



## 2020 IRS NATIONWIDE TAX FORUM

Town & Country Resort and Convention Center Grand Exhibit Hall San Diego, California August 25-27, 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, August 7, 2020



# 2020 IRS NATIONWIDE TAX FORUM Town & Country Resort and Convention Center San Diego, California August 25-27, 2020

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO, LLC is pleased to be the general contractor for the upcoming **2020 IRS NATIONWIDE TAX FORUM** in San Diego, California.

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

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

<u>Please Note</u> All forms are to be returned to the address specified on them.

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

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

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

	Date:	Start Time:	End Time:	
Exhibitor Set-Up	Monday, August 24	1:00pm	6:00pm	
Show Hours	Tuesday, August 25 Wednesday, August 26	11:00am 10:00am	6:00pm 2:30pm	
Dismantle	Wednesday, August 26	2:30pm	4:30pm	
Outbound Freight*	Wednesday, August 26	5:30pm	N/A	

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

## **Exhibiting Tips**

<u>Save</u> Place your orders in advance! By placing your orders before **AUGUST 7th**, 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 7th**. Please use enclosed shipping labels for accurate delivery. Refer to our Material Handling Service form for pricing.

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

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

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

San Diego, California August 25-27, 2020 5187 Raynor Avenue Linthicum, Maryland 21090 Phone: 410.789.5000 Fax: 410.789.5564

E-Mail:

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

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

## **Decorators Union**

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

## **Teamsters Union**

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

## **Safety**

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

## **Tipping**

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

## **Method of Payment Form**

This Form MUST Accompany ALL Order Forms

## 2020 IRS NATIONWIDE TAX FORUM Linthic Phane: 440 799 5000

San Diego, California August 25-27, 2020



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

CustomerService@AdvantageExpo.com

Advance Order Deadline*	: FRIDAY,	<b>AUGUST 7</b>	, 2020
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\*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 <b>WI</b>	LL NOT BE PROCESSED.		
□ Cash □ Company Check Please Make Checks Pay	yable to <b>ADVANTAGE CONFERENCE &amp; EXPO, LLC</b>		
	ject to a 15% Surcharge and are due upon receipt.		
☐ Credit CardFor your convenience, we will u	use this authorization to charge your credit card account for the advance orders you		
•	d as a result of show site orders placed by your representative. These charges nd shipping. Please complete the following information:		
nay molado labor, material handing, ana/or outbook	The oripping. Thouse complete the following information:		
*Information required	to process your order; Please PRINT or TYPE		
*Company Name:	*Booth #:		
*Billing Address:			
*City/State/Zip:			
*Phone:			
*E-Mail Address (where receipt should be e-m	pailed to):		
	□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 #:			
	*Signature:		
Please attach a p	photocopy of your credit card for our files.		
We have read, understand, and agree to all terms as d	described and have advised our show site representative accordingly.		
Signature <u>:</u>	Date:		
ga			

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 San Diego, California August 25-27, 2020

