

Exhibitor Services



2020 IRS NATIONWIDE TAX FORUM

**Hyatt Regency New Orleans
Elite Hall A
New Orleans, Louisiana
July 28-30, 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 10, 2020**



2020 IRS NATIONWIDE TAX FORUM
Hyatt Regency
New Orleans, Louisiana
July 28-30, 2020

Dear Exhibitor:

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

As the general contractor for this show, we have coordinated the necessary services you may need. Enclosed are order forms for materials and services that may be required. By returning the completed forms with payment prior to the cut-off date, all equipment will be installed in your booth prior to your arrival. If you are not going to personally plan and supervise your event, please forward this kit to the person you have appointed to be in charge.

Planning Assistance Analyze your exhibit needs as they relate to furnishings and services offered on the enclosed forms. If you require assistance in planning your exhibit, please contact our office. We will be happy to suggest how you can best use the equipment and services available to make your booth space a functional and handsome showcase for your presentation. Please call us to inquire about items you may be interested in which may not be included in the kit (for example custom furnishings, plants, audio visual equipment).

Please Note All forms are to be returned to the address specified on them.

Basic Information Listed below is show site information that will help you in planning a successful exhibit.

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

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

	Date:	Start Time:	End Time:
Exhibitor Set-Up	Monday, July 27	1:00pm	6:00pm
Show Hours	Tuesday, July 28 Wednesday, July 29	11:00am 10:00am	6:00pm 2:30pm
Dismantle	Wednesday, July 29	2:00pm	4:30pm
Outbound Freight*	Wednesday, July 29	6:00pm	N/A

For exhibitors shipping freight out at the close of the show by means other than **Advantage Conference & Expo, please note that all shipments must be out by the specified time above or it will be **forced**.*

Exhibiting Tips

Save Place your orders in advance! By placing your orders before **JULY 10th**, you will benefit from discount pricing. **PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.** Orders received without payment will not be processed; additionally, orders placed after the above date will be charged at floor price. Orders placed during installation are **C.O.D.**

Important We have included all necessary information to assist you in shipping materials to the show. The cut-off-date for receiving freight at our advance warehouse, without incurring additional costs, is **JULY 10th**. Please use enclosed shipping labels for accurate delivery. Refer to our Material Handling Service form for pricing.

Please note the difference between Shipping & Material Handling. These are two separate and distinct chargeable services. Shipping is the act of moving your materials from an origin to the loading dock at the show facility. Material Handling is a comprehensive charge that includes the services of bringing materials from the loading dock (or package room) to your booth, removing and storage of empties during show, returning of empties after the show and moving of repackaged materials to loading dock for shipment out.

(You may either ship with Advantage Expo or use your own independent shipper).

Should you choose to ship directly to the facility please: (1) Contact the property directly for information on current policies, restrictions and rates for handling, shipping, receiving, storing, etc., (2) Understand that you take full responsibility for that shipment and that any issue must be dealt with directly with the facility. Advantage Expo cannot provide assistance for tracking or locating any packages shipped independently, (3) Items sent directly to the facility, not labeled with official show label or not naming Advantage Expo as recipient will not be able to be retrieved and brought to the exhibit hall by our staff, and (4) if any material and handling services are required, including storing empties or moving outbound materials to loading dock, these charges as well as any open balances must be paid at the Advantage Expo service desk **PRIOR TO THE OPENING OF THE SHOW**. For your convenience, we accept MasterCard, Visa, American Express, Checks, or Cash.

Questions and/or Adjustments Should you notice any discrepancy in the items ordered and the items received or have any questions and/or complaints, please report to ADVANTAGE CONFERENCE & EXPO, LLC's Service Desk at the show immediately upon noting same. Your problems will be resolved and/or any valid adjustments to your account will be made at that time. Credits and adjustments will not be made based on such information received after post-show invoicing.

We look forward to being of service to you and if any additional information is needed, we encourage you to contact the show representative Kathy Moritz at 410.789.5000.

Union Regulations



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To assist you in planning your participation in the forthcoming exhibition, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you please review the following:

Decorators Union

Members of this union claim jurisdiction over all set-up and dismantling of exhibits, including signs and carpet installation. This does not generally apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one hour, without the use of power tools. Please refer to page 12 for rates/charges. Any flooring regardless of size or style must be installed by Advantage Conference & Expo personnel.

Teamsters Union

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that can be carried by one person, in one trip, without the use of dollies, hand trucks, or any mechanical equipment. Please refer to page 7 for rates/charges.

Safety

Standing on chairs, tables, or any other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Advantage Conference & Expo, LLC is NOT responsible for injuries caused by improper use of furniture.

