



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

FCIS – FLORIDA COUNCIL OF INDEPENDENT SCHOOLS
HYATT REGENCY HOTEL @ OIA
NOVEMBER 5-6, 2015

TABLE OF CONTENTS

TEAMWORK EVENT SPECIALISTS

- ♦ Introduction Letter From Teamwork Event Specialists
- ♦ General Information (Move-In, Show Hours, and Move-Out Information)
- ♦ Ordering Procedures & Helpful Hints: Discount Deadline: **Friday, October 30, 2015**
- Teamwork Services Order Forms –
 - ♦ Checklist
 - ♦ Credit Card Authorization (**ALL EXHIBITORS MUST COMPLETE THIS FORM**)
 - ♦ Third Party Payment Agreement
 - ♦ Standard Furnishings
 - ♦ Carpet
 - ♦ Carpet Cleaning & Porter Service
 - ♦ Special Signs
 - ♦ Labor
 - ♦ Freight Rates and Shipping Instructions
 - ♦ Freight Worksheet
 - ♦ Freight FAQs & Handling Hints
 - ♦ Advance/Direct Shipping Labels
 - ♦ Electrical Service: Discount Deadline: **Friday, October 23, 2015**
- ♦ Exhibitor Appointed Contractor Form – Deadline for Submission: **Monday, October 5, 2015**
- ♦ Order Form - Order Recap and Confirmation
- ♦ Exhibitor Manual Survey
- ♦ Exhibitor Safety & Security

IMPORTANT INFORMATION ABOUT LABOR, MATERIAL HANDLING & SHIPPING

- ♦ Rules & Regulations
- ♦ Move-Out Information
- ♦ Limits of Liability
- ♦ **YRC** Flyer – for air & ground shipments



**FCIS – FLORIDA COUNCIL OF INDEPENDENT SCHOOLS
HYATT REGENCY HOTEL @ OIA
NOVEMBER 5-6, 2015**

TEAMWORK

7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

EXPOSITION

Dear Exhibitor:

Our team at Teamwork Event Specialists is pleased to have been chosen to serve as your Official Service Contractor for the Florida Council of Independent Schools. We have enclosed the necessary show services order forms to assist in your show planning. In order to guarantee the availability of the desired items, we encourage you to order early.

To qualify for discount prices, full payment must be included with your order and received by **Friday, October 30, 2015**, or as otherwise indicated. Orders without payment will be processed at the "Standard Price" as listed on the enclosed forms.

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 Teamwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

If you need assistance or additional information, please contact our Exhibitor Services Department at: (407) 438-7480.

Thank you and we look forward to working with you.

Sincerely,

Exhibitor Service Department

Teamwork Event Specialists



TEAMWORK

7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

GENERAL INFORMATION

LOCATION & DATES

Show Location(s): Hyatt Regency Hotel @ OIA
9300 Jeff Fuqua Blvd.
Orlando, FL 32827

Show Dates: November 5-6, 2015

EXHIBITOR MOVE – IN

Exhibitors may begin moving in according to the following date(s) and time(s):

Wednesday, November 4, 2015 6:00 PM – 8:00 PM

Thursday, November 5, 2015 6:30 AM – 7:15 AM

SHOW HOURS

The Exposition Hall will be open during the following date(s) and time(s):

Thursday, November 5, 2015 7:30 AM – 4:00 PM

Friday, November 6, 2015 7:30 AM – 4:00 PM

EXHIBITOR MOVE - OUT

Exhibitors may begin moving out according to the following date(s) and time(s):

Friday, November 6, 2015 4:00 PM – 5:30 PM

Outside carriers must be checked in by *5:30 PM on Friday, November 6, 2015*.
Please see the Move-Out Information sheet in this manual for more details.

STANDARD BOOTH EQUIPMENT

Each 8' x 10' pipe and drape booth includes the following standard equipment:

8' High Backwall – Color(s):	Navy Blue & Silver
3' High Siderails – Color:	Silver
(1) 6 ft. Table	Silver
(2) Side chairs	
Wastebasket	
(1) Booth ID Sign	

**** Please note: *The ballroom carpet is a multi color pattern.***



TEAMWORK

7500 Exchange Drive

Orlando, FL 32809

P. (407) 438-7480 F. (407) 438-7481

GENERAL INFORMATION

ADVANCE SHIPPING

Advance shipping begins Monday, October 5, 2015 at 8:00 AM and ends on Thursday, October 30, 2015 at 3:30PM.

