

Exhibitor Services



Hilton Signia-Bonnet Creek
Orlando, Florida
September 29-October 1, 2025

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, SEPTEMBER 12, 2025

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

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

Dear Exhibitor:

ADVANTAGE CONFERENCE & EXPO, LLC is pleased to be the general contractor for the upcoming 2025 Global Site Solutions Summit in Orlando, 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:
Exhibitor Set-Up	Sunday, Sept. 28 (double booths or larger)	2:00pm	6:00pm
	Monday, September 29	8:00am	4:00pm
Show hours	See show website for update schedule		
Exhibitor Dismantle	Wednesday, October 1	11:00am	3:00pm

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 3:00pm on Wednesday, October 1st or it will be **forced**. All carriers **MUST** be checked in no later than 1:00pm on Wednesday, October 1st.

Exhibiting Tips

Save Place your orders in advance! By placing your orders before **FRIDAY, SEPTEMBER 12th**, 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 12th**. 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,





2025 Global Site Solutions Summit
Hilton Signia-Bonnet Creek
Orlando, Florida
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Dear Exhibitor:

ATTENTION: Shipments sent directly to Hilton

All freight shipments sent directly to the Diplomat Beach Resort Hotel should arrive on Sunday, September 28, 2025 from 10am-4pm. Then again on Monday, September 29, 2025 from 8am-2pm only. Shipments received at the Hilton prior to that time may be rejected and/or 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 6:00pm on Monday, September 29, 2025, 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

2025 Global Site Solutions Summit
Hilton Signia-Bonnet Creek
Orlando, FL



September 29-October 1, 2025

ADVANCE ORDER CUT-OFF DATE: FRIDAY, SEPT. 12, 2025

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 12, 2025 . | G.) The EAC may not, under any circumstances, solicit business on the show floor. |
| 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. | 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. |
| C.) Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, material handling, rentals, labor, etc. | 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. |
| 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. | 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. |
| 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. | 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. |
| 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. | 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



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**

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:

D Cash

D **Company Check***...Please Make Checks Payable to **ADVANTAGE CONFERENCE & EXPO, LLC.**

D **Invoice...** All invoices are due upon receipt.

D **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: D American Express D MasterCard D 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



2025 Global Site Solutions Summit

Orlando, FL

September 29-October 1, 2025

Advance Order Deadline:
FRIDAY, SEPT. 12, 2025

5187 Raynor Avenue
Linthicum, Maryland 21090
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CustomerService@ AdvantageExpo.com
Website: www.AdvantageExpo.com

Qty: Item		Pricing		Qty: Item		Pricing	
		Advance	Floor			Advance	Floor
Chairs				30" High Display Tables			
	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
				42" High Display Tables			
					30" Round Undraped	175.00	205.00
Miscellaneous					2'x4' Undraped	108.00	121.00
	Wastebasket	27.50	33.00		2'x6' Undraped	120.00	136.00
	Easel	49.00	64.00		2'x8' Undraped	127.00	146.00
	Literature Racks	125.50	142.25		2'x4' Draped	189.00	222.25
	Chrome Stanchions	66.00	77.00		2'x6' Draped*	226.00	263.00
	4'x8' Posterboard w/Stand				2'x8' Draped*	255.00	300.50
	Vertical	173.50	199.00	*Draped on 3 Sides Only			
	Horizontal	173.50	199.00		4 th Side Draping	69.50	75.00
	Bag Stand	59.00	71.00	Please Specify Table Drape Color Choice: <input type="checkbox"/> SHOW COLOR			
Risers				<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			
Covered w/White Vinyl				Carpeting			
	12" x 12" x 48" (4')	100.00	113.50		8'x10'	268.25	351.75
	12" x 12" x 72" (6')	112.00	125.50		8'x20'	517.50	620.50
					8'x30'	739.25	887.00
					8'x40'	907.25	1088.75
					Carpet padding (per sq.ft.)	2.50	N/A
				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			

Company Name: _____ Booth #: _____

Name: _____ Phone: _____

- Page 5 -

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



Blanc Sofa

White Leather
75"L x 35"D x 35"H



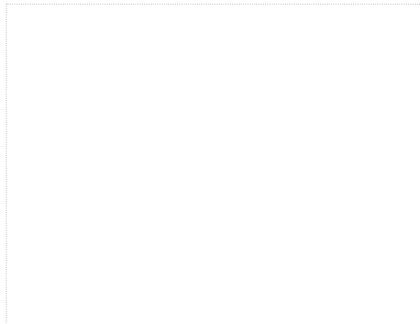
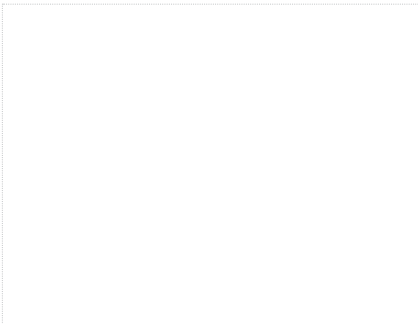
Blanc Loveseat

