University of Maryland
Smith School of Business
Undergraduate Career Fair

Xfinity Center - Arena & Concourse Level
College Park, Maryland

Friday, September 18, 2015 (9am-2pm)

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,
Tuesday, September 8, 2015
University of Maryland
Smith School of Business
Undergraduate Career Fair
Xfinity Center
September 18, 2015

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO, is pleased to be the freight contractor for the upcoming Undergraduate Career Fair.

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

Enclosed are the order form and shipping label for receiving/material handling services. By returning the completed forms with payment prior to cut-off date, all shipments will be delivered to your booth prior to 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 Tuesday, September 8th. 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
Smith School of Business Undergraduate Career Fair
September 18, 2015

Advance Order Deadline*: Tuesday, September 8, 2015

*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 number located on back of 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 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>
</tr>
</thead>
<tbody>
<tr>
<td>Warehouse Rate</td>
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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.**
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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 **Tuesday, September 8, 2015**. 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 Mn. Charge) in addition to above rates. Use attached label to avoid these fees!**
To: ___________________________  Booth # ___________________________
Name of Exhibitor

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

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 Tuesday, September 8, 2015

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

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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):

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.