**Advance Order Deadline:** FRIDAY, AUGUST 7, 2020

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		Pricing		1		Pric	ing
Qty:	Item	Advance	Floor	Qty:	Item	Advance	Floor
	Chairs				30" High Display Ta	ables	
					30" Round Undraped	148.75	183.00
	Upholstered Chair	74.50	92.00		2'x4' Undraped	61.25	72.00
	Folding Chair	43.00	48.25		2'x6' Undraped	70.75	83.00
	Chrome Stool - Upholstered with back	120.00	160.00		2'x8' Undraped	78.75	86.75
					2'x4' Draped	137.25	163.25
					2'x6' Draped*	162.50	192.75
					2'x8' Draped*	192.75	230.50
					42" High Display Ta	ables	
	Miscellaneous				30" Round Undraped	175.25	210.25
	Table Cloth Café Table (Black or White)	38.50	N/A		2'x4' Undraped	87.00	99.25
	Wastebasket	24.00	36.00		2'x6' Undraped	92.75	112.50
	Easel	31.00	39.50		2'x8' Undraped	104.50	122.00
	Literature Racks	111.25	126.00		2'x4' Draped	171.75	202.00
	Chrome Stanchions	56.25	66.50		2'x6' Draped*	205.75	239.25
	4'x8' Posterboard w/Stand				2'x8' Draped*	232.00	273.50
	Vertical	139.75	162.25		*Draped on 3 Sides	Only	
	Horizontal	139.75	162.25		4 <sup>th</sup> Side Draping	57.75	64.00
	Bag Stand	67.00	79.75		Please Specify Table Drape Color Cho	oice: □SHOW CO	LOR
	Risers			□Black □Blue □Burgundy □Green □Red □Teal □White			
	Covered w/White Vinyl			Carpeting			
	12" x 12" x 48" (4')	57.25	68.00		10'x10'	194.50	241.25
	12" x 12" x 72" (6')	71.75	86.25		10'x20'	387.25	478.00
					10'x30'	580.00	718.00
					10'x40'	773.25	958.00
				-	prices include taping of front edge only Color Choice: □Blue □Red □Grey □		ooth Carpet
Co	mpany Name:		Booth #:		7.417	our Euroiture Orde	

Subtotal: 7.75% State Sales Tax: TOTAL DUE:

Total Your Furniture Order Here...

Phone:\_\_

Name:

## **Material Handling Service Rates**

## 2020 NATIONWIDE TAX FORUM

San Diego, California August 25-27, 2020

Advance Order Deadline: FRIDAY, AUGUST 7, 2020



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MATERIAL HANDLING SERVICE includes all labor and equipment required to move freight, empties and deliveries either at advance warehouse or at show site. Freight includes all deliveries, whether from common carriers, private trucking companies, FedEx, UPS, DHL, private vehicles, messenger services and the like. Movement of the freight may include unloading shipments, providing storage for up to 30 days in advance at the warehouse, delivery to exhibit booth, removal and return of empty containers at the beginning and end of show, removal from your exhibit booth for reloading onto outbound carriers and freight that is forced from site due to late or non-pickup after show hours. Charges are based on CWT (100lb) increments or fraction thereof, with a 200lb. minimum. Weights are rounded up to the next 100lbs.

Material Handling Rates			
CWT ST/ST: \$115.00*	Minimum Charge: \$230.00 (for any package weighing 1-200 lbs)		
CWT ST/ST (UPS,Federal Express, DHL or 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. THIS SHOW WILL ALSO REQUIRE AN ADDITIONAL 25% SURCHARGE TO THE ABOVE RATES FOR SPECIAL HANDLING AS THIS FACILITY DOES NOT HAVE A LOADING DOCK AREA AND ALL FREIGHT MUST BE UNLOADED IN THE PARKING LOT AND CARTED INTO THE FACILITY.

## **Material Handling Service Rates**

#### 2020 NATIONWIDE TAX FORUM

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Continued from Page 6....

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.

**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

San Diego, California August 25-27, 2020 5187 Raynor Avenue Linthicum, Maryland 21090 Phone: 410.789.5000 Fax: 410.789.5564

E-Mail:

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

- 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

San Diego, California August 25-27, 2020

Advance Order Deadline: FRIDAY, AUGUST 7, 2020

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

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

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

<u>IMPORTANT</u> The cut-off date for receiving ADVANCE WAREHOUSE SHIPMENTS is **August 7, 2020**. Late shipments are subject to additional handling and delivery charges.

INSTRUCTIONS All shipments, by whatever means of transportation, must be PREPAID. Collect shipments will be refused. All shipments should be sent to the address(es) shown on the ADVANCE WAREHOUSE SHIPMENT and SHOW SITE SHIPMENT labels. Pre-addressed labels are included in this kit. Make copies and affix to freight. SHIPMENTS SENT DIRECTLY TO SHOW SITE WILL NOT BE RECEIVED BEFORE MONDAY, AUGUST 24, 2020 Shipments sent to show site prior to that date may be refused.

