

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 30-31 2025
540 North Michigan Ave.
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 21st 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.	\$7.00
0.0 - 1.0 lb.	\$7.00
1.1 - 10.0 lbs.	\$15.00
10.1 - 20.0 lbs.	\$20.00
20.1 - 30.0 lbs.	\$30.00
30.1 - 40.0 lbs.	\$36.00
40.1 - 50.0 lbs.	\$42.00
50.1 - 60.0 lbs.	\$50.00
60.1 - 150.0 lbs.	\$66.00
Pallets and Crates	\$250.00 or \$0.80/lb. >312lbs.

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.