

SHIPPING ADDRESS AND GUIDELINES

ADVANCE SHIPMENTS TO THE WAREHOUSE

Warehouse shipment ONLY from March 1 – March 31

NY International Bridal Week © 2012
(Your Company Name)
(Your Booth Number XXXX)
c/o YRC WAREHOUSE
1313 Grand ST.
Brooklyn, NY 11211
Phone 718-821-5410

DIRECT SHIPPING TO DOCK ADDRESS –

April 12 - April 13

NY International Bridal Week © 2012
(Your Company Name)
(Your Booth Number XXXX)
c/o Merchandise Mart Properties, Inc.
Pier 92
711 12th Ave (55th Street and 12th Avenue)
New York, NY 10019

DRAYAGE

Material handling involves receiving freight during move-in, delivering it to your booth, removing empty containers and returning them after the show, and loading materials for outbound shipping. This service is also known as drayage and is included in your booth package.

SHIPPING GUIDELINES

Consolidate all freight—booth, merchandise, literature, etc.—into one shipment.

1. Clearly label all packages with show name, company name, and booth number. Remove all old labels
2. Create a detailed inventory sheet of every item you are shipping or bringing to the show. Be able to provide the number of units, item descriptions (i.e. cartons, cases, crates, and/or individual items), and weight for all shipments being delivered to the Show.
3. All shipments should include piece count to ensure proper tracking, manifesting, and delivery of freight.
4. Insure your merchandise against theft, damage, and loss from the time it leaves your facility until it returns.

A handling charge of \$55.00 per 100lbs is applied to shipments that arrive outside the designated shipping schedules OR to shipments that exceed the freight size limitations.

You may hand-carry small items in via the regular show entrances, but you will not be permitted to use handcarts and flatbeds. Small two wheel dollies and luggage carts are acceptable.

UPS/FED EX/SMALL PACKAGE SERVICES

All packages will be received through the loading dock. **Please note that piece counts cannot be guaranteed for such shipments.** Any packages received outside of the designated shipping schedule will be billed at a rate of \$55.00 per 100lbs. .

