



## The 2025 INCOMPAS Show

November 2-4, 2025  
JW Marriott Tampa Water Street

Dear INCOMPAS Exhibitors & Sponsors:

Welcome to The 2025 INCOMPAS Show! We look forward to assisting you with the planning of your exhibit and/or sponsorship. This service kit contains important details relevant to your participation. Please take time to review this information and feel free to contact us if you have any questions.

Please pay particular attention to the *Deadline Dates*. This schedule outlines the important dates for completion of forms for services. For your requests to be serviced accurately, we request that all forms be sent by the date listed.

We have found that it is most efficient if this manual is given to the person directly responsible for your participation at the conference. On behalf of INCOMPAS, we are pleased that you will be joining us this year. If there is anything that we can do to assist you, please feel free to contact us.

We look forward to seeing you and to a very successful and productive show!

Sincerely,

INCOMPAS Show Management  
[exhibits@incompas.org](mailto:exhibits@incompas.org)



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## GENERAL SHOW INFORMATION

### A. TIMETABLE OF IMPORTANT DATES AND TIMES

#### MOVE-IN:

Sunday, November 2

2:00 PM – 7:00 PM

*All exhibits must be completed by 7:00 PM on Sunday.*

#### SHOW HOURS\*:

Monday, November 3

**7:30 AM – 6:00 PM (Exhibit Hall, Deal Center, & Meeting Rooms Open)**

7:30 AM – 8:30 AM (*Breakfast*)

11:30 AM – 1:00 PM (*Lunch*)

4:00 PM – 6:00 PM (*Opening Reception*)

Tuesday, November 4

**7:30 AM – 5:00 PM (Exhibit Hall, Deal Center, & Meeting Rooms Open)**

7:30 AM – 8:30 AM (*Breakfast*)

11:30 AM – 1:00 PM (*Lunch*)

4:00 PM – 5:00 PM (*Happy Hour*)

#### MOVE-OUT:

Tuesday, November 4

5:00 PM – 8:00 PM

*Exhibitors may not begin to pack supplies and literature until 5:00 PM on Tuesday and must be completely out of the hall by 8:00 PM.*

*\*This schedule is subject to change.*

### B. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR

Willwork Global Event Services is the Official Service Contractor of The 2025 INCOMPAS Show. Other official show suppliers are listed on the “Vendor Directory” page of the Manual.

**C. SHIPPING**

Refer to the section marked “Willwork” for shipping instructions. You are encouraged to ship small packages through Willwork Global Event Services via FedEx, UPS, or an overnight carrier. We also encourage exhibitors to purchase insurance coverage for their booth, in the event your display is damaged or lost in transit. Please note that the last day for advance warehouse deliveries to arrive with a guarantee of being delivered to your booth for exhibitor move-in is October 24, 2025.

**Advance Warehouse Shipping Address**

(Your Company Name & Booth Number/Meeting Room)

INCOMPAS SHOW 2025

Willwork Global Event Services

7500 Exchange Drive

Orlando, FL 32809

**D. STORAGE**

No items may be left or placed behind, or next to, your exhibit space.

**F. SECURITY**

Realizing the value and importance of your equipment and exhibit material, security guards will be located around the perimeter of the hall overnight. It should be made clear, however, that although Show Management provides this service, we are not responsible for any loss or damage of material.

**G. RULES AND REGULATIONS**

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety, and health, which may be applicable in the exhibit hall during the event.

Exhibitors must comply with all the policies, rules, and terms and conditions contained in the Prospectus. A copy of these Terms & Conditions can be found [HERE](#).



## VENDOR DIRECTORY

### SHOW MANAGEMENT

Smithbucklin

[exhibits@incompas.org](mailto:exhibits@incompas.org)

### OFFICIAL GENERAL CONTRACTOR

Willwork

[exhibitorservices@willwork.com](mailto:exhibitorservices@willwork.com)

### OTHER OFFICIAL CONTRACTORS

#### Audio Visual

Encore

262.751.9082

[sarah.jolin@encoreglobal.com](mailto:sarah.jolin@encoreglobal.com)

[Online Order Form](#)

#### Electrical

Encore

262.751.9082

[sarah.jolin@encoreglobal.com](mailto:sarah.jolin@encoreglobal.com)

[Online Order Form](#)

#### Catering

Kristen Estile

[kristen.estile@marriott.com](mailto:kristen.estile@marriott.com)

[Online Menu](#)

#### Facility

JW Marriott Tampa Water Street

510 Water St, Tampa, FL 33602

[Website](#)

#### Custom Furniture

WillWork

508.230.3170

[exhibitorservices@willwork.com](mailto:exhibitorservices@willwork.com)

#### Lead Retrieval

Smithbucklin

312.321.6812

[itevents@smithbucklin.com](mailto:itevents@smithbucklin.com)

[Online Order Form](#)

#### Internet

Encore

262.751.9082

[sarah.jolin@encoreglobal.com](mailto:sarah.jolin@encoreglobal.com)

[Online Order Form](#)

#### Registration

INCOMPAS

312.673.4715

[aistodor@incompas.org](mailto:aistodor@incompas.org)



