

2024

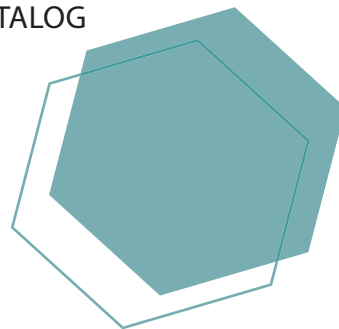
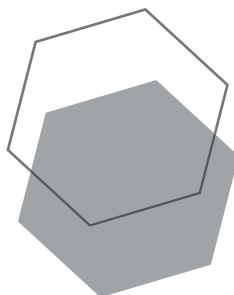
PRESSURE SENSITIVE TAPE COUNCIL CONFERENCE AND EXPO  
SERVICE KIT



**Willwork**  
Global Event Services

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HELLO,

Willwork Global Event Services is pleased to have been chosen to serve as your Official Service Contractor for The Pressure Sensitive Tape Council Conference and Expo to be held at the Orlando Hilton Hotel from April 28 - May 2, 2024. 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 on Willwork products and services, full payment must be included with your order and received in our office by Monday, April 1, 2024. Orders without payment will be held in a pending status until payment is received.

A credit card authorization form is required on file for each exhibitor. No goods or services will be rendered without a credit card accompanying the order. If you choose to make a payment via check or wire transfer, please ensure that your payment has been received by our accounting department no later than two weeks prior to show move-in. Regardless, a credit card is required on file. Please visit the Willwork On-site Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

FOR ASSISTANCE PLEASE CONTACT THE FOLLOWING:

FURNITURE RENTAL, LABOR OR SHIPPING MATERIALS

Event Specialist Team

Phone: (774) 568-5425

Email: exhibitorservices@willwork.com

ELECTRICAL

Edlen

Phone: 407-854-9991

Email: Orlando@edlen.com

INTERNET & TELEPHONE

XPODigital

Phone: 321-234-5051

Email: hocc@xpodigital.com

AUDIO VISUAL

Encore

Phone: 407-641-7077

Email: exhibits.hiltonorlando@encoreglobal.com

Thank you and we look forward to working with you to help make The Pressure Sensitive Tape Council Conference and Expo a tremendous success.

All the best,

**WILLWORK GLOBAL EVENT SERVICES**



# GENERAL INFORMATION

## PRESSURE SENSITIVE TAPE COUNCIL CONFERENCE AND EXPO 2024

April 28 - May 2, 2024

### LOCATION

Hilton Orlando  
Orlando Ballroom I & II & Orange Ballroom  
6001 Destination Parkway  
Orlando, Florida 32819

### EXHIBITOR MOVE-IN

Wednesday, May 1 8:00 a.m. - 11:00 a.m.

### SHOW HOURS

Wednesday, May 1 11:30 a.m. – 5:45 p.m.

### EXHIBITOR MOVE-OUT

Wednesday, May 1 5:45 p.m. - 8:00 p.m.

Outside carriers must be checked in with the Willwork Dock Supervisor at the Hilton Orlando by Wednesday, May 1 at 7:00 p.m. Official re-route time is Wednesday, May 1 at 8:00 PM. Please see the Move-Out Information Sheet in this Manual for more details.

### STANDARD BOOTH EQUIPMENT

Each 8' x 10' exhibit booth includes the following equipment:

- 8' Back wall drape: Blue
- 3' Side rail drape: Blue
- (1) 6' L x 30" H table skirted: Blue
- (2) Side chairs
- (1) Wastebasket
- (1) Booth ID sign

The Exhibit Hall is carpeted in a multi-colored pattern.

***Please Note: Exhibitors that are sending in a poster for the poster session on Tuesday, it must be clearly labelled as such to make sure it gets to the show on time.***

# GENERAL INFORMATION

## ADVANCE SHIPPING

Advance Shipping begins Monday April 1, 2024, at 8:00am and ends Tuesday, April 23, 2024, at 3:00pm.  
(Receiving Hours: 8:00am – 3:00pm / M – F)

## ADVANCE SHIPPING ADDRESS:

(Your Company Name & Booth Number)  
c/o PSTC 2024  
Willwork Global Event Services  
7500 Exchange Drive  
Orlando, FL 32809

Shipments received at the advance warehouse after the deadline will still be accepted. An off target surcharge of 30% will apply.

Please note that all work performed by Willwork before 8:00 a.m. or after 4:30 p.m. weekdays, as well as all day Saturdays and Sundays, is considered overtime. Please budget accordingly.

You must have a credit card on file with Willwork prior to your shipment arriving at the Willwork Warehouse for delivery to your booth.

## DIRECT SHIPPING\*

Willwork will be on site to receive direct shipments to The Hilton Orlando on:

Tuesday, April 30, 2024

3:30 p.m. – 7:00 p.m. ONLY.

\* The Hilton Orlando Las Vegas prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space or personnel. If you choose to ship to the Venue and your shipment arrives prior to Tuesday, April 30, 2024 at 3:30 p.m. you may incur a receiving charge by the Venue AND a receiving charge from Willwork.

## DIRECT SHIPPING ADDRESS:

(Your Company Name & Booth Number)  
PSTC 2024  
c/o Willwork Global Event Services  
Hilton Orlando  
6001 Destination Parkway / Orlando Ballroom I & II  
Orlando, Florida 32819

You must have a credit card on file with Willwork prior to your shipment arriving at the Hilton Orlando for delivery to your booth.

## WILLWORK ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than Monday, April 1, 2024.

For more information, please call us at (774) 568-5425, or email us at [exhibitorservices@willwork.com](mailto:exhibitorservices@willwork.com).

# MOVE-OUT INFORMATION

## MOVE-OUT SCHEDULE

To increase the efficiency of exhibitor move-out, Willwork Global Event Services has instituted the following Move-Out Schedule for this show.

### Wednesday, May 1, 2024 at 5:45 p.m. - Exhibitor Move-Out officially begins

Exhibitors may begin to dismantle their booths at this time. After the close of the show, Willwork will begin removing the 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 Desk.

### Wednesday, May 1, 2024 at 7:00 p.m. - Deadline for driver check-in

Exhibitors who wish to ship materials by any carrier must instruct drivers to check in at the Hilton Orlando. They will check in at the loading dock with the Willwork Dock Supervisor by 7:00 p.m.. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Willwork Service Desk. Drivers whose Material Handling Agreement has not been turned in will be placed in a holding queue until the booth is packed and the Material Handling Agreement is turned in. Should your carrier fail to check in at the loading dock by 7:00 p.m. Willwork Global Event 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.

### Wednesday, May 1, 2024 at 7:00 p.m. - Exhibits packed and Material Handling Agreement turned in to Willwork

All Material Handling Agreements must be turned in to the Willwork Service Desk to be validated. Do not leave your Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded.

Material Handling Agreements and additional labels will be available at the Willwork Service Desk at your convenience. No Material Handling Agreements will be issued until your balance is paid in full. Delivery of your Material Handling Agreement to Willwork Global Event Services does not signify that Willwork Global Event Services has assumed responsibility for your shipments. Once packed and ready to turn in your Material Handling Agreement, take a picture of your shipment for your files. 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 Material Handling Agreement to the Exhibitor Service Desk. Do not leave the Material Handling Agreement 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 Desk prior to move-out. Adjustments to your account will NOT be made beyond 45 days after show closing.

### Wednesday, May 1, 2024 at 8:00 p.m. – Final clean up; Exhibitor Move Out officially ends

All shipping containers including but not limited to fiber cases, cartons and crates should be securely packaged and labeled by the exhibitor. If you have multiple items stacked on a skid, we strongly advise that you order shrink wrap or banding from the Willwork service desk so that items do not get separated.

**Please Note: All FedEx and UPS outbound shipments must be dropped off by the Exhibitor at the nearest FedEx or UPS location.**

# ORDERING PROCEDURES & PAYMENT GUIDE

## ONLINE ORDERING

<https://willwork.boomerecommerce.com>

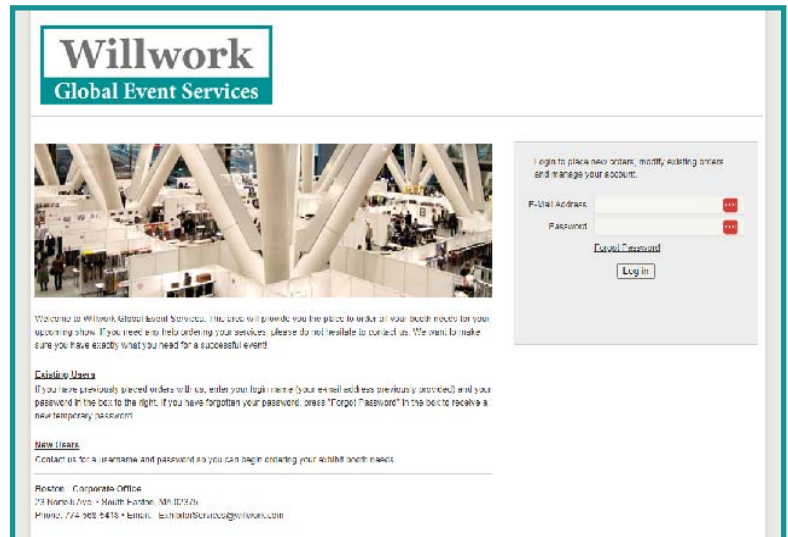
The Willwork online ordering website is the preferred method for placing orders for your event. Here you can order booth furnishings, carpet, rental exhibits, graphics, labor, material handling services, request shipping quotes, and more.

## LOGIN INFORMATION

When online ordering is open for your event, you'll receive an email with details on how to access your account. If you need assistance, please contact us.

Phone: (774)568-5425

Email: [exhibitorservices@willwork.com](mailto:exhibitorservices@willwork.com)



## PAYMENT INFORMATION

Willwork is committed to ensuring safe transactions for our exhibitors. Our online ordering website is the most secure method for placing orders and submitting payment. A credit card will need to be on file to process orders. For your protection and ours, we will not accept credit card information via email. We will also never email payment information.

If you're unable to submit payment online, please contact Willwork Exhibitor Services at (774)568-5425 to provide payment information over the phone.

## PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

You may choose to pay by credit card, check payable to Willwork Global Event Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Willwork's services. Credits for services will be issued at show site only.

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

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

# ORDERING PROCEDURES & HELPFUL HINTS

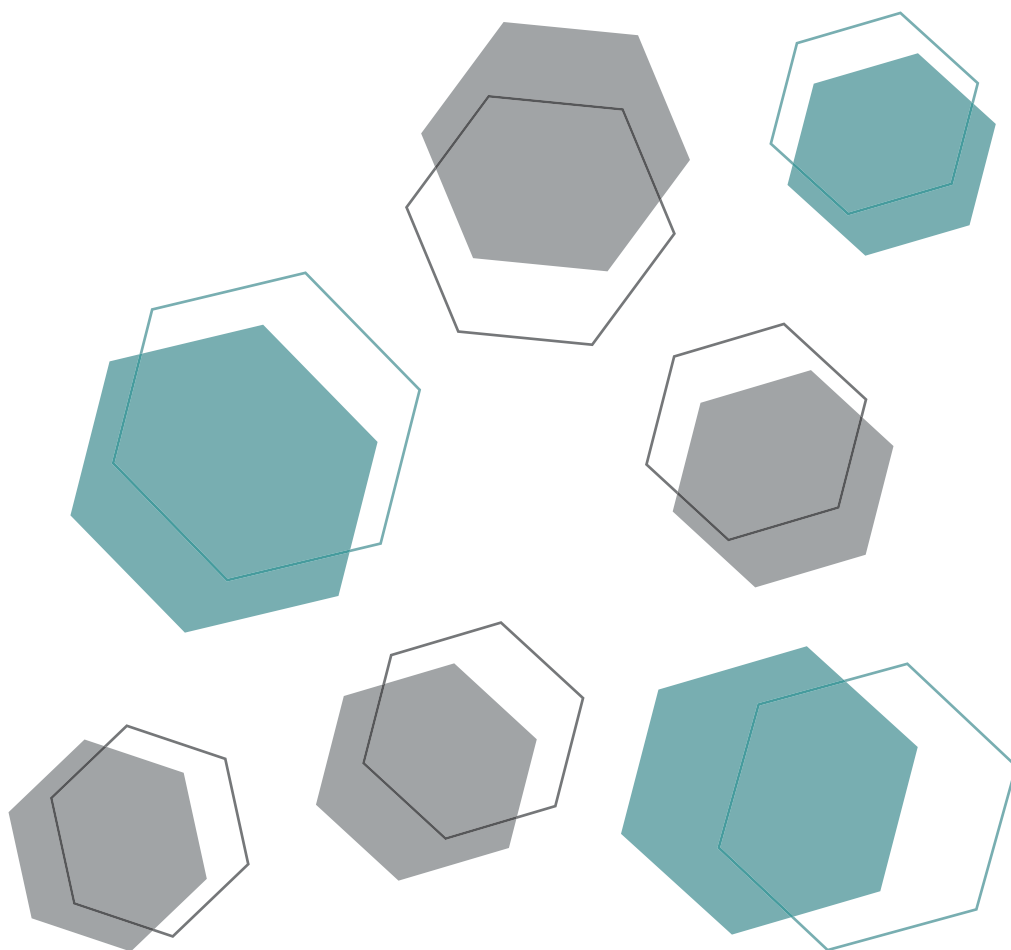
## BOOTH FURNISHINGS AND SERVICES

- Rental items not ordered, and 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 Global Event 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 your booth for show set up and from your booth back to the dock for return shipment at the end of the show.





