



Dear World Conference Sponsor-

Thank you for choosing to sponsor IABC's World Conference 2024, held in person 23-26 June 2024. The conference will take place in Chicago at the Hyatt Regency Chicago Hotel! Our goal is to offer a valuable conference with dynamic learning sessions, community networking, and one-on-one conversations with solution providers such as your organization.

We would like the World Conference attendees to be fully immersed in the products and services your organization offers and have created an online services manual designed to provide you with all the information necessary for a successful experience. In this manual you will find general event information, travel & hotel details and order forms for audio visual, catering, shipping and electrical needs.

We have found it most efficient if this sponsor kit is provided to the person directly responsible for your company's participation at World Conference 2024. If you will not be onsite in Chicago, please send us the contact information of the person who will be, so that we can ensure your company has all the important information for a successful show.

On behalf of IABC, thank you for your support. If there is anything that we can do to assist you, please contact Kelsey Kwasniak (312.673.5387 or k kwasniak@IABC.com) or Emma Barrington (312.673.4883 or ebarrington@IABC.com)

We look forward to seeing you in Chicago!

Sincerely,

Kelsey Kwasniak
Sponsorship Manager

Emma Barrington
Events Services Associate

Michael Sanders
Sales Manager



23-26 JUNE
2024

CHICAGO



GENERAL INFORMATION & INSTRUCTIONS

A. LEAD RETRIEVAL

Lead Retrieval can be ordered through our registration team, via this [link](#) provided further down in this Sponsor Service Kit.

Note: If lead retrieval is included in your sponsorship package, IABC will place this order on your behalf and send you details closer to World Conference.

B. RULES AND REGULATIONS

Sponsors are responsible for compliance with all pertinent regulations which may be applicable in their sponsorship during the event. Sponsors must comply with all of the policies, rules, terms and regulations contained in this Sponsor Service Kit. Our rules & regulations can be reviewed here per your signed agreement with IABC:

<https://www.iabc.com/Sponsor-Rules-Regulations>

C. TRAVEL AND HOTEL

For Travel and Hotel information, please reference the “Travel and Hotel” section provided further down in the Sponsor Service Kit. You will find the booking link for the Hyatt Regency Chicago, as well as directions to the hotel on this [page](#).

D. REGISTRATION

Please register via the email sent directly to our primary contact on file from our registration team. If you need your email re-sent to you, please email registration@iabc.com.

E. Catering Orders

To place orders, review the [Hyatt Regency Chicago menu](#).

Contact [Emily Merkle](#) at the Hyatt Regency Chicago with the following details to place your order –

- Time/date
- Company Name
- Billing Address
- Item and quantity

F. Shipping Details

Items shipped cannot arrive any earlier than Thursday, June 20 before World Conference kicks off June 23-26. Please ship to the following address –

Hyatt Regency Chicago
Attention – IABC World Conference
[Insert Sponsor Name]
151 East Wacker Drive
Chicago, IL 60601

Please Note – per the Chicago Fire Marshal, companies may only bring the following if you have a sponsored tabletop –

- Pull up banners that do not block any table, hallway or entrance
- Collateral equal to brochures, flyers, small signs with QR codes, etc.

No pop-up banners (example shown below) will be allowed per the City of Chicago Fire Marshal regulations within the Hyatt Regency Chicago. Anyone that attempts to display will be asked to take down in compliance with fire regulations.





TRAVEL AND HOTEL INFORMATION

Hotel Accommodations & Rates

World Conference 2024 will be held at the Hyatt Regency Chicago, in the heart of downtown Chicago.

Hyatt Regency Chicago
151 East Wacker Drive, Chicago, IL 60601

IABC is pleased to offer a special room rate for World Conference Attendees of \$289.00 USD plus taxes and fees, which includes Basic In-Room Wi-Fi and access to the hotel fitness center. Hotel requires all reservations be guaranteed with a deposit equal to one night's room and tax. Should you need to cancel a reservation, the Hotel shall refund the deposit, provided notice of cancellation is given 72 hours prior to arrival.

Book your hotel stay by **27 May 2024** to receive the discounted room rate for IABC's World Conference attendees!

Find flight discounts to take advantage of, as well as other information regarding housing [HERE!](#)

Please note that no other group represents IABC World Conference 2024 group in the sale of sleeping rooms except the Hyatt Regency Chicago.

IABC has been notified that there are some "Fraudulent Housing Reservation Companies" reaching out to World Conference 2024 attendees and sponsors. IABC has reserved room blocks **directly** with the Hyatt Regency Chicago Hotel. IABC **does not** endorse or have a relationship with **any** housing company. Please note that fraudulent hotel reservation companies may solicit IABC attendees and sponsors posing as IABC's official housing company offering special discounted hotel rates. IABC is not responsible for and cannot guarantee any reservations made through any outside housing company.

Getting to the Hotel

Once you arrive in Chicago, you have several options for getting to the Hyatt Regency Chicago.

