

## Preparing Your Materials for Shipping

A significant portion of your on-site labor charges can be eliminated or greatly reduced by following some simple suggestions:

- ◆ Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number. Previous shipping labels should be removed or obliterated.
- ◆ All shipments must be properly boxed or crated. Articles packed in excelsior (wood shavings) must be entirely enclosed due to fire hazard.
- ◆ Prior to leaving your plant or office, make sure as much of the electrical interconnection and complex wiring to your equipment, as possible, is done.
- ◆ The person in charge of installing your exhibit should know HOW and WHEN shipments were made in case they become lost. Tracking numbers and memoranda of shipping details in their possession will save valuable time.
- ◆ Prepay all shipments; collect shipments will not be accepted at the warehouse.

## Bills of Lading - Inbound Freight

***A copy of your Bill of Lading should be forwarded to GES.***

A Bill of Lading is your documented instruction to the freight carrier that is responsible for delivering your materials to either the Advance Warehouse or the Convention Center. The bill of lading should indicate the number of pieces in your shipment, a description of the pieces (carton, crate, skid, etc.), weight, and classification. Before shipping, make a copy for your reference. When your shipment arrives at the destination, your carrier will verify the number and type of pieces in your shipment and provide you with a copy of the bill of lading. Where exhibitors fail to provide accurate weights, GES shall determine weight and charge accordingly.

## Shipping Your Hanging Sign

All hanging signs must be shipped in advance to the GES Warehouse using the special hanging sign shipping labels located in the *GES Information & Order Forms* section of the Medtrade Exhibitor Manual. Take all necessary measures to identify your Hanging Signs and mark the bill of lading "HANGING SIGN". Refer to the Hanging Sign/Truss Order Form (Form H-1) also found in the *GES Information & Order Forms* section of this manual.

## Outbound Shipping

- ◆ Refer to the "Show Schedule" in the *GES General Information* section for the specific dismantling times.
- ◆ Exhibits and materials, which have not been removed from the exhibit area on the removal day, will be transported to the GES warehouse, at an additional charge, to await disposition.
- ◆ GES reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment within a reasonable time period after the close of the show.
- ◆ There is an additional charge for delivery of shipments back to the GES warehouse for loading onto outbound carriers at the close of the show.