



7500 Exchange Drive
Orlando, FL 32809
P. (774) 568-5425
exhibitorservices@willwork.com

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(O) (619) 692-2296 (E) sdsheratonsales@encoreglobal.com (W) Encore Event Now Site

For assistance, please call our Exhibitor Services Department at 774-568-5425;
or email exhibitorservices@willwork.com.



DIRECTIONS NORTH AMERICA 2024
SHERATON SAN DIEGO HOTEL & MARINA
APRIL 14 – 17, 2024

7500 Exchange Drive
Orlando, FL 32809
P. (774) 568-5425
exhibitorservices@willwork.com

WELCOME LETTER

Dear Exhibitor:

Willwork Global Event Services is pleased to have been chosen to serve as your Official Service Contractor for Directions North America 2024 to be held at the Sheraton San Diego Hotel & Marina from April 14 – 17, 2024. We have enclosed the necessary show services order forms to assist in your show planning. In order to guarantee the availability of the desired items, we encourage you to order early.

To qualify for discount prices on Willwork products and services, full payment must be included with your order and received in our office by **Friday, March 22, 2024**. Orders without payment will be held in a pending status until payment is received.

A credit card authorization form is required on file for each exhibitor. No goods or services will be rendered without a credit card accompanying the order. If you choose to make a payment via check or wire transfer, please ensure that your payment has been received by our accounting department no later than two weeks prior to show move-in. Regardless, a credit card is required on file. Please visit the Willwork 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): (774) 568-5425 (E) exhibitorservices@willwork.com

For assistance with ordering **Electrical, Internet, and Audio Visual** please contact **Encore**
(O) (619) 692-2296 (E) sdsheratonsales@encoreglobal.com (W) Encore Event Now Site

Thank you and we look forward to working with you to help make Directions North America 2024 a tremendous success.

Sincerely,

Willwork Global Event Services (Willwork)

For assistance, please call our Exhibitor Services Department at 774-568-5425; or email exhibitorservices@willwork.com.



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General Information

LOCATION & DATES

Show Location(s): **Sheraton San Diego Hotel & Marina**
1380 Harbor Island Dr
San Diego, CA 92101

Show Dates: **April 14 – 17, 2024**

EXHIBITOR MOVE - IN

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

Sunday, April 14, 2024 **9:30 AM – 12:00 PM**

SHOW HOURS

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

Sunday, April 14, 2024 **7:00 PM – 9:00 PM**

Monday, April 15, 2024 **11:45 AM – 1:00 PM**
7:00 PM – 9:00 PM

The Premier Sponsors Expo will be open during the following date(s) and time(s):

Sunday, April 14, 2024 **2:00 PM – 7:00 PM**

Monday, April 15, 2024 **10:45 AM – 7:00 PM**

Tuesday, April 16, 2024 **10:15 AM – 5:45 PM**

Wednesday, April 17, 2024 **9:00 AM – 12:45 PM**

EXHIBITOR MOVE - OUT

Exhibitors may move out during the following date(s) and time(s):

Monday, April 15, 2024 **9:00 PM – 10:00 PM**

Premier Sponsors may move out according to the following date(s) and time(s):

Wednesday, April 17, 2024 **12:45 PM – 3:00 PM**

For assistance, please call our Exhibitor Services Department at 774-568-5425; or email exhibitorservices@willwork.com.



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General Information

ADVANCE SHIPPING

Advance shipping begins on Thursday, March 7, 2024 at 9:00 AM
and **ends on Friday, April 5, 2024 at 2:00 PM.**

Advance shipping address:

DIRECTIONS 2024
(Exhibitor Name & Exhibitor Kiosk #)
Willwork Global Event Services
7015 Corporate Plaza Drive, Suite 100 / Door 1
Las Vegas, NV 89118

Contact: Event Services
Phone: (774) 568-5425
Email: exhibitorservices@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.

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

DIRECT SHIPPING

Direct shipping is not an option for this show. Please ship all materials to the Advance Warehouse.



WILLWORK ADVANCE ORDER DISCOUNT DEADLINE

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

Friday, March 22, 2024

For assistance, please call our Exhibitor Services Department at 774-568-5425; or email exhibitorservices@willwork.com.



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ORDERING PROCEDURES & HELPFUL HINTS

The ordering process for services provided by Willwork Global Event Services consists of several forms. Please complete the parts of each section that apply to your order and return the completed pages to Willwork Global Event Services 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 Global Event Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Willwork's services. **Credits for services will be issued at show site only.**

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

- ❖ Orders 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.

KIOSK FURNISHINGS AND SERVICES

- ❖ Rental items not ordered, yet found in kiosks, 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 Kiosk for show set up and from your Kiosk 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



DIRECTIONS NORTH AMERICA 2024
SHERATON SAN DIEGO HOTEL & MARINA
APRIL 14 – 17, 2024

Discount Deadline: **Friday, March 22, 2024**

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CREDIT CARD AUTHORIZATION FORM

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

Exhibitor freight will not be delivered to or removed from your Kiosk until all unpaid invoices have been settled at the Willwork Service Desk. Please notify your company representative who will be at show site of our payment policy.

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

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

Please complete the information requested below and return this form with your orders. If you choose to pay by check, please make sure your check is delivered 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:		Kiosk No:	

For assistance, please call our Exhibitor Services Department at 774-568-5425; or email exhibitorservices@willwork.com.



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DIRECTIONS NORTH AMERICA 2024
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APRIL 14 – 17, 2024

Discount Deadline: *Friday, March 22, 2024*

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 Material Handling (Round Trip) Furniture

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:

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
Card Number:	Card Number:
Expiration Date: CCV	Expiration Date: CCV
Card Holders Name:	Card Holders Name:
Card Holders Signature:	Card Holders Signature:

Billing Information:

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

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STANDARD FURNISHING FORM

To complement your exhibit space, you may order Padded Bar Stools with Backs and Wastebaskets by placing your order below by the ordering deadline, which is Friday, March 22, 2024.

	Qty.	Price	Total
Padded Bar Stool with Back		\$188.46	
Additional Wastebasket		\$30.72	
		7.75% Tax	\$
		Total Price	\$

PLEASE NOTE:

Diamond Sponsors will receive TWO bar stools included with the Premier Sponsor Exhibit packages

Gold and Silver Sponsors will receive ONE bar stool included with the Premier Sponsor Exhibit package

Please print or type information below:

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

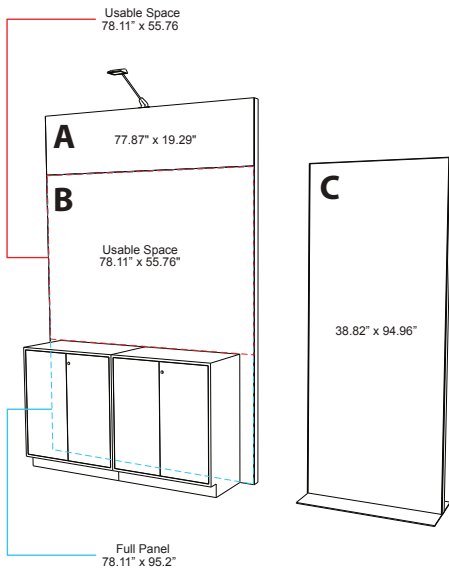
For assistance, please call our Exhibitor Services Department at 774-568-5425; or email exhibitorservices@willwork.com.

DIAMOND KIOSK (PREMIER)

2M Wide x 9.5' Tall with Seamless SEG Graphics and 3'x8' Standing Banner

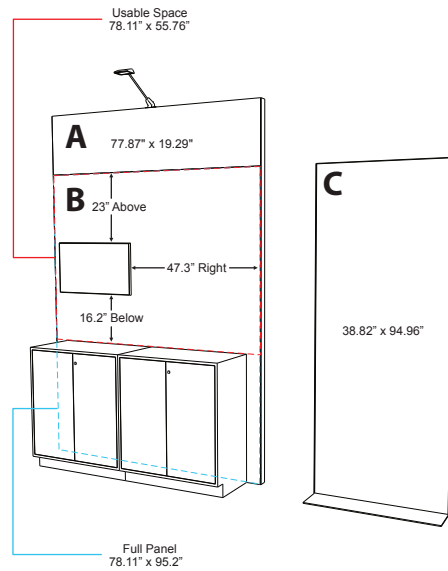
GRAPHIC SUBMISSION GUIDELINES

*Section A needs to include either the Company name or company logo



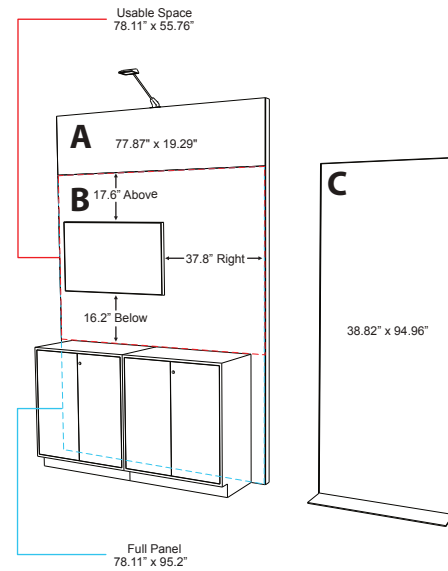
OPTION 1

No Monitor



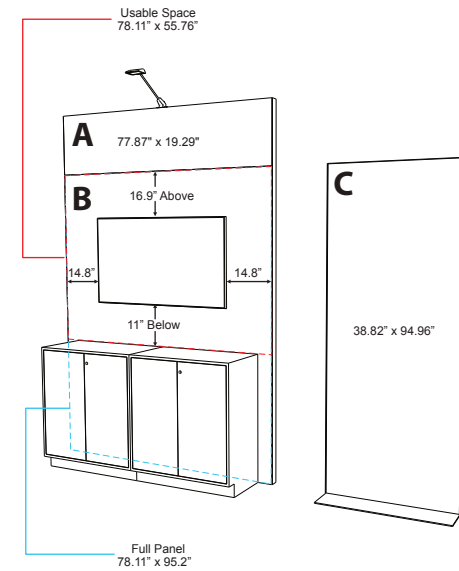
OPTION 2A

Optional 32" Monitor



OPTION 2B

Optional 43" Monitor



OPTION 3

Optional 55" Monitor

*For Panel B – While the visible graphic area is only 78.11" x 55.76", the graphic file for submission must be 78.11" x 95.2"



Directions North America 2024

April 14-17, 2024

Sheraton San Diego Hotel & Marina, San Diego, CA

WILLWORK
 7500 Exchange Drive,
 Orlando, FL 32809
 774-568-5425
 EXHIBITORSERVICES@WILLWORK.COM

DIAMOND KIOSK (PREMIER) ORDER FORM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved).....	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee).....	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

PLEASE SUBMIT TWO ORDER FORMS, ONE FOR EACH KIOSK.

Description

Diamond Kiosk (Premier)*

*Includes 2 Graphic Panels (A, B & C)

A. Header Panel: 77.87" wide x 19.29" high

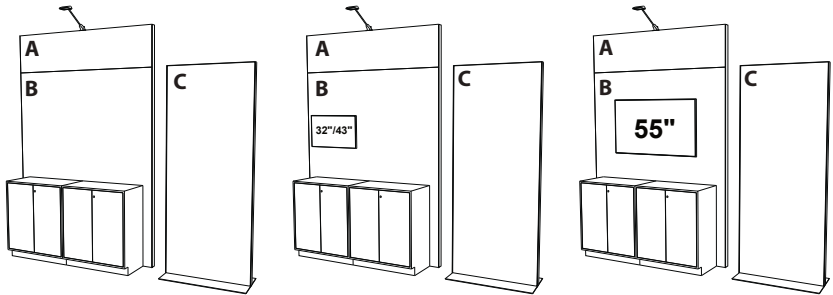
File Name: _____

B. Back Panel: 78.11" wide x 95.2" high*

File Name: _____

C. Standing Banner: 38.82" wide x 94.96" high*

File Name: _____



32" Mounted Monitor is Optional

Rental price is \$320.00 for the 32" monitor and includes the mount and HDMI cable.

43" Mounted Monitor is Optional

Rental price is \$400.00 for the 43" monitor and includes the mount and HDMI cable.

55" Mounted Monitor is Optional

Rental price is \$550.00 for the 55" monitor and includes the mount and HDMI cable.

CIRCLE ONE

OPTION 1

OPTION 2A
32" monitor

OPTION 3

OPTION 2B
43" monitor

PLEASE NOTE:

AV is NOT included.

*For Panel B – While the visible graphic area is only 78.11" x 55.76", the graphic file for submission must be 78.11" x 95.2". Please see page 1 for size breakdown.

**Electrical drop will be placed into the demo counter, as shown in the rendering. If you require additional drops, or placement of your drops to be in a location other than the back of your kiosk, please contact the Sheraton. If you need to upgrade your drops, you will be credited for the value of the drops included in your sponsorship package by the electrical services provider.

