

# 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"/> <b>PERSONAL CREDIT CARD</b>	<input type="checkbox"/> <b>COMPANY CREDIT CARD</b>
<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>

**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.

**THIRD PARTY AUTHORIZATION**

<b>CREDIT CARD NO.:</b>	
<b>EXPIRATION DATE:</b>	
<input type="checkbox"/> <b>PERSONAL CREDIT CARD</b>	<input type="checkbox"/> <b>COMPANY CREDIT CARD</b>
<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: \_\_\_\_\_



# 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: _____

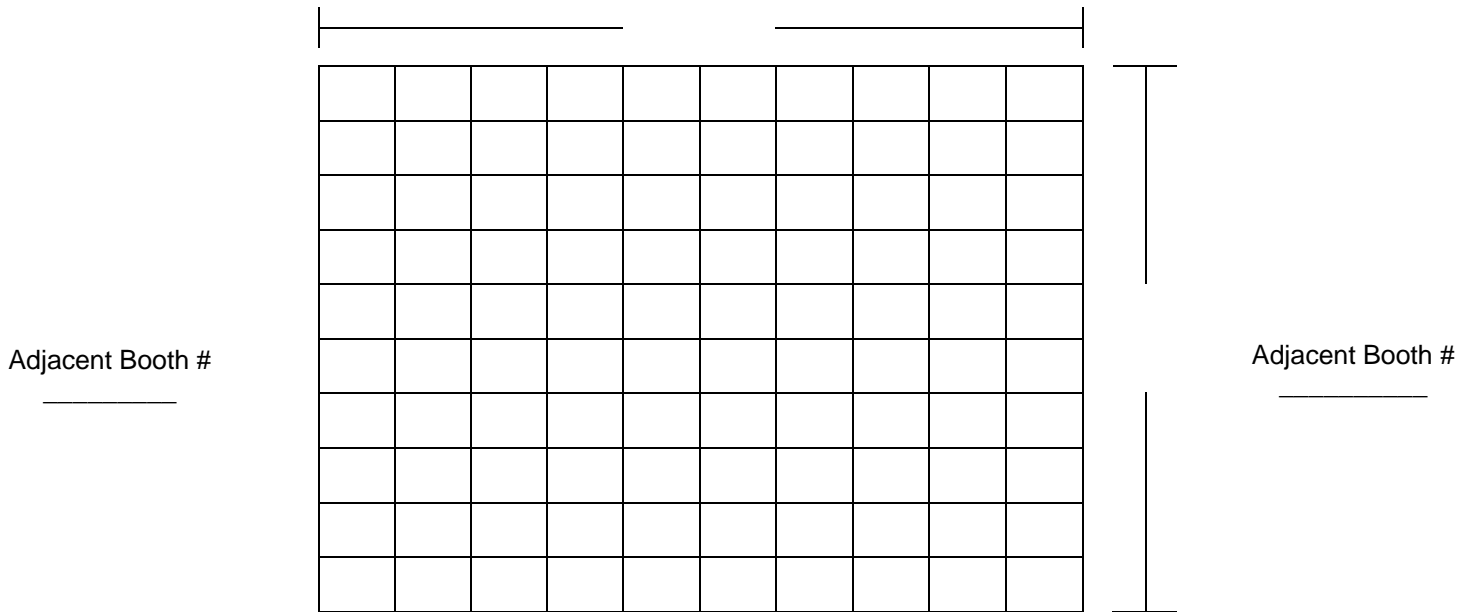
Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 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

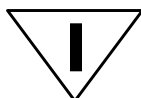
**TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.**

