



**POTATO EXPO 2020**  
**MIRAGE LAS VEGAS**  
**JANUARY 14 – 15, 2020**

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

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You can order online at **mirageexhibitorservices.com**.



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## **WELCOME LETTER**

Dear Exhibitor:

Willwork is pleased to have been chosen to serve as your Official Service Contractor for Potato Expo 2020 to be held at the Mirage Las Vegas from January 14 to January 15, 2020. 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 **Friday, December 27, 2019**. 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 Onsite Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

For assistance with renting furnishings or hiring labor – or, for information regarding shipping materials for the event, please contact our **Event Specialist Team**:

(O): (407) 438-7480  
(E) Orlando@willwork.com

For assistance with ordering **Electrical, Internet, Audio Visual, and Cleaning**:

Go online to **mirageexhibitorservices.com**.

Thank you and we look forward to working with you to help make Potato Expo 2020 a tremendous success.

Sincerely,

***Willwork***



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## GENERAL INFORMATION

### LOCATION & DATES

Show Location(s): **Mirage Las Vegas  
Events Center  
3400 S Las Vegas Blvd  
Las Vegas, Nevada 89109**

Show Dates: **January 14 – 15, 2019**

### EXHIBITOR MOVE - IN

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

<b>Monday, January 13</b>	<b>2:00 PM – 6:00 PM</b>
<b>Tuesday, January 14</b>	<b>8:00 AM – 10:00 AM</b>

### SHOW HOURS

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

<b>Tuesday, January 14</b>	<b>11:00 AM – 6:30 PM</b>
<b>Wednesday, January 15</b>	<b>8:30 AM – 5:00 PM</b>

### EXHIBITOR MOVE - OUT

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

<b>Wednesday, January 15</b>	<b>5:00 PM – 10:00 PM</b>
------------------------------	---------------------------

**Outside carriers must be checked in with the Willwork Dock Supervisor at the Mirage Las Vegas by 9:30 PM on Wednesday, January 15, 2020.** Official re-route time is Wednesday, January 15 at 10:00 PM. Please see the Move-Out Information sheet in this manual for more details about move-out.

### STANDARD BOOTH EQUIPMENT

Each **10' x 10'** exhibit booth includes the following standard equipment:

- 8' Backwall Drape: Navy/White/White/Navy
- 3' Side Rail Drape: Navy
- (1) 6' L x 30" H Table Skirted Navy
- (2) Side Chairs
- (1) Wastebasket
- (1) Booth ID Sign

**Please note:** The Exhibit Hall is carpeted in a multi-colored pattern.



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## GENERAL INFORMATION

### ADVANCE SHIPPING

Advance shipping begins on Monday, December 9, 2019 at 8:00 AM and ends on Friday, January 3, 2020 at 3:30 PM.

Advance shipping address:

Willwork Warehouse  
c/o Potato Expo 2020  
Company Name/Booth #  
7015 Corporate Plaza Dr. Ste 100  
Las Vegas, NV 89118

Contact: Event Services  
Phone: (407) 438-7480  
Email: Orlando@willwork.com

Shipments received at the advance warehouse after the deadline will still be accepted. An off-target surcharge of 40% will apply.

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

*THE ADVANCED RECEIVING WAREHOUSE WILL BE CLOSED DEC. 24-26, 2019, AND JAN. 1, 2020.*

**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 Mirage Las Vegas on Monday, January 13 from 8:00 AM to 4:30 PM ONLY.

***The Mirage Las Vegas prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space or personnel. If you choose to ship to Mirage Las Vegas and your shipment arrives prior to Monday, January 13 at 8:00 AM you may incur a receiving charge by Mirage Las Vegas AND a receiving charge from Willwork.***

Direct shipping address:

Mirage Las Vegas  
c/o Willwork  
Potato Expo 2020 – Events Center  
(Exhibitor Name & Exhibitor Booth #)  
3400 S Las Vegas Blvd  
Las Vegas, NV 89109

Shipments received on site before or after the published Direct shipping day/time will incur an off-target surcharge of 40%.

