

## Pre-Show:

### Shipping Your Display or Materials to Warehouse or Show Site

Art Craft Display strives to ensure your exhibiting equipment is at your booth when you arrive for show move-in. Keep in mind that before every event, your display equipment will be stored in a warehouse with hundreds of other exhibitors from multiple shows. It is important that each piece is labeled with ALL the following information:

- **Company name,**
- **Show name,**
- **Booth number,**
- **Piece count (i.e., 1 of 2, 2 of 2).**

## **MULTIPLE LABELS ARE RECOMMENDED IN CASE ONE FALLS OFF!**

### Consider Combining Pieces onto a Pallet or Crate:

Putting multiple items on a pallet that is shrink-wrapped or banded together reduces the chances of a misplaced item. Again, make sure the pallet or crate is labeled with the exhibiting company name, show name, and the booth number. The trucking /transit company you use to move your equipment should also have the show name and booth number on their packing sheet or waybill (bill of lading).

In general, when in doubt, label it. The more you use labels to identify your items and shipping containers, the easier it is to find and keep track of your materials.

### Important:

- When events have a large amount of freight being moved in, a Marshalling lot will be established. All freight carriers and/or POV's (Privately Owned Vehicles) needing assistance with unloading must check in with the lot Marshall.

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