



Bulletin 15

➤ Media Kit Shipping Instructions

To: All Passenger Car and Truck Exhibitors
Refer To: Shipping and Drayage/Advance Shipments Bookmarks

Ship ALL media kits for the Chicago Auto Show to:

**CHICAGO AUTO SHOW MEDIA CENTER
NORTH BUILDING ROOM N426
ATTN: Mark Bilek
c/o GES
Attn: Bob Ryley
6800 Santa Fe Drive
Hodgkins, IL 60525**

Do NOT ship any media kits or literature to the CATA headquarters in Oakbrook Terrace. We cannot accept the shipments there.

Make sure boxes are **labeled** as “**Media Kit Material**” so that they will not get mixed in with other show collateral material. Clearly mark all boxes with **embargoed** material as such. Your material must arrive at GES **no later than Monday, Jan. 23, 2017.**

PLEASE NOTE:

In order to better display your press kits in the media center we'd like to know in what form they'll be produced: Printed traditional kit? CD-ROM? Flash drive stick? Please advise us at your earliest convenience so we can prepare for you better. You may direct this or any questions about media kit delivery to Mark Bilek, Senior Director of Communications and Technology (e-mail: mbilek@drivechicago.com). You may also refer to the labor, shipping and drayage section of this manual regarding shipment of your media kits.