GREATER ILLINOIS CHAPTER
CLUB MANAGEMENT ASSOCIATION OF AMERICA

EXPO 2/2/26



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 G RAMP (you can drive right in, unload, and then go park)
HALL G is on the South Side of the building (the Marshalling area will not be open, go straight to HALL G, up the ramp).

After unloading please park your vehicle across the street in the parking garage. Please move your vehicle before setting up your materials to make room for all.

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 Greater Illinois 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!

W200N16265 Pine Drive / Jackson / WI / 53037 / 262-305-3453 / kathy@gccma.org

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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 were entered at registration and/or emailed to kathy@gccma.org.

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*. ;) In fact, this is recommended.
- Cost for ice at RES = 20 Pound Bag for about $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, if alcholic beverages you MUST HAVE A **BASSET LICENSE**.
Other items available in your Exhibitor Kit:
➢ Map
➢ Direct shipment to RES
➢ Hotels
➢ More

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Exhibitor Kit - tell me more:
The exhibitor kit is available in this email as well as

Other items available in your Exhibitor Kit:
➢ Map
➢ Direct shipment to RES
➢ Hotels
➢ More

THE DAY AT A GLANCE:

7:30 a.m. – 12:30 p.m. – Exhibitor move-in/set up
Grab show credentials/check-in at Exhibitor Check-in Kiosik in Hall G Conference Area across from Conference room 51.
11:00 a.m. - 1:00 p.m. – most attendees check in and go to our Keynote Presentation in the Conference Rooms
1:00 p.m. – 4:00 p.m. – EXPO SHOW FLOOR IS OPEN
4:00 p.m. - Exhibitor move out

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