SHIPPING VS. MATERIAL HANDLING



WHAT IS SHIPPING?

Shipping is the process of a carrier picking up items from your office (or another place of origin) and transporting them to the dock of either the advance warehouse or the event facility.

Please note that shipping is separate from material handling.

Exhibitors may use any carrier they choose, including SAIA Freight.

Exhibitors are solely responsible for all cost related to inbound/outbound shipping



WHAT IS MATERIAL HANDLING?

Material handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipping weights.

Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from the dock to your booth space.
- Removal and return of your empty shipping containers (boxes, crates, and pallets). Empty labels can be printed at the RES Service Center located on the exhibit hall floor.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

One easy way to keep charges low?

Consolidate. Whether you ship to the advance warehouse or directly to the show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

So, keep your charges low by skidding items together to ensure they arrive at the same time.

Chicago Travel & Adventure Show

February 6-7, 2027

Material Handling RES

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 **January 4, 2027**. Shipments received at the RES warehouse by **January 22, 2027** will be weighed, inspected and charged at a rate of **$125.00 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 **January 22, 2027**, will be charged at the rate of **$130.00 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 a rate of **$115.00 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 **$28.75 per cwt.** surcharge for any freight loaded or unloaded on Saturday or after 4:00 p.m. weekdays. There will be a **$57.50 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 **$28.75 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 **$28.75 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 / FEDEX / DHL SHIPMENTS

Rosemont Exposition Services will not be responsible in any way for the condition, count or content of UPS/FedEx/DHL deliveries to the RES warehouse or Donald E. Stephens Convention Center. The UPS/FedEx/DHL 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 January 22, 2027:	We will ship _____ lbs.	@	$125.00 per cwt. (100 lb. min)	=	$_____
Advance crated shipments received at the warehouse after January 22, 2027:	We will ship _____ lbs.	@	$130.00 per cwt. (100 lb. min)	=	$_____
Direct exhibit display material shipments to the Donald E. Stephens Convention Center:	We will ship _____ lbs.	@	$115.00 per cwt. (100 lb. min)	=	$_____

Credit Card Payment Information

Account Number: _____ **Expiration Date:** _____ **CVV2 Code:** _____

Cardholder Billing Address: _____

Signature of Cardholder: _____

Company Name: _____ **Booth #:** _____

Chicago Travel & Adventure Show

February 6-7, 2027

Inbound Shipping Instructions



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 4, 2027** and must arrive no later than **February 4, 2027**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on February 5, 2027 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 2027
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 2027
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 5, 2027
- 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 continued on next page

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 4:00**pm on February 7, 2027**. Any freight left in the Exhibit Hall **after 6:00pm on February 7, 2027** 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.

RES Warehouse

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

No Appointment Required

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

Chicago Travel & Adventure Show

February 6-7, 2027

Outbound Shipping Instructions

RES

RES Warehouse

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



1) To assist you in setting up your OUTBOUND 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 4:00**pm on February 7, 2027**. Any freight left in the Exhibit Hall **after 6:00pm on February 7, 2027** 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

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.

