

# McCormick Place Exhibitor and Utility Ordering Guide

## NACS Show 2011

Telecommunication Services Deadline Date:  
**September 19, 2011**

**Need Help Completing The Forms???**

**CONTACT US:**

312-791-6113 (Call Center)

312-791-6159 (Fax)

[mccormickplaceutilities@mpea.com](mailto:mccormickplaceutilities@mpea.com) (E-Mail)

Order Telecommunication Services On-Line At [www.mccormickplace.com](http://www.mccormickplace.com)



## TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. Dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact the McCormick Place Exhibitor and Technical Services Department Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service **does not include telephone usage**. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, please be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact the McCormick Place Exhibitor and Technical Services Department at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before "calling out" restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

### DESCRIPTION OF TELEPHONE SERVICES

Telephone usage is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to eight appearances of the telephone line. Voicemail is included along with fixed features such as hold, conference and transfer.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service)
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

## **CABLE TELEVISION ACCESS**

(SOUTH & WEST ONLY)  
See Order Form

## **INTERNET SERVICE**

See Order Form

We also offer a full menu of Internet connectivity solutions that provide continuous, dedicated access to the Internet at a variety of speeds. Once connected, you have access to the Internet 24 hours a day for the entire length of the event. The McCormick Place Internet Technical Services Department, will work with you and your staff to meet your needs. If you have Internet questions, call our Internet Technical Service Department at (312) 567-8060 or E-mail [inetsales@mpea.com](mailto:inetsales@mpea.com).

### **Please note:**

- The State of Illinois and the City of Chicago require a telecommunications tax for all Internet Services.

## **DESCRIPTION OF INTERNET SERVICES**

The following chart highlights the services offered. Please note the number of additional IP addresses available with each service. All services are digital and delivered by Ethernet based connectivity using Category 5 wiring with RJ45 terminated ends. You must supply a computer with an Ethernet NIC (Network Interface Card), have TCP/IP installed, and an Internet browser. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall. Please contact the Internet Technical Service Department at (312) 567-8060 if you have any questions.

All Internet prices are a flat rate; no per minute usage or connection charges apply.

## MCCORMICK PLACE TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.
2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
  - 1) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
  - 2) collecting information required to complete the installation that customer fails to provide.
3. **Use of Internet Services.**

Service	Connection Speed	Limit of Additional Addresses	Recommended Uses
Shared Ethernet	256 kbps minimum	Includes 1 IP address, up to 10 additional can be ordered	For up to 11 computers with low bandwidth needs (email, simple websites, small downloads)
Ethernet 512	512 kbps minimum	Includes 5 IP addresses, up to 6 additional can be ordered.	For up to 11 computers with medium bandwidth needs.
Ethernet 768	768 kbps dedicated	Includes 11 IP addresses, up to 12 additional can be added.	Half T1 speed for larger numbers of computers or higher bandwidth applications.
Dedicated Ethernet 1.55	1.55 mbps dedicated	Includes 29 IP addresses	Full T1 speed for high bandwidth applications or large numbers of computers.
Dedicated Ethernet 5mbps	5mbps dedicated	Includes 29 IP addresses	5 million bits per second.
Dedicated Ethernet 10mbps	10mbps dedicated	Includes 29 IP addresses	10 million bits per second.

**A.** Customer agrees that the network attachment to be provided by the Authority shall be limited for use by the directors, officers and employees of the Customer, it's guests, and its agents and consultants while performing service for the Customer and cannot be resold or distributed to other companies. The services being provided by the Authority will facilitate communications between the Customer's authorized users and the entities reachable through the national internet. Users of the Authority's services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.

**B.** Customer is solely responsible for the content of any transmissions of and by any Customer and

any third party utilizing Customer's facilities or the Authority's network, as a whole or any equipment of system forming part of the network support system, or any services provided over or in connection with any of the Authority or other associated network.

