



EACH EXHIBITOR MUST COMPLETE A MATERIAL HANDLING AGREEMENT IF FREIGHT IS BEING SHIPPED OUT AT THE CLOSE OF THE SHOW.

REQUIRED FORM

Request a pre-printed Material Handling Agreement and shipping labels for your outbound shipment online at www.theexpogroup.com. Forms and labels will be delivered to your booth at show site.

- A separate material handling agreement is required for *each outbound shipment*.
- Please review the Material Handling Information, Material Handling Rates and Terms and Conditions forms.
- **Return completed Material Handling Agreements to The Expo Group Service Desk. Do not leave them in your booth!**

Exhibiting Company: _____ Booth Number: _____
 On-site Contact Name: _____ Cell Number: _____
 Date: _____

Ship To: Company Name: _____
 Attention: _____
 Address: _____
 City, State, Zip: _____ Phone: _____

Carrier: **Official Show Carriers:**

ABF Freight Airways Freight
 Standard (LTL) Time Critical Next Day 2nd Day Deferred

Other Carriers:

Other Ground Carrier: _____
 Other Air Carrier: _____
 Next Day 2nd Day Deferred

Payment Terms: **Transportation charges guaranteed by Exhibiting Company.**
 Please complete to indicate otherwise:
 Company/Exhibitor: _____
 Attention: _____
 Address: _____
 City, State, Zip: _____ Phone: _____

Labels: Number of Shipping Labels Required: _____
The Expo Group provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels, if required (such as UPS or FedEx). By specifying the # of Labels Required, we will print Non-carrier specific labels for you.