# CREDIT CARD AUTHORIZATION

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

**PLEASE NOTE: ALL EXHIBITORS MUST HAVE A CREDIT CARD ON FILE WITH WILLWORK GLOBAL EVENT SERVICES PRIOR TO SERVICES BEING RENDERED.**

For your convenience, we accept MasterCard, Visa and American Express; we do not accept Discover Credit Cards. If you choose to pay by check or cash (sorry, personal checks are not accepted), you may do so in advance. However, regardless of how you choose to pay, you must have a credit card on file with us to cover incidentals and items that might be ordered at show site. If your company has unpaid balances from previous events serviced by Willwork Event Services, payment in full for those charges will be required before new orders will be accepted.

Exhibitor freight will not be delivered to or removed from your booth 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.

While Willwork Event Services understands and honors the relationship between exhibitors and third party payers, ultimately the exhibiting firm of record is responsible for payment of all costs incurred on its behalf (see Third Party Payment Policy Form). At the sole discretion of Willwork Global Event Services, exhibitors using third party payers may also be required to provide a credit card as back up to that of the third party.

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

Please complete the information requested below and return this form with your orders. If you choose to pay by check, please make sure your check is delivered prior to two weeks of show move-in so as to give time for the check to be processed by the bank. 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.

Receipts for charges applied to your Credit Card on File will be emailed once the card is charged. A final invoice recording all transactions will be emailed within 15 days of show closing. Should you require a receipt at any other time, please contact us and we will be happy to provide one.

**IMPORTANT: TO OBTAIN THE DISCOUNT PRICING, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER NO LATER THAN THE PUBLISHED DISCOUNT DATE.**

## CREDIT CARD AUTHORIZATION

Please print or type information below:

Charge to:  VISA  MASTERCARD  American Express

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Card Holder's Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# THIRD PARTY AUTHORIZATION

WILLWORK 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
2. This completed form is to be signed by BOTH PARTIES and returned to Willwork 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'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.

## THIRD PARTY AUTHORIZATION

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

All services  
  Furniture  
  Labor  
  Material Handling

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	3RD PARTY
<input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> AMERICAN EXPRESS	<input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> AMERICAN EXPRESS
Account Number: _____	Account Number: _____
Expiration Date: _____ CVV: _____	Expiration Date: _____ CVV: _____
Card Holder's Name: _____	Card Holder's Name: _____
Company Name: _____	Company Name: _____
Email: _____	Email: _____
Phone: _____	Phone: _____
Billing Address: _____	Billing Address: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Signature: _____	Signature: _____

# STANDARD BOOTH FURNISHINGS



**Willwork**  
Global Event Services

# BOOTH FURNISHINGS

## TABLES

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DRAPED RISERS (white vinyl)

4' One Step

6' One Step



DRAPED DISPLAY TABLES

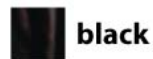
Draping includes white vinyl top & 3 sides choose table size 8

30" High

2'x4'x30"

2'x6'x30"

2'x8'x30"



42" High

2'x4'x42"

2'x6'x42"

2'x8'x42"

## SEATING

---



Side Chair



Bar Stool

# BOOTH FURNISHINGS



Easel



Chrome Sign Frame



Literature Stand



Single-sheet Literature Holder



Three-section Literature Holder



Waste Basket



Fish Bowl



D Round Table  
30" - 42" high 30" round



Bag Stand



4' x 8' Display Board

# ORDER FORM – STANDARD BOOTH FURNISHINGS

## ORDER FORM

Discount Deadline: **Monday, April 1, 2024**

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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.

TABLE	QTY	DISC. RATE	STD. RATE	TOTAL	ITEM	QTY	DISC. RATE	STD. RATE	TOTAL
<b>30" High</b>					<b>SEATING</b>				
2' x 4' x 30"	_____	\$205.38	\$266.98	_____	Upholstered Side chair	_____	\$112.90	\$146.77	_____
2' x 6' x 30"	_____	\$259.67	\$337.60	_____	Upholstered Bar Stool	_____	\$197.88	\$257.25	_____
2' x 8' x 30"	_____	\$289.00	\$375.71	_____					
4 <sup>th</sup> side of table draped	_____	\$73.99	\$96.20	_____					
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Burgundy <input type="radio"/> Hunter Green <input type="radio"/> Red <input type="radio"/> White <input type="radio"/> Grey					<b>ACCESSORIES</b>				
<b>42" High</b>					30"High x 30" D Round Table				
2' x 4' x 42"	_____	\$249.91	\$324.88	_____	42"High x 30" D Round Table	_____	\$277.06	\$360.18	_____
2' x 6' x 42"	_____	\$265.62	\$345.31	_____	Wastebasket	_____	\$32.26	\$41.94	_____
2' x 8' x 42"	_____	\$328.09	\$426.52	_____	Easel	_____	\$61.56	\$80.03	_____
4 <sup>th</sup> side of table draped	_____	\$86.56	\$112.53	_____	Bag Rack	_____	\$158.33	\$205.82	_____
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Burgundy <input type="radio"/> Hunter Green <input type="radio"/> Red <input type="radio"/> White <input type="radio"/> Grey					Fish Bowl				
<b>UNDRAPED DISPLAY TABLE</b>					Chrome Sign Frame (22" x 28")				
<b>30" High</b>									
2' x 4' x 30"	_____	\$83.77	\$108.90	_____	<b>LITERATURE HOLDERS</b>				
2' x 6' x 30"	_____	\$103.31	\$134.32	_____	5 Pocket Stand	_____	\$212.56	\$276.34	_____
2' x 8' x 30"	_____	\$129.84	\$168.79	_____	3 Section Pocket	_____	\$90.90	\$118.17	_____
<b>42" High</b>					Single Sheet Holder				
2' x 4' x 42"	_____	\$114.77	\$148.84	_____		_____	\$46.91	\$60.99	_____
2' x 6' x 42"	_____	\$134.03	\$174.24	_____					
2' x 8' x 42"	_____	\$160.56	\$208.73	_____					
<b>DRAPED RISERS (WHITE VINYL)</b>					Sub Total: _____				
4" One Step	_____	\$82.37	\$107.08	_____	Sales Tax (6.5%): _____				
6" One Step	_____	\$101.92	\$132.50	_____	<b>Order Total:</b> _____				

# TRADE SHOW FURNISHINGS



For our custom furnishing catalog, please email [exhibitorservices@willwork.com](mailto:exhibitorservices@willwork.com)

**Willwork**  
Global Event Services

# STANDARD BOOTH CARPET

Discount Deadline: **Monday, April 1, 2024**

## CARPET CHOICE

The colors to choose from are black, blue, red, charcoal, light gray, green.



## ORDER FORM

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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.

ITEM	QTY	DISC. RATE	STD. RATE	TOTAL
<b>CARPET 13oz</b>				
8' x 10'	_____	\$415.13	\$539.78	_____
8' x 20'	_____	\$830.26	\$1079.34	_____
8' x 30'	_____	\$1245.38	\$1619.00	_____
8' x 40'	_____	\$1660.51	\$2158.62	_____
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Red <input type="radio"/> Lt. Gray <input type="radio"/> Charcoal <input type="radio"/> Green				
<b>CUSTOM CUT CARPET 13oz</b>				
_____ ft. x _____ ft. = _____ sq. ft		\$9.33	\$12.14	_____
100 sq ft minimum				
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Red <input type="radio"/> Lt. Gray <input type="radio"/> Charcoal <input type="radio"/> Green				
<b>PREMIUM CARPET 26oz (Includes Visqueen)</b>				
_____ ft. x _____ ft. = _____ sq. ft		\$9.33	\$12.14	_____
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Red <input type="radio"/> Lt. Gray <input type="radio"/> Charcoal <input type="radio"/> Green				
<b>CARPET PADDING</b>				
½" _____ ft. x _____ ft. = _____ sq. ft		\$3.03	\$3.94	_____
1" _____ ft. x _____ ft. = _____ sq. ft		\$6.07	\$7.88	_____
100 sq ft minimum				
<b>VISQUEEN (POLY COVERING)</b>				
_____ ft. x _____ ft. = _____ sq. ft		\$1.39	\$1.77	_____
100 sq ft minimum				

Padding is not included with carpet rental.

No telephone orders are accepted.

All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

**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.

**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.

For Premium carpet please call 774-568-5425.

Sub Total: \_\_\_\_\_.

Sales Tax (6.5%): \_\_\_\_\_.

**Order Total:** \_\_\_\_\_.



# BOOTH CLEANING

## ORDER FORM

Discount Deadline: **Monday, April 1, 2024**

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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.

All vacuuming, general cleaning and shampooing are computed on the gross square footage of your booth.

ITEM	DISC. RATE	STD. RATE	TOTAL
Booth Size			
_____ ft. x _____ ft. = _____ Total square feet			
Total Sq. ft. _____ x _____ Rate x _____ Days = \$ _____			
<b>VACUUMING</b>			
Daily Vacuuming	\$0.97	\$1.26	_____
One-time only before show opening	\$1.04	\$1.35	_____
<b>PORTER SERVICE (includes wastebaskets within the booth)</b>			
Daily Porter Service	\$0.67	\$0.87	_____
One-time Only	\$1.21	\$1.58	_____

**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. All balances must be settled at the Service desk prior to Show closing. All charges are payable in U.S. Funds only. Company check, wire transfer, Visa, MasterCard and American Express are accepted.

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

**Total \$** \_\_\_\_\_

# LABOR

## ORDER FORM

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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.

**Please complete this form and return it to Willwork if your display is to be set up and/or dismantled by Willwork and there will not be a supervisor present.**

### Inbound Shipping Information

Carrier: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Shipped to:  Warehouse  Show Site Date Shipped: \_\_\_\_\_  
From (city & state): \_\_\_\_\_  
Total number of:  Crates: \_\_\_\_  Cartons: \_\_\_\_  Cases: \_\_\_\_  Other: \_\_\_\_

Setup information must be provided for all Willwork Supervised labor orders.

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 case of emergency, please call: \_\_\_\_\_ at \_\_\_\_\_

Comment:

### Outbound Shipping Information

Please complete the OUTBOUND Material Handling Agreement AND SHIPPING LABEL REQUEST FORM included in this manual and return it along with your order.

# LABOR

## LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS

Exhibitors must come to serve desk to sign in and out for labor required.

Straight Time - \$106.00 per hour

8:00 a.m. - 4:30 p.m. Monday thru Friday.  
One hour minimum per worker, thereafter,  
½ hour increments.

Overtime - \$156.00 per hour

Before 8:00 a.m. Monday thru Friday  
After 4:30 p.m. Monday thru Friday  
All hours on Saturday.  
Sundays and holidays are double time.  
One hour minimum per worker, thereafter,  
½ hour increments.

	# OF MEN	DATE	TIME	HOURS
SET UP				
DISMANTLE				

Please check service required:

Exhibitor Services

All work performed must be under the supervision of the exhibitor.

Number of cartons: \_\_\_\_\_ Number of skids: \_\_\_\_\_

Willwork Global Event Services Supervision

Hourly rate plus 40% Supervision Charge/Minimum \$45.00.