**C.** Customer agrees to comply with all applicable laws with regard to the transmissions and use of information and content. Customer further agrees not to: use the Internet service for illegal purposes; solicit any activity that is prohibited by applicable law over the Internet; interfere with or disrupt any of the Authority's or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Authority or other associated networks; interfere with or disrupt any other network users, network services or network equipment.

**D.** Customer agrees not to use the Authority's services to transmit any communication where the meaning the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.
6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchantability and the fitness for a particular purpose.
8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.

## TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES (Cont.)

10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: [www.mccormickplace.com](http://www.mccormickplace.com).
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

## PLACING A CONVENTIONAL ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you may save up to 33%**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us to plan effectively, place your order by the deadline date.

### A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Telecommunication Services Order Form
- Floor Plan Template

During the event you will receive an On-Site Invoice for your telecommunication services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

## PAYMENT POLICY

Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of Telecommunication services. **Payment must be made by credit card, company check, travelers check or cash.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form. Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

## CANCELLATION POLICY

For full cancellation of all telecommunication services ordered, a cancellation fee in the amount of 10% of the value of the telecommunication services ordered will be charged.

For partial cancellation of telecommunication services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of telecommunication services ordered and installed, but not yet used by the exhibitor, a cancellation fee of 10% plus the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 50% cancellation fee will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

## **LIMITATION OF LIABILITY**

**Any liability of the Metropolitan Pier and Exposition Authority for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.**

## **SUBMITTING YOUR ORDER**

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO: "METROPOLITAN PIER & EXPOSITION AUTHORITY"**

1. Via US mail (remember to allow ten days):  
Metropolitan Pier and Exposition Authority • McCormick Place/Navy Pier Trade Show  
25134 Network Place • Chicago, IL 60673-1251
2. Via Overnight Express:  
JPMorgan Chase • 131 S. Dearborn 6th Floor • Chicago, IL 60603  
Attn: McCormick Place/Navy Pier Tradeshow Box #25134
3. Fax To: (312) 791-6159  
You may fax your complete order information. The Exhibitor and Technical Services Department will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:  
JPMorgan Chase • Chicago, IL 60603 • ABA # 021-000-021 • Account # 885303073 • Attn: MPEA Operating  
**All wire transfers should include the following information:**
  - Your company name • The event/show name • Your booth/space number
5. Federal Tax ID Number: 366009091
6. Illinois Tax ID Number: E9988509303

## Exhibitor and Technical Services Department/Order and Payment Summary Form

<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	<b>Sq. Ft.:</b>
<b>ADDRESS:</b>		<b>PHONE #:</b>	
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	<b>FAX #:</b>
<b>TODAY'S DATE:</b>			
<b>ON-SITE CONTACT NAME:</b>		<b>CELL #:</b>	
<b>EMAIL ADDRESS:</b>		<b>SUBMITTED BY:</b>	

<b>EVENT NAME:</b>	<b>NACS SHOW 2011</b>	<b>DATE RECEIVED:</b> <i>FOR OFFICE USE ONLY</i>	
<b>EVENT CODE:</b>	<b>ID# 7134</b>	<b>ORDER #:</b>	
<b>DEADLINE DATE:</b>	<b>September 19, 2011</b>	<b>CUST #:</b>	<b>CK AMT \$:</b>
<b>EVENT DATES:</b>	<b>October 2-4, 2011</b>	<b>BATCH #:</b>	<b>CK#:</b>

WHEN ORDERING ANY TELECOMMUNICATION SERVICES, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE AND THE TELECOMMUNICATION SERVICES ORDER FORM. PLEASE INDICATE BELOW THE METHOD OF PAYMENT. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.

