



THE WORLD'S GATHERING PLACE FOR ADVANCING CONCRETE

# EXHIBITING SPONSOR RESOURCE GUIDE

**MARCH 29–APRIL 1, 2026**

Rosemont/Chicago, IL, USA

Hyatt Regency O'Hare

# Exhibiting Sponsor Exhibit Hall Information

EVENT	DAY	TIME
Exhibitor Move-In	Saturday, March 28	8:00 AM – 2:00 PM
Exhibitor Move-Out	Tuesday, March 31	5:00 PM – 7:00 PM
Exhibit Hall Hours	Sunday, March 29-Tuesday, March 31	8:00 AM – 5:00 PM

Questions: Contact [carole.berrelez@concrete.org](mailto:carole.berrelez@concrete.org)

## Booth Inclusions

Each 10 × 10 ft booth space includes:

- Pipe and drape
- One 6 ft skirted table
- Two chairs
- Waste basket
- Company ID sign

Existing carpeting in the exhibit hall.

## Exhibitor Kit

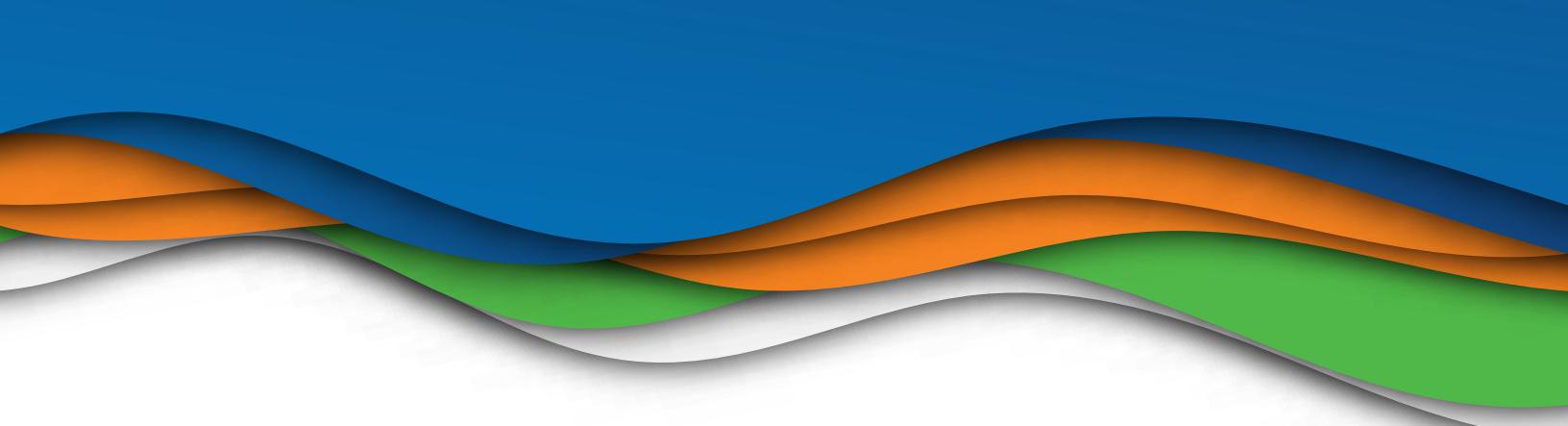
Coming soon! The exhibitor kit will include ordering details by Viper Tradeshow Services, shipping information, and additional services. A link to access will be distributed via email.

## Exhibit Hall Floor Plan

See [page 3](#) for the exhibit hall layout.

**Thank you for your support as an Exhibiting Sponsor.  
We look forward to welcoming you onsite!**

*Information subject to change. Updates will be shared as available.*



## Exhibit Hall Daily Schedule

### SATURDAY, MARCH 28

8:00 AM – 2:00 PM	Exhibitor Move-In
2:00 PM – 6:00 PM	Registration Opens

### SUNDAY, MARCH 29

7:00 AM – 10:00 AM	Complimentary Coffee
7:30 AM – 5:00 PM	Registration Open
8:30 AM – 3:00 PM	Student Competition
11:00 AM – 2:00 PM	Lunch Concessions
1:00 PM – 4:00 PM	Complimentary Refreshments
7:00 PM – 8:00 PM	Opening Reception—featuring beer, wine, and light appetizers. Each attendee will receive one drink ticket, sponsored by the Hyatt Regency O'Hare. Exhibitors are welcome to open booths.

