



REFRIGERATED & FROZEN PRODUCT SHIPPING, STORAGE & DELIVERY INFORMATION
*****FOR ANAHEIM CONVENTION CENTER NORTH HALLS*****

Copy and distribute to all your shipping staff

******Use the Color-Coded Shipping Labels******

GES will be using the Anaheim Convention Center to receive your product for cold storage starting on Monday, March 2, 2020 thru Tuesday, March 3, 2020. Use the shipping labels provided to you in the Show Kit. The labels are color-coded to ensure proper handling procedures. It is extremely important that shipments requiring refrigeration/freezer space are identified clearly on the shipping bill of lading and that the correct color labels are used on the product containers. GES cannot take responsibility for improper paperwork or labeling. **Important Note: Do not** send exhibit and dry materials with refrigerated/frozen product on the same pallet. They must be on separate pallets and correctly labeled to avoid the expense of multiple material handling surcharges and spoiled product.

SHIPPING TO THE ANAHEIM CONVENTION CENTER:

DATES: March 2, 2020 – March 3, 2020
Hours: 8:00am – 3:30pm

ADDRESS: Anaheim Convention Center c/o GES
1850 S. West St.
Anaheim, CA 92802

LABELS: Refrigerated Product – Use Pink labels
Frozen Product – Use Blue Labels

***Additional charges will apply for shipments that have exhibitor freight & dry products combined with cold & frozen shipments.

Important Notes:

- All drivers unloading or loading at the Anaheim Convention Center must first check in with GES at the GES marshalling yard:

1898 S Douglass Rd
Truck Marshalling & Cartload Staging Lot
Anaheim, CA 92806
United States of America

- Product may not arrive before 8:00 am on Monday, March 2, 2020
- All shipments must have a Bill of Lading or delivery slip indicating whether the product is for refrigeration or freezer and the number of pieces and weight.
- Any product left in storage after 12:00 noon on Friday, March 6, will be donated to the food bank.
- Be sure to arrange for your return shipper/carrier to check in the marshaling yard by 10:00 am, Friday, March 6, to pick up any product shipping back. A Cold storage material handling form (with Refrigerated or Frozen clearly indicated next to the carrier name) must be turned in to the GES Cold Storage desk, prior to 10:00 am.

Storage & Delivery of Product by Day:

- Use the correct shipping label for the type of product (i.e., refrigerated, frozen) you are shipping.
- Label all product with your company name, booth number, type of product, and day/date of desired delivery. If you do not properly label your product for delivery this could cause a delay in delivering your product to your booth.
- Delivery to your booth is not automatic; a work order must be completed for each cold storage delivery to your booth or pick up from your booth. Indicate the day you want the product to be delivered to your booth by circling the correct day on the shipping label for that box/carton.
- Due to the large volume of deliveries each day, GES pulls and delivers full cases or pallets of product marked by day or date. If you provide a “shopping list” of items to be delivered (i.e. 1 strawberry, 2 banana, 5 blueberry, 3 apple), you may incur additional labor cost for compiling specific items to be delivered. All delivery list of product to be delivered from storage, must be confirmed by 2:30pm, the day before scheduled delivery, with description and quantities, at the cold storage desk to ensure accuracy of items pulled.
- There will be a labor charge for each access to and from the refrigerated/freezer units. To have the product brought to/from the booth or trailer, a work order must be placed at the GES Cold Storage desk.
- It is highly recommended that you place your delivery/pickup orders as early as possible as there are a finite number of deliveries/pickups that can be accommodated in any given hour. **Please Note:** There are no deliveries or pickups in the hour before show opens on each show day.
- GES delivers in the hour and not at a specific time (i.e., if you place an order for 7:30 am, your product will be delivered between 7:00 am – 8:00 am).
- A representative must be in your booth at time of delivery. GES will not be responsible for product compromised that is left in your booth during the delivery hour requested.
- Labor for product inspection, sorting, or labeling must be ordered separately from delivery labor and will be billed a minimum of one (1) man-hour. This labor will be based on availability. This can be pre ordered. Please indicate on your delivery schedule below that the order is for inspection labor.
- Exhibitors are not allowed on the Cold Storage Dock.

Cold Storage Desk Locations in North Halls:

- Level 100
- Level 200

Cold/Dry 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 Expo West 2020 - North Halls
 Anaheim Convention Center
 March 4 - 6, 2020

Discount Deadline Date:
 February 10, 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, frozen, and dry 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/Dry 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

Reminder:

- Use the correct shipping label (refrigerated, frozen, or dry) 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, frozen, or dry product on the same skid -- use separate skids.

To reserve storage space, please complete the following:

Item Code	Description	Rate (\$)	X # Skids	Total
200516	Storage, Dry, Per Skid, Per Day	552.00		\$
200514	Storage, Frozen per Skid per Day	552.00		\$
200515	Storage, Refrigerated per Skid per Day	552.00		\$

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

Please Sign _____
 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

R-16a 091018 Cstm 100119 022601552



Cold/Dry Storage Labor/Delivery 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 Expo West 2020 - North Halls
 Anaheim Convention Center
 March 4 - 6, 2020

Discount Deadline Date:
 February 10, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Showsite Contact _____ Showsite Contact Mobile Number _____



Attention:

- **Please complete the following forms for all refrigerated, frozen, and dry 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, freezer, and dry trailers to your booth.
- Scheduled deliveries will be required to move your product from your booth to the GES refrigerated, freezer, and dry trailers.



