



## Harvest Festival 2018

Outside Terrace, Baltimore Convention Center  
Wednesday, September 12<sup>th</sup>, 2:00PM – 6:00PM

Dear Harvest Festival Exhibitor,

Welcome to the **Harvest Festival 2018**. This Exhibitor Service Kit (ESK) has been prepared to help you plan for the show. Please read it in its entirety. GES is the official service contractor for the Harvest Festival. If you require any other amenities, you will need to order them through GES or the official show vendor that provides the service you need. Electrical service is quite limited and will be available as first come first serve on the Harvest Festival Outside Terrace. You will find the [Edlen Electrical](#) order form in the Expo East ESK or via the [website](#).

### **New for 2018:**

- **BOOTH RULES & REGULATIONS** - Many changes have been made this year that will affect all 5ft x 10ft (1.52m x 3.05m) booth types. Please be aware that the **NEW [Booth Rules & Regulations](#) will be strictly enforced.**
- **REFRIGERATED/FROZEN STORAGE** - **No Cold/Frozen Product Will Be Accepted If Shipped to The Onsite Address and Will Be Redirected at Exhibitors Expense.** Please review the [Instructions for Refrigerated/Frozen Storage Warehouse, Shipping & Delivery](#).
- **HAND CARRY/CARTLOAD & PRIVATE OWNED VEHICLE (POV) DELIVERY** - If you are transporting your materials to the show yourself, please carefully review the [Inbound & Outbound Targeted Freight](#) section for more information. Hand Carry & Cartload **have weight limits for move-in.**

We encourage you to complete your badge registration before the early **Registration Deadline on Thursday, August 9, 2018**. If you are not exhibiting on the Expo East show floor, you will receive two complimentary badges to be used at the Harvest Festival and at Natural Products Expo East. If you are an Expo East show floor exhibitor, your badges will come from your Expo East allotment. Preregistering your company's personnel and guests will save you valuable time on the day of the event. If you have questions on any of the enclosed materials, please contact your Client Services Department listed below.

#### **Installation Hours**

**Wednesday, September 12<sup>th</sup>**

8:00AM – 11:00AM

**All Exhibits must be set by 12:00PM**

#### **Show Hours**

**Wednesday, September 12**

2:00PM – 6:00PM

#### **Tear-Down Hours**

**Wednesday, September 12**

6:00PM – 7:00PM

**All Exhibits must be dismantled and removed by 7:00PM**

Stay with your exhibit until the last item is placed for shipment. If you must leave early, sign up for contractor supervision with GES, so they can pack up your exhibit. Exhibitors are responsible for the removal of all materials at the end of the event.

If you have any questions, please don't hesitate to contact us.

Sincerely,  
JP, Sarah & Jill

[JP Potenziani](#) | Client Services Specialist  
AZ, CA, NM, NV, UT

[Sarah Quinlan](#) | Client Services Specialist  
Africa, Asia, Australia, Canada, Europe, Latin America, Middle East, New Zealand, South America  
CO, CT, MA, ME, NH, NJ, NY, PA, RI, VT

[Jill Ramar](#) | Client Services Specialist  
AK, AL, AR, DE, FL, GA, HI, IA, ID, IL, IN, KS, KY, LA, MD, MI, MN, MO, MS, MT, NC, ND, NE, OH, OK, OR, SC, SD, TN, TX,  
VA, WA, WI, WV, WY

Natural Products Expo East 2018  
p.866-458-4935 | [expoeast@newhope.com](mailto:expoeast@newhope.com)



## Harvest Festival Move-In Information

### Shipping:

Label all boxes "Harvest Festival." **Do not send shipments to your Expo East booth.** Use the Harvest Festival [shipping labels](#) provided by GES. Please make sure to read the GES service kit for the Harvest Festival in its entirety to prevent any shipping delays.

### Advance Deliveries:

We strongly recommend that you ship your booth materials in advance. All event-related freight or materials, whether shipped in advance or direct, must be addressed c/o and delivered to the official service contractor, GES. C.O.D Deliveries will not be accepted.

