



SHIPPING OPTIONS & INSTRUCTIONS

March 3-5, 2019 | Boston Convention & Exhibition Center | Boston, MA

Before deciding which shipping method is best for your company, be sure to familiarize yourself with the Target Date Check-in Schedule below. To avoid off-target surcharges, you will need to arrange for your shipment to arrive during your assigned target date check-in time. Exhibitors with large or heavy (over 5000 lbs) equipment must call Brian Chalupa in advance at 630-295-6169 to arrange move-in.

TARGET DATE CHECK-IN SCHEDULE		
Friday 3/1	8:00am – 1:00pm	-Exhibitors with 400 sq. ft. and larger booths -Exhibitors who shipped to GES Advanced Warehouse
Friday 3/1	1:00pm – 4:30pm	-Exhibitors under 400 sq. ft.
Saturday 3/2	8:00am – 4:30pm	-All exhibitors

Review the below chart for descriptions of shipping options and find complete information on each option below. Each option is available for all exhibitors but the most convenient option varies per booth size.

GET YOUR MATERIALS TO THE SHOW		
OPTION 1- Self Unloading via Personally Owned Vehicles	Recommended for booths under 400sf	Exhibitor is driving materials to the BCEC for self-unloading. Vehicle must be less than 24' in length.
OPTION 2- GES Unloading From Shipments by Carriers or Personally Owned Vehicles	Recommended for 400sf+ booths	Exhibitor is driving materials to the BCEC, or using a third party carrier for delivery, for unloading by GES.
OPTION 3- Advance Shipping	NO perishable food, beverage or alcohol	Exhibitor is shipping materials to the Advance Warehouse, to be delivered to the exhibitor's booth by 8AM on Friday, March 1 st .
OPTION 4- Cartload Service	Recommended for booths under 400sf	Exhibitor is driving up to 200lbs of materials for unloading by GES Cartload Service.
OPTION 5- Parking & Hand Carry Information	Recommended for single trip unloading	Exhibitor may park their car in the South Parking Lot and hand carry or push their materials to Hall C.

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OPTION 1 — Self-Unloading via Personally Owned Vehicle (POV):

WHAT? Transport your materials directly to Boston Convention & Exhibition Center. Unloading can be done by full time employees of the exhibiting company from the ground level fence across from the loading dock. **There is no dock level access; docks are for GES unloading only.**

WHEN? See Target Date Check-In Schedule (Page 1)

HOW? You can bring your own car or a company truck that is **less than 24' in length**. **Trucks with a lift-gate cannot be self-unloaded and must be unloaded by GES union labor (Option 2)**. Vehicles larger than this are considered truck carriers and **MUST** be unloaded by GES union labor (see Option 2).

- **STEP ONE:** Exhibitors must check in at the BCEC Marshalling Yard located at the South Parking Lot of the BCEC. ([See Map](#))
- **STEP TWO:** Identify yourself as a NEFS exhibitor who is self-unloading. You will be handed a Self-Unloading pass and directed to the self-unloading line.
- **STEP THREE:** When instructed, drive through to the self-unloading area. Vehicles must be parked next to the ground level fence across from the loading dock. **Loading dock access is not permitted for self-unloading.**
- **STEP FOUR:** Exhibitors will have a total of 30 minutes to unload during move-in and must remove their vehicle from the dock before setting up their booth. Unattended vehicles will be towed away at the exhibitor's expense.
- **STEP FIVE:** If looking to park your vehicle at the BCEC purchase a parking permit and park in the South Parking Lot ([See Map](#)). Passes available for purchase on the [Signature Boston website](#).

NOTE: Exhibitors choosing to unload themselves must adhere to the following regulations:

- A Personally Owned Vehicle is defined as a company owned truck or rental vehicle, or a car, van or truck owned by personnel of the exhibiting company. Personally Owned Vehicles **MUST** be **less than 24' in length**. Vehicles larger than this are considered truck carriers and **MUST** be unloaded by union labor at the exhibitor's cost (shipping Option 2, GES Unloading from shipments by Carriers or Personally Owned Vehicles). **Trucks with a lift-gate cannot be self-unloaded and must be unloaded by GES union labor (Option 2)**.
- Exhibit personnel performing the work must be bona fide, full-time employees of the exhibiting company
- Exhibitors may use only hand-operated equipment, which they have provided: two-wheeled hand trucks and four-wheeled flat trucks are permitted as well. Hand operated equipment must be brought by the exhibitor and will not be available for loan through GES.
- **The use of fork trucks, pallet jacks, lift gates or any other mechanical equipment is NOT permitted by anyone other than GES Union Labor.**
- Visit the [Signature Boston website](#) or the [Show Site Work Rules](#) page of the GES website for complete information on exhibitor rights during Move In/Move Out.

WHO?

- All exhibitors are allowed to use this option
- Perishable Items should be hand carried to the Product Storage Check in Desk and must be labeled appropriately. Use the [Perishable Product Shipping Labels](#).

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OPTION 2 — GES Unloading from shipments by Carriers or Personally Owned Vehicles:

WHAT? Ship your materials directly to Boston Convention & Exhibition Center through Personally Owned Vehicles, GES shipping or 3rd party carrier and use GES union labor to unload your materials from the loading docks to your booth.

