



Material Handling (Drayage) Packet

Address to ship to and shipping label is on last page of this document.

Important Instructions

Please read carefully. Failure to follow these instructions could result additional fees.

Thank you for your interest in 110 tradeshow material handling services. If you are not familiar with our service, we encourage you to read our FAQ page at <https://110tradeshow.com/pages/drayage-services> for answers to common questions.

If you are advance shipping any materials to factor 110, you **must** place an order for material handling. If you ship without placing an order, we will invoice you and include an unexpected freight fee of up to \$75.00.

If you are shipping direct to the venue (when available), do not use these instructions. Separate instructions for shipping to the venue will be in your show memo.

Ordering Instructions

1. Visit our website at www.110tradeshow.com and click on "Material Handling" on the left-hand menu.
2. Click "Drayage Services (Inbound)."
3. Use the drop-down menu to choose your estimate **total** inbound weight.
 - If over 500 lbs., choose the appropriate option, then enter the weight as a quantity.
4. Click "Add to Cart."
5. If you do not need outbound services, skip to step 10.
6. Click on Material Handling on the left-hand menu.
7. Click the appropriate outbound option.
 - Via UPS/FedEx if you will be shipping small packages back via UPS or FedEx (not freight).
 - Via Carrier Pick Up at our Warehouse if you will arrange for a carrier to pick up your freight at our warehouse.
 - Via Carrier Pick Up at Show if you will arrange for a carrier to pick up freight at the show.
8. Use the drop-down menu to choose your estimate **total** outbound weight.
 - If over 500 lbs., choose the appropriate option, then enter the weight as a quantity.
9. Click "Add to Cart."
10. Follow the Check Out process.
 - Enter the Show Code from your show memo in the field provided. If you can't find it, just type the show name.
 - Enter your booth or company name in the field provided.
 - Review your items, then click "Check Out."
11. Enter your billing information.
 - Use your credit card billing address.
 - Add the discount code in the field provided, if applicable.
 - Click "Continue to payment method"
12. Enter your payment information and click "Complete order."

Important Dates

Be sure to check the show memo for these important dates!

- When items may start arriving.
- The deadline for items to arrive.
- When outbound items may be picked up (if a carrier is picking up).
- When outbound UPS/FedEx items will be dropped off.

Before the Show

1. Print a shipping label (located on the last page of this document) for each item you are shipping. Complete the label and adhere to the box.
2. Ship the item(s) pre-paid to the address provided on the label, so that they arrive by the deadline in your show memo.
3. We will confirm that we have received the items and deliver them to your booth prior to exhibitor setup.

Make sure you are prepared for outbound shipping! If returning via UPS/FedEx, include return labels inside packages. If a carrier is picking up freight, make sure a pick-up is scheduled and that on-site reps have the proper documentation (BOL). We **do not** schedule pick-ups of freight but we will be a contact person for your carrier and make sure your items are loaded on the truck.

During the Show

If you would like us to store empty boxes and containers during the show, please contact your tradeshow manager. Their contact information is on the show memo, and also should be on a welcome letter on your table.

After the Show

- Any stored boxes or containers will be returned to your booth shortly before exhibitor tear-down.
- Box up your items and tape securely.
- Prepare for outbound shipping.
 - If UPS/FedEx, adhere pre-paid return labels to all items.
 - If carrier pick-up, provide your tradeshow manager with a BOL and details of the scheduled pick-up. Please confirm a pick-up has been scheduled—we do not schedule pick-ups of freight.
- When items are ready for pick-up, contact your tradeshow manager and they will take it from there!

If you have any questions not answered on our [FAQ page](#), please contact your tradeshow manager or email Brad Holt with factor 110 at brad@factor110.com.

Thank you for using 110 tradeshow!

FROM:

SHIP TO:



FACTOR 110
3421 N WALNUT AVE
OKLAHOMA CITY, OK 73105



HOLD FOR _____ - _____
(Show code from show memo) *(Booth Name)* *(Booth #, if known)*

BOX _____ OF _____

110 tradeshow use: Checked in by: _____ Date: _____ Return Drayage: Yes / No

FROM:

SHIP TO:



FACTOR 110
3421 N WALNUT AVE
OKLAHOMA CITY, OK 73105



HOLD FOR _____ - _____
(Show code from show memo) *(Booth Name)* *(Booth #, if known)*

BOX _____ OF _____

110 tradeshow use: Checked in by: _____ Date: _____ Return Drayage: Yes / No