



## General Exhibitor Guidelines

**2017 Intensive Scoring Review Course (9/7/2017)**  
**2017 Board Review Course (9/8-10/2017)**  
**Loews Chicago O'Hare– Rosemont, Illinois**

### **EXHIBITOR HOURS**

The exhibit area will be located in the Grand Foyer at the Loews Chicago O' Hare, 5300 N. River Road Rosemont, Illinois, 60018 – 847-544-5300.

Exhibit hours are:

<b>SCORING REVIEW</b>	<b>BOARD REVIEW</b>	<b>BOARD REVIEW</b>	<b>BOARD REVIEW</b>
<b>THURSDAY (9/7)</b>	<b>FRIDAY (9/8)</b>	<b>SATURDAY (9/9)</b>	<b>SUNDAY (9/10)</b>
12:00 PM-1:00 PM	7:00 AM-8:00 AM	7:00 AM-8:00 AM	7:00 AM-8:00 AM
3:15 PM-3:30 PM	10:00 AM-10:15 AM	10:30AM-10:45 AM	10:00 AM-10:15 AM
	12:00 PM-1:00 PM	12:15 PM-1:00 PM	
	3:00 PM-3:15 PM	2:45 PM-3:00 PM	

### **RENTAL FEES**

Your rental fee of \$2,000.00 includes the following exhibitor services:

- One or Two - 6 ft. x 30 in. skirted tables with two chairs and one power strip and cord.
- Continental breakfast, lunch
- Morning and afternoon refreshment breaks for interaction with attendees.

*Security services will **not** be provided throughout the course.*

### **MEALS**

Exhibitors will be welcome to the continental breakfast, lunch and coffee breaks during the course; all other meals are the responsibility of the exhibitor.

### **EXHIBITING RESTRICTIONS**

All materials **MUST** be displayed on the table(s) provided. No posters (hung) or projections of any kind will be allowed to be displayed. Free-standing or pop-up displays can be used behind or next to the exhibit table, as long as it does not interfere with another exhibitor. They may not exceed 8' tall or 4' wide. The AASM reserves the right to have exhibitors remove items that are not compliant with this policy, local authorities and/or the hotel.

### **EXHIBITOR ASSIGNMENTS & BADGES**

Exhibitor space assignments will be chosen on a first-come, first-served basis. Exhibitor badges are required and will be available at the registration desk.

### **SHIPPING INFORMATION**

It is recommended that equipment for your table-top materials arrive at the hotel no earlier than three days prior to the start of the course. Please see the attached Package Shipping Instructions for additional information.

The AASM will not be held liable for the shipping, receiving or fees associated with, or displaying of exhibitors' materials or products.

### **MOVE-IN AND MOVE-OUT**

Exhibitors are welcome to move in between 11:00am and 12:00pm on Thursday, September 7, 2017. Please note that exhibitors will not have access to the exhibit area before the designated move-in time and no security will be provided. Move-out will begin after the break at 10:00am on Sunday, September 10, 2017 and must be completed by 12:00pm. Move-in and move-out times may be subject to change.

### **ADDITIONAL INFORMATION**

For additional information about being a vendor at the course, please contact Chris Waring at (630) 737-9731.