WHEN? See Target Date Check-In Schedule (Page 1)

HOW? Use the [Direct Shipping Labels](#). Ship via Personally Owned Vehicle or a freight carrier such as: GES, LTL, over the road carrier, FedEx, UPS, Yellow, etc.

- **STEP ONE:** Vehicles must check in at the BCEC Marshalling Yard located at the South Parking Lot of the BCEC. ([See Map](#))
- **STEP TWO:** Identify yourself as a NEFS exhibitor who is using GES to unload. You will be handed a GES unloading pass and directed to the appropriate line.
- **STEP THREE:** When instructed, drive through to the loading dock area. GES will direct the vehicle/truck to park and union labor will unload all materials to the booth.
- **STEP FOUR:** See below for “Parking & Hand Carry Information” for details on where to park your vehicle during booth setup after GES has finished unloading.

WHO?

- All exhibitors can use GES labor for shipments sent via Personally Owned Vehicles or GES/3rd party carriers
- For booths 400 sq. ft. or larger, exhibitors will not incur material handling charges on freight sent direct to Show Site provided their freight moves-in/out on straight time (Friday between 8AM to 4:30PM). Overtime charges will apply for any material handling services performed after 4:30pm on Friday or all day Saturday.
- Exhibitors under 400 sq. ft. will be charged material handling. Overtime charges will apply for any material handling services performed after 4:30pm on Friday or all day Saturday.
- **Any truck with a lift-gate must be unloaded by union labor.**
- Perishable Items must be labeled appropriately. Use the [Perishable Product Shipping Labels](#).

For more information on GES Material Handling Services, visit the [GES website](#).

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OPTION 3 — Advance Shipping:

WHAT? Ship your crated, boxed or skidded materials to the GES warehouse and GES will deliver your items direct to your booth by 8:00am on Friday, March 1st.

WHEN? Between January 28, 2019– February 26, 2019.
Hours for receiving are Monday-Friday, 8:00am – 3:00pm.

HOW? Use the [Advance Shipping Labels](#). You can use any type of truck service from Point A to the GES warehouse.

WHO? All exhibitors can use Advance Shipping.

- For booths 400 sq. ft. or larger, material handling for freight sent to the warehouse is paid for by the exhibitor. To use the material handling included in their contract, booths 400 sq. ft. or larger should use GES unloading (see Option 2).
- No Perishable items or alcohol are allowed at the Advanced Warehouse

OPTION 4 — Cartload Service:

WHAT? Transport your small exhibit material (maximum weight 200lbs) directly to Boston Convention & Exhibition Center via Personally Owned Vehicle to be unloaded with GES Cartload Service at the exhibitor's cost.

WHEN? See Target Date Check-In Schedule above (Page 1).

REGULATIONS:

- Materials must fit on a 2'x6' push cart and be unloaded in one trip only. A cartload is eight pieces or less.
- Exhibitors arriving with freight that is too large or heavy will be charged material handling rates.
- Cartload service is intended for small passenger vehicles only. No personal trucks (1 ton & over), no rental trucks, trailers, or bobtails will be unloaded. There must be 2 personnel with the vehicle, one to accompany product to the booth space and one to remove the vehicle from the unloading area.

HOW? Use the [Direct Shipping Labels](#). GES Cartload service provides one laborer and one pushcart for a set price. Exhibitors must check in at the marshalling yard, and will then be directed to the correct loading dock.

- **STEP ONE:** Order Cartload Service from [GES](#) before you leave for the Show. Ordering before the discount deadline, Friday, February 8th, will help you save \$!
- **STEP TWO:** Exhibitors must check in at the BCEC Marshalling Yard
- **STEP THREE:** Identify yourself as a NEFS exhibitor who is using GES Cartload Service. You will be handed a pass and directed to the appropriate line.
- **STEP FOUR:** Drive through to the loading dock area. GES will direct your vehicle to park and GES will unload your materials direct to your booth.
- **STEP FIVE:** If looking to park your vehicle at the BCEC purchase a parking permit and park in the South Parking Lot ([See Map](#)). Passes available for purchase on the [Signature Boston website](#).

WHO?

- Exhibitors under 400 sq. ft. (Booths 400 sq. ft. larger include material handling and should use Option 2)

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OPTION 5 — Parking & Hand Carry Information

The below instructions apply to exhibitors who are not unloading freight but have limited booth materials and want to carry/push their material from the parking lot. This is similar to Option 1 (Self Unloading via Personally Owned Vehicle), but is not as convenient if unloading needs to be done in more than one trip to the booth.

Instructions:

- **STEP ONE:** Purchase a parking permit. Available for purchase on the [Signature Boston website](#).
- **STEP TWO:** Park in the South Parking Lot at the BCEC. When the South Parking Lot becomes full, parking will be available in the Channel Center garage across the street. [Click here to view a map](#).
- **STEP THREE:** Exhibitors with a hand operated wheeled cart, rolling exhibit cases, dollies, etc or case should walk via the paved walkway to Hall C through the Loading Dock area.

Notes:

- The lobby entrance may be ONLY be used by exhibitors who are able to easily hand-carry one item by themselves. Hand carried freight is defined as one item that can be easily carried by an individual exhibitor, without the need for dollies, or other mechanized equipment. Nothing may be “wheeled” through the lobby of the BCEC.
- If you are arriving at the Boston Convention & Exhibition Center by taxi or shared ride services, use the address 420 D Street for convenient access to Hall C.
- No parking is allowed at the entrance of the facility and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

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