



Place Orders At  
 Valley Online Ordering Website - Click [HERE](#)  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

**RECAP OF  
 COST &  
 PAYMENT**

**CooperatorEvents Chicagoland Expo**

DISCOUNT PRICE DEADLINE:  
 SEPTEMBER 21, 2022

Navy Pier, October 13, 2022

This form with your credit card information, and all applicable order forms must be forwarded to Valley Expo & Displays. Advance prices apply **only** to orders received with payment in full by the advance price deadline date. All orders received afterward, or at the show site will be subject to floor rates. **We cannot accept phone orders**, however, you may fax/mail/email your order to us, provided we have your complete, valid credit card information. You will receive an order confirmation once your order has been placed. All correspondence and final invoices will be emailed to the contact listed below.

For your convenience, when you pay with a credit card, any additional charges incurred for equipment and services will be billed to your card. In any event, no services will be rendered until payment in full has been received.

**Terms**

Exhibitors who have applied for special billing considerations, and to whom credit is extended agree to pay as a service charge 1 - 1/2% per month (18% per annum) and to pay all costs of collection, including a reasonable attorney's fee on all charges not paid within 30 days of invoice date. Payment for labor and services ordered by the exhibitor, their display house or other third parties is the responsibility of the exhibitor. The undersigned (jointly or severally) hereby does primarily and unconditionally guarantee the payment and discharge at maturity of each and every obligation incurred by this designate or assigns (display house or third party agent) in such transaction and agrees in the event of default by such third party of any such obligation to pay and otherwise make good on demand by Valley Expo & Displays or its assigns at any time thereafter, any sums and obligations then owing by the exhibitor to Valley Expo & Displays.

**SERVICES AND EQUIPMENT ORDERED**

- Booth Furniture Order Form
- Accessories Order Form
- Booth Carpet Order Form
- Advance Freight Handling Order Form
- Direct Freight Handling Order Form
- Portable/Modular Display Rental Order Form
- Exhibitor Supervised Event Labor Order Form
- Valley Supervised Event Labor Order Form
- Forklift Service Order Form
- Booth & Exhibit Porter Service Order Form
- Sign & Banner Order Form
- Specialty Furniture Order Form

**Total Now Due**

**Order  
 Summary**

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
**\$ \_\_\_\_\_**

Please provide the following information so we may credit your account properly. All correspondents including final invoice(s) will be emailed to the contact provided below.

\_\_\_\_\_  
 Company Name Booth # \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 Billing Address City & State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
 Email Address Name (please print) \_\_\_\_\_

\_\_\_\_\_  
 Phone Fax \_\_\_\_\_ Check No. (if paying by check) \_\_\_\_\_

\_\_\_\_\_  
 Visa  MC  AMEX  Discover  Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CVCS \_\_\_\_\_

\_\_\_\_\_ Card Number \_\_\_\_\_

X \_\_\_\_\_  
 Cardholder Signature Cardholder's Name (please print) \_\_\_\_\_

All orders Emailed / Faxed / Mailed will incur a \$25.00 processing fee.





Place Orders At  
Valley Online Ordering Website - Click [HERE](#)  
EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
FAX: 815.873.1544

**THIRD  
PARTY  
BILLING**

## CooperatorEvents Chicagoland Expo

Navy Pier, October 13, 2022

This form is to be used if you wish to have a Third Party handle your display, and be billed for services. The Recap of Cost & Payment Form **MUST** be completed by the Third Party to be billed for services, **however, we also must be provided with the Exhibiting Company's credit card information below for our files.** Unless otherwise requested, all charges incurred will be billed to the Third Party.

