



**2018 Flow Forum Conference  
MAY 7-8, 2018 – WESTIN O’HARE, ROSEMONT, IL**

**EXHIBITOR TOOLKIT**

**TABLETOP DISPLAY**

Each sponsor will be provided with one six-foot table and two chairs. Each sponsors’ display should fit comfortably upon the tabletop or within a six-foot wide footprint immediately behind the table. Note: Internet access is an additional charge of \$10 per day.

**EXHIBITOR MOVE-IN**

Exhibitor Move-in            Monday    May 7, 2018    9:45 a.m. to 12:00 p.m.

**EXHIBITOR MOVE-OUT**

Exhibitor Move-out        Tuesday    May 8, 2018    1:00 p.m. to 3:15 p.m.

**EXHIBIT HOURS**

Lunch*	Monday	May 7, 2018	12:00 p.m. to 1:30 p.m.
PM Breaks*	Monday	May 7, 2018	2:30 p.m. to 2:45 p.m. and 3:45 p.m. to 4:00 p.m.
Opening Reception*	Monday	May 7, 2018	5:00 p.m. to 6:00 p.m.
Breakfast*	Tuesday	May 8, 2018	7:30 a.m. to 8:30 a.m.
AM Breaks*	Tuesday	May 8, 2018	9:30 a.m. to 9:45 a.m. and 10:45 a.m. to 11:00 a.m.
Lunch*	Tuesday	May 8, 2018	12:00 p.m. to 1:00 p.m.

\*Located on Exhibit Floor, LaSalle Ballroom.

**SHIPPING INFORMATION**

The Westin O’Hare will begin accepting materials from exhibitors beginning May 2, 2018.

**Please use the following format when shipping your materials to the Westin O’Hare\*:**

The Westin O’Hare  
ATTN: Flow Forum, Exhibitor Name, Tabletop Number  
6100 North River Road  
Rosemont, IL 60018  
847-698-6000

*\*If you are shipping materials via a carrier other than USPS, UPS, Fedex, or DHL, you will need to provide a Certificate of Insurance to the Westin O’Hare.*

**BAG INSERTS**

If you will be including an insert in the Conference Attendee Welcome Bags, please send 150 inserts (e.g. flyers, postcards, etc.), to arrive by Friday, May 4, 2018. Specs for Inserts: 8-1/2" x 11" in size, *anything oddly shaped, breakable, etc. must be approved by Show Management*. Please label your bag insert shipment as follows:

Don Grennan  
The Westin O’Hare  
ATTN: Flow Forum Inserts  
6100 North River Road  
Rosemont, IL 60018

**EXHIBITOR DESCRIPTION**

All exhibitors will receive a 25-word description, along with their company logo, to be posted on the *Flow Forum* website and for inclusion in the onsite show directory and app. Please provide your company description, sales/contact information, company URL, and a high-resolution copy of your logo on the *Flow Forum* website. (Or paste this link into your browser: <http://flowforum2018.com/exhibitor-information>).

## **EXHIBITOR REGISTRATION**

To register your exhibit personnel (up to two), [click here](#) or past this link into your browser: <http://flowforum2018.com/register>. Exhibitor staff will pick up their badges onsite. Subsequent staff changes may be made by re-clicking on the link provided above. After May 4, 2018, all staff changes will be handled onsite. Please note that exhibitors receive one full Conference Attendee pass.

## **EXHIBITOR INVITATIONS**

Exhibitors can extend a 20% percent discount to their customers/prospects to attend the conference. Simply instruct them to use the promo code: **T** (your tabletop #) when registering (e.g. T1, T2...)

## **HOTEL ACCOMMODATIONS**

*Flow Forum* participants receive a discounted room rate of \$159/night at the Westin O'Hare. To reserve your hotel room, visit: <https://www.starwoodmeeting.com/events/start.action?id=1709254238&key=20888441> Discounted overnight parking is \$10 per day.

## **EXHIBITOR QUESTIONS?**

Please contact Don Grennan at 973-879-0646 or [don@continuityexchange.com](mailto:don@continuityexchange.com).

## **WESTIN O'HARE SHUTTLE INFORMATION AND DRIVING DIRECTIONS**

### **Airport Shuttle (To and From O'Hare International Airport)**

4:45 a.m. to 10:30 p.m. – every 15 minutes

10:30 p.m. to 1:00 a.m. – every 30 minutes

1:00 a.m. to 4:45 a.m. – by request

### **Domestic Arrivals**

The Shuttle Center is conveniently located at O'Hare International Airport between Terminals 1, 2, & 3. To reach the Bus/Shuttle Center from the Terminals:

From the Ground Transport/Baggage Claim Area: Follow the signs or red arrows on the floors to the Bus/Shuttle Center. Proceed through the underground pedestrian walkway area to the Elevator 3 Center or Elevator 4 Center. Take elevator to 1st level. In the elevator, press the Bus/Shuttle button. Continue to the Bus/Shuttle Center area, door entrance will be marked. (Please note: The Bus/Shuttle Center is located inside the building and not in the parking lot.) Once inside the Bus/Shuttle Center area proceed to door #3 and look for the Westin O'Hare shuttle. After 12:00 midnight, please contact the hotel at 847-698-6000 to request a pick-up.

### **International Arrivals at Terminal #5**

After claiming your luggage, please dial 1-847-698-6000 for complimentary pick-up. The Westin offers complimentary transportation to and from O'Hare International Airport located just 5 miles from the hotel:

4:45 a.m. to 10:30 p.m. – every 15 minutes

10:30 p.m. to 1:00 a.m. – every 30 minutes

1:00 a.m. to 4:45 a.m. – by request

### **Driving Directions**

From O'Hare International Airport:

Take I90 East. Exit at River Road North. The hotel is located 2 blocks ahead on the left.

From Downtown Chicago:

Take the Kennedy Expressway (I-90) West to the O'Hare turn-off (I90 West). Exit at River Road. Turn left onto River Road. The hotel is located 2 blocks ahead on the left.

From the West:

Northwest Toll-way (I-90) East, to the O'Hare turn-off (I90 West), exit Mannheim Road South, pass over expressway and immediately enter expressway at the Chicago 190 East sign. Exit River Road North. The hotel is located 2 blocks ahead on the left.

From the North:

Tri-State (294) South, to 190 West to O'Hare. Exit Mannheim Road South, pass over expressway and immediately enter expressway at the Chicago 190 East sign. Exit River Road North, go 2 blocks ahead. The hotel is located 2 blocks ahead on the left.

From the South:

Tri-State (294) North to 190 West and stay in far left lanes for toll booth. At the stoplight turn left onto River Road. The hotel is located on 1 block ahead on the left.