

RES Warehouse

Monday - Friday
7:00 am to 3:00 pm
(847) 678-0374



1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning **January 21, 2026** and must arrive no later than **February 19, 2026**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on February 20, 2026 only. No earlier.

2) WHERE TO SHIP

DIRECT SHIPMENTS

Address all shipments to Donald E. Stephens Convention Center:
Exhibitors name:
Booth number:
Chicago Travel & Adventure Show 2026
c/o Rosemont Exposition Services
9300 Williams Street
Rosemont, Illinois 60018

ADVANCE SHIPMENTS

Address all shipments to Warehouse:
Exhibitors name:
Booth number:
Chicago Travel & Adventure Show 2026
c/o Rosemont Exposition Services
3412 N. River Road
Franklin Park, Illinois 60131

3) DELIVERY INFORMATION

- SHOW SITE:**
- RES will receive shipments at the Donald E. Stephens Convention Center beginning February 20, 2026
 - Shipments arriving before this date may be refused by the facility.
 - Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
 - Certified weights tickets must accompany all shipments.
 - Ensure your driver has the following information to expedite unloading and delivery to your booth:
Show Name, Exhibitor Name, Booth #.
 - If required, provide your carrier with this phone number 847-696-2208

INBOUND PROCEDURES:

Separate weight for display materials and machinery equipment are required. If the weight is not separated and/or materials are not identified properly, the material Handling rate will prevail.

Vehicles must be checked in no later than 2:00 pm to be unloaded by 4:30 pm.

Vehicles checking in after 2:00 pm cannot be guaranteed unloading prior to 4:30 pm.

All drivers must provide the following information on their bills of lading:

1. Booth Number
2. Exhibitor Name
3. Shipper's Name
4. Piece Summary
5. Actual Heavy & Light Weight Certified Scale Tickets
6. Net Gross and Tare Weight

Piece summaries must be broken into the following categories:

1. Crates (Wooden Boxes)
2. Cartons (Cardboard Boxes)
3. Carpets (Rugs and Pads)
4. Skids (Pallets)
5. Bundles
6. Machines
7. Miscellaneous (Loose or Unpacked Items)

All bills must contain this information before the freight clerk can accept them. We require two copies of your bills of lading. If you cannot provide any requested information, please contact your dispatch or check with your freight clerk.

Inbound shipping instructions continue

4) INTERNATIONAL & CANADIAN SHIPMENTS:

Neither RES 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 ensure 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.

- 5) 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.

- 6) No material may be loaded or removed from the Exhibit Hall until 4:00pm on **February 22, 2026**. Any freight left in the Exhibit Hall after 6:00pm on **February 22, 2026** will be re-routed in accordance with the conditions in item #5 of these shipping Instructions.

7) LIMITS OF LIABILITY

- A) Rosemont Exposition Services 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 will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.
 - C) Rosemont Exposition Services will not be responsible for the loss or theft of materials after they 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 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.
- 8) All exhibits and exhibit material of any type handled by Rosemont Exposition Services is insured by Rosemont Exposition Services 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.

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- 1) To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services will have a drayage desk located at the Exhibitor's Service Center. Labels, shipping instruction forms and shipping information will be available. All outbound shipments must have a completed RES bill of lading turned into the RES Service Center for your freight to be moved off the show floor and released to your carrier. An outside bill of lading will not be accepted. RES bills of lading can be obtained at the RES Service Center.
- 2) At the close of the show, where carriers fail to pick up or refuse to accept shipments, Rosemont Exposition Services reserves the right to re-route such shipments where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. Accordingly exhibitors will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.
- 3) 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.
- 4) No material may be loaded or removed from the Exhibit Hall until 4:00pm on February 22, 2026. Any freight left in the Exhibit Hall after 6:00p,pm on February 22, 2026 will be re-routed in accordance with the conditions in item # 5 of these shipping Instructions.
- 5) Any parcels shipped via UPS, FED-X or DHL are subject to a \$25.00 per parcel handling fee with pre printed labels. This fee includes the movement of the parcel off the show floor at the close of the event and, transportation back to the RES warehouse to be given to the selected carrier the next business day.
- 6) **OUTBOUND PROCEDURES**
All drivers must provide the following information to pick up their freight from show floor:
 1. Booth Number
 2. Exhibitor Name
 3. Destination of the Freight
 4. Company Name / Brokers name

If the load has been brokered out to your company, you must have the exhibitor or broker send RES a release. We must receive the release before we can issue the bill of lading from the freight clerk.