***If hardline Internet is required, please order separately. Please contact the Sheraton

150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

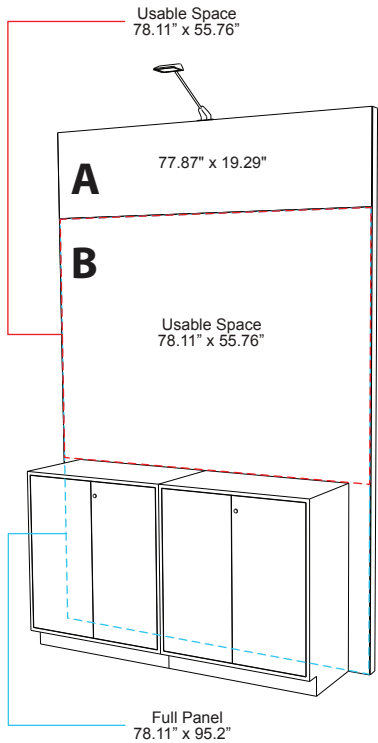
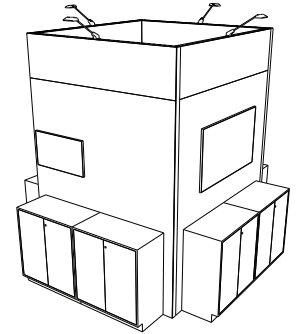
Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the 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.

DIAMOND KIOSK (EXPO)

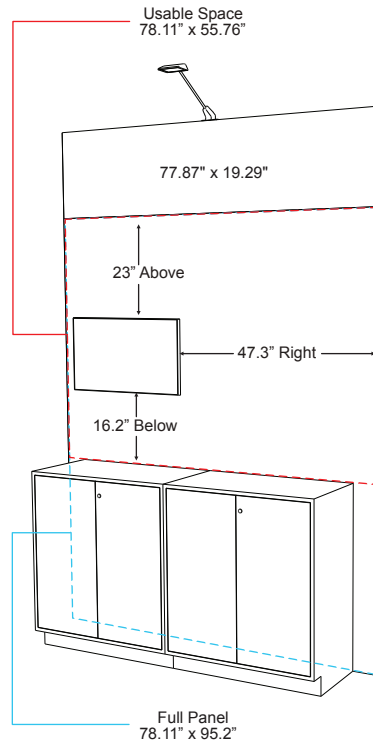
2M Wide x 9.5' Tall with Seamless SEG Graphics

GRAPHIC SUBMISSION GUIDELINES

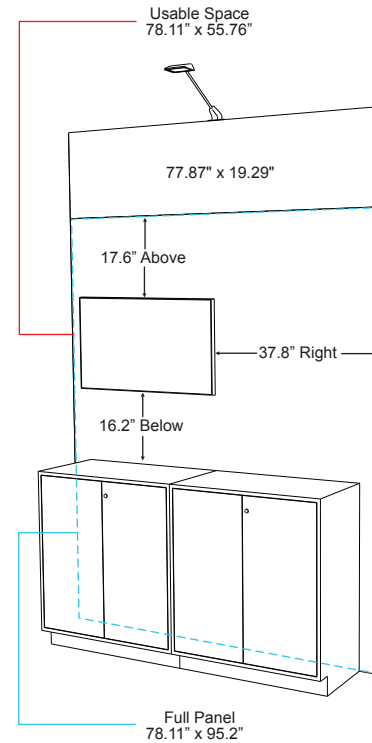
*Section A needs to include either the company name or company logo



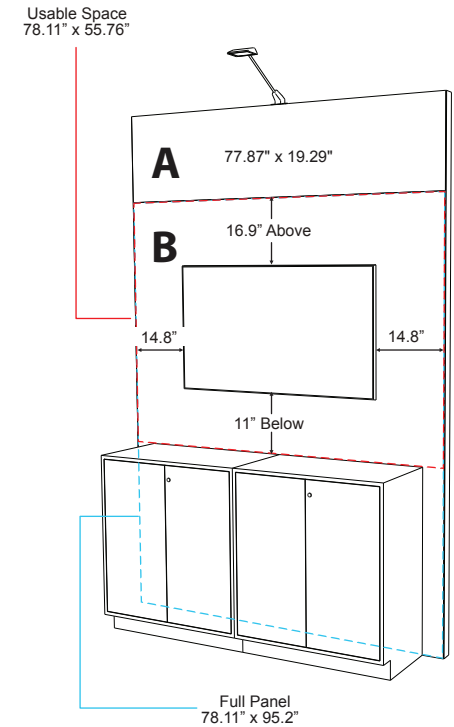
OPTION 1
 No Monitor



OPTION 2A
 Optional 32" Monitor



OPTION 2B
 Optional 43" Monitor



OPTION 3
 Optional 55" Monitor

*For Panel B – While the visible graphic area is only 78.11" x 55.76", the graphic file for submission must be 78.11" x 95.2"



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EXHIBITORSERVICES@WILLWORK.COM

Directions North America 2024

April 14-17, 2024

Sheraton San Diego Hotel & Marina, San Diego, CA

DIAMOND KIOSK (EXPO) ORDER FORM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

PLEASE SUBMIT TWO ORDER FORMS, ONE FOR EACH KIOSK.

Description

DIAMOND KIOSK (Expo)*

*Includes 2 Graphic Panels (A & B)

A. Header Panel: 77.87" wide x 19.29" high

File Name: _____

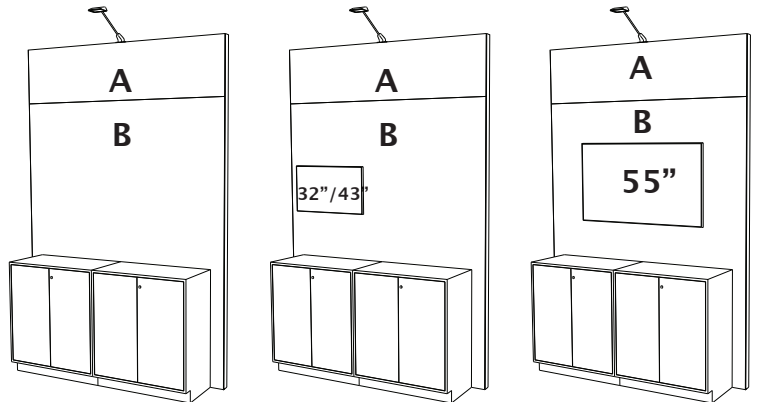
B. Back Panel: 78.11" wide x 95.2" high*

File Name: _____

32" Mounted Monitor is Optional
 Rental price is \$320.00 for the 32" monitor and includes the mount and HDMI cable.

43" Mounted Monitor is Optional
 Rental price is \$400.00 for the 43" monitor and includes the mount and HDMI cable.

55" Mounted Monitor is Optional
 Rental price is \$550.00 for the 55" monitor and includes the mount and HDMI cable.



CIRCLE ONE

OPTION 1

OPTION 2A
32" monitor

OPTION 3

OPTION 2B
43" monitor

PLEASE NOTE:

AV is NOT included.

*For Panel B – While the visible graphic area is only 78.11" x 55.76", the graphic file for submission must be 78.11" x 95.2". Please see page 1 for size breakdown.

**Electrical drop will be placed into the demo counter, as shown in the rendering. If you require additional drops, or placement of your drops to be in a location other than the back of your kiosk, please contact the Sheraton. If you need to upgrade your drops, you will be credited for the value of the drops included in your sponsorship package by the electrical services provider.

***If hardline Internet is required, please order separately. Please contact the Sheraton

150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Kiosk Number:

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.



Directions North America 2024

April 14-17, 2024

Sheraton San Diego Hotel & Marina, San Diego, CA

DIAMOND EXPO HALL HANGING BANNER ORDER FORM

WILLWORK
7500 Exchange Drive,
Orlando, FL 32809
774-568-5425
EXHIBITORSERVICES@WILLWORK.COM

ARTWORK SUBMISSION DEADLINE2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

Description

DIAMOND EXPO HALL HANGING BANNER*

Banner Size 36" wide x 96" high

File Name: _____

Specifications:

Full Bleed: 37.25" w x 97.25" t (includes .625" bleed on all four sides.)

Trim: 36" w x 96" t

Live Safe Area: Set all text at least 1" from crop line

Include Bleed Area and Crop Marks:

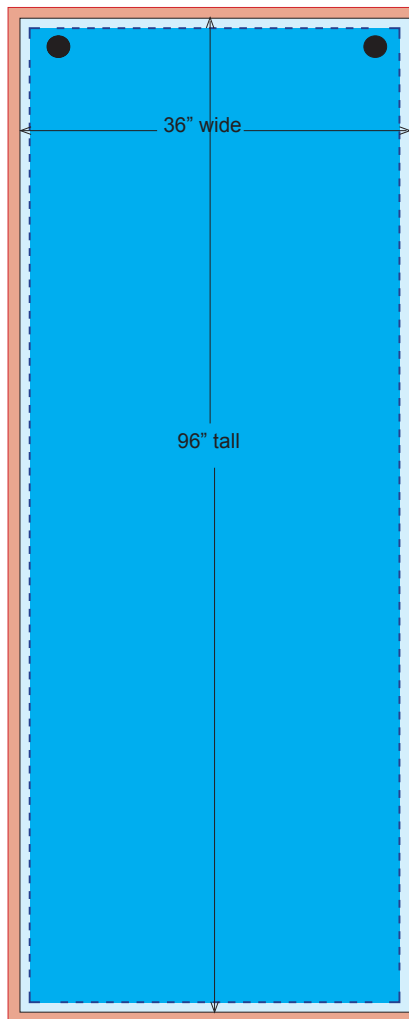
All files must have a 0.625" bleed on each side. Artwork must extend to the full bleed area (37.25" x 97.25"). On your PDF, please include bleed area and show crop marks at 36" x 96".

Grommets:

Grommets will be placed approximately 1.5" within the safe area at the top of the banner. Make sure you do not have any crucial text or graphics in areas where the grommets could interfere.

Pole Pockets:

A 3" pole pocket will be placed at the bottom of the banner. Some banners may have a 3" pole pocket instead of grommets at the top. Make sure you do not have any crucial text or graphics in areas where the pole pockets could interfere.



150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.



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Banner Size 36" wide x 96" high

File Name: _____

Specifications:

Full Bleed: 37.25" w x 97.25" t (includes .625" bleed on all four sides.)

Trim: 36" w x 96" t

Live Safe Area: Set all text at least 1" from crop line

Include Bleed Area and Crop Marks:

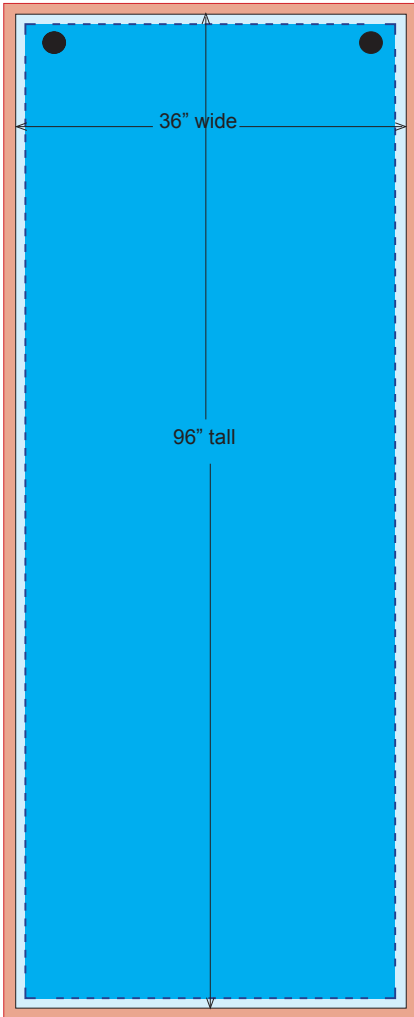
All files must have a 0.625" bleed on each side. Artwork must extend to the full bleed area (37.25" x 97.25"). On your PDF, please include bleed area and show crop marks at 36" x 96".

Grommets:

Grommets will be placed approximately 1.5" within the safe area at the top of the banner. Make sure you do not have any crucial text or graphics in areas where the grommets could interfere.

Pole Pockets:

A 3" pole pocket will be placed at the bottom of the banner. Some banners may have a 3" pole pocket instead of grommets at the top. Make sure you do not have any crucial text or graphics in areas where the pole pockets could interfere.



150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

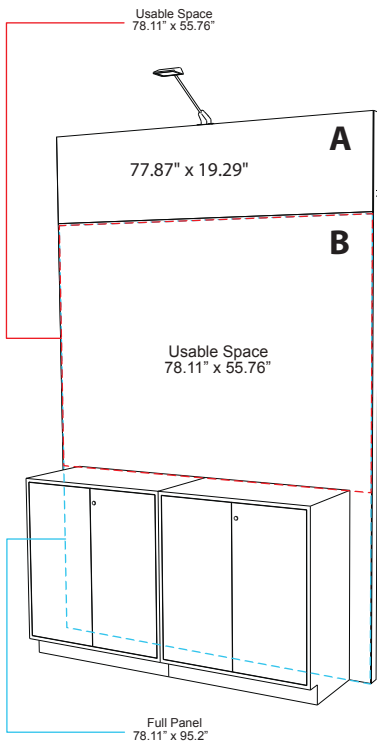
Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the 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.

