

Outbound From Show-Site Checklist



Prior to close of show, obtain the contractor's Outbound Materials Handling Form from the service desk

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 pallet must be labeled.

On the SFI Bill of Lading, you must complete the **"Shipper's Security Endorsement Form"** on your Bill of Lading and complete the **"Description of Pieces", "Number of Pieces" and "Estimated Weight"** sections. **Retain a copy of the SFI bill for your records. Turn the rest of the document in at the Service Desk** with your Outbound Materials Handling Form.

Once the shipment is packed up, labeled, and ready to go **give us a control number by sending a copy of the Materials Handling Form to:**

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

On the Outbound Materials Handling Form, **be sure to write "Show Freight International 800.922.9177"** in the space requesting Carrier Name. Check the box marked **"Send back to WAREHOUSE in the event my carrier doesn't show for pickup"** You **MUST** return this form to the service desk.

Please notify SFI immediately for any changes made to the SFI Bill of Lading, especially those concerning pickup date, time or location including your booth number. If you **DO NOT** have any freight to ship out of the show, **CALL SFI immediately to cancel your pickup to avoid unnecessary charges**

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

NOTES:

Thank you for choosing Show Freight International!