

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

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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, February 5, 2016** 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

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



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WILLWORK QUICK FACTS

EXHIBITOR MOVE-IN

Marquee Entertainment, Diamond & Platinum Sponsors:

Saturday, February 20, 2016	5:00 PM – 9:00 PM
Sunday, February 21, 2016	8:00 AM – 8:00 PM
Monday, February 22, 2016	8:00 AM – 1:00 PM

Exhibitor, Silver & Gold – Bring Your Own Booths:

Sunday, February 21, 2016	5:00 PM – 9:00 PM
Monday, February 22, 2016	8:00 AM – 1:00 PM

Turnkey & IBM Exhibitors:

Monday, February 22, 2016	8:00 AM – 1:00 PM
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SOLUTION EXPO SHOW HOURS

Monday, February 22, 2016	4:00 PM - 7:30 PM (<i>Staffed: 5:30 PM - 7:30 PM</i>) 5:30 PM - 7:30 PM Reception
Tuesday, February 23, 2016	8:00 AM - 7:00 PM (<i>Staffed: 11:30 AM - 7:00 PM</i>) 5:00 PM - 7:00 PM Reception
Wednesday, February 24, 2016	8:00 AM - 6:00 PM (<i>Staffed: 11:30 AM - 6:00 PM</i>) 5:00 PM - 6:00 PM Reception
Thursday, February 25, 2016	8:00 AM - 1:00 PM (<i>Staffed: 10:30 AM - 1:00 PM</i>)

- The Solution EXPO must be fully staffed at the hours listed. The Solution EXPO Hall will be accessible Monday starting at 4:00PM, Tues., Wed. and Thursday starting at 8:00AM until close; however your staff is only required to be available during the hours listed. Freight will not be returned until all aisle carpet and decorating materials are collected at the close of show.

EXHIBITOR MOVE-OUT

Thursday, February 25, 2016	1:00 PM - 6:00 PM
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Note that you will not be permitted to start the teardown of your booth until **1:00 PM** on **Thursday, February 25, 2016**. Please make your travel plans accordingly. Outside carriers must be checked in by **Thursday February 25th at 5:00PM**. Please see the Move-Out Information sheet for more details.

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.



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WILLWORK QUICK FACTS

IMPORTANT SHIPPING INFORMATION

- Please note – due to our short install period for this event, you are requested to ship any booth supplies to the ADVANCE WAREHOUSE address only
- It is extremely important that you ship only to Advance Warehouse – if you request your shipper to deliver direct to the Convention Center loading dock, prior to Saturday Feb 20, your shipment will be refused and turned away
- All FedEx shipments that arrive direct, prior to Saturday Feb 20, will be turned away
- If you must ship via FedEx direct – please only ship to yourself at the Mandalay Bay hotel business office
- If your shipment is turned away at the loading dock before Saturday Feb 20, we cannot guarantee that it will be returned in time for show opening on Monday
- It is recommended that you track your packages prior to arrive to be sure they have arrived on the date you have planned – this will give you time to work out any issues with the carrier
- Obtain and bring with you a copy of your waybill or shipping information (including the name of your shipping company)
- All direct shipments need to arrive on Saturday, February 20th or Sunday, February 21st in order for shipments to be available by 8AM on Monday, February 22nd.
- Disclaimer: Any shipment's that are sent via regular mail (USPS) will be delayed in processing. There is no guarantee that shipments sent via regular mail will be available for the conference.

ADVANCE SHIPPING ADDRESS & SHIPPING WINDOW

Advance shipping begins **Monday, January 18, 2016 at 8:00 AM** and ends **Wednesday, February 17, 2016 at 4:00PM**.

Advance shipping address:

(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



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WILLWORK QUICK FACTS

DIRECT SHIPPING ADDRESS & START TIME

Direct shipping will begin on **Saturday, February 20, 2016 at 3:00PM.**

Direct shipping address:

(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

Please Note: This show will be marshalled. Please see marshalling yard map for detail

STANDARD BOOTH EQUIPMENT & EXHIBIT HALL CARPET

Each **10' x 10'** booth will be set with:

- 8' high Black Fabric Back Drop
- 3' Fabric Side Dividers
- 1 – 7" x 44" Identification Sign

Please Note: The exhibitor booths and the aisles will be carpeted in Charcoal (Plus Package Booths will be carpeted in Sword Grey). Exhibitors may bring their own carpets or rent another color through Willwork. Please see the carpet order form for details.

WILLWORK, INC. ADVANCE ORDER DISCOUNT DEADLINE – FRIDAY, FEBRUARY 5, 2016

Discount prices apply to those orders received with payment in full no later than: **Fri., Feb. 5, 2016**

Please remit all order forms to Attn - Chris Butler: cbutler@willworkinc.com / Fax: 774 568-5364.

