



## Shipping & Receiving Form

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: **September 9, 2026**.

**You may use Fed Express or UPS but Fed Express is our preferred carrier.** We have had problems in the past with UPS leaving packages when the convention center is unattended.

Please note delivery of your shipment to the show and your booth may be delayed if the Credit Card Authorization for Shipping and Receiving form is not completed and returned prior to the show.

Make sure your shipping labels are addressed as follows:

Barnabas Foundation Conference  
 (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 for Shipping & Receiving

(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 photocopy 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: \_\_\_\_\_

For easy identification, please include this label on each piece of your shipment.



**PROVEN STRATEGIES**  
for **PLANNED GIVING**

Presented by Barnabas Foundation

**Must arrive between September 9-14, 2026**

**Exhibitor Name:** \_\_\_\_\_

**18451 Convention Center Dr  
Tinley Park, IL 60477**

**No. \_\_\_\_\_ of \_\_\_\_\_ Pieces**



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