

SHIPPING SERVICES

FOR ALL YOUR
TRADESHOW NEEDS



OUR PREFERRED CARRIER

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ARE YOU SHIPPING TO ☐ or FROM ☐ A TRADE SHOW ?

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the ADVANCE WAREHOUSE

CONTACT INFO

COMPANY NAME

CONTACT NAME 1

2

PHONE NUMBER 1

2

E-MAIL 1

2

SHOW NAME

PICK-UP ADDRESS

BUSINESS HOURS

Our service is a 7-10 business day ground shipping service only, MONDAY - FRIDAY

INSTRUCTIONS

Please fill out this area of the form to the best of your knowledge in regards to your company's pick-up/destination address. This section does not pertain to the tradeshow advance or direct shipping address.

Is there a Loading Dock? ☐ YES ☐ NO

Residential Area? ☐ YES ☐ NO

Does the driver need to go in the Building? ☐ YES ☐ NO

Does the driver need to go in elevator? ☐ YES ☐ NO

PICK-UP LOCATION ☐ Office ☐ Dock ☐ Other

High Cost Delivery Areas: NYC - Special Rates May Apply CA - Surcharge Applies

PICK-UP DATE

DATE SHIPMENT MUST ARRIVE AT DESTINATION

NUMBER OF PIECES

TYPE OF SHIPMENT

☐

Pallet / Skid

☐

Fiber Case

☐

Carton

☐

Crate

☐

Other

Dimensions

Aprox. Weight

DESTINATION ADDRESS

SHOW NAME

BOOTH #

COMPANY NAME

ADDRESS

SIGNATURE

The rate quoted is an estimate only and the final charges will be billed upon receipt of freight at your destination. Additional charges will incur due to weight difference and/or delivery issues, such as no loading dock, truck with lift gate needed, inside delivery, stairs/elevator. delivery, redelivery/pick-up.

SHIPPING TO,
AND FROM YOUR TRADE SHOW
MADE EFFORTLESS

305.751.1234 | elogsitics@expocci.com



Show Dates: April 12-13, 2026

Shipping Instructions

(This Form Must Be Signed and Returned with the Material Handling Authorization. All Information found on this page will be used to generate an outbound BOL)

ALL SHIPMENTS MUST ARRIVE PRE-PAID

USE OUR IN-HOUSE PREFERRED CARRIER FOR ALL YOUR SHIPPING NEEDS



MAKE SHIPPING TO AND FROM YOUR TRADESHOW EFFORTLESS

If shipping to a show, we cannot guarantee a specific one day delivery, we recommend only shipping to the ADVANCE WAREHOUSE.

Email elogsitics@expocci.com for a preliminary shipping quote, all of the following is needed:
-Company Name, Contact Name/Phone Number, Show Name/Booth #, Pick-up Address Destination Address, City, State, Zip.
-Approximate Weight, Number of Pieces, Type of Pieces in Shipment, i.e., skid, carton, crate, dimensions, business hours.
-Is there a Loading Dock, does driver have to go in building and/or elevator or residential area.
We will respond with a preliminary quote based on estimated weight and above information within 24 hours when requested Sunday-Thursdays. Our service is ground 7-10 business day shipping only.

Please Note: Exhibitors are welcome to utilize their own carriers for their shipment. Additionally, a material handling fee will still apply for all received freight.

Discount deadline:
April 2, 2026

SHIPPING INSTRUCTIONS PRIOR TO SHOW (Payment Must be on file when received for Material Handling Charges)

1. Expo CCI MUST have a credit card on file or the shipments will be held until one is received. If no payment is on file, this may delay the delivery of your materials to your booth and setup.
2. Shipments must be consigned to Expo CCI. The hotel and/or convention site do not have the facilities to receive such shipments and they will be refused.
3. All shipments must be properly labeled and addressed to the warehouse or facility.
4. All shipments requiring special handling for reasons including, but not limited to, length, width or height, are handled on a time and material basis.
5. Expo CCI, as the Official Drayage Contractor, has control over all freight docks, doors, elevators, and crate storage areas. A charge of \$50.00 per crate, box or carton is assessed for any shipment not handled by Expo CCI, when Expo CCI is required to handle storage of empty containers.
6. Remove all expired shipping labels before shipping to avoid confusion.
7. All shipment must arrive prepaid. Collect shipments are not accepted and will be refused upon delivery.

SHIPPING INSTRUCTIONS AT CLOSE OF CONVENTION (You MUST fill out a BOL at show site or request a pre-printed BOL)

1. All information provided on this form will be used to generate an outbound BOL. If this form is not completed and returned, You must fill out a Bill of Lading at the Expo Service Desk at the close of the show or request a pre-printed Bill of Lading at least one week prior to show open. We will not turn over materials to your carrier without a Bill of Lading.
2. Your account must have a zero balance and we must have payment on file for any outbound handling charges or your freight will not be turned over to your carrier. Outbound handling charges, i.e. Special handling, return to warehouse, reroute shipping charges, etc.
3. If your freight carrier does not check-in on time, your freight will be rerouted through our preferred carrier eLogistics and shipping charges will apply. If available and chosen on the Bill of Lading, freight may be returned to our warehouse at an additional charge for your carrier to pick up at a later date.
4. Exhibits left without a Bill of Lading filled out will be forced through our house carrier eLogistics or will be returned to our warehouse and held for disposal at an additional charge. Expo CCI is not responsible for condition, count or content left behind on the show floor without proper handling paperwork completed. (BOL)
5. Exhibitor routing of outbound shipments is honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading turned into the service desk at show site. In the event the designated carrier fails to pick up by a specified time, Expo CCI will reroute said shipments.

