



Proper Packaging & Labeling Checklist for Trade Show Freight

Use this **quick-reference checklist** to ensure your trade show materials are properly packed, secured, and labeled for **damage-free and hassle-free** delivery.

Crating & Padding for Fragile Items

- ☐ Use **wooden crates** for booth structures, electronics, and delicate materials.
- ☐ Secure **foam inserts** inside crates to protect fragile components.
- ☐ Pack smaller fragile items in **heavy-duty plastic cases** with padding.
- ☐ Palletize and shrink-wrap boxes for better stability.

 *Pro Tip:* Reusable crates offer **long-term savings** and better protection for exhibit materials.

Securing Freight in the Trailer

- ☐ Wrap **moving blankets** around items to prevent scratches and impact damage.
- ☐ Use **ratchet straps** to secure freight and prevent shifting.
- ☐ Install **load bars & load locks** to keep freight stable in the trailer.
- ☐ Utilize **E-track systems** (if available) for flexible load positioning.

 *Pro Tip:* Double-check all straps and locks **before departure** to ensure freight remains in place.



Clear & Accurate Labeling

☐ Label **every package and crate** with:

- Exhibitor Name
- Booth Number
- Show Name & Venue
- Consignee Name & Contact Information
 - ☐ Ensure **labels match your shipping documents (BOL, Packing List, etc.)**.
 - ☐ Use **large, durable labels** that won't peel off in transit.
 - ☐ Place labels on **all sides** of the crate for easy identification.



Pro Tip: Laminate labels or cover them with clear tape to protect against damage.



Marking Fragile & Special Handling Items

- ☐ Attach **“FRAGILE” labels** to delicate items like screens, glass panels, and electronics.
- ☐ Use **“THIS SIDE UP” arrows** to indicate the correct orientation.
- ☐ Apply **“HANDLE WITH CARE”** stickers on crates and pallets.
- ☐ If using custom wooden crates, **paint or stencil handling instructions** directly on the surface.



Pro Tip: If your items **require climate control** (e.g., printed graphics, certain electronics), include a **“KEEP DRY”** or **“TEMPERATURE SENSITIVE”** label.



Final Pre-Shipping Checks

- ☐ Confirm **all items are secured and properly labeled** before pickup.
- ☐ Match **shipping documents** (BOL, Packing List, etc.) with labeled freight.
- ☐ Take **photos of packed and labeled freight** for reference and proof of condition.
- ☐ Provide the carrier with **clear handling instructions**.



Pro Tip: Work with a **trade show freight specialist** like *The Trucking Scribe LLC* to ensure compliance with venue regulations.

Need Help with Trade Show Freight?

 Call **The Trucking Scribe LLC** at **404-808-6827**

 Email **admin@thetruckingscribe.com**

 **We ensure your trade show freight is packed, secured, and delivered—on time and damage-free!** 