

WHAT'S



ICPAS **SUMMIT**[™] 25

The Premier Event for Accounting and Finance Professionals[™]

EXHIBITOR MANUAL

Wednesday-Thursday

August 20-21, 2025

Donald E. Stephens Convention Center, Rosemont, IL

SET-UP: Tuesday, August 19, 2025 | 12:00PM - 4:30PM



ILLINOIS CPA SOCIETY®
www.icpas.org

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WELCOME EXHIBITOR

Thank you for choosing to participate in the Illinois CPA Society's SUMMIT25, which will be held on Wednesday-Thursday, August 20-21, 2025, 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 display and prepare for engagement with attendees seamlessly. Please take a moment to review the deadlines and helpful information provided in the following pages.

The following pages of this Manual include:

- SUMMIT25 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 SUMMIT25 opens on Wednesday, August 20, 2025!

Looking to further promote your company at SUMMIT25? 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 | Email: mike@rwwcompany.com

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NEXT



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FAST FACTS

SUMMIT25 DAYS & TIMES:

Day 1 | Wednesday, August 20, 2025 | 8:00^{AM} - 5:00^{PM}

Day 2 | Thursday, August 21, 2025 | 8:00^{AM} - 5:00^{PM}

Exhibitor staff should expect heavy booth traffic during breaks.

Day 1 Break Times:

9:50^{AM} - 10:15^{AM}

12:30^{PM} - 1:25^{PM} (Lunch)

3:15^{PM} - 3:45^{PM}

Day 2 Break Times:

10:15^{AM} - 10:40^{AM}

12:30^{PM} - 1:25^{PM} (Lunch)

3:50^{PM} - 4:10^{PM} (SUMMITOPOLY)

SET-UP:

Tuesday, August 19, 2025 | 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 8/19/25 - 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 SUMMIT25, please click [HERE](#). To download a PDF of the product information order form, please click [HERE](#).

EXHIBITOR CONTACT:

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

HOTEL ACCOMMODATIONS

Embassy Suites by Hilton O'Hare - Rosemont

5500 North River Road Rosemont, IL 60018

August 2, 2025 (Cut-Off Date) \$169.00 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

August 2, 2025 (Cut-Off Date) \$155.00 per night - single/double.
For reservations click [HERE](#) or call 847.292.3280.

Mention the Illinois CPA Society - SUMMIT25.

FOOD AND BEVERAGE

Complimentary coffee and pastries will be available for exhibitor staff on Tuesday and Wednesday morning.

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:

Thursday, August 21, 2025 | 4:10^{PM} - 5:00^{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.

NEW THIS YEAR!

NETWORKING RECEPTION

Wednesday, August 20, 2025 | 5:00^{PM} - 6:00^{PM}

Registered attendees and exhibitors are invited to stay after the SUMMIT to connect and interact over light refreshments.

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SUMMIT25 Information

DISPLAY INCLUDES:

- 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
- Your company name and logo in the SUMMIT registration brochure (mailed to all members and inserted into Insight Magazine, with bonus distribution at the event) and multiple SUMMIT emails.
- Company Logo/Name Listed in SUMMIT Guide
- On-site signage acknowledging your company as a sponsor.
- Post-event mailing list of attendees (addresses only, no email or phone).
- Direct mail promotions to our members, their staff, clients, other local businesses and association endorsements.
- Promotion at local conferences and special events.
- Social media promotions through X, LinkedIn, Facebook and Instagram.

• Join the Fun – Participate in SUMMITOPOLY!

Boost your ROI and connect with in-person attendees by taking part in our exciting new on-site game: **SUMMITOPOLY**.

How it Works:

Each attendee will receive a SUMMITOPOLY game card featuring participating exhibitors—including your company!

- To complete their game card and qualify for prizes, attendees must visit your booth to collect a sticker.
- By participating, you help drive traffic to your booth and increase engagement.

Prize Drawing Details:

ICPAS staff will randomly draw winners from complete game cards and notify exhibitors by **2:30PM on Thursday, August 21**

- Winners' names will be posted near **ICPAS Booth** during the closing break at **3:50PM**.
- Attendees will be directed to your table to claim their prize.

Note: Exhibitors are responsible for providing their own prize.

