



# How to Ship Trade Show with ABF

## 1. CONTACT ARCBEST

- ✓ **For Quotes**  
tradeshow@arcb.com  
**PHONE HOURS:**  
**Mon-Fri: 6am-8pm CST**
- ✓ **FOR OTHER INQUIRIES:**  
tradeshowsupport@abf.com

ArcBest requires a customized Bill of Lading (BOL) for Trade Show shipments. This form includes:

- ✓ Show name
- ✓ Decorator/Contractor Name
- ✓ Booth number
- ✓ Move-in/move-out dates and times
- ✓ Destination (direct to show or advance warehouse)



You can access the form on ArcBest's Trade Show BOL page. [CLICK HERE](#)

## 3. CHOOSE YOUR DELIVERY OPTION

- ✓ **Direct to Show Site:** Ship directly to the event venue.
  - Time-critical and after-hours delivery options are available if needed.
  - Contact Time Critical at: (800) 348-0143 | [timecritical@arcb.com](mailto:timecritical@arcb.com)
- ✓ **Advance Warehouse:** Ship ahead of time to a designated warehouse for staging.

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arcb.com  
Contact your account manager or call 800-610-5544



## 4. SUPPORT EVERY STEP OF THE WAY

Managing logistics shouldn't add stress to your event. Our specialists, located in every major trade show city, work directly with general service contractors and show associations to simplify the process.

From navigating event centers and exhibitor guidelines to managing show-specific requirements, we make sure nothing is overlooked. And when ABF Freight® is the official carrier, our team is on-site to coordinate your inbound and outbound shipments for a seamless experience.

### ARCBEST OFFERS:



Custom planning to help you navigate exhibit dates



Support with documentation and labeling



Time-Critical shipping for pickup and delivery



Complete visibility through online tracking



Storage between shows



Strategic solutions for multi-show schedules

## 5. TRACK AND MANAGE YOUR SHIPMENT

Use ArcBest's online tracking tools for real-time visibility.

You can learn more about our Trade Show logistics offering on ArcBest's Trade Show Shipping page.

[CLICK HERE](#)



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