

SHIPPING

EXHIBITOR CHECKLIST



Before the Show

Confirm weight of booth materials being shipped

• *If shipping over 1000 lbs, please arrange for drayage/in-hall material handling.*

Choose your preferred shipping/freight company

Two shipping options

Option 1: Advanced Warehouse (*recommended*)

Option 2: Direct to show site during set-up day

Bring a printed copy of the advance shipment bill of lading for the decorator

Prepare outbound shipping labels & bill of lading for booth staff

During the Show

Confirm shipment has arrived in your booth

Pay additional material handling charges with decorator (if over 1000 lbs)

After the Show

Option 1: Utilize your own shipping/freight company or company truck

Confirm pickup window is no more than 3 hours after the conclusion of show

Option 2: Show preferred outbound carrier

Set up an account online with shipping company to save time/costs

Meet with on-site shipping rep to arrange outbound shipping

Option 3: D2P Caravan (if participating in the next show location)

Contact John Ostrander (John@d2p.com) to set up prior to the show

Confirm with D2P staff during the show that you are on the list

Pack all show materials securely and leave in booth (skids available if needed)

Use supplied "D2P Caravan" labels to mark each item

• *Will be provided to you during day 2 of the show by D2P staff*

***Additional shipping information can be found at your
online exhibitor dashboard (myshowonline.com)***