

Non-Perishable (exhibit freight) Shipping Information

Copy and distribute to all your shipping staff
★★★Use our Color-Coded Shipping Labels★★★

Use the shipping labels provided by IDDBA. The labels are color-coded to ensure proper handling procedures. To help you determine which label to use, a color key is provided below. WHERE you ship your non-perishable exhibit materials depends on WHEN the items will arrive.

If you are shipping refrigerated or frozen product, [see the Refrigerated, Frozen, and Dry Product Shipping Information](#) for details and labels. It is extremely important that shipments requiring refrigeration/freezer space are identified clearly on the shipping bill of lading and that the correct color labels are used on the product containers. IDDBA and GES cannot take responsibility for improper paperwork or labeling.

SHIPPING TO:	GES Warehouse	Show Site
Date	Arrival from April 28 to May 27, 2016 Monday - Friday: 8:00 a.m. - 4:30 p.m. (closed on Memorial Day, Monday, May 30) Drivers must be checked in by 2:00 p.m. for same day unloading.	Target 1 Wednesday, June 1, 8:00 a.m. - 12:00 noon Target 2 Wednesday, June 1, 1:00 p.m. - 5:00 p.m. Target 3 Thursday, June 2, 8:00 a.m. - 5:00 p.m.
Address	DB Schenker c/o GES 18851 Kenswick Dr Humble, TX 77338	c/o GES George R. Brown Convention Center 1001 Avenida De Las Americas Houston, TX 77010
Label	use yellow label	use white label
Notes	Storage charges will apply for any shipment received before April 28. Any shipment received at the warehouse after May 27 will incur a surcharge.	<ul style="list-style-type: none"> Delivery date is based on target dates. Your target number will be emailed with your booth confirmation. Any booth materials sent to the Convention Center before target date/time may incur a surcharge or be refused, and any booth materials sent to the Convention Center after the target date/time will incur a surcharge.
Avoid additional surcharges: Do not send exhibit and dry materials with refrigerated/frozen product on the same pallet. They must be on separate pallets and correctly labeled to avoid the expense of multiple material handling surcharges and spoiled product (there is no refrigeration or freezer storage available at the convention center before June 3 at 8:00 a.m.), see the Refrigerated, Frozen, and Dry Product Shipping Information for details.		
Important Note: An additional 30% overtime surcharge will be charged if the driver (from the shipping company used) checks in after 2:00 p.m. , any day.		

Insurance Reminder

- Exhibitors should include a rider on their insurance policy to cover the shipping of materials/product from their home base to the show, during the show, and from the show to the home base.
- Neither IDDBA, GES, George R. Brown Convention Center, nor any of their officers, agents, or employees assume any responsibility for the exhibitor's property or product. Exhibitors should include or have a rider attached to their insurance policies covering the shipment of merchandise or product to the show (including loss or damage), during the show, and the return of the merchandise to the home base or the next venue.

If you require additional shipping labels:

- Return the [Request for Additional Shipping Labels Form](#).
 - Make additional copies from the label file onto the CORRECT color paper.
- OR**

General Shipping Information

IMPORTANT: Exhibit freight is time sensitive, so we recommend **shipping non-perishable** (exhibit) materials directly to the warehouse, to arrive on or before May 27. Any shipment received at the warehouse **after May 27 will incur a surcharge.**

- Freight sent to the WAREHOUSE ADDRESS will receive priority handling for move-in and will be delivered BEFORE shipments sent directly to the Convention Center.
- All advance, non-perishable freight received at the warehouse by May 27 will be in your booth before your targeted move-in date. Non-perishable freight received at the warehouse after May 27, will be in your booth on Saturday, June 4. A service charge applies if the shipment is received at the warehouse after Friday, May 27.
- Booth freight sent directly to the Convention Center (show site) will be received based on your target number. **Your target number will be emailed with your booth confirmation.**

Show Site Freight Delivery

Target 1 Wednesday, June 1 8:00 a.m. - 12:00 noon
Target 2 Wednesday, June 1 1:00 p.m. - 5:00 p.m.
Target 3 Thursday, June 2 8:00 a.m. - 5:00 p.m.

