

Tenth International Congress on Peer Review and Scientific Publication

September 3-5, 2025 | Chicago, IL

Peer Review Congress 2025 Exhibit Hours (subject to change)

Set Up:

Tuesday, September 2: 12:00 PM – 5:00 PM

Exhibit Hours:

The exhibit hall will be open throughout the 3-day Congress. Please be in the exhibit hall during the scheduled exhibit breaks and events listed below. Exhibitors are welcome to attend all program sessions.

Wednesday, September 3: 7:00 AM – 6:30 PM

Scheduled breaks for visiting exhibits:

7:00 – 8:00 AM : Breakfast

9:50 – 10:20 AM : Morning break

12:00 – 1:30 PM : Lunch

2:30 – 3:10 PM: Afternoon break

5:30 – 6:30 PM : Reception in exhibit hall

Thursday, September 4: 7:00 AM – 4:45 PM

Scheduled breaks for visiting exhibits:

7:00 – 8:00 AM : Breakfast

10:00 – 10:40 AM : Morning break

Exhibit Hours Thursday, September 4, continued

12:00 – 1:30 PM : Lunch

2:30 – 4:45 PM : Poster session and afternoon break

Friday, September 5: 7:00 AM – 1:30 PM

Scheduled breaks for visiting exhibits:

7:00 – 8:00 AM : Breakfast

9:50 – 10:20 AM : Morning break

12:00 – 1:30 PM : Lunch

Tear Down:

Friday, September 5: 1:30 PM – 3:00 PM

Please note: the Swissotel UPS store is scheduled to close at 6:00 PM on this day.

Tenth International Congress on Peer Review and Scientific Publication

September 3-5, 2025 | Chicago, IL

What's Included with Your Booth?

Each 10' x 10' booth will be set with pipe and drape and a one-line identification placeholder sign, and will contain a 6' table with tablecloth and two banquet chairs.

There will be wifi throughout the exhibit hall.

Ordering Additional Items for Your Booth

Additional furniture can be ordered through the Swissotel vendors. Please see their preferred vendor list in this Exhibitor Kit.

Monitors, electrical, wired internet, and other equipment can also be ordered through the Swissotel/Encore. Please see the Encore information and link to the order form in this Exhibitor Kit.

The UPS Store™



Exhibitor Kit

About Us

The UPS Store at Swissôtel Chicago is a full service business center and the parcel management provider for the Swissôtel Chicago. We provide full service printing, faxing, scanning, computer timeshare, shipping, packaging, and parcel management services.

Printing

Count on our print experts to provide:

- * High-quality color and black & white digital printing and copying
- * Sales and marketing materials: Brochures, Lamination, Binding
- * Business printing: Name Badges, Tent Cards, Business Cards
- * Large format banners and posters

Parcel Management

To us, a parcel is more than just a package. We handle all packages as if they contain precious cargo and can help make sure packages are properly prepared for shipping, so contents stay intact.

When we receive your package at our location, we will hold it securely until you are able to pick it up or deliver the package to your meeting location.

We are proud to offer you:

- * Package receiving
- * Customized UPS® shipping services
- * Professional packing services by our certified packing experts
- * A secure location for package pickup
- * Delivery to any location within the hotel

Packing

Our certified packing experts here at The UPS Store® can pack almost anything. We can save you time and help ensure your items arrive intact at their destination. We specialize in properly packing fragile and high-value items, including antiques, art, electronics, crystal, china and porcelain.

Shipping

We have a variety of shipping options to meet every deadline and budget. We offer delivery at the right speed, the right time, and the right cost for meeting and exceeding your critical shipment needs.

Contact us for print orders or package information at 312-268-8290 or via email at store6161@theupsstore.com

Parcel Management

Please reference the following information regarding having materials shipped to and from Swissôtel Chicago.

All packages and freight deliveries to the hotel are managed through The UPS Store, which acts as the business center and package service department for the property. To ensure proper processing, please address all materials intended for guests as follows:

Attn: Exhibitor/Guest Name - Company
Conference/Group Name
323 E Wacker Dr.
Chicago, IL 60601

Please note that all packages sent to the hotel will incur a handling charge based upon the weight of each item according to the list below:

Package Handling Fees	
Inbound and Outbound Charges	
Carrier Envelope	\$2.00
Padded Pak	\$5.00
1-10 lbs	\$5.00
11-21 lbs	\$10.00
22-41 lbs	\$20.00
42-60 lbs	\$40.00
61-100 lbs	\$60.00
101 lbs and over	\$100.00
Pallets and Crates	\$400.00

Please fill out the attached authorization forms for payment of handling fees and to provide authorization for delivery of your packages.

