

Exhibitor Shipping Options

Option 1: Ship Through GES

Details for this service can be found in the exhibitor kit, which will become available on the [Exhibitor Information](#) Page on our conference website on October 1, 2026.

Tradeshow Service Contact:

(800) 801-7648

Advance Warehouse Shipping Arrival Window: February 22 - March 19, 2027

Shipments arriving after the advance warehouse deadline may still be accepted but could incur additional charges. Please use the GES online ordering site to arrange materials handling for any shipments.

Option 2: Ship Directly to the Hotel

If you are planning to ship through FedEx or UPS, use the hotel address below. Your items will be delivered to the dock, and will require GES material handling. Please order this material handling through the GES online ordering site.

Onsite Exhibitor Name, Booth #, Cell Phone # - In care of GES

151 E. Wacker Dr.

Chicago IL 60601

Shipping Arrival Window: Monday, March 22 - Sunday, March 28, 2027

Receiving Information

- » Pallets and packages need to arrive in the arrival window for NCNC27. Any item arriving outside this arrival window is subject to additional charges. Payment by credit card or room charge will be due prior to delivery of boxes.
- » GES will receive all Exhibitor Materials. Exhibitors are required to order material handling through GES for any packages sent to the Hyatt Regency Chicago.

Return Shipping

Reference the next page for most accurate estimate of return shipping costs.

Option 3: Travel with Your Exhibitor Materials

Full-time employees of exhibiting companies may 'hand carry' material provided they do not use material handling equipment. These employees must wear a company shirt or badge. Exhibitors will not be able to access the loading dock.

Special Instructions for Cold/Frozen Item Shipping and Storage

There are additional charges associated with cold/frozen storage. Please contact partnerships@cacfp.org for information.

Shipping And Receiving

Price Guide

Below are some guidelines for shipping packages to and from the Hyatt Regency Chicago.
The labeling on your packages should include:

Group Name/ On-Site Contact Name (or person claiming
packages) ORGANIZATION NAME and DATES OF FUNCTION

Hyatt Regency Chicago
151 East Wacker Dr.
Chicago, IL 60601

Please do not put hotel contact name on package.
ANY PACKAGES ADDRESSED TO EXHIBITION COMPANIES WILL BE REJECTED BY Encore.

RECEIVING/SHIPPING PACKAGES - HANDLING FEES

Letter	\$5.00
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Inbound | Receiving

Packages up to 5 lbs	\$7.00
Packages 6- 20 lbs	\$13.00
Packages 21-50 lbs	\$24.00
Packages 51 - 80 lbs	\$60.00
Packages 81 lbs +	\$80.00
Skids/ Pallets	\$300.00

Outbound | Shipping

Packages up to 5 lbs	\$7.00
Packages 6- 20 lbs	\$13.00
Packages 21-50 lbs	\$24.00
Packages 51 - 80Lbs	\$60.00
Packages 80 Lbs +	\$80.00
Skids/ Pallets	\$300.00

The fees are subject to change without notice.

The normal business staffing hours of the Business Center are:
Monday through Friday - 6:00am - 7:00pm
Saturday/Sunday - 7:00am - 3:00pm

Advanced notice required for large deliveries or freight scheduled outside of normal business hours.



Business Center Services and Package Room
Kim.Smithwaldrup@encoreglobal.com | O: 312-239-4410