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

Ship to:	□ Advance Warehouse	□ Show Site
Shipped from	m (CITY):	
Carrier:		
Date Shippe	d:	Approx. Arrival Date:
Total Pieces	::	Total Weight:
Company:		Booth #:
Show Repre	esentative::	
Will your freight require special handling (i.e. forklift)? □Yes □No		

## Estimated Costs...

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

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

MATERIAL HANDLING RATE \*\*\$115.00/Per cwt. (Min. Charge: \$230.00) or \*\*135.00/Per cwt. (Min Charge: \$270.00) 
\*\*See page 6 for further pricing information

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

## **Shipping /Material Handling Tips**



### 2020 IRS NATIONWIDE TAX FORUM

San Diego, California August 25-27, 2020

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

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SustomerService@AdvantageExpo.com
Website: www.AdvantageExpo.com

5187 Raynor Avenue

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

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

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

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

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

## **Total Material Handling Charges for Shipment #1:**

(Plus \$40.00 per delivery/ Special Handling Charge) \$810.00

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

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

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

Total Material Handling Charges for Shipment #2: \$230.00

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

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

→ Nationwide Shipping Specials ←

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

E-Mail: customerservice@AdvantageExpo.com

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

## **ADVANCE WAREHOUSE SHIPMENTS**

## TRADE SHOW SHIPMENT-PLEASE EXPEDITE

## 2020 IRS NATIONWIDE TAX FORUM - SAN DIEGO

c/o Advantage Conference & Expo

TBD- Address will be provided approximate 45 days prior to show and label will be e-mailed to all exhibitors.

To:		
Name of Exhibitor		
Booth #:		
Piece #	of	-
Ship to arrive NO LATER	THAN FRIDAY, AUGUST 7, 20	20

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
San Diego Resort and Convention Center
Grand Exhibit Hall
500 Hotel Circle North
San Diego, California 92108

Phone: 619-908-5011

To:	
Name of Exhibitor	
Booth #:	

Ship to arrive on Monday, August 24, 2020 Only

EXHIBIT MATERIAL

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

## **Outbound Shipping Request**

Method of Payment Form MUST Accompany This Order Form



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

Ship To:
Company:
Contact:
Address:
City/State/Zip:
Phone:
Service* Requested:  *Materials will ship ECONOMY unless otherwise noted.  □ Economy □ 2 Day □ Overnight
Ship to arrive by: Approximate # of pieces:  PLEASE NOTE: Minimum fee of \$240.00/Per Shipment (Optional Insurance Coverage Additional) to be charged to credit card on file. Service includes pre-printed Bill of Lading (Advance Orders Only), pre-printed shipping labels (Advance Orders Only), palletizing, shrink wrapping, and tagging of materials. If utilizing the services of an outside carrier, it is the exhibitor's responsibility to make pick-up arrangements. Shipments being picked up by an outside carrier must be picked up by 5:30PM on August 26th 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:** 

## **Labor Order Form**

Method of Payment Form MUST Accompany This Order Form

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

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

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

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

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

□ DO NOT proceed without an Exhibitor's Representative who wi	Il arrive at the Service Desk on(Date) at
☐ ADVANTAGE CONFERENCE & EXPO, LLC is authorized to set present. There will be an additional 30 percent charge to	•
☐ ADVANTAGE CONFERENCE & EXPO, LLC is authorized to dibeing present. There will be an additional 30 percent charge to	•
Company/booth #:	Ordered By:

## **Booth Cleaning Services**

Method of Payment Form MUST Accompany This Order Form



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

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

Please complete the following for Booth Cleaning services:

