



Departure Instructions: Tradeshows

After the show, please do the following:

1. When displays are being dismantled, proceed to the Exhibitor Services Desk to receive the decorator's outbound Material Handling form if it has not been delivered to your booth.
2. Complete this form noting **US EXPRESS** as your shipping carrier. This is *extremely* important; if it is not done your freight will not be released to US Express and you may incur attempted pick-up charges. Take a picture of the form.
3. Each box/piece should be labeled with its destination using the labels you, or your company, received from US Express. Leave your freight in your booth with the Bill of Lading you, or your company, received from US Express.
4. Return the completed outbound Material Handling form to the Decorator. This is your receipt from them acknowledging that you have advised them of what you want done with your freight.
5. Call US Express at (800) 328-8000 to confirm your final returning piece count and provide the unique ID number that appears on the decorator's outbound Material Handling form. Lastly, confirm that your booth number has not changed – show floors can change at the last minute and our driver must have the correct booth number when checking in for your freight.

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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