DISTRIBUTOR KIOSK (PREMIER)

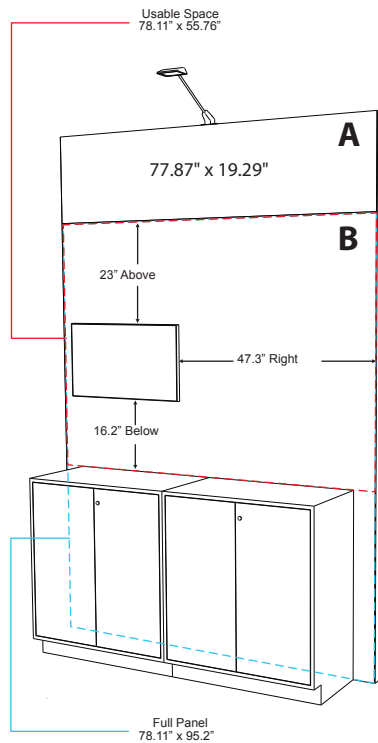
2M Wide x 9.5' Tall with Seamless SEG Graphics

GRAPHIC SUBMISSION GUIDELINES

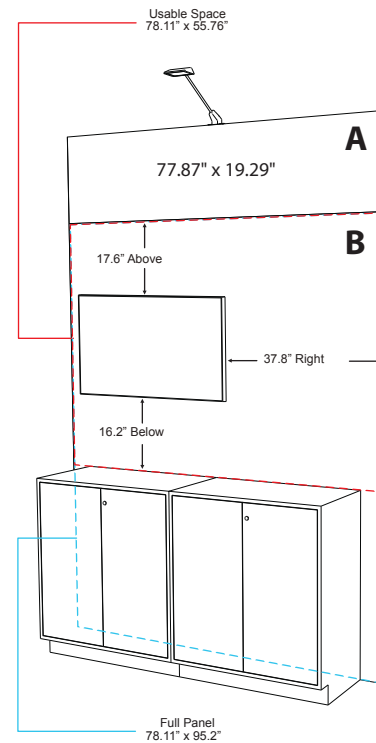
*Section A needs to include either the Company name or company logo



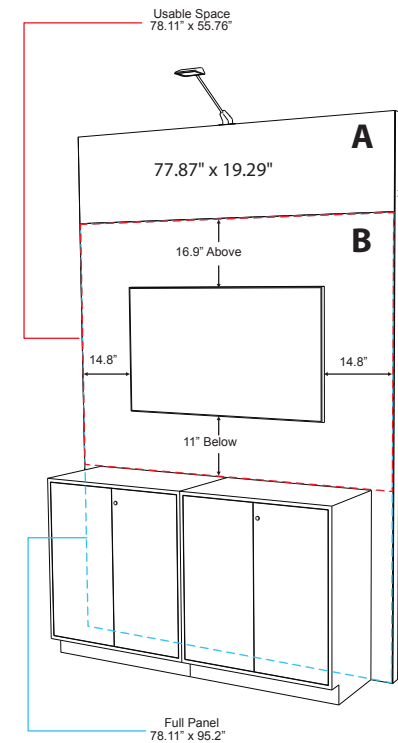
OPTION 1
 No Monitor



OPTION 2A
 Optional 32" Monitor



OPTION 2B
 Optional 43" Monitor



OPTION 3
 Optional 55" Monitor

*For Panel B – While the visible graphic area is only 78.11" x 55.69", the graphic file for submission must be 78.11" x 95.2"



Directions North America 2024

April 14-17, 2024

DISTRIBUTOR KIOSK (PREMIER) ORDER FORM

WILLWORK
 7500 Exchange Drive,
 Orlando, FL 32809
 774-568-5425
 EXHIBITORSERVICES@WILLWORK.COM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved).....	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

PLEASE SUBMIT TWO ORDER FORMS, ONE FOR EACH KIOSK.

Description

DISTRIBUTOR KIOSK (PREMIER)*

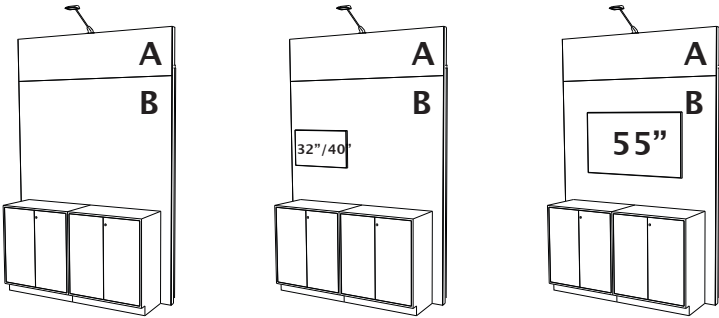
*Includes 2 Graphic Panels (A & B)

A. Header Panel: 77.87" wide x 19.29" high

File Name: _____

B. Back Panel: 78.11" wide x 95.2" high*

File Name: _____



32" Mounted Monitor is Optional
 Rental price is \$320.00 for the 32" monitor and includes the mount and HDMI cable.

43" Mounted Monitor is Optional
 Rental price is \$400.00 for the 43" monitor and includes the mount and HDMI cable.

55" Mounted Monitor is Optional
 Rental price is \$550.00 for the 55" monitor and includes the mount and HDMI cable.

CIRCLE ONE

OPTION 1

OPTION 2A
 32" monitor

OPTION 3

OPTION 2B
 43" monitor

PLEASE NOTE:

AV is NOT included.

*For Panel B – While the visible graphic area is only 78.11" x 55.76", the graphic file for submission must be 78.11" x 95.2". Please see page 1 for size breakdown.

**Electrical drop will be placed into the demo counter, as shown in the rendering. If you require additional drops, or placement of your drops to be in a location other than the back of your kiosk, please contact the Sheraton. If you need to upgrade your drops, you will be credited for the value of the drops included in your sponsorship package by the electrical services provider.

***If hardline Internet is required, please order separately. Please contact the Sheraton

150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

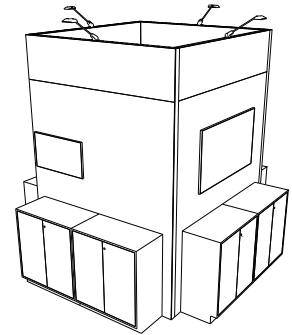
Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:		Kiosk Number:

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.

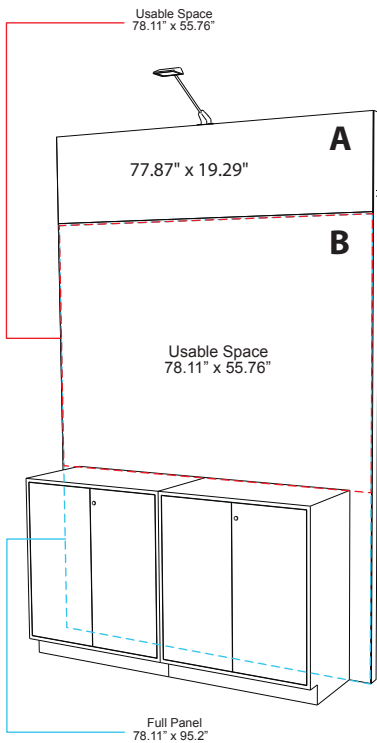
DISTRIBUTOR KIOSK (EXPO)

2M Wide x 9.5' Tall with Seamless SEG Graphics

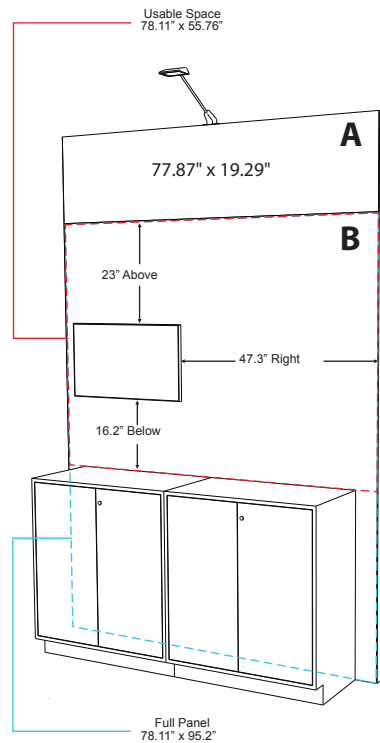
GRAPHIC SUBMISSION GUIDELINES



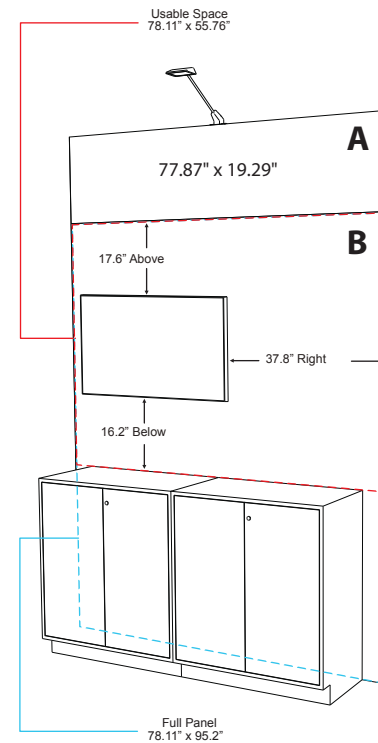
*Section A needs to include either the Company name or company logo



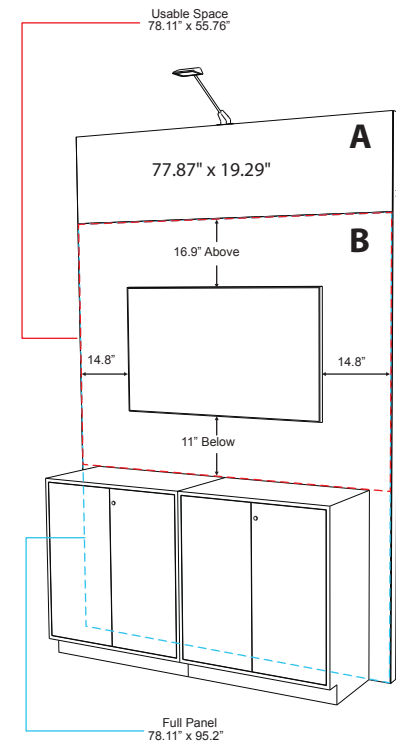
OPTION 1
 No Monitor



OPTION 2A
 Optional 32" Monitor



OPTION 2B
 Optional 43" Monitor



OPTION 3
 Optional 55" Monitor

*For Panel B – While the visible graphic area is only 78.11" x 55.69", the graphic file for submission must be 78.11" x 95.2"



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EXHIBITORSERVICES@WILLWORK.COM

Directions North America 2024

April 14-17, 2024

Sheraton San Diego Hotel & Marina, San Diego, CA

DISTRIBUTOR KIOSK (EXPO) ORDER FORM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved).....	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

PLEASE SUBMIT TWO ORDER FORMS, ONE FOR EACH KIOSK.

Description

DISTRIBUTOR KIOSK (EXPO)*

*Includes 2 Graphic Panels (A & B)

A. Header Panel: 77.87" wide x 19.29" high

File Name: _____

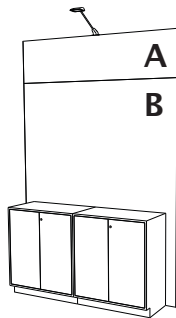
B. Back Panel: 78.11" wide x 95.2" high*

File Name: _____

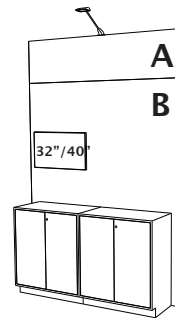
32" Mounted Monitor is Optional
 Rental price is \$320.00 for the 32" monitor and includes the mount and HDMI cable.

43" Mounted Monitor is Optional
 Rental price is \$400.00 for the 43" monitor and includes the mount and HDMI cable.

55" Mounted Monitor is Optional
 Rental price is \$550.00 for the 55" monitor and includes the mount and HDMI cable.



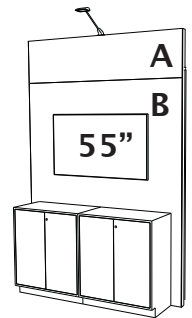
OPTION 1



CIRCLE ONE

OPTION 2A
 32" monitor

OPTION 2B
 43" monitor



OPTION 3

PLEASE NOTE:
 AV is NOT included.

*For Panel B – While the visible graphic area is only 78.11" x 55.76", the graphic file for submission must be 78.11" x 95.2". Please see page 1 for size breakdown.

