weight:
Company:		Booth #:
Show Repre	sentative::	
	Will your freight require spe	ecial handling (i.e. forklift)? □Yes □No

Estimated Costs...

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

*TOTAL WEIGHT ROUNDED UP TO THE NEXT 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)

Shipping /Material Handling Tips



2020 IRS NATIONWIDE TAX FORUM

National Harbor, Maryland August 18-20, 2020

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*

5187 Raynor Avenue Linthicum, Maryland 21090 Phone: 410.789.5000 • Fax: 410.789.5564 F-Mail·

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

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 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 - NATIONAL HARBOR c/o Advantage Conference & Expo 5187 Raynor Avenue Linthicum, Maryland 21090 410-789-5000

Го:		
Name of Exhibitor		
Booth #:		
Piece #	of	

Ship to arrive NO LATER THAN FRIDAY, JULY 31, 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
Gaylord National Hotel & Conference Center
Prince George's Exhibit Hall E
701 Waterfront Street
National Harbor, Maryland 20745
Phone: 301-965-2000

To:

Name of Exhibitor

Booth #:

Ship to arrive on Monday, August 17, 2020

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:	Show to Show: Next City:
Company:	
Contact:	
Address:	
City/State/Zip:	
Phone:	
	Service* Requested: *Materials will ship ECONOMY unless otherwise noted. conomy
Ship to arrive by:	: Approximate # of pieces:
pre-printed Bill of Lading (Advance Orders of If utilizing the services of an outside carrie	O/Per Shipment (Optional Insurance Coverage Additional) to be charged to credit card on file. Service includes Only), pre-printed shipping labels (Advance Orders Only), palletizing, shrink wrapping, and tagging of materials. r, it is the exhibitor's responsibility to make pick-up arrangements. Shipments being picked up by an outside agust 19th 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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Linthicum, Maryland 21090

Phone: 410.789.5000 • Fax: 410.789.5564

E-Mail:

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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 Labor				
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 whe(Time).	o will arrive at the Service Desk on(Date) at
☐ ADVANTAGE CONFERENCE & EXPO, LLC is authorized to present. There will be an additional 30 percent charge.	,
☐ ADVANTAGE CONFERENCE & EXPO, LLC is authorized to being present. There will be an additional 30 percent char	· · · · · · · · · · · · · · · · · · ·
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:

	☐My exhibit booth will require cleaning prior to the show's opening						
	☐My exhibit booth will require cleaning prior to and during the event						
	Booth S	ize:	x	<u> </u>	total Sq. Ft. at \$.65/Per Sq. Ft.:		
				Mul	Itiplied by number of days required:		
				TOTA	L BOOTH CLEANING CHARGES:	\$	
Com	pany Name:				Booth #:		
Orde	red 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

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Website: www.AdvantageExpo.com

not be processed. To benefit from our discount pricing, orders must be received by the **JULY 31st** advance cut-off date or floor prices will apply. **All site orders are C.O.D.**

Please total your order below:

TOTAL DUE:	\$
AV/Rigging Order Form (Questions/Clarification contact hotel at 301-965-2047	PSAV form attached- send to them
Electrical/Internet Order Form	form attached with link to order services
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, audio visual and rigging, 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:		

RULES AND REGULATIONS FOR



EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department

201 Waterfront Street National Harbor Md. 20745 Office: (301)-965-3710

Fax: (301)-965-3797

A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. Checks and cash are not accepted.

- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- > Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- > Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- ➤ Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove <u>ALL</u> tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of "Day tanks" 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 be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- > Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- Freight Services: Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- ➤ Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to "Move-In Condition". All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor's double-face tape be applied to the low tack tape.



Welcome to Gaylord National Online Ordering

Gaylord National is excited to be hosting IRS Nationwide Tax Forums 2020

We're happy to provide access to on-line ordering for all of your facility needs (electric, internet, food/beverage), and we invite you to use our safe and secure online ordering web site to place your order.

To create an account or log in, click on the link below.

https://gaylordnational.boomerecommerce.com

Discount Schedule

Advance Price Beginning: Monday, January 6, 2020
Standard Price Applies: Tuesday, August 4, 2020
Exhibit Show Floor Manager: GNExhibits@gaylordhotels.com

Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of prepackaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gnexhibits@gaylordhotels.com.

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at gnexhibits@gaylordhotels.com. We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

Please contact an Exhibitor Services Representative at (301) 965-3710 or gnexhibits@gaylordhotels.com for any questions or additional assistance.

Gaylord National Resort and Convention Center Information Technology Standard Terms and Conditions



Installation of network and cabling services within the Gaylord National Resort and Convention Center must be performed by Gaylord IT Staff or a pre-approved vendor. IT Services should be ordered by each exhibitor individually and are not to be shared with other exhibitors; without the prior consent of Gaylord National Staff.



All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for IT services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.



Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) may be billed to the exhibitor.



All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date. If we are not notified we may refuse access and delivery.



All exhibitor network services are to be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time unless prearranged with Gaylord National IT Staff.



Rates quoted for all services; include delivery of the requested communication services to a booth, will be 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 National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring data services to a booth.



Changes to original orders will require a service change order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in full hour increments (minimum charge is 1 hour). Labor rate is \$150.00/hour.



Notification of cancellation must be received in writing a minimum of five (5) days prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be provided for service cancelations with less than forty-eight (48) business hours notice prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Gaylord National IT Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.



The network connections provided by Gaylord National Resort and 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, without prior approval. Users of Gaylord National Resort and 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 National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks. Gaylord National Resort and 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 National Resort and Convention Center reserves the right to troubleshoot network issues with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and 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. After disconnection, isolation and quarantine assistance will be given.



All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server.



Gaylord National Resort and Convention Center does not provide end point computing equipment. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.



Wireless users will receive a user name and password specific to a MAC Address that it initially logs onto the network. If the username and password is used by multiple devices, i.e. (pc, laptop, pocket pc, etc.) additional connections may apply at the standard rate. These charges are subject to be applied to the credit card on file. No sharing of password and usernames will be permitted.



Internet Performance Disclaimer: Gaylord National Resort and 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. The Gaylord National Resort and Convention Center is the preferred supplier of Internet connectivity for all events within the facility. We are equipped with a Metro Ethernet (1 Gbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location within the Convention Center.



Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NAT'ing 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 National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.



EXHIBITOR SERVICES



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

TELEPHONE NUMBER	DELIVERY DATE	DELIVERY TIME	□AM	PICKUP DATE	PICKUP TIME	□AM
STREET ADDRESS		CITY	STATE	ZIP CODE		
ORGANIZATION NAME		ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.		
NAME OF CONFERENCE		START DATE	END DATE	NO. OF EVENT	DAYS	

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 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. 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:

- Address Packages to: Gaylord National, 201 Waterfront Street, National Harbor, MD 20745
- 2. Hold for Arrival Attn: Guest's Name and/or Organization
- 3. Complete Return Address

Form Submission – Email completed form to: psgnexhibits@psav.com

drayage and tax.				TOTTI Submission Email con	inpleted form to: pogneximbito@	pouv.oom
■ 46" LCD monitor □ Dual-Post Stand Tabl ■ 55" LCD monitor	\$371 Spin Sp	eakers eakers eakers eakers oct PSAV for quo		LIGHTING LEKO Light	PRICE QTY. DAYS RENT	ED TOTAL
AUDIO EQUIPMENT						
 CD player Wired microphone Handheld □Lavalier Wireless microphone Handheld □Lavalier Wireless headset microphone Requires wireless microphone Powered speaker up to five people Sound system two speakers, two stands up to 20 people 	\$_95 \$_90 \$255 ne \$_105 ne unit to operat \$_110 \$_635 s, one mixer, one				e placed using the Rigging Re ICE QTY. DAYS RENTED T \$ \$	
4-channel mixer	\$_190				\$	The same
ACCESSORIES		DAYS RENTED	TOTAL	ODEOLAL DEOLIECTO	Ψ	
DVD player	\$ <u>105</u>		11.11	SPECIAL REQUESTS Please add any items not	TOTAL COSTS	PRICE
LaptopBlack-and-white printer	\$_260	- 3/1/		listed above that you require.	EQUIPMENT TOTAL	
PROJECTION	PRICE QTY.	DAYS RENTED	TOTAL		SETUP AND TEAR DOWN (25% of Line 1—Required)	4
LCD projector 42"-54" Rolling cart	\$ <u>560</u> \$_75	- 430			SALES TAX (MD - 6%)	-
Tripod screen	\$_75 \$_110	77.4	6		SALES IAA (IVID - 0%)	
□ 5' □ 6' □ 7' □ 8'		77,000			1 1 1 1	
					TOTAL DUE	11





