

# Exhibitor Services

## University of Maryland Department of Computer Science Fall Internship & Career Fair

Xfinity Center - Arena & Concourse Level  
College Park, Maryland

Tuesday, September 20, 2016 (4pm-8:30pm)

### Services Provided By...

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



**Advance Order Cut-Off Date,  
Monday, September 12, 2016**



University of Maryland  
Department of Computer Science  
Fall Internship & Career Fair  
Xfinity Center - Arena & Concourse Level  
College Park, MD  
Tuesday, September 20, 2016 (4:00-8:00 pm)

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO is pleased to be the freight contractor for the upcoming **Department of Computer Science Fall 2016 Internship & Career Fair**.

**Freight will not be accepted at the University.** As the freight contractor for the show, we will be receiving exhibitor freight prior to the career fair at our warehouse and delivering it to your booth the day of your event. There is a charge for this service.

Enclosed are the order forms and shipping label for ordering this service. Please complete and return the forms with payment. All shipments will be delivered to your booth to coincide with your set-up date/time. If you are not personally responsible for exhibiting at the show, please forward this information packet to the appropriate person.

If **booth numbers** have not yet been assigned when shipping your freight, please make sure that **all items sent in for the show are clearly marked with exhibitor name and exhibit date(s)**.

The **cut-off date for receiving freight at the advance warehouse, without incurring additional costs is Monday, September 12th**. Refer to the enclosed Material Handling Service Form for information regarding purchasing this service.

We look forward to being of service to you and if any additional information is needed, we encourage you to contact Mary or Kathy at 410-789-5000.

Sincerely,  
ADVANTAGE CONFERENCE & EXPO

# Method of Payment Form

This Form **MUST** Accompany ALL Order Forms



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Computer Science Fall Internship & Career Fair  
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**Advance Order Deadline\*: Monday, September 12, 2016**

\*FULL PAYMENT must be received prior to cut-off date.

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**. Please complete the following information to indicate what method of payment you will be using to place your order:

- Cash**
- Company Check**...Please Make Checks Payable to **ADVANTAGE CONFERENCE & EXPO, LLC**
- Invoice**...**PLEASE NOTE:** All invoices are subject to a **15% Surcharge** and are due upon receipt.
- Credit Card**...For your convenience, we will use this authorization to charge your credit card account for the advance orders you place, **as well as any additional amounts incurred as a result of show site orders placed by your representative**. These charges may include labor, material handling, and/or outbound shipping. Please complete the following information:

### \*Information required to process your order; Please PRINT or TYPE

\*Company Name: \_\_\_\_\_ \*Booth # (If Assigned): \_\_\_\_\_  
\*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 photo copy of your credit card for our files.**

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

Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print and Sign Name)

# BOOTH EQUIPMENT SPECIALS

Carpet your booth for more comfort.

**COLORS:**

black, blue, red, grey



Exhibit booths come with 30" high x 6' table. Upgrade to a 42" high table (counter height) and bar stool so you can sit but still be at eye level with those around you.



30" round tables come in 30" high or 42" high. Great for a laptop or marketing materials.

Counter height bar stool to go with 42" high tables, allow for eye-level communications without standing all day.



***Order form for custom booth equipment on next page.***

# SHOW SPECIALS

## University of Maryland Computer Science Fall Internship & Career Fair

Booths come with a 6' long x 30" high skirted table, 2 folding chairs, wastebasket and booth ID sign. Concourse level is not carpeted. Arena level has thin padding on floor. Consider adding carpet to your booth to make your exhibiting more comfortable.

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Booth carpeting: \$100.00 choose from Grey, Blue, Black or Red (circle one)

6'x42"(Counter height) skirted table: \$50.00 each Qty: \_\_\_\_\_

30" round by 42" high table: \$50.00 each Qty: \_\_\_\_\_

Upholstered Bar Stool: \$40.00 each Qty: \_\_\_\_\_

Plus applicable 6% sales tax

Exhibitor name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Date Exhibiting: \_\_\_\_\_

Method of Payment Form must be submitted with order (Page 3)

# Material Handling Service Rates



University of Maryland  
Computer Science Fall Internship & Career Fair  
September 20, 2016

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**MATERIAL HANDLING SERVICE** rates include all labor and equipment required to unload shipment, providing storage for up to 30 days in advance at the warehouse address and delivery to your exhibit booth. All charges are based on CWT, increments of 100lbs. **Shipment weights are rounded up to the next 100lbs.**

## Freight Charges

Warehouse Rate	\$59.00 cwt.
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**LATE SHIPMENTS** received at the warehouse after the advance cut-off date (September 8, 2015) will incur a 50 percent 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). Shipments received via **Federal Express, Airborne, UPS**, or without identifiable markings and/or paperwork are subject to a **Ten Dollar (\$10.00) Surcharge Per CWT/Per Shipment** (\$20.00 Minimum Charge). To avoid this charge use the included Advance Warehouse Shipping Label.