	☐My exhibit booth will require cleaning prior to the show's opening					
	☐My exhibit booth will require cleaning prior to and during the event					
	Booth	Size:	x	=	total Sq. Ft. at \$.65/Per Sq. Ft.:	
				Mu	Itiplied by number of days required:	
				TOTA	L BOOTH CLEANING CHARGES:	\$
Com	pany Name:_				Booth #:	
Orde	ered By:				Date:	

## **Order Recap Form**

Method of Payment Form MUST Accompany This Order Form



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This form along with the **METHOD OF PAYMENT FORM** must be completed and sent to ADVANTAGE CONFERENCE & EXPO, LLC with your order forms. Full payment must accompany all orders or they will not be processed. To benefit from our discount pricing, orders must be received by the **AUGUST 7th** 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 619-696-6625)	Edlen Electrical form attached- send to them
Internet & A/V Order Form (Questions/Clarification contact hotel at 619-502-7045)	AVMS 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**.
- Tax Exempt Customers: Please include a Tax Exempt ID Certificate with your order; otherwise, tax will be charged.

Company Name:	Booth #:
	<del></del>
Ordered By:	Date:

#### ORDER INSTRUCTIONS



#### **ELECTRICAL EXHIBITION SERVICES**

1844 Imperial Ave., San Diego, CA 92102 Phone: (619) 696-6625 Fax: (619) 696-7762 sandiego@edlen.com

EXHIBITOR:		BTH#		
EVENT:	IRS Nationwide Tax Forums 2020			
FACILITY:	Town and Country Resort & Convention Center			
DATES:	August 25—27, 2020	EVENT #080001SD		

Advance Payment Deadline Date: 08/04/20

#### FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

#### COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

#### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

#### Step 2 Complete Utility Order Forms as Required

A. Electrical Order

#### **Step 3** Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

#### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

#### **Step 5** Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

#### **METHOD OF PAYMENT**



**ELECTRICAL EXHIBITION SERVICES** 

1844 Imperial Ave., San Diego, CA 92102 Phone: (619) 696-6625 Fax: (619) 696-7762 sandiego@edlen.com

Advance Payment Deadline Date: 08/04/20					20
EXHIBITOR:		BTH#			
EVENT:	IRS Nationwide Tax Forums 2020				
FACILITY:	Town and Country Resort & Convention Center				
DATES:	August 25—27, 2020	EVENT	#080	001SD	

FINANCIALLY RESPONSIBLE COMPANY						
COMPANY NAME:			PHONE:			
ADDRESS:			FAX:			
CITY:		·:		ZIP:		
COUNTRY:	CE	ELL #:				
EMAIL:						
METHOD OF PAYMENT						
All transactions require a credit card on file with pro- American Express, Mastercard, Visa, Discover, ACH and W						
ACH ELECTRONIC PAYMENT TRANSFER		BANK WIRE TRANSF	ER INFO	PRMATION *		
Wells Fargo ABA# 121000248 Acct: 4122636046 3800 Howard Hughes Parkway, Las Vegas, NV 89169 Phone: 800.289.3557 Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.	er I	Bank transfer to Wells Fargo Wire Transfer: ABA#: 121000248 Acct: * International Wire Transfer: Swift Code: WFBIUS6S Acct * \$50 processing fee MU		electronic payments.		
CREDIT CARD		COMPANY CHECK				
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.  Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.						
CHECK AND CREDIT CARD INFORMATION						
COMPANY NAME:						
CHECK #:						
CREDIT CARD NUMBER:			EXP	DATE:		
CARD HOLDER SIGN:		PRINT NAME:				
EMAIL:		THIRD	PARTY	PAYMENT? YES or NO		
CREDIT CARD ADDRESS INFORMATION IF DIFFE	RENT	THAN INFORMATION	ON ABC	OVE		
ADDRESS:	CITY:		ST:	ZIP:		
SERVICE TOTALS		<b>AUTHORIZATION</b>				
1. BANK WIRE TRANSFER PROCESSING FEE						
2. ELECTRICAL ORDER						
3. ESTIMATED LABOR		AUTHORIZED SIGNATU	JRE ABO	VE		
4. LIGHTING ORDER						
5. PLUMBING ORDER						
TOTAL DUE		PRINT NAME ABOVE		TODAY'S DATE ABOVE		

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.



