

McCormick Place Exhibitor and Utility Ordering Guide

2010 ASCO Annual Meeting

Utility Deadline Date:

May 6, 2010

\$mart Value Pricing Deadline Date:

May 6, 2010

Need help completing the forms?

Contact FOCUS One

312-791-6113 (Office)

312-791-6159 (Fax)

focusone@mpea.com (E-mail)

www.mccormickplace.com (Web)





\$\$ SAVING TIPS \$\$

Following are some of the most important tips that will help contribute to a successful event and save you money.

- Save time by ordering your utility services via our Online Ordering System. Visit us at www.mccormickplace.com.
- Exhibitors may save \$\$ by doing some types of work within their own booth. Refer to pages 23-24 for this information.
- **Smart Value Pricing** is an order option that provides you with a **guaranteed** price for utility Services, and related labor and equipment. Refer to page 19-21 for information regarding **Smart Value Pricing**.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call FOCUS One Internet Technical Services at 312-567-8060 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your conventional order, floor plans and full payment submitted by your Utility DEADLINE DATE will save you approximately 33% on your utility order.
- Bottled gases normally need a two-week advanced order, as gases are not stocked on our premises. Refer to page 11 for additional information.
- Be sure to check in at the FOCUS One Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows:

Standard Time	Monday-Friday 8:00 am-4:30 pm
Over Time	Monday-Friday 4:30 pm-8:00 am Saturday before 4:30 pm
Double Time	Saturday 4:30 pm to Monday 8:00 am or after 8 hours at work on Saturday regardless of starting time. All day Sunday and Holidays.

- McCormick Place requires an approved credit card to be on file for all utility orders, regardless of the method of payment you select. Please be sure to submit this information when placing your utility order to prevent any processing delays.

McCormick Place Exhibitor and Utility Ordering Guide

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Welcome!



On behalf of all McCormick Place employees, we look forward to welcoming you to our facilities. FOCUS One, Your Utilities Resource, is an organization created by Metropolitan Pier and Exposition Authority that is responsible for the delivery of utility services to exhibitors, contractors and show management. Our utility services include electrical, plumbing, communication services and internet. From the time you place your order, through your move out, FOCUS One is here to serve you in a professional, efficient, and user-friendly manner.

We believe you will find this ordering guide full of useful information that will help you choose the utility services that are right for your exhibit. Our staff wants your experience at our facilities to be a positive one. If there are other ways we can assist you during your visit, please let us know.

Contact FOCUS One
312-791-6113 (Office)
312-791-6159 (Fax)
focusone@mpea.com (E-mail)

Order on-line at www.mccormickplace.com

PLACING A CONVENTIONAL ORDER

A Conventional Order is an order in which you pay for the costs of your utility services when ordered, and are billed on event site for the costs of labor, equipment and materials required for installation and removal of your booth utility services.

When ordering, pay particular attention to the FOCUS One Utility **deadline date**. If you place your utility services 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** rate applies 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 plan effectively, place your order by the deadline date.

Please Note: An **Advance Order** applies to the rate you pay. An **Advance Order** does not guarantee that your services will be installed prior to your arrival.

A Complete Order contains all of the following elements:

- the completed Utility Service Order Form (SO1)
- the completed Floor Plan Template (FT1)
- full and proper payment

For conventional orders (not **Smart Value Pricing**), once your utility services have been installed, you will sign the work order. This work order is a detailed list of the necessary labor performed to install the services during set-up, plus any changes in utility services that may have occurred from your original order. **Please review the work order carefully before signing it.**

During the event you will receive an On-Site Invoice for your utility 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.

PLACING A **SMART VALUE PRICING** ORDER

Smart Value Pricing is an order option that provides a **GUARANTEED PRICE** for booths that are larger than 300 sq. ft. in size.

Complete the **Smart Value Pricing** forms located on pages 19-21, and submit them along with a detailed, scaled floor plan. Based on this information, FOCUS One will provide **Smart Value Pricing** that includes the cost of the requested utility services along with the estimated cost of the labor and equipment required to install, setup, and remove those services.

When the **Smart Value Pricing** quote is accepted, the price is guaranteed except for the following:

1. Telephone usage will be billed to you at the close of the event.
2. Any changes from the information provided for the **Smart Value Pricing** quote.

The **Smart Value Pricing** deadline date is 30 days before the first day of the event. After this deadline date, FOCUS One cannot guarantee that a quote will be provided to you.

For more accurate quotes, we ask that you complete and submit the following forms:

- **Smart Value Pricing Quote Sheet (SV1), page 19** – Complete the company and contact information on the top portion of this form. For the “Summary of the Utility Services Required” portion of the form, use the Utility Service Order Form (SO1) found on pages 15-17 for the utility order codes and list the quantities of each service required.
- **Smart Value Pricing Questionnaire, pages 20-21** – Please answer the questions completely, then use the table to indicate the additional electrical equipment planned to be installed in the booth.
- **Floor Template Form (FT1), page 18** – Complete this form or a separate layout may be used. Be sure to include the locations of each utility service, dimensions for each location, and the orientation of the booth in relation to the neighboring booths.

Smart Value Pricing is a great tool allowing you to plan and control your budget in addition to minimizing many on-site concerns. If there are any questions regarding **Smart Value Pricing**, please contact FOCUS One by telephone at (312) 791-6452 or by fax at (312) 567-8294.



GENERAL TIPS ON BOOTH SET-UP

Carpet Cutting: Many of our services are provided from utility floor ports. If the utility port necessary to provide you with our utility service is covered by carpet when we arrive to install utility services, it may be necessary for us to cut your carpet. The FOCUS One service technician will make every attempt to notify you in advance. However, if you are not present when we arrive to install service, your carpet may be cut without prior notification so we may complete the installation.

Tile, Hardwood or Solid Floors: If you intend to use any of these floor materials, it is necessary that you leave access to the utility floor ports. Please contact FOCUS One to discuss your booth utility installation, and make sure to make a note of the special flooring on your ordering form.

Ramping: All ramping in aisles is performed by McCormick Place carpenters and must be pre-approved by Show Management and FOCUS One. All ramping in a client's booth space is performed by your official service contractor.

The general rule for ramping charges is that if an exhibitor's service must be fed from a port that crosses an aisle, the exhibitor is responsible for paying all ramping fees.

ELECTRICAL SERVICES

Order Form on page 15

All Overhead Services will require aerial lift time at our published hourly rate. These costs are in addition to the actual service itself.

Exhibitors are required to bring their own distribution panels. Exhibitors using distribution panels are required to supply all cables from panel(s) to display materials. If voltages other than those listed on order forms are needed, we recommend exhibitors bring their own transformers. Transformers must have a readily accessible means of disconnect for both the primary and secondary sides of the transformer with proper overload protection, i.e. fusible safety disconnect.

International Exhibitors - International clients bringing equipment requiring voltages other than 120, 208, or 480 must bring a transformer capable of transforming 120, 208, or 480 voltages to the equipment's required voltage. Hertz converters are not available.

