



**GREATER
CHICAGO
CHAPTER**
CLUB MANAGEMENT
ASSOCIATION OF AMERICA

**EXPO
2/5/24**



Exhibitor FAQs

What does my booth include?

Each 10x10 booth includes pipe and drape, (1) 6' table with linen and table skirt, (2) chairs, (1) wastebasket and carpet.

Unloading/Loading/Exhibitor Floor:

Hall A overhead door on Bryn Mawr Avenue (you can drive right in, unload, and then go park)
9291 Bryn Mawr Avenue, Rosemont, IL 60018

After unloading please park your vehicle across the street in the parking garage.

Where do I park after unloading?

- The Parking Garage is located directly across the street from the Convention Center
- There is a BIG overhead street sign directing you where to turn for the **Convention Center Parking Garage**
- You will receive a parking ticket upon entrance
 - Parking is \$15
 - When leaving after the event you will find kiosks to pay
- There is a SKYWALK from the parking garage to the convention center
 - Follow the GCCMA EXPO Signs to the Convention Center
 - Allow 10-15 minutes to park and walk over through the warm skywalk

Will WiFi be available?

Yes! WiFi is available through Boingo, it does need to be “reset” every 4 hours. You can order hard-wire internet if needed through RES (see exhibitor kit).

What if I forget to order something for my booth?

There is a RES Service Center located right in the exhibit hall. Someone will be there throughout the show (move in and move out as well) to answer any questions, and order additional booth items. The rates are higher, so it is suggested to order early!



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Are Exhibitors Required to Wear Show Floor Credentials?

Yes! All exhibitors are required to wear a name badge. Names for attendees are entered at registration and/or emailed to kathy@gccma.org by January 24.

Is the kitchen accessible to exhibitors?

No, the kitchen is NOT accessible to exhibitors.

However, if you need items cooked, refrigerated, or special kitchen equipment that is not available through RES and the exhibitor kit please reach out to

Katie Rubright to make arrangements: Katie Rubright: rubright-katie@aramark.com

Katie Rubright

ARAMARK SPORTS + ENTERTAINMENT
Donald E. Stephens Convention Center
Sales Manager
M: 224-425-1273
P: 847-692-6415

Is ICE available?

Ice is available for purchase on-site.

- Yes, you can also wheel in a cooler of ice as well if you prefer. ;)
- Cost for ice at RES = 20 Pound Bag for \$20
- The form to order ice is in the EXHIBITOR KIT or it will be available to purchase

Those pouring beverage samples:

➤ Please bring your own sample cups, those are not provided

Other items available in your Exhibitor Kit:

- Map
- Direct shipment to RES
- Hotels
- More



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Exhibitor FAQs

Exhibitor Kit - tell me more:

The exhibitor kit will be emailed directly to the main contact listed on your registration form from RES. RES will be sending these in early January.

Other items available in your Exhibitor Kit:

- Map
- Direct shipment to RES
- Hotels
- More

THE DAY AT A GLANCE:

7:30 a.m. – 12:00 p.m. – Exhibitor move-in/set up

11:00 a.m. - 12:00 p.m. – most attendees check in and go to 12:00 Keynote Presentation in the Conference Rooms

1:00 p.m. – 4:00 p.m. – EXPO SHOW FLOOR IS OPEN

4:00 p.m. – 5:30 p.m. – Reception (Conference Room 14); each booth includes 2 wrist bands for attendance, some of you purchased more....those will be found in your Name Badge Envelope located at your Booth.

4:15 p.m. – 7:15 p.m. – Exhibitor Move out



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