#### **ELECTRICAL EXHIBITION SERVICES**

1844 Imperial Ave., San Diego, CA 92102 Phone: (619) 696-6625 Fax: (619) 696-7762 sandiego@edlen.com

E M Advance Payment Deadline Date: 08/04			Date: 08/04/20		
EXHIBITOR:		BTH#			
EVENT:	IRS Nationwide Tax Forums 2020				
FACILITY:	Town and Country Resort & Convention Center				
DATES:	August 25—27, 2020	EVENT	#080001SD		

#### FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT <u>WWW.EDLEN.COM</u>

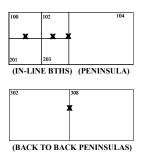
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS	Approximately	120V/208V A.C. 6	60 Cycle - Price	s are for Enti	re Event
INLINE AND PENINSULA DELIVERY		QTY	QTY		REGULAR	
The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other	120 VOLT	Show Hours	24hrs/day Double rate	PAYMENT PRICE		COST
location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for	500 WATTS (5 AMPS)			155.00	232.00	
removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet	1000 11/11/10 (10/11/11 0)			276.00	414.00	
location(s).	1500 WATTS (15 AMPS)			336.00	503.00	
ISLAND BOOTH DELIVERY ONE LOCATION	2000 WATTS (20 AMPS)			356.00	534.00	
Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.	MISC. REQUIREMENTS			-		
ISLAND BOOTH DELIVERY						
MULTIPLE LOCATIONS						
Island booths that require power to be delivered to multiple locations within their						
booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material	Please call for informa	tion on any s	ervices you r	equire that a	re not liste	d here.
booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main	Please call for information of the second se	•		•		
booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main	Please call for informa	•		•		
booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with	Please call for informa	•		•		
booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.	Please call for information and the second s	•		te Exhibitor Se	ervice Cente	
booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.	120V RENTAL MATERIAL  15' EXTENSION CORD  POWER STRIP	•		te Exhibitor Se	ervice Cente	
booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.  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	120V RENTAL MATERIAL  15' EXTENSION CORD  POWER STRIP	•		te Exhibitor Se	ervice Cente	
booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.  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.	120V RENTAL MATERIAL  15' EXTENSION CORD  POWER STRIP	L (Must Pick u	p Items at Onsi	te Exhibitor Se	27.00 27.00	
booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.  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.  CANCELLATIONS  Credits will not be issued for services delivered and not used. See #13, 19 & 20	120V RENTAL MATERIAL  15' EXTENSION CORD  POWER STRIP  TRANSFER TOTAL TO OF PAYMENT FORM  PRINT NAME:	L (Must Pick u	p Items at Onsi	te Exhibitor Se 27.00 27.00	27.00 27.00	

#### **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 the deadline date on the front of this form 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 services to one location at the rear of inline and peninsula booths.
- 4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations 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 Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- 7. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- 8. 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 (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- 9. For a dedicated outlet, order a 20 amp outlet.
- 10. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
- 11. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 12. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor 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.
- 13. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
- 14. 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.
- 15. 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.
- 16. 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.
- 17. 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.
- 18. 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.
- 19. 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.
- 20. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 21. 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.
- 22. 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.
- 23. 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.
- 24. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <a href="https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf">https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf</a>

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

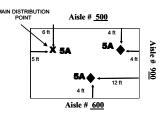
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.

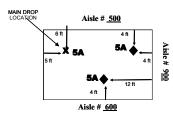


A scaled floor plan must accompany your order with main distribution point, add'l outlet locations & booth orientation.

