



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 your materials all together.

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

Advance shipments will be accepted at the RES warehouse beginning April 4, 2022. Shipments received at the RES warehouse by May 20, 2022 will be weighed, inspected and charged at a rate of \$30.00 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 May 20, 2022, will be charged at the rate of \$35.00 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 as part of the standard booth package. This rate includes pick-up, storage and return of empty crates and cartons.

#### 3) MOBILE UNITS

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

#### 4) 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.

#### 5) 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 May 20, 2022: We will ship \_\_\_\_\_ lbs. @ \$30.00 per cwt. (100 lb. min) = \$\_\_\_\_\_

Advance crated shipments received at the warehouse after May 20, 2022: We will ship \_\_\_\_\_ lbs. @ \$35.00 per cwt. (100 lb. min) = \$\_\_\_\_\_

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

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



## 1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning **April 4, 2022** and must arrive no later than **June 1, 2022**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on June 3, 2022 only. No earlier.

## 2) WHERE TO SHIP

### DIRECT SHIPMENTS

Address all shipments to Donald E. Stephens Convention Center:  
Exhibitors name:  
Booth number:  
Run Show USA  
c/o Rosemont Exposition Services, Inc.  
9300 Williams Street  
Rosemont, Illinois 60018

### ADVANCE SHIPMENTS

Address all shipments to Warehouse:  
Exhibitors name:  
Booth number:  
Run Show USA  
c/o Rosemont Exposition Services, Inc.  
3412 N. River Road  
Franklin Park, Illinois 60131

## 3) INTERNATIONAL & CANADIAN SHIPMENTS:

Neither RES, Inc. nor the Donald E. Stephens Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of show materials into the United States. All freight should be consigned to a certified broker for customs clearance. If your company does not have a customs broker please call Airways Freight at 800-643-3525 for international shipping assistance.

4) To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services, Inc. will have a drayage desk located at the Exhibitor's Service Center, where labels, shipping instruction forms and shipping information will be available.

5) At the close of the show, where carriers fail to pick up or refuse to accept shipments, the drayage contractor reserves the right to re-route such shipment where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. They will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

6) Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

7) No material may be loaded or removed from the Exhibit Hall until **5:00pm on June 5, 2022**. Any freight left in the Exhibit Hall **after 10:00am on June 6, 2022** will be re-routed in accordance with the conditions in item # 5 of these Shipping Instructions.

## 8) LIMITS OF LIABILITY

- A) Rosemont Exposition Services, Inc. will not be responsible for the condition, count or content of exhibit displays and materials once they have been placed in the booth, and before they are picked up for removal after the close of the show. All materials should be properly insured by the exhibitor against fire, theft, and damage while in transit, to and from the booth, and for the duration of the show.
- B) Rosemont Exposition Services, Inc. will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.
- C) Rosemont Exposition Services, Inc. will not be responsible for the loss or theft of materials after same have been delivered to the booth or before they are picked up for loading out of the booth subsequent to the show.
- D) Rosemont Exposition Services, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.

9) All exhibits and exhibit material of any type handled by Rosemont Exposition Services, Inc. is insured by Rosemont Exposition Services, Inc. at a value not to exceed twenty-five cents (\$.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