### MONDAY, MARCH 30

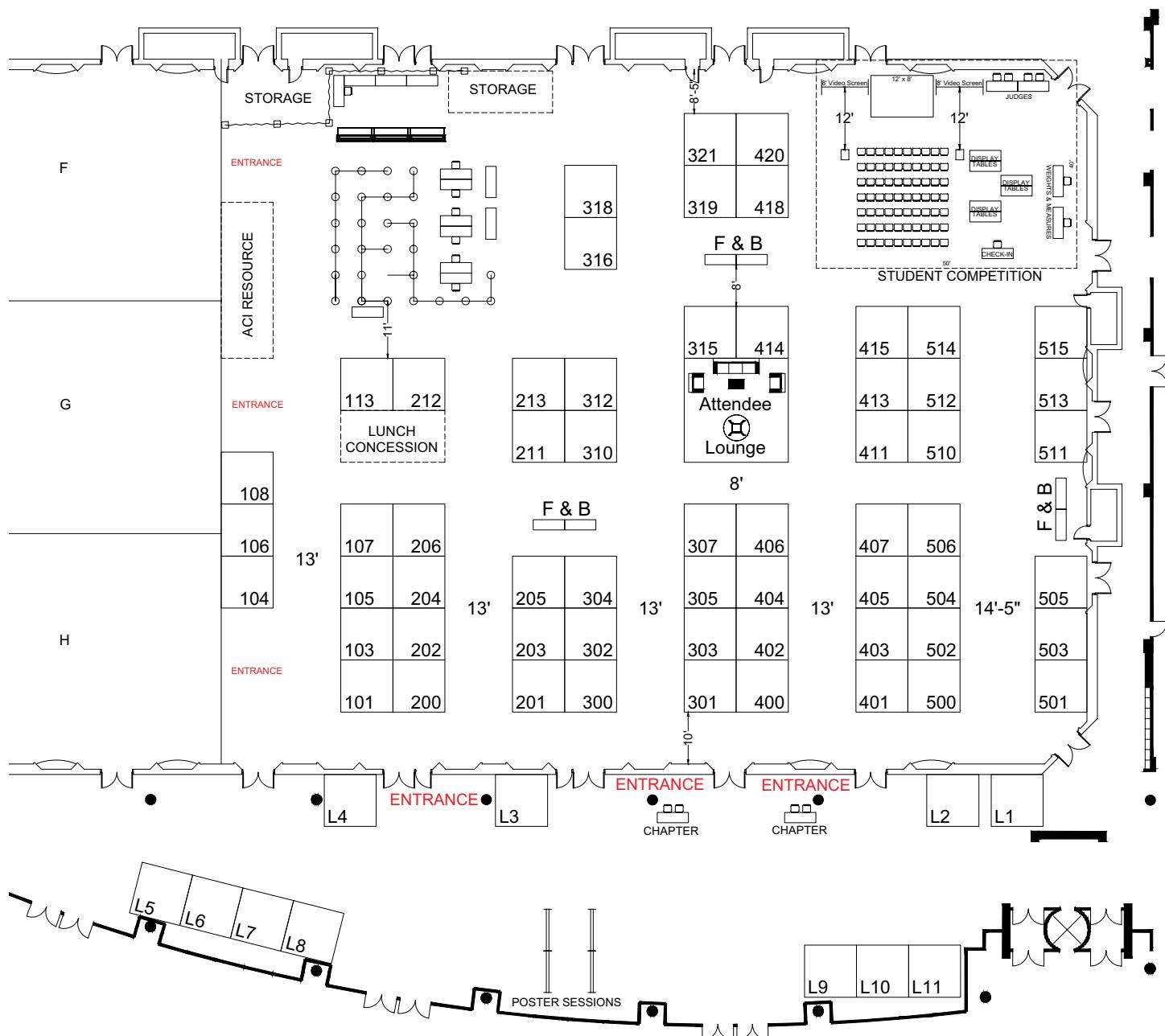
7:00 AM – 10:00 AM	Complimentary Coffee
7:30 AM – 5:00 PM	Registration Open
11:00 AM – 2:00 PM	Lunch Concessions
1:00 PM – 4:00 PM	Complimentary Refreshments

### TUESDAY, MARCH 31

7:00 AM – 10:00 AM	Complimentary Coffee
7:30 AM – 5:00 PM	Registration Open
11:00 AM – 2:00 PM	Lunch Concessions
1:00 PM – 4:00 PM	Complimentary Refreshments
5:00 PM	Exhibits Close / Move-Out 5:00 PM – 7:00 PM

# Exhibit Hall Floor Plan

## Grand Ballroom A-E | Hyatt O'Hare Chicago



# Exhibitor Best Practices for Security and Success

To help ensure a safe and professional experience during the ACI Concrete Convention, we encourage exhibitors to follow these best practices throughout the event.

## Valuables and Personal Items

- While ACI permits exhibitors to leave their booths unattended during show hours, we strongly recommend removing or securely storing valuables—such as electronics, product samples, or personal belongings—when stepping away, even briefly.
- Use lockable storage units or secure containers when possible.
- Avoid leaving high-value items unsecured at any time.

## Booth Coverage

- Keep booths staffed during open exhibit hours when possible. If you need to step away, consider asking a neighboring exhibitor to keep an eye on your space.

## Smart Display Layout

- Position valuable or portable items away from the aisle edge or in areas with clear visibility.
- Use security measures such as tethers, display cases, or signage to deter theft.

## Awareness and Vigilance

- Be aware of your surroundings and take note of any unusual behavior in or near your booth.
- Report any suspicious activity immediately to event staff or hotel security.

## Personal Belongings

- Keep bags, purses, laptops, and other personal items out of view—preferably stored in a locked cabinet or container.
- Do not leave items stored behind drapes or under tables unless properly secured.

## During Non-Show Hours

- ACI provides overnight security in the exhibit hall during non-show hours. However, we recommend removing portable or high-value items from your booth at the end of each day for added peace of mind.

## Packing and Inventory

- Label all equipment and boxes with your company name and booth number.
- Conduct a thorough inventory before the show and again during teardown to ensure all materials are accounted for.

## Insurance

- Consider exhibitor insurance that covers loss, theft, or damage to your materials.
- Understand your coverage and claims process in advance of the event.