



General Information

Main Address: University Center Conference Chicago
525 S. State Street (between Harrison & Congress Parkway)
Chicago, IL 60605
www.universitycenterconference.com

Contacts:

Sales:	LaChandra Simon, (312) 924-8089, Jake Holtz (312) 924-8092
Operations:	Erica Rohr, (312) 924-8091, Jeff Quilling, (312) 924-8090

Conference Sales Office: Monday thru Friday, 8:00 AM – 5:00 PM

Facility Hours: Monday thru Sunday, 7:00 AM – 10:00 PM

<p>Conference Center entrance is located in the main lobby of University Center on the left side through the glass double doors</p>
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Facility/Shipping Address to use for all mailings:

ATTN: Erica Rohr
COMPANY NAME/EVENT NAME
c/o University Center Conference Chicago
525 South State Street
Chicago, IL 60605
312-924-8000

For multiple packages, please label numbers on each box (i.e., "1 of 10", "2 of 10", etc...)

Return Shipping Instructions:

For post shipment of items, we recommend the following:

- Bring shipping labels for **UPS ground and/or FedEx accounts**.
- Assure your boxes are prepared and packed/taped appropriately before leaving the facility at the end of the program.
- Schedule pickups separately for **FedEx accounts**. Clearly identify the total number of boxes for each carrier. Recommend scheduling weekday pick-ups.
- **UPS ground** makes scheduled pickups from University Center daily (weekday only)
- Multiple/large box returns typically require groups to call ahead to arrange a special pickup.
- Groups are responsible for re-packaging items and providing appropriate labels. For large returns, we recommend groups bring office supplies (i.e. packing tape and scissors) to make it easier for your staff.
- Please notify Conference Sales Office of all package returns in advance and/or bring packages to our Office.