

# NeoCon®

The Merchandise Mart, Chicago, Illinois

June 12-14, 2017

## SPEAKER PACKET

<b>PART I:</b>	<b>MATERIALS FOR SPEAKERS' REFERENCE</b>	<b><u>Page</u></b>
	About the Show - General Information.....	2
	Planning Your Presentation / On Site Logistics .....	3
	Airfare and Hotel Accommodations .....	4
	Ground Transportation Expenses .....	5
	Name Badge Information .....	6
	Guest Passes.....	6
	Registration.....	6
	Speaker Ready Room.....	7
	Self-Promotion .....	8

### **PART II: FORMS / MATERIALS TO BE RETURNED BY SPEAKER TO SHOW MANAGEMENT**

<b><u>Form:</u></b>	<b><u>Deadline:</u></b>	<b><u>Page</u></b>
Bio	<b>April 07, 2017</b>	8
Audio Visual Requirements Form	<b>April 10, 2017</b>	9
Hotel/Travel Form	<b>May 01, 2017</b>	10
Hotel List		10A
Session Handouts	<b>May 24, 2017</b>	11
Expense Form Hotel/Transportation	<b>July 14, 2017</b>	12



## GENERAL INFORMATION

NeoCon® (National Exposition of Contract Furnishings) has been produced by Merchandise Mart Properties, Inc. (MMPI) for 49 years. This year we expect 50,000 A&D professionals to attend the show.

NeoCon presents the most comprehensive showcase of commercial furnishings in North America and includes 500 showrooms and exhibitors in the commercial furnishings industry. Educational programming in this area is offered under the following educational tracks: Office Design, Healthcare Design, Institutional Design, Retail Design, Professional Development, Environmental Design, Dealer Strategies, Facilities Construction/Renovation, Facilities Management, Facilities Technologies, Residential, Hospitality and Lighting Design.

CEU EDUCATIONAL SESSIONS - There are nearly 100 one-hour sessions for the educational portion of NeoCon® 2017. The programs are organized under 14 educational tracks that represent the products, designs and services of the show. Each program is \$60 per session for attendees who pre-register and \$70 each for those who register on site. MMPI will file your program for CEU credit with IDCEC and AIA.

SPECIAL EVENTS & TOURS- Industry associations may participate by hosting a "Special Event" or Tour during NeoCon. Each association is responsible for arranging the content, logistics and speakers for their event or tour. MMPI provides these groups with meeting space and registration services. These programs are listed separately and are not produced by MMPI.

# NeoCon®

## PLANNING YOUR PRESENTATION & ON-SITE LOGISTICS

### PLANNING YOUR PRESENTATION:

- Please plan your presentation for 60 minutes including a brief time for Q&A. All seminars must be presented within one hour and should start and end as scheduled. Please be respectful of the speakers who are presenting after your session by allowing them access to the room on schedule. Other seminars will take place in the room before and immediately following your presentation.
- **NEW !** Please create your presentation in PowerPoint. Each seminar room will be equipped with a PC laptop. Plan to arrive with your presentation on a USB Flash Drive. Presenters' personal laptops will only be used in case of an emergency. PowerPoint Presentations should be created in 16.9 ratio format. We encourage you to create a PDF version of your presentation if you are concerned about special fonts. Laptop audio will be patched into each meeting room's sound system. An Audio Visual (AV) tech will be on-site and available get you started. Additional AV requirements are addressed on page 9.
- Internet access is not available in seminar rooms and WI FI is not 100% reliable throughout The Merchandise Mart. Therefore, please do not rely on this service for your presentation.
- We strongly recommend that you provide handouts and/or materials to distribute to attendees at your seminar. You may contact us mid-May to obtain the pre-registration numbers (an estimate of the number of attendees that have signed up for your seminar). This will help you in planning the number of handouts you need. Please see page 11 for details.
- MMPI will submit your program content for continuing educational credits. We plan to obtain 0.1 CEU for interior designers and 1 LU for architects who attend your seminar. As a presenter, you will receive 0.1 CEU or 1 LU credit as well. Paperwork pertaining to the educational units will be available on-site from the door monitor.

