



DTECH® Reliability & Resiliency 2026 Tabletop Guidelines

What comes with my tabletop?

1. One (1) 6' x 30" – no linen will be provided
2. Two (2) Chairs
3. Company ID Sign

General Guidelines

- Tabletop Size: 6' x 30"
- Sponsor materials cannot exceed the 8' x 6' space.
- Graphics, monitors, etc. cannot be mounted or draped.
- Signage & Graphics: Sponsors are permitted to bring pull-up banners and/or tabletop displays, however they must stay within your 8'x6' space.
- Sponsor materials **MUST** remain on top of or behind the table and cannot be placed in front of it. Distributing literature or promotional items outside of your table top space is prohibited.

Move In/Out Hours:

Move-In: Tuesday, August 25: 12:00 PM – 4:00 PM

Tabletops must be show-ready by 4:00 PM – The opening reception begins at 5:00 PM

Move-Out: Thursday, August 27: 3:00 PM – 5:00 PM

Early breakdown is strongly prohibited

Who should I contact for my AV needs?

For all AV and Electrical ordering click the link below

[DTECH® Reliability & Resiliency- Encore](#)

Search 'DTECH R&R' to find our event in the portal.



If you don't see what you need for your event, please call 800-966-4498, or click on the chat icon to connect with a representative during office hours, 9a-5p CST, Monday-Friday.

When and Where should I ship Tabletop materials?

(Guest Name) (Guest Cell Number)
c/o FedEx Office at Marriott Marquis Chicago
2121 S Prairie Ave
Chicago IL, 60616
(Convention / Conference / Group / Event Name)
Box ____ of ____

Materials and Packages must be addressed as follows:

- Onsite Contact Name and Phone Number
- Hotel Name and Address (FedEx Office)
- Convention/Conference/Group/Event Name
- Number of items in total shipment, labeled in sequence (i.e. 1 of 3 etc...)

Shipping Receiving Start:

Wednesday, August 19th

Shipping Storage End:

Thursday, August 27th

Exhibitors are responsible for all shipping and material handling costs.

To confirm your shipment and complete payment, please call 312.225.0379.

Thank you for adhering to these display rules. Please do not hesitate to contact your Exhibitor Services Coordinator, Kate Negley at DTECH.es@clarionevents.com if you have any questions regarding your tabletop display. If possible, please include a graphic of your display with your email to assist us in answering your questions quickly and accurately.