Outbound Material Handling Agreement and Labels

Complete this form to request a pre-printed Material Handling Agreement and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

- Please complete one form per 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: _______________________
Onsite Contact Name: ___________________________  Cell Number: _______________________
Date: ___________________________

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

Carrier:  
Official Show Carriers:
- YRC Freight
- EAX Worldwide
- 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.

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