

# COTERIE MAGIC

SEPTEMBER 18-20, 2022

JAVITS CENTER, NYC

## 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:

You may ship in advance to **GES Warehouse** (Must arrive between August 15<sup>th</sup> and September 7<sup>th</sup>, 2022)

- Shipments that arrive on or **after August 15, 2022 and by September 7, 2022**, will receive Standard Pricing. There will be a 25% surcharge applied for shipments **received after September 7, 2022**.
- Freight shipped advance will be brought to your booth by 9:00am on your setup day.
- Complimentary Booth Drayage does not apply to shipments sent to the GES warehouse.

You may ship directly to **show site** (up to a 10 hour wait time).

**Important:** shipments to show site will be accepted on **September 16<sup>th</sup> & 17<sup>th</sup>** from 8AM to 4PM). If you ship to arrive beforehand, your packages will be refused by the building. Though freight is accepted on 9/16, this is NOT a move-in day and exhibitors are responsible for the security of freight and its contents. **Move-in begins on 9/17 at 8am.**

Any complimentary drayage included in your Booth Package (see contract for allotment) will be applied to any direct to show site shipments of product. You may hand-carry your items directly onto the show if you follow designated routes and all Hand Carry Rules outlined in the Hand-carry Guidelines document. The Javits Center does not permit any move-in/move-out through the Crystal Palace.

## 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.

### **DRAYAGE RATES/HANDLING FEES (NEW)**

In order to simplify your drayage fees, Informa has moved to a "per pound" model which has only 3 fees. There is no change in rate due to Straight Time or Over Time; Warehouse or Showsite.

#### **Standard Rate - \$0.67 per pound, no minimum**

This rate is for warehouse and show site shipments that arrives during warehouse receiving hours, or, if being shipped direct to show site, arrives during the hours listed on page 3 of this document (driver must check in on time). Product shipped to show site will pay standard rate.

#### **Non-Standard - \$0.85 per pound, no minimum**

This rate is for warehouse and show site shipments that arrives to the GES warehouse outside of receiving hours, weekends and holidays or arrives at show site outside of the hours listed on page 3 of this document.

#### **Flat rate Fee - \$43.75 for all packages 25lbs or less**

See GES Expresso Shipping, Drayage & Material Handling for further information

Please note non-preferred vendors are subject to drayage fees. See page 4 of this Mini-kit for a list of preferred vendors.

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## **ADVANCED WAREHOUSE**

Accepted August 15, 2022 – September 7, 2022

Freight shipped to the GES warehouse and/or with GES Logistics is unloaded first and will be in the exhibitor's booth prior to move-in hours. Exhibitors may ship crated, boxed or skidded display materials in advance of the Exhibition to GES' warehouse until **September 7**; The last day that any shipments will be received at GES warehouse is **September 7** and a 25% surcharge will be applied to shipments arriving after this date **9/7/22**. Shipments must be pre-paid. Collect shipments will not be accepted. GES will accept shipments **8:00am to 3:30pm**, Monday through Friday only (except holidays). Show management does not recommend that you send product 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. Complimentary drayage will not apply to items shipped to the GES warehouse

## **ADVANCE WAREHOUSE ADDRESS**

Exhibiting Company Name

SHOW NAME 2022

Booth # \_\_\_\_/Hall \_\_\_\_

c/o GES

203 Kuller Road

Clifton, NJ 07011

## **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.
- Racks 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. The Javits, 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.

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## SHOW SITE SHIPPING ADDRESS

Show site shipments will be accepted on the two dates listed below:

- September 16<sup>th</sup> & 17<sup>th</sup> 8AM-4PM (vehicle must check in no later than 4:00 PM)\*

Exhibiting Company Name

SHOW NAME 2022

Booth # \_\_\_\_\_ / Hall \_\_\_\_\_

c/o GES

Javits Center

655 West 34th Street

New York, NY 10001-1188

## SHOWSITE SHIPMENTS

Accepted September 16<sup>th</sup> & 17<sup>th</sup> 8AM-4PM; vehicle must check in no later than 4:00PM. \*Though freight is accepted on 9/16, this is NOT a move-in day and exhibitors are responsible for the security of freight and its contents. **Move-in begins on 9/17 at 8am.**

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

Any 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

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## SHIPPING FROM SHOW SITE

- Exhibitors have the option to hand-carry their items off the show floor via designated routes and same hand-carry rules apply for move-out that are enforced for move-in. **Moving in/out through the Crystal Palace is not permitted. Booth Package racks and other rental items will not be permitted in the hand-carry area or be used to help with your move-in or move-out. All rented items must remain on the show floor.**
- If shipping from the facility, 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. 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.
- Exhibitors must complete and return a BOL to the Exhibitor Service Center. The BOL 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 BOL must not be turned into GES until all pieces of your shipment are packed and ready to be delivered to the freight dock. 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.
- Labor workers 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 from your booth.
- All exhibitor merchandise and samples must be removed from the Exhibit Facility by the end of the evening, the last show day. Informa 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.
- 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.
- The same driver check-in rules enforced for move-in will apply to move-out. For more information, see page 2 of this document. Drivers may begin to check-in at 2:30PM on the final show day.
- Trucks will be loaded on a first-come/serve basis, which is based on the time the exhibitor turns in their BOL at the GES Service Desk, the time the driver checks in at the GES Freight Desk, and space availability for that size vehicle. Once vehicles enter the loading area, they will not be permitted to park; the driver must remain with the vehicle as it is being loaded. If BOL has not been turned in by the time your driver arrives, the vehicle cannot remain in the loading area; the driver will need to circle around and re-enter the loading area