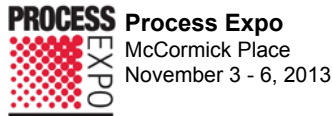


All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



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

**Your Target dates will be sent to you upon completion of the Freight Service Questionnaire.**

**Remember that off-target freight may be refused and charged an off-target surcharge of \$15.00 per CWT (\$30.00 minimum)**

**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](http://www.ges.com/chat)  
GES National Servicer**

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**PROCESS** Process Expo  
McCormick Place  
November 3 - 6, 2013

## 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: \$15.00 per CWT (\$30.00 minimum) will apply to all inbound shipments arriving OFF TARGET.

Please refer to Target Schedule.

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

Please refer to Target Schedule.

**RETURN TO:** Global Experience Specialists, Inc. (GES) Operations Department • 5248 S. Cicero Avenue, Chicago, IL 60638 • Fax: 630.339.7310  
 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

**PROCESS EXPO**  
 Process Expo  
 McCormick Place  
 November 3 - 6, 2013

**Form Deadline Date:**  
 July 16, 2013

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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## ALL EXHIBITORS COMPLETE AND RETURN BY July 16, 2013

The purpose of this questionnaire is to provide GES with the information necessary to establish target move-in dates, labor and equipment needs for exhibitors which will result in a smooth and efficient move-in for all concerned.

After the questionnaires have been received and processed, your target date information will be sent to you, via e-mail, by August 16, 2013, for all freight questionnaires received by the posted deadline of July 16, 2013. Questionnaires received after July 16, 2013 will receive target date information by September 2, 2013.

Due to the limited time frame for move-in combined with size and location of your booth, GES cannot guarantee that your scheduled target date can be changed. However, we assure you that GES will make every effort to accommodate your needs. Should you have any questions regarding this form or your assigned target date, please contact GES Freight at (630) 339-7376 Email: [vsiciliano@ges.com](mailto:vsiciliano@ges.com) or Fax: (630) 339-7310.

### Please provide GES with the following information:

- |   |  |
|---|--|
| <p>1. Will your exhibit be shipped to our warehouse in advance?<br/> <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>2. Will your exhibit be shipped direct to the exhibit site?<br/> <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>3. My shipment will be display material only:<br/> <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>4. Number of pieces to be shipped: _____</p> <p>5. Estimated weight of shipment: _____ lbs.</p> <p>6. Estimated weight of heaviest piece: _____ lbs.</p> <p>7. Will your shipment be crated?<br/> <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> | <p>8. Number of days required for:<br/>             machine installation _____ display installation _____</p> <p>9. Will your shipment consist of loose panels or padded equipment?<br/> <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>10. Will you ship your materials via:<br/> <input type="checkbox"/> Common Carrier                      <input type="checkbox"/> Commercial Van<br/> <input type="checkbox"/> Company Owned Vehicle    <input type="checkbox"/> Flatbed</p> <p>11. Do you have any special handling requirements?<br/> <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>12. If your answer to #11 was "Yes", please attach details to this form.</p> |
|---|--|

LISTING MAY BE CONTINUED ON BACK OF THIS FORM.

LIST MACHINES INDIVIDUALLY BY MODEL NUMBER	TYPE	WEIGHT	HEIGHT	SIZE OF BASE	CRATE		SKIDS			ASSEMBLY			TESTING & CONNECTING		
					NO	YES	NO	YES	TO REMAIN	NONE	SOME	EXTENSIVE	NONE	SOME	EXTENSIVE

LIST ONLY INDIVIDUAL PIECES OF EQUIPMENT WEIGHING 3,000 POUNDS OR MORE

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:  
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