

# Exhibitor Services



The Diplomat Beach Resort  
Hollywood, Florida  
October 6-8, 2023

Services Provided By...



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Linthicum, Maryland 21090  
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**Advance Order Cut-Off Date:**  
**FRIDAY, SEPTEMBER 22, 2023**

**2023 Global Site Solutions Summit  
The Diplomat Beach Resort  
October 6-8, 2023**

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**2023 Global Site Solutions Summit**  
**The Diplomat Beach Resort**  
**Hollywood, Florida**  
**October 6-8, 2023**

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO, LLC is pleased to be the general contractor for the upcoming 2023 Global Site Solutions Summit in Hollywood, Florida.

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 handsome showcase for your presentation. Please call us to inquire about items you may be interested in which may not be included in the kit (for example custom furnishings, plants, audio visual equipment).

**Please Note** All forms are to be returned to the address specified on them.

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

**Booths** Exhibit booths are 8' deep x 10' wide and draped in **BLUE**. Included with your booth space is: one (1) 7"x44" one-line I.D. sign, which includes your company name and booth number, one 6'X30" White draped table, two folding chairs and one wastebasket. Furnishings will be provided in your booth at no charge. **ABSOLUTELY NO SUBSTITUTION TO BOOTH PACKAGE IS ALLOWED.** However, additional/different furnishings may be rented at the rates stated in this kit. Your exhibit space **IS** carpeted. If you would like to order a specific carpet color for your exhibit space, please refer to our Furniture Rental Order Form for available colors and pricing.

**Booth Numbers** When shipping your materials, please make sure that ALL items sent in for the show are **clearly marked with your company name and booth number** and we will ensure that your materials are delivered to your assigned booth space.

	Date:	Start Time:	End Time:
<b>Exhibitor Set-Up</b>	Friday, October 6	8:00am	4:00pm
<b>Show hours</b>	Friday, October 6 Saturday, October 7 Sunday, October 8	6:00pm 8:30am 8:00am	7:30pm 6:30pm 9:00am
<b>Exhibitor Dismantle</b>	Sunday, October 8	9:00am	12:00 (noon)

For exhibitors shipping freight out at the close of the show by means other than **Advantage Expo**. Please note that all shipments must be out by 12:00pm (noon) on Sunday, October 8th or it will be **forced**. All carriers **MUST** be checked in no later than 11:30am on Sunday, October 8th.

## Exhibiting Tips

**Save** Place your orders in advance! By placing your orders before **FRIDAY, SEPTEMBER 22nd**, 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 convention facility has no provisions for storing and receiving freight. We have included all necessary information to assist you in the shipping materials to the show. The cut-off-date for receiving freight at our warehouse, without incurring additional costs, is **FRIDAY, SEPTEMBER 22nd**. 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 a Show Representatives at 410.789.5000.

Sincerely,





**2023 Global Site Solutions Summit  
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Hollywood, Florida  
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Dear Exhibitor:

**ATTENTION: Shipments sent directly to Diplomat Beach Resort Hotel**

All freight shipments sent directly to the Diplomat Beach Resort Hotel should arrive on Thursday, October 5, 2023 from 2pm-6pm. Then again on Friday, October 6, 2023 beginning at 8:00am. Shipments received at Diplomat Beach Resort Hotel prior to that time will incur additional receiving charges.

**ALL** Shipments should be tagged with the official show label (provided in this kit) or name of Advantage Conference & Expo as consignee (c/o Advantage Expo). Failure to use show labels (provided in this kit) or not specified that Advantage Expo to be recipient (c/o Advantage Expo) may result in long delays getting your shipments to your booth space.

Keep in mind that all exhibitors need to be show ready by 3:30pm on Friday, October 6, 2023, this includes the packing of empty containers to be taken into storage.