**DAMAGE TO EXHIBITS** during loading or unloading by ADVANTAGE CONFERENCE & EXPO, LLC will be our responsibility. ADVANTAGE CONFERENCE & EXPO, LLC **WILL NOT** be responsible for any of the following: Damage to material that was improperly packed, concealed damage, loss or theft of exhibitors materials after being delivered to the booth, or before loading out of the booth. Liability is limited to \$.10/Per Lb. Per Article, with a maximum of \$50.00/Per Item, and a maximum of \$1000.00/Per Shipment. **THE SHIPPER IS ENCOURAGED TO MAKE ARRANGEMENTS WITH THEIR INSURANCE CARRIER IF VALUES OF THE ARTICLES OR SHIPMENTS ARE IN EXCESS OF THOSE STATED ABOVE.**

**Material Handling Service Form**  
 Method of Payment Form MUST Accompany This Order Form



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**Advance Order Deadline: Monday, September 12, 2016**

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

USE THE FOLLOWING, PRE-PRINTED LABEL FOR SHIPPING/DROPPING-OFF AT ADVANCE WAREHOUSE.

**IMPORTANT** The advance cut-off date for receiving freight at the warehouse is **Monday, September 12, 2016**. Late shipments arriving after this date are subject to an additional 50% surcharge.

**INSTRUCTIONS** All shipments, by whatever means of transportation, **MUST** be **PREPAID**. Collect shipments will not be accepted. All shipments should be sent using the included Advance Warehouse Shipment label.

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

Shipped from (CITY): \_\_\_\_\_ Carrier: \_\_\_\_\_  
 Date Shipped: \_\_\_\_\_ Approx. Arrival Date: \_\_\_\_\_  
 Total Pieces: \_\_\_\_\_ Total Weight: \_\_\_\_\_  
 Exhibiting Company: \_\_\_\_\_ Booth # (If Assigned): \_\_\_\_\_  
 Show Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Show Name: \_\_\_\_\_ Exhibit Date(s) \_\_\_\_\_

**If exhibiting on multiple dates and freight must be taken from show floor and returned for your next exhibit date, Material Handling rates will be incurred for each day.**

**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 100LBS.**

ADVANCE RATE \$59.00/Per cwt.

*\*\*Shipments received via **Federal Express, Airborne, UPS**, or without identifiable markings and/or paperwork are subject to a **Ten Dollar (\$10.00) Surcharge Per CWT/Per Shipment (\$20.00 Min. Charge)** in addition to above rates. Use attached label to avoid these fees!\*\*\**



# ADVANCE WAREHOUSE SHIPMENTS

## TRADE SHOW SHIPMENT-PLEASE EXPEDITE

**To:**

**Booth #**

Name of Exhibitor

**University of Maryland**  
**Computer Science Fall Internship & Career Fair**  
Advantage Conference & Expo, LLC  
5187 Raynor Ave.  
Linthicum, Maryland 21090  
Phone: 410-789-5000

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

**Ship to arrive by Monday, September 12, 2016**

EXHIBIT MATERIAL  
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED



# Outbound Shipping/Return to Warehouse Services

Method of Payment Form MUST Accompany This Order Form



**University of Maryland  
Computer Science Fall Internship & Career Fair  
September 20, 2016**

**Advance Order Deadline: Monday, September 12, 2016**

Save time on the removal. Have your outbound shipping paperwork prepped and ready in advance by completing the following and faxing to **410-789-5564** (Please *PRINT* or *TYPE*):

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

## OPTION 1:

### Ship To:

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

Contact name/phone #:: \_\_\_\_\_

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

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

### Outbound Shipping Requested:

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

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

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

**PLEASE NOTE:** Minimum fee of **\$240.00/Per Shipment** (Optional Insurance Coverage Additional) to be charged to credit card on file. Service includes pre-printed Bill of Lading (**Advance Orders Only**), pre-printed shipping labels (**Advance Orders Only**), palletizing, shrink wrapping, and tagging of materials.

A representative of Advantage Expo will deliver your completed Bill of Lading and shipping labels before the end of the show.

Service Ordered by: \_\_\_\_\_

## OPTION 2:

### Return to Warehouse Requested: \$85.00 Fee\*

Prepaid UPS or Federal Express labels must be affixed to freight for this service: Freight will be taken from show floor and brought back to our warehouse for your carrier to pick-up the next day.

Service Ordered by: \_\_\_\_\_

\*This fee is for up to 3 pieces only. The \$85.00 fee will be applied twice for outbound shipping orders containing 4-6 pieces, etc.