



# PRO TRADE SHOW

SPRING 2024 | LINCOLNSHIRE, IL

## EXHIBITOR UPDATE

### BADGES & AGENDA

Vendor badges will not be sent out in advance of the show. Badges and exhibitor packets will be distributed at the trade show set up at 2:00 p.m. on Wednesday, March 20, 2024.

The official meeting dates are March 20-21, 2024.

### TRADE SHOW MAP AND SETUP TIMES

Please find a map of the PRO trade show floor enclosed for your convenience.

#### WEDNESDAY, MARCH 20, 2024

2:00pm – 8:00pm Trade Show Set-Up

#### THURSDAY, MARCH 21, 2024

7:30am – 9:00am Trade Show Set-Up

9:00am – 4:00pm Trade Show

4:00pm – 6:00pm Trade Show Tear Down

#### FOR SAFETY REASONS:

##### PLEASE READ

Booth tear-down cannot start before 4:00 PM

Empties cannot be accessed until 4:00 PM

### INBOUND SHIPPING

Be sure that all of your packages are properly addressed, clearly labeled for the PRO Trade Show per the example below. All packages MUST BE UPS/FEDEX shippable and cannot be larger than can be handled by a single individual.

**Address as follows:** **Marriott Lincolnshire Resort**  
**Ten Marriott Drive**  
**Lincolnshire, IL 60069**

In addition, label all packages as follows:

**HOLD FOR (YOUR COMPANY NAME)**

**Attn: On-Site Contact Name with Check in Date (actual Vendor contact person)**

**Hold for PRO Spring Trade Show, March 20-21**

**(List number of pieces, i.e.: 1 of 6)**

This is a tabletop show and heavy fixturing **IS NOT ALLOWED**. If you are shipping your sample goods and they do not meet the UPS shipping criteria you must make prior arrangements with the Marriott to arrange for handling and storage at your own expense. Please contact Stacey Freeman at the Marriott Lincolnshire at (847)634.5922 ([stacey.freeman@chicagomarriottlincolnshire.com](mailto:stacey.freeman@chicagomarriottlincolnshire.com))

Trade show materials should be shipped so that they DO NOT arrive at the hotel PRIOR to Friday, March 15, 2024.

If you have any questions contact Marcia Landau at the PRO office, (203) 292-4412, [marcial@promaster.com](mailto:marcial@promaster.com)



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## VENDOR SCHEDULE OF EVENTS

### WEDNESDAY, MARCH 20, 2024

2:00pm – 8:00pm	<b>Briefing and Trade Show Set-Up</b>
5:45pm – 6:45pm	<b>Member/Vendor Networking Reception</b>
8:30pm – Close	<b>Informal Member/Vendor Networking in the Lobby Bar</b>

### THURSDAY, MARCH 21, 2024

7:30am – 9:00am	<b>Trade Show Set-Up</b>
7:30am – 9:00am	<b>Vendor &amp; Member Breakfast</b>
9:00am – 4:00pm	<b>Trade Show</b>
11:30am – 1:30pm	<b>Vendor &amp; Member Lunch (during the trade show)</b>
3:00pm – 4:00pm	<b>Prize Giveaway (Member must be present to win)</b>
3:00pm – 4:00pm	<b>Snacks and Beverages on Trade Show Floor</b>
4:00pm – 6:00pm	<b>Trade Show Tear Down</b>

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No Other Activities Planned



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## TRADE SHOW BOOTH INFORMATION

The PRO Trade Show is a **TABLE TOP** trade show. The following information is intended to help you in your preparation for a successful selling show.

All display tables will be 6' or 8' and draped. We **ENCOURAGE** you to bring your table runners and banners to dress up your space. Fixtures and signage must fit within your booth dimensions.

Be sure that all of your packages are properly addressed, clearly labeled for the PRO Trade Show. Packages that aren't addressed or labeled properly run the risk of additional charges billed to you by the hotel or even worse being refused.

Also, be sure your shipping department provides you with all of the necessary tracking information in case a package goes astray.

Bring materials to **REPACK** your display merchandise. You will need things like **TAPE** and **ADDRESS LABELS** and **BILLS of LADING** for your preferred outbound carrier. **The Marriott's preferred carrier is FEDEX but will accept and ship UPS packages.**

The Marriott will provide outbound shipping at your cost. Your shipment will require completed shipping documents and billing account numbers. Hotel will provide pick up from your booth and hold in shipping dept for pick up by designated shipping vendor.

Make sure that you are prepared to write orders during the trade show. Use either a pre-printed order form or an electronic file so that you can quickly and easily take an order. Remember, the PRO trade show is an **ORDER WRITING** show. Come prepared to write business.

