

Exhibitor Education Webinar: Shipping & Handling Tips



Agenda

- Welcome
- Pre Show
- On Site
- After Show
- Questions and Answers

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.



PRE-SHOW

Making arrangements

- Get a quote from the official customs and transportation supplier (TWI)
- **ALWAYS** make outbound shipping arrangements prior to the show.
- Check the service manual for freight receiving dates i.e. target date, warehouse receiving date, warehouse cut-off date etc.

PRE-SHOW

Shipping



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 freight is shipped “**PREPAID**”
- Make sure that you obtain a copy of the signed bill of lading from your carrier. **BRING A COPY WITH YOU TO SHOW SITE**
- For security reasons, it is best to ship high-tech equipment in unmarked containers

PRE-SHOW

On route



- Once materials have been shipped, forward a copy of your shipping bill of lading to the customs broker, along with a commercial invoice (if they have not been submitted already)
- Begin tracing your freight with the freight carrier to ensure an on-time schedule.
- Trace freight with TWI to ensure receipt. Confirm the number of pieces received and any “exceptions” to delivery. (Exceptions are piece count discrepancy or damages).



ON-SITE

Arrival at the Show

- Confirm the number of pieces in your booth with the number of pieces shipped
- Place “empty” storage tags on **ALL** empty containers. You can get these at no cost from the general contractor
- Write your company name and booth number on the empty tags in **BIG LETTERS!**
- Do not leave ANYTHING in empty containers
- If possible, place smaller containers inside larger containers to cut down on the amount of empty containers you need to keep track of
- Make sure to count the number of cartons for storage and develop your own empty container list

ON-SITE

Leaving the Show

- Obtain a shipping bill of lading and shipping labels from TWI, the official transportation provider, at the service desk
- After materials are all repacked and ready for shipping, count the number of items to be shipped and advise TWI.
- Materials must be left in the booth space for pick up
- If you are not shipping with TWI, you must turn your materials handling agreement over to the general service contractor. **DO NOT** leave the material handling agreement in the booth with materials that will be shipped.
 - Have the customer service representative check your material handling agreement to be sure all necessary information is completed
 - Make sure you receive a copy of the material handling agreement

AFTER SHOW

- Trace freight with the designated outbound carrier
- 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.

Thank you for attending!

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Upcoming Webinars:

Lead Retrieval
Thursday, April 23, 2015
12:00PM – 12:30PM ET

Lead Retrieval Options and Registration Tools Available Before the Show

