

### 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:

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

### Handling & Receiving Charges:

* + Letters Complimentary

o 0-5lbs $7.00/box

o 6-25lbs $15.00/box

o 25-50lbs $25.00/box

o 51-99lbs $40.00/box

* + 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.



# Incoming Packages

Packages will not be accepted earlier than three (3) days prior to the event’s date. The hotel is not responsible or liable for the delivery conditions and security of the packages.

Packages will be accepted Monday-Friday 7:00 AM to 4:30 PM and Saturday 8:00 AM to 2:00 PM.

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

Address packages to:

* + - Group’s Name
		- Meeting Post As 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)

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After five days all packages left will be disposed of. Pick-up of packages should be scheduled Monday-Friday 7:00 AM to 4:30 PM.

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| **PLEASE COMPLETE THIS FORM FOR YOUR DRAYAGE REQUIREMENTS SUBMIT TO ZINA SAKHARIA****zina.sakharia@loewshotels.com** |
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| GROUP NAME: |  |
| GROUP’S CONTACT NAME: |  |
| MEETING ROOM NAME FOR DROP OFF: |  |
| DROP-OFF DATE AND TIME: |  |
| PICK-UP DATE AND TIME: |  |
| EXHIBITOR / VENDOR NAME (IF APPLICABLE): |  |
| BOOTH NUMBER (IF APPLICABLE): |  |
| NUMBER OF BOXES: |  |
| NUMBER OF SKIDS: |  |
| TRACKING NUMBERS: |  |
| CHARGE (SUBMIT CC FORM) / METHOD OF PAYMENT: |  |
| SPECIAL INSTRUCTIONS: |  |