

## COST SAVING IDEAS

1. **Read this exhibitor kit! The information it contains will save you time, money and needless stress.**
2. **Make sure you fully understand the different rules and regulations for the show you are exhibiting in and your booth type and you know what size you have.**
3. **Helpful reminders about ordering:**
  - Order any essential services in advance (i.e. booth furnishings, electrical labor and services, phone, IT, booth security, etc.). Place all orders by advance deadline to get better rates. Try to avoid placing orders on-site. Onsite orders are expensive and may be subject to delays. Confirm with GES and all other contractors 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, just in case.
  - Check in early at the Service Desk to reserve any labor needed. Avoid changing or canceling your orders onsite as you will incur a charge for this. Should you require a change, be prepared to expect a delay.
4. **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 advanced 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.
  - Consolidate shipments. The minimum shipment weight is 300lbs so you save money by shipping all items at once rather than having multiple smaller shipments. See the comparison below. (rate: \$85.00 per 100lbs.)

5/6 60 lbs charged @ 300 lbs \$255.00	5/20 3 pieces totaling 295 lbs
5/13 152 lbs charged @ 300 lbs \$255.00	Received on the same day
5/20 83 lbs charged @ 300 lbs \$255.00	Charged @ 300 lbs
<b>TOTAL SHIPPING CHARGES = \$765.00</b>	<b>TOTAL SHIPPING CHARGES = \$255.00</b>

- 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.
- Expect a wait to have your truck unloaded from the time it checks in.
- 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. Neither Show Management nor GES is liable for the loss of unattended product. If you need to leave before your product is picked up by GES, you may order security using the form in this kit or while onsite.**
- Make sure your booth is packed and ready before turning in your Bill of Lading.