

# Cold/Dry Storage Space Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

IDDBA 19  
Orange County Convention Center - South Concourse  
June 2 - 4, 2019

Discount Deadline Date:  
May 8, 2019

Company Name	Email	Phone Number	Booth Number
Showsite Contact		Showsite Contact Mobile Number	



## Easy Ordering Tips:

- **One refrigerated or frozen or dry 4' x 4' x 4' skid space per company is included in the standard booth package at no charge. Labor fees apply for delivery and/or return of product.**
- **For calculation purposes a 4' x 4' area (approximately the size of one small skid) stacked 4' high will be considered 16 Sq. Ft.**
- Refrigerator (approx. 36° average) and freezer (approx. 0° average) storage service will be provided on site for those exhibitors who order such service in advance.
- Refrigerated, frozen, and dry storage is available at a rate of \$256.00, billed in 1 skid (16 Sq. Ft.) increments. This price is based on the total amount of product shipped to show site; applicable material handling rates apply. Please note that IDDBA provides for the first skid of storage space, per exhibiting company, at no charge.
- Exhibitors are encouraged to schedule cold storage deliveries (to and from the booth) in advance of the show to ensure delivery time availability. There are a finite number of deliveries made per hour "window" -- orders will be processed in the order received.
- Please plan and order carefully. You will be charged for actual usage. Exhibitors are urged to ship only the product they need to avoid excessive costs. Refer to the *Cold/Dry Storage Labor/Delivery Order Forms* to schedule/reserve and order labor for the handling of cold storage products into and out of refrigerator and freezer storage (deliver to and from the booth).
- **Full payment is due at the close of the show, and a credit card must be on file -- fill out and return the Payment and Credit Card Charge Authorization form.**



## Reminder:

- Use the correct shipping label (refrigerated, frozen, or dry) for the type of product being shipped. Place one label on each item, not just one label per skid, and make sure to fill out each label completely with your company name, booth number, type of product, and date of desired delivery. Do not mix refrigerated, frozen, or dry product on the same skid -- use separate skids.

To reserve storage space, please complete the following:

Item Description	First Skid	Additional Skid	# Skids	Tax %	Total
First Skid of Frozen, Refrigerated or Dry (16 Sq. Ft.)	Paid by IDDBA		1	6.5	\$ 0.00
Number of Frozen Product Skids (16 Sq. Ft.)		\$228.75 each		6.5	\$
Number of Refrigerated Product Skid (16 Sq. Ft.)		\$228.75 each		6.5	\$
Number of Dry Skid (16 Sq. Ft.)		\$228.75 each		6.5	\$

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

## Notices

Note: Due to temporary storage conditions, temperature regulations may vary 10° - 20°. Whereas every attempt will be made to provide security for products in storage and to ensure adequate and proper operation of the equipment, GES and IDDBA will assume no liability for loss of product from storage or for spoilage of product due to failure in power or equipment.

Frozen Storage .....approximately 0° - 20° F  
(Freezers are kept at 0° F unless storing ice cream, in which case the freezers are set at -20°F.)  
Refrigerated Storage .....approximately 35° - 40° F

Order Labor and Schedule Deliveries on the following forms



HC rates

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# Cold/Dry Storage Labor/Delivery Order Form

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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Showsite Contact \_\_\_\_\_ Showsite Contact Mobile Number \_\_\_\_\_



## Attention:

- **Please complete the following forms for all refrigerated, frozen, and dry storage deliveries.** This includes deliveries from **storage to booth** as well as **pick-ups from booth to storage**. To determine if you need to schedule deliveries, please read this form carefully.
- Scheduled deliveries will be required to move your product from the GES refrigerated, freezer, and dry trailers to your booth.
- Scheduled deliveries will be required to move your product from your booth to the GES refrigerated, freezer, and dry trailers.



## Easy Ordering Tips:

- Exhibitors are highly encouraged to schedule refrigerated, frozen and dry storage deliveries (to and from the booth) in advance of the show to ensure delivery time availability and avoid higher costs. There are a finite number of deliveries made per hour "window" -- orders will be processed in the order received.
- **Refrigerated, Frozen, and Dry storage deliveries (from storage to the booth) will be available beginning at 8:00 A.M. on Saturday, June 1, 2019 through noon on Tuesday, June 4.** Please confirm refrigerated, frozen, and dry storage deliveries by 2:30 P.M. the day before the date requested. Please have an authorized company representative present at the time of delivery to your booth to inventory the items. **Any product left in refrigerated, frozen, and dry storage after noon on Tuesday, June 4 will be donated to the food bank. Please be sure to make arrangements for your carrier/shipper to arrive by 10:00 am on Tuesday, June 4, to pick up any product stored on the refrigerated, freezer, and dry trucks.**
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Delivery rates:

