

# Direct Receiving Dock Reservation Form

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

ISLH  
Hawaii Convention Center  
May 4 - 6, 2017

Discount Deadline Date:  
April 17, 2017

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



## Form Tips:

- All exhibitors planning direct deliveries to the Hawaii Convention Center for ISLH must return this form to 702.263.5424.
- All trucks must check in with GES freight receiving staff. Trucks without reservations will be accommodated as space becomes available or may be asked to return at a later time. This may cause delays in unloading your exhibit freight.
- Please be advised that overnight/next day service (Federal Express, UPS, DHL) from mainland USA to Hawaii usually takes 2 days for delivery. Saturday deliveries must have guarantee confirmation numbers.
- Please complete this form and fax/return before the above Deadline Date so GES can coordinate the labor and unloading of equipment at Hawaii Convention Center. Direct Delivery times must be scheduled for this event.

Direct to dock deliveries will be accepted during the following dates/times:

Wednesday, May 3, 2017 From: 10:00 AM - 10:00 PM

Thursday, May 4, 2017 From: 7:00 AM - 1:30 PM

Drivers must check in daily prior to to guarantee same day unloading.

Delivering Carrier	Number of Pieces	Estimated Weight
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide contact information of party requesting dock reservation:

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

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