For additional information, please contact our Exhibitor Service Department at 508 230-3170.



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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.



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CREDIT CARD AUTHORIZATION

ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW. An Invoice will be prepared at the show for signature and payment. For your convenience, in addition to cash or company check (no personal checks), we accept MasterCard, Visa and American Express. **At the close of the show, exhibitor freight will not be released for shipment until all unpaid invoices have been settled at the Willwork Service Desk.** Please notify your company representative who will be at show site of our payment policy.

IMPORTANT: TO OBTAIN THE DISCOUNT PRICING, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.

A purchase order is not considered payment. If your company has any unpaid balances for previous services, payment in full will be required before new orders will be or can be accepted.

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf. (See Third Party Payment Policy form)

International exhibitors must prepay balances prior to show closing in U.S. funds drawn on U.S Banks.

CREDIT CARD AUTHORIZATION

If you wish to charge your orders to your credit card account, please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing will be charged to your credit card.

Please print or type information below:

CHARGE TO (check one)	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
Account Number:	Expiration Date:		
Card Holders Name:	Card Holders Signature:		

Please print or type information below:

Card Holders Name:	Email:		
Card Billing Address:			
City:	State:	ZIP:	
Telephone:	Fax:		
Exhibiting Company Name:	Booth No:		



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THIRD PARTY PAYMENT AGREEMENT

Willwork, Inc. will present show site invoices to third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to Willwork, Inc.
2. This completed form is to be signed by BOTH PARTIES and returned to Willwork, Inc. at least 14 days prior to show opening. This form is to be accompanied by a completed credit card authorization form from EACH PARTY.
3. Willwork, Inc.'s pre payment policy is adhered to; i.e.: order must be received with payment deadline dates.
4. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoices at show site.
5. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

Please indicate below which items/services are to be invoiced to the third party:

- | | | | |
|---|--|-----------------------------------|--|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> LABOR: (<input type="checkbox"/> I&D | <input type="checkbox"/> Forklift | <input type="checkbox"/> Sign Hanging) |
| <input type="checkbox"/> BOOTH CLEANING | <input type="checkbox"/> MATERIAL HANDLING (Round Trip) | | |
| <input type="checkbox"/> FURNITURE | <input type="checkbox"/> CARPET | | |

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

Please print or type information below:

Exhibitor	3 rd Party
CHARGE TO (check one) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS	CHARGE TO (check one) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS
Account Number:	Account Number:
Expiration Date:	Expiration Date:
Card Holders Name:	Card Holders Name:
Card Holders Signature:	Card Holders Signature:

Please print or type information below:

Card Holders Name:			Card Holders Name:		
Email:			Email:		
Card Billing Address:			Card Billing Address:		
City:	State:	ZIP:	City:	State:	ZIP:
Telephone:	Fax:		Telephone:	Fax:	
Exhibiting Company Name:		Booth No:	Exhibiting Company Name:		Booth No:

MODULAR

MODULAR

PACKAGE 2B -

Free Standing Counter Exhibit

Includes the Following:

- (6) White Shelves
- (3) 39" x 36" Storage Cabinet
- (3) Stem Light
- (1) 115 3/4" x 9 1/2" Header
- Includes Standard Carpet

PACKAGE 3 -

Curved Backwall Exhibit

Includes the Following:

- (2) 37 3/4" x 94 11/16" Display Panels
- (2) 29 1/2" x 94 11/16" Curved Display Panels
- (2) Stem Light
- (1) 115 3/4" x 9 1/2" Header
- Includes Standard Carpet

PACKAGE 4 -

Backwall Counter Exhibit

Includes the Following:

- (2) 37 3/4" x 54 3/16" Display Panels
- (2) 26 1/2" x 54 3/16" Angled Display Panels
- (2) Stem Light
- (1) 115 3/4" x 9 1/2" Header
- Includes Standard Carpet

FREE STANDING COUNTER EXHIBIT



CURVED BACKWALL EXHIBIT



BACKWALL COUNTER EXHIBIT



PACKAGE 5 -

10' x 10' Exhibit

Includes the Following:

- (3) White Shelves
- (3) 37 3/4" x 94 11/16" Display Panels
- (2) 18 1/2" x 94 11/16" Display Panels
- (3) Stem Light
- (1) 96 1/4" x 9 1/2" Header
- Includes Standard Carpet

10' X 10' EXHIBIT



PACKAGE 6 -

10' x 20' Angled Exhibit

Includes the Following:

- (2) 39" x 36" Storage Cabinets
- (2) 37 3/4" x 94 11/16" Display Panels
- (4) 26 1/2" x 54 3/16" Angled Display Panels
- (6) Stem Light
- (1) 115 3/4" x 9 1/2" Header
- Includes Standard Carpet

