



THE HOTEL

Sheraton Suites Chicago O'Hare
6501 North Mannheim Road
Rosemont IL 60018
t. 847.699.6300 f. 847.699.0617

If you do not receive your confirmation number by July 7th please email dana@nmdaonline.com or call her at 860.767.7898, she will give it to you.

SHUTTLE SERVICE

The hotel runs its own shuttle from O'Hare to the hotel. From your arrival gate follow the signs to the Bus/Shuttle Center. When you get to the Center go to Door 3. The Sheraton Suites Chicago O'Hare shuttle runs about every 20 minutes. The shuttles are blue/grey. They are all marked with the hotel name.

If you are flying into Terminal 5 (International) go to Arrivals on the lower level and wait at 5E for the shuttle. You MUST call the hotel, 847.699.6300, and ask for the shuttle as they do not automatically stop at Terminal 5.

SHIPPING INSTRUCTIONS

Shipping Instructions to the Sheraton Suites Chicago O'Hare for the National Marine Distributors Association S.T.E.P. Conference.

1. Please do not ship materials to arrive before **Friday, July 20th**! Material shipped for delivery prior to that will not be accepted.
2. Ship materials to arrive Friday, July 20 or Monday, July 23, 2018 for those companies doing meetings Tuesday – Friday.
3. Your carton(s) must be addressed as follows:

Your Name
Your Company Name - Your Date of Arrival
National Marine Distributors Association
6501 North Mannheim Road
Rosemont IL 60018

There is a \$5 per box charge for all inbound shipments. When you check in, if you are expecting packages, there will be a message letting you know that your boxes have arrived. Simply call the bellmen and ask them to be delivered.

To ship product out at the end of the event, the hotel has daily FedEx service. Please bring your own forms and packing supplies (boxes, tape, etc.). They do not have either. If you want to use someone else (i.e. UPS or other carrier) you will have to make your own arrangements. UPS will pick up at the hotel if you have an account and call them. **NO PALLETS will be accepted by the hotel, they will be refused if shipped. We say this every year, but there are new people at this hotel this year and I suspect they WILL refuse pallets.**

SCHEDULES, THE AGENDA, MANUFACTURER MEETING ROOM INFO

Just a quick reminder, your schedules should have been sent to the NMDA office by June 22nd. If we do not have it yet, please email it to info@nmdaonline.com or send via fax, 860.767.7932.

The agenda can be found on the next page. The Manufacturer meeting room list will be printed in the Program Books which will be in your registration packet onsite along with your badges and other things to help make your event a success.

Agenda

Monday, July 23, 2018

PM Arrival/Check in
2:00 PM – 4:15 PM Board Meeting
4:30 PM – 6:15 PM Annual Meeting of **all** NMDA Members (note earlier time)
Attorney Eugene Zelek will speak about MAP, MRP and more.
6:30 PM – 7:30 PM Reception for NMDA members

Tuesday, July 24, 2018

8:00 AM – 12:25 PM Purchasing Meetings with NMDA members ONLY
12:30 PM – 1:30 PM Lunch, included with registration
1:45 PM – 6:10 PM Continuation of Purchasing Meetings
6:30 PM – 7:30 PM Reception for ALL registered attendees

Wednesday, July 25, 2018

8:00 AM – 11:40 AM Purchasing Meetings – both member and non-member companies
11:45 AM – 1:30 PM Supplier of the Year luncheon
1:45 PM – 4:40 PM Continuation of Purchasing Meetings
4:45 PM – 6:00 PM “Mini-Meetings” 15 minute meetings with “new” or “new to you” vendors
PM Evening on your own

Thursday, July 26, 2018

8:00 AM – 12:25 PM Purchasing Meetings – both member and non-member companies
12:30 PM – 1:30 PM Lunch
1:45 PM – 6:10 PM Continuation of Purchasing Meetings
PM Evening on your own

Friday, July 27, 2018

8:00 AM – 12:30 PM Purchasing Meetings – both member and non-member companies
12 Noon Check out