### ON-SITE LOGISTICS:

- Upon arrival to the show, all speakers must check-in with us / the Show Organizer at the Speaker Ready Room on the 14<sup>th</sup> floor, Lounge 1447. Please see page 7 of the Speaker Packet for more details.
- As a speaker, you may have access to your Seminar Room 30 minutes prior to your presentation. A door monitor will be there to assist you, as well as check- in the attendees and distribute your handouts, the NeoCon® evaluation APP, and CEU materials. An AV Technician will aid you in setting up your computer and microphones. Please use the microphones to ensure that everyone can hear your presentation. (See page 9 to order your AV).
- All rooms are set theater style to capacity with a podium and screen at the front of the room.
- Following your presentation, please ask attendees to evaluate your program via the NeoCon® App. More Information on the App is forthcoming. Our office will compile the evaluations and will maintain a copy on file for CEU credit requirements. You will receive a copy of the evaluations within 60 days of the show.

### QUESTIONS? PLEASE CONTACT:

Monica at [mdebartolo@themart.com](mailto:mdebartolo@themart.com) or 312.527.7055

# NeoCon®

## AIRFARE AND HOTEL ACCOMMODATIONS FOR ELIGIBLE SPEAKERS\*

### \*ELIGIBLE SPEAKERS

Eligible Speakers are those speakers who DO NOT represent or are employed by a publication, manufacturer, or an exhibiting company and are traveling from outside the Chicagoland area. Merchandise Mart Properties, Inc. (MMPI) will pay for (through direct billing) the Eligible Speakers' travel / airfare. Eligible Speakers will be reimbursed for 1 night's lodging (per speaking day). Additionally, MMPI will reimburse Eligible Speakers for ground transportation, provided you follow the guidelines outlined in this packet and submit the Hotel/Transportation Expense Form on page 12.

### AIRFARE:

The NeoCon® Official Travel Agency, OnPeak, will coordinate your travel needs to and from your home/office and Chicago and direct bill MMPI for all Eligible Speakers. **You must submit your travel form by May 2, 2016.** To book your air travel, please complete the travel form located on page 11 of this packet and email it to OnPeak Travel Services at [SPEAKERVIP@ONPEAKEVENTS.COM](mailto:SPEAKERVIP@ONPEAKEVENTS.COM). There is a dedicated Travel Agent for speakers. Please identify yourself as a "Speaker." **NOTE: Any voluntary changes to your airline reservation after ticketing are subject to an exchange fee imposed by the airline and are your responsibility.**

### HOTEL:

A block of rooms have been reserved for NeoCon® speakers. All Eligible Speakers need to confirm their hotel room with their credit card and will be billed directly. If you are billed, MMPI will reimburse all Eligible Speakers\* for 1 night's lodging (per speaking day). You may, of course, stay at your hotel more than the 1 night at your own expense and OnPeak Travel Services will be happy to make those arrangements for you. Please have your credit card ready when making your reservation to guarantee late arrival. You must **book your hotel by May 2, 2016** through OnPeak using the form here within in order for MMPI to reimburse you for your accommodations. **To book your hotel**, complete the enclosed hotel form on page 11 and email to OnPeak Travel Services at [SPEAKERVIP@ONPEAKEVENTS.COM](mailto:SPEAKERVIP@ONPEAKEVENTS.COM). A list of NeoCon Host Hotels for speakers can be found on page 10-A.

Room assignments are pre-booked at the discretion of OnPeak, and all efforts will be made to keep you and your co-presenters (if any) at the same hotel.

### NeoCon Exhibitors, Mart Tenants, Manufacturers, and Industry Publications:

Although your travel and hotel accommodations are not paid for by MMPI, we hope you will take advantage of the services provided by our Official Travel Agency, OnPeak Travel Services. By booking your accommodations through OnPeak you will receive a **discounted rate from hotels as well as airlines**. You may complete the hotel / travel form on page 10 and email it to OnPeak at [SPEAKERVIP@ONPEAKEVENTS.COM](mailto:SPEAKERVIP@ONPEAKEVENTS.COM).



## **GROUND TRANSPORTATION EXPENSES**

As outlined in the Speaker Agreement, MMPI will also provide ground transportation reimbursement to Eligible Speakers for up to \$140.00.