## DEADLINE CHECKLIST

ORDER FORM	DEADLINE DATE
Early Bird Registration Deadline	September 5, 2025
Advance Shipping Begins	September 29, 2025
Willwork Artwork Submission Deadline	October 1, 2025 <i>*You must approve the proof 72 hours after received</i>
Willwork Artwork Rush Fee Deadline #1	October 1, 2025 <i>*An \$550 rush fee will occur after this date</i>
Hotel Reservation Cut Off Date	October 3, 2025
Willwork Artwork Rush Fee Deadline #2	October 16, 2025 <i>*An \$875 rush fee will occur after this date</i>
Willwork Advance Order Discount Deadline	October 10, 2025
Encore AV, Internet, & Electrical	October 13, 2025
Lead Retrieval Advance Order	October 20, 2025
Advance Shipping Deadline	October 24, 2025 <i>(Last day for shipments to arrive at the warehouse)</i>
Direct to Show Shipping Starts	November 1, 2025, at 12:00pm
Direct to Show Shipping Ends	November 2, 2025, at 4:00pm

Please refer to the Specs& Deadlines email you received from [exhibits@incompas.org](mailto:exhibits@incompas.org) for any deadlines relating to sponsorships.



## SECURITY TIPS

Show Management shares your concern for the security of your products and has taken steps to ensure a safe, secure environment for all exhibitors. We will provide perimeter overnight security for the duration of the show. However, Show Management cannot provide security for every booth on the show floor and is not responsible for any theft or damage to products or displays.

We recommend you take the following precautions:

- OBTAIN INSURANCE which includes a rider to your existing insurance policy to protect your entire exhibit and product from the time they leave your warehouse until they return.
- Do not mark the contents of the package on the cartons or crates.
- Do not store products in “EMPTY CARTONS”.
- Ship products in locked cages or trunks, when possible, to the correct address listed in the Shepard Section of the service kit.
- Make a complete list of all products shipped, listing model #'s and serial #'s, whenever possible.
- Mount or attach products to your display whenever possible.
- Secure your staff's personal property, briefcases, coats, cameras, purses, etc., at all times. (Move-in/out is the most vulnerable time.)
- Stay with your products on closing day until your products are securely packed and marked for shipment. Make outbound shipping arrangements in advance of the close of the show at the *WillWork Service Desk* on-site.
- Inform your staff members working in your booth of the rules regarding removal of merchandise from the show.
- Do not sell, give away, or trade merchandise during or after the show. Re-crate the product and return it with your display.
- Don't wait until the end of the show to inform management of damage or theft. Contact security and/or show management on-site immediately.

*Show Management is not responsible for any theft or damage to products or booth, but we do want you to have a safe, enjoyable, and profitable show. Please help us to help you maintain a secure environment for your exhibit.*



## LEAD RETRIEVAL

Lead retrieval devices can be ordered for The 2025 INCOMPAS Show by clicking [HERE](#). To receive advanced pricing, orders must be placed before **Monday, October 20**.

If you have any questions, please contact 312-321-6812 or email [itevents@smithbucklin.com](mailto:itevents@smithbucklin.com).





## HOUSING & REGISTRATION

The Sheraton Denver Downtown is the official hotel for The 2025 INCOMPAS Show and the location of all conference activities. Book early to take advantage of the INCOMPAS group rate.

### **Step 1 – Register for the Show *PRIOR* to Booking a Hotel Room**

Click [HERE](#) to register. Please reference your official confirmation email for the promo code and allotted number of complimentary registrations your company receives. Everyone is required to wear an official INCOMPAS badge while attending the exhibit hall, sessions, receptions, and/or other sanctioned events. The Early Bird Deadline for registration is **Friday, September 5**.

*For registration questions or comments, or if you need to make updates to existing registrations, please contact [aistodor@incompas.org](mailto:aistodor@incompas.org).*

### **Step 2 – Book your Hotel Room**

INCOMPAS has negotiated hotel room rates at the below hotels:

**JW Marriott Tampa Water Street** – \$309 per night, plus taxes

510 Water Street  
Tampa, FL 33602  
813-221-4950

**Tampa Marriott Water Street** – \$269 per night, plus taxes

505 Water Street  
Tampa, FL 33602  
813-221-4900

The room rates will be available until **Friday, October 3**, or until the room block is sold out, whichever comes first. Hotel & Travel information can be found [HERE](#).

### **WARNING ABOUT HOTEL BOOKING SCAMS**

*You should only book your hotel room at the JW Marriott Tampa Water Street by using the link provided by INCOMPAS when you register for the show. If you are contacted directly to book your room, this is not an authorized representative of INCOMPAS or JW Marriott. INCOMPAS does not use third party travel agencies or hotel booking services.*

ARTWORK SUBMISSION DEADLINE.....	10/01/2025
ARTWORK APPROVAL DEADLINE (submitted and approved).....	72 hrs after received
ARTWORK SUBMISSION RUSH FEE \$ 550 AFTER .....	10/01/2025
ARTWORK SUBMISSION RUSH FEE \$ 875 AFTER .....	10/16/2025

## How to Set Up Design Files for Signage and Large Format Print

### 1) Color Model for Print

Set up your print files using the CMYK color model. Compared to the CMYK color model, RGB has a larger range of colors in its spectrum which is ideal for computer monitors, but does not render properly in print.