Number of cartons: \_\_\_\_\_ Number of skids: \_\_\_\_\_

Name of carrier: \_\_\_\_\_ Number of crates: \_\_\_\_\_

Shipped to:  Warehouse  Show Site

NOTE: 8:00 a.m. is the only guaranteed starting time. 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, Wire Transfer, Visa, MasterCard and American Express are accepted.

Orders received after the deadline date or show site orders will incur a surcharge of 40% of the labor rate.

PLEASE INCLUDE SET-UP PLANS WITH ORDER.

DISMANTLE DISCLAIMER NON-WILLWORK PRODUCTS: Please be advised that Willwork 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 is requested to dismantle non Willwork material, Willwork 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.

# FORK LIFT SERVICE

Booth Number \_\_\_\_\_

EXHIBITORS REQUIRING FORKLIFTS TO ASSEMBLE DISPLAYS OR WHEN UNCRATING, UNSKIDDING, POSITIONING, AND RESKIDDING EQUIPMENT AND MACHINERY WILL NEED TO ESTIMATE THEIR NEEDS BELOW. A FORKLIFT IS REQUIRED FOR MOVING EQUIPMENT OR MATERIALS WEIGHING 200 POUNDS OR MORE. IF YOU REQUIRE A FORKLIFT, A CREW WILL BE ASSIGNED CONSISTING OF A FORKLIFT WITH AN OPERATOR. IF YOU DO NOT REQUIRE A FORKLIFT, ORDER THE NUMBER OF LABORERS REQUIRED.

**ONE HOUR MINIMUM ON LIFT ORDERS**

<b>NUMBER</b>	<b>TYPE OF LABOR</b>	<b>Straight Time</b>	<b>Overtime</b>
<input type="text"/>	Forklift – 5000 lb. capacity w/operator	\$ 325.00 per hour	\$ 425.00 per hour
<b>ADDITIONAL CREW LABOR</b>			
<input type="text"/>	Laborer	\$ 106.00 per hour	\$ 156.00 per hour

	# OF FORKLIFTS (W/OPERATORS)	WEIGHT OF HEAVIEST PIECE	# OF HELPERS	DATE	TIME	APPROX. HOURS
<b>INSTALL</b>						
<b>DISMANTLE</b>						

**STRAIGHT TIME: MONDAY THROUGH FRIDAY, 8:00AM TO 4:30PM**

TOTAL: \$ \_\_\_\_\_  
Carry this Total to Order Recap Page.

**OVERTIME: MONDAY THROUGH FRIDAY AFTER 4:30 PM. SATURDAYS, (Double Time Sundays & Holidays)**

The minimum charge for labor and equipment is one (1) hour per laborer and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. Equipment and labor cancelled without 24 hour notice will be charged a one (1) hour cancellation fee per worker and forklift. Gratuities in any form, including cash, gifts, or labor hours for work actually performed are prohibited by Willwork. All rates are subject to change if necessitated by increased labor and material costs. If Exhibitor fails to use the laborers and equipment at the time confirmed, a one-hour "No-Show" charge per laborer and forklift will apply.

**Order**

Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8 AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the Willwork Service Desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the Willwork service desk and approve the work order.

**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.

# ACCESSIBLE STORAGE RATES

## ORDER FORM

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**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.

## ACCESSIBLE STORAGE RATE

Accessible Storage Rate: Willwork will charge \$179.00 for storage of one (1) skid or cage. Each additional skid or cage is \$85.00. This charge is for the space only; it does not include labor for pick-up and delivery (see labor rates below).

## 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

### Straight Time - \$106.00 per hour

8:00 a.m. - 4:30 p.m. Monday thru Friday.  
One hour minimum per worker, thereafter,  
½ hour increments.

### Forklift - \$325.00 per hour

5000 lb. capacity

### Overtime - \$156.00 per hour

Before 8:00 a.m. Monday thru Friday  
After 4:30 p.m. Monday thru Friday  
All hours on Saturday.  
Sundays and holidays are double time.  
One hour minimum per worker, thereafter,  
½ hour increments.

Estimated space needed \_\_\_\_\_ SQ. FT.

I will be storing: \_\_\_\_\_

\_\_\_\_\_

Type of container: \_\_\_\_\_ Number of crates: \_\_\_\_\_ Number of skids: \_\_\_\_\_

# MATERIAL HANDLING RATES

Willwork Global Event 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 Material Handling Agreement showing number of pieces, weight, and description of merchandise. For trucks without a Material Handling Agreement or documented weight, estimated weights will prevail. Estimated weights will be binding on both parties.

## WHEN TO SHIP

- Shipment consigned to the Advance Warehouse must arrive **NO LATER than: Tuesday, April 23, 2024, at 3:00 p.m.**
- Shipments consigned to the show site should be timed to arrive **NO EARLIER than: Tuesday, April 30, 2024 from 3:30 p.m. - 7:00 p.m. ONLY.**

## WHERE TO SHIP

Advance Shipments – Deadline: Tuesday, April 23, 2024, at 3:00 p.m.	Direct Shipments - Starts: Tuesday, April 30, 2024 at 3:30 p.m.
(Your Company Name & Booth Number) c/o PSTC 2024 Willwork Global Event Services 7500 Exchange Drive Orlando, FL 32809 (Receiving Hours: 8:00 a.m. – 3:00 p.m. / M – F)	(Your Company Name & Booth Number) c/o PSTC 2024 c/o Willwork Global Event Services Hilton Orlando Orlando Ballroom I & II 6001 Destination Parkway Orlando, Florida 32819

All charges are based upon inbound weight certificates and are quoted on a round trip basis whether services are utilized completely or not. All charges are per cwt (100lbs.), rounded up to the next 100 lbs. Willwork will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show. Willwork will receive direct shipments on scheduled move-in day(s). The rates listed below include receiving shipments, delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. Partial service will not be discounted. All shipments must be accompanied by certified weight tickets.

## RATE SCHEDULE

<p><b>A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS</b></p> <p>ST Rate: \$90.00 per cwt. - 200# Minimum</p> <ul style="list-style-type: none"> <li>• Receive crated shipments only at our warehouse up to 30 days prior to show.</li> <li>• Deliver to booth space.</li> <li>• Removal, storage, return of empty containers.</li> <li>• Pick-up at the booth and load onto outboard carrier.</li> <li>• Shipments of loose or uncrated materials will not be received at warehouse.</li> </ul>	<p><b>B. DIRECT SHIPMENT TO SHOW SITE - Roundtrip - CRATED MATERIALS</b></p> <p>ST Rate: \$90.00 per cwt. - 200# Minimum</p> <ul style="list-style-type: none"> <li>• Receive crated shipments at show site on move-in dates.</li> <li>• Deliver to booth space.</li> <li>• Removal, storage, return of empty containers.</li> <li>• Pick-up at the booth and load onto outboard carrier.</li> </ul>
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# MATERIAL HANDLING RATES

## RATE SCHEDULE CONTINUED

<b>C. SPECIAL HANDLING, UNCRATED AND LOOSE MATERIALS</b>  Add 40% to regular per cwt. charge - 200# Minimum <ul style="list-style-type: none"> <li>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.</li> </ul>	
<b>D. OVERTIME RATE</b> <ul style="list-style-type: none"> <li>Add 30% if handled IN or OUT on overtime.</li> <li>Add 60% if handled IN and OUT on overtime.</li> </ul>	<b>E. OFF TARGET CHARGE</b> Freight received before first day to receive or after the deadline date – add 30% off target charge
<b>F. SURCHARGES</b> Freight left in booth without Bill of Lading, Returned to Warehouse, Marshalling Fee - add 30% surcharge	<b>G. SMALL PACKAGES</b> <ul style="list-style-type: none"> <li>Not to exceed 30lbs*</li> <li>Rate: \$30.00 – First Small Package received</li> <li>Rate: \$25.00 – Each additional small package received on the same shipment</li> </ul>

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

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 lbs. per shipment, per delivery and includes UPS, Federal Express and Airborne. All shipments received via air carrier that do not fall into the small package category may be subject to a special handling fee.

### Special Handling/Uncrated Materials

Crated shipments requiring special handling include shipments that are loaded and or packed in such 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.

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 arranged 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 their 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. The Exhibitor or their representative must pack and label their exhibit material and turn in a Material Handling Agreement 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.

# MATERIAL HANDLING RATES

## LIMITS OF LIABILITY AND RESPONSIBILITY

1. Willwork Global Event Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Willwork Global Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
3. Willwork Global Event 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 Global Event Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Willwork Global Event 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 Global Event Services shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event
6. Willwork Global Event 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.
7. Willwork Global Event 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. The consignment or delivery of a shipment to Willwork Global Event 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.



# FREIGHT FAQs & HANDLING HINTS

Delivery of your Material Handling Agreement to Willwork Global Event Services Service Desk does not signify that Willwork Global Event 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 Material Handling Agreement to the Exhibitor Service Desk. Do not leave Material Handling Agreement 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.
- **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. The conference is being held in a union facility 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 Material 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 Global Event 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 Global Event Services weighs the shipment, the Exhibitor will be charged for double handling.
- **Small shipments versus large shipments.** - Most 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 Global Event Services, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

# FREIGHT FAQs & HANDLING HINTS

- **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 company 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. 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.

# RUSH

Exhibit Materials  
DO NOT DELAY



**ADVANCE SHIPMENT**

TO: **PSTC 2024**

Exhibiting Company Name

Booth Number

**C/O Willwork Global Event Services  
7500 Exchange Drive  
Orlando, FL 32809**

Willwork will begin accepting crated or skidded material at the Advance Warehouse on Monday April 1, Monday - Friday from 8am - 3:00pm. Materials must arrive at the advance warehouse no later than Tuesday April 23 or an additional cost will be incurred. (Receiving: 8:00 AM - 3:00 PM M - F)

Piece \_\_\_\_\_ of \_\_\_\_\_ total pieces

# RUSH

Exhibit Materials  
DO NOT DELAY



**ADVANCE SHIPMENT**

TO: **PSTC 2024**

Exhibiting Company Name

Booth Number

**C/O Willwork Global Event Services  
7500 Exchange Drive  
Orlando, FL 32809**

Willwork will begin accepting crated or skidded material at the Advance Warehouse on Monday April 1, Monday - Friday from 8am - 3:00pm. Materials must arrive at the advance warehouse no later than Tuesday April 23 or an additional cost will be incurred. (Receiving: 8:00 AM - 3:00 PM M - F)

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**

# RUSH

Exhibit Materials  
DO NOT DELAY



**DIRECT SHIPMENT**

TO: **PSTC 2024**

Exhibiting Company Name

Booth Number & Sponsorship Level

**C/O Willwork Global Event Services  
Hilton Orlando  
Orlando Ballroom I & II  
6001 Destination Parkway  
Orlando, Florida 32819**

First day of freight acceptance Tuesday April 30 from 3:30 PM – 7:00 PM ONLY. Any freight delivered before this date will be refused by The Hilton Orlando . Direct Shipping ends Tuesday April 30 @ 7:00pm.

Piece \_\_\_\_\_ of \_\_\_\_\_ total pieces

# RUSH

Exhibit Materials  
DO NOT DELAY



**DIRECT SHIPMENT**

TO: **PSTC 2024**

Exhibiting Company Name

Booth Number & Sponsorship Level

**C/O Willwork Global Event Services  
Hilton Orlando  
Orlando Ballroom I & II  
6001 Destination Parkway  
Orlando, Florida 32819**

First day of freight acceptance Tuesday April 30 from 3:30 PM – 7:00 PM ONLY. Any freight delivered before this date will be refused by The Hilton Orlando . Direct Shipping ends Tuesday April 30 @ 7:00pm.

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**

# OUTBOUND MATERIAL HANDLING AGREEMENT & SHIPPING LABEL REQUEST FORM

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Every outbound shipment will require a Material Handling Agreement and shipping labels. Willwork would be happy to prepare these for you in advance and deliver them to your booth prior to show close.

Once your booth is packed and ready to be picked up from the show by the carrier of your choice. Please:

- Verify that the shipping information provided on the pre-printed Material Handling Agreement is still correct
- Itemize the pieces that you are shipping on the Material Handling Agreement
- Return the Material Handling Agreement to the Willwork Service Desk for validation
- Retain your verified copy of the Material Handling Agreement for your files

To take advantage of this time-saving service, please complete and return this form by emailing [exhibitorservices@willwork.com](mailto:exhibitorservices@willwork.com).

