



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

MOVE OUT INFORMATION

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

Friday, February 25, 2005 at 2:00 PM – Exhibitor Move-Out officially begins.

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

Friday, February 25, 2005 at 4:00 PM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than the official carriers should advise their carrier(s) to be checked in with the Teamwork Dock Supervisor by **Friday, February 25, 2005 at 4:00 PM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Teamwork Service Center. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by **Friday, February 25, 2005 at 4:00 PM**, Teamwork Event Specialists reserves the right to re-route the shipment via the official show carrier as necessary. Neither Teamwork nor Show Management assumes any liability as a result of such re-routing.

Friday, February 25, 2005 at 4:00 PM – Exhibits packed and Bills of Lading turned in to Teamwork.

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

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

Final Payments

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

Friday, February 25, 2005 at 4:00 PM at 8:00 PM– Final clean up, Exhibitor Move-Out ends.