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# Shipping Instructions

## SAE 2011 Commercial Vehicle Engineering Congress September 13-14, 2011

### 1. When to Ship

Shipments to the warehouse must arrive no later than **September 7, 2011**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on **September 12, 2011** only. No earlier.

### 2. Where to Ship

#### DIRECT SHIPMENTS

Address all shipments to

**Donald E. Stephens Convention Center:**

Exhibitors name:

Booth number:

**SAE 2011 Commercial Vehicle Engineering Congress**

c/o Rosemont Exposition Services, Inc.

9300 Williams Street

Rosemont, Illinois 60018

#### ADVANCE SHIPMENTS

Address all shipments

to Warehouse:

Exhibitors name:

Booth number:

**SAE 2011 Commercial Vehicle Engineering Congress**

c/o Rosemont Exposition Services, Inc.

3412 N. River Road

Franklin Park, Illinois 60131

3. **International & Canadian Shipments:** Neither RES, Inc. nor the Donald E. Stephens Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of show materials into the United States. All freight should be consigned to a certified broker for customs clearance. If your company does not have a customs broker please call R.E. Rogers at 847-806-9200 for international shipping assistance.
4. To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services, Inc. will have a drayage desk located at the Exhibitor's Service Center, where labels, shipping instruction forms and shipping information will be available.
5. At the close of the show, where carriers fail to pick up or refuse to accept shipments, the drayage contractor reserves the right to re-route such shipment where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. They will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.
6. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
7. No material may be loaded or removed from the Exhibit Hall until **4:00 pm on September 14, 2011**. Any freight left in the Exhibit Hall **after 6:00 pm on September 14, 2011** will be re-routed in accordance with the conditions in item # 4 of these Shipping Instructions.

### 8. Limits of Liability

A) Rosemont Exposition Services, Inc. will not be responsible for the condition, count or content of exhibit displays and materials once they have been placed in the booth, and before they are picked up for removal after the close of the show. All materials should be properly insured by the exhibitor against fire, theft, and damage while in transit, to and from the booth, and for the duration of the show.

B) Rosemont Exposition Services, Inc. will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.

C) Rosemont Exposition Services, Inc. will not be responsible for the loss or theft of materials after same have been delivered to the booth or before they are picked up for loading out of the booth subsequent to the show.

D) Rosemont Exposition Services, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.

9. All exhibits and exhibit material of any type handled by Rosemont Exposition Services, Inc. is insured by Rosemont Exposition Services, Inc. at a value not to exceed twenty-five cents (\$.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

**\* To avoid disputes in drayage (freight weight) exhibitors should send freight certified.**