

**EACH EXHIBITOR MUST COMPLETE A MATERIAL HANDLING AGREEMENT IF
FREIGHT IS BEING SHIPPED OUT AT THE CLOSE OF THE SHOW.**

REQUIRED FORM

Request a pre-printed Material Handling Agreement and shipping labels for your outbound shipment online at www.theexpogroup.com. Forms and labels will be delivered to your booth at show site.

- A separate material handling agreement 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:**

☐ **ABF Freight**
☐ Standard (LTL) ☐ Time Critical

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.