

Refrigerated, Frozen, and Dry Product Shipping Information

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

New for 2016 - We will be using a refrigerated warehouse to receive your product for cold storage from May 23 - June 3. It is Mandatory for you to make appointments at least 24 hours in advance. Use the shipping labels provided by IDDBA. The labels are color-coded to ensure proper handling procedures. 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. To help you determine which label to use, a color key is provided below.

SHIPPING TO:	Refrigerated Product for Cold Storage	Frozen Product for Cold Storage	Refrigerated Product for Cold Storage	Frozen Product for Cold Storage	Dry Product for Storage	Perishable Product for Delivery Direct to Booth
Date	May 23 - June 3 (closed Monday, May 30 for Memorial Day)	May 23 - June 3 (closed Monday, May 30 for Memorial Day)	June 4 - June 7 (for late shipments direct to show site only)	June 4 - June 7 (for late shipments direct to show site only)	June 1 - June 7	Target 1 Wed., June 1, 8:00 a.m. - 12:00 noon Target 2 Wed., June 1, 1:00 p.m. - 5:00 p.m. Target 3 Thurs., June 2, 8:00 a.m. - 5:00 p.m.
Address	Prefco c/o GES 1190 West Loop North Houston, TX 77055		George R. Brown Convention Center c/o GES 1001 Avenida De Las Americas Houston, TX 77010			
Label	use pink label	use blue label	use pink label	use blue label	use tan label	use green label

Important Note:

- Storage of refrigerated/freezer **product** at Prefco will be available 7:00 a.m., Monday, May 23, through 3:30 p.m., Thursday, June 3 (**delivery appointments required**).
- Appointments are required** for deliveries to Prefco and **must be made by email at least 24 hours in advance to delivery@prefcocorp.com**. Appointments are in 15 min. increments.

Days and hours for delivery:
Mon.-Fri.: 7:00 a.m. - 3:30 p.m.

- Friday, June 3 deliveries to Prefco may not be available for delivery to your booth until after noon on Saturday, June 4.
- Deliveries after June 3 should go directly to the marshaling yard for unloading at the GRBCC.**
- 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.

Important Note:

- Products may **not** arrive before 8:00 a.m. on Tuesday, May 31, 2016.
- Any product left in storage after 12:00 noon**, on Tuesday, June 7, will be donated to the food bank.
- 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.
- Be sure to arrange for your return shipper/carrier to check-in the marshaling yard by 10:00 a.m., Tuesday, June 7, to pick up the product.

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 before May 23 at 7:00 a.m.).

Refrigerated and Frozen Shipping Information

- Refrigerated or frozen product will be accepted at Prefco beginning on Monday, May 23 at 7:00 a.m. through Friday, June 3 at 3:30 p.m.

Prefco
1190 West Loop North
Houston, TX 77055
Email: delivery@prefcocorp.com

- Inform carriers/shipping companies/drivers that delivery **appointments are required** for deliveries to Prefco. **Appointments must be made by email at least 24 hours in advance to delivery@prefcocorp.com**, and are made in 15 minute increments.

Days and hours for delivery:
Monday-Friday: 7:00 a.m. - 3:30 p.m.

- Friday, June 3 deliveries to Prefco may not be available for delivery to your booth until after noon on Saturday, June 4.
- Prepay all shipping charges. GES cannot accept or be responsible for collect shipments.
- Please be sure to use the proper shipping labels. Labels/boxes must be clearly marked to indicate which day they are to be delivered to the booth.
- All shipments must have a Bill of Lading or delivery slip indicating whether the product is for refrigeration or freezer, and the number of pieces, weight, and type of merchandise.
- Upon shipping, immediately send copies of the Bill of Lading form to GES and your on-site representative.
- All shipments must be consigned c/o GES to enable GES to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

Important Note: Exhibitors should not ship refrigerated or frozen product, or booth display materials on the same pallet! Separate your shipments and use the appropriate shipping labels for each type of handling. Failure to do this will result in expensive material handling charges and surcharges to attempt to place your product in the proper storage area (e.g., refrigerated, frozen, or dry storage).

WORST CASE: Improperly labeled/shipped perishable product could be improperly handled (i.e., out of refrigeration) if shipped to the wrong address or on a mixed pallet, or returned to sender.

Storage • Delivery of Product by Day

- Use the correct shipping label for the type of product (i.e., refrigerated, frozen, dry, nonperishable) you are shipping.

- Label all product with your company name, booth number, type of product, and date of desired delivery.
- Delivery to your booth is not automatic, **a work order must be completed for each cold storage delivery**. Indicate the day you want the product to be delivered to your booth by circling the correct day on the shipping label for that box.
- The order will need to be confirmed at show site.

Dry Product Shipping Information

- Inform carriers/shipping companies/drivers they will need to check in at the marshaling yard and they should expect waiting time for unloading.
- Prepay all shipping charges. GES cannot accept or be responsible for collect shipments.
- Please be sure to use the proper shipping labels.
- All shipments must have a Bill of Lading or delivery slip indicating whether the product is for refrigeration or freezer, and the number of pieces, weight, and type of merchandise.
- Upon shipping, immediately send copies of the Bill of Lading form to GES and your on-site representative.
- All shipments must be consigned c/o GES to enable GES to accept them for handling. Convention centers and hotels will not accept direct shipments consigned to them, as they have no facilities for receiving or storing freight.