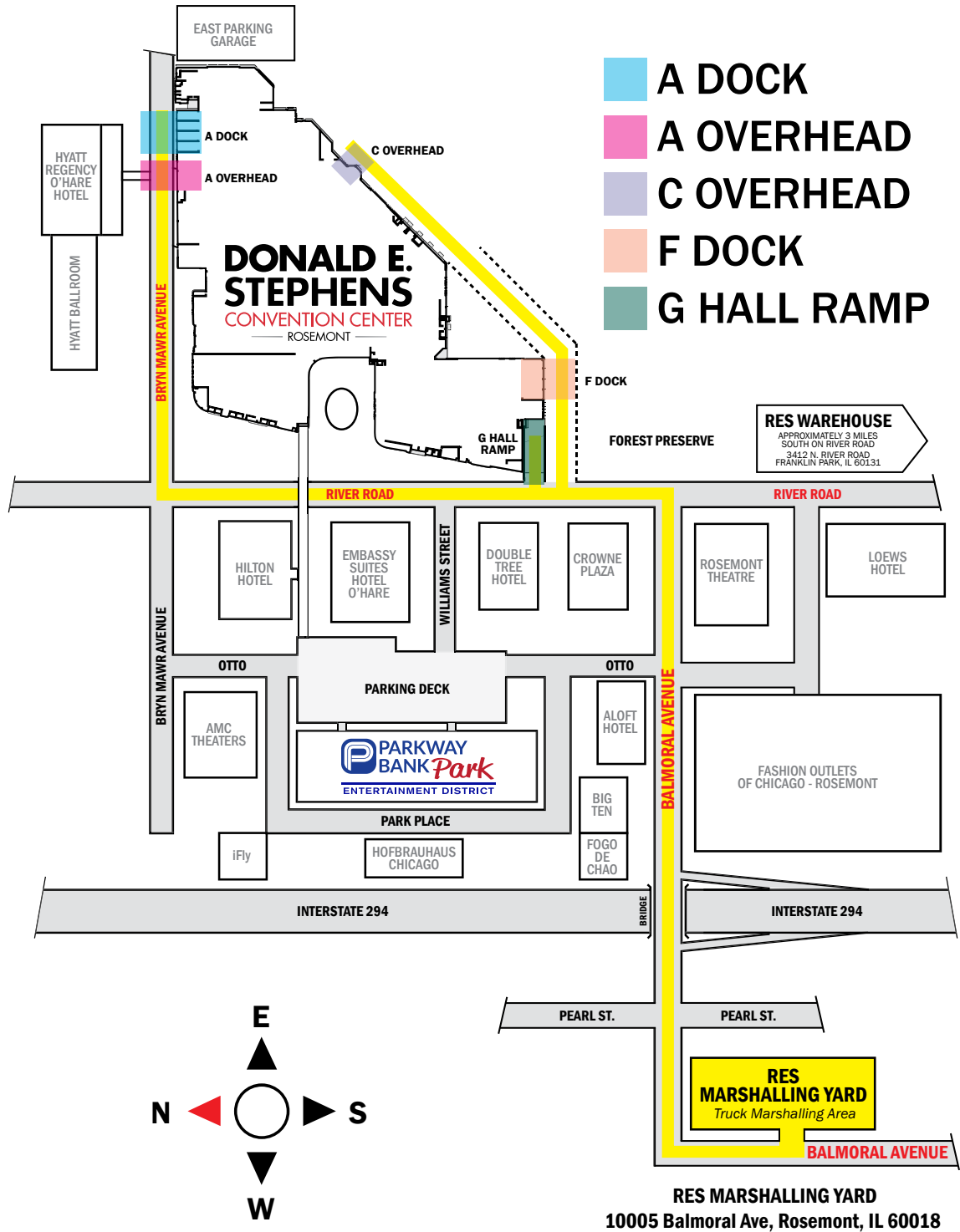
*\* To avoid disputes in drayage (freight weight) exhibitors should send freight certified.*

# Freight Check-In Procedures



All vehicles delivering freight or picking up at the Donald E. Stephens Convention Center must check-in at the RES Marshalling Area. After checking in, the vehicle will be directed to the proper door or dock for unloading or loading.

Please make sure this map gets forwarded to the trucking company representative responsible for the shipping arrangements.



RES Freight Services offers a choice of carriers with competitive discounted pricing and a variety of services for all shipping needs.

### RECOMMENDED LTL GROUND AND LOCAL CARRIER:



Guaranteed Precision® and Expedited Precision® from the Genuine Heavyweight Experts®.

Provides expedited and time-specific delivery service for your critical exhibit shipments.

1-800-531-3976 • [www.yrc.com](http://www.yrc.com)

- Distribution of all sizes and complexity
- Product lay-downs
- Light pick & ship
- Expedited or day-specific delivery

**HOW SHIPPING IS DONE.**

### OPTIONAL LTL CARRIERS:



On-Site. On Time. Damage-Free.

800-654-7019

[tradeshows@freight.abf.com](mailto:tradeshows@freight.abf.com)

[www.abfs.com](http://www.abfs.com)



331-240-3070

[expo@shipPGL.com](mailto:expo@shipPGL.com)

[www.shipPGL.com](http://www.shipPGL.com)



(708) 269-5451

[michaelsaviano@tforcefreight.com](mailto:michaelsaviano@tforcefreight.com)

[www.TForceFreight.com](http://www.TForceFreight.com)

### RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



800-643-3525 • 479-442-6301-Local

[www.airwaysfreight.com](http://www.airwaysfreight.com)

email us at [UrgentInfo@airwaysfreight.com](mailto:UrgentInfo@airwaysfreight.com)

Exhibiting companies are also welcome to ship show materials into and out of the Donald E. Stephens Convention Center and advance warehouse using any carrier of their choice.

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

Booth#: \_\_\_\_\_

RUN SHOW USA  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN JUNE 1, 2022**

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

Booth#: \_\_\_\_\_

RUN SHOW USA  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN JUNE 1, 2022**

# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

Booth#: \_\_\_\_\_

RUN SHOW USA  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

**DELIVER ON JUNE 3, 2022 ONLY**

# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

Booth#: \_\_\_\_\_

RUN SHOW USA  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

**DELIVER ON JUNE 3, 2022 ONLY**

# HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

Booth#: \_\_\_\_\_

RUN SHOW USA  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN JUNE 1, 2022

# HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

Booth#: \_\_\_\_\_

RUN SHOW USA  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN JUNE 1, 2022