

Exhibitor Services



**Marriott Crystal Gateway
Arlington, Virginia
September 6-7, 2017**

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, August 21, 2017**



**TacOps East 2017
Marriott Crystal Gateway
Arlington, Virginia
September 6-7, 2017**

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TacOps East 2017
Arlington, VA
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Dear Exhibitor:

ADVANTAGE EXPO is pleased to be the general contractor for the upcoming TacOps East 2017 in Arlington, VA.

As the general contractor for this show, we have coordinated the necessary services you may need. Enclosed are order forms for materials and services that may be required. By returning the completed forms with payment prior to the cut-off date, all equipment will be installed in your booth prior to your arrival. If you are not going to personally plan and supervise your event, please forward this kit to the person you have appointed to be in charge.

Planning Assistance Analyze your exhibit needs as they relate to furnishings and services offered on the enclosed forms. If you require assistance in planning your exhibit, please contact our office; we will be happy to suggest how you can best use the equipment and services available to make your booth space a functional and attractive showcase for your presentation.

Please Note All forms are to be returned via fax to 410-789-5564 or e-mailed to Customerservice@advantageexpo.com

Basic Information Listed below is show site information that will help you in planning a successful exhibit.

Booths Exhibit booths are 10' wide x 8' deep and draped in **Maroon/White**. **Choose from 2 booth packages:**

- **Standard** booth packages are unfurnished.
- **Deluxe** booth packages include (1) 6' long x 30" high Maroon draped table, (2) folding chairs and one wastebasket.

All booths receive a booth ID sign which includes your company name and booth number. **ABSOLUTELY NO SUBSTITUTION TO BOOTH PACKAGE IS ALLOWED.** However, additional furnishings may be rented at the rates stated in this Service Manual. Your exhibit space **IS** carpeted. If you would like to order a specific color for your exhibit space, please refer to our **FURNITURE RENTAL ORDER FORM** for available colors and pricing.

Advance Shipments When shipping your materials to the advance warehouse, please make sure that **ALL** items are **clearly marked with your company name, show name and booth number** to ensure that your materials are delivered to your assigned booth space. **Use the enclosed shipping label.**

Show Information...

The following is specific show information:

	Date:	Start Time:	End Time:
Exhibitor Set-Up	Tuesday, September 5 Wed., September 6	1:00pm 7:00am	6:00pm 9:00am
Show Hours	Wed., September 6 Thurs., September 7	8:00am 11:00am	4:00pm 3:00pm
Dismantle	Thurs., September 7	3:00pm	6:00pm
Outbound Freight*	Thurs., September 7	3:00pm	6:00pm

For exhibitors shipping freight out at the close of the show by other means than **Advantage Conference & Expo, please note that all shipments must be out by the specified time above or it will be **forced**.*

Exhibiting Tips

Save Place your orders in advance! By placing your orders before **MONDAY, AUGUST 21st**, you will benefit from discount pricing; however, **PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER**. Orders received without payment will not be processed; additionally, orders placed after the above date will be charged at floor price. Any orders placed during installation are **C.O.D.**

Important The cut-off-date for receiving freight at our warehouse, without incurring additional costs, is **MONDAY, AUGUST 21st**. Please use enclosed labels for accurate delivery. Refer to our Material Handling Service Form for pricing. Material handling as well as any open balances must be paid at the service desk **PRIOR TO THE OPENING OF THE SHOW**. For your convenience, we accept MasterCard, Visa, American Express, Checks, or Cash

Questions and/or Adjustments Should you notice any discrepancy in the items ordered and the items received or have any questions and/or complaints, please report to ADVANTAGE EXPO's Service Desk at the show immediately upon noting same. Your problem will be resolved and/or any valid adjustments to your account will be made at that time. Credits and adjustments will not be made based on such information received after post-show invoicing.

We look forward to being of service to you and if any additional information is needed, encourage you to contact your Show Representatives, Mary or Kathy, at 410.789.5000.

Sincerely,



Union Regulations



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Union Regulations and Exhibitor Rights

Union labor will be required for certain aspects of your exhibit handling. To assist you in planning your participation in the forthcoming exhibition, please review the following.

