

In order to make your move-in smooth and easy, please review our suggested freight procedures:

I. BEFORE LEAVING THE OFFICE:

1. Get a copy of the original bill-of-lading, indicating the carrier, piece count, weight, origin of shipment and the consignee (destination of shipment).
2. Obtain pro numbers, which identify the shipment. This series of numbers enables the carrier to trace shipments from their point of origin to their destination.

II. UPON ARRIVAL AT THE SHOW:

1. Go to your booth and count the pieces in your booth. Compare this with the shipping information from your office.
2. Upon uncrating, if you find any concealed damage, (damage not visible upon inspection of crate exterior), go to the NMMA Show Office or the VISTA Service Desk. A report will be written and the Freight Carrier will be notified for a visual inspection.
3. Obtain storage and empty stickers if you wish us to store the boxes and have them brought back to you after show closing. Please only take the quantity of stickers for your shipment.

III. WHEN YOU ARE MISSING FREIGHT, ENTIRE OR PARTIAL SHIPMENT:

1. If missing a piece, DO NOT UN-PACK any of your freight. First look in the surrounding exhibit spaces. At times the exhibit floor becomes congested and forklifts cannot get to your booth, so shipments may be dropped off near your booth not in it.
2. If entire shipment is missing, call your carrier and give them the Pro number that your shipment can be traced.
3. After exhausting all of the above possibilities, go to the Exhibitor Service Area and a Freight Manager will assist you.