**Please note that all work performed by Willwork between before 8:00 AM or after 4:30 PM 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 Mirage Las Vegas for delivery to your booth.**

### WILLWORK ADVANCE ORDER DISCOUNT DEADLINE

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

**Friday, December 27, 2019**

For more information, please call us at 407-438-7480, or email us at [Orlando@willwork.com](mailto:Orlando@willwork.com).



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## ORDERING PROCEDURES & HELPFUL HINTS

The ordering process for services provided by Willwork, Inc. consists of several forms. Please complete the parts of each section that apply to your order and return the completed pages to Willwork, Inc. for processing. It is not necessary to return pages for services you did not order.

### PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Willwork, Inc., 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 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 WILLWORK Convention Service Contractors.

### 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 dock for return shipment at the end of the show.

### ORDER RECAP

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. Also, be certain to return your order forms for Audio Visual, Internet and Electrical services directly to the vendors listed on the forms, as in some cases Willwork does not provide these services.



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## CREDIT CARD AUTHORIZATION FORM

**ALL EXHIBITORS MUST HAVE A CREDIT CARD ON FILE WITH WILLWORK, INC. 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, Inc., 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 within 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 Information:

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

### Billing Information:

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



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## **THIRD PARTY PAYMENT AUTHORIZATION FORM**

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 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:

☐ ALL SERVICES      ☐ Labor :      ☐ Cleaning      ☐ Material Handling (Round  
                                 Trip)                      ☐ Furniture                      ☐ Carpet

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

### **Credit Card Information:**

<b>Exhibitor</b>	<b>3<sup>rd</sup> Party</b>
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
Card Number:	Card Number:
Expiration Date:                      CCV	Expiration Date:                      CCV
Card Holders Name:	Card Holders Name:
Card Holders Signature:	Card Holders Signature:

### **Billing Information:**

<b>Exhibitor</b>			<b>3<sup>rd</sup> Party</b>		
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:		





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## STANDARD FURNISHING FORM

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

TABLES	QTY	DISC. RATE	STANDARD RATE	TOTAL
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### DRAPED DISPLAY TABLES

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

#### 30" High

**Circle Color: Blue | Black | Burgundy | Green | Gray | Red | White**

2' x 4' x 30"	( )	\$146.84	\$183.55	
2' x 6' x 30"	( )	\$173.02	\$216.27	
2' x 8' x 30"	( )	\$220.67	\$275.84	
4th side of table draped	( )	\$58.81	\$73.52	

#### 42" High

2' x 4' x 42"	( )	\$193.62	\$242.04	
2' x 6' x 42"	( )	\$212.08	\$265.12	
2' x 8' x 42"	( )	\$237.24	\$296.55	
4th side of table draped	( )	\$58.81	\$73.52	

### UNDRAPED DISPLAY TABLES

#### 30" High

2' x 4' x 30"	( )	\$66.11	\$82.65	
2' x 6' x 30"	( )	\$78.15	\$97.69	
2' x 8' x 30"	( )	\$91.01	\$113.77	

#### 42" High

2' x 4' x 42"	( )	\$84.14	\$105.19	
2' x 6' x 42"	( )	\$101.43	\$126.77	
2' x 8' x 42"	( )	\$109.22	\$136.52	

### RISERS (white vinyl)

4' One Step	( )	\$63.96	\$79.96	
6' One Step	( )	\$85.38	\$106.79	

SEATING	QTY	DISC. RATE	STD. RATE	TOTAL
Side Chair	( )	\$74.27	\$92.84	
Upholstered Bar Stool w/ Back	( )	\$109.06	\$136.31	

