

## 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](https://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:*☐ ABF Freight☐ Standard (LTL)☐ Time Critical**Other Carriers:**☐ Other Ground Carrier: \_\_\_\_\_☐ Other Air Carrier: \_\_\_\_\_☐ Next Day ☐ 2nd Day ☐ Deferred**PAYMENT** Transportation charges are guaranteed by Exhibiting Company.**TERMS:**

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.