**Electrical drop will be placed into the demo counter, as shown in the rendering. If you require additional drops, or placement of your drops to be in a location other than the back of your kiosk, please contact the Sheraton. If you need to upgrade your drops, you will be credited for the value of the drops included in your sponsorship package by the electrical services provider.

***If hardline Internet is required, please order separately. Please contact the Sheraton

150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Kiosk Number:

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.



Willwork

Global Event Services

WILLWORK

7500 Exchange Drive,
Orlando, FL 32809
774-568-5425

EXHIBITORSERVICES@WILLWORK.COM

Directions North America 2024

April 14-17, 2023

Sheraton San Diego Hotel & Marina, San Diego, CA

DISTRIBUTOR EXPO HALL HANGING BANNER ORDER FORM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

Description

DISTRIBUTOR EXPO HALL HANGING BANNER*

Banner Size 36" wide x 96" high

File Name: _____

Specifications:

Full Bleed: 37.25" w x 97.25" t (includes .625" bleed on all four sides.)

Trim: 36" w x 96" t

Live Safe Area: Set all text at least 1" from crop line

Include Bleed Area and Crop Marks:

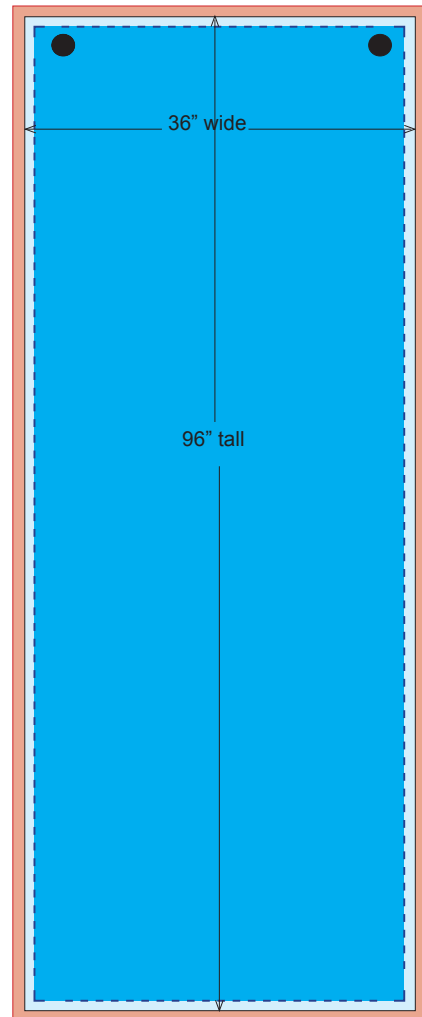
All files must have a 0.625" bleed on each side. Artwork must extend to the full bleed area (37.25" x 97.25"). On your PDF, please include bleed area and show crop marks at 36" x 96".

Grommets:

Grommets will be placed approximately 1.5" within the safe area at the top of the banner. Make sure you do not have any crucial text or graphics in areas where the grommets could interfere.

Pole Pockets:

A 3" pole pocket will be placed at the bottom of the banner. Some banners may have a 3" pole pocket instead of grommets at the top. Make sure you do not have any crucial text or graphics in areas where the pole pockets could interfere.



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Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.



Directions North America 2024

April 14-17, 2023

Sheraton San Diego Hotel & Marina, San Diego, CA

DISTRIBUTOR GENERAL SESSION HANGING BANNER ORDER FORM

WILLWORK
7500 Exchange Drive,
Orlando, FL 32809
774-568-5425
EXHIBITORSERVICES@WILLWORK.COM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

Description

DISTRIBUTOR GENERAL SESSION HANGING BANNER*

Banner Size 36" wide x 96" high

File Name: _____

Specifications:

Full Bleed: 37.25" w x 97.25" t (includes .625" bleed on all four sides.)

Trim: 36" w x 96" t

Live Safe Area: Set all text at least 1" from crop line

Include Bleed Area and Crop Marks:

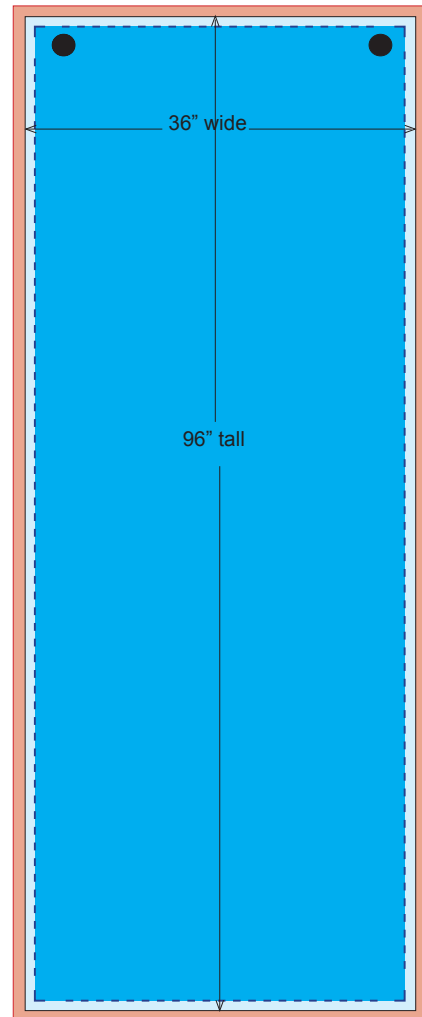
All files must have a 0.625" bleed on each side. Artwork must extend to the full bleed area (37.25" x 97.25"). On your PDF, please include bleed area and show crop marks at 36" x 96".

Grommets:

Grommets will be placed approximately 1.5" within the safe area at the top of the banner. Make sure you do not have any crucial text or graphics in areas where the grommets could interfere.

Pole Pockets:

A 3" pole pocket will be placed at the bottom of the banner. Some banners may have a 3" pole pocket instead of grommets at the top. Make sure you do not have any crucial text or graphics in areas where the pole pockets could interfere.



150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

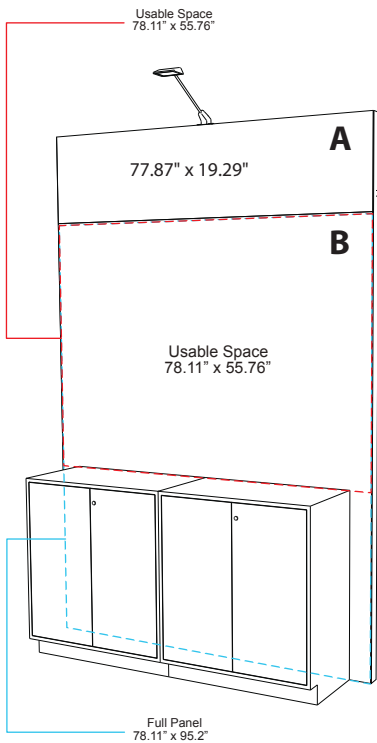
Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. No Goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the 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.

*Section A needs to include either the Company name or company logo

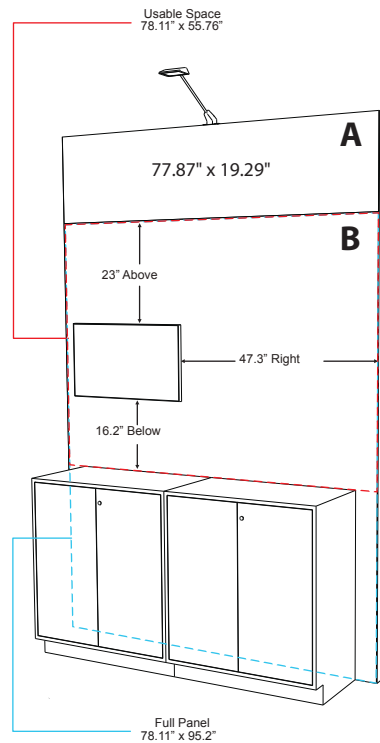
GOLD KIOSK (PREMIER)

2M Wide x 9.5' Tall with Seamless SEG Graphics

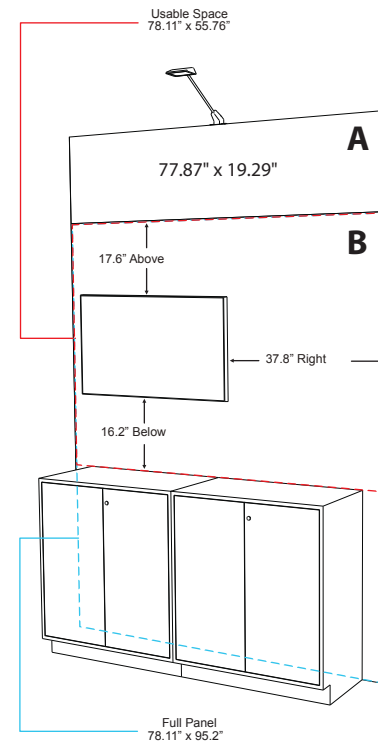
GRAPHIC SUBMISSION GUIDELINES



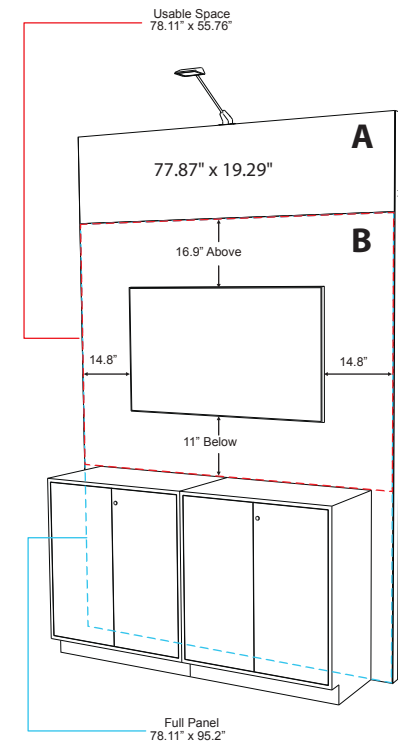
OPTION 1
 No Monitor



OPTION 2A
 Optional 32" Monitor



OPTION 2B
 Optional 43" Monitor



OPTION 3
 Optional 55" Monitor

*For Panel B – While the visible graphic area is only 78.11" x 55.69", the graphic file for submission must be 78.11" x 95.2"



Directions North America 2024

April 14-17, 2024
 Sheraton San Diego Hotel & Marina, San Diego, CA

WILLWORK
 7500 Exchange Drive,
 Orlando, FL 32809
 774-568-5425
 EXHIBITORSERVICES@WILLWORK.COM

GOLD KIOSK (PREMIER) ORDER FORM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved).....	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

PLEASE SUBMIT TWO ORDER FORMS, ONE FOR EACH KIOSK.

Description

GOLD KIOSK (PREMIER)*

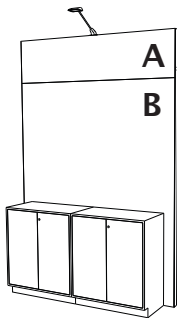
*Includes 2 Graphic Panels (A & B)

A. Header Panel: 77.87" wide x 19.29" high

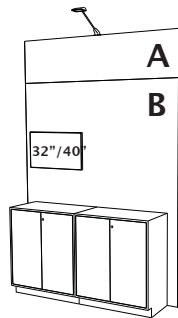
File Name: _____

B. Back Panel: 78.11" wide x 95.2" high*

File Name: _____



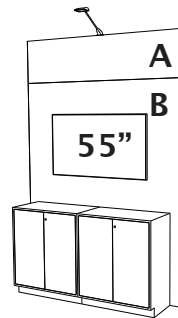
OPTION 1



CIRCLE ONE

OPTION 2A
 32" monitor

OPTION 2B
 43" monitor



OPTION 3

32" Mounted Monitor is Optional
 Rental price is \$320.00 for the 32" monitor and includes the mount and HDMI cable.

43" Mounted Monitor is Optional
 Rental price is \$400.00 for the 43" monitor and includes the mount and HDMI cable.

55" Mounted Monitor is Optional
 Rental price is \$550.00 for the 55" monitor and includes the mount and HDMI cable.

PLEASE NOTE:

AV is NOT included.

*For Panel B – While the visible graphic area is only 78.11" x 55.76", the graphic file for submission must be 78.11" x 95.2". Please see page 1 for size breakdown.

