

HOW TO FILL OUT A BILL OF LADING (BOL)



What is a bill of lading (BOL)?

A bill of lading or BOL is used as a receipt for your shipped assets, providing details on the type, quantity, and destination of your shipment.

When is the BOL filled out?

Your outbound BOL will need to be filled out before a carrier can pick up your property from the show site. If your assets will be returned via FedEx/UPS, you will not need to fill out any paperwork.

Why is it important to fill out the BOL?

Failure to properly fill out your outbound BOL may result in delayed return, forced freight, or additional charges.

OUTBOUND BOL

User: exh30012



8686 Kirkland Drive
Lewis Center, OH 43035, US
Phone: 614-285-2435
Fax: 614-386-9778
Email: cmhops@icatlogistics.com

House Waybill
Shipper's Copy
CMH 590773

Date: 07/30/2019
Org: ORD Dest: CMH

Shipper:
ASRS 37TH ANNUAL MEETING C/O BREDE EXPO
HYATT REGENCY CHICAGO
151 EAST WACKER DRIVE
CHICAGO, IL 60601, US
Phone: 301-937-8600
Contact: LEITERS BOOTH # 526
Ref#: Booth # 526

Consignee:
EXHIBITPRO, INC.
8900 SMITH'S MILL DRIVE N.
NEW ALBANY, OH 43054, US
Phone: 800-449-9541
Contact: LOGISTICS
Email: logistics@exhibitpro.net
Ref#: Job 20272

Bill To:
EXHIBITPRO
8900 SMITH'S MILL RD NORTH
NEW ALBANY, OH 43054-0537, US
Contact: TAMMY LAWRENCE

Payment Terms: Third Party
Service Level: DF-Deferred 3-5 Days
Pickup: Tuesday, July 30, 2019 2:00 PM

Call in Company:
Delivery By: By 8/5/2019 by 4:00 PM

Shipper's Instructions: Must pick up on 07/30/19 at 14:00, carrier check in by 15:00.

Items To Be Shipped:

Pieces	Pkg Type	H/M	Description	Length	Width	Height	Weight (lb)
1	CRT	<input type="checkbox"/>	Wood Crate #1	99.0	44.0	54.0	941.0
1	CRT	<input type="checkbox"/>	Wood Crate #2	99.0	44.0	50.0	872.0
1	SKD	<input type="checkbox"/>	Skid	136.0	40.0	17.0	370.0
1	CRT	<input type="checkbox"/>	Wood Crate #3	44.0	49.0	47.0	406.0

Total Pieces: 4
Total Actual Weight: 2589.0

ICAT Logistics, Inc. - CMH - Voice: 614-285-2435
8686 Kirkland Drive Lewis Center, OH 43035, US

Fax: 614-386-9778
Email: cmhops@icatlogistics.com

SUBJECT TO TERMS AND CONDITIONS AT WWW.ICATLOGISTICS.COM, OR UPON REQUEST.

SHIPPER SIGNATURE	DATE	TIME	RECEIVED IN GOOD ORDER EXCEPT AS NOTED	DATE	TIME
DRIVER SIGNATURE	DATE	TIME	RECEIVED IN GOOD ORDER EXCEPT AS NOTED	DATE	TIME
CONSIGNEE SIGNATURE	DATE	TIME	RECEIVED IN GOOD ORDER EXCEPT AS NOTED	DATE	TIME

Carrier name & phone #

List your show location and booth information

List Exhibitpro's information with the Exhibitpro Logistics phone #

Piece count information

Tip:

Write on return shipping label, "Box (1) of (Total #)"

Confirm placement of your freight with the Decorator/Contractor and move to appropriate area if needed.

