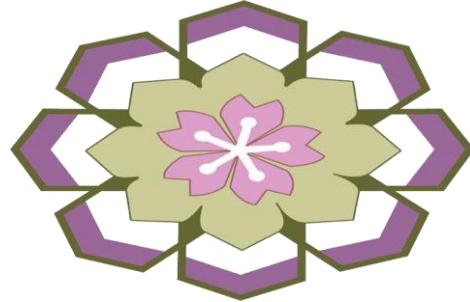


Exhibitor Services



Middle East Studies Association

**The Westin
Washington, D.C
November 22-25, 2025**

Services Provided By...



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

**Advance Order Cut-Off Date:
November 7, 2025**

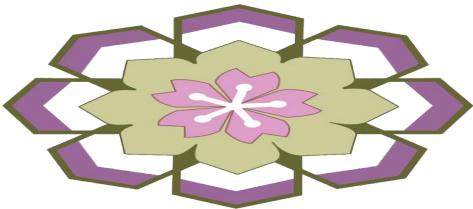


Middle East Studies Association

November 22-25, 2025

Table of Contents

Exhibitor Letter/General Exhibitor Information	1-2
Method of Payment Form	3
Furniture/Carpet Rental Order Form	4
Union Regulations and Exhibitor Rights	5
Material Handling	
Freight FAQS, Handling Hints and Ways to Save	6-7
Material Handling Service Rates	8
Material Handling Request Form	9
Advance Warehouse Shipment Label	10
Labor Forms	
Booth Labor Order Form	11
Exhibitor Appointed Contractor Form	12
Booth Cleaning Order Form	13
Outbound Shipping Services Order Form	14
Advantage Conference & Expo Limits of Liability	15
Order Recap Form	16



**Middle East Studies Association
November 22-25, 2025**



Dear Exhibitor:

ADVANTAGE EXPO is pleased to be the general contractor for the upcoming MIDDLE EAST STUDIES ASSOCIATION in Washington, D.C.

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 attractive showcase for your presentation.

Please Note All forms are to be returned via or e-mailed to customerservice@advantageexpo.com

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

Booths

Exhibit booths are 10'x10 or 6'x8' and draped in **Berry/Cream**. Booth package includes (1) 6' long x 30" high Hunter Green draped table, (2) side chairs, (1) one wastebasket,(1) booth ID sign which includes your company name and booth number.

NO SUBSTITUTION TO BOOTH PACKAGE IS ALLOWED. However, additional furnishings may be rented at the rates stated in this Service Manual.

Your exhibit space IS carpeted. Please refer to our **FURNITURE RENTAL ORDER FORM** to order other booth carpeting.

Advance Shipments

THE HOTEL DOES NOT RECEIVE FREIGHT. All show freight should be shipped to the advance warehouse. When shipping your materials to the advance warehouse, please make sure that **ALL** items are **clearly marked with your company name, show name and booth number** to ensure that your materials are delivered to your assigned booth space. Use the enclosed shipping label.

Show Dates/Times

	Date:	Start Time:	End Time:
Exhibitor set-up	Sunday, November 23	8:00 am	11:00am
Show Hours	Sunday, November 23 Monday, November 24 Tuesday, November 25	1:00pm 9:00am 8:00am	6:00pm 6:00pm 1:00pm
Dismantle	Tuesday, November 25	1:00 pm	5:00 pm
Outbound Freight*	Tuesday, November 25	Carrier must check in by 4:00pm	

For exhibitors shipping freight out at the close of the show by other means than Advantage Conference & Expo, please note that **all shipments must be out by the specified time above or it will be forced.*

Save Place your orders in advance! By placing your orders before April 18th, you will benefit from discount pricing; however, **PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER**. Orders received without payment will not be processed. Orders placed after the above date will be charged at floor price. Any orders placed during installation are **C.O.D.**

Important The cut-off-date for receiving freight at our warehouse, without incurring additional costs, is **November 7th**. 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 issue 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 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 your Show Representatives, Kathy, at customerservice@advantageexpo.com.

