

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

**International Conference on Intelligent Robots and Systems**  
Palmer House Hilton  
September 15 - 17, 2014

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## IMPORTANT NOTE REGARDING INBOUND AND OUTBOUND FREIGHT

Due to tight security and lack of adequate storage space at the Palmer House Hilton absolutely NO Direct Shipments are permitted to this facility.

Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at 2300 S. Throop St., Chicago, IL 60608, starting August 11, 2014 until September 12, 2014.

The warehouse will be closed September 1, 2014.

For Outbound shipments, carriers must pick up all shipments at the GES Advanced Receiving Warehouse at 2300 S. Throop St., Chicago, IL 60608, starting September 19, 2014 at 8:30 AM.

**ALL SHIPMENTS MUST BE PICKED UP NO LATER THAN  
September 23, 2014 by 2:00 PM  
OR THEY WILL BE RE-ROUTED VIA GES LOGISTICS.**

Warehouse Hours of Operation are Monday - Friday, 8:00 AM - 2:30 PM.

If you have any questions regarding this procedure, please call the GES National Servicenter or contact us: <http://www.ges.com/chat>

A 30% (\$50.00 minimum) surcharge will apply for shipments inadvertently delivered directly to the facility.