The following types of power and available sources for each building location are as follows:

< = Less Than > = Greater Than	South		North				West		Lakeside		
	A1	A2	B1	B2	C1	C2	F1	F2	D1	D2	E
120 V Floor Port	X	X	X		X		X	X	X	X	X
208 V < 50 Amps Floor Port	X	X	X		X		X	X	X	X	X
208 V > 50 Amps Overhead	X	X	X	X	X	X	X	X			
480 V < 85 Amps Floor Port	X	X	X							X	X
480 V > 85 Amps Overhead	X	X	X	X	X	X	X	X	X	X	X
All Power Supplied Overhead				X		X					

SPECIAL NOTES AND IMPORTANT ORDERING INFORMATION

1. Only **ONE** piece of equipment may be connected to ONE electrical service with the following two exceptions:
 - 120-volt/500 watt service (Codes 1103 and 1104).
 - 120-volt/1500 watt service (Codes 1110 and 1111).These services are referred to as **multiple connection services**. This is because “multiple pieces of equipment” can be connected to these services as long as they do not exceed the rated wattage of the electrical service. If you have lighting in your booth, these are the services that you need to order.

Prices for each above service include ½ hour installation labor and ½ hour dismantle labor for the first two services only.
2. 24-hour Power: When ordered, 24-hour power begins the evening before the first event day and is turned off on the last day at the close of the event. 24-hour power is available before or after these times for an additional charge. Contact the FOCUS One Service Desk.
3. Labor Request: If you need to work past 4:30 p.m. during set-up, you must notify your FOCUS One Service Desk no later than 1:30 p.m. that same day. If you need to schedule manpower prior to 8:00 a.m. for the following day, you must notify your FOCUS One Service Desk by 1:30 p.m. the day before.
4. Send detailed floor plans showing locations for the services ordered.
5. We have 1000 watt Par Can fixtures that mount on the building steel at a height of 40 feet. They are used to highlight a machine or panel. They throw an 8-10 foot elliptical circle and a medium amount of additional light.

CODE COMPLIANCE

- All electrical wiring and equipment installed at McCormick Place must comply with the City of Chicago Electrical Code. FOCUS One Electricians reserve the right to refuse connections where wiring constitutes a safety hazard or does not meet the City of Chicago Electrical Code.
- If a client is found in non-compliance of the Code, FOCUS One Electricians may be able to correct the fault and restore the booth to Code. This will be done on a time and materials basis at the exhibitor's expense.
- Code requires that electrical circuits not be loaded beyond 80 percent of their rated ampacity.
- Electrical equipment must be listed and labeled by a nationally recognized testing laboratory, i.e. UL, ETL or CSA, or be specifically approved by the City of Chicago Bureau of Electrical Inspection and subject to field inspection.
- All 120-volt cords and cables must be **3-wire grounded**. All larger cables must contain wire also. **2-wire fixtures and electrical cords are not allowed.**
- Spring clamp light fixtures are not allowed.
- Electrical wiring or equipment such as lights or cords may not be attached to booth dividers or curtains.
- Electrical equipment must be securely fastened in place using recognized suitable methods. Examples of suitable fastening methods include bolted or integrated. Examples of non-suitable fastening methods include Velcro, tape and glue.

- All wiring between permanently mounted fixtures or devices within the same wall panel, or in regard to light boxes mounted on a panel, metallic raceway must be used, i.e. electrical metallic tubing or flexible metallic conduit.
- Your distribution system must have all cables clearly identified. Branch circuit cables must be provided and rated for extra hard usage.
- Neon and low voltage lighting systems can be hazardous. Please be sure to be in compliance with the City of Chicago Electrical Code, or call FOCUS One with specific questions.

HANGING ITEMS

Order Form on page 22

Any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

Hanging items must not be hung from electrical fixtures, raceways, water, gas, air, fire protection, communication lines, piping, supports or hangers.

The responsibility to hang an item is shared by your official service contractor and FOCUS One:

- Official service contractor hangs items weighing less than 500 lbs.
- FOCUS One hangs the following items:
 - Items weighing 500 lbs or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.
 - Electrical items regardless of the weight

Please note: When an item weighing less than 500 lbs. is hung from a motor, FOCUS One will install the motor, while the official service contractor hangs the item.

Approval Requirements:

All requests for hanging items must be reviewed and approved PRIOR TO MOVE-IN by the following people:

1. Show Management
2. Official Service Contractor: For items weighing less than 500 lbs.
3. FOCUS One:
 - For items weighing more than 500 lbs., drawings that have been reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY must be submitted for approval.
 - Requests must be submitted to FOCUS One 60 days prior to the first move-in date.
Fax: (312) 567-8294
E-mail: focusone@mpea.com
U.S. Mail: 2301 S. Lake Shore Drive, Chicago, Illinois 60616

FAILURE TO SECURE ALL LISTED APPROVALS MAY RESULT IN A SERVICE DELAY AT THE EVENT OR REFUSAL TO HANG REQUESTED ITEMS.

TELEPHONE SERVICES

Order Form on page 16

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 FOCUS One 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 FOCUS One at (312) 791-6113.
3. If your intent is to use your telephone line for your computer, telephone usage charges will apply. You may want to consider an internet service that is flat rate, non-usage based.
4. **Additional Usage Fees:** Network access fees are added into the cost of each telephone call. Pricing is based on time of day, length of call, and distance. There is a \$0.50 charge for all 800, 888 (and similar toll-free numbers), and 0+ calls. There is a \$.95 charge for Directory Assistance calls.
5. Prices include the use of our telephone instruments. There is no discounted price if you bring your own telephone. (If you order a standard telephone and do not return it, a \$150.00 charge will apply for a single line telephone, \$500.00 for a multiple-line telephone, and \$1500 for polycom telephone.)
6. **Standard telephones must be picked up and returned to our FOCUS One Service Desk. You may keep the slim line telephone.** FOCUS One standard telephone and equipment must be returned to us in the same condition it was distributed to you. Do not affix any adhesive materials to the standard telephone that you cannot completely remove, or you may be assessed a telephone cleaning charge.
7. **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.
8. **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

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. Telephone usage is not included; usage is billed after the close of the event and billed to your credit card.
2. **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, allowing you to receive multiple incoming calls as well as make outgoing calls. Voicemail is included along with fixed features such as hold, conference and transfer. Telephone usage is not included; usage is billed separately after the close of the event and billed to your credit card.
3. **AUDIX (Audio Information Exchange):** is our voicemail system. Our system is designed to ensure that all incoming calls to your booth will always be answered. Once activated, our voicemail is operational 24 hours a day for the duration of the event. A “message waiting” lamp on the telephone lights up to indicate messages are waiting for you to retrieve.
4. **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, and only if you have ordered a Analog Single Line Service.
5. **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, and only if you have ordered a Digital Multi-Line service.
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

Order Form on page 16

We are pleased to offer you cable television access right in your booth. Our prices include the installation and removal of one connection point only. Additional connections will be made on a time and material basis. Prices do not include any converter boxes, monitors/receivers, video recorders, amplifiers or speakers. A listing of specific cable stations is available upon request.

INTERNET SERVICE

Order Form on page 16

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. FOCUS One 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.