It should be understood that by signing this form or placing an order the Exhibiting Company agrees it is ultimately responsible for payment of charges. **If your Third Party does not pay all charges in full before the end of the show, all charges will revert to the exhibiting company, due on receipt.**

Exhibiting Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Exhibitor Name: \_\_\_\_\_

Exhibitor Signature: \_\_\_\_\_

Exhibiting Company's credit card information:

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex \_\_\_ Discover \_\_\_ / \_\_\_ Exp. Date \_\_\_ CVC2  
Last 3 digits on back of card, 4 digits on front of AMX

Account #: \_\_\_\_\_

X

Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address

City

State

Zip

Exhibiting  
Company  
Information

Indicate which services are to be invoiced to the Third Party:

\_\_\_ ALL VALLEY SERVICES  
\_\_\_ I&D LABOR/SUPERVISION  
\_\_\_ MATERIAL HANDLING IN & OUT

\_\_\_ RENTAL FURNITURE/CARPET/SIGNS  
\_\_\_ BOOTH CLEANING  
\_\_\_ OTHER: \_\_\_\_\_

Services  
to be  
billed to  
third party

Third Party Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-Mail for Invoice: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Third Party Company's credit card information:

\_\_\_ Visa \_\_\_ MC \_\_\_ Amex \_\_\_ Discover \_\_\_ / \_\_\_ Exp. Date \_\_\_ CVC2  
Last 3 digits on back of card, 4 digits on front of AMX

Account #: \_\_\_\_\_

X

Cardholder's Signature

Print Cardholder's Name

Cardholder's Billing Address

City

State

Zip

Third Party  
Company  
Information





Place Orders At  
 Valley Online Ordering Website - Click [HERE](#)  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

**EXHIBITOR  
 APPOINTED  
 CONTRACTOR**

## CooperatorEvents Chicagoland Expo

Navy Pier, October 13, 2022

Submit this form if the exhibiting company intends to use a contractor other than Valley Expo & Displays. If the exhibiting company fails to comply with any of the requirements listed below the exhibitor appointed contractor will not be permitted to service your exhibit, and Valley Expo & Displays must be hired for installation and dismantle labor. The exhibitor appointed contractor will be able to provide supervision only.

Exhibitor appointed contractors must use labor supplied by Valley Expo & Displays unless the following requirements are fulfilled:

1. The exhibitor must notify Show Management and Valley Expo & Displays of the intention to utilize an independent contractor no later than 30 days prior to the first day of move-in, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper certificates of insurance with at least the minimum as described below, unless Show Management requires more.
  - a. Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any one person in an occurrence.
  - b. \$2,000,000 with respect to injuries to more than one person in any occurrence.
  - c. Workers' Compensation Insurance including employee liability coverage in the minimum amount not less than \$1,000,000 of individual and/or aggregate coverage and/or statutory limitation.
  - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - e. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence and {\$1,000,000} each aggregate.
  - f. **Valley Expo & Displays, Show Management and Facility must be named as additional insureds on a primary and non-contributory basis.**
3. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Valley Expo & Displays.
4. For services such as electrical, plumbing, telephone, and cleaning and drayage, no contractor other than the Official Service Contractor will be approved. This regulation is necessary due to licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.
5. The Exhibitor Appointed Contractor:
  - a. Must agree to abide by all rules and regulations of the show, as outlined in this exhibitor kit, including all union rules and regulations.
  - b. Will share with Valley Expo & Displays all reasonable costs related to its operation, including but not limited to overtime pay for stewards, restoration of exhibit space to its initial condition.
  - c. Must furnish Show Management and Valley Expo & Displays with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
  - d. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services.  
The exhibitor Appointed Contractor may not solicit business on the exhibit floor.
  - e. Must confine its operations to the exhibit area of its clients. No service desks, storage areas, or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear.
  - f. Shall provide, if requested, evidence to Valley Expo & Displays that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts could lead to work stoppages, strikes, or labor problems.
  - g. Must coordinate all of its activities with Valley Expo & Displays.
  - h. Must comply with all reasonable rules and regulations of the venue, Show Management and Official Service Contractor in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue if the condition cannot be corrected.
6. All information must be received by Valley Expo & Displays' office no later than 30 days prior to the first day of move-in.