Ship to:

Company Name: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Bill to:

Same as above

Company Name: \_\_\_\_\_

ATTN: \_\_\_\_\_ Phone number: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Carrier:

Airways

Other Carrier

Recommend show carrier.

Carrier Name: \_\_\_\_\_

You're responsible for making arrangements with your carrier  
Driver check-in deadline: Wednesday, May 1 @ 7:00 p.m.

**\*If shipping with FED-EX or UPS, please make your own arrangements.**

Number of lables needed: \_\_\_\_\_

# POV / CARTLOAD SERVICE RATE SCHEDULE

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

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.

## Rate Schedule

- \$106.09 per cart on move in (one way)
- \$116.70 per cart on move out (one way)
- \$206.88 per cart for round trip services



Sedan



SUV



Van



Small Pickup

Please Note: There is a 200 lb maximum for the cartload service. Anything over 200 lbs, will need to be checked in through the main dock and standard material handling rates will apply.

# EXHIBITOR APPOINTED CONTRACTOR

Deadline: Monday, April 1, 2024

Booth Number: \_\_\_\_\_

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Willwork, the official general service contractor, will have skilled craftsmen available to assist Exhibitors. Arrangement for labor should be made through Willwork Global Event 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 Global Event Services no later than Monday, April 1, 2024. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Show Management in any contract with service contractors of its lease with the Orlando Hilton. For services such as electrical, plumbing, telephone, drayage, rigging, and booth cleaning, no exception will be made, and the contractor designated by Show Management will be used.

All agents representing the Exhibitor must be fully identified by an official badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Willwork Global Event Services with Certificates of Insurance naming Willwork Global Event Services, The Pressure Sensitive Tape Council Conference and Expo, and Hilton Orlando 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 Global Event 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 Monday, April 1, 2024, your nonofficial contractor will be allowed to supervise only. All labor must then be hired from Willwork Global Event Services for installation and dismantling of the exhibit. There are NO exceptions after the deadline date.

Only original documents are accepted, no photocopies.

EAC Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Service to be provided: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_ Booth No.: \_\_\_\_\_

Is this company authorized to order services on your behalf?  Yes  No

# EXHIBITOR APPOINTED CONTRACTOR

Deadline: Monday, April 1, 2024

Booth Number: \_\_\_\_\_

## LIMITS OF LIABILITY AND RESPONSIBILITY

### Additional Holders:

Willwork Global Event Services  
7500 Exchange Drive  
Orlando, FL 32809

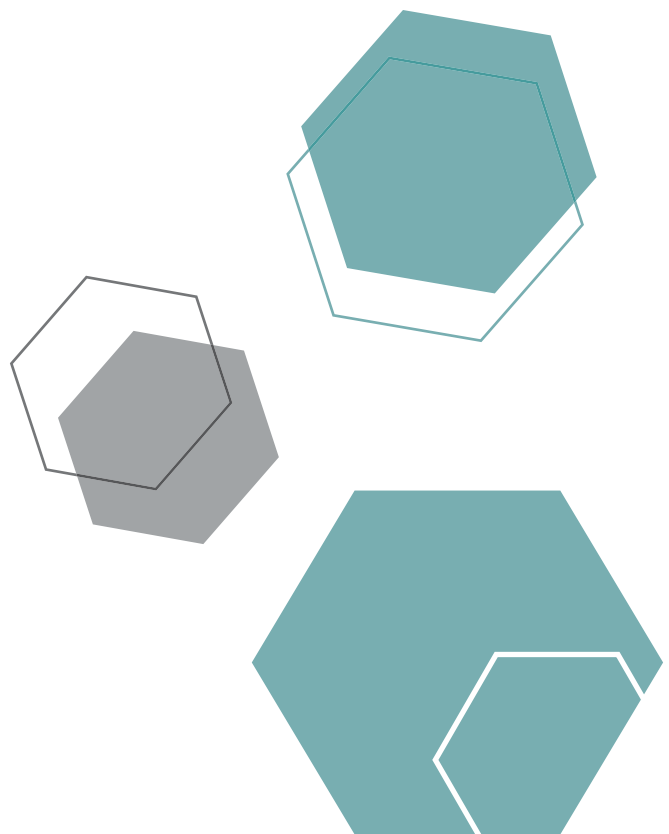
### Please have all verbiage below on COI:

- Show name with date and location
- Exhibitor name and booth number
- Willwork Global Event Services, Show Name, and venue need to be included as additional insured, as required by the written contract.

### Submit to:

Willwork Global Event services  
7500 Exchange Drive  
Orlando, FL 32809  
Exhibitorservices@willwork.com

**Deadline to submit EAC & COI: Monday April 1, 2024.**





# 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 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 Marshal 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.

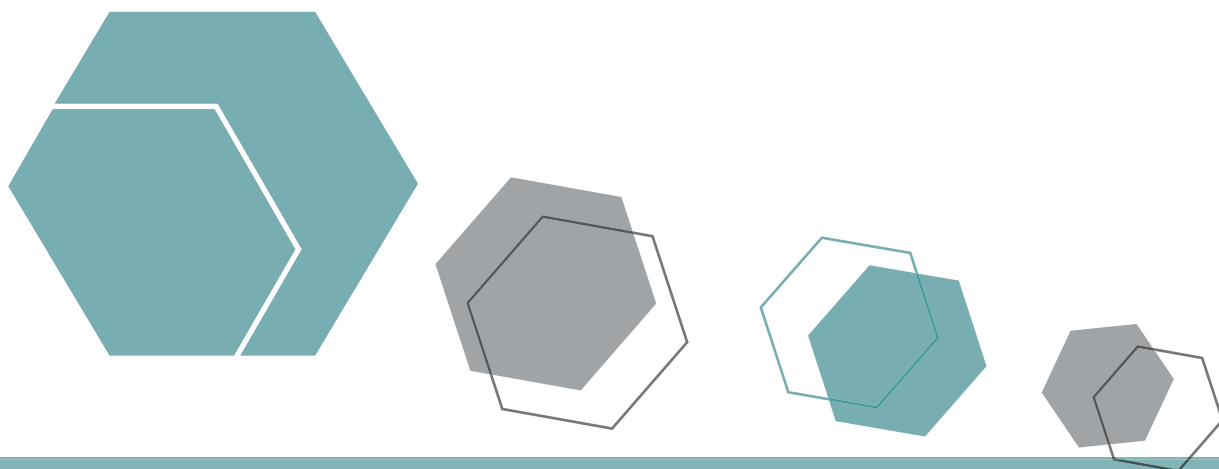
## EXHIBITOR SECURITY

- 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, 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.

# EXHIBITOR SAFETY & SECURITY

## EXHIBITOR SECURITY

- 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. 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, 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.



# ELECTRICAL ORDER FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC  
OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Orlando@edlen.com

Advance Payment Deadline Date: 04/15/24

E  M

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>PSTC Tape Week 2024</b>		
<b>FACILITY:</b>	<b>HILTON ORLANDO</b>		
<b>DATES:</b>	<b>April 29—May 02, 2024</b>		

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)**

## ORDER INSTRUCTIONS

### 120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete a floor plan layout of your booth space indicating outlet locations.

### 208/480V POWER DELIVERY AND CONNECTIONS

All 208/480V Single & Three Phase must accompany a connection type—NEMA plug variable, large cam hookup, or hardwired. Edlen Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

There is a minimum of 1.5 hour for installation & 1 hour for removal.

### ISLAND BOOTHS

There is a minimum labor charge of 1 hour for installation & 1/2 hour for removal. A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

### CALCULATING LABOR

If labor applies to your order, the following is a guide to calculate the quantity:  
1-3 outlets = 1hr in/.5 hr out  
4-6 outlets = 2hrs in/1hr out  
7-9 outlets = 3hrs in/1.5hrs out  
10-12 outlets = 4hrs in/2hrs out  
13+ outlets = contact for pricing

### 24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

### DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.

### MATERIAL DELIVERY

Material requested on this order form will be dropped in booth by an electrician. If not there, please visit Edlen Service Desk.

### TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

## ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	_____	_____	125.00	176.00	_____
1000 WATTS (10 AMPS)	_____	_____	193.00	278.00	_____
2000 WATTS (20 AMPS)	_____	_____	261.00	380.00	_____
<i>For outdoor events 20 AMP Minimum Required</i>					
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	_____	_____	391.00	578.00	_____
30 AMPS	_____	_____	471.00	697.00	_____
60 AMPS	_____	_____	646.00	958.00	_____
100 AMPS	_____	_____	838.00	1,246.00	_____
<b>208 VOLT THREE PHASE</b>					
20 AMPS	_____	_____	533.00	788.00	_____
30 AMPS	_____	_____	634.00	940.00	_____
60 AMPS	_____	_____	884.00	1,314.00	_____
100 AMPS	_____	_____	1,156.00	1,722.00	_____
200 AMPS	_____	_____	1,722.00	2,572.00	_____
400 AMPS	_____	_____	3,195.00	4,781.00	_____
<b>LIGHTING</b>					
150 WATT FLOOD LIGHT	_____	_____	91.00	136.00	_____
300 WATT FLOOD LIGHT	_____	_____	113.00	170.00	_____

## MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD	_____	36.00	_____
POWER STRIP	_____	36.00	_____

## ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)	_____	102.00	_____
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)	_____	187.00	_____

<b>SUB TOTAL</b>	
<b>26% SERVICE CHARGE ON OUTLETS, MATERIAL &amp; LABOR</b>	
<b>SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)</b>	
<b>6.5% SALES TAX</b>	
<b>PLACE TOTAL HERE</b>	

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

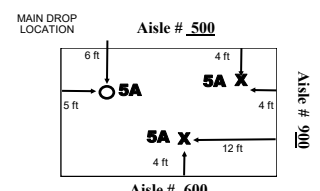
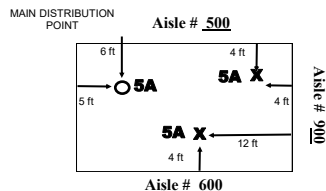
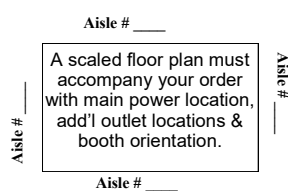
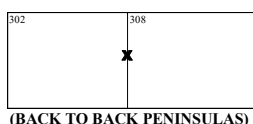
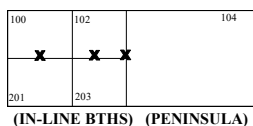
**The "Method of Payment Form" must be completed and returned with this order form.**

# TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
4. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of .5 hour.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 21 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
20. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
21. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
22. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
23. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

## COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM) OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM**

# METHOD OF PAYMENT FORM



The Power People

## EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819  
Phone: (407) 854-9991 Fax: (407) 854-9992  
Orlando@edlen.com

Advance Payment Deadline Date: 04/15/24

<b>COMPANY:</b>		<b>BTH #</b>	
<b>EVENT:</b>	<b>PSTC Tape Week 2024</b>		
<b>FACILITY:</b>	<b>HILTON ORLANDO</b>		
<b>DATES:</b>	<b>April 29—May 02, 2024</b>		

EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

## METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

**CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

**COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

**VISA**    **MASTER CARD**    **AMX**

**MANUAL PROCESSING FEE**

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ [www.edlen.com](http://www.edlen.com)

CHECK AND CREDIT CARD INFORMATION									
CHECK #									
CREDIT CARD NUMBER:								EXP DATE:	
CARD HOLDER SIGN:					PRINT NAME:				
EMAIL ADDRESS:							THIRD PARTY: YES or NO		
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE									
ADDRESS:				CITY:			ST:	ZIP:	

SERVICE TOTALS	
MANUAL PROCESSING FEE	\$25.00
ELECTRICAL/MATERIAL ORDER	
ESTIMATED LABOR	
PLUMBING ORDER	
<b>SUB TOTAL</b>	
<b>26% SERVICE CHARGE ON OUTLETS, MATERIAL &amp; LABOR</b>	
<b>6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.</b>	
<b>TOTAL DUE</b>	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

<b>PLEASE SIGN</b>	AUTHORIZED SIGNATURE
	PRINT NAME <span style="float: right;">DATE</span>





**XPODIGITAL Internet Order Form**  
 Attention: Account Executive  
 Sales Phone (Mon-Fri): 321.234.5051  
 Email: hocc@xpodigital.com

**ONSITE Tech Support (7 days/week, 7a – 6p): 321.250.4985**  
 6001 Destination Parkway, Orlando, FL 32819

**Internet Access Order Form**  
 Hilton Orlando

<b>Event Name:</b>	<b>Booth #</b>
<b>Company Name:</b>	
<b>Contact Name:</b>	
<b>Contact Cell Number / Email:</b>	

Service Information			
<b>Install Date</b>		<b>Install Time</b>	<b>AM or PM</b>
<b>Removal Date</b>		<b>Removal Time</b>	<b>AM or PM</b>

**Internet and Networking Services**

<b>Basic Roaming Wireless Internet Services *</b>	<b>QTY</b>	<b>Price</b>	<b>Total</b>
<b>Single Day Code</b> (1 access code per device, non-transferable)		\$150.00	
<b>Event Length Code</b> (1 access code per device, non-transferable)		\$300.00	
<b>Event Length Group Code</b> (10 or more devices, 1 code per device)		\$150.00 / per device	

\*Each wireless connection will receive a **MAXIMUM** speed of up to 8 Mbps. Speed is **NOT** guaranteed on shared network.