**PLEASE MARK APPROPRIATE BOXES BELOW.**

COMPANY CHECK NUMBER \_\_\_\_\_  WIRE TRANSFER  CREDIT CARD

**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, MAKE CHECKS PAYABLE TO: MCCORMICK PLACE**

THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

OR

FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

**EXHIBITOR AUTHORIZATION**

<b>CREDIT CARD NO.:</b>	
<b>EXPIRATION DATE:</b>	
<input type="checkbox"/> PERSONAL CREDIT CARD	<input type="checkbox"/> COMPANY CREDIT CARD
<b>CARDHOLDER'S NAME (PRINT):</b>	
<b>CARDHOLDER'S SIGNATURE:</b>	
<b>BILLING ADDRESS:</b>	
<b>CITY/STATE/PROVINCE/ZIP:</b>	
<b>PHONE (EXT):</b>	<b>FAX:</b>

**THIRD PARTY AUTHORIZATION**

FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR: WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF THE CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

<b>CREDIT CARD NO.:</b>	
<b>EXPIRATION DATE:</b>	
<input type="checkbox"/> PERSONAL CREDIT CARD	<input type="checkbox"/> COMPANY CREDIT CARD
<b>CARDHOLDER'S NAME (PRINT):</b>	
<b>CARDHOLDER'S SIGNATURE:</b>	
<b>BILLING ADDRESS:</b>	
<b>CITY/STATE/PROVINCE/ZIP:</b>	
<b>PHONE (EXT):</b>	<b>FAX:</b>

**PLEASE CALCULATE YOUR TOTAL FROM THESE SECTIONS BELOW**

<b>Telephone</b>	\$ _____
<b>Cable TV</b>	\$ _____
<b>Internet</b>	\$ _____
<b>*Tel/Internet tax</b>	\$ _____
<b><u>GRAND TOTAL</u></b>	<b><u>\$ _____</u></b>

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE**  
*Order and Full Payment Must Be Received By Deadline Date  
 For Advance Rate  
 Labor Not Included*

**CONTACT US:**  
 (312) 791-6113 (Office)  
 (312) 791-6159 (Fax)  
[mccormickplaceutilities@mpea.com](mailto:mccormickplaceutilities@mpea.com)  
 (E-mail)  
[www.mccormickplace.com](http://www.mccormickplace.com)  
 (Web)

**Your signature indicates that you have read and Fully understand our payment policy, terms and conditions.**

Signature:
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# Exhibitor and Technical Services Department Telecommunication Services Order Form

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

<b>EVENT NAME:</b> NACS SHOW 2011		<b>EVENT DATES:</b> October 2-4, 2011	
<b>COMPANY NAME:</b>		<b>BOOTH #:</b>	<b>DATE:</b>
<b>ADDRESS:</b>		<b>PHONE #:</b>	
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>	<b>FAX #:</b>
<b>ON-SITE CONTACT NAME:</b>		<b>CELL #:</b>	
<b>EMAIL ADDRESS:</b>		<b>SUBMITTED BY:</b>	

## TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$265.00	\$398.00	
3321		SINGLE LINE EXTENSION – cannot be ordered without at least 3one MAIN service, code 3310; service includes the use of our telephone instruments.	\$132.00	\$198.00	
3315		MULTI-LINE MAIN – Includes voicemail and the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$580.00	\$870.00	
3322		MULTI-LINE EXTENSION – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$290.00	\$435.00	
N/A		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.		\$300.00	
3311		(Voice Mail) Per Telephone Line	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	

Do you want your telephone number published in the Event Directory?  YES  NO  
If yes, please print how your company's name should appear

SUB-TOTAL

## CABLE TELEVISION SERVICES

South & West Buildings Only

Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	\$245.00	\$368.00	
1570		EACH ADD. CONNECTION/EXT FROM THE MAIN SERVICE	\$32.00	\$47.00	

