

2025 Chicago Arrow Technology Expo – Supplier Fact Sheet

Time & Place:

Date: Thursday, October 23, 2025

Location: Stonegate Conference & Banquet Center

Address: 2401 W. Higgins Rd, Hoffman Estates, IL 60169

Customer Registration: 7:30am-8:30am

Technical Seminars: 8:30am - 3:00pm

Expo: 2:30pm-6:30pm (Supplier Check-In begins at 2:00pm)

Supplier Appreciation Night:

Wednesday, October 23rd, 2024

5:00pm - 7:00pm

Stonegate Conference & Banquet Center

2401 W. Higgins Rd, Hoffman Estates, IL 60169

Supplier Registration:

All suppliers and representatives MUST PRE-Register for the Expo and Supplier Appreciation Night by clicking on the following link by **Friday, October 10th**.

link: <https://forms.office.com/r/zDyfSfzzcF>

Customer Registration:

Please use this link to invite customers to our event and help drive attendance for your booth and technical seminar (if applicable).

link: <https://forms.office.com/r/zDyfSfzzcF>

Contacts:

Booth Information: Carrie Lombardi, 773-968-8201, ChicagoATE@arrow.com

Technical Seminar Information, Raffles, & Advertising: Henry Alexander, 812-606-4830, ChicagoATE@arrow.com

Your 8' x 8' Booth Exhibit Space Includes:

3' draped sidewalls

Two 6' tables (1-6' x 30" and 1-6' x 18", two chairs, one electrical outlet, please label and bring your own power strips. Five suppliers representative name badges. ***(Due to size constraints only five representatives will be allowed at the booth at a given time.)***

Lead retrieval process that will include all customer information that is scanned at your booth. Suppliers are responsible for their booth set-up, tear down, shipping, removal of items from booth, and shipping labels.

If you are a manufacturer's representative and would like to request having certain supplier booths in proximity of one another, please email Carrie Lombardi at ChicagoATE@arrow.com a written request by **October 3th**.

Technical Seminars:

Technical Seminars will take place from 8:30am-3:00pm. Please arrive 20 minutes PRIOR to your scheduled time, unless you are in the first slot in which we suggest you arrive earlier. Seminar presentations **must be** no more than 60 minutes in length and must have an educational and not a marketing focus. Help the engineering community solve an issue they may be having. Show them a process using your solution, then in the last few minutes, show them the product.

Presentations must be submitted to Henry Alexander by Friday, October 3th. Customer attendance data will be tracked. Only participating suppliers will be allowed entry into their **own** seminar. Lunch is provided for customers only. Please plan accordingly.

Suppliers are responsible for helping to drive attendance to their seminar and can use this link to send to customers: <https://forms.office.com/r/zDyfSfzzcF>

For any questions regarding the Technical Seminars please contact Henry Alexander at 812-606-4830, ChicagoATE@arrow.com

Shipping:

IN-BOUND SHIPPING:

Items must be shipped to the supplier's local branch or rep office.

If needed, shipments can be sent directly to:

Stonegate Conference & Banquet Center

ATTN: Arrow Expo

2401 W. Higgins Rd, Hoffman Estates, IL 60169

All shipments MUST be received no earlier than Monday, 10/20 and no later than Wednesday, 10/22

***Please notify janet@thestonegatebanquet.com of # of boxes to be shipped and carrier

OUT-BOUND SHIPPING:

All suppliers are responsible for packing up and removing items to be shipped back to your local office or manufacturer's representative's office.

We highly encourage you to work with your local supplier contacts and have them bring all materials back to their respective offices and schedule shipping from there.

If you do need to use a shipping service from the Arrow Expo, you are responsible for organizing it as well as bringing all shipping labels with you.

Please schedule any courier pick-up **for Friday, October 24th, BEFORE NOON**. Anything left will be thrown out.

Notify The Stonegate staff (Banquet Manager or receptionist) Booth #, # of boxes and carrier for any outbound shipments. Please also leave a business card in case of any issues.

Set-up and Tear Down:

SET-UP:

This year we are offering 2 set-up options:

- 9:00-11:00am on October 23

- 1:00-2:00pm on October 23

You are allowed to set up during ONE of these times, not both. You pick what is most convenient for your team. You are welcome to drop off your equipment the evening before at Supplier Appreciation Night and we will stage it at your booth for set up time on the 23.

TEAR DOWN:

All booths and materials must be removed immediately following the closure of the event.

All items must be removed no later than 7:30pm

Any items left behind will be thrown out.

Suppliers may unload and load at the designated areas only. You will be directed upon arrival

Parking will be limited, please look for directions upon your arrival.

Unloading/Loading:

Suppliers may unload and load at the designated loading areas only. Vehicles should only be present for the duration of loading and unloading. **Dollies or hand trucks will NOT be provided.** Please bring your own as needed.

Raffle Prizes:

Arrow will be hosting a raffle for all of those attending the Technical Seminars. This raffle will take place at the Expo following the seminars. You are welcome to participate by donating a raffle item and the local Arrow team will coordinate the raffle on your behalf. We will announce the raffle prize that you are donating as well as the winner.

If you are interested in donating an item to be raffled, please contact Henry Alexander at ChicagoATE@arrow.com. If you submit a prize for Arrow to raffle that requires tax or award paperwork, please provide the paperwork WITH your prize.

You are also welcome to conduct your own raffle. Many suppliers have “fishbowl” type of raffles for customers who visit their exhibit.

Sponsorships:

We offer a variety of sponsorship opportunities for our suppliers. If you are interested in a sponsorship, please contact Carrie Lombardi at (773) 968-8201 ChicagoATE@arrow.com