

**Exhibitor Services**

# University of Maryland 2020 Spring Computer Science Career Fair

The Hotel  
College Park, MD  
February 19, 2020

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:  
Tuesday, February 11, 2020**



University of Maryland  
2020 Spring Computer Science Career Fair  
The Hotel, College Park, MD  
February 19, 2020

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO is pleased to be the freight contractor for the upcoming Spring Computer Science Career Fair

**Do not send freight to the University or the hotel.** 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 event are clearly marked with the exhibitor name.**

Freight will be received at the advance warehouse until Friday, February 7th however, the **cut-off date for receiving freight at the advance discount rate is Tuesday, February 11th.** 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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\*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**. **TO AVOID ADDED ADMINISTRATIVE CHARGES, THIS FORM MUST BE ON FILE BEFORE YOUR FREIGHT ARRIVES.** 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**

**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)

# Material Handling Service Rates



## University of Maryland Spring Computer Science Career Fair

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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	\$99.00 cwt.
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**LATE SHIPMENTS** received at the warehouse after the advance cut-off date (Tuesday, February 11) 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**. 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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Please complete and return this form to ADVANTAGE CONFERENCE & EXPO, so that your freight can be handled appropriately. **TO AVOID ADDED ADMINISTRATIVE CHARGES, THIS FORM AND THE METHOD OF PAYMENT FORM, MUST BE SUBMITTED PRIOR TO ARRIVAL OF YOUR FREIGHT.**

- To avoid surcharge, use the pre-printed Advance Warehouse Shipping Label on the next page.
- The advance cut-off date for receiving freight at the warehouse is Tuesday, February 11, 2020  
Shipments arriving after this date are subject to an additional 50% surcharge.
- To avoid administrative surcharge, complete and submit this form before shipping of freight.

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 \$99.00/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** in addition to above rates. Use attached label to avoid these fees!** Freight arriving before this Material Handling Service form may be charged additional rates. Place your orders prior to sending freight.

# ADVANCE WAREHOUSE SHIPMENTS

**TRADE SHOW SHIPMENT-PLEASE EXPEDITE**

**To:**

**Booth #**

Name of Exhibitor

**COMPUTER SCIENCE CAREER FAIR**  
c/o Advantage Conference & Expo, LLC  
5187 Raynor Ave.  
Linthicum, Maryland 21090

Phone: 410-789-5000

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

**Ship to arrive by Tuesday, Feb. 11, 2020**

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

# Outbound Shipping/Return to Warehouse Services

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## 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. 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 TBD or they will be forced. All forced shipments are C.O.D.

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. Freight with UPS labels must be called in for pick-up.

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.