

TIPS TO SAVE YOU TIME AND MONEY

AT ASCO 2010 WITH FOCUS ONE

FOCUS One, Your Utilities Resource, is the McCormick Place Department that is responsible for the delivery of utility services. Learn how FOCUS One can serve you in a professional, efficient and user-friendly manner.

No FOCUS ONE LABOR REQUIRED...

Once power is installed, Exhibitors CAN:

- Plug 110/120v equipment into outlets
- Set up small portable company-owned sound systems and computers, provided that:
 - ❖ Cables do not extend under carpet
 - ❖ Cables do not extend above on truss or cable tray
- Carry small computers or appliances provided it can reasonably be done by hand
- Shoot video
 - ❖ Using company-owned equipment and cameras
 - ❖ Company archival purposes only

NOTE: Re-broadcast shoots must be filmed by the Trade Union

Once power is turned off, Exhibitors CAN:

- Connect/terminate low-voltage control cabling for their machines
 - Includes RF Cable Connectors
-

CHANGES TO ELECTRICAL SERVICE ORDER RULES...

New this Year!

- Multiple connections may be made to 500 Watt, 1500 Watt, and 2000 Watt 120 Volt services.
 - ❖ With all other electrical services, you must order 1 service for each piece of equipment. This is a safety requirement and will involve the correct fuse protection of the equipment and the proper wiring methods.
 - ❖ Prices for most electrical services do not include labor. The exception is the 120 Volt/500 Watt and 120 Volt/1500 Watt Services. The price for these services include ½ hour installation & ½ hour dismantle for the first 2 services only.
- Standby labor is not required for 480 volt service
- Electricians will deliver AV equipment from receiving and unpack at a reduced rate to the Exhibitor

*****Review your electrical orders to ensure they reflect these changes*****

YOUR MONEY-SAVING CHECKLIST

Pre-Meeting

- Be sure to read your Exhibitor Manual online. (**Coming Soon** to www.asco.org/exhibits)
 - ❖ Make sure your order includes
 - ✓ All Order Forms
 - ✓ A detailed floor plan
 - ✓ A signed payment form
 - ✓ Payment
- Look into advance work to save onsite labor costs
 - ✓ Pre-wire to save onsite labor costs
 - ✓ Label parts and wires
 - ✓ Color code connections and outlets
 - ✓ Arrange Quick Disconnects allowing your electrical devices to be easily and rapidly separated. 480 volt equipment must be hard wired.
 - ✓ Precut cords and cables to appropriate length
 - ✓ Don't forget adapters
- Double-check your utilities order
 - ✓ Onsite changes can increase your costs, especially if services have already been installed.
- Use **Smart Value Pricing**
 - ✓ Contact **Smart Value Pricing**: (312) 791-6113 to get a **Smart Value** price quote for your booth that will include the installation of the utility services and all associated equipment, fixtures, computers etc. that are included in your order
 - ✓ Improvements to **Smart Value Pricing** are coming. Stay tuned to your Exhibitor Newsletter.

At the Meeting

- Resolve any service or billing issues before you leave at the Service Desk! These issues can be solved quickly and efficiently onsite.

Questions?

FOCUS One is always here to help you. If an Order Manager can't answer your question, they will transfer you to one of our technical staff who can answer any and all questions that you may have for them.

FOCUS One

Customer Call Center: 312-791-6113

Fax Number: 312-791-6159

Email: focusone@mpea.com

Visit us on the web at: www.mccormickplace.com

Visit our Service Desk in the Exhibit Hall (one level below Café A2 in the Exhibit Hall)