\***ROAMING ALLOWS FOR ACCESS WITHIN THE CONVENTION SPACE ONLY.**

\*5 GHz signal only devices. If you have a legacy 2.4 GHz device, please let us know so we can plan a solution for you.

<b>Basic Wired Internet Services *</b>	<b>QTY</b>	<b>Price</b>	<b>Total</b>
<b>Single Day Wired Initial Connection</b> (1 day, per device / IP)		\$300.00	
<b>Event Length Wired Initial Connection</b> (up to 5 days, per device / IP)		\$835.00	
<b>-Additional Wired Connection</b> (per device / IP)		\$240.00	

\*Each wireless connection will receive a **MAXIMUM** speed of up to 8 Mbps. Speed is **NOT** guaranteed on shared network.

\***NO OUTSIDE NETWORKING EQUIPMENT PERMITTED ON BASIC WIRED SERVICES** (i.e. routers, switches, hubs).

**DEDICATED bandwidth services available upon request:**  \$ \_\_\_\_\_

Bandwidth amt. / wired or wireless: \_\_\_\_\_

**SWITCH rental: \$350** (for dedicated bandwidth purchased ONLY)  \$ \_\_\_\_\_

**TERMS AND CONDITIONS**

**27% Service Labor Fee applies to all services.**

**No Refunds for orders cancelled less than 14 days before show move-in. All refunds are subject to a 5% processing fee. Single Day and Event Basic Services cannot be combined. ALL Event Length services are valid for a maximum of 5 calendar days.**

**Prices effective through 2023** and are subject to change without notice.

**After-hours service** (before 7 a.m. and after 6 p.m.) will incur a \$250.00 per service-hour charge.

**Onsite orders** will incur a \$200.00 fee.

Payment Method:  Credit Card (online payment link will be sent before install)  ACH / Wire transfer (must be received 14 days prior to install)

Card Holder Name / Email: \_\_\_\_\_

By signing you are agreeing to the above Services and the Terms and Conditions included herein.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

**\*PLEASE ATTACH BOOTH DIAGRAM WITH FORM FOR ALL WIRED SERVICES OR YOUR ORDER WILL NOT BE CONFIRMED\***

**\*IF DIAGRAM IS SUBMITTED INCORRECTLY & LINES NEED TO BE MOVED, STARTING COST IS \$500 BASED ON COMPLEXITY OF REINSTALL\***

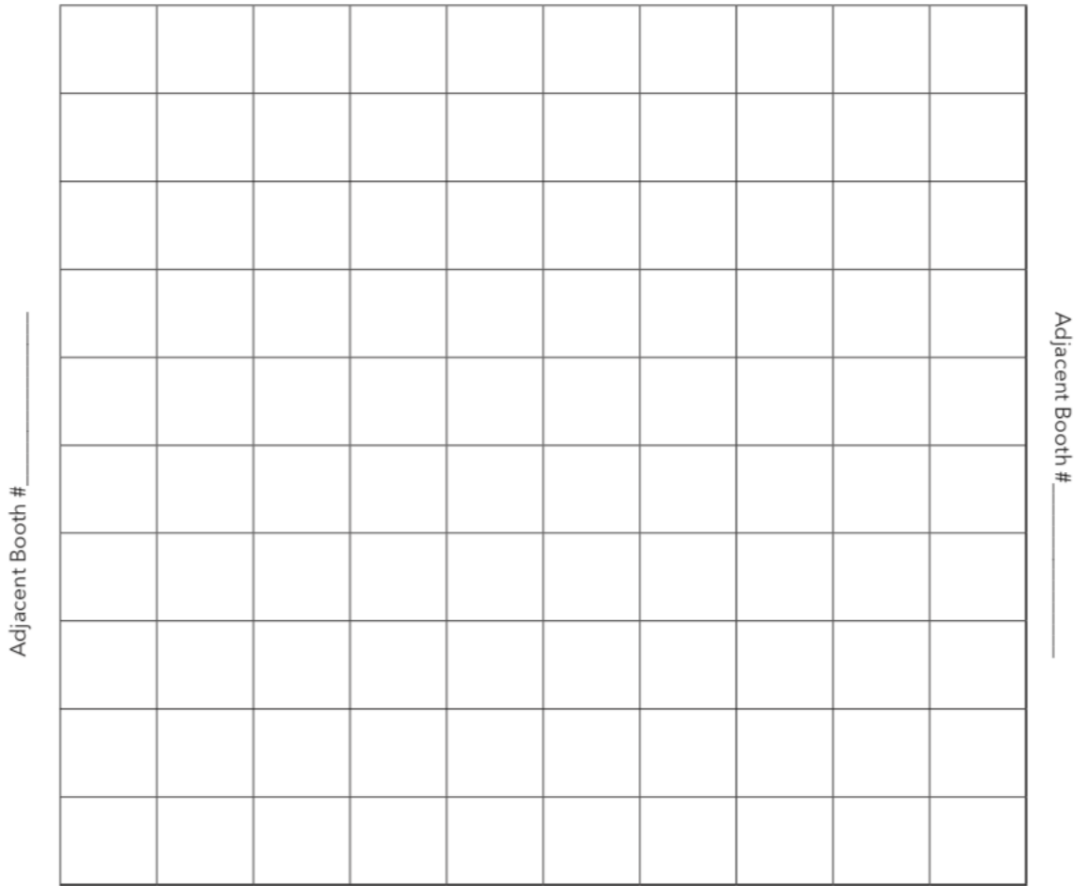
COMPANY NAME: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

**Booth Diagram Information - Internet**

Please indicate on the grid, the location of your Internet drop(s).  
 If no location is indicated, Internet drop will be placed in the middle back of the booth.

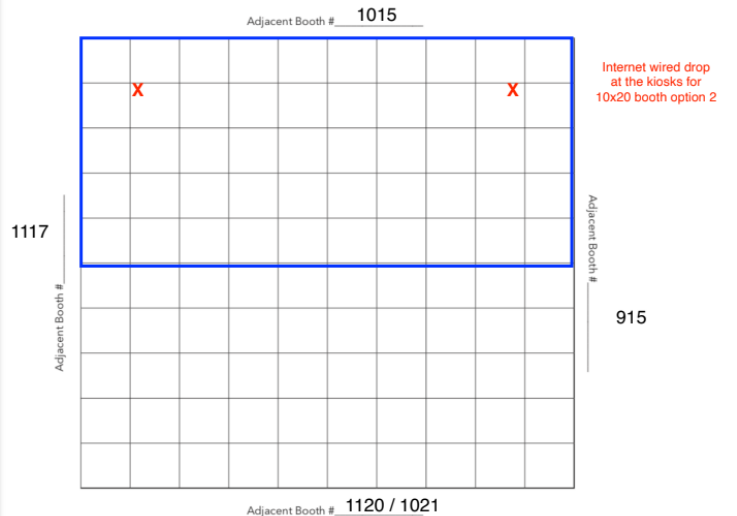
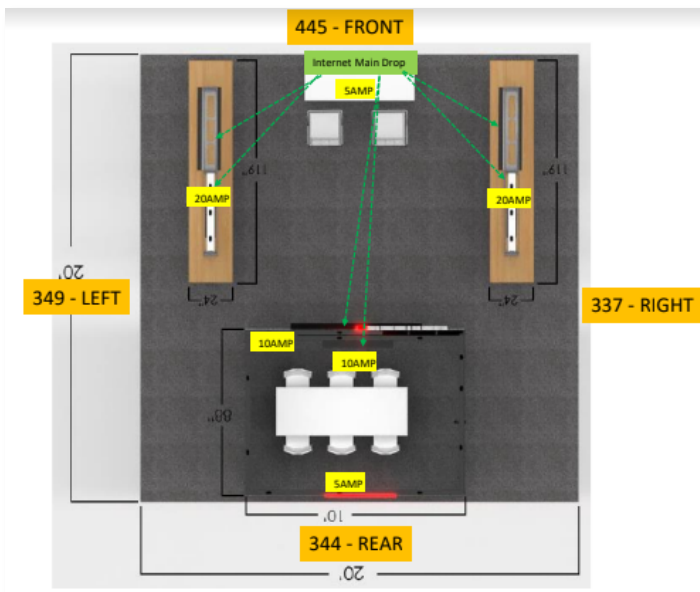
This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # \_\_\_\_\_



Adjacent Booth # \_\_\_\_\_

Examples:





**Insert A/v**

# **AIRWAYS**FREIGHT<sup>®</sup>

**LAND • AIR • SEA**

*Delivering Performance*

## **Unlimited Shipping Options**

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- **Service by LAND, AIR, or SEA**
- **Show to Show Direct Service**
- **Express/Overnight Service**
- **Canadian/Transborder Service**
- **Customs Brokerage Services**
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- **The BEST Personalized Service**
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**800.643.3525**

**www.airwaysfreight.com**



**CONTACT AIRWAYS FREIGHT TODAY!**

**TRADESHOW@AIRWAYSFREIGHT.COM**

**Willwork**  
Global Event Services

Please reach out to:  
[exhibitorservices@willwork.com](mailto:exhibitorservices@willwork.com)  
to customize your booth today!

## MODULAR RENTAL CATALOG

2022 - 2023 VERSION



## PACKAGE 1A 6' TABLE TOP EXHIBIT

### INCLUDES:

- (1) 68.375" X 9.5" HEADER
- (1) 6' DRAPED TABLE

### AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (1) 26.375" X 39.5" DISPLAY PANEL
- (2) CURVED 29.5" X 39.5" DISPLAY PANELS



## PACKAGE 1B 8' TABLE TOP EXHIBIT

### INCLUDES:

- (1) 76.75" X 9.5" HEADER
- (1) 8' DRAPED TABLE

### AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (1) 37.75" X 39.5" DISPLAY PANEL
- (2) 29.5" X 39.5" CURVED DISPLAY PANELS



## PACKAGE 2A FREE STANDING CENTER COUNTER EXHIBIT

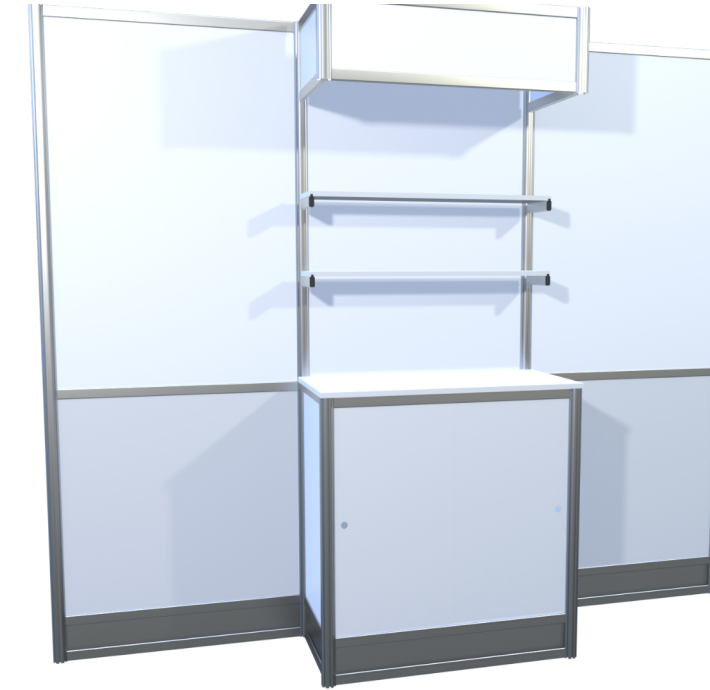
### INCLUDES:

