



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	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