



EXHIBITOR MANUAL

ICPAS **SUMMIT**[™]23

The Premier Event for Accounting and Finance Professionals[™]

EXPANDING THE
POSSIBILITIES



ILLINOIS CPA SOCIETY®
www.icpas.org

Tuesday - Wednesday
August 22-23, 2023

Donald E. Stephens Convention Center
Rosemont, Illinois

SET-UP:

Monday, August 21, 2023
12:00 PM - 4:30 PM



WELCOME EXHIBITOR

Thank you for choosing to participate at the Illinois CPA Society SUMMIT23, which will be held on Tuesday-Wednesday, August 22-23, 2023, with setup on Monday, August 21, 2023, at the Donald E. Stephens Convention Center in Rosemont, IL.

This Manual is designed to help ensure that you and your staff can set up your booth and prepare for engagement with attendees seamlessly. Please take a moment to review the deadlines and helpful information provided in the following pages. Below are links by “Tier” that allow you to electronically submit all the required content and uploads. Select from the “Tier” that your company has contracted to submit needed event deliverables, so we can update our website, virtual page and Summit Guide.

TIER 1
(Click Here!)

TIER 2
(Click Here!)

TIER 3
(Click Here!)

The following pages of this Manual include:

- SUMMIT23 Fast Facts: days and times, set-up, lead retrieval, hotel accommodations, food and beverage, and move-out.
- Exhibitor/sponsor deliverables.
- Floor plan with session layout, exhibitors and sponsor assignments, and registration location.

For the best experience, your team should be thoroughly familiar with this information. We want you to be ready to concentrate on business and networking, as opposed to trouble shooting issues on-site when SUMMIT23 opens on Tuesday, August 22, 2023!

Looking to further promote your company at SUMMIT23? Additional sponsorship and advertising programs are available. Contact Mike Walker to discuss options.

Mike Walker, National Advertising Manager

Phone: 925.648.3101 | Mobile: 310.339.7676 | Fax: 213.232.3245

Email: mike@rwwcompany.com



FAST FACTS

SUMMIT23 DAYS & TIMES:

Tuesday, August 22, 2023 | 9:15 am - 3:45 pm

Wednesday, August 23, 2023 | 9:15 am - 3:45 pm

SET-UP:

Monday, August 21, 2023 | 12:00 pm - 4:30 pm

Exhibit Tables include:

- 6' Skirted Table
- Plush Ballroom Carpeting with Padding
- 2 Side Chairs and 1 Wastebasket
- 1 Standard Electric Drop
- 24-hour perimeter security in the conference center from move-in to move-out
- Daily cleaning and maintenance of the aisles and common exhibit hall areas to assure a safe and attractive exposition

Shipments should be sent to:

Attn: Ricardo Raya
Package Room
9391 W. Bryn Mawr Av.
Rosemont IL. 60018

Hold for 8/21/23 - ICPAS Summit

Deliver to North Foyer Table # _____

Need other services like AV, electric, furniture, contact:

Ricardo Raya
Convention Services Manager/Sales
Donald E. Stephens Convention Center
9301 W. Bryn Mawr Ave.
Rosemont IL 60018
Phone: 847.993.4695
Fax: 847.696.9700
Email: rayar@villageofrosemont.org

LEAD RETRIEVAL

To access Lead Retrieval information for SUMMIT23, please click [HERE](#).

HOTEL ACCOMMODATIONS

Embassy Suites by Hilton O'Hare - Rosemont 5500 North River Road Rosemont, IL 60018

Tuesday, August 1, 2023 (Cut-Off Date) \$179.00 per night - single/double. For reservations click [HERE](#) or call 847.928.7648.

DoubleTree by Hilton O'Hare - Rosemont 5460 North River Road Rosemont, IL 60018 Tuesday, August 1, 2023 (Cut-Off Date) \$174.00 per night - single/double. For reservations click [HERE](#) or call 847.292.3280.

Mention the Illinois CPA Society - SUMMIT23.

FOOD AND BEVERAGE

Complimentary coffee, soda, pastries will be available for exhibitor staff on Tuesday and Wednesday morning behind the Information counter.

Lunch will be available for purchase from themed stations in the South Ballroom on the second level across the sky bridge from the exhibitor area.

Starbucks is located on the first floor lobby level.
Hours to be determined.

MOVE-OUT:

Wednesday, August 23, 2023 | 3:45 pm - 6:00 pm

Move-out is as easy as 1, 2, 3...

1. Bring your FedEx or UPS RETURN labels, completed with YOUR account number on them, to the SUMMIT.
2. At the close of the event, pack, seal, label and tape all items you wish to return.
3. Leave your items on your table and Rosemont will pick them up and take them to their shipping dock for pick up the next day.

EXHIBITOR CONTACT:

Mike Walker, National Advertising Manager
Phone: 925.648.3101 | Mobile: 310.339.7676 | Fax: 213.232.3245
Email: mike@rwwcompany.com



SUMMIT23 Tier Information

EXHIBITOR TIERS:

Event Deliverables	TIER 3	TIER 2	TIER 1
Virtual Exhibitor Profile	✓	✓	✓
Company Description	✓	✓	✓
Contact Information	✓	✓	✓
Social Media Links	✓	✓	✓
Website Traffic Report (sent post event)	✓	✓	✓
PDF Resources	3	2	1
Company Listed on Virtual Platform Homepage	Linked Name	Linked Name	Linked Name
Virtual Attendee Gift Card Giveaway – \$50.00 Gift Card Included (Exhibitor selects either Amazon or Starbucks)	✓	✓	
Opportunity to Participate in Attendee Gamification – Passport Prize Giveaway (for in-person attendees)	✓	✓	✓
Opportunity to Connect Directly with Attendees (for virtual attendees)	✓		

Send us a list of your on-site team member names and email addresses so we can register them for the event and have a badge ready for their arrival.

As always, your staff are welcome to join any educational session while attending SUMMIT23.
(Please note, CPE hours are not applied)

Tier information should be sent no later than Wednesday, July 12, 2023 to:

Kelly Opalko, Education Operations Manager, Illinois CPA Society

550 W. Jackson, Suite 900, Chicago, IL 60661-5742

Phone: 312.517.7603 | **Fax:** 312.993.9432 | **Email:** opalkok@icpas.org | **Website:** www.icpas.org

Display Guidelines

- ICPAS must establish rules or guidelines to make this possible while allowing the greatest flexibility within each exhibit. We want you to be successful.
- All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.
- Exhibit of products may not extend beyond the limits of the exhibitor's booth, or extend into any aisle.



FLOOR PLAN

NORTH BALLROOM

