

# Material Handling Service Rates



2025 Global Site Solutions Summit  
Hilton Signia-Bonnet Creek  
Orlando, FL  
September 29-October 1, 2025

**ADVANCE ORDER CUT-OFF DATE: FRIDAY, SEPTEMBER 12, 2025**

**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		
OT/ST Rate	\$187.50	\$375.00 (Minimum Charge*)
OT/ST 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 O/T set-up, S/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), shipments requiring forklift service, or any items larger than 8' including but not limited to (flooring, crates, etc.).

**IMPORTANT: ALL ORDER FORMS INCLUDING THE METHOD OF PAYMENT FORM MUST BE ON FILE PRIOR TO RECEIPT OF ANY FREIGHT. IF IT IS NOT A \$95.00 ADMINISTRATIVE FEE WILL BE INCURRED, NO EXCEPTIONS.**

**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



## 2025 Global Site Solutions Summit

Orlando, FL

September 29-October 1, 2025

5187 Raynor Avenue

Linthicum, Maryland 21090

Phone: 410.789.5000 • E-Mail:

CustomerService@AdvantageExpo.com

Website: www.AdvantageExpo.com

### Advance Order Deadline: FRIDAY, SEPTEMBER 12, 2025

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 12, 2025**. 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

2025 Global Site Solutions Summit  
Advantage Conference & Expo  
c/o MCO Freight Connection  
2425 E Landstreet  
Suite 700  
Orlando, FL 32824

To:

Name of Exhibitor

Booth #:

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

**Ship to arrive no later than Friday, September 12, 2025 to avoid additional charges**

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