Inbound to Show Instructions Checklist ☑

SHOW FREIGHT
INTERNATIONAL, INC.
On Target - On Time
EXHIBIT & LIVE EVENT SHIPPING

4455 Moreno Blvd., Suite 105
San Diego, CA 92117

Client Services: 800.574.2585

- ☐ ***Proof*** *the SFI Bill of Lading and labels to ensure accuracy*
- ☐ ***Remove all old shipping labels and attach SFI labels****, make sure each piece you're shipping is labeled. Even if you palletize and shrink wrap,* ***each item on the pallet must be labeled****, SFI cannot accurately track unlabeled pieces*
- ☐ *Must* ***complete the "Shippers Security Endorsement Form"*** *on your bill of lading and* ***provide a photo ID*** *when shipment is given to the driver*
- ☐ Complete the **"Description of Pieces"** *and* ***"Estimated Weight"*** *sections of the SFI Bill of Lading*
- ☐ ***Sign and date*** *the Bill of Lading*
- ☐ *Have the* ***driver sign and date*** *the Bill of Lading,* ***retain a copy*** *for your records and give the rest to the driver*
- ☐ *Send a copy of your* ***completed Bill of Lading to one of the following****:*

Text *SFI Operations Cell*	*# 619.218.4088*
Fax *a copy to SFI*	*# 619.831.8095*
Email *to SFI Dispatch*	*Dispatch@GoShowFreight.com*

- ☐ ***Notify SFI immediately of any changes*** *made to SFI Bill of Lading*

NOTES:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Thank you for choosing Show Freight International!