### **GROUND TRANSPORTATION:**

Ground transportation to and from The Merchandise Mart (from airports or hotels) will be reimbursed up to \$140.00. The average cab ride from O'Hare International Airport and Midway Airport to the downtown area is approximately \$50.00. In addition to taxi service, the CTA Elevated Rail provides a convenient, fast, and economical link at \$2.25 one way. You can also take Continental Airport Express from O'Hare for \$28.00 and from Midway for \$23.00 one way. You may contact Continental Airport Express at 1-800-284-3826 for more detailed information on ground transportation.

**For ground transportation reimbursement up to \$140.00, save your original receipts and submit them, along with the enclosed Expense Form on page 12, to Monica DeBartolo by July 14, 2017.**

# NeoCon®

## REGISTRATION

## NAME BADGES

## GUEST PASSES

### **REGISTRATION:**

As a speaker you are automatically registered for the show and the seminars. You will be provided with a speaker badge when you arrive in the Speaker Ready Room, (see page 7). If you wish to participate or attend any special events please register for those events at [www.neocon.com](http://www.neocon.com).

### **BADGE INFORMATION:**

The first thing you will need to do when you arrive at NeoCon is to pick up your badge in the Speaker Ready Room located in The Mart on the 14<sup>th</sup> floor, Lounge 1447. Please see information on the Speaker Ready Room on page 7 for further instructions.

Your badge will have your name, title, and company on it. If any of the information you have provided to us has changed or if you want to double check spelling, etc., please contact Monica at [mdebartolo@themart.com](mailto:mdebartolo@themart.com). As a NeoCon® speaker your badge will have a speaker ribbon on it, allowing you admission to any of the one-hour CEU program sessions, provided there is room available in the session. Again, if you are interested in any of the special events you must register for these events separately online at [www.neocon.com](http://www.neocon.com).

### **GUEST PASSES:**

As a speaker you may bring two guests (co-worker, boss, spouse, etc.) to attend your session. You should make sure your guests are registered for the show and have an attendee badge. You may register your guests on-line at [www.neocon.com](http://www.neocon.com). Two guest passes allowing your guests to attend your session will be mailed to you in advance of the show. Group discounts of guest passes can be purchased at a discount rate for your distribution to your clients, staff or associates. Contact Monica [mdebartolo@themart.com](mailto:mdebartolo@themart.com) for more information on group discounts.

# NeoCon®

## SPEAKER READY ROOM 14<sup>th</sup> Floor Lounge 1447

The Speaker Ready Room is available for your use throughout the three days of the conference. This room is a resource for you to rehearse your presentation, meet with your co-presenter(s), or just to relax before or after your session.

You must check in at the Speaker Ready Room on the 14<sup>th</sup> Floor in Lounge 1447 one hour prior to your session. More details on the location of the Speaker Ready Room at The Mart will be forwarded to you in mid-May.

Please be sure to check in with us in the Speaker Ready Room during the hours listed below to pick up your badge and get an update on the number of attendees in your session.

The Speaker Ready Room will be open:

Sunday, June 11	1:00 p.m. - 4:00 p.m.
Monday, June 12	8:00 a.m. - 5:30 p.m.
Tuesday, June 13	8:00 a.m. - 5:30 p.m.
Wednesday, June 14	8:00 a.m. - 4:00 p.m.

# NeoCon®

## SELF PROMOTION & BIOGRAPHIES

### SELF PROMOTION:

NeoCon is a wonderful opportunity to let your colleagues and clients know you are participating in the show. It's an opportunity to showcase your work and expertise in the field. Here are a few suggestions to help you promote your session.

- Add your client's email addresses to the NeoCon marketing e-blast list to ensure that your clients and associates will be included in all the information about the show. To add your clients, please forward an Excel file containing the email addresses to Lindsey Martin at [lmartin@themart.com](mailto:lmartin@themart.com). The addresses you provide will be used to promote NeoCon only and recipients will be provided with an opt-out option.
- Link your web site to [www.neocon.com](http://www.neocon.com) so visitors can read more about your presentation at NeoCon.
- Add the NeoCon Speaker Logo Button to your Email signature or website. More Information on this forthcoming.

