

## 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 section 7 Official Decorator, Teamwork Incl.

The Miami Beach Convention 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 10'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 AVAILABLE FOR EXHIBITOR USE.**

**On-Site Receiving Begins: Tuesday, January 22, 2008  
1:00 PM**

**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.**