

**Exhibitor Services**



## 2020 IRS NATIONWIDE TAX FORUM

**Hyatt Regency Orlando  
Regency Ballroom O-S  
Orlando, Florida  
September 15-17, 2020**

Services Provided By...



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

**Advance Order Cut-Off Date:  
Friday, August 28, 2020**



**2020 IRS NATIONWIDE TAX FORUM  
Hyatt Regency  
Orlando, Florida  
September 15-17, 2020**

Dear Exhibitor:

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

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

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

**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.

	<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Exhibitor Set-Up</b>	Monday, September 14	1:00pm	6:00pm
<b>Show Hours</b>	Tuesday, September 15 Wednesday, September 16	11:00am 10:00am	6:00pm 2:30pm
<b>Dismantle</b>	Wednesday, September 16	2:30pm	4:30pm
<b>Outbound Freight*</b>	Wednesday, September 16	5:30pm	N/A

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

## Exhibiting Tips

**Save** Place your orders in advance! By placing your orders before **AUGUST 28th**, 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 **AUGUST 28th**. 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



**2020 IRS NATIONWIDE TAX FORUM**  
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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, AUGUST 28, 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**



2020 IRS NATIONWIDE TAX FORUM  
Orlando, Florida  
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**Advance Order Deadline:  
FRIDAY, AUGUST 28, 2020**

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Qty: Item		Pricing		Qty: Item		Pricing	
		Advance	Floor			Advance	Floor
<b>Chairs</b>				<b>30" High Display Tables</b>			
					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
<b>Miscellaneous</b>				<b>42" High Display Tables</b>			
	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	<b>*Draped on 3 Sides Only</b>			
	Bag Stand	67.00	79.75		4 <sup>th</sup> Side Draping	57.75	64.00
<b>Risers</b>				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	<b>Carpeting</b>			
	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: \_\_\_\_\_  
6.5% 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.**

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

**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



## 2020 NATIONWIDE TAX FORUM

Orlando, Florida  
September 15-17, 2020

**Advance Order Deadline: FRIDAY, AUGUST 28, 2020**

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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 Orlando, Florida September 15-17, 2020

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

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

# Material Handling Request Form

Method of Payment Form MUST Accompany This Order Form



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Orlando, Florida  
September 15-17, 2020

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### Advance Order Deadline: FRIDAY, AUGUST 28, 2020

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

**IMPORTANT** The cut-off date for receiving ADVANCE WAREHOUSE SHIPMENTS is **August 28, 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, SEPTEMBER 14, 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:

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

### Estimated Costs...

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

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

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

**\*\*See page 6 for further pricing information**

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

## Shipping /Material Handling Tips



### 2020 IRS NATIONWIDE TAX FORUM

Orlando, Florida  
September 15-17, 2020

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

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

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

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

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

**\$810.00**

#### Shipment #2 (Via Advantage Expo Freight Services)

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

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

**Total Material Handling Charges for Shipment #2:**

**\$230.00**

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

**TOTAL SAVINGS ON SHIPMENT #2: \$580.00**

→ Nationwide Shipping Specials ←

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

E-Mail: [customerservice@AdvantageExpo.com](mailto:customerservice@AdvantageExpo.com)

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

# ADVANCE WAREHOUSE SHIPMENTS

**TRADE SHOW SHIPMENT-PLEASE EXPEDITE**

**2020 IRS NATIONWIDE TAX FORUM - ORLANDO**

Advantage Conference & Expo

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

**To:**

\_\_\_\_\_  
Name of Exhibitor

**Booth #:**

Piece # \_\_\_\_\_ of \_\_\_\_\_

**Ship to arrive NO LATER THAN Friday, August 28, 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 - Regency O-S

9801 International Drive

Orlando, FL 32819

**To:**

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Name of Exhibitor

**Booth #:**

---

**Ship to arrive only on Monday, September 14, 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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### Advance Order Deadline: FRIDAY, AUGUST 28, 2020

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

### Ship To:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### Service\* Requested:

*\*Materials will ship ECONOMY unless otherwise noted.*

Economy    2 Day    Overnight

Ship to arrive by: \_\_\_\_\_ Approximate # of pieces: \_\_\_\_\_

**PLEASE NOTE:** Minimum fee of \$240.00/Per Shipment (Optional Insurance Coverage Additional) to be charged to credit card on file. Service includes pre-printed Bill of Lading (Advance Orders Only), pre-printed shipping labels (Advance Orders Only), palletizing, shrink wrapping, and tagging of materials. If utilizing the services of an outside carrier, it is the exhibitor's responsibility to make pick-up arrangements. Shipments being picked up by an outside carrier must be picked up by 5:30PM on September 16th 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*  
 5187 Raynor Avenue  
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**Orlando, Florida**  
**September 15-17, 2020**

