



Natural Products Expo West / Engredea Move Out Information and Checklist

Key Dates and Times

Show Hours:

Date: 3/10/17 10:00 AM - 6:00 PM
Date: 3/11/17 10:00 AM - 6:00 PM
Date: 3/12/17 10:00 AM - 4:00 PM

Dismantle:

Date: 3/12/17 4:00 PM - 10:00 PM
Date: 3/13/17 8:00 AM - 5:00 PM
Date: 3/14/17 8:00 AM - 5:00 PM
Date: 3/15/17 8:00 AM - 1:00 PM

Estimated Completion Times and Deadlines

Carrier Check In:

Date: 3/15/17 8:00 AM

Hall Clearance:

Date: 3/15/17 1:00 PM

Checklist:

- Review and Settle Invoices
- Complete Bill of lading and turn in at Servicenter
- Confirm Check-In deadline with carrier

GES National Servicenter
800.475.2098 or 702.515.5970

MOVE OUT NOTES

Empty Return:

Please DO NOT offer gratuities to workers in an attempt to find your empties. To ensure your safety, exhibitors will not be allowed in the crate storage area. Please pull those parts of your displays you can easily handle and are closest to the aisles further into your booth space to help protect them. Please keep the aisles clear of debris to expedite this process and prevent trip hazards.

Safety and Security is our top priority. Watch for forklifts and moving vehicles. Do not leave valuable items unattended in your booth or when you are packed and ready to be loaded.

GES Logistics is the on-site carrier for all your shipping needs - ground, deferred, 2nd day and Next Day service available. Ask your Service Representative for details.

Shipping is not an automatic process. If you plan to use a carrier other than GES Logistics, then you are responsible for making arrangements with that carrier. In the event that your designated carrier refuses to accept shipments or fails to pick-up by the deadline, GES will have to re-route the shipment. No liability will be assumed by GES as a result of such re-routing or handling. A Bill of Lading must be turned into the GES Servicenter for ALL shipments regardless of carrier. UPS and Federal Express may not pick up at this facility. If you planned to ship via either carrier, you may need to make alternate arrangements. **PLEASE DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH.**

Privately Owned Vehicles (cars, pickup trucks):

Please turn in a Bill of Lading directly to the Servicenter when you are packed and ready to be loaded.

Invoice Settlement :

Take a moment prior to the close of the show to review and settle your invoices with all vendors.

We are committed to continuous service improvement. Please take the time to complete the GES Online Survey and share your feedback with us.