Aisle #\_\_\_

ISLAND BOOTHS





EXAMPLE-FLOOR POWER

**EXAMPLE-CEILING POWER** 

## **ELECTRICAL LABOR INSTRUCTIONS**

Е	DL	EN
The	Power	People

#### **ELECTRICAL EXHIBITION SERVICES**

1844 Imperial Ave., San Diego, CA 92102 Phone: (619) 696-6625 Fax: (619) 696-7762 sandiego@edlen.com

EXHIBITOR:		BTH#		
EVENT:	IRS Nationwide Tax Forums 2020			
FACILITY:	Town and Country Resort & Cor	Town and Country Resort & Convention Center		
DATES:	August 25—27, 2020	EVENT #080001SD		

Advance Payment Deadline Date: 08/04/20

#### LABOR ORDERING INSTRUCTIONS

#### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

#### **Step 2** Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

#### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

#### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

#### **ELECTRICAL JURISDICTION**

#### **WORK REQUIRING EDLEN ELECTRICIANS**

- 1. Delivery of main power line to Island Booths only
- 2. Electrical distribution under carpet or overhead
- 3. Connection of all high voltage services
- 4. Hardwiring of any electrical apparatus

- 5. Installation of lighting hung from ceiling
- 6. Assembly & installation of lighting hung from truss
- 7. Motor, truss, rigging installation and cabling

#### **POWER DELIVERY**

**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

#### **ELECTRICAL DISTRIBUTION**

EDLEN The Power People

**ELECTRICAL EXHIBITION SERVICES** 

1844 Imperial Ave., San Diego, CA 92102 Phone: (619) 696-6625 Fax: (619) 696-7762 sandiego@edlen.com

PRINT NAME:

EXHIBITOR:		BTH#	
EVENT:	IRS Nationwide Tax Forums 2020		
FACILITY:	Town and Country Resort & Convention Center		
DATES:	August 25—27, 2020	EVENT #080001SD	

Advance Payment Deadline Date: 08/04/20

## **ELECTRICAL DISTRIBUTION UNDER CARPET**

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:

   The electrical layout must indicate each power outlet and its location with exact measurements.
   The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
  - C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
  - D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2.	Wha	t date will you begin building your bo	ooth?		
	A.	Date:	Time:		
3.	Will	you be utilizing any specialty floor co	overing other than carpet, s	uch as vinyl or wood?	
	A.	Describe flooring:			<del> </del>
	В.	Estimated date and time flooring in	stallation will begin. Date:		_ Time:
4.	Show	w site supervisor:			
	Nam	e		Cell #	
	Ema	il		Company	
_					

- The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- 6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RAT	ES AND HOURS	DISTRIBUTION LABOR ESTIMATE						
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	ST - OT	<b>RATE</b> \$133.00 - \$266.00	TOTAL			
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENT						
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	_	<b>RATE</b> \$275.00	TOTAL			
TRANSFER E	STIMATED TOTAL TO BOX #3 ON METHOD FORM	ESTIMATED TOTAL						
AUTHORIZA	TION							

DATE:

## Advance Payment Deadline Date: 08/04/20

EXHIBITOR:		BTH#				
EVENT:	IRS Nationwide Tax Forums 202	20				
FACILITY:	Town and Country Resort & Convention Center					
DATES:	August 25—27, 2020	EVENT #080001SD				

ELECTRICAL EXHIBITION SERVICES 1844 Imperial Ave., San Diego, CA 92102 Phone: (619) 696-6625 Fax: (619) 696-7762 sandiego@edlen.com

Go to the exhibitors tab at <a href="https://www.edlen.com/exhibitor-resources/">https://www.edlen.com/exhibitor-resources/</a> for an exact grid to match your booth

#### POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island	Example: 1 Square = 1 Foot	X = Main Distribution Point ▲ = 5amp/500 watt
Inline	Square = Ft	◆ = 10amp/1000 watt ★ = 15amp/1500 watt
Peninsula	Total Square Footage =	● = 20amp/2000 watt

