



Resuscitation Science Symposium 2024

Nov. 16-17, 2024 | Hilton Chicago | Chicago, IL

Conference Overview & Exhibitor Information

Resuscitation Science Symposium (ReSS) 2024

Resuscitation Science Symposium 2024 will focus on increasing understanding while advancing bench-to-bedside science and community-based approaches at the intersection of cardiopulmonary mechanisms and management within the multidisciplinary aspects of critical care medicine, emergency cardiovascular care and cardiopulmonary resuscitation.

Event Information

Date: November 16-17, 2024

Hilton Chicago

720 South Michigan Avenue
Chicago, IL 60605

Electrical needs and search AHA to find AHA ReSS 2024 Please note International Ballroom South when ordering.

Programming

Registration

ENTER PROMO CODE (under age range)– **EXHB for two complimentary conference registrations.**

Housing

Promotional Toolkit Vendors who exhibit items or participate in Exhibit Hall events can promote their participation with these graphics.

Sponsorship/Advertising Opportunities

Childcare

Conference Overview & Exhibitor Information

Booth Activity Form

Submission of this form must be completed by November 1, 2024.

EAC Notification

Submission of this form is ONLY necessary IF you are using the services of an independent contractor for any service such as booth installation and/or dismantle. Please make sure you indicate the information for each independent contract that you are using. Submission of this form must be completed by October 18, 2024.

Exhibitor Staffing

Although exhibitors are encouraged to staff the booth for the duration of the exhibit hall hours it is only required during the unopposed breaks found in the schedule. Please note food and beverage service will be near the exhibit area.

Installation / Dismantle

Installation	Date	Time
Friday	November 15, 2024	5:30 PM - 8:00 PM
Saturday	November 16, 2024	6:30 AM - 7:30 AM
Dismantle	Date	Time
Sunday	November 17, 2024	4:00 PM - 7:00 PM

Exhibit Dates & Hours

Date	Time
November 16, 2024	7:30 AM - 5:00 PM
November 17, 2024	7:30 AM - 3:00 PM

Lead Retrieval



Resuscitation Science Symposium 2024

Nov. 16-17, 2024 | Hilton Chicago | Chicago, IL

SHIPPING AND RECEIVING

Please make sure your materials arrive no earlier than **November 14, 2024**.

Hilton Chicago

(ReSS 2024 (Arrival Date)

Hold for Guest (Guest name) (Guest Cell Number)

(Guest Company Name) (Booth Number)

(Convention/Conference/Group) ReSS 24

720 S. Michigan Ave

Chicago, IL 60605

857-338-2259

Email: usa1154@fedex.com

Upon arrival, please visit the [Business Center](#) to arrange for your exhibit freight to be delivered to your booth. (Receiving Fee will apply—see attached document)

***Exhibitors are responsible for paying all associated shipping fees.**

If you are planning to ship a large quantity, heavy or large crates to the hotel there may be a labor fee in addition to the storage and handling fee. Please see attached document.



Hilton Chicago Shipping Instructions

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office business center at 312.588.0471. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at **Hilton Chicago**
720 South Michigan Avenue
Chicago, IL 60605
(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center

Hilton Chicago
720 South Michigan Avenue
Chicago, IL 60605

Phone: 312.663.1149

Fax: 312.922.5240

Email: usa5052@fedex.com

Operating Hours

Mon.–Fri.: 7:00 a.m. - 7:00 p.m.

Saturday: 10:00 a.m. - 3:00 p.m.

Sunday: Parcel Only 10a-3p

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Hilton Chicago Shipping Instructions

Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at **312.588.0471** ; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling and Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$2.00	\$10.00
0.0–1.0 lb.	\$2.00	\$10.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$25.00
20.1–30.0 lbs.	\$20.00	\$35.00
30.1–40.0 lbs.	\$25.00	\$55.00
40.1–50.0 lbs.	\$25.00	\$55.00
50.1–60.0 lbs.	\$35.00	\$55.00
60.1–150.0 lbs.	\$35.00	\$70.00
Pallets & crates*	–	\$250.00 or \$0.75/lb. > 333 lbs.

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$250.00 or \$0.75/lb. > 333 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

It's Showtime

ELEVATE YOUR EXHIBITING EXPERIENCE WITH BOOTH BITES & NOSH WHILE YOU NETWORK

Beverages

- Bottled Water
\$114 / Dozen
- Sparkling Water
\$123 / Dozen
- Assorted Soft Drinks
\$123 / Dozen
- Assorted Juices
\$126 / Dozen
- House Wine of The Month
\$110 / Bottle
- House Champagne
\$106 / Bottle

Snacks & Sweets

- Bags of Trail Mix **\$120 / Dozen**
- Seasonal Whole Fruit **\$84 / Dozen**
- Bags of Skinny Popcorn **\$120 / Dozen**
- Bags of Pretzels **\$84 / Dozen**
- Assorted Candy Bars **\$84 / Dozen**
- Assorted Cookies **\$90 / Dozen**
- Cinnamon Scones **\$90 / Dozen**
- Petite Charcuterie & Cheese **\$336 / Dozen**

Fun Favorites

- Tapas Display **\$50 / Per Person**
Crispy Sea Salt Patatas Bravas, Saffron
Marinated Olives, Baked Goat Cheese in
Fire Roasted Tomato Sauce *with Polenta*
Bread, Chicken Pinchos, with Pimiento Broth,
Seafood Paella
- Assorted Sliders **\$50 / Per Person**
- Mini Focaccia Sandwiches **\$154 / Per Dozen**
- Chicago Dog Station **\$28 / Per Person**

Coffee

- Coffee Bar
\$950 for Two Hours Of Service
- Two Gallons of Coffee
- One Gallon of Decaf
- One Gallon of Hot Tea
- Condiments
- Dark Matter Flavored Cold Coffee (Can)
\$114 / Dozen



TO UPGRADE YOUR BOOTH, PLEASE COMPLETE THE FORM AND EMAIL TO HCEXHIBITBOOTH@HILTON.COM

All prices are inclusive of service charges and taxes. Outside Food and Beverage is not permitted.