



# Shipping

## SHIPPING INFORMATION

There are two basic methods of shipping your display materials and equipment for the 2020 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 Monday, July 13, 2020 - Tuesday, August 11, 2020. Materials are accepted at the warehouse Monday through Friday between the hours of 8:00 am – 4:30 pm.

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. 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, August 14, 2020. 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.

For pricing and order placement, please refer to the [Shipping, Drayage and Material Handling](#) section of the GES Exhibitor Service Manual.



## Product Storage Information

### **Cold Storage – Offered on a first-come, first-served basis.**

Cold storage will be accepted at show site only and storage space is limited. Refrigerated and freezer trailers will be available on the dock of the Kay Bailey Hutchison Convention Center. Exhibitors wishing to utilize this service should complete the “Refrigerated & Frozen Storage” order form and return to GES. Space will be assigned in the order the forms are received. Material handling fees will apply.

### **Dry Storage - Offered on a first-come, first-served basis.**

Dry storage will be accepted at show site only and storage space is limited. Refrigerated and freezer trailers will be available on the dock of the Kay Bailey Hutchison Convention Center. Exhibitors wishing to utilize this service should complete the “Show Site Storage” order form and return to GES. Space will be assigned in the order the forms are received. Material handling fees will apply.