### BIOGRAPHIES

In an effort to promote the caliber of NeoCon programs and speakers, we encourage you to send us your personal bio. All bios received by April 7, 2017 will be included in the NeoCon® app and "Media Packet" and will be made available to the press members post-show.

Please comply with the following guidelines when submitting your bio:

- Submit a brief, 1 page maximum bio with information you deem appropriate.
- Bios with a high-res photo must remain within the 1 page maximum. No exceptions will be made.
- Include your contact information such as address, phone, fax, e-mail, and/or website address.
- Send your bio as an electronic file such as a Word document to: Monica at [mdebartolo@themart.com](mailto:mdebartolo@themart.com) by April 7.
- Questions? Call 312.527.7055 or email [mdebartolo@themart.com](mailto:mdebartolo@themart.com)



# NeoCon®

## AUDIO VISUAL REQUIREMENTS FORM

SPEAKER NAME: \_\_\_\_\_

CO-PRESENTER(S): \_\_\_\_\_

DATE OF SESSION: \_\_\_\_\_

TIME OF SESSION: \_\_\_\_\_

LOCATION & CAPACITY OF SESSION: \_\_\_\_\_

**ALL** meeting rooms will be set “theater style” to capacity.

A lighted lectern (with podium mic) will stand at the front of the room. Stools will be set up in the front of the room for panel discussions. Panels will receive **two** hand-held mics.

**NEW!** Each meeting room will be equipped with a PC laptop, an LCD projector and Screen. Presenters should arrive with their presentation on a **USB Flash Drive**. Presenters’ personal laptops will only be used in case of an emergency. **(If you are using the Mac program “Keynote,” please bring your Mac laptop and Mac dongle.)** PowerPoint presentations should be created in 16:9 ratio format. You are encouraged to create a PDF version of your presentation if you are concerned about special fonts. Laptop audio available in every meeting room.

Additional audiovisual needs: (Please indicate quantity)

\_\_\_ Lavalier (lapel) microphone (wired)

(We recommend that no more than 2 lavs be used simultaneously. See below if you have a panel discussion.)

Panel Discussion? (Circle one) **YES NO**

\_\_\_ Wireless Mouse / PPT Advancer with Built-in Laser Pointer

\_\_\_ I will be bringing my own Mac laptop because I am using “Keynote.”

\_\_\_ Flip Chart w/Pad & Markers

\_\_\_ Easel (for display)

Special requirements/questions:

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Please return this form by **April 10, 2017** to:  
Monica DeBartolo, Director of Programming  
Email at [mdebartolo@themart.com](mailto:mdebartolo@themart.com)

**COMPLETE THIS FORM AND FORWARD TO MMPI / ONPEAK TRAVEL BY MAY 1, 2017**

EMAIL: [SPEAKERVIP@ONPEAKEVENTS.COM](mailto:SPEAKERVIP@ONPEAKEVENTS.COM) OR CALL: **JINNY FAYE** AT 1-800-803-6905

**MANDATORY - PLEASE CHECK ✓ ALL THAT APPLY:** SPEAKER  PRESS  EXHIBITOR / MANUFACTURER

## CONTACT INFORMATION – Please print clearly

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

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## AIRLINE INFORMATION

1<sup>st</sup> Airline Preference: \_\_\_\_\_ 2<sup>nd</sup> Airline Preference: \_\_\_\_\_

Departure City: \_\_\_\_\_ Frequent Flyer Airline & Number: \_\_\_\_\_

Departure Date / Time: \_\_\_\_\_

Return Date / Time: \_\_\_\_\_

**HOTEL INFORMATION** - Reservations will be processed on a first-come, first-served basis. Please list your choice hotel(s). See page 10-A for a listing of hotels. Note: Requests are not guaranteed.

1<sup>st</sup> Hotel Preference: \_\_\_\_\_

2<sup>nd</sup> Hotel Preference: \_\_\_\_\_

Check-in Date: \_\_\_\_\_ Check-out Date: \_\_\_\_\_

**Room Type:** Single Bed  Double Beds

Room type is not guaranteed  
until time of check-in.