10' X 20' ANGLED EXHIBIT



PACKAGE 7A -

10' x 20' Curved Exhibit

Includes the Following:

- (2) 39" x 36" Storage Cabinets
- (2) 37 3/4" x 54 3/16" Display Panels
- (4) 37 3/4" x 94 11/16" Display Panels
- (6) Stem Light
- (1) 115 3/4" x 9 1/2" Header
- Includes Standard Carpet

10' X 20' CURVED EXHIBIT



PACKAGE 7B -

10' x 30' Curved Exhibit

Includes the Following:

- (3) 39" x 36" Storage Cabinets
- (3) 37 3/4" x 54 3/16" Display Panels
- (6) 37 3/4" x 94 11/16" Display Panels
- (9) Stem Light
- (1) 154 3/4" x 9 1/2" Header
- Includes Standard Carpet

10' X 30' CURVED EXHIBIT





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ORDER FORM – RENTAL EXHIBITS

Discount Deadline: Friday, February 5, 2016

BOOTH NUMBER _____

STEP 1 – Choose Your Exhibit				STEP 5 – Choose your Accessories			
Qty	Description	Disc Price	Std Price	Qty	Description	Disc Price	Std Price
	Package 2B	\$1,190.00	\$1,490.00		40”h x 18”d x 39”w Counter	\$225.00	\$280.00
	Package 3	\$ 949.00	\$1,185.00		40”h x 18”d x 78”w Counter	\$425.00	\$530.00
	Package 4	\$1,310.00	\$1,635.00		40”h x 18”d x 39”radCounter	\$350.00	\$435.00
	Package 5	\$1,695.00	\$2,120.00				
	Package 6	\$3,640.00	\$4,400.00		Longarm Spotlights	\$ 35.00	\$ 45.00
	Package 7A	\$3,925.00	\$4,725.00		Clip on Spotlights	\$ 20.00	\$ 25.00
	Package 7B	\$5,220.00	\$6,265.00		Power Strips	\$ 15.00	\$ 19.00
					Flat Extension Cords	\$ 15.00	\$ 19.00
					39”l x 12”w Angled Shelf	\$ 30.00	\$ 38.00
					39”l x 12”w Flat Shelf	\$ 30.00	\$ 38.00
					Velcro Adhesive Brochure Holder	\$ 15.00	\$ 19.00
Step 1 Sub Total:							
				Step 5 Sub Total:			
				Step 1 Sub Total:			
				Sales Tax (8.1%):			
				Rental Exhibit Total:			

STEP 2 – CHOOSE YOUR SINTRA PANEL COLORS

Check ONE (1): White Grey

STEP 3 – CHOOSE YOUR CARPET COLOR

Check ONE (1): Black Onyx Blue Velvet Cardinal Ruby Overcast Garden

STEP 4 – CLEARLY INDICATE YOUR HEADER COPY

Please Check Letter Color

Check ONE (1): Blue Red Black Grey Yellow Green

Special Artwork, logos or colors will be quoted upon request. Please include samples and comments with this order.

If color selection is not indicated where specified, show colors will be provided

PAYMENT POLICY:

- Orders cancelled prior to the show move-in will be charged 50% of original price.
- Orders cancelled after installation on show site will be charged at 100% of original price
- Equipment is on a rental basis only and remains property of Willwork, Inc. Exhibit Services
- No credit will be issued after close of show

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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ORDER FORM – STANDARD BOOTH FURNISHINGS

Discount Deadline: Friday, February 5, 2016

BOOTH NUMBER _____

TABLES	QTY	DISC. RATE	STANDARD RATE	TOTAL
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DRAPED DISPLAY TABLES

Draping includes white vinyl top & 3 sides
choose table size & color

30" High
Circle color: Blue-Black-Burgundy-Hunter Green-Gray-Red-White

2' x 4' x 30"	()	\$105.94	\$132.43	
2' x 6' x 30"	()	\$124.83	\$156.04	
2' x 8' x 30"	()	\$159.22	\$199.02	
4th side of table draped	()	\$42.43	\$53.04	

42" High
Circle color: Blue-Black-Burgundy-Hunter Green-Gray-Red-White

2' x 4' x 42"	()	\$139.70	\$174.63	
2' x 6' x 42"	()	\$153.02	\$191.28	
2' x 8' x 42"	()	\$171.17	\$213.96	
4th side of table draped	()	\$42.43	\$53.04	

UNDRAPED DISPLAY TABLES

30" High

2' x 4' x 30"	()	\$47.70	\$59.63	
2' x 6' x 30"	()	\$56.38	\$70.48	
2' x 8' x 30"	()	\$65.67	\$82.08	

42" High

2' x 4' x 42"	()	\$60.71	\$75.89	
2' x 6' x 42"	()	\$73.18	\$91.47	
2' x 8' x 42"	()	\$78.80	\$98.50	

DRAPED RISERS (white vinyl)

4' One Step	()	\$46.15	\$57.69	
6' One Step	()	\$61.64	\$77.05	

RENTAL PRICE INCLUDES DELIVERY TO & REMOVAL FROM BOOTH.