Please note:

- All prices for our internet access services include the first connection to one point in your booth. Additional wiring to fan the main drops within your booth will be performed on a time and material basis.
- Do not forget to order the appropriate electrical service.
- 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.

Service	Connection Speed	Limit of Additional Addresses	Recommended Uses
Ethernet 256	256 kbps minimum	Includes 1 IP address, up to 6 additional can be ordered.	For up to 7 computers with low bandwidth needs (e-mail, 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
Ethernet 1.55	1.55 mbps dedicated	Includes 75 IP addresses	Full T1 speed for high bandwidth applications or large numbers of computers.
Additional Bandwidth	Add additional bandwidth to Ethernet 1.55	Please call to request more than 75 IP addresses.	For very high speed applications (video, CAD/CAM, etc.)
VLAN Connection (Virtual Local Area Network)	10 mbps (default) 100 mbps (additional charges may apply)	Please call for assistance	To create private networks to link locations throughout the McCormick Place Complex

Save time by ordering your utility services Online.
Visit Us At www.mccormickplace.com.



METROPOLITAN PIER AND EXPOSITION AUTHORITY 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.**
 - 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, its 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 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.
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.
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.



PLUMBING SERVICES

Order Form on page 17

Prices for codes 2200, 2201, 2202, & 2203 include ½ hour labor to install and ½ hour labor to remove up to the first two services only.

The FOCUS One Plumbers are responsible for all connections on the event floor.

Anchoring - All anchoring is done by the FOCUS One Plumbers. The exhibitor must submit a copy of their blueprints a minimum of 60 days prior to the event move-in date. Your blueprint and request must be faxed to FOCUS One at (312) 567-8294.

Removal of Hazardous Chemicals - Our FOCUS One Plumbers will pump these liquids into 55-gallon drums for disposal by your licensed waste hauler. **UNDER NO CIRCUMSTANCE SHOULD DISPOSAL OF HAZARDOUS CHEMICALS BE HANDLED IN ANY OTHER MANNER.**

Size of Service - Plumbers can provide any 1-inch service. Services larger than 1-inch are available with advance notice, and will incur additional labor charges. We do not stock metric plumbing fittings, tubing, nuts or bolts.

Venting - All venting is done by FOCUS One Plumbers. Venting is necessary for smoke, heat and obnoxious gases. If venting is required, contact FOCUS One at (312) 791-6113 for further information.

Welding - can be done either in your booth or in the FOCUS One Plumbing shop.

FACILITY PRESSURES TO KNOW

Compressed Air - Constant pressure of 100 pounds per square inch (psi). If an exhibitor needs more than 180 cfm, a second air line must be ordered.

Hose Pressure - All of our hoses are rated at 250 psi (pounds per square inch) bursting pressure, and any hoses brought in by clients must also have this rating.

Natural Gas - A one-inch gas line provides a constant one pound pressure per square inch.

Water Pressure - Constant pressure of 60 pounds per square inch (psi).

Drain - Four inch drainage is available in the floor.

BOTTLED GASES

We do not stock any bottled gasses on premise. Please call FOCUS One at (312) 791-6113 for a list of our available gases. Many of our gases require a minimum of two weeks advance notice, so please plan accordingly.

In order to comply with the City of Chicago Fire Code, all flammable gases, i.e. acetylene, hydrogen, methane, and anything red tagged, must be removed from the event floor during the evening. If you order any flammable gas from FOCUS One, we will remove, safely store, and return the tanks each morning at no additional cost to you. If you bring your own flammable gases, you must contact FOCUS One to make arrangements to remove, store, and return the tanks on a daily basis. **No propane, MAPP, or Butane in any size are permitted in McCormick Place.**

Plumbing Utility services for each building location are as follows:

	South		North				West		Lakeside		
	A1	A2	B1	B2	C1	C2	F1	F2	D1	D2	E
All Plumbing Utility Services From Floor	X	X	X		X		X	X	X	X	X
Plumbing Utility Services From Overhead with Drains in Floor				X		X					X



(312) 791-6113 (Office)

(312) 791-6159 (Fax)

focusone@mpea.com (E-Mail)

www.mccormickplace.com (Web)

FOCUS One Order Forms

You can order on-line at www.mccormickplace.com

If you are placing a Conventional Order, Complete and submit Forms OP1, SO1, and FT1.

If you would like to take advantage of our Smart Value Pricing, Complete and Submit Forms FT1, SV1, and the Smart Value Pricing Questionnaire, Parts 1 and 2.

If your event allows hanging items, complete and submit Form (HM 1) Items Weighing Over 500 lbs.

If you require overhead electrical service or hoist motors, be sure to order them from the Utility Service Order Form.

Please include your company name and booth number on all order forms.

PAYMENT POLICY

Your on-site representative must be aware of this payment policy and be prepared to make payment upon installation of our utility or Internet service(s). **Payment must be made by credit card, company check, travelers check or cash ONLY.** 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 (Op1). 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 utility or Internet services ordered, a cancellation fee in the amount of 10% of the value of the utility service ordered will be charged.

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

For partial cancellation of utility 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 utility or Internet service that has 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):
MPEA Trade Shows • 75 Remittance Drive, Suite 1335 • Chicago, Illinois 60675-1335
2. Via Overnight Express:
The Northern Trust Company • 350 North Orleans Street • Receipt & Dispatch 8th Floor
MPEA Trade Shows, Suite 1335 • Chicago, Illinois 60654
3. Fax To: (312) 791-6159
You may fax your complete order information. FOCUS One will return a confirmation notice of receipt of your faxed order confirmation.
4. Wire Transfer:
Northern Trust • ABA #071-000-152 • Account #86444 • MPEA M & O Account

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



Order and Payment Summary Form (OP1)

COMPANY NAME: _____ BOOTH #: _____
 ADDRESS: _____ PHONE #: _____
 CITY: _____ STATE: _____ ZIP: _____ FAX #: _____
 ORDER SUBMITTED BY: _____ DATE: _____
 ON-SITE CONTACT NAME: _____ CELL #: _____
 PLEASE PRINT
 E-MAIL: _____

FOR OFFICE USE ONLY

EVENT NAME: ASCO ANNUAL MEETING	DATE RECEIVED:
EVENT CODE: 13733- CLOMCP	ORDER #:
DEADLINE DATE: May 6, 2010	CUST #: CK AMT \$:
EVENT DATES: June 5-7, 2010	BATCH #: CK#:

WHEN ORDERING ANY UTILITY SERVICES, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE (FT1) AND THE UTILITY SERVICE ORDER FORM (SO1). PLEASE INDICATE BELOW THE METHOD OF PAYMENT YOU WILL BE USING FOR SERVICES PROVIDED. MAILING INSTRUCTIONS ARE FOUND ON PAGE 13. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.

PLEASE CHECK 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: "METROPOLITAN PIER & EXPOSITION AUTHORITY" PAYOR IS RESPONSIBLE FOR ANY SERVICE CHARGES.

