



Freight Preparation Checklist

Packaging and Preparation

- Consolidate items into one shipment whenever possible
- Use pallets, crates, or sturdy containers for all materials
- Secure all items with shrink wrap, banding, or proper packing materials
- Avoid loose or unprotected items
- Ensure all boxes and crates are clearly labeled

Labeling

- Use the official shipping labels provided in your Exhibitor Center
- Include company name, show name, and booth number on all pieces
- Place labels on multiple sides of each shipment
- Remove or cover any old shipping labels

Documentation

- Include a Bill of Lading (BOL) with your shipment
- Confirm your shipment weight is accurate
- Keep tracking numbers or PRO numbers for reference
- Ensure all paperwork matches your booth and show information

Shipping Strategy

- Ship to the advance warehouse whenever possible
- Review all shipping deadlines and delivery windows
- Avoid sending multiple small shipments from different locations
- Coordinate delivery timing with your carrier

Before the Show

- Confirm your shipment has been delivered
- Verify all labels and paperwork are correct
- **Ensure the material handling payment is completed**
- Bring copies of your shipping documents to the show

Outbound Preparation

- Repack materials securely at the end of the show
- Complete your outbound Material Handling Agreement (MHA)
- Clearly label all outbound shipments
- Confirm your carrier's pick-up time

Pro Tip: Proper packaging, clear labeling, and consolidated shipments are the best ways to reduce material handling costs and avoid delays.