



MATERIAL HANDLING AGREEMENT (MHA) MUST BE COMPLETED

Every outbound shipment will require a material handling agreement and shipping labels. Our team can prepare these for you and deliver them to your booth prior to the show close. To take advantage of this service, please complete and return this form to The Expo Group Service Center onsite as soon as possible.

- Request a pre-printed MHA and shipping labels for your outbound shipment online at cyberservices.theexpogroup.com. Forms and labels will be delivered to your booth at show site. A separate MHA 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:

EXPOLOGISTICS

Standard (LTL) Specialty Next Day 2nd Day Deferred 3-5 Days

Other Carriers:

Other Ground Carrier: _____

Other Air Carrier: _____

Next Day 2nd Day Deferred

PAYMENT TERMS: **Transportation charges are 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.