2026 SCTA CONFERENCE

Building the Future Cash Ecosystem:
Smart, Secure, Seamless

October 7 - 9 | Swissôtel Chicago

Bronze Sponsorship

Thank you for choosing to sponsor the Secure Cash & Transport Association (SCTA) Conference. This sponsor packet has been designed to assist with your pre-conference planning. Please review for important information. Your exhibit table assignment will be emailed to you ahead of the event.

Please make plans to join us for an opening cocktail reception in the Zurich ABC exhibitor area on Wednesday, October 7th from 6:00 - 7:30pm. This will be a great opportunity for you to mingle with attendees and gain exposure for your brand the night before the official start to the event. You may set up your exhibitor table in the Zurich ABC between the hours of 2:00 to 5:00pm on Wednesday, the 7th in preparation for this event.

As a reminder, book your hotel room by **September 12, 2026** to reserve our best rates. You can do so here. If you plan to ship items to the hotel ahead of time please read and complete the attached Shipping Information page found at the end of this packet, for the Swissotel Chicago. If you require AV or internet access at your exhibit table, please visit the Encore Global website here.

The entire SCTA Conference team is available to help you, so please feel free to contact us at anytime. We appreciate the commitment you've made as a sponsor and look forward to working with you during the coming weeks. We are confident that you will have a rewarding event.

Sincerely,

The SCTA Team
(540) 338-7151
SCTATeam@securetransportassociation.org

SECURE CASH & TRANSPORT
ASSOCIATION

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What's Included:

- Company listing on event website
- Logo on promotional conference eblast
- Designated "Sponsor" badges to wear during conference
- Quarter page ad in event program
- 6' Exhibitor table
- 1 Attendee pass
- Post conference attendee list

	What We Need from You:	Deadline:
1	**Register Your Attendees** Here	August 28
2	**Book Your Hotel Rooms** Here	September 12
3	**Logo** Email a color vector logo to SCTATeam@securetransportassociation.org	August 28
4	**Program Ad** Quarter page, color ad in PDF format 4.6" wide x 3.6" tall (no bleeds) Email print-ready artwork to SCTATeam@securetransportassociation.org	August 28

SECURE CASH & TRANSPORT ASSOCIATION™

CONFERENCE MAP

Event Space

ZURICH DEFG

- Conference Welcome
- **Keynote Address & Presentation**
- General Sessions Presentations

ZURICH ABC

- Exhibitor Showroom
- Receptions
- Breakfast Buffets
- Lunch Buffets

Check-In & Registration Office: Sponsors, Exhibitors & Attendees

Élevé | Thursday Evening Dinner

The Élevé features express elevators from the lobby that allow for fast and easy transport to the 42nd floor. As the elevator doors open, guests are welcomed to the modernized and spacious ballroom adorned with crystal chandeliers and breathtaking views.

EXHIBIT SHOWROOM

Set-Up

The exhibits as assigned will be available for set-up on Wednesday, October 7, 2026 at 2pm CST.

Tear-Down/Dismantle

It is understood that the exhibit portion of the conference will be concluded and be completely cleared from the Hotel premises by Friday, October 9, 2026 by 5pm CST.

Exhibit rental includes:

1. Table/Chair
2. Heating/air conditioning
3. Existing room lighting
4. Reasonable cleaning services for the public-use portion of exhibit area (i.e. aisles).

Exhibit rental does not include:

1) Installation of electrical power lines and individual exhibit outlets
2) Storage and placement of display equipment
3) Decoration and related services
4) Security services
5) Labor requirements to install, erect, drape or decorate exhibits or the exhibit area, and to move exhibit materials in and out of the exhibit premises or Hotel.
6) Cleaning of interior booth space
7) Gas or water supply
8) "Pre and post" exhibit storage
9) Receiving
10) Packaging and Shipping

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OFFICIAL CONTRACTORS

We have appointed the following companies as official contractors to provide the identified services at additional charge. Current pricing for these services is available upon request, and is subject to change. If your group requires any of their services, you should visit their product catalog here, or contact their offices directly.

ENCORE GLOBAL
Office # 1-312-268-8090
Fax # 1-312-268-8202
SwissCHISales@encoreglobal.com

Microphones, sound equipment, videotape units, and a full range of other audio visual equipment is available on request at additional charge here. ENCORE GLOBAL, official audio visual contractor to the Hotel, maintains a fully staffed office in the Hotel. They provide complete audio visual planning services, skilled technicians and state-of-the-art equipment that are responsive to your every need. Additional information, including current pricing, regarding these services and equipment is available through our Conference Services/Catering Representative, contacting ENCORE GLOBAL by visiting their product catalog here, or directly at 1-312-268-8090, and/or SwissCHISales@encoreglobal.com.

