

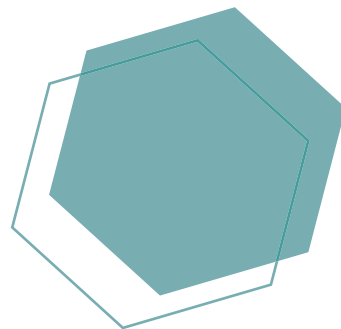
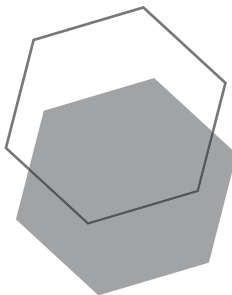
2023



Willwork
Global Event Services

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HELLO,

Willwork Global Event Services is pleased to have been chosen to serve as your Official Service Contractor for the 2023 CAI Annual Conference & Exposition to be held at the Hilton Anatole from May 17 - 19, 2023. 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, April 21, 2023. 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 On-site Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

FOR ASSISTANCE PLEASE CONTACT THE FOLLOWING:

RENTAL, LABOR OR SHIPPING MATERIALS

Event Specialist Team

Phone: (774) 568-5425

Email: exhibitorservices@willwork.com

ELECTRICAL & INTERNET

Encore: https://eventnow.encoreglobal.com/myevents/result/index/show_id/8d06e424-4b81-ed11-81ad-0022482b2f78/

Phone: 1 214-761-5832

Email: gery.mcclendon@encoreglobal.com

AUDIO VISUAL

Audio Visual Partners, Inc.

Phone: 321-689-7251

Email: Steve@avpusa.com

Thank you and we look forward to working with you to help make the 2023 CAI Annual Conference & Exposition a tremendous success.

All the best,

WILLWORK GLOBAL EVENT SERVICES



GENERAL INFORMATION

2023 CAI ANNUAL CONFERENCE & EXPOSITION

MAY 17 - 19, 2023

LOCATION

Hilton Anatole
Trinity Exhibit Hall
2201 N Stemmons Fwy
Dallas, TX 75207

EXHIBITOR MOVE-IN

Tuesday, May 16	3:00 p.m. - 7:00 p.m.
Wednesday, May 17	8:00 a.m. - 3:00 p.m.

SHOW HOURS

Wednesday, May 17	5:00 p.m. - 7:00 p.m.	Welcome Reception
Thursday, May 18	12:45 p.m. - 3:45 p.m.	Lunch Inside Expo Hall
Friday, May 19	12:45 p.m. - 3:45 p.m.	Lunch Inside Expo Hall

EXHIBITOR MOVE-OUT

Friday, May 19	3:45 p.m. - 6:15 p.m.
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Outside carriers must be checked in with the Willwork Dock Supervisor at Hilton Anatole by Friday, May 19 at 5:00 p.m. Official re-route time is Friday, May 19 at 6:15 p.m.. Please see the Move-Out Information Sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each 8' x 10' exhibit booth includes the following equipment:

- ☒ 8' Back wall drape: Navy Blue
- ☒ 3' Side rail drape: Navy Blue
- ☒ (1) 6' L x 30" H table skirted: white
- ☒ (2) Side chairs
- ☒ (1) Wastebasket
- ☒ (1) Booth ID sign

Please note: The entire show floor will be carpeted in Tuxedo Black

GENERAL INFORMATION

ADVANCE SHIPPING

Advance Shipping begins Monday, April 10, 2023, at 9:00am and ends Friday, May 12, 2023, at 4:00pm. (Receiving Hours: 9:00am – 4:00pm / M – F)

ADVANCE SHIPPING ADDRESS:

(Your Company Name & Booth Number)
2023 CAI Annual Conference c/o Willwork Global Event Services
YRC Freight
12340 E Northwest Highway
Dallas, TX 75228

Shipments received at the advance warehouse after the deadline will still be accepted. An off-target surcharge of 30% will apply.

Please note that all work performed by Willwork before 8:00 a.m. or after 4:30 p.m. 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 booth.

DIRECT SHIPPING*

Willwork will be on site to receive direct shipments to the Hilton Anatole on:

Wednesday, May 17 8:00 a.m. – 3:30 p.m. ONLY.

* Hilton Anatole prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space or personnel. If you choose to ship to Venue and your shipment arrives prior to Tuesday, January 31, 2023 at 8:00 a.m. you may incur a receiving charge by Venue AND a receiving charge from Willwork.

DIRECT SHIPPING ADDRESS:

(Your Company Name & Booth Number)
2023 CAI Annual Conference
c/o Willwork Global Event Services
Hilton Anatole
2201 N Stemmons Fwy / Trinity Exhibit Hall
Dallas, TX 75207

Shipments received at the advance warehouse after the deadline will still be accepted. An off-target surcharge of 30% will apply.

Please note that all work performed by Willwork before 8:00 a.m. or after 4:30 p.m. 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 Hilton Anatole for delivery to your booth.

WILLWORK ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than Friday, April 21, 2023.

For more information, please call us at (774) 568-5425, or email us at exhibitorservices@willwork.com.

MOVE-OUT INFORMATION

MOVE-OUT SCHEDULE

To increase the efficiency of exhibitor move-out, Willwork Global Event Services has institute the following Move-Out Schedule for this show.

Friday, May 19, 2023 at 3:45 p.m. - Exhibitor Move-Out officially begins

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

Friday, May 19 at 5:00 p.m. - Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier must instruct drivers to check in at The Hilton Anatole. They will check in at the loading dock with the Willwork Dock Supervisor by 5:00 p.m.. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Willwork Service Desk. Drivers whose Material Handling Agreement have not been turned in will be placed in a holding queue until the booth is packed and the Material Handling Agreement is turned in. Should your carrier fail to check in at the loading dock by 5:00 p.m., Willwork Global Event Services reserves the right to re-route the shipment via the official show carrier as necessary. Neither Willwork nor Show Management assumes any liability as a result of such re-routing.

Friday, May 19 at 5:00 p.m. - Exhibits packed and Material Handling Agreement turned in to Willwork.

All Material Handling Agreement must be turned in to the Willwork Service Desk to be validated. Do not leave Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded.

Material Handling Agreement and additional labels will be available at the Willwork Service Desk for your convenience. No Material Handling Agreement will be issued until your balance is paid in full. Delivery of your Material Handling Agreement to Willwork Global Event Services does not signify that Willwork Global Event Services has assumed responsibility for your shipments. Once packed and ready to turn in your Material Handling Agreement, take a picture of your shipment for your files. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Material Handling Agreement to the Exhibitor Service Desk. Do not leave Material Handling Agreement in your booth.

FINAL PAYMENTS

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

Friday, May 19, 2023 at 6:15 PM – Final clean up; Exhibitor Move Out officially ends.

All shipping containers including but not limited to fiber cases, cartons and crates should be securely packaged and labeled by the exhibitor. If you have multiple items stacked on a skid, we strongly advise that you order shrink wrap or banding from the willwork service desk so that items do not get separated.

Please Note: All FedEx and UPS outbound shipments must be dropped off by the Exhibitor to the nearest FedEx or UPS location.

