



Pre-Printed Outbound Material Handling Request

R-3

RETURN TO: GES Exposition Services • 7050 Lindell Road, Las Vegas, NV 89118 • FAX: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/contact Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

SAE Small Engine Technology Conference
Midwest Airlines Center • September 9 - 11, 2008

FORM DEADLINE DATE:
August 18, 2008

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Please complete this form and return it to GES before the above Deadline Date so we can provide you with printed outbound material handling documents and shipping labels at the close of the show for you to review and sign. To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

Shipping Information

FROM:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

SHIPPING DESTINATION 1: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

SHIPPING DESTINATION 2: Number of Labels Needed:

COMPANY	EMAIL ADDRESS	BOOTH NUMBER
ADDRESS STREET	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER

Method Of Shipment

Please Select Desired Method of Shipment Below:

- GES Logistics:**
 - Ground**
 - Air**
 - Next Day Delivery**
 - 2nd Day Delivery**
 - Deferred Delivery**
 - Van Line** – Full Pad Partial Pad Crated
 - Specialized Service:** _____

EXCESS DECLARED VALUE OPTION:

Note 1: Liability is limited to \$0.50 Per pound per package, \$100.00 per package, or \$1,500.00 per occurrence, whichever is less, unless a higher value is declared.

Note 2: Declared value \$_____. Excess declared value available from GES, up to \$100,000.00.

Excess declared value is not available for items listed on form G-7.

Check here, if requesting excess declared value (\$1.00 per \$100.00 of excess valuation will be assessed, \$50.00 minimum charge).

- Other:** _____
- Common Carrier**
- Air**
 - Next Day
 - 2nd Day
 - Deferred
- Van Line**
 - Full Pad
 - Partial Pad
 - Crated

Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicenter**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended.

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