

Willwork, Inc.

Exhibit & Event Services

WILLWORK INC.
23 Norfolk Ave.
South Easton, MA 02375
Ph: 508 230-3170 Fax: 774 568-5364
Attn: Chris Butler
cbutler@willworkinc.com

IBM INSIGHT 2015
MANDALAY BAY
LAS VEGAS, NV
OCTOBER 25 - 29

WILLWORK QUICK FACTS

EXHIBITOR MOVE-IN

Marquee Entertainment, Social Media, Diamond and Platinum Sponsors – ONLY

Friday, October 23, 2015 8:00 AM – 6:00 PM

Marquee Entertainment, Social Media, Diamond, Platinum Gold & Silver Sponsors - ONLY

Saturday, October 24, 2015 8:00 AM – 6:00 PM

ALL Sponsor/Exhibitor Levels

Sunday, October 25, 2015 8:00 AM – 12:00 PM

SOLUTION EXPO SHOW HOURS

Sunday, October 25, 2015 6:00 PM - 8:30 PM Grand Opening Reception

Monday, October 26, 2015
12:30 PM - 3:30 PM
5:00 PM - 7:00 PM Reception

Tuesday, October 27, 2015
12:30 PM - 3:30 PM
5:00 PM - 7:00 PM Reception

Wednesday, October 28, 2015 12:30 PM - 3:30 PM

- The Solution EXPO must be fully staffed at the hours listed above. The Solution EXPO Hall will be accessible Monday, Tuesday and Wednesday starting at 8:00 a.m. until close, however, your staff is only required to be available at the hours listed above. Freight will not be returned until all aisle carpet and decorating materials are collected at the close of show.

EXHIBITOR MOVE-OUT

Gold, Silver & Exhibitors (turnkey 'Plus' booths must be completely out by 5:00 PM)

Wednesday, October 28, 2015 3:45 PM - 5:00 PM

Outside carriers must be checked in **by Wednesday, October 28, 2015 at 4:00PM**. Please see the Move-Out Info sheet for details.

Marquee Entertainment, Social Media, Diamond and Platinum Sponsors – ONLY

Wednesday, October 28, 2015 3:45 PM - 10:00 PM
Thursday, October 29, 2015 8:00 AM - 4:00 PM

Outside carriers must be checked in **by Wednesday, October 28, 2015 at 9:00PM or Thursday, October 29, 2015 at 3:00PM**.

PLEASE NOTE: Overtime rates apply after 4:30 PM Monday - Friday and all day Saturday and Sunday. Please refer to the Material Handling & Labor Price list in this Manual for rates and budget accordingly.

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STANDARD BOOTH EQUIPMENT & EXHIBIT HALL CARPET

Each **10' x 10'** booth will be set with:

- 8' high Black Fabric Back Drop
- 3' Fabric Side Dividers
- 1 – 7" x 44" Identification Sign

Please Note: The exhibitor booths and the aisles will be carpeted in Charcoal (Plus Package Booths will be carpeted in Sword Grey). Exhibitors may bring their own carpets or rent another color through Willwork. Please see the carpet order form for details.

ADVANCE SHIPPING

Advance shipping begins **Monday, September 21, 2015 at 8:00 AM** and ends **Tuesday, October 20, 2015 at 4:00PM**. Advance shipping address:

(Your Company Name, Booth Number & Sponsorship Level)
IBM Insight 2015
C/O Willwork Exhibit & Event Services
YRC
5049 W Post Rd
Las Vegas, NV 89118

DIRECT SHIPPING

Direct shipping will begin on **Friday, October 23, 2015 at 9:00AM**. Direct shipping address:

(Your Company Name, Booth Number & Sponsorship Level)
IBM Insight 2015
C/O Willwork Exhibit & Event Services
Mandalay Bay Resort & Casino
3970 Las Vegas Blvd. South - Bayside CD Dock
Las Vegas, Nevada 89119

Please Note: This show will be marshalled. Please see marshalling yard map for details.

WILLWORK, INC. ADVANCE ORDER DISCOUNT DEADLINE – FRIDAY, OCTOBER 9, 2015

Discount prices apply to those orders received with payment in full no later than: **Fri., Oct. 9, 2015**

Please remit all order forms to Attn - Chris Butler: cbutler@willworkinc.com / Fax: 774 568-5364.

For additional information, please contact our Exhibitor Service Department at 508 230-3170.