Tipping

Advantage Conference & Expo, LLC requests that exhibitors do not tip our employees or any acting members of the labor unions. We feel they are paid at an excellent wage scale, denoting a professional status, thus making tipping unnecessary.

Method of Payment Form

This Form **MUST** Accompany ALL Order Forms



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Advance Order Deadline*: FRIDAY, JULY 10, 2020

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

If utilizing the services of ADVANTAGE CONFERENCE & EXPO, LLC, this form must be completed and returned with your order. Any orders received without this form **WILL NOT BE PROCESSED**.

- Cash**
- Company Check...**Please Make Checks Payable to **ADVANTAGE CONFERENCE & EXPO, LLC**
- Invoice...PLEASE NOTE:** All invoices are subject to a **15% Surcharge** and are due upon receipt.
- Credit Card...**For your convenience, we will use this authorization to charge your credit card account for the advance orders you place, **as well as any additional amounts incurred as a result of show site orders placed by your representative**. These charges may include labor, material handling, and/or outbound shipping. Please complete the following information:

*Information required to process your order; Please PRINT or TYPE

*Company Name: _____ *Booth #: _____
*Billing Address: _____
*City/State/Zip: _____
*Phone: _____ *Fax: _____
*E-Mail Address (where receipt should be e-mailed to): _____

Credit Card Type: American Express MasterCard Visa

*Billing Zip Code for Card Provided: _____ *3 or 4 Digit Security Code: _____
(Security code (if applicable) located on back of credit card in signature line)
*Account #: _____ *Expiration Date: _____
*Cardholder's Name: _____ *Signature: _____

Please attach a photocopy of your credit card for our files.

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

Signature: _____ Date: _____

The consignment or delivery of a shipment to Advantage Conference and Expo by a customer, or by a shipper, or carrier acting on behalf of the customer shall be construed as an acceptance by the customer (and/or shipper) of the terms and conditions set forth for all material handling services.

Exhibitor accepts responsibility for the payment of Advantage Conference and Expo charges in connection with the handling of customer's shipment (s) as set forth in the Material Handling Services Rates and Exhibitor guarantees payment to Advantage Conference and Expo in the event that any third party who acts on Customers behalf shall fail to pay such charges.

Furniture Rental Order Form

Method of Payment Form MUST Accompany This Order Form



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Qty: Item		Pricing		Qty: Item		Pricing	
		Advance	Floor			Advance	Floor
Chairs				30" High Display Tables			
					30" Round Undraped	148.75	183.00
	Upholstered Chair	74.50	92.00		2'x4' Undraped	61.25	72.00
	Folding Chair	43.00	48.25		2'x6' Undraped	70.75	83.00
	Chrome Stool - Upholstered with back	120.00	160.00		2'x8' Undraped	78.75	86.75
					2'x4' Draped	137.25	163.25
					2'x6' Draped*	162.50	192.75
					2'x8' Draped*	192.75	230.50
Miscellaneous				42" High Display Tables			
	Table Cloth Café Table (Black or White)	38.50	N/A		30" Round Undraped	175.25	210.25
	Wastebasket	24.00	36.00		2'x4' Undraped	87.00	99.25
	Easel	31.00	39.50		2'x6' Undraped	92.75	112.50
	Literature Racks	111.25	126.00		2'x8' Undraped	104.50	122.00
	Chrome Stanchions	56.25	66.50		2'x4' Draped	171.75	202.00
	4'x8' Posterboard w/Stand				2'x6' Draped*	205.75	239.25
	Vertical	139.75	162.25		2'x8' Draped*	232.00	273.50
	Horizontal	139.75	162.25	*Draped on 3 Sides Only			
	Bag Stand	67.00	79.75		4 th Side Draping	57.75	64.00
Risers				Please Specify Table Drape Color Choice: <input type="checkbox"/> SHOW COLOR			
Covered w/White Vinyl				<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White			
	12" x 12" x 48" (4')	57.25	68.00	Carpeting			
	12" x 12" x 72" (6')	71.75	86.25		10'x10'	194.50	241.25
					10'x20'	387.25	478.00
					10'x30'	580.00	718.00
					10'x40'	773.25	958.00
Carpet prices include taping of front edge only. Please Specify Booth Carpet Color Choice: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Teal <input type="checkbox"/> Black <input type="checkbox"/> Green							

Company Name: _____ Booth #: _____
 Name: _____ Phone: _____

Total Your Furniture Order Here...

Subtotal: _____
 9.2% State Sales Tax: _____
TOTAL DUE: _____

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, Airborne, DHL, UPS**, or without identifiable markings and/or paperwork are subject to a **Twenty Dollar (\$20.00) Surcharge Per CWT/Per Shipment (\$40.00 Minimum Charge)**.

