



PRE-BOOKED Move-Out Procedures

Instructions:

- 1) Prior to the end of the show, pick up a **“Material Handling Form”** from the Drayage Contractor at their service desk. If you have shipments going to multiple locations, a separate “Material Handling Form” is required for each destination. If drayage provides a pre-printed form, review it to make sure the correct delivery information and proper carrier is designated.
- 2) Pack your booth and materials and put **Transit Air Cargo** shipping labels on every piece that you are shipping. Leave all of the materials in your booth area.
- 3) Complete the information on the “Material Handling Form” as required.
Designate Transit Air Cargo as your carrier.
- 4) When the Material Handling Form is complete, return The Material Handling Form to the General Contractor service desk. **If this is not turned in, the General Contractor will not release your freight to us and will force the freight to their designated carrier.**

Please contact your account executive at (800) 247-1600 if you have any last minute questions. We have on-site representatives at most large shows and they will stop by your booth to personally go over the move out procedures.