## PAYMENT INFORMATION

Type of Card: \_\_\_\_\_ Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Hotel Name	Address	Distance to Mart	Single Rate/Double Rate
AC Chicago Downtown	630 N Rush St	1.00 Miles to The Mart	\$251 Single/Double
ACME Hotel Company Chicago	150 E. Ohio St	1.00 miles to The Mart	King: \$260 Single/ \$280 Double
Allegro Chicago, A Kimpton Hotel	171 W. Randolph St	0.30 miles to The Mart	\$297 Single/Double
Best Western Grant Park	1100 S Michigan Ave	2.50 miles to The Mart	\$215 Single/Double
Best Western River North	125 W. Ohio St	0.50 miles to The Mart	\$201 Single/Double
Cambria Chicago, Magnificent Mile	166 E Superior St	1.00 miles to The Mart	\$228 Single/Double
Congress Plaza	520 S. Michigan Ave	2.10 miles to The Mart	\$199 Single/Double
Courtyard Chicago Downtown/Magnificent Mile	165 E. Ontario St	1.00 miles to The Mart	\$299 Single/ Double
Crowne Plaza Hotel - Chicago Metro	733 W. Madison St	1.30 miles to The Mart	\$230 Single/Double
Doubletree by Hilton Chicago Magnificent Mile	300 E. Ohio St	1.10 miles to The Mart	\$272 Single/Double
Fairfield Inn and Suites	216 E. Ontario St	1.60 miles to The Mart	\$260 Single/Double
Hampton Inn & Suites Chicago Downtown	33 W. Illinois St	0.30 miles to The Mart	\$285 Single/ \$308 Double
Hampton Inn - Majestic Chicago Theatre District	22 W. Monroe St	1.50 miles to The Mart	\$271 Single/ \$291 Double
Hampton Inn Chicago Downtown Mag Mile	160 E. Huron St	1.30 miles to The Mart	\$258 Single/ \$278 Double
Hampton Inn Chicago Downtown/West Loop	116 N. Jefferson St	0.80 miles to The Mart	\$289 Single/Double
Hard Rock Hotel Chicago	230 N. Michigan Ave	1.00 miles to The Mart	King: \$295 Single/Double
Hilton Garden Inn - Chicago Magnificent Mile	10 E. Grand Ave	1.00 miles to The Mart	King: \$ 278 Single/Double
Hilton Suites Chicago	198 E. Delaware Pl	1.62 miles to The Mart	\$299 Single/Double
Holiday Inn Hotel and Suites - Chicago Downtown	506 W. Harrison St	1.58 miles to The Mart	\$215 Single/Double
Homewood Suites by Hilton Chicago Downtown	40 E. Grand Ave	0.70 miles to The Mart	\$293 Single/Double
Homewood Suites Chicago DT, Magnificent Mile	152 E Huron St	1.10 miles to The Mart	\$266 Single/Double
Hotel Cass, a Holiday Inn Express	640 N. Wabash Ave	0.80 miles to The Mart	\$213 Single/Double
Hotel Chicago, Marriott Autograph Collect	333 N. Dearborn St	0.50 miles to The Mart	\$289 Single/Double
Hotel Felix	111 W. Huron St	0.70 miles to The Mart	\$234 Single/Double
Hotel Indigo Chicago	1244 N. Dearborn Pkwy	1.75 miles to The Mart	\$266 Single/Double
Inn of Chicago Magnificent Mile	162 E. Ohio St	1.40 miles to The Mart	\$217 Single/Double
La Quinta Inn & Suites Chicago Downtown	1 S. Franklin St	1.40 miles to The Mart	\$254 Single/Double
Marriott Chicago at Medical District/UIC	625 S. Ashland Ave	1.90 miles to The Mart	\$253 Single/Double
Millennium Knickerbocker Hotel	163 E. Walton Pl	1.75 miles to The Mart	\$290 Single/Double
Public Chicago	1301 N. State Pkwy	2.00 miles to The Mart	\$282 Single/Double
Radisson Blu Aqua Hotel, Chicago	221 N. Columbus Dr.	1.00 miles to The Mart	\$269 Single/Double
Renaissance Blackstone Chicago Hotel	636 S. Michigan Ave	1.40 miles to The Mart	\$298 Single/Double
Swissotel	323 E. Wacker Dr.	1.50 miles to The Mart	\$294 Single/\$314 Double
Talbot Hotel	20 E. Delaware St	1.50 miles to The Mart	\$300 Single/Double
The Silversmith Hotel & Suites	10 S. Wabash Ave	1.00 miles to The Mart	\$260 Single/Double
The Tremont Chicago Hotel	100 E. Chestnut St	1.50 miles to The Mart	\$224 Single/Double
Thompson Chicago	21 E. Bellevue Pl	1.20 miles to The Mart	\$291 Single/Double
Warwick Allerton Hotel Chicago	701 N. Michigan Ave	1.70 miles to The Mart	\$234 Single/Double
Whitehall Hotel	105 E. Delaware Pl	1.30 miles to The Mart	\$294 Single/Double
Wyndham Grand Chicago Riverfront	71 E. Wacker Dr.	1.50 miles to The Mart	\$280 Single/Double

