

MATERIAL HANDLING SERVICES & SHIPPING INFORMATION

IMPORTANT - PLEASE READ CAREFULLY

GES has been appointed by Show Management to provide Material Handling services for the **2017 IEEE/RSJ International Conference on Intelligent Robots and Systems**.

Exhibitors must use GES to perform this service which includes:

- ◆ RECEIVING, DOCUMENTING AND INSPECTING YOUR SHIPMENT(S) ON ARRIVAL
- ◆ UNLOADING OF SHIPMENT(S) AT THE SHOW SITE DOCK & DELIVERY TO BOOTH
- ◆ REMOVING OF EMPTY CONTAINERS FROM BOOTH TO STORAGE AREA
- ◆ STORING YOUR EMPTY CONTAINERS IN THE STORAGE AREA
- ◆ RETURNING OF EMPTY CONTAINERS TO BOOTH AFTER SHOW CLOSING
- ◆ MOVING YOUR OUTBOUND SHIPMENT TO THE LOADING DOCK
- ◆ RELOADING OF SHIPMENT(S) FROM DOCK ON TO YOUR CARRIER

These services are charged per hundred weight with a 200 lb minimum at the expense of the exhibitor. **All Shipments must be accompanied with a Certified Weight Ticket (CWT)**. If no CWT is available, GES will weigh your shipment on site and special handling charges will apply.

To avoid additional charges, please complete and return the **MATERIAL HANDLING ORDER FORM** provided.

Exhibitors shipping to the advance warehouse receive the following additional services:

- ◆ STORAGE UP TO 30 DAYS IN THE ADVANCE WAREHOUSE
- ◆ DELIVERY OF SHIPMENT(S) FROM ADVANCE WAREHOUSE TO SHOW SITE
- ◆ FIRST PRIORITY UNLOADING STATUS

**** LOOSE AND UNCRATED SHIPMENT(S) WILL NOT BE RECEIVED BY ADVANCE WAREHOUSE****

LABELING YOUR PACKAGES FOR SHIPPING:

A) ADVANCE SHIPMENTS TO WAREHOUSE DEADLINE DATE: **by September 20, 2017**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES
**2017 IEEE/RSJ International Conference on
Intelligent Robots and Systems**
3985 Still Creek Avenue
Burnaby, BC V5C 4E2

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **on Sunday, September 24, 2017**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER
c/o GES
**2017 IEEE/RSJ International Conference on
Intelligent Robots and Systems**
Vancouver Convention Centre - West Building
1055 Canada Place
Vancouver, BC V6C 0C3