

Exhibitor Services

Nationwide Tax Forum 2025

2025 IRS NATIONWIDE TAX FORUM

**Hyatt Regency
Riverside East
Chicago, Illinois
July 1-3, 2025**

Services Provided By...



5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000

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

**Advance Order Cut-Off Date:
Friday, June 13, 2025**



2025 IRS NATIONWIDE TAX FORUM

Hyatt Regency

Chicago, Illinois

July 1-3, 2025

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO, LLC is pleased to be the general contractor for the upcoming **2025 IRS NATIONWIDE TAX FORUM** in Chicago, Illinois.

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 booth assignment, please be sure that **ALL** items sent in for 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, June 30	1:00pm	6:00pm
Show Hours	Tuesday, July 1 Wednesday, July 2	11:00am 10:00am	6:00pm 2:30pm
Dismantle	Wednesday, July 2	2:30pm	4:30pm
Outbound Freight*	Wednesday, July 2	5:30pm	Outside carriers must be checked 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 **JUNE 13th**, you will benefit from discount pricing.

METHOD OF PAYMENT 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 **JUNE 13th**. 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 service desk **PRIOR TO THE OPENING OF THE SHOW**. For your convenience, we accept MasterCard, Visa, American Express, Checks, or Cash.

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

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

Union Regulations



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

Decorators Union

Members of this union claim jurisdiction over all set-up and dismantling of exhibits, including signs and carpet installation. This does not generally apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one hour, without the use of power tools. Please refer to page 14 for rates/charges. Any flooring regardless of size or style must be installed by Advantage Conference & Expo personnel.

Teamsters Union

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

Safety

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

Tipping

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

Method of Payment Form

This Form **MUST** Accompany ALL Order Forms



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Advance Order Deadline*: FRIDAY, JUNE 13, 2025

*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.**

D Cash

D Company Check... Please Make Checks Payable to **ADVANTAGE CONFERENCE & EXPO, LLC**

D Invoice

D 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: D American Express D MasterCard D Visa

*Billing Zip Code for Card Provided: _____ *3 or 4 Digit Security Code: _____
(Security code (if applicable) located on back of credit card in signature line)

*Account #: _____ *Expiration Date: _____

*Cardholder's Name: _____ *Signature: _____

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

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

Signature: _____ Date: _____

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

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

Furniture Rental Order Form

Method of Payment Form MUST Accompany This Order Form



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Qty: Item		Pricing		Qty: Item		Pricing	
		Advance	Floor			Advance	Floor
Chairs				30" High Display Tables			
					30" Round Undraped	197.75	243.00
	Upholstered Chair	99.00	122.50		2'x4' Undraped	81.75	95.75
	Folding Chair	57.25	64.50		2'x6' Undraped	94.50	110.00
	Chrome Stool - Upholstered with back	175.50	234.50		2'x8' Undraped	104.75	115.50
					2'x4' Draped	182.00	217.00
					2'x6' Draped*	216.00	256.50
					2'x8' Draped*	2256.50	306.50
				42" High Display Tables			
					30" Round Undraped	233.00	279.50
	Table Cloth Café Table (Black or White)	51.50	N/A		2'x4' Undraped	115.75	132.00
	Wastebasket	32.00	48.00		2'x6' Undraped	123.25	149.50
	Easel	41.25	52.50		2'x8' Undraped	139.00	162.00
	Literature Racks	148.00	167.75		2'x4' Draped	228.50	268.50
	Chrome Stanchions	75.00	88.50		2'x6' Draped*	273.50	318.00
	4'x8' Posterboard w/Stand				2'x8' Draped*	308.50	363.25
	Vertical	185.75	215.50	*Draped on 3 Sides Only			
	Horizontal	185.75	215.50		4 th Side Draping	77.00	85.00
	Bag Stand	89.00	106.25	Please Specify Table Drape Color Choice: <input type="checkbox"/> SHOW COLOR			
Risers				<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			
Covered w/White Vinyl				Carpeting			
	12" x 12" x 48" (4')	76.00	90.50		10'x10'	291.50	357.50
	12" x 12" x 72" (6')	95.25	114.50		10'x20'	577.50	715.00
					10'x30'	863.50	1072.50
					10'x40'	1155.00	1430.00
				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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Advance Order Deadline: FRIDAY, JUNE 13, 2025

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: \$206.25*	Minimum Charge: \$412.50 (for any package weighing 1-200 lbs)
CWT OT/OT:(UPS,Federal Express, DHL or without paperwork, Bill of Lading delivered with freight): \$226.25*	Minimum Charge: \$452.50 (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.