ACCESSORIES	QTY	DISC. RATE	STD. RATE	TOTAL
30"high x 30" D Cocktail Round	( )	\$117.90	\$147.39	
42"high x 30" D Cocktail Round	( )	\$124.92	\$156.14	
Wastebasket	( )	\$24.42	\$30.52	
Easel	( )	\$48.45	\$60.58	
Bag Rack	( )	\$118.33	\$147.93	
Fishbowl	( )	\$31.55	\$39.45	
Chrome Sign Frame (22" x 28")	( )	\$118.33	\$147.91	
5 Pocket Literature Stand	( )	\$147.25	\$184.10	
3 Section Literature Pocket	( )	\$55.22	\$69.03	

<b>Sub Total: \$</b>
<b>8.25% Rental Tax: \$</b>
<b>TOTAL \$</b>

**Specialty Furnishings** are available upon request. Please contact our Event Specialists at 407-438-7480 or [Orlando@willwork.com](mailto:Orlando@willwork.com) for assistance.

**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:





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## CARPET ORDER FORM

STANDARD CARPET	QTY	DISC. RATE	STANDARD RATE	TOTAL
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Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

**Circle Color: Blue | Charcoal Gray | Light Gray | Red | Green | Black**

10' x 10'	( )	\$206.00	\$257.00	
10' x 20'	( )	\$412.00	\$514.00	
10' x 30'	( )	\$618.00	\$771.00	
10' x 40'	( )	\$824.00	\$1028.00	

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

**Circle Color: Blue | Charcoal Grey | Light Gray | Red | Green | Black**

BOOTH SIZE:

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq ft.      \$5.57      \$6.95        
 (100 sq ft minimum)

CARPET PADDING	DISC. RATE	STANDARD RATE	TOTAL
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Price includes installation

BOOTH SIZE:

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq ft.      \$2.58      \$3.23        
 (100 sq ft minimum)

VISQUEEN (poly covering)	DISC. RATE	STANDARD RATE	TOTAL
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Price includes installation

BOOTH SIZE:

\_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq ft.      \$0.43      \$0.54        
 (80 sq ft minimum)

**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 adjustment will be made after the close of the show.

**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.

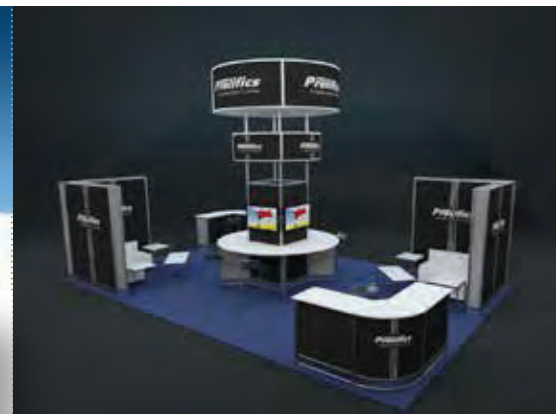
**CANCELLATION POLICY:** Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of original price to cover labor involved.

<b>Sub Total: \$</b>
<b>8.25% Rental Tax: \$</b>
<b>TOTAL: \$</b>



## Willwork, Inc.

### Exhibit & Event Services



CONTACT US FOR CUSTOM EXHIBIT SOLUTIONS:  
407-438-7480 | [orlando@willwork.com](mailto:orlando@willwork.com)



[WWW.WILLWORK-INC.COM](http://WWW.WILLWORK-INC.COM)



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## LABOR ORDER FORM

### LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS

Exhibitor must come to the service desk to sign in and out for labor required.

**Discount Rate\* Standard Rate\***

#### Installation & Dismantle Labor

<b>Straight Time</b> - 8:00 AM to 4:30 PM - Monday thru Friday	\$ 119.00	\$166.60
<b>Overtime</b> - Before 8:00 AM and after 4:30 PM - Monday thru Friday, all day Saturday & Sunday	\$ 179.00	\$250.60

**\*Per Person/Per Hour**

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

*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.*

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
<b>Installation Labor</b>										
			X		=		@		=	
			X		=		@		=	
			X		=		@		=	
Willwork Supervision										
Tax (0.0%)										N/A
<b>Dismantle Labor</b>										
			X		=		@		=	
			X		=		@		=	
			X		=		@		=	
Willwork Supervision										
Tax (0.0%)										N/A
Total										

#### Please check service required:

☐ **Willwork, Inc. Supervision**

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

☐ **Exhibitor Supervision:**

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

If you are ordering Willwork, Inc. Supervision, please complete the next page.