SEATING	QTY	DISC. RATE	STD. RATE	TOTAL
Upholstered Arm Chair	()	\$65.97	\$82.47	
Side Chair	()	\$53.58	\$66.98	
Padded Stool	()	\$78.68	\$98.35	

ACCESSORIES	QTY	DISC. RATE	STD. RATE	TOTAL
30"high x 30" D Round Table	()	\$85.07	\$106.34	
42"high x 30" D Round Table	()	\$90.13	\$112.66	
Wastebasket	()	\$20.13	\$25.16	
Easel	()	\$39.95	\$49.95	
Bag Rack	()	\$97.57	\$121.98	
Fish Bowl	()	\$26.02	\$32.53	
Chrome Sign Frame (22" x 28")	()	\$97.57	\$121.96	
4 Sided Literature Stand	()	\$204.44	\$255.55	
5 Pocket Literature Stand	()	\$121.42	\$151.78	
3 Section Literature Pocket	()	\$45.53	\$56.92	
Single Sheet Literature Holder	()	\$26.02	\$32.52	
4'x8' Peg Board	()	\$142.49	\$178.11	

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany advance order and must be received by Deadline Date In order to qualify for discount rates.

All orders placed at the Service Desk will be charged at standard rates.

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

Full payment must accompany order.

Total items ordered and enter on recap sheet/ payment form.

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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ORDER FORM – CARPET

Discount Deadline: Friday, February 5, 2016

BOOTH NUMBER _____

STANDARD CARPET	QTY	DISC. RATE	STANDARD RATE	TOTAL
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Price includes installation & taping front edge.
No guarantee of color match when ordering multiple carpets.

Please select a Standard Carpet Color to the right.

10' x 10'	()	\$148.38	\$185.47	<input type="text"/>
10' x 20'	()	\$296.12	\$370.15	<input type="text"/>
10' x 30'	()	\$444.80	\$556.00	<input type="text"/>
10' x 40'	()	\$593.16	\$741.45	<input type="text"/>

Standard Carpet Colors			
Check (1):	<input type="checkbox"/> Black	<input type="checkbox"/> Blue	
	<input type="checkbox"/> Red	<input type="checkbox"/> Lt. Grey	
	<input type="checkbox"/> Charcoal	<input type="checkbox"/> Green	

Custom Carpet Colors			
Check (1):	<input type="checkbox"/> Black	<input type="checkbox"/> Blue	
	<input type="checkbox"/> Red	<input type="checkbox"/> Lt. Grey	
	<input type="checkbox"/> Charcoal	<input type="checkbox"/> Green	

CUSTOM CARPETING	DISC. RATE	STANDARD RATE	TOTAL
	per sq ft	per sq ft	

Please select a Custom Carpet Color to the right.

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft.	\$4.02	\$5.02	<input type="text"/>
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(100 sq ft minimum)

CARPET PADDING	DISC. RATE	STANDARD RATE	TOTAL
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Price includes installation

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft.	\$1.86	\$2.33	<input type="text"/>
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(100 sq ft minimum)

VISQUEEN (poly covering)	DISC. RATE	STANDARD RATE	TOTAL
-----------------------------	------------	---------------	-------

Price includes installation

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft.	\$0.31	\$0.39	<input type="text"/>
--------------------------------------	--------	--------	----------------------

(100 sq ft minimum)

Please Note: The exhibitor booth spaces and aisles will be carpeted in Charcoal. Plus booth packages will be carpeted in Sword Grey.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany advance order and must be received by the deadline date in order to qualify for discount rates.

All orders placed at the Service Desk will be charged at standard rates.

No telephone orders are accepted.

Full payment must accompany order Total items ordered and enter on recap sheet/ payment form.

CANCELLATION POLICY: Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of original price to cover labor involved.

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

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.



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

ORDER FORM – SPECIAL SIGNS

Discount Deadline: Friday, February 5, 2016

BOOTH NUMBER _____

PRICE LIST & INFORMATION

SIZE	10 WORDS OR LESS	
7" x 11"	\$41.21	1. Copy exceeding 10 words will be charged the rate of \$.82 per word.
11" x 14"	\$48.83	2. Cardboard easel backs - \$2.48 each.
14" x 22"	\$53.03	3. Sales Tax will be added where applicable.
22" x 28"	\$77.18	
28" x 44"	\$125.75	4. When a card is to be done with special care such as color card and paint, glitter, trademarks or logos duplicated, an additional charge will be made. Advance quotations will be sent upon request.