Teamsters Union - Freight & Material Handling (Drayage)

This union claims jurisdiction on the operation of all material handling equipment and all unloading, delivery, removal of empty containers and reloading of freight. You may ship goods to either the advance warehouse or direct to show site, for arrival during the published receiving periods. Teamsters will deliver your freight to your booth on the exhibit hall floor.

Exhibitors may handle freight at show site that arrive via their Personally Owned Vehicle provided that the freight is hand carried (no dollies, hand trucks, or other wheeled vehicle) to and from your booth by one person in one trip. To hand carry, use of the loading dock is not permitted.

Material Handling may be ordered using the "Material Handling Order Form" provided in the kit.

Decorators Union - Booth Erection & Dismantling

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including rigging, signage and carpet installation. Exhibitors may, at their option, erect and dismantle their own booths using their own full-time employees. You may set and dismantle your own exhibit display if one person can accomplish the task in less than one hour without the use of power tools. If exhibitor employees are not available, labor can be ordered using the "Labor Order Form" in the kit.

Safety

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. Advantage Conference & Expo is not responsible for injuries caused by improper use of our furniture.

If you would like additional information regarding how the jurisdictions may apply to you, please call Advantage Expo at 410-789-5000 for assistance.

Method of Payment Form

This Form MUST Accompany ALL Order Forms



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CustomerService@AdvantageExpo.com

Advance Order Deadline*: MONDAY, AUGUST 21, 2017

*FULL PAYMENT must be received prior to cut-off date; otherwise, FLOOR PRICING applies.

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**.

- 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 #: _____
*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 photocopy of your credit card for our files.

We have read, understand, and agree to all terms as described and have advised our show site representative accordingly.

Signature: _____ Date: _____

The consignment or delivery of a shipment to Advantage Conference and Expo by a customer, or by a shipper, or carrier acting on behalf of the customer shall be construed as an acceptance by the customer (and/or shipper) of the terms and conditions set forth for all material handling services.

Exhibitor accepts responsibility for the payment of Advantage Conference and Expo charges in connection with the handling of customer's shipment (s) as set forth in the Material Handling Services Rates and Exhibitor guarantees payment to Advantage Conference and Expo in the event that any third party who acts on Customers behalf shall fail to pay such charges.

Furniture Rental Order Form

Method of Payment Form MUST Accompany This Order Form



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Qty:	Item	Pricing		Qty:	Item	Pricing	
		Advance	Floor			Advance	Floor
Chairs				30" High Display Tables			
					30" Round Undraped	75.00	90.00
	Folding Chair	38.50	54.00		2'x4' Undraped	62.00	75.00
	Padded Chair	47.00	66.00		2'x6' Undraped	73.50	91.00
	Padded Counter Stool with Back	70.00	89.00		2'x8' Undraped	95.00	118.00
					2'x4' Draped	83.00	104.00
					2'x6' Draped*	98.00	118.00
					2'x8' Draped*	115.00	138.00
				42" High Display Tables			
					30" Round Undraped	87.00	103.00
Miscellaneous					2'x4' Undraped	83.00	104.00
	Wastebasket	25.00	35.00		2'x6' Undraped	98.00	118.00
	Easel	40.00	N/A		2'x8' Undraped	115.00	138.00
	Black Stanchions (6' Section)	55.00	N/A		2'x4' Draped	103.00	123.00
	Sign Holder- Double Sided (22" x 28")	49.50	N/A		2'x6' Draped*	118.00	140.00
	Literature Rack	75.00	89.00		2'x8' Draped*	135.00	150.00
	Bag Stand	75.00	N/A	*Draped on 3 Sides Only			
	Table cloth for 30"x42" round table	30.00	N/A		4 th Side Draping	25.75	32.25
				Please Specify Table Drape Color Choice: <input type="checkbox"/> SHOW COLOR			
				<input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Burgundy <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Teal <input type="checkbox"/> White			
Display				Carpeting			
	Table Top Riser: 4' Long (1' H x 1' D)	53.00	N/A		8' x 10'	160.00	210.00
	Table Top Riser: 6' Long (1' H x 1' D)	75.00	N/A		8' x 20'	320.00	400.00
	Steel Grid Wall 2' x 8' (No Legs) need 2	90.00	N/A		8' x 30'	450.00	N/A
	Steel Grid Wall 2' x 8' (With Legs)	115.00	N/A		8' x 40"	600.00	N/A
	Display Case (6') Illuminated	450.00	N/A	Carpet pricing includes taping of front edge only			
	Wood Slat Wall 3'x8' Section w/shelves	500.00	N/A	Please specify Booth Carpet Color Choice: <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Teal			