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 AN ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL, AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW

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

ACCOUNT NO.: _____

EXPIRATION DATE: _____

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY/STATE/PROVINCE/ZIP: _____

PHONE: _____ EXT: _____

FAX: _____

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF 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

ACCOUNT NO.: _____

EXPIRATION DATE: _____

PERSONAL CREDIT CARD COMPANY CREDIT CARD

CARDHOLDER'S NAME: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

CARDHOLDER'S BILLING ADDRESS: _____

CITY/STATE/PROVINCE/ZIP: _____

PHONE: _____ EXT: _____

FAX: _____

CALCULATION OF ORDERS Sub-Total from each Order Section (Pages 15, 16, and 17)

ELECTRICAL	PG. 15	\$	
TELEPHONE	PG. 16	\$	
CABLE TV	PG. 16	\$	
INTERNET	PG. 16	\$	
*TEL/INT TAX	PG. 16	\$	
PLUMBING	PG. 17	\$	
BOTTLED GASES	PG. 17	\$	
GRAND TOTAL		\$	

*SUBJECT TO CHANGE WITHOUT NOTICE. YOUR SIGNATURE ON THIS FORM INDICATES YOU HAVE READ AND FULLY UNDERSTAND OUR PAYMENT POLICY AND TERMS & CONDITIONS ON PAGE 13.

FOCUS One
 312-791-6113 (Office)
 312-791-6159 (Fax)
 focusone@mpea.com (E-mail)
 www.mccormickplace.com (Web)
LABOR NOT INCLUDED

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

Remove this page and return with your completed order forms.



Utility Service Order Form (So1)

Order Number: _____

Event Name: **ASCO ANNUAL MEETING**

Event Dates: **June 5-7, 2010**

Company Name: _____

Booth/Space#: _____

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

ELECTRICAL SERVICES						
STANDARD SERVICE 120 VOLT SINGLE PHASE - FLOOR						
CODE	QTY	DESCRIPTION	CONNECTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1103		120V 500 WATT	Multiple	\$89.00	\$133.00	
1104		120V 500 WATT 24-HR	Multiple	\$180.00	\$270.00	
1110		120V 15A SERVICE	Multiple	\$208.00	\$312.00	
1111		120V 15A SERVICE 24-HR	Multiple	\$415.00	\$623.00	
1112		120V 20A SERVICE	One	\$246.00	\$369.00	
1113		120V 20A SERVICE 24-HR	One	\$492.00	\$739.00	
1114		120V 30A SERVICE	One	\$397.00	\$595.00	
1115		120V 30A SERVICE 24-HR	One	\$806.00	\$1210.00	
STANDARD SERVICE 120 VOLT SINGLE PHASE - OVERHEAD						
CODE	QTY	DESCRIPTION	CONNECTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1210		120V 15A SERVICE	Multiple	\$208.00	\$321.00	
1211		120V 15A SERVICE 24-HR.	Multiple	\$427.00	\$642.00	
1212		120V 20A SERVICE	One	\$253.00	\$380.00	
1213		120V 20A SERVICE 24-HR.	One	\$507.00	\$761.00	
1214		120V 30A SERVICE	One	\$409.00	\$613.00	
1215		120V 30A SERVICE 24-HR.	One	\$830.00	\$1246.00	
208 VOLT SINGLE PHASE SERVICE - FLOOR						
NOT AVAILABLE IN HALLS B2 AND C2						
CODE	QTY	DESCRIPTION	CONNECTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1126		208V 30 A SERVICE	One	\$415.00	\$623.00	
1127		208V 30 A SERVICE 24-HR	One	\$830.00	\$1245.00	
1120		208V 60 A SERVICE	One	\$454.00	\$681.00	
1121		208V 60 A SERVICE 24-HR	One	\$909.00	\$1364.00	
208 VOLT SINGLE PHASE SERVICE - OVERHEAD						
CODE	QTY	DESCRIPTION	CONNECTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1226		208V 30A	One	\$427.00	\$642.00	
1227		208V 30A 24-HR.	One	\$855.00	\$1282.00	
1220		208V 60A	One	\$468.00	\$701.00	
1221		208V 60A 24-HR.	One	\$936.00	\$1405.00	
1222		208V 100A	One	\$909.00	\$1364.00	
1223		208V 100A 24-HR.	One	\$1818.00	\$2727.00	
1224		208V 200A	One	\$1818.00	\$2727.00	
1225		208V 200A 24-HR.	One	\$3638.00	\$5457.00	
208 VOLT THREE PHASE SERVICE - FLOOR						
NOT AVAILABLE IN HALLS B2 AND C2						
CODE	QTY	DESCRIPTION	CONNECTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1136		208V 30A 3PH	One	\$543.00	\$814.00	
1137		208V 30A 3PH 24-HR.	One	\$1086.00	\$1628.00	
1130		208V 60A 3PH	One	\$588.00	\$882.00	
1131		208V 60A 3 PH 24-HR.	One	\$1176.00	\$1764.00	
208 VOLT THREE PHASE SERVICE - OVERHEAD						
CODE	QTY	DESCRIPTION	CONNECTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1236		208V 30A 3PH	One	\$559.00	\$838.00	
1237		208V 30A 3PH 24-HR.	One	\$1119.00	\$1677.00	
1230		208V 60A 3PH	One	\$606.00	\$908.00	
1231		208V 60A 3PH 24-HR.	One	\$1211.00	\$1817.00	
1232		208V 100A 3PH	One	\$959.00	\$1438.00	
1233		208V 100A 3PH 24-HR.	One	\$1918.00	\$2877.00	
1234		208V 200A 3PH	One	\$1918.00	\$2877.00	
1235		208V 200A 3PH 24-HR.	One	\$3836.00	\$5754.00	
1252		208V 400A 3PH	One	\$3598.00	\$5397.00	
1253		208V 400A 3PH 24-HR.	One	\$7194.00	\$10790.00	

ELECTRICAL SERVICES						
480 VOLT THREE PHASE SERVICE - FLOOR						
NOT AVAILABLE IN HALLS B2 AND C2						
CODE	QTY	DESCRIPTION	CONNECTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1148		480V 30A 3PH	One	\$627.00	\$941.00	
1149		480V 30A 3PH 24-HR.	One	\$1254.00	\$1880.00	
1146		480V 60A 3PH	One	\$851.00	\$1276.00	
1147		480V 60A 3PH 24-HR.	One	\$1702.00	\$2552.00	
1140		480V 100A 3PH	One	\$986.00	\$1479.00	
1141		480V 100A 3PH 24-HR.	One	\$1971.00	\$2957.00	
480 VOLT THREE PHASE SERVICE - OVERHEAD						
CODE	QTY	DESCRIPTION	CONNECTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1248		480V 30A 3PH	One	\$627.00	\$941.00	
1249		480V 30A 3PH 24-HR.	One	\$1254.00	\$1880.00	
1246		480V 60A 3PH	One	\$851.00	\$1276.00	
1247		480V 60A 3PH 24-HR.	One	\$1702.00	\$2552.00	
1240		480V 100A 3PH	One	\$986.00	\$1479.00	
1241		480V 100A 3PH 24-HR.	One	\$1971.00	\$2957.00	
1242		480V 200A 3PH	One	\$1971.00	\$2957.00	
1243		480V 200A 3PH 24-HR.	One	\$3942.00	\$5913.00	
1244		480V 400A 3PH	One	\$3942.00	\$5913.00	
1245		480V 400A 3PH 24-HR.	One	\$7885.00	\$11827.00	
SUPPLEMENTARY ELECTRICAL SERVICES						
CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL	
1160		Light Tower 9 Ft. high - 4-90 watt Halogen Lamps (South Building Only) 3-250 Watt Quartz Lamps. (North & Lakeside Buildings Only) 4-150 Watt Incandescent Floods (North and Lakeside Buildings Only)	\$209.00	\$314.00		
1161		500 Watt Quartz Light* (Available in Hall E1-Lakeside Center Only) (Includes required electrical service.)	\$238.00	\$357.00		
1162		1000 Watt Par-Can Light (Requires par-can locations with this order). Floor plan with Par-Can locations must be received no less than 10 business days prior to the first day of move in, or labor will not be included.	\$353.00	\$530.00		
1163		Gooseneck Light (Requires hard back wall. Does not include power and labor. Requires Electrical Service to be ordered.)	\$35.00	\$53.00		
1270		Truss per Linear Foot/per 5 days	\$16.00			
		Additional Truss Rental (per linear foot/per 5 days)	\$8.00			
1280		Hoist Motors	\$331.00			

