



Shepard Exposition Services

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OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

NFMT 2014 Baltimore

March 4 - 6, 2014

Baltimore Convention Center - Baltimore, Maryland

Event Code: M152570314

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit by the deadline date above. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

*Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ Number of Labels Requested: _____

Crate Skid Cases Carton

Type of Service:

Ground Overnight 2nd Day

CARRIER SELECTION

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

** If using FedEx or UPS you must have and apply their shipping labels

OUTBOUND SHIPMENT REQUIREMENTS:

- 1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

TRANSPORTATION CHARGES BILLING ADDRESS: SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

Please complete the following:

Company Name: _____ Booth #: _____
Contact Name: _____ Phone #: _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.