



GENERAL VENDOR INFORMATION

To assist you during your time at the Convention Center, we have put together this informational packet with some helpful tips and reminders. Included in the packet are two maps. Map 1 is of the exterior of the Convention Center and will help with loading/unloading and parking information. Map 2 is of the interior of the building and details the location of all the meeting rooms and facilities. Please review in detail to ensure your time is as successful as possible. If you have any questions, please feel free to contact a member of our staff.

Thank You,
Tinley Park Convention Center Management

EXHIBIT SERVICES

The Exhibit Services Desk for your event will be in the South Suite located in the South Lobby. Installation begins at 1:30 p.m. on Tuesday, September 15. Barnabas Foundation staff will be available for any questions beginning at 8:00 a.m. on Tuesday, September 15. If you should need assistance outside of these hours, please pick-up any of the house phones located throughout the Convention Center and ask to speak to an Operations Manager. Be prepared with your booth name and # (if applicable) so that our team can locate you as needed.

LOADING / UNLOADING

Per Tinley Park Convention Center Policies, only items that can be carried in are permitted to be brought in through the front doors. Any items that are on wheels or require a dolly or cart must be loaded in through one of our loading areas. The loading area that has been made available for your event is the South Overhead Garage Door, and South & North Loading Docks. Please see Map 1 for location.

The Tinley Park Convention Center does not supply any carts, dollies, flatbeds, etc. If you need to rent a flatbed, pallet jack or housemen assistance with loading or unloading, use the attached Exhibit Services Order Forms.

MARKETPLACE

The EVEN Hotel offers a 24-hour marketplace for you to purchase beverages, snacks, and sundry items. The gift shop is located next to the Front Desk in the Hotel Lobby.

SHIPPING & RECEIVING

If you have completed the Shipping/Receiving Forms and ship items in advance, all identifiable advanced shipments will be delivered to the booths within the show. If you believe that you have shipped advanced materials and do not see them when you arrive on site, please visit the Exhibit Services Desk. Please be prepared with your carrier information (i.e. FedEx, UPS) and relevant tracking numbers.

If you have empty pallets or crates to be stored for the duration of the show, please visit the Exhibit Services Desk.

If you have items to be shipped out following the show and you will be shipping out via your preferred carrier (including UPS and FedEx), and wish to have them picked up directly from the Convention Center:

- You must have outgoing labels on the items.
- You must arrange for pick-up. UPS or FedEx will not pick-up your materials at the Convention Center unless you call and arrange for the pick-up.
- These items should be left on the show floor, labelled.
- Please arrange your pickup for either Thursday, September 17 or Friday, September 18.

If items that are left behind in the exhibit hall, they may be disposed of at the discretion of the Tinley Park Convention Center.

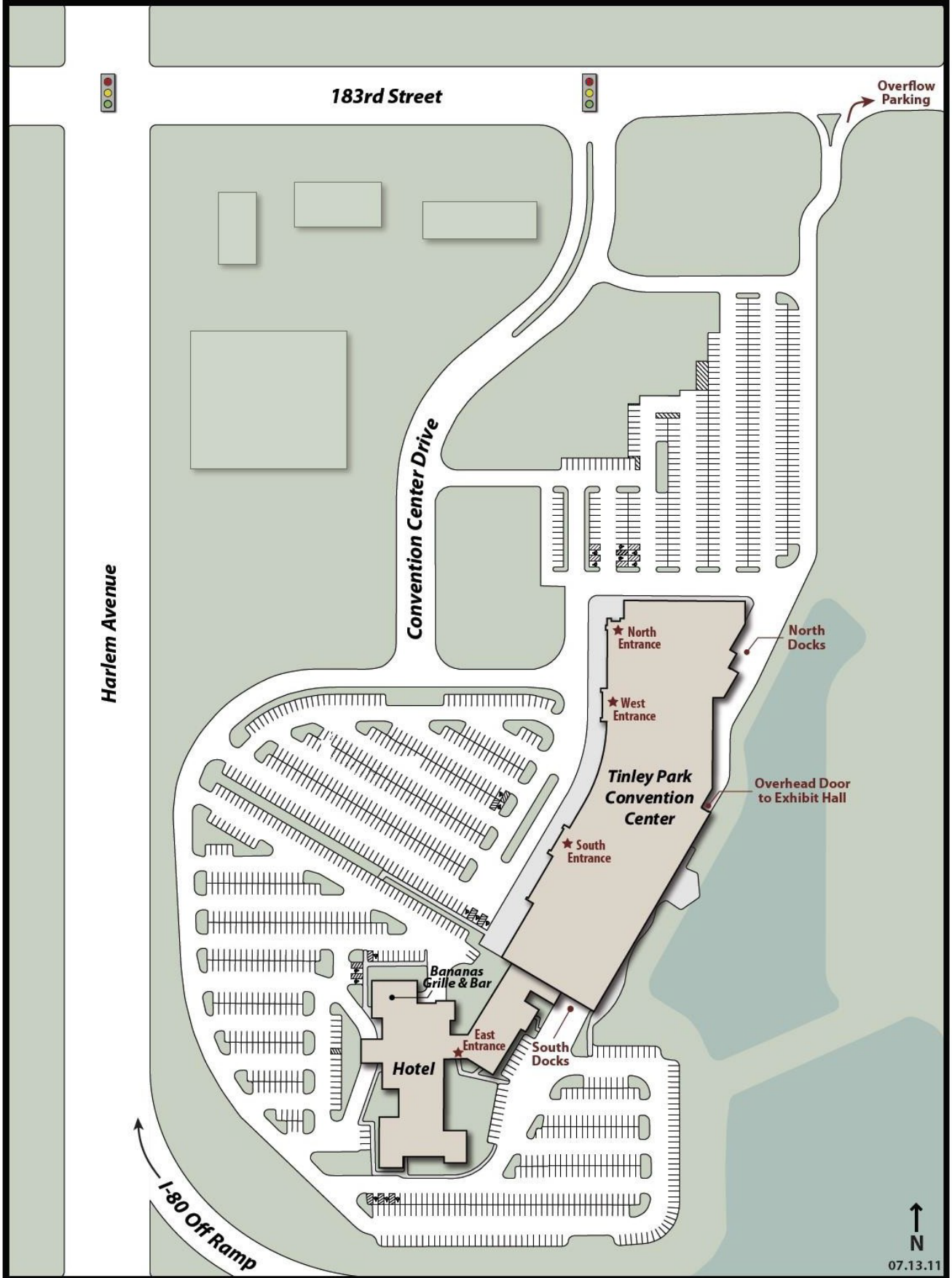
SIGNAGE

The Tinley Park Convention Center does not allow any items to be taped, tacked or adhered to our walls or doors and we appreciate your cooperation in this matter. Items may be hung from pipe & drape using S-Hooks. If you need to rent additional drape, hooks or assistance with hanging any signage, please use the attached Exhibit Services Order Forms.

POLICIES & PROCEDURES

This packet only touches on a few of the key points about the Tinley Park Convention Center. As a vendor here, you are responsible for abiding by all of the facility's policies and procedures which are publicized online at <http://www.tinleyparkconventioncenter.net/exhibitor/>. If you would like a printed copy or a Facility Emergency Guide, please visit the Exhibit Services Desk once you arrive onsite.

MAP 1



MAP 2