SUB-TOTAL HERE AND ON PAGE 14

REFER TO PAGE 3 FOR MORE INFORMATION.
LABOR RATES ARE EFFECTIVE: JULY 1, 2009 - JUNE 30, 2010

LABOR RATES
\$99.00/HR STRAIGHT TIME
\$138.00/HR OVERTIME
\$178.00/HR DOUBLE TIME
EQUIPMENT RATES
\$137.00/HR AERIAL LIFT
\$69.00/HR SCISSOR LIFT

UTILITY PRICES DO NOT INCLUDE LABOR OR AERIAL LIFT TIME

IF NO UTILITY PORTS ARE IN YOUR BOOTH, YOUR SERVICES ARE PROVIDED FROM THE CLOSEST SOURCE. YOU PAY THE ADDITIONAL COSTS TO BRING THE SERVICES TO YOUR BOOTH.

Remove this page and return with the Order and Payment Summary Form (OP1) and Floor Plan Template (FT1) form



Utility Service Order Form (So1) Continued

Event Name: **ASCO ANNUAL MEETING** Event Dates: **June 5-7, 2010**

COMPANY NAME: _____ BOOTH #: _____
 ADDRESS: _____ PHONE #: _____
 CITY: _____ STATE: _____ ZIP: _____ FAX #: _____
 ORDER SUBMITTED BY: _____ DATE: _____
 ON-SITE CONTACT NAME: _____ CELL #: _____
 E-MAIL: _____

PLEASE PRINT

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

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 one 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 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		AUDIX (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 name should appear

SUB-TOTAL HERE AND ON PAGE 14

CABLE TELEVISION SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
1560		CABLE ACCESS	\$238.00	\$357.00	
1570		EACH ADD. CONNECTION/EXT FROM THE MAIN SERVICE	\$31.00	\$46.00	

SUB-TOTAL HERE AND ON PAGE 14

TAX BREAKDOWN

7% State excise, 0.50% State infrastructure, 6.5% City excise

DIGITAL INTERNET SERVICES

All services include the installation of ONE 10BaseT 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.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3351		ETHERNET 256 - 256 kbps** connection speed, includes one static address. Up to 6 additional static TCP/IP addresses can be added to this service.	\$1000.00*	\$1300.00*	
3369		ETHERNET 512 - 512 kbps** connection speed, includes 5 static addresses. Up to 6 additional static TCP/IP address can be added to this service.	\$2000.00*	\$2300.00*	
3352		ETHERNET 768 - 768 kbps** connection speed (half the speed of a T1). Includes 11 static addresses. Up to 12 additional TCP/IP addresses can be added to this service.	\$2800.00*	\$3000.00*	
3353		DEDICATED ETHERNET 1.55 - A dedicated 1.55 mbps** (T1 speed) connection. Includes 29 static and fully routable TCP/IP addresses.	\$5600.00*	\$5900.00*	
ADDITIONAL SERVICES					
3368		ADDITIONAL BANDWIDTH - Add speed to the Dedicated Ethernet 1.55 Per MBPS. 1.55 Dedicated service only	Call for assistance	CALL TODAY!	
3366		VLAN CONNECTION - We can create a private network just for you. Our extensive fiber backbone allows for connectivity throughout the McCormick Place complex.	Call for assistance	CALL TODAY!	
3354		ADDITIONAL TCP/IP ADDRESS - Do you need to add additional computers to your Internet service? Purchase one per additional computer up to the limit for your level of service.	\$125.00*		
3358		HUB RENTAL - If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 12, 16, and 24 port varieties at \$125, \$150, \$200 and \$250 each.	8 - \$125		
3376	12 - \$150				
3377	16 - \$200 24 - \$300				
3367		FIREWALL RENTAL - We offer Cisco Pix® firewalls. Includes basic programming. Special configuration extra.	\$500.00		
3378		WIRELESS ACCESS POINT RENTAL - We offer Cisco 1200® Series Wireless Access Points for rent. Note that this is a device rental and does not provide internet connectivity - please order an Internet service above.	\$300.00		

SUB-TOTAL HERE AND ON PAGE 14

** See terms and conditions. We cannot guarantee connection speeds on the Internet. Speeds listed are between 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.

Remove this page and return with the Order and Payment Summary Form (OP1) and Floor Plan Template (FT1) form



Utility Service Order Form (So1) Continued

Remove this page and return with the Order and Payment Summary Form (OP1) and Floor Plan Template (FT1) form

Order Number: _____

Event Name: ASCO ANNUAL MEETING

Event Dates: June 5-7, 2010

Company Name: _____

Booth/Space#: _____

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

PLUMBING SERVICES					
CODE	QTY	DESCRIPTION	ADVANCED RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
2200		WATER 1" = 35 GPM Number of Connections _____ Size of Connections _____	\$436.00	\$654.00	
2201		DRAIN Number of Connections _____ Size of Connections _____	\$436.00	\$654.00	
2202		COMPRESSED AIR 1" = 180 CFM Number of Connections _____ Size of Connections _____	\$487.00	\$731.00	
2203		NATURAL GAS 1" = 1 lb. Number of Connections _____ Size of Connections _____	\$448.00	\$672.00	
WATER FILLING AND DRAINING					
2306		1 to 50 GALLONS	\$62.00	\$93.00	
2300		51 to 149 GALLONS	\$227.00	\$340.00	
2301		150 to 299 GALLONS	\$341.00	\$511.00	
2302		300 to 999 GALLONS	\$626.00	\$939.00	
2303		1000 to 4,999 GALLONS	\$750.00	\$1125.00	
2304		5,000 to 14,000 GALLONS	\$1137.00	\$1706.00	
2305		Over 14,000 GALLONS	CALL	CALL	
		VENTING TO ATMOSPHERE Size of Flu Pipes _____ Draft inducer Required? Y N	CALL	CALL	

