

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. Find a floor manager and they will determine what was delivered and check how many pieces were actually received.
- c. If there is any visible damage to your crate(s), DO NOT UNCRATE, visit the shipping desk in the Exhibitor Service Center.
- d. Upon uncrating, if you find any concealed damage (damage not visible upon inspection of crate exterior) visit the Exhibitor Service Center. 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 Freight Desk in the Exhibitor Service Center, 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 Freight Desk (Room S402) 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.