**DISMANTLE DISCLAIMER NON-WILLWORK PRODUCTS:** Please be advised that Willwork, Inc. will not be responsible for dismantle of any non-Willwork material (this includes ALL electronic equipment such as computers, television, audio-visual components, etc.). In the instance that Willwork, Inc. is requested to dismantle non-Willwork material, Willwork, Inc. 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.

**CANCELLATION POLICY:** Labor cancelled prior to move-in will be refunded 100%. Items cancelled 24 hours before move-in begins or after will be charged 100% of original price to cover labor scheduled costs.

#### Please print or type information below:

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



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## LABOR ORDER FORM

**Please complete this form and return it to Willwork, Inc. ONLY if you are hiring Willwork labor to set up and/or dismantle your display without supervision from your company.**

### 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 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:

Comments:

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

### OUTBOUND SHIPPING INFORMATION

**Please complete the OUTBOUND BILL OF LADING AND SHIPPING LABEL REQUEST FORM included in this manual and return it along with your 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 adjustment will be made after the close of the show.





**POTATO EXPO 2020**  
**MIRAGE LAS VEGAS**  
**JANUARY 14 – 15, 2020**

Discount Deadline: **Friday, December 27, 2019**

7500 Exchange Drive  
 Orlando, FL 32809  
 P. (407) 438-7480 F. (407)438-7481  
[Orlando@willwork.com](mailto:Orlando@willwork.com)

## FORKLIFT LABOR ORDER FORM

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

NUMBER	TYPE OF LABOR	Straight Time	Overtime
<input type="text"/>	Forklift – 5000 lb. capacity w/operator	\$269.00 Disc./ \$316.60	\$329.00 Disc./ \$400.60 per hour

**Any materials that are heavier than 5000lb, please contact Willwork for a quote.**

### ADDITIONAL CREW LABOR

<input type="text"/>	Laborer	\$119.00 Disc/ \$166.60	\$179.00 Disc./ \$250.60 per hour
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	# OF FORKLIFTS (W/OPERATORS)	WEIGHT OF HEAVIEST PIECE	# OF HELPERS	DATE	TIME	APPROX. HOURS
INSTALL						
DISMANTLE						

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

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

**OVERTIME: BEFORE 8:00 AM AND AFTER 4:30 PM MONDAY – FRIDAY AND ALL DAY SATURDAY**

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, Inc.. 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.

### About Your Order

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.



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## FREIGHT RATES & SHIPPING INSTRUCTIONS

Willwork, Inc. 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>
Willwork Warehouse c/o Potato Expo 2020 Company Name/Booth # 7015 Corporate Plaza Dr. Ste 100 Las Vegas, NV 89118  <i>MUST DELIVER BETWEEN Monday, December 9, 2019 and Friday, January 3, 2020 from 8:00 AM to 3:30 PM weekdays.</i>	Mirage Las Vegas c/o Willwork Potato Expo 2020 – Events Center (Exhibitor Name & Exhibitor Booth #) 3400 S Las Vegas Blvd Las Vegas, NV 89109  <i>MUST DELIVER Monday, January 13, 2020 from 8:00 AM to 4:30 PM ONLY.</i>

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. 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.

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

**PLEASE NOTE: The advance receiving warehouse will be closed December 24-26, 2019, and January 1, 2020.**

- Shipments must arrive on or before Friday, January 3, 2020 at 3:30 PM.
- If freight arrives to warehouse after advanced cutoff date, or if advance freight is moved to showsite due to scheduling issues beyond our control, each shipment will be assessed a late fee of 40%.

