



Step by Step Instructions on How to Complete a Bill of Lading

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GENERAL INFORMATION

- Pickup Date/Time.** Enter date of pick-up and time shipment will be ready for pick-up. Standard pick-up is 9 a.m.–4 p.m. or 12 noon–5 p.m. Anything else is a special pick-up.
- Delivery Date/Time.** Enter date and time shipment is to be delivered.
- Service Levels.** Check appropriate box.
 - Local**—Pick up and deliver within the same city or metropolitan area
 - Next Flight Out**—Pick up and deliver same day
 - Next Day Priority**—Pick up 9 a.m.–4 p.m. and deliver next day by 5 p.m.
 - Standard**—Pick up 9 a.m.–4 p.m. and deliver the 3rd business day.
 - Deferred**—Pick up 9 a.m.–5 p.m. and deliver by the 5th business day.
 - International**—Delivery outside the US. No set delivery schedule. Call to check on delivery options and times. Customs paperwork required.
- Bill of Lading Number (Tracking Number) and Your Reference #.** BOL #: Issued by NorthStar upon receipt of order. BOL # is used as tracking number for shipment.
- Your Reference #.** Number issued by the customer. (ex. PO # 2345, or Job # 685)

EXAMPLES	
PICKUP	DELIVER
Standard	
Monday	Wednesday
Thursday	Monday
Deferred	
Wednesday	<i>the following</i> Wednesday

SHIPPING INFORMATION

- Company Name/Event Site and Phone Number.** Name and phone number of company shipping the goods, or if from show site, the name of the facility (ex. McCormick Place) and phone number where the shipment is being picked up.
- Shipper's Name/Expo Company.** Name of the person shipping, or if from show site, exhibitor's name c/o the name of decorator (ex. Ace Hats c/o Freeman Decorating.)
- Show Name and Booth Number.** Applicable only when shipping from show site. The name of the event and booth number where the freight will be picked up. (ex. RSNA, Booth #2131)
- Shipper's Address & Suite/Floor/Hall.** The street address where the freight is being picked up. (ex. 2222 Front Street, Hall B)
- City, State and Zip.** City, State and Zip where the freight is being picked up.
- Bill To.** Company, contact, address and phone number of company paying the invoice.

DELIVERY INFORMATION

- Company Name/Event Site and Phone Number.** Name and phone number of company or facility where the shipment is to be delivered. (ex. NSE Company ph.1-333-987-4567 or McCormick Place ph. 1-000-567-6789. For shipments to the advance warehouse please see the exhibitor kit for advance warehouse shipping instructions.)
- Recipient's Name/Expo Company.** Name of person receiving freight, or if to advance warehouse/show site, exhibitor name c/o decorator. (ex. R. Smith or Asa, Inc. c/o Freeman Decorating)
- Show Name and Booth Number.** Applicable only when shipping to advance warehouse/show site. The name of the event and booth number where the freight is to be delivered. (ex. NAB, Booth #131)
- Delivery Address & Suite/Floor/Hall.** The street address where the freight is to be delivered. (ex. 2222 Front Street, Hall B)
- Special Instructions.** Please notify NorthStar if special equipment is required or of any other requirements, (ex. "do not turn"). Prior authorization may be needed before accepting shipment.
- No. of Pieces.** Indicate number of pieces being shipped. Label each piece even if shipping on a skid/pallet. (ex. 1 of 22, 2 of 22; 1 skid w/22 pieces)
- Insured Value.** If NorthStar insurance has been purchased, enter insured value, otherwise please write "NDV—No Declared Value."
- Description of Shipment.** List materials being shipped. Describe appearance and contents. (ex. 5 cartons literature and shirts, 10 black cases exhibit properties, 1 case monitor, 6 flat crates graphics.)
- Weight.** Actual weight of each piece. Carrier will reweigh materials. Airlines and certain types of carriers may use dimensional weight for billing purposes. Dimensional weight is based on a formula that calculates weight based upon the dimensions of the piece. (ex. a 30" x 36" x 40" carton weighing 55 lbs. would dim out to 222 lbs. if shipping domestically. The same carton shipped internationally would dim out to 260 lbs. A 30" x 36" x 40" carton weighing 300 lbs. would not be dimmed out.)
- Shipper's Signature and Date.** BOL must be signed and dated by the shipper.