

Table Top Shipping Instructions

Updated 7/11



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North America's Largest Roofing Manufacturer!™*



Table Top Shipping and Repacking Instructions

Please Read Thoroughly

Re-pack display	Please re-pack the display using the enclosed instructions. Instructions should be in the lid of the display case.
Insure the shipment	\$1800 per table top display. This can be done with the freight service provider.
Important:	<p><i>Northeast Displays recommend that you take tabletop displays home with you and ship them using their UPS account. UPS Account # is E14-875</i></p> <p><i>If you are shipping directly from a show, you will need to use Stevens Air Transport (Stevens Global Logistics). Please see below for further instructions. As a rule, UPS generally does not pick up from a show site.</i></p>
New! FedEx Shipping Service	<ul style="list-style-type: none"> • Call FedEx at 1-800-GO-FEDEX (800-463-3339)... advise them where and when to pick up the display. • Use the shipping form provided – located in the lid of the display case. • Be sure to have the shipment charged to Northeast Displays and Graphics, FedEx #2328-0214-6 • Ship using their Express Saver (3 day) Service, unless Northeast Display instructs you otherwise. • If you have any question please call Northeast Displays. Phone numbers are below
Shipping from the Show... Stevens Global Logistics	<ul style="list-style-type: none"> • If you MUST ship directly from a show, go to the show's shipping desk and fill out a Shipping Request Form. • Please indicate on the form that you are using Stevens Global Logistics • Ask them to charge Northeast Displays, Acct# NOR214 • YOU must call Stevens at (877) 729-7284 to schedule a pickup • Info they'll need is your name, pick-up address, and time the unit will be ready for shipment... give them the insurance value (\$1800/unit). • Ship Economy (3-5 day), and bill to Northeast Graphics: Northeast Display & Graphics 14-B Jules Lane New Brunswick, NJ 08901
NE Graphics Contact Info:	<p>Regular business hours are Monday – Friday, 8:30 AM – 5PM Eastern Time</p> <p>During business hours call: Phone: 732-247-9009 Fax: 732-247-9199</p> <p>EMERGENCY PHONE: After hours, 732-236-5422</p>