### Advance Shipments:

Shipments may begin to arrive at the advance warehouse starting on **Tuesday, Aug. 7<sup>th</sup> at 8AM**

Warehouse receiving hours are:

Monday – Friday, 8:00AM– 4:30PM; Closed 12:00PM – 1:00PM & Holidays.

Monday, Sept. 4 the Warehouse will be CLOSED in observance of Labor Day

Last day for Advance Shipments to arrive is **Wednesday, Sept. 5<sup>th</sup>**

Shipping labels are located under the **Harvest Festival (HF) Exhibitor Service Kit** tab by clicking the "Harvest Festival Shipping Labels" tab.

[Send advance shipments](#) to: *name of exhibiting company*, Natural Products Expo East - **Harvest Festival**, *Tabletop #*, c/o Global Experience Specialists, Inc. (GES) 6571 Washington Blvd. Elkridge, MD 21075 USA

### Direct Deliveries:

If shipping Direct to Show Site, shipments must arrive on **Wednesday, Sept. 12th from 8:00AM – 11:00AM.**

[Send Direct Shipments](#) to: *name of exhibiting company*, Natural Products Expo East - **Harvest Festival**, *Tabletop #*, c/o Global Experience Specialists, Inc. (GES), One West Pratt St. Baltimore, MD 21201-2433.

### Cold/Frozen Shipments:

Shipments may begin to arrive at the Cold Storage Warehouse on Monday, Sept. 11th at 8:00AM

Warehouse receiving hours are:

**Monday, Sept. 11th and Tuesday, Sept. 12th ONLY** for Harvest Festival – 8:00AM – 3:30PM

Shipping labels are located under the **Harvest Festival (HF) Exhibitor Service Kit** tab or by [CLICKING HERE](#)

[Send cold/frozen shipments](#) to: *name of exhibiting company*, Natural Products Expo East - **Harvest Festival**, *Tabletop #*, c/o Global Experience Specialists, Inc. (GES), 4801 Hollins Ferry Rd., Suite B, Halethorpe, MD 21227.

### Bills of Lading:

Send copies of your Bill of Lading to GES so they can help trace lost or delayed shipments. Remove all extraneous shipping labels from your freight prior to shipping. If you need to ship materials back, please

fill out the Material Handling Agreement (Bill of Lading) and return it to the GES service desk onsite once your freight is packed and ready to ship.

**Cartload/Hand Carry/ Privately Owned Vehicle(POV) UNLOADING DATES & TIMES:**

**WEDNESDAY, SEPT. 12TH - 8:00AM - 11:00AM**

**Privately Owned Vehicles**

**ONLY Privately Owned Vehicles are allowed to order cartload service or use hand carry to unload their vehicles.**

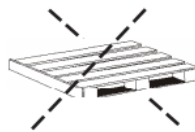
- A POV, or privately owned vehicle, is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Please note that these vehicles cannot have any branding and/or company logos on them to be considered a POV.
- **Examples of POVs:** Passenger vehicles under 1 ton: Small pickup trucks, passenger vans, taxis, limos, Uber, Lyft, Cars, etc.



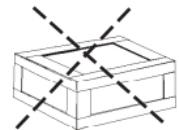
**NOT Privately Owned Vehicles (POV)**

**You are not a POV if you are one of the vehicle types listed below and must go directly to the Marshaling Yard before unloading.**

- Company Vehicles of any kind, trailers, moving vans, U-Hauls, Cargo Vans, vehicle with a lift gate, materials on skids/pallets, crates, anything requiring freight moving equipment.



