

Exhibitor Services

IRS Nationwide

TaxFORUM



2024 IRS NATIONWIDE TAX FORUM

**Baltimore Convention Center
Hall B&C
Baltimore, MD
August 13-15, 2024**

Services Provided By...



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

**Advance Order Cut-Off Date:
Friday, July 26, 2024**



2024 IRS NATIONWIDE TAX FORUM
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Baltimore, MD
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Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO, LLC is pleased to be the general contractor for the upcoming 2024 IRS NATIONWIDE TAX FORUM in Baltimore, Maryland.

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

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

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

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

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

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

	Date:	Start Time:	End Time:
Exhibitor Set-Up	Monday, August 12	1:00pm	6:00pm
Show Hours	Tuesday, August 13 Wednesday, August 14	11:00am 10:00am	6:00pm 2:30pm
Dismantle	Wednesday, August 14	2:30pm	4:30pm
Outbound Freight*	Wednesday, August 14	5:30pm	Outside carriers must check in by 5pm

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 out**.*

Exhibiting Tips

Save Place your orders in advance! By placing your orders before **JULY 26th**, you will benefit from discount pricing. **PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.** Orders received without payment will not be processed; additionally, orders placed after the above date will be charged at floor price. Orders placed during installation are C.O.D.

Important We have included all necessary information to assist you in shipping materials to the show. The cut-off-date for receiving freight at our advance warehouse, without incurring additional costs, is **JULY 26th**. Please use enclosed shipping labels for accurate delivery. Refer to our Material Handling Service form for pricing.

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

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

Should you choose to ship directly to the facility please: (1) Contact the property directly for information on current policies, restrictions and rates for handling, shipping, receiving, storing, etc., (2) Understand that you take full responsibility for that shipment and that any issue must be dealt with directly with the facility. Advantage Expo cannot provide assistance for tracking or locating any packages shipped independently, (3) Items sent directly to the facility, not labeled with official show label or not naming Advantage Expo as recipient will not be able to be retrieved and 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



2024 IRS Nationwide Tax Forum Baltimore MD

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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 is hand carry able by one person, in one trip, without the use of dollies, hand trucks, or any mechanical equipment. Please refer to page 7 for rates/charges.

Safety

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

Tipping

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

Method of Payment Form

This Form **MUST** Accompany ALL Order Forms



2024 IRS NATIONWIDE TAX FORUM
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Advance Order Deadline*: FRIDAY, JULY 26, 2024

*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**
- 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: _____ <small>(Security code (if applicable) located on back of credit card in signature line)</small>
*Account #: _____	*Expiration Date: _____
*Cardholder's Name: _____	*Signature: _____

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

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

Signature: _____ Date: _____

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

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

Furniture Rental Order Form

Method of Payment Form MUST Accompany This Order Form



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Qty: Item		Pricing		Qty: Item		Pricing	
		Advance	Floor			Advance	Floor
Chairs				30" High Display Tables			
					30" Round Undraped	179.75	221.00
	Upholstered Chair	90.00	111.25		2'x4' Undraped	74.25	87.00
	Folding Chair	52.00	58.50		2'x6' Undraped	85.75	100.00
	Chrome Stool - Upholstered with back	159.50	213.00		2'x8' Undraped	95.25	105.00
					2'x4' Draped	165.50	197.25
					2'x6' Draped*	196.50	233.00
					2'x8' Draped*	233.00	278.50
Miscellaneous				42" High Display Tables			
	Table Cloth Café Table (Black or White)	46.75	N/A		30" Round Undraped	211.75	254.00
	Wastebasket	29.00	43.75		2'x4' Undraped	105.25	120.00
	Easel	37.50	47.75		2'x6' Undraped	112.00	135.75
	Literature Racks	134.50	152.50		2'x8' Undraped	126.25	147.25
	Chrome Stanchions	68.00	80.50		2'x4' Draped	207.75	244.00
	4'x8' Posterboard w/Stand				2'x6' Draped*	248.50	289.00
	Vertical	168.75	195.75		2'x8' Draped*	280.25	330.25
	Horizontal	168.75	195.75	*Draped on 3 Sides Only			
	Bag Stand	81.00	96.50		4 th Side Draping	70.00	77.00
Risers				Please Specify Table Drape Color Choice: <input type="checkbox"/> SHOW COLOR			
Covered w/White Vinyl				<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White			
	12" x 12" x 48" (4')	69.00	82.25	Carpeting			
	12" x 12" x 72" (6')	86.50	104.00		10'x10'	258.50	320.75
					10'x20'	512.50	635.00
					10'x30'	770.50	954.00
					10'x40'	1027.00	1275.00
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: _____