If you do not have any of the requested information, please contact your dispatch for assistance.

7) LIMITS OF LIABILITY

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 - D) Rosemont Exposition Services 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.
- 8) All exhibits and exhibit material of any type handled by Rosemont Exposition Services is insured by Rosemont Exposition Services 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.*

Marshaling Yard Procedures



RES Marshaling Yard Map & Directions

9901 Balmoral Ave, Rosemont, IL 60018

IMPORTANT INFORMATION

- The marshaling yard does not accept deliveries. This location is only for staging trucks that are delivering to or picking up from event site facilities.
- All carriers delivering to or picking up from the facility must check in at the marshaling yard.
- Drivers will be assigned a number based on check-in time and will be dispatched once a Bill of Lading is received and dock space becomes available.
- Please be advised that certified weight tickets are required when checking into the marshaling yard.

INBOUND MARSHALLING YARD INFORMATION

This show includes a marshaling yard. If you are shipping directly to show site, you must inform your carrier that all trucks must check in at the marshaling yard before proceeding to the show site address.

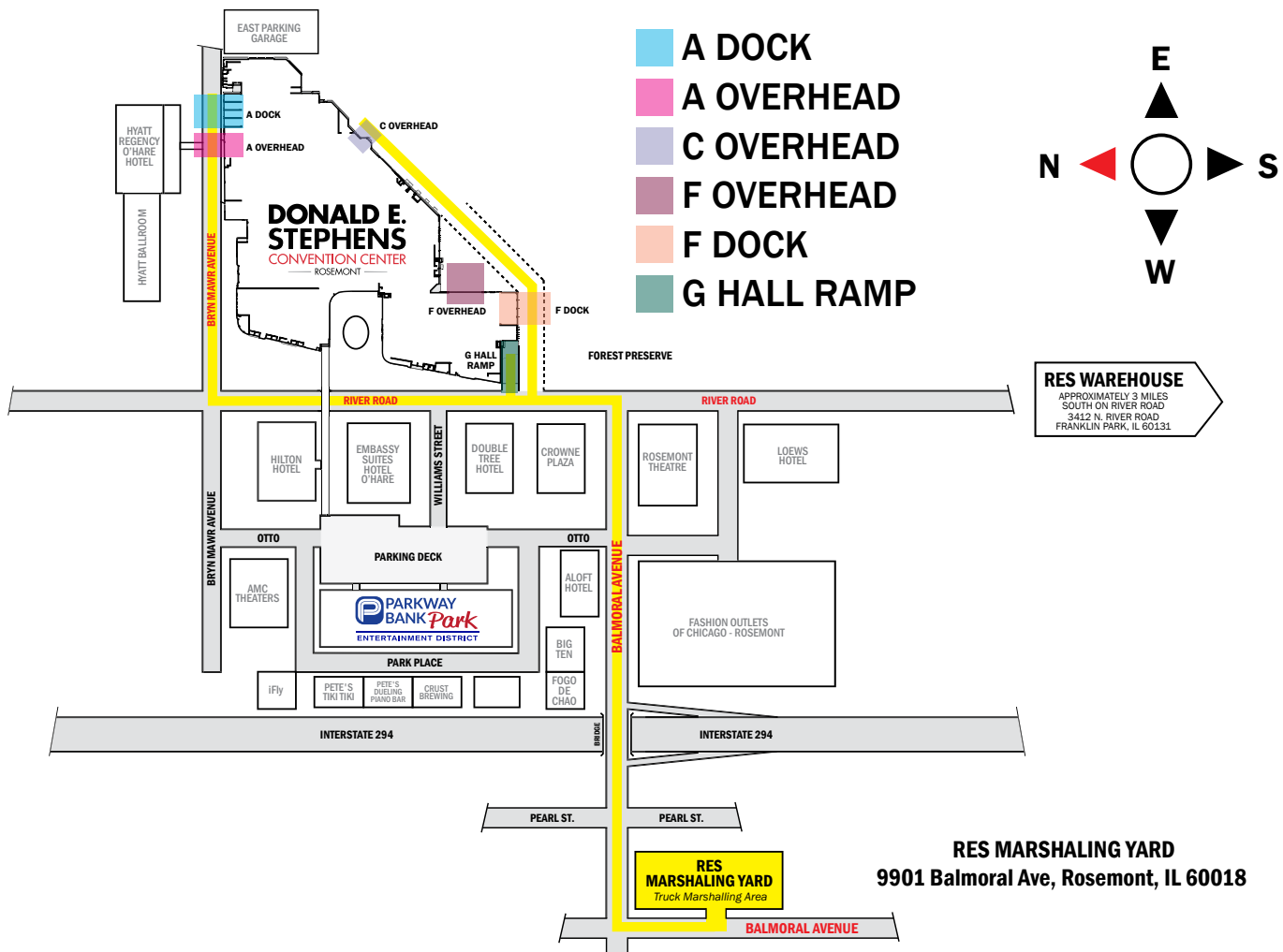
Please provide your carrier with the marshaling yard address and ensure they follow this procedure. To expedite unloading and delivery to your booth, ensure your driver has the following information: **Show Name, Exhibitor Name, Booth Number**