**NOT ACCEPTABLE**



**Cartload Service for Move-In & Move-Out**

**To use Cartload Service:**

- Must have 2 people
- Must have "loose" product (not palletized/crated)
- Total weight of items must be less than 600lbs? (Cartloads that exceed 600lbs will be charged at standard Material Handling rates.)
- Vehicle must be "acceptable" as shown above

**If ALL items above apply, you may use Cartload Service! Proceed to the Marshaling Yard.**

- GES can help unload a passenger vehicle. Pre-order Cartload Service by [CLICKING HERE](#) for the order form.
- Move-in may happen at/or after the targeted **Installation Start Time & Date.**

- All Cartload customers MUST go to the GES Cartload Marshaling Yard to check in **FIRST**.

**Cartload Lot O – Privately Owned Vehicles (POV) ONLY**

M&T Bank Stadium in Lot O

701 W Ostend St. (Southwest corner at the intersection of Ostend and Ridgley)

Baltimore, MD 21224-4629

United States of America

- Look for “**Cartload Lot O – Privately Owned Vehicles (POV) ONLY**” signs to check in for POV/Cartload.
- Check in with a GES Representative to obtain a dock pass and directions on where to be unloaded.
- Vehicles for Cartload Service will be unloaded first come, first served as dock space is available.
- GES will direct the vehicle toward the cartload area for unloading.
- Cars may not be left unattended at any time. There must be two (2) people with the vehicle; one person to go with the product to the booth space and one person to remove the vehicle from the dock.
- Cartload Service has a **20-minute** max time to unload. Privately Owned Vehicles that are left unattended will be towed away at the exhibitor’s expense.
- POVs may park at local garages, after unloading at the dock and then return to the BCC for booth set-up. To find parking visit [bestparking.com](http://bestparking.com), select "Baltimore" and a map will pop up with garages and parking options.

**Hand Carry to Move-In & Move-Out**

**ONLY Privately Owned Vehicles may use Hand Carry – 100lbs max.**

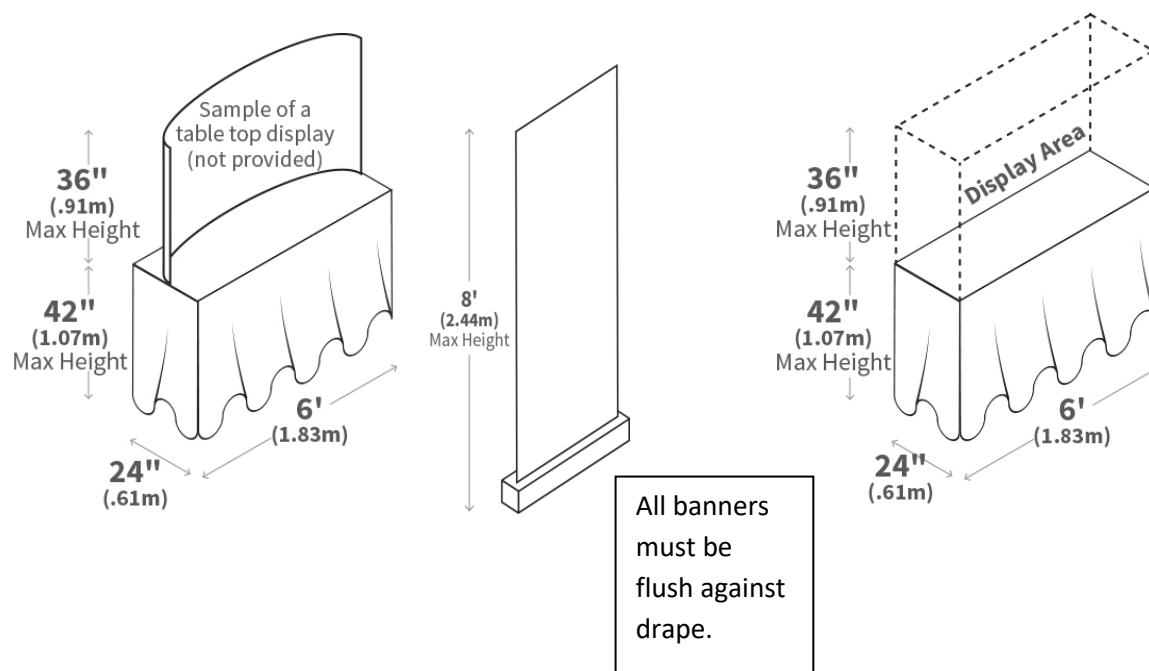
- Move-in may happen at/or after the targeted **Installation Start Time & Date**.
- An exhibitor can **Hand Carry** materials to the booth, provided material handling equipment is NOT used to assist moving a maximum of **100lbs** of freight. Use of hand carts, two-wheeled dollies, or any four-wheel cart or dolly is **prohibited**. Access to the loading dock or freight areas is not permitted.
- Cars may not be left unattended at any time. There must be two (2) people with the vehicle; one person to go with the product to the booth space and one person to remove the vehicle. Items unloaded curb side **cannot** be left unattended. There will be a maximum **15-minutes** to unload in the designated areas and any unattended vehicles will be towed away at the exhibitor’s expense.
- Privately Owned Vehicle must be performed by a full-time employee of the exhibiting company and could be asked by the Union for proof of employment (paystub/benefits documentation).
- The use of hand trucks, pallet jacks, lift gates or any other mechanical equipment is NOT permitted by anyone other than GES employees.
- **Designated Hand Carry locations are:**
  - Sharp St. Entrance (closest to Harvest Festival)
  - Pratt and Howard St. Entrance
  - Pratt and Charles St. Entrance
- **Show Site Work Rules/Union Jurisdiction Regulations** must be abided by and can be found by [CLICKING HERE](#).

