

COST SAVING IDEAS AND HELPFUL TIPS

1. **Read** this exhibitor kit! The information it contains will save you time, money and needless stress.
2. Helpful reminders about ordering:
 - Order any essential services in advance (labor, additional electrical, booth security, etc.). Place all orders by advance deadline to get discount rates. Avoid placing orders on-site. On-site orders are expensive and may be subject to delays. Confirm that your advance orders have been received before leaving for the show
 - Bring copies of your advance order forms, payment records and a company credit card to the show
3. Helpful Shipping Reminders:
 - Ship in advance to the GES warehouse whenever possible. Ship prepaid and keep a copy of the bill of lading and the shipper's reference number for every shipment. This kit includes shipping labels and information about the advance shipping dates. Show site deliveries are almost always more expensive and less reliable.
 - Shrink wrap items onto a skid to avoid any special handling charges
 - Place a rider on your insurance policy from the time your product leaves your possession until it is returned. Your company is responsible for your product
 - If you must ship directly to show site, time the delivery to arrive when your company representative will be present. Confirm that your carrier will guarantee on-time delivery, and be sure to have their phone number and shipment reference information handy
 - Remove old shipping labels and attach new labels provided in the exhibitor kit. Make sure the labels are completely filled out, with your company name, booth number, and number of pieces clearly marked
 - Label boxes with the booth number and the exhibitor name as listed in the show directory. Shipping under the parent company name causes delays.
 - Coordinate your return shipment in advance. **Make sure someone from your company is on-site to oversee the outbound shipment of your display and product. Someone from your company should be with your display and product at all times, do not leave items unattended.**
 - Make sure your booth is packed and ready before turning in your Bill of Lading to GES Service Desk.