- Any booth materials sent to the Convention Center before your specified target date/time will incur a surcharge or be refused and returned to sender.
- If you can't meet your target date and time, contact IDDBA in writing to request a new target date and time. IDDBA will respond in writing if a new date and time can be arranged.
- You should expect waiting time for unloading of booth freight shipped directly to the Convention Center. Be sure to notify your shipper that you are shipping "Trade Show Materials." Keep in mind that some carriers are closed on weekends and since the set-up and show are on the weekend - choose your carrier carefully.

- Please be sure to use the proper IDDBA shipping labels.
- Prepay all shipping charges. GES cannot accept or be responsible for collect shipments.
- All shipments must be consigned c/o GES to allow them to be accepted for handling. Convention centers and hotels will not accept direct shipments consigned to them.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets are required for proper billing of materials. The weights of your vehicle empty and loaded must be documented with certified weight tickets for billing purposes. GES will unload all shipments after your driver submits certified weight tickets at the receiving site. There is a \$20.00 charge if there is a difference of 100 lbs. or more between the bill of lading and the re-weigh at show site.
- GES will estimate weight for private vehicles without certified weight tickets. Material handling charges will be based on this estimation and no adjustments can be made.
- Separate mixed van shipments between crated and uncrated, and clearly identify the weights of each on the Bill of Lading form. Otherwise, GES will invoice the entire load at the higher uncrated rate and no adjustments can be made.
- Labor and equipment for unloading and loading are included with GES freight handling rates for services.
- Labor equipment will be available for uncrating, unskidding, assembling, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment of exhibitors. Place your orders for this labor using the [In-Booth Forklift & Labor Order Form](#).

Shipping/Exhibitor Product Insurance (required)

- Exhibitors should include a rider on their insurance policy to cover materials incoming from their home base to the show, during the show, and from the show to their home base. Contact your insurance company for costs and details.
- Each exhibitor must purchase or have adequate insurance coverage to protect against all possible perils including product liability, damage, or loss.
- Neither IDDBA, GES, George R. Brown Convention Center, nor any of their officers, agents or employees assume any responsibility for the exhibitor's property. Exhibitors should purchase an insurance policy or have a rider attached to their insurance policies covering the shipment of merchandise to the show, during the show, and the return of the merchandise to the home base or the next venue.
- Best practice is to purchase the required insurance from your own insurance agent.
- See the [sample exhibitor insurance requirements](#) and [sample EAC insurance requirements](#) for full details.

Freight & Small Package Shipments

- [GES Logistics](#) has a full range of transportation services to fit your needs.
- Do not rely on UPS or FedEx tracking systems. When they deliver a truckload of boxes to the Convention Center, they "track" them all as part of a "bulk" delivery, regardless of whether they are delivered or on a truck to be delivered later.
- Do not use the United States Postal Service as a means of shipping because it will not be delivered. The shipment will be returned to sender.
- UPS shipments outbound at the close of the show will be charged based on the rate in the Convention Center - even if you give them your UPS account per UPS. The exhibiting company's negotiated UPS rate will not apply, per UPS's policies. UPS won't pick up the shipment unless the exhibitor has called it in to UPS. A GES Outbound Material Handling Form will also be required before shipment is picked up by UPS.

- FedEx shipments will be charged based on the exhibiting company's negotiated FedEx rate as long as you have a pre-printed waybill completely filled out and have called in the shipment to FedEx, before turning the package over to GES. A GES Outbound Material Handling Form will also be required before shipment is picked up by FedEx. If you only give GES the exhibiting company's account number, the negotiated rate will not apply. The shipment will be billed the going rate for the convention city.
- FedEx won't pick up the shipment unless the exhibitor has called the shipment information in to FedEx.

Storage & Removal of Crates/Boxes/Skids

- Removal and storage of crates, boxes, and skids is included in your freight fees. There will be no additional labor charge for this service, unless you brought your own freight in, then, additional fees will apply.
- To have your crates, boxes, and skids picked up, stored during the show, and then returned to your booth after the close of the show, exhibitors need to complete and affix an "Empty" sticker to each item. These stickers are available at the GES Servicer and are for empty storage only. Unlabeled empties will be removed at Show Management discretion.
- Show Management and GES assume no responsibility for the contents of crates or boxes improperly labeled as "empty." It may be necessary to store empty crates and cartons outside the building in an unsecured area. Every effort will be made to protect the crates from the elements, but neither Show Management nor GES nor its service contractors will assume any responsibility for damage to them.