### Contractor Requirements

**Exhibiting Company Name:** \_\_\_\_\_

**Booth Number:** \_\_\_\_\_

**Exhibitor Appointed Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Contact at Show:** \_\_\_\_\_

**Type of Service to be performed:** \_\_\_\_\_

### Contractor Information





Place Orders At  
Valley Online Ordering Website - Click [HERE](#)  
EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
FAX: 815.873.1544

**SHIPPING  
ADDRESSES &  
RECEIVING DATES**

## CooperatorEvents Chicagoland Expo

Navy Pier, October 13, 2022

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Valley Expo & Displays will receive and manage the freight at the warehouse and/or on show site as described in the following pages. Freight handling fees are paid to Valley Expo & Displays for these freight handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

All inbound shipments must have a bill of Lading and/or certified weight ticket showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Valley Expo & Displays for such shipments. The weight is rounded up the next one hundred pounds (100 lbs) and is taken from the inbound BOL and/or certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the BOL will be assigned an approximate weight by Valley. This weight will prevail.

### SHIPPING ADDRESS AND RECEIVING DATES

#### Advanced Warehouse Shipping Address

EXHIBITING COMPANY NAME  
BOOTH NUMBER  
**COOPERATOREVENTS CHICAGO-  
LAND EXPO**  
YRC FREIGHT - CHICAGO  
C/O VALLEY EXPO & DISPLAYS  
5400 W. ROOSEVELT RD.  
CHICAGO, IL 60644

- Use this address and information on your inbound bill of lading if shipping your freight to the advance warehouse.
- For your convenience, please use the freight labels provided in this service kit.
- Receiving hours: M - F 7:30AM - 2:30PM
- All shipments must be prepaid. Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

#### Advanced Warehouse Receiving Dates

First day freight will be accepted at advanced location: **Monday, September 12, 2022**

Last day freight will be accepted: **Monday, October 10, 2022**

#### Direct to Show Site Shipping Address

EXHIBITING COMPANY NAME  
BOOTH NUMBER  
**COOPERATOREVENTS CHICAGO-  
LAND EXPO**  
NAVY PIER  
C/O VALLEY EXPO & DISPLAYS  
600 E. GRAND AVE.  
CHICAGO, IL 60611

- Use this address and information on your inbound bill of lading if shipping your freight direct to the show site.
- For your convenience, please use the freight labels provided in this service kit.
- All shipments must be prepaid. Collect shipments will be refused.
- Certified weight tickets must accompany all shipments.

#### Direct to Show Site Receiving Dates and Times

**Do not send shipments to arrive in advance of 10/12/2022 to the show site.**

**The facility has no means of storage, and will refuse your shipment.**

Days freight will be accepted at show site: **10/12/2022; \*12:00PM - 5:00PM**

**\*Drivers must check in by 3:00PM**

**Authorization To Provide Freight Handling Services:** By completing the Freight Handling Order Form, it is understood that Valley Expo & Displays and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Valley Expo & Displays for drayage services are based on the value of the material handling services and the scope of Valley Expo & Displays liability as herein set forth. The amounts payable to Valley Expo & Displays are unrelated to the value of the Exhibitor's property being handled by Valley Expo & Displays or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Valley Expo & Displays or its subcontractors. It is agreed therefore that if Valley Expo & Displays or its subcontractors should be found liable for loss or damage to Exhibitor's materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of \$500 per item, or \$1,000 per shipment, whichever amount shall be less, as agreed upon damages bit as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Valley Expo & Displays will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.





