University of Maryland
2018 Spring Career & Internship Fair

Stamp Student Union
College Park, Maryland
February 21-23, 2018

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,
Monday, February 12, 2018
Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO is pleased to be the freight contractor for the upcoming Spring Career & Internship 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).

Freight will be received at the advance warehouse until Friday, February 16th however, the cut-off date for receiving freight at the advance warehouse, without incurring additional costs is Monday, February 12. 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
University of Maryland Spring Career & Internship Fair  
February 21-23, 2018

Advance Order Deadline*: Monday, February 12, 2018  
*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:  

(Account 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)
Exhibit hall floor is NOT carpeted. 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.

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

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

Order form for custom booth equipment on next page.
University of Maryland Spring Career and Internship

Booths come with a 6' long x 30" high skirted table, 2 folding chairs, wastebasket and booth ID sign. The ballroom is not carpeted. Consider adding carpet to your booth to make your exhibiting more comfortable.

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 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.**

<table>
<thead>
<tr>
<th>Freight Charges</th>
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<tbody>
<tr>
<td>Warehouse Rate</td>
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**LATE SHIPMENTS** received at the warehouse after the advance cut-off date (February 12, 2018) 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.**
University of Maryland  
Spring Career & Internship Fair  
February 21-23, 2018  

Advance Order Deadline: Monday, February 12, 2018  

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

• To avoid added administrative charges, Method of Payment and Material Handling Service forms MUST be submitted PRIOR to the 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 Monday, February 12, 2018. Shipments arriving after this date are subject to an additional 50% surcharge.

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 $69.00/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! Freight arriving before this Material Handling Service form may be charged additional Administrative fees.**
TRADE SHOW SHIPMENT–PLEASE EXPEDITE

To: ____________________________ Booth # ____________________________
Name of Exhibitor

Show Name(s): ____________________________ Exhibit Date(s): ____________________________

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

Piece # _____________ of ______________
Ship to arrive by Monday, February 12, 2018

EXHIBIT MATERIAL
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED
University of Maryland  
Spring Career & Internship Fair  
February 21-23, 2018  
Advance Order Deadline: Monday, February 12, 2018

OPTION 1

Ship To:

Company: ____________________________
Contact name/phone #: ____________________________
Address: ____________________________
City/State/Zip: ____________________________

Outbound Shipping Requested:

☐ 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. If not using 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.