

SHOW FREIGHT POLICY

Move In Procedures

1. 10 bars and 10 straps are always required when moving show freight.
2. When picking up show freight loading to a show always get weight tickets light and heavy.
3. Dispatcher will give details on show location, booth#, contractor, etc. Please confirm you have all info including directions and or contact number the day before scheduled delivery. Please arrive at least 30min. to an hour early to assure you are checked in by the scheduled time.
4. Driver must check-in as PEI unless otherwise instructed.
5. Contact dispatcher with windshield number and listen for number to be called.
6. Contact dispatcher with any delay's and when trailer is loaded.

Move Out Procedures

1. 10 bars and 10 straps are always required when moving show freight.
2. Please confirm you have all info including directions and or contact number the day before scheduled delivery. Please arrive at least 30min. to an hour early to assure you are checked in by the scheduled time.
3. Check in marshalling yard with info dispatched Booth#, show name, vender and contractor.
4. Driver must check-in as PEI unless otherwise instructed.
5. Contact dispatcher with windshield number and listen for number to be called.
6. When you are called to the dock confirm booth# and piece count loaded on trailer. Driver must walk booth to confirm piece count so you can have a plan. We must make sure our trailers are loaded to capacity. By walking the booth you can determine if decking will be required and determine the best order in which to load the trailer to insure that it is secured.
7. Make sure trailer is loaded correctly and as tight as possible and that all freight is secured. Driver must communicate with the loader to make sure trailer is loaded properly and to assure that everything fits and is secured.
8. Ultimately the Driver is responsible for all freight loaded on his trailer and confirming that everything is on and secured. Once you pull away from the dock you have assumed responsibility for the security of that freight.
9. Contact dispatcher with any delays and when trailer is empty.

Thank You for your cooperation

Print Name _____

Driver's signature _____