

MUFSSO

Hyatt Regency Dallas, Marsalis
September 30, 2013

Common Carriers & Air Carriers

Delivery Hours: Monday - Friday 8:00 AM - 3:00 PM (first come, first served).
No Appointment Required for Common Carriers.

Specialized Point to Point Ground Carriers (i.e., Van Lines, etc.)

1. Must call 24 hours before delivery to make an appointment. This will insure efficient unloading of specialized shipments and greatly reduce waiting times for the carrier.
2. Appointments for unloading will be scheduled between the hours of 8:00 AM - 3:00 PM. The availability of time slots will be determined by GES Receiving Personnel. All carriers must check in by 1:00 PM or Over Time billing rates apply.
3. Driver must have proper, legible bill of lading, stating Show Name, Exhibitor, and Booth Number. GES must have copy of the bill of lading.
4. Drivers must have 2 copies of their bill of lading. GES must also be provided with one copy of their bill of lading.
5. Bill of lading must include piece count.
6. Drivers must have 2 certified scale tickets, a light and heavy ticket for each shipment.
7. **If your Point to Point ground carrier fails to schedule a delivery appointment or does not show up at their appointed time, there will be a significant delay in the unloading process and the carrier may be required to return for the next day's schedule.**

**Please contact GES Freight Receiving at
214.443.2572 / 8:00 AM - 3:00 PM to make an appointment
24 hours prior to scheduled delivery time. Please note that the advance
warehouse will be closed for observance of Labor Day Monday, September 2nd
Refrigerated or Frozen food will not be accepted at the Advance warehouse**

**Make sure you notify your Point to Point ground carrier that an
appointment is required 24 hours in advance of delivery.**

Thank you for your assistance in helping to maintain the efficiency of our busy warehousing operations and in turn helping us to provide the best possible show experience for our clients.