



MATERIAL HANDLING INFORMATION

1-1030 Kearns Cres RM of Sherwood, SK S4K 0A1 Tel: 306.347.8280 Fax: 306.569.7484
Regina@ges.com www.ges.com/ca

IMPORTANT - PLEASE READ CAREFULLY

GES has been appointed by Show Management to provide Material Handling services for the **IDA 63rd Conference and Trade Show**. 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. If no Certified Weight Ticket is available, GES will weigh your shipment on site and special handling charges will apply. For all loose, stacked and uncrated shipments, Special Handling rates 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: **August 18 - September 8, 2017**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER c/o GES
IDA 63rd Conference and Trade Show
GES / YRC Reimer
1450 Inkster Blvd
Winnipeg, Manitoba, Canada R2X 1P9

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **September 13, 2017 (12:00pm - 4:00pm)**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER c/o GES
IDA 63rd Conference and Trade Show
RBC Convention Centre
375 York Avenue
Winnipeg, Manitoba, Canada R3C 3J3

ALL ORDERS ARE GOVERNED BY THE GES LIMITS OF LIABILITY AND RESPONSIBILITY.