

SHIPPING INFORMATION

GES is the official drayage (freight handling) contractor with responsibility for unloading, delivering, storing of empty boxes/crates, re-loading and processing of all Exhibitors' shipments. GES will manage the loading areas to assure an efficient move-in and move-out process. All freight handling at the Show will be on a first-come, first-serve basis.

Exhibitors may get their product to the show in three ways:

1. You may ship in advance to **GES Warehouse** – Must arrive between December 18th and January 4th.
 - Shipments received at the GES warehouse after the deadline *may* be accepted; however, there will be a 25% surcharge to the existing freight handling fees if the shipment is received after the deadline.
 - If shipped advance, items will be brought to your booth and will be waiting for you on your setup day. GES will charge Materials Handling for this service, please see Expresso for shipping information.
 - Please see the Advance Warehouse shipping label in the GES Services Kit.
 - Complimentary Booth Drayage does not apply.
2. You may ship **directly to show site** (could be up to a 10 hour wait time)
 - **Important: shipments to show site will only be accepted on Saturday, January 19th. If you ship to arrive beforehand your packages will be refused by the building.**
 - Please see the show site shipping label in this kit.
 - Complimentary drayage (per contract) applies
3. You may bring your items **directly to the show** (non-commercial cars and vans under 10' may unload using hand-carry area)
 - If you can Hand Carry your product you are not charged Materials Handling; however you must follow the Hand-Carry policy below

INTERNATIONAL SHIPMENTS:

Merchandise imported into the U.S. requires Customs House Clearance before being released from any U.S. port/airport. Foreign Exhibitors' freight is entered into the U.S. under "Temporary Trade Fair Status" and is, therefore, considered by Customs to be "in bond." U.S. Customs regulations state, freight entered under trade fair status cannot be removed from the bonded facility unless for exportation, destruction, or for permanent U.S. entry.

SHIPPING TO WAREHOUSE:

DEADLINE DATES

Freight shipped to the GES warehouse and/or with GES Logistics is unloaded first. Exhibitors may ship crated, boxed or skidded display materials in advance of the Exhibition to GES' warehouse with no additional surcharge until **January 4th, 2019**. Shipments must be pre-paid. Collect shipments will not be accepted. GES will accept shipments 8:30am to 4:30pm, Monday through Friday only (except holidays). Exhibitors may ship directly to the warehouse until **January 17th** however, there will be a 25% surcharge to the existing freight handling fees if the shipment is received after **January 4th**. Show management does not recommend that you send merchandise and/or samples to the GES warehouse. These valuable items should be sent directly to the exhibit facility to coincide with your arrival or brought with you and hand carried to your booth.

ADVANCED WAREHOUSE RATES

December 18th – January 4th

\$85 per 100lbs. (300 lbs. minimum charge)

(Shipments received between January 4th – January 17th will incur 25% fee)

The price includes receiving materials at the GES warehouse and delivery to your Booth on the first Move-In day. To ensure the safety of your shipment, we urge you to schedule your arrival to coincide with your shipment. 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

WAREHOUSE ADDRESS

Shipments sent to the GES warehouse must be addressed as follows:

Exhibiting Company Name

SHOW NAME SEPT 2018/

Booth # _____/HALL _____

c/o GES

203 Kuller Road

SHIPMENTS SENT DIRECTLY TO THE JAVITS CENTER:

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:

1. Shipping company name and contact information
2. Exhibiting company name
3. Booth number for exhibiting company
4. Weight of each piece. Each piece on the truck must be itemized. For example, 1 crate weighing 500 lbs., ten boxes weighing 200 lbs.
5. If the BOL is not itemized, the freight crew will need to document and weigh each piece. This process will delay unloading and deliver.

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

1. 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.
2. 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 / items on the skid in case it comes apart.
3. Rack should be shrink wrapped and/or completely covered to protect your merchandise.
4. If something is fragile, BE SURE TO MARK THAT CLEARLY ON BOXES, ETC.

Exhibitors may ship their exhibit materials directly to the exhibition facility to coincide with move-in day/time. Vehicles to be off-loaded at the docks must arrive 30 minutes prior to the close of move-in. Since GES/show management do not have access to the Javits Center prior to those dates and the facility does not have storage space, shipments arriving before that date will be turned away.

Show site drayage is included as part of the booth package up to a certain amount (please see contract for details). 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.

SHOW SITE SHIPPING ADDRESS **Must arrive on Saturday, January 19th.**

Shipments sent to the exhibition facility must be addressed as follows:

Exhibiting Company Name
 SHOW NAME 2019
 Booth # _____ / Hall _____
 c/o GES
 Javits Center
 655 West 34th Street
 New York, NY 10001-1188

In order to accommodate the amount of freight shipped to the show, GES/Show Management will be scheduling the freight delivery. Please complete and return the Freight Delivery form. Failure to complete that form will result in delayed receipt of freight at your booth. Vehicles must arrive at least 30 minutes before end of move-in time in order to be unloaded.

UPS, FEDEX & DHL

UPS, FedEx & DHL may be accepted on scheduled move-in days only. All packages will be delivered to the booth space as they are received and checked in.

TRUCK UNLOADING

- All trucks that need a forklift to unload must be unloaded at the designated freight dock. Forklift service is available in this area only. Exhibitors may not unload their own vehicles in this area, nor can they leave a vehicle unattended. Trucks must be able to be unloaded at dock height and/or have a lift gate. The Javits, GES and show management do not provide ramps to attach to trucks to unload.
- Truck 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.
- Trucks will be unloaded on a first-come/serve, which is based on the time the driver checks in at the GES Freight Trailer and space availability for that size vehicle; hence there will be wait time to be unloaded.

