



SHOWSITE SHIPMENTS

Accepted August 3rd 8AM-6PM; vehicle must check in no later than 4:30PM

Shipments received outside the above window will be refused by the venue. Wait time for items shipped directly to showsite may be up to 10 hours.

Complimentary drayage included in your Booth Package (see contract for allotment) will be applied to any direct to show site shipments of product. This includes the following services: unloading your vehicle at the loading dock & delivering to your booth, storing empty boxes (with proper empty labels affixed), returning empty boxes to your booth at the close of the show, and re-loading them into your vehicle. Complimentary drayage cannot be split into multiple shipments. Exhibitors may not unload their own vehicle.

Your shipment will be placed in your Booth whether or not a company representative is present. GES/Show management cannot be responsible for your shipment once it is delivered to your booth. Insurance is strongly recommended for all exhibitors; please see Insurance document for more information.

When shipping to the show via a truck or van that needs to utilize the loading dock, the driver must have a Bill of Lading (BOL), (please see GES Bill of Lading document for an example). This document tells the freight crew the shipping company name/contact information, exhibiting company name, booth number for exhibiting company, and weight of each piece.

Each piece on the truck must be itemized on the BOL. For example, 1 crate weighing 500 lbs., ten boxes weighing 200 lbs. If the BOL is not itemized, the freight crew will need to document and weigh each piece. This process will delay unloading and deliver.

Packing the truck is important to help create an efficient and timely unload and reload. You can do this by:

- **Making sure each box, rack, crate, etc. is labeled with the exhibiting company name and booth number in numerous places so it is easily seen.**
- **Place all boxes and loose items on skids and shrink wrap the skid for safe keeping of your items. However, please be sure to label each box/item on the skid in case it comes apart.**
- **Rack should be shrink wrapped and/or completely covered to protect your merchandise.**
- **If something is fragile, BE SURE TO MARK THAT CLEARLY ON BOXES, ETC.**

Trucks must be able to be unloaded at dock height and/or have a lift gate. Pier 94, GES and Show Management do not provide ramps to attach to trucks to unload.

DRIVER CHECK IN

Drivers must park their vehicle in legal locations on the streets near the Exhibit Facility and walk to GES Freight Trailer and bring all shipping paperwork to the GES representative. A GES representative will take the driver's paperwork and cell phone number to contact the driver when GES is ready to bring the vehicle into the unloading area. Once the vehicle is in the unloading area, there still will be wait time for an available "bay" and freight crew. Vehicles will be unloaded on a first-come/serve, which is based on the time the driver checks in and space availability for that size vehicle; thus, there will be wait time to be unloaded.

SHOW SITE RATES

Drayage*: \$60 per 100lb (300lb minimum charge)

*Some show packages include complimentary drayage. Please review your package inclusions for more details. See page 1 of this document for small package rate.

SHOW SITE SHIPPING ADDRESS

Accepted August 3rd 8AM-6PM*

*Vehicle must check in no later than 4:30PM

Exhibiting Company Name

SHOW NAME 2019

Booth # _____ / Hall _____

c/o GES

Pier 94

711 12th Ave,

New York, NY 10019