ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR’S NAME
3. SHIPPER’S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

1. CRATES ......................... (WOODEN BOXES)
2. CARTONS ....................... (CARDBOARD BOXES)
3. CARPETS ....................... (RUGS AND PADS)
4. SKIDS ........................ (PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS .......... (LOOSE OR UNPACKED ITEMS)

ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED INFORMATION, PLEASE CONTACT YOUR DISPATCH OR CHECK YOUR FREIGHT CLERK
OUTBOUND SHIPMENTS

ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION TO PICK UP FREIGHT FROM A SHOW:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. DESTINATION OF THE FREIGHT (CITY AND STATE)
4. CARRIER'S NAME (OR BROKER'S NAME)
5. AREA WHERE VEHICLE IS PARKED

THERE MAY BE A WAITING PERIOD BEFORE THE FREIGHT IS READY TO BE PICKED UP PLEASE WAIT IN THE MARSHALLING YARD UNTIL YOU ARE DISPATCHED FROM THE FREIGHT CLERK

IF YOU DO NOT HAVE ANY OF THE REQUESTED INFORMATION PLEASE CONTACT YOUR DISPATCH FOR ASSISTANCE
EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

For fast, easy ordering, go to www.freeman.com

SHIPPING INFORMATION

NAME OF SHOW: 2020 HIMSS Global Conference & Exhibition / MARCH 09 - 13, 2020

METHOD OF SHIPMENT

Select a Carrier:

☐ Freeman Exhibit Transportation
☐ Other Carrier

Select a Level of Service:

☐ 1 Day: Delivery next business day
☐ 2 Day: Delivery by 5:00 PM second business day
☐ Deferred: Delivery within 3-5 business days

☐ Standard Ground
☐ Specialized: Pad wrapped, uncrated, or truckload
☐ Lift gate required
☐ Air ride required
☐ Residential

Select Shipment Options (if applicable)

☐ Have loading dock
☐ Inside delivery
☐ Pad wrap required
☐ Do not stack

Select Desired Number of Labels: ____________

FOR ASSISTANCE, PLEASE CALL (407) 816-7900 TO SPEAK WITH ONE OF OUR EXPERTS.

For Assistance, please call (407) 816-7900 to speak with one of our experts.

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor’s expense.

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