

# Outbound Shipping Procedures

- **Once you're packed up, please return your completed material handling agreement (MHA) to either your On-Site Service Concierge or to the Paramount Service Desk and leave your labeled materials in your booth.**

- Each exhibitor will be expected to label their exhibit materials and furnish shipping information. Paramount Convention Services accepts no responsibility for misdirected shipments because of old shipping labels on containers. PARAMOUNT CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGMENTS ARE MADE.
- All exhibitor charges must be paid in full before a bill of lading will be accepted.

**A Paramount Convention Services outbound material handling agreement must be completed before any shipments will be released regardless of the shipping firm used. Material handling charges are a onetime fee, if you ship out of the show and did not ship to the show or ABF warehouse, you will receive a material handling charge from Paramount (separate than shipping charges from your carrier or ABF).**

- Arrangements have been made for all UPS Ground and FedEx Ground pick-ups. **Completed UPS or FedEx labels with the account number must be on each package being shipped. (Pre-printed labels without the account number on them will work as well) (Packages not labeled correctly will be forced ABF)**
- Exhibits and materials for which arrangements have not been made with Paramount Convention Services, or which have not been removed from the exhibit area on removal day (other than UPS Ground and FedEx Ground), will be re-consigned onto the show carrier by Paramount Convention Services. **If you wish to use another carrier (other than UPS Ground or FedEx Ground), you must notify them to pick up freight at the close of show.**
- **All freight carriers must check in at the marshaling yard during move-out or your freight will be re-consigned onto the show carrier.**

## **Marshaling yard address:**

\*All freight carriers arriving on Saturday, March 12th and Sunday, March 13th must check in at the Marshaling yard: (Destination Flat Lot 5980 Destination Parkway, Orlando, FL 32819) or your freight will be re-consigned onto the show carrier ABF. \*Carriers may check in starting on Saturday, March 11th @ 8AM. (Show breaks at noon) Sunday, March 12th, carriers must check in no later than 8AM.

## **Fedex & UPS ground & express address:**

Orange County Convention Center  
West Building Hall-WA2-WB4  
9800 International Dr. Orlando, FL 32819

**For an ABF quote, call 1-800-654-7019 or come to the ABF counter near the service desk during dismantle.**