GEORGE fern
EXPOSITION & EVENT SERVICES

3752 Crittenden Drive
Louisville, KY 40209
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Odors & Air Pollutants Conference

Monday, April 16, 2012 - Tuesday, April 17, 2012
KY International Convention Center - Cascade Ballroom, Louisville, Kentuck

Deadline to Return this Form:
April 02, 2012

04-01958-12

OUTBOUND BILL OF LADING REQUEST
SHIP TO ADDRESS INFORMATION

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

Quantity of labels: _____

BILL TO ADDRESS INFORMATION ☐ Same as Ship To address

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: _____

CARRIER SELECTION

☐ **Fern Transportation (House Carrier)**

☐ Outside Carrier Name: _____

If you choose to use carrier other than Fern Transportation, you will need to schedule the pick up.

Freight carriers must be checked in: 5:00 PM Tuesday, April 17, 2012

c/o Kentucky International Convention Center
221 4th Avenue, 3rd Street Dock
Louisville, KY 40202

Every outbound shipment must be properly labeled and requires a Fern Bill of Lading for each destination.

1. Exhibitor must complete request for and send back before the deadline date noted above.
2. Fern will create a Bill of Lading and shipping labels that will be printed and delivered to your exhibit or held at the Exhibitor Service Desk.
3. Exhibitor must properly pack each shipment and apply labels.
4. Exhibitor must return the signed Bill of Lading to Exhibitor Service Desk with complete piece count and estimated weight.

Important Notice: Any shipments left on the show floor without paperwork completed and submitted to the Fern Exhibitor Service Desk will be returned to the warehouse or re-route onto the house carrier at the exhibitor's expense. In the event of a carrier no-show we will send the shipment via the house carrier or return it to the warehouse at an additional charge and hold the shipment until payment is received.

☐ Yes, I have completed and included the Payment Authorization Form.
If you have any questions or concerns about your invoice, please visit the Fern Exhibitor Service Desk at your show/event prior to leaving. No credits or refunds will be issued after close of the show/event on items and/or services ordered and not received.

All orders are subject to the terms and conditions as outlined on the Payment Terms & Conditions Form (TC-03) in the Exhibitor Kit.

Exhibiting Company Name: _____ Booth # _____

outbound bill of lading

020812-153247