



# PROJECT MARKET

THE TENTS | THE FOUNDRY | BLUE | N:OW | PROJECT SOLE | MADE IN ITALY | BRITS IN NY

JULY 21-23, 2019 SUNDAY | MONDAY | TUESDAY JACOB JAVITS CENTER, NYC



## 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. While show site deliveries have lower drayage rates, the length of time that the driver has to wait to be unloaded can drive up your overall total shipping costs. In addition, if you ship advance to the GES warehouse, your shipment will be waiting for you at your booth when you arrive to set up.
  - 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.