

Top 10 Ways to Save at DESIGN West

Use this handy tip sheet as a guide to help save time and money as you plan your participation at DESIGN West 2013.

1. Save by taking advantage of the Early Bird and Advance pricing deadlines.

Order your electrical, labor and booth furnishings by March 29, 2013 and you can save up to 50%. Aside from saving you money, making important operational decisions in advance will better prepare you for the show.

2. Ship your booth to the Advanced Warehouse to save up to 10% on your material handling.

By taking advantage of the advance warehouse shipping deadline you will save money on material handling costs and help alleviate some of the stress associated with shipping directly to the event site. The advance warehouse deadline is April 16, 2013.

3. Use the Official Vendors and save material handling costs.

Oftentimes outside AV vendors contact our exhibitors with great "deals" on their prices, however please be aware of hidden costs. If you use an outside vendor for such items such as AV, you will pay material handling fees on those items that are brought into the facility. Renting items such as Audio Visual from our Official Vendors means that you do not pay costly material handling fees on top of the rental price- it is included in the rental fee.

4. Save on labor.

As the general service contractor, GES is in a position to offer services that no other exhibitor appointed contractor can. GES will not charge "waiting time" when shipments are delayed. When you use GES labor you pay for only the hours that are actually worked starting when your freight is delivered and ready for set-up. If you use an outside contractor: Do not schedule your labor too early- you will be charged, even if your freight is not yet in the booth. For example, if you have an approximate unloading time of 10am-1pm, schedule your labor to begin at 1 pm.

5. Set-up during straight time labor hours to avoid overtime labor charges.

You can save up to 20% on overtime labor charges by setting up on Monday, April 22nd from 8:00AM-5:00PM vs. Saturday and Sunday.

6. Pack your freight correctly and avoid costly Special Handling charges.

This small change can save you between 20% - 30% on your labor order.

7. Bring copies of advanced orders and create a booth diagram.

Make sure your service contractors and on-site booth staff member know exactly what has been ordered and how the booth will be set up. Supply copies of all pre-orders as well as a diagram that details the booth's entire layout, including electrical drops and furnishing placements; this will help expedite the set-up process and alleviate any confusion on-site.

8. Use hand-carry and cartload services whenever possible to save hundreds on your drayage costs.

If you have a small number of items to bring to your booth, use the new cartload service instead of ordering drayage. A cartload is eight (8) pieces or less, weighing less than 200 lbs.

9. Leave enough time for move-out when making travel arrangements.

Exhibitor move-out can be hectic and time-consuming. Make sure to give yourself ample time to pack your booth when booking return flights. This will help you avoid paying airline rebooking fees and/or extra hotel nights.

10. Rent booth properties to save up to 20% on material handling costs.

By renting booth properties directly from GES, you can save on your shipping and material handling costs. You can also help save yourself some stress on-site by having GES do all the set-up. To view booth rental options, visit www.ges.com/exhibitselect.