SHIPPING FROM SHOW SITE:

The following move-out information is for your early planning. During move-out, everyone will be trying to exit the show at the same time. Your patience, cooperation and courtesy to your neighbors will make move-out a smooth process.

GENERAL INFORMATION

Some exhibitors may still be working with their buyers beyond the close of the show. When you begin dismantling your booth, please be considerate of your neighbors who may still be conducting business. The booth lights/electricity will be turned off immediately at the close of show, 4PM on September 17th.

GES will begin returning exhibitors' cartons, boxes, etc., that were placed in empty storage, once the aisle carpet is removed. Since there will be many boxes to return from numerous areas it will take some time before all materials are returned to your booth. (Not all empties will be returned at the same time.) Please be patient. This process can take 6-8 hours to complete.

When possible, keep boxes, cartons, etc. within your booth space to keep the aisle as clear as possible to facilitate a smooth move-out.

UPS, FedEx, etc. do not typically pick up at the close of exhibitions. If you need to ship via UPS or FedEx you will need to bring your packages to their local facility. However, GES does offer shipping services from the show Exhibitor Service Center.

EXHIBITOR RESPONSIBILITY

All merchandise, samples, etc. must be removed from the exhibit facility by 8:00pm on the last show day. Carefully pack your exhibit materials and merchandise. Pay close attention so you do not leave anything behind.

Exhibitors must prepare the proper documents for the shipment of their merchandise, such as a Material Handling form. The Material Handling form tells GES who is sending the shipment, where the shipment is going, the number of pieces, how it is being shipped and who is responsible for the charges. These forms, which will be available from the GES Service Desk, must be submitted to GES prior to leaving the exhibit facility.

Please be sure that all shipping information and a form of payment are in the hands of all persons who will be breaking down your Booth.

The GES movers are experienced with general freight and are not familiar with delicate merchandise. It is your responsibility to supervise the safe loading and unloading of your merchandise.

Do not leave your boxes/crates, etc. unattended at any time during move-out. Exhibitors are urged to remain with their shipment until your carrier picks it up, no matter what anyone tells you.

All exhibitor merchandise and samples must be removed from the Exhibit Facility by the end of the evening, the last show day. Show management recommends that exhibitors remain with their shipment until the carrier of your choice picks it up. Show management, GES, the exhibit facility and Citadel are not responsible for exhibitors' materials.

SHIPPING OPTIONS

Exhibitors may select the shipping method of their choice.

GES Logistics, which offers a variety of shipping options, will be at the Service Desk. Schedule your own car, van, truck or messenger service.

If your shipment is not picked up by the scheduled move-out time, it will be "forced" by GES on to the next available carrier at the Exhibitor's expense. If you have an unpaid balance with GES, your shipment will be brought to the GES warehouse and not released until GES fees are paid in full. In addition to shipping charges for forcing the freight you may also incur storage fees.

FREIGHT DOCK

Exhibitors that will be using the freight dock must complete a Bill of Lading. This document tells GES who is sending the shipment, where the shipment is going, the number of pieces, how it is being shipped and who is responsible for the charges. The Bill of Lading can be picked up from the GES Service Desk once your account with them has been paid.

When your truck arrives at the freight area, GES will pick-up your exhibit materials from your Booth (you or someone you designate should remain with your materials until they are picked up by GES) and load them onto the truck. Show management has hired movers to assist exhibitors at no charge. If your movers have not picked up your shipment by the scheduled Move-out time, it will be "forced" by GES on to the next available carrier at your expense.

All truck drivers must check-in with the GES Freight Trailer immediately upon arriving at the Exhibit Facility (not before 2pm on the last Show day).

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 loading area.

Exhibitors must bring their completed material handling form to the GES Service Desk when they are packed and ready to go. This form tells both GES and the truck driver that you are packed and ready to be loaded onto their truck.

Once the GES Service Desk personnel has the completed material handling form, the driver will be given all necessary paperwork and a vehicle pass to enter the freight area. Once the vehicle is in the loading area, there still will be wait time for an available "bay" and freight crew.

Trucks will be loaded on a first-come/serve basis, which is based on the time the exhibitor turns in their material handling form at the GES Service Desk, the time the driver checks in at the GES Freight Desk and space availability for that size vehicle; hence there will be wait time to be loaded.

Once vehicles enter the loading area, they will not be permitted to just park; the driver must remain with the vehicle as it is being "loaded". If your shipment is not ready to be "loaded" when your driver arrives, the vehicle cannot remain in the loading area; the driver will need to circle around and re-enter the loading area.

If your movers have not picked up your shipment by the scheduled Move-out time, it will be "forced" on to the next available carrier at your expense.

HAND CARRY AND PORTER SERVICE

Exhibitors are welcome to sign up for complimentary Assisted Hand Carry/Porter Service. This is offered on a first come first serve basis, and is located near the hand carry exit. Once your booth is packed and ready to go, sign in at the GES Assisted Hand Carry/Porter station. Bring your vehicle to the designated loading area (trucks and vans larger than a Ford Econoline Van are not permitted in this area). The Movers will load your materials into your vehicle at no cost to you on a first-come, first-serve basis.

Feel free to pack up and load your materials into your own car or mini-van, which can be brought into the loading area when you are packed. The same Move-In parking procedures apply during Move-Out. Vehicles cannot be left unattended. There is a strict time limit to load in this area, which is enforced by the venue.

PLEASE NOTE: SHOW SITE RACKS AND OTHER RENTAL ITEMS WILL NOT BE PERMITTED IN THE HAND-CARRY AREA. ALL RENTED ITEMS MUST REMAIN WITHIN THE VENUE SPACE.