



SHIPPING

SHIPPING INFORMATION

There are two basic methods of shipping your display materials and equipment for the 2017 TRA Marketplace:

Method 1: Shipping to the GES Warehouse

By selecting this method of shipping, you can ship your materials to the freight company's warehouse to arrive between Monday, June 5, 2017 and Thursday, June 29, 2017. Materials are accepted at the warehouse Monday through Friday between the hours of 8:00 am – 3:30 pm.

Please Note: *Shipments arriving before Monday, June 05, 2017 will incur a storage fee, and shipments arriving after Thursday, June 29, 2017 will incur a Late to Warehouse Fee.*

To qualify for this type of shipping, the materials must be crated, boxed or on skids (and cannot require cold/frozen storage.) This service includes the acceptance and storage at the warehouse, delivery to exhibit site, unloading freight and delivering to your booth, picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

The big advantages of the method are that the shipping time does not have to be exact since you have an extended window and you have more flexibility on the carrier used

Method 2: Shipping Direct to the Convention Center

To use this method, your shipment must arrive during exhibitor move-in hours (Friday, July 7, 2017 and Saturday, July 8, 2017 from 8:00 am to 5:00 pm) There are no personnel at the Kay Bailey Hutchison Convention Center available to accept shipments prior to the official move-in days. Exhibitors who have targeted move-in days should schedule shipments to arrive early the day of their move-in.

Please Note: *Shipments not arriving on the above designated time frame, on a holiday, or on overtime will incur additional charges.*

All other exhibitors should schedule shipments to arrive early on Friday, July 7, 2017. This method must be used for uncrated and loose material shipments. Crated, skidded and boxed material may also be delivered at this time. This service includes acceptance of materials at show site, delivery to your booth, removal/storage/return of empty packing materials and loading of materials on designated carriers.

See GES Form R2 for pricing and order placement.