BOTTLED GASES

WE CAN SUPPLY A COMPLETE LINE OF ANY 2,3, OR 4 MIXTURES AND QUANTITY WITH ADVANCE NOTICE. WE DO NOT STOCK ANY BOTTLED GASES ON PREMISE. MANY OF OUR GASES REQUIRE A MINIMUM OF 2-WEEKS NOTICE.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT
2026		Argon - 336 cu. ft.	\$165.00	\$247.00
2131		CO2 Tank G Size 50 lb.	\$142.00	\$214.00
2052		Helium - 244 cu. ft.	\$170.00	\$255.00
2135		Helium "T" Tank 291 cu. ft.	\$178.00	\$267.00
2073		Nitrogen - 230 cu. ft.	\$135.00	\$202.00
2075		Nitrogen Ultra High Purity Grade 5 230 cu. ft.	\$191.00	\$286.00
2159		Nitrogen Pre-purified "T" Tank Grade 4.8-304 cu.ft.	\$171.00	\$256.00
2078		Nitrogen Cradles (12 Tanks) w/ Demurrage - 3584 cu. ft.	\$677.00	\$1015.00

SUB-TOTAL HERE AND ON PAGE 14

Bottled Gases and Medical Grade Gases can be ordered online at www.mccormickplace.com.

For more information please call (312) 791-6113

A 2-WEEK NOTICE IS REQUIRED FOR THE FOLLOWING RENTAL ITEMS:

2000	SINK RENTAL DOUBLE	\$121.00	N/A	
2001	SINK RENTAL SINGLE	\$63.00	N/A	
2002	WATER HEATERS (6 gallons) *	\$121.00	N/A	
2102	WATER HEATERS (52 gallons) *	\$144.00	N/A	
2105	WATER HEATERS (82 gallons) *	\$169.00	N/A	
2003	FIRE EXTINGUISHERS (ABC)	\$35.00	N/A	
	***Recharge Fire Extinguishers	\$24.00	N/A	
2004	BALLOON BLOWERS	\$35.00	N/A	
2005	AIR BLOW GUN	\$35.00	N/A	
2006	AIR REGULATOR	\$35.00	N/A	
2007	WATER REGULATOR	\$60.00	N/A	
2008	GAS REGULATOR	\$35.00	N/A	
2010	WATER FILTER	\$35.00	N/A	
2013	TANK STANDS	\$35.00	N/A	
2014	SUMP PUMPS	\$35.00	N/A	
2015	GASOLINE OR ELECTRIC WELDER	\$62.00	N/A	
2018	FAUCET	\$35.00	N/A	
2019	BASKET STRAINER	\$16.00	N/A	

SUB-TOTAL HERE AND ON PAGE 14

IMPORTANT:

REFER TO PAGE 18 FOR FLOOR PLAN TEMPLATE (FT1)

PLEASE SUBMIT A SEPARATE FLOOR PLAN FOR PLUMBING SERVICES.

• IF THERE ARE NO UTILITY PORTS IN YOUR BOOTH, YOUR SERVICES ARE PROVIDED FROM THE CLOSEST SOURCE. YOU PAY THE ADDITIONAL COSTS TO BRING THE SERVICES TO YOUR BOOTH.

• UTILITIES MAY BE DRAWN FROM YOUR BOOTH FOR A NEIGHBORING EXHIBIT EVEN THOUGH YOU HAVE NOT ORDERED PLUMBING CONNECTIONS FOR YOUR BOOTH.

*** ALL WATER HEATERS REQUIRE AN ELECTRICAL CONNECTION. PLEASE CONTACT FOCUS ONE TO IDENTIFY THE CORRECT REQUIRED ELECTRICAL SERVICE.**

Floor Plan Template (FT1)

(for Conventional Orders and *Smart Value Pricing*)

Event Name: ASCO ANNUAL MEETING	Event Dates: June 5-7, 2010
Deadline Date: May 6, 2010	Company Name: _____
Booth #: _____	Phone #: _____
Fax #: _____	On-Site Contact Name: _____
Contact Arrival Date: _____	
Equipment Delivery Date: _____	Carper Installation Date: _____

Remove this page and return with the Order and Payment Summary Form (OP1)







Using the legend below, please complete this form for all utility services you order. A change of location on an installed or partially installed utility 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.
- **Submit one floor plan copy for each utility service ordered (e.g. 4 copies if ordering electrical, telephone, Internet & plumbing services).**
- Be sure to check in at the FOCUS One Service Desk upon your arrival to notify our staff when you are ready for your services.

Adjacent Booth # _____

Adjacent Booth # _____

ELECTRICAL

-  480V ELECTRICAL OUTLET
-  208V ELECTRICAL OUTLET
-  120V ELECTRICAL OUTLET
-  TELEPHONE JACKS
-  INTERNET ACCESS
-  CABLE T.V.

Aisle COMMENTS

PLUMBING

- CAL COMPRESSED AIR LINE (Diameter in inches)
- WL WATER LINE (Diameter in inches)
- DL DRAIN LINE (Diameter in inches)
- NG NATURAL GAS

BOOTH DIMENSIONS
(L) X (D)
Length Depth



Smart Value Pricing Quote Sheet - (SV1)

USE THIS FORM FOR SMART VALUE PRICING QUOTE ONLY

*** THIS IS NOT YOUR UTILITY ORDER FORM ***

To obtain a **Smart Value Pricing** quote, complete this form and fax it, **along with your detailed, dimensioned floor plan to us**. We will return a price quote that includes the installation and removal of the services you have requested in the locations specified.

Event Name: ASCO ANNUAL MEETING Event Dates: June 5-7, 2010

COMPANY NAME: _____	BOOTH #: _____
ADDRESS: _____	PHONE #: _____
CITY: _____ STATE: _____ ZIP: _____	FAX #: _____
SUBMITTED BY: Mr. _____ Ms. _____ Mrs. _____	E-MAIL: _____
BOOTH SIZE: (Length by Width) _____	HALL: (circle one) South West North Lakeside Center

Summary of Utility Services Required (use additional paper if not enough room is available)

Type of Service	Quantity	Utility Ordering Code (Use SO1 for specific service codes)
ELECTRICAL		
TELEPHONE		
INTERNET - If you are requesting Internet services, call FOCUS One Internet Technical Service Section at (312) 567-8060.		
PLUMBING		

Return this form via fax to FOCUS One (312) 567-8294. This price quote may not apply if there are changes to the utility services you actually require, or if their locations change. Refer any questions to (312) 791-6452, or E-mail us at Smartvaluepricing@mpea.com.

Remove this page and return with the Smart Value Pricing Questionnaire



Smart Value Questionnaire (Part 1)

Event Name: **ASCO ANNUAL MEETING**

Event Dates: **June 5-7, 2010**

COMPANY NAME: _____ **BOOTH #:** _____ **BOOTH SIZE (WXL):** _____

Please answer the following questions and return this form, along with the **Smart Value Price** Quote Sheet (SV1) to the FOCUS One Estimators (fax: (312) 567-8294) on or before the deadline date to receive a quote. Be sure to include all specific requirements or characteristics about your booth. **In order to provide you with the most accurate quote, the questionnaire must be filled out completely and accompanied by a detailed dimensioned drawing that includes a layout of equipment and services.** If you have any questions regarding **Smart Value Pricing**, call the FOCUS One Estimators at (312) 791-6452.

