



Returning from Your Event

SIMPLE Step - By- Step Move-out instructions

1. Call Northstar to schedule a pick-up or confirm your already scheduled shipment. Please call one day prior to pick-up.
800-787-1800 or 703-532-0520
2. After the exhibit has been packed, count each piece and Number the pieces 1 of, 2 of....., etc., attach shipping labels with the destination address to each piece.
3. Complete the Material Handling Agreement/ Outbound Paperwork required by the show decorator (ex. Freeman, GES, Champion) and the Northstar Express Bill-of Lading. Indicate the carrier is Northstar Express.
4. If you have more than one shipment, steps 1-3 must be Completed for each shipment. Group each shipment together.
5. Before leaving the event you **MUST** turn your completed Material Handling Form, with the Northstar Bill-of-Lading, into the decorator's service desk. Without your completed Material Handling Agreement the Decorator is not authorized to release your shipment to your designated carrier. Your shipment will be returned to the decorator's warehouse at your expense or forced to another carrier.

Thank You for Shipping with Northstar Express.

Please call us if you have any questions.

800-787-1800

703-532-0520

www.northstarexpress.com

Whatever It Takes.