



# TRADE SHOW MOVE-OUT CHECKLIST

## **FILL OUT AND TURN IN MATERIAL HANDLING FORM**

The show contractor supplies you with a material handling form that you must fill out and turn in to the Service Desk before any exhibit materials can be removed from your booth.

- > Please enter "Old Dominion Logistics" in the CARRIER box on this form. This authorized the show contractor to release your freight to us.
- > Remember to check off "deliver back to warehouse at exhibitor's expense" to ensure that should your freight be forced off the floor, Old Dominion is still able to recover it from the show contractor.
- > **MULTIPLE SHIPMENTS?** If your booth contains shipments going to multiple locations, a material handling form must be completed for each destination.

## **FILL OUT AND TURN IN OLD DOMINION BILL OF LADING**

We have furnished you with a bill of lading to turn in to the Service Desk. Please attach this to your material handling form and remind the person accepting the forms that your exhibit materials are to be shipped only by the carrier designated on your forms: Old Dominion.

## **CONTACT OLD DOMINION**

Please call us at 877-358-6918 with any questions and / or if the details of your shipment has changed, and thank you for relying on us!

## **NOTES**

**THIS SHIPMENT TO BE HANDLED BY:  
OLD DOMINION FREIGHT LINE  
RUSH: EXHIBIT MATERIAL**

**PRO NUMBER:**

**NUMBER OF  
PIECES:**

**SHOW NAME:**

**BOOTH NUMBER:**

**DESTINATION  
CONTACT:**

**ORIGIN  
CONTACT:**

**DESTINATION:**

**ORIGIN:**