Advance shipping address:

Teamwork Warehouse
(Exhibitor Name & Exhibitor Booth #)
C/O Teamwork – FCIS 2015
7500 Exchange Drive
Orlando, FL 32809

Contact: Exhibitor Services
Phone: (407) 438-7480

DIRECT SHIPPING

Direct shipping is not permitted for this show since The Hyatt Regency has limited storage space for materials. Please call exhibitor services in order to make arrangements.

ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than:

Friday, October 30, 2015

For additional information, please contact our Exhibitor Service Department at 407-438-7480.



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

ORDERING PROCEDURES & HELPFUL HINTS

The Order Form for services provided by Teamwork Event Specialists consists of several forms. Please complete the parts of each section that apply to your order and return the completed pages to Teamwork Event Specialists for processing. It is not necessary to return pages for services you did not order. A check list of order forms is provided on the next page to assist you with your order.

PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

All Exhibitors or third parties responsible for payment for services ordered must complete this section. A credit card authorization must be on file with Teamwork Event Specialists prior to move-in to cover any additional charges incurred at show site. Orders will not be processed without this information.

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

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

BOOTH FURNISHINGS AND SERVICES

- ❖ Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.
- ❖ All prices are in U.S. dollars (\$).
- ❖ All rental items are subject to applicable taxes.
- ❖ All rental items remain the property of TEAMWORK Convention Service Contractors.

MATERIAL HANDLING AND LABOR

Exhibitors are required to follow local labor jurisdictions. Most trade show labor is unionized, and therefore, Teamwork 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 dock for return shipment at the end of the show.

ORDER RECAP AND CONFIRMATION

The Order Recap Form gives you the opportunity to double-check your order - proactive planning can save you valuable time and money on the show floor.

Our Exhibitor Service Representatives will gladly confirm your order – be sure to complete the Order Confirmation Request Form and return it to Teamwork Event Specialists along with your order.



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407)438-7481

EXHIBITOR CHECKLIST FORM

Please do not submit this form with your order. This form has been provided for your reference.
Teamwork recommends that you retain the page for your records.
Save time and money and be sure to submit your orders *before* the Advance Order Discount Date!

CHECKLIST OF ORDER FORMS			
Form Name	Advanced Order Discount Date	Date Order Placed	Order Total
Credit Card Authorization	Mandatory		N/A
Third Party Payment Agreement	October 30, 2015		N/A
Standard Furnishings	October 30, 2015		\$
Carpet	October 30, 2015		\$
Carpet Cleaning & Porter Service.....	October 30, 2015		\$
Special Signs	October 30, 2015		\$
Booth Labor (I&D)	October 30, 2015		\$
Electrical Service	October 23, 2015		\$
Exhibitor Appointed Contractor (EAC)	October 5, 2015		N/A
Freight Worksheet	N/A		\$

Exhibitor Services Contact Information; Jessie Wilson
Office; (407) 438 - 7480
jwilson@teamwork-inc.com



TEAMWORK

7500 Exchange Drive

Orlando, FL 32809

P. (407) 438-7480 F. (407)438-7481

CREDIT CARD AUTHORIZATION

Discount Deadline: *Friday, October 30, 2015*

BOOTH NUMBER: _____

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

A purchase order is not considered payment. If your company has any unpaid balances for previous services, payment in full will be required before new orders will be or can be accepted. Note that we do not accept Discover Credit Cards.

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

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

Please complete the information requested below and return this form with your orders. 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. 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.

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

Please print or type information below:

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

Please print or type information below:

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



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407)438-7481

Third Party Agreement

Discount Deadline: *Friday, October 30, 2015*

BOOTH NUMBER: _____

Teamwork 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 Teamwork
2. This completed form is to be signed by BOTH PARTIES and returned to Teamwork 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. Teamwork's prepayment policy is adhered to; i.e., order must be received with payment deadline dates.
4. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoices at show site.
5. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.