ORDERING PROCEDURES & PAYMENT GUIDE

ONLINE ORDERING

<http://willwork.boomerecommerce.com>

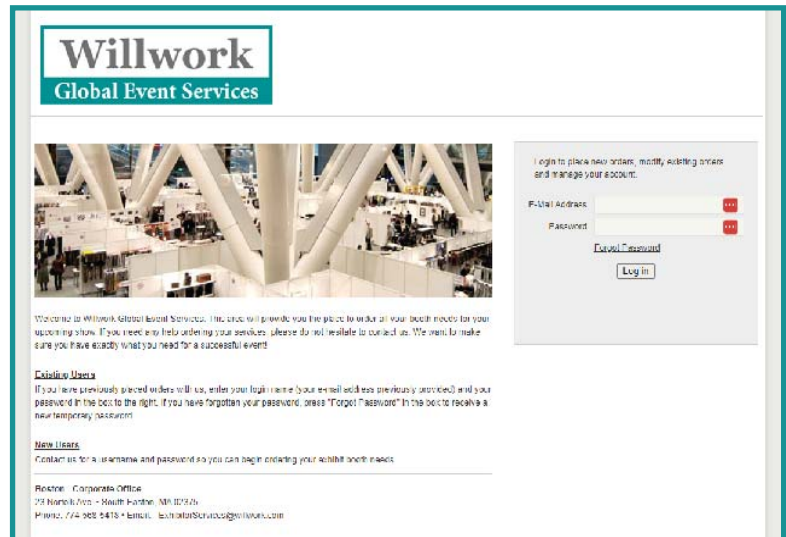
Willwork online ordering website is the preferred method for placing orders for your event. Here you can order booth furnishings, carpet, rental exhibits, graphics, labor, material handling services, request shipping quotes, and more.

LOGIN INFORMATION

When online ordering is open for your event, you'll receive an email with details on how to access your account. If you need assistance, please contact us.

Phone: (774)568-5425

Email: exhibitorservices@willwork.com



PAYMENT INFORMATION

Willwork is committed to ensuring safe transactions for our exhibitors. Our online ordering website is the most secure method for placing orders and submitting payment. A credit card will need to be on file to process orders. For your protection and ours, we will not accept credit card information via email. We will also never email payment information.

If you're unable to submit payment online, please contact Willwork Exhibitor Services at (774)568-5425 to provide payment information over the phone.

PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

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 canceled prior to move in will be refunded at 100%, unless specified. Cancellations after move in begins are invoiced at 100% of original price.
- ☒ No adjustments will be made after the close of the show.

ORDERING PROCEDURES & HELPFUL HINTS

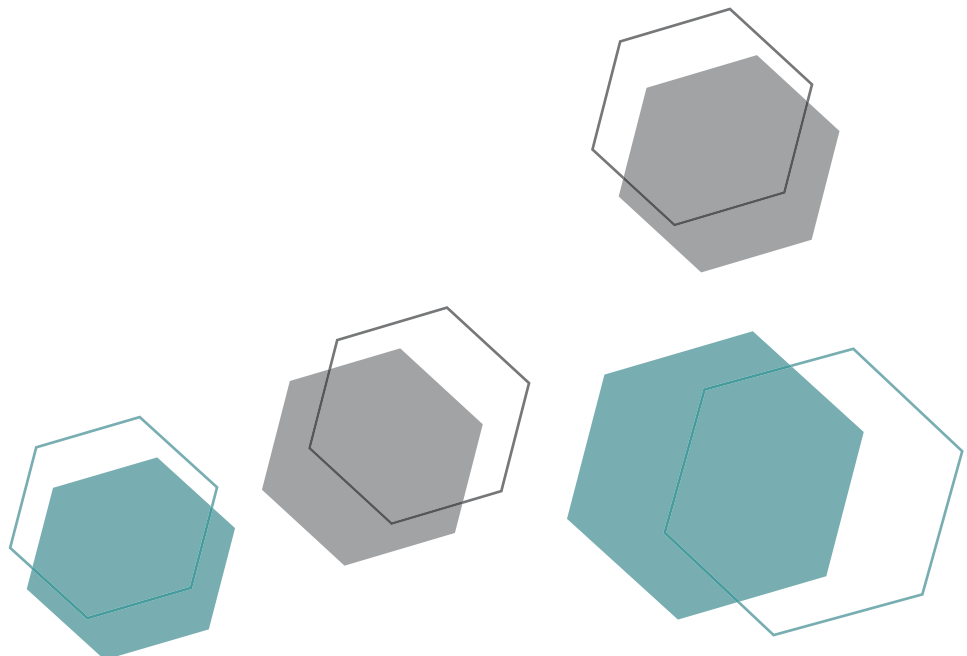
BOOTH FURNISHINGS AND SERVICES

- ☒ Rental items not ordered, yet found in booths, are invoiced at “Standard-Floor” pricing
- ☒ All prices are in U.S. dollars (\$).
- ☒ All rental items are subject to applicable taxes.
- ☒ All rental items remain the property of WILLWORK Global Event Specialists.

MATERIAL HANDLING AND LABOR

Exhibitors are required to follow local labor jurisdictions. Most trade show labor is unionized and, therefore, Willwork is required to go through the local unions for labor used for show set up and dismantle.

Drayage, or material handling, is the movement of show materials from the shipping dock to your booth for show set up and from your booth back to the dock for return shipment at the end of the show.



CREDIT CARD AUTHORIZATION

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 Global Event Services, payment in full for those charges will be required before new orders will be accepted.

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

While Willwork Global 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 AUTHORIZATION

Please print or type information below:

Charge to: VISA MASTERCARD American Express

Account Number: _____ Expiration Date: _____ CVV: _____

Card Holder's Name: _____ Company Name: _____

Email: _____ Phone Number: _____

Billing Address: _____ City: _____

State: _____ Zip Code: _____

Signature: _____ Date: _____

THIRD PARTY AUTHORIZATION

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 pre-payment 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.

THIRD PARTY AUTHORIZATION

Please indicate below which items/services are to be invoiced to the third party:

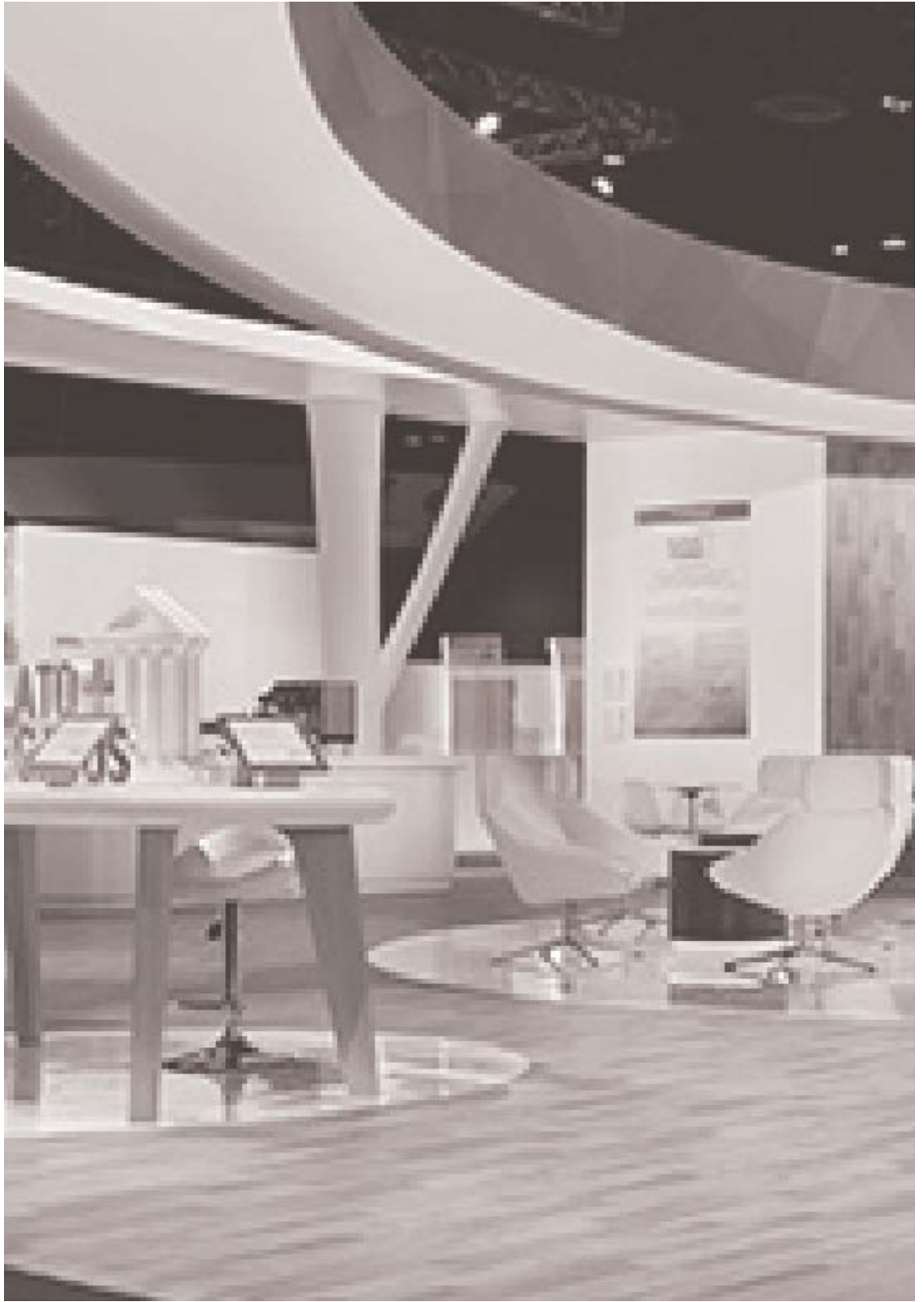
All services
 Furniture
 Labor
 Material Handling

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.

Please print or type information below:

EXHIBITOR	3RD PARTY
<input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> AMERICAN EXPRESS	<input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> AMERICAN EXPRESS
Account Number: _____	Account Number: _____
Expiration Date: _____ CVV: _____	Expiration Date: _____ CVV: _____
Card Holder's Name: _____	Card Holder's Name: _____
Company Name: _____	Company Name: _____
Email: _____	Email: _____
Phone: _____	Phone: _____
Billing Address: _____	Billing Address: _____
City: _____	City: _____
State: _____ Zip Code: _____	State: _____ Zip Code: _____
Signature: _____	Signature: _____

STANDARD BOOTH FURNISHINGS



Willwork
Global Event Services

BOOTH FURNISHINGS

TABLES



DRAPED RISERS (white vinyl)
4' One Step
6' One Step



DRAPED DISPLAY TABLES
Draping includes white vinyl
top & 3 sides choose table size
& color.

30" High
2'x4'x30"
2'x6'x30"
2'x8'x30"

42" High
2'x4'x42"
2'x6'x42"
2'x8'x42"