**It is important that your shipper adheres to these schedules.**

# Exhibitor Appointed Contractor

## 2023 Global Site Solutions Summit

The Diplomat Beach Resort

Hollywood, FL

October 6-8, 2023



**ADVANCE ORDER CUT-OFF DATE: FRIDAY, SEPT. 22, 2023**

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:

**A.)** Exhibitor must notify Show Management and ACE in writing no later than **FRIDAY, SEPTEMBER 22, 2023**.

**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.

**C.)** Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, material handling, rentals, labor, etc.

**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.

**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.

**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.

**G.)** The EAC may not, under any circumstances, solicit business on the show floor.

**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.

**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.

**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.

**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.

**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.

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: \_\_\_\_\_

# Method of Payment Form

MUST ACCOMPANY ALL ORDER FORMS



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**ADVANCE ORDER CUT-OFF DATE: FRIDAY, SEPTEMBER 22, 2023**

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...** 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.

### \*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 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: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print and Sign Name)

**\* PLEASE NOTE: A \$75.00 PROCESSING FEE WILL BE CHARGED FOR RETURNED CHECKS AND/OR MERCHANT CHARGEBACKS THAT ARE OVERTURNED IN FAVOR OF ADVANTAGE CONFERENCE & EXPO, LLC.**

# Furniture Rental Order Form

Method of Payment Form MUST Accompany This Order Form



**2023 Global Site Solutions Summit**  
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**Advance Order Deadline:**  
**FRIDAY, SEPT. 22, 2023**

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

Qty: Item		Pricing		Qty: Item		Pricing	
		Advance	Floor			Advance	Floor
<b>Chairs</b>				<b>30" High Display Tables</b>			
	Upholstered Chair	78.75	97.50		2'x4' Undraped	82.50	98.50
	Folding Chair	45.50	51.00		2'x6' Undraped	95.25	115.50
	Chrome Stool - Upholstered with back	144.00	164.00		2'x8' Undraped	107.50	118.25
					2'x4' Draped	145.00	180.00
					2'x6' Draped*	178.25	211.75
					2'x8' Draped*	203.50	243.25
				<b>42" High Display Tables</b>			
					30" Round Undraped	175.00	205.00
					2'x4' Undraped	108.00	121.00
					2'x6' Undraped	120.00	136.00
					2'x8' Undraped	127.00	146.00
					2'x4' Draped	189.00	222.25
					2'x6' Draped*	226.00	263.00
					2'x8' Draped*	255.00	300.50
				<b>*Draped on 3 Sides Only</b>			
					4 <sup>th</sup> Side Draping	69.50	75.00
				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			
<b>Miscellaneous</b>				<b>Carpeting</b>			
	Wastebasket	27.50	33.00		8'x10'	239.50	314.00
	Easel	49.00	64.00		8'x20'	462.00	554.00
	Literature Racks	125.50	142.25		8'x30'	660.00	792.00
	Chrome Stanchions	66.00	77.00		8'x40'	810.00	972.00
	4'x8' Posterboard w/Stand				Carpet padding (per sq.ft.)	2.15	N/A
	Vertical	173.50	199.00	Carpet prices include taping of front edge only. Please Specify Booth Carpet Color Choice: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Black			
	Horizontal	173.50	199.00				
	Bag Stand	59.00	71.00				
<b>Risers</b>							
Covered w/White Vinyl							
	12" x 12" x 48" (4')	100.00	113.50				
	12" x 12" x 72" (6')	112.00	125.50				

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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**Total Your Furniture Order Here...**

**TOTAL DUE:** \_\_\_\_\_

## GROUPINGS



### **Metro Sofa**

Black Leather  
85"L x 35"D x 35"H



### **Metro Loveseat**

Black Leather  
60"L x 35"D x 35"H



### **Metro Chair**

Black Leather  
35"Square x 35"H



### **Parma Sofa**

Brown Leather  
79"L x 37"D x 36"H



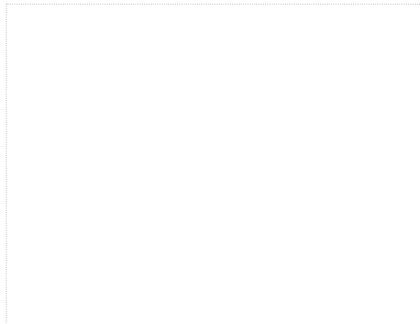
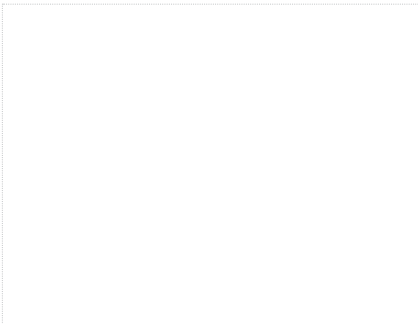
### **Parma Loveseat**

