



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, February 13th through Tuesday, March 13, 2018. Please note that the warehouse will not accept shipments before these dates.

Advance shipments should be addressed as follows:

c/o GES
Game Developers Conference 2018
(Your Company Name & Booth Number)
YRC
201 Haskins Way
South San Francisco, CA 94080

2. **AIR SHIPMENTS**

All air shipments must be received by GES at the Moscone Convention Center, All Halls, 747 Howard Street, San Francisco, CA 94103. They should also be addressed as direct shipments. Use the Direct Shipment Labels located in this section. If you are using one of the overnight courier services such as Federal Express, DHL, etc., your shipment cannot be delivered on the weekend to the Moscone Convention Center. Be sure to check the Target Floor Plan for allowable days. Off Target deliveries will be charged extra.

3. **FREIGHT 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 show. 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
Game Developers Conference 2018

- Ship early and prepay all shipments. All shipments received at the show site will be delivered after all advance shipments made to the GES warehouse.
- Whether you route your shipments through the official show 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 by 10am on Saturday, March 24, 2018.

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 show floor by 4:00pm Tuesday, March 20th.

Empty crates will be removed from your exhibit space, stored during the show, and returned to your booth at the end of the show, provided they are correctly labeled with empty labels. Please remember that empty crates and cartons are returned only if they are properly labeled. 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 show hours. The R-12: Skid Accessible Storage Order Form is located in this section of the website.

5. **DIRECT SHIPMENTS**

Direct shipments to the Moscone Convention Center will only be accepted by GES **according to the Target Floorplan. If items arrive off your target move-in times, extra charges will be charged.**

Direct shipments should be addressed as follows:

c/o GES
Game Developers Conference 2018
(Your Company Name & Booth Number)
Moscone Convention Center, ALL HALLS
747 Howard Street
San Francisco, CA 94103

The Moscone Convention Center will not accept any advance deliveries made prior to Saturday, March 17th, 2018. Packages shipped earlier than Saturday, March 17th, 2018 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 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. OFFICIAL CONTRATOR OF ALL ONSITE FREIGHT HANDLING

GES is the official contractor with the responsibility for unloading, delivery, reloading, and processing of all exhibitor freight shipments and is responsible for maintaining traffic schedules for the truck marshaling area, loading docks, and freight doors.

8. HAND CARRY ITEMS

An Exhibitor may hand carry one load of materials (through the front door of the Expo Hall only), 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 of this website for more information about the show 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 702-515-5970 or www.ges.com/logistics/quote/