

Travelite Shipping Instructions

Updated 7/11



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North America's Largest Roofing Manufacturer!™*



10' x 10' Display Repacking and Shipping Instructions

Please Read Thoroughly

Re-pack Display	Please re-pack the display in a way that will minimize damages.
Insure the Shipment	\$3000 per unit. This can be done with the freight service provider
Stevens Global Logistics Shipping Service:	<ul style="list-style-type: none"> • Call Stevens at 1-877-729-7284. Advise them where and when to pick up the exhibit. • Shipping form is provided, and located in the lid of the display case. • Shipments should be charged to Northeast Display & Graphics, Acct# NOR214 • Ship using their deferred service, unless instructed otherwise by Northeast Graphics.
Shipping from a Show	<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. • 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 (\$3000/unit). • Ship Economy (3-5 day), and bill to Northeast Graphics: Northeast Display & Graphics Studio Park 1800 East State Street, Ste 140 Hamilton, NJ 08609
NE Graphics Contact Info:	<p><i>Regular business hours are Monday – Friday 8:30 AM – 5PM Eastern Time</i></p> <p>During business hours, call:</p> <p style="text-align: center;">Phone: 609-584-5690 Fax: 609-584-5691</p> <p style="text-align: center;">EMERGENCY PHONE: After hours, 732-236-5422</p>