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(O) 714-985-1480 (E) anaheim@edlen.com
- ♦ **Internet** must be ordered directly through the Official Vendor – **Smart City**
(O) 888-446-6911 (E) customerservice@smartcitynetwork.com
- ♦ **Audio Visual** must be ordered directly through the Official Vendor – **4Productions**
(O) 774-568-5400 (E) orders@4productions.com

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6 , 2022

WELCOME LETTER

Dear Exhibitor:

Willwork is pleased to have been chosen to serve as your Official Service Contractor for Potato Expo 2022 to be held at the Anaheim Convention Center from January 5 – 6, 2022. 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, December 17, 2021**. 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) 407-438-7480 (E) Orlando@willwork.com

For assistance with ordering **Electrical & Compressed Air**, please contact **Edlen**:

(O) 714-985-1480 (E) anaheim@edlen.com

For assistance with ordering **Internet**, please contact **Smart City**:

(O) 888-446-6911 (E) customerservice@smartcitynetwork.com

For assistance with ordering **Audio Visual**, please contact **4Productions**:

(O) 774-568-5400 (E) orders@4productions.com

As we work toward the production of Potato Expo 2022 in January, rest assured we are taking the necessary precautions to deliver the same high-quality service you've come to expect from Willwork without jeopardizing anyone's well being.

To that end, we are monitoring the COVID-19 situation on a daily basis. We take our guidance from and follow the recommendations of the World Health Organization, the Centers for Disease Control, as well as state and local governments.

Please refer to our website www.willwork.com for the most current updates on how Willwork is handling this evolving situation.

Thank you and we look forward to working with you to help make Potato Expo 2022 a tremendous success.

Sincerely,

Willwork Global Event Services (Willwork)

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.

Protect Yourself from **VIRUSES & BACTERIA**



WASH YOUR HANDS

frequently with soap and water for at least 20 seconds



USE HAND SANITIZER

with minimum 91% alcohol when you cannot wash your hands



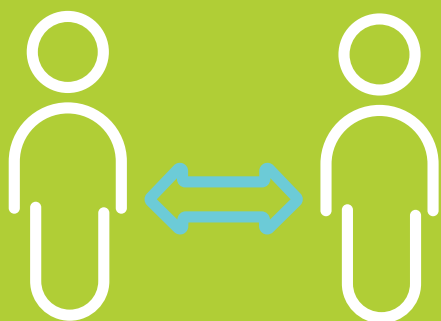
AVOID CONTACT

with people who are unwell



COUGH OR SNEEZE INTO TISSUES

and dispose – If you don't have tissue, cough or sneeze into your elbow



MAINTAIN PROPER SOCIAL DISTANCING

Current guideline is 6+ feet



WEAR A MASK

in crowded areas where social distancing may be difficult



GENERAL INFORMATION

LOCATION & DATES

Show Location(s): **Anaheim Convention Center North
North Level 100
800 W. Katella Avenue
Anaheim, CA 92802**

Show Dates: **January 5 – 6, 2022**

EXHIBITOR MOVE - IN

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

Tuesday, January 4, 2022 **11:00 AM – 6:00 PM**

Wednesday, January 5, 2022 **8:00 AM – 10:00 AM**

SHOW HOURS

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

Wednesday, January 5, 2022 **11:00 AM – 6:30 PM**

Thursday, January 6, 2022 **9:00 AM – 5:00 PM**

EXHIBITOR MOVE - OUT

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

Thursday, January 6, 2022 **5:00 PM – 10:00 PM**

Friday, January 7, 2022 **8:00 AM - 12:00 PM**

NOTE: From 5:00-6:00pm the Expo Hall will be turned into a construction site while the carpeting is prepped with Visqueen. EVERYONE MUST be out of the aisles until 6:00 PM.

Exhibitors who have stored their Empties within their booth area can begin tear-down at 5:00 PM ... keeping in mind to stay out of the aisles.

Exhibitors who have stored their Empties with Willwork ... please plan on those items being returned between 6:30-7:30pm.

Outside carriers must be checked in with the Willwork Dock Supervisor at the ACC North by 9:30 AM on Friday, January 7, 2022. Official re-route time is Friday, January 7, 2022 at 9:30 AM. Please see the Move-Out Information sheet in this manual for more details about move-out.

STANDARD BOOTH EQUIPMENT

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

- 8' Backwall Drape: Navy Blue/ White/ White/ 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 Exhibit Hall is carpeted in a multi-colored pattern.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

GENERAL INFORMATION

ADVANCE SHIPPING

Advance shipping begins on Monday, November 29, 2021 at 8:00 AM and ends on Wednesday, December 29, 2021 at 3:30 PM. **PLEASE NOTE THE ADVANCED WAREHOUSE WILL BE CLOSED ON NOVEMBER 25 & 26, DECEMBER 23 & 24 & 31**

Advance shipping address:

Potato Expo 2022
(Exhibitor Name & Exhibitor Booth #)
YRC Freight c/o Willwork
700 N. Eckhoff St.
Orange, CA 92868

Contact: Event Services
Phone: (407) 438-7480
Email: Orlando@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 booth.

