



How to Ship Domestic

6400 Arlington Blvd. Suite 800
Falls Church, VA 22042

T 800-787-1800

T 703-532-0520

F 703-532-0523

www.northstarexpress.com

Domestic Shipments are as easy as 1, 2, 3 with NorthStar.

**Prior to shipping you must open an account.*

1. Complete a Schedule a Pickup form and submit online.
2. Complete a NorthStar Bill of Lading (BOL) and submit online or fax a copy of the completed Bill of Lading (BOL) to 703-532-0523.
3. A NorthStar representative will confirm your shipment upon receipt of your forms.
4. Please attach the original Bill of Lading (BOL) to the largest piece.

Additional Requirements:

1. Include advance warehouse cut-off time and dates and show-site move-in times and dates.
2. Include exact dimensions per piece.
3. Include emergency contact information such as cell phone or pager numbers.
4. Pack and label your shipment carefully. Each piece should have one label with the destination address, show name and booth number. Indicate pieces by numbering 1 of 10, 2 of 10 etc.
5. If shrink-wrapped or palletized, place a label on each piece as well as outside on the shrink-wrap.

Domestic Service—National and Local Deliveries:

1. Deferred 5 Business Day
2. Standard 2 Business Day
3. Next Day Priority
4. Next Flight Out—the fastest service option
5. Local
6. Truck Load

Value Added Services:

1. Official Show Carrier
2. Exhibit House shipment coordination
3. Shipment consolidation
4. Inside pick-up and delivery
5. Weekend pick-up and delivery
6. Government facility pick-up and delivery
7. Special request fulfillment
8. Document preparation assistance
9. Bills of Lading
10. Insurance Forms
11. Material Handling Agreements (MHA's) from the show decorator