

Cold Storage Space Order Form

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

Natural Products West 2020 - Hilton
 Hilton Anaheim
 March 4 - 6, 2020

Discount Deadline Date:
 February 12, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Showsite Contact _____ Showsite Contact Mobile Number _____



Easy Ordering Tips:

- **Labor fees apply for delivery and/or return of product.**
- **For calculation purposes a 4' x 4' area (approximately the size of one small skid) stacked 4' high will be considered 16 Sq. Ft.**
- Refrigerator (approx. 36° average) and freezer (approx. 0° average) storage service will be provided on site for those exhibitors who order such service in advance.
- Refrigerated and frozen storage is available at a rate of \$552.00 billed in 1 skid (16 Sq. Ft.) increments. This price is based on the total amount of product shipped to show site; applicable material handling rates apply.
- Exhibitors are encouraged to schedule cold storage deliveries (to and from the booth) in advance of the show to ensure delivery time availability. There are a finite number of deliveries made per hour "window" -- orders will be processed in the order received.
- Please plan and order carefully. You will be charged for actual usage. Exhibitors are urged to ship only the product they need to avoid excessive costs. Refer to the *Cold Storage Labor/Delivery Order Forms* to schedule/reserve and order labor for the handling of cold storage products into and out of refrigerator and freezer storage (deliver to and from the booth).
- **Full payment is due at the close of the show, and a credit card must be on file -- fill out and return the Payment and Credit Card Charge Authorization form.**



Reminder:

- Use the correct shipping label (refrigerated or frozen) for the type of product being shipped. Place one label on each item, not just one label per skid, and make sure to fill out each label completely with your company name, booth number, type of product, and date of desired delivery. Do not mix refrigerated and frozen product on the same skid -- use separate skids.

To reserve storage space, please complete the following:

Item Code	Description	Rate (\$)	X # Skids	Total
200514	Storage, Frozen per Skid	552.00		\$
200515	Storage, Refrigerated per Skid	552.00		\$

Total and Sign: Return to Mary Barnes at mbarnes@ges.com

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

Note: Due to temporary storage conditions, temperature regulations may vary 10° - 20°. Whereas every attempt will be made to provide security for products in storage and to ensure adequate and proper operation of the equipment, GES and Informa will assume no liability for loss of product from storage or for spoilage of product due to failure in power or equipment.

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

Order Labor and Schedule Deliveries on the following forms



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Cold Storage Labor/Delivery Order Form

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Showsite Contact _____ Showsite Contact Mobile Number _____



Attention:

- **Please complete the following forms for all refrigerated and frozen storage deliveries.** This includes deliveries from **storage to booth** as well as **pick-ups from booth to storage**. To determine if you need to schedule deliveries, please read this form carefully.
- Scheduled deliveries will be required to move your product from the GES refrigerated and freezer trailers to your booth.
- Scheduled deliveries will be required to move your product from your booth to the GES refrigerated and freezer trailers.



Easy Ordering Tips:

- Exhibitors are highly encouraged to schedule refrigerated and frozen storage deliveries (to and from the booth) in advance of the show to ensure delivery time availability and avoid higher costs. There are a finite number of deliveries made per hour "window" -- orders will be processed in the order received.
- **Refrigerated and Frozen storage deliveries (from storage to the booth) will be available beginning at 8:00 A.M. on Tuesday, March 3, 2020 through noon on Friday, March 6.** Please confirm refrigerated and frozen storage deliveries by 2:30 P.M. the day before the date requested. Please have an authorized company representative present at the time of delivery to your booth to inventory the items. **Any product left in refrigerated and frozen storage after noon on Friday, March 6 will be donated to the food bank. Please be sure to make arrangements for your carrier/shipper to arrive by 10:00 am on Friday, March 6, to pick up any product stored on the refrigerated and freezer trucks.**
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.

Delivery rates:

Item Code	Description	Discount (\$)	Regular (\$)
715044	Freezer Delivery, ST Move In	129.25	161.00
715044	Freezer Delivery, ST Move Out	129.25	161.00
715044	Freezer Delivery, OT Move In	225.50	281.50
715044	Freezer Delivery, OT Move Out	225.50	281.50
715046	Refrigerated Delivery, ST Move In	129.25	161.00
715046	Refrigerated Delivery, ST Move Out	129.25	161.00
715046	Refrigerated Delivery, OT Move In	225.50	281.50
715046	Refrigerated Delivery, OT Move Out	225.50	281.50

The minimum charge is one (1) skid or portion thereof and it is inclusive of delivery equipment.

Delivery rate is per skid or portion thereof.

Orders Placed at Show Site are subject to availability, and an additional 30% surcharge.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.



Reminder:

- Label your product so you know what product is for a specific day. Create a coding system to minimize access fees and help you get the product you need correctly, the first time.
- Don't forget to reserve refrigerated and frozen storage space -- fill out the *Cold Storage Space Order Form*.

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Refrigerated Storage Labor/Delivery Order Form

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 Hilton Anaheim
 March 4 - 6, 2020

Form Deadline Date:
 February 12, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Refrigerated Deliveries

	DATE(S) Deliveries will not start until Saturday	REQUESTED TIME	DESCRIPTION OF ITEMS TO BE DELIVERED/PICKED UP FROM BOOTH	PRODUCT STORAGE DELIVERY RATE (\$)	# OF PALLET	TOTAL
Show site contact for cold storage questions before/after show hours:						
Contact Name: _____			Phone Number: _____			
Delivery	MM/DD/YR	AM/PM		\$ ____ X ____ = \$ ____		
Pick-Up	MM/DD/YR	AM/PM		\$ ____ X ____ = \$ ____		
Delivery	MM/DD/YR	AM/PM		\$ ____ X ____ = \$ ____		
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Pick-Up	MM/DD/YR	AM/PM		\$ ____ X ____ = \$ ____		
Delivery	MM/DD/YR	AM/PM		\$ ____ X ____ = \$ ____		
Pick-Up	MM/DD/YR	AM/PM		\$ ____ X ____ = \$ ____		

Total and Sign: Return to Mary Barnes at mbarnes@ges.com

Please Sign

 Authorized Signature

 Authorized Name - Please Print

 Date

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Total Payment Enclosed

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Frozen Storage Labor/Delivery Order Form

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Frozen Deliveries

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