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle #

**Adjacent Booth or Aisle** 



# AV Exhibitor & On-Site Request Form



EXP:

Date:

Visa

MasterCard

We do not

accept cash

	Advanc	ed Order	On-Site Orde							
VIDEO EQUIPMENT	QTY	COST	QTY	COST	USED	TOTAL	CUSTOMER INFORMATION			
Miscellaneous Cabling (HDMI, DVI, VGA)		\$25		\$31.25			Event Name:			
Wireless Slide Advancer		\$75		\$93.75			Company Name:			
Laptop Computer		\$250		\$312.50			Ordered by:			
4K Lumen LCD PRojector		\$500		\$625			Phone:			
6' Tripod Screen		\$150		\$87.50			Booth #:			
34" Rolling Cart with Black Skirt		\$50		\$62.50			NOTES:			
Other:										
AUDIO EQUIPMENT	*AO: QTY	*AO: COST	*OSO: QTY	*OSO: COST	DAYS USED	TOTAL	DELIVERY INFORMATION			
Wired Microphone		\$60		\$75			On-Site Contact:			
Wireless Microphone		\$160		\$200			Location/Room:			
Computer Audio Interface		\$50		\$62.50			Delivery Date:			
Powered Speaker with Stand		\$150		\$187.50			Pickup Date:			
Polycom Speaker Phone		\$300		\$375			Other:			
Other:										
COMPUTER DISPLAY EQUIPMENT	*AO: QTY	*AO: COST	*OSO: QTY	*OSO: COST	DAYS USED	TOTAL	Please include applicable sales tax on equipment rental. TAX EXEMPT STATUS  — If you are exempt from payment of			
22" LCD Stand-Alone Monitor		\$225		\$281.25			sales tax, we require you to forward an			
32" LCD Stand-Alone Monitor	İ	\$325		\$406.25			exemption certificate for the state in which the services are to be provided.			
50" LED Monitor with Speakers & Stand		\$500		\$625			· ·			
60" LCD Monitor with Speakers & Stand	ĺ	\$600		\$750			To guarantee equipment availability and advanced rate, this order form should be			
Other:						ĺ	submitted no less than <b>14 days prior</b> to			
BALLROOM SHOW INTERNET	*AO: QTY	*AO: COST	*OSO: QTY	*OSO: COST	DAYS USED	TOTAL	<ul> <li>delivery. Credit card transactions will not be processed until the date of the event.</li> <li>Sales receipts available by request only.</li> </ul>			
Basic Wireless Internet Access — Up to 3Mbps		\$30		\$37.50			CANCELLATION			
Wired Internet Access — Up to 10Mbps		\$150		\$187.50		ĺ	A) Cancellation of equipment or services ordered must be received no less than			
1x4 Internet Hub		\$60		\$75		ĺ	<b>24-hours prior</b> to delivery date to avoid			
Custom SSID/VLAN		Inquire		Inquire		ĺ	a minimum one-day charge for both equipment and labor.			
Dedicated Bandwidth		Inquire		Inquire						
Custom Splash Page		Inquire		Inquire			B) If services have already been provided at the time of cancellation, <b>50% of the</b>			
Other:							original charges will be billed for.			
RENTAL TOTALS PA	AYMENT	IS DUE	WHEN	ORDER	IS PLAC	CED	RETURN FOR PROCESSING			
EQUIPMENT TOTAL	1	\$					AVMS			
SERVICE CHARGE (25%)	2	\$				500 Hotel Circle South				
SUBTOTAL	3	\$				San Diego, CA 92108				
SALES TAX (7.75%)	4				Mike Rose, Director: mrose@avms.com Ryan Weddle, Sales Manager: rweddle@avms.com					
TOTAL DUE	5	\$					] [			
METHOD OF PAYMENT Sale	s Persoi	n:								
Card Number:							CCV: American Express			
Manager ( )							EVD: Vi			

Name (as it appears on card):

Billing Address:

Signature: