



Shipping, Drayage & Material Handling

## 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 **Tuesday, September 20 through Wednesday, October 19**. Advance shipments should be labeled with the GES advanced shipment shipping label, located in this section of the manual. Please read the Material Handling Information/Forms in this section carefully, in order to understand fees. Please contact GES if you have any questions regarding your shipment.

Advanced Shipments should be addressed as follows:

c/o GES  
ARM Technology Conference  
(Your Company Name and Booth Number)  
YRC  
201 Haskins Way  
South San Francisco, CA 94080  
USA

### 2. AIR SHIPMENTS

All air shipments must be received by GES at the Santa Clara Convention Center and should be addressed as direct shipments. **Direct shipments should arrive Monday, October 24<sup>th</sup> from 1:00pm to 5:00pm & Tuesday, October 25<sup>th</sup> from 8:00am to 5:00pm.** Direct shipments should be labeled with the GES direct shipment shipping label, located in this section of the manual. Please read the Material Handling Information/Forms in this section carefully, in order to understand fees. Please contact GES if you have any questions regarding your shipment.

### 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 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.
- Ship early and prepay all shipments. All shipments received on-site will be delivered after all advance shipments from 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 show, 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 3:00pm on Tuesday, October 25th.

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**

Direct shipments to the Santa Clara Convention Center will only be accepted Monday, October 24<sup>th</sup> from 1:00pm to 5:00pm & Tuesday, October 25<sup>th</sup> from 8:00am to 5:00pm. Direct shipments should be labeled with the GES direct shipment shipping label, located in this section of the manual. Please read the Material Handling Information/Forms in this section carefully in order to understand fees and contact GES if you have any questions regarding your shipment.

**The Santa Clara Convention Center will not accept advance deliveries made prior to Monday, October 24<sup>th</sup>. Any shipments arriving before this date will be returned to sender.**

#### **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 can 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 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 the **Labor, Equipment & Storage** section for more information about the on-site 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 (888) 454-4437 (if calling from US) or (702) 263-1500 (if calling from outside the US).