

Glossary of Shipping Terms

This glossary is intended to help understand the process of moving your exhibition materials to and from show site as well as charges associated with that movement.

AIR WAYBILL

Document, which contains all pertinent information, used by an airfreight company to transport shipment.

BILL OF LADING

Written receipt from a carrier for goods accepted for transportation. Serves as a receipt, contract and operation paperwork and is the most important document in the shipping process.

CLASSIFICATION

Commodity tariff used to classify shipments. Shipments are evaluated by their density, sensitivity, packaging and other criteria. Rates are assessed on a shipment after a commodity classification is established.

DOCK

Area where goods are received.

DRAYAGE See *Material Handling* below.

DRAYAGE or MATERIAL HANDLING CONTRACTOR

Handler who moves exhibit materials from the dock to the exhibit booth or from the drayer's warehouse to the exhibit booth. This party is responsible for all material handling activities at a show.

FORCED FREIGHT

Routing of freight not picked up by an exhibitor's carrier or shipments left behind at the booth at the close of the show.

FREIGHT FORWARDER

Transportation company that arranges and manages all aspects of shipping, but does not own vehicles.

MARSHALING YARD

Area designated to stage or check trucks for delivery and pick-up from/to a show.

MATERIAL HANDLING

Handling of exhibit properties between the loading dock and the booth area. Also includes handling of goods from advanced receiving, and the removal and return of empty containers.

MATERIAL HANDLING FORM

Form completed by the exhibitor requesting material handling to show site. (See *Shipping Outbound Material Handling Agreement* below.)

OFFICIAL CONTRACTOR

Organization appointed by show management to provide services such as set-up and teardown of exhibit booths, and to oversee labor, material handling, and loading dock procedures.

PRO-NUMBER

Progressive numbering system used by the trucking industry for tracking, billing and identifying freight.

SHIPPER

Individual or company whose goods are being shipped.

SHIPPING OUTBOUND MATERIAL HANDLING AGREEMENT

Form completed by the exhibitor requesting material handling/shipping of exhibit materials from the show site.

TARIFF

Schedule of published rates and charges on file with the Interstate Commerce Commission (ICC) or Public Utilities Commission (PUC). Also referred to as a Schedule of Rates.

WAYBILL

Document that contains the address of the shipper and recipient and other pertinent information. Used by air freight companies to transport and route shipments. Contains a number used in tracking shipments.