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

- | | | |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> Labor: <input type="checkbox"/> I&D <input type="checkbox"/> Forklift | <input type="checkbox"/> Sign Hanging |
| <input type="checkbox"/> Cleaning | <input type="checkbox"/> Material Handling (Round Trip) | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Carpet | <input type="checkbox"/> Electrical | |

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

Please print or type information below:

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

Please print or type information below:

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



**FCIS – FLORIDA COUNCIL OF INDEPENDENT SCHOOLS
HYATT REGENCY HOTEL @ OIA
NOVEMBER 5-6, 2015**

STANDARD FURNISHINGS

TEAMWORK

7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407)438-7481

Discount Deadline: Friday, October 30, 2015

BOOTH NUMBER: _____

TABLES	QTY	DISC. RATE	STANDARD RATE	TOTAL
--------	-----	------------	---------------	-------

DRAPED DISPLAY TABLES

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

30" High

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

2' x 4' x 30"	()	\$78.00	\$90.00	
2' x 6' x 30"	()	\$110.00	\$155.00	
2' x 8' x 30"	()	\$128.00	\$169.50	
4th side of table draped	()	\$41.00	\$53.00	

42" High

2' x 4' x 42"	()	\$97.25	\$114.75	
2' x 6' x 42"	()	\$121.00	\$160.00	
2' x 8' x 42"	()	\$134.00	\$180.00	
4th side of table draped	()	\$48.00	\$62.00	

UNDRAPED DISPLAY TABLES

30" High

2' x 4' x 30"	()	\$69.00	\$86.25	
2' x 6' x 30"	()	\$79.00	\$99.50	
2' x 8' x 30"	()	\$89.00	\$111.50	

42" High

2' x 4' x 42"	()	\$72.00	\$90.50	
2' x 6' x 42"	()	\$93.00	\$112.80	
2' x 8' x 42"	()	\$100.00	\$121.00	

RISERS (white vinyl)

4' One Step	()	\$29.50	\$36.75	
6' One Step	()	\$35.75	\$44.75	

RENTAL PRICE INCLUDES DELIVERY & REMOVAL FROM BOOTH FOR WHOLE SHOW.

SEATING	QTY	DISC. RATE	STD. RATE	TOTAL
Upholstered Arm Chair	()	\$50.00	\$80.00	
Side chair	()	\$45.00	\$62.00	
Padded Stool	()	\$75.00	\$96.25	

ACCESSORIES	QTY	DISC. RATE	STD. RATE	TOTAL
Cocktail Table – 42" H	()	\$149.00	\$193.00	
Round Pedestal-30" H	()	\$90.00	\$124.75	
Wastebasket	()	\$17.00	\$22.00	
Easel	()	\$28.00	\$39.00	
8' Stanchion	()	\$19.00	\$23.50	
Crossbar	()	\$19.00	\$23.50	
Chrome Sign Frame (22" x 28")	()	\$75.00	\$90.00	
5 Pocket Literature Stand	()	\$145.00	\$196.25	
Bag Rack	()	\$75.00	\$98.00	

Sub Total: \$ _____

\$ _____

TOTAL \$ _____

Carry this Total to Order Recap Page

PAYMENT POLICY: Payment in full for rental charges, including applicable tax, must accompany advance order and must be received by deadline date in order to qualify for discount rates. All orders placed at the Service Desk will be charged at standard rates.

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.

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Booth No:	



**FCIS – FLORIDA COUNCIL OF INDEPENDENT SCHOOLS
HYATT REGENCY HOTEL @ OIA
NOVEMBER 5-6, 2015**

CARPET

TEAMWORK

7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407)438-7481

Discount Deadline: *Friday, October 30, 2015*

BOOTH NUMBER: _____

STANDARD CARPET	QTY	DISC. RATE	STANDARD RATE	TOTAL
-----------------	-----	---------------	------------------	-------

No guarantee of color match when ordering multiple carpets.

Circle color: Blue - Burgundy - Gray - Red - Hunter Green- Black

6' x 10'	()	\$138.00	\$183.00	
6' x 20'	()	\$270.00	\$360.00	
6' x 30'	()	\$414.00	\$549.00	
6' x 40'	()	\$552.00	\$732.00	

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

Circle color: Blue - Burgundy - Gray - Red - Hunter Green - Black

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft. \$4.60 \$0.00
(100 sq ft minimum)

CARPET PADDING	DISC. RATE	STANDARD RATE	TOTAL
----------------	---------------	------------------	-------

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft. \$1.50 \$2.15
(100 sq ft minimum)

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

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft. \$1.30 \$1.55
(100 sq ft minimum)

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

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

No telephone orders are accepted.

Full payment must accompany order.

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

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

SubTotal: \$ _____

TOTAL \$ _____

Carry this Total to Order Recap Page

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 Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407)438-7481

CARPET CLEANING & PORTER SERVICE

Discount Deadline: *Friday, October 30, 2015*

BOOTH NUMBER: _____

ALL VACUUMING, GENERAL CLEANING AND SHAMPOOING ORDERS ARE COMPUTED BASED ON THE GROSS SQUARE FOOTAGE OF YOUR BOOTH.