*\*Please note that the Baltimore Convention Center is a Union Facility and Members of the Carpenters union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. **An exhibitor may ONLY move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.***

# HARVEST FESTIVAL 2018 TABLE TOP REGULATIONS

- Display space is **ONLY the table top area**; the **ONLY storage space is under your tabletop**.
- Any items not stored underneath your table (or displayed on top of the table) will be removed and stored at the exhibitor's expense by GES. No items will be allowed to be stored or set up surrounding your table.
- Bringing in your own table is **NOT** allowed. Table provided cannot be moved from front of space.
- Display space cannot extend beyond the 6' width x 24" depth tabletop surface. Maximum display height on top of table is 3'.
- Banners and pull-ups displays are only allowed if they are flat and flush against the pipe and drape behind your tabletop. Banners must be hung from the pipe and drape. Maximum size is 6ft width and cannot exceed 8ft in height. (bottom 42" will not be seen due to table)
- Exhibitors must also comply with the Show Rules and Regulations in the Exhibitor Service Kit.
- Rules and Regulations are subject to change.

**Note: Exhibitors will be asked to remove any exhibits not in compliance with these guidelines and items will be stored at exhibitor's expense.**



## TABLETOP SPACE INCLUDES

- One (1) draped counter height table 6'W x 24"D x 42"H. (Table skirt is beige)
- Standard ID sign, 11"L x 17"H
- One (1) stool
- One (1) wastebasket (trash will only be emptied at the end of each day, if you are sampling, please order porter service from GES)
- Facility is carpeted (No additional flooring is permitted)

## Rules

### Permitted

- YES** Hanging a sign or banner from the back pipe and drape in your exhibit space. Maximum size of sign or banner is limited to 6'W x 8'H (bottom 42" will not be seen due to table). You can hang the banner with grommets using "S" hooks. "S" hooks are available free of charge at the GES Service Desk.
- YES** May place a branded table cloth over your tabletop. Maximum size permitted is 6'W x 42"H table front dimension and 24"W x 42"H side dimension. (Cannot extend outside of these dimensions)
- YES** Displaying items on the surface of the tabletop. Maximum size permitted is 6'W x 24"D x 3'H (see diagram).
- YES** Can cook or use small electronics on your tabletop space only. (Electricity must be ordered from GES.)
- YES** Flat Pull-Up displays only, must be flush against the pipe and drape behind your table only. Maximum size of pull-up cannot exceed 6'W x 8'H (bottom 42" will not be seen due to table).
- YES** May use an anti-fatigue mat behind your tabletop.

