



Load-In/Out Rules & Regulations

Parking Information

Schedule of Events

10:00 AM	Registration Opens
11:20 - 2:00 PM	Educational Seminars
2:00 - 6:00 PM	Trade Show (Live entertainment from 4-6 PM)
6:00 PM	Load out begins
6:00 -8:00 PM	After Party

Parking Information

- Parking is not included and standard parking fees will apply
- There is no validation for exhibitors
- Parking for Aon Ballroom is located in Garage 2 (east)

Rideshare Information

- Located near Sable Hotel (location to meet driver can be found on your Uber app)

Sponsor-Load In

- If your booth requires assembly, please let Jennifer Davidson know right away as an additional labor fee may apply
- If your booth is arriving by box truck please let Jennifer Davidson know no later than April 14 to schedule your dock time.
- We have a limited number of wheels and volunteers to help move your items to your booth area. Please bring a co-worker to help you unload and set up.
- Please see a volunteer for assistance on finding your booth space
- If arriving by Dock
 - Please check in with Security
 - You can unload into Aon Ballroom but do not leave your car/van in the dock so that others can unload after you.
- **Sponsor Load in begins at 8:00 AM**

Exhibitor Load In

- If arriving by Dock
 - Please check in with Security
 - You can unload into Aon Ballroom but do not leave your car/van in the dock so

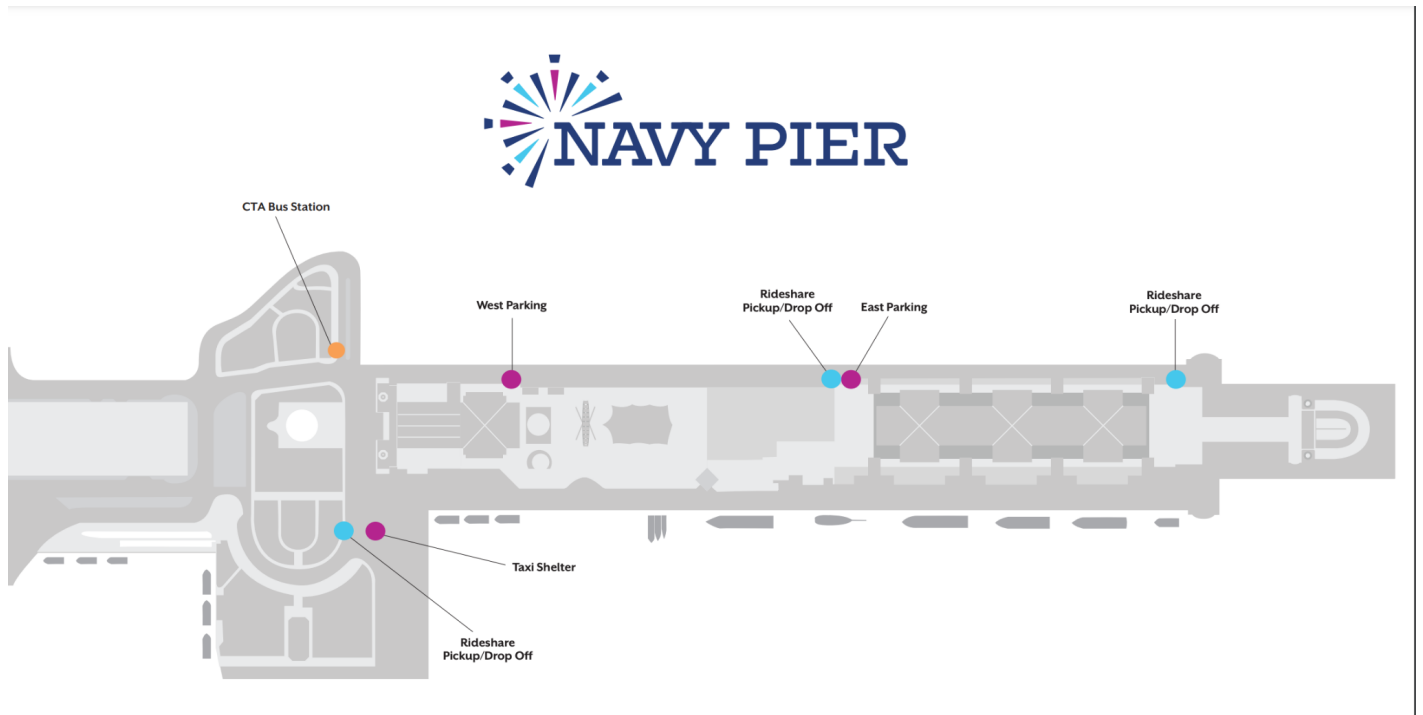


that others can unload after you.

- Please see a volunteer for assistance on finding your booth space
- Please bring a co-worker to help move your items to your booth space.
- [Exhibitor Load-In](#) in begins at 9:00 AM

Show ready by 1:00 PM for photos!

Parking Map





Load Out Rules & Regulations

Thank you for participating in the Hospitality & Tourism Summit! We hope it was a fantastic afternoon of networking! Please see below for load-out information.

Load Out Information

- Please do not break down your booth prior to the end of the Trade Show (6:00 PM). Tearing down before the end of the show could result in not participating the following year.
- If you plan on attending the After Party, please make arrangements to have a co-worker break down your booth. We cannot leave the booth unattended (remember Navy Pier is a public space).
- Items cannot be left overnight. When leaving, please take everything with you.
- If you do need to ship anything out (via FedEx or Messenger), please coordinate with Ateema prior to the end of the event.