

GES: Furnishings, Labor & Material Handling

WAREHOUSE/ADVANCE SHIPMENTS

GES will receive and warehouse crated exhibits prior to the show installation, **between March 18, 2014 and April 16, 2014**. Please see the GES material handling forms for rate information. Use the shipping labels marked Advance Shipping. Freight received at GES's warehouse after the above deadline date will be charged a late arrival surcharge based on the provided rates.

Send your shipments to the address provided on the Advance Shipment labels.

DIRECT SHIPMENTS TO SHOW SITE & INSTALLATION HOURS

Shipments and deliveries to the David L. Lawrence Convention Center will be accepted during the hours below:

Monday, April 21	8:00 am – 4:30 pm
Tuesday, April 22	8:00 am – 10:00 am

Send your shipments to the address provided on the Direct Ship labels in this section. Note the convention center union jurisdictions on the Exhibitors' Union Rules and Regulations insert.

OUTBOUND SHIPMENTS & DISMANTLING HOURS

Exhibitors may begin dismantling exhibits as soon as the show ends at 3:00 pm Thursday, April 24.

Exhibitors may not dismantle for any reason before 3:00 pm on Thursday, April 24.

Outbound shipments may be picked up during the official dismantling hour:

Thursday, April 24	3:00 pm – 9:00 pm
Friday, April 25	8:00 am – 12:00 pm

Arrangements for outbound freight pickup by an outside carrier must be made by the exhibitor, and outbound freight carrier check-in must be made at the Exhibitor Service Center no later than 9:00 am on Friday, April 25. GES customer service representatives will assist in filling out bills of lading and coordination of outbound freight shipments using GES Logistics. Bills of lading, once completed, must be returned to the Exhibitor Service Center freight desk, once your shipment is packed, taped and labeled. All shipments being shipped from the convention floor require a bill of lading.

We recommend that exhibitors remain in their booth area until their freight is picked up. Please do not leave the exhibit hall without checking that the Exhibitor Service Center has all paperwork for outbound shipments. This will eliminate any delays in obtaining labor and will expedite your shipment to its final destination. Any materials unclaimed or not properly labeled will be removed from the exhibit hall by GES and stored at the exhibitor's expense until sufficient information for shipment is determined.

All exhibit materials must be removed from the hall by 12:00 pm (noon) on Friday, April 25.