- (1) 37.75" X 9.5" HEADER
- (2) WHITE SHELVES AND STORAGE CABINET

### INCLUDES STANDARD CARPET

### AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (2) 37.75" X 54.375" DISPLAY PANELS



## PACKAGE 2B FREE STANDING COUNTER EXHIBIT

### INCLUDES:

- (1) 115.75" X 9.5" HEADER
- (6) WHITE SHELVES AND STORAGE CABINET

### INCLUDES STANDARD CARPET



## PACKAGE 3 CURVED BACK WALL EXHIBIT

INCLUDES:

- (1) 115.75" X 9.5" HEADER
- INCLUDES STANDARD CARPET

AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (2) 37.75" X 89.25" DISPLAY PANELS
- (2) 29.5" X 89.25" CURVED DISPLAY PANELS

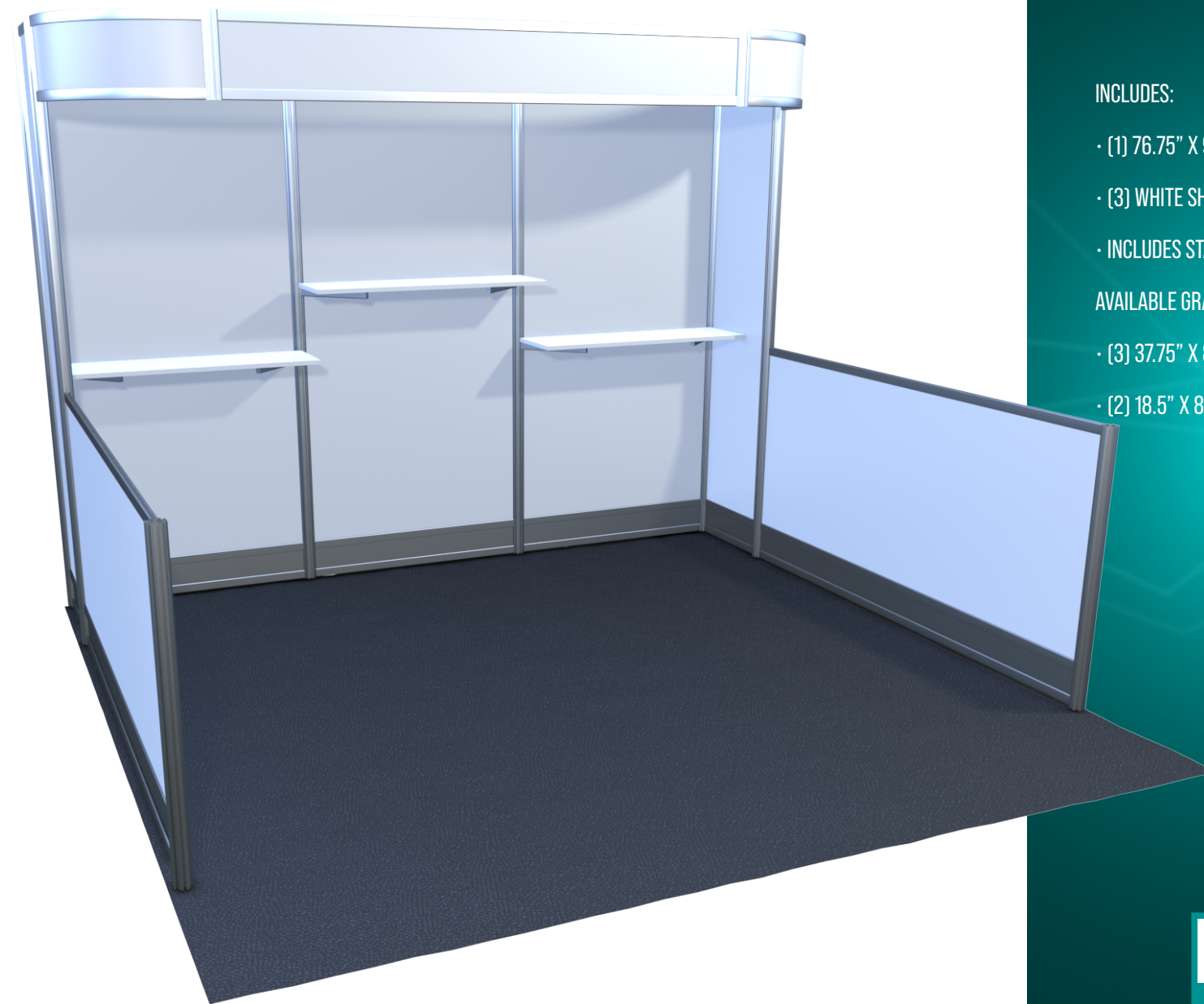
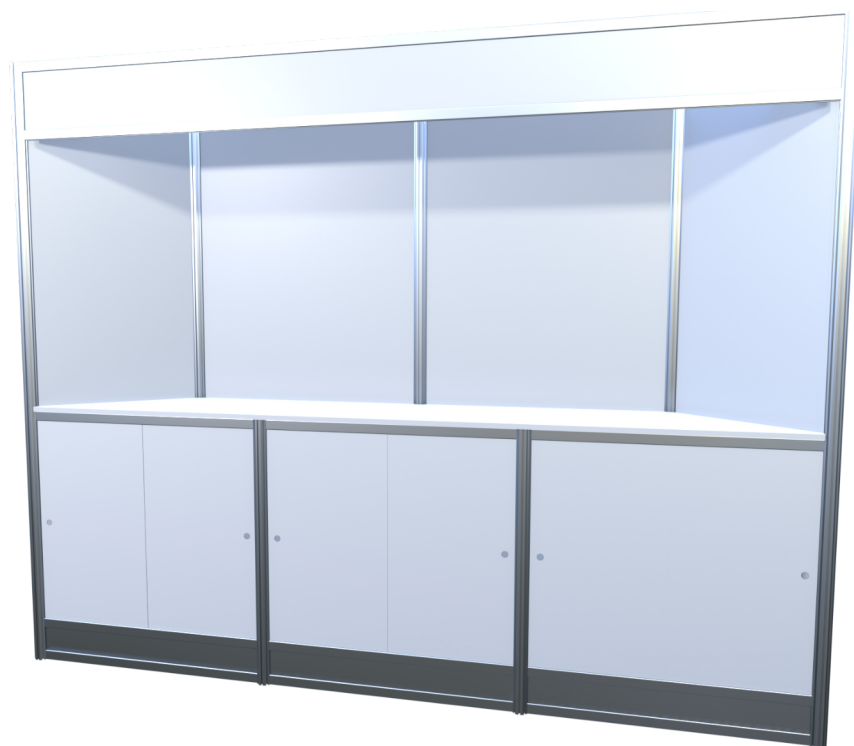
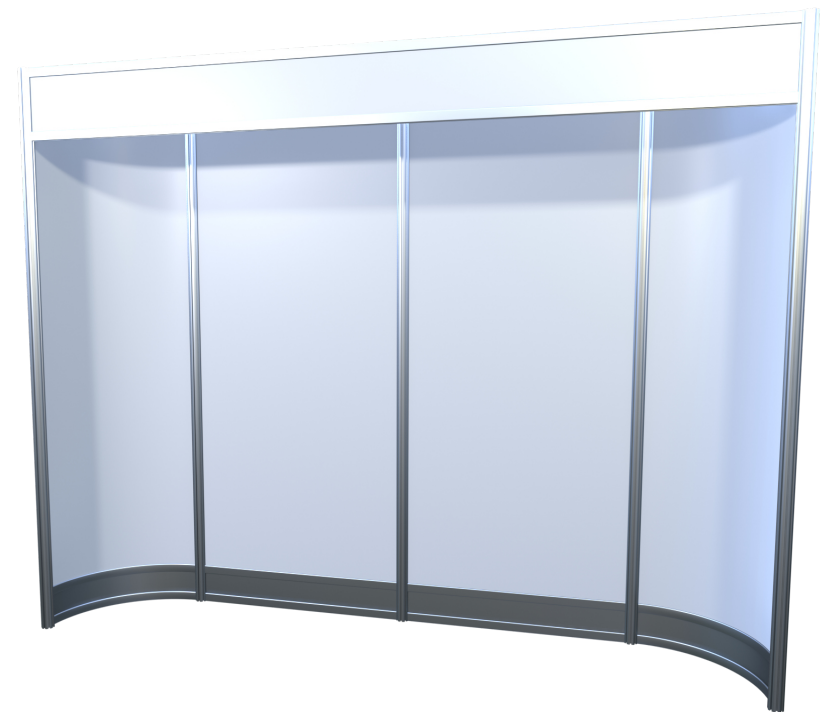
## PACKAGE 4 BACK WALL COUNTER EXHIBIT

INCLUDES:

- (1) 115.75" X 9.5" HEADER
- INCLUDES STANDARD CARPET

AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (2) 37.75" X 54.375" DISPLAY PANELS
- (2) 26.375" X 54.375" ANGLED DISPLAY PANELS



## PACKAGE 5 10' X 10' EXHIBIT

INCLUDES:

- (1) 76.75" X 9.5" HEADER
- (3) WHITE SHELVES

INCLUDES STANDARD CARPET

AVAILABLE GRAPHIC UPGRADES (PLEASE INQUIRE)

- (3) 37.75" X 89.25" DISPLAY PANELS
- (2) 18.5" X 89.25" DISPLAY PANELS

## PACKAGE 6 10' X 20' ANGLED EXHIBIT

### INCLUDES:

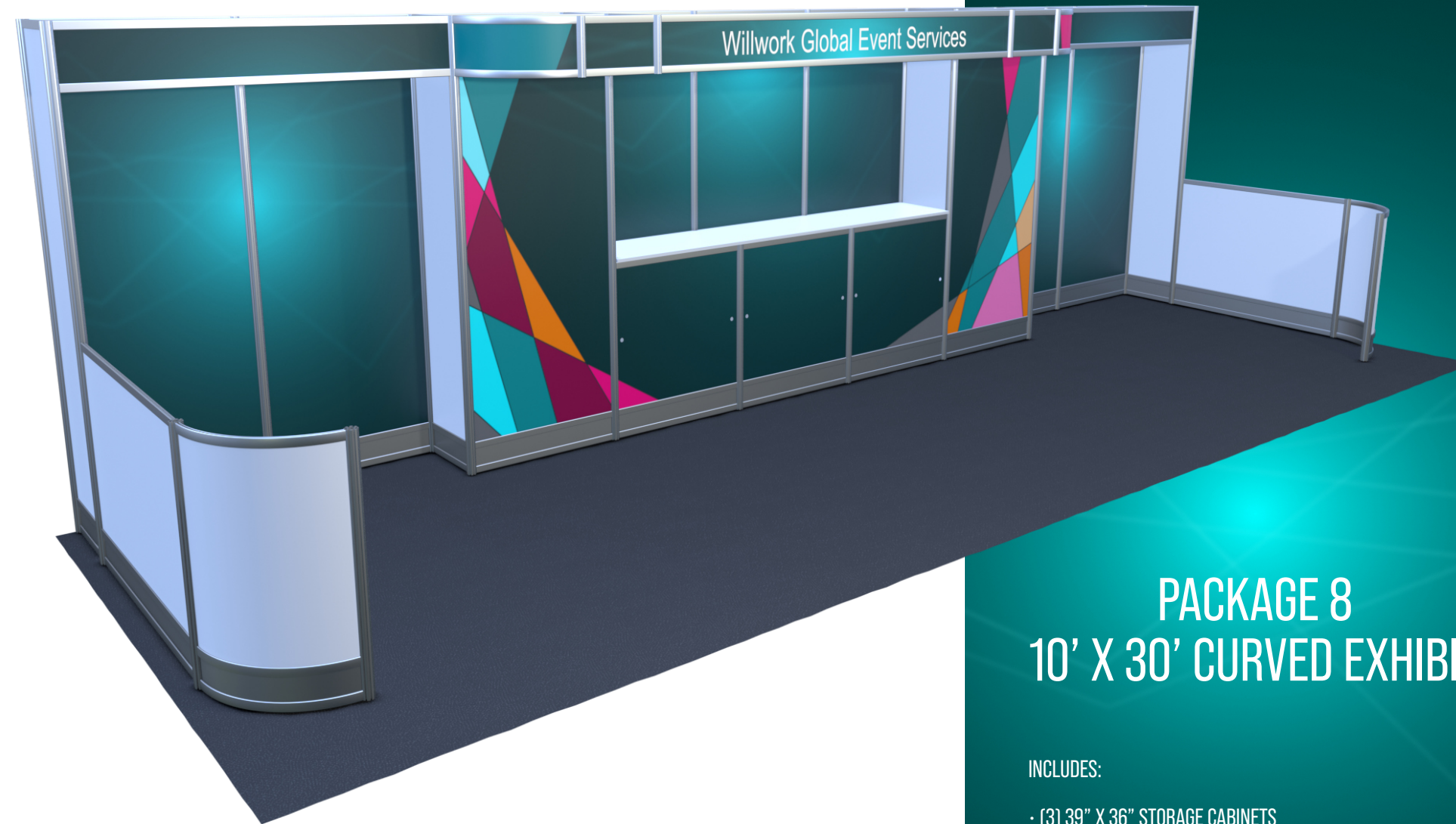
- (2) 39" X 36" STORAGE CABINETS
- (2) 37.75" X 89.25" DISPLAY PANELS
- (4) 26.375" X 54.375" ANGLED DISPLAY PANELS
- (1) 115.75" X 9.5" HEADER
- INCLUDES STANDARD CARPET



