

Trade Show Move Out Instructions

STRAIGHT BILL OF LADING —SHORT FORM — ORIGINAL — Not Negotiable						SHIPPERS NUMBER		
CONSIGNEE TO (SHIPPING TO) A CO. NAME STREET					DRIVER CHECK IN TIME			
CITY/STATE/ZIP CODE					BOOTH NO.			
SPECIAL INSTRUCTIONS					C			
CARRIER (IF KNOWN) B					NAME OF SHOW			
<input type="checkbox"/> MOTOR FRT. <input type="checkbox"/> VAN <input type="checkbox"/> AIR FRT. <input type="checkbox"/> OTHER					NAME OF COMPANY			
					DATE			
NUMBER PIECES	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS				Weight (Sub. to Car.)	CLASS or RATE	CHECK COLUMN	Subject to Section 7 of conditions of applicable bill of lading, if this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement. The carrier shall not make delivery of this shipment without payment of freight and all other lawful charges. X (Sign last of consignor)
D	Crates							
	E							
	Cartons							
	Skids							
	Misc.							
TOTAL WT. F								G FREIGHT CHARGES ARE TO BE (MARK ONE) <input type="checkbox"/> PREPAID <input type="checkbox"/> COLLECT
CHARGES BILLED TO:					INSTRUCTIONS		TRAILER NUMBER	
Company Name					RETURN THE COMPLETE BILL OF LADING TO THE SERVICE DESK.			
Street H								
City, State, Zip								
Attn:								
Shipper I					Carrier or Agent Per		DATE	
Permanent address of shipper							TOTAL PIECES:	

INSTRUCTIONS FOR COMPLETING SHORT FORM BILL OF LADING

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| <p>A. Fill in the name of the company the shipment is consigned to and its address; any special instructions you wish to give the carrier.</p> <p>B. Fill in the carrier name and mark the appropriate blank for the type of carrier.</p> <p>C. List your booth number, show name, your company's name and the date.</p> <p>D. List the number of pieces by type and total the column.</p> <p>E. Give a description of each piece where relevant, such as writing "large" after the word "Cartons."</p> | <p>F. Fill in the estimated weight for each description and total the column.</p> <p>G. Indicate how freight charges are to be paid by marking the appropriate space.</p> <p>H. Give the name, address and contact person of the company to be billed for the freight charges.</p> <p>I. Sign the form and fill in your permanent address.</p> |
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1. Prior to the breaking of the show, determine your booth shipping requirements for your carrier

2. Thoroughly review the show move-out information that is circulated by show management and/or the drayage contractor. This will alert you to the sequence of events that will take place such as when to expect your empty containers, or how to obtain authorization to hand carry certain items from the exhibit hall.

3. To have the drayage contractor remove the exhibit or products from your booth and have it available for your carrier to load, authorization must be given to the drayage contractor. This is accomplished by completing the drayage contractor's Short Form Bill Of Lading (shipping order).
4. The Short Form Bill Of Lading is available only from the drayage contractor at the freight desk, which is usually located in the service area of the exhibit hall. This document must be completed as instructed by the drayage contractor. Please refer to our example above.
5. If your exhibit or product is being shipped to more than one consignee or delivery address, a separate Short Form Bill Of Lading must be completed for each destination, even when the exhibit is loaded on the same truck.
6. If your exhibit requires multiple trucks consigned to one address, a Short Form Bill Of Lading should be completed and turned in for each truck. When a piece count is known, indicate the correct number on each trucks Bill Of Lading. When the count is unknown, mark the first truck's Bill Of Lading with the total pieces count and subsequent Bills Of Lading with "overflow truck".
7. After your exhibit is packed, label all pieces, indicating the exact delivery address. After completing the Short Form Bill Of Lading, promptly return it to the freight desk so your driver can get in line. When an installation and dismantling company turns in the Short Form Bill Of Lading, please make sure the person doing the dismantling has your instructions of who to list as the carrier.
8. The driver for your selected carrier will then report to the drayage contractor's freight desk with a carriers Bill Of Lading requesting to load your materials. The drayage contractor verifies your carrier selection as noted on the Short Form Bill Of Lading, and then the driver is assigned a dock position from which your materials will load. When a carrier is not properly named on the Short Form Bill Of Lading, the drayage contractor will assign your materials to a carrier of their choosing.