Hilton Rosemont Chicago O’Hare

Package Handling for Meetings

Please Address All Packages as Follows:

**Hilton Rosemont/Chicago O’Hare**

**Attn: (Name of Exhibitor)/Tia Kotsiopoulos**

**Hold for: Top Practices Summit September 12-14, 2025**

**5550 N. River Road**

**Rosemont, IL 60018**

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: Grand Ballroom pre-function

Please Provide Quantities of Items Shipped Below:

Envelope: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Booth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Crate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Skid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Tracking #: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shipped to Attention of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return completed form to: [tia.kotsiopoulos@hilton.com](mailto:tia.kotsiopoulos@hilton.com). Questions: 847-928-6164

\*\*Hotel will accept shipments beginning 3 days prior to the start of the meeting.