1. Are you using an EAC (Exhibitor Appointed Contractor) to set-up your booth? YES NO
If yes, company name: _____

Contact Name: _____ Phone: _____ Fax#: _____

2. Has this exhibit been set-up for a show before? YES NO
If yes, has this exhibit been set-up for a show at McCormick Place/Navy Pier? YES NO

3. Please use the blank calendar below to show your schedule for move-in and move-out as shown in the example. Indicate the dates in the blanks provided and be sure to include the following: Floor layout, Equipment delivery, Carpet installation, Interconnections, Completion date, show dates, and Dismantle date.

EXAMPLE

Monday	Tuesday	Wednesday	Thursday	Friday
4/1	4/2	4/3	4/4	4/5
8 AM - Floor Layout 1 PM - Carpet installation	8 AM - Equipment Delivery 10AM - Connect machinery	8 AM - Continue machinery and install lighting 2hrs.-Overtime	Completion date 8 AM - finish work in booth, focus lighting	Show Opens

(If more room is necessary, please use separate paper)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
___/___	___/___	___/___	___/___	___/___	___/___	___/___
___/___	___/___	___/___	___/___	___/___	___/___	___/___
___/___	___/___	___/___	___/___	___/___	___/___	___/___

4. Do you plan to work overtime or double time during the installation of the booth? YES NO

5. Do you plan to work overtime or double time during the dismantling of the booth? YES NO
If you answered yes to either of the above questions, please indicate on the calendar which days that work will occur similar to the example. Note that your **Smart Value Price** quote will be based at Straight time labor rates unless you indicate otherwise. If no indication of Overtime or Double time is made and work is done on Overtime or Double time, you will be billed the difference between the rates.

6. Will you need any electricians for standby during the run of the show? YES NO

7. Will you require an electrical foreman? YES NO

8. Will you require the use of an aerial platform (over 25') / scissors lift (under 25') for installation other than what is required for us to install overhead services? YES NO If yes, please specify: _____

Please continue to Part 2

Remove this page and return with the Floor Plan Template (FT1) form

Smart Value Questionnaire (Part 2)

10. Will you require any 24-hour power during move-in or the show? YES NO
11. Do you have any specific requirements we need to be aware of that may affect your **Smart Value Pricing**?
12. Please check any of the following that are part of your exhibit:

Items	Quantity/Dimensions	Power Requirements (Volts, Amps, Wattage, Phase)
Aerial Truss If yes, Will you need to rent <input type="checkbox"/> <input type="checkbox"/> YES <input type="checkbox"/> NO	Feet of truss _____ # of motors _____	
Par Cans (SUPPLIED BY EXHIBITOR) <input type="checkbox"/>		
Track Lighting <input type="checkbox"/>	# of tracks _____ # of lights _____	
Low Voltage Light Fixtures <input type="checkbox"/>		
Fluorescent Fixtures <input type="checkbox"/>		
Wall Mounted Light Fixtures <input type="checkbox"/>		
Kiosks with Lighting & Power <input type="checkbox"/>		
Light Boxes/Duratrans <input type="checkbox"/>		
TV's, VCR's and DVD's <input type="checkbox"/>		
Plasma Screens <input type="checkbox"/>		
Video Wall <input type="checkbox"/>	# of video monitors _____	
Sound System <input type="checkbox"/>	# of mics _____ # of speakers _____	
Distribution Panel(s) (Must be supplied by customer) <input type="checkbox"/>	# of panel(s) _____ # of circuits from panels _____	
Hanging Electrical Signs (see HM1) <input type="checkbox"/>		
Rotating Electrical Signs <input type="checkbox"/>		
Machinery <input type="checkbox"/>		
Computers <input type="checkbox"/>		
Computer Network Cabling <input type="checkbox"/>		
220-volt European Lighting <input type="checkbox"/>		
Other (specify) <input type="checkbox"/>		

Please note your **Smart Value Price** quote will be based on the list of electrical items you provide. If additional electrical items not listed require installation in your booth, the labor, equipment, and/or services required for that installation will be billed in addition to the **Smart Value Price** quote.

13. Will you require a Water Fill & Drain? YES NO If yes, how many containers and what size is each container? _____
- Will any of the pump-out fluids need to be disposed in barrels? YES NO If yes, how many barrels? _____
14. Will you require any plumbing interconnections (per the show labor rules)? YES NO If yes, how many interconnections and what is your time estimate? _____

	# of Lines	Total # of connections	Size of connections (NPT only)	Flow rates for connections
Water Lines				GPM
Drain Lines				GPM
Compressed Air Lines				GPM

Please send any enlarged drawings, (i.e. blueprints, floor/electrical plans), that are to be considered for **Smart Value Pricing** to the following address: McCormick Place - FOCUS One Estimators • 2301 South Lake Shore Drive • Chicago, IL 60616 or E-mail: Smartvaluepricing@mpea.com.

Remove this page and return with the Floor Plan Template (FT1) form



HANGING ITEMS APPROVAL/REQUEST FORM (HM 1)

COMPANY NAME: _____ BOOTH #: _____
 ADDRESS: _____ PHONE #: _____
 CITY: _____ STATE: _____ ZIP: _____ FAX #: _____
 CONTACT NAME: _____ E-MAIL: _____

PLEASE PRINT

EVENT NAME: **ASCO ANNUAL MEETING**
 HANGING ITEM DEADLINE DATE: **May 6, 2010**
 EVENT DATES: **June 5-7, 2010**

McCORMICK PLACE HANGING ITEMS RULES & REGULATIONS

These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.

- The top of the hanging material may not exceed the height limitation specific to your booth type, building, and/or specific show rules.
- All hanging items, regardless of size, should be constructed of lightweight materials to allow greater flexibility and ease of installation.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the MPEA Assistant Director of Fire Safety at (312) 791-6079.
- Hanging material pick-points must be pre-fabricated and ready for use.
- The exact placement of any hanging items shall be determined by FOCUS One to insure minimum stress to the supporting framework and avoid contact with fire retardant beams.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to the City of Chicago Electrical Codes.
- We reserve the right to refuse to hang any items that do not meet safety specifications. We will only hang items with approved hanging devices and cables that meet our hanging items guidelines.
- FOCUS One will provide truss on a "first-come, first-serve" rental basis only. Should we exhaust our supply of on-hand truss and have to rent more, additional charges may apply. In those instances, a FOCUS One representative will notify you.
- Rental prices for hoist motors include the electrical service, but do not include labor, truss or rigging materials.
- The use of MIS, Octonorm or similar component systems for hanging signs is not permitted at our facilities.**

ITEM DESCRIPTION, SIZE & WEIGHT

For items other than banners, please include a floor plan containing detailed information so hanging point can be determined.

