



**designwest**  
center of the engineering universe

## SHIPPING & DRAYAGE INFORMATION

### 1. ADVANCE SHIPMENTS

Advance shipments will be accepted at the warehouse Monday through Friday, 8:00am to 3:00pm.

**Advance shipments sent to the GES warehouse must only arrive Monday, March 18, 2013 - Tuesday, April 16, 2013.** Advance shipments should be sent using the address labels in this section of the manual. Items received after April 16<sup>th</sup>, 2013 will be subject to a warehouse surcharge.

GES Warehouse Address:

**DESIGN West 2013  
C/O GLOBAL EXPERIENCE SPECIALISTS (GES)  
YRC  
201 HASKINS WAY  
SOUTH SAN FRANCISCO, CA 94080  
USA**

### 2. AIR SHIPMENTS

All air shipments must be received by GES at the San Jose Convention Center and should be addressed as direct shipments. Please note that shipments should arrive according to your target freight floorplan move-in time. If you are using one of the overnight courier services such as Federal Express, DHL, etc. and they arrive off-target, you will be charged off-target charges. Please also remember that regardless of your target freight move-in time, your freight cannot arrive to the San Jose Convention Center before Friday, April 19th, 2013.

### 3. BASIC REMINDERS

The following are basic reminders that will help you in preparing your booth displays and products for shipment:

**Insure all shipments from the time that they leave your company until they return from the event. Your present insurance company can add a rider to your current policy.**

Pack your materials properly in sturdy shipping crates or containers.

Label your shipments with the following information included:

Company Name  
Booth Number  
Embedded Systems Conference – Design West

Ship early and prepay all shipments. All shipments received onsite will be delivered after all advance shipments made to the GES warehouse.

Whether you route your shipments through the official carriers or through your regular carrier, use only those carriers that provide bills of lading showing a piece count and weight. Do not store your product in cartons, crates, or boxes labeled for empty storage.

At the close of the exhibits floor, pick up a bill of lading from the GES Service Desk. Provide all information for re-forwarding shipments on the bill of lading and return to the GES Service Desk.

### 4. CONTAINER REMOVAL, ACCESSIBLE STORAGE AND EMPTIES RETURN

Fire regulations prohibit storage of crates, cartons, and literature behind booths. All crates and related materials must be removed from the exhibits floor by 12:00pm on Saturday, April 27, 2013. Empty crates will be removed from your exhibit space, stored during the exhibit floor hours, and returned to your booth at the end of the exhibit floor hours.



Please remember that empty crates and cartons are returned only if they are properly labeled, "Empty". Labels are available at the GES Service Desk. Clearly mark all labels with your company name and booth number.

Limited accessible storage will be available during the exhibit floor hours. Please inquire at the GES Service desk on-site for location and further information. **No additional security will be made available at this storage area and it is not recommended to leave valuable materials here.**

#### **5. DIRECT SHIPMENTS**

Please note that shipments should arrive according to your target freight floorplan move-in time. If you are using one of the overnight courier services such as Federal Express, DHL, etc. and they arrive off-target, you will be charged off-target charges. Please also remember that regardless of the target freight floorplan, your freight cannot arrive to the San Jose Convention Center before Friday, April 19, 2013.

#### **6. EARLY RETURNS**

Special arrangements must be made through the GES Service Desk for early return of empty containers. A fee will be charged for this service due to limited storage in the facility.

Exhibitors will order this service through the GES Service Desk. When all containers are ready for removal, the exhibitor must go to the Service Desk and request a foreman to mark the early return containers with special labels. The foreman will come to the exhibitor's booth with a labor worker to remove these containers in order to avoid confusion with regular empty containers. Do not mark early return containers as empty. The foreman will handle all marking.

#### **7. GENERAL INFORMATION**

GES Exposition Services is the official contractor with the responsibility for unloading, delivery, reloading, and processing of all exhibitor freight shipments. GES will be responsible for maintaining traffic schedules for the loading docks and freight doors.

#### **8. HAND CARRY ITEMS**

An Exhibitor may hand carry one load of materials, providing it can be moved in one trip without the use of dollies, hand trucks or other mechanical equipment. See Section 5 (*Labor*) for more information about the onsite work rules.

#### **9. INTERNATIONAL SHIPMENTS**

International shipments will require special consideration not covered in this manual. Exhibitors should contact an international freight forwarder to obtain specific details. For additional information regarding international shipments, contact GES Logistics at (702) 263-1592.