

# Cold/Dry Storage Space 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 12 - 14, 2019

Discount Deadline Date:  
 August 19, 2019

Company Name	Email	Phone Number	Booth Number
Showsite Contact		Showsite Contact Mobile Number	



## Easy Ordering Tips:

- **Labor fees apply for delivery and/or return of product.**
- **For calculation purposes a 4' x 4' area (approximately the size of one small skid) stacked 4' high will be considered 16 Sq. Ft.**
- Refrigerator (approx. 36° average) and freezer (approx. 0° average) storage service will be provided on site for those exhibitors who order such service in advance.
- Refrigerated, frozen, and dry storage is available at a rate of \$650.00 billed in 1 skid (16 Sq. Ft.) increments. This price is based on the total amount of product shipped to show site; applicable material handling rates apply.
- Exhibitors are encouraged to schedule cold storage deliveries (to and from the booth) in advance of the show to ensure delivery time availability. There are a finite number of deliveries made per hour "window" -- orders will be processed in the order received.
- Please plan and order carefully. You will be charged for actual usage. Exhibitors are urged to ship only the product they need to avoid excessive costs. Refer to the *Cold/Dry Storage Labor/Delivery Order Forms* to schedule/reserve and order labor for the handling of cold storage products into and out of refrigerator and freezer storage (deliver to and from the booth).
- **Full payment is due at the close of the show, and a credit card must be on file -- fill out and return the Payment and Credit Card Charge authorization form.**



## Reminder:

- Use the correct shipping label (refrigerated, frozen, or dry) for the type of product being shipped. Place one label on each item, not just one label per skid, and make sure to fill out each label completely with your company name, booth number, type of product, and date of desired delivery. Do not mix refrigerated, frozen, or dry product on the same skid -- use separate skids.

To reserve storage space, please complete the following:

Item Code	Description	Rate (\$)	X # Skids	Total
200516	Storage, Dry, Per Skid	650.00		\$
200514	Storage, Frozen per Skid	650.00		\$
200515	Storage, Refrigerated per Skid	650.00		\$

**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

Note: Due to temporary storage conditions, temperature regulations may vary 10° - 20°. Whereas every attempt will be made to provide security for products in storage and to ensure adequate and proper operation of the equipment, GES and Informa will assume no liability for loss of product from storage or for spoilage of product due to failure in power or equipment.

Frozen Storage .....approximately 0° - 20° F  
 (Freezers are kept at 0° F unless storing ice cream, in which case the freezers are set at -20°F.)  
 Refrigerated Storage .....approximately 35° - 40° F

Order Labor and Schedule Deliveries on the following forms



# Cold Storage Labor/Delivery Information

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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 1:00 PM on Wednesday, September 11, 2019. 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 11, must have their cold/frozen product arriving at the Cold Storage Warehouse no later than Tuesday, September 10.

Any Product left in cold storage after 12:00 PM on Saturday, September 14 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 14, 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	<b>100.75</b>	126.25	151.75			\$
715044	Freezer Delivery, OT	<b>155.25</b>	194.00	232.50			\$
715044	Freezer Delivery, DT	<b>178.50</b>	223.25	267.50			\$
715045	Dry Storage Delivery, ST	<b>100.75</b>	126.25	151.75			\$
715045	Dry Storage Delivery, OT	<b>155.25</b>	194.00	232.50			\$
715045	Dry Storage Delivery, DT	<b>178.50</b>	223.25	267.50			\$
715046	Refrigerated Delivery, ST	<b>100.75</b>	126.25	151.75			\$
715046	Refrigerated Delivery, OT	<b>155.25</b>	194.00	232.50			\$
715046	Refrigerated Delivery, DT	<b>178.50</b>	223.25	267.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/083600644/labor/esm>

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Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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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.





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 plac

Cold Storage receiving for Natural Products Expo  
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0830600644

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 9, 2019 Tuesday, Sept 10, 2019 8:00 AM - 4:00 PM**

Certified weight tickets are required for all shipments.

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



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

Please print this label on a color printer if possible

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**DO NOT**

**REFRIGERATE**

**Deliver to Booth**

**DO NOT**

**REFRIGERATE**

**Deliver to Booth**