DIRECT SHIPPING

Willwork will be on site to receive direct shipments to the Anaheim Convention Center - NORTH on Tuesday, January 4, 2022 from 8:00 AM – 4:30 PM ONLY.

The ACC North prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space or personnel. If you choose to ship to ACC North and your shipment arrives prior to Tuesday, January 4, 2022 at 8:00 AM you may incur a receiving charge by ACC North AND a receiving charge from Willwork.

Direct shipping address:

Anaheim Convention Center - NORTH
C/O Willwork – North Level 100
Potato Expo 2022
(Exhibitor Name & Exhibitor Booth #)
800 West Katella Ave
Anaheim, CA 92802

Shipments received on site before or after the published Direct shipping day/time will incur an off-target surcharge of 40%.

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 Anaheim Convention Center North 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, December 17, 2021

For more information, please call us at 407-438-7480, or email us at Orlando@willwork.com.

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.



ORDERING PROCEDURES & HELPFUL HINTS

The ordering process for services provided by Willwork consists of several forms. Please complete the parts of each section that apply to your order and return the completed pages to Willwork 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, 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.

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 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 booth for show set up and from your booth 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.

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

Deadline to Submit: **Friday, December 17, 2021**

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 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 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 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:		Booth No:	

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6 , 2022

Deadline to Submit: *Friday, December 17, 2021*

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 ☐ Labor : ☐ Cleaning ☐ Material Handling (Round
 Trip) ☐ Furniture ☐ Carpet

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	3rd 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:		Booth No:	Exhibiting Company Name:		Booth No:
Email:			Email:		

For assistance, please call our Exhibitor Services Department at 407-438-7480; or
email Orlando@willwork.com.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

Deadline to Submit: **Friday, December 17, 2021**

STANDARD FURNISHING FORM

TABLES	QTY	DISC. RATE	STANDARD RATE	TOTAL
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**RENTAL PRICE INCLUDES DELIVERY &
REMOVAL FROM BOOTH FOR WHOLE SHOW.**

DRAPED DISPLAY TABLES

Draping includes white vinyl top & 3 sides
choose table size & color

30" High

Circle Color: Blue | Black | Burgundy | Green | Gray | Red | White

2' x 4' x 30"	()	\$174.64	\$227.03	
2' x 6' x 30"	()	\$220.82	\$287.07	
2' x 8' x 30"	()	\$245.75	\$319.48	
4th side of table draped	()	\$62.92	\$81.80	

42" High

2' x 4' x 42"	()	\$212.51	\$276.26	
2' x 6' x 42"	()	\$225.87	\$293.63	
2' x 8' x 42"	()	\$278.99	\$362.69	
4th side of table draped	()	\$73.61	\$95.69	

UNDRAPED DISPLAY TABLES

30" High

2' x 4' x 30"	()	\$71.23	\$92.60	
2' x 6' x 30"	()	\$87.85	\$114.21	
2' x 8' x 30"	()	\$110.41	\$143.53	

42" High

2' x 4' x 42"	()	\$97.35	\$126.56	
2' x 6' x 42"	()	\$113.97	\$148.16	
2' x 8' x 42"	()	\$136.53	\$177.49	

RISERS (white vinyl)

4' One Step	()	\$70.04	\$91.05	
6' One Step	()	\$86.67	\$112.67	

SEATING	QTY	DISC. RATE	STD. RATE	TOTAL
Side Chair	()	\$87.26	\$113.44	
Upholstered Bar Stool w/ Back	()	\$168.27	\$218.75	

ACCESSORIES	QTY	DISC. RATE	STD. RATE	TOTAL
30"high x 30" D Cocktail Round	()	\$205.68	\$267.85	
42"high x 30" D Cocktail Round	()	\$235.60	\$306.28	
Wastebasket	()	\$27.43	\$35.66	
Easel	()	\$52.35	\$68.06	
Bag Rack	()	\$134.63	\$175.02	
Fishbowl	()	\$36.15	\$47.00	
Chrome Sign Frame (22" x 28")	()	\$162.06	\$210.68	
5 Pocket Literature Stand	()	\$180.75	\$234.98	
3 Section Literature Pocket	()	\$77.29	\$100.48	
Single Sheet Literature Holder	()	\$39.89	\$51.87	
8'H Drapery / per linear ft 4'min*	()	\$15.75	\$20.48	

***Circle Color:**

Blue - Black - Burgundy - Hunter Green - Grey - Red - White

Sub Total: \$
7.75% Rental Tax: \$
TOTAL \$

PAYMENT POLICY: Payment in full for rental charges, including applicable tax, must accompany advance order and must be received by deadline date in order to qualify for discount rates. All orders placed at the Service Desk will be charges at standard 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.

Please print or type information below:

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

For assistance, please call our Exhibitor Services Department at 407-438-7480; or
email Orlando@willwork.com.