High-end digital processors will convert RGB colors to the most accurate CMYK representation of the color, which may not be an exact match to what is seen on a monitor.



Substrates that absorb light (paper, vinyl, PVC, etc.) use the subtractive color spectrum CMYK - Cyan, Magenta, Yellow, Black.



Devices that emit light (monitors, smartphones, tablets, etc.) use the additive color spectrum RGB - Red, Green, Blue

**Pantone Colors**



A Pantone Matching System converts pantone swatches to the closest CMYK color possible when designing and outputting to digital print. Note that exact matches to every pantone color cannot be guaranteed in digital print.

### Transparency

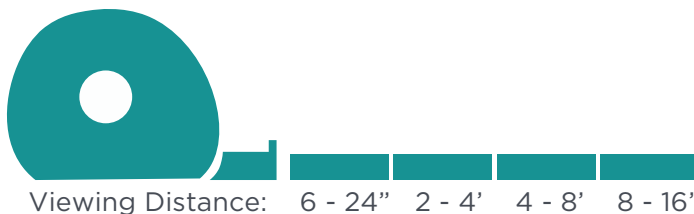
When you combine transparencies from one color space with those from another (for example, a CMYK drop-shadow over a Pantone color), you'll get surprising results. If you want to print artwork with transparency, you'll need flatten the artwork, which divides transparent artwork into vector-based and rasterized sections.

## 2) Image Resolution for Large Format Print

All raster files (hi-res images) must be at least 150-200 DPI at 100%, maximum at 300 dpi. ppi applies specifically to digital images, dpi relates to printed images.

Scaled files require adjustments to the resolution in relation to the scale and must include the actual scale in the file name. For example, if a file is built to half the size of the finished product, the resolution of images needs to be doubled to 600 DPI so the final size meets the minimum resolution of 300 DPI. Scaling of a document will always be done proportionately.

Use higher resolution with some larger images, such as those used on banners and other large print formats. Consider the distance people will be standing from the image.



Low-res alien image viewed at: (IMAGE: 980 x 980 96 dpi, 63 KB, JPG)



## 3) Using Vector or Raster Graphics

Computer graphics can be created as raster (i.e. JPEG) or vector files (i.e. EPS). A raster graphic is a pixelated image (tiny squares of color info) and a vector graphic uses algorithms to create coordinates joined by lines and curves.

Vector Graphics	Raster Graphics
<p><b>Pros</b></p> <ul style="list-style-type: none"><li>• Infinitely scalable</li><li>• Smaller file size</li><li>• Editable</li></ul> <p><b>Cons</b></p> <ul style="list-style-type: none"><li>• Limited detail with complex images</li></ul>	<p><b>Pros</b></p> <ul style="list-style-type: none"><li>• Rich detail in complex images</li><li>• Precise editing</li></ul> <p><b>Cons</b></p> <ul style="list-style-type: none"><li>• Blurry when enlarged</li><li>• Large file size</li></ul>

It's best to use vector graphics in these formats: EPS, SVG, AI and PDF when designing your large format signage. **Where to find vector logos** - companies website under media toolkit (not all websites have it), WorldVectorLogos.com, SeekLogos.com, SeekVectorLogos, Wikipedica.com, CompaniesLogo.com, 1000Logos.com.

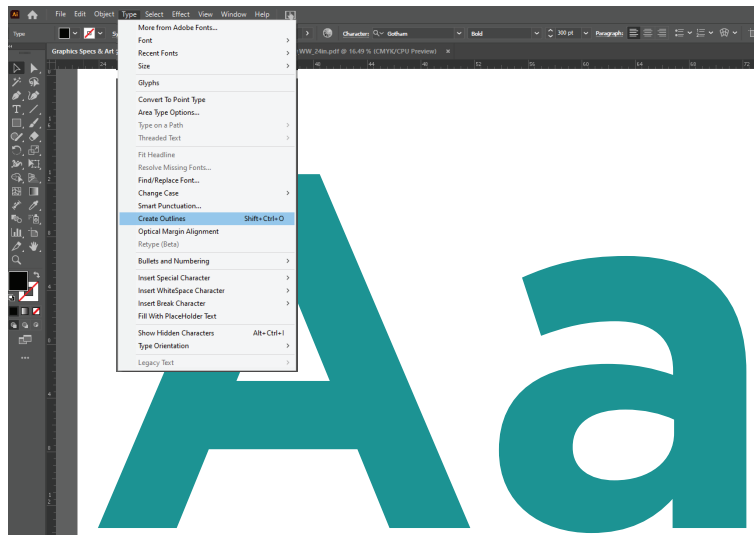
## 4) File Formats for Signage and Display Graphics



PDF/X-4 or EPS are the ideal file format for large-scale graphics, although we can also accept Adobe Creative Cloud files from Illustrator (packaged) and PhotoShop, high-quality PDFs or TIFFs. If you're using Photoshop, you want to create a full sign-sized PSD file that's a minimum of 75 dpi and export the completed image in TIFF format.

