IMPORTANT NOTICE FOR DIRECT SHIPMENTS TO SHOW SITE

SPIE DCS 2022
Gaylord Palms Resort & Convention Center
Halls A-E
Orlando, FL

All companies planning to ship equipment direct to show site via common carriers, padded van, company truck or private vehicle MUST RETURN THE FREIGHT ROUTING FORM NO LATER THAN FRIDAY, MARCH 18, 2022. In addition to confirming your freight target, any special handling requirements and approximate piece count with weight must be stated.

All delivering carriers and privately owned vehicles must report to the marshaling yard check in area according to the Direct Shipment Schedule which follows. The freight check in office will process the driver’s paperwork prior to being unloaded at the center. The driver of the vehicle must present bill of lading or delivery receipts which show number of units, item description and weight of shipment being delivered. In the event that a portion of the shipment is uncrated for which there are no individual piece weights, the entire shipment will be classified as uncrated and billed accordingly.

A $30.00 per shipment fee will be added to your invoice for the use of the marshaling yard.

A Receiving Report will be issued, based on the information on the bill of lading, delivery receipt, or certified weight ticket for each separate shipment. The Receiving Report shall be dated and signed by the person making the delivery. All invoicing, with regard to freight (material handling), shall be based on the information contained on the Receiving Report. There will be no adjustments once the Receiving Report has been signed.

If you have any questions with regard to the above, please do not hesitate to contact Arata Expositions, Inc.

MARSHALLING YARD ADDRESS

Your carrier must check in at the marshalling yard based upon your targeted move-in schedule. The address is:

Arata Expositions, Inc.
Gaylord Palms
6000 W. Osceola Parkway
Kissimmee, FL 34746

SHOWSITE ADDRESS

Shipments should be PREPAID, addressed as follows:

To: Exhibiting Company and booth number
For: SPIE DCS 2022
c/o: Arata Expositions, Inc.
c/o: Gaylord Palms Resort & Convention Center
Halls A-E
6000 W. Osceola Parkway
Kissimmee, FL 34746
Please refer to the floor plan which follows to determine the move-in date and time for direct shipments of freight.

If you are planning to ship directly to show site, you **MUST** notify your carrier to schedule delivery based on the following schedule:

<table>
<thead>
<tr>
<th>ZONE</th>
<th>TARGET DAY</th>
<th>TARGET DATE</th>
<th>TRUCK CHECK-IN</th>
<th>LOCATION</th>
<th>DELIVERY TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Saturday</td>
<td>April 2</td>
<td>10:00am</td>
<td>Marshalling Yard</td>
<td>12:00pm</td>
</tr>
<tr>
<td>2</td>
<td>Saturday</td>
<td>April 2</td>
<td>1:00pm</td>
<td>Marshalling Yard</td>
<td>3:00pm</td>
</tr>
<tr>
<td>3</td>
<td>Monday</td>
<td>April 4</td>
<td>8:00am</td>
<td>Marshalling Yard</td>
<td>8:00am</td>
</tr>
</tbody>
</table>

Delivery times **BEGIN** at these times. Allow 4 hours to complete freight delivery in each zone.

**DIRECT SHIPMENT NOTIFICATION**

All exhibitors **MUST** return the freight routing form by March 18, 2022 to confirm all direct shipments to show site. Please include the following information:

- Company name and booth number
- Total number of pieces
- Total weight of shipment[s]
- Name of carrier

Please direct all inquires regarding shipments to Arata Expositions, Inc. at 301.921.0800