

Tradeshow Shipping Checklist



Step 1: Confirm Show Requirements

Review the exhibitor manual for shipping deadlines and dock instructions.

Check if freight must go to an advance warehouse or direct-to-site.

Note the marshaling yard address and delivery appointment rules.

Step 2: Choose the Right Freight Option

LTL (Less-Than-Truckload): Budget-friendly for small crates/pallets when delivery appointments aren't needed.

FTL (Full Truckload): Dedicated truck for large booths or time-sensitive freight.

Air Freight: Best for last-minute shipments.

International Freight: Allow 10–14 days for customs clearance. Olympic provides brokerage support.

Step 3: Prepare and Pack Properly

Use sturdy crates or ATA cases (avoid single-use boxes).

Label each piece clearly: show name, booth number, company, contact.

Mark shipments "1 of 3, 2 of 3" to prevent partial deliveries.

Place a packing list inside each crate.

Step 4: Schedule Pick-Up Early

Book ground freight 7 to 10 business days before the show.

For air freight, schedule 2 to 3 business days in advance.

Confirm dock hours at both origin and destination.

Step 5: Track and Monitor

Use Olympic's real-time tracking system.

Verify freight is checked in at the marshaling yard.

Keep the signed Proof of Delivery (POD) for records.

Step 6: Plan Outbound Return Shipping

Complete outbound labels and BOLs before the event ends.

Confirm whether freight returns to origin or goes into post-show storage.

Expect delays during peak show season — book early.