

Thank you very much for participating in the 2022 *Illinois Credit Union Connect* conference coming on **May 5th & 6th** in Oak Brook outside of Chicago. Below is some helpful information for your planning efforts to attend the show. This information, and updated details, can be found via link on the “[Sponsor or Exhibit](#)” page of the [event website](#).

Hotel. The show takes place at the Hilton Chicago/Oak Brook Hills Resort & Conference Center, 3500 Midwest Road Oak Brook, Illinois 60523. More hotel information can be found on the website [HERE](#). Rooms are \$149 per night and you can click [HERE](#) or call 630-850-5555 and reference Illinois Credit Union Connect to book your room.

Exhibitor Setup. Exhibitors may set up their 8’ x 10’ booths from 10 AM to 2 PM on Thursday, May 5th. The show floor will open at 2:30 PM on the 5th. There will be a cocktail reception in the hall from 5:30 to 7:00 PM that night. The hall will be open from 8 AM to 3:30 PM on Friday the 6th. Breakdown will be at 3:30.

With your booth or sponsorship purchase you receive a 6’ clothed table, 2 chairs, a wastebasket and a sign, There is WIFI available for everyone and the floor is carpeted. **Please send your booth staff information to george@csuite-events.com.**

Power for your booth. To order electricity and other accessories from the hotel, please fill out the attached form and email it to Kenneth Jo at kenneth.jo@encoreglobal.com.

Shipping & Receiving: The hotel will only accept packages as follows:

Packages may be delivered to the hotel **within three working days prior to the meeting date**. The following information should be on all packages:

- A) Illinois Credit Union Connect, May 5-6, 2022
- B) Name of person staying at the hotel and receiving the package
- C) the name of your company

Any alternative arrangements need to be approved by hotel prior to shipping. **Group/Customers are responsible for the return shipping on all packages.** A charge will be applied for receiving and shipping based on amount of packages being shipped to hotel.

- **\$300.00 per pallet**
- **\$50.00 per crate or display case**
- **\$5.00 per box**

The hotel will not be responsible for any shipping charges, damages or loss to any packages or boxes. There is no charge for carrying in your own materials prior to the show.

The **attendee list** for the show will be emailed to you one week prior to the event and an updated list sent one week after the event.

Below you will find information about the badge scanner used to track who visits your session or booth, the digital program guide, the grand prize raffle, and raffling off a prize from your booth.

Please reach out with any questions.



Thank you again for participating in the Credit Union Connect Conference from the Illinois Credit Union League. **Some instructions for the show.**

Keeping Track of Who Visits Your Session or Booth

We are using an App as a digital scanner to record the contact information of the attendees who visit your session or your booth. Each badge will have a QR code on it that can be scanned with this program. The App is **FREE**. In order to use it you must: Go to your App store and search for “**Lead Retrieval Badge Scanner**” from **EventPilot** or **ATIV Software** and make sure you **download the badge scanner and not the full program app.**

Once you have the App you can use the QR mobile app to scan QR codes on badges at the show and anywhere else going forward. I advise creating an account on the App to avoid possible data loss and to enable easy exporting of the data after the show. Once you have it, it will work offline and enables lead retrieval without needing Wi-Fi. You can edit the lead and contact information and add notes. Then use the Lead Retrieval Export function to export your leads after the show. Instantly export your entire lead list in CSV format. Import the CSV file into your CRM system, Outlook contacts, or open with Excel.

Digital Program Guide



There will be a printed program guide onsite for the show.

There will also be a digital version of the guide online through the GuideBook App.

Information on downloading the guide will be sent later and be available at the show.

Grand prize raffle

Attendees will have a raffle card with them that has a map of the show floor on it. They need a certain amount of exhibitors to mark the card to indicate that they visited the booth. Find your booth on the card and mark it off with an x or check mark. When they are done they should follow the instructions on the card for turning it in at the appropriate sponsor booth (Pomerol Partners) to be entered to win \$400 cash at the end of the show. They must be present to win.

Your raffle prize

You can scan badges or collect business cards to enter people to win your raffle prize if you have one. Draw your winner at 2:00 PM after the attendees go into the last sessions. You will keep your prize and deliver it to the winner, alerting them in advance that they have won.