

OD TRADESHOW TIPS

TRADE SHOW FREIGHT

GENERAL TRADE SHOW PROCESS: The shows only allow their contractors on the docks who load and unload your trade show materials from the trailer. As an exhibitor, you pay the show separately for this service.

For your trade show transportation needs, both **TO** and **FROM** your show, you can rely on Old Dominion's strong reputation of delivering premium service to our customers. With one of the industry's lowest claims ratio, 99% on-time delivery record, and transit times among the best in the industry, we earn that reputation every day. Our promise is to consistently deliver this same premium service for your trade show transportation needs.

OD accepts **LIMITED LIABILITY** on trade show related materials. Claims are paid at \$0.50 per pound for trade show booths, stalls and other materials unless your contract states differently. (See item 594-1 of the OD 100 Rules Tariff.)



Trade Show freight ships at **CLASS 125** with a **\$250 MINIMUM CHARGE** (except when containing commodities with an NMFC class higher than 125, then the greater class and charge applies). This includes shipments to the advance warehouse, show site and shipments containing trade show goods. (See item 752-1 of the OD 100 Rules Tariff.)

SHIPPING INFORMATION

Standard LTL shipments (including standard Guaranteed shipments) can be scheduled with your local service center, online at odfl.com or through the OD Trade Show Department.



PICK-UPS FROM SHOW SITES must be scheduled with the OD Trade Show Department 24 hours in advance with a copy of the BOL. Weekend pickups must be scheduled by the Friday before. Please include show name, booth number, exhibitor name and contractor on all requests.



STANDARD LTL SHIPMENTS (including standard Guaranteed Shipments) are based on pick-up and delivery Monday through Friday, 8:00 am - 5:00 pm. After hours, time specific and weekend pickup and delivery must be scheduled with the OD Tradeshow Department in advance.

TYPICAL LTL TRANSIT TIMES

MILES	DELIVERY*
up to 600	next day
450 - 1,350	2 days
1,201 - 1,950	3 days
1,650 - 2,450	4 days
1,800 +	5 days

*These are typical transit times for deliveries in our Service Centers' metro areas. Transit days exclude day of pick-up, weekends and holidays.

OD protects trade show freight by utilizing air bags, straps and safe stacking. Security Divider Service (SDS) is available at your request if your shipment requires added protection to and from your trade show event. Because the shows only allow their contractor on the docks, a signed Release of Liability form (provided by the OD Trade Show Department) is required to permit OD to remove the divider prior to delivery to the show or once the freight has returned to OD's service center from the show.

BOLs

Trade Show Bills of Lading (BOLs) must include:

- Shipper name & contact phone number
- Show site & advance warehouse address (if applicable)
- Show name
- Booth number
- Due date

Trade Show BOLs are available online at odfl.com. From the home page, just click on:

Tools ▶ [Fill/Print Forms](#) ▶ [Trade Show BOL](#)

PICK-UP & DELIVERY

As an exhibitor, the show's contractor requires you to fill out their Materials Handling Form they provide at the show for your post-show return shipment. ODFL must be listed as a carrier on this form in order for the freight to be released to Old Dominion Freight Line.

All pick-ups from trade shows should be scheduled with the OD Trade Show Department or online in advance.



Don't forget to book a return shipment! Two documents are needed for return shipment: BOL & Materials Handling Form.

**NORMAL TRADE SHOW
PICK-UP & DELIVERY**
MONDAY - FRIDAY
8:00am – 5:00pm

Tradeshow Department,
Monday-Friday: 8:00AM to 5:00PM
Volume/On Demand requests after hours: 866.637.7333

odfl.com
877.358.6918
Trade.Show@odfl.com

Helping The World
Keep Promises®



OD DOMESTIC

OD EXPEDITED

OD PEOPLE

OD GLOBAL

OD TECHNOLOGY