JPG and PNG aren't ideal for large format printing applications. The main issue you'll find with PNG and JPG is their limited color and size conversions. They simply won't produce the kind of quality and clarity you need for a large format graphic.

## 5) Converting Text to Outlines and Embedding Graphics



Because your files are being scaled from a small screen to a much larger finished product, it's critical to package, embed or convert (all files) and fonts to outlines in your creative files. This will ensure your text can scale infinitely without losing quality or becoming pixelated.

Please make sure to specify the substrate you prefer (i.e. foamcor, vinyl, fabric) , whether the graphics should be single or double-sided, quantity of prints and any finishing required like grommets or pole-pockets on banners.

## 6) Signs that Require Shape Cutting



If a project is shape-cut, include the desired cut path as a separate layer in the file marked “cut-line”. Best practice is to use a one-point vector path in a contrasting color such as Cyan or Magenta from the design so your cut line clearly stands out.

For decals that require weeding (removal of the unneeded vinyl), supply a reference file to determine what elements are to be removed and what elements should remain in the final product.

## 7) Graphic Elements

Keep all type and critical information at least 2 inches from all edges of the finished size. No bleeds or crop marks required. Create all graphics to the specific dimensions. Please do not extend art over the artboards. We print directly to substrate and cut to exact dimensions (no white borders).

For stand-alones (meter boards), please keep all logos, type and critical information at least 6 inches from the bottom of the finished graphic to allow for base support.



## OPTION 1 EXHIBITOR KIOSK

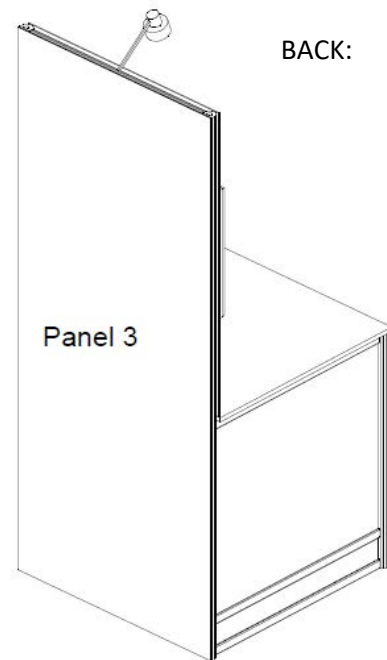
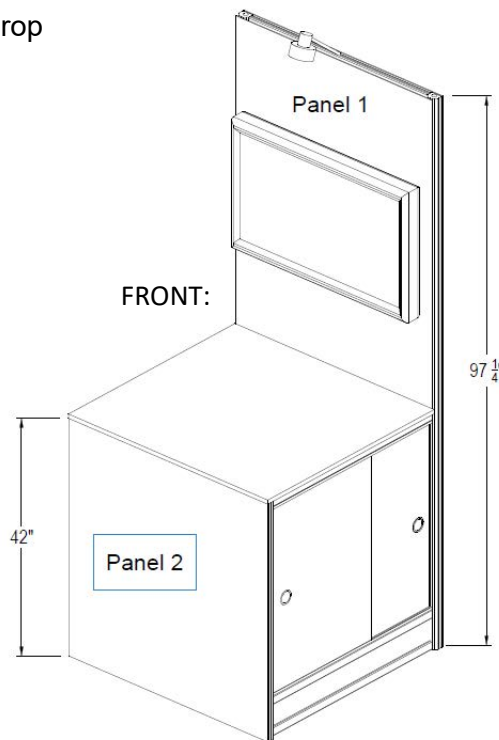
please submit artwork to:

<https://proofing.willwork.com/forms/INCOMPAS>

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EXHIBITOR KIOSK INCLUDES:

- (1) Panel 1 Kiosk front panel 41" x 55.25" approx. 12" top and bottom
- (1) Panel 2 Kiosk kick panel 41" x 42"
- (1) Panel 3 Kiosk Back wall panel 41" x 97.25"
- (1) Monitor
- (2) Barstools
- (1) 5 amp Power drop
- (1) Arm lights
- (1) wastebasket