For all other sizes, please call for quote

5. Signs ordered after Deadline Date (see payment policy below) or at Show Site are subject to **Overtime Charge of 75%**.

INDICATE SIGN COPY BELOW

SIZE
VERTICAL:
HORIZONTAL:
CARD COLOR:
LETTERING COLOR:
EASEL BACK:

PAYMENT POLICY:

Payment in full of charges including applicable tax, must accompany advance order and must be received by the deadline date to qualify for discount rates. All orders placed at the service desk will be charged at standard rates. All balances must be settled at the Service Desk prior to show closing. All charges are payable in Checks, Cash, Money Orders, Traveler's Checks, Visa, MasterCard and American Express are accepted. All charges are subject to TX Sales Tax (8.25%).

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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ORDER FORM – LABOR

Discount Deadline: Friday, February 5, 2016

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 - \$155.00 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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cbutler@willworkinc.com

ORDER FORM – LABOR

Discount Deadline: Friday, February 5, 2016

BOOTH NUMBER _____

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.



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 Attn: Chris Butler
cbutler@willworkinc.com

ORDER FORM — ACCESSIBLE STORAGE

BOOTH NUMBER _____

Accessible Storage Rate

Minimum charge per exhibitor is \$ 175.00 for storage of one skid or cage. Each additional skid or cage is an additional \$85.00 Handling charges for pick-up and delivery are as quoted labor rates below. Additional space is available at \$3.00 per square foot for a minimum of 50 square feet increments.

Shipments to Storage

ALL SHIPMENTS MUST BE SHIPPED DIRECTLY TO YOUR BOOTH. Arrangements must be made at the Willwork Service Desk to move your storage materials from the booth area to storage. Special color labels from the Willwork Service Desk will be attached to the storage materials before they are removed from the booth.

NOTE: Exhibitors wanting to store material/product in access must have a credit card number on file (please see the: Credit Card Authorization Form) prior to services offered. Product will not be accepted for storage unless exhibitor has an exact count of the units to be placed in accessible storage.

LABOR RATES – To deliver material to and from storage

STRAIGHT TIME (One hour minimum per person).....\$99.00 Per Person / Per Hour
(8:00am – 4:30pm Monday – Friday)

OVERTIME (One hour minimum per person).....\$155.00 Per Person / Per Hour

FORKLIFT (5000 lb. Capacity).....\$259.00 Per Hour

Minimum charge per delivery in and out of Accessible Storage is one hour per man - plus a ½ hour minimum each time it is accessed during the show. Please label cartons with actual contents to facilitate deliveries of materials to booths.

Estimated storage space needed is _____ square feet. Type of product(s) I will be storing is _____
 This product will be in _____ types of containers and **WILL / WILL NOT** be on skids.
 (PLEASE CIRCLE ONE)

The number of containers to be stored will be _____. I will require deliveries _____ times per day.

Exhibitor Name:	Booth #:
Billing Address:	City:
State:	Zip Code:
Fax #:	Telephone #:
Ordered By:	



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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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MATERIAL HANDLING - RATES AND SHIPPING INSTRUCTIONS

- 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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cbutler@willworkinc.com

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.



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

MARSHALLING YARD INFORMATION

MARSHALLING YARD ADDRESS

Summers Leasing
9565 Redwood St.
Las Vegas, NV 89139

Please note:

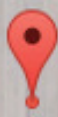
All delivering carriers must check in at the Marshalling Yard prior to delivering to the facility. Please be advised that certified weight tickets are required when checking into the Marshalling Yard. All carriers will be assigned an unloading number according to driver check-in time.

Please see Map on Reverse Side

W Richmar Ave

Redwood St

Redwood St



MARSHALLING YARD

9565 REDWOOD ST.
LAS VEGAS, NV
89139

Google

W Gary Ave

W Gary Ave

Willwork, Inc.

Exhibit Services

RUSH

Exhibit Materials

DO NOT DELAY

ADVANCE SHIPMENT

TO: **IBM InterConnect 2016**

Exhibiting Company Name

Exhibiting Company Name

Booth Number & Sponsorship Level

C/O Willwork Exhibit Services

YRC

5049 W. Post Road

Las Vegas , NV 89118

Willwork will begin accepting crated or skidded material at the Advance Warehouse on Monday January 18, Monday - Friday from 8am - 4:00pm. Materials must arrive at the advance warehouse no later than Wednesday February 17 or an additional cost will be incurred.

Piece _____ of _____ total pieces

Willwork, Inc.