**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.*

**TRANSPORTATION ENTRANCE GATES**

**LAKESIDE CENTER**

**Gate 30**  
 Taxi Drop Off/Pick Up  
 Accessible Drop Off/  
 Pick Up

**Gate 31 - 34**  
 Hotel Shuttle

**Gate 37**  
 Taxi Drop Off  
 Accessible Drop Off

**Gate 38**  
 Limo/Private Charter

**SOUTH BUILDING**

**Gate 1 - 3**  
 Taxi Drop Off/Pick Up  
 Accessible Drop Off/  
 Pick Up

**Gate 4**  
 Taxi Drop Off/Pick Up  
 Accessible Drop Off/  
 Pick Up

**Gate 25**  
 Accessible Drop Off

**Gate 26**  
 Private Charter

**Gate 27**  
 Limo

**NORTH BUILDING**

**Gate 20 - 21**  
 Hotel Shuttle/Limo/  
 Private Charter  
 Accessible Drop Off/  
 Pick up

**Gate 22**  
 Taxi Drop Off/Pick Up

**WEST BUILDING**

**Gate 40**  
 Taxi Drop Off/Pick Up  
 Accessible Drop Off/  
 Pick Up

**Gate 41**  
 Valet  
 Accessible Drop Off/  
 Pick Up

**Gate 42**  
 Private Charter  
 Accessible Drop Off/  
 Pick Up

**Gate 43 - 44**  
 Hotel Shuttle



	McCormick Place Parking
	Outdoor Roadways
	Roadways within McCormick Place Buildings
	Railroad
	Expansion Area



# SAMPLING AUTHORIZATION REQUEST – FOOD INDUSTRY SHOWS

## Policy for Food and Beverage Distribution on Show Floors

Please complete this form to receive authorization to distribute food or beverages NOT purchased through Chicago Restaurant Partners, the exclusive food and beverage provider at McCormick Place Convention Center. The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below.

### General Information for Food Industry Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies. If they are not **Manufactured, Processed or Distributed** by the company then you are not able to provide samples of food and beverage unless they are purchased through Chicago Restaurant Partners.

2. If you do **Manufacture, Process, or Distribute** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:

- Non-Alcoholic Beverages can be a maximum of **8oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
- Food items are limited to “bite size”, not to **exceed 6oz.** portions
- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming Chicago Restaurant Partners, and the Metropolitan Pier and Exposition Authority as additional insured, and are responsible for State and Local laws pertaining to the distribution of alcohol.

3. If your company **Manufactures, Processes or Distributes Alcoholic Beverages** and this product is related **to the purpose of the show** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:

- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance as stated above.
- Sample portions must be under the following limits:
  - Beer 7 oz.
  - Wine / wine coolers / spirit coolers 2 oz.
  - Liquor / liqueurs 0.5 oz.
  - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago ordinance.
  - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- Distribution of alcoholic products must be monitored & overseen by a staff bartender from Chicago Restaurant Partners in compliance with Illinois Liquor Laws.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other McCormick Place Services.

5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor, or Distributor** require any product storage, delivery, or kitchen use the the following charges may be assessed:

- \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of Chicago Restaurant Partners unless coordinated in advance with a Catering Manager prior to the show dates.

### Company Requesting Sampling Permission Information

Show Name

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Date of Show Sampling Dates

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Company Name and Booth Number and Hall Name

Name

Booth # and Hall

---

Contact Information

Name

Telephone:

Fax:

---

Address

City

Zip

---

Email

---

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

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Approved by:

Date:

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The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Chicago Restaurant Partners and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

SEND TO: CATERING OFFICE - Chicago Restaurant Partners

Chicago Restaurant Partners at McCormick Place  
2301 South Lake Shore Drive Chicago, IL 60616  
Telephone (312) 791-7250 Fax (312) 791-7280



All standard fees mentioned above will be charged where applicable, including 21.50% Service Charge and Applicable Sales Tax.

**Equipment, Paper Goods & Ice Price List**

Prices do not include tax and applicable service charges and/or delivery charges.  
Minimum order \$35 per delivery, please.

**Paper Products**

6 inch Doilies - 1,000/case	\$25.00
8 inch Doilies - 500/case	\$25.00
10 inch Doilies - 500/case	\$30.00
14 inch Doilies - 500/case	\$50.00
7 inch Plates (Biodegradable) - 1,000/case	\$140.00
9 inch Plates (Biodegradable) - 500/case	\$105.00
Paper Food Boats 1 lbs. - 1000/case	\$55.00
Paper Food Boats 3 lbs. - 500/case	\$60.00
Cocktail Napkins - 3,000/case	\$60.00
Dinner Napkins - 3,000/case	\$60.00
C-Fold Paper Towels - 1600/Case	\$60.00

