



DOMESTIC SHIPPING

Shipping Information from Event to Event

Please use this form to gather information to submit your order using WebTrak or send a copy to NorthStar for order entry.

Pick Up Information	
Pick Up Date & Time Window	
Contact Name	
Cell Phone # of contact at show	
Event name	
Exhibiting Company Name	
Exhibiting Booth Number	
Decorator Company Name w/ Phone #	
Delivery Address	
Special Requirements to Deliver Freight	
Special Instructions	
Delivery Information	
Delivery Date & Time Window	
Contact Name	
Cell Phone # of contact at show	
Event name	
Exhibiting Company Name	
Exhibiting Booth Number	
Decorator Company Name w/ Phone #	
Delivery Address	
Special Requirements to Deliver Freight	
Special Instructions	
Freight Description	
# of Pieces	
Color of Pieces	
Weight per Piece	
Dimensions	
Cargo Coverage per piece	

Please turn in your Decorator Material Handling Agreement into the Decorator Service Desk. Also, please print out two copies of your Bill of Lading (One for yourself and one for the driver). Lastly, remember to print and label every piece of freight.