Business Centre/UPS
Office # 1-312-268-8290
Fax # 1-312-565-9447
Store6161@theupsstore.com

OUTSIDE CONTRACTORS

We offer all services necessary for a successful meeting, however, if you find it necessary to use outside services, any companies, firms, agencies, individuals and groups hired by or on behalf of your group shall be subject to our prior approval. We reserve the right to advance approval of all specifications, including electrical requirements, from all outside contractors, and to charge a fee for outside services brought into the Hotel. Upon prior reasonable notice to us from you, we shall cooperate with such contractors and provide them access to the premises to the extent that the use and occupancy of the facilities by the contractor does not interfere with the use and enjoyment of the premises by other guests and members of the Hotel.

In the event that the equipment is brought in from an outside Audio Visual Company or outside Production Company, a representative from Encore Global must be present during any load in or load out of equipment and a fee will be assessed based on amount of time needed for load in/out and type of equipment.

You will ensure that any contractor retained by you abides by the terms of this Contract and the Swissôtel Production Guidelines from our Conference Services/Catering Representative, and you will be fully responsible for his/her/its actions. You agree to provide us with evidence of insurance from any contractor, vendor or service provider retained by you. Such third party shall maintain, at a minimum, Commercial General Liability insurance of at least $2,000,000 per occurrence for injury and/or death and property damage prior to commencing work or services. All insurance required under this Contract shall name us and FRHI Holdings Limited and its subsidiaries as additional insureds.

The UPS Store

Exhibitor Kit

About Us

The UPS Store at Swissôtel Chicago is a full service business center and the parcel management provider for the Swissôtel Chicago. We provide full service printing, faxing, scanning, computer timeshare, shipping, packaging, and parcel management services.

Printing

Count on our print experts to provide:

- High-quality color and black & white digital printing and copying
- Sales and marketing materials: Brochures, Lamination, Binding
- Business printing: Name Badges,Tent Cards,Business Cards
- Large format banners and posters

Parcel Management

To us, a parcel is more than just a package. We handle all packages as if they contain precious cargo and can help make sure packages are properly prepared for shipping, so contents stay intact.

When we receive your package at our location, we will hold it securely until you are able to pick it up or deliver the package to your meeting location.

We are proud to offer you:

- Package receiving
- Customized UPS® shipping services
- Professional packing services by our certified packing experts
- A secure location for package pickup
- Delivery to any location within the hotel

Packing

Our certified packing experts here at The UPS Store® can pack almost anything. We can save you time and help ensure your items arrive intact at their destination. We specialize in properly packing fragile and high-value items, including antiques, art, electronics, crystal, china and porcelain.

Shipping

We have a variety of shipping options to meet every deadline and budget. We offer delivery at the right speed, the right time, and the right cost for meeting and exceeding your critical shipment needs.

Contact us for print orders or package information at 312-268-8290 or via email at store6161@theupsstore.com

Parcel Management

Please reference the following information regarding having materials shipped to and from Swissôtel Chicago.

All packages and freight deliveries to the hotel are managed through The UPS Store, which acts as the business center and package service department for the property. To ensure proper processing, please address all materials intended for guests as follows:

ToniAnn Fedele, Event Services Manager
Group Name: Your Company Name & Table #
Attn: Your Organization on-Site Representative
Program Dates: SCTA/October 7-9, 2026
Swissôtel Chicago
Meeting Room: ZURICH ABC
323 E. Wacker Dr.
Chicago, IL 60601

The "Attention" line can be changed to whoever will be the on-site contact / authorized signatory for the group. That way we can ensure any handling charges are billed to the Master Account or the appropriate individual.

Please note that all packages sent to the hotel will incur a handling charge based upon the weight of each item according to the list below:

**We ask that packages do not arrive more than three days prior to the event.*

Package Handling Fees	
Inbound and Outbound Charges	
Carrier Envelope	$2.00 per piece
Padded Pak	$5.00 per piece
1-10 lbs	$5.00
11-21 lbs	$10.00
22-41 lbs	$20.00
42-60 lbs	$40.00
61-100 lbs	$60.00
101 lbs and over	$100.00
Pallets and Crates	$400.00

**If delivery is required within the hotel: +$100.00 per pallet*

Please fill out the attached authorization forms for payment of handling fees and to provide authorization for delivery of your packages.

Charges are incurred for accepting items on the recipient's behalf and do include delivery to the location of the recipient's choosing within the hotel per request. Please visit The UPS Store Business Center on the Concourse Level to retrieve packages and/or schedule package delivery.

The UPS Store Business Center will also be available to assist exhibitors with all outbound shipping at the close of the conference. The above handling rates will apply to all materials sent from the hotel as well.

Please contact The UPS Store Business Center with any questions.

Phone: 312-268-8290 | Fax: 312-565-9447 | Email: store6161@theupsstore.com

Exhibitors,

Please reference the following instructions for return shipping of your exhibit materials:

SHIPPING VIA UPS

Ground/3-Day/2-Day and Next Day Air Shipping

Must be paid for by credit card or billed to a guest room. Please fill out the entire form on the reverse side of this sheet. If billing to a guest room, no credit card information is needed; simply indicate "Billing to Room XXXX" in the credit card number space. Leave this form with your packages and they will be processed by The UPS Store. If you would like a copy of your tracking numbers, please include your e-mail address in the shipping information box.

