

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 22-23 2026
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 13th 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.

**Subject to
Change**

5.

Return Shipping

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