

2019 Preferred Lab Vendor Expo

Thank you for participating in our 2019 Northwestern University Procurement and Payment Services Preferred Vendor Expo. This guide provides detailed information about booth space, proper Preferred Vendor and Northwestern logo usage, wireless access, load-in and parking instructions, and maps of our Evanston and Chicago campuses. We look forward to helping you showcase your company directly to key buyers across Northwestern!

QUESTIONS?

Dessa Buglio
 Procurement and Payment Services
 Northwestern University
 dessa.buglio@northwestern.edu
 847.467.4572

www.northwestern.edu/procurement/purchasing/purchasing-strategic-sourcing/preferred-vendor-expo.html

Dates + Locations

EVANSTON CAMPUS

Tuesday, November 19, 2019

Expo Set-up	9:00 – 10:45 am
Expo Hours	11:00 am – 2:00 pm
Expo Dismantle	2:00 – 3:00 pm

Pancoe Pavilion, 2nd Floor
 2200 Campus Drive, Evanston, Illinois

CHICAGO CAMPUS

Thursday, November 21, 2019

Expo Set-up	9:00 – 10:45 am
Expo Hours	11:00 am – 2:00 pm
Expo Dismantle	2:00 – 3:00 pm

Simpson Querrey, Potocsnak Family Atrium
 303 E. Superior Street, Chicago, Illinois

Quick Tips

- We anticipate approximately 350-500 faculty and staff members will attend each Expo
- Expo locations provide free Wi-Fi via the Northwestern Guest wireless network. To connect:
 - Choose “Guest-Northwestern” from the list of available networks on your device
 - Enter contact info and sponsoring organization (Procurement and Payment Services)
 - Read and accept the University’s usage policy
 - Select “Register” to connect to the network
- IT support will not be available at the Expo. We recommend bringing a copy of any presentations on CD/DVD in the event of network problems
- Public pay-on-site parking is available near each venue. You are responsible for purchasing parking. Please see the parking section of each Expo location below for detailed information
- Visit maps.northwestern.edu for an interactive campus map

Exhibit Displays

- 6’ tables with 2 chairs will be provided. There will not be room for 10’x10’ booth displays. All display structures and materials must be placed within the confines of your exhibit space
- If you requested an electrical connection, your table will be located near an outlet. You are responsible for providing your own extension cord
- Table coverings are not supplied; please bring your own
- Please try to arrive early for set-up as there will likely be more congestion closer to 10:30 am
- Exhibit dismantling may not begin until after the close of the show

Logo Usage

- You may use Northwestern’s Preferred Vendor logo on marketing materials, which is available for download in various formats via [Northwestern Box](#). Use of this logo is not required; you are free to distribute your existing materials without this logo. Please send an electronic proof of any materials incorporating the Preferred Vendor logo to Dessa Buglio for approval prior to printing
- If you would like to use Northwestern’s official logo or trademarks on any promotional items or giveaways, they will require approval from Northwestern’s Trademark Licensing Office. Please contact Ellen Barnes to arrange approval at e-barnes@northwestern.edu or 847.491.3274

Liability

Exhibiting companies hereby indemnify and shall defend and hold harmless Northwestern University, its officers, and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney’s fees, costs and expenses of whatsoever kind or nature, including those arising out of injury to or death, in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence of the exhibiting company or its employees.

**Evanston Campus – Lab Vendors
Tuesday, November 19, 2019**

Pancoe Pavilion, 2nd Floor
2200 Campus Drive
Evanston, Illinois

Expo Set-up	9:00 – 10:45 am
Expo Hours	11:00 am – 2:00 pm
Expo Dismantle	2:00 – 3:00 pm

