

## Request for Additional Shipping Labels

Color-coded labels for sending your exhibit materials to the George R. Brown Convention Center, advanced GES warehouse and/or the Prefco refrigerated/frozen warehouse have been included in this service kit. They will also be shipped to you in late February, or later as confirmations are sent. Different colored labels are used to identify how materials are to be stored (refrigeration, freezer, or dry storage).

Should you need additional labels, you may do either of the following:

1. Create your own colored labels.  
✓ To create your own additional labels, locate the appropriate label within the kit and print the label onto the **color paper** indicated on the label.

**Important Note:** Labels must be copied on the correct color paper for correct handling.

2. Complete and return this form to IDDBA at [exhibitorservices@iddba.org](mailto:exhibitorservices@iddba.org), or fax to 608-238-6330.  
✓ If you would like IDDBA to send you additional labels, please fill in the **number of labels** you need beside the appropriate label(s).

Number of labels needed	Shipments to GES Warehouse in Atlanta, GA
# _____	<b>Non-refrigerated</b> food and booth materials (arrival from 4/28/16 to 5/27/16) yellow labels (any shipment received at the GES warehouse after 5/27/16 will incur a surcharge)
Number of labels needed	Cold Storage Shipments to Prefco (cold storage warehouse)
# _____	<b>Refrigerated food</b> (arrival 5/23/16 - 6/3/16) pink labels
# _____	<b>Frozen food</b> (arrival 5/23/16 - 6/3/16) blue labels
Number of labels needed	Late Cold Storage Shipments to Georgia World Congress Center
# _____	<b>Refrigerated food</b> (arrival 6/4/16 - 6/7/16) pink labels
# _____	<b>Frozen food</b> (arrival 6/4/16 - 6/7/16) blue labels
Number of labels needed	Shipments to Georgia World Congress Center
# _____	<b>Non-refrigerated</b> food and booth materials (arrival on or after 6/1/16 - based on target) white labels
# _____	<b>Dry Product Storage</b> (arrival 5/31/16 - 6/7/16) tan labels
# _____	<b>Perishable food product for delivery straight to booth, not refrigeration</b> (arrival on or after 6/1/16) green labels

### Mail labels to:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

For Overnight Service, please provide your UPS or FedEx Number: \_\_\_\_\_

### For more information or if you have questions, please contact:

#### Exhibits Team

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