### Not permitted

- NO** **May only store items that fit under the table. No storage is allowed behind or around the tabletop area.** Additional accessible storage space must be purchased from GES.
- NO** Removing or replacing your table
- NO** Moving tables from front of space or pushing tables together
- NO** Each tabletop space is separate and cannot be combined with another space. (You may not move 2 tables together or utilize the back wall space between the tables)
- NO** Bringing in your own floor covering
- NO** Swapping or adding, tables, other furniture, literature stands, display counters, refrigerated display cases, etc.
- NO** Refrigerator or freezer behind tabletop. Unit must fit on or under the tabletop.
- NO** Hanging signs (hanging signs rigged from the ceiling)
- NO** Building any structures that surround the table
- NO** Backdrop, inflatables, expandable or curved pop-up structures
- NO** Pop-up tents will not be allowed.

**Additional questions or clarification should be directed to your Client Services Specialist.**

<http://www.expoeast.com/ee18/public/Content.aspx?ID=1068616&sortMenu=109003>

# Harvest Festival Rules & Regulations

## Food & Beverage Sampling:

Exhibitors that manufacture or distribute food and beverages may sample these products to attendees. Exhibitors are free to distribute samples in the sizes best suited for their product and packaging, but sampling product they do not manufacture or distribute is prohibited. For example, if you make or distribute veggie burgers, you may not add condiments or buns to the sample unless you order those items from the in-house catering company. To contact Centerplate you can [CLICK HERE](#) or go to the **Additional Show Services** tab.

Centerplate holds the alcoholic beverage license for the convention center and applies a corkage fee for all alcoholic beverages distributed at the events, and not purchased from Centerplate. For more information, call Angela Kelly at (410) 649-7072 or [Angela.Kelly@centerplate.com](mailto:Angela.Kelly@centerplate.com)

GES will have food and beverage storage in coolers and freezers for exhibitors. If you wish to take advantage of this service, contact GES at 702.515.5970 or [CLICK HERE](#) for the **Refrigerated and Frozen Storage** tab.

## Health Code Regulations:

All booths providing food samples must do so in a clean and sanitary manner. Tongs, single-serving napkins, toothpicks or dispensing units (i.e. cups, etc.) must be used.

Food **may not** be served from a “common bowl” unless tongs are used to distribute the food. We suggest single-serve cups, toothpicks or single napkins.

All perishable foods such as milk, fish, eggs and poultry products must be temperature controlled. Cold foods **must be** kept at or below 41 degrees Fahrenheit. All potentially hazardous foods must be maintained at or below 41 degrees Fahrenheit or above 135 degrees Fahrenheit at all times.

All vendors who wish to sample their product must provide protection of open food sampling (i.e. unpackaged crackers, chips, dips, drinks, etc.). All unpackaged foods on display must be protected with a sneeze guard shield or plastic covering that is rigid, semi-permanent, and provides adequate protection that follows the Temporary Food Facility Guidelines.

All food samples must display a label with its common name and ingredients

## Cooking Appliances:

The use of any electrical cooking appliances (i.e. ovens, stoves, grills, hot plates, deep fryers, skillets, etc.) and all demonstrations using these appliances must be isolated away from the public or be protected with a clear plastic shield which can be ordered by [CLICK HERE](#) for the **Booth Furnishings & Accessories** tab. The shield must be placed along the front and the sides of the appliance. Quantities will be limited. These requirements do not apply to microwave ovens, coffee pots, and rice cookers, chaffing dishes or popcorn wagons.

## Fire Regulations & Permit Requirements:

Fire and health regulations are strictly enforced. The exhibit area will be inspected by fire marshals and a representative from the health department.