Shipping *with* a UPS account number

Waybill forms are no longer accepted at The UPS Store. If you would like to ship using your UPS account you may do so by creating a pre-paid shipping label Online at www.ups.com.

SHIPPING VIA FEDEX

May only be done if you have a 9-digit Fedex account number. Standard Express Airbills (allowing selection of First Overnight, Priority Overnight, Standard Overnight, 2Day, and Express Saver) are available from The UPS Store on the Concourse Level and must accompany every box that needs to be shipped. **Pre-printed shipping labels must have your company name as the sender information; not the Swissotel as the sender.** The Package Handling authorization form on the reverse side of this sheet must be filled out for these packages in order for them to leave the hotel to cover the outbound handling charges associated with shipping. The 'shipping services /insurance' and 'shipping information' areas of this form may be left blank, but credit card information or a room number must be supplied in the 'billing information' box. Leave this form along with the waybills for your packages and they will be processed by The UPS Store.

If you have any questions, please do not hesitate to visit our office or contact us:

Ph: (312)268-8290 | Email: Store6161@theupsstore.com

The UPS Store 6161™
Swissotel Chicago
323 E. Wacker Drive, Chicago, IL 60601
Phone (312)268-8290 Fax (312) 565-9447
store6161@theupsstore.com

Package Handling Authorization Form

Recipient:_____ Sender:_____

Phone Number: _____ Total # of Packages: _____

E-mail Address(Mandatory to receive tracking & receipt):_____

Exhibitor Name: _____ Group Name:_____ Booth #: _____

SHIPPING INFORMATION: (Must be completed in full **Only** for packages needing to be processed. For pre-labeled packages, only recipient's name must be filled out in this section)

☐ Already have UPS/FedEx labels FedEx Account #: _____

☐ Need to be processed for shipping: **Sender's Name:**_____

Company Name: _____

Attn: _____ Ph: _____

Address: _____

City, State & Zip Code: _____

Shipping Speed: ☐ Next Day Air (Circle 8:30AM, 10:30AM, 3:00PM Saturday if necessary) ☐ 2 Day Air

☐ 3 Day ☐ Ground **Insurance Needed** (Select 'yes' if valued over $100): ☐ NO ☐ YES*

* If yes, value amount/details of which package (s) need insurance **must be provided on the reverse of this form** along with total declared value.

BILLING INFORMATION: Must be completed for all packages: see reverse for details

Credit Card for Inbound Package Fees:

Credit Card number: _____ Exp. Date: _____

Credit Card Type: ☐ Visa ☐ MC ☐ Amex ☐ Other

CVV/CID _____

Credit Card for Outbound Package and Shipping Fees *(IF SAME, CHECK HERE)* ☐

Credit Card number: _____ Exp. Date: _____

Credit Card Type: ☐ Visa ☐ MC ☐ Amex ☐ Other

CVV/CID:_____

Bill to Guest Room:

Guest Room #: _____ Name on Room: _____

I authorize The UPS Store to charge my credit card/guest room for the package services described above upon the following business day:

Cardholder Signature: _____ **Date:** _____

Additional insurance information from reverse (Please note, each box is insured individually. If shipping out multiple packages, please indicate what declared value amount should be assigned to each individual package):

_____

_____

_____

_____

_____

Please note that all incoming and outgoing shipments have handling fees applied per the list below.

Please reference the following instructions for completing the reverse of this form for outgoing shipments if necessary:

Pre-labeled UPS/Fedex/Alternate Courier Packages:

If you already have labels completed for outgoing shipments, please leave them with your packages and check 'Already have UPS/Fedex labels'. We'll be happy to tape up your materials and will ensure they're properly processed and picked up in our soonest impending UPS, Fedex, or Alternate Courier pickup. Only handling charges per the weight of each item as listed below will be applied to the credit card or guest room provided. For **FedEx** pre-printed labels make sure the sender information has your company name and not the Swissotel as the sender.

Packages That Need to be Processed/Have Labels Generated for Shipping:

All shipments intended to ship via Next Day, 2-Day Air, 3 Day Select, or Ground will be processed via UPS and must be paid for by credit card or to guest room. Please fill out the entire form on the reverse side of this sheet, noting additional insurance information below. Tracking numbers and receipts will be e-mailed to any provided e-mail addresses, and both shipping charges and the handling fees listed below will be billed to the guest room or credit card provided.

Inbound & Outbound Charges	
Carrier Envelope	$2.00
Padded Pak	$5.00
1-10 lbs	$5.00
11-21 lbs	$10.00
22-41 lbs	$20.00
42-60 lbs	$40.00
61-100 lbs	$60.00
101 lbs and over	$100.00
Pallets/Crates	$400.00

If you have any questions, please do not hesitate to visit our office on the Concourse Level or contact us by phone or email. Ph: (312) 268-8290 Email: Store6161@theupsstore.com

Thank you!