



24B Norfolk Avenue
South Easton, MA 02375
P. 508 230-0397 F. 508-230-5714

INTERNET TELEPHONY CONFERENCE AND EXPO
HYATT REGENCY, MIAMI, FL
FEBRUARY 23 - 25, 2005

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EXHIBITION

Dear Exhibitor:

Teamwork Event Specialists is pleased to be the official service contractor for **Internet Telephony Conference and Expo**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. We look forward to assisting you in planning for this event.

Your Exhibitor Services Manual provides you with general information about the show, and includes the various forms for booth furnishings and services that you may require for your exhibit. There are several different vendors providing services for **Internet Telephony Conference and Expo**. Please read each order form carefully, and be sure to submit your orders to the proper vendors.

To order Teamwork services and products, please follow these steps:

- ◆ Look though the forms in this manual to find the products that best meet your needs.
- ◆ Locate the **Labor and Freight Order Form** to compute charges for material handling (drayage) and labor.
- ◆ All Exhibitors must complete the **Payment Policies and Credit Card Information** section of the Order Form. Complete the other parts of the order form for the services you order. Compute your total charges on the **Order Recap Form** and submit that form along with your order to our Exhibitor Service Department for processing. Please be sure to complete and return the Order Confirmation section of the Order Form so that we can confirm receipt of your order.
- ◆ Teamwork offers a hard wall modular exhibit system that you can customize to fit your exhibition requirements. You will find prices for these rental products on the **Rental Exhibit Order Form**.

Please review our payment policy carefully. Teamwork Event Specialists requires payment in full at the time you place your order. In addition, you must provide a credit card authorization to cover any additional costs incurred at show site. For your convenience, we accept credit card orders via fax (508-230-5714). If you wish to pay by check, please mail your order, along with payment, in plenty of time to take advantage of discount prices. Discount prices apply only to those orders received and paid for in full by **Wednesday, February 9, 2005**, the Discount Deadline Date.

If you have questions about placing your order, please call our Exhibitor Service Department at 508-230-0397.

Thank you and we look forward to working with you.

Sincerely,

Exhibitor Service Department
Teamwork Event Specialists



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GENERAL INFORMATION

LOCATION & DATES

Show Location(s): **Hyatt Regency Miami**
400 South East 2nd Avenue
Miami, FL 33131

Show Dates: **February, 23 - 25, 2005**

EXHIBITOR MOVE-IN

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

Tuesday, February 22, 2005	12:00 Noon to 5:00 PM
Wednesday, February 23, 2005	8:00 AM to 5:00 PM
Show ready by 5:00 PM	

PLEASE NOTE: Overtime rates apply before 8:00 AM and after 4:30 PM on Monday thru Friday and all day Saturday and Sunday. Please refer to the Material Handling & Labor Price list in this Manual for rates and budget accordingly.

SHOW HOURS

Wednesday, February 23, 2005	6:00 PM – 8:00 PM
Thursday, February 24, 2005	11:00 AM – 5:00 PM
Wednesday, February 25, 2005	10:30 AM – 2:00 PM

EXHIBITOR MOVE-OUT

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

Friday, February 25, 2004	2:00 PM to 8:00 PM
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Outside carriers must be checked in by **Friday, February 25, 2005 by 4:00 PM**. Please see the Move-Out Information sheet in this Manual for more details.

PLEASE NOTE: Overtime rates apply before 8:00 AM and after 4:30 PM on Monday thru Friday and all day Saturday and Sunday. Please refer to the Material Handling & Labor Price list in this Manual for rates and budget accordingly.

STANDARD BOOTH EQUIPMENT

Each **8' x 10'** booth includes the following standard equipment:

- 8' High Backwall – Color(s): GREEN**
- 3' High Siderails – Color: GREEN**
- 1 -Wastebasket**
- 1 – 7" x 44" ID sign with Company Name and Booth Number**
- 1- 6ft x 42" high Draped Table**

The Exhibit Floor will be carpeted in a multicolor carpet.



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ADVANCE SHIPPING

Advance shipping begins **Monday, January 3, 2004 at 8:00 AM** and ends **Fridayday, February 18, 2005 at 4:00PM.**

Advance shipping address:

(Your Company Name & Booth Number)
Internet Telephony
c/o Teamwork
OVERNITE Transportation Services
5370 N.W. 74th Ave
Miami, FL 33166

DIRECT SHIPPING

Direct shipping will begin on **Tuesday, February 22, 2005 from 8:00 AM to 5:00 PM.**

Direct shipping address:

(Your Company Name & Booth Number)
Internet Telephony
c/o Teamwork Event Specialists
Hyatt Regency Miami
400 South East 2nd Avenue
Miami, FL 33131

TEAMWORK EVENT SPECIALISTS ADVANCE ORDER DISCOUNT DEADLINE

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

Wednesday, February 9, 2005

For additional information, please contact our Exhibitor Service Department at 508-230-0397.