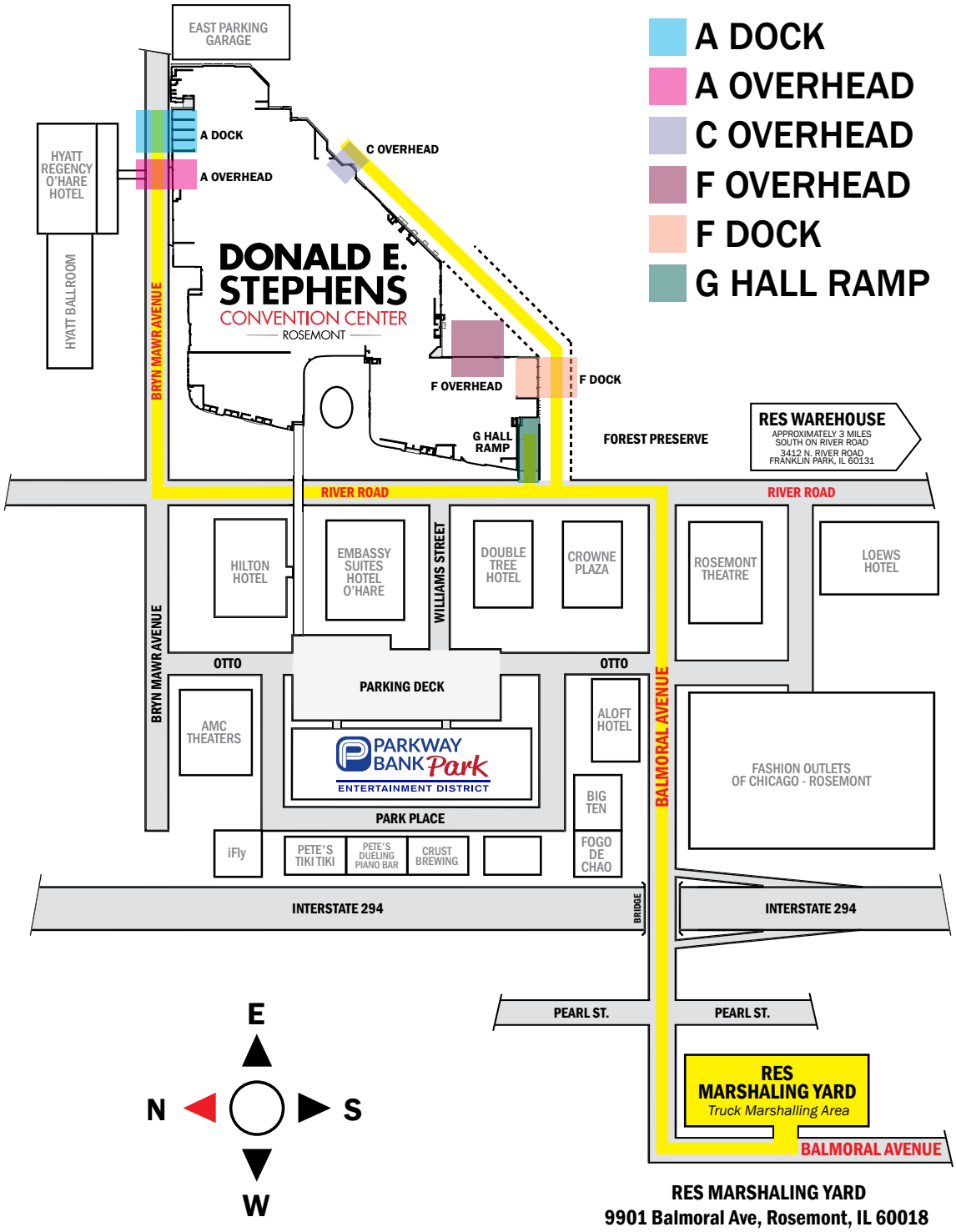
**** To avoid disputes in drayage (freight weight) exhibitors should send freight certified.***

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 MARSHALING YARD
9901 Balmoral Ave, Rosemont, IL 60018

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:

AIRWAYS FREIGHT® LAND • AIR • SEA
Delivering Performance

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

SAIA LTL Freight

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

OPTIONAL LTL CARRIERS:

ABF Freight
On-Site. On Time. Damage-Free.

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

TForce Freight

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

RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:

AIRWAYS FREIGHT® LAND • AIR • SEA
Delivering Performance

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 6-7, 2027**
	Delivery deadline to advance warehouse: **February 4, 2027**
	Show Move In: **February 5, 2027**
	Show Move Out: **February 7, 2027**

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**

AIRWAYSFREIGHT®
LAND • AIR • SEA

Delivering Performance

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____

exhibitor name

Booth#: _____

CHICAGO TRAVEL & ADVENTURE SHOW 2027
C/O ROSEMONT EXPOSITION SERVICES
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN FEBRUARY 4, 2027

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____

exhibitor name

Booth#: _____

CHICAGO TRAVEL & ADVENTURE SHOW 2027
C/O ROSEMONT EXPOSITION SERVICES
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN FEBRUARY 4, 2027

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____

exhibitor name

Booth#: _____

CHICAGO TRAVEL & ADVENTURE SHOW 2027
C/O ROSEMONT EXPOSITION SERVICES
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON FEBRUARY 5, 2027 ONLY

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____

exhibitor name

Booth#: _____

CHICAGO TRAVEL & ADVENTURE SHOW 2027
C/O ROSEMONT EXPOSITION SERVICES
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON FEBRUARY 5, 2027 ONLY

HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____

exhibitor name

Booth#: _____

CHICAGO TRAVEL & ADVENTURE SHOW 2027
C/O ROSEMONT EXPOSITION SERVICES
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN JANUARY 29, 2027

HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____

exhibitor name

Booth#: _____

CHICAGO TRAVEL & ADVENTURE SHOW 2027
C/O ROSEMONT EXPOSITION SERVICES
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN JANUARY 29, 2027