**Cups**

3 oz Soufflé cups - 2,500/case	\$90.00
5 oz Soufflé cups - 2,500/case	\$115.00
8 oz Hot Beverage Cups (Biodegradable) 1000/case	\$175.00
7 oz Clear Beverage Cups - 500/case	\$100.00

**Ice**

22 lbs. Bag Cubed Ice	\$13.50
Disposable Ice Buckets - 100/case (advanced orders only)	\$215.00
50 lbs. Crushed Ice (please order in advance)	\$31.50
5 lbs. Dry Ice Block (please order in advance)	\$13.50

**Equipment Rental (Subject to Availability)**

Bus Tubs	\$15.00 each per day
Lexan Tubs	\$25.00 each per day
Chafers	\$50.00 each per day
China Service	\$3.00 per person
Serving Utensils	\$5.00 each per day
Cambros	\$50.00 each per day

For a full Banquet Menu, please visit our website:  
[www.chicagorestaurantpartners.com](http://www.chicagorestaurantpartners.com)

**Cutlery**

Plastic Forks, Knives, or Spoons (Biodegradable) 1,000/case	\$125.00
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**Miscellaneous**

Coffee Stirrers - 1,000/box	\$10.00
Sugar Packets - 2,000/case	\$44.00
Sweet & Low Packets - 3,000/case	\$92.00
Equal Packets - 2,000/case	\$128.00
Splenda Packets - 2,000/case	\$122.00
Creamers - 360/case	\$45.00
3 inch Frill Picks - 1,000/box	\$12.00
4 inch Frill Picks - 1,000/box	\$14.00
12 inch Black Trays - 25/box	\$45.00
Sterno - 72/case	\$80.00
Plastic Foodservice Gloves 50 Pair/Box – Medium or Large	\$12.00
Styrofoam Cooler (subject to availability)	\$15.00

**Additional Services (Advanced Orders Only)**

**Food – Prepared or Raw**

Order requires grocery list and delivery schedule. Please contact representative listed below for more information.

**Dish Washing**

Chicago Restaurant Partners can pick up, wash and return items to your booth. Please contact representative listed below for more information.

**Kitchen Rental**

Limited space available on a first come, first serve basis. Please contact representative listed below for more information.

For additional ideas or help with your order, please contact the Catering Sales Department: 312-791-7250

PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS MUST BE PURCHASED THROUGH CHICAGO RESTAURANT PARTNERS.  
21.50% service charge and sales taxes apply.

Chicago Restaurant Partners DOES NOT supply tables for food and beverage in your booth. You MUST order these through the general contractor.





*Phil Stefani*  
SIGNATURE RESTAURANTS  
*Levy Restaurants*

## CHICAGO RESTAURANT PARTNERS EXHIBIT CATERING MENUS

**NACSSHOW** OCTOBER 1-4, 2011  
CHICAGO, IL

**We ask that all catering orders be submitted by:**  
September 9, 2011

**For additional ideas or help with your order, please  
contact the representative below:**

Cybele Abrams ~ 312-567-8164, [cabrams@mpea.com](mailto:cabrams@mpea.com)

For a complete menu, please visit our website:  
[www.chicagorestaurantpartners.com](http://www.chicagorestaurantpartners.com)



**Welcome to McCormick Place Convention Center**

**Chicago Restaurant Partners has exclusive food and beverage distribution rights within the McCormick Place Convention Center. All food and beverage items used to generate traffic to booths, service for exhibition staff and for events must be catered by Chicago Restaurant Partners. Distribution of food or beverage by sponsoring organizations and/or exhibitors must attain written authorization. Please contact a representative of Chicago Restaurant Partners for a copy of the authorization policies/request form. At no time will exhibitors be allowed permission to sell food or beverage.**

**Menus** - Menu selections and other details pertinent to your functions should be submitted to the catering department at least four weeks prior to the function date. The catering representative handling your event will assist you in selecting the proper menu items and arrangements to ensure a successful event. Events over 2,000 guests may require specialized menus. Our culinary team is happy to customize the perfect menu for your event.

**Pricing** - Prices quoted do not include 21.50% service charge or sales tax unless otherwise noted. Prices are subject to change without notice; guaranteed prices will be confirmed when contracted.