## PACKAGE 7 10' X 20' CURVED EXHIBIT

### INCLUDES:

- (2) 39" X 36" STORAGE CABINETS
- (2) 37.75" X 54.375" DISPLAY PANELS
- (4) 37.75" X 89.25" DISPLAY PANELS
- (1) 115.75" X 9.5" HEADER
- INCLUDES STANDARD CARPET



## PACKAGE 8 10' X 30' CURVED EXHIBIT

### INCLUDES:

- (3) 39" X 36" STORAGE CABINETS
- (3) 37.75" X 54.375" DISPLAY PANELS
- (6) 37.75" X 89.25" DISPLAY PANELS
- (1) 115.75" X 9.5" HEADER
- INCLUDES STANDARD CARPET

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## BEMATRIX RENTAL CATALOG

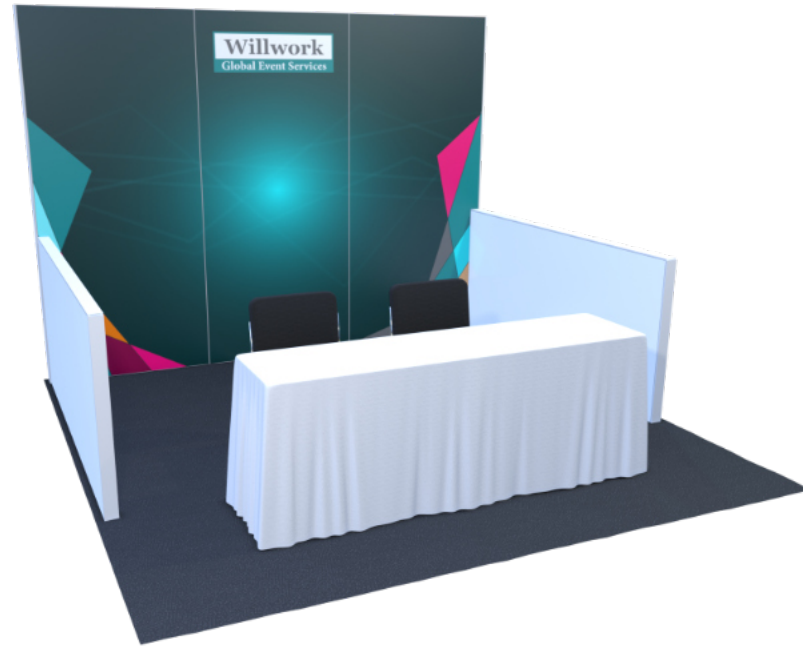
2022 - 2023 VERSION



## THE BASIC 10' X 10'

### INCLUDES:

- BRAND-ABLE WALL PANELS
- (1) SKIRTED TABLE
- (2) CHAIRS
- (1) WASTE BASKET
- (1) 10' X 10' STANDARD CARPET



## THE SELECT 10' X 10'

### INCLUDES:

- BRAND-ABLE WALL PANELS
- (1) STORAGE CLOSET
- (1) HEADER GRAPHIC
- (2) BACK WALL SHELVES
- (1) BRAND-ABLE FRONT COUNTER WITH STORAGE
- (1) STOOL
- (1) WASTE BASKET
- (1) 10' X 10' STANDARD CARPET



## THE STANDARD 10' X 10'

### INCLUDES:

- BRAND-ABLE WALL PANELS
- (1) BRAND-ABLE FRONT COUNTER WITH STORAGE
- (1) STOOL
- (1) DEMO COUNTER WITH STORAGE
- (1) 40" WALL MOUNTED MONITOR
- (1) WASTE BASKET
- (1) 10' X 10' STANDARD CARPET

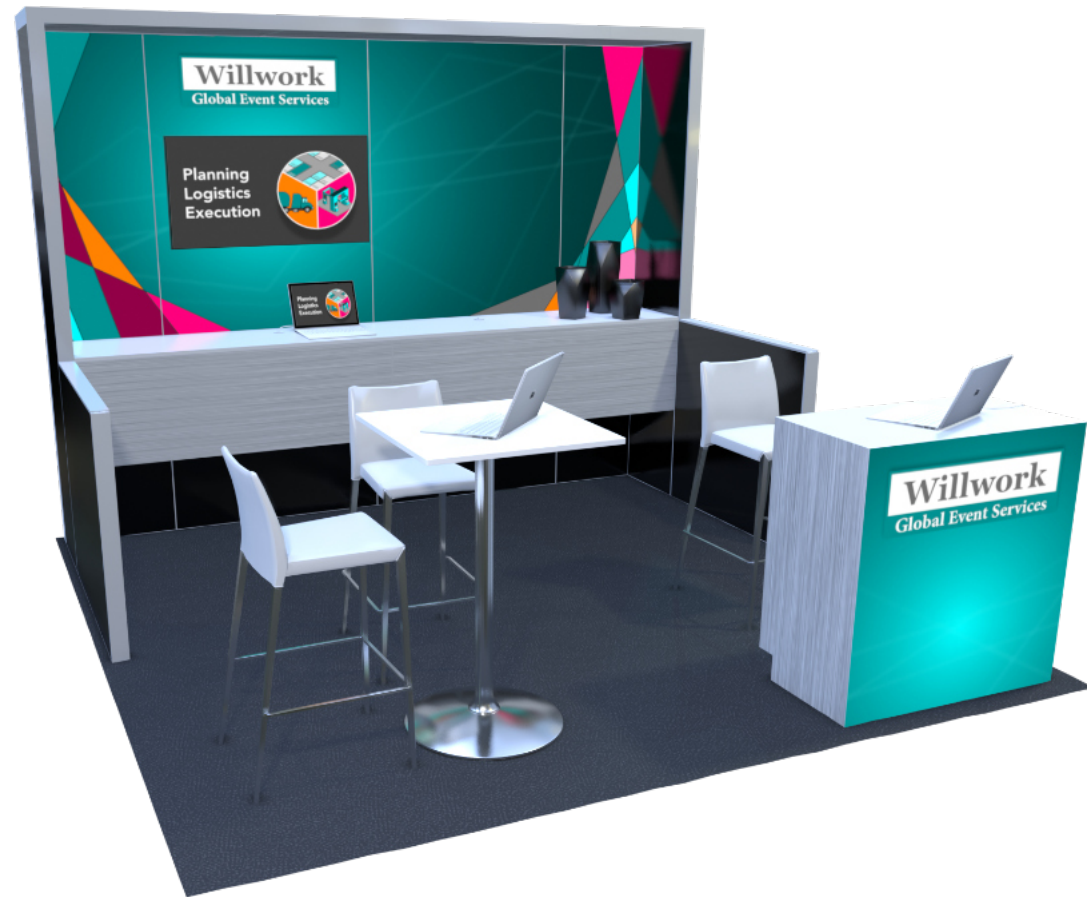




## THE WORKS 10' X 10'

### INCLUDES:

- BRAND-ABLE WALL PANELS
- UNIQUE CEILING FEATURE WITH DOWN LIGHTING
- (1) 40" WALL MOUNTED MONITOR
- (1) FULL WIDTH REAR DEMO COUNTER
- (1) BRAND-ABLE FRONT COUNTER WITH STORAGE
- (3) STOOLS
- (1) PUB STYLE TABLE
- (1) WASTE BASKET
- (1) 10'X 10' STANDARD CARPET



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## THE STUDIO 10' X 10'

### INCLUDES:

- BRAND-ABLE WALL PANELS. APPROXIMATE SIZE: 10'X 8'
- UNIQUE CEILING FEATURE WITH DOWN LIGHTING
- (2) 40" WALL MOUNTED MONITOR
- (2) DEMO COUNTERS WITH STORAGE
- (2) STOOLS
- (1) PUB STYLE TABLE
- (1) WASTE BASKET
- (1) 10'X 10' STANDARD CARPET



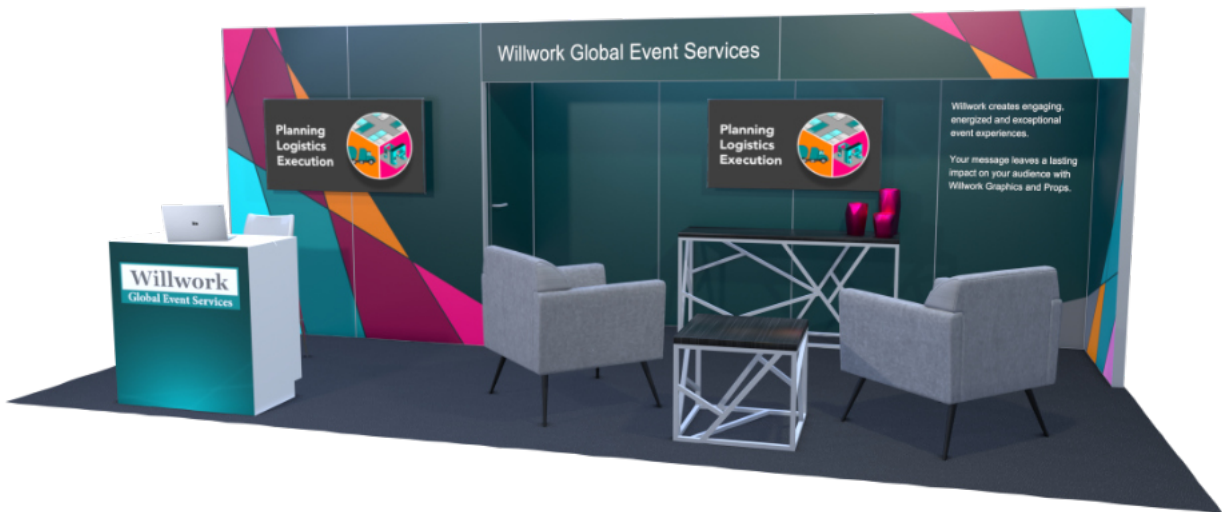
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# THE SELECT 10' X 20'

## INCLUDES:

- BRAND-ABLE WALL PANELS
- (1) LARGE AV/STORAGE CLOSET
- (1) LARGE HEADER GRAPHIC
- (2) 55" WALL MOUNTED MONITORS
- (2) CUSHIONED CHAIRS
- (1) END TABLE
- (1) CONSOLE TABLE
- (1) BRAND-ABLE FRONT COUNTER WITH STORAGE
- (1) STOOL
- (1) WASTE BASKET
- (1) 10' X 20' STANDARD CARPET

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# THE WORKS 10' X 20'

## INCLUDES:

- BRAND-ABLE WALL PANELS
- (1) LARGE AV/STORAGE CLOSET
- UNIQUE CEILING FEATURE WITH DOWN LIGHTING
- (2) 55" WALL MOUNTED MONITORS
- (1) 3M WIDE REAR COUNTER
- (1) BRAND-ABLE FRONT COUNTER WITH STORAGE
- (4) STOOLS
- (1) PUB STYLE TABLE
- (1) WASTE BASKET
- (1) 10' X 20' STANDARD CARPET

