

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



WINDPOWER Conference and Exhibition
McCormick Place
May 5 - 8, 2013

All inbound exhibit material and equipment is specifically targeted by booth number.

Please refer to TARGET ASSIGNMENTS contained in this section.

Remember that off-target freight may be refused and charged an off-target surcharge of \$25.00 per CWT

DO NOT ALLOW YOUR CARRIER TO BLOCK YOUR "ON-TARGET" FREIGHT WITH OFF-TARGET FREIGHT AS THE ENTIRE LOAD MAY BE RESCHEDULED.

Your TARGET ASSIGNMENT is designed to be the point at which direct deliveries may begin checking in at the Marshaling Yard. It is not the point at which set-up should be scheduled.

Freight shipped through our warehouse will be delivered prior to the the beginning of your assigned target date and time. Please refer to the Freight Timetable of Operations for more information.

Every attempt will be made to accommodate all inbound deliveries within their targeted day. However, there can be NO GUARANTEES with respect to absolute delivery dates and times.

Route your shipments carefully. Utilize only carriers who provide bills of lading and can be contacted at any point in time.

Insure your material from the time it leaves your facility until it is returned.

The target assignments are intended for your general planning purposes.

We recommend scheduling installation labor to begin the day after your inbound target assignment.

NOTE: All exhibitor crates must be emptied and labeled for removal by the time specified in the Freight Timetable of Operations.

EXCEPTIONS: Exhibitors listed as Last in First Out.
POV deliveries - Please see POV Load-In/Load-Out Procedures as a specially designed time has been set aside for the delivery of small personal operated vehicles.

Please chat with us if you have any questions.

**www.ges.com/chat
GES National Servicer**



It remains the exhibitors' responsibility to ensure that their freight is loaded to accommodate the **INBOUND TARGET ASSIGNMENTS**

PLEASE PLAN CAREFULLY

CORRECT



INCORRECT



Off-target freight and equipment may be refused and/or rescheduled.

Off Target Surcharge: \$25.00 per CWT will apply to all inbound shipments arriving OFF TARGET. Please refer to Target Schedule.

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Please refer to Target Schedule.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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Form Deadline Date:
 April 11, 2013

COMPANY NAME			BOOTH NUMBER
CONTACT NAME			
PHONE NUMBER			
FAX NUMBER			
EMAIL ADDRESS			
ADDRESS	CITY	STATE	ZIP
CURRENT ASSIGNED TARGET DATE/TIME			
NEW REQUESTED TARGET DATE/TIME			
REASON FOR REQUEST			
All Change Request Forms Due By: April 11, 2013			

This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.

Off-target surcharges will apply to all direct shipments received prior to or after your assigned target shipment schedule.

Please send Completed form to Kristen Messner, Freight Operations Manager

Email: KMessner@ges.com

