



5931 West Campus Circle Drive  
 Irving, Texas 75063  
 Phone: (972) 751-9400  
 Fax: (972) 751-9500  
[www.packexpo.com](http://www.packexpo.com)

October 14-17, 2018  
 McCormick Place  
 Chicago, Illinois USA



## Telecommunications Information

**Discount Deadline:**  
**August 27, 2018**  
 (excludes labor)

### 1 General Information

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. Dial tone is typically deactivated the morning following the last day of the event. If you require service beyond that, please contact your Customer Account Manager. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service **includes 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 your Customer Account Manager. **\*Some exceptions may apply. Please refer to your order form or visit our website for complete details.**

Our telephone services include:

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

We charge for all international calls.

3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communication tax rates and are subject to change without notice.
4. **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.

### 2 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. We do not require that you return the trimline telephone instrument.
2. **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. (Only if you have ordered an Analog Single-Line Service.)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances on the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **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. (Only if you have ordered a Digital Multi-Line service.)
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

Please refer to the union jurisdictions and exhibitor rights forms for more information.



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CO-LOCATED



Healthcare  
 PACKAGING  
 EXPO

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## Telephone Service

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	Code	Description	Qty	Advance Price	Standard Price	Total
<b>1 Telephone Service</b>	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.	X	\$305.25	\$457.90	=
	3321	SINGLE LINE EXTENSION* - Cannot be ordered without at least one Main service, code 3310; service includes the use of our telephone instruments.	X	\$147.35	\$221.05	=
	3315	MULTI-LINE MAIN* - Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	X	\$652.65	\$978.95	=
	3322	MULTI-LINE EXTENSION* - Cannot be ordered without at least one Main service, code 3315; service includes the use of our telephone instruments.	X	\$331.55	\$500.00	=
	N/A	USAGE DEPOSIT PER PHONE LINE - Required for internationally billed customers	X	\$300.00	\$300.00	=
	3311	(Voice Mail) Per Single Line Telephone	X	\$ 63.15	\$ 94.75	=
	3319	OTHER CARRIER SERVICES	X	\$278.95	\$418.95	=
	3340	POLYCOM SOUND STATION - Line charge is separate (electrical service required)	X	\$221.05	\$221.05	=
3337	SINGLE LINE SPEAKER - Line charge is separate	X	\$ 12.65	\$ 18.95	=	

PACK EXPO Services (PES) has been retained by PMMI to provide a single source contact for exhibitor services. The Utility Services provided by McCormick Place Technology Services are being processed by PES. McCormick Place Technology Services rates have been adjusted to include a cumulative Service Charge. McCormick Place Technology Services is not responsible for errors or omissions for services requested, or payments made to PES or refunds due from PES.

**Cancellation Policy:** For full cancellation of all telecommunication services ordered, a cancellation fee in the amount of 10% of the value of the telecommunication services ordered will be charged.  
 For partial cancellation of telecommunication services ordered, but not yet installed, no cancellation fees will be incurred.  
 For partial cancellation of telecommunication 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 telecommunications services that have been installed and used, the full cost will be charged.

### ADDITIONAL INFORMATION

A telecommunications floor plan must be provided with this order. See form 20e.

- Attached  
 To Follow *(Must be received by Disc. Deadline for Advance Rate)*  
 Standard Location

### CALCULATING YOUR TOTAL

Subtotal	_____
Taxes and Fees Multiplied by 14.5% of Subtotal	_____
Late Floorplan Fee (received after 9/24/18)	\$500.00
<b>TOTAL</b>	_____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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

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

Authorizer's Signature: \_\_\_\_\_



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Healthcare+  
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## Telephone / Cable Service

