

DO

Consolidate Your Shipment

Combine items onto one pallet or crate whenever possible

Use Proper Packaging

Secure freight with pallets, crates, shrink wrap, or banding

Label Everything Clearly

Use official show labels with company name, show name, and booth number

Ship to Advance Warehouse

Ensure your freight is delivered before you arrive

Include Accurate Paperwork

Provide Bill of Lading, correct weight, and tracking details

Plan Ahead

Ship early and confirm deadlines to avoid delays

Use Reliable Carriers

Choose carriers that deliver in one shipment

DON'T

Ship Multiple Small Packages

Can result in multiple handling charges

Send Loose or Unprotected Items

Increases risk of damage and special handling fees

Forget or Mislabel Shipments

Can delay delivery or misroute freight

Ship Last Minute to Show Site

Higher risk of delays and additional costs

Use Small Package Carriers Without Planning

UPS, FedEx, and similar carriers may split deliveries

Provide Incorrect or Missing Paperwork

Can delay processing and increase costs

Assume Everything Will Arrive Together

Multiple deliveries can result in multiple charges