Charges are incurred for accepting items on the recipient's behalf and do include delivery to the location of the recipient's choosing within the hotel per request. Please visit The UPS Store Business Center on the Concourse Level to retrieve packages and/or schedule package delivery.

The UPS Store Business Center will also be available to assist exhibitors with all outbound shipping at the close of the conference. The above handling rates will apply to all materials sent from the hotel as well.

Please contact The UPS Store Business Center with any questions.

Phone: 312-268-8290 Fax: 312-565-9447 Email: store6161@theupsstore.com

Exhibitors,

Please reference the following instructions for return shipping of your exhibit materials:

SHIPPING VIA UPS

Ground/3-Day/2-Day and Next Day Air Shipping

Must be paid for by credit card or billed to a guest room. Please fill out the entire form on the reverse side of this sheet. If billing to a guest room, no credit card information is needed; simply indicate "Billing to Room XXXX" in the credit card number space. Leave this form with your packages and they will be processed by The UPS Store. If you would like a copy of your tracking numbers, please include your e-mail address in the shipping information box.

Shipping *with* a UPS account number

Waybill forms are no longer accepted at The UPS Store. If you would like to ship using your UPS account you may do so by creating a pre-paid shipping label Online at www.ups.com.

SHIPPING VIA FEDEX

May only be done if you have a 9-digit Fedex account number. Standard Express Airbills (allowing selection of First Overnight, Priority Overnight, Standard Overnight, 2Day, and Express Saver) are available from The UPS Store on the Concourse Level and must accompany every box that needs to be shipped. **Pre-printed shipping labels must have your company name as the sender information; not the Swissotel as the sender.** The Package Handling authorization form on the reverse side of this sheet must be filled out for these packages in order for them to leave the hotel to cover the outbound handling charges associated with shipping. The 'shipping services /insurance' and 'shipping information' areas of this form may be left blank, but credit card information or a room number must be supplied in the 'billing information' box. Leave this form along with the waybills for your packages and they will be processed by The UPS Store.

If you have any questions, please do not hesitate to visit our office or contact us by phone or email:

Ph: (312)268-8290 Email: Store6161@theupsstore.com



The UPS Store 6161™
Swissotel Chicago
323 E. Wacker Drive, Chicago, IL 60601
Phone (312)268-8290 Fax (312) 565-9447
store6161@theupsstore.com

Package Handling Authorization Form

Recipient: _____ Sender: _____

Phone Number: _____ Total # of Packages: _____

E-mail Address(Mandatory to receive tracking & receipt): _____

Exhibitor Name: _____ Group Name: _____ Booth #: _____

SHIPPING INFORMATION: (Must be completed in full Only for packages needing to be processed.
For pre-labeled packages, only recipient's name must be filled out in this section)

☐ Already have UPS/FedEx labels FedEx Account #: _____

☐ Need to be processed for shipping: Sender's Name: _____

Company Name: _____

Attn: _____ Ph: _____

Address: _____

City, State & Zip Code: _____

Shipping Speed: ☐ Next Day Air (Circle 8:30AM, 10:30AM, 3:00PM Saturday if necessary) ☐ 2 Day Air

☐ 3 Day ☐ Ground Insurance Needed (Select 'yes' if valued over \$100): ☐ NO ☐ YES*

* If yes, value amount/details of which package (s) need insurance **must be provided on the reverse of this form** along with total declared value.

BILLING INFORMATION: Must be completed for all packages: see reverse for details

Credit Card for Inbound Package Fees:

Credit Card number: _____ Exp. Date: _____

Credit Card Type: Visa MC Amex Other

CVV/CID: _____

Credit Card for Outbound Package and Shipping Fees (IF SAME, CHECK HERE) ☐

Credit Card number: _____ Exp. Date: _____

Credit Card Type: Visa MC Amex Other

CVV/CID: _____

Bill to Guest Room:

Guest Room #: _____ Name on Room: _____

I authorize The UPS Store to charge my credit card/guest room for the package services described above upon the following business day:

Cardholder Signature: _____ **Date:** _____

Additional insurance information from reverse (Please note, each box is insured individually. If shipping out multiple packages, please indicate what declared value amount should be assigned to each individual package):

Please note that all incoming and outgoing shipments have handling fees applied per the list below.

