

IAO/COS 2010 Joint Conference

Illinois Association of Ophthalmology ❖ Chicago Ophthalmological Society

General Information for Exhibitors

Exhibit Location & Set-up Schedule

Exhibit Area: Stephens Conference Center - Room 1 and adjoining sections (first floor)
Booth assignments: You will receive a booth preference form shortly. We plan to make the booth assignments on or about Monday, February 8, 2010 & notify you by fax or e-mail.
Set-up Schedule: Thursday, February 18 from 1:00 to 4:00 p.m.
Friday, February 19 beginning at 6:00 a.m.
Exhibit area times: Friday - 7:30 a.m. to 4:00 p.m. (conference adjourns at 5:00 p.m.)
Saturday - 7:30 a.m. - 11 a.m. (conference ends at 12 noon)
Breakdown: Beginning after the morning break on Saturday (approximately 11 a.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, Event Manager, at 847/993-4694. Keep in mind that the venue's storage space is limited; time the arrival of your materials for no sooner than February 16, 2010. We suggest that your representative check with the shipping company to verify the arrival of your materials.

Use this format for shipping you packages to the meeting:

<p><i>Company name & rep's name</i> IAO/COS Joint Conference/ Feb. 19 - 20, 2010 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.** 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 packages from 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 Conference Center maintains 24-hour/day parking facility across River Road located behind the Embassy Suites Hotel. It connects to the Center via an indoor skybridge. The charge is \$11.00 per vehicle with in and out privileges.

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. 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

Rosemont Hotel at O'Hare - 847/678-4488

Doubletree O'Hare Rosemont - 800/222-TREE

Embassy Suites O'Hare Rosemont - 800/ EMBASSY