

Show Quick Facts

National Association of Women MBAs Conference & Career Fair 2017

October 19-21, 2017

LOCATION

Westin Lombard Yorktown Center
 Grand Ballroom
 70 Yorktown Center
 Lombard, IL 60148

IMPORTANT DATES


 Save money if you order and pay on or prior to the Advanced price deadline. Standard pricing and Show Floor pricing will apply as applicable.	Friday, September 22, 2017
First day advance shipments will be received at the warehouse. Hours of operation are 8:00 a.m. - 4:00 p.m.	Wednesday, September 20, 2017
Last day for advance shipments to arrive at the warehouse. See Order Material Handling link under the red tab Material Handling for details on rates.	Wednesday, October 18, 2017

EXHIBIT HALL INFORMATION

Booth Drape Colors	BURGUNDY
8' x 10' Booth Package	8' high Burgundy back drape 3' high Burgundy side rail The exhibit hall is carpeted. Booth space includes: Exhibitor ID sign 1 - 6ft Black draped table 2 - Side chairs 1 - Wastebasket
Exhibitor Installation	Friday, October 20, 2017 7:00pm - 10:00pm Saturday, October 21, 2017 7:00am - 9:30am
Show Open	Saturday, October 21, 2017 10:00am - 3:00pm
Exhibitor Dismantle	Saturday, October 21, 2017 3:00pm - 5:00pm
Material Handling Agreement turned into Alliance Service Desk by:	Saturday, October 21, 2017 5:00pm
Carrier Check-In by:	Saturday, October 21, 2017 4:00pm

Note: All carriers must be checked in no later than 1 hour prior to Exhibitor Move Out completion. **If your carrier has NOT checked in by 4:00pm on Saturday, October 21, 2017 then your freight will be re-routed to the show carrier or returned to the warehouse per your choice.** See the **Shipping Tab** and review **Outbound Shipping Paperwork** section.

ADVANCE WAREHOUSE SHIPMENTS

Shipments should arrive on or after

Wednesday, September 20, 2017

All advance shipments to the warehouse should be addressed and labeled as follows:

Exhibiting Company and Booth #
 National Association of Women MBAs Conference & Career Fair 2017
 c/o Alliance Exposition / UPS Freight
 11201 Irving Park Rd
 Franklin Park, IL 60131

THE LAST DAY SHIPMENTS WILL BE ACCEPTED AT THE WAREHOUSE IS WEDNESDAY, OCTOBER 18th.



Save money by shipping to the advance warehouse prior to Friday, October 13th. See **Order Material Handling** link under the red tab **Material Handling** for details on rates.

DIRECT SHIPMENTS TO SHOW SITE

Shipments will be accepted	Friday, October 20, 2017 7:00pm - 10:00pm
*Please Note: Any shipments that arrive early to show site or after the show opens will incur a higher Material Handling fee. Please reference the rates outlined under the Order Material Handling link under the red tab Material Handling .	Saturday, October 21, 2017 7:00am - 9:30am

All shipments direct to Show Site should be addressed as follows:

Exhibiting Company Name and Booth #
 c/o Alliance Exposition Services
 National Association of Women MBAs Conference & Career Fair 2017
 Westin Lombard Yorktown Center
 Grand Ballroom
 70 Yorktown Center
 Lombard, IL 60148

All materials shipped either to the advance warehouse or directly to show site will incur a Material Handling fee. See **Order Material Handling** link under the red tab **Material Handling** for details on rates.