



DOMESTIC 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.

Pick Up Information	
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	
Delivery Information	
Delivery Date & Time Window	
Contact Name	
Phone # w/ extension	
Company Name	
Delivery Address	
Special Requirements to Deliver Freight	
Special Instructions	
Freight Description	
# of Pieces	
Color of Pieces	
Weight per Piece	
Dimensions	
Cargo Coverage per piece	

Please print out two copies of your Bill of Lading (One for yourself and one for the driver) & Label each piece. Remember to turn in your Decorator Material Handling Agreement to the Service Desk at Show Site.