

INDUSTRY TERMS

Advance Receiving

Location set by show management to receive freight before the start of show. Freight is stored at this location and then shipped to the show at the appropriate time.

Backwall

The panels at the rear of an exhibit.

Bill of Lading (B/L)

A document that establishes the terms between a shipper and a transportation company for the transport of goods between specified points for a specified charge. Also see Air Waybill, Inland Bill of Lading, Ocean Bill of Lading, Through Bill of Lading.

Boneyard

A storage area for empty crates and contractor materials.

Carrier

A transportation line moving freight. Usually a van line, common carrier, rail line, or air carrier. Also see Common Carrier.

Clean Bill of Lading

A carrier-issued receipt indicating that transported merchandise was received in apparent good condition. Compare with Foul Bill of Lading

Contractor

An individual or company that provides services or materials to a trade show and/or its exhibitors. Also see Official Contractor, Exhibitor Appointed Contractor

Cross-aisle

An aisle at a right angle to a main aisle.

Cubic Content

Literally, length x width x height. With reference to booth space, the placement of exhibit properties at a height of 8 feet or more above the leased area. Also a measurement used in determining shipping costs for van lines.

Dismantle

To take apart an exhibit. Also known as Take-down, Teardown.

Display Rules & Regulations

Exhibit construction specifications endorsed by major exhibit industry associations. Also the specific set of rules that apply to an exposition.

Drayage

The movement of show materials from shipping dock to booth for show set up and back to dock for return shipment at end of show.

Drayage Form

A form completed by an exhibitor requesting handling of materials.

Electrical Contractor

A company hired by show management to provide electrical services to exhibitors.

End Cap

An exhibit space with aisles on three sides.

Exhibitor Appointed Contractor/EDC

A contractor hired by an exhibitor to perform trade show services independently of show management appointed contractors. Also called Independent Contractor, EAC

Floor Manager

An individual representing show management who is responsible for the exhibition area.

Freight

Exhibit properties and other materials shipped for an exhibit.

Freight Desk

The area where inbound and outbound exhibit materials are handled at a trade show.

Freight Forwarder

A shipping company which handles export shipments for a fee

General Contractor

Show management appointed company providing services to a trade show and/or its exhibitors. Also called Official Contractor. Compare with Exhibitor Appointed Contractor.

Graphic

A photo, copy panel, or artwork applied to an exhibit.

Hand Truck

Small hand-propelled vehicle used for transporting small loads.

Hardwall

A type of exhibit construction in which walls are made of a solid material, rather than fabric.

Header

A sign or other structure across the top of an exhibit.

Independent Contractor

A contractor hired by an exhibitor to perform trade show services independently of show management appointed contractors. Also called Exhibitor Appointed Contractor, EAC.

Installation

The process of setting up exhibit properties according to specifications. Also called Assembly, Set Up.

Installation & Dismantle

The set up and take-down of exhibits. Also called I & D.

Loading Dock

An area within an exposition facility where freight is received and shipped.

Marshaling Yard

A lot where trucks gather for orderly dispatch to show site.

Move-in

The date specified by show management for beginning exhibit installation.

Move-out

The date specified by show management for dismantling exhibits

Official Contractor

Show management appointed company providing services to a trade show and/or its exhibitors. Also called General Contractor. Compare with Exhibitor Appointed Contractor.

Rigger

A skilled worker responsible for handling and assembly of machinery.

Service Desk

The location at which exhibitors order services from show management.

Show Office

The show management office at an exposition.

Target Date

A date set by show management for the arrival of freight at a trade show. Usually shipments received before or after this date are assessed a penalty charge.