

Method of Payment Form

This Form **MUST** Accompany ALL Order Forms



University of Maryland
Smith School of Business Undergraduate Career Fair
February 8, 2019

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

Advance Order Deadline*: Monday, January 28, 2019

*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)

ADVANCE WAREHOUSE SHIPMENTS

TRADE SHOW SHIPMENT-PLEASE EXPEDITE

To:

Booth #

Name of Exhibitor

University of Maryland
Smith School of Business Undergraduate Career Fair
Advantage Conference & Expo, LLC
5187 Raynor Ave.
Linthicum, Maryland 21090
Phone: 410-789-5000

Piece # _____ of _____

Ship to arrive by Monday, January 28, 2019

EXHIBIT MATERIAL
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.