



## Chicago Display Marketing Corp. Auction Reference Guide

### Location and Key Points of Contact:

#### Equipment Address:

2021 West Street, River Grove, IL 60171

2630 Division Street, Melrose Park, IL 60160

#### Removal of Purchases Point of Contact: ←

Mark Schallmo

Cell: (708)-528-8270

Email: [mark\\_schallmo@chicagodisplay.com](mailto:mark_schallmo@chicagodisplay.com)

#### Questions Regarding the Auction or Payment:

Brian Clettenberg

Direct: (847) 729-3380

Cell: (219) 765-0443

Email: [BrianC@Winternitz.com](mailto:BrianC@Winternitz.com)

### Payment Information:

- You must pay your Invoice IN FULL within 48-Hours after Sale, prior to removing any of your items.
- **PAYMENTS ARE NOT ACCEPTED AT THE AUCTION SITE.** Please be sure to complete your payment prior to making removal arrangements.
- Visa and MasterCard credit card payments are acceptable ONLY for invoices up to \$2,500
- Titled Vehicles must be paid via Wire or ACH
- ACH / Wire Transfer Instructions are included as an attachment in your Invoice email.
- Please send your confirmation to Brian Clettenberg and be sure to reference your Invoice Number.

### Lot Removal Schedule:

#### Removal Dates and Times:

Monday – Friday, November 17<sup>th</sup> – November 30<sup>th</sup>  
2022

**By Appointment Only** – Contact Mark to Make an Appointment

**Items located at 2630 Division Street, Melrose Park, IL MUST Be Removed by November 30th, 2022, No Exceptions.**

Items at 2021 West River Street, River Grove, IL, Removal Must be Completed by December 15th, 2022.

### Removal and Machinery Mover Information:

- Certificates of Insurance are required for **ALL PARTIES** who will be using any sort of mechanized equipment (including forklifts) to remove their lots, prior to entry of the facility and removal of assets.
- Auctioneer, Seller & Landlord are required to be listed as “Additionally Insured” on Certificates
- For insurance coverage requirements and Machinery Mover suggestions, please refer to the Contractor Suggestions PDF that you received with your Invoice.

### Small Mover Contractor Suggestions:

There are several Pack and Ship companies throughout the Chicagoland area that can come to the school and professionally pack and ship your smaller, hand-carry items. You are not obligated to use any particular company, but below are some suggestions:

Craters & Freighters - 800-736-3335

Ship Smart - 866-266-4508

Global Postal & Shipping - 312-943-5049