



Discount Deadline: Wednesday, July 9, 2025

Outbound Shipping

Company Name	Booth #
Authorized By	Phone #

Outbound Shipping Information

Please complete this section if you will be shipping materials after the show closes.

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address. If your freight is being forwarded to another show, be sure to include the name of the show and your booth number.

Company Name			Booth #
Attention			Show
Address			
City	State	Zip	Country

Select Shipping Carrier

- Ship via Official Show Freight Carrier * Charges will go on exhibitor's master bill.
- Ship via Preferred Air & Expedited Freight Carrier * Exhibitors will be billed directly.
- Ship via carrier of Exhibitor's Choice * Exhibitors must schedule their own pick-up.

Carrier of Exhibitor's Choice	
Carrier Contact	Phone #

- GROUND SHIPPING (Not time sensitive)
- AIR: Select Service Preferred Below
 - 1 DAY
 - 2 DAY
 - 3 DAY
 - DEFERRED

Outbound Shipping Policies

- Prepaid labels must be provided for each piece unless you are shipping via the Preferred Show Carrier.
- TriCord cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at TriCord's discretion.
- Freight that falls under the previous description will either be re-routed onto the official show carrier or brought back to the warehouse for an additional fee.

Additional Notes or Requests

(i.e. Inside Delivery Requested, Residential, Overnight Shipping, Saturday Delivery, Upstairs, etc.)