

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

## Chicago Comic & Entertainment Expo

McCormick Place, South Hall  
April 25 - 27, 2014

Confirm your furnishings orders with the GES National Servicenter (R) [www.ges.com/chat](http://www.ges.com/chat). You should receive confirmation of your order within 3-5 days of placement.

Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure you do not incur special handling charges. You may want to share this brochure with your carrier.

**Note: All advanced shipping to the warehouse will incur a charge, with all on-site shipping and material handling to be covered within your booth exhibit fee. Detailed fees schedules are included within this manual.**

Keep the phone number of your carrier with you, including weekend contact.

Have your hotel information available, including phone number, address, etc.

After emptying crates, place empty labels on all sides of your crates and cases.

Remember to remove old empty labels.

Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.