



## BY WEIGHT MATERIAL HANDLING INFORMATION

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## MATERIAL HANDLING SERVICES & SHIPPING INFORMATION

### IMPORTANT - PLEASE READ CAREFULLY

GES has been appointed by Show Management to provide Material Handling services for the **West Def Conference**. 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: **June 21, 2018 / 9:00am - 4:00pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES  
**West Def Conference**  
75 Dufferin Pl. SE  
Calgary, Alberta, Canada T2C 4M3

B) DIRECT SHIPMENTS TO SHOW SITE TARGET DATE: **June 26, 2018 / 12:00pm - 5:00pm**

NAME OF EXHIBITING COMPANY - BOOTH NUMBER  
c/o GES  
**West Def Conference**  
Coast Plaza Hotel & Conference Centre  
1316 33st. NE  
Calgary, Alberta, Canada T2A 6B6

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