



## SHIPPING INFORMATION

### **Inbound Shipments**

Prior to the Resch Complex accepting any shipments, the Material Handling Form must be completed by the exhibitor and returned to the email [resch.expo@pmiwi.com](mailto:resch.expo@pmiwi.com). All exhibitor materials, boxes, registration items, handouts, and display cases, etc. will be charged a material handling fee of \$20 per box or \$75 per pallet or crate, for the first two. Each additional pallet or crate over two is \$50 each. After payment is received, the Resch Complex will accept materials three business days prior to show move-in. Anything that arrives prior to the three business days before the show, without prior approval from the Resch Complex, is subject to a \$25 charge per box per day it is at the Complex. Completion and submission of Material Handling allows the Resch Complex and PMI Entertainment Group staff to handle the shipment, including but not limited to, unloading/reloading from the carrier, relocation of boxes for storage purposes, and delivery to and from the booth. The Resch Complex and PMI Entertainment Group are not liable for any damaged products or materials in the transport of the boxes.

Delivery must occur during the Resch Complex's loading dock business hours, Monday – Friday, 8 AM – 3 PM. If other arrangements need to be made, please send an inquiry email to [resch.expo@pmiwi.com](mailto:resch.expo@pmiwi.com). This email inbox is monitored during the same hours noted above.

### **Required Package Information:**

Resch Complex – Event Department

Name of Show

Exhibiting Company Name and Booth #

Attn: (Onsite contact who will be looking for the package)

C/O PMI Entertainment Group

840 Armed Forces Drive

Green Bay, WI 54304

In addition to the information above, all box(es) must be labeled with the expected number.

Example: 1 of 1 OR 1 of 3. Please keep all tracking numbers from the carrier for reference.

### **Outbound Shipments**

Exhibitors are responsible for shipping materials at the conclusion of the show. This includes shipping labels, tape, and shrink wrap. Shipping labels must be prepaid, attached to each package, and completed prior to pick up. Pallets and crates will return to booths as soon as the Resch Complex staff can safely run forklifts on the show floor. All packed outbound shipments can remain at the exhibitor's booth space after packing is complete. The Resch Complex does not offer services for packing and shipping. It is the exhibitor's responsibility to make the necessary arrangements for booth material pick up. FedEx Ground and UPS Ground typically are onsite 2-3 times per week. Anything that is not picked up within three business days after the show is subject to a \$25 charge per box per day it is at the Resch Complex.