

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



International Dairy Show
McCormick Place
November 3 - 6, 2013

IDFA 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 for review and approval. You may phone, email or fax. Phone: , Email: , Fax: .

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.



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 Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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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 or Fax: (630) 339-7310.

Please provide GES with the following information:

- | | |
|---|--|
| <p>1. Will your exhibit be shipped to our warehouse in advance?
 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Will your exhibit be shipped direct to the exhibit site?
 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. My shipment will be display material only:
 <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?
 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p>8. Number of days required for:
 machine installation _____ display installation _____</p> <p>9. Will your shipment consist of loose panels or padded equipment?
 <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>10. Will you ship your materials via:
 <input type="checkbox"/> Common Carrier <input type="checkbox"/> Commercial Van
 <input type="checkbox"/> Company Owned Vehicle <input type="checkbox"/> Flatbed</p> <p>11. Do you have any special handling requirements?
 <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



Order Directly Online:
<https://e.ges.com/071600038/esm>

071600038

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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.