Willwork

Global Event Services

2021 Trade Show Furnishings

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





POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

Deadline to Submit: **Friday, December 17, 2021**

CARPET ORDER FORM

STANDARD CARPET	QTY	DISC.	STANDARD	TOTAL
13oz		RATE	RATE	

Price includes installation & taping front edge.

No guarantee of color match when ordering multiple carpets.

Circle Color: Blue | Charcoal Gray | Light Gray | Red | Green | Black

10' x 10'	()	\$353.00	\$459.00	
10' x 20'	()	\$706.00	\$917.80	
10' x 30'	()	\$1059.00	\$1376.70	
10' x 40'	()	\$1412.00	\$1835.56	

CUSTOM CARPET	DISC.	STANDARD	TOTAL
13oz Cut to Fit	RATE	RATE	
	per sq ft	per sq ft	

Circle Color: Blue | Charcoal Grey | Light Gray | Red | Green | Black

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft.	\$7.94	\$10.32	
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(100 sq ft minimum)

CARPET PADDING	DISC.	STANDARD	TOTAL
	RATE	RATE	

Price includes installation

BOOTH SIZE:

½" _____ ft. x _____ ft. = _____ sq ft.	\$1.85	\$2.41	
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1" _____ ft. x _____ ft. = _____ sq ft.	\$3.70	\$4.81	
---	--------	--------	--

(100 sq ft minimum)

VISQUEEN	DISC.	STANDARD	TOTAL
(poly covering)	RATE	RATE	

Price includes installation

BOOTH SIZE:

_____ ft. x _____ ft. = _____ sq ft.	\$0.85	\$1.11	
--------------------------------------	--------	--------	--

(100 sq ft minimum)

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 places at the Service Desk will be charged at standard rates.

No telephone orders are accepted.

Full payment must accompany order.

Total items ordered and enter on recap sheet/ payment form.

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.

Call 407-438-7480 for PREMIUM CARPET UPGRADES.

Sub Total: \$
7.75% Rental Tax: \$
TOTAL: \$

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth 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.

For assistance, please call our Exhibitor Services Department at 407-438-7480; or
email Orlando@willwork.com.



POTATO EXPO 2022
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Deadline to Submit: **Friday, December 17, 2021**

CARPET ORDER FORM

ALL VACUUMING, GENERAL CLEANING AND SHAMPOOING ORDERS ARE COMPUTED BASED ON THE GROSS SQUARE FOOTAGE OF YOUR BOOTH.

INDICATE YOUR REQUIREMENTS	Discount per sq foot	Standard per sq foot
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VACUUMING:

Daily Vacuuming	\$0.82	\$1.07
One-Time Only	\$0.88	\$1.15

Shampoo (available upon request)

PORTER SERVICE: (includes wastebaskets within the booth)

Daily Porter Service	\$0.57	\$0.74
One-Time Only	\$1.03	\$1.34

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. Check, Cash, Traveler's Checks, Visa, MasterCard and American Express are accepted.

BOOTH SIZE:

_____ ft. X _____ ft. = _____ Total Square Footage

Total Sq Ft _____ X _____ Rate X # of Days _____ = \$ _____

TOTAL \$ _____

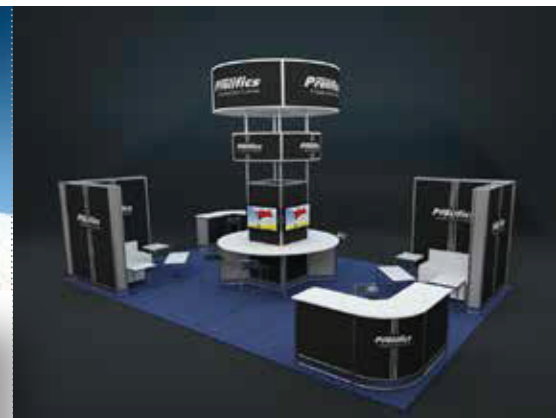
CANCELLATION POLICY: Items cancelled prior to move-in will be refunded 100%. Items cancelled after move-in begins will be charged 100% of the original price to cover labor involved.

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Booth 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.

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.



Willwork

Global Event Services



CONTACT US FOR CUSTOM EXHIBIT SOLUTIONS:
407-438-7480 | orlando@willwork.com





POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

Deadline to Submit: **Friday, December 17, 2021**

LABOR ORDER FORM

LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS

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

Discount Rate* Standard Rate*

Installation & Dismantle Labor

Straight Time - 8:00 AM to 4:30 PM - Monday thru Friday

\$ 149.00

\$ 208.60

Overtime - Before 8:00 AM and after 4:30 PM - Monday thru Friday, all day Saturday & Sunday

\$ 209.00

\$ 292.60

***Per Person/Per Hour**

One hour minimum per worker, thereafter, 1/2 hour increments.

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.

2 Carpenters required before Apprentice work can be requested.

Date	Start Time	No. of People	X	Approx. Hrs Per Person	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
Installation Labor										
			x		=		@		=	
			x		=		@		=	
			x		=		@		=	
Willwork Supervision										
Tax (0.0%)										N/A
Dismantle Labor										
			x		=		@		=	
			x		=		@		=	
			x		=		@		=	
Willwork Supervision										
Tax (0.0%)										N/A
Total										

Please check service required:

☐ **Willwork Supervision**

☐ **Exhibitor Supervision:**

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

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

If you are ordering Willwork Supervision, please complete the next page.