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***If hardline Internet is required, please order separately. Please contact the Sheraton

150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Kiosk Number:

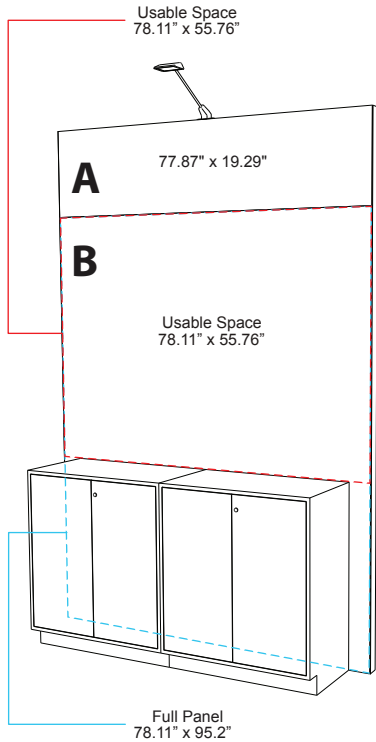
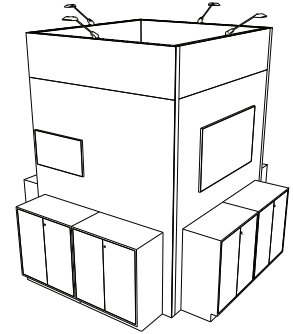
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GOLD KIOSK (EXPO)

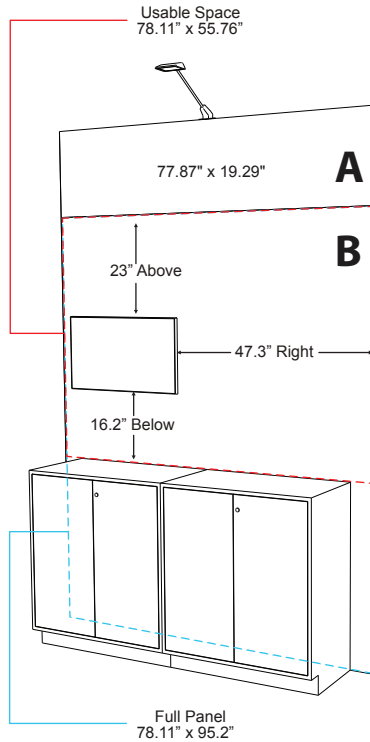
2M Wide x 9.5' Tall with Seamless SEG Graphics

GRAPHIC SUBMISSION GUIDELINES

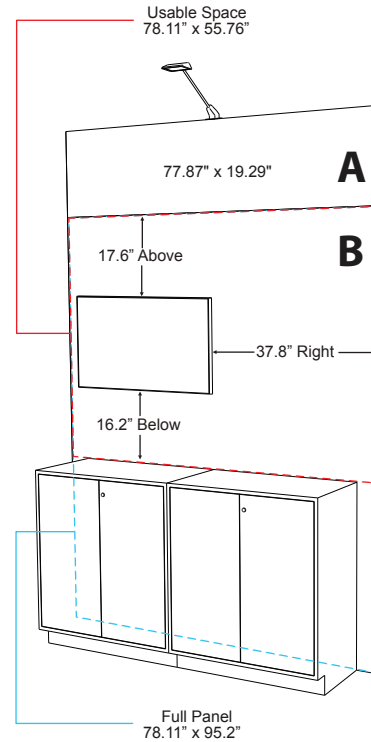
*Section A needs to include either the company name or company logo



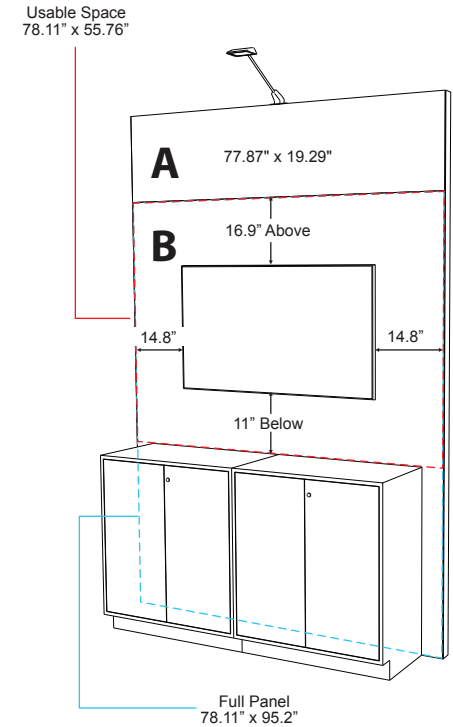
OPTION 1
 No Monitor



OPTION 2A
 Optional 32" Monitor



OPTION 2B
 Optional 43" Monitor



OPTION 3
 Optional 55" Monitor

*For Panel B – While the visible graphic area is only 78.11" x 55.76", the graphic file for submission must be 78.11" x 95.2"



Directions North America 2024

April 14-17, 2024

Sheraton San Diego Hotel & Marina, San Diego, CA

GOLD KIOSK (EXPO) ORDER FORM

WILLWORK
 7500 Exchange Drive,
 Orlando, FL 32809
 774-568-5425
 EXHIBITORSERVICES@WILLWORK.COM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

PLEASE SUBMIT TWO ORDER FORMS, ONE FOR EACH KIOSK.

Description

GOLD KIOSK (EXPO)*

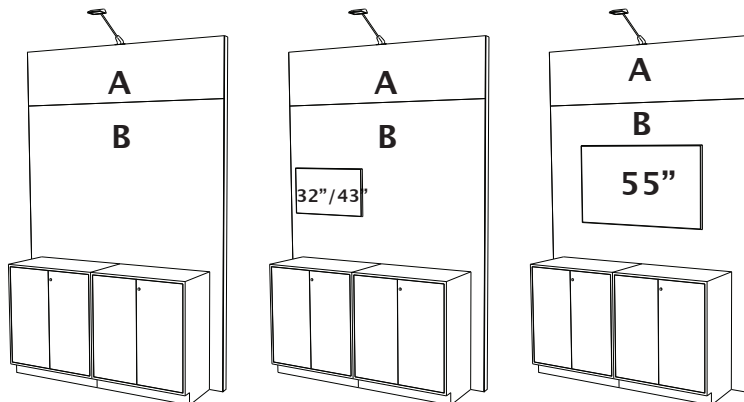
*Includes 2 Graphic Panels (A & B)

A. Header Panel: 77.87" wide x 19.29" high

File Name: _____

B. Back Panel: 78.11" wide x 95.2" high*

File Name: _____



CIRCLE ONE

OPTION 1

OPTION 2A
32" monitor

OPTION 3

OPTION 2B
43" monitor

32" Mounted Monitor is Optional
 Rental price is \$320.00 for the 32" monitor
 and includes the mount and HDMI cable.

43" Mounted Monitor is Optional
 Rental price is \$400.00 for the 43" monitor
 and includes the mount and HDMI cable.

55" Mounted Monitor is Optional
 Rental price is \$550.00 for the 55" monitor
 and includes the mount and HDMI cable.

PLEASE NOTE:

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***If hardline Internet is required, please order separately. Please contact the Sheraton.

150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.



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Directions North America 2024

April 14-17, 2023

Sheraton San Diego Hotel & Marina, San Diego, CA

GOLD EXPO HALL HANGING BANNER ORDER FORM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

Description

GOLD EXPO HALL HANGING BANNER*

Banner Size 36" wide x 96" high

File Name: _____

Specifications:

Full Bleed: 37.25" w x 97.25" t (includes .625" bleed on all four sides.)

Trim: 36" w x 96" t

Live Safe Area: Set all text at least 1" from crop line

Include Bleed Area and Crop Marks:

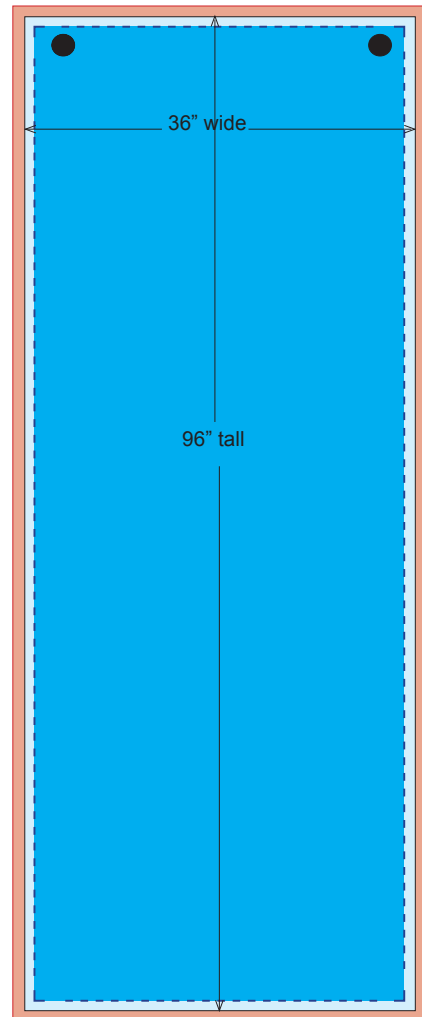
All files must have a 0.625" bleed on each side. Artwork must extend to the full bleed area (37.25" x 97.25"). On your PDF, please include bleed area and show crop marks at 36" x 96".

Grommets:

Grommets will be placed approximately 1.5" within the safe area at the top of the banner. Make sure you do not have any crucial text or graphics in areas where the grommets could interfere.

Pole Pockets:

A 3" pole pocket will be placed at the bottom of the banner. Some banners may have a 3" pole pocket instead of grommets at the top. Make sure you do not have any crucial text or graphics in areas where the pole pockets could interfere.



150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.



Willwork

Global Event Services

WILLWORK

7500 Exchange Drive,
Orlando, FL 32809
774-568-5425

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Directions North America 2024

April 14-17, 2023

Sheraton San Diego Hotel & Marina, San Diego, CA

GOLD GENERAL SESSION HANGING BANNER ORDER FORM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

Description

GOLD GENERAL SESSION HANGING BANNER*

Banner Size 36" wide x 96" high

File Name: _____

Specifications:

Full Bleed: 37.25" w x 97.25" t (includes .625" bleed on all four sides.)

Trim: 36" w x 96" t

Live Safe Area: Set all text at least 1" from crop line

Include Bleed Area and Crop Marks:

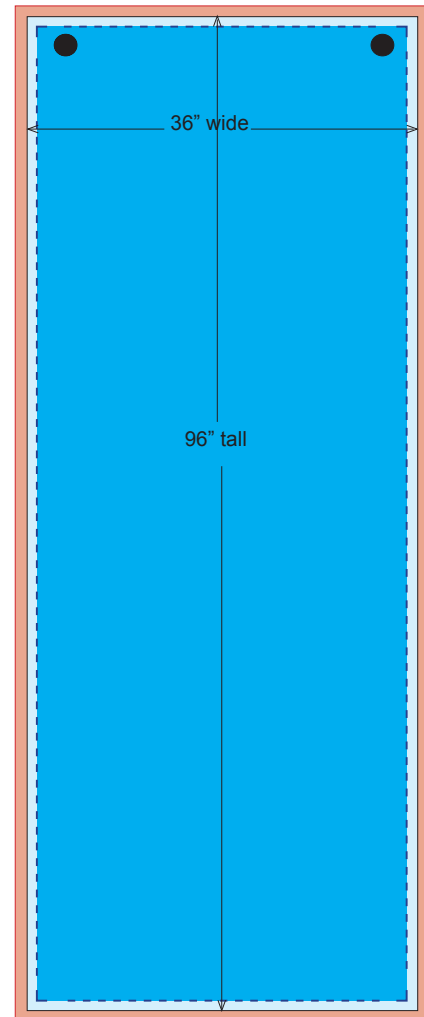
All files must have a 0.625" bleed on each side. Artwork must extend to the full bleed area (37.25" x 97.25"). On your PDF, please include bleed area and show crop marks at 36" x 96".

Grommets:

Grommets will be placed approximately 1.5" within the safe area at the top of the banner. Make sure you do not have any crucial text or graphics in areas where the grommets could interfere.

Pole Pockets:

A 3" pole pocket will be placed at the bottom of the banner. Some banners may have a 3" pole pocket instead of grommets at the top. Make sure you do not have any crucial text or graphics in areas where the pole pockets could interfere.



150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

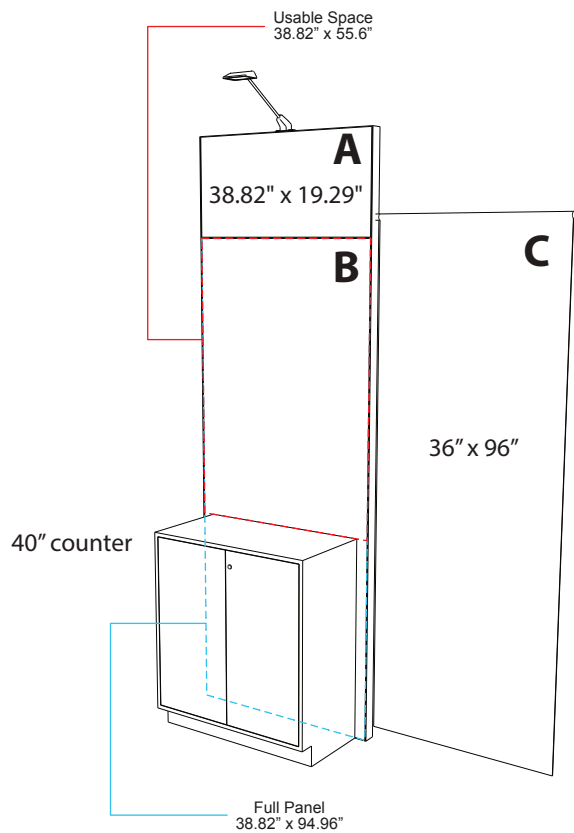
Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.

