

## 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>WEFTEC 2017</b>  | <b>DATE RECEIVED:</b> <i>FOR OFFICE USE ONLY</i> |                   |
| <b>EVENT CODE:</b> <b>16065</b>  | <b>ORDER #:</b>                                  |                   |
| <b>DEADLINE DATE:</b> <b>September 11, 2017</b>  | <b>CUST #:</b>                                   | <b>CK AMT \$:</b> |
| <b>EVENT DATES:</b> <b>Sept. 30 - Oct. 4, 2017</b>   | <b>BATCH #:</b>                                  | <b>CK#:</b>       |
| WHEN ORDERING ANY TECHNOLOGY SERVICE, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE AND THE SERVICE ORDER FORM(S). PLEASE INDICATE BELOW THE METHOD OF PAYMENT. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.<br><b>REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.</b> |  |                   |

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/SMG**

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>                                  |

**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"/> 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 SUB-TOTAL FROM EACH SECTION IN THE AREA BELOW

|                          |           |
|--------------------------|-----------|
| <b>Telephone</b>         | <b>\$</b> |
| <b>Cable TV</b>          | <b>\$</b> |
| <b>Internet</b>          | <b>\$</b> |
| <b>*Tel/Internet tax</b> | <b>\$</b> |
| <b>GRAND TOTAL</b>       | <b>\$</b> |

**PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE**  
 Order and Full Payment Must Be Received By Deadline Date for Advance Rate.

**Labor Not Included**

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

Signature: \_\_\_\_\_

Please contact us if you need assistance:  
 (312) 791-6113 (Call Center)  
 technology@mccormickplace.com (E-Mail)

Order Technology Services On-Line at:  
 www.mccormickplace.com

## INTERNET SERVICES ORDER FORM

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

|                                       |  |
|---------------------------------------|--|
| <b>EVENT NAME:</b> <b>WEFTEC 2017</b> | <b>EVENT DATES:</b> <b>Sept. 30 - Oct. 4, 2017</b> |
| <b>COMPANY NAME:</b>                  | <b>BOOTH #:</b> <b>DATE:</b>                       |
| <b>PHONE #:</b>                       | <b>EMAIL ADDRESS:</b>                              |

### DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. **PLEASE REFER TO PAGE 3 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.**

| CODE | QTY | DESCRIPTION                        | ADVANCE RATE PER UNIT | STANDARD RATE PER UNIT | TOTAL |
|------|-----|------------------------------------|-----------------------|------------------------|-------|
| 3401 |     | Associate Class Wired Service      | \$500.00              | \$625.00               |       |
| 3402 |     | Executive Class Wired Service      | \$1,200.00            | \$1,500.00             |       |
| 3403 |     | Executive Class Plus Wired Service | \$1,400.00            | \$1,750.00             |       |

### DEDICATED WIRED INTERNET SERVICES

|      |  |                   |            |             |  |
|------|--|-------------------|------------|-------------|--|
| 3404 |  | 1.54 mbps Service | \$3,510.00 | \$4,390.00  |  |
| 3405 |  | 3.0 mbps Service  | \$5,700.00 | \$7,125.00  |  |
| 3406 |  | 6.0 mbps Service  | \$8,700.00 | \$10,875.00 |  |

**Dedicated Services Greater than 6.0 Mbps  
Please call us at (312) 791-6113**

|      |  |  |                     |                     |  |
|------|--|--|---------------------|---------------------|--|
| 3354 |  | Additional TCP/IP Address  | \$125.00            | \$160.00            |  |
| 3358 |  | 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. | \$125.00 – 8 ports  | \$160.00 – 8 ports  |  |
| 3376 |  |  | \$200.00 – 16 ports | \$250.00 – 16 ports |  |
| 3377 |  |  | \$250.00 – 24 ports | \$315.00 – 24 ports |  |
| 3367 |  | Firewall Rental – We offer Cisco Pix ® firewalls. Includes basic programming.  | \$625.00            | \$780.00            |  |

### WIRELESS INTERNET SERVICES

#### VIP Wireless Service

To utilize the VIP Class Wireless service your device must support 5.0 GHz. One service for each device. Cannot be transferred across devices.

|      |  |   |          |          |  |
|------|--|---|----------|----------|--|
| 3415 |  | VIP Plus Wireless (Speed 10 mbps)<br>Contact us for multi-user pricing. | \$300.00 | \$375.00 |  |
|------|--|---|----------|----------|--|

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

### LABOR

**LABOR RATES ARE EFFECTIVE:  
June 1, 2017 – May 31, 2018**

|               |          |
|---------------|----------|
| Straight Time | \$96.00  |
| Overtime      | \$140.00 |
| Double Time   | \$184.00 |

### DEADLINE DATE

Submit Your Complete Order and Full Payment  
by **SEPTEMBER 11, 2017** to receive the Advance Rate.

