



TARGET DATE INFORMATION

FOR IMTS 2024 GES, AS IN PAST SHOWS, HAS DEVELOPED A TARGET DATE DELIVERY AND PICKUP SCHEDULE THAT INCLUDES A DRIVER CHECK-IN TIME.

YOUR TARGET DATE AND TIME WILL BE DETERMINED BASED ON THE FREIGHT PLANNER AND CUSTOM BLOCK PACKAGE INFORMATION PAGE THAT YOU HAVE SUBMITTED. ADDITIONAL CONSIDERATION WILL ALSO BEEN GIVEN TO ANY SPECIAL REQUESTS THAT WERE MADE REGARDING DELIVERY OR PICKUP DATES AND TIMES.

IF YOU DO NOT SUBMIT A FREIGHT PLANNER, DELIVERY AND PICKUP DATES AND TIMES WILL BE ASSIGNED BASED SOLELY ON YOUR LOCATION ON THE SHOW FLOOR. DATES AND TIMES ASSIGNED ARE FOR CARRIER CHECK-IN **ONLY**, AND **DOES NOT CONSTITUTE A DELIVERY APPOINTMENT**.

EXAMPLE TARGET DATE(S) AND ASSIGNED CHECK-IN TIME(S) THAT COULD BE ASSIGNED ARE:

Sample Target Dates	Sample Driver Check-in Times			
9/5-A	A	4:00 am	to	7:00 am
9/5-B	B	7:00 am	to	10:00 am
9/5-C	C	10:00 am	to	12:00 noon
9/5-D	D	12:00 noon	to	2:00 pm
9/17-BREAK	BREAK (9/17 ONLY)		to	6:00 pm

IN ORDER TO MEET THE REQUIREMENTS FOR BEING “ON TARGET”, YOUR CARRIER(S) / **DRIVER(S) MUST CHECK IN WITH A GES REPRESENTATIVE** AT THE MARSHALLING YARD ON THE ASSIGNED DATE, DURING THE TIME WINDOW PROVIDED. TO AVOID UNNECESSARY WAITING TIME AND ADDITIONAL COSTS, PLEASE OBSERVE THE FOLLOWING:

- *BE SURE TO CHECK IN ON YOUR ASSIGNED DATE AND TIME. **AN OFF-TARGET PENALTY OF \$22.00 PER CWT WILL BE ASSESSED TO ANY SHIPMENTS ARRIVING, OR LOADED OUT, ON A DATE AND TIME OTHER THAN THE ONE ASSIGNED.***
- *OUTBOUND:*

Note: If your assigned carrier does not arrive on the assigned target date and time, exhibitors will have three (3) options:

- 1) **Return to either the GES Warehouse or the Heavy Warehouse; depending on size of freight (additional charges will apply)**
- 2) **Re-route freight through GES Logistics (additional charges will apply)**
- 3) **Re-route freight to a different carrier of your choice. EXHIBITOR MUST SIGN FOR RELEASE OF FREIGHT TO THE NEW CARRIER BEFORE THIS WILL HAPPEN. (GES reserves to the right to refuse the release of freight to a new carrier without a signature from the exhibitor indicating the new carrier of choice)**

- *NOTIFY BOOTH-SHARING COMPANIES OF THE DELIVERY AND PICKUP DATES AND DRIVER CHECK-IN TIMES.*
- *YOU MAY BEGIN INSTALLATION OF YOUR MACHINERY/DISPLAY ONCE YOUR MATERIALS HAVE BEEN DELIVERED TO YOUR EXHIBIT SPACE. SCHEDULE LABOR FOR BOOTH SET UP TO BEGIN AFTER YOUR TARGET DATE AND TIME, OR THE FOLLOWING MORNING.*
- *BE SURE THAT YOUR SHIPPING DEPARTMENTS AND CARRIERS HAVE THIS DELIVERY INFORMATION. DURING THE MARSHALLING YARD CHECK IN PROCESS, CARRIERS MUST PRESENT A LEGIBLE BILL OF LADING THAT INCLUDES: THE EXHIBITING COMPANY NAME; THE EXHIBITING COMPANY BOOTH NUMBER; PIECE COUNTS AND WEIGHT BREAKDOWNS SEPARATED BY CATEGORY, MACHINERY AND DISPLAY.*
- ***IF YOU CHANGE YOUR BOOTH LOCATION, YOUR TARGET DATE WILL LIKELY CHANGE AS WELL. PLEASE CONTACT THE IMTS CALL CENTER FOR UPDATED TARGET DATE INFORMATION.***

SHOULD YOU NEED TO REQUEST A CHANGE IN TARGET DATE OR CHECK-IN TIME, THERE WILL BE A FORM IN THE GES ORDERING SITE THAT CAN BE FILLED OUT. A FORM MUST BE SUBMITTED IN ORDER FOR YOUR REQUEST TO BE REVIEWED.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT US IN THE GES – IMTS INFORMATION CENTER.