**Guarantees** - An **estimated** guarantee is required 30 days prior to the event. A **preliminary** guarantee is required 14 days prior to the event. A **final** guarantee is due 3 business days prior to the event which can not be less than or greater than 10% of the preliminary guarantee or will be subject to an additional cost for increase or decrease in numbers. (a business day is defined as Monday through Friday). The final guarantee must be submitted by noon. If the guarantee is not received, Chicago Restaurant Partners reserves the right to charge for the number of persons/quantities specified on the contracted event order. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Chicago Restaurant Partners will neither be responsible nor liable for serving these additional numbers but will do so on a first come, first serve basis as able. Guarantees increased less than 72 business hours prior to an event will be subject to a 10% increase on the price for each additional guest or increase.

**Event Timeline** - All service times are based on two-hour breakfast or lunch service or three-hour dinner service. Additional service time will be subject to additional labor fees. Event start or end times that deviate more than thirty minutes than contracted will face additional labor fees per hour per staff assigned to the event.

**Beverage Services** - We offer a complete selection of beverages to compliment your function. Please note that alcoholic beverages and service are regulated by the Liquor Control Board, Chicago Restaurant Partners, LLC, as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISE FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES.

**Contracts** - A signed copy of the contract outlining all catering services will be provided. The signed contracts state terms, addendum, and specific function sheets constitute the entire agreement between the client and Chicago Restaurant Partners. Secondary agents, acting on behalf of the primary client receiving services, may sign the contract in their behalf only with full payment in advance and an approval line of credit for additional orders. Any changes, revisions, additions or deletions to the banquet contract and banquet event orders shall be in writing and signed by both parties.

**Cancellations** - Any event cancelled less than 72 hours (3 business days) prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items a longer window of cancellation may be necessary, this is determined on an event basis.

**Payment** - An initial deposit in the amount noted on the Catering Contract is due payable, along with a signed contract, at the specified date on the contract letter to guarantee catering services. Full payment of the balance due, based on the final guarantee, is payable prior to the event. Payment can be made in cash, certified check or by an authorized credit card. For additions, a major credit card is required to guarantee payment of any replenishment or new orders requested during a show/function. These charges will be billed to the credit card unless payment is received at the end of the function/show.

**Booth/Meeting Room Labor Charges** – There is a \$35.00 food and beverage minimum required for all orders. Should service staff be required for your event, service staff is available for \$250.00 per four-hour shift, per attendant, with a one-shift minimum. Early morning/late night exhibition floor events (before 6am/after 7pm) are subject to additional labor charges. Events that take place on a Holiday will be charged at time and a half.

**Exhibitor Responsibilities** - The exhibitor is responsible for supplying all tables or adequate space within their exhibition space as well as utilities necessary for food service through the show contractors. This includes the appropriate porter service arrangements made through show cleaning. It is the responsibility of the exhibitor to ensure that all services ordered from Chicago Restaurant Partners are in compliance with show regulations. It is also the exhibitors' responsibility to arrange for pickup of all food service related equipment. Charges incurred by damage or loss of any items contracted by the client through an outside vendor (i.e., linen, decorations, floral pieces, etc.) are the sole responsibility of the client.

Please be advised that all food and beverage items must be purchased through Chicago Restaurant Partners. However, exhibitors may bring in their own food and beverage items if used for consumption by exhibitor employees.

Please review the new McCormick Place Exhibitor Personal Consumption Policy.

Service includes compostable flatware, plates and napkins. 21.50% service charge and sales taxes apply.

There is a \$35 food and beverage minimum requirement for all booth deliveries.

Chicago Restaurant Partners DOES NOT supply tables for food and beverage in your booth. You MUST order these through the general contractor.

**Fresh Start**

Price per dozen unless noted otherwise.

