

### 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 **February 2, 2026** and must arrive no later than **April 9, 2026**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on April 10, 2026 only. No earlier.

#### 2) WHERE TO SHIP

##### DIRECT SHIPMENTS

Address all shipments to Donald E. Stephens Convention Center:

Exhibitors name:

Booth number:

The National Franchise Show

c/o Rosemont Exposition Services

9300 Williams Street

Rosemont, Illinois 60018

##### ADVANCE SHIPMENTS

Address all shipments to Warehouse:

Exhibitors name:

Booth number:

The National Franchise Show

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 on April 10, 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 April 12, 2026. Any freight left in the Exhibit Hall after 5:00pm on April 12, 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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