



# INTERNATIONAL SHIPPING

## Shipping Information FROM your Event

Please use this form to gather information to submit your order using WebTrak or send a copy to NorthStar for order entry.

<b>Pick Up Information</b>	
Pick Up Date & Time Window	
Contact Name	
Cell Phone # of contact at show	
Reference Number	
Event Name	
Exhibiting Company Name	
Exhibiting Booth Number	
Decorator Company Name w/ Phone #	
Pick Up Address	
Special Requirements to Pick up Freight	
Special Instructions	
<b>Delivery Information</b>	
Delivery Date & Time Window	
Contact Name	
Phone # w/ extension	
Company Name	
Delivery Address	
Special Requirements to Deliver Freight	
Special Instructions	
<b>Freight Description</b>	
# of Pieces	
Color of Pieces	
Weight per Piece	
Dimensions	
Cargo Coverage per piece	

<b>Customs Broker Information in Destination Country</b>	
Customs Broker Name	
Contact Name	
Phone #	
Fax #	
Email Address	

**Please remember the following documents:**

**Decorator form to depart show**

**NorthStar Bill of Lading**

**Commercial Invoice**

**Power of Attorney for the US Customs Broker**

**Labels for each piece of freight**