As always, your staff are welcome to join any educational session while attending SUMMIT25.
(Please note, CPE hours are not applied)

All exhibitor deliverables must be uploaded no later than Thursday, July 24, 2025.

[Upload Here](#)

Display Guidelines

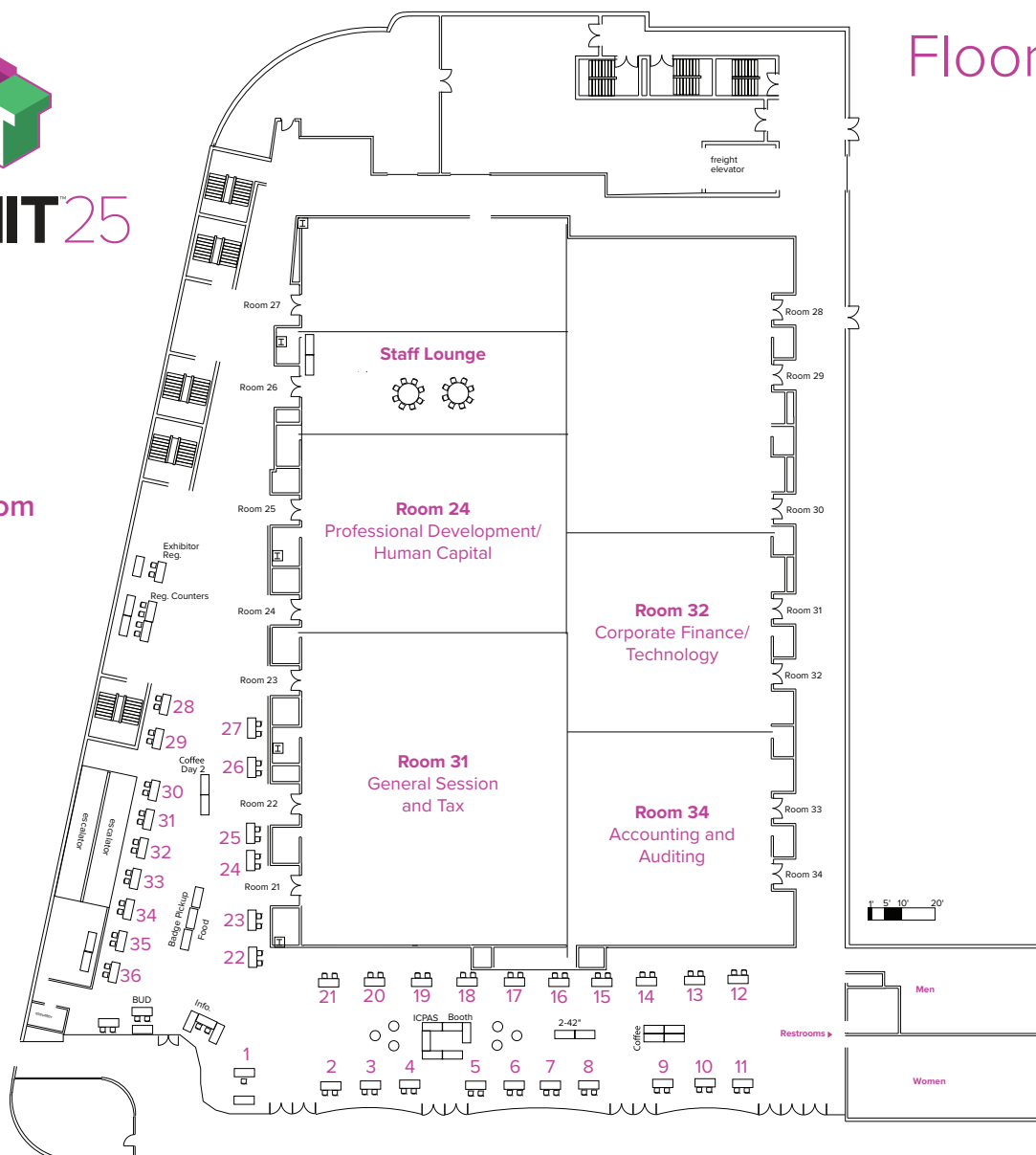
- ICPAS must establish rules or guidelines to make this possible while allowing the greatest flexibility within each display. We want you to be successful.
- All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective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



ICPAS **SUMMIT** 25

Floor Plan

North Ballroom



South Ballroom