**EXHIBITOR KIOSK ADD ON ITEMS  
AVAILABLE AT EXHIBITOR'S COST:**  
SEE PAGE 6 FOR SELECTIONS AND PRICING

- 5 pocket literature stand
- 3 pocket literature stand
- arm lights
- Barstool



## OPTION 2 EXHIBITOR KIOSK

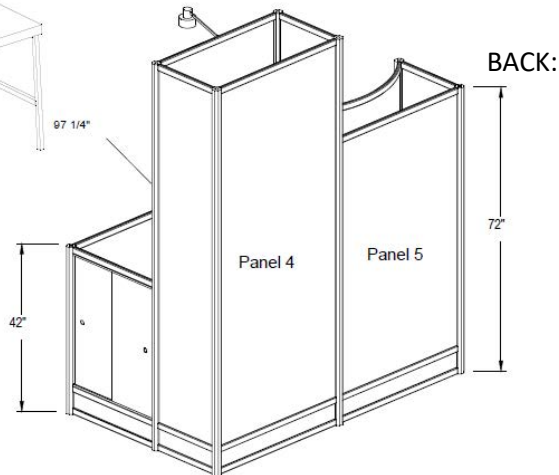
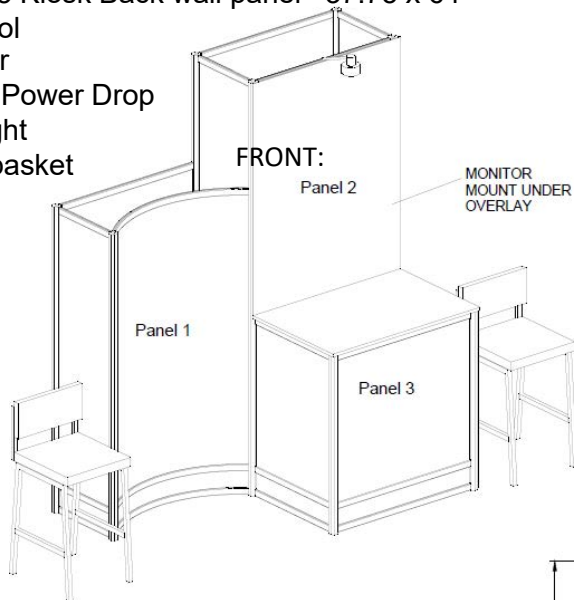
please submit artwork to:

<https://proofing.willwork.com/forms/INCOMPAS>

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### EXHIBITOR KIOSK INCLUDES:

- (1) Panel 1 Kiosk front side panel 42" x 64"
- (1) Panel 2 Kiosk 41" x 54.5"
- (1) Panel 3 Kiosk 37.75" x 34"
- (1) Panel 4 Kiosk back wall 37.75" x 89.2"
- (1) Panel 5 Kiosk Back wall panel 37.75 x 64"
- (2) Barstool
- (1) Monitor
- (1) 5 amp Power Drop
- (1) Arm light
- (1) wastebasket



### ADD ON ITEMS AVAILABLE AT SPONSORS COST: SEE PAGE 6 FOR SELECTIONS AND PRICING

- Bar stool
- 5 Pocket Literature Stand
- 3 Sheet Literature Holder
- additional arm lights

### PLEASE NOTE:

\*No structural customization will be allowed for the Turnkey booths. Please only order graphics as shown in line with the specifications.





10' x 10' TURNKEY

BOOTH

BOOTH INCLUDES:

- (1) 8'x10' Backwall

Panel 1 117.17" x 95.2"

Panel 2 19.29" x 94.96" qty 2

(1) 1 meter Counter

Panel 3 34.3" x 39.45"

(2) Barstool

(1) 5 amp Power drop

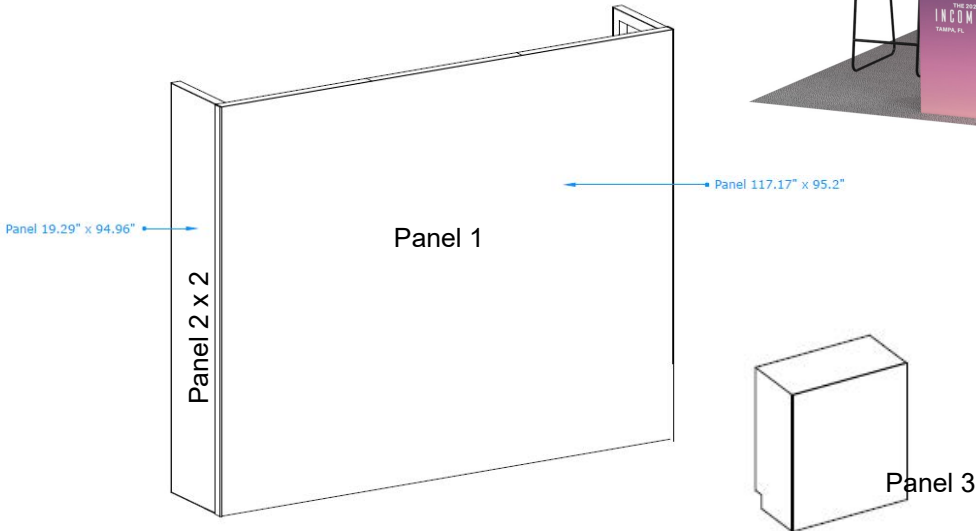
(3) arm lights

(1) wastebasket

please submit artwork to:

<https://proofing.willwork.com/forms/INCOMPAS>

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ADD ON ITEMS AVAILABLE AT SPONSORS COST:

SEE PAGE 6 FOR SELECTIONS AND PRICING

- Bar stool

• 5 Pocket Literature Stand

• 3 Sheet Literature Holder

PLEASE NOTE:

No structural or additional graphic customization will be allowed for the Turnkey booths. Please only order graphics as shown in line drawings.

