

SHIPPING ADDRESS AND GUIDELINES

DIRECT SHIPPING TO DOCK ADDRESS

National Prom Market Chicago
(Your Company Name)
(Your Booth Number – Floor #7)
c/o Merchandise Mart Properties, Inc.
222 Merchandise Mart Plaza
Chicago, IL 60654

SHIPPING GUIDELINES

1. Consolidate all freight—booth, merchandise, literature, etc.—into one shipment.
2. Clearly label all packages with show name, company name, and booth number. Remove all old labels.
3. **All freight must be no larger than 5' wide x 10' long x 5'8" high and weigh less than 2,000 pounds. Any freight that exceeds these measurements and MMPI does not feel safe to turn on its side will be charged a handling fee of \$50 per item, per trip. MMPI is not responsible for damage or loss to product during turning. Any items too large to move will be held at the loading dock for unpacking. An hourly surcharge will be applied and your booth set-up will be delayed.**
4. Create a detailed inventory sheet of every item you are shipping or bringing to the show. Be able to provide the number of units, item descriptions (i.e. cartons, cases, crates, and/or individual items), and weight for all shipments being delivered to the Show.
5. All shipments should include piece count to ensure proper tracking, manifesting, and delivery of freight.
6. Insure your merchandise against theft, damage, and loss from the time it leaves your facility until it returns.

A handling charge of \$55.00 per 100lbs is applied to shipments that arrive outside the designated shipping schedules OR to shipments that exceed the freight size limitations or arrive loose and uncrated.

UPS/FED EX/SMALL PACKAGE SERVICES

All packages will be received through the loading dock. **Please note that piece counts cannot be guaranteed for such shipments.** Where possible, exhibitors may avoid delays and extra charges by having express deliveries shipped to their hotel. Any packages received outside of the designated shipping schedule will be billed at a rate of \$55.00 per 100lbs.

FREIGHT MOVE-IN AND OUT