Please reference the following instructions for completing the reverse of this form for outgoing shipments if necessary:

Pre-labeled UPS/Fedex/Alternate Courier Packages:

If you already have labels completed for outgoing shipments, please leave them with your packages and check 'Already have UPS/Fedex labels'. We'll be happy to tape up your materials and will ensure they're properly processed and picked up in our soonest impending UPS, Fedex, or Alternate Courier pickup. Only handling charges per the weight of each item as listed below will be applied to the credit card or guest room provided. For FedEx pre-printed labels make sure the sender information has your company name and not the Swissotel as the sender.

Packages That Need to be Processed/Have Labels Generated for Shipping:

All shipments intended to ship via Next Day, 2-Day Air, 3 Day Select, or Ground will be processed via UPS and must be paid for by credit card or to guest room. Please fill out the entire form on the reverse side of this sheet, noting additional insurance information below. Tracking numbers and receipts will be e-mailed to any provided e-mail addresses, and both shipping charges and the handling fees listed below will be billed to the guest room or credit card provided.

Inbound & Outbound Charges	
Carrier Envelope	\$2.00
Padded Pak	\$5.00
1-10 lbs	\$5.00
11-21 lbs	\$10.00
22-41 lbs	\$20.00
42-60 lbs	\$40.00
61-100 lbs	\$60.00
101 lbs and over	\$100.00
Pallets/Crates	\$400.00

If you have any questions, please do not hesitate to visit our office on the Concourse Level or contact us by phone or email. Ph: (312) 268-8290 Email: Store6161@theupsstore.com

Thank you!

Preferred Vendor List

Furniture Rentals		
Vendor	Website	Contact
Kehoe Designs	www.kehoedesigns.com	lcarey@kehoedesigns.com
CORT	https://stores.cort.com/illinois/chicago/	888.360.2678
Yanni Design Studio	www.yannidesignstudio.com	alexandra@yannids.com

Florist / Event Design		
Vendor	Website	Contact
StemLine Creative	www.stemlinecreative.com	Ryan@stemlinecreative.com
Fleur Inc.	www.fleurchicago.com	info@fleurchicago.com
Stems	www.stemschicago.com	info@stemschicago.com
Dream Occasions	www.dreamoccasions.com	info@dreamoccasions.com
Artistic Blooms	www.Artisticbloomschicago.com	adam@artisticbloomschicago.com
Ashland Addison Florist	www.ashaddflorist.com	info@ashaddevents.com

Photographer		
Vendor	Website	Contact
YouMePhotography	www.youmephoto.com	julia@youmephoto.com
Fig Media Videography	www.figgy.net	773-858-6018
LEAP Weddings Videography	www.leapweddings.com	bailey@leapweddings.com
Cage & Aquarium	www.cageandaquarium.com	312-725-2243
TWA Photographic Artists	www.twaphoto.com	weddinginfo@twaphoto.com

DJ / Band		
Vendor	Website	Contact
Rendezvous Band	www.rendezvousmusic.net	contact@rendezvousmusic.net
Gold Coast All Star Band	www.goldcoastevents-chicago.com	thegoldcoastallstars@gmail.com
Fig Media (DJ,Photography)	www.figgy.net	brent@figgy.com
Cage & Aquarium	www.cageandaquarium.com	djksity@gmail.com
Chicago Wedding DJ's	www.chicagoweddingdjs.com	peter@chicagoweddingdjs.com
Toast and Jam	www.toastandjamdjs.com	773-687-8833

Photo Booth		
Vendor	Website	Contact
Shutterbooth	www.shutterbooth.com/chicago	chicago@shutterbooth.com
Fotio	www.fotio.com	info@fotio.co
Rick Aguilar Studios	www.rickaguilar.com/instant	info@rickaguilar.com
Chicago Mirror Booth	www.Chicagomirrorbooth.com	info@chicagomirrorbooth.com

Invitation / Stationary		
Vendor	Website	Contact
Smitten Boutique	www.smittenboutique.com	info@smittenboutique.com
MAXE Designs	www.maxeDesigns.com	maxedesigns@mollyaxe.com

Transportation		
Vendor	Website	Contact
Chicago Trolley & Double Decker Company	www.chicagotrolley.com	Krystal.Rodriguez@chicagotrolley.com
M & M	www.mmlimo.com	admin@mmlimo.com
Windy City Limo	www.windycitylimos.com	weddings@windycitylimos.com
OML Transportation	www.ohare-midway.com	donovan@ohare-midway.com

Tenth International Congress on Peer Review and Scientific Publication

September 3-5, 2025 | Chicago, IL

Ordering Equipment through Encore

Portal: <https://eventnow.encoreglobal.com/>

Search for event “Peer Review Congress Meeting – AMA”

Please see the following Encore Exhibitor Kit for detailed instructions and additional information.