SEATING



Side Chair



Bar Stool

BOOTH FURNISHINGS

ACCESSORIES



Easel



4' x 8' Peg Board



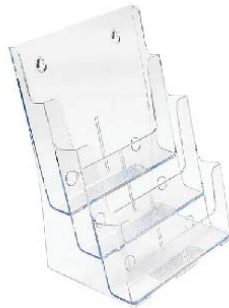
Chrome Sign Frame



Literature Stand



Single-sheet
Literature Holder



Three-section
Literature Holder



Waste Basket



Fish bowl



D Round Table
30" - 42" high 30" round



Bag Stand

ORDER FORM – STANDARD BOOTH FURNISHINGS

ORDER FORM

Discount Deadline: Friday, April 21, 2023

Contact Name: _____ Email: _____

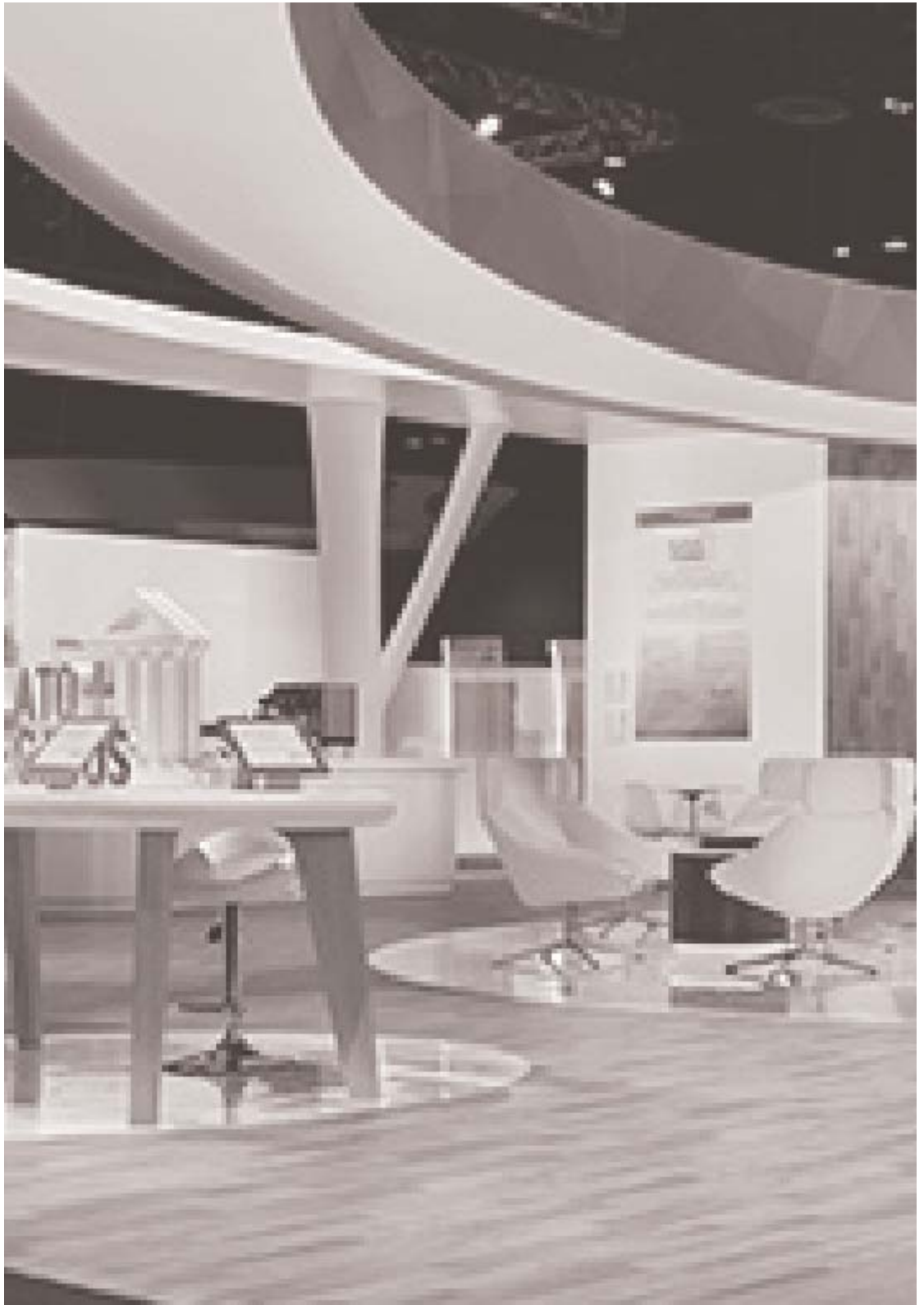
Company Name: _____ Booth Number: _____

Phone Number: _____ Fax: _____

Please Note: A Credit Card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

TABLE	QTY	DISC. RATE	STD. RATE	TOTAL	ITEM	QTY	DISC. RATE	STD. RATE	TOTAL
30" High					SEATING				
2' x 4' x 30"	_____	\$195.60	\$254.27	_____	Upholstered Side chair	_____	\$107.52	\$139.78	_____
2' x 6' x 30"	_____	\$247.32	\$321.52	_____	Upholstered Bar Stool	_____	\$188.46	\$245.00	_____
2' x 8' x 30"	_____	\$275.24	\$357.82	_____					
4 th side of table draped	_____	\$70.47	\$91.62	_____					
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Burgundy <input type="radio"/> Hunter Green <input type="radio"/> Red <input type="radio"/> White <input type="radio"/> Grey					ACCESSORIES				
42" High					30"High x 30" D Round Table				
2' x 4' x 42"	_____	\$238.01	\$309.41	_____	42"High x 30" D Round Table	_____	\$263.87	\$343.03	_____
2' x 6' x 42"	_____	\$252.97	\$328.87	_____	Wastebasket	_____	\$30.72	\$39.94	_____
2' x 8' x 42"	_____	\$312.47	\$406.21	_____	Easel	_____	\$58.63	\$76.22	_____
4 th side of table draped	_____	\$82.44	\$107.17	_____	Bag Rack	_____	\$150.79	\$196.02	_____
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Burgundy <input type="radio"/> Hunter Green <input type="radio"/> Red <input type="radio"/> White <input type="radio"/> Grey					Fish Bowl				
UNDRAPED DISPLAY TABLE					Chrome Sign Frame (22" x 28")				
2' x 4' x 30"	_____	\$79.78	\$103.71	_____					
2' x 6' x 30"	_____	\$98.39	\$127.92	_____	LITERATURE HOLDERS				
2' x 8' x 30"	_____	\$123.66	\$160.75	_____	5 Pocket Stand	_____	\$202.44	\$263.18	_____
42" High					3 Section Pocket	_____	\$86.57	\$112.54	_____
2' x 4' x 30"	_____	\$109.32	\$141.75	_____	Single Sheet Holder	_____	\$44.68	\$58.09	_____
2' x 6' x 30"	_____	\$127.65	\$165.94	_____					
2' x 8' x 30"	_____	\$152.91	\$198.79	_____					
DRAPED RISERS (WHITE VINYL)					Sub Total: _____				
4" One Step	_____	\$78.45	\$101.98	_____	Sales Tax (0.0%): _____				
6" One Step	_____	\$97.07	\$126.19	_____	Order Total: _____				

TRADE SHOW FURNISHINGS



For our custom furnishing catalog, please email exhibitorservices@willwork.com

Willwork
Global Event Services

STANDARD BOOTH CARPET

CARPET CHOICE

The colors to choose from are black, blue, red, charcoal, light gray, green.



ORDER FORM

Contact Name: _____ Email: _____
 Company Name: _____ Booth Number: _____
 Phone Number: _____ Fax: _____

Please Note: A Credit Card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

ITEM	QTY	DISC. RATE	STD. RATE	TOTAL
CARPET 13oz				
8' x 10'	_____	\$395.36	\$514.08	_____
8' x 20'	_____	\$790.72	\$1027.94	_____
8' x 30'	_____	\$1186.08	\$1541.90	_____
8 x 40'	_____	\$1581.44	\$2055.83	_____
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Red <input type="radio"/> Lt. Gray <input type="radio"/> Charcoal <input type="radio"/> Green				
CUSTOM CUT CARPET 13oz				
_____ ft. x _____ ft. = _____ sq. ft		\$8.89	\$11.56	_____
100 sq ft minimum				
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Red <input type="radio"/> Lt. Gray <input type="radio"/> Charcoal <input type="radio"/> Green				
PREMIUM CARPET 26oz (Includes Visqueen)				
_____ ft. x _____ ft. = _____ sq. ft		\$8.89	\$11.56	_____
<input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Red <input type="radio"/> Lt. Gray <input type="radio"/> Charcoal <input type="radio"/> Green				
CARPET PADDING				
½" _____ ft. x _____ ft. = _____ sq. ft		\$2.89	\$3.75	_____
1" _____ ft. x _____ ft. = _____ sq. ft		\$5.78	\$7.50	_____
100 sq ft minimum				
VISQUEEN (POLY COVERING)				
_____ ft. x _____ ft. = _____ sq. ft		\$1.32	\$1.69	_____
100 sq ft minimum				

Please note: The entire show floor will be carpeted in Tuxedo Black

Padding is not included.

No telephone orders are accepted.

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany advance order and must be received by the deadline date in order to qualify for discount rates.

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

For Premium Carpet please call 407-438-7480.

Sub Total: _____.

Sales Tax (0.0%): _____.

Order Total: _____.

BOOTH CLEANING

ORDER FORM

Discount Deadline: **Friday, April 21, 2023.**

Contact Name: _____ Email: _____
 Company Name: _____ Booth Number: _____
 Phone Number: _____ Fax: _____

Please Note: A Credit Card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

All vacuuming, general cleaning and shampooing are computed on the gross square footage of your booth.

