



Hello IBS NY & IECSC exhibitors

Please take a moment to read through the exhibitor manual. It contains important and cost saving information that will save you time and money! You will find all the necessary forms and contact information to ensure a smooth move in process. Please note we call special attention to the shipping procedures below. More information can be found in the shipping section of the manual.

We are pleased to inform you that GES is the official contractor of the upcoming IBS & IECSC being held March 5-7, 2023, at the Jacob K. Javits Convention Center.

Shipping Information

Below you will find some important information that you will need to know before shipping your materials for this show. As of August 2, 2022, all exhibitor scheduled freight deliveries or pickup will need to be scheduled in advance through the new [Javits Center Logistics platform](#), please review Freight Booking instructions [here](#).

It is imperative that you review the shipping procedures in the show manual. Due to the nature of this show, GES will bill your material handling in a specific way. This exhibitor manual provides you with this important information. However, if you do not understand or need further clarification on any of our procedures, as well as any other information about this show please do not hesitate to call GES Exhibitor Services Department at 702-515-5970 or e-mail any of their customer service representatives at NationalServicenter@GES.com

Shipping Product

You must label your boxes with the PRODUCT labels provided in the kit. PRODUCT can ONLY be shipped direct to show site. If any product freight is delivered to the warehouse, you will incur our roundtrip Warehouse Material Handling Charges listed in the kit. **NO EXCEPTIONS!**

PRODUCT will be charged on a one-way rate based on the intention you will not be shipping this material out at the end of the show.

If you happen to have PRODUCT that needs to be shipped out, a re-weigh is required. Please visit the exhibitor service desk to request a re-weigh. You will receive special labels and instructions from our staff to use for this procedure. If you have PRODUCT being shipped out that is NOT brought to our attention or we see PRODUCT packed within your booth freight, your WHOLE INBOUND shipment will be converted back to a round trip charge.

IF ANY OF THESE PROCEDURES ARE NOT FOLLOWED, YOUR MATERIALS WILL BE CHARGED THE REGULAR MATERIAL HANDLING RATES AND THERE WILL BE NO REFUNDS.

If you are shipping any other materials:

Your materials will be charged on a round-trip fee. Materials are charged on a 100 lb minimum per shipment. Any discrepancies with the weight of your materials must be addressed at show site. No adjustments or credits will be issued by GES after they have left the show.

There will be a 30% surcharge for any materials sent to our warehouse after the deadline. Shipping labels for the advance warehouse are in the shipping section of the manual.

Certified Weight Tickets are required for all shipments.

GES requires that you send your Material Handling Form to them in advance for review with a Payment Form for the product and/or material handling charges. (Please refer to the shipping section of the exhibitor manual for all forms)

The GES service desk will be staffed throughout the entire show should you have any questions or issues at show site that GES can assist you with.

If you need assistance with any of this information or any of the order forms, please contact the GES Exhibitor Services Department

GES
203 Kuller Rd., Suite 100
Clifton, NJ 07011
Ph: 702-515-5970 Fax: 702-263-1520
NationalServicenter@GES.com

Show Management Staff is available to assist you in any way possible. Please refer to the Show Management Staff page of the manual to find the appropriate person to direct your questions to.

If you need assistance with any operational questions, please contact the IECSC and IBS New York Operations Team; jbain@cwmet.com

Exhibitor Manuals:

<https://www.iecscnewyork.com/iecscnewyorkcom/exhibitor-manual>

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Best Regards,
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