2019 EXHIBITOR ORDER FORM

All rates subject to change without notice.

<table>
<thead>
<tr>
<th>Exhibitor/Organization:</th>
<th>Name of Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Date(s):</td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>Booth Number:</td>
</tr>
<tr>
<td>On Site Contact:</td>
<td>Function Room:</td>
</tr>
<tr>
<td>E-Mail:</td>
<td>Setup Time:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Teardown Time:</td>
</tr>
</tbody>
</table>

**ELECTRICAL SERVICES**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Strip (5 Outlets, Up to 15 Amps)</td>
<td>$85 (includes labor)</td>
</tr>
<tr>
<td>Extension Cord (1 Outlet, Up to 15 Amps)</td>
<td>$50 (includes labor)</td>
</tr>
<tr>
<td>20 Amp Service (1 Outlet, Up to 20 Amps)</td>
<td>$200 (includes labor)</td>
</tr>
</tbody>
</table>

**If you require more power than listed, please contact Anita Paljetak, Senior Catering Manager, at anita.paljetak@ihg.com with your power needs and pricing will be provided.**

Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits is prohibited. Under no circumstances shall anyone other than the Hotel electrician make any electrical connections. The chief electrician has the right to refuse any connection where wiring constitutes a fire hazard.

**FedEx Office Package Shipping Information**

Please contact the FedEx Office with any questions at (312)-595-0768 or usa5589@fedex.com

**Shipping Information:**

Any boxes shipped to the hotel must be clearly labeled in the format below.

**Hold for: (Guest Name) (Guest Cell Phone)**

c/o FedEx Office at InterContinental Chicago Magnificent Mile

505 North Michigan Avenue, Chicago, IL 60611

(Convention/Conference/Group/Event Name)

**Inbound:**

All packages shipped directly to the Hotel will be received by the onsite FedEx Office and will incur handling charges based on the scale listed below. Packages should arrive no sooner than 2 days prior to the start of the event. Storage fees will be assessed on packages stored more than 5 days.

**Outbound:**

All packages shipped directly to the Hotel will be shipped by the onsite FedEx Office and will incur handling charges based on the scale listed below. Packages must be sealed with a completed carrier airbill before drop-off/pick-up by FedEx Office for delivery. Outbound packages to be picked up by a third party courier should be coordinated with FedEx Office team member ahead of time. Outbound handling fees will be applied to all packages, regardless of carrier, in addition to shipping/transportation cost.

**Package Handling Fees**

<table>
<thead>
<tr>
<th>PACKAGE WEIGHT</th>
<th>PACKAGE PICKUP OR DROP-OFF BY GUEST</th>
<th>PACKAGE PICKUP OR DELIVERY BY FEDEX OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes up to 1.0 lb.</td>
<td>$2.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>0.0 – 1.0 lb.</td>
<td>$2.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>1.1 – 10.0 lbs.</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>10.1 – 20.0 lbs.</td>
<td>$15.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>20.1 – 30.0 lbs.</td>
<td>$20.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>30.1 – 40.0 lbs.</td>
<td>$25.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>40.1 – 50.0 lbs.</td>
<td>$25.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>50.1 – 60.0 lbs.</td>
<td>$35.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>60.1 – 150.0 lbs.</td>
<td>$35.00</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

| Pallets & Crates | $250.00 or $0.75/lb. > 333 lbs. | $250.00 or $0.75/lb. > 333 lbs. |

**Package Storage Fees**

<table>
<thead>
<tr>
<th>PACKAGE WEIGHT</th>
<th>STORAGE FEE AFTER 5 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Envelopes up to 1.0 lb.</td>
<td>No Charge</td>
</tr>
<tr>
<td>0.0 – 10.0 lbs.</td>
<td>$5.00</td>
</tr>
<tr>
<td>10.1 – 30.0 lbs.</td>
<td>$10.00</td>
</tr>
<tr>
<td>30.1 – 60.0 lbs.</td>
<td>$15.00</td>
</tr>
<tr>
<td>60.1 – 150.0 lbs.</td>
<td>$25.00</td>
</tr>
<tr>
<td>Pallets &amp; Crates</td>
<td>$50.00</td>
</tr>
<tr>
<td>Over 5’ in Size</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

**Over 6.5’ will result in additional oversize fee**
### EVENT TECHNOLOGY, INTERNET AND TELEPHONE SERVICES

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Daily Rate</th>
<th>Labor/Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>22” Flat Panel LCD</td>
<td>$280</td>
<td>24% service charge, 9% tax</td>
</tr>
<tr>
<td></td>
<td>32” Flat Panel LCD</td>
<td>$340</td>
<td>24% service charge, 9% tax</td>
</tr>
<tr>
<td></td>
<td>46” Flat Panel with Floor Stand</td>
<td>$795</td>
<td>24% service charge, 9% tax</td>
</tr>
<tr>
<td></td>
<td>8’ Tripod Screen</td>
<td>$240</td>
<td>24% service charge, 9% tax</td>
</tr>
<tr>
<td></td>
<td>Post-It Flip Chart with Markers</td>
<td>$116</td>
<td>24% service charge, 9% tax</td>
</tr>
<tr>
<td></td>
<td>Wireless Internet Connection (per computer) Shared Bandwidth @ 5Mbps</td>
<td>$150</td>
<td>24% service charge, 9% tax</td>
</tr>
<tr>
<td></td>
<td>Wired Internet Connection (per line) Shared Bandwidth @ 25Mbps</td>
<td>$350</td>
<td>24% service charge, 9% tax</td>
</tr>
<tr>
<td></td>
<td>Direct Inward Dial Line (D.I.D.) Outside callers may dial in directly, call charges apply separately</td>
<td>$175</td>
<td>24% service charge, 9% tax</td>
</tr>
</tbody>
</table>

PSAV® Presentation Services will arrange rental of all Internet Services¹, data monitors, projection, and all audio visual equipment. Dedicated bandwidth can be requested. For additional items not noted above please call the PSAV office at 312-321-8800 arrange for services.

### SIGNATURE OF AUTHORIZATION: ________________________________

A signed copy of this order form must be returned to the individual listed below at least 10 days prior to your arrival for order to be filled.

Anita Paljetak  
Senior Catering Manager  
InterContinental Chicago Magnificent Mile  
505 N. Michigan Avenue  
Chicago, IL 60611  
Phone: (312) 321 8762 / Fax: (312) 321-8884  
E-Mail: anita.paljetak@ihg.com

This letter of agreement confirms that the InterContinental Chicago Magnificent Mile has authorization to place charges incurred for any/all of the above requested service(s) to the credit card below:

Card Type: __________________________ Card Number: ___________________________ Expiration Date: __________ CVC Code: __________

Cardholder Name exactly as it appears on Card: ____________________________________________________________

Billing address (as it appears on statement): _________________________________________________________________

Signature of Cardholder: __________________________ Date: __________________________

***Please note this Authorization may be shared internally with onsite FedEx Office and PSAV should any Shipping or Audio Visual charges be incurred***

For your protection, forms should not be e-mailed, mailed or faxed to any other number than (312) 321 8837.