**ALL EXHIBITORS SHIPPING FREIGHT MUST RETURN THIS FORM**

1. Estimate total number of pieces being shipped:
   - Crated
   - Uncrated
   - Machinery
   - Total

2. Indicate total number of trucks in each category that you will use:
   - Van Line
   - Common Carrier
   - Flatbed
   - Company Truck
   - Overseas Container

3. List carrier name(s):
   - 
   - 
   - 

4. If using a Customs Broker, please print name:
   -

5. Print the name of person in charge of your move-in:
   -

6. What is the minimum number of days required to set your displays?
   -

7. What is the weight of the single heaviest piece that must be lifted?
   - Lbs.

8. What is the total weight of your exhibit or equipment being shipped?
   - Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?
   -

   It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

**DIRECT SHIPMENTS ONLY:**

1. What date and time are you scheduling your shipment(s) to arrive on-site?
   -
   -

Exhibiting Company Name: __________________________
Booth Number(s) _________