INDICATE YOUR REQUIREMENTS	Discount per sq foot	Standard per sq foot
----------------------------	----------------------------	-------------------------

Daily Vacuuming	\$0.30	\$0.32
-----------------	--------	--------

One-time only before show opening	\$0.37	\$0.39
-----------------------------------	--------	--------

Shampoo (available upon request)

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. Check, Cash, Traveler's Checks, Visa, MasterCard and American Express are accepted.

BOOTH SIZE:

_____ ft. X _____ ft. = _____ Total Square Footage

Total Sq Ft _____ X _____ Rate X # of Days _____ = \$ _____

TOTAL \$ _____

Carry this Total to Order Recap Page

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.*

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 Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



SPECIAL SIGNS

TEAMWORK

7500 Exchange Drive

Orlando, FL 32809

P. (407) 438-7480 F. (407) 438-7481

Discount Deadline: Friday, October 30, 2015

BOOTH NUMBER: _____

PRICE LIST & INFORMATION

SIZE

10 WORDS OR LESS

7" x 11"	\$39.25
11" x 14"	\$45.25
14" x 22"	\$55.00
22" x 28"	\$75.00
28" x 44"	\$109.25

1. Copy exceeding 10 words will be charged the rate of \$.75 per word.

2. Cardboard easel backs - \$2.25 each.

3. Sales Tax will be added where applicable.

4. When a card is to be done with special care such as color card and paint, glitter, trademarks or logos duplicated, an additional charge will be made. Advance quotations will be sent upon request.

For all other sizes, please call for quote

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

INDICATE SIGN COPY BELOW

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

Sub Total: \$ _____

TOTAL \$ _____

PAYMENT POLICY:

Carry this Total to Order Recap Page.

Payment in full of charges including applicable tax, must accompany advance order and must be received by the deadline date to qualify for discount rates. All orders placed at the service desk will be charged at standard rates.

All balances must be settled at the Service Desk prior to show closing. All charges are payable in Checks, Cash, Money Orders, Traveler's Checks, Visa, MasterCard and American Express are accepted.

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 Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407)438-7481

LABOR & FREIGHT INFORMATION

Discount Deadline: *Friday, October 30, 2015*

BOOTH NUMBER: _____

LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS

EXHIBITOR MUST COME TO SERVICE DESK TO SIGN IN AND OUT FOR LABOR REQUIRED.

Installation & Dismantle Labor

Straight Time - 8:00 AM to 4:30 PM - Monday thru Friday

\$85.00 Per Hour/Per Person

Overtime - Before 8:00 AM and after 4:30 PM - Monday thru Friday, all day Saturday & Sunday

\$132.00 Per Hour/Per Person

One hour minimum per worker, thereafter, 1/2 hour increments.

Teamwork shall not be responsible for damage, loss or theft of displays installed and/or dismantled under our supervision. Teamwork 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.

2 Carpenters required before Apprentice work can be requested.

Date	Start Time	No. of People	X	Approx. Hrs Per Person	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
Installation Labor										
			x		=		@		=	
			x		=		@		=	
			x		=		@		=	
Teamwork Supervision										
Tax (0.0%)										N/A

Dismantle Labor										
			x		=		@		=	
			x		=		@		=	
			x		=		@		=	
Teamwork Supervision										
Tax (0.0%)										N/A
Total										

Please check service required:

☐ **Teamwork Event Specialists Supervision**

Hourly rate plus 30% Supervision Charge/Minimum \$45.00

☐ **Exhibitor Supervision:**

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

Name of Carrier _____

#Crates _____

#Cartons _____ # Skids _____

Shipped to: ☐ Warehouse ☐ Show site

☐ Teamwork Rental Carpet ☐ Display Includes Carpet

DISMANTLE DISCLAIMER NON-TEAMWORK PRODUCTS: Please be advised that Teamwork Event Specialists will not be responsible for dismantle of any non-Teamwork material (this includes ALL electronic equipment such as computers, television, audio-visual components, etc). In the instance that Teamwork Event Specialists is requested to dismantle non-Teamwork material, Teamwork Event Specialists will not be held responsible for any damage or improper dismantle of said material. Since this equipment is not our standard product, there may be additional charges if more time is needed in the set up or takedown than originally estimated.

