



2025 IRS NATIONWIDE TAX FORUM

**Hyatt Regency
Regency Ballroom O-S**

**Orlando, Florida
August 26-28, 2025**

Services Provided By...



5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000

E-Mail: CustomerService@AdvantageExpo.com

**Advance Order Cut-Off Date:
Friday, August 8, 2025**



2025 IRS NATIONWIDE TAX FORUM
Hyatt Regency
Orlando, Florida
August 26-28, 2025

Dear Exhibitor:

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

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

Planning Assistance Analyze your exhibit needs as they relate to furnishings and services offered on the enclosed forms.

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

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

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

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

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

	Date:	Start Time:	End Time:
Exhibitor Set-Up	Monday, August 25	1:00pm	6:00pm
Show Hours	Tuesday, August 26 Wednesday, August 27	11:00am 10:00am	6:00pm 2:30pm
Dismantle	Wednesday, August 27	2:30pm	4:30pm
Outbound Freight*	Wednesday, August 27	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 **AUGUST 8th**, you will benefit from discount pricing. **METHOD OF PAYMENT FORM 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 8th**. Please use enclosed shipping labels for accurate delivery. Refer to our Material Handling Service form for pricing.

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

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

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

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

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

Union Regulations



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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 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, AUGUST 8, 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**.

☐ **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: _____
(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	171.00	210.50
	Upholstered Chair	85.75	105.75		2'x4' Undraped	70.50	83.00
	Folding Chair	49.50	55.50		2'x6' Undraped	81.25	95.50
	Chrome Stool - Upholstered with back	152.00	202.50		2'x8' Undraped	90.50	99.75
					2'x4' Draped	157.75	187.75
					2'x6' Draped*	187.00	221.50
					2'x8' Draped*	221.50	265.00
				42" High Display Tables			
Miscellaneous					30" Round Undraped	201.50	241.75
	Table Cloth Café Table (Black or White)	44.25	N/A		2'x4' Undraped	100.00	114.25
	Wastebasket	27.75	41.50		2'x6' Undraped	106.50	129.50
	Easel	35.75	45.50		2'x8' Undraped	120.00	140.25
	Literature Racks	128.00	145.00		2'x4' Draped	197.50	232.00
	Chrome Stanchions	65.00	76.50		2'x6' Draped*	236.50	275.00
	4'x8' Posterboard w/Stand				2'x8' Draped*	266.75	314.50
	Vertical	160.75	186.50	*Draped on 3 Sides Only			
	Horizontal	160.75	186.50		4 th Side Draping	66.75	74.00
	Bag Stand	77.00	91.75	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')	66.00	78.25		10'x10'	250.00	311.00
	12" x 12" x 72" (6')	82.50	99.25		10'x20'	495.75	620.00
					10'x30'	750.00	925.00
					10'x40'	995.00	1235.75
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% 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 with 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.

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.

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 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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Website: www.AdvantageExpo.com

Advance Order Deadline: FRIDAY, AUGUST 8, 2025

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

IMPORTANT The cut-off date for receiving ADVANCE WAREHOUSE SHIPMENTS is **August 8, 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, AUGUST 25, 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 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)? ☐ 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 **\$187.50/Per cwt. (Min. Charge: \$35.00) 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) in addition to above rates.*

ADVANCE WAREHOUSE SHIPMENTS

TRADE SHOW SHIPMENT-PLEASE EXPEDITE

2025 IRS NATIONWIDE TAX FORUM - ORLANDO

Advantage Conference & Expo
c/o MCO Freight Connection
2425 E Landstreet - Suite 700
Orlando, FL 32824

To:

Name of Exhibitor

Booth #:

Piece # _____ of _____

Ship to arrive NO LATER THAN Friday, August 8, 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

c/o Hyatt Regency

Regency Ballroom O-S

9801 International Drive

Orlando, FL 32819

To:

Name of Exhibitor

Booth #:

Ship to arrive only on Monday, August 25, 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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E-Mail:

CustomerService@AdvantageExpo.com

Website: www.AdvantageExpo.com

Advance Order Deadline: FRIDAY, AUGUST 8, 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.*

☐ **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 **6:00PM** on **August 27th** 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	\$129.00/Per Man Hour (One Hour Minimum/Per Laborer)
Overtime/Double Time	\$184.00/\$212.75 Per Man Hour (One Hour Min./Per Laborer)

Labor Rates (Show Site Orders)

Straight Time	\$168.00/Per Man Hour (One Hour Minimum/Per Laborer)
Overtime/Double Time	\$239.00/\$276.50 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 **AUGUST 8th** 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	
Internet/A/V Order Form	See attached info sheet
Electric Order Form	Order form attached
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: _____

2025 IRS NATIONWIDE TAX FORUM
Orlando, FL
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- To order Internet and AV services, please use this link:

<https://eventnow.encoreglobal.com/>

ELECTRICAL ORDER FORM

EDLEN

The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC
OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

Advance Payment Deadline Date: 08/12/2025

E ☐ M ☐

COMPANY:		BTH #	
EVENT:	IRS Nationwide Tax Forum		
FACILITY:	HYATT REGENCY ORLANDO		
DATES:	August 26-27 2025		

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

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete a floor plan layout of your booth space indicating outlet locations.