<b>Bakery Assortment</b>	\$34.25
Muffins, Danish and Croissants served with Butter and Fruit Jam	
<b>Healthy Choice Bakery Assortment</b>	\$32.75
Bran Muffins and Whole Wheat Scones served with Margarine and Sugar-free Jelly	
<b>Breakfast Bagels</b>	\$34.75
Served with Butter, Fruit Jam, Light and Regular Cream Cheeses	
<b>Fresh Donut Assortment</b>	\$27.00
Glazed, Chocolate covered, Nuts and Assorted Sprinkles	
<b>Muffin Assortment</b>	\$34.25
Blueberry, Chocolate Chip, Banana Nut, Cranberry Walnut or Bran	
<b>Muffin Tops</b>	\$29.00
Blueberry, Chocolate Chip, Banana Nut, Cranberry Walnut or Bran	
<b>Danish Assortment</b>	\$34.25
Almond, Cherry, Cinnamon, Lemon, Cheese, Apple or Blueberry	
<b>Pecan Sticky Rolls</b>	\$38.25
<b>Gourmet Pastry Selection</b>	\$39.50
Blueberry Scones, Chocolate Filled Croissants, Apple Strudel and Coffee Cake	
<b>Sliced Seasonal Fruit Display</b>	\$117.00
Serves approximately 20 guests	
<b>Sliced Seasonal Fruit Display with Yogurt Dipping Sauce</b>	\$131.00
Serves approximately 20 guests	
<b>Seasonal Whole Fruit Bowl</b>	\$27.00
<b>Assorted Individual Fruit Yogurt</b>	\$19.50
Low fat and fat-free (per 6)	
<b>Quaker Chewy Granola Bars</b>	\$16.25
Box of 10	

Please be advised that all food and beverage items must be purchased through Chicago Restaurant Partners. However, exhibitors may bring in their own food and beverage items if used for consumption by exhibitor employees.

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Service includes compostable flatware, plates and napkins. 21.50% service charge and sales taxes apply.

There is a \$35 food and beverage minimum requirement for all booth deliveries.

Chicago Restaurant Partners DOES NOT supply tables for food and beverage in your booth. You MUST order these through the general contractor.

**The Executive Decision**

Oven-toasted breakfast sandwiches delivered in a biodegradable box, 6 per box.  
(Orders of more than 4 boxes will be served in chafing dishes).

<b>Bacon, Egg and Cheese Biscuit Sandwich</b>	<b>\$32.00</b>
<b>Sausage and Egg Muffin Sandwich</b>	<b>\$32.00</b>
<b>Sausage, Egg and Cheese Croissant Sandwich</b>	<b>\$32.00</b>
<b>Egg and Three-Cheese Breakfast Burrito</b>	<b>\$32.00</b>

**Morning Essentials**

Per Gallon - each gallon provides approximately 16 servings.  
Hot beverages are served in an insulated thermal dispenser with appropriate accompaniments, beverage napkins and disposable cups.

<b>Coffee</b>	<b>\$36.50</b>
<b>Decaffeinated Coffee</b>	<b>\$36.50</b>
<b>Hot Tea</b>	<b>\$36.50</b>
<b>Starbucks® Brewed Coffee</b>	<b>\$41.00</b>
<b>Starbucks® Decaffeinated Coffee</b>	<b>\$41.00</b>
<b>Tazo® Teas</b>	<b>\$41.00</b>

**Beverages**

Initial delivery of cold beverages includes ice.  
All beverages come in cases of 24 unless otherwise noted.

<b>Pepsi, Diet Pepsi and Sierra Mist (12 oz.)</b>	<b>\$48.00</b>
<b>Chilled Juices, Orange, Grapefruit, Apple, or Cranberry</b>	<b>\$61.25</b>
<b>Individual Half Pints of Milk</b> Whole, 2%, or Skim (per 6)	<b>\$12.25</b>
<b>Perrier® Sparkling Mineral Water</b>	<b>\$85.25</b>
<b>Aquafina® Bottled Water (20 oz.)</b>	<b>\$63.00</b>

Please be advised that all food and beverage items must be purchased through Chicago Restaurant Partners.  
However, exhibitors may bring in their own food and beverage items if used for consumption by exhibitor employees.

Please review the new McCormick Place Exhibitor Personal Consumption Policy.

Service includes compostable flatware, plates and napkins. 21.50% service charge and sales taxes apply.

There is a \$35 food and beverage minimum requirement for all booth deliveries.

Chicago Restaurant Partners DOES NOT supply tables for food and beverage in your booth. You MUST order these through the general contractor.

**Anytime Snacks**

Each order provides approximately 12 servings.