6.0% State Sales Tax: _____

TOTAL DUE: _____

Material Handling Service Rates



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

Material Handling Rates	
CWT OT/OT: \$187.50*	Minimum Charge: \$375.00 (for any package weighing 1-200 lbs)
CWT OT/OT (UPS, Federal Express, DHL or without paperwork, Bill of Lading delivered with freight): \$207.50*	Minimum Charge: \$415.00 (for any package weighing 1-200 lbs)

Overtime Rates 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) FOR BOTH INBOUND AND OUTBOUND MATERIAL HANDLING SERVICES DUE TO MOVE-IN AND MOVE-OUT DATES AND TIMES.** Outbound weights will be based on the actual inbound weight. No allowance will be made for attrition during the convention.

Each shipment is considered separate. No cumulative weights will be allowed on minimums or split shipments (see page 10 for How to Reduce Material Handling Costs).

LATE SHIPMENTS Shipments received at the warehouse after the advance cut-off date will incur a 50% surcharge.

Material Handling Service Rates



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Continued from Page 6....

SPECIAL HANDLING will be subject to an additional 50 percent charge. This classification shall be applied to van shipments or shipments requiring unloading by hand (i.e. loose display parts or uncrated equipment), forklift service, street unloading or any items larger than 8' including but not limited to (flooring, crates, etc.).

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

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



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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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Baltimore, Maryland

August 13-15, 2024

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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.

IMPORTANT The cut-off date for receiving ADVANCE WAREHOUSE SHIPMENTS is **July 26, 2024**. 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 12, 2024**. 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: <input type="checkbox"/> Advance Warehouse <input type="checkbox"/> Show Site-Additional fees may apply	
Shipped from (CITY): _____	
Carrier: _____	
Date Shipped: _____	Approx. Arrival Date: _____
Total Pieces: _____	Total Weight: _____
Company: _____	Booth #: _____
Show Representative: _____	Phone #: _____
Will your freight require special handling (i.e. forklift)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Estimated Costs...

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

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

MATERIAL HANDLING RATE **\$187.50/Per cwt. (Min. Charge:\$375.00) or **207.50 /Per cwt. (Min Charge: \$415.00)

****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)***

ADVANCE WAREHOUSE SHIPMENTS

TRADE SHOW SHIPMENT-PLEASE EXPEDITE

2024 IRS NATIONWIDE TAX FORUM - BALTIMORE

c/o Advantage Conference & Expo

5187 Raynor Avenue

Linthicum, MD 21090

To:

Name of Exhibitor

Booth #:

Piece # _____ of _____

Ship to arrive NO LATER THAN FRIDAY, JULY 26, 2024

EXHIBIT MATERIAL
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

SHOW SITE SHIPMENTS

TRADE SHOW SHIPMENT-PLEASE EXPEDITE

2024 IRS NATIONWIDE TAX FORUM

% Advantage Conference & Expo, LLC

Baltimore Convention Center

Hall B & C

One West Pratt Street

Baltimore, Maryland 21201

To:

Name of Exhibitor

Booth #:

Ship to arrive on Monday, August 12, 2024

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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Baltimore, Maryland
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E-Mail:
CustomerService@AdvantageExpo.com
Website: www.AdvantageExpo.com

Advance Order Deadline: FRIDAY, JULY 26, 2024

Save time on the removal. Have your outbound shipping paperwork ready in advance by completing the following and Emailing to customerservice@advantageexpo.com. If requesting Show to Show shipping please fill in next city to ship to and company name.

Ship To: _____ **Show to Show: Next City:** _____

Company: _____

Contact: _____

Address: _____

City/State/Zip: _____

Phone: _____

Service* Requested:

Materials will ship **ECONOMY unless otherwise noted.*

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

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

PLEASE NOTE: Minimum fee of \$365.00/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 **5:00PM** on **August 14th** 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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 Website: www.AdvantageExpo.com

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Labor Rates (Advance Orders Only)	
Straight Time	\$129.00/Per Man Hour (One Hour Minimum/Per Laborer)
Overtime/Double Time	\$193.25/\$223.50 Per Man Hour (One Hour Min./Per Laborer)

Labor Rates (Show Site Orders)	
Straight Time	\$176.50/Per Man Hour (One Hour Minimum/Per Laborer)
Overtime/Double Time	\$251.25/\$290.50 Per Man Hour (One Hour Min./Per Laborer)