ACCEPTANCE OF CHARGES The consignment or delivery of a shipment to Advantage Conference and Expo by a exhibitor, or by a shipper, or carrier acting on behalf of the exhibitor shall be construed as an acceptance by the exhibitor (and/or shipper) of the terms and conditions set forth for all material handling services.

Exhibitor accepts responsibility for the payment of Advantage Conference and Expo charges in connection with the handling of exhibitor's shipment (s) as set forth in the Material Handling Services Rates and exhibitor guarantees payment to Advantage Conference and Expo in the event that any third party who acts on Exhibitors behalf shall fail to pay such charges.

LIMITS OF LIABILITY



2020 IRS NATIONWIDE TAX FORUM New Orleans, Louisiana July 28-30, 2020

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1. Advantage Conference & Expo LLC shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Advantage Conference & Expo LLC shall not be responsible for loss, theft or disappearance of exhibitor 's material after same has been delivered to exhibitor's booth.
3. Advantage Conference & Expo LLC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outbound shipments, which are furnished by Advantage Conference & Expo LLC to exhibitor, will be checked at the time of actual pick-up from booth, and corrections made where discrepancies occur.
4. Advantage Conference & Expo LLC shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Advantage Conference & Expo LLC liability shall be limited to physical loss or damage to the specific article that is lost or damaged. In any event, Advantage Conference & Expo LLC maximum liability shall be limited to \$.10 per pound, per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Advantage Conference & Expo LLC shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Advantage Conference & Expo LLC by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIALS FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.

Material Handling Request Form

Method of Payment Form MUST Accompany This Order Form



2020 IRS NATIONWIDE TAX FORUM

New Orleans, Louisiana

July 28-30, 2020

Advance Order Deadline: FRIDAY, JULY 10, 2020

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

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

IMPORTANT The cut-off date for receiving ADVANCE WAREHOUSE SHIPMENTS is **July 10, 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 27, 2020**. Shipments sent to show site prior to that date will be refused.

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

Ship to:	<input type="checkbox"/> Advance Warehouse	<input type="checkbox"/> Show Site
Shipped from (CITY):	_____	
Carrier:	_____	
Date Shipped:	_____	Approx. Arrival Date: _____
Total Pieces:	_____	Total Weight: _____
Company:	_____	Booth #: _____
Show Representative::	_____	Phone #: _____
Will your freight require special handling (i.e. forklift)? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Estimated Costs...

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

***TOTAL WEIGHT ROUNDED UP TO THE NEXT 100LB. 200LB. MINIMUM APPLIES**

MATERIAL HANDLING RATE **\$115.00/Per cwt. (Min. Charge: \$230.00) or **\$135.00/Per cwt. (Min. Charge \$270.00 per cwt.)

**See page 6 for further pricing information

Shipments received via **Federal Express, Airborne, UPS**, or without identifiable markings and/or paperwork are subject to a **Twenty Dollar (\$20.00) Surcharge Per CWT/Per Shipment (\$40.00 Minimum Charge)** in addition to above rates.

Shipping /Material Handling Tips



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New Orleans, Louisiana

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

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

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

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

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

\$810.00

Shipment #2 (Via Advantage Expo Freight Services)

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

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

Total Material Handling Charges for Shipment #2:

\$230.00

Above example uses straight time Material Handling Rates of \$115.00 per 100lbs. See page 8 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 - NEW ORLEANS

c/o Advantage Conference & Expo

TBD - ADDRESS WILL BE PROVIDED APPROXIMATELY 45 DAYS PRIOR
TO SHOW AND WILL BE E-MAILED TO ALL EXHIBITORS

To:

Name of Exhibitor

Booth #:

Piece # _____ of _____

Ship to arrive NO LATER THAN Friday, July 10, 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

Hyatt Regency - Elite Hall A

601 Loyola Avenue

New Orleans, Louisiana 70113

To:

Name of Exhibitor

Booth #:

Ship to arrive on Monday, August 27, 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: _____ **Show to Show: Next City:** _____

Company: _____

Contact: _____

Address: _____

City/State/Zip: _____

Phone: _____

Service* Requested:

Materials will ship **ECONOMY unless otherwise noted.*

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

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

PLEASE NOTE: Minimum fee of **\$240.00/Per Shipment** (Optional Insurance Coverage Additional) to be charged to credit card on file. Service includes pre-printed Bill of Lading (**Advance Orders Only**), pre-printed shipping labels (**Advance Orders Only**), palletizing, shrink wrapping, and tagging of materials. If utilizing the services of an outside carrier, it is the *exhibitor's responsibility* to make pick-up arrangements. Shipments being picked up by an outside carrier must be picked up by 5:30PM on **July 29th** 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