SILVER KIOSK (Premier)

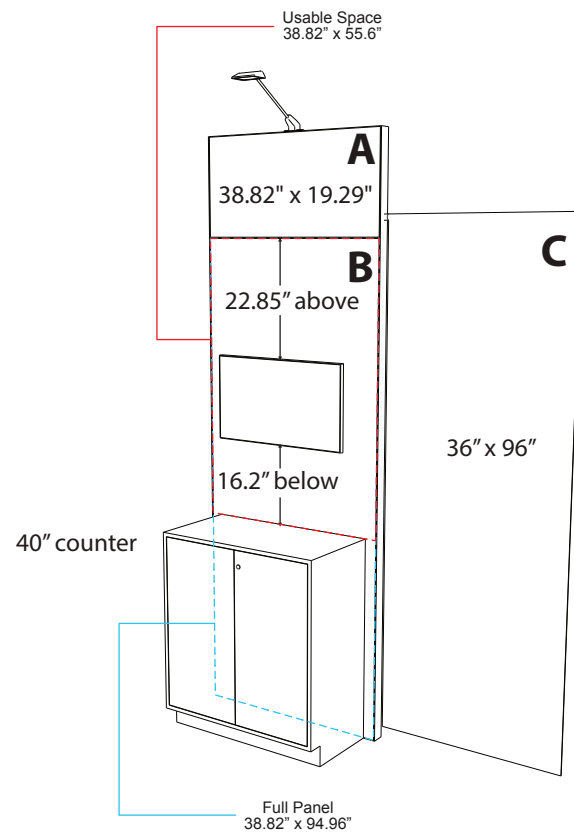
1M Wide x 9.5' Tall with 3'x8' Hanging Banner
 GRAPHIC SUBMISSION GUIDELINES

*Section A needs to include either the company name or company logo



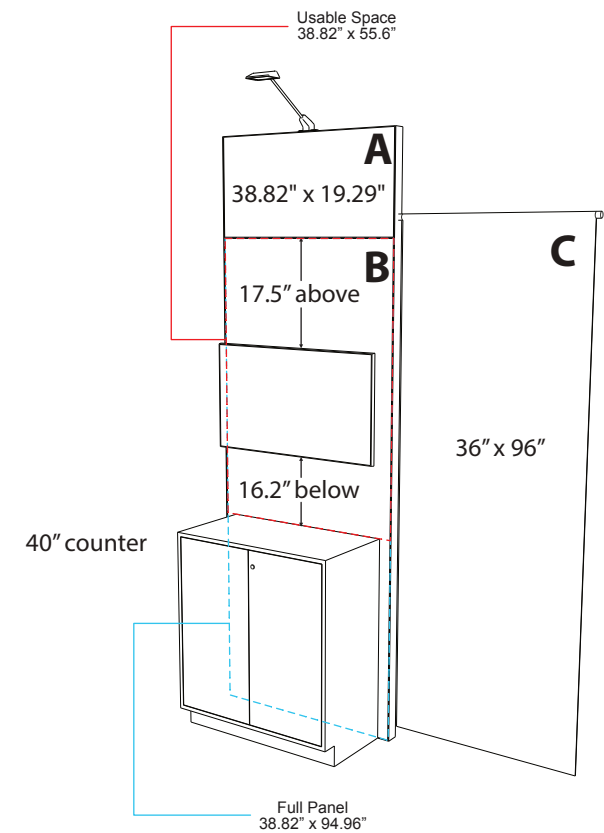
OPTION 1

No Monitor



OPTION 2

Optional 32" Monitor



OPTION 3

Optional 43" Monitor

*For Panel B – While the visible graphic area is only 78.11" x 55.6", the graphic file for submission must be 78.11" x 95.2"



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Directions North America 2024

April 14-17, 2024

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SILVER KIOSK (PREMIER) ORDER FORM

ARTWORK SUBMISSION DEADLINE2/15/2024
 ARTWORK APPROVAL DEADLINE (all artwork submitted and approved).....3/7/2024
 ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee).....3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

PLEASE SUBMIT TWO ORDER FORMS, ONE FOR EACH KIOSK.

Description

SILVER KIOSK (PREMIER)*

*Includes 2 Graphic Panels (A, B & C)

A. Header Panel: 38.82" wide x 19.29" high

File Name: _____

B. Back Panel: 38.82" wide x 94.96" high*

File Name: _____

C. Hanging Banner: 36" wide x 96" high*

File Name: _____

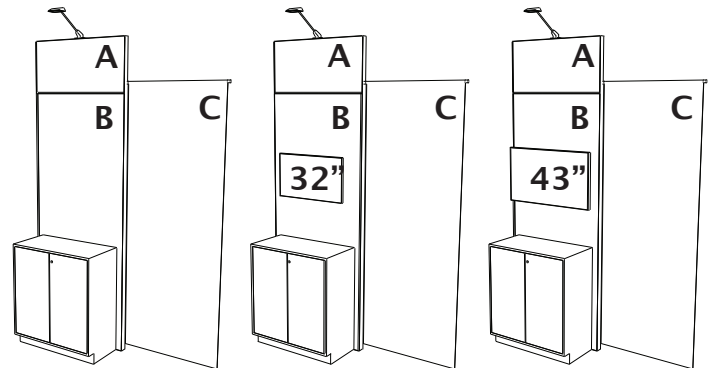
32" Mounted Monitor is Optional

Rental price is \$320.00 for the 32" monitor and includes the mount and HDMI cable.

43" Mounted Monitor is Optional

Rental price is \$400.00 for the 43" monitor and includes the mount and HDMI cable.

Please email orlando@willwork.com with tv measurements once a size is chosen



CIRCLE ONE

OPTION 1

OPTION 2

OPTION 3

PLEASE NOTE:

AV is NOT included.

*For Panel B – While the visible graphic area is only 38.82" x 55.6", the graphic file submission must be 38.82" x 94.96". Please see page 1 for size breakdown.

**Electrical drop will be placed into the demo counter, as shown in the rendering. If you require additional drops, or placement of your drops to be in a location other than the back of your kiosk, please contact the Sheraton. If you need to upgrade your drops, you will be credited for the value of the drops included in your sponsorship package by the electrical services provider.

***If hardline Internet is required, please order separately. Please contact the Sheraton.

150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

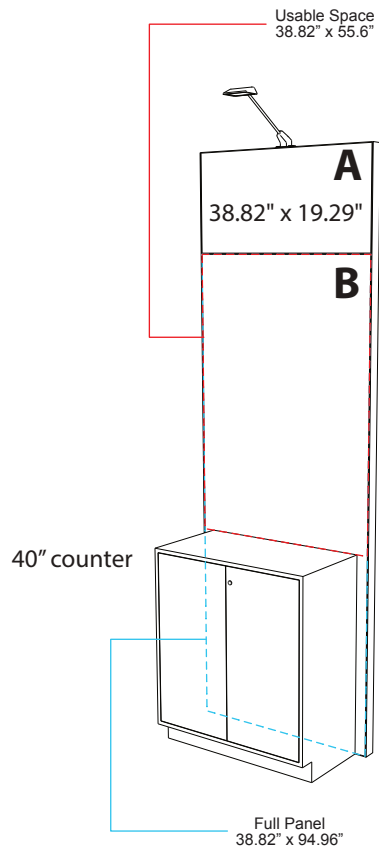
Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Kiosk Number:

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.

SILVER KIOSK (EXPO)

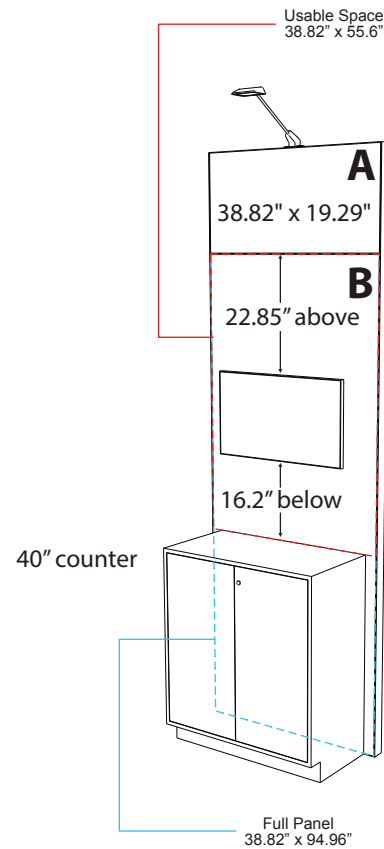
GRAPHIC SUBMISSION GUIDELINES

*Section A needs to include either the company name or company logo



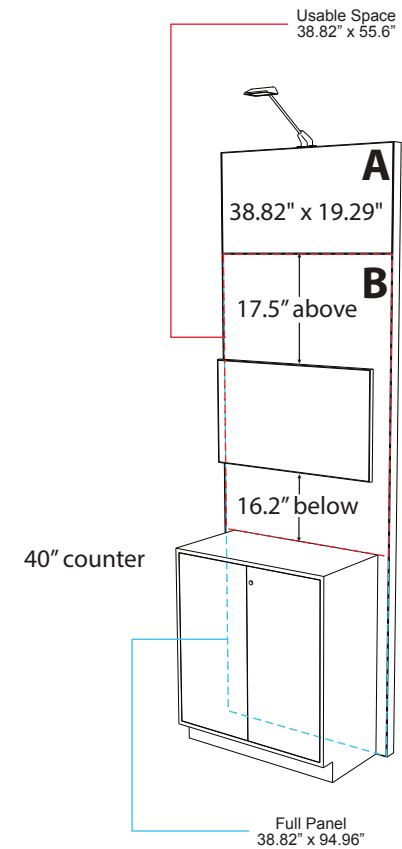
OPTION 1

No Monitor



OPTION 2

Optional 32" Monitor



OPTION 3

Optional 43" Monitor

*For Panel B – While the visible graphic area is only 78.11" x 55.6", the graphic file for submission must be 78.11" x 95.2"



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April 14-17, 2024

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SILVER KIOSK (EXPO) ORDER FORM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

PLEASE SUBMIT TWO ORDER FORMS, ONE FOR EACH KIOSK.

Description

SILVER KIOSK (EXPO)*

*Includes 2 Graphic Panels (A & B)

A. Header Panel: 38.82" wide x 19.29" high

File Name: _____

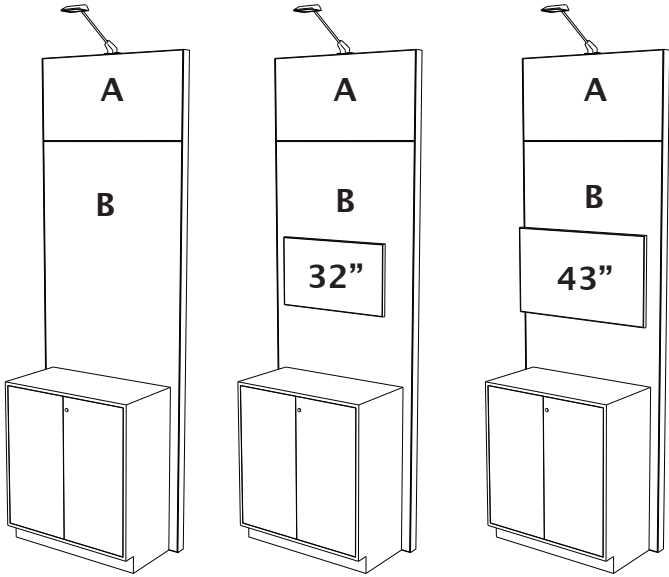
B. Back Panel: 38.82" wide x 94.96" high*

File Name: _____

32" Mounted Monitor is Optional
 Rental price is \$320.00 for the 32" monitor and includes the mount and HDMI cable.

43" Mounted Monitor is Optional
 Rental price is \$400.00 for the 43" monitor and includes the mount and HDMI cable.

Please email orlando@willwork.com with tv measurements once a size is chosen



CIRCLE ONE

OPTION 1

OPTION 2

OPTION 3

PLEASE NOTE:

AV is NOT included.

*For Panel B – While the visible graphic area is only 38.82" x 55.6", the graphic file submission must be 38.82" x 94.96". Please see page 1 for size breakdown.

**Electrical drop will be placed into the demo counter, as shown in the rendering. If you require additional drops, or placement of your drops to be in a location other than the back of your kiosk, please contact the Sheraton. If you need to upgrade your drops, you will be credited for the value of the drops included in your sponsorship package by the electrical services provider.

***If hardline Internet is required, please order separately. Please contact the Sheraton.

150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.