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 takedown than originally estimated.

CANCELLATION POLICY: Labor cancelled prior to move-in will be refunded 100%. Items cancelled 24 hours before move-in begins or after will be charged 100% of original price to cover labor scheduled costs.

Please print or type information below:

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

For assistance, please call our Exhibitor Services Department at 407-438-7480; or
email Orlando@willwork.com.



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JANUARY 5 – 6, 2022

Deadline to Submit: **Friday, December 17, 2021**

LABOR ORDER FORM

Please complete this form and return it to Willwork ONLY if you are hiring Willwork labor to set up and/or dismantle your display without supervision from your company.

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 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: _____

Comments: _____

In case of emergency, please call: _____

OUTBOUND SHIPPING INFORMATION

Please complete the OUTBOUND BILL OF LADING AND SHIPPING LABEL REQUEST FORM included in this manual and return it along with your order.

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:		Booth 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.

For assistance, please call our Exhibitor Services Department at 407-438-7480; or
email Orlando@willwork.com.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

Deadline to Submit: **Friday, December 17, 2021**

FORKLIFT LABOR ORDER FORM

EXHIBITORS REQUIRING FORKLIFTS TO ASSEMBLE DISPLAYS OR WHEN UNCRATING, UNSKIDDING, POSITIONING, AND RESKIDDING EQUIPMENT AND MACHINERY WILL NEED TO ESTIMATE THEIR NEEDS BELOW. A FORKLIFT IS REQUIRED FOR MOVING EQUIPMENT OR MATERIALS WEIGHING 200 POUNDS OR MORE. IF YOU REQUIRE A FORKLIFT, A CREW WILL BE ASSIGNED CONSISTING OF A FORKLIFT WITH AN OPERATOR. IF YOU DO NOT REQUIRE A FORKLIFT, ORDER THE NUMBER OF LABORERS REQUIRED.

ONE HOUR MINIMUM ON LIFT ORDERS

NUMBER	TYPE OF LABOR	Straight Time	Overtime
<input type="text"/>	Forklift – 5000 lb. capacity w/operator	\$299.00 Disc./ \$358.60	\$359.60 Disc./ \$442.60 per hour

Any materials that are heavier than 5000lb, please contact Willwork for a quote.

ADDITIONAL CREW LABOR

<input type="text"/>	Laborer	\$149.00 Disc/ \$208.60	\$209.00 Disc./ \$ 292.60 per hour
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	# OF FORKLIFTS (W/OPERATORS)	WEIGHT OF HEAVIEST PIECE	# OF HELPERS	DATE	TIME	APPROX. HOURS
INSTALL						
DISMANTLE						

STRAIGHT TIME: MONDAY THROUGH FRIDAY, 8:00AM TO 4:30PM

TOTAL: \$ _____
Carry this Total to Order Recap Page

OVERTIME: BEFORE 8:00 AM AND AFTER 4:30 PM MONDAY – FRIDAY AND ALL DAY SATURDAY

The minimum charge for labor and equipment is one (1) hour per laborer and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. Equipment and labor cancelled without 24 hour notice will be charged a one (1) hour cancellation fee per worker and forklift. Gratuities in any form, including cash, gifts, or labor hours for work actually performed are prohibited by Willwork. All rates are subject to change if necessitated by increased labor and material costs. If Exhibitor fails to use the laborers and equipment at the time confirmed, a one-hour "No-Show" charge per laborer and forklift will apply.

About Your Order

Starting times can be guaranteed only when labor is requested for 8 AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the Willwork Service Desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the Willwork Service Desk and approve the work order.

Please print or type information below:

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:	Booth 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 adjustments will be made after the close of the show.

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email
Orlando@willwork.com.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

Deadline to Submit: **Friday, December 17, 2021**

RIGGING LABOR ORDER FORM

RATES FOR HANGING NON-ELECTRICAL SIGNS- 200lbs OR LESS

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

Discount Rate* Standard Rate*

Hanging Sign Install and Dismantle Labor

Straight Time - 8:00 AM to 4:30 PM - Monday thru Friday \$ 548.00 \$ 667.20
Overtime - Before 8:00 AM and after 4:30 PM - Monday thru Friday, all day Saturday & Sunday \$ 668.00 \$ 835.20

*Per Person/Per Hour

One hour minimum per worker, thereafter, 1/2 hour increments.

If Sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time & Material basis.

High Lift & Carpenters two (2) man crew required

ALL HANGING SIGNS MUST CONFORM TO SHOW MANAGEMENT AND FACILITY REGULATIONS PRIOR TO HANGING.

Willwork and Facility Management reserve the right to assemble, install, and dismantle "Hanging Signs", nonelectrical, with approved devices and type of cable to safely hang sign.

Complete plans must be provided and forwarded to Willwork together with the completed Rigging Labor Order Form.