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

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

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

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

Company/booth #: _____

Ordered By: _____

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



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

Vacuum Service...\$.70/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 \$.70/Per Sq. Ft.:	
Multiplied by number of days required:	
TOTAL BOOTH CLEANING CHARGES:	\$

Company Name: _____ Booth #: _____

Ordered By: _____ Date: _____

Order Recap Form

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



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This form along with the METHOD OF PAYMENT FORM must be completed and sent to ADVANTAGE CONFERENCE & EXPO, LLC with your order forms. Full payment must accompany all orders or they will not be processed. To benefit from our discount pricing, orders must be received by the **JULY 26th** advance cut-off date or floor prices will apply. **All site orders are C.O.D.**

Please total your order below:

Furniture Rental Order Form	
Freight/Material Handling Service Form	
Labor Order Form	
Booth Cleaning Order Form	
Electrical Order Form	See attached info sheet
Internet & A/V Order Form	Order forms attached
TOTAL DUE:	\$

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

Company Name: _____ Booth #: _____

Ordered By: _____ Date: _____

IRS Nationwide Tax Forum 2024

August 13-15, 2024



ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

7 / 23 / 2024

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-Baltimore@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

1 West Pratt Street, Baltimore, MD 21201

410.649.7321 • baltimore@edlen.com • www.edlen.com

INTERNET-TELECOM SERVICE AGREEMENT

EVENT:		EVENT DATES:	
EXHIBITOR NAME:	MOVE IN DATE:	ONSITE CONTACT/CELL#:	BOOTH/ROOM:
COMPANY BILLING NAME:	BILLING ADDRESS:		
CONTACT:	PHONE:	EMAIL ADDRESS:	

*** Advance rates are applied to orders received WITH PAYMENT 21 days prior to the first show move-in date**

SERVICES	QTY	ADVANCE*	STANDARD	TOTAL
Internet, Wired Shared Network Services - Best for Web Surfing, Email, and Social Media				
1. Basic Shared Wired Internet Service (up to 2 Mbps + 1 DHCP IP address)-Covers 1st device		\$795	\$1,125	
2. Additional DHCP IP Address per Device-Covers additional devices		\$135	\$165	
Internet, Wireless Shared Network Services - Good for Web Surfing, Email, and Social Media				
3. Wireless Internet Access - First Device (Up to 5 Mbps)		\$735	\$895	
4. Wireless Internet Access per Each Additional Device (Up to 5 Mbps)		\$135	\$165	
5. Wireless Internet Buyout (From 100 to 7,000 Devices)	<i>Call (410) 649-7097 for a quote</i>			
Internet, Wired Dedicated Network Services - Best for Video Streaming, Web Casting, and Video Broadcasting				
1. Dedicated wired, 5 Mbps + 5 static or DHCP IP addresses		\$3,395	\$4,225	
2. Dedicated wired, 8 Mbps + 13 static or DHCP IP addresses		\$5,850	\$7,300	
3. Dedicated wired, 12 Mbps + 29 static or DHCP IP addresses		\$7,850	\$9,800	
4. Dedicated wired, 15 Mbps + 29 static or DHCP IP addresses		\$9,850	\$11,650	
5. Dedicated wired, over 15 Mbps	<i>Call (410) 649-7097 for a quote</i>			
Internet, Other Network Services/Equipment				
1. Switch Rental - unmanaged	8 Port	16 Port	24 Port	
2. Patch Cable (25' - 50' Cat 5)				
3. VLAN/Shared or Non-Shared				
4. Cable TV - Comcast (per connection)				
5. Technical Support (per hour with min 1 hour charge)				
Telephone Services				
1. Single Analog Line with Unlimited Local Services		\$315	\$415	
2. Polycom Conference Phone		\$110	\$160	
3. Dedicated Analog Line (best for Credit Cards & Modem Services)		\$325	\$425	
4. Multi Line/Digital Line with Unlimited Local Services (PBX service dial "2" for outside line)		\$395	\$475	
5. Long Distance Capability? Yes No (indicate Qty. of lines with LD)		<i>\$0.28 per minute</i>		
6. Telephone Handsets Required? Yes No		<i>free of charge</i>		
7. Voice Mail (per line)		\$20	\$20	
8. Call Forwarding (per line)		\$5	\$5	
9. Call Waiting (per line)		\$10	\$10	
10. ISDN BRI Line		\$645	\$795	
<ul style="list-style-type: none"> · Credit card users may fax their orders at 1-877-819-4023 or email to nathaniel.morgan@mcdean.com · A fee (2.9% + 30 cents) will be applied for all credit card payment processing · Checks must be made payable to M.C. Dean, Inc. and mailed to PO Box 532232, Atlanta, GA 30353-2232 · For service and order inquiries please call at 410-649-7097 · Inquiries can also be emailed to nathaniel.morgan@mcdean.com 		SUBTOTAL		
		6% MD TAX		
		2.9% + \$0.30 CREDIT CARD FEE		
		GRAND TOTAL		