Company Name: _____ Booth #: _____

Total Your Furniture Order Here...
 Subtotal: _____
 6% State Sales Tax: _____
TOTAL DUE: _____

Freight FAQs, Handling Hints and Ways to Save



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Below are some of the most commonly asked questions regarding freight handling, often referred to as drayage. This can be the most costly part of exhibiting at conventions. Read on for some shipping tips which will help you save money by avoiding unnecessary surcharges.

What is “Freight Handling/Drayage”? – The term drayage is the moving of exhibit materials from one location to another. Whether you ship to an advance warehouse or directly to show site, your materials still need to get to your booth and then back on your outbound shipper’s truck at the end of the show.

Drayage services include the following six tasks: - 1) accepting of your material either at our warehouse or on show site, 2) storage until show set/up to 30 days at no charge 3) delivery to your booth at show set, 4) storage of your empty containers during the show, 5) returning empty containers at the close of the show, 6) returning your packaged freight to the dock and loading on the carrier of your choice.

May I carry my own materials to my booth? – Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit, you would not be permitted access to the loading dock area.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility access and the show move-in/move-out schedule, to name a few. Advantage uses Union labor to move freight. These rates vary from city to city.

Tips on how you can save money. – Read the Freight Handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, a surcharge will be assessed.

Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time, and therefore, may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

Small shipments versus large shipments. – Most Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations, you may want to ship them all to a central location then forward them to the Service Contractor’s warehouse and/or show site.

Freight FAQs, Handling Hints and Ways to Save



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If you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments versus show site shipments. – In general it is best to ship your materials in advance to the advance warehouse. You can (and should) confirm that we have received your materials well in advance of the show installation. If there is a problem, it can be solved prior to the show. When shipping to show site, if there is a problem, there is seldom time to solve the problem prior to show opening.

Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Two of the most expensive mistakes made by exhibitors are: 1) shipping materials in several shipments or 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Remember, each delivery incurs a minimum charge.

Always be aware of freight receiving deadlines. - You will be assessed a late charge if your shipment arrives after the advance order cut off date. Inform your shipper that all items must arrive prior to a specific date.

Always ship your materials crated. – Loose or pad wrapped items are assessed special handling fees.

Make sure all materials are labeled properly to avoid any delivery delays. - All pieces should have the recipient's name, address, the show name, your company name, and your booth number. Use the label we provide in the service kit. Make copies as needed.

Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc.

Material Handling Service Rates



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MATERIAL HANDLING SERVICE includes all labor and equipment required to move freight, empties, and deliveries at either the advance warehouse or show site. Freight includes all deliveries, whether from common carriers, private trucking companies, FedEx, UPS, DHL, POV's, messenger services, and the like. Movement of the freight may include unloading shipments, providing storage for up to **30 days** in advance at the warehouse, delivery to exhibit booth, removal, storage, and return of empty containers at the close of the show, removal of materials from your exhibit booth to the loading dock for reloading onto outbound carriers, and freight that is forced from site due to late or non-pickup after show hours. **Charges are based on CWT (100lb) increments or fraction thereof with a 200lb. minimum per shipment. No cumulative weights will be allowed on minimums or split shipments. Weights are rounded up to the next 100lbs.**

ACCEPTANCE OF CHARGES The consignment or delivery of a shipment to Advantage Conference & Expo by an exhibitor, or by a shipper/carrier acting on behalf of the exhibitor shall be construed as an acceptance by the exhibitor (and/or shipper) of the terms and conditions set forth for all Material Handling Services. The exhibitor accepts responsibility for the payment of Advantage Conference & Expo's charges in connection with the handling of their shipment, and guarantees payment in the event that any third party acting on their behalf fails to pay such fees.

