



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

**WILLWORK INC.**  
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## **ORDERING PROCEDURES & HELPFUL HINTS**

The Order Form for services provided by Willwork, Inc. Exhibit Services consists of several forms. Please complete each form section that applies to your order, and return the completed pages to Willwork, Inc. Exhibit Services for processing. It is not necessary to return pages for services you did not order. A check list of order forms is provided on the next page to assist you with your order.

### **PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION**

All Exhibitors or third parties responsible for payment for services ordered must complete this section. A credit card authorization must be on file with Willwork, Inc. Exhibit Services prior to move-in to cover any additional charges incurred at show site. Orders will not be processed without this information.

Early order discounts are available to all exhibitors who place their orders prior to the discount deadline shown on the order form.

- ❖ Orders cancelled prior to move-in will be refunded at 100%. Cancellations after move-in begins are invoiced at 100% of original price.
- ❖ No adjustments will be made after the close of the show.

### **BOOTH FURNISHINGS AND SERVICES**

- ❖ Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.
- ❖ All prices are in U.S. dollars (\$).
- ❖ All rental items are subject to applicable taxes.
- ❖ All rental items remain the property of Willwork, Inc. Exhibit Services.

### **MATERIAL HANDLING AND LABOR**

Exhibitors are required to follow local labor jurisdictions. Most trade show labor is unionized, and therefore, Willwork is required to go through the local unions for labor used for show set up and dismantle.

Drayage, or material handling, is the movement of show materials from the shipping dock to you booth for show set up and from your booth back to dock for return shipment at the end of the show.

### **ORDER RECAP AND CONFIRMATION**

The Order Recap Form gives you the opportunity to double-check your order - proactive planning can save you valuable time and money on the show floor.

Our Exhibitor Service Representatives will gladly confirm your order – be sure to complete the Order Confirmation Request Form and return it to Willwork, Inc. Exhibit Services along with your order.