

**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)

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- ◆ **Food & Beverage**
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**IBM INSIGHT 2015**  
**MANDALAY BAY**  
**LAS VEGAS, NV**  
**OCTOBER 25 - 29**

## **INTRODUCTION**

Dear Exhibitor:

Our team at Willwork, Inc. Exhibit & Event Services is pleased to have been chosen by IBM to serve as your Official Service Contractor.

We have enclosed the necessary show services order forms to assist in your show planning. In order to guarantee the availability of the desired items, we encourage you to order early.

To qualify for discount prices, full payment must be included with your order and received by **Friday, October 9, 2015** or as otherwise indicated. Orders without payment will be processed at the "Standard Price" as listed on the enclosed forms.

Willwork order forms can be submitted via email or fax to:

Attention: Chris Butler

[cbutler@willworkinc.com](mailto:cbutler@willworkinc.com)

Fax: 774 568-5364

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.

If you need assistance or additional information, please contact our Exhibitor Services Department at: 508 230-3170.

Thank you and we look forward to working with you.

Sincerely,

***Exhibitor Service Department***  
***Willwork, Inc. Exhibit Service***