



GENERAL SHIPPING INSTRUCTIONS

We will receive the cargo at our consolidation warehouse. The time frame to receive cargo in our warehouse, as well as the delivery date at the venue, will be confirmed to the participants with enough anticipation. All the cargo will be sent in one single shipment to the venue and delivered in time on the scheduled date.

✓ DO'S

1 Before shipping any box, contact us at:

- ✉ claudia@exhibitions cargo.com
- ✉ info@exhibitions cargo.com
- ☎ Phone: (619) 793- 5414
- 🌐 Web: www.exhibitions cargo.com

You will be assigned to a Customer Service representative that will help you walk through all the shipping process and who will provide you with your EVENT CODE that will be needed to follow up your shipment.

2 Make sure you have the following documents:

- Directions and Agreement letter
- Shipping label
- Shipping invoice form

*If you don't have any of these please contact EXHIBITIONS CARGO ASAP.

3 Fill out the shipping invoice form and send it to EXHIBITIONS CARGO by email.

- We will be able to send you a quote with that information and
- We'll let you know about any import restriction applied to your shipment.

4 Pack your shipment in a systematic way

- It is packing without being careful and thoughtful that causes problems at Customs.
- Take into consideration that your boxes may be opened at customs to verify contents.

5 Stick the EXHIBITIONS CARGO SHIPPING LABEL

One face of each box, so that the boxes can be identified during the whole shipping and handling process.

6 If you send the boxes directly to our consolidation warehouse, then let us know the tracking numbers.

7 If you want EXHIBITIONS CARGO to coordinate the pick-up at your facilities,

- Please contact us to determine transit times and pick-up date.
- Please have the shipment ready a couple of hours before the scheduled pick-up time.

✗ DON'T'S

1 Avoid shipping directly to the venue.

International shipments must go through a customs process that requires import licenses and other conditions that may cause your shipment get stuck at customs.

2 Avoid taking your display and promotional materials as part of your luggage.

Contact Exhibitions cargo to obtain a full list of articles allowed by Customs verifiers at the airport.

3 Don't ship your boxes to the consolidation warehouse without prior notice to EXHIBITIONS CARGO.

The proper identification of your boxes with the tracking number and shipping label allows easier and complete traceability.

4 Do not put inside or outside your boxes any document

(Agreement, shipping invoice, packing list, purchase order, etc.), these must be sent to Exhibitions Cargo by email. Only the label must be attached on one side.

Contact us!

(312) 373 9257

(619) 793 5414

info@exhibitions cargo.com
www.exhibitions cargo.com