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



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407)438-7481

LABOR & FREIGHT INFORMATION

Discount Deadline: *Friday, October 30, 2015*

BOOTH NUMBER: _____

INBOUND SHIPPING INFORMATION

Carrier: _____ Carrier Phone #: _____

Shipped to: ☐ Warehouse ☐ Show Site Date Shipped: _____

From (city & state): _____

Total Number of: ☐ Crates: ☐ Cartons: ☐ Cases: ☐ Other:

SET UP INFORMATION

A photo/sketch of my exhibit is enclosed with my order. ☐ Yes ☐ No

A photo/sketch of my exhibit is packed inside my display case. ☐ Yes ☐ No

Special set-up instructions are provided with my order. ☐ Yes ☐ No

Special set-up instructions are packed inside my display case. ☐ Yes ☐ No

Carpet: ☐ With Exhibit ☐ Rented from Teamwork Color: _____ Size: _____

Electrical Placement: ☐ Drawing Attached ☐ Drawing with Exhibit Installed under carpet: ☐ Yes ☐ No

My exhibit has a key ☐ Yes ☐ No If "Yes", the key is located in:

Comments: _____

In case of emergency, please call: _____ At: _____

OUTBOUND SHIPPING INFORMATION

At show close, please ship my exhibit to:

NAME: _____ PHONE: _____

STREET/CITY: _____ STATE: _____ ZIP: _____

IF SHOW CARRIER: ☐ AIR OVERNIGHT ☐ AIR 2 DAY ☐ AIR DEFERRED ☐ GROUND

SHIPPING CHARGES

☐ COLLECT: ☐ PREPAID:

IF EXHIBITOR-DESIGNATED CARRIER, PROVIDE NAME & PHONE #: _____ DATE & TIME (pick-up scheduled): _____

IF CARRIER FAILS TO SHOW UP, SHOULD WE:
☐ RE-ROUTE ON A SIMILAR CARRIER – **OR** –
☐ RETURN SHIPMENT TO THE WAREHOUSE AT YOUR COMPANY'S EXPENSE

NOTE: EXHIBITOR IS RESPONSIBLE FOR CONTACTING ANY CARRIER EXCEPT THOSE RECOMMENDED IN THIS MANUAL. TEAMWORK WILL NOT BE RESPONSIBLE FOR LITERATURE/PRODUCT NOT PROPERLY PACKED AND LABELED BY EXHIBIT PERSONNEL.

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth No:

Please Note: A Credit Card must be on file to ensure payment for your order. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



FREIGHT RATES AND SHIPPING INSTRUCTIONS

TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407)438-7481

BOOTH NUMBER: _____

Teamwork Event Specialists has been designated as the official drayage contractor with the responsibility for the unloading, delivery, reloading and processing of all Exhibitors' freight shipments.

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

WHERE TO SHIP:

<u>Advance Shipments</u>	<u>Direct Shipments</u>
Teamwork Warehouse (Exhibitor Name & Exhibitor Booth #) C/O Teamwork – FCIS 2015 7500 Exchange Drive Orlando, FL 32809	Direct shipping is not permitted for this show since The Hyatt Regency has limited storage space for materials. Please call exhibitor services in order to make arrangements.

Rates quoted below are based upon straight time move-in and move-out. 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 (100 lbs.), rounded up to the next 100 lbs. Teamwork will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show. Teamwork 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.

Advance Shipments to Warehouse - 200 Lb. Minimum charge per shipment

- Shipments must arrive on or after Monday, October 5 at 8:00AM and no later than Friday, October 30 at 3:30 PM.
- If freight arrives to warehouse after advanced cutoff date, shipment will be assessed a late fee of 30%.

Crated MaterialsWeight_____ cwt x \$80.00 per 100 lbs. = \$_____

Uncrated/Special HandlingWeight_____ cwt x \$104.00 per 100 lbs. = \$_____

Total Estimated Material Handling Charges..... \$_____

SMALL PACKAGES (25lb maximum): Rate: \$30.00 – First Small Package received

Rate: \$15.00 – Each additional small package received on the same shipment



FREIGHT RATES AND SHIPPING INSTRUCTIONS

TEAMWORK

7500 Exchange Drive

Orlando, FL 32809

P. (407) 438-7480 F. (407)438-7481

BOOTH NUMBER: _____

Small Package:

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 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 made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or his representative. Teamwork 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 his representative must pack and label their exhibit material and turn in a Bill of Lading for each shipment at the Service Desk before leaving the Show. Teamwork 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, Teamwork 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 Teamwork.

