

## SHIPPING & HANDLING TIPS

How can we remember all of the steps in shipping our exhibit to and from a convention? The best way to master this task is to do it in three steps... pre-show... during show... and after show. A shipping and handling checklist can help keep track of the key areas. Here's an example which you can customize to fit your requirements.

### PRE-SHOW

1. Decide if you want to ship to the general contractor's warehouse or directly to the show site.
2. Check the service manual for freight receiving dates, i.e.: target date, warehouse receiving date, warehouse cut-off date, etc.
3. Arrange with your freight carrier to pick up your freight and ship it to the desired location.
  - Make sure your carrier will arrive on the designated date. Missing target dates and times can cost you unnecessary added expense.
  - Make sure that you obtain a copy of the signed bill of lading from your carrier. **BRING A COPY WITH YOU TO SHOW SITE.**
  - Make sure that freight is shipped "**PREPAID**".
  - For security reasons, it is best to ship high-tech equipment in unmarked containers.
4. Once materials have been shipped, forward a copy of your shipping bill of lading to the contractor, along with shipping information forms (if they have not been submitted already).
5. Begin tracing your freight with the freight carrier to ensure an on-time schedule.
6. Trace freight with the drayage contractor to ensure receipt. Confirm the number of pieces received and any "exceptions" to delivery. (Exceptions are piece count discrepancy or damages).

### SHOW SITE

1. Confirm the number of pieces in your booth with the number of pieces shipped.
2. Once you have set your booth:
  - Place "*empty*" storage tags on **ALL** empty containers. You can get these at no cost from the general contractor.
  - If possible, place smaller containers inside larger containers to cut down on the amount of empty containers you need to keep track of.
  - Write your company name and booth number on the empty tags in **BIG LETTERS!**
  - Make sure to count the number of cartons for storage and develop your own empty container list.
  - Do not leave **ANYTHING** in empty containers.
3. **ALWAYS** make outbound shipping arrangements with the drayage contractor for your materials. Unclaimed freight left on the floor after a show can be an added expense for you.
4. If you have not designated a carrier, ask your Show Manager for help.
  - Ask for rates.
  - Ask for an anticipated shipping schedule.
  - Ask for a business card with information that would allow you to trace.
5. Obtain a shipping bill of lading and shipping labels from the general contractor.
6. After materials are all repacked and ready for shipping, count the number of items to be shipped and indicate that amount on the bill of lading.
7. Materials must be left in the booth space for pick up.
8. Turn the bill of lading over to the general contractor. **DO NOT** leave the bill of lading in the booth with materials that will be shipped.
  - Have the customer service representative check your bill of lading to be sure all necessary information is completed.
  - Make sure you receive a copy of the bill of lading.

### AFTER SHOW

1. Trace freight with the designated outbound carrier.
2. Ensure arrival of your freight at the final shipping destination. Confirm the number of pieces and note any exceptions, i.e.: missing pieces, damages, etc.

**REMEMBER THAT BILLS OF LADING ON INBOUND AND OUTBOUND SHIPMENTS ARE CRITICAL IF YOU AND THE GENERAL CONTRACTOR NEED TO TRACE ANY MISSING FREIGHT!**



## VANCOUVER CONVENTION CENTRE SHIPPING LABEL

Please find below a pre-addressed mailing label for the **Vancouver Convention Centre**. We have provided this template so that you can easily fill in the blanks and photocopy as many pre-addressed labels as you need. All of our mailing information is included for your convenience – however we ask that you please fill in the remaining sections, especially the **EVENT NAME** and your **EXHIBITOR COMPANY NAME**.

Please note that every event at the Vancouver Convention Centre has an official move-in date. The Vancouver Convention Centre is unable to store exhibitor freight prior to any event due to the limited storage facilities. We reserve the right to refuse delivery of exhibitor freight that arrives at the facility prior to the appropriate move-in date. Please consult with your Event Management Company if you require more details regarding move-in dates or official freight storage. Also feel free to contact the Vancouver Convention Centre and ask to speak with your Event Manager.

**Send To:**

**VANCOUVER CONVENTION CENTRE**  
**Attention: Dock Office**  
**Via Waterfront Road Truck Route**  
**1055 Canada Place**  
**Vancouver, B.C.**  
**Canada**  
**V6C 0C3**  
**Contact Guest Services (604) 647-7299**

**Details: Event Name:** IMATS VANCOUVER SHOW 2016

**Event Number:** 200389

**Event Date:** JULY 16 – 17, 2016

**Booth Number:** \_\_\_\_\_

**Contact Name:** MS AYANO SANO **Event Manager**

**Exhibitor Name & Phone Number:** \_\_\_\_\_

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