Crated Materials .....Weight\_\_\_\_\_ cwt x \$95.00 per 100 lbs. = \$\_\_\_\_\_

Uncrated/Special Handling .....Weight\_\_\_\_\_ cwt x \$133.00 per 100 lbs. = \$\_\_\_\_\_

### **Direct Shipments to Exhibit Site – 200 Lb. Minimum charge per shipment**

- Shipments must arrive *Monday, January 13, 2020 from 8:00 AM to 4:30 PM ONLY.*
- All freight handled on Overtime is subject to a surcharge of 40% on each occurrence.
- ***The Mirage 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 Mirage Las Vegas, and your shipment arrives prior Monday, January 13, 2020 at 8:00 AM, you may incur a receiving charge by the Mirage Las Vegas AND a receiving charge from Willwork.***

Crated Materials .....Weight\_\_\_\_\_ cwt x \$90.00 per 100 lbs. = \$\_\_\_\_\_

Uncrated/Special Handling.....Weight\_\_\_\_\_ cwt x \$126.00 per 100 lbs. = \$\_\_\_\_\_

### **Small Packages – 25 Lb. Maximum Weight for Entire Shipment**

First Small Package .....Weight\_\_\_\_\_ @ \$30.00 first pkg = \$\_\_\_\_\_

Additional Small Packages on same shipment ..... Weight\_\_\_\_\_ @ \$15.00 per add'l pkg = \$\_\_\_\_\_



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## FREIGHT RATES & SHIPPING INSTRUCTIONS

### **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. 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 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. Willwork will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the Show, Willwork reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling, no liability will be assumed by Willwork.

### **LIMITS OF LIABILITY AND RESPONSIBILITY**

- A. Willwork, Inc. shall not be responsible for damage to uncrated materials, material improperly packed or concealed damage.
- B. Willwork, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
- C. Willwork, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Willwork, Inc. to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
- D. Willwork, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- E. Willwork, Inc. shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Willwork, Inc. maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. Willwork, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to any exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to Willwork, Inc. 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 40%** to the above rate for shipments handled 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 40%** to the above rate for shipments handled 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 40%** to the above rate for shipments handled after the deadline and/or scheduled move in date.

**Freight left in booth:** For freight left in booth with no Bill of Lading turned in will incur an hour labor fee at the prevailing rate.





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## CARTLOAD SERVICE INFORMATION

### Cartload Freight Services for Unloading Privately Owned Vehicles (POV)

To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.

This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip.

If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

Exhibitors will be charged for each 2' x 6' or similar cart generated from their POV as follows:

#### RATE SCHEDULE:

**\$119.00 ST/\$179.00 OT per cartload on move in (one way)**

**\$119.00 ST/\$179.00 OT per cartload on move out (one way)**

Please Note:

***There is a 200 pound maximum for the cartload service. For anything over 200 pounds, standard material handling rates will apply.***

Cars, Passenger Vans and SUVs are considered POV's. Cargo Vans, Rental Trucks and any type of vehicle with a trailer will not be considered a POV.

**SPECIAL NOTE:** You must fill out a *Bill of Lading* at the close of the show before reloading. ***All items leaving the exhibit hall must have a completed Bill of Lading.*** Forms are available at the Willwork Service Desk.

Upon your arrival at the Mirage Las Vegas, you must check in with the Dock Master. He or she will direct you to the proper loading dock. A Willwork Supervisor will be assigned to assist you with unloading, and deliver your materials to your booth. Your vehicle must be removed from the dock area within 30 minutes after arrival. Any unattended vehicles will be towed at the owner's expense.