Brown Leather  
56"L x 37"D x 36"H



### **Parma Chair**

Brown Leather  
33"L x 37"D x 38"H



## SEATING



### Midnight Stage Chair

Midnight Microfiber  
25"L x 26"D x 37"H



### Chamois Stage Chair

Beige Microfiber  
25"L x 26"D x 37"H



### Buckskin Stage Chair

Tan Microfiber  
25"L x 26"D x 37"H



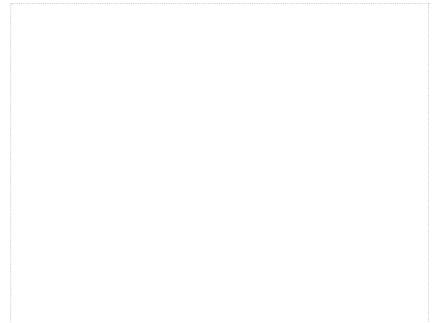
### Empire Chair

■ Black Leather  
□ White Leather  
28"L x 32"D x 32"H



### Tulip Chair

Black Fabric/Tilt Back/Caster Feet  
27"L x 26"D x 35"H



■  
□



### Silk Back Bar Stool

■ Black  
□ White  
■ Blue  
■ Green  
■ Purple  
■ Red  
17"L x 18"D x 42"H



### Criss Cross Bar Stool

■ Espresso Leather  
□ White Leather  
15"W x 19"D x 41"H



### Escape Stool

Natural Maple  
16"Square x 41"H

## SEATING



**Euro Bar Stool**

Black  
21"W x 23"D x 43"H



**Equino Stool**

■ Black  
□ White  
15"W x 13"D x 35"H



**Caprice Stool**

Black Fabric  
25"W x 26"D x 44"H



**Caprice Chair**

Black  
25"W x 24"D x 32"H



**Comet Chair**

Black  
23"W x 22"D x 32"H (With Arms)  
19"W x 22"D x 32"H (Without Arms)



**Criss Cross Chair**

■ Espresso Leather  
□ White Leather  
17"W x 21"D x 35"H

## BAR TABLES



### **Silk Bar Table**

Black/Chrome 30"  
30"Round x 42"H  
Black/Chrome 36"  
36"Round x 42"H



### **Park Ave Bar Table**

Maple/Chrome 30"  
30"Round x 42"H  
Maple/Chrome 36"  
36"Round x 42"H



### **Blanco Bar Table Round**

White/Chrome 30"  
30"Round x 42"H  
White/Chrome 36"  
36"Round x 42"H



### **Blanco Bar Table**

White/Chrome Square  
24"Square x 42"H  
White/Chrome Rectangle  
72"L x 24"D x 42"H

