

# Outbound Bill of Lading Request and Carrier Selection

Please complete and return as quickly as possible to help expedite the show move-out process. Every outbound shipment must be properly labeled and requires a Fern Bill of Lading for each destination.

**Important Notice:** Any shipments left on the show floor without the paperwork completed and submitted to the Fern Exhibitor Service Desk will be returned to warehouse at the exhibitors' expense. In the event of a carrier no-show we will send the shipment via the house carrier or return it to the warehouse at an additional charge and hold the shipment until payment is received.

**OUTBOUND BILL OF LADING REQUEST AND CARRIER SELECTION PROCESS:**

1. Exhibitor must complete request form and send back to us or return to the Fern Exhibitor Service Desk
2. Fern will create a Bill of Lading and shipping labels that will be printed and delivered to your exhibit or held at the Exhibitor Service Desk
3. Exhibitor must properly pack each shipment and apply labels
4. Exhibitor must return the signed Bill of Lading to Exhibitor Service Desk with complete piece count and estimated weight

<b>EXHIBITOR INFORMATION</b>	
<b>Event/Show:</b>	_____
<b>Booth#:</b>	_____

**SHIP TO ADDRESS INFORMATION**

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**BILL TO ADDRESS INFORMATION**

# of Pieces:  Est. Weight:  Qty. of Labels:

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**CARRIER SELECTION (Use Check Box to Select Carrier)**

- Fern Transportation (House Carrier)**
- Outside Carrier Name: \_\_\_\_\_

You may use another carrier of your choice, however, you will need to schedule the pick up.

**Freight carriers must be checked-in by time and location published in the show Exhibitor Services Manual**

*Please complete this section below for Fern Transportation shipments*

<p>Level of Service: <input type="checkbox"/> Ground <input type="checkbox"/> Second Day <input type="checkbox"/> Overnight</p> <p>Declared Value \$: <input type="text"/></p> <p><small>Note: Declared value constitutes an insurance contract. Additional insurance cost is: \$1.00 per \$100.00.</small></p> <p>Cardholder's Name (print): <input type="text"/></p> <p>On-site Payment Approver Name (print): <input type="checkbox"/> Use Credit Card on File <input type="text"/></p> <p>Card Holder Address: <input type="checkbox"/> Same as Bill to Address <input type="text"/></p> <p>City: <input type="text"/></p> <p>State: <input type="text"/> Zip Code: <input type="text"/></p>	<p>Special Instructions: <input type="text"/></p> <p>Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISC</p> <p>Card Number: <input type="text"/></p> <p>Expiration: <input type="text"/> Security Code: <input type="text"/></p> <p><b>Credit Card/Payment Authorization Signature:</b> <input type="text"/></p>
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**By signing this Credit Card/Payment Authorization, you and/or company agree to payment terms & conditions (listed in the show Exhibitor Services Manual) and the limits of liability (listed below) outlined by Fern Exposition & Event Services.**

**Shipments moving via Second Day/Next Day:** liability will be limited to \$0.50 per pound. Excessive valuation coverage is available at the exhibitor's expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00. Cardholder or On-site Payment Approver signature acknowledges agreement to these terms. **Shipments moving via Ground Transportation:** Exhibitor agrees (i) Forwarder's liability to Exhibitor shall be limited to \$25.00 per pound per package and shall not exceed \$100,000 under any circumstances; and (ii) Forwarder shall have no liability for special, incidental, PUNITIVE, or consequential damages arising from any loss, damage, mis-delivery, or delay of a shipment HOWEVER CAUSED.