



Departure Instructions: Conferences & Meetings at Hotels

At the close of the meeting, please do the following:

1. When displays are being dismantled, find out from show management where freight will be held for carrier pick up.
2. Pack up your display, label each box/piece with the labels you, or your company, received from US Express.
3. Leave your freight in your exhibit space with the Bill of Lading you, or your company received from US Express – unless you are told otherwise by show management.
4. Call US Express at (800) 328-8000 to confirm your final returning piece count, and the location of your freight inside the hotel.

If you are contacted by anyone outside of US Express (i.e. either rep listed below or the Operations team) regarding your pickup, please refer them to any US Express team member.

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