



**GLOBAL  
SHIPPING  
ALLIANCE**

PERFORMANCE YOU CAN TRUST. PEOPLE YOU CAN DEPEND ON

*PARTNERS  
IN  
EXCELLENCE*

**AIRWAYS  
FREIGHT**  
LAND • AIR • SEA

**“Performance you can trust. People you can depend on.”**

## **EXHIBIT MOVE OUT CHECKLIST**

### **PRIOR TO CLOSE OF SHOW:**

- Go to the **GENERAL CONTRACTOR’S SERVICE DESK** and complete the outbound **bill of lading**. Be sure to fill in:
  - 1) *AIRWAYS* as the Carrier.
  - 2) Indicate that the shipment is **”Prepaid”**.
  - 3) Check the **“Air Freight”** box (regardless of service level type).
- Call **AIRWAYS FREIGHT CORPORATION** Tradeshow Division with any questions you may have or to advise of any changes in your shipping arrangements at **800-643-3525**.

### **MOVE OUT:**

- Pack all equipment and literature.
- When your containers return from empty storage, remove previous shipping and **“empty”** labels, and replace with new labels. Check and make sure that each container is clearly marked with the new destination and carrier’s name.
- If you have multiple shipments, group the portions together, so a stray piece will not be overlooked. If possible, run tape around the complete shipment.
- Return the completed bill of lading to the service desk along with the Airways airbill, and keep the *top copy* for your records.

**(888) 412-5344**

**Call Toll Free To Book Your Next Shipment!**