Method of Payment Form

This Form **MUST** Accompany ALL Order Forms



Middle East Studies Association
November 22-25, 2025

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

Advance Order Deadline*: November 7, 2025

***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**.

D Cash

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

D Invoice

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. 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: _____ <small>(Security code (if applicable) located on back of credit card in signature line)</small>
*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.

Name of Person Ordering: _____ Date: _____
Please Print

Phone Number: _____

Furniture Rental Order Form

Method of Payment Form MUST Accompany This Order Form



Middle East Studies Association
November 22-25, 2025

Advance Order
Deadline: Nov. 7, 2025

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

Qty:	Item	Pricing		Qty:	Item	Pricing	
		Advance	Floor			Advance	Floor
Chairs				30" High Display Tables			
					30" Round Undraped	200.00	260.00
	Folding Chair	45.00	60.00		2'x4' Undraped	150.00	195.00
	Padded Chair	76.00	100.00		2'x6' Undraped	178.00	231.00
	Padded Counter Stool with Back	125.00	160.00		2'x8' Undraped	210.00	273.00
					2'x4' Draped	185.00	240.00
					2'x6' Draped*	227.00	295.00
					2'x8' Draped*	263.00	341.00
				42" High Display Tables			
					30" Round Undraped	240.00	312.00
Miscellaneous					2'x4' Undraped	191.00	248.00
	Wastebasket	40.00	50.00		2'x6' Undraped	231.00	300.00
	Easel	50.00	75.00		2'x8' Undraped	261.00	339.00
	Black Stanchions (6' Section)	65.00	N/A		2'x4' Draped	192.00	249.00
	Sign Holder- Double Sided (22" x 28")	100.00	N/A		2'x6' Draped*	231.00	300.00
	Literature Rack	150.00	190.00		2'x8' Draped*	261.00	339.00
	Bag Stand	140.00	180.00	*Draped on 3 Sides Only			
	Round Table Cloth (Black or White)	40.00	60.00		4 th Side Draping	70.00	80.00
				Please Specify Table Drape Color Choice: <input type="checkbox"/> SHOW COLOR <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> White			
Display							
	Table Top Riser: 4' Long (1' H x 1' D)	80.00	N/A	Carpeting			
	Table Top Riser: 6' Long (1' H x 1' D)	100.00	N/A		10' x 10'	280.00	350.00
	Steel Grid Wall 2' x 8' (No Legs) need 2	150.00	N/A		10' x 20'	560.00	700.00
	Steel Grid Wall 2' x 8' (With Legs)	175.00	N/A		6' x 8'	260.00	340.00
	Display Case (6') Illuminated	700.00	N/A		Carpet padding per sq. ft.	2.00	N/A
	Wood Slat Wall 3'x8' Section w/shelves	650.00	N/A	Carpet pricing includes taping of front edge only			
				Please specify Booth Carpet Color Choice: <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red <input type="checkbox"/> Black			

Company Name: _____

Booth #: _____

Union Regulations



Middle East Studies Association
November 22-25, 2025

5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000

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

Members of this union claim jurisdiction over all set-up and dismantling of exhibits, including signs and carpet installation. This does not generally apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one hour, without the use of power tools. Please refer to page 12 for rates/charges. Any flooring regardless of size or style must be installed by Advantage Conference & Expo personnel.

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 can be carried by one person, in one trip, without the use of dollies, hand trucks, any mechanical equipment or bellman carts. Please refer to pages 11-12 for Material Handling rates/charges, and page 13 for cart service.**

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.

Freight FAQS, Handling Hints and Ways to Save



5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000

Middle East Studies Association
November 22-25, 2025

E-Mail:
CustomerService@AdvantageExpo.com

Below are some of the most commonly asked questions regarding freight handling, often referred to as drayage. This can be the most costly part of exhibiting at conventions. Read on for some shipping tips which will help you save money by avoiding unnecessary surcharges.

What is "Freight Handling/Drayage"? — The term drayage is the moving of exhibit materials from one location to another. Whether you ship to an advance warehouse or directly to show site, your materials still need to get to your booth and then back on your outbound shipper's truck at the end of the show.