From Midway International Airport:

- **Ride Share or Taxi** (approximately 20 – 40 minutes)
- **Public Transportation** (approximately 45 – 65 minutes)

- **Train:** From Midway station at the airport, take the [Orange Line](#) train to the State/Lake stop. Then, walk 3 blocks East and 2 blocks North to the Hyatt Regency Chicago.

From O'Hare International Airport:

- **Ride Share or Taxi** (approximately 45 – 60 minutes)
 - *Note: Ride Share pickup is only available at Terminal 2 Departures. Please make your way to these doors in order to call your Ride Share car.*
- **Public Transportation** (approximately 45 – 65 minutes)
 - **Train:** From O'Hare station at the airport, take the [Blue Line](#) train to the Washington stop. Then, walk 4 blocks East and 3 blocks North to the Hyatt Regency Chicago.

At Encore, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

Encore Event Infrastructure Services follows industry standards such as OSHA, ANSI and ESTA. Accurate technical information for all event infrastructure items must be provided 21-days in advance to allow Encore the best possible opportunity to ensure your event's success.

Popular Packages

> Engage Meeting Package	\$950
> PC Audio Package	\$105
> Podium Microphone - House Sound	\$475
> Post-It Flip Chart Package	\$112
> Power Strip and Extension Package	\$46
> Projector Support Package	\$240

Small Meeting

> Conference Speaker Phone	\$205
> Laptop Computer	\$280

Audio

> Presidential Microphone	\$110
> Wireless Microphone	\$255

Shared Bandwidth

> Simple Wi-Fi Internet - Up to 3Mbps per User	\$16.50
> Superior Wi-Fi Internet - Up to 5Mbps per User	\$24.50

Rigging

Start the process at <https://www.encoreglobal.com/rigging-portal/>

> Rigging Point Package, Motorized	\$270
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Power Drop Single Phase

> Venue Power Drop Single Phase 20 Amp	\$155
> Venue Power Drop Single Phase 100 Amp	\$430

Video

> Logitech Rally Plus w/ Laptop	\$1,030
> Meeting Owl w/ Laptop	\$630
> Monitor - 50"-59"	\$845
> Monitor - 70"-79"	\$1,330

Scenic

> Decor Drape Per Panel	\$185
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Lighting

> Accent Light and Fixture	\$70
> LED General Purpose Light Package	\$1,590
> LED Wash Light	\$110

Labor Rates

> Union Technician	\$132/hr
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Dedicated Bandwidth

> Basic (web/email) - 100 attendees - 10Mbps - Total Per Day Flat Rate (Up to 3 days)	\$2,955
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Pricing is in effect as of January 1, 2024 and is subject to change without notice. All Encore solutions may be subject to our property's standard service fee and all rates are subject to applicable sales tax. Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation, and services charges that may apply. ©2024 Encore Global LP or its subsidiaries. Proprietary and Confidential Information.

Hyatt Regency Chicago

151 East Wacker Drive, Chicago, IL 60601

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NAME OF CONFERENCE		START DATE	END DATE	# OF EVENT DAYS
COMPANY NAME		ON-SITE CONTACT NAME & NUMBER		ROOM/ BOOTH NAME/NUMBER
BILLING ADDRESS		CITY & STATE		ZIP CODE
DELIVERY DATE	DELIVERY TIME	PICKUP DATE	PICKUP TIME	
ORDERD BY	EMAIL		PHONE	

Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, sales tax, loss damage waiver, and service charges may apply.

EQUIPMENT			INTERNET SERVICES			
PROJECTION	QUANTITY	DAILY RATE	WIRED	Type (Check One)	QTY	SHOW RATE
LCD PROJECTOR		\$560	CONNECT BASIC (3mbps - per device)	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless		\$280
TRIPOD SCREEN		\$115	CONNECT PLUS (5mbps - per device)	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless		\$470
25' HDMI CABLE		\$32	CONNECT ENHANCED (10mbps - per device)	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless		\$1,405
MONITOR	QUANTITY	DAILY RATE	EVENT CONNECT (30mbps - Public IPs; 6 devices)	<input type="checkbox"/> Wired <input type="checkbox"/> Wireless		\$4,675
32" MONITOR (TABLE TOP)		\$310	Additional Wired Line	N/A		\$70
60" MONITOR		\$1,005	Additional Wireless Connection	N/A		\$50
70" MONITOR		\$1,330				
FLOOR STAND		\$95				
AUDIO	QUANTITY	DAILY RATE				
PERSONAL SPEAKER		\$110				
MISCELLANEOUS	QUANTITY	DAILY RATE				
LAPTOP		\$280				
FLIPCHART PACKAGE		\$112				
IPAD		\$250				
POWER	QUANTITY	SHOW RATE				
20 AMP - 120V (includes power strip and extension cable)		\$321				

If You Are Experiencing Technical Difficulties On Site please Contact Encore At 312-735-6622