**EXHIBITOR OUTBOUND SHIPPING PACKAGE FORM**

**\*\*Please Return to FedEx Office Once Completed\*\***

**All rates subject to change without notice. Form must be filled out completely to be considered a complete order of services.**

|  |  |
| --- | --- |
| **Exhibitor/Organization:** | **Name of Event:** IMN’s Bankers Midwest |
| **Address:** | **Date(s):** September 8-9, 2025 |
| **City, State , Zip:** |  |
| **On Site Contact:** | **Function Room:** Streeterville |
| **E-Mail:** | **Setup Time:**  |
| **Telephone: Fax:** | **Teardown Time:** |

**FedEx Office Package Shipping Information**

*Please contact the FedEx Office with any questions at (312)-595-0768 or* *usa5589@fedex.com*

**FedEx Hours and Schedule:**

Monday through Friday 9:00AM to 6:00PM

Located on Lobby Level near Illinois Street Exit

**Outbound Shipping Information:**

All packages shipped from the Hotel will be shipped by the onsite FedEx Office and will incur handling charges based on the scale listed below. Outbound packages to be picked up by a third-party courier should be coordinated with FedEx Office team member PRIOR to Exhibitor departure from hotel. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation cost.

**Package Storage Fees**

|  |  |
| --- | --- |
| **Package Weight** | **Storage Fee After 5 Days** |
| Flat Envelopes | $0.00 |
| 0.0 – 10.0 | $5.00 |
| 11.0 – 30.0 | $10.00 |
| 31.0 – 60.0 | $15.00 |
| Over 60.0 | $25.00 |
| Pallets & Crates | $50.00 |
| Over 6.5’ in Size | $25.00 |

*\*\*Over 6.5’ will result in additional oversize fee of $25.00\*\**

**Package Handling Fees**

|  |  |
| --- | --- |
| **Package Weight** | **Pickup/Delivery by****FedEx Office** |
| Flat Envelopes | $10.00 |
|  0.0-1.0 | $10.00 |
| 1.1 – 10.0 | $15.00 |
| 10.1 – 20.0 | $25.00 |
| 20.1 – 30.0 | $35.00 |
| Over 30.0 | $55.00 |
| Pallets & Crates | .75/lb ($250.00 min) |

**Package Requirements:**

All Packages Must Follow the Below Requirements PRIOR to Exhibitor Departure from Hotel-

All packages *must* be sealed with a completed carrier airbill before being picked up by FedEx Office for outbound shipping.

Don’t have a pre-paid airbill? Please find attached form to fill out and leave with your package prior to departure from hotel. This form and the attached airbill must BOTH be filled out in order to qualify for outbound shipping.

***Any packages that do not follow the above requirements will be taken to our lost and found post-departure, and will be ineligible for outbound shipping through our onsite FedEx.***

**See Reverse for Order Form**

**\*\*A Signed Copy of this Order Form Must be Returned to the FedEx Office Prior to Exhibitor Departure for Order to be filled\*\***

**SERVICES REQUEST:**

Please check the below based on Exhibitor’s individual circumstance-

I am requesting **Outbound Shipping for a Pre-Paid Package Label** from the onsite FedEx Office

for the following number of packages: \_\_\_\_

I am requesting **Outbound Shipping AND Package Label** from the onsite FedEx Office

for the following number of packages: \_\_\_\_

(Airbill MUST Be Filled Out Prior to Exhibitor Departure)

I am requesting aid with a **Third-Party Courier Service** from the onsite FedEx Office for the following

number of packages: \_\_\_\_

**SIGNATURE OF AUTHORIZATION:**

Please check the below based on Exhibitor’s individual circumstance-

I confirm that the InterContinental Chicago Magnificent Mile has previous authorization to place charges incurred for any/all of the requested service(s) to the credit card already on file from a previously filled out Exhibitor Form

I confirm that the InterContinental Chicago Magnificent Mile has authorization to place charges incurred for any/all of the requested service(s) to the credit card below:

Card Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Card Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ CVC Code: \_\_\_\_\_\_\_

Cardholder Name exactly as it appears on Card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing address (as it appears on statement): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/2024

**\*\*\*Please note this Authorization may be shared internally with Accounting and FedEx should any Shipping charges be incurred\*\*\***

**For your protection, forms should not be e-mailed, mailed or faxed to any other number than (312) 321 8837.**