Date	Start Time	No. of Crews	X	Approx. Hrs Per Crew	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
Hanging Sign Installation Labor										
			X		=		@		=	
Hanging Sign Dismantle Labor										
			X		=		@		=	
										TOTAL \$

The following information is required for accurate hanging of your sign:

Description of Sign Banner:

☐ Cloth/Vinyl ☐ Wood ☐ Metal

☐ One-sided ☐ Two-sided ☐ Pockets ☐ Grommets

☐ Other: _____

Shape:

☐ Square ☐ Rectangle ☐ Triangle ☐ Circular

☐ Other: _____

Dimensions:

Height: _____ Width: _____ Length: _____

Approximate weight: _____

Please print or type information below:

Contact Name:	Email:
Telephone:	Fax:
Exhibiting Company Name:	Booth 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 adjustments will be made after the close of the show.

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POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

FREIGHT RATES & SHIPPING INSTRUCTIONS

Willwork 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 & Booth Number) YRC Freight C/O Willwork – Potato Expo 2022 700 N. Eckhoff St. Orange, CA 92868 <i>MUST DELIVER BETWEEN Monday, November 29, 2021 and Wednesday, December 29, 2021 from 8:00 AM – 3:30 PM weekdays.</i>	Anaheim Convention Center North C/O Willwork – North Level 100 Potato Expo 2022 (Exhibitor Name & Exhibitor Booth #) 800 West Katella Ave Anaheim, CA 92802 <i>MUST DELIVER Tuesday, January 4, 2022 from 8:00 AM – 4:30 PM ONLY.</i>

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 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.

Advance Shipments to Warehouse - 200 Lb. Minimum charge per shipment

- Shipments must arrive on or before Wednesday, December 29, 2021 at 3:30 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 \$115.00 per 100 lbs. = \$_____

Uncrated/Special HandlingWeight_____ cwt x \$161.00 per 100 lbs. = \$_____

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

- Shipments must arrive *Tuesday, January 4, 2022 from 8:00 AM – 4:30 PM ONLY.*
- All freight handled on Overtime is subject to a surcharge of 40% on each occurrence.
- ***The Anaheim Convention Center North prefers NOT TO RECEIVE exhibitor materials as they do not have sufficient storage space or personnel. If you choose to ship to the Anaheim Convention Center North, and your shipment arrives prior to Tuesday, January 4, 2022 at 8:00 AM, you may incur a receiving charge by the Anaheim Convention Center North AND a receiving charge from Willwork.***

Crated MaterialsWeight_____ cwt x \$110.00 per 100 lbs. = \$_____

Uncrated/Special Handling.....Weight_____ cwt x \$154.00 per 100 lbs. = \$_____

Small Packages – 30 Lb. Maximum Weight for Entire Shipment

First Small PackageWeight_____ @ \$30.00 first pkg = \$_____

Additional Small Packages on same shipment Weight_____ @ \$15.00 per add'l pkg = \$_____

- **Large Machines – (Washers, Sorters, Packers, etc.)** that arrive direct to the facility and can be unloaded from an Over the Road Trailer, Trailer, or Flatbed Trailer will be charged a Flat Fee of \$3,000.

For assistance, please call our Exhibitor Services Department at 407-438-7480; or
email Orlando@willwork.com.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

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 30 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 booth.
- C. 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. 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 booth 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 booth: For freight left in booth 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 407-438-7480; or email Orlando@willwork.com.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

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:

\$149.00 ST / \$209.00 OT per cartload on move in (one way)

\$149.00 ST / \$209.00 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 Anaheim Convention Center North, 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 booth. 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.

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

ACCESSIBLE STORAGE ORDER FORM

1. Accessible Storage Rate: Willwork will charge \$145.00 for storage of one (1) skid or cage. Each additional skid or cage is \$85.00. This charge is for the space only; it does not include labor for pick-up and delivery (see labor rates below).
2. If you would like to have dry items removed from your booth space and placed into accessible storage, please order DRY STORAGE below. When you are ready to have your materials moved into or out of storage, please advise the Willwork Event Specialist at the onsite Service Desk. A labor charge will apply.

LABOR RATES FOR ACCESSIBLE STORAGE

One Hour Minimum, Per Worker, Per Trip

Straight Time (8:00 AM – 4:30 PM Mon. through Fri.): **\$149.00 per person, per hour**

Over Time (Before 8:00 AM and After 4:30 PM, Mon. – Fri. and All Day Sat., Sun., and Holidays) **\$209.00 per person, per hour**

Fork Lift (5,000 lb. Capacity) **\$150.00 per hour**

Please indicate the type of storage you will require below:

☐ **DRY STORAGE**

Please indicate the quantity of each packaging type below:

_____ **Skid** _____ **Cage** _____ **Carton/Box** _____ **Miscellaneous**

Please print or type information below:

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

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.



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.

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.

Anaheim Convention Center North prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space or personnel. If you choose to ship to the Anaheim Convention Center North, and your shipment arrives prior to Tuesday, January 4, 2022 at 8:00 AM, you may incur a receiving charge by the Anaheim Convention Center North AND a receiving charge from Willwork. Willwork strongly advises that exhibitors ship all exhibit materials directly to the advance warehouse.

