

## Hilton Rosemont/Chicago O'Hare Package Handling for Exhibitors

To assist in expediting the timely delivery of meeting materials to your event, please complete the following form.

Name of Event: Top Practices Summit

Date of Event: September 12-14, 2025

Meeting Room Assignment: Lindbergh

Package Size	Price Per Package
Small (up to 5 pounds)	\$5
Medium (6-25 pounds)	\$10
Large (26+ pounds)	\$20
Oversized/Pallet	\$150

### **Package Payment Information:**

Please provide contact details for the package handling credit card authorization form below:

Exhibitor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

*\*\*Please note, The Hotel reserves the right to withhold packages should payment authorization not be secured\*\**

### **Shipping Information:**

Please provide quantities of items shipped below:

❖ Small Package (up to 5 pounds): \_\_\_\_\_

❖ Medium Package (6-25 pounds): \_\_\_\_\_

❖ Large Package (26+ pounds): \_\_\_\_\_

❖ Oversized Package/Pallet: \_\_\_\_\_

*\*\*Please note, The Hotel is not responsible for repackaging boxes for return. If boxes should be returned post-meeting, the client/vendor is responsible for repacking and arranging for carrier/shipping pick-up\*\**

Carrier/Shipping Company: \_\_\_\_\_

Tracking #(s): \_\_\_\_\_

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*\*\*The Hotel will begin accepting shipments on Friday, September 5, 2025 – Due to limited storage space the Hotel may decline earlier shipments\*\**

Please Address All Packages as Follows:

**Hilton Rosemont/Chicago O'Hare**

**Attn: (Name of Exhibitor)/Amanda Thomas**

**Hold for: TOP – September 12, 2025**

**5550 N. River Road**

**Rosemont, IL 60018**

Return the completed form to [amanda.thomas@hilton.com](mailto:amanda.thomas@hilton.com). Questions? You can reach Amanda Thomas at 847-928-6175.