INSURANCE

Expo CCI is not responsible for the count or content of material after it has been placed in the exhibit areas. Exhibitor agrees to hold harmless Expo CCI from responsibility for concealed and/or apparent damage to uncrated and or unskidded exhibit material. Please make certain all materials are properly insured against "ALL RISK" from the time your materials leave your facility until they are returned back to your facility after the show. All materials should be properly insured against fire, theft and all hazards while in transit to and from your booth and for the exhibition's duration and picked up for removal after the exhibition's close.

Please provide shipping instructions for post show. Acceptance of all terms and conditions hereby stated

Choose a carrier: eLogistics Other Carrier: Company Truck/POV
Company name: Booth #:
Address:
Attention: Phone: Fax:
City: State: Zip code:
Authorized by (please print): Signature:

In the event your carrier fails to arrive, please select an option for rerouting freight

Return to Warehouse at Exhibitors Expense

Reroute with eLogistics

To ensure orderly processing of material handling requirements, it is absolutely essential that this form be READ, COMPLETED AND SIGNED by an organization officer.

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit. I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

ALL ORDERS MAY ALSO BE PLACED THROUGH OUR SECURE
ONLINE PORTAL <https://order.expocci.com/>



Show Dates: April 12-13, 2026

Material Handling Authorization

(This Form Must Be Signed and Returned with the Shipping Instructions)

Please complete the following information:

We plan to ship to: Advance Warehouse Direct to Show Site
 We plan to ship on (date):
 Our material should arrive on (date):
 Carrier name: Pro#:
 Origin shipment (City, state):
 Please provide a contact name and number for any questions
 EXPO CCI may have in regards to this shipment.
 Name: Phone:

Please indicate number of pieces and the estimated weight

# of pieces	Description	Weight
	Crates	
	Cartons	
	Fiber Cases	
	Carpet/Padding	
	Skids/Pallets	
	Miscellaneous	

Total weight:

100 pound minimum charge per shipment

Computation of Material Handling Services

The following services, whether used completely, or in part, are offered as a package. When recording weight, the actual weight is the number you use unless less than 100lbs For example: 185 lbs = 185 x RATE = \$ Amount or minimum charge, whichever is greater.

Advance Shipment	\$1.90 per pound	Direct Shipment	\$1.97 per pound
Advance Shipping Address: Expo Convention Contractors, Inc. c/o Tforce Freight c/o Marano 9820 Blue Grass Rd Philadelphia, PA 19114		Direct Shipping Address: Expo Convention Contractors, Inc. c/o Pennsylvania Convention Center - Hall F 1101 Arch St, Philadelphia, PA 19107	
Deadline Date is: April 2, 2026		Will not be accepted prior to: April 11, 2026	
Shipments received after this date will incur an additional 25% late handling fee.		Shipments received before this date will incur an additional 25% handling fee.	

Advance Shipment Rates Include:

Unloading crated material.
 Storing at EXPO CCI's warehouse for up to 30 days.
 Unloading materials and delivery to your booth
 Removing of empty shipping containers from your booth, storing during show,
 returning at close of show.
 Reloading materials onto outbound transportation.

Direct Shipment Rates Include:

Unloading materials when received and delivery to your booth
 Removing of empty shipping containers from your booth, storing during show,
 returning at close of show.
 Reloading materials onto outbound transportation.

Small Package Fee

(per shipment 1 - 50 pounds) - \$157.50

Additional Surcharges based on inbound weight:

Warehouse shipment Delivered after the deadline date. Add 25% to above rates. Show Site Shipment Delivered Off Target, not on exhibitor set-up day. Add 25% to above rates.

EXPO CCI Warehouse Hours are:
Monday through Friday; 8:00am to 3:00pm.
Holidays excluded.

For credit card payments, please complete the payment authorization form. Any additional charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5,000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated or blanket-wrapped shipments should be shipped directly to the show site.

EXPO CCI is **not responsible** for any damage or loss of your freight. Please secure roundtrip insurance coverage from your company insurance carrier. If you have any questions about material handling, please contact EXPO CCI's Exhibitor Service department.

Please complete the following and return to EXPO CCI along with the Shipping Instructions form:

Company Name: Booth #
 Contact Name: Email:
 Authorized Signature:

Signature also indicates you read and accept the Payment Policy and Terms and Conditions, signed and returned to EXPO CCI. Payment Authorization must be completed and returned with Material Handling worksheet. Other charges may apply, please review Material Handling Information form INCLUDED in this Manual.

By signing, I acknowledge that I have read and agree to the rental terms and conditions outlined in the Exhibitor Services Kit.
 I understand and approve all charges incurred in connection with the items and services requested on this form.

Please return along with payment policy form via email to info@expocci.com or via fax 305-751-1298.

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 ONLINE PORTAL [\(https://order.expocci.com/\)](https://order.expocci.com/)

Discount deadline:
 April 2, 2026

NEED
**A CUSTOM
 BOOTH?**

click here

NEED
**SHIPPING
 TO AND FROM
 A TRADESHOW?**



click here

NEED ANYTHING?

Phone: 305-751-1234

| Fax: 305-751-1298