
ON-SITE FREIGHT PROCEDURES

In order to make your move-in smooth and easy, please review the following suggested freight procedures:

1. **BEFORE LEAVING THE OFFICE:**

- a. Get a copy of the original bill-of-lading, indicating the carrier, piece count, weight, origin of shipment and the consignee (destination of shipment).
- b. Be sure to obtain Pro numbers that identify the shipment. This series of numbers enables the carrier to trace shipments from their point of origin to their destination.

2. **UPON ARRIVAL AT THE SHOW:**

- a. First, go to your booth and count the pieces in your booth. Compare this with the shipping information from your office.
- b. If a piece is missing, **DO NOT UNPACK** any of your freight. Go to the NMMA Freight Desk in the Exhibitor Service Center (Room N-229) and check how many pieces were actually received.
- c. If there is any visible damage to your crate(s), **DO NOT UNCRATE**, go to the NMMA Freight Desk in the Exhibitor Service Center (Room N-229) and inform them of your finding.
- d. Upon uncrating, if you find any concealed damage (damage not visible upon inspection of crate exterior) go to the NMMA Freight Desk in the Exhibitor Service Center (Room N-229). A report will be written and the Freight Carrier will be notified for a visual inspection.

3. **WHEN YOU ARE MISSING FREIGHT, ENTIRE SHIPMENT OR PARTIAL:**

- a. If entire shipment is missing call the carrier and give them the Pro number so they can trace the location of your shipment.
- b. If part of your shipment is missing, look in the surrounding exhibit spaces at times the exhibit floor becomes congested and forklifts cannot get to your booth.
- c. After exhausting all the above possibilities, go to the NMMA Freight Desk in the Exhibitor Service Center (Room N-229), and a Freight Manager will assist you.

4. **UPON THE CLOSE OF SHOW AND BEFORE LEAVING:**

- a. Prior to the last show day, fill out a bill of lading. Indicate the carrier, piece count, weight, origin of shipment and the consignee (destination of shipment).
- b. Make sure that the NMMA Freight Desk (Room N-229) has your original bill of lading.
- c. Finally, stay with your shipment until pick-up by your carrier. Make sure you take a copy of your bill-of-lading with you.