White Leather
54"L x 35"D x 35"H



Blanc Chair

White Leather
33"L x 35"D x 35"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



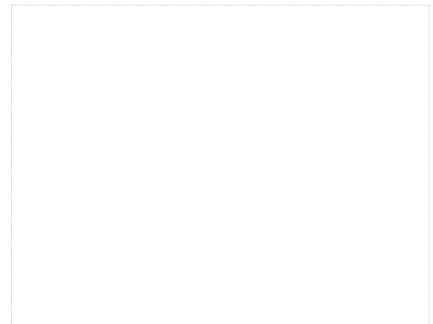
Empire Chair

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



Suave Chair

Black Suede Fabric
32"W x 36"D x 33"H



■
□



Milo Bar Stool

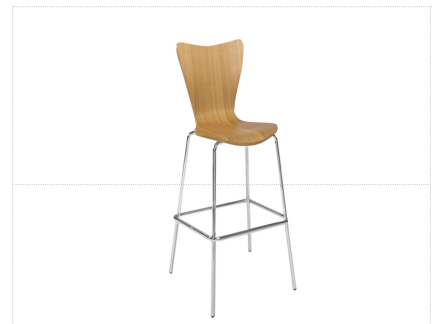
■ Black
□ White
17"L x 18"D x 42"H

Blue



Criss Cross Bar Stool

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



Colin Stool

Natural Maple
20"Ww x 18"D x 46"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



