



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

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

**ORDER FORM - LABOR**

**Discount Deadline: Friday, October 9, 2015**

BOOTH NUMBER \_\_\_\_\_

**LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS**

**EXHIBITOR MUST COME TO SERVICE DESK TO SIGN IN AND OUT FOR LABOR REQUIRED.**

**Straight Time - \$99.00 per hour**

8:00 AM to 4:30 PM - Monday thru Friday  
One hour minimum per worker, thereafter,  
1/2 hour increments

**Overtime - \$157.00 per hour**

Before 8:00 AM and after 4:30 PM - Monday thru Friday  
All hours on Saturday, Sunday  
One hour minimum per worker, thereafter,  
1/2 hour increments

**NOTE:**

8:00 AM is the only guaranteed starting time. All other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a one hour minimum charge per man ordered, unless written cancellation is received 24 hours prior to starting time.

Willwork shall not be responsible for damage, loss or theft of displays installed and/or dismantled under our Supervision. Willwork 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.

**PAYMENT POLICY:** All invoices must be settled at the Service desk prior to Show closing. All charges are payable in U.S. Funds only. Checks, Cash, Traveler's Checks, Visa, MasterCard and American Express are accepted.

Orders received after the deadline date or show site orders, will incur a surcharge of 20% of the labor rate.

All charges subject to NV Sales Tax (8.1%).

**PLEASE INCLUDE SET-UP PLANS WITH ORDER**

	# of Men	Date	Time	Hrs.
SET-UP				
DISMANTLE				

**Please check service required:**

**Exhibitor Supervision:**

All work performed must be under the supervision of the exhibitor.

**Willwork, Inc. Exhibit Services Supervision**

Hourly rate plus 30% Supervision Charge/Minimum \$40.00

**Sub Total:** \_\_\_\_\_

**Supervision:** \_\_\_\_\_

**Labor Order Total:** \_\_\_\_\_

Name of Carrier \_\_\_\_\_ #Crates \_\_\_\_\_

#Cartons \_\_\_\_\_ # Skids \_\_\_\_\_

Shipped to:  Warehouse  Show site

Willwork Rental Carpet  Display Includes Carpet

**DISMANTLE DISCLAIMER NON-WILLWORK PRODUCTS:** Please be advised that Willwork, Inc. Exhibit Services will not be responsible for dismantle of any non-Willwork material (this includes ALL electronic equipment such as computers, television, audio-visual components, etc). In the instance that Willwork, Inc. Exhibit Services is requested to dismantle non Willwork material, Willwork, Inc. Exhibit Services will not be held responsible for any damage or improper dismantle of said material. Since this equipment is not our standard product, there may be additional charges if more time is needed in the set-up or takedown than originally estimated.

- Please complete this form and return it to Willwork, Inc. Exhibit Services if your display is to be set-up and/or dismantled by Willwork, Inc. Exhibit Services and there will not be a supervisor present.



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**INBOUND SHIPPING INFORMATION**

Carrier: \_\_\_\_\_ Carrier Phone #: \_\_\_\_\_  
Shipped to:  Warehouse  Show Site Date Shipped: \_\_\_\_\_  
From (city & state): \_\_\_\_\_  
Total Number of:  Crates:  Cartons:  Cases:  Other:

**SET UP INFORMATION**

A photo/sketch of my exhibit is enclosed with my order.  Yes  No  
A photo/sketch of my exhibit is packed inside my display case.  Yes  No  
Special set-up instructions are provided with my order.  Yes  No  
Special set-up instructions are packed inside my display case.  Yes  No  
Carpet:  With Exhibit  Rented from Willwork Color: \_\_\_\_\_ Size: \_\_\_\_\_  
Electrical Placement:  Drawing Attached  Drawing with Exhibit Installed under carpet:  Yes  No  
My exhibit has a key,  Yes  No If "Yes", the key is located in:  
Comments: \_\_\_\_\_

In case of emergency, please call: \_\_\_\_\_ At: \_\_\_\_\_

**OUTBOUND SHIPPING INFORMATION**

At show close, please ship my exhibit to:  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
STREET/CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
IF SHOW CARRIER:  AIR OVERNIGHT  AIR 2 DAY  AIR DEFERRED  GROUND

**SHIPPING CHARGES**

COLLECT:  PREPAID:  
IF EXHIBITOR-DESIGNATED CARRIER, PROVIDE NAME & PHONE #: \_\_\_\_\_ DATE & TIME (pick-up scheduled): \_\_\_\_\_

IF CARRIER FAILS TO SHOW UP, SHOULD WE:  
 RE-ROUTE ON A SIMILAR CARRIER - OR -  
 RETURN SHIPMENT TO THE WAREHOUSE AT YOUR COMPANY'S EXPENSE

**NOTE: EXHIBITOR IS RESPONSIBLE FOR CONTACTING ANY CARRIER EXCEPT THOSE RECOMMENDED IN THIS MANUAL. WILLWORK WILL NOT BE RESPONSIBLE FOR LITERATURE/PRODUCT NOT PROPERLY PACKED AND LABELED BY EXHIBIT PERSONNEL.**

**Please print or type information below:**

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth No:

**Please Note:** A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.