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

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

Straight Time = Monday-Friday 8:00 am - 4:00 pm

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

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

- DO NOT proceed without an Exhibitor's Representative who will arrive at the Service Desk on _____(Date) at _____(Time).
- ADVANTAGE CONFERENCE & EXPO, LLC is authorized to set up our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.
- ADVANTAGE CONFERENCE & EXPO, LLC is authorized to dismantle our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

Company/booth #: _____

Ordered By: _____

Booth Cleaning Services
 Method of Payment Form MUST Accompany This Order Form



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Having often witnessed how exhibit booths become soiled and littered during exhibitor set-up, we suggest ordering booth cleaning services prior to show opening. Our service includes the vacuuming of your booth space, emptying wastebaskets, etc. Our rates are as follows:

Vacuum Service...\$.65/Per Square Foot Per Day

Please complete the following for Booth Cleaning services:

<input type="checkbox"/> My exhibit booth will require cleaning prior to the show's opening	
<input type="checkbox"/> My exhibit booth will require cleaning prior to and during the event	
Booth Size: _____ x _____ = _____ total Sq. Ft. at \$.65/Per Sq. Ft.:	
Multiplied by number of days required:	
TOTAL BOOTH CLEANING CHARGES:	\$

Company Name: _____ Booth #: _____

Ordered By: _____ Date: _____

Order Recap Form

Method of Payment Form **MUST** Accompany This Order Form



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 E-Mail: CustomerService@AdvantageExpo.com
 Website: www.AdvantageExpo.com

This form along with the **METHOD OF PAYMENT FORM** must be completed and sent to ADVANTAGE CONFERENCE & EXPO, LLC with your order forms. Full payment must accompany all orders or they will not be processed. To benefit from our discount pricing, orders must be received by the **JULY 10th** 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	
Display Rental Order Form	
Freight/Material Handling Service Form	
Labor Order Form	
Booth Cleaning Order Form	
Electrical Order Form (Questions/Clarification Contact hotel at 504-731-6137)	Hotel form attached- send to them
Internet and A/V Order Form (Questions/Clarification Contact hotel at 504-613-3720)	PSAV form attached- send to them
TOTAL DUE:	\$

- Please Note...**
1. Forms for additional services not provided by ADVANTAGE CONFERENCE & EXPO, LLC, such as electric, internet, and audio visual, should be mailed with payment **to the address on that order form.**
 2. **Tax Exempt Customers:** Please include a Tax Exempt ID Certificate with your order; otherwise, tax will be charged.

Company Name: _____

Booth #: _____

Ordered By: _____

Date: _____

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

DISCOUNT PRICE
DEADLINE DATE
JULY 7, 2020

Payment Information

Freeman only accepts payment information electronically. Place your order on FreemanOnline or follow the steps below to provide your payment information electronically and submit your order forms.

Freeman will no longer accept cash payments for any Freeman Services.

1. Submit your payment information

Proceed to our electronic Freeman Pay site to securely submit your payment information

<https://www.freemanpay.com/498987>

2. Submit your order

Upload your order forms through the same link used to submit your payment information

- **Both your order and your payment must be received by the discount deadline date to guarantee discount pricing.**
- **Orders received without payment or after the discount price deadline date will be charged at the standard price.**
- **Copies of invoices may be picked up from the Freeman Service Center prior to show closing.**

FREEMAN method of payment

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

**DISCOUNT PRICE
DEADLINE DATE
JULY 7, 2020**

FREEMAN electrical

SHOW NAME: **IRS NATIONWIDE TAX FORUM / JULY 28 - 30, 2020**

COMPANY NAME: _____ BOOTH#: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For fast, easy ordering, go to www.freeman.com/store

ELECTRICAL OUTLETS (Double Price for 24 Hour Service)

LABOR (Minimum 1 hour charge)

120 VOLT

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
5 Amp / 500 Watts	_____	_____	132.45	198.70 = \$	_____
10 Amp / 1000 Watts	_____	_____	202.35	303.55 = \$	_____
15 Amp / 1500 Watts	_____	_____	237.20	355.80 = \$	_____
20 Amp / 2000 Watts	_____	_____	271.95	407.90 = \$	_____

208 VOLT SINGLE PHASE (Labor Required for all 208V Connections)

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
10 Amp	_____	_____	279.25	418.60 = \$	_____
15 Amp	_____	_____	348.70	523.05 = \$	_____
20 Amp	_____	_____	418.60	627.90 = \$	_____
Over 20 Amp.....	Please call for quote @ 504-731-6137				

