



## ISPA Fun Freight Facts and Information

*Advanced vs. Direct INBOUND Shipments (shipping to the show)*

### **Advance Warehouse Information and Benefits**

1. Once freight has been received at the Advance Warehouse, you may confirm the count and condition prior to your arrival on-site. GES will receive and store freight for up to 30 days prior to the move-in.
2. Freight will be delivered to your booth prior to move-in hours which allows for immediate set up once move-in begins. This is the best option for exhibitors that will have crew or an EAC standing by to build.
3. Shipping carriers are not required to go through the Marshalling Yard (where carriers line up to wait for dock space to load/unload) so waiting fees will be avoided.
4. Receive your invoice to review actual weights compared to estimates and carrier weights.

### **Direct Shipment Information**

1. Trucks will check in and stage at the GES Marshalling Yard.
2. Freight will be delivered to booths on a first come, first served basis so your freight may not be at your booth when you arrive for set up. Trucks should show up early in order to be unloaded early.
3. Know your carrier and have a contact number for the driver or their dispatcher in case of lost or delayed freight.
4. Timely delivery is not guaranteed and you may incur charges through carriers for waiting time.

*Shipping vs. Material Handling*

**Shipping** is the over the road, transportation of your materials. As the exhibitor, you will arrange transportation and pay a trucking company to move your materials to and from the show. You have your choice of carriers, including GES logistics. Be sure to use a carrier familiar with tradeshow shipments to avoid additional billing for things like stacked shipments, uncrated shipments, lift gate deliveries and other "special handling" scenarios.

**Material Handling** is the unloading/reloading, delivery and storage of your freight before, during and after the show from dock to the Expo floor. GES will likely handle your materials and invoice this service as a round-trip rate based on the hundred weight of your freight. Hundred weight is the total weight of a crate or pallet divided by 100 to obtain billable weight (6,000 lbs/100=60 cwt). Advance shipments have a discounted material handling rate so make the best decision based on your situation and the amount of time you will need to set-up. Mandalay Bay may also handle your materials if you ship to the business center. Any costs related to the business center must be paid directly.

**Small Package** Shipping and Handling (under 50 lbs.)

1. GES charges a flat rate to ship small packages, each way. The nominal, flat rate handling fee for packages under 50 lbs. is billed as a round-trip service.
2. The hotel can receive shipments at their business center and will bill exhibitors a separate shipping and handling fee unrelated to GES. It is likely you will pay for the shipping plus handling both



ways. Contact the business center directly for rates and information.

### **Business Center**

Mandalay Bay has a full-service business center, not necessarily a full shipping and receiving center. They will be able to receive smaller shipments but may refuse large crates or loose materials. The business center is ideal for small packages shipped through parcel carriers such as UPS or FedEx. Exhibitors are responsible for shipping, tracking, and retrieving their packages when working directly with the business center. Exhibitors with pre-paid outbound labels must carry their packages to the business center as FedEx/UPS will not pick up directly from the show floor. GES cannot assist with packages at the business center unless the exhibitor is present. Do not leave pre-paid packages on the floor as they will be taken to the GES warehouse and you will be charged a return fee.

### *Shipping with GES Logistics vs. Other Carriers*

#### **GES Logistics**

1. Priority loading and unloading – First exhibitors to be unloaded on the floor and first to receive crates at move-out once the show ends.
2. No wait time charges or certified weight ticket charges.
3. Flat rate for small shipments.
4. 10% discount on material handling when GES logistics carriers freight round-trip.
5. Tracking services and freight support available. A dedicated representative will be on-site to meet you.
6. Paperwork including shipping labels and pre-printed bills of lading are completed and ready for signature.
7. International services available

#### **Other Carriers (FedEx Freight, UPS Freight, YRC, ABF, etc.)**

1. You have the choice of any carrier. If you have an existing account or ship frequently, you may receive discounts and extended credit terms.
2. Possibility of splitting the cost of a truck with other exhibitors and arrange multiple pick-ups along the route.