Exhibit Services

RUSH

Exhibit Materials

DO NOT DELAY

ADVANCE SHIPMENT

TO: **IBM InterConnect 2016**

Exhibiting Company Name

Exhibiting Company Name

Booth Number & Sponsorship Level

C/O Willwork Exhibit Services

YRC

5049 W. Post Road

Las Vegas , NV 89118

Willwork will begin accepting crated or skidded material at the Advance Warehouse on Monday January 18, Monday - Friday from 8am - 4:00pm. Materials must arrive at the advance warehouse no later than Wednesday February 17 or an additional cost will be incurred.

Piece _____ of _____ total pieces

The following labels have been created for your convenience. Please place at least one label on each piece of your shipment to ensure smooth processing. If you need more labels this page may be duplicated.

Advance Shipping Labels

Willwork, Inc.

Exhibit Services

RUSH

Exhibit Materials

DO NOT DELAY

DIRECT SHIPMENT

TO: **IBM InterConnect 2016**

Exhibiting Company Name

Booth Number & Sponsorship Level

C/O Willwork Exhibit & Event Services

Mandalay Bay Resort & Casino

3970 Las Vegas Blvd. South - Bayside CD Dock

Las Vegas, Nevada 89119

First day of freight acceptance Saturday February 20 @ 3pm. Any freight delivered before this date will be refused by the hotel.

Piece _____ of _____ total pieces

Willwork, Inc.

Exhibit Services

RUSH

Exhibit Materials

DO NOT DELAY

DIRECT SHIPMENT

TO: **IBM InterConnect 2016**

Exhibiting Company Name

Booth Number & Sponsorship Level

C/O Willwork Exhibit & Event Services

Mandalay Bay Resort & Casino

3970 Las Vegas Blvd. South - Bayside CD Dock

Las Vegas, Nevada 89119

First day of freight acceptance Saturday February 20 @ 3pm. Any freight delivered before this date will be refused by the hotel.

Piece _____ of _____ total pieces

The following labels have been created for your convenience. Please place at least one label on each piece of your shipment to ensure smooth processing. If you need more labels this page may be duplicated.

Direct Shipping Labels



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

ORDER FORM – ORDER RECAP CONFIRMATION

Discount Deadline: Friday, February 5, 2016

BOOTH NUMBER _____

1. Please complete the information requested and return payment in full with this form and your order.
2. You may choose to pay by credit card or check. You must complete Page 1 of the six-page Order Form in this Manual regardless of payment method. If you are paying by check, please make check payable to **WILLWORK, INC. EXHIBIT SERVICES**
3. Mail your check and all applicable forms to:

WILLWORK, INC. EXHIBIT SERVICES
23 Norfolk Ave
South Easton, MA 02375

CALCULATION OF ORDERS (total from each Willwork, Inc. Exhibit Services order form):

STANDARD BOOTH FURNISHINGS *	\$
LABOR ORDER FORM*	\$
FREIGHT ORDER FORM	\$
RENTAL EXHIBIT ORDER FORM *	\$
CARPET ORDER FORM *	\$
SPECIAL SIGNS *	\$
ACCESSIBLE STORAGE	
Sub Total	\$
8.1% NV Sales Tax Line items marked with an * are subject to NV Sales Tax	
TOTAL DUE TO WILLWORK, INC. EXHIBIT SERVICES	\$

PAYMENT METHOD:
 Credit Card: VISA MASTERCARD AMERICAN EXPRESS
 Check: # _____ Dated ____ / ____ / ____ in the amount of \$ _____

EXHIBITORS PAYING BY CHECK ARE STILL REQUIRED TO PROVIDE A CREDIT CARD AUTHORIZATION AS GUARANTEE OF PAYMENT FOR ADDITIONAL CHARGES.

Please print or type information below:

Card Holders Name:		
Card Billing Address:		
City:	State:	ZIP:
Telephone:	Fax:	
Exhibiting Company Name:	Booth No:	



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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

ORDER FORM – ORDER RECAP CONFIRMATION

Discount Deadline: Friday, February 5, 2016

BOOTH NUMBER _____

PLEASE COMPLETE THE INFORMATION REQUESTED BELOW:

CONTACT NAME: _____

COMPANY NAME: _____

TELEPHONE NUMBER: (____) _____ - _____

FAX NUMBER: (____) _____ - _____

EMAIL ADDRESS _____

PLEASE CHECK THE BOX INDICATING HOW YOU WOULD LIKE YOUR ORDER CONFIRMED:

BY TELEPHONE **BY FAX** **BY EMAIL**

NOTE: TO QUALIFY FOR DISCOUNT PRICES YOU **MUST** SEND YOUR ORDER AND PAYMENT-IN-FULL PRIOR TO THE DISCOUNT DEADLINE DATE SPECIFIED IN THIS MANUAL.