## OFFICE SEATING



**Accord Chair**

■ Black  
□ White  
25" Square x 44"H



**Tamiri Mid Back Chair**

Black Leather  
27" Square x 41"H



**Tamiri Guest Chair**

Black Leather  
25"W x 27"D x 37"H



**Enterprise High Back Conference Chair**

Black Fabric  
25"W x 27"D x 45"H



**Enterprise Mid Back Conference Chair**

Black Fabric  
27"W x 26"D x 41"H



**Enterprise Guest Chair**

Black Fabric  
25"W x 27"D x 37"H



**Goal Task Chair Armless**

Black  
21"W x 25"D x 39"H



# CUSTOM FURNITURE RENTALS - ADVANCE ORDER ONLY

*Must be ordered no less than 2 weeks prior to show set*

## Leather Seating Groupings

ITEM #	WEIGHT	DESCRIPTION	MEASUREMENTS	QUANTITY	SHOW RENTAL	TOTAL COST
18228-0602	100 lbs.	Metro Black Leather Sofa	85"L x 35"D x 35"H		\$867.00	
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"L x 35"D x 35"H		\$802.50	
18284-0482	75 lbs.	Metro Black Leather Chair	35" Square x 35"H		\$631.00	
18228-0789	100 lbs.	Parma Brown Leather Sofa	79"L x 37"D x 36"H		\$843.00	
18167-0577	90 lbs.	Parma Brown Leather Loveseat	56"L x 37"D x 36"H		\$802.50	
18284-0710	75 lbs.	Parma Brown Leather Chair	33"L x 37"D x 36"H		\$631.00	

## Stage Chairs

18284-0478	29 lbs.	Midnight Microfiber Stage Chair	25"L x 26"D x 37"H		\$303.00	
18284-0477	29 lbs.	Chamois Microfiber Stage Chair	25"L x 26"D x 37"H		\$303.00	
18284-0476	29 lbs.	Buckskin Microfiber Stage Chair	25"L x 26"D x 37"H		\$303.00	
18284-0564	80 lbs.	Empire Chair White Leather	28"L x 32"D x 32"H		\$480.00	
18284-0621	80 lbs.	Empire Chair Black Leather	28"L x 32"D x 32"H		\$480.00	
05035-0028	65 lbs.	Tulip Black Fabric Chair	26"L x 27"D x 35"H		\$334.00	

## Bar Stools

05237-0039	20 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H		\$311.00	
05237-0038	20 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H		\$311.00	
05237-0036	15 lbs.	Escape Bar Stool - Natural Maple	16" Square x 41"H		\$271.00	
99-05237-01	20 lbs.	Silk Back Bar Stool - Black	17"W x 18"D x 42"H		\$324.00	
99-05237-02	20 lbs.	Silk Back Bar Stool - White	17"W x 18"D x 42"H		\$324.00	
99-05237-05	20 lbs.	Silk Back Bar Stool - Red	17"W x 18"D x 42"H		\$324.00	
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H		\$284.00	
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H		\$311.00	
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H		\$311.00	
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H		\$312.00	

## Cafe Chairs

05035-0011	12 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H		\$190.00	
05035-0010	12 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H		\$190.00	
14233-0025	22 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H		\$171.00	
14233-0005	17 lbs.	Comet Stack Arm Chair - Black	23"W x 22"D x 32"H		\$228.00	
14233-0006	15 lbs.	Comet Stack Chair - Black	19"W x 22"D x 32"H		\$215.00	

## Bar Tables

99-05245-04	42 lbs.	Silk 30" Round Bar Table - Black/Chrome	30" Round x 42"H		\$311.00	
99-05245-05	51 lbs.	Silk 36" Round Bar Table - Black/Chrome	36" Round x 42"H		\$319.00	
99-05245-07	42 lbs.	Park Ave 30" Round Bar Table - Maple/Chrome	30" Round x 42"H		\$311.00	
99-05245-08	51 lbs.	Park Ave 36" Round Bar Table - Maple/Chrome	36" Round x 42"H		\$319.00	
99-05245-10	42 lbs.	Blanco 30" Round Bar Table - White/Chrome	30" Round x 42"H		\$311.00	
99-05245-11	51 lbs.	Blanco 36" Round Bar Table - White/Chrome	36" Round x 42"H		\$319.00	
99-05245-12	46 lbs.	Blanco Square Bar Table - White/Chrome	24" Square x 42"H		\$311.00	
99-05245-13	40 lbs.	Blanco Rectangle Bar Table - White/Chrome	72"L x 24"D x 42"H		\$468.00	

