



Please include the following information:

- OCT 16 8AM-1PM
- OCT 16 1PM-8PM
- OCT 17 8AM-4PM

- Your booth number,
- current target date,
- dimensions and weight of the largest piece
- the total number of pieces,
- your requested target date.

Every attempt will be made to accommodate your unloading time. GES will confirm all target changes in writing.

If you cannot adhere to your assigned schedule and wish to request a change, please send a written request to:  
**GES**  
 Attn: Lee Chimko  
 (email): lchimko@ges.com

\*please note that all freight and equipment must be out of the aisles by 4PM on Oct 19 for the installation of aisle carpet.

