

When you arrive, please check-in at the registration table. Below is information about the show.

Show Particulars:

When: Thursday, March 10, 2016

Where: **Harrah's Joliet Casino and Hotel Ballroom**
151 North Joliet Street, Joliet, IL 60432
(815) 740-7800

Show Time: 3:00 PM to 7:30PM **(Do not take down booth before 7:30 PM)**

Food serving: 5:00PM until 7:30PM

Setup Time: After 11:00 AM before 2:00 PM

For loading and unloading, go through the hotel entrance or through the attached garage (level 3). Valet parking is available. If equipment is too big to bring up or down an escalator, Harrah's has an elevator at the hotel entrance.

In addition, Harrah's valet, bellmen or banquet staff can move items (boxes, bags, etc.) into or out of the Event Center. If the Exhibitors choose to use this service, there will be a handling charge of \$10.00 per load. In the event that the Exhibitor uses this service and does not pay the bellmen, ISA, Will-DuPage will pay Harrah's and the Exhibitor will be invoiced \$20 for the late fee.

Table Top Space: 8 feet long by 30 inches wide

(If you are bringing a booth, please notify us in advance. Due to limited spaced availability, if any booth is longer than 8 feet and you did not purchase an additional space, you will be required to reduce it to fit within the 8 feet or it will not be allowed.)

Electrical: One standard 110-volt AC outlet per space

Name Badge: **Everyone entering the show must have a name badge.** Information at link below on how to register for name badges. <http://isawilldupage.org/event/2016-tabletop-show/>

Safety: **Refrain from standing/stepping on tables for pre-show setup, during the show, and for post-show tear-down.** Harrah's has ladders/personnel available to assist in meeting these requirements. Contact an ISA board member for assistance.

Seminars: We will again have Technical Seminars. Topics TBD.

Hotel: Register [HERE](#) for our Event Discount Pricing. You may also book you reservation by calling 1-800-HARRAHS, mention group code: ISAWD16. Please note all call in reservations are subject to a \$10 processing fee. We encourage everyone to book online using the [web link](#) by the cutoff date [Thursday February 25, 2016].

Networking Event: Begins at the conclusion of the show with a band starting at 7:45 pm in Stage 151.

Show Package: Each package will include a show map and drink tickets if purchased.
Package can be pick-up at the check-in table by the primary company contact.

The section would appreciate any door prize donations for attendees.

Thank you for registering for the 2016 ISA, Will-DuPage Section Tabletop Show!