

Harvest Festival – Cold Storage Warehouse Move-in Process

Please note that this year the process for shipping to Cold/Frozen Storage is different than it has been in the past. **ALL cold and frozen products must be shipped to the offsite Cold Storage Warehouse** to arrive either Monday, September 11, 2017 or Tuesday, September 12, 2017 at the latest. **Cold product specifically for the Harvest Festival will only be accepted on these two dates.** Any cold/frozen freight shipped to the onsite address will be re-directed to the offsite warehouse at exhibitor's expense from the marshalling yard and will cause a delay in delivering to your exhibit space.

When organizing your cold/frozen shipment, make sure that you also complete the following forms:

- Refrigerated/Frozen Storage Order Form – order the storage you will need by cubic feet.
- Cold Storage Delivery Schedule – schedule the date, times and product to be delivered to your booth.
- Make sure your entire product for the Harvest Festival is labelled/marked for **Harvest Festival**, along with your **Company Name** and **Booth number**.

Cold/frozen shipping labels can be found at <https://ordering.ges.com/083600170/refrigfrozenlabels>.

Cold Storage Advance Shipment Address

GES
Natural Products Expo East/**Harvest Festival**
Exhibiting Company Name, Booth #
4801 Hollins Ferry Rd.
Suite B
Halethorpe, MD 21227
United States of America

Hours for cold storage receiving are:

- Monday – Tuesday, 8:00AM TO 3:30PM
- Closed 12:00PM to 1:00PM
- Note: Deliver to loading dock located at rear of building

Exhibitor will be able to order delivery of their cold product to their booths starting at 12:00PM on Wednesday, September 13, 2017. It is best to pre-book this delivery, to ensure you receive your product in a timely manner.

For questions or more information, please contact Mary Barnes at 650.333.0589 or mbarnes@ges.com.