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## THE DEMO 10' X 20'

### INCLUDES:

BRAND-ABLE WALL PANELS'

(2) 40" WALL MOUNTED MONITORS

(1) 55" WALL MOUNTED MONITOR

(1) REAR COUNTER

(2) DEMO COUNTERS WITH STORAGE

(1) BRAND-ABLE FRONT COUNTER WITH STORAGE

(3) STOOLS

(3) WASTE BASKETS

(1) 10'X 20' STANDARD CARPET



## THE STUDIO 10' X 20'

### INCLUDES:

BRAND-ABLE WALL PANELS

UNIQUE CEILING FEATURE WITH DOWN LIGHTING

(1) STORAGE CLOSET

(2) 40" WALL MOUNTED MONITORS

(1) DEMO COUNTERS WITH STORAGE

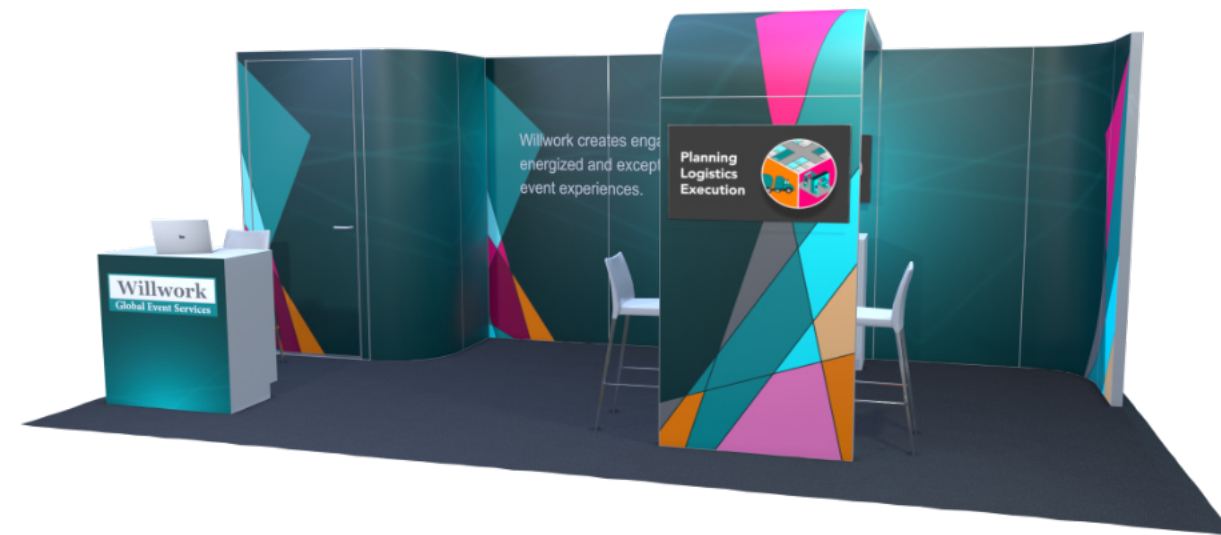
(1) BRAND-ABLE FRONT COUNTER WITH STORAGE

(3) STOOLS

(1) PUB STYLE TABLE

(2) WASTE BASKETS

(1) 10'X 20' STANDARD CARPET



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## THE QUAD 20' X 20'

### INCLUDES:

BRAND-ABLE COLUMN PANELS

(1) STORAGE CLOSET

(4) 40" WALL MOUNTED MONITOR

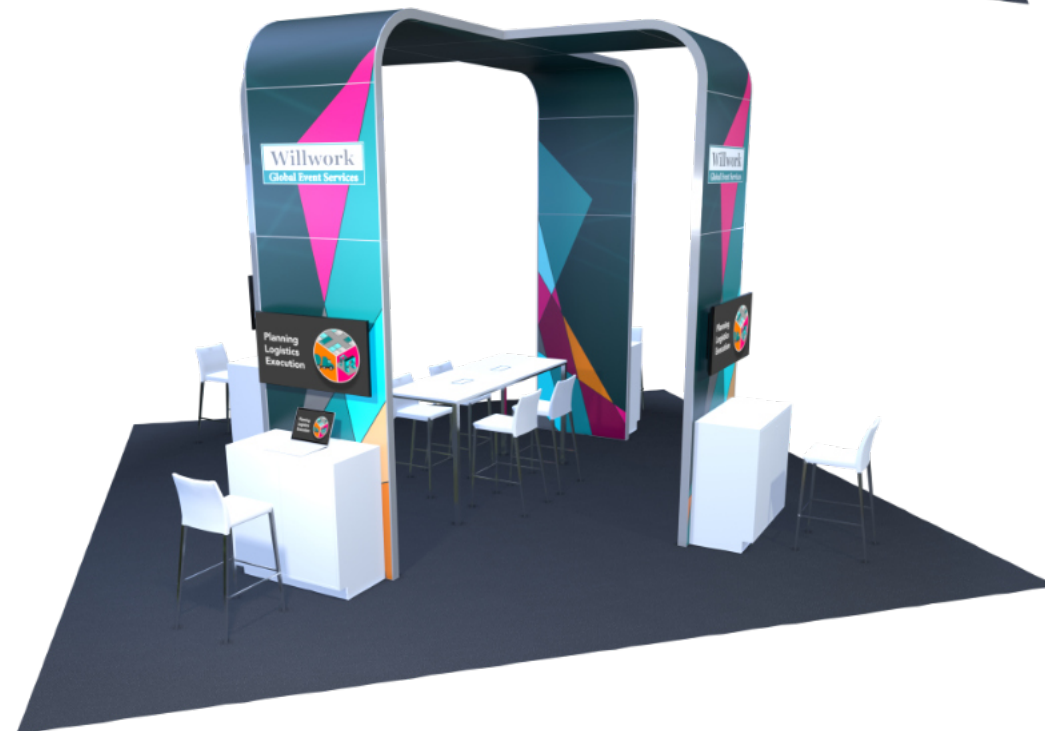
(4) DEMO COUNTERS WITH STORAGE

(8) STOOLS

(1) CHARGING PUB STYLE TABLE

(5) WASTE BASKETS

(1) 20'X 20' STANDARD CARPET



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## THE ASCEND 20' X 20'

### INCLUDES:

BRAND-ABLE WALL PANELS

(1) LARGE TOWER WITH AV/STORAGE CLOSET

(1) 55" WALL MOUNTED MONITOR

(4) 40" WALL MOUNTED MONITORS

(4) DEMO COUNTERS WITH STORAGE

(1) BRAND-ABLE FRONT COUNTER WITH STORAGE

(5) STOOLS

(2) PUB STYLE TABLES

(1) CONSOLE TABLE

(5) WASTE BASKETS

(1) 20'X 20' STANDARD CARPET



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# THE ATLAS 20' X 20'

## INCLUDES:

BRAND-ABLE WALL PANELS

(1) LARGE TOWER WITH SUPER HEADER & AV/STORAGE CLOSET

(2) 55" WALL MOUNTED MONITOR

(4) 40" WALL MOUNTED MONITOR

(4) DEMO COUNTERS WITH STORAGE

(1) LARGE BRAND-ABLE FRONT COUNTER WITH STORAGE

(2) CUSHIONED CHAIRS

(1) LOVE SEAT

(6) STOOLS

(2) END TABLES

(2) CONSOLE TABLE

(5) WASTE BASKET

(1) 20'X 20' STANDARD CARPET



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# THE STUDIO 20' X 20'

## INCLUDES:

BRAND-ABLE WALL PANELS

(1) LARGE MEETING SPACE

(1) 55" WALL MOUNTED MONITOR

(1) 40" WALL MOUNTED MONITOR

(2) DEMO COUNTERS WITH STORAGE

(1) BRAND-ABLE FRONT COUNTER WITH STORAGE

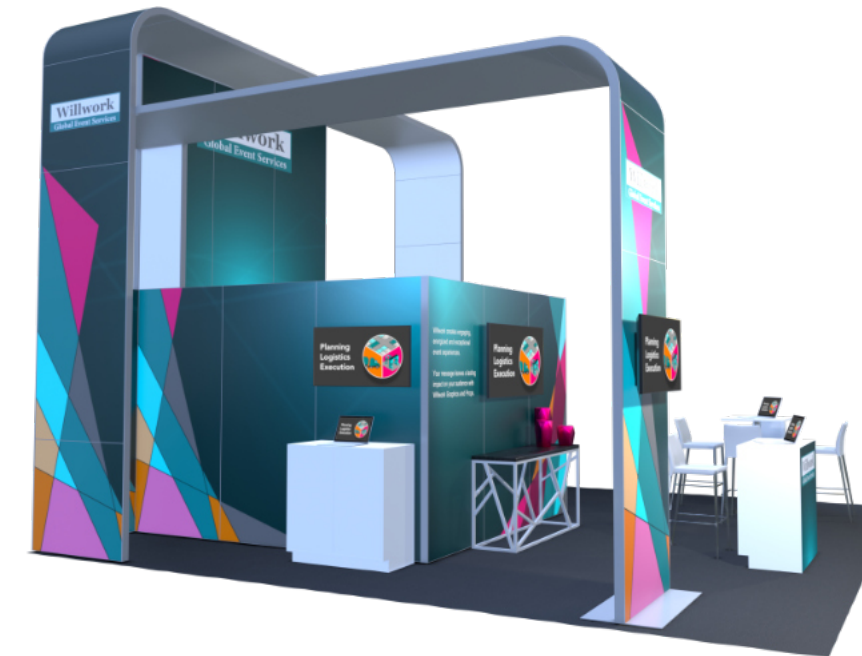
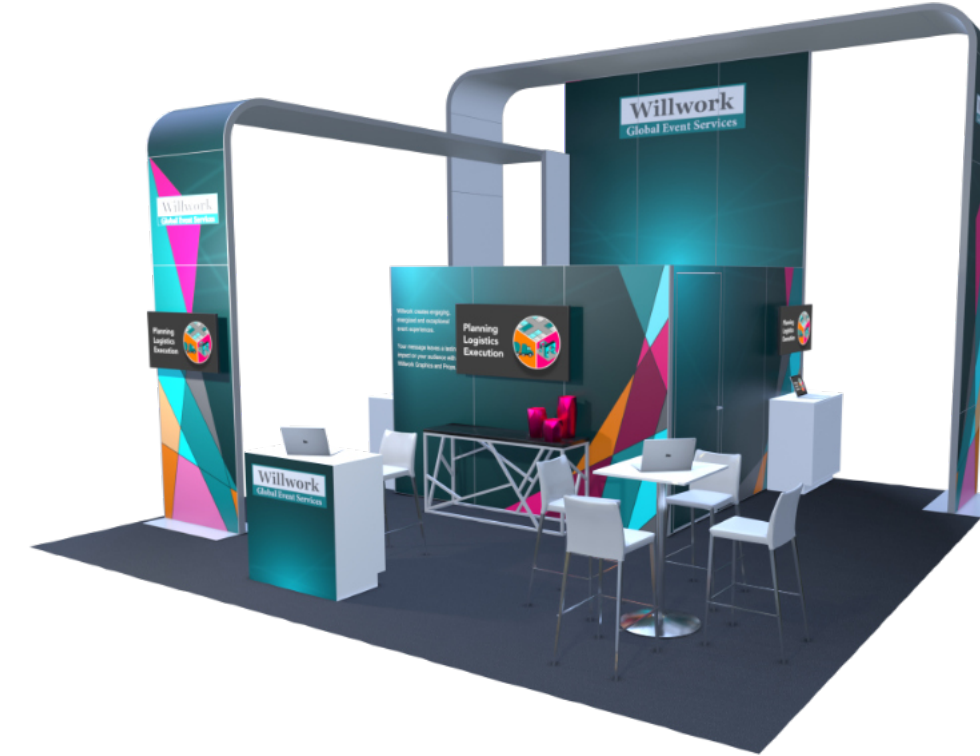
(9) STOOL

(2) PUB STYLE TABLE

(1) CONSOLE TABLE

(4) WASTE BASKET

(1) 20'X 20' STANDARD CARPET



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THANK YOU



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