FAX CONFIRMATION

WE HAVE RECEIVED THE FOLLOWING ORDERS FOR YOUR BOOTH:

- | | | | |
|-------------------------------|--------------------------|--------------------------------|--------------------------|
| PAYMENT INFORMATION | <input type="checkbox"/> | MATERIAL HANDLING | <input type="checkbox"/> |
| STANDARD BOOTH FURNISHINGS | <input type="checkbox"/> | BOOTH CLEANING | <input type="checkbox"/> |
| CARPET | <input type="checkbox"/> | SPECIAL SIGNS | <input type="checkbox"/> |
| LABOR | <input type="checkbox"/> | RENTAL EXHIBIT | <input type="checkbox"/> |
| THIRD PARTY PAYMENT AGREEMENT | <input type="checkbox"/> | EXHIBITOR APPOINTED CONTRACTOR | <input type="checkbox"/> |

ADDITIONAL INFORMATION NEEDED TO PROCESS YOUR ORDER:

Thank you for your order. If we can be of further assistance, or for additional information, please contact our Exhibitor Service Department at 508 230-3170



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EXHIBITOR APPOINTED CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Willwork, Inc. Exhibit Services, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangement for labor should be made through Willwork, Inc. Exhibit Services, in advance whenever possible. Official labor forms are included in this Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Willwork, Inc. Exhibit Services no later than **Friday, January 22, 2016**. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors of its lease with the **Mandalay Bay Convention Resort**. For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Willwork, Inc. Exhibit Services with **Certificates of Insurance naming Willwork, Inc. Exhibit Services, "Show Management" and The Mandalay Bay Convention Resort as additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Willwork, Inc. Exhibit Services to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by Friday, January 22, 2016, your non-official contractor will be allowed to supervise only. All labor must then be hired from Willwork, Inc. Exhibit Services for installation and dismantling of the exhibit. There are NO exceptions after the deadline date.

We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.

ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

EVENT OR SHOW:				BOOTH#	
NAME OF EXHIBITING COMPANY					
CONTRACTING COMPANY					
CONTRACTING COMPANY ADDRESS					
CITY		STATE	ZIP	TEL NO:	FAX:
ESTIMATE ARRIVAL AT SHOW				# OF WORKERS	
AUTHORIZED BY:				TITLE:	

Mandalay Bay Exhibitor Services
Welcomes

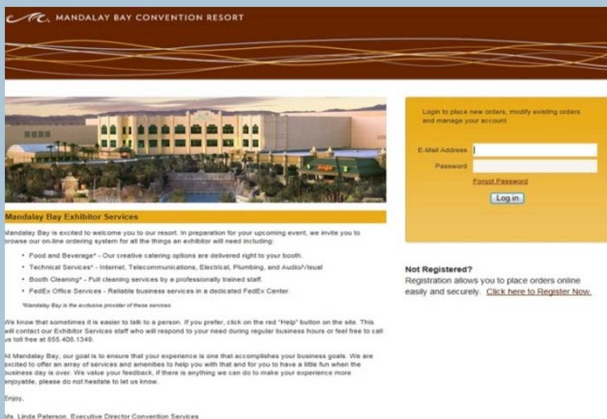
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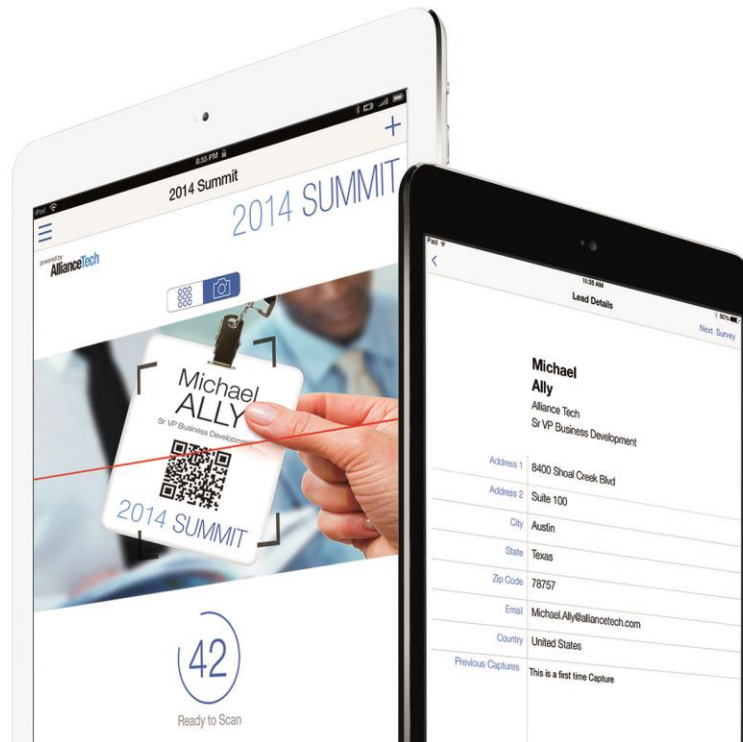
Order online today at mandalaybayexhibitorservices.com