SUB-TOTAL

### TAX BREAKDOWN

7% State excise, 0.50% State Infrastructure, 7% City excise

## DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by Telecommunications Department labor on a time and materials basis. You must supply all necessary hardware and software. Please refer to page 5 for a description of services or call (312) 567-8060.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3351		SHARED ETHERNET	\$1,000.00*	\$1,300.00*	
3369		ETHERNET 512	\$2,000.00	\$2,300.00	
3352		ETHERNET 768	\$2,800.00*	\$3,000.00*	
3353		DEDICATED ETHERNET 1.55	\$5,600.00	\$5,900.00	
3380		DEDICATED Ethernet 5 MBPS	\$8,000.00		
3381		DEDICATED Ethernet 5 10 MBPS	\$10,000.00		
3366		VLAN CONNECTION – We can create a private network for you.	Call for assistance	CALL TODAY!	
3354		ADDITIONAL TCP/IP ADDRESS	\$125.00*	\$150.00*	
3358 3376 3377		HUB RENTAL – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.	8- \$125 16- \$200 24- \$300		
3367		Firewall rental – We offer Cisco Pix @ firewalls. Includes basic programming.	\$500.00		

SUB-TOTAL

\*\* See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions.

\* One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

## LABOR

**LABOR AND EQUIPMENT RATES ARE EFFECTIVE:  
June 1, 2011 – May 31, 2012**

<b>Straight Time</b>	<b>\$82.00</b>	<b>Aerial Lift</b>	<b>\$142.00</b>
<b>Overtime</b>	<b>\$120.00</b>	<b>Scissor Lift</b>	<b>\$71.00</b>
<b>Double Time</b>	<b>\$158.00</b>		



# Exhibitor and Technical Services Department Floor Plan Template

Event Name: <u>NACS SHOW 2011</u>	Event Dates: <u>October 2-4, 2011</u>
Deadline Date: <u>September 19, 2011</u>	Company Name: _____
Booth #: _____	Phone #: _____
Fax #: _____	On-Site Contact Name: _____
Contact Arrival Date: _____	
Equipment Delivery Date: _____	Carpet Installation Date: _____

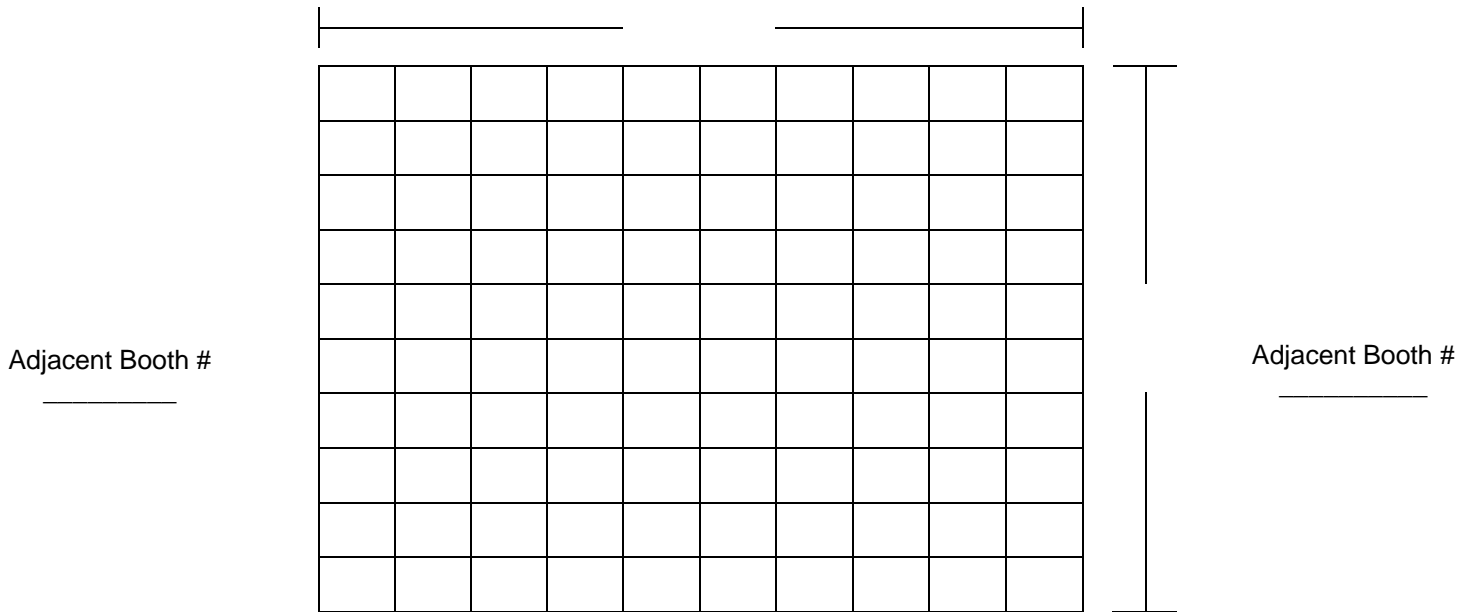
Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