## FREIGHT RATES & SHIPPING COST WORKSHEET

Description	# of Pieces	Carrier	# of CWTs.	Price per CWT	Total Price
				<b>TOTAL</b>	

***Mirage 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 Mirage Las Vegas, and your shipment arrives prior to Monday, January 13, 2020 at 8:00 AM, you may incur a receiving charge by the Mirage Las Vegas AND a receiving charge from Willwork. Willwork strongly advises that exhibitors ship all exhibit materials directly to the advance warehouse.***

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

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7500 Exchange Drive  
Orlando, FL 32809  
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[Orlando@willwork.com](mailto:Orlando@willwork.com)

## **FREIGHT FAQs & HANDLING HINTS**

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

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

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

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

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

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

**How is the weight of my shipment determined?** – All drivers should attain certified weight tickets for materials prior to arriving at the dock - either at the warehouse or at show site. Willwork, Inc. reserves the right to determine weights for all shipments for which weight tickets are not provided at the time of delivery. In cases where Willwork, Inc. 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, 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

<b>ADVANCE SHIPPING LABEL</b>		<b>ADVANCE SHIPPING LABEL</b>	
<b>FROM:</b>		<b>FROM:</b>	
<b>TO:</b> _____ <small>EXHIBITING COMPANY</small>  <u><b>POTATO EXPO 2020</b></u>  _____ <small>BOOTH NUMBER</small>  <b>Willwork Warehouse</b> <b>7015 Corporate Plaza Dr. Ste 100</b> <b>Las Vegas, NV 89118</b>  <i><b>MUST BE RECEIVED BY: Friday, January 3, 2020 at 3:30 PM.</b></i>  <small>THE ADVANCED RECEIVING WAREHOUSE WILL BE CLOSED DEC. 24-26, 2019, AND JAN. 1, 2020.</small>  Number _____ of _____ pieces <div style="float: right; border: 1px solid black; padding: 2px; text-align: center;"> <b>Willwork, Inc.</b>  <small>Exhibit &amp; Event Services</small> </div>		<b>TO:</b> _____ <small>EXHIBITING COMPANY</small>  <u><b>POTATO EXPO 2020</b></u>  _____ <small>BOOTH NUMBER</small>  <b>Willwork Warehouse</b> <b>7015 Corporate Plaza Dr. Ste 100</b> <b>Las Vegas, NV 89118</b>  <i><b>MUST BE RECEIVED BY: Friday, January 3, 2020 at 3:30 PM.</b></i>  <small>THE ADVANCED RECEIVING WAREHOUSE WILL BE CLOSED DEC. 24-26, 2019, AND JAN. 1, 2020.</small>  Number _____ of _____ pieces <div style="float: right; border: 1px solid black; padding: 2px; text-align: center;"> <b>Willwork, Inc.</b>  <small>Exhibit &amp; Event Services</small> </div>	

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DIRECT SHIPPING LABEL		DIRECT SHIPPING LABEL	
<b>FROM:</b>		<b>FROM:</b>	
<b>TO:</b> _____ <small>EXHIBITING COMPANY</small>  <u><b>POTATO EXPO 2020</b></u>  _____ <small>BOOTH NUMBER</small>  <b>Mirage Las Vegas            C/O Willwork – Events Center            3400 S Las Vegas Blvd            Las Vegas, NV 89109</b>  <small>Shipments must arrive Monday, January 13, 2020 from 8:00 AM to 4:30 PM ONLY.</small>  Number _____ of _____ pieces  <div style="text-align: right; border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> <b>Willwork, Inc.</b>              Exhibit &amp; Event Services           </div>		<b>TO:</b> _____ <small>EXHIBITING COMPANY</small>  <u><b>POTATO EXPO 2020</b></u>  _____ <small>BOOTH NUMBER</small>  <b>Mirage Las Vegas            C/O Willwork – Events Center            3400 S Las Vegas Blvd            Las Vegas, NV 89109</b>  <small>Shipments must arrive Monday, January 13, 2020 from 8:00 AM to 4:30 PM ONLY.</small>  Number _____ of _____ pieces  <div style="text-align: right; border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> <b>Willwork, Inc.</b>              Exhibit &amp; Event Services           </div>	

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Orlando@willwork.com

## OUTBOUND BILL OF LADING & SHIPPING LABEL REQUEST FORM

**EVERY OUTBOUND SHIPMENT WILL REQUIRE A BILL OF LADING AND SHIPPING LABELS.** WE 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:

1. Verify that the shipping information provided on the pre-printed Bill of Lading is still correct
2. Itemize the pieces that you are shipping on the Bill of Lading
3. Return the Bill of Lading to the Willwork Service Desk for validation
4. Retain your verified copy of the Bill of Lading for your files

To take advantage of this time-saving service, *please complete and return this form by either email ([orlando@willwork.com](mailto:orlando@willwork.com)) or fax (407)438-7481.*

**SHIP TO:**  
(Consignee)

COMPANY NAME: \_\_\_\_\_

DELIVERY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

ATTN: \_\_\_\_\_ PHONE#: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/  
PROVIDENCE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**BILL TO:**

☐ Same as Above

COMPANY NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

ATTN: \_\_\_\_\_ PHONE#: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/  
PROVIDENCE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**CARRIER:**

☐ WILLWORK

No need to schedule ahead  
Charges will appear on your  
Willwork Invoice

☐ YRC

Recommend  
Show Carrier

☐ OTHER CARRIER

Carrier Name \_\_\_\_\_  
(You are responsible for making arrangements  
with your own carrier)

**Driver check in deadline is  
Wednesday, January 15 at 9:30 PM.**

*If shipping with FED-EX or UPS, please make your own arrangements with the Mirage Las Vegas Business Center.*

NUMBER OF LABELS NEEDED: \_\_\_\_\_

**Please print or type information below:**

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



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 Orlando@willwork.com

## ORDER RECAP FORM

1. Please complete the information requested and return payment in full with this form and your order.
2. You may choose to pay by credit card or check. 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 **Willwork**.
3. **IF PAYING BY CHECK, mail your check to:**  

**Willwork, Inc.**  
**23 Norfolk Ave**  
**South Easton, MA 02375**
4. All exhibitors must fill out and return the Credit Card Authorization Form in this Manual regardless of payment method. Credit Card Authorization Forms, along with all other Willwork forms, should be faxed to the Orlando office (407)438-7481, or emailed to the Orlando office at [Orlando@willwork.com](mailto:Orlando@willwork.com).

### CALCULATION OF ORDERS (total from each **Willwork, Inc.** order form):

<b>STANDARD FURNISHINGS ORDER FORM</b> .....	\$
<b>CARPET ORDER FORM</b> .....	\$
<b>CARPET CLEANING ORDER FORM</b> .....	\$
<b>LABOR ORDER FORM</b> .....	\$
<b>FREIGHT WORKSHEET</b> .....	\$
<b>OTHER WILLWORK SERVICES (AS QUOTED)</b> .....	\$
<b>Sub Total</b>	\$
<b>TOTAL DUE TO WILLWORK, INC.</b>	\$

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





**POTATO EXPO 2020  
MIRAGE LAS VEGAS  
JANUARY 14 – 15, 2020**

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

## **EXHIBITOR APPOINTED CONTRACTOR**

**Deadline to Submit: *Friday, December 13, 2019***

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

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Willwork, Inc. no later than ***Friday, December 13, 2019***. 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 Mirage Las Vegas. For services such as electrical, plumbing, telephone, drayage, rigging, and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Willwork, Inc. with **Certificates of Insurance naming Willwork, Inc., Potato Expo 2020, and Mirage Las Vegas as additional insured** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Willwork, Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by ***Friday, December 13, 2019***, your non-official contractor will be allowed to supervise only. **All labor must then be hired from Willwork, Inc. 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:	



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## EXHIBITOR APPOINTED CONTRACTOR

Deadline to Submit: **Friday, December 13, 2019**

### **Certificate of Insurance (COI) Information**

**Additional Holder:**

Willwork, Inc.  
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, Inc., Show Name, and Venue are included as additional insured as required by written contract."*

**Submit to:** Willwork, Inc.

7500 Exchange Drive  
Orlando, FL 32809  
[Orlando@willwork.com](mailto:Orlando@willwork.com)

**Deadline to submit EAC & COI:**

**Friday, December 13, 2019**

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Orlando, FL 32809  
P. (407) 438-7480 F. (407)438-7481  
Orlando@willwork.com

## **RULES & REGULATIONS**

### **EXHIBITOR SAFETY**

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Willwork, Inc. 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 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. Willwork 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. Willwork strongly recommends that you insure plasma screens, as **NO** liability for theft is assumed by show management, the facility, or Willwork, Inc.. 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".
- **INSURE YOUR BOOTH!** Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.

