

# Refrigerated and Frozen Storage Order Form

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

Natural Products Expo East / All Things Organic™ BioFach America  
 Baltimore Convention Center  
 September 13 - 15, 2018

Discount Deadline Date:  
 August 20, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives at the cold storage desk. An advance deposit is required to guarantee storage reservations.
- Containers must be marked either refrigerated or frozen. The facility booth numbers and company name must be also prominently displayed on each container. It is very important to use the Specially Coded Label that is provided in this manual. This ensures perishable items are delivered to the trailers for cold storage when they arrive.
- Exhibitors are not permitted direct access to the cold storage area. A work order must be placed with Centerplate or GES, if food prep is needed, at the GES Servicenter each time material is moved to or from storage. The work order must be signed when delivery is made.
- Shipments will be accepted beginning at 8:00 AM, Monday, September 10, 2018 at the Cold Storage Warehouse - DO NOT ship cold/frozen product direct to show site. Refer to instructions for Cold Storage Warehouse Shipping and Delivery: [https://e.ges.com/083600172/cold\\_storage\\_shipping\\_process/esm](https://e.ges.com/083600172/cold_storage_shipping_process/esm)
- Exhibitors will be able to access product onsite beginning at 12:30 PM on Wednesday, September 12.
- Target dates do not apply to Refrigerated & Frozen Storage.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM. - 1 worker per 1 hour at Straight Time Rates
- Overtime: All other times Monday through Friday. All day Saturday. - 1 worker per 1 hour at Straight Time Rates
- Double Time: All day Sunday & Holidays. - 1 worker per 1 hour at Straight Time Rates

## Step 1. Order Storage

- 1 Skid or 30 cubic feet per day. Storage charges begin on the day the shipment is received. Labor for delivery is not included. You will be billed for each delivery.
- Please confirm delivery arrangements the day before delivery of stored material is required at the storage control center at the loading docks.
- A work order must be placed at the storage control center each time material is moved to or from storage. The work order must be signed by a representative of the Exhibitor when delivery is made.
- During Show days, with the massive congestion in the aisles, it will take an additional amount of time for deliveries and it will be necessary to use a minimum of two laborers.

### Storage is billed per Cubic foot

**Cubic footage is determined as follows:** Determine measurements of each piece in inches and multiply the width times the length times the height. Divide this figure by 1,728. Example: 10 cartons 24" x 16" x 13.5" = 5,184 (5,184 ÷ 1,728 = 3 cubic feet each x 10 cartons = 30 cubic feet). Storage required would be 1 Skid or 30 cubic feet.

Calculate Cubic Footage:  $\frac{\text{Width} \times \text{Length} \times \text{Height}}{1728} = \text{Cubic Footage}$

Item Code	Description	Rate (\$)	X # of Cubic Ft.	Total
<b>Refrigerated Storage</b>				
200515	1 - 30 cu ft	13.60		\$
200515	31 - 120 cu ft	12.80		\$
200515	121 - 240 cu ft	12.25		\$
200515	241 cu ft and Greater	11.45		\$
<b>Frozen Storage</b>				
200514	1 - 30 cu ft	13.60		\$
200514	31 - 120 cu ft	12.80		\$
200514	121 - 240 cu ft	12.25		\$
200514	241 cu ft and Greater	11.45		\$

We understand that your calculation is only an estimate. Invoicing will be done from actual size. Adjustments will be made accordingly.

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## Step 2. Storage Details

The items to be stored will be arriving on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (am)(pm)

Please describe your product: \_\_\_\_\_

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**

X  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed**

\$

## Notices

Due to temporary storage conditions, temperature regulations may vary 10-20°. GES will make every attempt to store your product according to specifications. GES assumes no liability for losses due to these conditions. Please note the following temperature regulations for storage:

Frozen Storage .....approximately 25° below 0° F

Refrigerated Storage .....approximately 35° - 40° F

You MUST have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for them. Storage is in trailers.

