

Whatever It Takes.



INTERNATIONAL SHIPPING

Shipping Information TO your 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	
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	

Customs Broker Information in Destination Country

Customs Broker Name	
Contact Name	
Phone #	
Fax #	
Email Address	

Please remember the following documents:

NorthStar Bill of lading (two copies, one for yourself and one for the driver)

Commercial Invoice* Value may require an electronic Export Information filing through AES Direct

***Shippers Letter of Instruction**

TSA docs (if flying)

Labels for each piece of freight