Contact Name:	Email:	
Telephone:	Fax:	
Exhibiting Company Name:		Booth 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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FREIGHT FAQs & HANDLING HINTS

Delivery of your Bills of Lading to Willwork does not signify that Willwork 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.

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.

Can I carry my own materials to my booth? – 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 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 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 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 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 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 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

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.

ADVANCE SHIPPING LABEL		ADVANCE SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small> <u>Potato Expo 2022</u> _____ <small>BOOTH NUMBER</small> YRC Freight c/o Willwork 700 N. Eckhoff St. Orange, CA 92868 <i>MUST BE RECEIVED BY: Wednesday, December 29, 2021.</i> Number _____ of _____ pieces <div style="float: right; border: 1px solid black; padding: 2px; text-align: center;"> Willwork <small>Global Event Services</small> </div>		TO: _____ <small>EXHIBITING COMPANY</small> <u>Potato Expo 2022</u> _____ <small>BOOTH NUMBER</small> YRC Freight c/o Willwork 700 N. Eckhoff St. Orange, CA 92868 <i>MUST BE RECEIVED BY: Wednesday, December 29, 2021.</i> Number _____ of _____ pieces <div style="float: right; border: 1px solid black; padding: 2px; text-align: center;"> Willwork <small>Global Event Services</small> </div>	

ADVANCE SHIPPING LABEL		ADVANCE SHIPPING LABEL	
FROM:		FROM:	
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For assistance, please call our Exhibitor Services Department at 407-438-7480; or
email Orlando@willwork.com.

DIRECT SHIPPING LABEL		DIRECT SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small> <u>Potato Expo 2022</u> _____ <small>BOOTH NUMBER</small> Anaheim Convention Center North C/O Willwork – North Level 100 800 West Katella Ave Anaheim, CA 92802 <small>Shipments must arrive Tuesday, January 4, 2022 from Times ONLY.</small> Number _____ of _____ pieces		TO: _____ <small>EXHIBITING COMPANY</small> <u>Potato Expo 2022</u> _____ <small>BOOTH NUMBER</small> Anaheim Convention Center North C/O Willwork – North Level 100 800 West Katella Ave Anaheim, CA 92802 <small>Shipments must arrive Tuesday, January 4, 2022 from Times ONLY.</small> Number _____ of _____ pieces	
			

DIRECT SHIPPING LABEL		DIRECT SHIPPING LABEL	
FROM:		FROM:	
TO: _____ <small>EXHIBITING COMPANY</small> <u>Potato Expo 2022</u> _____ <small>BOOTH NUMBER</small> Anaheim Convention Center North C/O Willwork – North Level 100 800 West Katella Ave Anaheim, CA 92802 <small>Shipments must arrive Tuesday, January 4, 2022 from Times ONLY.</small> Number _____ of _____ pieces		TO: _____ <small>EXHIBITING COMPANY</small> <u>Potato Expo 2022</u> _____ <small>BOOTH NUMBER</small> Anaheim Convention Center North C/O Willwork – North Level 100 800 West Katella Ave Anaheim, CA 92802 <small>Shipments must arrive Tuesday, January 4, 2022 from Times ONLY.</small> Number _____ of _____ pieces	
			

For assistance, please call our Exhibitor Services Department at 407-438-7480; or
 email Orlando@willwork.com.



Exhibit Services

Reliable trade show shipping services





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





POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6 , 2022

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 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:

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 (orlando@willwork.com) or fax (407)438-7481.

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:

☐ WILLWORK

No need to schedule ahead
Charges will appear on your
Willwork Invoice

☐ YRC

Recommend
Show Carrier

☐ OTHER CARRIER*

Carrier Name _____
(You are responsible for making arrangements
with your own carrier)

**Driver check in deadline is
Thursday, January 6, 2022 at 9:30 PM.**

****If shipping with FED-EX or UPS, please make your own arrangements with the Anaheim Convention Center North Business Center.***

NUMBER OF LABELS NEEDED: _____

Please print or type information below:

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

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.



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 faxed to the Orlando office (407)438-7481, or emailed to the Orlando office at Orlando@willwork.com.

CALCULATION OF ORDERS (total from each **Willwork** order form):

STANDARD FURNISHINGS ORDER FORM	\$
CARPET ORDER FORM	\$
CARPET CLEANING ORDER FORM	\$
LABOR ORDER FORM	\$
FREIGHT WORKSHEET	\$
OTHER WILLWORK SERVICES (AS QUOTED)	\$
Sub Total	\$
TOTAL DUE TO WILLWORK	\$

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:		Booth 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.

For assistance, please call our Exhibitor Services Department at 407-438-7480; or
 email Orlando@willwork.com.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6 , 2022

EXHIBITOR APPOINTED CONTRACTOR

Deadline to Submit: **Friday, December 3, 2021**

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of Union labor. Willwork Global Event Services, 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, December 3, 2021**. 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 Anaheim Convention Center. 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, Potato Expo 2022, and Anaheim Convention Center 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, December 3, 2021**, your non-official 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.