Check for correct consignment instructions and advise GES of booth delivery needs before the deadline date above.

## Advance Storage Reservation

Your credit card must be on file with GES to make an advance storage reservation. See "Payment & Credit Card Charge Authorization" for credit card authorization.

Storage space is limited. Space will be guaranteed on a first come, first serve basis. Make your reservation early by completing this form, enclosing your deposit and mailing it to the address above before the deadline date. No refrigerated freight will be received at the advanced warehouse.

An advance deposit is required to guarantee all storage reservations.

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# Cold Storage Labor/Delivery Information

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 September 13 - 15, 2018

Discount Deadline Date:  
 August 20, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Please complete this form for all cold storage labor needed. This includes deliveries from storage to booth as well as pick-ups from booth to storage. To determine if you need this labor, read this form carefully.
- Cold Storage labor will be required to move your product from the GES refrigerated and freezer trailers to your booth. Cold Storage labor will be required to move your product from your booth to the GES refrigerated and freezer trailers.
- If you require Cold Storage labor, a crew will be assigned consisting of (1) one forklift or cart with operator and (1) additional laborer.
- You will be billed for each delivery scheduled.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday.
- Double Time: All day Sunday & Holidays.

## Important Information

Exhibitors are highly encouraged to schedule cold storage deliveries (to and from the booth) in advance of the show to ensure delivery time availability and avoid excessive costs. There are a finite number of deliveries made per hour "window" -- orders will be processed in the order received.

Cold storage deliveries (from storage to the booth) will be available beginning at 6:00 AM on Wednesday, September 12, 2018. Delivery time on show days begin 6:00 AM. Please confirm cold storage labor by 2:30 PM the day before the date requested. Please have an authorized company representative present at the time of delivery to your booth to inventory the items. Exhibitors wanting product delivered to their booth on Wednesday, September 12, must have their cold/frozen product arriving at the Cold Storage Warehouse no later than Tuesday, September 11.

Any product left in cold storage after 7:00 PM on Saturday, September 15 will be donated to the food bank. Please be sure to make arrangements for your carrier/shipper to arrive by 10:00 am on Saturday, September 15, to pick up any product stored on the refrigerated/freezer trucks.

Note: Label your product so you know what product is for a specific day. Create a coding system to minimize access fees and help you get the product you need correctly, the first time. Deliveries will be suspended between 9:00 AM - 10:00 AM on show days.

The minimum charge for storage labor is one (1) hour per man per delivery and it is inclusive of delivery equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. New orders placed onsite are subject to schedule availability.

## Order Labor for Deliveries

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	=	Total
715044	Freezer Delivery, ST	96.00	120.25	144.50				\$
715044	Freezer Delivery, OT	147.75	184.75	221.50				\$
715044	Freezer Delivery, DT	170.00	212.50	254.75				\$
715045	Dry Storage Delivery, ST	96.00	120.25	144.50				\$
715045	Dry Storage Delivery, OT	147.75	184.75	221.50				\$
715045	Dry Storage Delivery, DT	170.00	212.50	254.75				\$
715046	Refrigerated Delivery, ST	96.00	120.25	144.50				\$
715046	Refrigerated Delivery, OT	147.75	184.75	221.50				\$
715046	Refrigerated Delivery, DT	170.00	212.50	254.75				\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/083600172/labor/esm>

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

Please complete in detail, the schedule on the next page for all deliveries to booth as well as pick-ups from booth.



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# Cold Storage Delivery Schedule

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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Please complete in detail, the schedule below for all deliveries to booth as well as pick-ups from booth.
- Please circle "Deliver to Booth" or "Pick up from Booth" and "Refrigerated" or "Frozen" accordingly.
- Reminder: Confirm storage deliveries the previous day prior to 2:30 PM at the GES Servicer labor desk.
- 8:00 AM is the latest request time in order to ensure timely delivery.
- New orders placed onsite are subject to schedule.
- You will be billed for each delivery scheduled.

