



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797  
customerservice@rosemontexpo.com

**For shipping questions or to confirm delivery of your warehouse shipment, please call RES Warehouse (847) 678-0374. Normal warehouse hours are 7:00 am to 3:00 pm Monday thru Friday.**

Note that the advance warehouse can accommodate display shipments, but cannot facilitate machinery or container deliveries.

**\$\$\$ MONEY-SAVING TIP \$\$\$**

To keep your material handling costs down, be sure to ship all your materials together.

**1) ADVANCE SHIPMENTS RECEIVED AT THE RES WAREHOUSE**

Advance shipments will be accepted at the RES warehouse beginning **May 13, 2024**. Shipments received at the RES warehouse by **June 3, 2024** will be weighed, inspected and charged at a rate of **\$97.50 per cwt.** (100 lb. minimum). This charge includes storage prior to the opening of the show, delivery to the exhibitor's booth, removal to the loading dock at the close of the show and S.T. (straight time) reloading onto outbound carriers. This rate also includes pick-up, storage and return of empty crates and cartons. Shipments received at the RES warehouse after **June 3, 2024**, will be charged at the rate of **\$102.50 per cwt.** (100 lb. minimum).

**2) DIRECT SHIPMENTS TO THE DONALD E. STEPHENS CONVENTION CENTER**

Materials unloaded at the Donald E. Stephens Convention Center, on S.T. (straight time), will be delivered to the exhibitor's booth and removed to dock for reloading onto outbound carriers at the conclusion of the show at a rate of **\$92.50 per cwt.** (100 lb. minimum) per shipment. This rate includes pick-up, storage and return of empty crates and cartons.

**3) OVERTIME/SURCHARGES**

There will be a **\$23.25 per cwt.** surcharge for any freight loaded or unloaded on Saturday or after 4:00 p.m. weekdays. There will be a **\$46.50 per cwt.** surcharge for any freight loaded or unloaded on Sunday or Holidays. Uncrated display materials, container shipments and "loose loads" will be loaded and unloaded at the direct shipment rate plus a **\$23.25 per cwt.** surcharge due to the extra time and care required to handle these shipments. Van line shipments which require additional unloading time and/or special handling will also be subject to this **\$23.25 per cwt.** surcharge.

**4) MOBILE UNITS**

All vehicles (i.e. cars, trucks & motorcycles) being displayed will be charged at a round trip rate of \$200.00 each.

**5) UPS SHIPMENTS**

Rosemont Exposition Services will not be responsible in any way for the condition, count or content of UPS deliveries to the RES warehouse or Donald E. Stephens Convention Center. The UPS document signed by RES freight representative upon delivery does not specify the exhibiting company's name or booth number. Shortages or damages discovered at the booth are the complete responsibility of the exhibiting company.

**6) DRAYAGE PAYMENT INFORMATION (CHECK ONE)**

- We plan to ship our crated display material to the Advance Warehouse
- We plan to ship our materials direct to the Donald E. Stephens Convention Center

**HOW TO CALCULATE YOUR ORDER:**

When recording weight, round up to the next 100lbs. (example: 265 lbs. = 300 lbs. 3 x RATE = Dollars)

Advance crated shipments received at the warehouse by June 3, 2024: We will ship \_\_\_\_\_ lbs. @ \$97.50\_\_\_\_\_ per cwt. (100 lb. min) = \$\_\_\_\_\_

Advance crated shipments received at the warehouse after June 3, 2024: We will ship \_\_\_\_\_ lbs. @ \$102.50\_\_\_\_\_ per cwt. (100 lb. min) = \$\_\_\_\_\_

Direct exhibit display material shipments to the Donald E. Stephens Convention Center: We will ship \_\_\_\_\_ lbs. @ \$92.50\_\_\_\_\_ per cwt. (100 lb. min) = \$\_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_