University of Maryland
Smith School of Business
Undergraduate Career Fair

Stamp Student Union
College Park, Maryland

Friday, February 7, 2020
(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:
Friday, January 30, 2020
Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO is pleased to be the freight contractor for the upcoming Smith Undergraduate 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 the exhibitor name.

Freight will be received at the advance warehouse until Wednesday, February 5th however, the cut-off date for receiving freight at the advance discount rate is Friday, January 30th. 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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**University of Maryland**  
**Smith School of Business Undergraduate Career Fair**  
**February 7, 2020**

**Advance Order Deadline**: Friday, January 30, 2020  
*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*

<table>
<thead>
<tr>
<th><em>Company Name:</em></th>
<th><em>Booth # (If Assigned):</em></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Billing Address:</em></td>
<td></td>
</tr>
<tr>
<td><em>City/State/Zip:</em></td>
<td></td>
</tr>
<tr>
<td><em>Phone:</em></td>
<td><em>Fax:</em></td>
</tr>
<tr>
<td><em>E-Mail Address (where receipt should be e-mailed to):</em></td>
<td></td>
</tr>
</tbody>
</table>

## Credit Card Type
- ☐ American Express  
- ☐ MasterCard  
- ☐ Visa

| *Billing Zip Code for Card Provided:* | *3 or 4 Digit Security Code:*  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(Security code (if applicable) located on back of credit card in signature line)</td>
<td></td>
</tr>
<tr>
<td><em>Account #:</em></td>
<td><em>Expiration Date:</em></td>
</tr>
<tr>
<td><em>Cardholder’s Name:</em></td>
<td><em>Signature:</em></td>
</tr>
</tbody>
</table>

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.

**Freight Charges**

| Warehouse Rate | $99.00 cwt. |

**LATE SHIPMENTS** received at the warehouse after the advance cut-off date (Friday, January 30, 2020) 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.
Smith School of Business Undergraduate Career Fair  
*February 7, 2020*

Advance Order Deadline: Friday, January 30, 2020

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 Friday, January 30, 2020. Shipments arriving after this date are subject to an additional 50% surcharge.
• To avoid administrative fees, complete and submit this form before shipping of your materials.

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 ($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.**
To: ____________________________  Booth #  
Name of Exhibitor

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 Friday, January 30, 2020

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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February 7, 2020
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OPTION 1

Ship To:

Company: ________________________________________________
Contact name/phone #: ______________________________________
Address: __________________________________________________
City/State/Zip: ____________________________________________

Outbound Shipping Requested:

☐ Overnight ☐ 2 Day ☐ Economy

Materials will ship ECONOMY unless otherwise noted.

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.