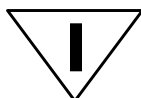
**TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.**

**1 square = 1 square foot (Unless otherwise noted)**

Back of Booth



- TELEPHONE JACKS



- INTERNET ACCESS

**BOOTH DIMENSIONS:**

\_\_\_\_\_ (L) X \_\_\_\_\_ (W)



## **FACILITY REGULATIONS**

### **Animals and Pets**

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through McCormick Place Exhibitor and Technical Services Department.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at 312.791.7113.

### **Balloons and Radio-Operated Air Devices**

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their affect on the fire detection systems.

### **Exhibits in Meeting Rooms**

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Manager at (312) 791-6317 for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

### **Fire Hose Cabinets, Pull Stations, Aisles and Exits**

- Each of these fire safety supports must be visible and accessible at all times. Contact your Show Manager immediately if you find any within your exhibit area. Adjustments to space and equipment may be required.
- Stay within your designated booth area. Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

### **Smoking**

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

### **Vehicle Displays**

- Any vehicle or other apparatus which has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during event hours.
- Refueling must be done off property.



## **FIRE AND SAFETY REGULATIONS**

The fire prevention and safety regulations enforced at McCormick Place are taken from the Chicago Fire Prevention Code, the National Fire Protection Association (NFPA) and McCormick Place Operations Department. You must comply with section 1 (2-36-220) of the Municipal Code of Chicago on Fire Prevention. The Chicago Fire Department Bureau of Fire Prevention reserves the right to make any final decisions. Adjustments for non-compliance can be costly.

Contact the Assistant Director of Fire Safety at (312) 791-6079 or via fax at (312) 791-6013 for more information.

### **Booth Storage**

- A one-day supply of advertising materials, product or literature may be kept in your booth, but not behind your booth backwall or under tables.
- You may not store empty cartons in or behind your booth backwall.
- The event's official service contractor will temporarily remove your empty crates, cartons, containers (including plastic) and packed materials if you label them with stickers marked "empty" which are found at the Service Desk. Empty items will be returned to you during move-out.

### **Fire Retardancy**

Your exhibit's construction and decoration materials must be fire retardant. It is suggested that you have a certificate of retardancy at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703, Chapter 2 Code as well as the UL-1975 test.

- Backdrops, dust and table covers, drapes and similar fabrics.
- Corrugated cardboard/display boxes.
- Wood and wood by-products.
- Polyurethane form, plastic and similar products.

### **Hazardous Demonstration/Display Materials/Pyrotechnics**

When designing your demonstrations and displays, note that the following devices require pre-approval by McCormick Place:

- Up to 2 aerosol cans may be used for demonstration purposes only.
- Lasers, open flames (including candles).
- Smoke-producing devices.
- Indoor pyrotechnics have special permitting procedures through the City of Chicago. Contact our Fire Safety Office for details.
- Heating appliances.
- Welding, brazing or cutting equipment.
- Radioactive materials.
- Compressed gas or compressed liquid cylinders used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene, or other flammable, toxic liquid, solid or gas. These materials cannot be stored overnight.
- All fuel transfers must utilize safety cans.

