

Shipping Instructions

(This Form Must Be Signed and Returned to EXPOCCI. All Information found on this page will be used to generate an outbound BOL)

ALL SHIPMENTS MUST ARRIVE PRE-PAID

Please Note: Exhibitors are welcome to utilize their own carriers for their shipment. Additionally, a material handling fee will still apply for all received freight.

SHIPPING INSTRUCTIONS PRIOR TO SHOW **(Payment Must be on file when received for Material Handling Charges)**

1. Expo CCI MUST have a credit card on file or the shipments will be held until one is received. If no payment is on file, this may delay the delivery of your materials to your booth and setup.
2. Shipments must be consigned to Expo CCI. The hotel and/or convention site do not have the facilities to receive such shipments and they will be refused.
3. All shipments must be properly labeled and addressed to the warehouse or facility.
4. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
5. Expo CCI, as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$50.00 per crate, box or carton is assessed for any shipment not handled by Expo CCI, when Expo CCI is required to handle storage of empty containers.
6. Remove all expired shipping labels before shipping to avoid confusion.
7. All shipment must arrive prepaid. Collect shipments are not accepted and will be refused upon delivery.

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION **(You MUST fill out a BOL at show site or request a pre-printed BOL)**

1. All information provided on this form will be used to generate an outbound BOL. If this form is not completed and returned, You must fill out a Bill of Lading at the Expo Service Desk at the close of the show or request a pre-printed Bill of Lading at least one week prior to show open. We will not turn over materials to your carrier without a Bill of Lading.
2. Your account must have a zero balance and we must have payment on file for any outbound handling charges or your freight will not be turned over to your carrier. Outbound handling charges, i.e. Special handling, return to warehouse, reroute shipping charges, etc.
3. If your freight carrier does not check-in on time, your freight will be rerouted through our preferred carrier eLogistics and shipping charges will apply. If available and chosen on the Bill of Lading, freight may be returned to our warehouse at an additional charge for your carrier to pick up at a later date.
4. Exhibits left without a Bill of Lading filled out will be forced through our house carrier eLogistics or will be returned to our warehouse and held for disposal at an additional charge. Expo CCI is not responsible for condition, count or content left behind on the show floor without proper handling paperwork completed. (BOL)
5. Exhibitor routing of outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo CCI will reroute said shipments.

INSURANCE

Expo CCI is not responsible for the count or content of material after it has been placed in the exhibit areas. Exhibitor agrees to hold harmless Expo CCI from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material. Please make certain all materials are properly insured against "ALL RISK" from the time your materials leave your facility until they are returned back to your facility after the show. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration and picked up for removal after the exhibition's close.

Please provide shipping instructions for post show. Acceptance of all terms and conditions hereby stated

Choose a carrier:	eLogistics	Other Carrier:	Company Truck/POV
Company name:			Booth #:
Address:			
Attention:	Phone:	Fax:	
City:	State:	Zip code:	
Authorized by (please print):	Signature:		

In the event your carrier fails to arrive, please select an option for rerouting freight

Return to Warehouse at Exhibitors Expense

Reroute with eLogistics

To ensure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer.

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit.

I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return via email to info@expocci.com or via fax 305-751-1298.

**GO BACK TO TABLE
OF CONTENTS** ←

Discount deadline:
August 28, 2026

**ORDER
A CUSTOM
BOOTH?**

[click here](#)

**NEED
SHIPPING
TO AND FROM
THE EVENT?**



[click here](#)

**Need assistance or
have questions?**

Call: 305-751-1234

email: info@expocci.com

ORDER ONLINE NOW