



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

Discount Deadline: Wednesday, February 9, 2005

ORDER FORM – LABOR
 BOOTH NUMBER _____

LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS

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

Straight Time - \$70.00 per hour

8:00 AM to 4:30 PM - Monday thru Friday
 One hour minimum per worker, thereafter,
 1/2 hour increments

Overtime - \$119.00 per hour

Before 8:00 AM and after 4:30 PM - Monday thru Friday
 All hours on Saturday
 One hour minimum per worker, thereafter,
 1/2 hour increments

Please check service required:

Exhibitor Supervision:

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

	# of Men	Date	Time	Hrs.
SET-UP				
DISMANTLE				

Teamwork Event Specialists Supervision

Hourly rate plus 30% Supervision Charge/Minimum \$30.00

NOTE:

8:30 AM is the only guaranteed starting time. All other orders will be filled as labor is available. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requesting starting times are subject to a one hour minimum charge per man ordered, unless written cancellation is received 24 hours prior to starting time.

Teamwork shall not be responsible for Damage, Loss or Theft of display installed and/or dismantled under our Supervision. Teamwork shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show.

PAYMENT POLICY: All invoices must be settled at the Service desk prior to Show closing. All charges are payable in U.S. Funds only. Checks, Cash, Traveler's Checks, Visa, MasterCard and American Express are accepted. Subject to 6.50% FL Sales Tax.

Orders received after the deadline date or show site orders, will incur a surcharge of 20% of the labor rate.

PLEASE INCLUDE SET-UP PLANS WITH ORDER

Name of Carrier _____

Shipped to:

Warehouse

#Crates _____ #Cartons _____ # Skids _____

Display Includes Carpet

Teamwork Rental Carpet



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PLEASE COMPLETE THIS FORM AND RETURN IT TO TEAMWORK EVENT SPECIALISTS IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY TEAMWORK EVENT SPECIALISTS AND THERE WILL NOT BE A SUPERVISOR PRESENT.

INBOUND SHIPPING INFORMATION

Carrier: _____ Carrier Phone #: _____

Shipped to: Warehouse Show Site Date Shipped: _____

From (city & state): _____

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

SET UP INFORMATION

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

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

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

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

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

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

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

Comments: _____

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

OUTBOUND SHIPPING INFORMATION

At show close, please ship my exhibit to:

NAME: _____ PHONE: _____

STREET/CITY: _____ STATE: _____ ZIP: _____

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

SHIPPING CHARGES

COLLECT: PREPAID:

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

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

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

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