

Refrigerated Storage Order Form

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

2020 Summit of the Americas
Hyatt Regency Orlando
March 31 - April 2, 2020

Discount Deadline Date:
March 5, 2020

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives at the cold storage desk. An advance deposit is required to guarantee storage reservations.
- It is very important to use the Specially Coded Label that is provided in this manual. This ensures perishable items are delivered to the trailers for cold storage when they arrive.
- Shipments will be accepted beginning at 8:00 AM, Saturday, March 28, 2020
- Target dates do not apply to Refrigerated & Frozen Storage
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Calculate storage size

Please note: There is no fee for storage, however, please estimate the size for your storage needs.

Storage is billed per Cubic foot, per day

Cubic footage is determined as follows: Determine measurements of each piece in inches and multiply the width times the length times the height. Divide this figure by 1,728. Example: 10 cartons 24" x 16" x 13.5" = 5,184 (5,184 ÷ 1,728 = 3 cubic feet each x 10 cartons = 30 cubic feet). Storage required would be 1 Skid or 30 cubic feet.

Calculate Cubic Footage:

_____ x _____ x _____ ÷ 1728 = _____
Width Length Height Cubic Footage

Step 2. Storage Details

The items to be stored will be arriving on:

Date: _____ Time: _____ (am)(pm)

Please describe your product: _____

Step 3. Order Labor for Deliveries

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	Tax %	= Total
705044	Storage, ST	111.25	138.75	166.50			6.5	\$
705044	Storage, OT	196.25	246.00	295.50			6.5	\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/052601475/labor/esm>

Step 4. Schedule Deliveries

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour “No-Show” charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates

MM/DD/YR

Schedule Start Time

AM
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Schedule End Time

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Schedule Dates

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Schedule End Time

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Total and Sign:

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

Due to temporary storage conditions, temperature regulations may vary 10-20°. GES will make every attempt to store your product according to specifications. GES assumes no liability for losses due to these conditions. Please note the following temperature regulations for storage:

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

You MUST have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for them. Storage is in trailers.

Check for correct consignment instructions and advise GES of booth delivery needs before the deadline date above.

Advance Storage Reservation

Your credit card must be on file with GES to make an advance storage reservation. See “Payment & Credit Card Charge Authorization” for credit card authorization.

Storage space is limited. Space will be guaranteed on a first come, first serve basis. Make your reservation early by completing this form, enclosing your deposit and mailing it to the address above before the deadline date. No refrigerated freight will be received at the advanced warehouse.

An advance deposit is required to guarantee all storage reservations.

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