

COST SAVING IDEAS

1. **Read this exhibitor kit! The information it contains will save you time, money, and stress.**
2. **Make sure you fully understand the different rules and regulations for the show you are exhibiting in, your booth type, and booth size.**
3. **Helpful reminders about ordering:**
 - Order any essential services in advance (i.e. booth fixtures, electrical labor and services, phone, IT, booth security, etc.). Place all orders by advance deadline to get the best rates. Try to avoid placing orders on-site. On-site orders are expensive and may be subject to delays. Confirm that your advanced orders have been received with GES and all other contractors before leaving for the show.
 - Bring copies of your advanced order forms, payment records, and a company credit card to the show, just in case.
 - Check-in early at the Service Desk to reserve any labor needed. Avoid changing or canceling your orders on-site as you will incur a charge. Should you require a change, be prepared to expect a delay.
4. **Helpful Shipping Reminders:**
 - Ship in advance to the GES warehouse whenever possible. Ship prepaid and keep a copy of the bill of lading and the shipper's reference number for every shipment. This kit includes advanced shipping labels and information about the advanced shipping dates. Show site deliveries are almost always more expensive and less reliable.
 - Shrink wrap items onto a skid to avoid any special handling charges.
 - Consolidate shipments. The minimum shipment weight is 200lbs, so you save money by shipping all items at once instead of multiple smaller shipments. See comparison below:

1/12: 60 lbs. charged @ 200 lbs. \$192.00	1/13: 3 pieces totaling 187 lbs. received on same day - Charged @ 200 lbs.
1/13: 52 lbs. charged @ 200 lbs. \$192.00	
1/14: 75 lbs. charged @ 200 lbs. \$192.00	
TOTAL SHIPPING CHARGES \$576.00	TOTAL SHIPPING CHARGES \$192.00

- Place a rider on your insurance policy from the time your product leaves your possession until it is returned. Your company is responsible for your product.
- If you must ship directly to show site, time the delivery to arrive when your company representative will be present. Confirm that your carrier will guarantee on-time delivery and be sure to have their phone number and shipment reference information handy.
- **If your carrier does not check-in during the assigned date/time as indicated on the target freight maps, you will incur a 25% "off-target" surcharge to your drayage costs.**
- Remove old shipping labels and attach new labels provided in the exhibitor kit. Make sure the labels are filled out with your company name, booth number, and number of pieces clearly marked.
- Label boxes with the booth number and the exhibitor name as listed in the directory. Shipping under the parent company name causes delays.
- Expect a wait to have your truck unloaded from the time it checks in.
- Coordinate your return shipment in advance. **Make sure someone from your company is on-site to oversee the outbound shipment of your display and product. Someone from your company should be with your display and product at all times - do not leave items unattended. Neither Informa nor GES is liable for the loss of unattended product.** If you need to leave before your product is picked up by GES, you may order security using the form in this kit or while on-site.
- Make sure your booth is packed and ready before turning in your Bill of Lading.