



**INSTRUCTIONS: SHIPMENT OF SUPPLIER STORAGE
2018 HBW Marketing Conference September 13-17, 2018**

Follow these instructions to ensure that your storage/sample product arrives in the Supplier Storage Room by the start of the conference.

Please Note: *These instructions apply only to the shipment of your materials to the Supplier Storage Room. If you wish to ship anything to any of the other on-site conference venues (e.g., Showcase Room or SEC Shipments), different shipping instructions apply.*

IMPORTANT:

◆ "Destination tags are at the end of this document. Use one for each of your product boxes to Supplier Storage Room.

Step 1: Packing of Materials

- ◆ Print this document and clip out the destination tags found at the end of the printout
- ◆ Pack up your product boxes; label each box or package you are shipping.

Step 2: Prepayment for Handling Services (see GES Global Experience Specialists Pre-Shipping Payment Form included in this document)

- ◆ All shipments to the conference will be received and handled by a service contracting company, GES Global Experience Specialists
- ◆ You must prepay for the handling services required to transfer your shipment from the receiver's site to the hotel. On the remaining pages of this document, you will find a GES Payment Form. This form, together with your payment for handling services, must be received by GES prior to the arrival of your shipment
- ◆ **GES WILL NOT transfer your shipment to the hotel until payment is received.**

Step 3: Shipment to Orlando

Using the carrier of your choice, ship your materials to GES Global Experience Specialists in Orlando.

The hotel *will not* take direct receipt of any Supplier Sample Room shipments.

Shipping Address: 2018 GMDC HBW Marketing Conference
GES Global Experience Specialists
7945 Mandarin Drive
Orlando, FL 32819

Conditions: All shipments must be prepaid. "Freight Collect" or C.O.D. shipments will be refused.

Earliest Ship Date: No shipments can be received prior to August 16, 2018.
Please note: Advance Warehouse will have receiving hours from 8am-4:30pm, Monday through Friday.

Shipping Deadline: All shipments must be received by September 10, 2018.

Verification of Receipt: Stacy Muller/GES 407-370-3947

Please call GES at 407-370-3947 if you have any questions about the status of your shipped materials.

Step 4: GES shipping charges include your return handling (not shipping costs.) At the close of the conference, any product *not* left as a donation to local charity can be shipped to your company through the on-site GES Shipping desk.

**GMDC 2018 HBW Marketing Conference, September 13-17, 2018
Orlando, Florida**

All shipments to the conference will be received by **GES Global Experience Specialists**, a service contracting company in Orlando, Florida. Please carefully read the instructions below and adhere to the following information for your benefit.

SHIPPING SERVICES & POLICIES:

◆ All shipments must be prepaid using the attached GES Payment Form. **FREIGHT WILL NOT BE RELEASED TO YOU, OR GMDC, UNTIL PAYMENT IS RECEIVED.** All "Freight collect" and "C.O.D." shipments will be refused.

WEIGHT OF EACH PACKAGE OR CONSOLIDATED SHIPMENT:	FEE:	x NUMBER OF PIECES:	=	AMOUNT
50 pounds or less:	\$48.00 each	x _____	=	\$ _____
51 pounds or more:	\$98.00 per 100 lbs.	x _____	=	\$ _____

- ◆ Ship to GES advance warehouse address no earlier than August 16, and no later than September 10, 2018.
- ◆ 30 days of storage are included in your package rate.
- ◆ Each and every package must be identified by the specific GMDC destination tag that is available from the GMDC website at www.gmdc.org. Instructions are provided for each type of destination tag (Supplier Storage Room, SEC and Showcase).
- ◆ For heavy or unusual types of equipment, it is required that you contact GES **in advance** to be sure they have the necessary equipment on site to handle your needs. **Please contact Stacy Muller/GES at 407-370-3947 or smuller@ges.com to coordinate.**
- ◆ Call GES at 407-370-3947 to make sure your shipments have been received and are in good condition. Allow enough time to correct any problems that might occur if a shipment is lost or damaged in transit. A copy of bills of lading and notice of shipments should promptly be sent to GES in Orlando to properly trace and control all shipments (see below for contact information).

IMPORTANT: At the close of the conference, any product not left as a donation to Harbor House of Central Florida can be shipped to your company through the GES service desk, located on site at the JW Marriott Orlando Grande Lakes.

Payment must be sent by fax or U.S. Mail, prior to shipment accompanied by the GES Payment Form or via email to smuller@ges.com

**SHIPMENTS TO BE RECEIVED
NO SOONER THAN August 16, 2018**

DEADLINE: September 10, 2018

**Please remember to make a copy of the
the attached form for your records/files.**

Payment and Credit Card Charge Authorization

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

GMDC HBW Marketing Conference
Orlando World Center Marriott
September 13 - 17, 2018

Form Deadline Date:
September 7, 2018

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country		Primary Contact Phone
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/052601005/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795 or (702) 914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print			
Billing Address			
City	State	Zip/Country	
Account Number	Expiration Date	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
		<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
		<input type="checkbox"/> American Express	

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.

	X	MM/DD/YY				
	Cardholder Signature	Check Number				
	Cardholder Name - Please Print	Date				
		<div style="background-color: #800080; color: white; padding: 5px; display: inline-block; margin-bottom: 5px;">Total Check Payment</div> <div style="background-color: #800080; color: white; padding: 5px; display: inline-block;">Total Credit Card Payment</div>				
		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">\$</td> <td style="width: 50%; text-align: center;">Check Dated</td> </tr> <tr> <td style="text-align: center;">\$</td> <td></td> </tr> </table>	\$	Check Dated	\$	
\$	Check Dated					
\$						

Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520
Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

Chat with us <http://www.ges.com/chat>



052518 052601005

G-2 110317



Product Sample

W

Please complete and attach to

Company

Responsible Conference Attendee

Attendee Cell Phone Number

Optional box description (e.g., "Box 1

Shipping Notification

Shipments must be received NO SOONER than August 16, 2018. DEADLINE: September 7, 2018.



Product Sample

W

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Company

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Attendee Cell Phone Number

Optional box description (e.g., "Box 1

Shipping Notification

Shipments must be received NO SOONER than August 16, 2018. DEADLINE: September 7, 2018.



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Product Sample

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