

CHICAGO COLLECTIVE

SET UP AND DISMANTLING INFORMATION

SHIPPING ADDRESS AND GUIDELINES

DIRECT SHIPPING TO DOCK ADDRESS

Chicago Collective
(Your Company Name)
(Your Booth Number – Floor 8)
c/o MMPI
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 \$55 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 \$42.00 per 100lbs will be applied to shipments that exceed the allotted weight in your booth package. Please check with your Sales Representative to confirm your allotted weight.

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.

INTERNATIONAL SHIPMENTS – CLEARING CUSTOMS

MMPI is available to receive freight directly at the trade show facility and will operate all drayage services in the trade show facility.

However, pursuant to all applicable laws, MMPI is not the ultimate consignee or the appointed agent of any exhibitor or tenant of a trade show. Therefore, MMPI will not provide its federal tax identification number to act as the importer of record for US customs clearance of any international shipments for exhibitors or tenants of the trade shows it manages.

Each tenant or exhibitor must work directly with a customs broker to clear trade show shipments in the broker's name or in the exhibitor's name through a customs power of attorney form.

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.