**Discount Deadline:**  
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 (excludes labor)

	Code	Description	Qty	Advance Price	Standard Price	Total
<b>2</b> Cable Television Service* (South and West Buildings Only)	1560	Cable Access	_____ X	\$257.90	\$387.35 =	_____
	1570	Each Add. Connection / Ext. from Main	_____ X	\$ 33.70	\$ 49.45 =	_____
<b>3</b> Labor Rates	3930	STRAIGHT TIME: Monday - Friday, 8:00 am - 4:30 pm	_____ X	N/A	\$104.20 =	_____
	3940	OVERTIME: Monday - Friday, 4:30 pm - 8:30 pm; Saturday, 8:00 am - 4:30 pm	_____ X	N/A	\$151.60 =	_____
	3950	DOUBLE TIME: Monday - Friday, 8:30 pm - 8:00 am; Saturday, before 8:00 am and after 4:30 pm; All day Sunday and Holidays	_____ X	N/A	\$198.95 =	_____

\* A security deposit of \$150.00 per converter box is required for our digital selection. This deposit will be refunded upon return of the converter box. This fee will be added once the number of converter boxes is determined.

TAX BREAKDOWN	
7%	State excise
0.50%	State infrastructure
7%	City excise

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**Cancellation Policy:** For full cancellation of all telecommunication services ordered, a cancellation fee in the amount of 10% of the value of the telecommunication services ordered will be charged.  
 For partial cancellation of telecommunication services ordered, but not yet installed, no cancellation fees will be incurred.  
 For partial cancellation of telecommunication 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 telecommunications services that have been installed and used, the full cost will be charged.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
A telecommunications floor plan must be provided with this order. See form 20e.	Cable Subtotal _____
_____ Attached	Taxes and Fees Multiplied by 14.5% of Subtotal _____
_____ To Follow (Must be received by Disc. Deadline for Advance Rate)	Late Floorplan Fee (received after 9/24/18) \$500.00
_____ Standard Location	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

Booth Number: \_\_\_\_\_  
 Date: \_\_\_\_\_



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# Communication Service Labor Ticket

**No Discount on Labor**

<b>EVENT NAME:</b> PACK EXPO International/Healthcare Packaging EXPO		<b>EVENT DATES:</b>	
<b>COMPANY NAME:</b>		<b>REQUESTED BY (Name):</b>	
<b>BOOTH #:</b>		<b>DATE:</b>	
<b>BUILDING:</b>	<b>NORTH</b>	<b>SOUTH</b>	<b>EAST</b> <b>WEST</b>
<b>THE LINE BELOW IS FOR INTERNAL USE</b>			
<b>WORK ORDER #:</b>		<b>MCCORMICK PLACE ASSIGNED PHONE #'S:</b>	

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

**DESCRIPTION OF WORK:**

- Pre-wire booth prior / early installation
- Install inside booth wiring for customer owned phone system
- Fanning out network (Internet. / fiber / etc.) drops inside booth
- Other: Please specify \_\_\_\_\_

THE TABLE BELOW IS FOR INTERNAL USE

Date	Technician	Straight Time Hours Code 3930 @ \$104.20	Overtime Hours Code 3940 @ \$151.60	Double Time Hours Code 3950 @ 198.95	Inbound or Outbound Labor (Designate below)

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

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

**Print Name:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Please contact your Customer Account Manager if you would like assistance completing this form.**

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ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
A telecommunications floor plan must be provided with this order. See form 20e.  <input type="checkbox"/> Attached <input type="checkbox"/> To Follow <i>(Must be received by Disc. Deadline for Advance Rate)</i> <input type="checkbox"/> Standard Location	<b>TOTAL</b> _____

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

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

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

Authorizer's Signature: \_\_\_\_\_



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**On-Site Contact Information**

Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Cell Number: \_\_\_\_\_

**Telephone Floor Plan Template**

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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:

- Add your company name, booth number, your office phone, e-mail and fax numbers, your on-site contact, their cell phone number 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. 2 copies if ordering electrical and plumbing services).
- Be sure to check-in at a PACK EXPO Services Desk upon your arrival to notify our staff when you are ready for your services.

Aisle or Booth # \_\_\_\_\_ (Back of Booth)

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Adjacent Booth#  
 \_\_\_\_\_

Adjacent Booth#  
 \_\_\_\_\_

↑  
 Feet Back

→  
 Feet Over

Aisle # \_\_\_\_\_ (Front of Booth)

TELEPHONE JACKS \_\_\_\_\_

CABLE T.V. \_\_\_\_\_

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_