

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 Approx. 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, redeliver/pick-up.

SHIPPING TO,
AND FROM YOUR TRADE SHOW
MADE EFFORTLESS

305.751.1234 | elogsitics@expocci.com



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	\$1.96 per pound
Advance Shipping Address: Expo Convention Contractors, Inc. 718 S. Lakeview Loop Way, Placentia, CA 92870		Direct Shipping Address: Expo Convention Contractors, Inc. c/o Long Beach Convention Center - Halls A-B 300 E Ocean Blvd Long Beach, CA 90802	
Advance Shipping deadline:	August 12, 2026	Direct Shipping Arrival:	August 22, 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.	

Small Package Shipment	\$157.50 per shipment	
Small Package Shipping Address: Expo Convention Contractors, Inc. 718 S. Lakeview Loop Way, Placentia, CA 92870		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 Shipping deadline:	August 12, 2026	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.
Shipments received after this date will incur an additional 25% late handling fee.		

EXPO CCI Warehouse Hours are:
Monday through Friday; 8:00am to 4:00pm. 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.

Advance Shipping deadline:
August 12, 2026
Direct Shipping Arrival:
August 22, 2026

**ORDER
A CUSTOM
BOOTH?**

[click here](#)

**NEED
SHIPPING
TO AND FROM
THE EVENT?**



[click here](#)

**Need assistance or
have questions?**

Call: 305-751-1234
email: info@expocci.com

ORDER ONLINE NOW