Place Orders At  
Valley Online Ordering Website - Click [HERE](#)  
EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
FAX: 815.873.1544

## CooperatorEvents Chicagoland Expo

Navy Pier, October 13, 2022

**Valley recommends that exhibit materials be shipped to the warehouse address published in this kit rather than directly to the show site.**

**Storage space is limited at the show site and current union jurisdictions prevent show site personnel from delivering material to exhibit booths.**

**Freight arriving directly at the show site will either be diverted to the warehouse, or held for Valley to deliver to the appropriate exhibit booth on the first day of set up. Published rates will apply for this service.**

**Any questions regarding shipping or pre-planning can be directed to Valley Customer Service at 815.873.1500.**

**Thank You,**

**Valley Expo & Displays**



# RUSH

EXHIBITOR MATERIAL

FROM:

## ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

COOPERATOREVENTS CHICAGOLAND EXPO

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS

YRC FREIGHT - CHICAGO  
5400 W ROOSEVELT RD  
CHICAGO, IL 60644

**Shipment Should Arrive Between:**  
**9/12/2022 thru 10/10/2022**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier \_\_\_\_\_

Number of pieces \_\_\_\_\_

# RUSH

EXHIBITOR MATERIAL

FROM:

## ADVANCE SHIPMENT

TO:

EXHIBITING COMPANY

COOPERATOREVENTS CHICAGOLAND EXPO

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
YRC FREIGHT - CHICAGO  
5400 W ROOSEVELT RD  
CHICAGO, IL 60644

**Shipment Should Arrive Between:**  
**9/12/2022 thru 10/10/2022**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier \_\_\_\_\_

Number of pieces \_\_\_\_\_

# RUSH

EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

COOPERATOREVENTS CHICAGOLAND EXPO

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
NAVY PIER  
600 E. GRAND AVE.  
CHICAGO , IL 60611

*Shipment Should Arrive:*  
**10/12/2022; 12:00PM - 5:00PM**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.

Carrier \_\_\_\_\_

Number of pieces \_\_\_\_\_

# RUSH

EXHIBITOR MATERIAL

FROM:

## DIRECT SHIPMENT

TO:

EXHIBITING COMPANY

COOPERATOREVENTS CHICAGOLAND EXPO

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
NAVY PIER  
600 E. GRAND AVE.  
CHICAGO , IL 60611

*Shipment Should Arrive:*  
**10/12/2022; 12:00PM - 5:00PM**

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS

Carrier \_\_\_\_\_

Number of pieces \_\_\_\_\_

# RUSH

HANGING SIGN

FROM:

HANGING SIGN SHIPMENT

TO:

EXHIBITING COMPANY

COOPERATOREVENTS CHICAGOLAND EXPO

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
YRC FREIGHT - CHICAGO  
5400 W ROOSEVELT RD  
CHICAGO, IL 60644

**Shipment MUST Arrive By:**  
DATE

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier \_\_\_\_\_  
Number of pieces \_\_\_\_\_

# RUSH

HANGING SIGN

FROM:

HANGING SIGN SHIPMENT

TO:

EXHIBITING COMPANY

COOPERATOREVENTS CHICAGOLAND EXPO

SHOW NAME

BOOTH NUMBER

C/O VALLEY EXPO & DISPLAYS  
YRC FREIGHT - CHICAGO  
5400 W ROOSEVELT RD  
CHICAGO, IL 60644

**Shipment MUST Arrive By:**  
DATE

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 pm to be guaranteed same day unloading.

Carrier \_\_\_\_\_  
Number of pieces \_\_\_\_\_





Place Orders At  
Valley Online Ordering Website - Click [HERE](#)  
EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
FAX: 815.873.1544

## ADVANCE SHIPMENT FREIGHT HANDLING ORDER FORM

### CooperatorEvents Chicagoland Expo

Navy Pier, October 13, 2022

As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

#### Information

- Freight is accepted **9/12/2022** thru **10/10/2022**.
- To ensure timely arrival of your materials at show site, freight should arrive by **10/10/2022**. Freight will still be received after the deadline date; however, delays may occur and additional charges will apply.
- The warehouse receives shipments Monday through Friday, except holidays.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

#### Advantages

There are several advantages to shipping in advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site. Exceptions may occur.
- Delivery dates and times are more flexible.