Easy Ordering Tips:

- Exhibitors are highly encouraged to schedule refrigerated, frozen and dry 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, Frozen, and Dry storage deliveries (from storage to the booth) will be available beginning at 8:00 A.M. on Monday, March 2, 2020 through noon on Friday, March 6.** Please confirm refrigerated, frozen, and dry 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, frozen, and dry 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, freezer, and dry 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.

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
715045	Dry Storage Delivery, ST Move In	129.25	161.00
715045	Dry Storage Delivery, ST Move Out	129.25	161.00
715045	Dry Storage Delivery, OT Move In	225.50	281.50
715045	Dry Storage 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, frozen, and dry storage space -- fill out the *Cold/Dry Storage Space Order Form*.

R-16b 092718 Cstm 100119 022601552



Refrigerated Storage Labor/Delivery 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 Expo West 2020 - North Halls
 Anaheim Convention Center
 March 4 - 6, 2020

Form Deadline Date:
 February 10, 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 and Dry 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 _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
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

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

\$

R-16c 101118 Cstm 100119 022601552



Frozen Storage Labor/Delivery 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 Expo West 2020 - North Halls
 Anaheim Convention Center
 March 4 - 6, 2020

Form Deadline Date:
 February 10, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Frozen 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 _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
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

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

\$ _____

R-16c 101118 Cstm 100119 022601552



Dry Storage Labor/Delivery 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 Expo West 2020 - North Halls
 Anaheim Convention Center
 March 4 - 6, 2020

Form Deadline Date:
 February 10, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Dry 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 PALLETES	TOTAL
Show site contact for cold storage questions before/after show hours:						
Contact Name: _____			Phone Number: _____			
AM/PM	Delivery	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Pick-Up	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Delivery	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Pick-Up	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Delivery	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Pick-Up	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Delivery	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Pick-Up	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Delivery	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Pick-Up	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Delivery	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Pick-Up	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Delivery	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Pick-Up	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Delivery	MM/DD/YR		\$ ____ X ____ = \$ ____		
AM/PM	Pick-Up	MM/DD/YR		\$ ____ X ____ = \$ ____		

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 \$ _____

R-16c 101118 Cstm 100119 022601552



COLD STORAGE: NATURAL PRODUCTS EXPO WEST 2020

**Refrigerated
Product**

Shipping From:

Paper / Label Color:

PINK

Ship To:

**Anaheim Convention Center
c/o GES - Cold Storage
1850 S WEST STREET
Anaheim, CA 92802**

Piece _____ of _____

Booth#:

Exhibiting Company Name:

Exhibit Contact Mobile #

Please copy on BLUE paper and attach to each side of box/crate/pallet.

REFRIGERATED

REFRIGERATED

REFRIGERATED

REFRIGERATED

Booth #

**What day would you like your product
delivered to your booth?**

Monday

Tuesday

Wednesday

Thursday

Friday

Delivery Order still needs to be placed in order for your product to be delivered or picked up at Booth.

REFRIGERATED

REFRIGERATED

REFRIGERATED

REFRIGERATED

COLD STORAGE: NATURAL PRODUCTS EXPO WEST 2020

Frozen Product

Shipping From:

Paper / Label Color:

BLUE

Ship To:

**Anaheim Convention Center
c/o GES - Cold Storage
1850 S WEST STREET
Anaheim, CA 92802**

Piece _____ of _____

Booth#:

Exhibiting Company Name:

Exhibit Contact Mobile #

Please copy on BLUE paper and attach to each side of box/crate/pallet.

FROZEN FROZEN FROZEN FROZEN FROZEN FROZEN FROZEN

Booth #

What day would you like your product delivered to your booth?

Monday Tuesday Wednesday Thursday Friday

Delivery Order still needs to be placed in order for your product to be delivered or picked up at Booth.

FROZEN FROZEN FROZEN FROZEN FROZEN FROZEN FROZEN

DRY PRODUCT: NATURAL PRODUCTS EXPO WEST 2020

**Dry
Product**

Shipping From:

Paper / Label Color:

TAN

Ship To:
Show
Site

**Anaheim Convention Center
c/o GES - Dry Storage
1850 S WEST STREET
Anaheim, CA 92802**

Piece _____ of _____

Booth#:

Exhibiting Company Name:

Exhibit Contact Mobile #

Please copy on tan paper and attach to each side of box/crate/pallet.

DRY DRY DRY DRY DRY DRY DRY DRY DRY DRY DRY

Booth #

**What day would you like your product
delivered to your booth?**

Monday Tuesday Wednesday Thursday Friday

DRY DRY DRY DRY DRY DRY DRY DRY DRY DRY DRY

Dry Goods deliver direct to booth, Delivery Order still needs to be placed for your product to go into storage