LIMITS OF LIABILITY AND RESPONSIBILITY

- A. Teamwork Event Specialists shall not be responsible for damage to uncrated materials, material improperly packed or concealed damage.
- B. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- C. Teamwork Event Specialists 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 Teamwork Event Specialists to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- D. Teamwork Event Specialists shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- E. Teamwork Event Specialists shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Teamwork Event Specialists maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. Teamwork Event Specialists shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to any exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to Teamwork Event Specialists 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.

Surcharges:

Inbound Overtime: Additional 30% to the above rate for shipments received before 8:00 AM and/or after 4:30 PM, Monday – Friday, Saturday, Sunday, and union observed holidays. Applied to each occurrence.

Outbound Overtime: Additional 30% to the above rate for shipments received before 8:00 AM and/or after 4:30 PM, Monday – Friday, Saturday, Sunday, and union observed holidays. Applied to each occurrence.

Off Target: Additional 30% to the above rate for shipments received after the deadline and/or scheduled move in date.

Freight left in booth: Additional \$7.00 per CWT for freight left in booth after the close of the show.

Spotting Fee: \$250.00 per vehicle



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407)438-7481

FCIS – FLORIDA COUNCIL OF INDEPENDENT SCHOOLS
HYATT REGENCY HOTEL @ OIA
NOVEMBER 5-6, 2015

FREIGHT RATES AND SHIPPING INSTRUCTIONS

BOOTH NUMBER: _____

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

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 Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



TEAMWORK

7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

FREIGHT FAQs & HANDLING HINTS

Delivery of your Bills of Lading to Teamwork Event Specialists does not signify that Teamwork Event Specialists has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Bills of Lading to the Exhibitor Service Desk. Do not leave Bills of Lading in your booth.

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

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

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

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Teamwork Event Specialists use Union labor to move freight. These rates can vary from city to city.

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

How is the weight of my shipment determined? – All drivers should attain certified weight tickets for materials prior to arriving at the dock - either at the warehouse or at show site. Teamwork Event Specialists reserves the right to determine weights for all shipments for which weight tickets are not provided at the time of delivery. In cases where Teamwork Event Specialists 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 Teamwork, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

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

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


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

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

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

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

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

ADVANCE SHIPPING LABEL		ADVANCE SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small> <u>FCIS 2015</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> Teamwork Warehouse 7500 Exchange Drive Orlando, FL 32809		TO: _____ <small>EXHIBITING COMPANY</small> <u>FCIS 2015</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> Teamwork Warehouse 7500 Exchange Drive Orlando, FL 32809	
Number _____ of _____ pieces 		Number _____ of _____ pieces 	

ADVANCE SHIPPING LABEL		ADVANCE SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small> <u>FCIS 2015</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> Teamwork Warehouse 7500 Exchange Drive Orlando, FL 32809		TO: _____ <small>EXHIBITING COMPANY</small> <u>FCIS 2015</u> <small>NAME OF EXHIBITION</small> _____ <small>BOOTH NUMBER</small> Teamwork Warehouse 7500 Exchange Drive Orlando, FL 32809	
Number _____ of _____ pieces 		Number _____ of _____ pieces 	



ELECTRICAL SERVICE

TEAMWORK

7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407)438-7481

Discount Deadline: *Friday, October 23, 2015*

BOOTH NUMBER: _____

QTY	Description	Discount Price	Standard Price	Total
-----	-------------	----------------	----------------	-------

Electrical Outlets - 120 Volts

	5 Amps / 0-500 Watts	\$120.00	\$140.00	\$
	10 Amps / 501-1000 Watts	\$175.00	\$225.00	\$
	20 Amps / 1501-2000 Watts (Labor Required - *See Below)	\$225.00	\$295.00	\$

Electrical Service Connections - 208 Volts**

	20 Amps - Single Phase (Labor Required - **See Below)	\$440.00	\$555.00	\$
	30 Amps - Single Phase (Labor Required - **See Below)	\$485.00	\$665.00	\$
	20 Amps - Three Phase (Labor Required - **See Below)	\$525.00	\$750.00	\$
	30 Amps - Three Phase (Labor Required - **See Below)	\$585.00	\$895.00	\$

Compressed Air and Water Forms available upon request

Labor

	*Minimum 1 1/2 Hour Labor Required - 120 Volt 20 Amps	\$85.00	\$130.00	\$
	**1 1/2 Hours Install Required for 208 Volt Services & Island Booths	\$130.00	\$200.00	\$
	**1 Hour Dismantle Required for 208 Volt Services & Island Booths	\$85.00	\$130.00	\$

