

# SHIPPING SERVICES

FOR ALL YOUR TRADESHOW NEEDS



## OUR IN HOUSE PREFERRED CARRIER



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ARE YOU SHIPPING TO  or FROM  A TRADESHOW ?

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the **ADVANCE WAREHOUSE**

### CONTACT INFO

COMPANY NAME

CONTACT NAME

PHONE NUMBER

E-MAIL

SHOW NAME

PICK-UP ADDRESS

BUSINESS HOURS

### INSTRUCTIONS

Please fill out this area of the form to the best of your knowledge in regards to your company's pick-up/destination address. This section does not pertain to the tradeshow advance or direct shipping address.

Is there a Loading Dock?  YES  NO

Residential Area?  YES  NO

Does the driver need to go in the Building?  YES  NO

Does the driver need to go in elevator?  YES  NO

PICK-UP LOCATION  Office  Dock  Other

Our service is a 5-7 business day ground shipping service only, Monday-Friday

High Cost Delivery Areas: NYC-Special Rates May Apply CA - Surcharge Applies

### PICKUP DATE

DATE SHIPMENT MUST ARRIVE AT DESTINATION

NUMBER OF PIECES

Type of Shipment  Pallet / Skid  Fiber Case  Carton  
 Crate  Other

Dimensions  Approx. Weight

### DESTINATION ADDRESS

SHOW NAME  BOOTH #

COMPANY NAME

ADDRESS

SIGNATURE

The rate quoted is an estimate only and the final charges will be billed upon receipt of freight at your destination. Additional charges will incur due to weight difference and/or delivery issues, such as no loading dock, truck with lift gate needed, inside delivery, stairs/elevator. delivery, redeliver/pick-up.

SHIPPING TO, **AND**  
 FROM YOUR TRADESHOW  
**MADE**  
**EFFORTLESS**