Marshaling Yard Hours:
{Insert Date & Hours}

OUTBOUND MARSHALLING YARD INFORMATION

For outbound shipments, all carriers must check in at the marshaling yard before proceeding to the show site address. Please provide your carrier with the marshaling yard address and instructions.

Marshaling Yard Hours:
{Insert Date & Hours}

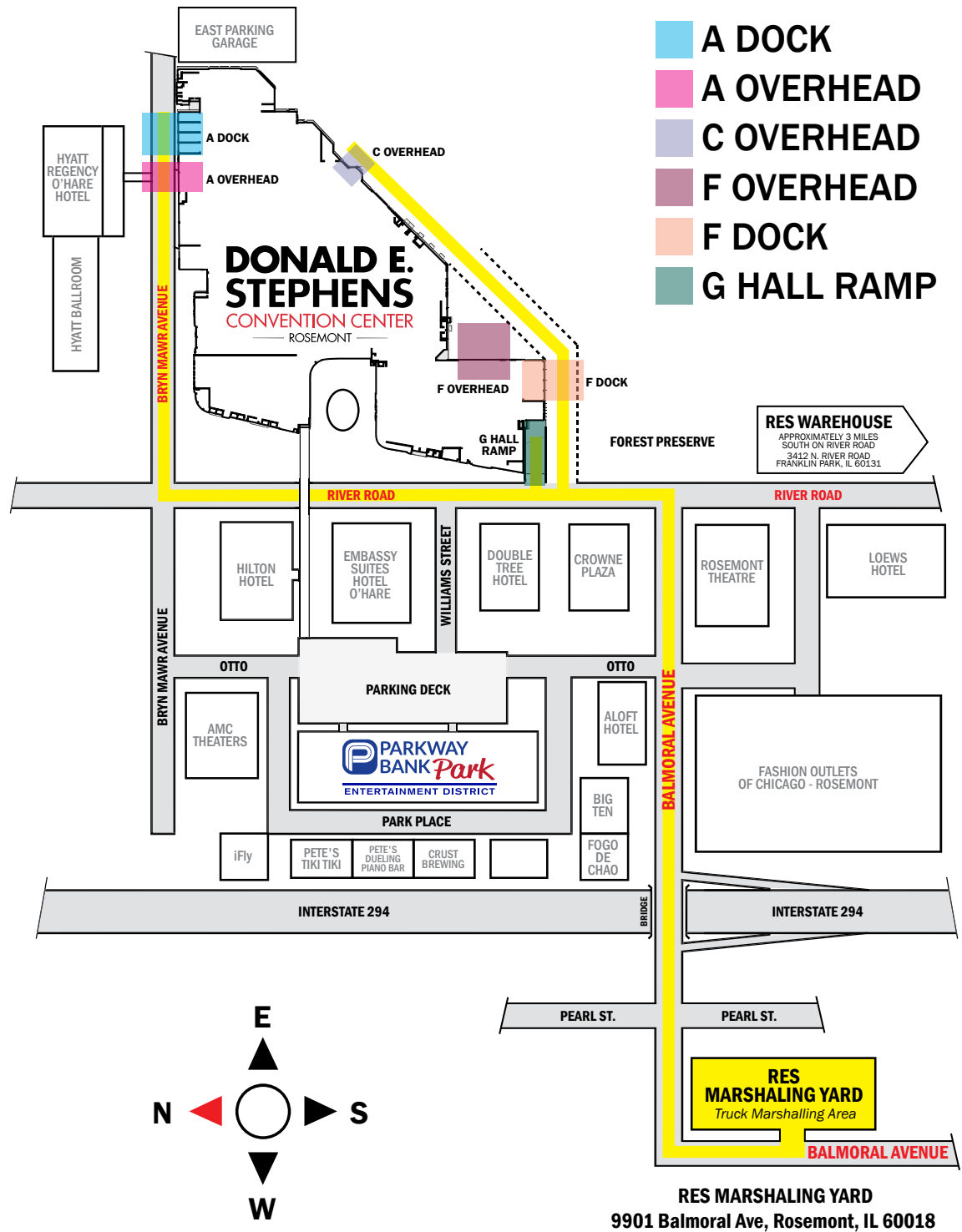


Freight Check-In Procedures



All vehicles delivering or picking up freight at the Donald E. Stephens Convention Center are required to check in at the RES Marshalling Yard before arriving at the convention center. Once your driver has checked in, their 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:



800-643-3525 • 479-442-6301-Local
www.airwaysfreight.com
email us at UrgentInfo@airwaysfreight.com



888-536-5699 • tradeshow@saia.com
www.saia.com

OPTIONAL LTL CARRIERS:



800-654-7019
tradeshow@freight.abf.com
www.abfs.com



800-988-9889
tradeshow@tforcefreight.com
www.TForceFreight.com

RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



800-643-3525 • 479-442-6301-Local
www.airwaysfreight.com
email us at 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.

AIRWAYS FREIGHT®

LAND • AIR • SEA

Delivering Performance

International Air, Ocean, Ground & Customs Clearance Services

Airways Freight Corporation is the official international forwarder for Rosemont Exposition Services (RES). It is our goal to simplify the international exhibit experience by providing seamless, one stop, international logistics services. We provide comprehensive customs clearance facilities, an array of transportation options, pre and post show storage options, and on-site assistance services for RES exhibitors.

Two of the keys to a successful exhibition are early logistical planning and the attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

KEY DATES:	Show Dates: February 21-22, 2026
	Delivery deadline to advance warehouse: February 19, 2026
	Show Move In: February 20, 2026
	Show Move Out: February 22, 2026

SHIPPING DEADLINES:	FCL SEA FREIGHT shipments must arrive port of Chicago no later than (or 10 days before target / required delivery date):	7 days prior to target date
	LCL SEA FREIGHT shipments must arrive port of Chicago no later than:	10 days prior to target date
	AIRFREIGHT shipments must arrive Chicago O'Hare Airport (ORD) no later than:	4 days prior to target date

**Ocean FCL and Shipments destined for advanced receiving should arrive 7 working days prior to latest advance receiving date.

