

Chicago Dermatological Society Shipping Information - Stephens Convention Center

You may bring your exhibit materials with you on the day of the event or ship them to the Stephens Convention Center prior to the meeting. **If you plan to ship crates, skids of material or any materials that require a forklift, arrangements for handling must be made in advance.** Contact Jimmy Perez, Stephens Convention Center Event Manager, at 847/993-4694. Keep in mind that the venue's storage space is limited; time the arrival of your materials for no sooner than 1-2 days before the event. We suggest that your representative check with the shipping company of your choice to verify the arrival of your materials.

Use this format for shipping you packages to the meeting:

<p><i>Company name & rep's name</i> Chicago Dermatological Society (<i>add event date</i>) Package Room Donald E. Stephens Conference Center 9391 West Bryn Mawr Rosemont, IL 60018</p>

The Package Room, 9391 West Bryn Mawr, is a street-level load. **No dock is available.** Shipments requiring a loading dock and/or a forklift must be arranged in advance (see above). Package Room hours are 7:00 a.m. to 5:00 p.m. Monday through Friday.

The pedestrian entrance to the convention center is at 5555 N. River Road. Please note that the Rosemont Police are very strict about parking and unloading at this location; they will allow you to stop there only a few minutes, and your vehicle must be attended at all times. As an alternative, there is a lot on the Bryn Mawr (north) side of the building where you can park temporarily to unload your vehicle.

Outbound Shipping

Exhibitors with outbound shipments must completely pack & label each piece with a "pre-paid" shipping label before departure. Convention center staff will move items to the package room. Fed-Ex and UPS regularly pick up packages from Stephens Conference Center's package room. If you use any other carrier, you must arrange pick up at the convention center package room. Give your carrier the package room address listed above.

Questions/Assistance

Before the conference, contact the CDS office: 847-680-1666; email: RichardPaul@DLS.net

On the day of the conference, if you need assistance, check with the on-site CDS staff at our registration table.