Material Handling Rates		
Straight Time/Overtime	\$110.00	\$220.00 (Minimum Charge)
Small Package Fee	\$60.00	Single piece with a maximum weight of 50 lbs.

This show sets on straight time and dismantles on overtime.

STRAIGHT TIME (S/T) HOURS: Monday through Friday from 8:00am to 4:00pm

OVERTIME (O/T) HOURS: Monday through Friday before 8:00am and after 4:00pm; ALL DAY Saturday and Sunday.

LATE SHIPMENTS received at the warehouse after the advance cut-off date 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, DHL, UPS, or without identifiable markings and/or paperwork are subject to a Twenty Dollar (\$20.00) Surcharge Per CWT/Per Shipment (\$40.00 Minimum Charge).** To avoid these fees use the attached 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 Request Form

Method of Payment Form MUST Accompany This Order Form



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E-Mail:
CustomerService@AdvantageExpo.com
Website: www.AdvantageExpo.com

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

IMPORTANT The cut-off date for receiving ADVANCE WAREHOUSE SHIPMENTS is **Monday, August 21, 2017**. Late shipments are subject to additional handling and delivery charges.

INSTRUCTIONS All shipments, by whatever means of transportation, must be **PREPAID**. Collect shipments will be refused. All shipments should be sent to the address(es) shown on the enclosed ADVANCE WAREHOUSE SHIPMENT and SHOW SITE SHIPMENT labels. A Pre-addressed label is included in this kit. Make copies and affix to freight. **SHIPMENTS SENT DIRECTLY TO SHOW SITE WILL ONLY BE RECEIVED ON Tuesday, September 5, 2017**. Shipments sent to show site prior to that date will be refused.

INBOUND SHIPMENTS To anticipate the arrival of your freight, please fax us the following information:

Shipping to: **Advance Warehouse** **Show Site**

Shipped from (CITY): _____

Carrier: _____

Date Shipped: _____

Approx. Arrival Date: _____

Total Pieces: _____

Total Weight: _____

Company: _____

Booth #: _____

Show Representative: _____

Phone #: _____

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 100LB. 200LB. MINIMUM APPLIES**

MATERIAL HANDLING RATE **110.00/Per cwt. (Min. Charge: \$220.00)

**See page 8 for further pricing information

Shipments received via **Federal Express, Airborne, UPS**, or without identifiable markings and/or paperwork are subject to a Twenty Dollar (\$20.00)

Surcharge Per CWT/Per Shipment (\$40.00 Minimum Charge) in addition to the above rates. Use attached label to avoid these fees!

ADVANCE WAREHOUSE SHIPMENT

TRADESHOW SHIPMENT-PLEASE EXPEDITE

TacOps East 2017

c/o Advantage Conference & Expo

5187 Raynor Avenue

Linthicum, MD 21090

Phone: 410.789.5000

To:

Name of Exhibitor

Booth #:

PIECE # _____ OF _____

EXHIBIT MATERIAL • MAKE ADDITIONAL COPIES OF LABEL FOR EACH ITEM BEING SHIPPED

SHOW SITE SHIPMENT

TRADESHOW SHIPMENT-PLEASE EXPEDITE

TacOps East 2017

ATTN: ADVANTAGE CONFERENCE & EXPO, LLC

c/o Crystal Gateway Marriott

1700 Jefferson Davis Hwy.

Arlington, VA 22202

To:

Name of Exhibitor

Booth #:

PLEASE NOTE: . All show site deliveries may only arrive on
Tuesday, September 5, between the hours of 8:00am and 5:00pm only.

PIECE # _____ OF _____

EXHIBIT MATERIAL • MAKE ADDITIONAL COPIES OF LABEL FOR EACH ITEM BEING SHIPPED

Outbound Shipping/Return to Warehouse Services

Method of Payment Form MUST Accompany This Order Form



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Advance Order Deadline: Monday, August 21, 2017

Save time on the removal. Order outbound shipping in advance by completing the following. E-mail or fax back.:

OPTION 1:

Outbound Service* Requested:

Materials will ship **ECONOMY unless otherwise noted.*

Economy **2nd Day** **Overnight**

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 a packet to your booth consisting of your completed Bill of Lading and shipping labels on the last day of the show.

