



Dear Exhibit Vendor:

Please find the attached information regarding Shipping & Receiving for the Tinley Park Convention Center.

Please note that shipments will not be accepted prior to **August 2, 2021**.

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



## Shipping & Receiving Forms

If you wish to ship directly to the Convention Center, please complete the following forms and send to [cs@eventpcc.com](mailto:cs@eventpcc.com) or fax to 708-342-6221. Please note shipments will be refused prior to: **August 2, 2021**.

Make sure your shipping labels are addressed as follows:

Event Name  
 (Vendor Name & Booth #)  
 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: \_\_\_\_\_