

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.

Waste Expo
Ernest N. Morial Convention Center
August 11 - 13, 2020

HEALTHCARE WASTE
ROOM 395-396
Company Name _____
Table # _____

Discount Deadline Date:
July 16, 2020

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 show floor. Material handling charges will be invoiced to you at show 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.
- Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

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	\$95.75 cwt	\$124.48 cwt
Straight Time In / Overtime Out	\$124.50 cwt	\$161.85 cwt
Overtime In / Overtime Out	\$144.00 cwt	\$187.20 cwt

Advance Shipments to Warehouse Dates:

Mon, Jul 6, 2020: Advance shipments may begin arriving at warehouse.

Mon, Aug 3, 2020: Last day for shipments to arrive at warehouse.

Carpet Handling

Straight Time In / Straight Time Out	\$153.25 cwt
Straight Time In / Overtime Out	\$199.25 cwt
Overtime In / Overtime Out	\$230.50 cwt

Maximum piece size is 104" high x 96" wide x 3,000 lbs.

Direct Shipment to Show Site (200 lbs. minimum per shipment)

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$90.00 cwt	\$117.00 cwt	\$144.00 cwt
Straight Time In / Overtime Out	\$117.25 cwt	\$152.43 cwt	\$187.60 cwt
Overtime In / Overtime Out	\$135.00 cwt	\$175.50 cwt	\$216.00 cwt

Direct Shipments to Show site Dates:

Thurs, Aug 6, 2020: Direct shipments may begin arriving at exhibit site after 1:00 PM.

Mon, Aug 10, 2020: Last day for shipments to arrive at exhibit site by 4:30 PM.

Carpet Handling

Straight Time In / Straight Time Out	\$144.00 cwt
Straight Time In / Overtime Out	\$187.75 cwt
Overtime In / Overtime Out	\$216.00 cwt

Return to Warehouse:

Please note that the GES New Orleans office does not offer Freight Return to Warehouse Services. All freight must be picked up at the conclusion of the show by your chosen carrier. If your carrier does not show up, your freight will be re-routed. Once your freight is re-routed, it will be billed to your order confirmation.

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Material Handling/Drayage Order Form

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Company Name _____ Email _____ Phone Number _____ Booth Number _____

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 \$69.25. Each additional package will be charged \$16.60.

Step 2. Estimate Order

Small Packages

____ 1 1st Small Package Shipment x \$69.25 = _____ Total _____ + Parish Tax: 2.0%
____ # of additional packages (each) x \$16.60 = _____ Total _____ + Parish Tax: 2.0%

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
_____ + Parish Tax: 2.0%
_____ Grand Total
On Date: _____
By Carrier: _____
Total Number of Pieces: _____

Shipment Will Be Sent To:

Exhibit Site Warehouse

Total and Sign:

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 \$ _____

SSC Surcharges

Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee will apply before published timeline.

Off Target - Late/Early to Show Site Surcharge:

A 25% (\$30 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.

Special Handling/Mixed Shipments:

A 30% surcharge will apply to items requiring special handling or mixed shipments.

Uncrated Shipments:

A 60% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

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 GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:30 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM and holidays.

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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