Directions North America 2024

April 14-17, 2024

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SILVER EXPO HALL HANGING BANNER ORDER FORM

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774-568-5425
EXHIBITORSERVICES@WILLWORK.COM

ARTWORK SUBMISSION DEADLINE2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

Description

SILVER EXPO HALL HANGING BANNER*

Banner Size 36" wide x 96" high

File Name: _____

Specifications:

Full Bleed: 37.25" w x 97.25" t (includes .625" bleed on all four sides.)

Trim: 36" w x 96" t

Live Safe Area: Set all text at least 1" from crop line

Include Bleed Area and Crop Marks:

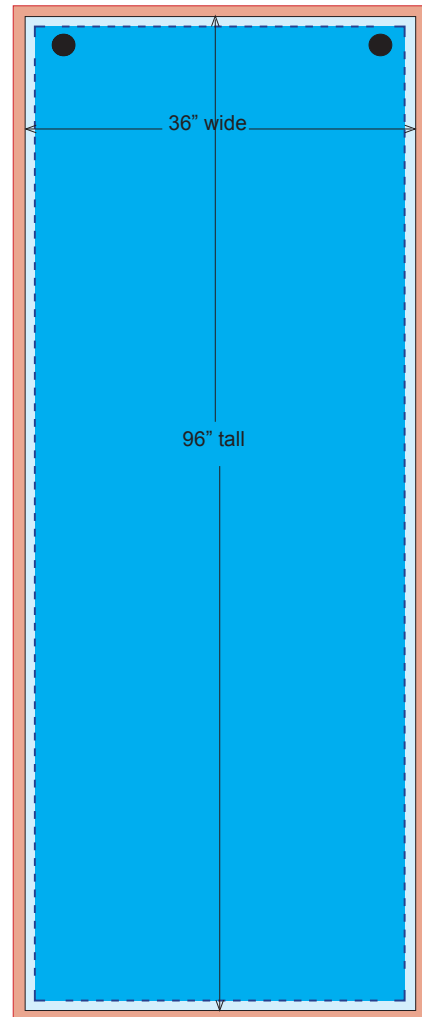
All files must have a 0.625" bleed on each side. Artwork must extend to the full bleed area (37.25" x 97.25"). On your PDF, please include bleed area and show crop marks at 36" x 96".

Grommets:

Grommets will be placed approximately 1.5" within the safe area at the top of the banner. Make sure you do not have any crucial text or graphics in areas where the grommets could interfere.

Pole Pockets:

A 3" pole pocket will be placed at the bottom of the banner. Some banners may have a 3" pole pocket instead of grommets at the top. Make sure you do not have any crucial text or graphics in areas where the pole pockets could interfere.



150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

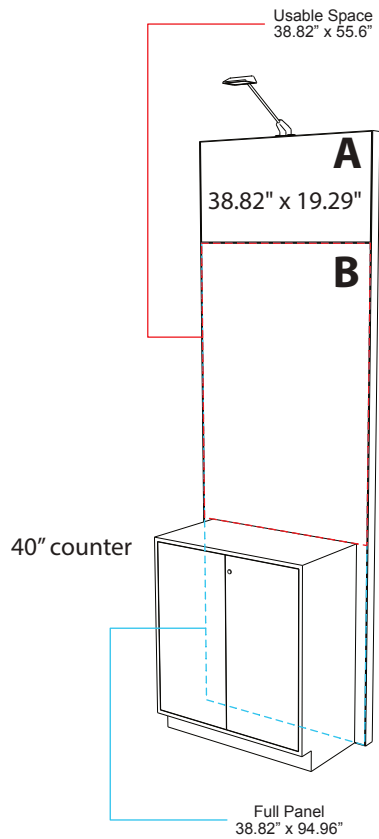
Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.

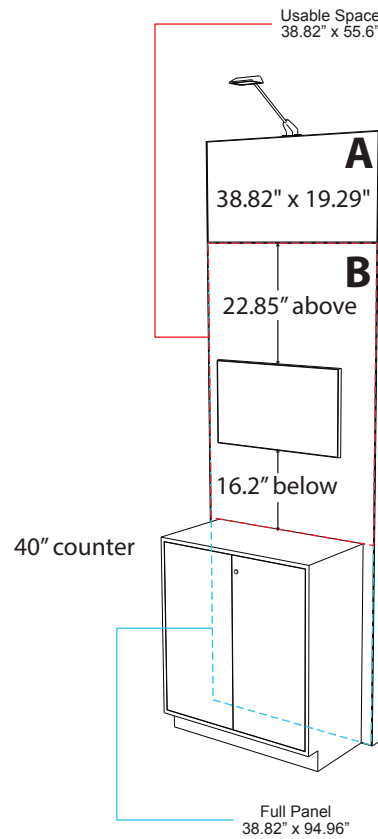
BRONZE KIOSK (EXPO)

GRAPHIC SUBMISSION GUIDELINES

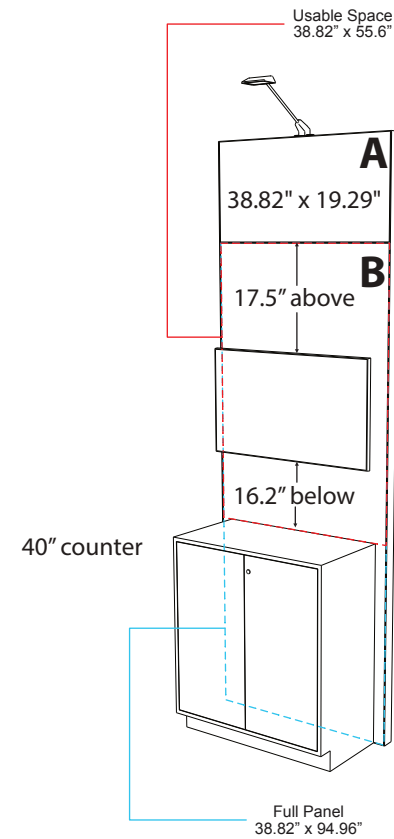
*Section A needs to include either the company name or company logo



OPTION 1
 No Monitor



OPTION 2
 Optional 32" Monitor



OPTION 3
 Optional 43" Monitor

*For Panel B – While the visible graphic area is only 78.11" x 55.6", the graphic file for submission must be 78.11" x 95.2"



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Directions North America 2024

April 14-17, 2024
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BRONZE KIOSK (EXPO) ORDER FORM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

Description

BRONZE KIOSK (EXPO)*

*Includes 2 Graphic Panels (A & B)

A. Header Panel: 38.82" wide x 19.29" high

File Name: _____

B. Back Panel: 38.82" wide x 94.96" high*

File Name: _____

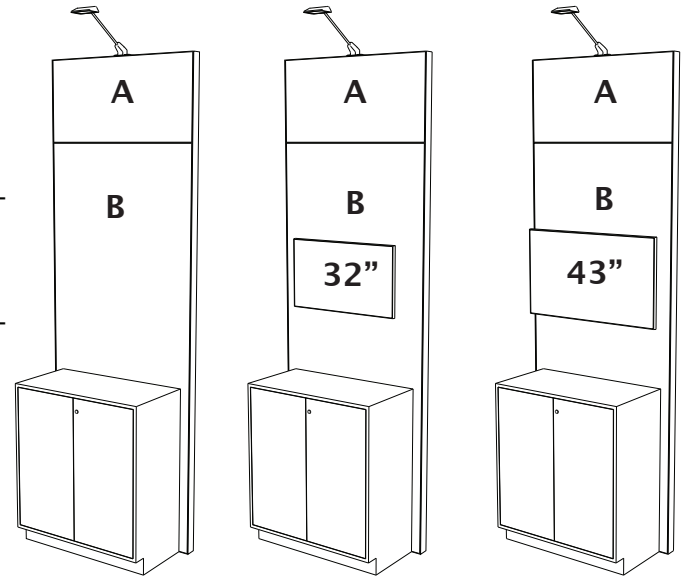
32" Mounted Monitor is Optional

Rental price is \$320.00 for the 32" monitor and includes the mount and HDMI cable.

43" Mounted Monitor is Optional

Rental price is \$400.00 for the 43" monitor and includes the mount and HDMI cable.

Please email orlando@willwork.com with tv measurements once a size is chosen



CIRCLE ONE

OPTION 1

OPTION 2

OPTION 3

PLEASE NOTE:

AV is NOT included.

*For Panel B – While the visible graphic area is only 38.82" x 55.6", the graphic file submission must be 38.82" x 94.96". Please see page 1 for size breakdown.

**Electrical drop will be placed into the demo counter, as shown in the rendering. If you require additional drops, or placement of your drops to be in a location other than the back of your kiosk, please contact the Sheraton.. If you need to upgrade your drops, you will be credited for the value of the drops included in your sponsorship package by the electrical services provider.

***If hardline Internet is required, please order separately. Please contact the Sheraton.

150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.



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Directions North America 2024

April 14-17, 2024

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BRONZE EXPO HALL HANGING BANNER ORDER FORM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

Description

BRONZE EXPO HALL HANGING BANNER*

Banner Size 36" wide x 96" high

File Name: _____

Specifications:

Full Bleed: 37.25" w x 97.25" t (includes .625" bleed on all four sides.)

Trim: 36" w x 96" t

Live Safe Area: Set all text at least 1" from crop line

Include Bleed Area and Crop Marks:

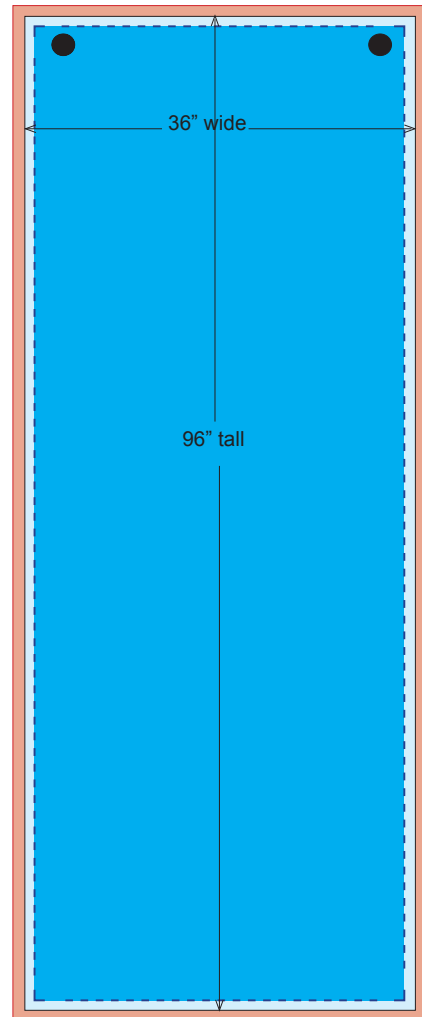
All files must have a 0.625" bleed on each side. Artwork must extend to the full bleed area (37.25" x 97.25"). On your PDF, please include bleed area and show crop marks at 36" x 96".

Grommets:

Grommets will be placed approximately 1.5" within the safe area at the top of the banner. Make sure you do not have any crucial text or graphics in areas where the grommets could interfere.

Pole Pockets:

A 3" pole pocket will be placed at the bottom of the banner. Some banners may have a 3" pole pocket instead of grommets at the top. Make sure you do not have any crucial text or graphics in areas where the pole pockets could interfere.



150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

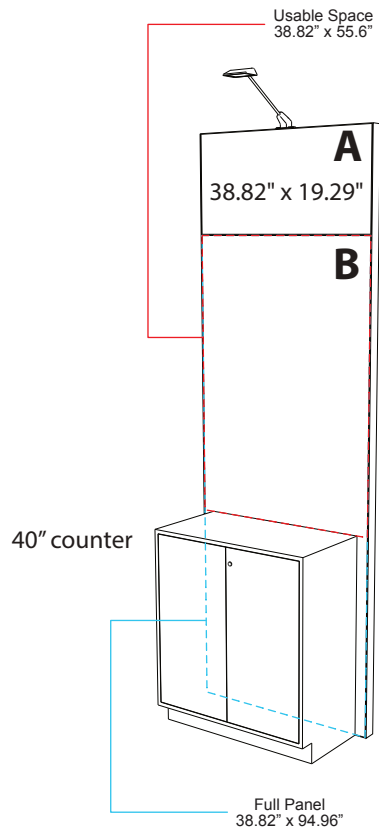
Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Kiosk Number:	

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.

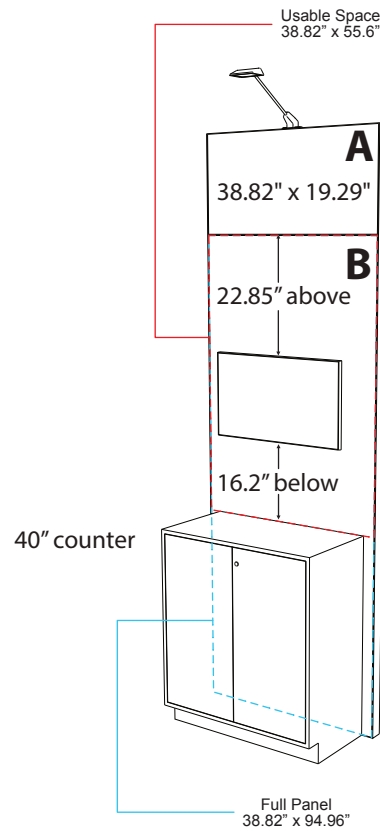
EXPO EXHIBITOR KIOSK (EXPO)

GRAPHIC SUBMISSION GUIDELINES

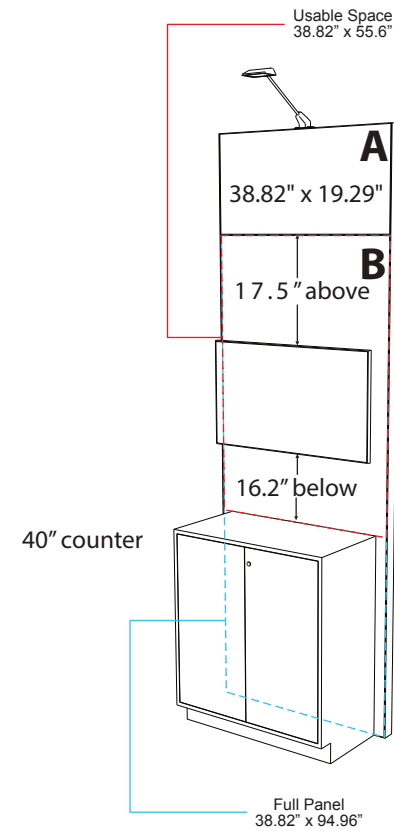
*Section A needs to include either the company name or company logo



OPTION 1
 No Monitor



OPTION 2
 Optional 32" Monitor



OPTION 3
 Optional 43" Monitor



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Directions North America 2024

April 14-17, 2024

Sheraton San Diego Hotel & Marina, San Diego, CA

EXPO EXHIBITOR KIOSK (EXPO) ORDER FORM

ARTWORK SUBMISSION DEADLINE	2/15/2024
ARTWORK APPROVAL DEADLINE (all artwork submitted and approved)	3/7/2024
ARTWORK LATE APPROVAL PERIOD (Sponsor incurs 30% rush fee)	3/21/2024

Please note: If approved graphics are not received by Thursday, March 21, 2024, your company logo will be printed in lieu of your graphics.

Description

EXPO EXHIBITOR KIOSK (EXPO)*

*Includes 2 Graphic Panels (A & B)

A. Header Panel: 38.82" wide x 19.29" high

File Name: _____

B. Back Panel: 38.82" wide x 94.96" high*

File Name: _____

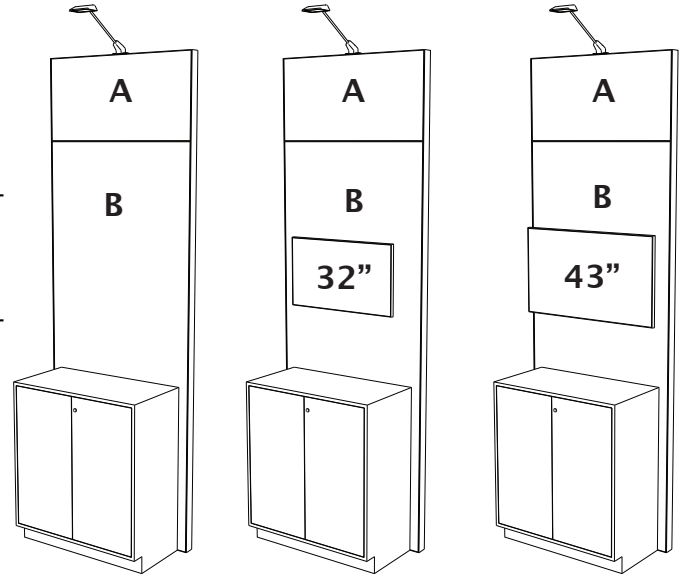
32" Mounted Monitor is Optional

Rental price is \$320.00 for the 32" monitor and includes the mount and HDMI cable.

43" Mounted Monitor is Optional

Rental price is \$400.00 for the 43" monitor and includes the mount and HDMI cable.

Please email orlando@willwork.com with tv measurements once a size is chosen



CIRCLE ONE

OPTION 1

OPTION 2

OPTION 3

PLEASE NOTE:

AV is NOT included.

*For Panel B – While the visible graphic area is only 38.82" x 55.6", the graphic file submission must be 38.82" x 94.96". Please see page 1 for size breakdown.

**Electrical drop will be placed into the demo counter, as shown in the rendering. If you require additional drops, or placement of your drops to be in a location other than the back of your kiosk, please contact the Sheraton. If you need to upgrade your drops, you will be credited for the value of the drops included in your sponsorship package by the electrical services provider.

***If hardline Internet is required, please order separately. Please contact the Sheraton.

150 DPI – PRINTABLE PDF OR ILLUSTRATOR FILE – exhibitorservices@willwork.com

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Kiosk Number:

Please Note: Kiosk is included in your sponsorship package. For monitor rentals and exhibitor orders, a Credit Card must be on file to ensure payment. 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.




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exhibitorservices@willwork.com

FREIGHT RATES & SHIPPING INSTRUCTIONS

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

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a 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>
(Exhibitor Name & Kiosk Number) C/O Willwork Global Event Services DIRECTIONS 2024 7015 Corporate Plaza Drive, Suite 100 / Door 1 Las Vegas, NV 89118 <i>MUST DELIVER BETWEEN Thursday, March 7, 2024 and Friday, April 5, 2024 from 9:00 AM – 2:00 PM weekdays.</i>	DIRECT SHIPPING IS NOT OFFERED FOR THIS SHOW. 

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 Kiosk, 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 before Friday, April 5, 2024 at 2:00 PM.
- All freight handled on Overtime is subject to a surcharge of 40% on each occurrence.
- 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 MaterialsWeight_____ cwt x \$ 125.00 per 100 lbs. = \$ _____

Uncrated/Special HandlingWeight_____ cwt x \$ 165.00 per 100 lbs. = \$ _____

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

DIRECT SHIPPING IS NOT OFFERED FOR THIS SHOW.



Small Packages – 30 Lb. Maximum Weight for Entire Shipment

First Small PackageWeight_____ @ \$45.00 first pkg = \$ _____

Additional Small Packages on same shipment Weight _____ @ \$25.00 per addtl pkg = \$ _____

For assistance, please call our Exhibitor Services Department at 774-568-5425; or email exhibitorservices@willwork.com.



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exhibitorservices@willwork.com

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 Global Event Services shall not be responsible for damage to uncrated materials, material improperly packed or concealed damage.
- B. Willwork Global Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's Kiosk.
- C. Willwork Global Event Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's Kiosk for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Willwork Global Event Services to exhibitor, will be checked at time of actual pick-up from Kiosk and corrections made where discrepancies occur.
- D. Willwork Global Event Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
- E. Willwork Global Event Services shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Willwork Global Event Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- F. Willwork Global Event Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to any exhibitor's materials which may make it impossible or impractical to exhibit same.
- G. The consignment or delivery of a shipment to Willwork Global Event Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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

For assistance, please call our Exhibitor Services Department at 774-568-5425; or email exhibitorservices@willwork.com.



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P. (774) 568-5425
exhibitorservices@willwork.com

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:

\$104.00 ST/\$154.00 OT per cartload on move in (one way)

\$104.00 ST/\$154.00 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 Sheraton San Diego Hotel, 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 kiosk. 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.

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FREIGHT RATES & SHIPPING COST WORKSHEET

Use this worksheet to compute your material handling charges. YOU DO NOT NEED TO RETURN THIS WORKSHEET TO WILLWORK. This is merely a tool to help you form an estimate. All material handling is billed upon receipt, and according to the date and time received, as well as the actual weight upon receipt.

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

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.

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Kiosk 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

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 exhibitorservices@willwork.com.



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FREIGHT FAQs & HANDLING HINTS

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

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 Kiosk location. Drayage services include the accepting of your material either at our warehouse or on show site, delivery to your Kiosk, 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 Kiosk? – 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 Global Event Services 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 Global Event Services reserves the right to determine weights for all shipments for which weight tickets are not provided at the time of delivery. In cases where Willwork Global Event Services weighs the shipment, the exhibitor will be charged for double handling.

Small shipments versus large shipments. – Most Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations, you may want to ship them all to a central location then forward them to the Service Contractor’s warehouse and/or show site. If you ship your materials in one shipment and the carrier makes multiple deliveries to Willwork, 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 Kiosk 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 Kiosk 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

For assistance, please call our Exhibitor Services Department at 774-568-5425; or email exhibitorservices@willwork.com.

ADVANCE SHIPPING LABEL		ADVANCE SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small> <u>DIRECTIONS 2024</u> _____ <small>KIOSK NUMBER</small> Willwork Global Event Services 7015 Corporate Plaza Drive, Suite 100 / Door 1 Las Vegas, NV 89118 <i>MUST BE RECEIVED BY: Friday, April 5, 2024 at 2:00 PM.</i> Number _____ of _____ pieces 		TO: _____ <small>EXHIBITING COMPANY</small> <u>DIRECTIONS 2024</u> _____ <small>KIOSK NUMBER</small> Willwork Global Event Services 7015 Corporate Plaza Drive, Suite 100 / Door 1 Las Vegas, NV 89118 <i>MUST BE RECEIVED BY: Friday, April 5, 2024 at 2:00 PM.</i> Number _____ of _____ pieces 	

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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 KIOSK PRIOR TO SHOW CLOSE.

ONCE YOUR KIOSK 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 (exhibitorservices@willwork.com)*

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:

Airways
No need to schedule ahead
Recommend Show Carrier

OTHER CARRIER*
Carrier Name _____
(You are responsible for making arrangements
with your own carrier)
**Driver check in deadline is
Wednesday, April 17, 2024 at 1:30 PM**

**If shipping with FED-EX or UPS, please make your own arrangements with the Sheraton San Diego Hotel Business Center.*

NUMBER OF LABELS NEEDED: _____

Please print or type information below:

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

For assistance, please call our Exhibitor Services Department at 774-568-5425; or email exhibitorservices@willwork.com.



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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 Global Event Services**.
3. **IF PAYING BY CHECK, mail your check to:**

Willwork Global Event Services
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 emailed to the Orlando office at exhibitorservices@willwork.com.

CALCULATION OF ORDERS (total from each Willwork Global Event Services order form):

STANDARD FURNISHINGS ORDER FORM		\$
1M KIOSK ORDER FORM*		\$
2M KIOSK ORDER FORM*		\$
FREIGHT WORKSHEET		\$
Monitor Rental		\$
OTHER WILLWORK SERVICES (AS QUOTED)		\$
Sub Total		\$
TOTAL DUE TO WILLWORK GLOBAL EVENT SERVICES		\$

**THE COST OF KIOSKS IS ALREADY INCLUDED IN ALL SPONSOR AND EXPO EXHIBITOR PACKAGES. GRAPHICS TO BE PROVIDED BY EACH INDIVIDUAL SPONSOR/EXHIBITOR.*

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:	Kiosk 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.



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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 Global Event Services cannot be responsible for injuries, falls, or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your Kiosk, 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 Kiosk boundaries. Kiosks extending into the aisle are subject to Fire Marshal Jurisdiction and an exhibitor may be fined for aisle encroachment. The Kiosk 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.

Kiosk construction must conform to applicable building codes including electrical, plumbing, etc. All work carried out on kiosks 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 Kiosk. 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 Global Event Services. We also recommend that the shipping containers are not marked 'PLASMA SCREEN'.
- Do not leave your Kiosk 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 kiosk.
- Never store items in containers marked "Empty".
- **INSURE YOUR KIOSK!** 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.

For assistance, please call our Exhibitor Services Department at 774-568-5425; or email exhibitorservices@willwork.com.



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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 Global Event Services 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 Global Event Services 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 Global Event Services has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Willwork Global Event Services 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 Global Event Services 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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LIMITS OF LIABILITY

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2. Willwork Global Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's Kiosk.
3. Willwork Global Event Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's kiosk for reloading after the Show. Bills of Lading covering outgoing shipments, which are furnished by Willwork Global Event Services to exhibitor, will be checked at time of actual pick-up from the Kiosk, and corrections made where discrepancies occur.
4. Willwork Global Event Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind or to any causes beyond its control.
5. Willwork Global Event Services' 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 Global Event Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Willwork Global Event Services by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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.

For assistance, please call our Exhibitor Services Department at 774-568-5425; or email exhibitorservices@willwork.com.

Easy Ordering

As the exclusive Technology Provider of Sheraton San Diego Hotel & Marina, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](https://eventnow.encoreglobal.com) and select 'I am planning an exhibit booth'
<https://eventnow.encoreglobal.com>

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

EventNow

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of Sheraton San Diego Hotel & Marina, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
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- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

NEED RIGGING

If so, please fill out rigging request,
<https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call your Encore on-site contact directly:

**sdsheratonsales@encoreglobal.com
O +1 (619) 692-2296**