



INTERNATIONAL
LYMPHOEDEMA
FRAMEWORK



TECHNICAL MANUAL FOR SPONSORS AND EXHIBITORS

9th International Lymphoedema Framework Conference
co-hosted by the American Lymphedema Framework Project
(ALFP)

Chicago, USA

13-15 June 2019



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1. VENUE

The conference will be held at: **Hyatt Regency Chicago**
151 East Wacker Drive
Chicago, Illinois 60601
United States 60601

1.1 HOW TO GET THERE



FOR INTERNATIONALS ARRIVING IN CHICAGO

The easiest way to arrive in Chicago is getting a flight to **Chicago O'Hare International Airport** or **Chicago Midway International Airport**.

By car or airport shuttle from O'Hare airport, it is 17 miles to the hotel and 13 miles from Midway airport to the hotel. Chicago union station and Greyhound bus terminal are 2 miles away from the hotel.

The Hyatt Regency offers valet parking for \$69/overnight and self-parking for \$49/overnight. Chicago parking can be expensive so we encourage local delegates to either carpool or use the excellent [Chicago transit system](#).

1.2 EXHIBITION HALL

The exhibition will take place in the Regency Ballroom C & D. The catering will be served during the breaks in these two rooms. All non-profit/discounted exhibitors will be placed in the foyer right outside the exhibit hall.

Please [click](#) here for the most recent floor plan.



1.3 BUILDING RESTRICTIONS, SAFETY INSTRUCTIONS AND HOUSE RULES

For information about building instructions and house rules, please [click here](#).

1.4 POWER SUPPLY

There will be access to power sockets in the exhibition area. However, that is at the expense of the exhibitor and must be arranged through Freeman [click here](#).

1.5 INTERNET ACCESS

There is free WIFI in all the common areas, thanks to the sponsorship of Essity/Jobst.

1.6 STORAGE ROOM

There will be a storage room for smaller items such as empty boxes and materials (The North Registration storage). For larger items, Freeman (Hyatt Regency's in-house service provider) will handle the removal of the empty containers and store them until the close of the event, then returning them to the exhibitors for dismantle and load out.

1.7 SECURITY

Please note that the exhibit hall will be locked outside of exhibit hours but exhibitors should not leave things of value in the room, as hotel staff will still have access.

1.8 FOOD & BEVERAGE

Please note hotel restrictions – any exhibitor wishing to hand out any candy, water, mints etc. may only do so if the item is two ounces or less. (the approximate size of Halloween candy).

2. CONFERENCE SCHEDULE

2.1 CONFERENCE PROGRAM

The draft program is now available on the conference website. Click here: <http://2019ilfconference.org/programme/>

2.2 TIMING FOR SET-UP AND DISMANTLING

SET-UP

Wednesday, 12 June: 8am-4.30pm

DISMANTLING

Saturday 15 June: 3.30pm-6pm



2.3 EXHIBITION HOURS

Thursday 13 June:

7.30am-7pm (includes welcome reception within the exhibit area from a 5.30-7pm)

Friday 14 June:

7.30pm-5.30pm

Saturday 15 June:

7.30am-3.30pm

Please note that these timings are still subject to change.

3. FURNITURE

Your exhibitor registration includes one skirted table, a garbage can and two chairs free of charge.

Additional requirements are available through Freeman. Click [here](#) to view their Exhibitor Service Manual.

Please Note: Costs related to 1) power strip access and 2) handling/shipping of all parcels by the hotel are the responsibility of the exhibitor and will be billed extra.

CARPET

There is already carpeting laid out in the exhibition hall.

4. SHIPPING

4.1 SHIPMENT OF STAND MATERIALS

If you do not bring your stand materials yourself, Items may be shipped to Freeman, the ILF official shipment provider in advance, so that they may arrive to in advance to the warehouse prior to the event. Freeman will then bring the shipments to the Hyatt on set up day. Items may also be shipped direct to the Hyatt but only for arrival on setup day 12 June.