Item Code	Description	Discount (\$)	Regular (\$)	Tax %	
715044	Freezer Delivery, ST Move In	<b>102.25</b>	127.75	6.5	<i>The minimum charge is one (1) skid or portion thereof and it is inclusive of delivery equipment.</i>
715044	Freezer Delivery, ST Move Out	<b>102.25</b>	127.75	6.5	
715044	Freezer Delivery, OT Move In	<b>136.75</b>	170.75	6.5	<i>Delivery rate is per skid or portion thereof.</i>
715044	Freezer Delivery, OT Move Out	<b>136.75</b>	170.75	6.5	
715045	Dry Storage Delivery, ST Move In	<b>102.25</b>	127.75	6.5	<i>Orders Placed at Show Site are subject to availability, and an additional 30% surcharge.</i>
715045	Dry Storage Delivery, ST Move Out	<b>102.25</b>	127.75	6.5	
715045	Dry Storage Delivery, OT Move In	<b>136.75</b>	170.75	6.5	<i>Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.</i>
715045	Dry Storage Delivery, OT Move Out	<b>136.75</b>	170.75	6.5	
715046	Refrigerated Delivery, ST Move In	<b>102.25</b>	127.75	6.5	
715046	Refrigerated Delivery, ST Move Out	<b>102.25</b>	127.75	6.5	
715046	Refrigerated Delivery, OT Move In	<b>136.75</b>	170.75	6.5	
715046	Refrigerated Delivery, OT Move Out	<b>136.75</b>	170.75	6.5	



## Reminder:

- Label your product so you know what product is for a specific day. Create a coding system to minimize access fees and help you get the product you need correctly, the first time.
- Don't forget to reserve refrigerated, frozen, and dry storage space -- fill out the *Cold/Dry Storage Space Order Form*.

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# Refrigerated Storage Labor/Delivery Order Form

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 Orange County Convention Center - South Concourse  
 June 2 - 4, 2019

Form Deadline Date:  
 May 8, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



### Easy Ordering Tips:

- Please complete in detail, the schedule below for all Refrigerated deliveries to booth as well as pick-ups from booth. Frozen and Dry Deliveries on following pages.
- Confirm storage deliveries the previous day prior to 2:30 PM at the GES Servicenter desk.

## Refrigerated Deliveries

	DATE(S) <small>Deliveries will not start until Saturday</small>	REQUESTED TIME	DESCRIPTION OF ITEMS TO BE DELIVERED/PICKED UP FROM BOOTH	PRODUCT STORAGE DELIVERY RATE (\$)	# OF PALLETS	TOTAL
Show site contact for cold storage questions before/after show hours:						
Contact Name: _____			Phone Number: _____			
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery		AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
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Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print

\_\_\_\_\_  
 Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

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# Frozen Storage Labor/Delivery Order Form

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Form Deadline Date:  
 May 8, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



### Easy Ordering Tips:

- Please complete in detail, the schedule below for all Frozen deliveries to booth as well as pick-ups from booth. Refrigerated Deliveries on previous page and Dry Deliveries on following page.
- Confirm storage deliveries the previous day prior to 2:30 PM at the GES Servicenter desk.
- Notify the cold storage desk if items from frozen need to be left out to thaw.

## Frozen Deliveries

DATE(S)  
Deliveries will not start until Saturday

REQUESTED TIME

DESCRIPTION OF ITEMS TO BE DELIVERED/PICKED UP FROM BOOTH

PRODUCT STORAGE DELIVERY RATE (\$)

# OF PALLETS

TOTAL

Show site contact for cold storage questions before/after show hours:

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____
Pick-Up		AM/PM		\$ _____ X _____ = \$ _____
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____
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Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____
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# Dry Storage Labor/Delivery Order Form

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Form Deadline Date:  
 May 8, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



### Easy Ordering Tips:

- Please complete in detail, the schedule below for all Dry deliveries to booth as well as pick-ups from booth. Refrigerated and Frozen Deliveries on previous pages.
- Confirm storage deliveries the previous day prior to 2:30 PM at the GES Servicenter desk.
- All Dry Items are delivered directly to booth upon receiving at site. First Storage move should be to move Dry product into storage from booth.

## Dry Deliveries

	DATE(S) <small>Deliveries will not start until Saturday</small>	REQUESTED TIME	DESCRIPTION OF ITEMS TO BE DELIVERED/PICKED UP FROM BOOTH	PRODUCT STORAGE DELIVERY RATE (\$)	# OF PALLETES	TOTAL
Show site contact for cold storage questions before/after show hours:						
Contact Name: _____			Phone Number: _____			
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
Pick-Up		AM/PM		\$ _____ X _____ = \$ _____		
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Delivery	MM/DD/YR	AM/PM		\$ _____ X _____ = \$ _____		
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