

Refrigerated and Frozen Storage Order Form

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

School Nutrition Association Annual National Conference
 America's Center Convention Complex
 July 15 - 16, 2019

Discount Deadline Date:
 June 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Material Handling rates apply to all shipments consigned to refrigerated and frozen cold storage. See Material Handling order form for rate schedule.
- Please complete the following forms for all cold storage labor needed. This includes deliveries from storage to booth as well as pick-ups from booth to storage. To determine if you need cold storage labor, please read this form carefully.
- Cold storage labor will be required to move your products from the GES refrigerated and freezer trailers to your booth.
- Cold storage labor will be required to move your product from your booth to the GES refrigerated and freezer trailers.
- If you require cold storage labor, a crew will be assigned consisting of (1) one forklift or cart with operator and (1) additional worker.
- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives at the cold storage desk. An advance deposit is required to guarantee storage reservations.
- It is very important to use the Specially Coded Label that is provided in this manual. This ensures perishable items are delivered to the trailers for cold storage when they arrive.
- **Shipments will be accepted beginning at 8:00 AM, Friday, July 12, 2019 - Sunday, July 14, 2019**
- **Target dates do not apply to Refrigerated or Frozen Storage**
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: Monday through Friday from 6:00 AM to 8:00 AM and 4:30 PM to 6:30 PM. Saturday from 8:00 AM to 6:30 PM.
- Double Time: All other times Monday through Saturday. All day Sunday & Holidays.

Step 1. Order Storage

Storage Rates

- 1 Skid per day with a minimum of 1 skid. Storage charges begin on the day the shipment is received. Labor for delivery is not included.
- Please confirm delivery arrangements the day before delivery of stored material is required at the storage control center.
- A work order must be placed at the storage control center each time material is moved to or from storage. The work order must be signed by a representative of the Exhibitor when delivery is made.
- During Show days, with the massive congestion in the aisles, it will take an additional amount of time for deliveries and it will be necessary to use a minimum of two laborers.

Item Code	Description	Rate (\$)	X # of Skids*	X # Days	Total
200515	Storage, Refrigerated per Skid per Day	118.00			\$
200514	Storage, Frozen per Skid per Day	118.00			\$

* Minimum of 1 Skid. We understand that your calculation is only an estimate. Invoicing will be done from actual size. Adjustments will be made accordingly.

Step 2. Storage Details

The items to be stored will be arriving on:

Date: _____ Time: _____ (am)(pm)

Please describe your product: _____

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Step 3. Order Labor for Deliveries

Item Code	Description	iscount ()	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
715044	Freezer Delivery, ST	119.00	149.00	179.00			\$
715044	Freezer Delivery, OT	208.00	260.00	312.00			\$
715044	Freezer Delivery, DT	238.00	298.00	298.00			\$
715045	Dry Storage Delivery, ST	119.00	149.00	179.00			\$
715045	Dry Storage Delivery, OT	208.00	260.00	312.00			\$
715045	Dry Storage Delivery, DT	238.00	298.00	298.00			\$
715046	Refrigerated Delivery, ST	119.00	149.00	179.00			\$
715046	Refrigerated Delivery, OT	208.00	260.00	312.00			\$
715046	Refrigerated Delivery, DT	238.00	298.00	298.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071600939/labor/esm>

Step 4. Schedule Deliveries

All exhibitors requesting labor must go to labor dispatch to confirm labor requests. All labor and equipment requests should be confirmed by 2:00 pm the day prior, with the exception of the first day of move in. Requested starting times cannot be guaranteed, however, every effort is made to meet all requests. GES reserves the right to dispatch all labor calls based upon availability of labor crews and the order that the requests are confirmed. Upon completion of work an exhibitor representative must return to labor dispatch to sign the completed work ticket and confirm accuracy of the work order. No adjustments will be made after the fact. Equipment and labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker and equipment ordered. If the labor and equipment is not used at the time confirmed there will be a one (1) hour no-show fee charged per worker and equipment ordered.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign X

