

**MATERIAL HANDLING AGREEMENT (MHA) MUST BE COMPLETED**

Every outbound shipment will require a material handling agreement and shipping labels. Our team can prepare these for you and deliver them to your booth prior to the show close. To take advantage of this service, please complete and return this form to The Expo Group Service Center onsite as soon as possible.

- Request a pre-printed MHA and shipping labels for your outbound shipment online at [cyberservices.theexpogroup.com](http://cyberservices.theexpogroup.com). Forms and labels will be delivered to your booth at show site. A separate MHA is required for *each outbound shipment*.
- Please review the Material Handling Information, Material Handling Rates and Terms and Conditions forms.
- Return completed Material Handling Agreements to The Expo Group Service Desk. Do not leave them in your booth!

Exhibiting Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 On-site Contact Name: \_\_\_\_\_ Cell Number: \_\_\_\_\_  
 Date: \_\_\_\_\_

**SHIP TO:** Company Name: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**CARRIER: Official Show Carriers:**

EXPOLOGISTICS

Standard (LTL)     Specialty/ Time Critical     Next Day     2nd Day     Deferred 3-5 Days

**Other Carriers:**

Other Ground Carrier: \_\_\_\_\_

Other Air Carrier: \_\_\_\_\_

Next Day     2nd Day     Deferred

**PAYMENT TERMS:** Transportation charges are guaranteed by Exhibiting Company. Please complete to indicate otherwise:

Company/Exhibitor: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**LABELS:** Number of Shipping Labels Required: \_\_\_\_\_

**The Expo Group provides standard shipping labels. Exhibitors are responsible for providing carrier specific labels, if required. By specifying the # of Labels Required, we will print Non-carrier specific labels for you.**