Easy Ordering

As the exclusive Technology Provider of the **The Swissotel Chicago**, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select your show

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

EventNowSM

offers a range of solutions for any exhibitor:

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

NEED RIGGING

If so, please fill out rigging request,
<https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Email your Encore on-site contact directly:

Brian.Morrow@encoreglobal.com

Events that Transform

Planning a **MEETING?**

Secure your technology needs at your convenience online.

Order Meeting Equipment

Meetings & Hybrid Events

Already booked an event space?

You're in the right place to order for your meeting. We offer everything from basic audio-visual to internet access to custom PowerPoint templates. Click below to begin your purchase.

Part of a **TRADESHOW?**

Book for your exhibit booth at your convenience online.

Order Exhibit Equipment

Exhibits & Trade Shows

We are here to support your Exhibit & Trade show – from a large freestanding booth to a tabletop, we've got something for you.

[Learn more or plan your event](#)

Exhibit Orders Made Easy

Book your technology for your upcoming exhibit booth or tradeshow.

Search Events

Name/Keyword *

Add Your Event Name Here!

Search 

Advanced Search



Upcoming Events



There are no shows available for your search criteria. Please update your criteria or create an event to order

Event not listed?

If you can't find your event or it isn't listed, you can place an order for a new event by clicking the button below .

Create an Event

National Superintendents Forum - Hilton Oak Brook Hills Resort 4/7-4/9

Load In Date: 04/06/2024

04/07/2024 06:30 am - 04/09/2024 05:00 pm

Hilton Chicago/Oak Brook Hills Resort, 3500 Midwest Rd, OAK BROOK, IL, 60523, United States

Filter by

Showing 1-12 of 12 items

Sort By
Position



Power Drops



Yes

No

Need to make changes between now and your event?

Changes can be made with no additional charge until 2 Days before your event Start Date. After this date, you can contact us for any changes and we will do our best to accommodate based on product availability.



Select Your Electrical Options

\$567.00 To \$822.00

Select Options



Select Your Monitor Options

\$850.00 To \$3,215.00

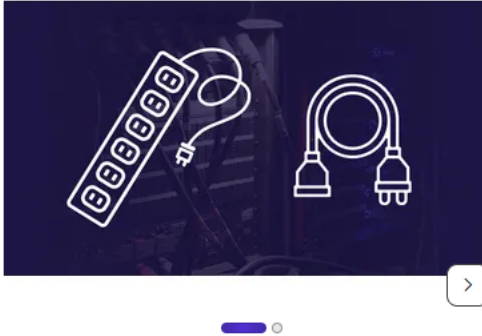
Select Options



Select Your Audio Options

\$365.00 To \$1,547.00

Select Options



Description

All Single-Phase Service Options include:

- 6 plug power strip
- Extension cord
- Access to power
- Full-service support, including setup and removal

Key benefits:

- **Power solutions for your specific needs** — Our unrivaled expertise and power solutions will transform your exhibit into a showstopper.
- **Versatile power distribution** — Our solutions adapt to any location, ensuring your exhibit shines no matter where you are.
- **Power Use Case Chart** — Our comprehensive chart helps you understand your exhibit's unique power needs, leaving no detail unplugged.
- **Certified experts** — Our skilled technicians are trained and certified in local markets,

Select Your Electrical Options

SKU: P458

\$567.00 To \$822.00

Select how much amperage you need: *

- ☒ 5 Amp Single Phase Service + \$567.00
- ☐ 10 Amp Single Phase Service + \$642.00
- ☐ 20 Amp Single Phase Service + \$822.00

1
Quantity

Do you need any additional amperage?

This is NOT required and you can continue checking out without making a selection. If you need more than 2 power drops please reach out to the Venue Sales Team or Exhibitor Customer Support Center at 800-966-4498. We will be able to optimize your labor and coordinate for complex power requirements.

Choose a selection... *

0
Quantity

Do you need any additional power strips or charging stations?

- ☒ None
- ☐ Charging Station + \$209.00
- ☐ Power Strip + \$66.00

0
Quantity