



**IBM INTERCONNECT 2016
MANDALAY BAY
LAS VEGAS, NV
FEBRUARY 21 - 25**

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

MATERIAL HANDLING WORKSHEET

BOOTH NUMBER _____

Description	# of Pieces	Carrier	# of CWTs.	Price per CWT	Total Price
				TOTAL	

MATERIAL HANDLING

Willwork, Inc. Exhibit & Event Services (Willwork) will handle shipment(s) in accordance with the information provided in this Service Kit and to the terms and provisions hereof. Willwork will provide its services as an agent, and not as bailee or shipper and if any employee of Willwork shall sign a delivery receipt, bill-of-lading, or other documents, they will do so as an agent and the exhibitor accepts the responsibility. In the event of a dispute with Willwork relative to any loss or damage to any of the exhibitor’s materials or equipment, the exhibitor will not withhold payment of any amount due to them for drayage or any other services provided by Willwork as an offset against the amount of the alleged loss or damage. Instead, the exhibitor will pay Willwork for the full amount of the invoice for all such charges. Any claims against Willwork shall be pursued independently by the exhibitor as a completely separate transaction to be resolved on its own merits.

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.

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.



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MATERIAL HANDLING - RATES AND SHIPPING INSTRUCTIONS

Willwork, Inc. Exhibit Services has been designated as the official drayage contractor with the responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. For trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding on both parties.

WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE WAREHOUSE MUST ARRIVE NOT LATER THAN Wednesday, February 17, 2016 at 4:00 PM. SHIPMENTS CONSIGNED TO THE SHOW SITE SHOULD BE TIMED TO ARRIVE NOT EARLIER THAN Saturday, February 20, 2016 at 3:00 PM.

WHERE TO SHIP:

Advance Shipments – 1st Day to Receive Monday, January 18, 2016 at 9:00AM	Direct Shipments – 1st Day to Receive Saturday February 20, 2016 at 3:00PM
Your Company Name, Booth Number & Sponsorship Level IBM InterConnect 2016 C/O Willwork Exhibit & Event Services YRC 5049 W Post Rd Las Vegas, NV 89118	Your Company Name, Booth Number & Sponsorship Level IBM InterConnect 2016 C/O Willwork Exhibit & Event Services Mandalay Bay Resort & Casino 3970 Las Vegas Blvd. South - Bayside CD Dock Las Vegas, Nevada 89119

RATE SCHEDULE:

A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS

ST Rate: \$97.90 per cwt. - 200# Minimum

The above rate includes the following:

- Receive crated shipments only at our warehouse 30 days prior to show.
- Deliver to booth space
- Removal, storage, return of empty containers
- Pick-up at the booth and load onto outboard carrier
- Shipments of loose or uncrated materials will not be received at warehouse.

B. DIRECT SHIPMENT TO SHOW SITE - Roundtrip - CRATED MATERIALS

ST Rate: \$89.00 per cwt. - 200# Minimum

The above rate includes the following:

- Receive crated shipments at show site on move-in dates.
- Deliver to booth space
- Removal, storage, return of empty containers
- Pick-up at the booth and load onto outboard carrier

C. SPECIAL HANDLING, UNCRATED AND LOOSE MATERIALS

Add 30% to regular per cwt. charge - 200# Minimum

Crated shipments requiring special handling include shipments that are loaded and or packed in a manner as to require additional handling such as ground loading, side door unloading, constricted space unloading, designated piece unloading or stacked shipments. Also included are shipments mixed on truck, multi shipment/delivery areas and shipments without delivery receipts. FedEx, UPS and DHL shipments are included in this category due to their delivery procedures.

**D. OVERTIME RATE: Add 30% if handled IN or OUT on overtime
Add 60% if handled IN and OUT on overtime**

All shipments handled on Saturday, Sunday and Holidays and before 8:00 AM or checked in after 4:30 PM on weekdays will be charged at the overtime rate.



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- E. OFF TARGET CHARGE: Freight received before first day to receive or after the deadline date- add 30% off target charge**
- F. SURCHARGE: Freight left in booth without Bill of Lading will be charged \$7.35 per cwt surcharge**
- G. SMALL PACKAGES: Not to exceed 25lbs***
Rate: \$38.00 – First Small Package received
Rate: \$12.00 – Each additional small package received on the same shipment

*** Please Note: FedEx, UPS and DHL are subject to special handling surcharges due to their delivery procedures**

Rates are based on incoming weight only. All weights are rounded off to the next cwt. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Willwork assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage.

Outbound shipping labels and bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack and label their exhibit material, turn in bill-of lading for each shipment at the Service Desk before leaving the Show. Willwork will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, Willwork reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling, no liability will be assumed by Willwork.

LIMITS OF LIABILITY AND RESPONSIBILITY

- A. Willwork, Inc. Exhibit Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
- B. Willwork, Inc. Exhibit Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- C. Willwork, Inc. Exhibit Services 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. Bill-of-lading covering outgoing shipments, which are furnished by Willwork, Inc. Exhibit Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- D. Willwork, Inc. Exhibit Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- E. Willwork, Inc. Exhibit Services shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Willwork, Inc. Exhibit Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. Willwork, Inc. Exhibit Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to any exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to Willwork, Inc. Exhibit Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.



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MATERIAL HANDLING FAQs & HANDLING HINTS

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.

The information below is an outline of the most commonly asked questions regarding freight handling, often referred to as drayage. This can be the most costly part of exhibiting at conventions. We will try to explain what drayage is and how rates are established, which will help you save money by avoiding unnecessary surcharges.

What is "Freight Handling/Drayage"? - The term drayage is the moving of exhibit materials from one location to another. Whether you ship to Willwork's warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at our warehouse or on show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice.

Can I carry my own materials to my booth? - Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit you would not be permitted access to the loading dock area.

How are rates determined? - Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Willwork, Inc. Exhibit Services is a Union company and therefore must use Union labor to move freight. These rates can vary from city to city.

Tips on how you can save money - Read the Freight Handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? All drivers should attain certified weight tickets for materials prior to arriving at the dock either at the warehouse or at show site. Willwork, Inc. Exhibit Services reserves the right to determine weights for all shipments for which weight tickets are not provided at the time of delivery. In cases where Willwork, Inc. Exhibit Services weighs the shipment, the exhibitor will be charged for double handling.

Small shipments versus large shipments. - Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations you may want to ship them all to a central location then forward them to the Service Contractor's warehouse and/or show site. If you ship your materials in one shipment and the carrier makes multiple deliveries to Willwork, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

Advance shipments versus show site shipments. - In general it is best to ship your materials in advance to the "advance shipment" address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation. If there is a problem it can be solved prior to the show. When shipping direct, if there is a problem there is seldom time to solve the problem prior to show opening.

Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? - The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Two of the most expensive mistakes made by exhibitors are: 1) shipping materials in several shipments, or 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Both can be very costly. Remember, each delivery incurs a minimum charge.

Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.

Always ship your materials crated – Loose or pad wrapped items are assessed special handling fees.

Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc. We hope this helps you in budgeting for your material handling costs.