



To create the world's most meaningful and memorable experiences for marketers, show organizers and event attendees.

Dear LA Auto Show Partners,

In preparation for load out GES will be preprinting your designated booths outbound Bills of Ladings (BOL) with as much information as possible. Our goal is to get them to your booth leads/carrier reps for review, dispatch in a timely manner and for GES to have a solid understanding of your needs. Our goal is to minimize your time in the marshalling yard for check in and dispatch. In order to achieve this goal, we are requesting the following information be sent back to LAAutoFreightOperations@ges.com by EOD, November, 28, 2019. Please put **LA Auto Outbound** in the subject line of your email.

1. Quantity of trucks
2. Schedule of trucks
3. Destination of shipments
4. Est. weights of shipments

We will pre-assign driver numbers to the pre-printed BOLs, you may assign BOLs to your drivers per your scheduled move out plan.

In order for us to have a successful move-out we ask that you have representatives from your carriers and your booths alongside us on the docks. We also ask that you have a representative from your carriers out at the marshaling yard with us. This will facilitate speedy, around the clock loading by assisting in dispatching the correct trucks to the docks.

Understanding that there are limited hours of straight time available during this move-out schedule, we will do everything we can to expedite the load out of the show. We will work to minimize your costs and meet the deadlines of LA Auto and the Los Angeles Convention Center.

Please advise your team member(s) who will be managing the load out on the docks to initial the completed date/time of BOL load(s) acknowledging the overtime surcharges. You will receive an overview of the charges via the freight tracking sheets on or near December 14, 2018.

All display freight (*Non-AV and Lighting loads*) must have trucks checked in by 2pm at the marshalling yard on Wednesday, December 4, display freight must clear the floor by 6pm. Thursday, December 5 is reserved for AV and Lighting loads, trucks must be checked in by 8am on Thursday, December 5. AV and Lighting must clear the floor by 12pm. Full facility clear will be and must be by contract completed by 6pm.

Should you have any questions our Freight Team will be available.

- Rick Goldammer @ (657) 222-7857. Rgoldammer@ges.com
- Tom Chacon @ 657-465-0233. TChacon@ges.com

Thank you,

LA Auto GES Team