*City of Baltimore Fire Department Fire Prevention Bureau [Specifications & Requirements](#)*



*As per section 31-1.4.5 of the NFPA 101 Life Safety Code, furnishings or decorations of an explosive or highly flammable character shall not be used. Natural cut trees as well as other Christmas decorations (wreaths, garland, etc.) are strictly prohibited. Living trees in a "balled" condition with roots protected by an earth ball may be permitted provided they are maintained in a fresh condition and are not allowed to become dry.*

All drapes, fabrics and materials are required to be flame resistant (hay, wood, etc.). You may use a spray on flameproof coating for flammable materials, but must also bring the empty can that was used, and a receipt for the spray purchase for verification.

**PROPANE OR BUTANE WILL REQUIRE A SHOW PERMIT**

A Show Permit form must be submitted for approval a minimum of 14 days prior to show opening. Propane and Butane will be limited to two 17oz containers, and kept away from convention center doors.

**Candles and helium are prohibited.**

**Personal Care Product Applications:**

Sterilized utensils must be used. A fresh, sterile cotton ball, spatula, Q-tip, or powder puff must be used for each individual application.

When applying lip applications of any kind (eye shadows, face blushes, etc.) a portion of the product must be scraped off with a utensil and applied to the individual with the utensil.

Products in packaging other than a squeeze type container, such as a jar, require a sterile utensil to be used when remove the product from the container. Once the product has been applied to the individual, you may not return the used utensil to the product.

**Sound/ Noise Levels:**

Music, sound and noise is permitted up to a maximum of 85 decibels.

**Parking:**

Although the Baltimore Convention Center is unable to provide public parking to exhibitors and attendees, there are several options in the form of public lots and hotel parking garages located in the immediate area. Public parking can range from \$6 - \$16 per day with the average rate being \$9. For additional information on available parking, and to download a parking map [CLICK HERE](#).

**Labor:**

Should you require assistance setting up or dismantling your tabletop you may order it through the **Labor/Equipment, Hanging Sign & Rigging** tab or by [CLICKING HERE](#). Exhibitors are requested to conform to union labor regulations. There is a strict "NO TIPPING" rule for the unions, Baltimore Convention Center, GES and Natural Product Expo.

**Storage:**

Storage shall be limited to under your table top or you may order additional storage from the **Shipping, Drayage ,Material Handling & Access Storage** tab or by [CLICKING HERE](#).



## Services & Official Show Vendors

These forms or more information can be found on line at <https://ordering.ges.com/083600172>.

Badge Registration	Ph: 1.866.458.4935, 1.303.390.1776 Fax: 1.708.344.4444 <a href="#">Click Here</a> to order Exhibitor Staff Badges If you have issues, email <a href="mailto:expoeast@newhope.com">expoeast@newhope.com</a>	Over Allotment Discount Deadline 8/27/201
Electrical	<a href="#">Edlen Services</a> Ph: 1.410.649.7321	Discount Deadline 8/20/2018
Storage Onsite (dry, frozen, refrigerated)	GES Ph: 1.702.515.5970 <a href="http://www.ges.com/chat">www.ges.com/chat</a>	Discount Deadline 8/20/2018
Hotel Reservations	onPeak <a href="https://www.onpeak.com/help#reservations">https://www.onpeak.com/help#reservations</a> Ph: 1.800.388.8812	As Soon As Possible
Shipping Freight Deliveries & Labels	GES Domestic Ph: 1.800.803.2375 International Ph: 1.702.515.5970 <a href="http://www.ges.com/chat">www.ges.com/chat</a> <b>Advance Warehouse:</b> <a href="#">shipping labels</a> <b>Direct to Show Site:</b> <a href="#">shipping labels</a> <b>Cold Storage Warehouse:</b> <a href="#">shipping labels</a>	<b>Advance:</b> 8/7/18 – 9/5/18 <b>Direct:</b> 9/12/18 8:00am –11:00am <b>Cold Storage:</b> 9/10/18 – 9/11/18 8:00am – 3:30pm see GES for details
Audio Visual	<a href="#">PSAV</a> Ph: 1.800.966.4498 <a href="mailto:exhibits@psav.com">exhibits@psav.com</a>	Discount Deadline 8/20/2018
Internet/Telephone/Cable TV	<a href="#">M.C. Dean, Inc.</a> Ph: 1.410.649.7097	Discount Deadline 8/20/2018
Sponsorship and Marketing Opportunities	<a href="#">Contact your Account Manager</a>	Individual deadlines apply!
Environmental Exhibiting/ Green Team	Natural Products Expo Green Team Ph: 1.303.939.8440	Every Day!
Lead Retrieval Units	<a href="#">CompuSystems, inc.</a> Domestic Ph:1.866.600.5323, International Ph: 1.708.786.5565 (Outside the U.S.)	Discount Deadline 8/20/2018
Temporary Staff: Booth (host & models)	<a href="#">TBD</a>	As Soon As Possible