**Advance Order Deadline: FRIDAY, AUGUST 28, 2020**

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

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

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

	<b>SET-UP</b>	<b>DISMANTLE</b>
Number of Laborers Requested:		
Date:		
Time:		
<b>TOTAL HOURS:</b>		

- 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



**2020 IRS NATIONWIDE TAX FORUM**

Orlando, Florida  
 September 15-17, 2020

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

**Advance Order Deadline: FRIDAY, AUGUST 28, 2020**

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:	
<b>TOTAL BOOTH CLEANING CHARGES:</b>	<b>\$</b>

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Date: \_\_\_\_\_

# Order Recap Form

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



## 2020 IRS NATIONWIDE TAX FORUM

Orlando, Florida  
September 15-17, 2020

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Phone: 410.789.5000 • Fax: 410.789.5564  
E-Mail:  
CustomerService@AdvantageExpo.com  
Website: www.AdvantageExpo.com

**Advance Order Deadline: FRIDAY, AUGUST 28, 2020**

This form along with the **METHOD OF PAYMENT FORM** must be completed and sent to ADVANTAGE CONFERENCE & EXPO, LLC with your order forms. Full payment must accompany all orders or they will not be processed. To benefit from our discount pricing, orders must be received by the **AUGUST 28<sup>th</sup>** advance cut-off date or floor prices will apply. **All site orders are C.O.D.**

Please total your order below:

Furniture Rental Order Form	
Freight/Material Handling Service Form	
Labor Order Form	
Booth Cleaning Order Form	
Electrical Order Form (Questions/Clarification contact hotel at 407-854-9991)	Edlen form attached- send to them
Internet & A/V Order Form (Questions/Clarification contact hotel at 407-345-4503)	Encore form attached- send to them
<b>TOTAL DUE:</b>	<b>\$</b>

- 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: \_\_\_\_\_

# ELECTRICAL ORDER FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC  
OF ORLANDO

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Support@edlenelectrical.com

Advance Payment Deadline Date: 08/31/20

E  M

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>IRS Nationwide Tax Forum</b>		
<b>FACILITY:</b>	<b>HYATT REGENCY ORLANDO</b>		
<b>DATES:</b>	<b>September 15-17</b>		

**ONLINE ORDERING AVAILABLE AT <https://ordering.edlen.com/>**

## ORDER INSTRUCTIONS

### 120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

### 208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1.5 hour for installation & 1 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating connection locations.

### ISLAND BOOTHS

There is a minimum labor charge of 1.5 hour for installation & 1 hour for removal. A scaled floor plan must accompany orders showing locations of electrical outlets and lighting equipment.

### 24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

### DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.

### MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

### CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 90/210-121514 OR

## ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	90.00	135.00	_____
1000 WATTS (10 AMPS)	_____	_____	150.00	225.00	_____
2000 WATTS (20 AMPS)	_____	_____	210.00	315.00	_____
<i>For outdoor events 20 AMP Minimum Required</i>					
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	325.00	490.00	_____
30 AMPS	_____	_____	395.00	595.00	_____
60 AMPS	_____	_____	550.00	825.00	_____
100 AMPS	_____	_____	720.00	1080.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	450.00	675.00	_____
30 AMPS	_____	_____	540.00	810.00	_____
60 AMPS	_____	_____	760.00	1140.00	_____
100 AMPS	_____	_____	1000.00	1500.00	_____
200 AMPS	_____	_____	1500.00	2250.00	_____
400 AMPS	_____	_____	2800.00	4200.00	_____
<b>LIGHTING</b>					
150 WATT FLOOD LIGHT	_____	_____	80.00	120.00	_____
300 WATT FLOOD LIGHT	_____	_____	100.00	150.00	_____

## MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	25.00	_____
POWER STRIP	_____	30.00	_____

## ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	70.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	130.00	_____

<b>SUB TOTAL</b>	_____
<b>25% SERVICE CHARGE ON OUTLETS, MATERIAL &amp; LABOR</b>	_____
<b>SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)</b>	_____
<b>6.5% SALES TAX</b>	_____
<b>PLACE TOTAL HERE</b>	_____

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

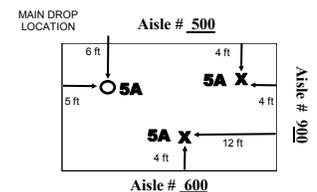
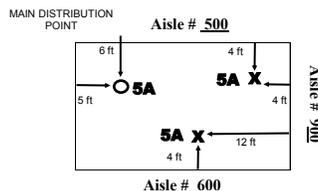
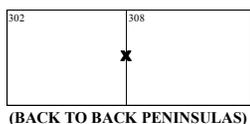
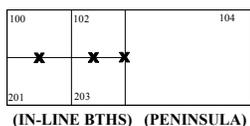
**The "Method of Payment Form" must be completed and returned with this order form.**

