

---

### SHIPPING ADDRESS AND GUIDELINES

#### ADVANCE SHIPMENTS TO THE WAREHOUSE

**Warehouse shipment ONLY from September 14 – October 2**

NY International Bridal Week © 2015  
(Your Company Name)  
(Your Booth Number XXXX)  
c/o YRC / MO's Trucking  
21 Picone Blvd  
Farmingdale, NY 11735  
Phone (631)755.5858

#### DIRECT SHIPPING TO DOCK ADDRESS

**October 8 – 9, 2015**

NY International Bridal Week © 2015  
(Your Company Name)  
(Your Booth Number XXXX)  
c/o Merchandise Mart Properties, Inc.  
Pier 94  
755 12<sup>th</sup> Ave (55<sup>th</sup> Street and 12<sup>th</sup> Avenue)  
New York, NY 10019

#### SHIPPING GUIDELINES

Consolidate all freight—booth, merchandise, literature, etc.—into one shipment.

1. Clearly label all packages with show name, company name, and booth number. Remove all old labels
2. Create a detailed inventory sheet of every item you are shipping or bringing to the show. Be able to provide the number of units, item descriptions (i.e. cartons, cases, crates, and/or individual items), and weight for all shipments being delivered to the Show.
3. All shipments should include piece count to ensure proper tracking, manifesting, and delivery of freight.
4. Insure your merchandise against theft, damage, and loss from the time it leaves your facility until it returns.

**A handling charge of \$60.00 per 100lbs is applied to shipments that arrive outside the designated shipping schedules OR to shipments that exceed the freight size limitations.**

You may hand-carry small items in via the regular show entrances, but you will not be permitted to use handcarts and flatbeds. Small two wheel dollies and luggage carts are acceptable.

#### UPS/FED EX/SMALL PACKAGE SERVICES

All packages will be received through the loading dock. **Please note that piece counts cannot be guaranteed for such shipments.** Any packages received outside of the designated shipping schedule will be billed at a rate of \$55.00 per 100lbs.

