

# Refrigerated and Frozen Storage Order Form

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

The NAMA Show  
Las Vegas Convention Center  
April 24 - 26, 2019

Discount Deadline Date:  
April 2, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives at the cold storage desk. An advance deposit is required to guarantee storage reservations.
- It is very important to use the Specially Coded Label that is provided in this manual. This ensures perishable items are delivered to the trailers for cold storage when they arrive.
- Shipments will be accepted beginning at 8:00 AM, Tuesday, April 23, 2019
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Storage

### Storage Rates

- Minimum of 1 Skid per day. Storage charges begin on the day the shipment is received. Labor for delivery is not included.
- Please confirm delivery arrangements the day before delivery of stored material is required at the storage control center.
- A work order must be placed at the storage control center each time material is moved to or from storage. The work order must be signed by a representative of the Exhibitor when delivery is made.
- During Show days, with the massive congestion in the aisles, it will take an additional amount of time for deliveries and it will be necessary to use a minimum of two laborers.
- An advance deposit is required to guarantee storage reservations. Please send a deposit of \$458.25 with your storage order. The deposit will not be refunded if storage reservation is cancelled less than two (2) weeks prior to the show.

Item Code	Description	Rate (\$)	X # of Skids*	X # Days	Total
200515	Storage, Refrigerated per Skid per Day	111.50			\$
200514	Storage, Frozen per Skid per Day	111.50			\$
Food Storage Deposit				458.25	\$

\* Minimum of 1 Skid. We understand that your calculation is only an estimate. Invoicing will be done from actual size. Adjustments will be made accordingly.

## Step 2. Storage Details

The items to be stored will be arriving on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (am)(pm)

Please describe your product: \_\_\_\_\_

## Step 3. Order Labor for Deliveries

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
705044	Storage, ST	115.50	145.25	174.00			\$
705044	Storage, OT	202.75	254.00	303.75			\$

Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601798/labor/esm>

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## Step 4. Schedule Deliveries

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

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MM/DD/YR	AM PM	AM PM
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Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

\$

## Notices

Due to temporary storage conditions, temperature regulations may vary 10-20°. GES will make every attempt to store your product according to specifications. GES assumes no liability for losses due to these conditions. Please note the following temperature regulations for storage:

- Frozen Storage .....approximately 0° - 20° F  
(Freezers are kept at 0° F unless storing ice cream, in which case the freezers are set at -20°F.)
- Refrigerated Storage .....approximately 35° - 40° F

You MUST have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for them. Storage is in trailers.

Check for correct consignment instructions and advise GES of booth delivery needs before the deadline date above.

## Advance Storage Reservation

Your credit card must be on file with GES to make an advance storage reservation. See "Payment & Credit Card Charge Authorization" for credit card authorization.

Storage space is limited. Space will be guaranteed on a first come, first serve basis. Make your reservation early by completing this form, enclosing your deposit and mailing it to the address above before the deadline date. No refrigerated freight will be received at the advanced warehouse.

An advance deposit is required to guarantee all storage reservations.

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# Refrigerated Storage Delivery Schedule

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## Easy Ordering Tips:

- Please complete in detail, the schedule below for all Refrigerated deliveries to booth as well as pick-ups from booth. Schedule Frozen Deliveries on the following page.
- Confirm storage deliveries the previous day prior to 2:30 PM at the GES Servicenter desk.

## Refrigerated Deliveries

	DATE(S)	REQUESTED TIME	DESCRIPTION OF ITEMS TO BE DELIVERED/PICKED UP FROM BOOTH
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
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Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	

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# Frozen Storage Delivery Schedule

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## Easy Ordering Tips:

- Please complete in detail, the schedule below for all Frozen deliveries to booth as well as pick-ups from booth. Schedule Refrigerated Deliveries on the previous page.
- Confirm storage deliveries the previous day prior to 2:30 PM at the GES Servicenter desk.

## Frozen Deliveries

	DATE(S)	REQUESTED TIME	DESCRIPTION OF ITEMS TO BE DELIVERED/PICKED UP FROM BOOTH
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
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