

MARSHALLING YARD AND DIRECT DELIVERIES INFORMATION

IMPORTANT NOTICE

GES has established a Marshalling Yard to ease congestion in the vicinity of San Jose Convention Center and to better utilize the available dock space at the convention center.

The Marshalling Yard is located at Auzerais Avenue. **A map to the Marshalling Yard is provided on the reverse side of this page.**

A \$20.00 per shipment fee will be added to your invoice for use of this yard.

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

The Marshalling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshalling Yard prior to showsite deliveries.
- All inbound shipments will be weighed at the Marshalling 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 Marshalling Yard, drivers will be assigned a pass number and dispatched to the appropriate dock at the San Jose Convention Center as space is available. Waiting time at the Marshalling 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.
- After unloading, all vehicles are returned to the Marshalling 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 \$15.00 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 Exhibitor Services Department at (650) 615-4900.