



# HOSPITALITY & TOURISM SUMMIT CHICAGO 2024

Presenting Partner: enjoy  
**illinois**

## Load-In/Out Rules & Regulations Parking Information

### Schedule of Events

8:00 a.m.	Load In Begins
10:00 a.m.	Registration Opens
10:30 a.m. - 2:00 p.m.	Educational Seminars
2:00 - 5:30 p.m.	Trade Show
5:30 p.m. - 7:00 p.m.	Happy Hour on Trade Show Floor with Live Entertainment
7:00 p.m.	Load Out Begins

### 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 email [events@ateema.com](mailto:events@ateema.com) 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 16 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 check in at our exhibitor help desk to find your booth.
- 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



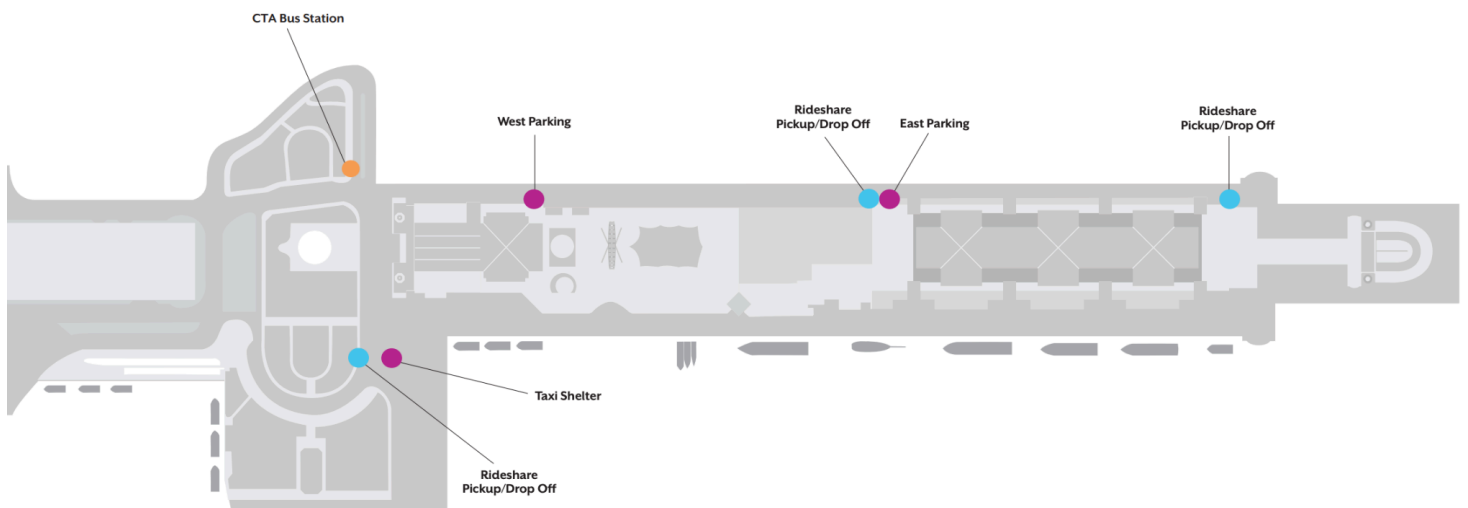
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- You can unload into Aon Ballroom but do not leave your car/van in the dock so that others can unload after you
- Please check in at our exhibitor help desk to find your booth
- Please bring a co-worker to help move your items to your booth space.
- [Exhibitor Load-In in begins at 9:00 AM](#)

Show ready by 1:30 PM for photos!

## Parking Map





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## Load Out Information

- Please do not break down your booth prior to the end of the Trade Show Happy Hour (7:00 PM). Tearing down before the end of the show could result in not participating the following year.
- 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 show.