

You and your staff have spent months preparing for the show, and the hard work has paid off. Your exhibit was a success! Unfortunately, though, there's one more item on your to-do list – the move-out of your exhibit.

To help facilitate this final phase of the show, we've provided the step-by-step instructions to the left. By following them, you can assist in getting your exhibit off the show floor and on its way to the next destination.

Using the sample Bill of Lading on the back side of this card, in Section B, please list United Van Lines and Mayflower Transit as carrier. Also, please check the box marked "van".

United Van Lines, Inc.
World Headquarters
One United Drive
Fenton, MO 63026

For further information about United's exhibit services or to locate a United representative, call **Special Services Marketing** at (800) 283-5161.

SG-01
REV 11/92

United Van Lines, Inc.
I.C.C. No. MC-67234

**PLEASE
TURN ASST**

2

general
trade show
move-out
instructions

48x48x84



**UNITED
UNITED
UNITED**
Van Lines



MOVE-OUT INSTRUCTIONS

- Prior to the breaking of the show, determine your booth shipping requirements for United Van Lines.
- Thoroughly review move-out information that is circulated by show management and/or the drayage contractor. This will alert you to the sequence of events that will take place such as when to expect empty containers, or how to obtain authorization to hand-carry certain items from the exhibit hall.
- To have the drayage contractor remove the exhibit or product from your booth and have it available for United Van Lines to load, authorization must be given to the drayage contractor. This is accomplished by completing the drayage contractor's Short Form Bill of Lading (shipping order).
- The Short Form Bill of Lading is available only from the drayage contractor at the freight desk, which is usually located in the service area of the exhibit hall. This document must be completed as instructed by the drayage contractor (see example).
- If your exhibit or product is being shipped to more than one consignee or delivery address, a separate Short Form Bill of Lading must be completed for each destination, even when the exhibit is loaded on the same truck.
- If your exhibit requires multiple trucks consigned to one address, a Short Form Bill of Lading should be completed and turned in for each truck. When a piece count is known, indicate the number on each truck's Bill of Lading. When the count is unknown, mark the first truck's Bill of Lading with the total piece count and subsequent bills with the words "overflow truck."
- After your exhibit is packed, label all pieces, indicating the exact delivery address. After completing the Short Form Bill of Lading, promptly return it to the freight desk so that the driver can get in line. When an installation and dismantling company turns in the Short Form Bill of Lading, be certain that the firm has your instructions to name United as the carrier.
- The United Van Lines driver will report to the drayage contractor's freight desk with the United Van Lines Bill of Lading requesting to load your

STRAIGHT BILL OF LADING --SHORT FORM -- ORIGINAL -- Not Negotiable		SHIPPER'S NUMBER 66381	
CONSIGNEE TO (SHIPPING TO) CO. NAME STREET		DRIVER CHECK IN TIME	
CITY/STATE/ZIP CODE		BOOTH NO. NAME OF SHOW	
SPECIAL INSTRUCTIONS		NAME OF COMPANY	
CARRIER (IF KNOWN)		DATE	
<input type="checkbox"/> MOTOR FRT. <input type="checkbox"/> VAN <input type="checkbox"/> AIR FRT. <input type="checkbox"/> OTHER		CLASS or RATE	
KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS		CHECK COLUMN	
Crates			
Cartons			
Skids			
Misc.			
NUMBER OF PIECES D		WEIGHT (Sub. to Car.)	
TOTAL WT. F		PREPAID COLLECT TRAILER NUMBER	
CHARGES BILLED TO: H		INSTRUCTIONS RETURN THE COMPLETE BILL OF LADING TO THE SERVICE DESK.	
Company Name		DATE	
Street		TOTAL PIECES:	
City, State, Zip			
Shipper		Carrier or Agent Per	
Permanent address of shipper			

INSTRUCTIONS FOR COMPLETING SHORT FORM BILL OF LADING

- Fill in the name of the company the shipment is consigned to and its address; any special instructions you wish to give the carrier.
- Fill in the carrier name and mark the appropriate blank for the type of carrier.
- List your booth number, show name, your company's name and the date.
- List the number of pieces by type and total the column.
- Give a description of each piece where relevant, such as writing "large" after the word "Cartons."
- Fill in the estimated weight for each description and total the column.
- Indicate how freight charges are to be paid by marking the appropriate space. Mark "prepaid" if you are an established account of United Van Lines and plan to be billed.
- Give the name, address and contact person of the company to be billed for the freight charges.
- Sign the form and fill in your permanent address.

United Van Lines takes pride in its ability to provide quality service and to meet all the demands required to handle your exhibit shipment. Thank you for using United Van Lines.

The drayage contractor verifies your carrier selection as noted on the Short Form Bill of Lading, and the driver is assigned a dock to load. When a carrier is not named, the drayage contractor reserves the right to name one.