### TAX BREAKDOWN

|                      |       |
|----------------------|-------|
| State Excise         | 7%    |
| State Infrastructure | 0.50% |
| City Excise          | 7%    |

**Please note: Connecting a wireless access point is not permitted on the following service codes:**

- 3401 Associate Class
- 3402 Executive Class
- 3403 Executive Class Plus
- 3404 1.54mbps
- 3405 3.0 mbps

## WIRELESS ACCESS POINT WAIVER FORM

|                                |   |
|--------------------------------|---|
| EVENT NAME: <b>WEFTEC 2017</b> | EVENT DATES: <b>Sept. 30 - Oct. 4, 2017</b> |
| COMPANY NAME:                  | BOOTH #:                      DATE:         |
| PHONE #:                       | EMAIL ADDRESS:                              |

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY **SEPTEMBER 11, 2017.**

1. Have you ordered Internet Services?    Yes             No

If so, please provide your Technology Services Order Number:

*(Located on the Service Order Confirmation email that you received after your Internet order was placed.)*

2. What services have been ordered? *(must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)*

\_\_\_\_\_

3. Is your access point capable of manual power output and channel selection adjustments?    Yes             No

Please List Technical Specifications:

AP MAC Address: \_\_\_\_\_

SSID: \_\_\_\_\_

AP Manufacturer: \_\_\_\_\_

AP Model: \_\_\_\_\_

Intended 2.4 Ghz Channel (please check one): 1  6  11

Intended 2.4 Ghz Signal Strength: \_\_\_\_\_

Intended 5 Ghz Channel: \_\_\_\_\_

Intended 5 Ghz Signal Strength: \_\_\_\_\_

Intended Mounting Height: \_\_\_\_\_

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

***Please contact us for assistance.***  
 (312) 791-6113 (Call Center)  
[technology@mccormickplace.com](mailto:technology@mccormickplace.com) (E-Mail)  
 Order Technology Services On-Line at [www.mccormickplace.com](http://www.mccormickplace.com)

## TELEPHONE / CABLE SERVICES ORDER FORM

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

|                                       |  |
|---------------------------------------|--|
| <b>EVENT NAME:</b> <b>WEFTEC 2017</b> | <b>EVENT DATES:</b> <b>Sept. 30 - Oct. 4, 2017</b> |
| <b>COMPANY NAME:</b>                  | <b>BOOTH #:</b> <b>DATE:</b>                       |
| <b>PHONE #:</b>                       | <b>EMAIL ADDRESS:</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.                   | \$290.00              | \$435.00               |       |
| 3321             |     | SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.  | \$140.00              | \$210.00               |       |
| 3315             |     | MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service. | \$620.00              | \$930.00               |       |
| 3322             |     | MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.   | \$315.00              | \$475.00               |       |
| N/A              |     | USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.  | \$300.00              | \$300.00               |       |
| 3311             |     | (Voice Mail) Per Single Line Telephone   | \$60.00               | \$90.00                |       |
| 3319             |     | OTHER CARRIER SERVICES   | \$265.00              | \$398.00               |       |
| 3340             |     | POLYCOM SOUND STATION - Line charge is separate (electrical service required)  | \$210.00              | \$210.00               |       |
| 3337             |     | SINGLE LINE SPEAKER – Line charge is separate  | \$12.00               | \$18.00                |       |
| <b>SUB-TOTAL</b> |     |  |                       |                        |       |

**Do you want your telephone number published in the Event Directory?**

Yes     No

If yes, please print how your company's name should appear : \_\_\_\_\_

### 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             |     | 1 ADDITIONAL CONNECTION FROM THE MAIN SERVICE | \$32.00               | \$47.00                |       |
| <b>SUB-TOTAL</b> |     |   |                       |                        |       |

In an ongoing effort to make McCormick Place a simple place to do business, telephone services now includes:

**Unlimited Free Toll-free calls**

- **Unlimited Local (Chicago Metro Area) Calls**
- **Up to 100 minutes of Domestic Long Distance calls at no charge.**

**We will continue to charge for all international calls**

### DEADLINE DATE

Submit Your Complete Order and Full Payment  
by **SEPTEMBER 11, 2017** to receive the Advanced  
Rate.

