



**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

MOVE OUT INFORMATION

To increase the efficiency of exhibitor move-out, Willwork, Inc. Exhibit Services has instituted the following Move-Out Schedule for this show.

Move-Out Schedule:

Gold, Silver & Exhibitors

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

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

Wednesday, October 28, 2015 - 3:45PM – 10:00PM

Thursday, October 29, 2015 - 8:00AM – 4:00PM

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Willwork Service Center.

Deadline for driver check-in:

Gold, Silver & Exhibitors

Wednesday, October 28, 2015 – 4:00PM

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

Wednesday, October 28, 2015 - 9:00PM

Thursday, October 29, 2015 – 3:00PM

Exhibitors who wish to ship materials by any carrier other than the official carriers should advise their carrier(s) to be checked in with the Willwork Dock Supervisor by **the times listed above**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Willwork Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by **the times listed above**, Willwork, Inc. Exhibit Services reserves the right to re-route the shipment via the official show carrier as necessary. Neither Willwork nor Show Management assumes any liability as a result of such re-routing.



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

MOVE OUT INFORMATION

Exhibits packed and Bills of Lading turned in to Willwork:

Gold, Silver & Exhibitors

Wednesday, October 28, 2015 - 4:00PM

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

Wednesday, October 28, 2015 - 9:00PM

Thursday, October 29, 2015 – 3:00PM

All Bills of Lading must be turned in to the Willwork Service Center to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Willwork Service Center at your convenience. **No Bills of Lading will be issued until your balance is paid in full.**

Delivery of your bills of lading to Willwork, Inc. Exhibit Services does not signify that Willwork, Inc. Exhibit Services has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your bills of lading to the Exhibitor Service Desk. Do not leave bills of lading in your booth.

Final Payments

For your convenience, any show site balances or charges for outbound labor, freight or miscellaneous items not paid before show closing will be charged to your credit card at the close of the show. Be sure to pick up and review your statement of charges at the Willwork Service Center prior to move-out.

Move Out Ends:

Gold, Silver & Exhibitors

Wednesday, October 28, 2015 - 5:00PM - Final clean up, Exhibitor Move-Out ends*

**** Please Note (turnkey 'Plus' booths must be completely out by 5:00 PM)***

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

Wednesday, October 28, 2015 - 10:00PM - Final clean up, Exhibitor Move-Out ends

Thursday, October 29, 2015 – 4:00PM - Final clean up, Exhibitor Move-Out ends

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.