

Show Quick Facts

Close It Summit 2017

September 25-27, 2017

LOCATION

Palmer House Hilton
Upper Exhibition Hall
17 East Monroe St
Chicago, IL 60603

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.	Monday, August 28, 2017
First day advance shipments will be received at the warehouse. Hours of operation are 8:00 a.m. - 4:00 p.m.	Friday, August 25, 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.	Thursday, September 21, 2017

EXHIBIT HALL INFORMATION

Booth Drape Colors	SILVER
10' x 10' Booth Package	8' high Silver back drape 3' high Silver side rail The exhibit hall is carpeted. Booth space includes: Exhibitor ID sign 1 - 6ft Red draped table 2 - Side chairs 1 - Wastebasket
Exhibitor Installation	Monday, September 25, 2017 1:00pm - 5:30pm
Show Open	Tuesday, September 26, 2017 7:15am - 7:00pm Wednesday, September 27, 2017 7:15am - 2:15pm
Exhibitor Dismantle	Wednesday, September 27, 2017 2:15pm - 4:15pm
Material Handling Agreement turned into Alliance Service Desk by:	Wednesday, September 27, 2017 4:15pm
Carrier Check-In by:	Wednesday, September 27, 2017 3:15pm

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 3:15pm on Wednesday, September 27, 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	Friday, August 25, 2017

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

Exhibiting Company and Booth #
 Close It Summit 2017
 c/o Alliance Exposition/ UPS Freight / J&J Motor Freight
 2338 South Indiana Ave
 Chicago, IL 60616

THE LAST DAY SHIPMENTS WILL BE ACCEPTED AT THE WAREHOUSE IS THURSDAY, SEPTEMBER 21st.



Save money by shipping to the advance warehouse prior to Monday, September 18th. See **Order Material Handling** link under the red tab **Material Handling** for details on rates.

DIRECT SHIPMENTS TO SHOW SITE	
Shipments will be accepted	Monday, September 25, 2017 1:00pm - 5:30pm
*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 .	

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

Exhibiting Company Name and Booth #
 c/o Alliance Exposition Services
 Close It Summit 2017
 Palmer House Hilton
 Upper Exhibition Hall
 17 East Monroe St
 Chicago, IL 60603

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.