

# CHICAGO BOOTH

**The University of Chicago Booth School of Business**

Box Delivery Guidelines  
**Illinois Dermatological Society**

In order to ensure the prompt delivery of your items when sending boxes to The Gleacher Center please address your boxes and materials to:

University of Chicago  
Gleacher Center  
450 N. Cityfront Plaza Dr.  
Chicago, IL 60611

Please include the following information on each box:

1. Illinois Dermatological Society
2. Attention: Maria Mendoza
3. Date of Event
- 4: 6<sup>th</sup> Floor

*Please note: We can not guarantee your materials will be delivered to your meeting room at your requested time if the boxes are not labeled correctly!*

Storage space is limited... please time your delivery to be no more than two days before the event.