



800-255-5584

www.EAXww.com ~ info@eaxww.com



U-EAX

Trade Show Shipping

- Budgeting 101
- Packing 101
- Labeling 101
- Tracking 101
- Move-Out

Prof. Trade Show Joe
“TSJ”



Budgeting 101



- Know your shipment details:
Pieces, weight & dimensions
- Allow 5-7 business days for transit
- Ship to the advanced receiving warehouse
- Request a written quotation for your shipment into & out of the event
- Ask about accessorial and minimum charges

What's in a name???

"Express"

"Economy"

"Ground"

"Priority"

"Vanline"

"Air"

Don't be misled by the designation of a Shipping Company
or by the name of a service level.

COMPARE QUOTATIONS for the various service levels.



Packing 101

- Manifest each box
- Use packing material that would pass the “drop test”
- Place a business card in each box

Labeling 101-A

- Label each piece

EAX Worldwide	(800) 423 - 6182
F R O M	J. Spargo & Associates # Show Mgmt APHA 2008 / GES c/o San Diego Conv. 111 W. Harbor Dr. San Diego, CA 92101
T O	J. Spargo & Associates 11212 Waples Mill Road Suite 104 Fairfax, VA 22030

- Put an "X" through old labels

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Labeling 101-B

- Lot label each piece
- Mask identification of the product "INTEL"





Tracking 101



Your Rights as a Shipper

1. Tracking number
2. 24/7 Tracking ability via phone or computer
3. The direct phone and contact name of someone who is personally responsible for your shipment
4. All packages should arrive at destination at the same time. (Avoid multiple drayage min. charges)
5. POD – “Proof of Delivery”

Meet Jenny Little!!!





Move-Out 101

Vocabulary:

- Empties???
- Shipping Documents???
- Material Handling Form???

What do I need to do?????



Move-Out 101

- Pack & Label your goods
- Leave the shipment in your booth
- Indicate piece description & *your carrier of choice* on the material handling form
- Refer back to Tracking 101

Congratulations!!!



***EAX** Worldwide, LLC.*

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