

# FREEMAN

1601 Boice Pond Rd  
Orlando, FL 32837  
(407) 816-7900 Fax: (469) 621-5605  
FreemanOrlandoES@freeman.com

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## ALL FREIGHT MUST BE ACCOMPANIED BY A CERTIFIED SCALE TICKET

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### ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION ON THEIR BILLS OF LADING:

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. SHIPPER'S NAME
4. PIECE SUMMARY
5. ACTUAL HEAVY & LIGHT WEIGHT CERTIFIED SCALE TICKETS
6. NET, GROSS AND TARE WEIGHT

### PIECE SUMMARIES MUST BE BROKEN INTO THE FOLLOWING CATEGORIES:

1. CRATES ..... (WOODEN BOXES)
2. CARTONS..... (CARDBOARD BOXES)
3. CARPETS..... (RUGS AND PADS)
4. SKIDS..... (PALLETS)
5. BUNDLES
6. MACHINES
7. MISCELLANEOUS ..... (LOOSE OR UNPACKED ITEMS)

### ALL BILLS MUST CONTAIN THIS INFORMATION BEFORE THE FREIGHT CLERK CAN ACCEPT THEM

WE REQUIRE TWO COPIES OF YOUR BILLS OF LADING

IF YOU CANNOT PROVIDE ANY OF THE REQUESTED  
INFORMATION, PLEASE CONTACT YOUR DISPATCH  
OR CHECK YOUR FREIGHT CLERK

INBOUND freight procedures

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## **ALL DRIVERS MUST PROVIDE THE FOLLOWING INFORMATION TO PICK UP FREIGHT FROM A SHOW:**

1. BOOTH NUMBER
2. EXHIBITOR'S NAME
3. DESTINATION OF THE FREIGHT
4. CARRIER'S NAME (OR BROKER'S NAME)
5. AREA WHERE VEHICLE IS PARKED

***IF THE LOAD HAS BEEN BROKERED OUT TO YOUR  
COMPANY AND YOU ARE NOT THE CARRIER CONSIGNED TO  
THE SHIPMENT, YOU MUST HAVE THE EXHIBITOR OR THE  
BROKER FAX FREEMAN A RELEASE ON THEIR LETTERHEAD.***

WE MUST RECEIVE THE RELEASE BEFORE WE CAN  
ISSUE THE HARDCARD TO PICK UP THE FREIGHT

THERE MAY BE A WAITING PERIOD BEFORE THE  
FREIGHT IS READY TO BE PICKED UP  
PLEASE WAIT IN THE MARSHALLING YARD UNTIL YOU  
ARE ISSUED A BILL FROM THE FREIGHT CLERK

IF YOU DO NOT HAVE ANY OF THE REQUESTED  
INFORMATION PLEASE CONTACT YOUR DISPATCH  
FOR ASSISTANCE

OUTBOUND freight procedures