ITEM	DISC. RATE	STD. RATE	TOTAL
VACUUMING			
Daily Vacuuming	\$0.92	\$1.20	_____
One-time only before show opening	\$0.99	\$1.29	_____
PORTER SERVICE (includes wastebaskets within the booth)			
Daily Porter Service	\$0.64	\$0.83	_____
One-time Only	\$1.15	\$1.50	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax must accompany advance order and must be received by the Deadline Date in order to qualify for discount rates.

All orders placed at the service desk will be charged at standard rates. All balances must be settled at the Service desk prior to Show closing. All charges are payable in U.S. Funds only. Company check, wire transfer, Visa, MasterCard and American Express are accepted.

Booth Size
 _____ ft. x _____ ft. = _____ Total square feet
 Total Sq. ft. _____ x _____ Rate x _____ Days = \$ _____

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

Total \$ _____

LABOR

ORDER FORM

Contact Name: _____ Email: _____

Company Name: _____ Booth Number: _____

Phone Number: _____ Fax: _____

Please Note: A Credit Card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

Please complete this form and return it to Willwork if your display is to be set up and/or dismantled by Willwork and there will not be a supervisor present.

Inbound Shipping Information

Carrier: _____ Phone Number: _____

Shipped to: Warehouse Show Site Date Shipped: _____

From (city & state): _____

Total number of: Crates: ____ Cartons: ____ Cases: ____ Other: ____

Setup information must be provided for all Willwork Supervised labor orders.

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

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

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

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

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

Electrical Placement: Drawing attached Drawing with Exhibit

Installed under carpet: Yes No

My exhibit has a key: Yes No If yes, the key is located _____

In case of emergency, please call: _____ at _____

Comment:

Outbound Shipping Information

Please complete the OUTBOUND Material Handling Agreement AND SHIPPING LABEL REQUEST FORM included in this manual and return it along with your order.

LABOR

LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS

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

Straight Time - \$105.00 per hour

8:00 a.m. - 4:30 p.m. Monday thru Friday.
One hour minimum per worker, thereafter,
½ hour increments.

Overtime - \$155.00 per hour

Before 8:00 a.m. Monday thru Friday
After 4:30 p.m. Monday thru Friday
All hours on Saturday.
Sundays and holidays are double time.
One hour minimum per worker, thereafter,
½ hour increments.

	# OF MEN	DATE	TIME	HOURS
SET UP				
DISMANTLE				

Please check service required:

Exhibitor Services

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

Number of cartons: _____ Number of skids: _____

Willwork Global Event Services Supervision

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

Number of cartons: _____ Number of skids: _____

Name of carrier: _____ Number of crates: _____

Shipped to: Warehouse Show Site

NOTE: 8:00 AM is the only guaranteed starting time. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a one hour minimum charge per man ordered unless written cancellation is received 24 hours prior to starting time.

Willwork shall not be responsible for damage, loss or theft of displays installed and/or dismantled under our Supervision. Willwork shall not be responsible for loss, theft, or disappearance of materials before they are picked up from Exhibitor's booth for reloading after the show.

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, Wire Transfer, Visa, MasterCard and American Express are accepted.

Orders received after the deadline date or show site orders will incur a surcharge of 40% of the labor rate.

PLEASE INCLUDE SET-UP PLANS WITH ORDER.

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

MATERIAL HANDLING RATES

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 Material Handling Agreement showing number of pieces, weight, and description of merchandise. For trucks without a Material Handling Agreement or documented weight, estimated weights will prevail. Estimated weights will be binding on both parties.

WHEN TO SHIP

- ☒ Shipment consigned to the warehouse must arrive **NO LATER than Friday, May 12, 2023, at 4:00 p.m.**
- ☒ Shipments consigned to the show site should be timed to arrive **NO EARLIER than Wednesday, May 17, 2023 from 8:00 a.m. - 3:30 p.m. ONLY.**

WHERE TO SHIP

Advance Shipments – Deadline Friday, May 12, 2023, at 3:30 p.m.	Direct Shipments - Starts Wednesday, May 17, 2023 from 8:00 a.m. - 3:30 p.m. ONLY.
(Your Company Name & Booth Number) 2023 CAI Annual Conf. c/o Willwork Global Event Services YRC Freight 12340 E Northwest Highway Dallas, TX 75228 (Receiving Hours: 9:00am – 4:00pm / M – F)	Your Company Name & Booth Number) 2023 CAI Annual Conf. c/o Willwork Global Event Services Hilton Anatole 2201 N Stemmons Fwy Trinity Exhibit Hall Dallas, TX 75207

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 (100lbs.), rounded up to the next 100 lbs. Willwork will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show. Willwork will receive direct shipments on scheduled move-in day(s). The rates listed below include receiving shipments, delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. Partial service will not be discounted. All shipments must be accompanied by certified weight tickets.

RATE SCHEDULE

<p>A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS</p> <p>ST Rate: \$110.00 per cwt. - 200# Minimum</p> <ul style="list-style-type: none"> • Receive crated shipments only at our warehouse 30 days prior to show. • Deliver to booth space. • Removal, storage, return of empty containers. • Pick-up at the booth and load onto outboard carrier. • Shipments of loose or uncrated materials will not be received at warehouse. 	<p>B. DIRECT SHIPMENT TO SHOW SITE - Roundtrip - CRATED MATERIALS</p> <p>ST Rate: \$105.00 per cwt. - 200# Minimum</p> <ul style="list-style-type: none"> • Receive crated shipments at show site on move-in dates. • Deliver to booth space. • Removal, storage, return of empty containers. • Pick-up at the booth and load onto outboard carrier.
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MATERIAL HANDLING RATES

RATE SCHEDULE CONTINUED

C. SPECIAL HANDLING, UNCRATED AND LOOSE MATERIALS Add 30% to regular per cwt. charge - 200# Minimum <ul style="list-style-type: none"> • Crated shipments requiring special handling include shipments that are loaded and or packed in 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. FedEx, UPS and DHL shipments are included in this category due to their delivery procedures. 	
D. OVERTIME RATE <ul style="list-style-type: none"> • Add 30% if handled IN or OUT on overtime. • Add 60% if handled IN and OUT on overtime. 	E. OFF TARGET CHARGE Freight received before first day to receive or after the deadline date – add 30% off target charge
F. SURCHARGES Freight left in booth without Material Handling Agreement, Returned to Warehouse, Marshalling Fee - add 30% surcharge	G. SMALL PACKAGES <ul style="list-style-type: none"> • Not to exceed 30lbs* • Rate: \$45.00 – First Small Package received • Rate: \$25.00 – Each additional small package received on the same shipment

*Please Note: FedEx, UPS, USPS and DHL are subject to special handling surcharges due to their delivery procedures

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 lbs. per shipment, per delivery and includes UPS, Federal Express USPS and DHL. 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 Material Handling Agreement will be available at the Service Desk. The Exhibitor or his representative must pack and label their exhibit material and turn in a Material Handling Agreement 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.

MATERIAL HANDLING RATES

LIMITS OF LIABILITY AND RESPONSIBILITY

1. Willwork Global Event Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. 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 booth.
3. Willwork Global Event Services 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. Material Handling Agreement covering outgoing shipments, which are furnished by Willwork Global Event Services to exhibitor, will be checked at time of actual pick-up from booth 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 shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event
6. 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.
7. 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. 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.