Drayage services include the following six tasks: - 1) accepting of your material either at our warehouse or on show site, 2) storage until show set/up to 30 days at no charge 3) delivery to your booth at show set, 4) storage of your empty containers during the show, 5) returning empty containers at the close of the show, 6) returning your packaged freight to the dock and loading on the carrier of your choice.

May I carry my own materials to my booth? — Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit, you would not be permitted access to the loading dock area.

How are rates determined? — Drayage charges are based on a number of factors including Union labor rates, facility access and the show move-in/move-out schedule, to name a few. Advantage uses Union labor to move freight. These rates vary from city to city.

Tips on how you can save money. — Read the Freight Handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, a surcharge will be assessed.

Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time, and therefore, may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

Small shipments versus large shipments. — Most Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations, you may want to ship them all to a central location then forward them to the Service Contractor's warehouse and/or show site.

Freight FAQS, Handling Hints and Ways to Save



5187 Raynor Avenue
Linthicum, Maryland 21090
Phone: 410.789.5000

Middle East Studies Association
November 22-25, 2025

E-Mail:
CustomerService@AdvantageExpo.com

If you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments versus show site shipments. – In general it is best to ship your materials in advance to the advance warehouse. You can (and should) confirm that we have received your materials well in advance of the show installation. If there is a problem, it can be solved prior to the show. When shipping to show site, if there is a problem, there is seldom time to solve the problem prior to show opening.

Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Two of the most expensive mistakes made by exhibitors are: 1) shipping materials in several shipments or 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Remember, each delivery incurs a minimum charge.

Always be aware of freight receiving deadlines. - You will be assessed a late charge if your shipment arrives after the advance order cut off date. Inform your shipper that all items must arrive prior to a specific date.

Always ship your materials crated. – Loose or pad wrapped items are assessed special handling fees.

Make sure all materials are labeled properly to avoid any delivery delays. - All pieces should have the recipient's name, address, the show name, your company name, and your booth number. Use the label we provide in the service kit. Make copies as needed.

Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc.

Material Handling Service Rates

Middle East Studies Association
November 22-25, 2025



ADVANCE ORDER CUT-OFF DATE: November 7, 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		
Double time/Over Time Rate	\$187.00 cwt.	\$374.00 (Minimum Charge)
Small Package Fee	\$90.00	Up to 2 pieces with a maximum weight of 50 lbs. (Pieces must arrive at the same time to qualify.)

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

LATE SHIPMENTS received at the warehouse after the advance cut-off date will incur a **30 percent surcharge**.

SPECIAL HANDLING will be subject to an additional **50 percent charge**. This classification shall be applied to van shipments or shipments requiring unloading by hand (i.e. loose display parts or uncrated equipment).

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



Middle East Studies Association
November 22-25, 2025

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

Advance Order Deadline: November 7, 2025

Please complete and email prior to shipping your freight to avoid a \$75.00 administrative fee.

ADVANCE WAREHOUSE SHIPMENTS: Advance warehouse shipments should be sent to the address shown on the enclosed ADVANCE WAREHOUSE SHIPMENT label. Make copies of this label and affix to all freight. The advance order cut-off date for receiving shipments at the warehouse without incurring additional charges is **November 7, 2025**. Freight may still be shipped however, shipments arriving after this date will be received but are subject to additional charges.

SHOW SITE SHIPMENTS: Shipments sent to show site **will only be received on Sunday, November 23 from 8am-10am**. Use the enclosed SHOW SITE SHIPPING LABEL, make copies if necessary. Shipments sent to show site prior to that date will be refused. Hotel will not accept or store show freight.

INBOUND SHIPMENTS: To anticipate the arrival of your freight, please email the following:

Shipping 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 **187.00/Per cwt. (Min. Charge: \$374.00)

****See page 8 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 the above rates. Use attached shipping label to avoid these fees.

