



## Outbound Shipments

### ***REMOVAL BY EXHIBITOR***

GES, the Official Service Contractor, has a freight desk in the GES Servicenter®. The **Service Center is located near the back of the Expo floor.** Customer Service Representatives will answer your shipping questions, provide shipping labels, and assist in preparing Outbound Material Handling Forms. Complete Outbound Material Handling Forms/Shipping Papers must be delivered to the freight desk once all booth materials are packed and ready for removal. Do not leave Outbound Material Handling Forms/Shipping Papers in your booth area.

If you designate a carrier other than those used by GES, contact the carrier directly for pick up arrangements. In addition, be sure the name of the carrier designated is the name the driver uses when arriving to pick up the freight.

Exhibitors who arrange for their own transportation for outgoing shipments must have their carrier arrive no later than 10:00 AM Friday, March 24, 2023. All Exhibitors must have the floor cleared by 10:00 AM, Friday, March 24, 2023.

If transportation provisions are not made, or if your carrier does not arrive on schedule, GES will ship your exhibit via the carrier of their choice to the address listed on the GES Bill-of-Lading (BOL) and/or shipping labels you have prepared. All shipping costs will be at the exhibitor's expense. Any displays that are not in the process of being dismantled and packed by 10:00 AM Friday, March 24, 2023 will be dismantled and packed by GES and shipped out at the exhibitor's expense.

### ***REMOVAL BY THIRD PARTIES***

The shipping of part or all of an exhibitor's equipment often results in much confusion. When the equipment of various exhibitors is consolidated to form larger shipments, problems as to the correct crate/carton count arise due to errors or purposely-misdirected shipments.

As a result each exhibitor is responsible for the proper preparation of all shipping documents for equipment in their booth(s), including the GES Bill-of-Lading (BOL). The GES Bill-of-Lading (BOL) must list:

- the carrier
- the name and address of the shipper
- the consignee
- the count, description and weight of the items covered
- whether shipments are prepaid or collect
- the names and addresses of the company or person responsible for the charges

Under no circumstances can this responsibility be delegated. Exhibitors must submit a bill of lading to the official freight contractor prior to leaving the Pennsylvania Convention Center.

***EXHIBITORS ARE ALSO RESPONSIBLE FOR ALL PACKING BY, AND ACTIONS OF, PERSONNEL BROUGHT INTO THE SHOW.***

For more information on Material Handling, please visit the GES Service Kit section of the Exhibitor Services Manual.

# Storage

The Pennsylvania Convention Center Fire regulations restrict empty container storage to approved areas. **EMPTY CRATES, CARTONS OR BOXES CANNOT BE STORED IN OR BEHIND EXHIBIT BOOTHS OR USED AS BOOTH FURNISHINGS.** Storage labels marked "EMPTY" will be available from the GES Servicenter®. Exhibitors should write the appropriate booth number(s) on the labels and affix them to all crates, trunks and bundled cartons. All items marked for empty storage will be removed from booths by GES, placed in storage and returned to the designated booth(s) at the end of the show. Prior to Pittcon, please remember to remove all Empty stickers from previous shows so that your containers are not pulled inadvertently.

## Carton Storage

Arrangements will be made for the rapid return of cartons and fiber and cardboard boxes. These cartons will be stored separately from crates and will receive priority on return. POP-UP BOOTH SHIPPING/STORAGE CARTONS CANNOT BE STORED BEHIND THE BOOTH.

## Secure Storage

A secured storage area will be provided in the Security Room (103-C). This area is for the storage of small valuable items, but not for empty crates or excess literature or other handouts. Prior arrangements must be made. (See the Security Section of the Service Manual).

## Unsecured Storage

Only a one-day supply of operational and advertising material may be stored within an exhibit. An unsecured, accessible storage area will be available for additional material. Small, hand-carried items may be placed in or removed from this area by exhibitors. Larger items will require the use of material handling labor with a cost to the exhibitor depending on the straight-time or overtime rates. Arrangements for this can be made at the GES Servicenter®.

## Seminar Room Storage

Advance consideration should be given to stage and audio-visual set-ups within our seminar rooms. Exit doors and exit signage must not be blocked or hidden. Emergency lights cannot not be covered or removed. In addition, occupancy must not exceed the limits posted on the placards within these rooms. Storage of combustible materials within these rooms is also prohibited.