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*



FROM:



FROM:

Please print this label on a color printer if possible

**ADVANCED WAREHOUSE SHIPMENT**

TO:

EXHIBITING COMPANY

**Natural Products Expo East / Harvest Festival**

NAME OF EXHIBITION

BOOTH NUMBER

C/O

**GES**

**UPS Freight**

**6571 Washington Blvd.**

**Elkridge, MD 21075 USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Tuesday, Aug 7, 2018 - Wednesday, Sep 5, 2018**

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



**ADVANCED WAREHOUSE SHIPMENT**

TO:

EXHIBITING COMPANY

**Natural Products Expo East / Harvest Festival**

NAME OF EXHIBITION

BOOTH NUMBER

C/O

**GES**

**UPS Freight**

**6571 Washington Blvd.**

**Elkridge, MD 21075 USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

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Carrier \_\_\_\_\_  
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FROM:



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TO:

EXHIBITING COMPANY

**Natural Products Expo East / Harvest Festival**

NAME OF EXHIBITION

BOOTH NUMBER

C/O

**GES**

**Baltimore Convention Center  
One West Pratt Street  
Baltimore, MD 21201**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Tuesday, Sept 11, 2018 - 8:00 AM - 4:30 PM**

*Certified weight tickets are required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.*

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



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EXHIBITING COMPANY

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NAME OF EXHIBITION

BOOTH NUMBER

C/O

**GES**

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Carrier \_\_\_\_\_  
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USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*

<b>R</b>	<b>RUSH!</b>
	<b>REFRIGERATED FOODS</b>

FROM:

<b>R</b>	<b>RUSH!</b>
	<b>REFRIGERATED FOODS</b>

FROM:

Please print this label on a color printer if possible

**COLD STORAGE RECEIVING**

TO:

EXHIBITING COMPANY

**Natural Products Expo East / Harvest Festival**

NAME OF EXHIBITION


BOOTH NUMBER

C/O **GES**  
**4801 Hollins Ferry Rd.**  
**Suite B**  
**Halethorpe, MD 21227**

***For arrival starting:***

**Monday, Sept 10, Tuesday, Sept 11 - 2018 8:00 AM - 3:30 PM**

*Certified weight tickets are required for all shipments.*

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 

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EXHIBITING COMPANY

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FROM:



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# Harvest Festival – Refrigerated & Frozen Storage Warehouse

## Move-In Instructions

**ALL Refrigerated & Frozen products must be shipped to the offsite Cold Storage Warehouse** to arrive either Monday, September 10 or Tuesday, September 11 at the latest. **Refrigerated & Frozen product specifically for the Harvest Festival will only be accepted on these two dates.** Any Refrigerated & 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 Refrigerated & 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 time & date product is to be delivered to your booth
- Make sure your entire product for the **Harvest Festival** is labeled/marked for **Harvest Festival**, along with your **Company Name** and **Booth Number**.

Refrigerated & Frozen shipping labels can be found at [HF Shipping Labels](#).

### Cold Storage Shipping 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 - 3:30PM
- Closed 12:00PM - 1:00PM for lunch
- **Note:** Deliver to loading dock located at rear of building

**Exhibitors will be able to order delivery of their cold product to their booths starting at 12:00PM on Wednesday, September 12. 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](mailto:mbarnes@ges.com).