#### Estimating Material Handling Charges

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment. There are two categories of freight:
  - Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.
- Add Overtime and/or Double Time surcharges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add Overtime and/or Double Time surcharges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the advance warehouse before or after the deadline dates listed above.

**Straight Time :** 8:00 AM to 4:30 PM Monday through Friday  
**Overtime:** 4:30 PM to 8:00 AM Monday through Friday; All day Saturday  
**Double Time:** All day Sunday and Holidays  
(Overtime/Double Time will be applied to all freight received at the warehouse that must be moved into or out of booth during above listed times)

	Rate Classifications	Price Per CWT	200lb Minimum
<b>Rates</b>	Crated or Skidded	\$ 312.90	\$ 625.80
	Special Handling	\$ 350.70	\$ 701.40

#### Small Package

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day from the same shipper and delivered by the same carrier

First Carton	\$ 149.00
Each Additional Carton	\$ 50.00

#### Additional Surcharges

Early/Late Delivery Show Site/Advance Warehouse Surcharge	20% Surcharge per CWT
Overtime - Inbound and/or Outbound Surcharge	25% Surcharge per CWT
Double Time - Inbound and/or Outbound Surcharge	50% Surcharge per CWT
No Weight ticket - Reweigh Surcharge	25% Surcharge per CWT

**\*\*This show moves in and/or out on Overtime and/or Double Time and is subject to Additional Surcharges for shipments.**

#### Estimate of Charges

Rate Classification	Weight	CWT	Price Per CWT	Estimated
		÷ 100 =	\$	\$
<b>Additional Surcharges (% added to price per CWT)</b>				
Inbound		Out Bound		N/A
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
<b>Small Package</b>				
First Carton				\$
Additional Carton		_____ # of additional carton x 50.00		\$
This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.				<b>Total Estimated</b> \$



Place Orders At  
 Valley Online Ordering Website - Click [HERE](#)  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

**DIRECT SHIPMENT  
 FREIGHT HANDLING  
 ORDER FORM**

**CooperatorEvents Chicagoland Expo**

Navy Pier, October 13, 2022

As the official service contractor, Valley Expo & Displays is the exclusive provider of freight services. Material handling includes unloading your exhibit material, delivering it to the booth, handling of empty containers to and from storage, and removing of material from the booth for loading onto your outbound carrier. Shipments by carriers not giving delivery receipts or bill of lading, will be accepted and delivered to your booth space with no guarantee of piece count or condition. No liability whatsoever will attach to Valley Expo & Displays for those shipments. Valley Expo & Displays assumes no liability for lost or damaged items stored during any event. Cost to transport your exhibit material to and from the convention or event is not included.

**Information**

- Freight will be accepted: **10/12/2022; 12:00PM - 5:00PM**
- Do not ship to the facility prior to **10/12/2022**. Early shipments to the show site may be refused.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Ship pre-paid; collect shipments will be refused.
- Freight Questionnaire must be submitted with this form.

**Estimating Material Handling Charges**

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 lbs. Each 100 lbs. is considered one "cwt" (one hundred weight). All shipments are subject to reweigh. (200lbs minimum charged on all shipments weighing 51lbs - 200lbs)
- Select the category that best describes your shipment. There are three categories of freight:
  - Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
  - Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS Ground, & DHL** are included in this category due to their delivery procedures.
  - Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Add overtime and/or double time charges for inbound if material is delivered to the booth during the overtime and/or double time period.
- Add overtime and/or double time charges for outbound if material is loaded onto the outbound carrier during the overtime and/or double time period.
- Add the early/late surcharge if the shipment is accepted at the show site before or after the deadline dates listed above.