Ship To:

Company: _____

Contact: _____

Address: _____

City/State/Zip: _____

Phone: _____

OPTION 2: Return to Warehouse Requested: \$85.00 Fee

(Applies to 200 lbs or less, anything over 200 lbs material handling charge will apply).

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.

Yes, using (check one): Federal Express UPS

This fee is for 2 pieces only. The \$85.00 will be applied twice for orders containing 3-4 pieces, etc.

Labor Order Form



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Labor Rates (Advance Orders)*	
Straight Time	\$81.00/Per Man Per Hour (1 Hour Minimum/Per Man)
Overtime	\$101.00/Per Man Per Hour (1 Hour Minimum/Per Man)

*Add 20% for show site orders

STRAIGHT TIME HOURS: Monday through Friday from 8:00am to 4:00pm

OVERTIME HOURS: Monday through Friday before 8:00am and after 4:00pm, ALL DAY Saturday and Sunday

	SET-UP	DISMANTLE
Number of Workers Requested:		
Date:		
Time:		
ESTIMATED Total Hours:		

DO NOT proceed without an Exhibitor's Representative who will arrive at the Service Desk on _____ (Date) at _____ (Time). **Please note: If exhibitor fails to pick up labor at time ordered, a one (1) hour per man no-show charge will be applied.**

ADVANTAGE CONFERENCE & EXPO, LLC. is authorized to set up our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

ADVANTAGE CONFERENCE & EXPO, LLC. is authorized to dismantle our exhibit without an Exhibitor's Representative being present. There will be an additional **30 percent charge** to the total labor charges for this supervision.

Company: _____ Booth #: _____

Contact Person: _____ Phone: _____

Exhibitor Appointed Contractor



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Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor supervise labor, unpack, erect, assemble, dismantle, and repack displays/equipment must abide by the following:

- | | |
|--|---|
| <p>A.) Exhibitor must notify Show Management and ACE in writing no later than MONDAY, AUGUST 21, 2017.</p> | <p>G.) The EAC may not, under any circumstances, solicit business on the show floor.</p> |
| <p>B.) Exhibitor must ensure that their contractor provide ACE with a Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage, including property damage, at least 15 days prior to show installation.</p> | <p>H.) The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas, or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.</p> |
| <p>C.) Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, material handling, rentals, labor, etc.</p> | <p>I.) Upon request, the EAC shall provide evidence that it possesses applicable and current labor contracts and must comply with all labor agreements and regulations.</p> |
| <p>D.) The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City Governments and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.</p> | <p>J.) The Official Contractor has total control of all areas of the exhibit hall (i.e. aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with ACE.</p> |
| <p>E.) The EAC shall share with ACE all reasonable costs incurred as a result of relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.</p> | <p>K.) The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, material handling, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.</p> |
| <p>F.) The EAC must provide ACE and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.</p> | <p>L.) All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.</p> |

The service firm must notify Advantage Conference & Expo of the names of all exhibiting companies for whom they have orders along with the names of all employees working for them on the show. All exhibitor service firms **must provide a Certificate of Insurance** to Advantage Conference & Expo and the sponsor of the exhibition. Please list the show name, location, and Exhibitor name on the Certificate of Insurance. EAC's will not be allowed access to the show floor without a Certificate of Insurance on file with Advantage Conference & Expo.

Please complete the following:

Company Name: _____ Booth #: _____

Exhibitor Contact: _____

Phone: _____ Fax: _____ E-Mail: _____

Address: _____

City/State/Zip: _____

Contractor/Display House: _____ Phone: _____

Description of Proposed Service for Exhibitor: _____

Booth Cleaning Services



TacOps East 2017
Marriott Crystal Gateway
Arlington, VA
September 6-7, 2017

ADVANCE ORDER CUT-OFF DATE: MONDAY, AUGUST 21, 2017

Having often witnessed how exhibit booths become soiled and littered during exhibitor set-up, we suggest ordering booth cleaning services prior to show opening. Our service includes the vacuuming of your booth space & emptying wastebaskets. Our rates are as follows:

Please complete the following for Booth Cleaning services:

