



## **FREIGHT FAQ'S**

### **WHAT ARE MY OPTIONS FOR INBOUND SHIPPING?**

- **Option 1: Advance Shipping** is sending your materials, up to 30 days prior to the event, to our advance warehouse (ABF Freight in Tulsa for Tulsa shows or ABF Freight in Oklahoma City for shows in Oklahoma City, Norman, Edmond or Enid). They'll store your freight and then deliver it to the show venue during the Event 1 Productions move-in date. The advantages of sending your freight in advance are knowing it has arrived and knowing it'll be in your booth when you arrive to set up.
- **Option 2: Direct Shipping** is sending your materials directly to the show site during the designated move-in times. There is some risk involved with direct shipping because it does not allow for errors by your inbound carrier. If there is a problem and your carrier does not arrive on time, there may not be enough time to resend your items.

### **WHAT IS THE DIFFERENCE BETWEEN MATERIAL HANDLING/DRAYAGE AND SHIPPING?**

- **Material handling/drayage** includes receiving your freight, unloading your exhibit materials from the carrier's delivery vehicle, storage for up to 30 days at the advance receiving warehouse, delivery to your booth, handling of empty containers (removal from booth, stored, then returned to your booth at the end of the show) and removal of your packed materials from your exhibit booth for reloading onto your outbound carrier of choice. This charge does NOT include the cost of shipping your freight on to its next destination.
- **Shipping** is the means by which shipments are transported via your company's carrier of choice (UPS, FedEx, etc.) to and from the event location.

### **WHAT IS A BILL OF LADING?**

- A **Bill of Lading** is a type of document that is used to acknowledge the receipt of a shipment of goods. In addition to acknowledging a shipment of goods, a Bill of Lading indicates the particular vessel on which the goods have been placed, their intended destination, and the terms for transporting the shipment to its next destination.

### **WHAT ARE MY CHOICES FOR SHIPPING AT THE CLOSE OF THE SHOW?**

You may use any carrier your company chooses. **However, it is your responsibility to contact and make all pickup arrangements.** Event 1 Productions cannot guarantee that other carriers will show up to pick up your shipment. We also do not provide outside carrier shipping documents and/or labels.

### **WHAT ARE THE MOVE-OUT PROCEDURES?**

A completed bill of lading is required on **ALL** outbound shipments and your booth must be packed, labeled and ready to be shipped. You must make prior pickup arrangements with your company's carrier of choice. **If your carrier fails to show up, your outbound freight shipment will be returned to the Event 1 Productions warehouse and force-shipped out on our preferred carrier at the exhibitor's expense.** Such shipments will be assessed a service fee of \$.75 per pound with a 100-pound minimum (\$75 minimum charge). An Event 1 Productions representative will be available at the show site during move-out to help answer any questions.

**If you have any additional questions, call us at 918-245-8006 or email [scutten@event1inc.net](mailto:scutten@event1inc.net). Thanks for using Event 1 Productions!**