Miscellaneous

	Extension Cords	\$30.00	NA	\$
	Surge Protectors/Power Strip	\$40.00	NA	\$

Sub total:

\$

Total:

\$

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 Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407)438-7481

ORDER RECAP & CONFIRMATION

BOOTH NUMBER: _____

- Please complete the information requested and return payment in full with this form and your order.
- You may choose to pay by credit card or check. All exhibitors must fill out and return the credit card authorization form in this Manual regardless of payment method. If you are paying by check, please make check payable to **Teamwork Event Specialists**.
- Mail your check and all applicable forms to:

Teamwork Event Specialists
23 Norfolk Ave
South Easton, MA 02375

CALCULATION OF ORDERS (total from each **Teamwork Event Specialists** order form):

STANDARD FURNISHINGS ORDER FORM	\$
CARPET ORDER FORM	\$
CARPET CLEANING ORDER FORM	\$
SPECIAL SIGNS ORDER FORM	\$
LABOR ORDER FORM	\$
FREIGHT WORKSHEET	\$
ELECTRICAL ORDER FORM	\$
Sub Total	\$
TOTAL DUE TO TEAMWORK EVENT SPECIALISTS	\$

PAYMENT METHOD:

- ☐ **Credit Card:**
 ☐ **VISA**
 ☐ **MASTERCARD**
 ☐ **AMERICAN EXPRESS**
☐ **Check:** # _____ Dated ____/____/____ in the amount of \$ _____

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 Teamwork Service Desk to finalize your invoice. No adjustment will be made after the close of the show.



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

EXHIBITOR APPOINTED CONTRACTOR

PLEASE COMPLETE THE INFORMATION REQUESTED BELOW:

CONTACT NAME: _____

COMPANY NAME: _____

TELEPHONE NUMBER: (____) _____ - _____

FAX NUMBER: (____) _____ - _____

EMAIL ADDRESS: _____

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

☐

BY TELEPHONE

☐

BY FAX

☐

BY EMAIL

FAX CONFIRMATION

WE HAVE RECEIVED THE FOLLOWING ORDERS FOR YOUR BOOTH:

PAYMENT INFORMATION
STANDARD FURNISHINGS
CARPET CLEANING
SPECIAL SIGNS
LABOR

☐
☐
☐
☐
☐

FREIGHT WORKSHEET
ELECTRICAL SERVICE
EXHIBITOR APPOINTED CONTRACTOR

☐
☐
☐

ADDITIONAL INFORMATION NEEDED TO PROCESS YOUR ORDER:

Exhibitor Services Contact Information; **Jessie Wilson**
Office; (407) 438 - 7480
jwilson@teamwork-inc.com



FCIS – FLORIDA COUNCIL OF INDEPENDENT SCHOOLS
HYATT REGENCY HOTEL @ OIA
NOVEMBER 5-6, 2015

TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

EXHIBITOR APPOINTED CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Teamwork Event Specialists, the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangement for labor should be made through Teamwork Event Specialists, 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 Teamwork Event Specialists no later than **Monday, October 5 2015**. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors of its lease with **Hyatt Regency Hotel @ OIA**. For services such as electrical, plumbing, telephone, drayage, rigging, and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Teamwork Event Specialists with **Certificates of Insurance naming Teamwork Event Specialists, Florida Council of Independent Schools, Hyatt Regency Hotel @ OIA 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 Teamwork Event Specialists 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, October 5 2015**, your non-official contractor will be allowed to supervise only. **All labor must then be hired from Teamwork Event Specialists for installation and dismantling of the exhibit.** There are **NO** exceptions after the deadline date.

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

ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

Please print or type information below:

Event or Show:		
Exhibiting Company Name:		Email:
Contracting Company:		Booth #:
Contracting Company Address:		
City:	State:	ZIP:
Telephone:	Fax:	
Estimated Arrival to Show:	# of Workers:	
Authorized By:	Title:	



TEAMWORK
 7500 Exchange Drive
 Orlando, FL 32809
 P. (407) 438-7480 F. (407) 438-7481

EXHIBITOR SURVEY

	POOR		SATISFACTORY		EXCELLENT
OVERALL APPEARANCE OF MANUAL	1	2	3	4	5
ORGANIZATION OF MANUAL	1	2	3	4	5
COMPLETENESS OF INFORMATION	1	2	3	4	5
CLARITY OF INFORMATION	1	2	3	4	5
QUALITY OF MATERIALS	1	2	3	4	5
OVERALL USEFULNESS	1	2	3	4	5