For assistance, please contact: Beckie Gobber[beckie.gobber@willwork.com](mailto:beckie.gobber@willwork.com)



## Sponsored Lounge

### Lounge INCLUDES:

- (2) Blanc Sofa- white
- (2) Blanc Arm Chair- white
- (2) Blanc Ottoman
- (1) Arial Cocktail Table
- (1) 18" x 84" Branded Standalone (design provided)
- (5) retractable stanchion
- (1) Stanchion Toppers including 8.5" x 11" graphic (design provided)
- (1) 5 amp Power Drop
- (2) wastebasket



**Blanc Chair**  
Bright White Leather  
33"W x 35"D x 35"H



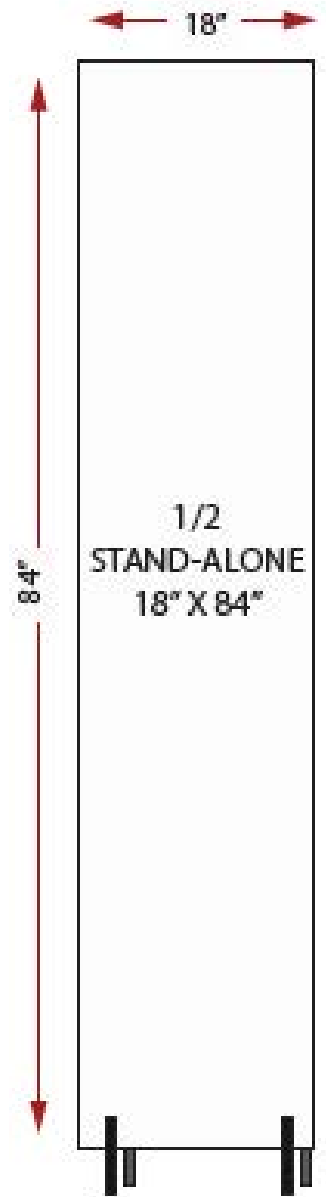
**Blanc Cube Ottoman**  
Bright White Leather  
17"Square x 17"H



**Blanc Sofa**  
Bright White Leather  
75"W x 35"D x 35"H



**Aria Tables White**  
Cocktail Table White/Brushed Steel  
44"W x 20"D x 18"H



SEE PAGE 6 FOR ADDITIOANL SELECTIONS AND PRICING

For assistance, please contact: Exhibitor Services | [exhibitorservices@willwork.com](mailto:exhibitorservices@willwork.com)



# ADDITIONAL FURNISHINGS

Discount deadline: Friday, October 10

A.

B.

C.

D.

E.

F.

G.

**Cube Ottomans**  
 From left to right: Blanc Bright White Leather (17"Square x 17"H), Whisper White Leather, Metro Black Leather, Red Vinyl, Green Vinyl, Blue Vinyl, Purple Vinyl  
 18"Square x 18"H

ITEM	QUANTITY <i>Please indicate</i>		DISCOUNT PRICE		STANDARD PRICE	TOTAL
A - Standard Bar stool		x	\$ 197.88	or	\$257.25	
B – 5 Pocket literature stand		x	\$ 212.56	or	\$276.34	
C – 3 Section literature holder		x	\$ 90.89	or	\$ 118.17	
D - Wastebasket		x	\$ 32.26	or	\$ 94.94	
E – White cube storage		x	\$165.00	or	\$214.50	
F – Cube Ottoman		x	\$166.10	or	\$232.54	
G – Arm Light		x	\$85.00	or	\$ 110.50	

Estimated Total Furniture and Accessories Package.....\$\_\_\_\_\_

Please print or type information below:

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



7500 Exchange Drive  
Orlando, FL 32809  
P. (407) 438-7480 F. (407) 438-7481  
exhibitorservices@willwork.com



## SHIPPING INSTRUCTIONS

### ADVANCE SHIPPING

**Advance Shipping begins Monday, September 29 at 9:00am and ends Friday, October 24 at 3:00pm. (Receiving Hours: 8:00am – 3:00pm / M – F).**

Advance shipping address:

**(Your Company Name & Booth Number) INCOMPAS SHOW 2025**  
**Willwork Global Event Services**  
**7500 Exchange Drive**  
**Orlando, FL 32809**

Shipments received at the advance warehouse after the deadline will still be accepted. An off target surcharge of 25% will apply.

Please note that all work performed by Willwork between before 9:00 AM or after 3:00PM 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 facility beginning:

**Saturday, November 1 from 12pm- 4pm and Continue on Sunday, November 2 from 8a-4p**

*\* The facility prefers **NOT TO RECEIVE large Exhibitor Materials** as they do not have sufficient storage space or personnel. If you choose to ship to the facility and your shipment arrives prior to Saturday, October 7 **at 10:00 AM** you may incur a receiving charge by the facility **AND** a receiving charge from Willwork.*

Direct shipping address:

**(Your Company Name & Booth Number)**  
**INCOMPAS Show 2025**  
**c/o Willwork Global Event Services**  
**Tampa Marriott Water Street**  
**Tampa Ballroom**  
**505 Water Street**  
**Tampa, FL 33602**

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 3:00PM 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 Tampa Marriott Water Street 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, October 10, 2025**

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



7500 Exchange Drive  
Orlando, FL 32809  
P. (407) 438-7480 F. (407) 438-7481  
exhibitorservices@willwork.com



## TRUE RATE MATERIAL HANDLING

Willwork Global Event Services has been designated as the official drayage contractor with the responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a 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.

