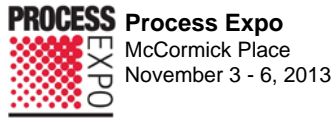


All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



FPESA Members will be charged a Space Rate Material Handling Charge at the time your booth space contract is executed for those exhibitors with space greater than 150 net sq. ft.

This fee will cover all Direct to Show and Warehouse Shipments on a round-trip basis.

Items sent to the Advanced Warehouse (freight, hanging signs, and carpet) will be charged an additional \$15.00 per CWT (\$30.00 minimum) to receive shipments at the advanced receiving warehouse within 30 days of show open.

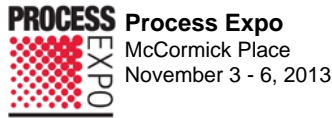
Warehouse shipments will be shipped to show site prior to your Inbound Target Time.

Off-target shipments (inbound or outbound) will be assessed a \$15.00 per CWT (\$30.00 minimum) charge. Please contact Vince Siciliano for review and approval. You may phone, email or fax. Phone: (630) 339-7376, Email: [vsiciliano@ges.com](mailto:vsiciliano@ges.com), Fax: (630) 339-7310.

Please refer to the R-2 form for Material Handling Pricing

**NOTE: Exhibitors with space at 150 sq. ft. or less who opted out of the one-time handling fee while booking space will be charged at a per hundred weight charge.**

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



## IMPORTANT NOTICE

Global Experience Specialists, Inc. (GES) has established a Marshaling Yard to ease congestion in the vicinity of McCormick Place and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: 2900 South Moe Drive, Chicago, IL 60616

A \$41.50 per shipment fee will be added to your invoice for use of this marshaling service.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at McCormick Place as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the McCormick Place, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$35.00 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

**If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at [www.ges.com/chat](http://www.ges.com/chat).**