FDA and CBP Transitional Compliance on Food Imports under the Bioterrorism Act

There are specific guidelines for importing food into the United States.

- All facilities that manufacture, process, or hold food for consumption in the U.S. must be registered with the FDA and comply with USDA regulations.
- The FDA requires prior notification on all food and drinks imported or offered for import to the U.S. Prior notice must be received between two and eight hours before each shipment's arrival at the U.S. border.
- Compliance with all regulatory authorities is the exhibitor's responsibility.

For more information please visit:

<http://www.fda.gov/food/guidanceregulation/importexports/importing/default.htm>

Dry Storage

- Make arrangements for storage of dry materials (non-refrigerated/non-freezer items) with GES at the GES Servicer.

Product Delivery

- **There will be a labor charge for each access to and from the refrigerated/freezer trailers.** To have product brought to/from the booth or trailer, a work order must be placed at the GES Servicercenter.
- The work order must be signed by a representative of the exhibiting company.

Cold Product Delivery

- Delivery of refrigerated/freezer product will be **available from 8:00 a.m., Saturday, June 4, through 12:00 noon on Tuesday, June 7.** Be sure to arrange for your return shipper/carrier to be checked in at the marshaling yard by 10:00 a.m., June 7.
- Trailers providing refrigeration and freezer space for product will be located on the docks. The cold storage desk will be located inside the GES Servicercenter.

Dry Product Delivery

- Delivery of dry product storage will be **available from 8:00 a.m., Saturday, June 4, through 12:00 noon on Tuesday, June 7.** Be sure to arrange for your return shipper/carrier to be checked in at the marshaling yard by 10:00 a.m., June 7.
- To help facilitate the final cleaning of the show floor prior to show opening, refrigerated, frozen, and dry product will be delivered by **handcart only** during the following times:
Sunday, June 5 10:00 a.m. - 11:00 p.m.
Monday, June 6 10:00 a.m. - 11:00 p.m.
Tuesday, June 7 9:00 a.m. - 10:00 a.m.

Product will **not be delivered by a forklift or motorized cart** during show hours.

Delivery by handcart will take more time, so please take the time to plan your deliveries prior to show open.

See the [Storage Labor/Delivery Order Forms](#) for details on how to order product delivery.

- Storage of product in excess of 4' x 4' x 4' square foot area (approximately the size of one pallet) per company, will be charged at the rate of \$240.00 per pallet. **See the Cold Storage Space Order Form for additional details.**
- Label your product so you know what specific day or case it belongs to. Create a coding system to minimize access fees and help you get the product you need.
- Ship only the **product they need** to avoid excessive costs.
- **Any product left after 12:00 noon**, on Tuesday, June 7, will be donated to the food bank.

Exhibitor Product Insurance (required)

- IDDBA does not maintain insurance covering exhibitor's property or product. We require that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage, and liability for personal injury.
- Neither IDDBA, George R. Brown Convention Center, GES nor any of the officers, staff members, directors of any of the same are responsible for the safety of the exhibitor's property and product from theft, damage by fire, accident, vandalism, or other causes, and the exhibitor expressly waives and releases any claim or demand it may have against any of them by reason of any damage to or loss of any property of the exhibitor.
- Each exhibitor must purchase or have adequate insurance coverage to protect against all possible perils including product liability, damage, or loss. See the [sample exhibitor insurance requirements](#) for complete insurance requirements.

Food Donation

- The Food Bank will be at show site to accept food donations from exhibiting companies. All donated product is distributed to soup kitchens, homeless shelters, and other organizations feeding the hungry.
- Product may be donated at the end of each show day. Further instructions on where to take donated product will be included in the exhibitor packet distributed at show site.
- Product remaining on the IDDBA refrigerated/ freezer trucks after 12:00 noon on Tuesday, June 7, will automatically be donated to the Food Bank, unless return shipping arrangements have been made prior to 10:00 a.m. Cold storage material handling forms (with Refrigerated or Frozen clearly indicated next to the carrier name) must be turned in and freight carriers must be checked in by 10:00 a.m. for all exhibitors.
- Please be sure to make arrangements for your carrier/ shipper to arrive by 10:00 a.m. on Tuesday, June 7, to pick up any product stored on the refrigerated/freezer trucks.
- Refrigerated/freezer storage will not be available after 12:00 noon on Tuesday, June 7.
- Each year our exhibitors donate thousands of pounds of food products to local food banks. Information and procedures will be available at show site. Receipts for tax purposes will be available after the show on IDDBA's website, www.iddba.org.

Tipping

IDDBA prohibits tipping of any show labor or Convention Center employees. Any attempts to solicit a gratuity by any worker for any service should be reported immediately to the GES Servicercenter and IDDBA Registration.