DID YOU RECEIVE YOUR MANUAL IN A TIMELY MANNER?	YES	NO
--	------------	-----------

Suggestions to improve the Exhibitor Manual:

Your Company Name: _____ Booth #: _____

Your Name: _____ Date: _____



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

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. Teamwork Event Specialists 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 Teamwork 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 hard wall 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. Teamwork Event Specialist, Show Management, facility personnel, and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor. Move-in and move-out are particularly vulnerable times. Be sure to carefully safeguard your exhibit materials.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them. For example, plasma screens are a high theft item. Teamwork strongly recommends that you insure plasma screens, as **NO** liability for theft is assumed by show management, the facility, or Teamwork Event Specialists. 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 Teamwork Event Specialists, 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



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

RULES & REGULATIONS

Please follow the guidelines listed below as they will help you plan for your upcoming exhibit. Union Labor is required for certain aspects of exhibit handling. Reading the following rules will assist you in your planning for the event.

EXHIBIT INSTALLATION & DISMANTLE

Teamwork Event Specialists is the designated contractor for the erection, touch-up, dismantling, and repair of all exhibits when work is done by persons other than your full-time company personnel.

If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

To secure labor, please complete the labor forms located within this service manual.

MATERIAL HANDLING

Teamwork Event Specialists is responsible for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the responsibility for the unloading, uncrating, un-skidding, leveling, painting, and assembly of machinery and equipment as well as the reverse process.

Teamwork Event Specialists has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Teamwork Event Specialists will not be responsible for any material it does not handle.

Exhibitors may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

TIPPING

Teamwork Event Specialists company policies prohibit the solicitation and/or acceptance of any tips by our employees. Our employees receive excellent hourly wages denoting a professional status, and tipping of any form is not allowed. Should you as an exhibitor be solicited in any way for a gratuity, you should report such activity immediately to our Teamwork Service Desk.



TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

MOVE OUT INFORMATION

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

Friday, November 6, 2015 from 4:00PM – 5:30PM Exhibitor Move-Out officially begins.

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, we will begin removing aisle carpet and returning empty containers. You can help us with this process by keeping the aisles clear during this time. If you have ordered labor to dismantle your booth, be sure to confirm the start time of your workers by checking with the Teamwork Service Center.

Friday, November 6, 2015 at 5:30PM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than the official carriers should advise their carrier(s) to be checked in with the Teamwork Dock Supervisor by **5:30PM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Teamwork Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by **6:00PM**, Teamwork Event Specialists reserves the right to re-route the shipment via the official show carrier as necessary. Neither Teamwork nor Show Management assumes any liability as a result of such re-routing.

Friday, November 6, 2015 at 5:30PM – Exhibits packed and Bills of Lading turned in to TEAMWORK.

All Bills of Lading must be turned in to the Teamwork Service Center to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Teamwork Service Center at your convenience. No Bills of Lading will be issued until your balance is paid in full.

Delivery of your Bills of Lading to Teamwork Event Specialists does not signify that Teamwork Event Specialists has assumed responsibility for your shipments. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Bills of Lading to the Exhibitor Service Desk. Do not leave Bills of Lading in your booth.

Final Payments

For your convenience, any show site balances or charges for outbound labor, freight, or miscellaneous items not paid before show closing will be charged to your credit card at the close of the show. Be sure to pick up and review your statement of charges at the Teamwork Service Center prior to move-out. Adjustments to your account will NOT be made beyond 45 days after show closing.

Friday, November 6, 2015 at 6:00PM – Final clean up, Exhibitor Move-Out ends.



TEAMWORK

7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

LIMITS OF LIABILITY

1. Teamwork Event Specialists shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills of Lading covering outgoing shipments, which are furnished by Teamwork Event Specialists to exhibitor, will be checked at time of actual pick-up from the booth, and corrections made where discrepancies occur.
4. Teamwork Event Specialists 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. Teamwork Event Specialists' liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any event, Teamwork Event Specialist's maximum liability shall be limited to \$.30 per pound, per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
6. Teamwork Event Specialists shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Teamwork Event Specialists by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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



Exhibit Services

Simply reliable success



The expertise of **YELLOW** and **Roadway**



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

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

Shipment visibility provides additional peace of mind. Enjoy the transportation management tools on my.yrc.com, and gain online control of your shipment from start to finish.

Be Confident. It's a YRC Delivery.™

The show must go on

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

Gain the on-site advantage

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

Secure success

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

* Subject to applicable tariffs and Rules and Conditions publications.

yrc.com | 800.610.6500

