

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## 2013 AAEA & CAES Joint Annual Meeting

Marriott Wardman Park Hotel

August 4 - 6, 2013

### IMPORTANT NOTE REGARDING INBOUND AND OUTBOUND FREIGHT

Due to tight security and lack of adequate storage space at the Marriott Wardman Park Hotel absolutely NO Direct Shipments are permitted to this facility.

Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at 3636B Pennsy Drive, Landover, MD 20785, starting July 2, 2013 until July 31, 2013.

The warehouse will be closed Thursday, July 4, 2013 in observance of the holiday.

For Outbound shipments, carriers must pick up all shipments at the GES Advanced Receiving Warehouse at 3636B Pennsy Drive, Landover, MD 20785, starting August 7, 2013 at 10:00 AM.

**ALL SHIPMENTS MUST BE PICKED UP NO LATER THAN  
August 7, 2013 by 4:00 PM  
OR THEY WILL BE RE-ROUTED VIA GES LOGISTICS.**

Warehouse Hours of Operation are Monday - Friday, 8:00 AM - 4:30 PM.

If you have any questions regarding this procedure, please call the GES National Servicer or contact us: <http://www.ges.com/chat>

A 30% (\$50.00 minimum) surcharge will apply for shipments inadvertently delivered directly to the facility,

#### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

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