

COST SAVING IDEAS

Read this exhibitor kit! The information it contains will save you time, money and needless stress.

Make sure you fully understand which booth type you have purchased, the size of that booth, and the rules and regulations for the show you are exhibiting in. Please review the *Rules and Regulations* document as well as the *Booth Décor Rules*.

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.

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.

Consolidate shipments. Save money by shipping all items at once rather than having multiple smaller shipments.

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 filled out completely, with your company name, booth number, and number of pieces clearly marked on each box.

Label boxes with the booth number and the exhibitor's 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. **Do not leave booth 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 (BOL).