

CHICAGO O'HARE

PLEASE COMPLETE THIS FORM FOR YOUR SHIPPING REQUIREMENTS

SUBMIT TO ZINA JAMESON

zina.jameson@loewshotels.com

Sponsor On-Site Contact Information:

NAME: _____

COMPANY: _____

EMAIL: _____

CELL PHONE: _____

In-Bound Shipping

- I will NOT be shipping anything to the conference
- I estimate shipping approximately _____ (# of) boxes to the Loews Chicago O'Hare Hotel. Please indicate dimensions and details (Tracking Numbers preferred) for any boxes you will be shipping:

Return Shipping

- I have a FedEx Express Account and will bring my own form for shipping
- I have a UPS Account and will bring my own form for shipping
- I do not have a UPS or FedEx account but have read the instructions below and will bring my own form with payment information for shipping
- I will NOT have a return shipment

Payment

- I would like all handling/Receiving charges billed to my hotel guestroom: _____
- I would like all handling/Receiving charges billed to my credit card. Please fill out attached credit card form.

Handling & Receiving Charges:

- | | |
|--|---------------|
| <input type="radio"/> Letters | Complimentary |
| <input type="radio"/> 0-5lbs | \$7.00/box |
| <input type="radio"/> 6-25lbs | \$15.00/box |
| <input type="radio"/> 25-50lbs | \$25.00/box |
| <input type="radio"/> 51-99lbs | \$40.00/box |
| <input type="radio"/> 100lbs+ or Pallets | \$175.00 each |

All packages and boxes sent to the hotel must be marked as follows:

Address packages to:

- Group's Name
- Onsite Contact Name:
- Exhibitor Name/ Booth # (if applicable):
- Attn: Zina Sakharia
- Loews Chicago O'Hare
- 5300 N River Road
- Rosemont, IL 60018
- (# of total boxes)

Outgoing Packages

It is the group's responsibility to arrange for pick-up and shipment of all packages. We advise bringing ready to ship labels since we do not have a full service package room.

Packages will be picked up from meeting space and brought to the shipping area at the conclusion of the event. Due to limited on-site storage, there will be a \$25.00/day, per item charge for all packages left at the property more than three (3) business days.

Pick-up of packages should be scheduled Monday-Friday 7:00 AM to 4:30 PM.

Thank you.