

**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](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

**Form Deadline Date:**  
 May 28, 2015

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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## ALL EXHIBITORS COMPLETE AND RETURN BY May 28, 2015

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 June 28, 2015, for all freight questionnaires received by the posted deadline of May 28, 2015. Questionnaires received after May 28, 2015 will receive target date information by July 15, 2015.

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](mailto:vsiciliano@ges.com) or Fax: (630) 339-7310.

### Please provide GES with the following information:

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>Will your exhibit be shipped to our warehouse in advance?<br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Will your exhibit be shipped direct to the exhibit site?<br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>My shipment will be display material only:<br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Number of pieces to be shipped: _____</li> <li>Estimated weight of shipment: _____ lbs.</li> <li>Estimated weight of heaviest piece: _____ lbs.</li> <li>Will your shipment be crated?<br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ol> | <ol style="list-style-type: none"> <li>Number of days required for:<br/>           machine installation _____ display installation _____</li> <li>Will your shipment consist of loose panels or padded equipment?<br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>Will you ship your materials via:<br/> <input type="checkbox"/> Common Carrier <input type="checkbox"/> Commercial Van<br/> <input type="checkbox"/> Company Owned Vehicle <input type="checkbox"/> Flatbed</li> <li>Do you have any special handling requirements?<br/> <input type="checkbox"/> Yes <input type="checkbox"/> No</li> <li>If your answer to #11 was "Yes", please attach details to this form.</li> </ol> |
|---|---|

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](http://www.ges.com/chat)



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