We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.

**ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Please print or type information below:

Event or Show:		
Exhibiting Company Name:		Email:
Contracting Company:		Booth #:
Contracting Company Address:		
City:	State:	ZIP:
Telephone:	Fax:	
Estimated Arrival to Show:	# of Workers:	
Authorized By:	Title:	

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6 , 2022

EXHIBITOR APPOINTED CONTRACTOR

Deadline to Submit: **Friday, December 3, 2021**

Certificate of Insurance (COI) Information

Additional Holder:

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 are included as additional insured as required by written contract."*

Submit to: Willwork Global Event Services

7500 Exchange Drive
Orlando, FL 32809
Orlando@willwork.com

Deadline to submit EAC & COI:

Friday, December 3, 2021

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.

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 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 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.

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 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. 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".
- **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.

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.



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 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 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 has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Willwork 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 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.



POTATO EXPO 2022
ANAHEIM CONVENTION CENTER
JANUARY 5 – 6, 2022

MOVE OUT INFORMATION

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

Thursday, January 6, 2022 at 5:00 PM -- Exhibitor Move-Out officially begins.

NOTE: From 5:00-6:00pm the Expo Hall will be turned into a construction site while the carpeting is prepped with Visqueen. EVERYONE MUST be out of the aisles until 6:00 PM. Exhibitors who have stored their Empties within their booth area can begin tear-down at 5:00 PM ... keeping in mind to stay out of the aisles. Exhibitors who have stored their Empties with Willwork ... please plan on those items being returned between 6:30-7:30pm.

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, January 7, 2022 at 9:30 AM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier must instruct drivers to check in at Anaheim Convention Center North. They will check in at the loading dock with the Willwork Dock Supervisor by **Friday, January 7, 2022 at 9:30 AM**. 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 Willwork Service Desk. 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 **9:30 AM on Friday, January 7, 2022**, Willwork 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, January 7, 2022 at 9:00 AM – Exhibits packed and Bills of Lading turned in to WILLWORK.

All Bills of Lading must be turned in to the Willwork Service Desk 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 Willwork Service Desk at your convenience. No Bills of Lading will be issued until your balance is paid in full.

Delivery of your Bills of Lading to Willwork does not signify that Willwork has assumed responsibility for your shipments. Once packed and ready to turn in your Bill of Lading, 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 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 Willwork Service Desk prior to move-out. Adjustments to your account will NOT be made beyond 45 days after show closing.

Friday, January 7, 2022 at 12:00 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.

For assistance, please call our Exhibitor Services Department at 407-438-7480; or email Orlando@willwork.com.

LIMITS OF LIABILITY

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 material 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. 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 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' 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.

Potato Expo 2022

January 5-6, 2022



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***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



INTERNET SERVICE CONTRACT ANAHEIM CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Contact Name:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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BASIC INTERNET, NOT FOR STREAMING		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 1 Private IP Address, Routers PROHIBITED and will not work						
1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for light Internet usage			\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]			\$185	\$220	\$255	
DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 5 Public IP Addresses, Routers SUPPORTED						
Dedicated 3 Mbps			\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps			\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps			\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps			\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps			\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses			\$995	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>						
INTERNET EQUIPMENT & LABOR		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports			\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e			\$50	\$62	\$74	
Labor / Floor Work – four lines per hour			\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility			\$500	\$500	\$500	
WIRELESS INTERNET , Full products catalog available online						
SPECIAL QUOTE , Attachment A or Statement of Work (if applicable)						

Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: <https://orders.smartcitynetworks.com>
Or fax order to (702) 943-6001

ORDER NOW ➔

Customer Number:

***INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN**



TELEPHONE & CABLE TV SERVICE CONTRACT

ANAHEIM CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name:	
Billing Company Name:		Show Start Date:		Show End Date:
Billing Company Address:		INCENTIVE ORDER DEADLINE: 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN		
City, State, Zip:		Country:	On-site Contact Name:	On-site Cell Number:
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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VOICE SERVICES, PBX Service – Domestic Long Distance Included		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance			\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line			\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument			\$465	\$575	\$690	
CABLE TV SERVICES		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Digital – Premium Cable TV Service			\$500	\$575	\$650	
A \$150 refundable deposit for each Digital Converter is required						
HDTV Cable TV Service			\$500	\$575	\$650	
A \$150 refundable deposit for each Cable Modem is required						
SPECIAL SERVICES		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Labor / Floor Work – four lines per hour			\$125	\$125	\$125	
Distance Fee for each Telephone line delivered outside the facility			\$100	\$100	\$100	
Distance Fee for each Cable TV line delivered outside the facility			\$500	\$500	\$500	
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)						
Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .				SUBTOTAL		
				ESTIMATED 10% TAX/FEES		
				GRAND TOTAL		

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: <https://orders.smartcitynetworks.com>
Or fax order to (702) 943-6001

ORDER NOW ➔

Customer Number:

WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show:	Booth/Room #:
Center: Orange County Convention Center	Customer / Ref #:	

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: <https://orders.smartcitynetworks.com>
Or fax order to (702) 943-6001

"COMMUNICATIONS" FLOORPLAN WORKSHEET

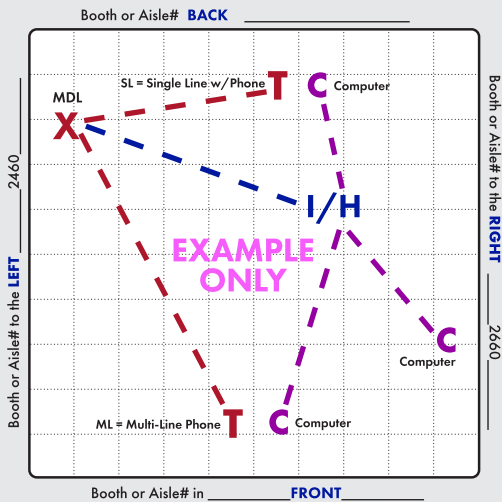
Company Name:

Show:

Booth/Room #:

Center: **Anaheim Convention Center**

Customer / Ref #:



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required.

Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft

SCALE: 1 BOX IS = TO _____ ft

BOOTH TYPE ☐ Island ☐ Inline

Booth or Aisle# **BACK** _____

Booth or Aisle# to the **LEFT** _____

Booth or Aisle# to the **RIGHT** _____

Booth or Aisle# in **FRONT** _____



You may reach us with questions at:

Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com

Order online at: <https://orders.smartcitynetworks.com>

Or fax order to (702) 943-6001



Potato Expo 2022

Anaheim CA

January 3 – 6, 2022

DISCOUNT DEADLINE: *DECEMBER 10, 2021*

15% FEE APPLIED AFTER DEADLINE AND FOR ALL ONSITE ORDERS

BOOTH NUMBER _____

QTY	Description	Price	Total
LED Displays			
	90" LED Monitor	\$1925.00	\$
	80" LED Monitor	\$1325.00	\$
	65" LED Monitor	\$675.00	\$
	60" LED Monitor	\$575.00	\$
	55" LED Monitor	\$475.00	\$
	48" LED Monitor	\$375.00	\$
	40" LED Monitor	\$275.00	\$
	32" LED Monitor	\$225.00	\$
	24" LED Monitor	\$125.00	\$
	Dual post floor stand	\$120.00	\$
	Dual post floor stand w/Shelf	\$140.00	\$

Computers / Printers			
	Lenovo Desktop Computer	\$450.00	\$
	Lenovo W540 Laptop: w/ office	\$195.00	\$
	Mac Book Pro 17"	\$250.00	\$
	Laser printer: HP 4200N 40PPM	\$125.00	\$
	Color Laser Printer	\$325.00	\$
	iPad Air 2	\$150.00	\$
	Wireless Keyboard and Mouse	\$40.00	\$

QTY	Description	Price	Total
Video Wall Displays			
	2.5mm BeMatrix LED tiles	\$225.00	\$
	3.1mm BeMatrix LED tiles	\$175.00	\$
	2.9mm LED tiles	\$ 195.00	\$
	3.9mm LED tiles	\$150.00	\$
	4.8mm LED tiles	\$125.00	\$

Touchscreens			
	32" Touchscreen	\$450.00	\$
	40" Touchscreen	\$550.00	\$
	48" Touchscreen	\$750.00	\$
	55" Touchscreen	\$950.00	\$
	65" Touchscreen	\$1350.00	\$

Audio			
	Wired Mic (SM58)	\$35.00	\$
	Single Channel wireless Mic	\$225.00	\$
	Dual Channel wireless Mic	\$450.00	\$
	Meyer MM4 Speakers	\$195.00	\$
	Powered speakers w/ stand (2)	\$220.00	\$
	Meyer UPM Speaker (each)	\$175.00	\$
	QSC touch mix 8 channel mixer	\$150.00	\$

Subtotal:	\$
Tax (8.25%):	
*Set-up:	\$
Total:	\$

- All listed rates are show rates (price covers entire run of the show).

***Set-up dates:** Please indicate date and time to have AV installed (2 hour window):

Date: _____ Time: _____

* Set-up / Delivery charges are \$150.00 or 20% of the total order, whichever is greater.

Please print or type information below:

Contact Name:	
Email:	
Telephone:	Fax:
Exhibiting Company Name:	Booth No:
Onsite Contact Name:	Onsite Contact Cell Phone:

CHARGE TO (check one) <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD	
Account Number:	Expiration Date:
Card Holders Name:	Card Holders Signature:
Card Billing Address:	
City:	State: ZIP:
Telephone:	Fax:

Note: Specialty A/V items are available upon request

24" – 103" touch screens, Seamless Video walls, LED Video Walls, Special Audio Requests, Lighting etc.

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 4 Productions Service Desk to finalize your invoice. No adjustment will be made after the close of the show.

SUBMIT ORDERS TO: ORDERS@4PRODUCTIONS.COM