208 VOLT 3 PHASE (Labor Required for all 208V Connections)

	QTY Show	QTY 24 Hr.	Discount Price	Standard Price	TOTAL
10 Amp	_____	_____	418.60	627.90 = \$	_____
Over 10 Amp.....	Please call for quote @ 504-731-6137				

EQUIPMENT (Power not included)

Extension Cords - 25'	_____	35.15	52.70 = \$	_____
Power Strip (15 amp rated)	_____	35.15	52.70 = \$	_____

- Freeman will not be responsible for power failures or voltage fluctuations
- Special Service or wiring into equipment will be charged at the prevailing labor rate
- If you have electrical requirements or have questions regarding electrical, please call your Exhibitor Services Representative at 504-731-6137.

ADDITIONAL INFORMATION

FOR ADVANCE PAYMENT PRICE

Your order with full payment along with a floor plan indicating main power location and distribution points, if applicable, must be received prior to:
JULY 7, 2020

MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS

A scaled floor plan is required for orders with multiple outlet locations and/or island booths. Detailed examples are provided on the following page. If a power location or main drop in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

ISLAND BOOTHS

For island booths with no labor ordered, there is a 1/2 hour minimum installation charge and a 1/2 hour minimum dismantle charge.

INLINE AND PENINSULA BOOTHS

Power will be placed in the back of the booth unless otherwise specified.

24 HOUR SERVICES

If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. Electricity is turned on 30 minutes prior to show opening and turned off 30 minutes after show closes on show days. Power will be turned off immediately after final show closing. If you require power outside actual show hours, special arrangements should be made in advance. Additional charges may apply.

SEPARATE OUTLETS

Separate outlets should be ordered for each piece of equipment and/or each power location.

CANCELLATION

A 50% refund will be applied to electrical services cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

OVERHEAD POWER

If you require your power from overhead, additional materials and labor may be incurred. Please contact FreemanNewOrleansES@freeman.com.

TOTAL COST

Outlet(s)**	\$	_____
Equipment**	+ \$	_____
**11.45% Tax	+ \$	_____
Labor*	+ \$	_____
*2% Tax	+ \$	_____
GRAND TOTAL	\$	_____

ELECTRICAL INSTRUCTIONS & CONDITIONS

HOW TO DETERMINE ELECTRICAL REQUIREMENTS

For Equipment

All electrical equipment is stamped or labeled with electrical ratings usually found on the back or bottom of the equipment. Verify voltage and either amperage or wattage from the information provided. Standard office and household items operate on 110/120 volt power. Machinery and equipment typically require 208 or 480 volt power.

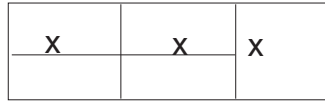
For Lighting

Verify the wattage of the bulbs in the lights and multiply by the number of bulbs/lights.

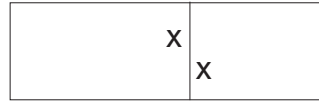
LOCATION OF POWER IN YOUR BOOTH

In-Line and Peninsula Booths

Power will be installed in one location, typically on the floor somewhere along the back of the booth, as indicated in the following diagrams: (We cannot guarantee that the outlet will be specifically located in the middle)



IN-LINE BOOTHS / PENINSULA

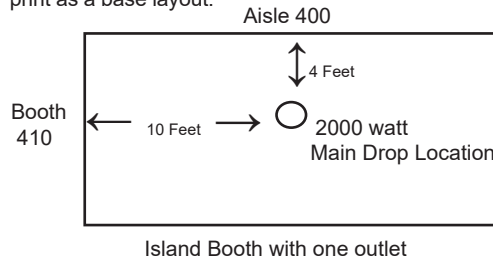


BACK TO BACK PENINSULA

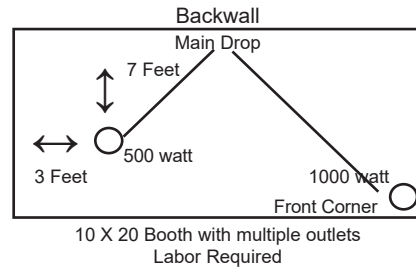
If power is required in locations other than indicated above, secondary distribution will be required and billed on a time and material basis. Please complete and submit an Electrical Labor Order Form with your power order, along with a floor plan as described below.

Island Booths/Multiple Outlets

Floor plans are always required for Island Booths and orders for multiple outlet locations. Floor plans must indicate the location of the main power drop and any secondary distribution if applicable. See examples below: A grid is available at freemanco.com to print as a base layout.



