



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 February 3, 2025. Shipments received at the RES warehouse by April 3, 2025 will be weighed, inspected and charged at a rate of \$50.00 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 April 3, 2025, will be charged at the rate of \$55.00 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 as part of the standard booth package. This 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 / FEDEX 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)

- Input checkboxes for shipping to Advance Warehouse or 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 April 3, 2025: We will ship \_\_\_\_\_ lbs. @ \$50.00 per cwt. (100 lb. min) = \$\_\_\_\_\_

Advance crated shipments received at the warehouse after April 3, 2025: We will ship \_\_\_\_\_ lbs. @ \$55.00 per cwt. (100 lb. min) = \$\_\_\_\_\_

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

Credit Card Payment Information

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CWV2 Code: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

**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 3, 2025** and must arrive no later than **April 10, 2025**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on April 11, 2025 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 2025  
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 2025  
c/o Rosemont Exposition Services  
3412 N. River Road  
Franklin Park, Illinois 60131

**3) 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 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 will have a drayage desk located at the Exhibitor's Service Center. Labels, shipping instruction forms and shipping information will be available. All exhibitors must fill out an outbound Bill of Lading for any shipment leaving their booth. This form allows us to release your shipment to your carrier.

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 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.

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 4:00pm on **April 13, 2025**. Any freight left in the Exhibit Hall after 5:00pm on **April 13, 2025** will be re-routed in accordance with the conditions in item # 5 of these shipping Instructions.

8) 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, transportation back to the RES warehouse to be given to the selected carrier the next business day.

**9) 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.

10) 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.*