

# Cold/Dry Storage Labor/Delivery 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 18  
Ernest N. Morial Convention Center  
June 10 - 12, 2018

Discount Deadline Date:  
May 16, 2018

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 9, 2018 through noon on Tuesday, June 12.** 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 12 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 12, 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.
- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.
- Orders placed at show site will be completed in the order in which they are received.

## Delivery rates:

| Item Code | Description                        | Discount (\$) | Regular (\$) |
|-----------|------------------------------------|---------------|--------------|
| 715044    | Freezer Delivery, ST Move In       | 108.00        | 145.75       |
| 715044    | Freezer Delivery, ST Move Out      | 108.00        | 145.75       |
| 715044    | Freezer Delivery, OT Move In       | 140.50        | 190.00       |
| 715044    | Freezer Delivery, OT Move Out      | 140.50        | 190.00       |
| 715045    | Dry Storage Delivery, ST Move In   | 108.00        | 145.75       |
| 715045    | Dry Storage Delivery, ST Move Out  | 108.00        | 145.75       |
| 715045    | Dry Storage Delivery, OT Move In   | 140.50        | 190.00       |
| 715045    | Dry Storage Delivery, OT Move Out  | 140.50        | 190.00       |
| 715046    | Refrigerated Delivery, ST Move In  | 108.00        | 145.75       |
| 715046    | Refrigerated Delivery, ST Move Out | 108.00        | 145.75       |
| 715046    | Refrigerated Delivery, OT Move In  | 140.50        | 190.00       |
| 715046    | Refrigerated Delivery, OT Move Out | 140.50        | 190.00       |

*The minimum charge is one (1) skid or portion thereof and it is inclusive of delivery equipment.*

*Delivery rate is per skid or portion thereof.*

*Orders Placed at Show Site are subject to availability, and an additional 30% surcharge.*

*Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.*



## 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*.

Schedule Pick up and Delivery on Next Page