ADVANCE WAREHOUSE SHIPMENT

**Middle East Studies Association
c/o Advantage Conference & Expo
5187 Raynor Avenue
Linthicum, MD 21090**

RECEIVING HOURS: Monday-Friday 9:00am-3:30pm

To:

Name of Exhibitor

Booth #:

PIECE # _____ OF _____

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

Booth Labor Order Form

Method of Payment Form MUST Accompany This Order Form



Middle East Studies Association
November 22-25, 2025

ADVANCE ORDER CUT-OFF DATE: November 7, 2025

Labor Rates (Advance Orders)	
Straight Time	\$130.00/Per Man Per Hour (1 Hour Minimum/Per Man)
Overtime	\$185.00/Per Man Per Hour (1 Hour Minimum/Per Man)

For orders placed at show site, add 20%

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 and Sunday

	SET-UP	DISMANTLE
Number of Workers Requested:		
Date:		
Time:		
ESTIMATED Total Hours:		

Cancellation Policy - 50% charge will apply for cancellation of labor orders during move-in.

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: _____

Exhibitor Appointed Contractor

Middle East Studies Association
November 22-25, 2025



ADVANCE ORDER CUT-OFF DATE: November 7, 2025

Exhibitors who plan to have an exhibit service firm other than the Advantage Conference & Expo supervise labor, unpack, erect, assemble, dismantle, and repack displays/equipment must abide by the following:

<p>A.) Exhibitor must notify Show Management and ACE in writing no later than November 7, 2025</p> <p>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.</p> <p>C.) Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, material handling, rentals, labor, etc.</p> <p>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.</p> <p>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.</p> <p>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. Anyone without proper ID will be asked to leave the show floor.</p>	<p>G.) The EAC may not, under any circumstances, solicit business on the show floor.</p> <p>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.</p> <p>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. All work must be done by the correct union labor.</p> <p>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.</p> <p>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.</p>
---	---

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: _____

Booth Cleaning Order Form

Method of Payment Form MUST Accompany This Order Form



Middle West Studies Association
November 22-25, 2025

ADVANCE ORDER CUT-OFF DATE: November 7, 2025

Exhibit booths can 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. Our rates are as follows:

Please complete the following for Booth Cleaning services:

Single Booth (Daily Pricing)	\$75.00
Double Booth (Daily Pricing)	\$130.00
Triple Booth (Daily Pricing)	\$170.00
Quadruple Booth (Daily Pricing)	\$210.00
Multiplied by number of days required:	
TOTAL BOOTH CLEANING CHARGES:	\$

- My exhibit booth will require cleaning prior to show opening.
- My exhibit booth will require cleaning prior to day 2 of show.

Company Name: _____ Booth #: _____

Ordered By: _____ Date: _____

Outbound Shipping Services

Method of Payment Form MUST Accompany This Order Form



Middle East Studies Association
November 22-25, 2025

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

Advance Order Deadline: November 7, 2025

Save time on the removal. Order outbound shipping in advance by completing the following and E-mail back.: CustomerService@advantageexpo.com. ONLY COMPLETE IF YOU WANT ADVANAGE EXPO TO ARRANGE YOUR SHIPPING

Outbound 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. Please call for estimate. **Please note we do not offer international shipping services.**

A representative of Advantage Expo will deliver a packet to your booth consisting of your completed Bill of Lading and shipping labels on the last day of the show.

Ship To:

Company: _____

Contact: _____

Address: _____

City/State/Zip: _____

Phone: _____

LIMITS OF LIABILITY



Middle East Studies Association November 22-25, 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 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

Middle East Studies Association
November 22-25, 2025



ADVANCE ORDER CUT-OFF DATE: November 7, 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 November 7th the advance order cut-off date or floor prices will apply. All site orders are C.O.D.**

Please total your order below:

Furniture/Carpet Rental	
Freight/Material Handling Services	
Booth Labor	
Booth Cleaning	
Sales Tax 6%	
Inbound/Outbound Shipping (Estimate)	
TOTAL DUE FOR ADVANTAGE EXPO SERVICES:	\$

Please Note...

Tax Exempt Customers: Please include your tax exempt certificate with order, otherwise tax will be charged.

Company Name: _____ Booth #: _____

Ordered By: _____ Phone #: _____ Date: _____
(Print)