

CBA AI 2035 Symposium: May 11-13, 2026

Vendor & Exhibitor Instructions

Thank you for participating in our upcoming event. Please review the following important details to ensure a smooth and successful experience.

Load-In & Set-Up

- **Date:** Monday, May 11
- **Time:** 5:30 AM – 8:00 AM
- All vendors must be fully set up by 8:00 AM.

Exhibit Hall Hours

- The Vendor Showcase will open each day in conjunction with event registration:
 - **May 11, 12, and 13:** 8:00 AM

High-Traffic Exhibit Hall Times

To maximize engagement, we strongly encourage all vendors to be present at their booths during the following scheduled times:

- **Breakfast:** 8:00 AM – 9:00 AM (served in the exhibit hall)
- **Morning Coffee / Networking Break:** 10:30 AM – 11:00 AM
- **Lunch:** 12:00 PM – 1:30 PM (served in the exhibit hall)
- **Afternoon Coffee / Networking Break:** 3:00 PM – 3:30 PM

Outside of these times, vendor representatives are welcome to attend event sessions and network with attendees throughout the venue.

Load-Out

- **Date:** May 13
- The closing reception will conclude at **6:30 PM**.
- Vendors may begin breakdown at that time, with **load-out from 6:30 PM – 8:00 PM**.

Booth Information & Amenities

Each exhibitor will be provided with:

- One (1) 6-foot table
- White tablecloth
- Two (2) chairs
- Access to electrical outlets

Electricity Requests

Please indicate whether you will require power access for your booth by **April 24**.

Exhibitor Materials

Vendors are welcome to bring:

- Laptops or TV display screens
- Signage and marketing materials
- Customized table linens

Shipping & Deliveries

Venue Six10 will accept packages during regular business hours in advance of the event.

We recommend shipping materials **10 days prior to the event**.

Please label all packages as follows:

Attn: The Chicago Bar Association

Joel Schleider

Venue Six10

610 S. Michigan Ave.

Chicago, IL 60605

Additional Information

Attached, please find the following documents for your reference:

- Venue Six10 Load-In / Load-Out Information
- Loading Dock and Parking Map
- Vendor Rules & Regulations

If you have any questions or special requests, please do not hesitate to reach out. We look forward to your participation and a successful event!