Payment in full is required prior to the event

CREDIT CARD:	CREDIT CARD NUMBER:	EXP. DATE:	SECURITY CODE:
VISA MASTERCARD AMEX		_/_/___	_/_/___
CREDIT CARD HOLDER NAME:	CREDIT CARD HOLDER SIGNATURE AND ACCEPTANCE OF TERMS AND CONDITIONS:	CARD BILLING ZIP CODE:	DATE:
			//___

With execution of this document the Customer hereby authorizes M.C. Dean, Inc. to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of Terms & Conditions. In case of using wireless services the Customer hereby attests to his or her understanding of limitations and vulnerabilities of the wireless services provided by M.C. Dean, Inc. as well as admits that in case of using this service for any reason including, but not limited to, demonstrating, showcasing or presenting own product(s), M.C. Dean will not be held liable for the possibility of interference.

[M.C. Dean Terms and Conditions](#)



*Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.*

Computers & Accessories				
Equipment	Qty	Advance Rate	Standard Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$550	\$650	\$
Mac Laptop: 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$900	\$1075	\$
Wireless Keyboard & Mouse Set		\$100	\$125	\$
Computer Audio Speakers		\$100	\$125	\$
Wireless Slide Advance Remote		\$75	\$100	\$
Computer / Video Flat Panel Displays				
Equipment	Qty	Advance Rate	Standard Rate	Total
24" 4K / HD LCD: 1280x1024 Resolution Table Stand Only		\$550	\$650	\$
32" 4K / HD LED: 3840 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$750	\$900	\$
42" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$950	\$1150	\$
48" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1150	\$1375	\$
55" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 74" Floor Stand		\$1350	\$1625	\$
55" Touchscreen HD LED: 3840 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 74" Floor Stand		\$2550	\$3050	\$
70" HD LED: 3840 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 74" Floor Stand		\$1750	\$2100	\$
Monitor Floor Stand Shelf		\$125	\$150	\$

* Monitor Stand / Shelf / Mount Hardware are not available for a la carte rentals.

Video Equipment				
Equipment	Qty	Advance Rate	Standard Rate	Total
USB Media Player		\$200	\$250	\$

Audio Equipment				
Equipment	Qty	Advance Rate	Standard Rate	Total
Wireless UHF Mic Kit Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset		\$350	\$425	\$
Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$540	\$650	\$
Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$740	\$890	\$

* Audio Operator labor available - call for pricing.

Projection offers a complete turnkey solutions for all exhibit AV needs

LED / Projectors / Screens / Audio / Lighting / Rigging

Email us your RFP: bccadmin@projection.com

Equipment Rental Subtotal	\$
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Booth Number	
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EXHIBITOR AUDIO VISUAL ORDER



Email: bccadmin@projection.com

Phone: 410-649-7314

Fax: 410-649-7061

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Totals	
1) Equipment Rental Sub Total: from page 1	\$
2) Maryland State Sales Tax: 6.00%	\$
3) Equipment Set / Strike: 50% of Equipment Total or \$435 flat fee - whichever is greater. <i>** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return.</i>	\$
4) Order Total:	\$

Order Instructions

Customer / Exhibitor Information

Company Name:	Ordered By:
Show / Event Name:	Phone:
Delivery Date:	Email:
Delivery Time: <input type="checkbox"/> 9AM-12PM <input type="checkbox"/> 1PM-4PM	On-Site Contact Name:
	On-Site Contact Cell Phone:

***A representative of your company MUST BE PRESENT at the time of delivery for set up instructions and delivery verification.
Please note that equipment will not be left / set up in an unattended booth.***

Payment Information

***Complete this form and email it to bccadmin@projection.com.
A Projection representative will share an order summary and secure credit card payment link to confirm.
Let us know if you prefer an ACH payment option when you place your order.
Purchase Orders are not considered a form of payment.***

Orders are not confirmed until full payment is received.

**Questions?
Call: 410-649-7314
Email: bccadmin@projection.com**

EXHIBITOR AUDIO VISUAL ORDER



Email: bccadmin@projection.com

Phone: 410-649-7314

Fax: 410-649-7061

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle. Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Rental Agreement

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and / or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE:

ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

Authorized Signature:

Date:

Company Name:

Booth #: