**MATERIAL HANDLING – GENERAL INFORMATION**

**Inbound Material Handling** freight can be shipped to our warehouse located at 1740 Ontario Avenue, Saskatoon SK, S7K 1T1. We will receive & cold store your materials and then transport them and unload them and deliver to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier.

**Benefits of Advance Shipping to the Hub City Display Warehouse**

* Storage of materials for up to 20 days prior to your show.
* Delivery of shipments to your booth.
* Some convention centres and hotels do not have facilities for receiving or storing freight.
* Saves valuable set-up time.

**How to Ship in Advance to the Hub City Display Warehouse**

* Remove all old shipping & storage labels.
* Complete the enclosed Material Handling Order Form.
* All shipments must have a bill of lading or delivery slip showing the number of pieces, and weight and type of merchandise.

**Outbound Material Handling** is the removal of display material from the show floor, transportation to the warehouse, and storage up to (5) days until your carrier of choice picks up.

**How to use Outbound Material Handling through Hub City Display**

* The company representative should attach a shipping label and Bill of Lading/Delivery Document showing the number of pieces, weight and type of merchandise. **If you are not able to provide that before shipping in bound you can fax or e-mail it directly to the Tradeshow Manager and they will make sure this is attached when it comes back to warehouse**.
* Arrange pick up of display material with carrier of your choice