



## CHICAGO - MAGNIFICENT MILE

### VENUE CONTACT

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### AV CONTACT

- **Gabriel Huerta - Executive Producer**  
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### SHIPPING INSTRUCTIONS

#### Incoming Packages

- Address all packages as follows:
  - FutureCon
  - Company Name
  - On site contact name
  - Sales Manager Name
  - % DoubleTree by Hilton Chicago - Magnificent Mile
  - 300 East Ohio Street
  - Chicago, IL 60611
- FEES - WAIVED FOR THIS EVENT



- Not to arrive more than 3 days prior to arrival

### **Outgoing Packages**

- The attendees are responsible for printing their own return shipping labels. We are not a daily pick-up hotel- so the attendees are also responsible for scheduling a pick up with their preferred carrier.
- The group can leave the packages in the meeting room and our security team will handle from there. The team usually takes the packages to the loading dock. We do ask the packages are placed in the same area.

### **PARKING**

- There is a parking garage connected to the hotel. The validation is handled by the front desk for those staying overnight at the hotel. Those driving in will get a physical parking sticker.

### **ROOM BLOCK**

- <https://book.passkey.com/go/FutureConChicago2026>
- Last Day to Book - May 26, 2026