

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## American Association of Oral & Maxillofacial Surgeons

Hawaii Convention Center, Halls I, II & III

September 11 - 13, 2014

### IMPORTANT FREIGHT GUIDELINES FOR AMERICAN ASSOCIATION OF ORAL & MAXILLOFACIAL SURGEONS

- 1) GES California warehouse: Your shipments for Hawaii should be received at the GES warehouse in Cypress, California for round trip Ocean Shipping for American Association of Oral & Maxillofacial Surgeons as follows:

- **Beginning:** Friday, July 25, 2014
- **No later than:** Wednesday, August 20, 2014

- 2) Shipments received at the GES warehouse in Cypress, California include the following:
  - Receiving and storage for up to 30 days prior to shipping to Hawaii
  - Loading into ocean containers and shipping to Honolulu including all ocean carrier fuel surcharges
  - Receiving and unloading at the wharfs in Honolulu, including all wharf fees
  - Delivery to the Hawaii Facility and placement in your booth
  - Storage of empty containers and return of containers to your booth
  - Reloading onto containers and return shipping to the Cypress, California warehouse
  - Boxes or envelopes received under 200 lbs will be charged minimum weight

*NOTE: GES Logistics can provide complete door to door shipping, eliminating your having to make arrangements for a carrier to pick up your materials in California. Contact GES Logistics at 1.888.454.4437 for information regarding your shipments to/ from the GES California warehouse.*

*Oversized freight crates higher than 8 feet will be laid on their side due to container size restrictions. GES will not be liable for any damage to booth properties due to this situation. Please contact Joe Kerr at 562.370.1500 for quote on oversized freight.*

- 3) Direct to Hawaii Makepono Street Warehouse: Your shipments of Exhibit Property or Dry Goods for Hawaii should be received at the Hawaii Makepono Street warehouse in Honolulu, HI as follows.

- **Beginning:** Monday, August 4, 2014
- **No later than:** Tuesday, September 2, 2014

- 4) Direct to Hawaii warehouse includes:
  - Receiving freight from delivering carrier
  - Loading on transport, delivery to convention site and placement in your booth
  - Storage of empty container/return at show close
  - Loading out from show site on your designated carrier

*NOTE: UPS and FedEx overnight shipments require two days to be received from the mainland in Hawaii. You must specify Saturday delivery and should receive a confirmation number to insure Saturday delivery.*

- 5) Direct to Dock at the Hawaii Convention Center
  - **Beginning:** Monday, September 8, 2014 8:00 AM
  - **No later than:** Tuesday, September 9, 2014 2:30 PM

- 6) Direct to Hawaii Convention Center includes:
  - Receiving freight from delivering carrier
  - Delivery and placement in your booth
  - Storage of empty container/return at show close
  - Loading out from show site on your designated carrier

*NOTE: The Hawaii Convention Center will not accept mis-delivered shipments. Please make sure your carrier can deliver on the specified date including Saturday/Sunday load-outs.*

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### 7) Dismantling and Move Out Schedule:

**Saturday, September 13, 2014 11:00 AM - 8:00 PM**

**Return of empty crates and containers: Saturday, September 13, 2014 11:30 AM**

Outbound Material Handling forms must be turned in at least one hour before move out ends on Saturday, September 13, 2014. If you have shipped directly to Hawaii Convention Center, your selected carrier must check in at least one hour before the ending time for load out on Saturday, September 13, 2014.

*NOTE: Prior to your departure, you must confirm that all proper paperwork for your return shipment has been completed and turned in at the GES Servicer. A GES Material Handling Form (MHF) can be obtained on site.*

If you have shipped inbound through the GES California warehouse, you do NOT need to make any direct arrangements for ocean transport back to the GES warehouse in California. You simply indicate on your Material Handling Form (MHF) that you are ocean shipping back through GES and include the FINAL destination of your shipment on the Mainland. Final disposition of your shipment will be made from the GES warehouse in Cypress, California. If you are using a carrier other than GES Logistics for the return from the GES California warehouse, you must indicate the carrier name that will be picking up. (see pick up schedule below)

### 8) Disposition from the GES Cypress, California warehouse:

- If you have selected GES Logistics as your carrier, you need to make no further arrangements for disposition of your freight from the Cypress, California warehouse to the final destination on the mainland. Once the ocean containers are unloaded, GES Logistics will automatically load and dispatch your freight to its final destination.
- If you have selected a different carrier, you must designate that carrier on your Outbound Material Handling form. They must be instructed to pick up the shipment from the Cypress warehouse from October 1, 2014 - October 15, 2014, between the hours of 8:00 AM - 3:30 PM. After this date, GES will automatically ship your materials to their final destination via an available carrier. GES will not be liable for any additional costs incurred if your designated carrier fails to pick up by 3:30 PM on October 15, 2014.

### 9) Avoid Unnecessary Costs:

- **Don't miss deadlines.** Ship directly to the GES Cypress, California warehouse by Wednesday, August 20, 2014.
- **Complete all necessary paperwork at show site.** GES representatives are available to assist you. Don't leave without knowing the proper disposition of your freight. Re-routing as a result of incorrect or no paperwork is an unnecessary and costly expense.
- **Your Responsibility:** If you have opted to ship directly to Hawaii, either the warehouse or directly to show site, do NOT leave until you have confirmed your carrier's pick up schedule.
- **If you are using a carrier on the mainland other than GES Logistics,** follow up to make sure they are scheduled to pick up your shipment by the above deadline date.

**To discuss your various shipping options, contact GES Logistics at 1.888.454.4437**