

**RES Warehouse**

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



- 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 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.
- 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.*