

# EXHIBITOR BOOTH SHIPPING INSTRUCTIONS

**1.**

## Choose your preferred shipping provider

Once shipping label is created, double check the provided address for accuracy

**2.**

## Shipping Address

Chicago Marriott Downtown  
MWAA Annual Meeting July 24-25 2024  
110 E. Grand Avenue  
Chicago IL. 60611  
*(Your Company Name & Booth #)*

**3.**

## Labeling

Packages/Boxes must be labeled as indicated  
For multiple packages: Label 1/3, 2/3, 3/3  
**MUST HAVE YOUR COMPANY NAME & BOOTH #**

**4.**

## Delivery Date

Shipments arriving before July 15th will be charged a storage fee by the Marriott

## Marriott Downtown Magnificent Mile FedEx Package Handling Fees

Package Weight	Package Pickup or Delivery by FedEx Office
Envelopes up to 1.0 lb.	\$10.00
0.0 - 1.0 lb.	\$10.00
1.1 - 10.0 lbs.	\$15.00
10.1 - 20.0 lbs.	\$25.00
20.1 - 30.0 lbs.	\$35.00
30.1 - 40.0 lbs.	\$55.00
40.1 - 50.0 lbs.	\$55.00
50.1 - 60.0 lbs.	\$55.00
60.1 - 150.0 lbs.	\$70.00
Pallets and Crates	\$250.00 or \$0.75/lb. > 333 lbs.

**5.**

### Return Shipping

Please bring your return shipping labels with you. During tear down- pack, tape, and attached return labels to all boxes. Leave on or in front of your space.