 Authorized Signature

 Authorized Name - Please Print

 Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

Notices

Due to temporary storage conditions, temperature regulations may vary 10-20°. GES will make every attempt to store your product according to specifications. GES assumes no liability for losses due to these conditions. Please note the following temperature regulations for storage:

- Frozen Storageapproximately 0° - 20° F
 (Freezers are kept at 0° F unless storing ice cream, in which case the freezers are set at -20°F.)
- Refrigerated Storageapproximately 35° - 40° F

You MUST have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for them. Storage is in trailers.

Check for correct consignment instructions and advise GES of booth delivery needs before the deadline date above.

Exhibitors are highly encouraged to schedule cold storage deliveries (to and from the booth) in advance of the show to ensure delivery time availability and avoid excessive costs. There are a finite number of deliveries made per hour "window" - orders will be processed in the order received.

Cold storage deliveries (from storage to the booth) will be available beginning at 8:00 AM on Friday, July 12, 2019 through 4:30 PM on Sunday, July 14, 2019. Please confirm cold storage labor by 2:30 PM. the day before the date requested. Please have an authorized company representative present at the time of delivery to your booth to inventory the items.

Any products left in cold storage after 12:00 PM (Noon) on Tuesday, July 16, 2019 will be donated to the food bank. Please be sure to make arrangements for your carrier/shipper to arrive by 10:00 AM on Tuesday, July 16, 2019 to pick up any product stored on the refrigerated/freezer trucks.

Note: Label your product so that you know what product is for a specific day. Create a coding system to minimize access fees and help you get the product you need correctly, the first time.

The minimum charge for storage labor is one (1) hour per man per delivery and it is inclusive of delivery equipment. Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited by GES.

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Advance Storage Reservation

Your credit card must be on file with GES to make an advance storage reservation. See "Payment & Credit Card Charge Authorization" for credit card authorization.

Storage space is limited. Space will be guaranteed on a first come, first serve basis. Make your reservation early by completing this form, enclosing your deposit and mailing it to the address above before the deadline date. No refrigerated freight will be received at the advanced warehouse.

An advance deposit is required to guarantee all storage reservations.

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Refrigerated Storage Delivery Schedule

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Form Deadline Date:
 June 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Please complete in detail, the schedule below for all Refrigerated deliveries to booth as well as pick-ups from booth. Schedule Frozen Deliveries on the following page.
- Confirm storage deliveries the previous day prior to 2:30 PM at the GES Servicenter desk.
- Note: Orders placed on-site within 90 minutes of show opening will be delayed after the show opens.

Refrigerated Deliveries

	DATE(S)	REQUESTED TIME	DESCRIPTION OF ITEMS TO BE DELIVERED/PICKED UP FROM BOOTH
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	

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Frozen Storage Delivery Schedule

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- Confirm storage deliveries the previous day prior to 2:30 PM at the GES Servicenter desk.
- Note: Orders placed on-site within 90 minutes of show opening will be delayed after the show opens.

Frozen Deliveries

	DATE(S)	REQUESTED TIME	DESCRIPTION OF ITEMS TO BE DELIVERED/PICKED UP FROM BOOTH
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
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Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	
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Pick-Up	MM/DD/YR	AM/PM	
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Pick-Up	MM/DD/YR	AM/PM	
Delivery	MM/DD/YR	AM/PM	
Pick-Up	MM/DD/YR	AM/PM	

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Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

School Nutrition Association Annual National Conference

Name of Exhibition

0710600939

C/O GES

America s Center Convention Complex
701 Convention Pla a
St. Louis, MO 63101 USA

Shipment Should Arrive on or Between:

riday, July 12, 2019 after 8:00 AM - Sunday, July 14, 2019 by 4:30 PM

Reference Targeted Floorplan for Dates & Times.

Certified eight Tic ets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



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