



Midwest Furniture Club Furniture Show for August 11th & 12th, 2010
Renaissance Hotel & Convention center, Schaumburg, IL

Advanced Receiving Form Important information for the show

In filling out this form you will insure that your product will be shipped to the show in a timely fashion. Any complications that might arise from not filling out this form will be your responsibility. It is important that you read and fill out this form so we can handle everyone's shipping and receiving in a uniform fashion.

- Name of Product/s _____ Reps Name _____
- 1) When can we expect the product at our warehouse? (deadline is August 5th) If product is not received by this date you will be responsible for any re-consignment charges and then need to ship merchandise directly to show. You will also need to make a dock appointment at the Renaissance Convention Center with Donna 630.781.4828.
 - 2) If you are not able to ship to Th Rogers during that time line you have the option of shipping directly to the Renaissance Convention Center directly however, you will need to schedule a dock appointment directly with Donna 630.781.4828
 - 3) How many cartons is the factory shipping? _____
 - 4) When shipping product please make sure all cartons are tagged. For example 1carton of 20 for Michael More booth #25.
 - 5) Please have the freight carriers make a dock appointment with Nate/Roxanne 815.385.9386, if you are shipping to Th Rogers's location.
 - 6) Please let us know if you know ahead of time that is shipping your merchandise to our warehouse. For example; Wise Way, ABF, Schull etc.
 - 7) Please attach an inventory of the product that is going to be shipped. That way we know how many pieces are coming in from what manufacturers ahead of time. You can fax the list to 888.900.5516 attention Nate or email this list to donnaloague@yahoo.com.
 - 8) Will you need assembly/ installation for you booth? YES NO (Please circle one)
 - 9) Will you need additional labor then the included amount of time for your booth? For example; booths that are 100 to 300 square feet will get one man one hour. Booths that are 500 square feet and over will get two men for two hours for standard set up. Any additional labor charges will be assessed after that. Additional labor is charged at the rate of \$32.00 per man per hour and will need payment at the time of service. Will you need additional labor? YES NO (please circle one)
 - 10) For merchandise leaving the show. **All merchandise being picked up directly at the show will need to make a dock appointment** with Donna 630.781.4828. We asked that all merchandise be broken down and shrink wrapped (ready to load) before your truck is on the dock. Small box trucks will have only a half hour for loading time and full trailers will only have one hour to load. Any additional labor needed for loading please call Donna 630.781.4828

Remember we have a NEW address so make sure you have sent it off to your factory?

Please fill out and email to donnaloague@yahoo.com or fax back to 800.900.5516 attention Nate. All forms need to be in by July 16th please.
Thank you again for the opportunity to do business with you. We appreciate your business!

Please note our NEW receiving address...

3203 Lakeside Court, McHenry, IL
P. 815.385.9386 F. 800. 900.5516

Donna Loague for all show questions 630.781.4828
donnaloague@yahoo.com or terry@terrencehrogers.com