#### **Empty Storage Labels and Return**

GES will store empty crates, boxes, pallets and fiber cases during the show. Colored labels will be provided based on your location to expedite the removal and return of your materials. Be sure to label your empties accordingly. Do not place empty labels on crates until they are ready to be removed from the floor as they will not be accessible once removed. If you plan to leave directly after the show closes, be sure to schedule labor to pack your booth as the final return process can take up to six hours. To save time, you may want to consider storing boxes and cases in your hotel room to make them accessible immediately after the show if you are able to carry them.

### *Advanced vs. Direct OUTBOUND Shipments (leaving the show)*

#### **Direct Outbound Shipments Information**



1. Trucks will check in for the booth(s) they are picking up for and stage at our Marshalling Yard. Same process as the inbound.
2. Shipments will be loaded once the exhibitor is packed, with labels on their shipment and the bill of lading (also referred to as the Outbound Material Handling Form) is turned into the on-site GES Servicenter®. If a carrier has multiple booths, all BOLs must be received before loading a specific carrier.
3. Know your carrier and have a contact number for the driver or their dispatcher.
4. Be Patient. Freight will be the last thing off the floor.
5. Stay with your shipment. Once your booth and materials are packed, GES is not responsible for items that go missing. If you have samples, prototypes or expensive items with increased liability, do not leave them unattended.

#### **Advance Warehouse Outbound Shipment Information**

1. Freight will be returned to the warehouse for pick-up by your carrier. If you shipped into the warehouse, the return is at no additional charge to you and we will hold your freight for up to 10 days at no additional charge.
2. Avoid waiting time from your carrier.
3. If you shipped inbound direct to the facility, there will be an additional cost to go back to the warehouse for pick-up. Talk to your GES service representatives for costs and estimates.
4. It is recommended to have your freight picked up direct from the Mandalay Bay. This will eliminate additional handling and eliminate the possibility for loss or damage.

#### **Shipping Considerations:**

- Be sure your driver has the correct dates for delivery and pick up. Get a verbal commitment that your carrier is committed to meeting the times and dates of the move-in move out as the hours may be outside of normal business office hours.
- Confirm your carrier will provide the required certified weight ticket for your shipment.
- Use the GES shipping labels provided for easy identification. If labeling your own freight, indicate the show name, booth number, company name and a contact name and phone number on each crate or item to ensure proper arrival.
- Know your tracking numbers, your carrier information and have a phone number to contact your trucking company outside of normal business hours.
- Don't take risks with freight. Get your shipment to the show on-time, strategically loaded, with a reputable carrier.
- Consider materials that need to be unloaded first, should be loaded last. Examples would be items like carpet, truss and hanging signs.

#### **Common Scenarios:**

1. Is your shipment over 50 lbs. but under 200 lbs.? Anything over 50 lbs. requires equipment to



move. If your shipment is 51 lbs., you will be billed a 200 lb. minimum. Avoid overpaying for your handling. Split your freight into 50 lb. shipments or add to your freight and reach the 200 lbs. to get the most value for your investment. You can split the shipments into portions that are 50 lbs or less each and ship them a day apart from each other to take advantage of the “small package? Rates and avoid those shipments arriving at the same time and getting combined at the Advance Warehouse. GES is available to assist with shipping strategies, quotes and estimates.

2. Can I hand carry items to the show floor? Will I be charged material handling? Exhibitors may hand-carry their materials into the show, provided the materials can be moved in a single trip and no moving equipment is required (hand trucks, carts, pallet jacks, etc.). There is a Cartload Service available for exhibitors bringing materials in with their POV (Personally Owned Vehicle). Limit 1 trip each way, up to 8 boxes @ 200 lbs or less total, for a small fee of \$68.00 per trip. Any materials exceeding these limits will be routed to the marshalling yard for normal unloading/loading procedures.

#### **Exhibitor Services Support and GES Servicenter®**

Answers and options are plentiful. Be in the know! Visit the GES service desk for all your shipping needs including: Outbound Material Handling forms, empty labels, pre-printed outbound labels and quotes for shipping/handling services.