

EXHIBITOR MOVE-OUT CHECK LIST

BEFORE THE SHOW ENDS:



- ✓ Stop by the Freight Service Desk to complete the General Contractor's Material Handling Agreement. You must indicate that the shipment is "Prepaid," check "Service Level Desired," and note your carrier as Airways Freight.
- ✓ Call the Airways Freight trade show division with any questions you may have, or to advise of any changes in the shipping arrangements your company has already made with us.

AFTER THE SHOW CLOSES:

PACK ALL EQUIPMENT & LITERATURE.

- ✓ When your cases return from empty storage (if applicable), remove all old shipping and "EMPTY" labels. Be certain that each container is labeled with the new destination address labels provided by Airways Freight.
- ✓ If you have multiple shipments, group the portions together so a stray piece will not be overlooked. If possible, run packing tape around each complete shipment.

Remember to designate Airways Freight as your carrier on the Outbound Material Handling Form, and return the form to the Service Desk before departing.



800.643.3525
www.airwaysfreight.com

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