# NeoCon®

## SESSION HANDOUTS

We strongly encourage you to bring handouts and/or materials to distribute to attendees during your session. You may contact us mid-May to get the pre-registration numbers (an estimate of the number of attendees that signed up for your program). This will help you in planning the number of handouts you need.

If you plan to distribute handouts or session materials and would like to ship them to us ahead of your arrival, please fill out the bottom portion of this page with your name, the date of your session, and the number of boxes you are sending. Then affix the form to your box as your mailing label (if you have more than one box please copy this label). Please send your handouts to arrive no later than **May 24, 2017**. Also, please follow up with a phone call so we can double check that your package has arrived.

\*\*Please note that there will not be a photocopier available on-site and we do not reimburse you for copies.\*\*

Please detach at dotted line and use as the mailing label when sending handouts.  
Send your handouts to arrive no later than **May 24, 2017**.

✂ -----

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: **Monica DeBartolo, Director of Programming  
Vornado | Merchandise Mart  
222 Merchandise Mart Plaza, Suite 470  
Chicago, IL 60654, USA**

RE: Handouts for:  
  
\_\_\_\_\_  
*Speaker name*  
  
\_\_\_\_\_  
*Date of session*

Box \_\_\_\_\_ of \_\_\_\_\_  
(number) (number)



**HOTEL/GROUND TRANSPORTATION EXPENSE FORM**

Hotel Reimbursement:

Per your contract agreement, MMPI will reimburse you for one night's hotel accommodation per speaking day. MMPI will not reimburse for charges other than room charge and applicable room taxes. MMPI will not reimburse incidental charges such as telephone calls, room service, movies, and/or recreation. Please submit a copy of your hotel bill attached to this form to our office by **July 14, 2017** for reimbursement.

Ground Transportation Reimbursement:

If you have incurred ground transportation costs, please attach the receipts to a separate sheet of paper and return them, along with this form, to our office by **July 14, 2017** for reimbursement.

Ground Trip Mileage:

If you have traveled by car to NeoCon, MMPI will reimburse you at .55 per mile plus parking. Please attach your receipts along with a MapQuest mileage confirmation and submit to Monica DeBartolo by **July 14, 2017**.

**\*PLEASE NOTE: GROUND TRANSPORTATION UP TO \$140.00 WILL BE REIMBURSED.**

Speaker Name: \_\_\_\_\_

S.S. Number or Fed Tax I.D. Number: \_\_\_\_\_

(Please note that taxes are not taken out. This is strictly for accounting's records.)

Travel Dates: \_\_\_\_\_

Check should be made payable to: \_\_\_\_\_

Mail to: (select one)  Home or  Company \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Ground Transportation Receipts:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

**Amount:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Hotel: \_\_\_\_\_

\_\_\_\_\_

**Total:** \_\_\_\_\_

**Please return this form with applicable receipts and MapQuest mileage confirmations by July 14, 2017 to:**

Monica DeBartolo, Director of Programming  
Vornado | Merchandise Mart • 222 Merchandise Mart Plaza, Suite 470 • Chicago, IL 60654