Single Booth (Daily Pricing)	\$75.00
Double Booth (Daily Pricing)	\$130.00
Triple Booth (Daily Pricing)	\$170.00
Multiplied by number of days required:	
TOTAL BOOTH CLEANING CHARGES:	\$

Company Name: _____ Booth #: _____

Ordered By: _____ Date: _____

LIMITS OF LIABILITY



TacOps East 2017
Arlington, VA
September 6-7, 2017

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

1. Advantage Conference & Expo LLC shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Advantage Conference & Expo LLC shall not be responsible for loss, theft or disappearance of exhibitor 's material after same has been delivered to exhibitor's booth.
3. Advantage Conference & Expo LLC shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outbound shipments, which are furnished by Advantage Conference & Expo LLC to exhibitor, will be checked at the time of actual pick-up from booth, and corrections made where discrepancies occur.
4. Advantage Conference & Expo LLC shall not be responsible for any loss, damage or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Advantage Conference & Expo LLC liability shall be limited to physical loss or damage to the specific article that is lost or damaged. In any event, Advantage Conference & Expo LLC maximum liability shall be limited to \$.10 per pound, per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Advantage Conference & Expo LLC shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Advantage Conference & Expo LLC by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIALS FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.

Order Recap Form



TacOps East 2017
 Marriott Crystal Gateway
 Arlington, VA
 September 6-7, 2017

ADVANCE ORDER CUT-OFF DATE: MONDAY, AUGUST 21, 2017

This form along with the **METHOD OF PAYMENT FORM** must be completed and sent to ADVANTAGE CONFERENCE & EXPO, LLC. with your order forms. Full payment must accompany all orders or they will not be processed. To benefit from our discount pricing, orders must be received by the **AUGUST 21st** advance order cut-off date or floor prices will apply. **All site orders are C.O.D.**

Please total your order below:

Furniture Rental Order Form	
Freight/Material Handling Service Form	
Outbound Shipping Services (Estimate)	
Labor Order Form	
Booth Cleaning Order Form	
TOTAL DUE FOR ADVANTAGE EXPO SERVICES:	\$

Please Note...

1. Forms for additional services not provided by ADVANTAGE CONFERENCE & EXPO, LLC., such as telephone and audio visual, should be mailed with payment **to the address on that order form.**
2. **Tax Exempt Customers:** Please include a Tax Exempt ID Certificate with your order; otherwise, tax will be charged.

Company Name: _____ Booth #: _____

Ordered By: _____ Date: _____



MARRIOTT
CRYSTAL GATEWAY

Exhibitor Audio Visual Order Form

EXHIBITING COMPANY:	COMPANY REPRESENTATIVE:
EVENT NAME:	EVENT DATE:
INSTALL DATE/TIME:	REMOVAL DATE/TIME:
LOCATION/BOOTH	PMS # (hotel use only):
ON SITE CONTACT:	EMAIL ADDRESS:
	PHONE NUMBER

PLEASE FAX ALL FORMS TO ACCOUNTING: (703) 271-5225

AV Equipment	Unit Price Per Day	QTY	#DAYS	Total	Remark
32" Flat Panel LCD Monitor	\$250.00				
55" Flat Panel LCD Monitor with Floor Stand	\$550.00				
DVD Player	\$80.00				
Microphone Stand	\$15.00				
House Sound Patch With 4 Channel Mixer	\$300.00				
Portable Sound System (15" JBL with small Mixer)	\$250.00				
Cradle Screen	\$160.00				
8x8 Tripod Screen	\$80.00				
Ext. Cord & Power strip	\$25.00				
VGA Distribution Amplifier	\$150.00				
VGA Cable 100'	\$100.00				
LCD Projector 3500 Lumens	\$450.00				
10' Truss	\$150.00				
Pipe and Drape Per Linear Ft	\$22.00				
POWER					
110V 20 amp	\$100.00				
60 Amp Power drop	\$300.00				
100 AMP 208 Three Phase	\$1,250.00				
200AMP 208 Three Phase	\$1,750.00				
400AMP 208 Three Phase	\$3,500.00				
Rigging Point (Each)	\$95.00				
OFFICE EQUIPMENT					
Desktop PC w/windows Office 2007	\$95.00				
Laser Jet Printer	\$200.00				
Heavy Duty Copier 50P/M	\$1,200.00				
Color Printer	CALL				
Laptop	\$200.00				
CONNECTIVITY					
High Speed Internet Access (Wired)	\$350.00				
Additional Wired Connections	\$50.00				
Wireless Connections Media Streaming	\$30.00				
Wireless Connections Light Browsing	\$15.00				
Network Switch/HUB	\$200.00				
Wired Internet With 10Mbps Dedicated Bandwidth	\$1,250.00				
Webcast/Video Conferencing	CALL				
AV Equipment Charge Total					
24% Taxable Service Charge					
6% Tax					
Grand Total:	\$ -				

