


MATERIAL HANDLING AGREEMENT (MHA)

- Every outbound shipment will require a **Material Handling Agreement (MHA)** and shipping labels. A separate MHA is required for **each outbound shipment**. PACK EXPO Services (PES) provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels.
- **Request a pre-printed MHA and shipping labels for your outbound shipment online.** Our team can prepare these for you in advance and deliver them to your booth prior to the show close. **To take advantage of this service, please complete your Material Handling information online prior to show move-in.** To avoid standing in line at close of show at the Service Center, all information must be submitted by **November 5, 2024 at 12 noon** to have delivered to your booth.
- Once your freight is packed and ready to be loaded on your outbound carrier, return completed Material Handling Agreement(s) to the Exhibitor Service Center. **Do not leave them in your booth with your freight!**
- Please see below for sample of a completed Material Handling Agreement (MHA).

Booth Number → Booth #: **Material Handling Agreement**


1 4 5 8 5 4

Company Name → FROM: Exhibiting Company Show Date Submitted
Show Management PACK EXPO East 2024

Address → Facility Address City State
Pennsylvania Convention Center Philadelphia PA

SHIP TO ATTENTION Additional Information
PMMI Claire Morrell

Address
12390 Worldgate Drive
Suite 200
City, State, Zip Phone #
Herndon, VA 20170 571-612-3192

Carrier Name Carrier Phone # # of Destinations Special Instructions
T-FORCE

Service Level Pro #
Ground

ReRouting Option
Re Route via PACK EXPO Services choice

Pc Count & Weight →

Description	Pieces	Weight	Class	Actual Pieces INTERNAL USE ONLY	Exceptions INTERNAL USE ONLY
Crates					
Cartons					
Cases (Color)					
Skids					
Carpets (Color)					
Padded Display					
Machinery					
Misc.					
Total					

FREIGHT CHARGES GUARANTEED BY:
COMPANY NAME ATTENTION
X X

Address City State Zip
Phone # Prepaid/Collect PrePaid

Please read Carefully: You are entering into a contract which defines the respective responsibilities & liabilities of the parties. See Terms & Conditions of the contract on thespogroup.com. Shipper's signature designates above information is correct as stated.

Signature → Exhibitor Name Signature Cell
X X 111-111-1111

PACK EXPO Services Use Only

Checker Name	Date	Trailer No
Time Loaded	Drivers Name (print)	Drivers Signature
Driver's Cell	Date	Pieces Received

WHITE COPY - ORIGINAL YELLOW COPY - DRIVER/MHSE PINK COPY - CONTROL GOLDENROD COPY - EXHIBITOR