### ***Hazardous Demonstration/Display Materials/Pyrotechnics continued***

Approval requests must be sent in 60 days before move-in of the event. In your request, state how the demonstration will avoid hazards to people or nearby objects. Plexiglass or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. required pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

### **Prohibited Materials**

The following items are prohibited in McCormick Place:

**All L.P. gases , Hay and straw , Charcoal , Untreated Christmas Trees, cut evergreens or similar trees  
Propane , MAPP gases, Wood fireplace logs and similar materials**

- Untreated mulch and Spanish moss trees

### **Cooking and Heat-Generating Devices**

If you plan to use a cooking or heating appliance, it must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL-approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL-approved, 2-1/2 lb. ABC-type fire extinguisher is required in such exhibits.

### **Multiple Levels or Ceilings (Including Tents)**

Before discussing McCormick Place requirements, make sure that your event allows these booths. Give your show manager the planned height of your exhibit and ask if the exhibit hall ceiling is high enough to accommodate it.

“Double Decker” booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment which would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Your booth will fall into one of the five following booth formats:

- *Format 1: Exhibits with two stories under 225 sq. ft.*
- *Format 2: Exhibits with two stories at or over 225 sq. ft.*
- *Format 3: Exhibits with ceilings under 225 sq. ft.*
- *Format 4: Exhibits with ceilings at or over 225 sq. ft.*
- *Format 5: Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. You will need to follow separate fire code items.*

The Chicago Fire Department requires that if your exhibit booth falls into either Format 2, 4, or 5, as defined, you must inform your show manager at the time you buy your exhibit space.

For booth formats 1 and 4, you will need to comply with the fire code items marked “yes” in the table. Details are presented in the following “**Fire Code Items**” section.

## FIRE CODE COMPLIANCE

### EXHIBITS WITH MULTIPLE LEVELS OR CEILINGS

	FIRE CODE ITEM	BOOTH FORMAT			
		1	2	3	4
1.	<b>Max Dimensions</b>	Yes	Yes	No	Yes
2.	<b>Second Level</b>	Yes	Yes	No	No
3.	<b>Exit Stairways</b>	Yes	Yes	No	No
4.	<b>Smoke Detectors</b>	Yes	Yes	Yes	Yes
5.	<b>Fire Extinguishers</b>	Yes	Yes	Yes	Yes
6.	<b>Fire Guards</b>	No	Yes	No	Yes
7.	<b>Posted Certificate of Fire Retardancy</b>	No	Yes	No	Yes
8.	<b>Certified Approval</b>	Yes	Yes	No	No
9.	<b>Fire Marshall Review</b>	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage you need depends on your booth specifications. If you would prefer automatic sprinklers, or are required to do so, contact our Fire Safety Office to discuss your options.

### Fire Code Items for Multiple Level Booths:

**Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30' elevation) or 5000 sq. ft. of enclosed area.

**Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.

**Staircases:** Staircases between levels must meet the following requirements, as well as A.D.A. compliance guidelines.

- Minimum of 3 feet in width.
- Provide a handrail on at least one side.
- Provide handrails a maximum of 1-1/2" in circumference and turned into walls.
- Not be spiral or winding.

If the top deck is designed to hold over 10 people, or exceeds 1200 sq. ft. in area, a second stair case is required which must be remote from the main staircase and meet the same construction requirements.

**Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL-approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.

**Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2 lb. ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 sq. ft. enclosure.



**Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or event is closed for business, special fire watch coverage is required. Use of individuals designated as Fire Guards is subject to prior approval by McCormick Place Assistant Director of Fire Safety.

**Certified Approval:** After your exhibit has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints must include dimensions and an isometric rendering.

**Fire Marshal Review:** Send your stamped blueprints to McCormick Place for review at least 60 days before your event opens to allow sufficient time for any needed corrections. In addition, all areas requiring sprinkler protection must be highlighted. If you do not provide your plans on time, it may cause delays or disapproval of your booth to occur during the pre-event fire inspection.

*All exhibits must comply with the Americans with Disabilities Act.*