Print Name

Signature

Date

PLEASE NOTE:

- Equipment and services are charged daily
- All orders and payment method must be received a minimum of (7) days prior to installation date
- Local calls are charged \$0.75 per call and long distance rate applies.
- For more information on equipment and services please call the AV department @ 703 746 5340



Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Account number: _____ Exp. date: _____

Address: _____
(where statement is mailed)

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Guest Information

Guest name: _____

Company: _____

Phone number: _____ Fax or alternate number: _____

Confirmation number: _____

Arrival date: _____ Departure date: _____

Relation to cardholder: Relative Friend Business Associate Other: _____

Rate Information and Approved Charges

Room rate:* _____ Taxes:* _____ Total daily rate:* _____ Number of nights: _____

*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges Room & Tax Telephone (LD) Telephone (Local) Restaurant

Room Service Valet (Laundry) Parking HS Internet Access Movies

X Other: _____

I certify that all information is complete and accurate. I hereby authorize **Crystal Gateway Marriott** to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholder signature: _____ Date: _____



BADGE REQUESTS

ADDITIONAL BADGES

If you would like additional badges not listing on your exhibitor contract, please fill out the below form and fax to 855-822-6772 or email info@tacopseast.com no later than August 3, 2017. Badges changes or additions after this date will be processed on site at the Marriott Crystal Gateway exhibitor check-in booth.

BADGE PICK-UP

Name badges may be picked up at the exhibitor registration counter during show hours. Badges will not be mailed prior to the event.

Company Name: _____

Booth Number(s): _____ Requested by: _____

Badges for:

NAME _____ EMAIL _____

NAME _____ EMAIL _____

NAME _____ EMAIL _____

NAME _____ EMAIL _____

NAME _____ EMAIL _____

DEADLINE AUGUST 3, 2017



VENDOR PRESENTATIONS

NO CHARGE VENDOR PRESENTATION OPPORTUNITY BEFORE ATTENDEES

Increase your exposure by presenting a brief demonstration of your product in front of attendee classes. Please review the attendee schedule and select which course on September 6th or September 7th that best fits the audience you are trying to reach.

RESTRICTIONS

Presentation opportunities are scheduled on a first come first served based. Priority will be given to event sponsors. Your presentation must be ready to go at the class start time and may last **NO MORE THAN 10 MINUTES**. Most classrooms will have a computer and projector if you wish to show a video or PowerPoint.

Company Name: _____

Booth Number(s): _____ Requested by: _____

Telephone: _____ Fax: _____

Overview of what will be presented: _____

Preferred Date / Time Class: _____

FAX TO 1-855-822-6772 OR EMAIL: INFO@TACOPSEAST.COM

DEADLINE AUGUST 3, 2017



PRIZE DONATIONS

INCREASE YOUR EXPOSURE BY DONATING A PRODUCT TO RAFFLE

Exhibitors raffling prizes will be given a ballot box at their booth. Each attendee is given a block of tickets that they may place in your ballot box. At a specified time (time sheet given to attendees when they register), we will call the exhibitor hall to your booth on the house microphone. You may speak to the crowd of attendees for a brief minute to discuss your product/service prior to the drawing.

Company Name: _____

Booth Number(s): _____ Requested by: _____

Telephone: _____ Fax: _____

Prizes to be donated: _____

**FAX TO 1-855-822-6772
OR EMAIL: INFO@TACOPSEAST.COM**

DEADLINE AUGUST 3, 2017