FREIGHT FAQs & HANDLING HINTS

Delivery of your Material Handling Agreement to Willwork Global Event Services Service Desk 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 Material Handling Agreement to the Exhibitor Service Desk. Do not leave Material Handling Agreement in your booth.

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

- ☒ **What is “Freight Handling/Drayage”?** - The term drayage is the moving of exhibit materials from one location to another. Whether you ship to Willwork’s warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at our warehouse or on show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice.
- ☒ **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. The conference is being held in a union facility and therefore must use 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 Global Event Services, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

FREIGHT FAQs & HANDLING HINTS

- ☒ **Advance shipments versus show site shipments** - In general, it is best to ship your materials in advance to the “advance shipment” address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation. If there is a problem, it can be solved prior to the show. When shipping direct, if there is a problem, there is seldom time to solve the problem prior to show opening.

Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

- ☒ **Should I insure my exhibit?** - The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your company 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. 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Both can be very costly. Remember, each delivery incurs a minimum charge.
- ☒ **Always be aware of freight receiving deadlines.** You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- ☒ **Always ship your materials crated** – Loose or pad wrapped items are assessed special handling fees.
- ☒ **Make sure all materials are labeled properly to avoid any delivery delays.** All pieces should have the recipient’s name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc. We hope this helps you in budgeting for your material handling costs.



RUSH
Exhibit Materials
DO NOT DELAY

ADVANCE SHIPMENT

2023 CAI Annual Conference & Exposition_

Exhibiting Company Name

Booth Number

Exhibiting Company Name

C/O Willwork Global Event Services
YRC Freight
12340 E Northwest Highway
Dallas, TX 75228

Willwork will begin accepting crated or skidded material at the Advance Warehouse on Mon, April 10, Monday - Friday from 9am - 4:00pm. Materials must arrive at the advance warehouse no later than Fri, May 12, 2023 or an additional cost will be incurred. (Receiving: 9:00 AM - 4:00 PM M - F)

Piece _____ of _____ total pices



RUSH
Exhibit Materials
DO NOT DELAY

ADVANCE SHIPMENT

2023 CAI Annual Conference & Exposition

Exhibiting Company Name

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C/O Willwork Global Event Services
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Piece _____ of _____ total pices

The following labels have been created for your convenience. Please place at least one label on each piece of your shipment to ensure smooth processing. If you need more labels this page may be duplicated.

Willwork
Global Event Services

RUSH
Exhibit Materials
DO NOT DELAY

DIRECT SHIPMENT

2023 CAI Annual Conference & Exposition _____

Exhibiting Company Name _____

Booth Number _____

Exhibiting Company Name _____

C/O Willwork Global Event Services
Rosen Plaza Hotel
Hall A
9700 International Drive
Orlando, FL 32819

First day of freight acceptance Wednesday May 17 @ 8am. Any freight delivered before this date will be refused by the hotel. (Receiving: 8:00 AM - 3:30 PM Only)

Piece _____ of _____ total pices

Willwork
Global Event Services

RUSH
Exhibit Materials
DO NOT DELAY

DIRECT SHIPMENT

2023 CAI Annual Conference & Exposition _____

Exhibiting Company Name _____

Booth Number _____

Exhibiting Company Name _____

C/O Willwork Global Event Services
Rosen Plaza Hotel
Hall A
9700 International Drive
Orlando, FL 32819

First day of freight acceptance Wednesday May 17 @ 8am. Any freight delivered before this date will be refused by the hotel. (Receiving: 8:00 AM - 3:30 PM Only)

Piece _____ of _____ total pices

The following labels have been created for your convenience. Please place at least one label on each piece of your shipment to ensure smooth processing. If you need more labels this page may be duplicated.

OUTBOUND MATERIAL HANDLING AGREEMENT & SHIPPING LABEL REQUEST FORM

Every outbound shipment will require a Material Handling Agreement and shipping labels. Willwork would be happy to prepare these for you in advance and deliver them to your booth prior to show close.

Once your booth is packed and ready to be picked up from the show by the carrier of your choice. Please:

- Verify that the shipping information provided on the pre-printed Material Handling Agreement is still correct
- Itemize the pieces that you are shipping on the Material Handling Agreement
- Return the Material Handling Agreement to the Willwork Service Desk for validation
- Retain your verified copy of the Material Handling Agreement for your files

To take advantage of this time-saving service, please complete and return this form by emailing exhibitorservices@willwork.com.

Ship to:

Company Name: _____

Delivery Address: _____

City: _____ State: _____ Zip Code: _____

Bill to:

Same as above

Company Name: _____

ATTN: _____ Phone number: _____

Delivery Address: _____

City: _____ State: _____ Zip Code: _____

Carrier:

YRC

Other Carrier

Recommend show carrier.

Carrier Name: _____

You're responsible for making arrangements with your carrier
Driver check-in deadline: Friday, May 19 6:00 p.m.

***If shipping with FED-EX or UPS, please make your own arrangements.**

Number of labels needed: _____

POV / CARTLOAD SERVICE RATE SCHEDULE

Contact Name: _____ Email: _____

Company Name: _____ Booth Number: _____

Phone Number: _____ Fax: _____

Please Note: A Credit Card must be on file to ensure payment for your order. No goods or services will be rendered without a credit card accompanying this order. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Please visit the Willwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

Rate Schedule

- \$106.09 per cart on move in (one way)
- \$116.70 per cart on move out (one way)
- \$206.88 per cart for round trip services



Sedan



SUV



Van



Small Pickup

Please Note: There is a 200 lb maximum for the cartload service. Anything over 200 lbs, will need to be checked in through the main dock and standard material handling rates will apply.

EXHIBITOR APPOINTED CONTRACTOR

Deadline: Friday, March 31, 2023

Booth Number: _____

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

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Willwork Global Event Services no later than Friday, March 31, 2023. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors of its lease with the Rosen Plaza Hotel. For services such as electrical, plumbing, telephone, drayage, rigging, and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Willwork Global Event Services with Certificates of Insurance naming Willwork Global Event Services, 2023 CAI Annual Conference & Exposition and the Hilton Anatole as additional insured's at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Willwork Global Event Services to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by Friday, March 31, 2023, your nonofficial contractor will be allowed to supervise only. All labor must then be hired from Willwork Global Event Services for installation and dismantling of the exhibit. There are NO exceptions after the deadline date.

Only original documents are accepted, no photocopies.

