

## SHIPPING & HANDLING TIPS

How can we remember all of the steps in shipping our exhibit to and from a convention? The best way to master this task is to do it in three steps... pre-show... during show... and after show. A shipping and handling checklist can help keep track of the key areas. Here's an example which you can customize to fit your requirements.

### PRE-SHOW

1. Decide if you want to ship to the general contractor's warehouse or directly to the show site.
2. Check the service manual for freight receiving dates, i.e.: target date, warehouse receiving date, warehouse cut-off date, etc.
3. Arrange with your freight carrier to pick up your freight and ship it to the desired location.
  - Make sure your carrier will arrive on the designated date. Missing target dates and times can cost you unnecessary added expense.
  - Make sure that freight is shipped "**PREPAID**".
  - Make sure that you obtain a copy of the signed bill of lading from your carrier. **BRING A COPY WITH YOU TO SHOW SITE.**
  - For security reasons, it is best to ship high-tech equipment in unmarked containers.
4. Once materials have been shipped, forward a copy of your shipping bill of lading to the contractor, along with shipping information forms (if they have not been submitted already).
5. Begin tracing your freight with the freight carrier to ensure an on-time schedule.
6. Trace freight with the drayage contractor to ensure receipt. Confirm the number of pieces received and any "exceptions" to delivery. (Exceptions are piece count discrepancy or damages).

### SHOW SITE

1. Confirm the number of pieces in your booth with the number of pieces shipped.
2. Once you have set your booth:
  - Place "*empty*" storage tags on **ALL** empty containers. You can get these at no cost from the general contractor.
  - Write your company name and booth number on the empty tags in **BIG LETTERS!**
  - Do not leave **ANYTHING** in empty containers.
  - If possible, place smaller containers inside larger containers to cut down on the amount of empty containers you need to keep track of.
  - Make sure to count the number of cartons for storage and develop your own empty container list.
3. **ALWAYS** make outbound shipping arrangements with the drayage contractor for your materials. Unclaimed freight left on the floor after a show can be an added expense for you.
4. If you have not designated a carrier, ask your Show Manager for help.
  - Ask for rates.
  - Ask for an anticipated shipping schedule.
  - Ask for a business card with information that would allow you to trace.
5. Obtain a shipping bill of lading and shipping labels from the general contractor.
6. After materials are all repacked and ready for shipping, count the number of items to be shipped and indicate that amount on the bill of lading.
7. Materials must be left in the booth space for pick up.
8. Turn the bill of lading over to the general contractor. **DO NOT** leave the bill of lading in the booth with materials that will be shipped.
  - Have the customer service representative check your bill of lading to be sure all necessary information is completed.
  - Make sure you receive a copy of the bill of lading.

### AFTER SHOW

1. Trace freight with the designated outbound carrier.
2. Ensure arrival of your freight at the final shipping destination. Confirm the number of pieces and note any exceptions, i.e.: missing pieces, damages, etc.

**REMEMBER THAT BILLS OF LADING ON INBOUND AND OUTBOUND SHIPMENTS ARE CRITICAL IF YOU AND THE GENERAL CONTRACTOR NEED TO TRACE ANY MISSING FREIGHT!**