Handling/shipping of parcels by the hotel are the responsibility of the exhibitor and will be billed extra through Freeman.

Click on links below for labels providing address information for both advance shipments to the warehouse and direct shipments to the hotel.

[Labels for warehouse](#)

[Labels for hotel](#)



Materials can be delivered no earlier than Monday, 10 June 2019.

Delivery address:

Hyatt Regency Chicago
151 East Wacker Drive
Chicago, Illinois. 60601
United States

Please remember to mark your boxes:

- ILF 2019, 13-15 June
- Your company name
- Stand number
- Contact name for the person that will pick up the package

4.2 AFTER THE CONFERENCE: COLLECTION OF MATERIALS

Exhibitors are responsible to remove their own materials. Cleaning of the exhibition area will be taken care of by the Hyatt Regency.

Freeman will be on site to assist exhibitors with outbound shipping arrangements, either through Freeman or the carrier of choice.

Make sure that packages for collection are clearly labelled with the destination address, company and company contact name and telephone number. As well as the courier company, that is collecting the package. Packages should be picked up directly after the end of the conference.

5. PROMOTIONAL MATERIALS

5.1 ADVERTISEMENT IN FINAL PROGRAM

If you have booked an advertisement in the final program, please send your press ready pdf to the conference secretariat: Louise Maagaard, lm@cap-partner.eu.

Deadline: **1 May 2019**

For Platinum, Gold and Silver conference sponsors, one full-page color advertisement is included in the sponsorship package. For Bronze partners a half page advertisement is included.



5.2 INSERTS IN CONFERENCE BAGS

If you have booked a company brochure to be inserted in the conference bags, please send it to:

Hyatt Regency Chicago
c/o Louise Maagaard
151 East Wacker Drive
Chicago, Illinois. 60601
United States

Mark the boxed with: "ILF 2019, 13-15 June, bag inserts"

We must receive all inserts at the latest by **11 June 2019**.

For all 2019 ILF industry partners and conference sponsors, one insert is included.

Kindly note that all inserts must be a maximum size of an A4 (8.5x11) page, and of maximum four pages.

6. REGISTRATION

6.1 EXHIBITORS

Please forward the name, country and email of the free exhibitors to the conference secretariat: Mille Skovbjerg, ms@cap-partner.eu

If you wish to register more exhibitors, the exhibitor registration fee is USD *150 per person*. The maximum total number of exhibitor badges per company (free + paid) may not exceed four badges. Please be aware that the exhibitor badges are only for the personnel taking care of the exhibition booth. For anyone wishing to participate in the full conference program, they must be registered as full conference delegates.

6.2 CONFERENCE SPONSORS

Free participant/full registrations are included in Platinum, Gold, Silver and Bronze sponsorships. The number of entitlements can be found in the sponsorship/exhibitor prospectus.

Please forward the name, institution, country and email to the conference secretariat: Mille Skovbjerg, ms@cap-partner.eu



6.3 REGULAR PARTICIPANT/FULL REGISTRATION

Please use the online registration [ILF 2019 Online Registration System](#)

7. ACCOMMODATION

A number of rooms have been reserved for the conference participants at the [Hyatt Regency Downtown Chicago](#) (conference venue). For more information about accommodation, please check the website: <http://2019ilfconference.org/accommodation-travel/>

If you have any questions regarding registration and accommodation, please contact registration manager, Mille Skovbjerg, ms@cap-partner.eu.

8. CONTACT INFORMATION

For questions regarding partnership and exhibition, please contact:

Jesper Laier, Sales Manager

Mail: jl@cap-partner.eu

Phone number: +45 70 20 03 05

For any further questions regarding the conference or venue, please contact:

Louise Maagaard, Project Manager

Mail: lm@cap-partner.eu

Phone number: +45 70 20 03 05