EAC Company Name: _____ Contact Person: _____

Service to be provided: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Exhibiting Company Name: _____ Booth No.: _____

Is this company authorized to order services on your behalf? Yes No

EXHIBITOR APPOINTED CONTRACTOR

Deadline: Friday, March 31, 2023

Booth Number: _____

LIMITS OF LIABILITY AND RESPONSIBILITY

Additional Holders:

Willwork Global Event services
7500 Exchange Drive
Orlando, FL 32809

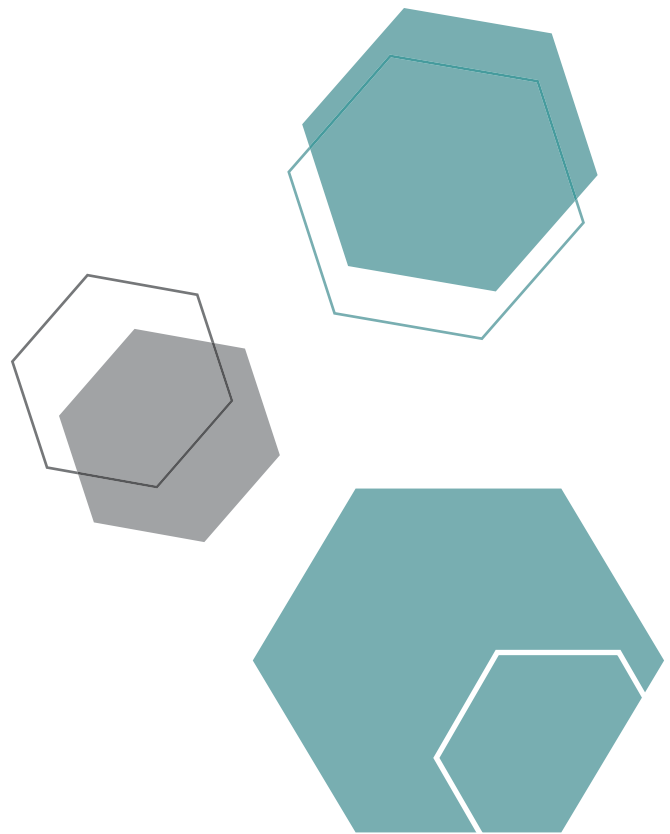
Please have all verbiage below on COI:

- Show name with date and location
- Exhibitor name and booth number
- Willwork Global Event Services, Show Name, and venue need to be included as additional insured, as required by the written contract.

Submit to:

Willwork Global Event services
7500 Exchange Drive
Orlando, FL 32809
Exhibitorservices@willwork.com

Deadline to submit EAC & COI: Friday March 31, 2023.



EXHIBITOR SAFETY & SECURITY

EXHIBITOR SAFETY

- ☒ Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Willwork cannot be responsible for injuries, falls or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor on the Willwork Order Form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.
- ☒ All Exhibitors must set up their displays within their booth boundaries. Booths extending into the aisle are subject to Fire Marshal jurisdiction and an Exhibitor may be fined for aisle encroachment. The booth sizes stated are outside measurements. Allow a six inch leeway when installing hardwall displays.
- ☒ Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
- ☒ Booth construction must conform to applicable building codes including electrical, plumbing, etc. All work carried out on booths on site must conform to facility regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information. In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit, so be sure to familiarize yourself with the layout of the facility.
- ☒ Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move in and move out.

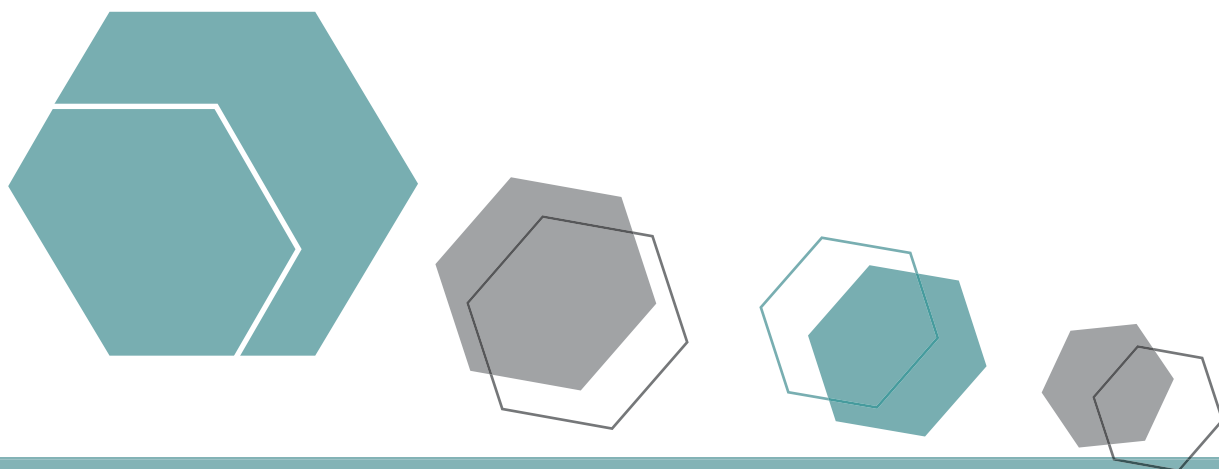
EXHIBITOR SECURITY

- ☒ Do not assume the exhibit hall is secure. Each Exhibitor must take responsibility for the security of all the items in his or her booth. Willwork, 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.

EXHIBITOR SAFETY & SECURITY

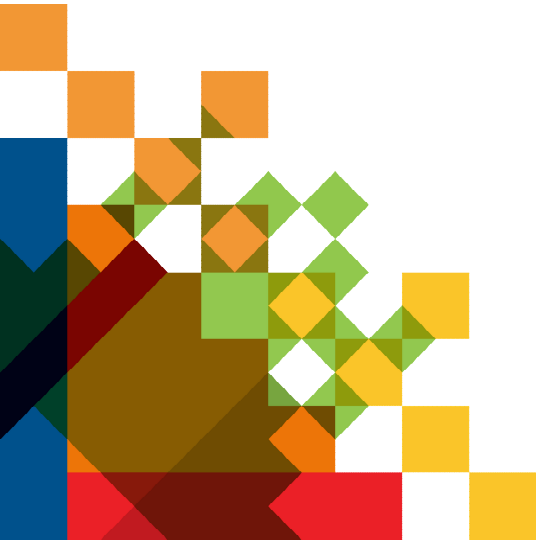
EXHIBITOR SECURITY

- ☒ 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. We also recommend that the shipping containers are not marked ‘PLASMA SCREEN’.
- ☒ Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- ☒ Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- ☒ Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- ☒ Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- ☒ Never store items in containers marked “Empty”.
- ☒ Show Management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee Exhibitors against loss. Nor does it imply an assumption of liability for an Exhibitor’s property by Willwork, Show Management, or their agents.
- ☒ **INSURE YOUR BOOTH!** Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy





CAI 2023 Annual Conference & Exposition
Exhibitor Kit



Easy Ordering

As the exclusive Technology Provider of **Power, HSIA, Rigging and Truss (flown and ground supported)** at the Hilton Anatole, 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](#) and select 'I am planning an exhibit booth'

Step 2

Browse our technology catalog

Step 3

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

* **EventNow Online Ordering 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.

EventNowSM

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of **Power, HSIA, Rigging and Truss (flown and ground supported)** at the Hilton Anatole. 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 and cables)
- PC Based Laptops
- Various Audio Packages
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power Packages
- Internet Connectivity Packages (Wired & Wi-Fi)

NEED RIGGING or TRUSS

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:

Gery McClendon
Sales Manager
gery.mcclendon@encoreglobal.com
O +1 214-761-5832 | M +1 817-614-3862

Audio Visual Partners, Inc.