**Straight Time :** 8:00 AM to 4:30 PM Monday through Friday  
**Overtime:** 4:30 PM to 8:00 AM Monday through Friday; All day Saturday  
**Double Time:** All day Sunday and Holidays  
 (Overtime/Double Time will be applied to all freight received at the show site that must be moved into or out of booth during above listed times)

	Rate Classifications	Price Per CWT	200lb Minimum
<b>Rates</b>	Crated or Skidded	\$ 312.90	\$ 625.80
	Special Handling	\$ 334.45	\$ 668.90
	Uncrated	\$ 357.50	\$ 715.00

**Small Package**

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 50lbs that is received on the same day from the same shipper and delivered by the same carrier

First Carton	\$ 149.00
Each Additional Carton	\$ 50.00

**Additional Surcharges**

Early/Late Delivery Show Site/Advance Warehouse Surcharge	20% Surcharge per CWT
Overtime - Inbound and/or Outbound Surcharge	25% Surcharge per CWT
Double Time - Inbound and/or Outbound Surcharge	50% Surcharge per CWT
No Weight ticket - Reweigh Surcharge	25% Surcharge per CWT

**\*\*This show moves in and/or out on Overtime and/or Double Time and is subject to Additional Surcharges for shipments.**

**Estimate of Charges**

Rate Classification	Weight	CWT	Price Per CWT	Estimated
	÷ 100 =		\$	\$
<b>Additional Surcharges (% added to price per CWT)</b>				
Inbound	Out Bound		N/A	
_____ OT (+ 25%) _____ DT (+ 50%)	_____ OT (+ 25%) _____ DT (+ 50%)			
<b>Small Package</b>				
First Carton				\$
Additional Carton	_____ # of additional carton x \$50.00			\$
			<b>Total Estimated</b>	\$

This calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.



Place Orders At  
Valley Online Ordering Website - Click [HERE](#)  
EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
FAX: 815.873.1544

## FREIGHT SERVICE QUESTIONNAIRE

### CooperatorEvents Chicagoland Expo

Navy Pier, October 13, 2022

#### ALL EXHIBITORS SHIPPING FREIGHT MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ Total

2. Indicate total number of trucks in each category that you will use:

\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Company Truck  
\_\_\_\_\_ Overseas Container

3. List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. If using a Customs Broker, please print name:

\_\_\_\_\_

Phone \_\_\_\_\_

5. Print the name of person in charge of your move-in:

\_\_\_\_\_

Phone \_\_\_\_\_

6. What is the minimum number of days required to set your displays?

\_\_\_\_\_

7. What is the weight of the single heaviest piece that must be lifted?

\_\_\_\_\_ Lbs.

8. What is the total weight of your exhibit or equipment being shipped?

\_\_\_\_\_ Lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the responsibility of the Exhibitor to provide proper special handling instructions. Failure to provide these instructions will result in the elimination of any liability for loss or damage by Valley Expo & Displays.

#### DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

\_\_\_\_\_  
\_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_

Booth Number(s) \_\_\_\_\_





Place Orders At  
 Valley Online Ordering Website - Click [HERE](#)  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

**OUTBOUND  
 SHIPPING  
 INFORMATION**

## CooperatorEvents Chicagoland Expo

Navy Pier, October 13, 2022

Outbound shipping is not an automatic process. Each shipment must have freight handling services on order and a completed Bill of Lading in order to ship materials from the show. All pieces must be labeled individually. After materials are packed, labeled and ready to be shipped, the completed Bill of Lading must be turned in at the Valley Service Desk. **Do not leave this in your booth with your shipment.** Call your designated carrier with pick-up information. In the event your carrier fails to show by carrier check in time indicated on the shipping information form, your shipment will be rerouted to Valley Expo & Displays' official show carrier at exhibitor's expense.

### Tear Down

The show closes at **4:30PM** on **10/13/2022**. Please do not tear down prior to the close of the show. Empty crates will be brought to your booth after aisle carpet is removed.