### WHEN TO SHIP: SHIPMENTS CONSIGNED TO THE WAREHOUSE MUST ARRIVE

***NO LATER THAN* Friday, October 24 @ 2pm**

### SHIPMENTS CONSIGNED TO THE SHOW SITE SHOULD BE TIMED TO ARRIVE

***NO EARLIER THAN* Saturday, November 1 @ 12pm**

#### WHERE TO SHIP:

Advance Shipments M-F Sept 29-Oct 24	Direct Shipments Saturday, Nov 1 12p-4p - Sunday, Nov 2 8a-4p
(Your Company Name & Booth Number) <b>INCOMPAS SHOW 2025</b> c/o Willwork Global Event Services 7500 Exchange Drive Orlando, FL 32809  Receiving: 9AM - 2PM Monday– Friday Closed for all Holidays Contact: James Moye Jr (407-427-7797)	(Your Company Name & Booth Number) <b>INCOMPAS Show 2025</b> c/o Willwork Global Event Services Tampa Marriott Water Street Tampa Ballroom 505 Water Street Tampa, FL 33602

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

#### RATE SCHEDULE:

##### A. WAREHOUSE ADVANCE RECEIVING - CRATED MATERIALS

**OT Rate: \$2.32 per pound - 20# Minimum**

The above rate includes the following:

- Receive crated shipments only at our warehouse 30 days prior to show.
- Deliver to booth space
- Removal, storage, return of empty containers
- Pick-up at the booth and load onto outboard carrier

**Shipments of loose or uncrated materials will not be received at warehouse**

##### B. DIRECT SHIPMENT TO SHOW SITE -- CRATED MATERIALS

**OT Rate: \$2.32 per pound - No Minimum**

The above rate includes the following:

- Receive crated shipments at show site on move-in dates.
- Deliver to booth space
- Removal, storage, return of empty containers
- Pick-up at the booth and load onto outboard carrier



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P. (407) 438-7480 F. (407) 438-7481  
[exhibitorservices@willwork.com](mailto:exhibitorservices@willwork.com)



## TRUE RATE MATERIAL HANDLING

### C. DEDICATED DELIVERY FROM ADVANCE WAREHOUSE

**Any freight received at the Advanced Warehouse after October 24, 2025 could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight to show site.**

**D. OFF TARGET CHARGE:** Freight received before first day to receive or after the deadline date – add 25% off target charge

**E. SURCHARGES:** Freight left in booth without Bill of Lading, Returned to Warehouse, Marshalling Fee -add 40% surcharge

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.

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 Material Handling Agreement for each shipment at the Service Desk before leaving the Show. Willwork will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the Show, Willwork reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling, no liability will be assumed by Willwork.



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## TRUE RATE MATERIAL HANDLING

### 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.



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## 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:

**\$105 per cartload on move in (one way)**

**\$105 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 Tampa Marriott Waer Street, you must check in with the Dock. He or she will direct you to the proper loading dock.

A Willwork Supervisor will be assigned to assist you with unloading and delivery 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.



# RUSH

Exhibit Materials  
DO NOT DELAY



## ADVANCE SHIPMENT



TO:

Exhibiting Company Name

Booth Number

**Willwork Inc**  
**7500 Exchange Drive**  
**Orlando, FL 32809**

Willwork will begin accepting crated or skidded material at the Advance Warehouse  
on Monday, September 29.

Materials must arrive at the advance warehouse no later  
than Friday, October 24 or an additional cost will be incurred.

**Receiving: 9:00 AM - 3:00 PM M - F Contact:**  
**James Moye Jr (407)427-7797**

Piece \_\_\_\_\_ of \_\_\_\_\_ total pieces

## Advance Shipping Labels

# RUSH

Exhibit Materials  
DO NOT DELAY



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TO:

Exhibiting Company Name

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**Contact: James Moye Jr (407)427-7797**

Piece \_\_\_\_\_ of \_\_\_\_\_ total pieces

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



# RUSH

Exhibit Materials  
DO NOT DELAY



## DIRECT SHIPMENT



TO:

Exhibiting Company Name

Booth Number

**C/O Willwork Global Event Services  
Tampa Marriott Water Street  
Tampa Ballroom  
505 Water Street  
Tampa, FL 33602**

DIRECT freight acceptance Saturday, November 1 from 12p-4p  
Sunday, November 2 from 8a-4p

Any freight delivered before this date may be refused by the Marriott

Piece \_\_\_\_ of \_\_\_\_ total pieces

# RUSH

Exhibit Materials  
DO NOT DELAY



## DIRECT SHIPMENT



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Exhibiting Company Name

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## Direct Shipping Labels



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## 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 ([ExhibitorServices@willwork.com](mailto:ExhibitorServices@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:**

☐ Show Carrier ☐ OTHER CARRIER\*

Carrier Name \_\_\_\_\_

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

**Driver check in deadline is**

**Tuesday, November 4 @ 6:00 pm**

***\*If shipping with FED-Ex, please make your own arrangements with  
the Fed Ex Store***

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 [ExhibitorServices@willwork.com](mailto:ExhibitorServices@willwork.com).