## COMMUNICATION SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 8) if you require service installation by a specific date or networking/fanning out of CAT5 cables.

|   |   |
|---|---|
| EVENT NAME: <b>WEFTEC 2017</b>  | EVENT DATES: <b>Sept. 30 - Oct. 4, 2017</b> |
| COMPANY NAME:   | REQUESTED BY (Name):                        |
| BOOTH #:  | DATE:                                       |
| BUILDING: <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST |   |
| <b>THE LINE BELOW IS FOR INTERNAL USE</b>   |   |
| WORK ORDER #:   | MCCORMICK PLACE ASSIGNED PHONE #'S:         |

**DATE & TIME LABOR REQUESTED:** \_\_\_\_\_

**DESCRIPTION OF WORK:**

Pre-wire booth prior/early installation

Install inside booth wiring for customer owned phone system

Fanning out network (Internet/fiber/etc.) drops inside booth

Other: Please specify \_\_\_\_\_

**THE TABLE BELOW IS FOR INTERNAL USE**

| Date | Technician | Straight Time Hours<br>Code 3930 @ \$96.00 | Overtime Hours<br>Code 3940 @ \$140.00 | Double time Hours<br>Code 3950 @ \$184.00 | Inbound or Outbound Labor<br>(Designate below) |
|------|------------|--|--|---|--|
|      |            |  |  |   |  |
|      |            |  |  |   |  |
|      |            |  |  |   |  |
|      |            |  |  |   |  |
|      |            |  |  |   |  |
|      |            |  |  |   |  |
|      |            |  |  |   |  |

**I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.**

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Technology Services Routing Instructions**

**Original:** Keep in show site folder

**Copy:** fax copy to the telephone equipment room.

Total Amount \$

Please call us if you would like assistance completing this form (312) 791-6113.

## FLOOR PLAN TEMPLATE

|  |   |
|--|---|
| Event Name: <u>WEFTEC 2017</u>           | Event Dates: <u>Sept. 30 - Oct. 4, 2017</u> |
| Deadline Date: <u>September 11, 2017</u> | Company Name: _____                         |
| Booth #: _____                           | Phone #: _____                              |
| Fax #: _____                             | On-Site Contact Name: _____                 |
| Contact Arrival Date: _____              |   |
| Equipment Delivery Date: _____           | Carpet Installation Date: _____             |

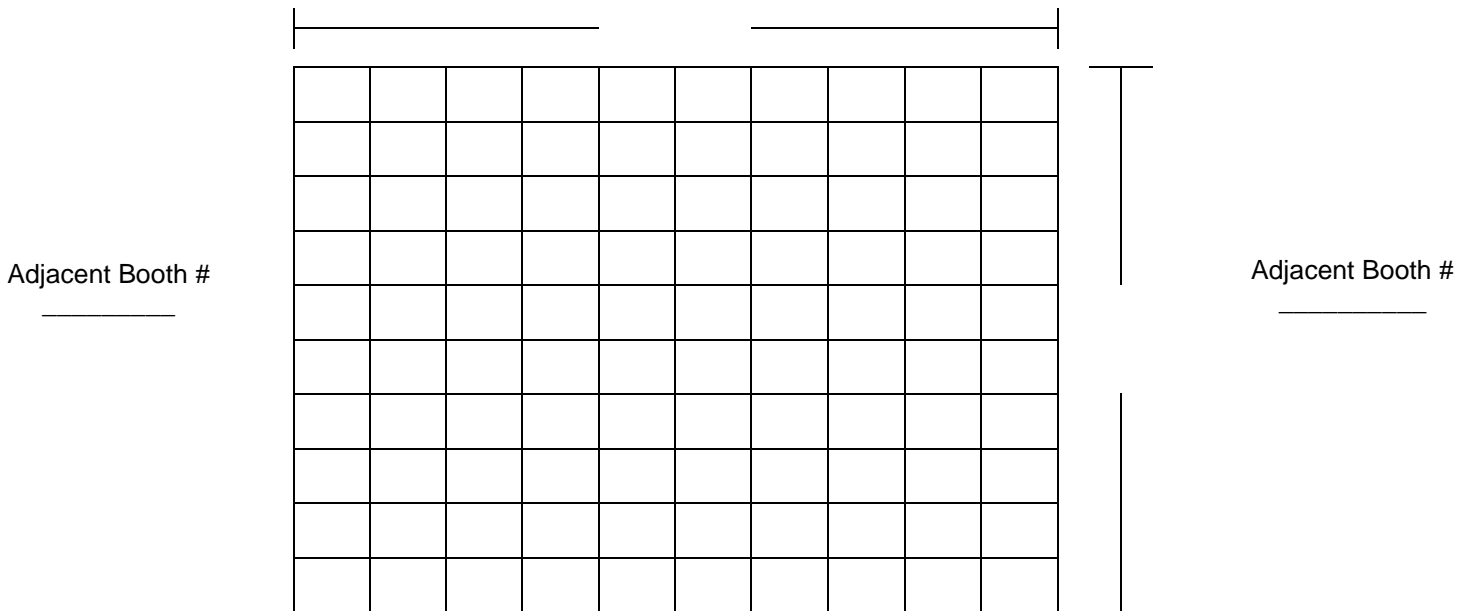
Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- 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)**

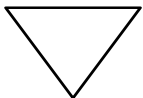
Back of Booth



Aisle



- TELEPHONE JACKS



- INTERNET ACCESS

**BOOTH DIMENSIONS:**

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