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

Internet

Please indicate on the grid the location of your internet drop(s) using W to signify a wired internet drop and T to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No							

Adjacent Booth No. ___





EXHIBITOR SERVICES —RIGGING



To request exhibitor Rigging, please submit a request at https://www.psav.com/riggingform

PSAV WILL CONTACT YOU DIRECTLY TO PROVIDE A DETAILED PROPOSAL AND PAYMENT INFORMATION.

ALL RENTAL PRICES ARE SUBJECT TO A 20% FEE IF ORDERED LESS THAN 21 BUSINESS DAYS PRIOR TO SHOW OPENING.

EQUIPMENT	PRICE PER DAY					
Hang Point	\$71					
Motor & Point package	\$231					
Truss – 12" x12" x10'	\$80					
Truss – 12" x12" x5'	\$45					
Truss – Corner Block	\$50					
Additional Truss sizes available on request						
House Lift (hourly)	\$45					
LABOR	PRICE/HR					
CAD Safety Review	\$100					
Rigger	\$130					
Truss Builders	\$110					
OVERTIME CONDITIONS						
Monday - Friday, 8 a.m 5 p.m.	Straight Time					
Monday - Friday, 5 p.m Midnight	Time and 1/2					
Monday - Sunday, Midnight - 8 a.m.	Double Time					
Saturday, 8 a.m Midnight	Time and 1/2					
Sunday, All Day	Double Time					
Holidays**, All Day	Double Time					

If your show has multi-day setup, labor may apply.

All rigging calls require 3 Riggers and a 3 hour minimum for setting and 2 hour for striking. We will provide an estimate for equipment and labor based upon our experience. Actual hours will be billed.

Upon receiving a rigging request a PSAV representative will send over an order based on your request with pricing and payment information.

- PSAV will review all rigging request and will determine if your request requires motors/ truss or additional items based on the location of your booth.
- PSAV must make all attachments to the rigging system, ceiling, and supporting structure of the building.
- Orders must be received 21 days prior to delivery to avoid penalty rate, and guarantee equipment and crew availability.
- · All rigging must conform to Show Management regulations.
- Signs must include necessary harnesses. PSAV can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical service must be ordered through Gaylord National Exhibits Department: 301.965.3710 or GNExhibits@gaylordhotels.com
- All overhead signs and banners must be assembled prior to the rigging call time.
- Riggers work in minimum teams of 3. Clients cannot be used as a substitute for riggers.
- PSAV will not "dead hang" items over 100 lbs or 15' in length. Chain hoists may be used for these items.
- Show Management and Gaylord National Conference Services must approve banner placement in advance.
- PSAV does not build exhibit signs. All signs must be built prior to scheduled rigging time.
- A service charge of 25% on equipment will be added to the subtotal before tax.
 Please include applicable sales tax on equipment rental.
- TAX EXEMPT STATUS If you are exempt from sales tax payment, we require a State of Maryland exemption certificate.

Power and Internet must be ordered from the hotel

Gaylord National Exhibits 301.965.3710 gnexhibits@gaylordhotels.com

PSAV at Gaylord National Resort & Convention Center 201 Waterfront Street National Harbor, MD 20745

Exhibitor Services: 301.965.2047

Fax: 877.917.1223

Email: psgnexhibits@psav.com

