



October 1<sup>st</sup> & 2<sup>nd</sup> 2019, Loews® Chicago O’Hare

## **GENERAL INFORMATION**

### **Location:**

The Loews® Chicago O’Hare Hotel  
5300 North River Road  
Rosemont, IL 60018  
847-544-5300 – Phone

To make a reservation with the Loews® [Click Here](#)

### **Complimentary Items:**

Your booth space cost includes the following complimentary items:

- 8’ back rail drapery and 3’ side rail drapery
- The ballroom is carpeted
- 7” x 44” Company ID Sign
- 1 - Wastebasket per booth
- 1 - 6’ draped table per booth
- 2 - Side chairs per booth

### **Show Hours:**

Tuesday, Oct. 1	10:00 a.m. to 6:00 p.m.
Wednesday, Oct. 2	10:00 a.m. to 4:00 p.m.

### **Exhibitor Access Hours:**

Monday, Sept. 30	10:00 a.m. to 5:00 p.m. – Move-In
Tuesday, Oct. 1	8:00 a.m. to 6:00 p.m.
Wednesday, Oct. 2	8:00 a.m. to 4:00 p.m.
Wednesday, Oct. 2	4:00 p.m. to 7:00 p.m. - Move-out

### **Parking:**

Hotel guests receive a 50% discount on parking.  
Parking for hotel guests is \$16 per day.  
Parking for guests not staying at the Loews® is \$32 per day.



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**Cleaning:**

Show Management will vacuum the aisles of the show and empty your wastebaskets each night **IF** they are placed at the front of your booth for easy access. We do not allow cleaning personnel to enter your booth to collect the trash at night.

**Shipping:**

The Loews® Hotel will accept all your packages, from a small box to a pallet of materials. Attached are forms from Loews® with pricing and to/from shipping instructions to/from shipping instructions.

**Display Regulations:**

While we want you to have as much display space as possible, we want you to play nice with your neighbors. Therefore, you are allowed to have displays as high as 8' in the back one-half of your booth. Displays in the front one-half of your booth may be up to 4' in height.

**Electrical Power:**

Electrical power is provided by PSAV. The attached forms are to order and pay for your electrical needs. A standard 500-watt line will be enough power to run a computer, monitor, charge your phones and similar items.

# CHICAGO O'HARE

PLEASE COMPLETE THIS FORM FOR YOUR SHIPPING REQUIREMENTS

SUBMIT TO ZINA JAMESON AT:

[zina.jameson@loewshotels.com](mailto:zina.jameson@loewshotels.com)

## Sponsor On-Site Contact Information:

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

## In-Bound Shipping

- I will NOT be shipping anything to the conference
- I estimate shipping approximately \_\_\_\_\_ (# of) boxes to the Loews Chicago O'Hare Hotel. Please indicate dimensions and details (Tracking Numbers preferred) for any boxes you will be shipping:

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## Return Shipping

- I have a FedEx Express Account and will bring my own form for shipping
- I have a UPS Account and will bring my own form for shipping
- I do not have a UPS or FedEx account but have read the instructions below and will bring my own form with payment information for shipping
- I will NOT have a return shipment

## Payment

- I would like all handling/Receiving charges billed to my hotel guestroom: \_\_\_\_\_
- I would like all handling/Receiving charges billed to my credit card. Please fill out attached credit card form.

## Handling & Receiving Charges:

- |  |               |
|--|---------------|
| <input type="radio"/> Letters            | Complimentary |
| <input type="radio"/> 0-5lbs             | \$7.00/box    |
| <input type="radio"/> 6-25lbs            | \$15.00/box   |
| <input type="radio"/> 25-50lbs           | \$25.00/box   |
| <input type="radio"/> 51-99lbs           | \$40.00/box   |
| <input type="radio"/> 100lbs+ or Pallets | \$175.00 each |

**All packages and boxes sent to the hotel must be marked as follows:**

**Address packages to:**

- Group's Name
- Attn: Onsite Contact Name:
- Exhibitor Name/ Booth # (if applicable):
- Attn: Zina Jameson
- Loews Chicago O'Hare
- 5300 N River Road
- Rosemont, IL 60018
- (# of total boxes)

**Incoming Packages:**

Packages will not be accepted earlier than three (3) days prior to the event's date. The hotel is not responsible or liable for the delivery conditions and security of the packages.

**Outgoing Packages**

We advise bringing ready to ship labels since we do not have a full service package room.

Packages will be picked up from meeting space and brought to the shipping area at the conclusion of the event. Due to limited on-site storage, there will be a \$25.00/day, per item charge for all packages left at the property more than three (3) business days.

Thank you.

Conference Name:	
Company:	
Room:	
Booth #:	
On-site Contact	
Dates Requested:	

General AV Equipment	Qty	Days	Per Day Charge
Laptop Computer			\$255
Laser Printer - B&W			\$230
6'-25' Computer Cable			\$26
24" LCD Monitor			\$225
32" LCD Monitor			\$280
46" LCD Monitor			\$555
70" LCD Monitor w/ Stand			\$1,260
<b>Internet/Telecom Services</b>			
High Speed Wireless Connection			\$170
High Speed Wired Connection			\$610
Telephone Line			\$160
Dedicated Bandwidth	<i>Please Call For Pricing</i>		
<b>Power Services</b>			
Electrical Service w/ Power Strip			\$100
Dedicated 20 amp Circuit w/ Power Strip			\$187
Additional Power Needs	<i>Please Call For Pricing</i>		

Please fax completed form to  
 PSAV Sales Office  
**847.928.2917**  
 (Secure Line)

For questions please call:  
 847.928.2896

Credit Card Authorization	
Name (Print)	
Card #	<b>**PLEASE CALL TO PROVIDE NUMBER**</b>
Expiration Date	
Billing Address	
City, State, Zip	
Phone Number	
Email Address	
Signature	

Charges are per day. Event Technology Support (ETS) charge of 24% and Local Sales Tax may apply. Completed form must be received at least three business days prior to beginning show date. A receipt for all charges will be sent to the email address provided at the conclusion of the event. All cancellations within 48 hours are subject to 50% fee. All day-of cancellations are subject to full amount of order including delivery and tax. Prices valid for booth events only. Onsite orders are subject to a 35% surcharge. Additional services and equipment available upon request. Contact PSAV for details. 847.928.2896

# LOEWS

HOTELS

BUSINESS SERVICES CENTER  
NASHVILLE

## Credit Card Authorization Form for Group and Catering Event

I hereby authorize the Loews Chicago O'Hare Hotel to use this credit card as the method of payment for any advanced deposits as well as the final payment pertaining to my event.

### Type of Credit Card (please circle)

American Express / Visa / Mastercard / Discover / JCB / Diner's Club

Card Number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Printed Name of Cardholder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Group or Catering Event: \_\_\_\_\_

Name of Hotel \_\_\_\_\_

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_  
(MM/DD/YY) (MM/DD/YY)

**Please complete this form in full and fax to 847-447-4055.**

Card Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_