<b>Bakery Fresh Cookies</b>	<b>\$25.25</b>
Chocolate Chip, Oatmeal Raisin and Peanut Butter	
<b>Fudge Brownies</b>	<b>\$29.00</b>
Chocolate Glazed, Walnuts ~Available with or without Walnuts	
<b>Lemon Bars</b>	<b>\$34.75</b>
<b>Italian Biscotti Assortment</b>	<b>\$34.25</b>
Almond and Chocolate Chip	
<b>Premium Blend Mixed Nuts</b>	<b>\$23.25</b>
<b>Miniature Pretzels</b>	<b>\$18.00</b>
<b>Honey Roasted Peanuts</b>	<b>\$18.00</b>
<b>Party Mix</b>	<b>\$18.00</b>
<b>Potato Chips with French Onion Dip</b>	<b>\$19.75</b>
<b>Tortilla Chips with Spicy Red Salsa</b>	<b>\$20.25</b>
<b>Stacy's® Pita Chips</b>	<b>\$21.50</b>
<b>Stacy's® Pita Chips with Hummus</b>	<b>\$25.25</b>
<b>Chips, Individual Bags</b>	<b>\$3.25</b>
Regular & Baked Lays, Plain & Harvest Cheddar Sun Chips and Miss Vickies Kettle Chips	
<b>Assorted Hard Candies</b>	<b>\$13.50</b>
<b>Assorted Miniature Hershey® Chocolates</b>	<b>\$21.50</b>
<b>Domestic Cheese Display</b>	<b>\$81.00</b>
Cheddar, Swiss, Pepper Jack, Boursin, Brie and Port Salut Cheeses garnished with fresh fruit, assorted crackers and Lavosh (Serves 12)	
<b>Spring Vegetable Crudité</b>	<b>\$78.00</b>
Seasonal Vegetables with Chili Lime Crema and Ranch Dipping Sauce (Serves 12)	

Please be advised that all food and beverage items must be purchased through Chicago Restaurant Partners.  
However, exhibitors may bring in their own food and beverage items if used for consumption by exhibitor employees.

Please review the new McCormick Place Exhibitor Personal Consumption Policy.

Service includes compostable flatware, plates and napkins. 21.50% service charge and sales taxes apply.

There is a \$35 food and beverage minimum requirement for all booth deliveries.

Chicago Restaurant Partners DOES NOT supply tables for food and beverage in your booth. You MUST order these through the general contractor.

**Working Lunches**

Sandwich platters serve approximately 6 guests.  
Each platter is served with Assorted Individual Bags of Chips.

<b>Chef's Delicatessen Board</b>	<b>\$75.50</b>
Assemble your own Deli Sandwiches with Roast Beef, Turkey Breast, Ham, Swiss and Cheddar Cheeses, Lettuce and Tomato with a selection of Fresh Breads and condiments	
<b>Croissant Sandwich Sampler</b>	<b>\$75.50</b>
Freshly Baked Mini Croissants, made four ways, with Sliced Roast Beef, Chunky Chicken Salad, Oven Roasted Turkey Breast and Egg Salad	
<b>The Gourmet</b>	<b>\$89.00</b>
Herb Roasted Sirloin of Beef with Roasted Peppers, Smoked Provolone Cheese and Sun-dried Tomato Pesto on Herbed Focaccia; Basil Grilled Chicken Breast, Plum Tomatoes and Garlic Aioli on a Sourdough Baguette; Garden Wrap with Feta Cheese, Mint, Cucumber, Red Radish in a Spinach tortilla	
<b>The VIP</b>	<b>\$86.50</b>
Roast Turkey on French Demi with Dijonnaise and Cheddar; Classic Tuna Salad on Harvest Wheat Demi with Mixed Greens; Ham and Swiss on Pretzel Ficelle with Mustard Butter; Tomato Mozzarella Sandwich	
<b>The Natural Sub</b>	<b>\$81.00</b>
Roasted Breast of Turkey, Honey Ham, Cheddar and Swiss Cheeses, Sliced Onion and Tomato, Crisp Lettuce and Homemade Dressing on a Whole Wheat Baguette	
<b>The Tuscan Platter</b>	<b>\$97.25</b>
Assemble your own sandwich with Chilled Sliced Peppercorn Roasted Sirloin of Beef displayed on Mixed Baby Greens with Roasted Garlic Aioli, Roma Tomatoes, Caramelized Onions and Provolone Cheese served with Mini Rosemary Potato Rolls	

