

## OUTBOUND SHIPPING INSTRUCTIONS

Thank you for using Cherry Convention Services, Inc. for your material handling needs. If you used our services for inbound shipping, we will also assist you with outbound shipping. If inbound services were NOT used and you need to use our services for outbound shipping, round-trip service will be charged.

At the end of the show, please package all your materials back in your empty containers. You will need to place all shipping labels and/or a Bill of Lading on each piece to show where your materials will be going to. Once you are all packed up, please look for a representative from Cherry Convention Services who will be arriving around 9:30AM on Saturday. They will confirm total number of pieces and confirm that all paperwork/information is complete.

**Please do NOT leave your freight unattended with paperwork sitting on freight.** If you are unable to wait until Cherry Convention Services confirms outbound freight, please email [catherine@cherryconvention.com](mailto:catherine@cherryconvention.com) with copies of shipping labels and contact information to ensure timely outbound shipping.

If you are using any carriers other than Fed Ex Express or UPS, YOU will need to call and schedule the pick-up from our warehouse. This may be picked-up on Monday, April 24, 2023 between 9am-4pm. No appointment is needed.