



ATTENTION!

Self-Unload Move-In/Out Process

- 1) Please refer to the Key Installation Move-in/out schedule (**see form G-1s**) along with the Target scheduled move-in and floor plan (**see form R-21**).
- 2) **Exhibitor(s) will be staged at the marshalling yard for move-in and move out to avoid congestion at the dock.** Once checked into the marshalling yard, GES staff will provide each self-unload exhibitors with a **30-minute** numbered dock pass (provided by GES). The dock pass will allow you access to the Georgia World Congress Center dock for **Unload Only**.
- 3) Exhibitor(s) must have two (2) adults in the vehicle over the age of 18 with a valid driver's license. Any vehicle over the allotted time of **30 minutes** will be asked (by Security) to relocate their vehicle.
- 4) **Exhibitor(s) will be required to provide a valid cellular phone number, company name and booth number to receive their dock pass. A courtesy call or text will be delivered (by GES Staff) if your vehicle is over the allotted time of 30 minutes. Any vehicle left unattended in the dock area over the 30-minute allotted time will be towed at the owner's expense.**
- 5) Exhibitor(s) permitted to use self-unload should expect to wait on average of (1) one and a (1/2) half hours in the marshalling yard, before being sent over to the loading dock.
- 6) **NO children** under the age of **13** will be permitted inside the exhibit hall to assist exhibitor(s) with move-in or move-out and are **PROHIBITED** from being on the show floor and dock areas.
- 7) Self-Unload drivers may acquire your loading dock passes at the marshalling yard at **5:00pm Monday, August 21st** to prepare for move-out. **Do Not Leave Your Booth Unattended during move-out.** Exhibitor must have booth personnel at their booth space by **6:00pm**. Booth dismantle begins **Monday, August 21st from 5:00pm-9:00pm**. Exhibitors will also have from **8:00am - 12:00pm (Noon) Tuesday, August 22nd for continued move-out (if needed)**.
- 8) Exhibitor(s) designated to use Cartload/POV (**see cartload service forms R-14 and G-1s**) services may acquire your loading dock passes at the GEServicenter located in Hall C4 to prepare for move-out at **5:00pm Monday, August 21st**.
- 9) Exhibitor(s) designated for Material Handling (**see material handling forms R-2 and G-1s**) and have **No Balance Due** on their GES invoice; your material handling (drayage) is based on roundtrip service. Exhibitors, will receive a GES Bill of Lading (BOL), which should be **filled out and returned** to our GEServicenter located in Hall C4 once your booth is packed and ready to go.

Exhibitors Requesting Self-Unload

- Exhibitor(s) who request, and get approval by GES to use self-unload based on qualifying rules, will be responsible for handling their own product during move-in and move-out with an allotted time of **30 minutes**.
- The use of any GES equipment i.e. dollies, pallet jacks and/or push carts is **PROHIBITED**.
- Exhibitor(s) requesting to be in the self-unload category with **401 lbs. and over** will be designated to the material handling category. **If you arrive with a truck, van or trailer filled with exhibit material you will not qualify for this service and will be redirected.** Exhibitor(s) will be required to pay for this service (**see material handling forms R-2 and G-1s**) for detailed information and pricing.
- Exhibitor(s) can elect to use Cartload/POV service for move-in and move-out if they have **400 lbs. or less** and their vehicle meets all other criteria. Exhibitor(s) will need to pay for Cartload inbound and outbound service separately at the GEServicenter located in Hall C4 (**see cartload service forms R-14 and G-1s**) for detailed information and pricing.

GES and Bronner Bros. executives will be on the show floor and available to explain and answer any questions you may have. We look forward to seeing you August 19-21, 2017.

Bronner Bros. International Beauty Show-Spring.

Celebrating 70 years of Beauty!!