

Business Expo Exhibitor Guide

Global Experience Specialists

Our Mission: To create the world's most meaningful and memorable experiences for brand marketers, show organizers and event attendees.

Important to You

- Information / Exhibitor Services
- Freight
- Electrical
- Union Jurisdictions OR “Who does what”?

Information / Exhibitor Services

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The Exhibitor Manual

- The General information you need
- The GES information you need
- The TSE information you need
- The Show Location information you need

Use your Official Service Provider as a resource.
Our representatives are knowledgeable and can assist you with the navigation of the Exhibitor Manual and the placement of orders.

- **Our Hours of Operation**
 - **6 a.m. to 5 p.m. Pacific Time**
 - **9 a.m. to 8 p.m. Eastern Time**
 - **800.475.2098**
- **Online**
 - **www.ges.com/chat**



Order Notification

- **GES provides confirmation of all orders placed.**
Once your order has been processed at GES you will automatically receive a confirmation within 3-5 business days. All orders placed online receive immediate confirmation.
- Notification of Receipt of Fax
- Notification of Upcoming Deadline Dates
- Exhibitors must provide GES with fax and email information in order to receive notifications.

Order Notification

SAVE MONEY AND TAKE ADVANTAGE OF THE
DISCOUNT PRICES!!

Advanced Deadline Date is:

FRIDAY, July 2nd

*Make sure that your orders and form of
payment are into the Servicer to receive the
discount.*

What is Material Handling (Drayage)?

It is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading. Material handling charges are calculated on a per hundred weight bases.

Shipping Guidelines/Tips

- **Separate Labels for Each Package**
 - Show name, Exhibitor name, Facility name, Booth number
- **Use Labels provided in your Exhibitor Manual**
 - Remove old labels
- **ALWAYS bring your information with you**
 - Tracking or pro numbers carrier contact info

| | |
|--|---------------------------|
| A | RUSH! |
| | EXHIBITION FREIGHT |
| FROM: | |
| ADVANCE SHIPMENT | |
| TO: | |
| EXHIBITING COMPANY _____ | |
| NAME OF EXHIBITION _____ | |
| BOOTH NUMBER _____ | |
| C/O GES Exposition Services 7000 Lindell Road Las Vegas, NV 89118 USA | |
| SHIPMENT SHOULD ARRIVE ON OR BETWEEN: Tuesday, Mar 30, 2010 - Wednesday, Apr 28, 2010 | |
| <small>CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00pm 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 & Holidays.</small> | |
| Carrier | _____ |
| Number | _____ of _____ pieces |
|  | |

Advance Shipments to the Warehouse

Take Advantage of 30 Days Free Storage!

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Advance To Warehouse

To ensure the maximum set up time, ship early to the warehouse.

Ship to arrive on or before the published deadline for warehouse receiving to avoid incurring a “late to warehouse” surcharge.

- Advance dates: **June 17-July 16**



Shipments to Show Site

JW Marriott Hill Country, San Antonio, TX

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Direct Freight Unloading

- Remember - It can take all of your target day to get unloaded. Please be patient!
- Upon arrival at show site GES will direct you to park and assign a crew to unload the vehicle and deliver your materials to your booth. Exhibitors will be charged the published rates (based upon the weight of your materials).
- Make sure the items needed first are loaded last so they can be unloaded first. This will provide you with the opportunity to start your installation while the remainder of your shipment is being unloaded.

Empties

- Color coded empty stickers by booth location
- Cartons/boxes are returned first, after which the crates will be returned. Crate return is random, however all cartons and crates will be returned within 2 hours of the show close.



Electrical

Electrical DOES NOT come with your paid booth space

- Pay special attention to the order discount deadline date (July 12). Once you have determined what services you will need, review forms for the deadline date and requirements to receive advance pricing.
- To ensure that the discount pricing is received, a form of payment and a booth layout form must be submitted prior to move-in to the Appropriate vendor (Freeman).



Union Jurisdictions

Or Who Does What

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Union Jurisdictions

- **Teamsters**
 - Exhibit Installation and Dismantling
 - Unloading/loading of all vehicles
 - An exhibitor may “hand carry” material provided they do not use material handling equipment to assist them. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas.
- **Electricians (REMINDER – Electrical does not come with the booth package)**
 - Power distribution
 - Electricians distribute power from the source to the booth; Exhibitors may plug-in their equipment into the 1 (one) 20A/120VAC receptacle. An electrician must be called for any increase in electrical service. Exhibitors may hang up to 4 (four) small clip-on lights per booth.

No Gratuities

Closing Tips

- **Read your Exhibitor Manual!** Time and energy spent here will be recouped in your meeting discount deadline dates to save money, and being aware of all of the show requirements, saving hassles on the back end.
- Pay special attention to the various discount deadline dates. Once you have determined what services you will need, review those forms for the deadline to get advance pricing.
- Use your Official Service Provider as a resource. **Our GES National Servicenter® is available to assist you, Monday-Friday from 9:00 AM – 8:00 PM Eastern Time.** We can be reached toll free at **800.475.2098** or contact us on-line at www.ges.com/chat. Our representatives are knowledgeable and can assist you with the navigation of the Exhibitor Manual and the placement of orders.

Closing Tips

- Take advantage of up to 30 days free storage! When you ship to the GES Advance Warehouse you are guaranteed to have your materials in your booth first thing in the morning on your scheduled target date. Additionally, you will receive a confirmation of receipt from GES, including the date the shipment was received, the number of pieces and the actual weight. It does cost a bit more; however the piece of mind is priceless.
- Please keep in mind that an active show floor is not a secure environment! Although great effort is put in to providing perimeter security, when you are not there items left in your booth space can be vulnerable. Please make sure all of your materials are insured properly.
- GES Service Executives are at your service on the show floor. Please look for their tent cards in your booth, it will include a cell phone number to call and they will come directly to your booth, eliminating trips to the GES Servicenter[®]. Please take the time to review your invoice at show site. If necessary you can set up an appointment with your Service Executive to review.



GES

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EXHIBITIONS

EVENTS

EXPERIENCES