### Outbound Pick-Up Address & Carrier Check In

- All outbound shipments must be picked up at the show site location.
- Each exhibitor is responsible for arranging prompt pick-up and removal of outbound shipments. If you are using a carrier other than the official show carrier, it is your responsibly to contact the carrier and advise them that they must be checked in and the appropriate times.
- Drivers are placed in line for loading on a first-come, first serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned into the Valley service desk. Should your carrier fail to check in by the designated time, Valley Expo & Displays reserves the right to re-route the shipment via the official show carrier as necessary, at the exhibitor's expense.

### Carrier check in Date and Time: 10/13/2022; 7:30PM

### Outbound Bill of Lading

- All outbound shipments require a Valley Bill of Lading. Bills of Lading will be distributed to your booth before move out. If you do not receive a bill of lading please see the Valley service desk.
- A Bill of Lading must be completed for each truckload and destination. If you have multiple shipping destinations or multiple truckloads to one destination, additional Bill of Ladings are available at the Valley service desk.
- No Bill of Lading will be issued until your invoice has been paid in full.
- Return the completed Bill of Lading to the Valley service desk when your materials are packaged and ready to be shipped. Turning in your Bill of Lading indicates to Valley that your shipment is ready to be loaded.
- The name of the carrier listed on your completed Bill of Lading must match the name of the carrier checking in or your freight will not be released.

### Outbound Miscellaneous Services

Shrink Wrap \$ 95.00 per pallet + dismantle labor (please see labor order form for dismantle labor rates)  
 Banding \$ 3.95 per foot + dismantle labor (please see labor order form for dismantle labor rates)

### Labels

Each individual item in your shipment must be clearly labeled. Blank labels are available at the Valley Service Desk.

### Excessive Trash & Booth Abandonment

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged a handling fee and disposal fee during move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift Labor and/or Dumpster Fee.





Place Orders At  
 Valley Online Ordering Website - Click [HERE](#)  
 EMAIL: [EVENTS@VALLEYEXPODISPLAYS.COM](mailto:EVENTS@VALLEYEXPODISPLAYS.COM)  
 FAX: 815.873.1544

# OUTBOUND BILL OF LADING INSTRUCTION

## BILL OF LADING INSTRUCTIONS

These instructions are designed to clarify information required on a Bill of Lading.  
**COMPLETE ALL THE BLUE SHADED AREAS - PRESS HARD**

**The Show Name**      **Today's Date**      **The booth number you are exhibiting under. This is where Valley physically looks for your shipment, therefore, the correct booth number is critical.**

**Circle the total number of bills of lading that will be completed for your booth space. Separate bills must be completed for different destinations and for different methods of shipping. (ie YRC, FedEx, van line, etc.)**

**The company name you are exhibiting under. The name of this convention center or exhibit hall, including city and state.**

**List the name of the carrier you have chosen to ship your freight.**

**If you have selected a carrier other than our house carrier, you must initial here. This informs Valley what to do with your freight in the event your carrier does not check in by the designated time.**

**What does your shipment consist of? Fill in the exact quantities of each "kind of package" be very specific include weights.**

**Name and address of the party responsible for the freight charges.**

**Check "Collect" if the "Ship To" address and the "Freight charges guaranteed by" addresses are the same. If the addresses are different, then you have involved a third party and the "Prepaid/3rd Party" option should be selected.**

**Please read the Liability on the reverse side of the bill of lading prior to signing. Once you understand and agree to these conditions, please sign and print your name.**

**RETURN TO THE VALLEY SERVICE DESK AFTER YOUR MATERIALS ARE PACKED AND READY TO BE SHIPPED. DO NOT TURN THE BILL OF LADING IN EARLY.**

**A SHIPPING LABEL MUST BE PLACED ON EACH PIECE.**

**LEAVE YOUR PACKED SHIPMENT IN YOUR BOOTH.**