Aisle or booth numbers are very important to help determine booth orientation.



Please indicate power by amperage or wattage, as shown, rather than X.

If power location in an island booth is not provided prior to show move-in, a location will be determined by Freeman in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.

OTHER:

1. Labor is required for any and all electrical work over and above the installation of the main power drop. Please see the Electrical Labor form for complete details.
2. All material and equipment provided by Freeman is for rental purposes only and remains the property of Freeman. All equipment will be removed at the close of the show.
3. All equipment regardless of power source, must comply with Federal, State and local codes. Freeman reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. Freeman is required to refuse connections where the exhibitor wiring is not in accordance with local electrical code.
4. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered.
5. Exhibitors' cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floorwork. All multi-outlet devices (eg - power strips) must have circuit protection. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Exhibitors' equipment will be modified to conform to Freeman receptacles. Labor to install or change a cord cap will be billed on a time and material basis.
7. Exhibitors with hardwall displays must arrange for power to be installed inside the booth or provide access.
8. The first ninety feet of cabling provided to deliver power to your booth is included in the cost of the outlet. If additional cable is necessary to power your booth, it will be charged on a time and material basis.
9. Power sharing is not permitted between exhibitors.
10. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
11. Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event.
12. Freeman is not responsible for any damage or loss caused by the loss of power beyond its control and Exhibitor agrees to hold Freeman, its officers, directors, employees and agents harmless from such power loss. **IN NO EVENT SHALL FREEMAN BE LIABLE FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES (INCLUDING WITHOUT LIMITATION LOST PROFITS) EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCTS LIABILITY OR OTHERWISE.** Exhibitor shall indemnify and hold harmless Freeman, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines penalties or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.

FREEMAN

1000 Elmwood Park Blvd.
New Orleans, LA 70123
(504) 731-6137 • Fax: (469) 621-5612

DISCOUNT PRICE
DEADLINE DATE
JULY 7, 2020

NAME OF SHOW: IRS NATIONWIDE TAX FORUM / JULY 28 - 30, 2020

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com/store

ELECTRICAL LABOR

LABOR RATES & SCHEDULE:

Straight Time - Monday - Friday, 8:00 am - 5:00 pm (Excluding Holidays)
Overtime - Monday - Friday, 5:00 pm - 8:00 am and all day Saturday, Sunday and Holidays

Description	Advance Price	Show Site Price
Electrician - ST	\$ 109.50	\$ 153.50
Electrician - OT	\$ 164.25	\$ 230.00
Scissor Lift w/crew - ST	Price Available Per Request	
Scissor Lift w/crew - OT	Price Available Per Request	
Condor w/crew - ST	Price Available Per Request	
Condor w/crew - OT	Price Available Per Request	
Forklift w/operator - ST	Price Available Per Request	
Forklift w/operator - OT	Price Available Per Request	
Man Cage	Price Available Per Request	

Dismantle labor will be charged at 50% of the total install time rounded to the next half hour.

- Show site price applies to all labor orders placed at show site.
- Start time guaranteed only at start of working day.

Review the list of work below to determine if electrical labor is required in your booth. None of the following services may be performed by other Unions or I & D houses as it falls under electrical jurisdiction. Time and material charges will apply. Please visit the Freeman service desk to confirm that you are ready for service.

Note: For more information and an example of a completed floorplan please see the following page.

FLOOR WORK:

Floor work is the distribution of electrical under carpet and flooring.

OK TO PROCEED WITHOUT EXHIBITOR PRESENT:

Complete Before: Date _____ Time _____

Work is completed prior to your arrival. Freeman must receive detailed blue prints/floor plans for power distribution under carpet.

PRINT NAME: _____

AUTHORIZED SIGNATURE: _____

EXHIBITOR SUPERVISION (DO NOT PROCEED):

Date _____ Time _____ # of Electricians _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

BOOTH WORK:

Booth work is any of the following. Please check all that apply:

- Distribution of electrical overhead (more than one drop location in your booth).
- Connection or hard wiring of all exhibitor equipment.
- Wiring of overhead signs.
- Other _____

Labor Request

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ # Electrician _____

Date _____ Time _____ Est. # Hours _____ Lift Type _____

NAME OF ON-SITE CONTACT: _____

CELL PHONE: _____

Special Instructions: _____

FREEMAN electrical labor

ELECTRICAL INSTRUCTIONS

- 1 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published.
- 2 A minimum charge of one hour is applicable to all labor requests. Additional time on the same day is billed in 1/2 hour increments. Continuations to another day are a minimum of 1 hour.
- 3 Labor must be picked up at the Freeman service desk. Charges for labor commence at time of dispatch to service the labor call. A one hour minimum will apply if an exhibitor representative is not present at the time of call or reschedules the call, unless 24 hour advance notice is received in writing.
- 4 Labor charges will include the time for electricians to gather the necessary tools and material for the job, have their work checked by the client and return the tools and material to the supply area.
- 5 Exhibitors may supply their own 14 gauge 3 wire, extension cords and/or power strips, both of which must be grounded and UL approved.

