

ISEPS/COS 2020 Joint Conference

Illinois Society of Eye Physicians & Surgeons ❖ Chicago Ophthalmological Society

General Information for Exhibitors

Exhibit Location & Set-up Schedule

- Exhibit Area:* Stephens Conference Center, 5555 N. River Road, Rosemont
Ballroom #22 and adjoining sections (second floor of the conference center)
- Booth assignments:* Please refer to the on-line booth pick diagram – access via the Exhibitor Prospectus:
www.ileyemd.org/exhibitor-prospectus-2020
- Set-up Schedule:* Thursday, March 5 from 1:00 to 4:00 p.m.
Friday, March 6 beginning at 6:00 a.m.
- Exhibit area times:* Friday - 7:00 a.m. to 3:45 p.m. (conference adjourns at 6:00 p.m.)
- Breakdown:* Beginning after the afternoon break on Friday (approximately 4 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. **If you plan to ship crates, skids of material or any materials that requires a forklift, arrangements for handling must be made in advance.** Contact Jimmy Perez, Stephens Conference Center Event Manager, at 847/993-4694. Keep in mind that the venue's storage space is limited; please try to time the arrival of your materials for no sooner than March 3, 2020. 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:

<p><i>Company name & rep's name</i> ISEPS/COS Joint Conference/ March 23, 2018 Package Room Donald E. Stephens Conference Center 9391 West Bryn Mawr Rosemont, IL 60018</p>

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 (see above).** 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).*

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 (in the drop-off area) briefly to unload items from their car. Please be aware that the Rosemont Police Department may ticket or tow vehicles left at this location 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

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 ISEPS/COS Joint Conference, please contact us at:

ISEPS-COS Administrative Office

10 W. Phillip Rd., Suite 120

Vernon Hills, IL 60061-1730

Phone: 847-680-1666

Fax: 847-680-1682

Email: Rich@ILeyeMD.org