



Shipping & Material Handling

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Shipping to The Collections™ at WSA

NOTE: Information regarding International Shipping and Customs Brokers can be found in the *Exhibitors from Outside of the U.S.* section of the Exhibitor Services Kit.

CAREFULLY READ THIS BEFORE YOU SHIP!!

The Venetian Package Center can no longer handle the large volume of shipments coming into their Center from our exhibitors. As such, the Package Center will NO longer accept shipments of any size or volume that are sent to Package Center for delivery to your suites.

If an Exhibitor chooses to send a shipment directly to the Venetian Package Center, the shipment will be turned over to GES for delivery. The exhibitor will be double-charged – handling fees from Venetian Package Center AND from GES.

Exhibitors have the following options available for shipping their freight and/or product to show site (The Venetian):

- **Small Package Delivery by GES – sent to Venetian c/o GES**
- **Large Freight Deliveries – ship to Venetian c/o GES**

Again, if you choose to send direct to The Venetian Package Center for delivery to your suite, it will not happen.

All packages MUST be addressed to The Venetian in care of (c/o) GES. Please be sure to include your company name and suite number.

All Incoming deliveries addressed to The Venetian Package Center, regardless of size and/or weight, will be turned over to GES for delivery to your suite. In addition to the charges that you will be assessed by GES, you will also be assessed handling fees by The Venetian Package as well.

SMALL PACKAGE SHIPMENTS THROUGH GES

Small packages that are shipped via UPS or FedEx and received by GES can be broken into two categories – Shipment in which no single package is more than 99 lbs. and shipments in which at least one package weighs more than 99 lbs.

- **GES will accept FedEx, UPS and DHL shipments beginning Friday, July 25th.**

No Single Package in the Shipment is more than 99 lbs.

These are considered Small Package Shipments and are charged according to the Small Package fees listed below.

- **Cartons and envelopes received at show site or GES warehouse without documentation will be delivered without guarantee of piece count or condition.**
- **Maximum weight is 99 lbs. per shipment, per delivery. Includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall into the small package category may be subject to special handling charges.**
- **The exhibitor is charged \$52.25 for the first carton and \$17.60 each additional carton. Please note that upon delivery to GES, if your shipment has been broken up by your carrier, GES will apply charges accordingly as separate shipments.**

At Least One Package in the Shipment is more than 99 lbs.

These are large shipments and are charged according to GES Material Handling rates listed below.

- Single package over 99 lbs. sent to either show site c/o GES or direct to the GES warehouse using FedEx or UPS. The exhibitor is charged according to the GES Material Handling rates. See below.
- Multiple packages using FedEx or UPS c/o GES, sent to show site as a single shipment, and at least one package is over the 99 lb. minimum. The exhibitor is charged according to the GES Material Handling rates. See below.

GES Material Handling Rates

- **Material Handling Fees include: Inbound delivery to your suite, storage of any boxes and/or containers and the return of boxes and/or containers to your suite for outbound shipping.**
- **Shipments between 100 lbs. and 300 lbs. will be charged at the 300 lb weight.**
- Shipments over 300 pounds will be charged based on the total weight rounded up to the next highest 100 pounds. For example a shipment weight of 427 lbs will be charged as a 500 pound shipment.
- **For shipments directly to show site the Material Handling Rate for crated materials is \$114.25 for every 100 lbs, with a 300 lb (or \$342.75) minimum.**

DIRECT FREIGHT SHIPMENTS TO THE VENETIAN –DELIVERY BY GES

If you ship directly to the Venetian you must send the shipment to the Venetian – in care of (c/o)GES per the address below.

- Deliveries accepted starting **Saturday, July 26, 2008 at 3:00 pm.**
- **All carriers (including small company trucks) MUST check-in at the GES Marshalling Yard (Yard Map (R10) included in your kit. Vehicles will be dispatched to the Venetian for unloading as space permits.**
- Shipments must have certified weight tickets.
- Shipments must have a bill of lading or delivery slip indicating number of pieces, weight and type of merchandise. A bill of lading is an official shipping document indicating the origin, destination, contents, piece count and responsible parties for a particular shipment.
- **Materials that arrive at show site packed in wooden crates, containers or pallets will incur substantial delays in their delivery as well as additional cost, as the materials must be re-packed prior to delivery to exhibitors' suites.**
- Space for re-packing is extremely limited at the Venetian and carriers will be re-directed to the GES Warehouse for this service.
- Shipments must be properly labeled; use Direct Shipping labels found in this section of the manual. **Remove all old labels.** Shipments should be addressed:

Exhibiting Company/Brand Name
The Collections at WSA
Suite# _____
C/o GES Exposition Services
The Venetian Resort Hotel- Casino
3355 Las Vegas, NV 89109
Carrier:
Number _____ of _____ pieces

TIP: Print all of the above information on an 8.5" x 11" (or Euro A4) sheet of **COLORED PAPER**. Use the **SAME** color for all of your boxes. This will make it much easier for GES to sort, group and deliver your packages. Fill out Material Handling form (R-2C) and fax or mail to GES.

