BILL OF LADING INSTRUCTIONS

These instructions are designed to clarify information required on a Bill of Lading.

COMPLETE ALL THE BLUE SHADED AREAS - PRESS HARD

The company name you are exhibiting under. The name of this convention center or exhibit hall, including city and state.

List the name of the carrier you have chosen to ship your freight.

If you have selected a carrier other than our house carrier, you must initial here. This informs Valley what to do with your freight in the event your carrier does not check in by the designated time.

What does your shipment consist of? Fill in the exact quantities of each “kind of package” be very specific include weights.

Name and address of the party responsible for the freight charges.

The booth number you are exhibiting under. This is where Valley physically looks for your shipment, therefore, the correct booth number is critical.

The actual address where the shipment should be delivered (destination). This address should match your shipping labels.

Check “Collect” if the “Ship To” address and the “Freight charges guaranteed by” addresses are the same. If the addresses are different, then you have involved a third party and the “Prepaid/3rd Party” option should be selected.

Please read the Liability on the reverse side of the bill of lading prior to signing. Once you understand and agree to these conditions, please sign and print your name.

RETURN TO THE VALLEY SERVICE DESK AFTER YOUR MATERIALS ARE PACKED AND READY TO BE SHIPPED. DO NOT TURN THE BILL OF LADING IN EARLY.

A SHIPPING LABEL MUST BE PLACED ON EACH PIECE.

LEAVE YOUR PACKED SHIPMENT IN YOUR BOOTH.