

(uthsc.assistant@ihservices.com, 346-262-8123) and Dolores Lee (uthsc@ihservices.com) at least one week prior to the event. It is the customer's responsibility to ensure the area is reserved for the setup/teardown and that it is taking place as scheduled. Two days prior to the setup, please contact IHS to reconfirm the details. IH Services' Table Setup Rate: \$55.44/hour (2 attendants @ 27.72 /hour each).