## Office Seating

14136-0002	45 lbs.	Tamiri Black Leather High Back	25"L x 27"D x 45"H		\$386.00	
14176-0007	42 lbs.	Tamiri Black Leather Mid Back	27" Square x 39"H		\$338.50	
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"L x 26"D x 37"H		\$311.00	
14136-0010	43 lbs.	Accord White Leather High Back	25" Square x 44"H		\$476.00	
14136-0081	43 lbs.	Accord Black Leather High Back	25" Square x 44"H		\$476.00	
14250-0013	38 lbs.	Goal Black Task Chair With Arms	25" Square x 39"H		\$246.00	
14250-0043	38 lbs.	Goal Black Task Chair Armless	21"L x 25"D x 39"H		\$230.00	
14136-0016	40 lbs.	Enterprise High Back Black Fabric Conf. Chair	25"L x 27"D x 45"H		\$311.00	
14176-0008	35 lbs.	Enterprise Mid Back Black Fabric Conf. Chair	24"L x 26"D x 39"H		\$303.00	
14128-0023	30 lbs.	Guest Black Fabric Conf. Chair	25"L x 27"D x 37"H		\$280.00	

**GRAND TOTAL:**

# Material Handling Service Rates



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**ADVANCE ORDER CUT-OFF DATE: FRIDAY, SEPTEMBER 22, 2023**

**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 **45 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		
ST/DT Rate	\$187.50	\$375.00 (Minimum Charge*)
ST/DT Rate (UPS, Federal Express or without paperwork, Bill of Lading delivered with freight)	\$207.50	\$415.00 (Minimum Charge*)

**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.

**DOUBLE TIME(D/T) ALL DAY** Sunday

\*The rates quoted above are inclusive of the S/T set-up, D/T removal, and off-site storage of your materials.

**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, shipments requiring unloading by hand (i.e. loose display parts or uncrated equipment) or shipments requiring forklift service.

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)**.

**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



## 2023 Global Site Solutions Summit

Hollywood, FL  
October 6-8, 2023

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: FRIDAY, SEPTEMBER 23, 2023**

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 **September 23, 2022**. 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 ADVANCE WAREHOUSE SHIPMENT and SHOW SITE SHIPMENT labels. Pre-addressed labels are included in this kit. Make copies and affix to freight.

**INBOUND SHIPMENTS** To anticipate the arrival of your freight, please e-mail us the following information:

Ship to: ☐ Advance Warehouse ☐ Show Site (Additional fees may apply)

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 \*\*\$ 187.50/Per cwt. (Min. Charge: \$375.00) or \*\* \$207.50/Per cwt. (Min. Charge \$415.00)

\*\*See page 12 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)

# ADVANCE WAREHOUSE SHIPMENT

TRADESHOW SHIPMENT—PLEASE EXPEDITE

**2023 Global Site Solutions Summit Advantage  
Conference & Expo**

**TBD**

To:

Name of Exhibitor

Booth #:

**PIECE # \_\_\_\_\_ OF \_\_\_\_\_**

**Ship to arrive no later than Friday, September 22, 2023 to avoid additional charges**

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

# SHOW SITE SHIPMENT

TRADESHOW SHIPMENT—PLEASE EXPEDITE

## **2023 Global Site Solutions Summit**

The Diplomat Beach Resort - Great Hall 4-6  
c/o ADVANTAGE CONFERENCE & EXPO, LLC.  
3555 South Ocean Drive  
Hollywood, FL 33019

To:

Name of Exhibitor

Booth #:

PLEASE NOTE: The facility has no means to accept and store freight prior to the event. All show site deliveries must arrive on  
Thursday, October 5, 2023 2pm-6pm or Friday, October 6, 2023, starting at 8:00am.

**PIECE # \_\_\_\_\_ OF \_\_\_\_\_**

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

# Outbound Shipping Request

Method of Payment Form MUST Accompany This Order Form



**2023 Global Site Solutions Summit**  
**Hollywood, FL**  
**October 6-8, 2023**

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

**Advance Order Deadline: FRIDAY, SEPTEMBER 22, 2023**

Save time on the removal. Have your outbound shipping paperwork ready in advance by completing the following and faxing to **410-789-5564** (Please PRINT or TYPE): .

