



**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)

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

**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

**SOLUTION EXPO SHOW HOURS**

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

- 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

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 25<sup>th</sup> 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](mailto:cbutler@willworkinc.com) / Fax: 774 568-5364.

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