Date(s)	Estimated Time of Delivery or Pick-Up	(Circle One)	(Circle One)	Please Describe Items to be Delivered to Booth or Picked up from Booth	# of Workers X	# of Hours X	Rate =	Total
	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					
	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					
	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					
	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					
	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					
	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					
	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					
	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					
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	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					
	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					
	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					
	AM / PM	Delivered to Booth or Picked up from Booth	Refrigerated or Frozen					

**Total and Sign:** Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print

\_\_\_\_\_  
 Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment Enclosed** \$ \_\_\_\_\_



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



Please select day(s) for delivery to your booth:

Wednesday Friday

Thursday Saturday

\*A delivery order will need to be placed

**Cold Storage receiving for Natural Products Expo East / All Things Organic™ BioFach America**

0830600172

For better service, complete the following:

SHIP TO:

Full Exhibiting Company Name at Show

BOOTH NUMBER On-site Exhibit Contact Phone #

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

**For arrival starting:**

**Monday, Sept 10, 2018 Tuesday, Sept 11, 2018 8:00 AM - 4:00 PM  
Wednesday, Sept 12, 2018 8:00 AM - 12:00 PM**

Certified weight tickets are required for all shipments.

Carrier \_\_\_\_\_  
Box number \_\_\_\_\_ of \_\_\_\_\_ Total boxes



Please select day(s) for delivery to your booth:

Wednesday Friday

Thursday Saturday

\*A delivery order will need to be placed

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Wednesday, Sept 12, 2018 8:00 AM - 12:00 PM**

Certified weight tickets are required for all shipments.

Carrier \_\_\_\_\_  
Box number \_\_\_\_\_ of \_\_\_\_\_ Total boxes

Please print this label on a color printer if possible

Please print this label on a color printer if possible

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



Please select day(s) for delivery to your booth:

Wednesday      Friday  
Thursday      Saturday

\*A delivery order will need to be placed

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East / All Things Organic™ BioFach America**

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Please select day(s) for delivery to your booth:

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Thursday      Saturday

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Wednesday, Sept 12, 2018 8:00 AM - 12:00 PM  
Certified weight tickets are required for all shipments

Carrier \_\_\_\_\_  
Box number \_\_\_\_\_ of \_\_\_\_\_ Total boxes

Please print this label on a color printer if possible

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



Perishable Food Products that will NOT be refrigerated upon delivery to the Convention Center

**Cold Storage receiving for Natural Products Expo East / All Things Organic™ BioFach America**

0830600172

For better service, complete the following:

SHIP TO:

Full Exhibiting Company Name at Show


BOOTH NUMBER

On-site Exhibit Contact Phone #

**C/O GES**  
**Baltimore Convention Center**  
**One West Pratt Street**  
**Baltimore, MD 21201**  
**USA**

**For arrival at show site:**  
**Refer to target plan.**

Certified weight tickets are required for all shipments.

Carrier \_\_\_\_\_  
Box number \_\_\_\_\_ of \_\_\_\_\_ Total boxes 



Perishable Food Products that will NOT be refrigerated upon delivery to the Convention Center

**Direct to booth delivery for Natural Products Expo East / All Things Organic™ BioFach America**

0830600172

For better service, complete the following:

SHIP TO:

Full Exhibiting Company Name at Show


BOOTH NUMBER

On-site Exhibit Contact Phone #

**C/O GES**  
**Baltimore Convention Center**  
**One West Pratt Street**  
**Baltimore, MD 21201**  
**USA**

**For arrival at show site:**  
**Refer to target plan.**

Certified weight tickets are required for all shipments.

Carrier \_\_\_\_\_  
Box number \_\_\_\_\_ of \_\_\_\_\_ Total boxes 

Please print this label on a color printer if possible

Please print this label on a color printer if possible

**DO NOT**

**REFRIGERATE**

**Deliver to Booth**

**DO NOT**

**REFRIGERATE**

**Deliver to Booth**