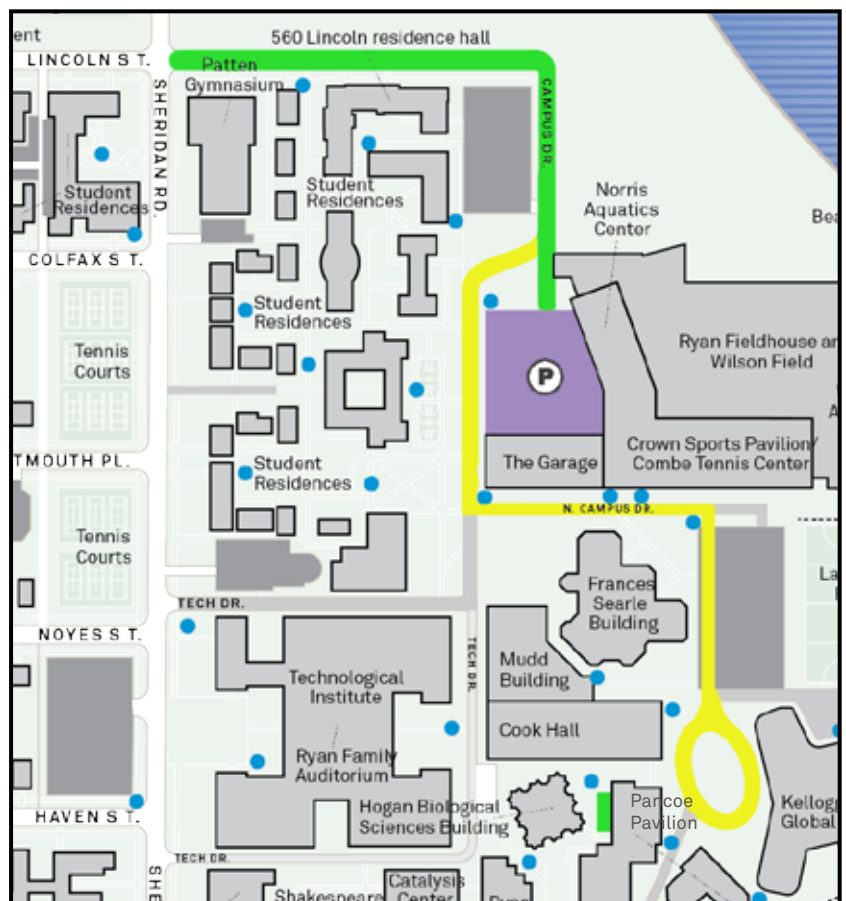
LOAD-IN

- If you have items that need to be dropped off directly to Pancoe prior to parking, please follow the yellow path shown on the map below
- From Sheridan Road, turn east onto Lincoln Street, right on Campus Drive, and follow the road into the turnabout drop-off area (please do not leave your vehicle unattended in this area as tickets will be given to unoccupied vehicles)
- Northwestern staff members will be waiting at the Pancoe entrance to assist with unloading your vehicle. Once your items are unloaded, you may turn your vehicle around, turn left on Campus Drive, then right into the North Campus Parking Garage (highlighted in purple on the map)

PARKING

- From Sheridan Road, turn east onto Lincoln Street, right on Campus drive, and left into the **North Campus Parking Garage** (2311 North Campus Drive)

Participating vendors are responsible for purchasing parking.



Chicago Campus – Lab Vendors Thursday, November 21, 2019

Simpson Querrey, Potocsnak Family Atrium 303 E. Superior Street, Chicago, Illinois	Expo Set-up	9:00 – 10:45 am
	Expo Hours	11:00 am – 2:00 pm
	Expo Dismantle	2:00 – 3:00 pm

LOAD-IN

- Superior Street and Huron Street are one-way streets. Turn east onto Superior Street from Michigan Avenue or turn west onto Huron Street from inner Lake Shore Drive
- Loading zone indicated in green on the map. You may turn on your flashers and unload from the street

PARKING

- After you have unloaded your materials, park in the **parking garage at 222 East Huron Street** (highlighted 'P' on the map). You may enter the garage from Superior Street or Huron Street
 - Participating vendors are responsible for purchasing parking.

