

# IDS 2023 Mid-year Conference

Illinois Dermatological Society

## General Information for Exhibitors

### Exhibit Location & Set-up Schedule

*Exhibit Area:* Stephens Conference Center, 5555 N. River Road, Rosemont  
Ballroom #1 (first floor of the conference center)  
*Set-up Schedule:* Friday, September 29 starting at 6:30  
*Exhibit area times:* Friday September 29 from 8:00 a.m. to 12:30 p.m.  
*Breakdown:* Exhibitors may leave any time after the mid-morning break

### 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. Keep in mind that the venue's storage space is limited; please try to time the arrival of your materials for no sooner than September 27, 2023. We strongly suggest that your representative check with your shipping company to verify the arrival of your materials. It's always a good idea for your on-site folks to have a copy of the tracking number! **All materials received will be delivered to your booth.**

Use this format for shipping your packages to the meeting:

*Company name & rep's name*  
IDS Mid-year Conference/ September 29, 2023  
Package Room  
Donald E. Stephens Conference Center  
9391 West Bryn Mawr  
Rosemont, IL 60018

The Package Room, 9391 West Bryn Mawr, is a street load. No dock is available at that location. **Shipments requiring a loading dock and/or a forklift must be arranged in advance.** 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. *Please make sure your on-site rep has all the materials they need to pack up and seal your package(s).*