**Hot Leads**

Served in boxes of 6 unless noted otherwise.  
(Orders of more than 4 boxes will not be individually wrapped and will be served in chafing dishes)

<b>Chicago Style Pizza</b>	<b>\$40.50</b>
Cheese, Sausage, Pepperoni or Vegetable (12 slices per pizza)	
<b>Fiesta Bravo Chicken Quesadillas</b>	<b>\$37.75</b>
Authentic Southwestern Grilled Chicken with Refried Beans, Spanish Rice and Chihuahua Cheese wrapped in Flour Tortillas with Sour Cream, Guacamole and Salsa Fresca on the side	
<b>Famous Vienna Foot Long Hot Dog</b>	<b>\$35.00</b>
Wrapped All Beef Dot Dog on Poppy Seed Bun with appropriate condiments	
<b>Famous Vienna Foot Long Polish Sausage</b>	<b>\$36.50</b>
Wrapped All Beef Polish on Poppy Seed Bun with appropriate condiments	

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However, exhibitors may bring in their own food and beverage items if used for consumption by exhibitor employees.

Please review the new McCormick Place Exhibitor Personal Consumption Policy.

Service includes compostable flatware, plates and napkins. 21.50% service charge and sales taxes apply.

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**Accompaniments**

<b>Potato Salad</b>	\$19.00
<b>Confetti Coleslaw</b>	\$19.00
<b>Tossed House Salad</b> Crisp Lettuce topped with Fresh Vegetables, served with assorted individually packaged dressings	\$21.50
<b>Rotini Pasta Salad</b> Rotini Pasta tossed with Garden Fresh Vegetables and Italian Vinaigrette	\$21.50
<b>Mediterranean Pasta Salad</b> Pasta Pearls with Zucchini, Squash, Sweet Bell Peppers, tossed in Herb Vinaigrette	\$21.50
<b>Greek Feta Salad</b> Feta Cheese, Pepperoncini, Tomatoes and Kalamata Olives tossed in Lemon Oregano Vinaigrette	\$21.50

**Boxed Lunches**

Less than 25 – Please make one selection. All selections must have the same side.

**Boxed Salad Selections** \$19.75 each

Each boxed salad is served with an Apple, Chips, Cookie and a 10oz Bottled Water

**Italian Chop Salad**

Orecchiette topped with Mixed Greens, Grilled Chicken Breast, Tomato, Onion, and Bleu Cheese with Red Wine Vinaigrette

**Oriental Chicken**

Mixed Greens, Crisp Asian Vegetables and Grilled Chicken with Sesame Ginger Vinaigrette

**Spinach and Arugula with Roasted Fennel**

Tender Baby Spinach and Arugula, Roasted Fennel, Sweet Peppers and Goat Cheese with White Balsamic Vinaigrette

**Cobb Salad**

Mixed Greens topped with Turkey, Bacon, Cheddar Cheese, Bleu Cheese, Tomatoes, Eggs and Olives with Bleu Cheese Dressing

**Boxed Sandwich Choices** \$19.75 each

Each boxed sandwich is served with an Apple, Chips, Cookie and a 10oz Bottled Water

**Grilled Chicken on Focaccia**

Sautéed Spinach, Provolone Cheese with Roasted Spinach Herb Aioli

**Grilled Vegetables on Ciabatta**

Zucchini, Yellow Squash, Carrots, Roasted Red Peppers, and Roasted Spinach Spread

**Smoked Turkey on Whole Wheat Baguette**

Tomato, Onion and Cheddar Cheese

**Ham on Pretzel Roll**

Swiss Cheese with Whole Grain Mustard

**UPGRADED SIDES** add \$1.00

Alternative for Chips

**Choose One:**

Potato Salad, Confetti Cole Slaw, Rotini Pasta Salad or Caprese Salad

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**Beer and Wine**

A bartender is required for all kegs and any daily alcohol purchases of \$500 or more.

