

Important Shipping & Labor



Notes

SHIPPING

To avoid having your shipment refused or re-routed for delivery, please send advance materials to the warehouse as indicated in the Teamwork Services section of this manual.

Conference Center staff are not authorized to deliver your materials to the exhibit hall. Any attempt to have a center employee perform duties normally performed by Teamwork Exhibit Services will result in a service charge from the center as well as a service charge from Teamwork.

Permissible: one person, one trip, no dollies or carts.

Show Management will not be responsible for disputes resulting from failure to comply with this guideline.

LABOR

Guideline to determine whether you need to hire labor: **If the display can be hand carried in one trip by one person, is for a booth no larger than 8'x10', and can be assembled within 30 minutes using non-electric tools (hammer, wrench, screwdriver) then you do not need to hire labor.**

HANDTRUCKS ARE NOT BE AVAILABLE FOR EXHIBITOR USE.

On-Site Receiving Hours: Monday, May 14

Starting at 10:00 AM

Please contact Teamwork Exhibit Services at 508.230.0397 should you have any additional shipping questions after reviewing this information and the information within the Teamwork Exhibit Services pages.