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## **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**

Willwork, Inc. 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**

Willwork, Inc. 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.

Willwork, Inc. has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Willwork, Inc. 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**

Willwork, Inc. 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 Willwork Service Desk.



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## MOVE OUT INFORMATION

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

### **Wednesday, January 15 at 5:00 PM - Exhibitor Move-Out officially begins.**

Exhibitors may begin to dismantle their booths at this time. Immediately after the close of the show, Willwork will begin covering 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, January 15 at 9:30 PM – Deadline for driver check-in.**

Exhibitors who wish to ship materials by any carrier must instruct drivers to check in at Mirage Las Vegas. They will check in at the loading dock with the Willwork Dock Supervisor by **Wednesday, January 15 at 9:30 PM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Willwork Service Desk. 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 **9:30 PM on Wednesday, January 15**, Willwork, Inc. 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, January 15 at 10:00 PM – Exhibits packed and Bills of Lading turned in to WILLWORK.**

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

Delivery of your Bills of Lading to Willwork does not signify that Willwork has assumed responsibility for your shipments. Once packed and ready to turn in your Bill of Lading, 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 Bills of Lading to the Exhibitor Service Desk. Do not leave Bills of Lading in your booth.

### **Final Payments**

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

### **Wednesday, January 15 at 10:00 PM – 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.**

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## **LIMITS OF LIABILITY**

1. Willwork, Inc. shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Willwork, Inc. shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.
3. Willwork, Inc. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills of Lading covering outgoing shipments, which are furnished by Willwork, Inc. to exhibitor, will be checked at time of actual pick-up from the booth, and corrections made where discrepancies occur.
4. Willwork, Inc. shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind or to any causes beyond its control.
5. Willwork, Inc.' liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any event, Willwork 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. Willwork, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Willwork, Inc. 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 TO YOUR FIRM AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.**



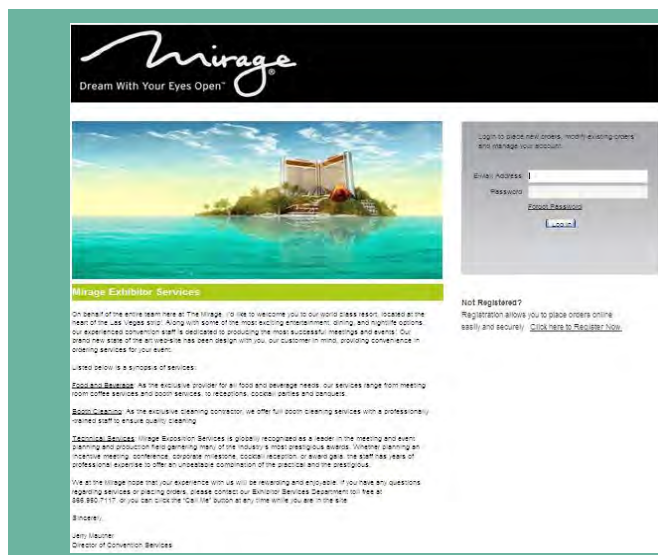


## Mirage Exhibitor Services Welcomes

### Potato Expo 2020 Order Online!

Take advantage of discounted pricing until  
**December 24, 2019**

Our online ordering system is quick, secure and easy to use. Step-by-step instructions are right on the screen, and live assistance from one of our Exhibitor Services Supervisors is just one click away!



System offers easy ordering of:

Electrical

Booth Cleaning

Internet and Wi-Fi

Audio Visual

Booth Food & Beverage

Order online today at [mirageexhibitorservices.com](https://mirageexhibitorservices.com)