

MATERIAL HANDLING SERVICES & SHIPPING INFORMATION

IMPORTANT - PLEASE READ CAREFULLY.

GES has been appointed by Show Management to provide Material Handling services for the **Health & Human Services Career Fair**. 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

GES, as the official Material Handling contractor, is required by Show Management to perform this service. These services are charged per **hundred** weight with a 200lb minimum **at the expense of the exhibitor.** **All Shipments must be accompanied with a Certified Weight Ticket(CWT).** **If no CWT is available, as stated on the receiving report, the agreed weight indicated is valid. NO ADJUSTMENTS WILL BE MADE.** To avoid additional charges, please complete and return the **MATERIAL HANDLING ORDER FORM** provided.