



International Shipping Instructions



Rosemont Exposition Services Inc. has appointed Rogers Worldwide to provide international shipping, customs brokerage, freight forwarding and related services for any event produced at the Donald E. Stephens Convention Center. Rogers Worldwide can arrange international air, ocean or ground transportation for exhibit materials as well as customs and other agency clearances and related international freight transportation services for exhibitors, stand builders and suppliers. All exhibitors expecting international shipments to arrive at an event at the Donald E. Stephens Convention Center should contact one of our offices and request a complete set of our international shipping instructions for that particular event:

Rogers Website: <http://www.rerogers.com> Venue Website: <http://www.rosemont.com/>

To avoid costly delays, all international cargo should be routed to **CHICAGO, ILLINOIS** and scheduled to arrive no later than **TWO WEEKS PRIOR TO THE OPENING OF YOUR EVENT** consigned to Rogers Worldwide, 845 Oakton St #100, Elk Grove Village, IL, 60007. Please fax copies of your shipping documents to Rogers Worldwide at 1 847 806 9204 at least one working day prior to arrival at the first U.S. port or airport of unloading or entry. Please refer to our complete shipping instructions for detailed consignment and documentation requirements; copies of these instructions are available upon request via phone, fax or e-mail to any Rogers Worldwide office or partner.

DO NOT SHIP ANY VIDEO MONITORS, VIDEO EQUIPMENT, ELECTRONIC EQUIPMENT, COMPUTER GEAR & ACCESSORIES, FOOD, BEVERAGES, MOTOR VEHICLES, ENGINES, TEXTILES OR WEARING APPAREL OF ANY KIND WITHOUT ADVANCE REVIEW AND APPROVAL!

ROGERS WORLDWIDE GROUP OFFICES & PARTNERS: On the reverse of this page, you will find a list of Rogers Worldwide offices and service partners experienced in the coordination of exhibition shipments. We suggest that you contact one of these offices to arrange transportation services from the point of origin to your booth for your exhibit material. If a Rogers Worldwide office or service partner is not listed for your country, then please contact our office for advice regarding our recommended service partner who is certified to handle exhibition cargo. Should you choose to use your own forwarder, please ask them to contact us so we can provide them with a complete set of our international shipping instructions.

TERMS & CONDITIONS: Rogers Worldwide offers services subject to our terms, conditions, limits of liability and instructions as indicated in our shipping instructions and written statement of terms and conditions. All services performed on straight time during regular working hours. Overtime clearance services are subject to U.S. Government approval and availability. All charges must be paid in advance of entry for inbound shipments unless credit has been agreed upon in advance and all outbound charges must be paid prior to dispatch from Chicago. The exhibitor is ultimately responsible for all showsite material handling and other charges incurred on-site. Special show cargo insurance is available upon written request.

QUALITY SERVICE: We are committed to providing the best service for the fairest price. If a customer feels that we have not fulfilled this commitment, please inform any of our offices – worldwide, for an immediate response. Thank you for your business. We hope your participation in this event is a great success!

