

## FREIGHT SHIPPING PROCEDURES

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### ADVANCED SHIPPING

Advance Freight Shipping must be consigned prepaid, and can be received at ABF Warehouse.

Receiving Hours: Monday-Friday 9am-3pm

Shipments can arrive as early as December 15.

Shipments must arrive by 3pm on January 14

Exhibitor (Company) Name, Space Number

NY Boat Show

c/o ABF Freightways

414 Maspeth Avenue

Brooklyn, NY 11211

### SHOW SITE SHIPPING

Shipments cannot arrive at the Javits Center prior to January 17

Receiving Hours: 9am-4pm (1/17-1/21)

10am-4pm (1-22-25)

(YOUR EXHIBITING COMPANY'S NAME)

SPACE NUMBER

NY BOAT SHOW

c/o Javits Center

40th Street & 12th Avenue

New York, NY 10001

### SHIPPING PROCEDURES

- Review the Material Handling Services Limits of Liability & Responsibility.
- Before leaving your office obtain a copy of the Original Bill of Lading which indicates piece count, weight, origin and consignee.
- Be sure to get pro numbers which enable a carrier to trace your shipment(s).
- Upon arrival at your exhibit, compare your shipping information with the freight in your space.
- Report any missing freight or damage to the Freight Desk immediately.
- A report will be written and we will notify the carrier.
- Empty labels must be affixed to all empty crates/cartons for storage during the show to assure correct delivery at the close of the event.

### OUTBOUND SHIPPING

- Be sure to properly label all materials for shipping, prepare a bill of lading and contact your carrier.
- Please leave a copy of the bill of lading at the Freight desk to ensure packages are picked up properly.
- Extra bills are available at the Freight desk and our freight manager can assist you with outbound shipments.