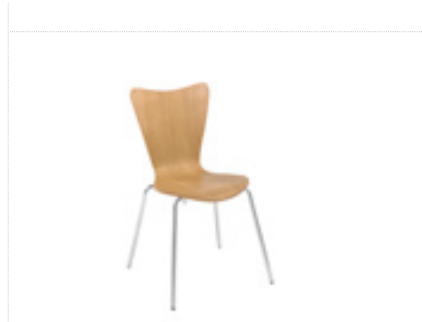
Caprice Stool

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



Caprice Chair

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



Colin Chair

Maple
22"W x 19"D x 33"H



Criss Cross Chair

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

BAR TABLES



Bar Table

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



Bar Table

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



Bar Table

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



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



CUSTOM FURNITURE RENTALS - ADVANCE ORDER ONLY

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

Leather Seating						
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		\$995.00	
18167-0467	90 lbs.	Metro Black Leather Loveseat	60"L x 35"D x 35"H		\$959.00	
18284-0482	75 lbs.	Metro Black Leather Chair	35" Square x 35"H		\$748.00	
18228-0789	100 lbs.	Blanc White Leather Sofa	79"L x 37"D x 36"H		\$1211.00	
18167-0577	90 lbs.	Blanc White Leather Loveseat	56"L x 37"D x 36"H		\$1155.00	
18284-0710	75 lbs.	Blanc White Leather Chair	33"L x 37"D x 36"H		\$967.00	
Stage Chairs						
18284-0478	29 lbs.	Midnight Microfiber Stage Chair	25"L x 26"D x 37"H		\$373.00	
18284-0477	29 lbs.	Chamois Microfiber Stage Chair	25"L x 26"D x 37"H		\$373.00	
18284-0476	29 lbs.	Buckskin Microfiber Stage Chair	25"L x 26"D x 37"H		\$373.00	
18284-0564	80 lbs.	Empire Chair White Leather	28"L x 32"D x 32"H		\$663.00	
18284-0621	80 lbs.	Empire Chair Black Leather	28"L x 32"D x 32"H		\$663.00	
05035-0028	65 lbs.	Suave Black Suede Fabric Chair	26"L x 27"D x 35"H		\$570.00	
Bar Stool						
05237-0039	20 lbs.	Criss Cross Bar Stool - White	15"W x 19"D x 41"H		\$342.00	
05237-0038	20 lbs.	Criss Cross Bar Stool - Espresso	15"W x 19"D x 41"H		\$342.00	
05237-0036	15 lbs.	Colin Bar Stool - Natural Maple	20"W x 18"D x 46"H		\$320.00	
99-05237-01	20 lbs.	Milo Bar Stool - Black	20"W x 21"D x 41"H		\$337.00	
99-05237-02	20 lbs.	Milo Stool - White	20"W x 21"D x 41"H		\$337.00	
99-05237-05	20 lbs.	Milo Bar Stool - Blue	20"W x 21"D x 41"H		\$337.00	
05237-0221	20 lbs.	Euro Bar Stool - Black	22"W x 24"D x 42"H		\$327.00	
05237-0160	35 lbs.	Equino Bar Stool - Black	15"W x 13"D x 35"H		\$353.00	
05237-0041	35 lbs.	Equino Bar Stool - White	15"W x 13"D x 35"H		\$353.00	
05237-0169	25 lbs.	Caprice Bar Stool - Black	25"W x 26"D x 44"H		\$353.00	
Cafe Chairs						
05035-0011	12 lbs.	Criss Cross Chair - White	17"W x 21"D x 35"H		\$247.00	
05035-0010	12 lbs.	Criss Cross Chair - Espresso	17"W x 21"D x 35"H		\$247.00	
14233-0025	22 lbs.	Caprice Chair - Black	25"W x 24"D x 32"H		\$227.00	
14233-0005	17 lbs.	Colin Chair - Maple	22"W x 19"D x 32"H		\$227.00	
Bar Tables						
99-05245-04	42 lbs.	30" Round Bar Table - Black/Chrome	30" Round x 42"H		\$363.00	
99-05245-05	51 lbs.	36" Round Bar Table - Black/Chrome	36" Round x 42"H		\$380.00	
99-05245-07	42 lbs.	30" Round Bar Table - Maple/Chrome	30" Round x 42"H		\$363.00	
99-05245-08	51 lbs.	36" Round Bar Table - Maple/Chrome	36" Round x 42"H		\$380.00	
99-05245-10	42 lbs.	30" Round Bar Table - White/Chrome	30" Round x 42"H		\$363.00	
99-05245-11	51 lbs.	36" Round Bar Table - White/Chrome	36" Round x 42"H		\$380.00	
99-05245-12	46 lbs.	24" Square Bar Table - White/Chrome	24" Square x 42"H		\$363.00	
99-05245-13	40 lbs.	6' Bar Table - White/Chrome	72"L x 24"D x 42"H		\$560.00	
Office Seating						
14136-0002	45 lbs.	Tamiri Black Leather High Back	25"L x 27"D x 45"H		\$460.00	
14176-0007	42 lbs.	Tamiri Black Leather Mid Back	27" Square x 39"H		\$415.00	
14128-0002	41 lbs.	Tamiri Black Leather Guest Chair	25"L x 26"D x 37"H		\$380.00	
14136-0010	43 lbs.	Accord White Leather High Back	25" Square x 44"H		\$570.00	
14136-0081	43 lbs.	Accord Black Leather High Back	25" Square x 44"H		\$570.00	
14250-0013	38 lbs.	Goal Black Task Chair With Arms	25" Square x 39"H		\$306.00	
14250-0043	38 lbs.	Goal Black Task Chair Armless	21"L x 25"D x 39"H		\$280.00	
14136-0016	40 lbs.	Enterprise High Back Black Fabric Conf. Chair	25"L x 27"D x 45"H		\$404.00	
14176-0008	35 lbs.	Enterprise Mid Back Black Fabric Conf. Chair	24"L x 26"D x 39"H		\$383.00	
		r				
					GRAND TOTAL:	

Material Handling Service Rates

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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

SHOW SITE SHIPMENT

TRADESHOW SHIPMENT—PLEASE EXPEDITE

2025 Global Site Solutions Summit
Hilton Signia-Bonnet Creek
c/o ADVANTAGE CONFERENCE & EXPO
14100 Bonnet Creek Resort Lane
Orlando, FL 32821

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 **Sunday, September 28, 2025 10am-4pm or Monday, September 29, 2025, 8am to 2pm only**. Deliveries prior to these dates could be rejected and/or will incur additional fees.

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



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

Save time on the removal. Have your outbound shipping paperwork ready in advance by completing the following and emailing to customerservice@advantageexpo.com (*Please PRINT or TYPE*): ONLY COMPLETE IF YOU WANT ADVANTAGE EXPO TO ARRANGE YOUR SHIPPING .

Company: _____ **Ship To:** _____
Contact: _____
Address: _____
City/State/Zip: _____
Phone: _____ Loading Dock Y/N _____

Service* Requested:

D Economy

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 3pm on October 1st or it will be forced. All forced shipments are C.O.D. Outside carriers MUST be checked in by 1pm on October 1st.

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

2025 Global Site Solutions Summit
Hilton Signia-Bonnet Creek
Orlando, FL



September 29-October 1, 2025 **ADVANCE ORDER CUT-OFF DATE: FRIDAY, SEPT. 12, 2025**

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

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

D **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.**

D 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.

D 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

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

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

\$.80/Per Square Foot Per Day (**Advance Orders**)

\$.95/Per Square Foot Per Day (**Show Site Orders**)

Please complete the following for Booth Cleaning services:

D My exhibit booth will require cleaning prior to the show's opening	
D 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:	
TOTAL BOOTH CLEANING CHARGES:	\$

Company Name: _____ Booth #: _____

Ordered By: _____ Date: _____

LIMITS OF LIABILITY



2025 Global Site Solution 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

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

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

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 12th** 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	
TOTAL DUE FOR ADVANTAGE EXPO SERVICES:	\$

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: _____