



DOMESTIC SHIPPING

Shipping Information TO your Event

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

Pick Up Information	
Pick Up Date & Time Window	
Contact Name	
Phone # w/ extension	
Email Address	
Reference Number	
Company Name	
Pick Up Address	
Special Requirements to Pick up 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 print out two copies of your Bill of Lading from Web Trak (One for yourself and one for the driver). Also, print and label every piece of freight.