All booths may request power to their booth. Please see the enclosed order form which should be submitted to the hotel **NO LATER THAN** Monday, March 18, 2024.

**TO SAVE YOURSELF AGGRAVATION**, bring your own supply of AC power cords, computer cables, and power strips. This will help you avoid incurring excessive charges from the hotel.

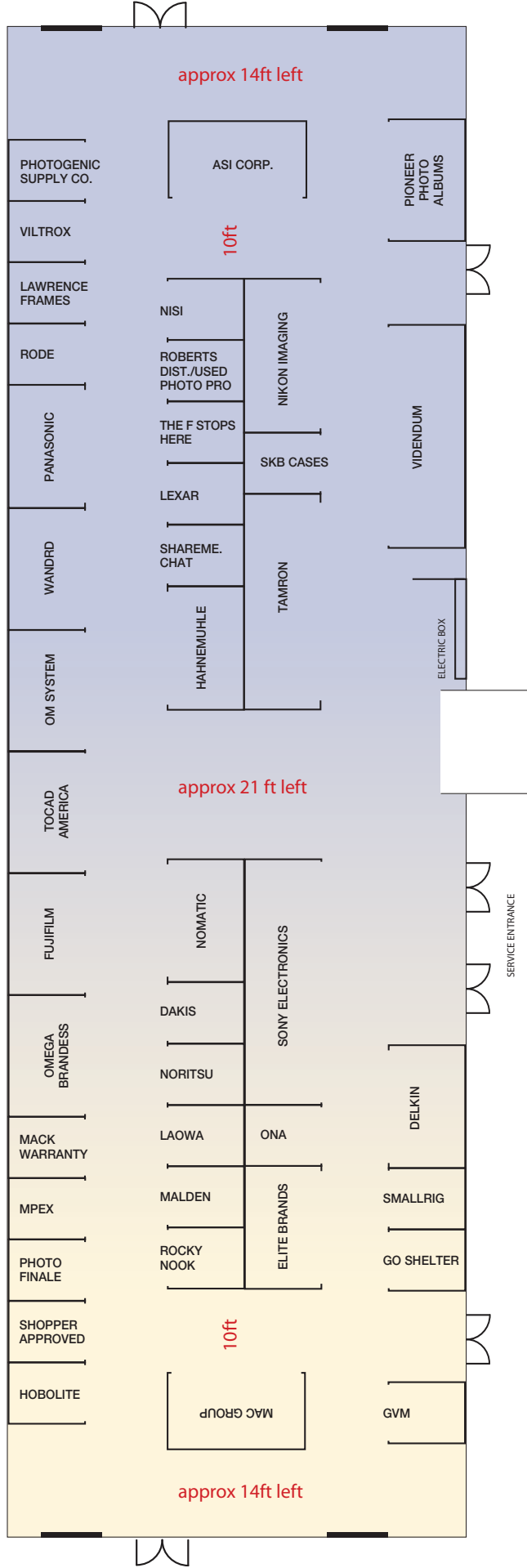
Any display that will obstruct the view of other surrounding booths must be approved in advance. Solid walls used in any freestanding booth must be no wider than 3'. **Contact Marcia Landau to review your booth design.**

ANY exhibitor must have a **FINISHED BACK** that in the sole discretion of PRO management **IS NOT** objectionable and **DOES NOT DETRACT** from any other booth or the general appearance of the trade show.

All products displayed at the show must be a part of your current PRO offering which has been approved **PRIOR** to the start of the show.

Trade show set-up hours are **STRICTLY ENFORCED**. Please be sure to have enough help to complete your setup within the allotted time.

# EXHIBITOR TRADE SHOW FLOOR PLAN | SPRING 2024



PRO VENDORS		PRO WAREHOUSE		GUEST VENDORS	
ASI Corp	OmegaBrandess Promark	Delkin Devices	ONA Bags	MPEX Distribution	
Dakis	Photo Finale	Elite Brands (Minolta & Rokinon)	Panasonic	Roberts Distributors   Used Photo Pro	
Go Shelter <b>NEW</b>	Photogenic Supply Co.	Fujifilm	RODE	ShareMe.Chat	
Hahnemühle USA	Pioneer Photo Albums	GVM	SmallRig		
Hobolite <b>NEW</b>	Rocky Nook Books	Laowa	Videndum		
Lawrence Frames	Shopper Approved	Lexar	Viltrox		
MAC Group	SKB Cases	NISI	WANDRD		
Mack Worldwide Warranty	Sony Electronics	Nomatic			
Malden	Tamron Americas	OM System			
Nikon Imaging	The F Stops Here				
Noritsu America	ToCAD America				