- TYPE:**
- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Cloth Banner | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Non-Electrical |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Other (specify) _____ |

RETURN THIS FORM WITH PLACEMENT LAYOUT TO:
MCCORMICK PLACE - FOCUS ONE
2301 S. LAKESHORE DRIVE, CHICAGO, IL 60616
Fax (312) 567-8294

- SHAPE:**
- | | |
|--|-----------------------------------|
| <input type="checkbox"/> Square | <input type="checkbox"/> Triangle |
| <input type="checkbox"/> Rectangle | <input type="checkbox"/> Circle |
| <input type="checkbox"/> Other (specify) _____ | |

- SIZE:** Height _____ Length _____
 Width _____ Weight (in lbs.) _____

Note: MIS Signs not permitted

- Does your item require a hoist motor (s)? Yes No
 Does your item require assembly? Yes No
If assembly is required set up plans must be provided.

- Does the hanging item rotate? Yes No

Remove this page and return with the Floor Plan Template (FT1) form

LABOR

In no other center in the country will you find the level of skilled labor that we have in Chicago. We have a “can do” attitude that has become a standard of excellence.

McCormick Place Labor Work Rules: Not all labor services are contracted through McCormick Place. McCormick Place FOCUS One provides electrical, communication services, plumbing and Internet services. The official service contractor to the event provides drayage, decoration, rigging, carpentry and freight movement.

Non-McCormick Place Work Rules: The Show Manager has selected an official service contractor to perform the following tasks: drayage, decorating, freight unloading and loading, rigging and carpentry. The trades’ people who perform these functions are hired by the official service contractor and are not employed by McCormick Place.

An exhibitor or a full-time employee of the exhibitor is allowed to do much more of their own work. In a booth of 300 sq. ft. or less, an exhibitor may do his/her own assembly and decorating work if they so choose. An exhibitor’s full-time employee may work along with a laborer in assisting with the installation and dismantling of a booth of 300 sq. ft. or less. However, carpenters or decorators must perform work involving the use of power tools or ladders. This change in work rules does not mean you must do this work yourself. You may continue to have this work done by the official service contractor’s workers or an Exhibitor Appointed Contractor (EAC).

Decorator crew size has also been reduced from 4 workers to 3 for aerial sign hanging jobs, unless safety is a concern.

Carpenters and Decorators are now organized into a single unified labor force who will work across traditional union jurisdictional lines. As a result, exhibitors will only need to place one request to obtain the labor required to set up a booth. This translates into faster service and greater efficiency.

- **Carpenters:** Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging structural signs; recreating exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs; and the installation of structural signs.
- **Cleaning:** The event’s official service contractor is responsible for and provides overall cleaning in the exhibit hall. It is the exhibitor’s responsibility to hire porter service through the service contractor to provide carpet and booth cleaning or to pick up excess debris during show hours. However, if an exhibitor leaves excessive debris behind at the end of an event, McCormick Place will dispose of it and bill the exhibitor for the service accordingly. Excess debris includes literature, lumber, skids and pallets, carpet and products or waste from a product or demonstration.
- **Decorators:** Responsible for hanging all signs and installing all drape, cloth and/or tacked fabric panels. Decorators are also responsible for Velcro signs used in a booth that require tools or more than one person for installation. Exhibitors may hang their own signs using any other type of fastener as long as no tools or ladders are required and the total time to hang the sign does not exceed ½ hour. Exhibitors may also skirt tables provided they do it with their own custom-fit skirts without the use of staples, snaps or Velcro.

Note: Structural signs and electrical signs are the responsibility of carpenters and FOCUS One electricians respectively.

- **Projectionists:** Responsible for load-in, set-up, staging and striking of any and all equipment, including but not limited to motion picture, video, holography, laser, slide and film used for the projection of an image on a screen or surface.



- **Riggers:** Responsible for uncrating, unskidding, positioning and reskidding all machinery. Exhibitors may carry in computers and appliances provided the movement may be reasonably done by hand. Exhibitors may remove small computers and appliances from crates or boxes provided work is done without a forklift or any power equipment. Exhibitors removing large items, which require the use of tools to release/remove restraining straps, would require rigging labor.
- **Stagehands:** Responsible for public performances of theatrical events that require temporary installation of lighting and audio equipment, including the installation, operation and removal of such equipment.
- **Teamsters:** Responsible for the handling of all material (except machinery) in and out of the exhibit hall. Exhibitors may carry in small packages, including pop-up booths, provided they can be hand-carried. Four wheel dollies are not permitted. Questions regarding the movement of freight should be directed to the official service contractor at the show.

Other Non-McCormick Place Labor: Services such as AV equipment, photography, florists, booth security and water coolers can be contracted through your event's service contractors. Refer to your Exhibitor Manual or contact Show Management for ordering information.

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 FOCUS One.
- Non-domestic, endangered or exotic animals: Again, use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also

Balloons and Radio-Operated Air

- 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.

Exhibitor Appointed Contractors

- EAC employees are not "exhibitors". Therefore, an employee of an EAC cannot perform tasks allowed to "exhibitors".
- Employees of an EAC are not permitted to wear exhibitor badges.
- EAC's are required to register annually with the Metropolitan Pier and Exposition Authority, who governs McCormick Place. For further details, contact McCormick Place at (312) 791-6456.

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.

Privately Owned Vehicles

- The unloading of any materials from a POV must be done at the loading dock only and orchestrated by the general contractor from the marshalling yard.
- POVs cannot stand or wait at any gate in any tunnel of any building. These gates are designed for passenger drop-off and pick-up. For safety and to maintain efficient traffic movement throughout the event, vehicles left unattended in any tunnel or taxi gate will be towed.

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

- 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 foam, 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.

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.	Max Dimensions	Yes	Yes	No	Yes
2.	Second Level	Yes	Yes	No	No
3.	Exit Stairways	Yes	Yes	No	No
4.	Smoke Detectors	Yes	Yes	Yes	Yes
5.	Fire Extinguishers	Yes	Yes	Yes	Yes
6.	Fire Guards	No	Yes	No	Yes
7.	Posted Certificate of Fire Retardancy	No	Yes	No	Yes
8.	Certified Approval	Yes	Yes	No	No
9.	Fire Marshall Review	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.



UTILITY ORDERING GUIDE SURVEY

Dear Customer,

Pleasing you is one of the most important parts of our job. We are always looking for ways to improve our Utility service. Our objective is the continued development of a more user friendly Utility Ordering Guide. For this reason, we are asking for your assistance with any suggestions or comments you feel would enable us to accomplish this. Please take a minute to help us better serve you.

Optional

Your Name: _____ Telephone Number: _____

Company Name: _____ Booth Number: _____

Event Name: _____

Please circle one

1. Was the Guide user friendly? Yes No

2. Did you call our Call Center (312) 791-6113 for assistance? Yes No

3. Was the Call Center knowledgeable and helpful in assisting you? Yes No

4. Did you opt to use our \$mart Value Pricing? If not, why? Yes No

(Please Explain) _____

5. Would you change anything about the format of this Guide? Yes No

If so, what would you change? _____

Additional comments

Please return this survey with your Utility Service Order Forms via mail or fax it to us @ (312) 791-6159.

Thank You!
The MPEA FOCUS One Team



Want a guaranteed price for all your utilities and utility labor?

Want to know your utility costs, including labor, before you arrive?

Ask us about
Smart Value Pricing!!!

Smartvaluepricing@mpea.com