

Helpful Reminders on Shipping

- Ship in advance to the warehouse. Ship prepaid and keep an inventory and the tracking numbers of all your shipments.
- Place a rider on your insurance policy from the time your exhibit and product leaves your possession until it's return. Your company is responsible for your exhibit and product.
- Ship your freight and product via common carrier or van line to arrive on your target date. Use two-day air freight if you are on a tight schedule and **DO NOT SEND ANYTHING VIA U.S. MAIL.**
- Be sure to remove old shipping labels before you send anything to the warehouse or to the show site.
- While making your shipping plans for the show, also plan for shipping home after the show is over. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display.
- Take the extra time to ensure that your display and product are packed neatly and securely.
- Provide General Contractor with the Freight Routing Form including the pro#/tracking # in the event your shipment is lost.
- If you ship by way of your own truck or car, it is important to have a delivery ticket prepared indicating the piece count and weight. You are invoiced for material handling based on weight. If no information is available, the weight is estimated by the unloading crew.
- Consolidate as many pieces as possible into one shipment to avoid being billed for several minimum shipments. To reduce material handling costs (Drayage), ship all of your exhibit materials in **ONE** shipment. **Remember, there is a 200 pound minimum charge per shipment.**
- Please be sure to obtain and complete an IMS Bill of Lading. Bills of Lading will be made available at the IMS service center on the final show day. Please be sure to return your completed Bill of Lading and any additional outbound information before you leave the show floor.
- Should you choose to use a carrier other than the official show carrier, please be certain to contact them with any necessary pick-up information. IMS is not responsible for contacting outside carriers for pick-ups.

Common Shipping Mistakes

- Selecting a carrier that does not service trade shows on a regular basis. Unlike other shipments, exhibit material is time-sensitive.
- Old labels left on crates and cartons, which cause confusion.
- Not specifying what type of air freight service is desired, i.e., AM, PM, second day, and deferred service.
- Not requesting insurance for valuable equipment. If a shipment is not marked "insured", it is basically covered for \$.50/lb per shipment.
- Not giving clear instructions on how the freight is to be shipped:
 - A. not advising your carrier about your target date and time.
 - B. not including an accurate description or piece count.
 - C. not reading the exhibitor manual and shipping instructions; and
 - D. not filling out the forms properly.

Inbound Freight Procedures

ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION
ON THEIR BILLS OF LADING:

- BOOTH NUMBER
- EXHIBITOR'S NAME
- SHIPPER'S NAME
- PIECE SUMMARY
- ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
- NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

- CARTONS (WOODEN BOXES)
- CARTONS (CARDBOARD BOXES)
- CARPETS (RUGS AND PADS)
- SKIDS (PALLETS)
- BUNDLES
- MACHINES
- MISCELLANEOUS (LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM

A COPY OF YOUR BILL OF LADING MUST BE PROVIDED FOR EACH SHIPMENT

IF YOU CANNOT PROVIDE THE ABOVE INFORMATION,
PLEASE CONTACT YOUR DISPATCH OR CHECK WITH YOUR FREIGHT CLERK

Freight Routing Form (Upload Required)

INFORMATION ON INCOMING SHIPMENTS FOR THE SHOW

COMPANY NAME:
BOOTH #:
ORIGIN OF SHIPMENT:
CARRIER:
SHIPPING DATE:
APPROXIMATE ARRIVAL DATE:
TOTAL NUMBER OF CONTAINERS:
TOTAL WEIGHT OF SHIPMENT:
PRO/TRACKING #:

INSTRUCTIONS ON OUTGOING SHIPMENTS AT CLOSE OF SHOW

CONSIGN TO (COMPANY NAME):
TELEPHONE #:
STREET ADDRESS:
CITY:
STATE: ZIP CODE:
CARRIER: PREPAID: ☐ COLLECT: ☐
TOTAL NUMBER OF CONTAINERS:
TOTAL WEIGHT OF SHIPMENT:

FOR SPLIT SHIPMENTS, USE SPACE BELOW

CONSIGN TO (COMPANY NAME):
TELEPHONE #:
STREET ADDRESS:
CITY:
STATE: ZIP CODE:
CARRIER: PREPAID: ☐ COLLECT: ☐
TOTAL NUMBER OF CONTAINERS:
TOTAL WEIGHT OF SHIPMENT:

BILLING ADDRESS FOR FREIGHT CHARGES

COMPANY NAME:
TELEPHONE #:
STREET ADDRESS:
CITY:
STATE: ZIP CODE:
ATTENTION: