



CONVENTION & SHOW SERVICES

1250 John A Papalás Dr., Lincoln Park, MI 48146
p: (313)386-5555 f: (313)386-2048

**National Dental Association
Annual Convention**

**Rosen Centre Hotel – Grand Ballroom C, D, E
Orlando, FL
July 11 – 15, 2018**



OUTBOUND SHIPPING INSTRUCTIONS

Convention & Show Services will have an exhibitor service desk located on site to assist with all your outbound shipping needs. Your representative on site will be required to fill out a blank bill of lading for each destination of outbound freight. Please complete and submit this form to CSS to expedite the outbound shipping process. By submitting this form you are guaranteeing that all outbound shipping information is on file with CSS.

Consigned to:		
Address:		
City:	State:	Zip:
Phone:	Attn:	
Piece Count:	Total Weight:	Carrier:

Shipping freight from show site:

All freight will be shipped via **T3 Logistics**, collect at the close of the show. For rates and scheduling, call 866-920-4228 or email at operations@t3logistics.com. If you want to ship your freights by any other means, it will be your responsibility to make ALL arrangements. Freight being handled by an outside carrier **MUST BE** picked up during the specified move out times.

Whether you are shipping via T3 Logistics or by other means, you must fill out an outgoing bill of lading for all outgoing freight. Labels will be available at the service desk. You will return the completed Bill of Lading to the service desk when you are all packed up and ready to leave. Please fill out shipping labels and attach to **every** piece of freight (remove any old labels). **Please do not leave freight in your booth without filling out an outgoing bill of lading.**

You are shipping from:
NDA Convention
Rosen Centre Hotel (Grand Ballroom C, D, E)
9840 International Drive
Orlando, FL 32819

Please provide your carrier with as much information as possible. Include the show name, your booth number, the address of the facility, driver check in time, and number of pieces to pick up. CSS will provide loading assistance to carriers at the Hotel loading dock. Carriers will not be allowed to load out freight directly from the show floor.

If required to secure outgoing freight, CSS will provide the following materials at the following rates:

- Shrink Wrap/Banding at \$45.00 per skid (labor included)

Shipping freight via Fed Ex/UPS/DHL:

The CSS service desk will not have blank shipping labels for these carriers. You are responsible for providing your own labels and for scheduling a pick up.

FED EX: (800)463-3339

UPS: (800)742-5877

DHL: (800)426-5962

Return to Warehouse:

Shipments returned to the warehouse for holding or re-forwarding following the close of the show will be charged \$55.00 per pallet/crate and \$60.00 per day storage.

All carriers must check in by **9:00 am on Sunday, July 15, 2018** or your freight will be forced.

(Shipper) Company Name:	Booth #:
Phone:	Fax:
Email Address:	
Signature:	Print:

Visit us at www.convshow.com for fast and easy online order processing.