****WARNING – Due to extremely limited space available at The Venetian for staging and unloading of freight, there may be substantial delays in the delivery of your materials – so plan accordingly. It is strongly advised that whenever possible, ship in advance to the GES warehouse (see below) to ensure delivery to your exhibit suite prior to exhibitor move in.**

ADVANCED FREIGHT SHIPPING TO THE GES WAREHOUSE

If your shipment is more than one pallet and/or you are using a drayage company to transport the materials to Las Vegas, you can save money and effort by having it sent to the GES Warehouse in advance of the show. If you want to send your shipments in advance, you must follow these instructions:

- Deliveries accepted: **Thursday, June 26, 2008 through Wednesday, July 22, 2008 without additional surcharges.**
- **No wooden crates, containers, or wooden pallets will be permitted in The Venetian Suites.**
- Freight and material must arrive on **plastic pallets** or **metal stacking frames no larger than 8' long x 4' wide x 6' high**. Exhibitors may ship crates to the GES advance warehouse to be transferred to metal stacking frames. Additional handling charges will apply based on time and material.
- Shipments must have certified weight tickets.
- Shipments must have a bill of lading or delivery slip indicating number of pieces, weight and type of merchandise.
- Shipments must be properly labeled; use Advance Shipping labels (labels can be found in the Exhibitor Services Manual (ESM)).
- Fill out Material Handling form (R-2q) and fax or mail to GES. This form is found in the ESM, under the GES tab.

PRIVATELY OWNED VEHICLES (POVs) AND DIRECT DELIVERY INFORMATION

If you wish to drive your product to the Venetian and have the bell desk deliver it to your suite, you must adhere to the following:

- **The Venetian Bell Desk (Guest Service) will only unload product that fits on one (1) bell cart.** If the product fits and the bellman can make the delivery in one trip to your suite, you will be allowed to unload in front of The Venetian.
- If your product is more than one (1) bell cart and the bellman cannot make the delivery in one trip, they will provide you with a map to the GES Marshaling Yard. A marshaling yard is a parking lot provided to stage inbound and outbound trucks prior to unloading and offloading of freight at the hotel.
- POV's are **NOT company trucks, bobtails or truck with trailer** but are personal vehicles i.e. cars or pick up trucks.
- At the Marshaling Yard, drivers will be assigned a pass number and dispatched to the appropriate dock at the Venetian as space is available.
- Drivers **cannot** go to the Venetian Loading Dock until the pass number is called.
- If you go to the Loading Dock without going to the Marshaling Yard first, your POV will be turned away.
- At the Marshaling Yard, drivers will be assigned a pass number and dispatched to the appropriate dock at the Venetian as space is available.
- It is important that you advise your carrier of the Marshaling Yard information to better facilitate your direct shipment to showsite.
- **For All GES shipping inquires, please contact Shannon Allen at SAllen@GES.com or at 702-515-5719.**

HAND CARRYING FROM THE VENETIAN PARKING STRUCTURE

- If an exhibitor chooses to park in the Venetian parking structure and “hand carry” product to their suite, they may do so provided they do not use any material handling equipment (see examples below) to assist them.
- If you have more than a duffle or rolling bag you must follow the rules of the POV & Direct Delivery Information stated above.
- Union rules **prohibit** dollies and push carts from being used to transport **any** hand carry material during the move-in and move-out of the trade show by an exhibitor or their exhibitor appointed contractor (EAC).

THE FOLLOWING EQUIPMENT IS PROHIBITED:

Four wheel dollies



Four wheel push carts



Two wheel dollies



Shipping from The Collections™ at WSA

FedEx

- On **Thursday, July 31, 2008** representatives from FEDEX and UPS will be onsite to handle direct shipments and to ensure accurate and safe delivery of your packages from the exhibition.
- **Do not take packages to the Venetian Package or Business Center.**
- **You can not take any packages from your suite until 3PM on the closing day of the show - so don't ask!**
- All packages must be taken to the FEDEX or UPS suite by the exhibitor – or – by GES accompanied with the exhibitor at an additional charge. This service can be arranged at the GES Service Center. Additionally, the exhibitor can arrange for a FEDEX or UPS representative to stop by their suite and pickup the package(s) that are to be shipped out by FEDEX or UPS – **the exhibitor is responsible for coordinating this pickup and must be in the room at that time.**
- **The Venetian, GES, FEDEX, UPS or The Collections at WSA accept no responsibility for any material left unattended in your suite.**

GES (freight handled by common carrier, such as GES Logistics, Yellow Freight, etc.)

- All outgoing shipments must be accompanied by an Outbound Material Handling Form (OMHF) / Bill of Lading. Forms will be available at the GES Service Center.
- All outbound shipments require a GES Bill of Lading. **SHIPPING IS NOT AN AUTOMATIC PROCESS. Please do not leave your Bill of Lading in your suite.** Return it to the GES Service Desk when your materials are packed, labeled and ready to ship no later than Thursday, July 31 at 8:00 pm.
- Please be aware that any material you leave in you suite remains your responsibility until GES picks up the shipment.
- **The Venetian and GES accept no responsibility for any material left unattended in your suite.**
- All Carriers other than GES Logistics, Yellow Freight or returning to GES Warehouse for storage, **MUST** check in at the GES Warehouse for pick up starting on **Monday, August 4th at 8:00am.** In the event that your designated carrier fails to pickup or refuses to accept shipments, GES reserves the right to re-route these shipments.
- **GES Return to Warehouse for storage rate is \$16.75 per hundred weight. The minimum billable rate is 300 pounds.**

POV's (privately owned vehicles)

- **POV's are NOT company trucks, bobtail or truck with trailer**
- Exhibitors loading out using a POV will need to fill out an Outbound Bill of Lading and turn it into the GES Service Desk. The Outbound Bill of Lading will be sent down to the docks so the drivers can be scheduled with a pass number enabling GES to load their vehicles for them.

Important Contact Information

GES Logistics
Shannon Allen
702-515-5719
SAllen@GES.com

Carrie Koeturius
Director of Operations, WSA
818-379-9491
ckoeturius@wsashow.com

GES Office: **Suite # 6337**

FedEx Office (Thursday, July 31 only): **Suite # 6238**

UPS Office (Thursday, July 31 only) **Suite # 7238**