<b>Domestic Beer, Case</b> Miller Lite, Miller Genuine Draft, Budweiser or Bud Light	<b>\$91.75</b>
<b>Domestic Beer, Keg</b> Miller Lite, Miller Genuine Draft, Budweiser or Bud Light	<b>\$353.75</b>
<b>Imported Beer, Case</b> Heineken, Amstel Light or Corona	<b>\$113.50</b>
<b>Imported Beer, Keg</b> Heineken or Amstel Light	<b>\$448.00</b>
<b>Woodbridge by Robert Mondavi</b> Chardonnay, Cabernet, Merlot or White Zinfandel Per bottle	<b>\$31.00</b>
<b>Korbel Brut Sparkling Wine</b> Per bottle	<b>\$36.00</b>
<b>Hosted Premium Bar</b> Premium Cocktail: \$6.50 Domestic Beer: \$4.00 Imported Beer: \$5.00 Wine: \$6.00 Aquafina Bottled Water \$2.65 Assorted Soft Drinks \$2.00 Assorted Juices \$2.50	<b>\$1000.00*</b>

\*\$250.00 per bartender for four hours, \$75.00 per bartender each additional hour

\*Drinks are charged on consumption, but must meet a minimum average sale of \$750.00 per bartender.

The \$750 minimum will need to be paid in advance and anything over \$750 will be charged to payment on file at the conclusion of the show.

\*Client is responsible for supplying table or counter space for the bar.

**Miscellaneous**

<b>Cubed Ice</b> Per 22 pound bag	<b>\$13.50</b>
<b>Server/Booth Attendant</b> Per four-hour shift	<b>\$250.00</b>
<b>Bartender</b> Per four-hour shift	<b>\$250.00</b>

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**Hot Hors d'oeuvres**

Please order a minimum of 50 pieces per item. Advanced order required.

<b>Baby Twice Baked Potatoes</b>	\$4.00
Parmesan, Sour Cream, Chives and Truffle Oil	
<b>Caprese Mini Quiche</b>	\$3.50
Basil, Mozzarella and Sun-Dried Tomato	
<b>Andouille Sausage En Croûte</b>	\$3.50
Spicy Sausage and Pommery Mustard in Puff Pastry	
<b>Chicken Samosas</b>	\$4.50
Indian Curry in a Spring Roll Wrapper	
<b>Teriyaki Chicken Satay</b>	\$4.00
<b>Vegetable Pot Stickers</b>	\$3.50
Ginger Soy Dipping Sauce	
<b>Hot Roasted Chile Poppers</b>	\$3.50
Jalapeno Stuffed with Cream Cheese	
<b>Italian Sausage Mushroom Caps</b>	\$3.50
Fennel Spiced Sausage on Baby Portobello Mushrooms	
<b>Mini Corn Dogs</b>	\$3.50
Ketchup and Mustard	
<b>Mini Cheeseburgers</b>	\$4.25
Special Sauce on Pretzel Rolls	
<b>Bengal Shrimp</b>	\$4.50
Sweet and Sour Curry Glaze	
<b>Peppercorn Beef Skewers</b>	\$4.25
Bordelaise	
<b>Beef Wellington</b>	\$4.25
Beef Tip with Mushrooms and Pate in Puff Pastry	

**Cold Hors d'oeuvres**

Please order a minimum of 50 pieces per item. Advanced order required.

<b>Jumbo Shrimp Cocktail</b>	\$4.75
Cocktail Sauce	
<b>Fire Seared Marinated Portobello Mushroom Skewer</b>	\$4.00
Sweet Peppers, Pesto and Balsamic Vinegar	
<b>Smoked Salmon Blini</b>	\$5.00
Crème Fraîche and Caviar	
<b>Fig and Goat Cheese Flatbread</b>	\$5.00
Focaccia and Balsamic Glaze	
<b>Basil Grilled Scallops</b>	\$4.25
Tomato Confit on Focaccia Crostini	
<b>California Rolls</b>	\$4.00
Wasabi and Soy Sauce	
<b>Caprese Skewers</b>	\$3.50
Mozzarella, Tomato and Basil	
<b>Black Olive Tapenade Crostini</b>	\$3.50
Crumbled Goat Cheese	

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