## Ship To:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Loading Dock Y/N \_\_\_\_\_

## **Service\* Requested:**

*\*Materials will ship **ECONOMY** unless otherwise noted.*

☐ **Economy**   ☐ **2<sub>nd</sub> Day**   ☐ **Overnight**

Ship to arrive by: \_\_\_\_\_ Approximate # of pieces: \_\_\_\_\_

**PLEASE NOTE:** Minimum fee of **\$365.00/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.

**If 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 NOON on October 8th or it will be forced. All forced shipments are C.O.D. Outside carriers MUST be checked in by 11:30AM on October 8th.**

A representative of Advantage Expo will deliver a packet to your booth consisting of your completed Bill of Lading and shipping labels by **9:00AM** on the last day of the show. Additional shipping supplies will be available at the Exhibitor Service Desk.

**Services Ordered By:** \_\_\_\_\_

## **OFFICE USE ONLY**

**BOOTH #:** \_\_\_\_\_

Date Received: \_\_\_\_\_

Payment on File: \_\_\_\_\_

Complete Date: \_\_\_\_\_

# Labor Order Form



## 2023 Global Site Solutions Summit

The Diplomat Beach Resort

Hollywood, FL

October 6-8, 2023

**ADVANCE ORDER CUT-OFF DATE: FRIDAY, SEPTEMBER 22, 2023**

Labor Rates (Advance Orders)	
Straight Time	<b>\$92.00/Per Man Per Hour</b> (1 Hour Minimum/Per Man)
Overtime	<b>\$145.00/Per Man Per Hour</b> (1 Hour Minimum/Per Man)
Double Time	<b>\$165.00/Per Man Per Hour</b> (1 Hour Minimum/Per Man)

Labor Rates (Show Site Orders)	
Straight Time	<b>\$112.00/Per Man Per Hour</b> (1 Hour Minimum/Per Man)
Overtime	<b>\$175.50/Per Man Per Hour</b> (1 Hour Minimum/Per Man)
Double Time	<b>\$195.00/Per Man Per Hour</b> (1 Hour Minimum/Per Man)

**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 . **DOUBLE TIME HOURS:** ALL DAY 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: \_\_\_\_\_

# Booth Cleaning Services



## 2023 Global Site Solutions Summit

The Diplomat Beach Resort  
Hollywood, FL

October 6-8, 2023

**ADVANCE ORDER CUT-OFF DATE: FRIDAY, SEPTEMBER 22, 2023**

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, etc. Our rates are as follows:

### **Vacuum Service**

\$.70/Per Square Foot Per Day (**Advance Orders**)

\$.90/Per Square Foot Per Day (Show Site Orders)

Please complete the following for Booth Cleaning services:

<input type="checkbox"/> My exhibit booth will require cleaning prior to the show's opening	
<input type="checkbox"/> My exhibit booth will require cleaning prior to and during the event	
Booth Size: _____ x _____ = _____ total Sq. Ft. at \$ _____/Per Sq. Ft.:	
Multiplied by number of days required:	
<b>TOTAL BOOTH CLEANING CHARGES:</b>	<b>\$</b>

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Date: \_\_\_\_\_

# LIMITS OF LIABILITY



## 2023 Global Site Solution Summit Hollywood, FL

October 6-8, 2023

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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



2023 Global Site Solutions Summit  
The Diplomat Beach Resort  
Hollywood, FL

October 6-8, 2023

**ADVANCE ORDER CUT-OFF DATE: FRIDAY, SEPTEMBER 22, 2023**

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 **SEPTEMBER 22nd** 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	
Custom Furniture Rental Order Form	
Freight/Material Handling Service Form	
Inbound/Outbound Shipping Services (Estimate)	
Booth Cleaning Order Form	
Sales Tax 6%	
Labor Order Form	
<b>TOTAL DUE FOR ADVANTAGE EXPO SERVICES:</b>	<b>\$</b>

**Please Note...**

- 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**.
- Tax Exempt Customers:** Please include a Tax Exempt ID Certificate with your order; otherwise, tax will be charged.

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Ordered By: \_\_\_\_\_ Date: \_\_\_\_\_