

Exhibitor Kit

Your Show Outline

Setup date	Tuesday, May 12, 2020	6:00pm- 10:00pm
Exhibit Hours	Wednesday, May 13, 2020	7:00am-7:00pm
Exhibit Hours	Thursday, May 14, 2020	7:00am-1:00pm
Teardown	Thursday, May 14, 2020	2:00pm-4:00pm

Items That Come Standard In Your Exhibitor Table Are:

An exhibitor table in a non-carpeted/carpeted hall. Each exhibitor table comes with, (1) 6' skirted table, (2) side chairs, (1) wastebasket.

*For power/electricity, please contact (847) 747-0611 or email Gina.Engler@marriott.com.

Shipping Information:

Due to the limited storage space, packages may be delivered to the Hotel three working days prior to the conference. **Please plan to have your packages arrive by Thursday, May 7, 2020.** If you would like your boxes at your exhibit table, please email your tracking number and courier name to: Alice Wang, awang@twst.com

Delivery Information *Deliver by 5/7/2020
Attention: Alice Wang, TWST Events/ IOTNA Conference
C/O: Gina Engler
Marriott Chicago North West
4800 Hoffman Blvd
Hoffman Estates, IL 60192
Exhibitor Name:
Piece: _____ of _____

Exhibitor Kit

Deliveries/Package Handling Fee and Information:

The exhibitor is responsible for the arrangement and all expenses of shipping materials, merchandise, exhibits or any other items to and from the hotel. The Hotel and TWST Events are not responsible for lost, misplaced and damaged packages. Handling charges cannot be collected by shipper's account number, therefore please pay handling charges with one of the following methods: cash, check or credit card to the Hotel.

*Storing packages beyond three days, there will be storage fee charged by the Hotel.

Hotel's shipping and receiving hours of operations are from 9:00am- 5:00pm Monday through Friday.

Incoming/ Outgoing Packages

Inbound Package Handling Fees - The fees are as follows:

All packages have a \$5.00 handling fee

15 pounds or under \$5.00 per day

16 – 69 pounds \$15.00 per day

70 pounds \$ 75.00 per day

All oversized packages will be subject to additional handling and storage charges.

Contact Us

Sponsorship: Robert Schaudt | RSchaudt@twst.com | (720) 799-1464

Hotel and Sponsorship Logistics: Alice Wang | Awang@twst.com | (212) 952- 3842

Electricity and Power: Gina Engler | Gina.Engler@marriott.com | (847) 747-0611