5075 Forsyth Commerce Road

Orlando, FL 32807

Tel: 321-689-7251

Contact: Steve Roberts/ Exhibit Sales

Email: Steve@avpusa.com

"Your local resource for ALL your display needs!"**CAI Annual Conference and Expo**

May 17-19, 2023

Hilton Anatole

Dallas, TX

EXHIBITOR RENTAL ORDER FORM

DATA DISPLAY EQUIPMENT	QTY	"SHOW" RATE	TOTAL
20" LED Monitor (16:9 Aspect Ratio/ 1920x1080)	_____	\$175.00	_____
32" LED Monitor (16:9 Aspect Ratio/ 1920x1080)	_____	\$300.00	_____
46" LED Monitor (16:9 Aspect Ratio/ 1920x1080)	_____	\$425.00	_____
55" LED Monitor (16:9 Aspect Ratio/ 1920x1080)	_____	\$600.00	_____
65" LED Monitor (16:9 Aspect Ratio/ 1920x1080)	_____	\$725.00	_____
Dual Post Floor Stand for Plasma/LCD	_____	\$100.00	_____
Shelf for Dual Post Floor Stand	_____	\$25.00	_____

AUDIO EQUIPMENT	QTY	"SHOW" RATE	TOTAL
Wireless Microphone (Handheld/Lav,Headset)	_____	\$250.00	_____
Small Powered Speaker	_____	\$125.00	_____
Medium Powered Speaker	_____	\$165.00	_____
Small Audio Mixer	_____	\$75.00	_____

VIDEO EQUIPMENT	QTY	"SHOW" RATE	TOTAL
Digital Media Player	_____	\$125.00	_____
54" Roll Cart w/ skirt	_____	\$75.00	_____
3000 Lumen LCD Projector	_____	\$450.00	_____

COMPUTER SYSTEMS & PERIPHERALS	QTY	"SHOW" RATE	TOTAL
PC Laptop	_____	\$250.00	_____
MAC Laptop	_____	\$300.00	_____

*** All prices listed are for the entire show and include Setup and Strike***

We also have a full line of Audio and Video equipment. Please call for additional equipment rental needs !

ORDERING INFORMATION

* Payment is due prior to show

* All prices include setup and strike

* LED monitors include HDMI cable, AC extension/powerstrip

* You will receive a confirmation of your order

* Technical assistance is just a phone call away

* Client must be on site at time of delivery. Any re-attempted deliveries after set delivery time will result in an additional delivery charge

*Total Equipment**DeliveryPickup**6.25% Sales Tax***TOTAL DUE**

\$150.00

****Drayage,Riggers,Carpenters, Electricians, or any applicable union charges will be billed directly to the exhibitor******CUSTOMER INFORMATION**

Delivery Date: _____ Delivery Time: _____ Pickup Date: _____ Pickup Time: _____

Exhibitor /Company Name: _____ Booth Number: _____

OnSite Contact: _____ Phone Number: _____

Address: _____ City/State/Zip: _____

Credit Card #: _____ CVV Code: _____ Exp: _____

Cardholders Billing Zip Code: _____ Cardholders Signature: _____

Email Address: _____

EMAIL Completed Form to steve@avpusa.com



Exhibit Services

Reliable trade show shipping services



YRC
FREIGHT



The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com
- Specialized Brokerage services designed specifically for cross-border trade show shipping needs

* Subject to applicable Tariffs and Rules and Conditions publications.

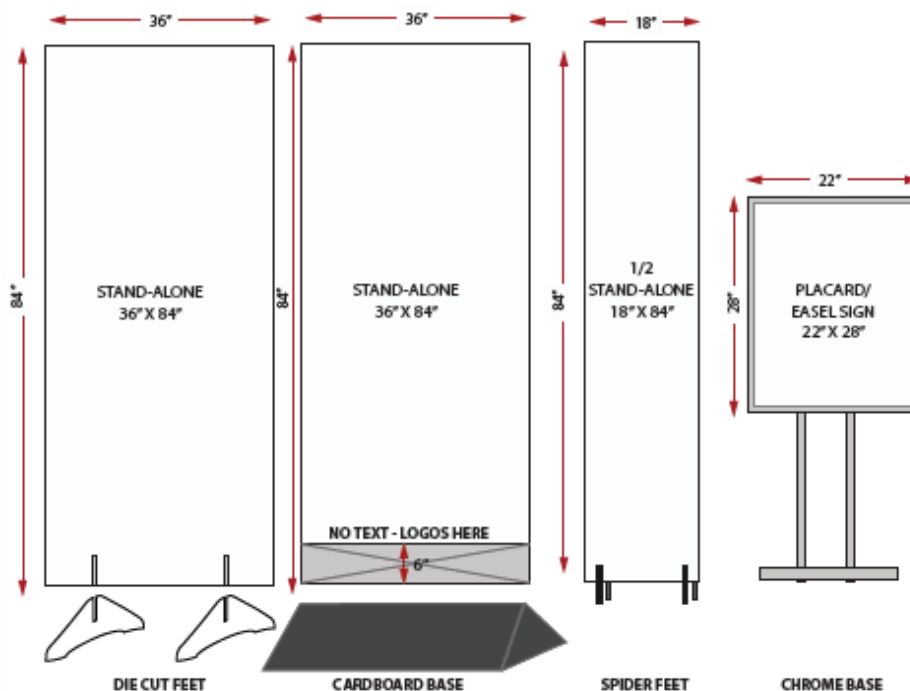
yrcfreight.com | 800.531.EXPO (3976) |  Live Chat



GRAPHIC SPECS & ART GUIDELINES

GUIDE

- ☒ **Acceptable File Formats - Editable PDF files (Hi Quality Print), EPS or Illustrator (Ai) files.**
- ☒ **Color - All files are printed in CMYK format. Please provide CMYK percentages.**
- ☒ **Embed Graphics - It is preferable to embed all art in the files. If you do not, please be sure to include all supporting art (fonts, linked images, vector art)**
- ☒ **Font Specifications - MUST be outlined. In Illustrator, select All (ctrl A) Go to Type > Create Outlines (or include fonts and linked images with uploaded print ready files).**
- ☒ **Graphic Elements - Keep type, and critical information (logos) at least 2 inches from all edges of the nished graphic.**
- ☒ **No Bleeds or Crop Marks - Create all graphics to specic dimensions. Please do not extend art over the artboards. We print directly to substrate and cut to exact dimensions (no white borders).**
- ☒ **Resolution - All raster files (hi-res photos) must be at 150-200 pixels per inch at 100%.**
- ☒ **Specify - Substrates, single or double-sided, quantities, grommets or pole pockets on banners.**
- ☒ **Stand-Alones (36" x 84") - Please keep all logos, type, and critical information at least 6 inches from bottom of the nished graphic to allow for base support.**
- ☒ **Vector - (outlined) art is always preferred because it will not pixelate if enlarged.**



THANK YOU



(774) 568-5425

exhibitorservices@willwork.com

www.willwork.com