

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

**PROCESS EXPO**

McCormick Place

September 15 - 18, 2015

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

**You should have received your target date information in advance. If you have any questions, please contact Vince Siciliano at (630) 339-7376 or [vsiciliano@ges.com](mailto:vsiciliano@ges.com).**

**Remember that off-target freight may be refused and charged an off-target surcharge of \$15 per CWT.**

**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**

