

## General Information for Exhibitors

### Exhibit Location & Set-up Schedule

*Exhibit Area:* Stephens Conference Center, 5555 N. River Road, Rosemont  
(second floor of the conference center)  
*Booth assignments:* First-come first served, except for Gold and Platinum Level exhibitors  
*Set-up Schedule:* Wednesday, February 15 beginning at 6:30 a.m.  
*Exhibit area times:* 7:30 a.m. to 12:30 p.m. (mid-morning break at 10:10 a.m.)  
*Breakdown:* 12:30 p.m.

### Shipping Information

You may bring your exhibit materials with you on the day of the event or ship them to the Stephens Convention Center prior to our meeting. All exhibits are tabletop displays. Stand-alone booths are not appropriate for this conference. Keep in mind that the venue's storage space is limited; time the arrival of your materials for no sooner than February 13, 2017. We strongly suggest that your representative check with your shipping company to verify the arrival of your materials. All materials received will be delivered to the display area.

Use this format for shipping your packages to the meeting:

*Company name & rep's name*  
IDS Practice Management Conference/ Feb. 15, 2017  
Package Room  
Donald E. Stephens Conference Center  
9391 West Bryn Mawr  
Rosemont, IL 60018

Package Room hours are 7:00 a.m. to 5:00 p.m. Monday through Friday.

### Outbound Shipping

Exhibitors with outbound shipments must be completely pack & label each piece with a "pre-paid" shipping label before departure. Convention center staff will move items to the package room. Fed-Ex and UPS regularly pick up at the Stephens Conference Center's package room. If you use any other carrier, **you** must arrange pick up at the convention center package room. Give your carrier the package room address listed above.

## **Parking**

The Stephens Convention Center parking garage is available 24-hours/day. The entrance is located across River Road from the Center between the Embassy Suites and the Doubletree Hotel. It connects to the Center via an indoor skybridge. The charge is \$15.00 per vehicle per day. Company representatives may park at the front entrance of the conference center wing briefly to unload items from their car. Please be aware that the Rosemont Police Department may ticket or tow vehicles left at the entrance more than a few minutes.

## **Housing**

There are a number of hotels immediately adjacent to the Stephens Convention Center in Rosemont offering overnight accommodations for a variety of budgets. Please contact the hotel of your choice directly to make reservations. We have **not** established any room blocks for this conference. For a list of all hotels in Rosemont, visit this website: [http://www.rosemont.com/hotels/index\\_hotels.php](http://www.rosemont.com/hotels/index_hotels.php)

These hotels are connected to the conference center by the skybridge network:

Hyatt Regency O'Hare - 800/223-1234

Hilton Rosemont Hotel - 847/678-4488

Doubletree O'Hare Rosemont - 800/222-TREE

Embassy Suites O'Hare Rosemont - 800/ EMBASSY

## **Questions or Concerns**

If you have any questions or concerns about exhibiting at the IDS Conference, please contact us at:

IDS Administrative Office  
10 W. Phillip Rd., Suite 120  
Vernon Hills, IL 60061-1730  
Phone: 847-680-1666  
Fax: 847-680-1682  
Email: [Rich@RichardPaulAssociates.com](mailto:Rich@RichardPaulAssociates.com)