



Dear Exhibit Vendor:

Please find the attached information regarding Shipping & Receiving for the Tinley Park Convention Center. For your ease and convenience, the Tinley Park Convention Center recommends that you ship your items to the XpoSolutions Advanced Warehouse. The drayage rates will be at a discounted rate and storage will be provided for free for 30 days prior to the show. Please find information about XpoSolutions attached. If you wish to use them, please complete the XpoSolutions Forms and send to Jay Blasco [jay@myxpos.com](mailto:jay@myxpos.com) or fax to 866-371-0008. There are also shipping labels attached for the Advanced Warehouse.

If you wish to ship directly to the Convention Center, you will pay a surcharge on the drayage rates. Please find those forms also attached. Please note that shipments will not be accepted more than 3 days in advance if you ship direct.

Please note delivery of your shipment to the show and your booth may be delayed if the attached forms are not completed and returned prior to the show.

Thank you,

Tinley Park Convention Center Management



## 2017 Midwest Security & Police Conference/Expo Form / Shipping & Material Handling

I, \_\_\_\_\_ (please print name) with \_\_\_\_\_ (please print company name) on \_\_\_\_\_ (today's date) hereby authorize XpoSolutions Transportation to charge my credit card for all Material Handling charges. If XpoSolutions is chosen as the carrier, I authorize my card to be charged for the agreed upon rate and agree to XpoSolutions Terms and Conditions (which can be found at [www.myxpos.com](http://www.myxpos.com)).

Cardholder Name: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Security Code \_\_\_\_\_  
 Billing Address \_\_\_\_\_ City/State \_\_\_\_\_

Authorized Signature \_\_\_\_\_

**\*\*\*Please send this completed form to [jay@myxpos.com](mailto:jay@myxpos.com) or fax to 866-371-0008\*\*\***

### Use XpoSolutions to Save on Shipping & Material Handling:

If you use XpoSolutions for Carrier Service, the drayage portion would be .50 per pound with a \$50 minimum charge.  
*To obtain carrier service quote, please contact Jay Blasco at 866-371-0007 ext. 530 or [jay@myxpos.com](mailto:jay@myxpos.com)*

If an alternate carrier is used to ship to Advanced Warehouse, the drayage charge will be .90 per pound with a \$75 minimum charge.

Please note drayage rates cover inbound & outbound service to/from booth.

### ***Please fill in shipment information***

For Material Handling purposes, you will need to fill out the following, sign and fax or email back to us. By filling out the following, XpoSolutions will also send you a transportation quote. You will not be charged for shipping unless you authorize XpoSolutions to ship your material by signing said transportation quote.

	# of Pounds	Description (Case, Box, Skid)	Length (in)	Width	Height
Piece #1					
Piece #2					
Piece #3					
Piece #4					
Piece #5					
Piece #6					
Piece #7					
Piece #8					
Piece #9					
Piece #10					
Total # of Pounds					

Pick-Up Zip Code (Required): \_\_\_\_\_



**P: 866.371.0007**

\_\_\_\_\_ of \_\_\_\_\_ total pieces

**SHIPPED FROM:**

---

**ADVANCE WAREHOUSE LABELS**

**SHIP TO:**

*Event:* **Midwest Security & Police Conference/Expo**

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

Booth #: \_\_\_\_\_

Advance Warehouse  
c/o XpoSolutions / KEMCO  
1810 Estes Avenue  
Elk Grove Village, IL 60007

**Deliver by:**



## Shipping & Receiving Forms

If you wish to ship directly to the Convention Center, please complete the following forms and send to [cs@tphicc.com](mailto:cs@tphicc.com) or fax to 708-342-6221. Please note shipments will be refused prior to: **August 10, 2017**

Make sure your shipping labels are addressed as follows:

Event Name  
 (Vendor Name)  
 18451 Convention Center Drive  
 Tinley Park, IL 60477

Event Name: \_\_\_\_\_ Booth # \_\_\_\_\_ Vendor Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

	Description (Case, Box, Skid)	# of Pounds
Piece #1		
Piece #2		
Piece #3		
Piece #4		
Piece #5		
Piece #6		
Piece #7		
Piece #8		
Piece #9		
Piece #10		
Total # of Pounds		
Rate Per Pound		X \$.99
Total		

\*\$5 Minimum Charge



## Credit Card Authorization

(Please Print)

I, \_\_\_\_\_ on \_\_\_\_\_  
hereby authorize the Tinley Park Convention Center to charge my credit card for all  
charges listed on the attached Shipping Form.

Payment is not valid without a photo copy of the front and back of your credit card  
attached to this order.

### **Credit Card Information**

\_\_\_ Visa    \_\_\_ MasterCard    \_\_\_ Amex    \_\_\_ Discover

Name (as it appears on the card): \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_