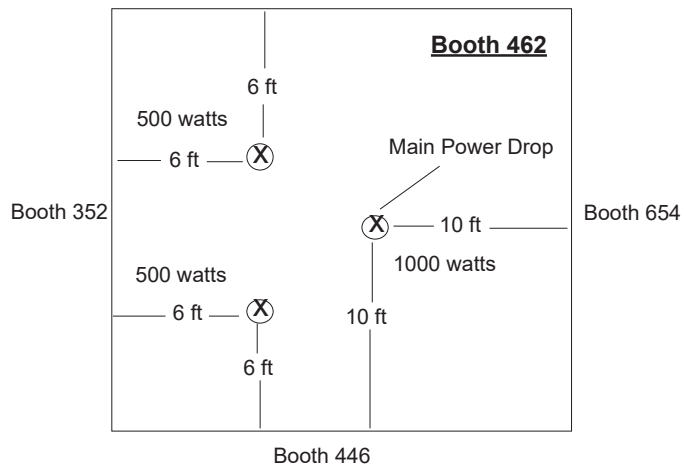
CANCELLATION POLICY

A 50% refund will be applied to electrical outlets cancelled after installation. Refunds will not be issued for materials and/or labor charges related to the installation.

EXAMPLE OF PLAN AND INFORMATION REQUIRED TO COMPLETE FLOORWORK

Please indicate the following on the floor plan.

1. Location and load of main power drop - please provide specific dimensions and wattages/amperages.
2. Location and load of all outlets - please provide specific dimensions and wattage, amperage and voltage.
3. Booth orientation - please provide surrounding aisle and/or booth numbers.



F R E E M A N

ELECTRICAL SERVICES USAGE GUIDE

The following wattages are approximate and are provided to help you estimate your power usage. To assist in estimating we recommend that you refer to the name plate or stamp usually located on the back or bottom of any electrical apparatus and order the corresponding outlet for each piece of equipment to avoid tripping/power outages during the event.

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts),
5 - 100 watt light bulbs = (5x100 = 500 watts)

Please feel free to contact us at FreemanNewOrleansES@freeman.com with any additional questions.

	WATTAGE		WATTAGE
Blender	475-1000	Imprinter for T-Shirts	2000
Can Opener	500	Iron	700-1100
Card Reader (credit) / Lead Retrieval	100	Juicer - Single	500
Cash Register	100-200	Juicer - Double	1000
Coffee Pot - Household Size	600-1200	Laminator	2000
Coffee Pot - Large Brewer	1500-2000	Lights with Freeman Rental Booths	200 each
Computer - Monitor (independent)	120-200	Meat Slicer	500-1000
Computer - Desktop (monitor & CPU)	200-900	Microwave Oven	500-2000
Computer - Laptop	100-300	Mixer	500-1000
Computer Printer - Dot Matrix	100-500	Photocopier	dependent upon size - may require 208 volt
Computer Printer - Laser	400-1000	Pizza Oven (small)	30amp/120 volt Special Connection
Crock Pot	200-1000	Popcorn Maker	2000
DVD Player	50-100	Projector (dependent upon size)	1000
Electric Frying Pan	1200-2000	Refrigerator - Small	400
Fax Machine	1000	Refrigerator - Full Size	750
Flat Screen TV - 32" to 50"	1000	Sewing Machine	1000
Food Processor	500-2000	Steamer	2000
Glue Gun	300	Stereo (amplifier)	100-500
Griddle	1500-2000	Television	100-500
Hair Dryer	1000-2000	Toaster	1000
Heat Lamps (per lamp)	250	Toaster Oven	1500
Heater (portable)	1500-2000	Vacuum Cleaner	1500
Hot Plate Single	1000	VCR	100
Hot Plate Double	1500-2000	Water Cooler - Cold Water	1000
Hot Water Heater	30amp/208 volt/Single Phase	Water Cooler - Hot/Cold Water	2000

FREEMAN electrical services usage guide

FREEMAN

1000 Elmwood Park Blvd.
 New Orleans, LA 70123
 (504) 731-6137 • Fax: (469) 621-5612

NAME OF SHOW: **IRS NATIONWIDE TAX FORUM / JULY 28 - 30, 2020**

COMPANY NAME: _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS: _____

For Assistance, please call 504-731-6137 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com/store

ELECTRICAL GRID

To ensure that your electrical and plumbing outlets, telephones and internet services are properly placed, a Booth Floorplan must be submitted with your order forms. If you do not have a plan, please use the grid on this page and submit it with your order forms.

