

# Union Regulations



**Wedding Experience**  
Baltimore, MD  
February 3-4, 2018

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

To assist you in planning your participation in the forthcoming exhibition, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction the various unions have, we ask that you please review the following:

## **Decorators Union**

Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor. Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Advantage Conference & Expo LLC.

## **Teamsters Union**

This union claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that is hand carry able by one person, in one trip, without the use of dollies, hand trucks, or any mechanical equipment.

## **Safety**

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

## **Tipping**

Advantage Conference & Expo, LLC requests that exhibitors do not tip our employees or any acting members of the labor unions. We feel they are paid at an excellent wage scale, denoting a professional status, thus making tipping unnecessary.

**\*NOTE: Show management is providing basic move-in and move-out labor at no cost to exhibitors.**

# LIMITS OF LIABILITY



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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.**

# Method of Payment Form

This Form **MUST** Accompany ALL Order Forms



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## Advance Order Deadline\*: WED., JANUARY 24, 2018

\*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
<b>Chairs</b>				<b>30" High Display Tables</b>			
					30" Round Undraped	87.00	107.00
	Upholstered Chair	56.25	70.00		2'x4' Undraped	59.25	70.50
	Folding Chair	32.50	36.25		2'x6' Undraped	68.25	83.00
	Chrome Stool - Upholstered with back	69.25	83.75		2'x8' Undraped	77.00	85.00
					2'x4' Draped	104.00	128.50
					2'x6' Draped*	128.00	152.00
					2'x8' Draped*	146.00	174.50
<b>Miscellaneous</b>				<b>42" High Display Tables</b>			
	Table Cloth Café Table (Black or White)	35.00	N/A		30" Round Undraped	108.75	128.75
	Wastebasket	21.00	25.00		2'x4' Undraped	77.25	87.00
	Easel	28.00	35.75		2'x6' Undraped	86.00	97.50
	Literature Racks	90.00	102.00		2'x8' Undraped	91.00	104.75
	Chrome Stanchions	51.00	60.00		2'x4' Draped	135.50	159.75
	4'x8' Posterboard w/Stand				2'x6' Draped*	162.25	188.75
	Vertical	124.50	143.00		2'x8' Draped*	183.00	215.75
	Horizontal	124.50	143.00	<b>*Draped on 3 Sides Only</b>			
	Bag Stand	42.00	50.75		4 <sup>th</sup> Side Draping	49.75	53.50
<b>Risers</b>				Please Specify Table Drape Color Choice: <input type="checkbox"/> SHOW COLOR			
Covered w/White Vinyl				<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			
	12" x 12" x 48" (4')	46.25	55.00	<b>Carpeting</b>			
	12" x 12" x 72" (6')	58.00	68.00		10'x10'	158.25	202.75
					10'x20'	271.50	342.50
					10'x30'	385.00	483.50
					10'x40'	499.00	624.75
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"/> Teal <input type="checkbox"/> Black <input type="checkbox"/> Green							

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

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

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

Subtotal: \_\_\_\_\_

6% State Sales Tax: \_\_\_\_\_

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

# Material Handling Service Rates

## Wedding Experience

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**MATERIAL HANDLING SERVICE** includes all labor and equipment required to move freight, empties and deliveries either at advance warehouse or at show site. Freight includes all deliveries, whether from common carriers, private trucking companies, FedEx, UPS, DHL, private vehicles, 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 and return of empty containers at the beginning and end of show, removal from your exhibit booth 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. Weights are rounded up to the next 100lbs.**

## Material Handling Rates

<b>Overtime rate: \$132.00</b>	<b>Minimum Charge: \$264.00 (for any package weighing 1-200 lbs)</b>
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**Overtime Rates** Overtime Rates apply if freight must be unloaded or moved in and out of your booth before 8:00 am or after 4:00 pm on weekdays or anytime on Saturday and Sunday.

Outbound weights will be based on the actual inbound weight. No allowance will be made for attrition during the convention.

Each shipment is considered separate. No cumulative weights will be allowed on minimums or split shipments

**LATE SHIPMENTS** Shipments received at the warehouse after the advance cut-off date will incur a 50 percent surcharge.

# Material Handling Request Form

Method of Payment Form MUST Accompany This Order Form



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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 **January 24, 2018**. 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.. Pre-addressed labels are included in this kit. Make copies and affix to freight..

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

Ship to:  **Advance Warehouse**

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 \*\*\$132.00/Per cwt. (Min. Charge: \$264.00)

\*\*See prior page 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 above rates.

# ADVANCE WAREHOUSE SHIPMENTS

**TRADE SHOW SHIPMENT-PLEASE EXPEDITE**

**Wedding Experience Baltimore**  
c/o Advantage Conference & Expo  
5187 Raynor Avenue  
Linthicum, Maryland 21090  
410-789-5000

**To:**

\_\_\_\_\_  
Name of Exhibitor

**Booth #:**

Piece # \_\_\_\_\_ of \_\_\_\_\_

**Ship to arrive NO LATER THAN WED., JANUARY 24, 2018**

EXHIBIT MATERIAL  
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

# Labor Order Form

Method of Payment Form **MUST** Accompany This Order Form



*Nationwide Tradeshow Services*  
 5187 Raynor Avenue  
 Linthicum, Maryland 21090  
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 E-Mail:  
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<b>Labor Rates (Advance Orders Only)</b>	
Straight Time	<b>\$97.50/Per Man Hour (One Hour Minimum/Per Laborer)</b>
Overtime	<b>\$147.00/Per Man Hour (One Hour Minimum/Per Laborer)</b>

<b>Labor Rates (Show Site Orders )</b>	
Straight Time	<b>\$127.00/Per Man Hour (One Hour Minimum/Per Laborer)</b>
Overtime	<b>\$190.25/Per Man Hour (One Hour Minimum/Per Laborer)</b>

Straight Time = Monday-Friday 8:00 am - 4:00 pm  
 Overtime = Monday-Friday before 8:00 am and after 4:00 pm, all day Saturday-Sunday

	<b>SET-UP</b>	<b>DISMANTLE</b>
Number of Laborers Requested:		
Date:		
Time:		
<b>TOTAL HOURS:</b>		

- DO NOT proceed without an Exhibitor's Representative who will arrive at the Service Desk on \_\_\_\_\_(Date) at \_\_\_\_\_(Time).
- 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 #: \_\_\_\_\_ Ordered By: \_\_\_\_\_