

Shipping Made Easy

Once you complete each step, please put a check on the line to the side. When all steps are completed, sign the bottom of the form and turn into The Classic Center staff person who is collecting them. For your convenience, a staff person will be on hand for this purpose from 3 to 3:15 during load – out.

Step 1: Fill out the shipping label of your choice. (If you do not have one, there is a limited number available from The Classic Center security.) _____

Step 2: Call the shipping company to schedule pick-up. (Phone numbers are located below.) _____

Step 3: Notify Classic Center security of booth number and that packages are ready to be shipped. (You do this by signing this form and turning it into Classic Center staff.) _____

Common Shipping Companies

DHL	1.800.225.5345
UPS	1.800.742.5877
Fed-Ex	1.800.463.3339
Yellow Freight	1.800.610.6500

Signature X _____ Date: _____

Booth Number: _____ Booth Name: _____
of packages / boxes _____

For Internal Use Only

_____ Package(s) were picked – up: Date _____
Time _____
Carrier _____