

# Material Handling/Drayage Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Affiliated Summit East Conference  
New York Marriott Marquis  
July 30 - August 1, 2017

## Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your conference.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

## How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the conference.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

## Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the conference, also plan for the return shipment.

## Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at conference site. You may also want to review the return of your goods at the end of the conference. GES Logistics domestic shipments can be tracked online by going to:

[www.ges.com/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/081600527/logistics\\_Quote](https://e.ges.com/081600527/logistics_Quote)

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## Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

## Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the conference after it has opened.
- Freight shipments that are received at showsite that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the conference floor at the end of the conference with no labels and no bill of lading turned in.

## Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

## Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the conference. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the conference, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty."

GES has no liability for damage to crates or items sent to empty storage in crates.

## Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

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## Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

## Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

## Work Zone

Customer acknowledges that the conference site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

# Warning Regarding **conference** Site Material Handling

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Affiliated Summit East Conference  
New York Marriott Marquis  
July 30 - August 1, 2017



## Warning Notice Regarding **conference** Site Material Handling:

- Failure to read this can lead to unanticipated expenses in your material handling

Dear Exhibitor,

The New York Marriott Marquis package-receiving department has a limited capacity for shipments of materials and displays affiliated with trade conference events. An **additional** package room charge will be applied to your invoice for any materials that go through the New York Marriott Marquis.

Items received by the New York Marriott Marquis package-receiving department will be released to GES for delivery. Therefore you will be charged for the conference Site Material Handling **and** the applicable New York Marriott Marquis package room charge listed below:

These rates are subject to change:

Hotel Received Carton, Up to 20 lbs	\$ 28.25	+ 8.875% tax
Hotel Received Carton, Over 20 lbs, Rate Per Pound, 20 lbs minimum	\$ 1.42	+ 8.875% tax
Hotel Received Skids/Crates, per Pound	\$ 1.42	+ \$105 delivery fee + 8.875% tax

Follow this guideline to avoid these additional charges:

Ship to the GES Advance Warehouse by July 26, 2017, to avoid any package room charges. Standard material handling charges will apply for shipping to the Advance Warehouse.  
Global Experience Specialists, Inc. (GES)  
203 Kuller Rd.  
Clifton, NJ 07011

If you have any questions regarding this, or anything else for your exhibit, please chat with us:

<https://e.ges.com/081600527/contactus/esm>

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Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade conference transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:



-  10% off material handling
-  GES on-site support professionals
-  24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>
-  Consolidated conference invoice
-  Fully integrated storage and shipping solutions

 Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: [https://e.ges.com/081600527/logistics\\_quote](https://e.ges.com/081600527/logistics_quote)  
Discount does not apply to shipments that are considered small packages, local or shipments over 5,000 lbs.

# Material Handling/Drayage Order Form

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Affiliated Summit East Conference  
 New York Marriott Marquis  
 July 30 - August 1, 2017

Discount Deadline Date:  
 July 10, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the conference floor. Material handling charges will be invoiced to you at conference site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and Holidays.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.

## Step 1. Review Freight Material Handling Rates and Information

### Advance Shipment to Warehouse (200 lbs. minimum per shipment)

	Crated	Special Handling
Straight Time In / Straight Time Out	\$197.25 cwt	\$266.29 cwt
Straight Time In / Overtime Out	\$295.75 cwt	\$399.26 cwt
Overtime In / Overtime Out	\$394.25 cwt	\$532.24 cwt

### Advance Shipments to Warehouse Dates:

**Tue, Jun 27, 2017:** Advance shipments may begin arriving at warehouse.  
**Wed, Jul 26, 2017:** Last day for shipments to arrive at warehouse.  
**The warehouse will be closed July 3 & 4, 2017.**

## No Direct Shipping Notification:



All exhibit materials must be sent in advance to the GES warehouse. Due to limited street access and dock availability, direct to showsite shipments will not be accepted at the New York Marriott Marquis. New York Marriott Marquis may not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the New York Marriott Marquis will be consigned to GES and you will be billed higher material handling charges by GES and a 30% (\$50.00 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by the New York Marriott Marquis for any items sent directly to the New York Marriott Marquis.

## Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$60.00. Each additional package will be charged \$30.00.

## Step 2. Estimate Order

### Small Packages

\_\_\_ 1 \_\_\_ 1st Small Package Shipment x \$60.00 = \_\_\_\_\_ Total

\_\_\_ # of additional packages (each) x \$30.00 = \_\_\_\_\_ Total

Form Continues on Next Page



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# Material Handling/Drayage Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

\_\_\_\_\_ pounds of freight ÷ 100 = \_\_\_\_\_ Total CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ Total

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

### Shipment Will Be Sent To Warehouse:

**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**

\$ \_\_\_\_\_

## Surcharges

### Late/Early to Warehouse Shipment Surcharges:

A 30% (\$50.00 minimum) surcharge will apply to all shipments received after the advance shipment timeline. This charge will also apply if shipments are sent to the facility. Monthly storage fee of \_\_\_\_\_ per cwt will apply before published timeline.

### Special Handling/Mixed Shipments:

A 35% surcharge will apply to items requiring special handling or mixed shipments.

### Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

### Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the warehouse by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

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# What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

## Special Handling Includes:

### Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space

### Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

### Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

### Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

### Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

### Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

### Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

### Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

### Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

## Special Handling Examples:



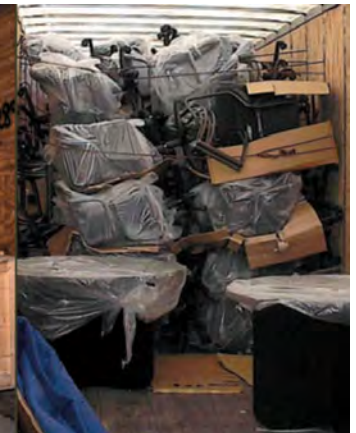
Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments