

# Advance Warehouse & Outbound Shipping Instructions

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*When shipping items to Absolute Production Services for your upcoming event, please be sure to include the following on your label:*

**Event/Show Name**  
**Company Name**  
**c/o: On-site Contact**  
**Absolute Production Services**  
**2142 W. Walnut St.**  
**Chicago, IL 60612**

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All packages must contain a label giving the following minimum information

- Return Address
- Event/Show Name
- Name of group as listed on contract
- Name of person that will claim package(s)
- Meeting Room Number

## Inbound Shipping Information

- All shipments must be sent prepaid. Collect shipments will be refused. Certified weight tickets are required for unloading.
- Shipments must arrive at the warehouse **between 9:00am-5:00pm, Monday through Friday**. No shipments will be received at the warehouse on weekends or holidays.
- Please be advised that any shipments that are sent to the Absolute warehouse after the deadline may be refused and redirected to the direct shipping address (carriers such as UPS/Fed-Ex and van lines may not redirect shipments).
- Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered without guarantee of piece count or condition. Absolute Production Services will assume no liability for such shipments. The consignment or delivery of a shipment to Absolute or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the freight.
- Be sure your materials are insured from the time they leave your company until they are returned after the show. Absolute Production Services is not responsible for the security of items after they are delivered to each booth or until items are picked up at the booth for reloading at the close of the show. Please take all necessary precautions.

# Advance Warehouse & Outbound Shipping Instructions

## Outbound Shipping and Handling

- Outbound materials will be moved from your booth or meeting room to the dock and reloaded on Absolute's truck/s. This service is included in the cost if you utilize our Advance Warehouse Shipping services. Boxes/materials must be labeled, packed and ready to be shipped. Completed Bills of Lading or Shipping Confirmations should be turned into your Absolute contact.
- The Shipper is responsible for contacting their carrier of choice to schedule a pickup at Absolute Production Services – 2142 W. Walnut St., Chicago, IL 60612. Pickups must be scheduled within **three business days** of the close of the show.

If Advanced Warehouse Shipments exceed the designated flat rate for the show, the rates listed below will apply. Advance Warehouse Shipping includes receipt of your freight on straight time, storage at warehouse for up to five (5) working days and delivery to McCormick Place.

**A 200 lb. minimum charge per shipment applies. Rates include any overtime needed to handle your inbound and outbound shipments.**

| CATEGORY | DESCRIPTION                                                                                                                                                                                                                                             | RATE / 100 LBS.             | 200 LB. MINIMUM                                 |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------|
| <b>A</b> | <b>Crated or skidded shipments</b><br>via common carrier (i.e.: YRC, ABF, UPS, Van Lines etc.)                                                                                                                                                          | <b>\$200.00/cwt</b>         | <b>\$400.00</b>                                 |
| <b>B</b> | <b>Special handling shipments</b><br>[requires additional handling i.e.: ground un-loading, stacked/constricted space unloading, pad wrapped, un-skidded]                                                                                               | <b>\$250.00/cwt</b>         | <b>\$500.00</b>                                 |
| <b>C</b> | <b>Small Package Shipments</b><br>NOT EXCEEDING 40 LBS. PER SHIPMENT*<br>[Shipment totaling any number of pieces with a combined weight not to exceed 40 lbs. that is received on the same day, from the same shipper & delivered by the same carrier.] | <b>\$75.00 first carton</b> | <b>Maximum weight of shipment up to 40 lbs.</b> |
| <b>D</b> | Onsite shipments returned to warehouse for carrier pickup                                                                                                                                                                                               | <b>\$50.00/cwt</b>          | <b>\$200 minimum</b>                            |

**\*Each additional carton for small package shipments = \$25.00**

Please contact us at **+1 312-226-1200** or **orders@absolutepros.com** with any questions regarding these instructions.