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (e.g. 1 square = 10 feet) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers on aisle numbers. This will help us orient your service correctly.
- Mark outlet locations, expressed in watts or amps and voltage in each location. Mark telephone and internet lines in each location. Locations marked should accurately reflect services ordered.
- Return this form with your prepaid order forms.

Adjacent booth or Aisle Number: _____

Adjacent booth or Aisle Number: _____

Adjacent booth or Aisle Number: _____

Adjacent booth or Aisle Number: _____

FREEMAN electrical labor

EXHIBITOR ORDER FORM



Video Equipment

	Qty	Daily Rate		Days		Total
		Advanced	On-Site	Used		
DVD Player		\$95.00	\$110.00			
32" LCD Monitor (with table stand)		\$405.00	\$465.00			
52"-60" Plasma Monitor with stand (shelf is optional)		\$785.00	\$900.00			
70" Plasma Monitor with stand (shelf is optional)		\$965.00	\$1,100.00			
Laptop Computer (PC)		\$250.00	\$285.00			
Monitor Connector / VGA		\$30.00	\$30.00			
Monitor Connector / HDMI		\$40.00	\$40.00			

Customer Information

Show/Convention Name:
 Show/Convention Dates:
 Firm Name:
 Address:
 City:
 State: Zip:
 Ordered By:
 Phone:
 Email:

Audio Equipment

	Qty	Daily Rate		Days		Total
		Advanced	On-Site	Used		
CD Player		\$85.00	\$95.00			
Wired Microphone		\$75.00	\$85.00			
Wireless Microphone: Handheld or Lavalier (circle one)		\$195.00	\$225.00			
Direct Box (for Laptop Audio)		\$50.00	\$55.00			
Powered Speaker with stand		\$125.00	\$145.00			
Wireless Microphone Package with 2 speakers with stands, Wireless Mic: Handheld or Lav (circle one), 4-ch.mixer		\$485.00	\$555.00			
Wired Microphone Package with 2 speakers with stands, Wired Mic, 4-ch.mixer		\$365.00	\$420.00			

Orders received within 72 hours from event start time will be subject to the **ON-SITE DAILY RATE**

Delivery Information

On-Site Contact:
 Booth #:
 Delivery Date/Time:
 Pickup Date/Time:

Computer Display Equipment

	Qty	Daily Rate		Days		Total
		Advanced	On-Site	Used		
19" Multisync SVGA Flat Panel Monitor (4:3 format)		\$125.00	\$145.00			
20" Multisync SVGA Flat Panel Monitor (16:9 format)		\$185.00	\$210.00			

Ordering Instructions

→ The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used

→ Please include applicable Sales Tax on equipment rental.
 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.

→ To guarantee equipment availability and advanced rate, this order should reach us 3 days prior to delivery.

→ Operator labor, if requested, is subject to the prevailing hourly rate with a 4-hour minimum

Power Cords & Strips

Note-actual power service must be ordered separately from Freeman						
	Qty	Advanced	On-Site	Used		Total
Ext. Cord		\$15.00	\$15.00			
Power Strip		\$15.00	\$15.00			

CANCELLATIONS:
 →→ A) Cancellation of equipment ordered must be received 24 hours prior to delivery date to avoid a minimum 1-day charge
 →→ B) If services have already been provided at the time of cancellation, 100% of original charges will be applied.

Internet

	Qty	Daily Rate		Days		Total
		Advanced	On-Site	Used		
Hard Wire Line		\$200.00	\$225.00			
Wireless Connection**		\$22.50	\$30.00			

** One connection on the shared bandwidth network, ideal for basic business functions (not recommended for web-casting or streaming audio/video)

Rental Totals

Equipment Total	
Delivery/Setup/Pickup (2 Hour Min @ \$90/hr)	
SUBTOTAL	
Sales Tax (12% of line Subtotal)	
TOTAL DUE	

Additional Items

Audio:
 Video:

Return for Processing

PSAV Sales Office
3698exhibitor@psav.com
 Hyatt Regency New Orleans
 601 Loyola Ave.
 New Orleans, LA 70113
 Tel: 504-613-3720
 Fax: 504-648-1512

Authorized Signature _____ Date _____