



# FREIGHT SHIPPING PROCEDURES

## EXHIBITOR SHIPPING

### **TO ADVANCED WAREHOUSE CENTER:**

*To be received from December 26, 2019  
to January 21, 2020*

YRC Freight

Baltimore boat show

c/o Demers Expo

Exhibitor name booth #

7600 Preston Dr.

Landover, MD 20785

### **TO BALTIMORE CENTER:**

*To be received on/after January 21, 2020*

EXHIBITOR (COMPANY) NAME

SPACE NUMBER

Baltimore Boat Show

C/o Baltimore Convention Center

1 West Pratt Street

*(Between Pratt & Conway Streets)*

Baltimore, MD 21201

## MOVE IN/OUT & SHIPPING

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Exhibit Installation

Exhibit Removal

Freight Shipping  
Procedures

Move In Information

Truck Route

Staging & Trailer  
Storage

## SHIPPING PROCEDURES

- Review the Material Handling Services Limits of Liability & Responsibility.
- Before leaving your office obtain a copy of the Original Bill of Lading which indicates piece count, weight, origin and consignee.
- Be sure to get pro numbers which enable a carrier to trace your shipment(s).
- Upon arrival at your exhibit, compare your shipping information with the freight in your space.
- Report any missing freight or damage to the Freight Desk at the Registration Tent immediately.
- A report will be written and we will notify the carrier.
- Empty labels must be affixed to all empty crates/cartons for storage during the show to assure correct delivery at the close of the event.



## OUTBOUND SHIPPING

- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Please leave a copy of the bill of lading at the Demers service desk to ensure packages are picked up properly.
- Extra bills are available at the desk and our freight manager can assist you with outbound shipments.