



## Conference Shipping Information

<b>Shipping Guidelines and Costs:</b>	<p>As in other recent years it is best to avoid pre-shipment and bring in your materials for set up. Where this is not feasible, materials can be shipped to the hotel.</p> <p>Please make sure the name of the Event, the company name, and the Exhibitor's name that will be on-site is on the packages being shipped. Stop at the front desk, let them know you have packages that have been shipped, and a staff member will have the packages brought up to you, or to the exhibit area.</p> <p><u>Receiving Service Charges:</u>        \$5.00 per item 1-20 pounds        \$10.00 per item 20-100 pounds        \$15.00 per item 100-200 pounds        \$100.00 per item 200 pounds and/or all skids</p> <p><u>Storage Charges:</u>        The hotel will charge a storage fee for any items left longer than 3 business days of the group's departure of \$5.00 per item per day.</p>
<b>Mark Shipments as Follows:</b>	<ul style="list-style-type: none"> <li>▪ Ship to:           <ul style="list-style-type: none"> <li>○ The Crowne Plaza – Chicago O'Hare</li> <li>5440 North River Road</li> <li>Rosemont, Illinois 60018</li> </ul> </li> <li>▪ Event Name: UTC Region 1/2/4 Meeting</li> <li>▪ Event Dates: September 30 – October 1</li> <li>▪ Exhibit space: O'Hare III Ballroom</li> <li>▪ Company Name</li> <li>▪ On-site contact</li> <li>▪ Booth Number</li> </ul>
<b>Teardown:</b>	<p>Exhibit hall closes at 1:30pm on Wednesday, October 1, however; there will not be a rush to move people out. Be sure to bring shipping labels if you are shipping materials out of the hotel. Leave the labeled packages to be shipped out in your booth, and the Hotel Housemen will pick up all packages and take them to the area, to be shipped out.</p>
<b>Labels:</b>	<p>Make sure all boxes have shipping labels with your account numbers</p>