

Method of Payment Form

MUST ACCOMPANY ALL ORDER FORMS



2026 Global Site Solutions Summit

Hilton Signia-Bonnet Creek
Orlando, FL

October 15-18, 2026 **ADVANCE ORDER CUT-OFF DATE: FRIDAY, SEPTEMBER 25, 2026**

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: DAmerican Express DMasterCard DVisa

*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.**

Material Handling Service Rates

2026 Global Site Solutions Summit
Hilton Signia-Bonnet Creek
Orlando, FL
October 15-18, 2026



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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		
ST/DT Rate	\$200.00	\$400.00 (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), 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



2026 Global Site Solutions Summit
Orlando, FL
October 15-18, 2026

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

Advance Order Deadline: FRIDAY, SEPTEMBER 25, 2026

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 25, 2026**. 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 or larger than 8')? ☐ 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 **\$ 200.00/Per cwt. (Min. Charge: \$400.00)*

***See page 12 for further pricing information*

Shipments 8' or larger will incur special handling charges .

ADVANCE WAREHOUSE SHIPMENT

TRADESHOW SHIPMENT—PLEASE EXPEDITE

**2026 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 25, 2026 to avoid additional charges

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

SHOW SITE SHIPMENT

TRADESHOW SHIPMENT—PLEASE EXPEDITE

2026 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 Wednesday, **October 14, 2026 2pm-10pm or Thursday, October 15, 2026 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

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

Advance Order Deadline: FRIDAY, SEPTEMBER 25, 2026

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 7pm on October 18th or it will be forced. All forced shipments are C.O.D. Outside carriers MUST be checked in by 5pm on October 18th.

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

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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: _____