**Ocean LCL Shipments should arrive no later than 10 working days prior to latest advance receiving date.

FINAL DESTINATION for SEA shipments: CHICAGO

FINAL DESTINATION for AIR shipments: CHICAGO (ORD)

- FCL ocean shipments should NOT be booked to the door, as we cannot maintain proper delivery control for door moves, which could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling.
- Ocean shipments can be received (Breakbulk, FCL & LCL) at other USA seaports (Houston, San Francisco, Seattle or New York). Contact us for deadlines, instructions, and rates.
- Air shipments can be received in Chicago (ORD). Contact us for deadlines, instructions, and rates .
- All documents should be sent to Airways or their in country appointed agent (see list attached) at least 3 days prior to dispatch of shipment.

MARKING INSTRUCTIONS

All pieces or shipping crates must be clearly outlined below. Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales or consumption will be cleared as dutiable entries. For goods that will be re-exported, we recommend the use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. Please ensure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported. All commercial invoices should be sent to us prior to shipment for our review at: res@airwaysfreight.com

IMPORTANT US CUSTOMS RULES AFFECTING SEA FREIGHT SHIPMENTS:

10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. This rule is now in effect and being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways at: res@airwaysfreight.com

Further information is also available at CBP web link: http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/

DOCUMENTARY REQUIREMENTS

- 1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST
- 1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING (EXPRESS RELEASE OCEAN BILL OF LADING)
- ISF FILING INFORMATION 4 DAYS BEFORE SAILING FROM FOREIGN PORT

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information and customs data can be gathered prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **All shipments must be pre-alerted to Airways Freight Corporation** 2 days prior to arrival for air freight and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details as well as copies of all shipping documents.
- **Commodities requiring additional documentation, permits and other governmental agency approval:**
 - Food stuffs & beverages
 - Medical devices and instruments
 - Self powered vehicles/combustion engines
 - Perishables
 - Textiles and garments
 - Pharmaceuticals
 - Military and defense articles
 - Dangerous goods (including lithium powered devices)
 - Items emitting radiation (including monitors, lasers, etc)
 - Wood products

If your shipments contain any of these items, please contact us to confirm admissibility requirements prior to dispatch of your shipment.

GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below and we will introduce you to a selected partner in your country.

INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider. The policy should extend coverage of their stand and equipment during transit to and from the show as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in the RES instructions once they arrive at the dock of show site or advance receiving warehouse.

PAYMENT REQUIREMENTS

A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

If you choose to use your own forwarder, it is imperative that they follow our instructions closely and email a pre-advise to the address/number listed below. If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

EMAIL:	res@airwaysfreight.com
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

CHICAGO TRAVEL & ADVENTURE SHOW 2026
C/O ROSEMONT EXPOSITION SERVICES
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN FEBRUARY 19, 2026

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

CHICAGO TRAVEL & ADVENTURE SHOW 2026
C/O ROSEMONT EXPOSITION SERVICES
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN FEBRUARY 19, 2026

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____

exhibitor name

Booth#: _____

**CHICAGO TRAVEL & ADVENTURE SHOW 2026
C/O ROSEMONT EXPOSITION SERVICES
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018**

DELIVER ON FEBRUARY 20, 2026 ONLY

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____

exhibitor name

Booth#: _____

**CHICAGO TRAVEL & ADVENTURE SHOW 2026
C/O ROSEMONT EXPOSITION SERVICES
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018**

DELIVER ON FEBRUARY 20, 2026 ONLY

HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

**CHICAGO TRAVEL & ADVENTURE SHOW 2026
C/O ROSEMONT EXPOSITION SERVICES
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131**

DELIVER NO LATER THAN FEBRUARY 13, 2026

HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

**CHICAGO TRAVEL & ADVENTURE SHOW 2026
C/O ROSEMONT EXPOSITION SERVICES
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131**

DELIVER NO LATER THAN FEBRUARY 13, 2026