CALCULATING LABOR

If labor applies to your order, the following is a guide to calculate the quantity:
1-3 outlets = 1hr in/.5 hr out
4-6 outlets = 2hrs in/1hr out
7-9 outlets = 3hrs in/1.5hrs out
10-12 outlets = 4hrs in/2hrs out
13+ outlets = contact for pricing

208/480V POWER DELIVERY AND CONNECTIONS

All 208/480V Single & Three Phase must accompany a connection type—NEMA plug variable, large cam hookup, or hardwired. Edlen Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

There is a minimum of 1.5 hour for installation & 1 hour for removal.

ISLAND BOOTHS

There is a minimum labor charge of 1 hour for installation & 1/2 hour for removal. A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

24 HOUR SERVICES

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

DEDICATED OUTLETS

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

MATERIAL DELIVERY

Material requested on this order form will be dropped in booth by an electrician. If not there, please visit Edlen Service Desk.

TERMS & CONDITIONS

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

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

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			131.00	185.00	
1000 WATTS (10 AMPS)			203.00	292.00	
2000 WATTS (20 AMPS)			274.00	399.00	
<i>For outdoor events 20 AMP Minimum Required</i>					
208 VOLT SINGLE PHASE					
20 AMPS			411.00	607.00	
30 AMPS			495.00	732.00	
60 AMPS			678.00	1,006.00	
100 AMPS			880.00	1,340.00	
208 VOLT THREE PHASE					
20 AMPS			560.00	827.00	
30 AMPS			665.00	987.00	
60 AMPS			928.00	1,380.00	
100 AMPS			1,214.00	1,808.00	
200 AMPS			1,808.00	2,701.00	
400 AMPS			3,355.00	5,020.00	
LIGHTING					
150 WATT FLOOD LIGHT			96.00	143.00	
300 WATT FLOOD LIGHT			119.00	179.00	

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

15' EXTENSION CORD		38.00	
POWER STRIP		38.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)		137.00	
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)		205.00	

SUB TOTAL

26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR

SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER:
(FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)

6.5% SALES TAX

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

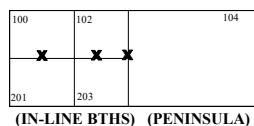
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

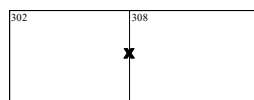
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance 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. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. 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.
4. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations **regardless of booth type** require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. 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.
7. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
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) hour labor will apply for all installation work. The removal of this work will be charged a minimum of .5 hour.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.
17. 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 21 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.
18. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
20. 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.
21. 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.
22. 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.
23. 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: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

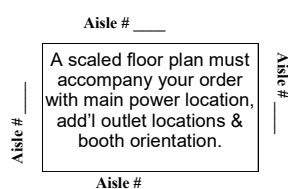
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



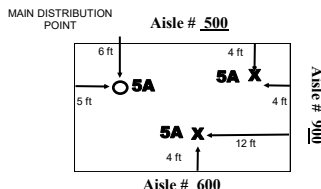
(IN-LINE BTHS) (PENINSULA)



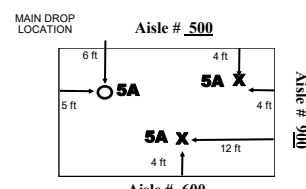
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

METHOD OF PAYMENT FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

Advance Payment Deadline Date: 08/12/2025

COMPANY:		BTH #	
EVENT:	IRS Nationwide Tax Forum		
FACILITY:	HYATT REGENCY ORLANDO		
DATES:	August 26-27 2025		

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

METHOD OF PAYMENT

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

☐ **CREDIT CARD**

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

☐ **COMPANY CHECK**

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

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

☐ **MANUAL PROCESSING FEE**

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ www.edlen.com

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

SERVICE TOTALS	
MANUAL PROCESSING FEE	\$25.00
ELECTRICAL/MATERIAL ORDER	
ESTIMATED LABOR	
PLUMBING ORDER	
SUB TOTAL	
26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR	
6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

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

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

DATES: August 26-27 2025

Adjacent Booth or Aisle #