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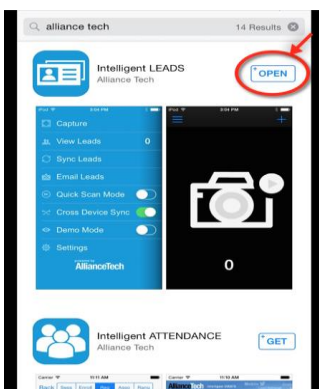
Go to <https://orders.alliancetech.com/interconnect16>



LEAD RETRIEVAL SOLUTION – IPAD MINI (QR CODE)

- ▶ Scan attendees badges
- ▶ Capture contact info and key comments
- ▶ Access lead info via secure website

OPTIONS



LEAD RETRIEVAL SOLUTION – SOFTWARE DOWNLOAD

- ▶ Use your own iPad to scan attendee badges
- ▶ Capture contact info and key comments
- ▶ Access to lead info via secure website
- ▶ Minimal Requirement* iPad Gen2 or iOS Version 8 or greater

CUSTOMIZED LEAD AND QUALIFICATION SURVEY

- ▶ Customized survey of up to 5 qualifying questions
- ▶ Each question may contain have up to 10 responses
- ▶ Responses may be single-select or multi-select





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EXHIBITOR SAFETY & SECURITY

EXHIBITOR SAFETY

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Willwork, Inc. Exhibit Services cannot be responsible for injuries, falls or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor on the Willwork Order Form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

All exhibitors must set up their displays within their booth boundaries. Booths extending into the aisle are subject to fire marshall jurisdiction and an exhibitor may be fined for aisle encroachment. The booth sizes stated are outside measurements. Allow a six inch leeway when installing hardwall displays.

Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.

Booth construction must conform to applicable building codes including electrical, plumbing etc. All work carried out on booths on-site must conform to facility regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information.

In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit, so be sure to familiarize yourself with the layout of the facility.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

EXHIBITOR SECURITY

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Willwork, Inc. Exhibit Services, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor. Move-in and move-out are particularly vulnerable times. Be sure to carefully safeguard your exhibit materials.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them. For example, plasma screens are a high theft item. Willwork strongly recommends that you insure plasma screens, as **NO** liability for theft is assumed by show management, the facility or Willwork, Inc. Exhibit Services We also recommend that the shipping containers are not marked 'PLASMA SCREEN'.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty".
- Show management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by Willwork, Inc. Exhibit Services, Show Management, or their agents.
- **INSURE YOUR BOOTH!** Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.



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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.

Thursday, February 25, 2016 - 1:00PM – 6:00PM - Exhibitor Move-Out officially begins

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.

Thursday, February 25, 2016 - 5:00PM – Deadline for driver check-in.

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 **5:00PM**. 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 **5:00PM**, 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.

Thursday, February 25, 2016 - 5:00PM – Exhibits packed and Bills of Lading turned in to Willwork.

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.

Thursday, February 25, 2016 – 6:00PM – Final clean up, Exhibitor Move-Out ends.



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LIMITS OF LIABILITY

1. Willwork, Inc. Exhibit Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Willwork, Inc. Exhibit Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. 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. Bills-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 the booth, and corrections made where discrepancies occur.
4. 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.
5. Willwork, Inc. Exhibit Services liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any event, Willwork's 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.
6. 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 an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. 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.

PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIAL FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.



Exhibit Services

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YRC is ready to customize transportation solutions for any exhibit shipment, any size load.

With increased reliability, quality and speed, YRC gives you the freedom to choose the level and speed of service most appropriate for your shipment. YRC offers Guaranteed Precision™, Expedited Precision™ and Sealed Exhibit™ security. Specialized Solutions™ and caravan services deliver efficient transportation from show to show.

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The show must go on

And so will your business, with the confidence to focus on your customers, not the whereabouts of your tradeshow booth. YRC is the first and only provider to offer customers a free inbound guarantee.* Be confident your booth will arrive on time with YRC.

Gain the on-site advantage

Move in, set up and move out. It's simple when you work with the exhibit experts. YRC professionals are at the big trade shows, ensuring your materials arrive on time and depart quickly – so you don't miss the next tradeshow deadline.

Secure success

YRC guarantees safe delivery with our patented Sealed Exhibit™ protection and security solution. Pay for only the space your shipment occupies. Your exhibit is sealed behind a locked partition and is protected from pickup through delivery to the show site.

* Subject to applicable tariffs and Rules and Conditions publications.

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