# TERMS & CONDITIONS

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

## COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

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



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 08/31/20



The Power People

**EDLEN ELECTRICAL EXHIBITION SERVICES  
INC OF ORLANDO**

2456 Commerce Park Dr. Ste. 300 Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Support@edlenelectrical.com

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>IRS Nationwide Tax Forum</b>		
<b>FACILITY:</b>	<b>HYATT REGENCY ORLANDO</b>		
<b>DATES:</b>	<b>September 15-17</b>		

EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa.

**CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

**COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

**VISA**    **MASTER CARD**    **AMX**

**ONLINE ORDERING AVAILABLE AT <https://ordering.edlen.com/>**

CHECK AND CREDIT CARD INFORMATION									
CHECK #									
CREDIT CARD NUMBER:								EXP DATE:	
CARD HOLDER SIGN:					PRINT NAME:				
EMAIL ADDRESS:							THIRD PARTY: YES or NO		
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE									
ADDRESS:				CITY:			ST:	ZIP:	

**By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.**

<b>PLEASE SIGN</b>	
	AUTHORIZED SIGNATURE
	PRINT NAME <span style="float: right;">DATE</span>

SERVICE TOTALS	
ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
<b>SUB TOTAL</b>	
<b>25% SERVICE CHARGE ON OUTLETS, MATERIAL &amp; LABOR</b>	
<b>6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.</b>	
<b>TOTAL DUE</b>	



# Exhibit Request Form

## Contact Information

### Client/Exhibitor Information

Company/Organization: \_\_\_\_\_ Event: \_\_\_\_\_

Requested By \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Fax # \_\_\_\_\_

On-Site Contact \_\_\_\_\_ On-Site Mobile # \_\_\_\_\_

### Booth Name

### BOOTH NUMBER:

EVENT DATE:					
Start Time:					
End Time:					

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

### Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Master Account #: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

CCID: \_\_\_\_\_ Type: \_\_\_\_\_ Exp: \_\_\_\_\_

Print Name (as it appears on credit card) \_\_\_\_\_

Credit Card Holder Signature \_\_\_\_\_

### Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All checks must be received 72 hours prior to event.
2. Cancellation charges will be incurred at 100% for equipment and labor canceled within 24 hours of your event 75% within 48 hours and 50% within 72 hours.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Insurance for the subject equipment is Lessee's responsibility.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing. Absolutely no credits will be issued after show closing.

Signature below indicates acknowledgement and acceptance of Terms and Conditions outlined above.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



# Exhibit Request Form

	DAILY RATE	QTY	DAYS	TOTAL
<b>VIDEO EQUIPMENT</b>				
PC Laptop	\$250.00			
24" LCD Monitor (includes desktop stand)	\$150.00			
50" LED Monitor	\$500.00			
60" LED Monitor	\$600.00			
70" LED Monitor	\$700.00			
Height Adjustable Monitor Stand (for 50", 60" or 70" monitors)	\$75.00			
6-10' HDMI Cable	\$25.00			

<b>AUDIO EQUIPMENT</b>				
10" Portable Speaker	\$100.00			
4-Channel Mixer	\$50.00			
Wireless Lavalier Microphone	\$150.00			
Wireless Handheld Microphone	\$150.00			
Wired Handheld Microphone	\$50.00			

<b>NETWORKING EQUIPMENT</b>				
Wired Internet Access (up to 5Mbps)*	\$200.00			
Basic Wireless Internet Access (up to 5Mbps)	\$40.00			
Premium Wireless Internet Access (up to 10Mbps)	\$80.00			

\*Routers and/or servers are prohibited on hardwired service.  
 For custom routing service, contact [HyattRegencyOrlando@encore-us.com](mailto:HyattRegencyOrlando@encore-us.com)

<b>TELECOM EQUIPMENT</b>				
DID Phone Line**	\$100.00			
Office Desk Phone	\$25.00			
Conference Speaker Phone with Extension Microphones	\$150.00			

\*\*Exhibitor required to complete Hyatt Credit Card authorization form to be applied to usage fees associated with long distance and/or international calls. Local/800 calls are complimentary.

SUBTOTAL: \_\_\_\_\_  
 Service Charge=26% of Subtotal: \_\_\_\_\_  
 Sales tax=6.5% of Subtotal & Service Charge: \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

Signed Encore contract must be received prior to installation of service.