Outbound weights will be based on the actual inbound weight. No allowance will be made for attrition during the convention.

Material Handling Service Rates



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Continued from Page 6....

Each shipment is considered separate. No cumulative weights will be allowed on minimums or split shipments.

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, street unloading, or any items larger than 8' including but not limited to (flooring, crates, etc.).

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



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

Advance Order Deadline: FRIDAY, JUNE 13, 2025

Please complete and email this form to customerservice@advanageexpo.com, so that your freight can be handled appropriately.

IMPORTANT The cut-off date for receiving ADVANCE WAREHOUSE SHIPMENTS is **June 13, 2025**. 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, JUNE 30, 2025** 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-Additional fee my 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)? ☐ 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 **\$206.25/Per cwt. (Min. Charge: \$412.50) or **226.25 /Per cwt. (Min Charge: \$452.50)

****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

Receiving hours M-F 7am-3pm

2025 IRS NATIONWIDE TAX FORUM - CHICAGO

c/o Advantage Conference & Expo
TForce Freight/Tradeshow Transport LLC
2300 S Throop Street
Chicago, IL 60608

To:

Name of Exhibitor

Booth #:

Piece # _____ of _____

Ship to arrive NO LATER THAN FRIDAY, JUNE 13, 2025

EXHIBIT MATERIAL
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

SHOW SITE SHIPMENTS

TRADE SHOW SHIPMENT-PLEASE EXPEDITE

2025 IRS NATIONWIDE TAX FORUM

Advantage Conference & Expo, LLC

Hyatt Regency

Riverside East

151 East Wacker Drive

Chicago, IL 60601

To:

Name of Exhibitor

Booth #:

Ship to arrive on Monday, June 30, 2025 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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Chicago, IL

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Linthicum, Maryland 21090

Phone: 410.789.5000

E-Mail:

CustomerService@AdvantageExpo.com

Website: www.AdvantageExpo.com

Advance Order Deadline: FRIDAY, JUNE 13, 2025

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. **ONLY COMPLETE THIS FORM IF YOU WANT ADVANTAGE EXPO TO ARRANGE YOUR SHIPPING.**

Ship To:

Show to Show -Next City

Company: _____

Contact: _____

Address: _____

City/State/Zip: _____

Phone: _____

Service* Requested:

Materials will ship **ECONOMY unless otherwise noted.*

D Economy D 2 Day D 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 July 2nd** or it will be **forced**. All forced shipments are **C.O.D.**

A representative of Advantage Expo will deliver a packet to your booth consisting of your completed Bill of Lading and shipping labels by **12:00PM** on the last day of the show. Additional shipping supplies will be available at the Advantage Expo Service Desk.

Services Ordered By: _____

OFFICE USE ONLY

BOOTH #: _____

Date Received: _____

Payment on File: _____

Complete Date: _____

Labor Order Form

Method of Payment Form MUST Accompany This Order Form



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Labor Rates (Advance Orders Only)

Straight Time	\$150.00/Per Man Hour (One Hour Minimum/Per Laborer)
Overtime/Double Time	\$213.00/235.50 Per Man Hour (One Hour Min./Per Laborer)

Labor Rates (Show Site Orders)

Straight Time	\$193.75/Per Man Hour (One Hour Minimum/Per Laborer)
Overtime/Double Time	\$276.50/\$305.00 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:		

D DO NOT proceed without an Exhibitor's Representative who will arrive at the Service Desk on _____(Date) at _____(Time).

D 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.

D 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: _____

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 **JUNE 13th** 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	See attached info sheet
Electrical Order Form	See attached info sheet
Internet & A/V Order Form	See attached info sheet
TOTAL DUE:	\$

Please Note...

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

Company Name: _____

Booth #: _____

Ordered By: _____ Date: _____

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- To order Internet and AV services, please use this link:

https://eventnow.encoreglobal.com/myevents/result/index/show_id/79b04ea0-ccdc-ef11-8ee9-7c1e521504d7/

To order booth cleaning and/or electric services, please use this link:

<https://ordering.ges.com/071602342>