University of Maryland
Smith Undergraduate
Career Fair

Xfinity Center
8500 Paint Branch Drive
College Park, Maryland 20740
Friday, September 20, 2019
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 10, 2019
Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO, is pleased to be the freight contractor for the upcoming Smith 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 **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 your assigned booth number**.

The cut-off date for receiving freight at the advance warehouse, without incurring additional cost, is Tuesday, September 10th, so plan accordingly. 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.

If you are not personally responsible for exhibiting at the show, please forward this information packet to the appropriate person.

Sincerely,

ADVANTAGE CONFERENCE & EXPO
University of Maryland Smith Undergraduate Career Fair  
September 20, 2019  

Advance Order Deadline*: Tuesday, September 10, 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. **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:

<table>
<thead>
<tr>
<th>Information required to process your order; Please PRINT or TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name: _____________________________________________</td>
</tr>
<tr>
<td>Billing Address: ___________________________________________</td>
</tr>
<tr>
<td>City/State/Zip: ____________________________________________</td>
</tr>
<tr>
<td>Phone: _____________________________ *Fax: ___________________</td>
</tr>
<tr>
<td>E-Mail Address (where receipt should be e-mailed to): ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit Card Type:</th>
<th>American Express</th>
<th>MasterCard</th>
<th>Visa</th>
</tr>
</thead>
</table>

| 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.

**TO AVOID ADDED ADMINISTRATIVE CHARGES THIS FORM MUST BE ON FILE BEFORE YOUR FREIGHT ARRIVES.**

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>
</tr>
</tbody>
</table>

LATE SHIPMENTS received at the warehouse after the advance cut-off date (September 10, 2019) will incur a 50 percent surcharge.

SPECIAL HANDLING will be subject to an additional 30 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

University of Maryland
Smith Undergraduate Career Fair
September 20, 2019
Advance Order Deadline: September 10, 2019

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.**

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 **September 10, 2019**. 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 submit this form prior to the arrival of your freight.**

<table>
<thead>
<tr>
<th>Shipped from (CITY):</th>
<th>Carrier:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Shipped:</td>
<td>Approx. Arrival Date:</td>
</tr>
<tr>
<td>Total Pieces:</td>
<td>Total Weight:</td>
</tr>
<tr>
<td>Exhibiting Company:</td>
<td>Booth # (If Assigned):</td>
</tr>
<tr>
<td>Show Representative:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>Show Name:</td>
<td>Exhibit Date(s)</td>
</tr>
</tbody>
</table>

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

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**Estimated Costs...**

Total Weight* ___ lbs. Divided by 100 ___ multiplied by (See Below for Rate) $

*TOTAL WEIGHT ROUNDED UP TO THE NEXT 100LBS.

ADVANCE RATE $89.00/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!**
ADVANCE WAREHOUSE SHIPMENTS

TRADE SHOW SHIPMENT—PLEASE EXPEDITE

To: ____________________________ Booth # ____________________________
Name of Exhibitor

Show Name: ____________________________ Exhibit Date(s): ____________________________

Show Name: Smith Undergraduate Career Fair (UMD)
c/o Advantage Conference & Expo, LLC
5187 Raynor Ave.
Linthicum, Maryland 21090
Phone: 410-789-5000

Piece # _____________ of _______________

To AVOID administrative fees, this label must be used on 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 "out". Have your outbound shipping paperwork prepared and ready in advance by completing the following and faxing to 410-789-5564 (Please PRINT or TYPE):

**OPTION 1- Outbound Ship via Advantage Expo**

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 for Pick up: $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. Those using UPS must phone in their pick-up.