



# Marshaling Yard & Direct Deliveries Information



## 2008 APWA International Public Works Congress & Exposition

Ernest N. Morial Convention Center • August 17 - 19, 2008

### IMPORTANT NOTICE

GES Exposition Services has established a Marshaling Yard to ease congestion in the vicinity of Ernest N. Morial Convention Center and to better utilize the available dock space at the convention center.

A map to the Marshaling Yard is provided on the next page.

**A \$30.00 per shipment fee will be added to your invoice for use of this yard.**

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to showsite deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a pass number and dispatched to the appropriate dock at Ernest N. Morial Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload, the type of loads being unloaded at the convention center, the number of booths on a truck, etc.
- Must check in at the GES Marshaling Yard. POV's will promptly be dispatched to the appropriate offload point. You must have at least two (2) people in the vehicle - one to stay with product and one to remove vehicle from dock immediately. Maximum unloading time is 15 minutes
- After unloading, all vehicles are returned to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$20.00 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.

**If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at 800.475.2098.**