# Exhibitor Kit

JW Marriott &  
Marriott Water Street Tampa

## Easy Ordering

As the in-house technology provider of the JW Marriott Tampa & Tampa Marriott Water Street, Encore is committed to making your experience as easy and stress-free as possible.



**Self-service option available through our online store – EventNow**

### Step 1

[Use this link to go directly to the INCOMPAS Show on our EventNow website](#)

### Step 2

Browse our technology catalog. Select from a list of available products/product packages and service packages\*

### Step 3

Place your order

\* EventNow is only available more than two days prior to event load in for AV equipment. If ordering within two days, contact your Encore on-site team. Please note that power drops and internet will still be available should these items need to be ordered on-site.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.



**offers a range of solutions for any exhibitor:**

As the in-house technology provider of the JW Marriott Tampa & Tampa Marriott Water Street, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (55" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

## NEED RIGGING?

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

**An Encore representative will be in touch with you.**

## We make it easy



**Easy ordering options**



**Confirmation email is sent with your order details**



**We regularly maintain and service all equipment**



**Encore delivers, installs, and tests equipment**



**After the show, Encore picks up your rental equipment**



**Need assistance or products/solutions not offered in EventNow?**

**Call your Encore on-site contact directly:**

Sarah Jolin  
Senior Sales Manager  
[Sarah.jolin@encoreglobal.com](mailto:Sarah.jolin@encoreglobal.com)





At Encore, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

Encore Event Infrastructure Services follows industry standards such as OSHA, ANSI and ESTA. Accurate technical information for all event infrastructure items must be provided 21-days in advance to allow Encore the best possible opportunity to ensure your event's success.

## Popular Packages

> Computer Audio - House Sound Package	\$550
> Meeting Room Projector Pkg	\$740
> Podium Microphone - House Sound	\$465
> Post-It Flip Chart Package	\$110
> Power Strip and Extension Package	\$57
> Projector Support Package	\$255

## Audio

> Analog Mixer 12 - 23 Ch	\$230
> Presidential Microphone	\$105
> Self-Powered Speaker 12"-15"	\$170
> Wireless Microphone	\$245

## Scenic

> Drape Per Foot starting at	\$21
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## Shared Bandwidth

> Simple Wi-Fi - Up to 3Mbps (25/User)	\$19
> Simple Wi-Fi - Up to 3Mbps (26-50/User)	\$16
> Simple Wi-Fi - Up to 3Mbps (51-100/User)	\$12
> Simple Wired Internet Connection - Up to 3Mbps	\$210
> Superior Wi-Fi Internet - Up to 5Mbps per User	\$29
> Superior Wi-Fi - Up to 5Mbps (25/User)	\$29
> Superior Wi-Fi - Up to 5Mbps (26-50/User)	\$24
> Superior Wi-Fi - Up to 5Mbps (51-100/User)	\$17
> Superior Wired Internet Connection - Up to 5Mbps	\$245

## Power Drop Single Phase

> Venue Power Drop Single Phase 20 Amp	\$150
> Venue Power Drop Single Phase 60 Amp	\$320

## Small Meeting

> Conference Speaker Phone	\$225
> Laptop Computer	\$300

## Video

> Folding Screen - Small (width 13')	\$535
> Folding Screen - Large (width >23')	\$1,845
> Folding Screen - Medium (width 14' - 22')	\$710
> Logitech MeetUp w/ Laptop	\$741
> Logitech Rally Plus w/ Laptop	\$1,180
> Monitor Package - 50"-59"	\$865
> Monitor Package - 70"-79"	\$1,460

## Lighting

> LED Accent Light Package	\$1,050
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## Dedicated Bandwidth

> Basic (web/email) - 100 attendees - 10Mbps	\$2,735
> Basic (web/email) - 200 attendees - 20Mbps	\$4,735
> Basic (web/email) - 300 attendees - 30Mbps	\$6,010

## Power Drop Three Phase

> Venue Power Drop Three Phase 100 Amp	\$905
> Venue Power Drop Three Phase 200 Amp	\$1,805
> Venue Power Drop Three Phase 400 Amp	\$3,590

## Labor Rates

> Labor starting at	\$130/hr
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**Rigging**

Start the process at <https://www.encoreglobal.com/rigging-portal/>

> Rigging Point Package, Motorized	\$286
> Rigging Point Package, Non-Motorized	\$95
> Scissor Lifts(19'-26')	\$410
> Box Truss 12X12 - 10'	\$56

Pricing is in effect as of January 1, 2025 and is subject to change without notice. Price List is based on Daily Rental Rate. All Encore solutions may be subject to our property's standard service fee and all rates are subject to applicable sales tax. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation, and services charges that may apply. ©2025 Encore Global LP or its subsidiaries. Proprietary and Confidential Information.

**Tampa Marriott Water Street**

505 Water Street, Tampa, FL 33602



**JW Marriott Tampa Water Street**

510 Water Street, Tampa, FL 33602

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