



FREIGHT SHIPPING PROCEDURES

EXHIBITOR SHIPPING

- Advance Freight Shipments must be consigned prepaid, and can be received at the Norwalk Cove Marina beginning **September 1**.
- Freight shipments will not be accepted on weekends.
- Freight Acceptance Hours: Monday through Friday 8am-4pm
- Each carton, crate, etc. should be addressed as follows:

COMPANY NAME, SPACE NUMBER

Norwalk Boat Show
C/O Norwalk Cove Marina
48 Calf Pasture Beach Road
East Norwalk, CT 06855

MOVE IN/OUT & SHIPPING

Exhibit Installation

Exhibit Removal

Freight Shipping
Procedures

Shipping Labels

Move In Schedules

Truck Route

SHIPPING PROCEDURES

- Review the Material Handling Services Limits of Liability & Responsibility.
- Before leaving your office obtain a copy of the Original Bill of Lading which indicates piece count, weight, origin and consignee.
- Be sure to get pro numbers which enable a carrier to trace your shipment(s).
- Upon arrival at your exhibit, compare your shipping information with the freight in your space.
- Report any missing freight or damage to the Freight Desk at the Registration Tent immediately.
- A report will be written and we will notify the carrier.
- Empty labels must be affixed to all empty crates/cartons for storage during the show to assure correct delivery at the close of the event.

OUTBOUND SHIPPING

- Please leave a copy of the bill of lading in the show office to ensure packages are picked up properly.
- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Extra bills are available at the desk and our freight manager can assist you with outbound shipments.