

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

## Resource Recycling Conference

Hilton New Orleans Riverside  
September 16 - 17, 2014

The Hilton New Orleans Riverside has limited storage space. Please see note below when sending freight directly to the facility to avoid additional handling fees by the facility.

- Freight deliveries sent directly to the facility will be received by Global Experience Specialists, Inc. (GES)<sup>®</sup> on exhibitor **move-in** days **only**.
- **Freight deliveries sent directly to the facility are subject to GES freight handling charges regardless of the consignee - as GES is the official show contractor.**
- If your freight arrives at the facility prior to the published move-in dates, the facility will take possession of the item(s) and charges will be incurred from the facility **IN ADDITION TO GES MATERIAL HANDLING CHARGES**.
- **Advance** shipments should be sent and labeled as follows:  
(EXHIBITOR NAME) / (BOOTH #)  
Resource Recycling Conference  
C/O Global Experience Specialists, Inc. (GES)  
5730 Powell Street  
New Orleans , LA 70123  
USA

*See Table of Contents for location of Advanced Shipping Labels.*

## Bellman Policy

- Exhibitors may have bellmen deliver their boxes to the Exhibition Hall doors where a teamster will deliver them to their booth space. Please be advised that GES Material Handling rates will apply at this point.
- Exhibitors may hand carry display materials, if necessary, if the materials can be brought into the Exhibition Hall in one trip.
- Please be sure when shipping materials into the show to indicate “c/o Global Experience Specialists, Inc. (GES)” on the shipping label. Otherwise the facility will take possession of the item and exhibitors will incur charges from the facility in addition to GES Material Handling charges.