

**THE NATION'S LEADER IN
TRADESHOW CARGO TRANSPORTATION**

**FOR ALL YOUR TRANSPORTATION NEEDS
CALL THE TRADESHOW PROS...**

800-643-3525

- 3-5 DAY, 2-DAY, OVERNIGHT SERVICE**
- EXCLUSIVE USE TRUCKING**
- 24 HOURS, 7DAYS A WEEK**
- COMPUTERIZED INTERNET TRACKING
& BOOKING**

DOMESTIC, INTERNATIONAL & OCEAN

AIRWAYS FREIGHT
LAND • AIR • SEA
Delivering Performance

WWW.AIRWAYSFREIGHT.COM

AIRWAYS FREIGHT CORPORATION, PO BOX 1888
FAYETTEVILLE, AR 72702, 800-643-3525, FAX 479-442-6522

EXHIBITOR MOVE OUT CHECK LIST

PRIOR TO CLOSE OF SHOW:

- Stop by the FREIGHT SERVICE DESK to complete the GENERAL CONTRACTORS MATERIAL HANDLING AGREEMENT. You must indicate that the shipment is "PREPAID", check "SERVICE LEVEL DESIRED", and note AIRWAYSFREIGHT as your carrier.
- Call the AIRWAYSFREIGHT trade show division with any questions you may have, or to advise of any changes in the shipping arrangements your company has already made with us.

MOVE OUT:

- Pack all equipment & literature.
- When your cases return from empty storage, REMOVE ALL OLD SHIPPING AND "EMPTY" LABELS. Be certain each container is labeled with the NEW DESTINATION ADDRESS labels provided by AIRWAYSFREIGHT
- If you have multiple shipments, group the portions together so a stray piece will not be overlooked. If possible, RUN PACKING TAPE AROUND THE COMPLETE SHIPMENT.
- Complete the OUTBOUND MATERIAL HANDLING FORM showing AIRWAYSFREIGHT as your carrier & be sure to return the MHA to the service desk.

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