



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



## Meeting Room Audio Visual/ Computer Information

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

The information included in this section specifically applies to needs within McCormick Place meeting rooms and Audio Visual needs within these rooms.

### **General Information:**

To inquire about availability of space and to reserve a room you must contact Kelly Faist with PMMI. You can email Kelly at [kelly@pmmi.org](mailto:kelly@pmmi.org) to get further information and pricing for your basic room set needs.

For other services such as Custom Furniture, Cleaning, Modular Meeting Spaces or Accessories and Floral, please order these services through PES. Please remember that these items should be ordered through your meeting room account and not under your exhibit hall booth account. Your meeting room account will be established once you receive a confirmation from PMMI. Once this reservation is in place you can work with your Customer Account Manager to handle many of your service needs.

Any electrical needed for your meeting rooms is a required item and must be ordered through McCormick Place. Email [kelly@pmmi.org](mailto:kelly@pmmi.org) if you need a copy of the form.

Cleaning Services may be needed depending on the PES supplied items ordered for your rooms (Custom Furniture or Modular Rental Items). If you have questions or need help placing your orders, please contact your Customer Account Manager.

### **Meeting Room Audio Visual Rentals:**

To order Audio Visual equipment for your meeting rooms, complete the forms on the following pages and return to your Customer Account Manager (CAM).

All Audio Visual and Computer Equipment rentals at McCormick Place are subject to installation and dismantle Electrical Labor. Rental of projection equipment requires Projectionist labor. The equipment sub-total is subject to a 9% Chicago rental tax. All appropriate fees will be added to your final invoice.

Electrical services for meeting rooms are not included in the equipment pricing and must be ordered through McCormick Place. Email [kelly@pmmi.org](mailto:kelly@pmmi.org) if you need a copy of the form.

Equipment Rentals are based on Daily Rates. There is an additional charge for install and dismantle Electrical Labor. This charge is separate and can be ordered through McCormick Place.

Please see the next pages for daily rental and labor rates which include install and dismantle Projectionist labor. **If you need more than one screen or multiple pieces of equipment in the same meeting room on the same day, or for multiple days, please call for a custom quote.**

Cancellations received after September 24<sup>th</sup>, will be subject to a 50% cancellation fee. Cancellations received once move-in has begun will be billed at 100%.

For equipment not listed or assistance in placing your order, contact your Customer Account Manager (CAM).

Audio Visual and Computer Equipment deliveries will begin according to time and dates supplied when you place your order.

A la carte AV orders will be charged a one-time charge for installation/dismantle labor. Electrical needs to be ordered through McCormick Place.

30% discount only applies to AV equipment. The 30% discount does not apply to labor.

Meeting Room AV Packages are inclusive of projectionist labor for install and dismantle. If you require a dedicated Operator for the duration of your meeting, please call for a custom quote. See order forms for pricing.

Changes or substitutions to the packages may incur additional labor charges.



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**On-Site Contact Information**

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

**Meeting Room Packages  
 Audio Visual Rental**

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

**Required Information for Delivery / Pickup**

What is your Meeting Room # \_\_\_\_\_ Hall \_\_\_\_\_  
 What day is your meeting? \_\_\_\_\_  
 What time does your meeting start? \_\_\_\_\_ End? \_\_\_\_\_  
 When would you like delivery? \_\_\_\_\_ Pick up? \_\_\_\_\_

**Please refer to full terms and conditions on Audio Visual / Computer Information.**

		Qty	Advanced Rate	Standard Rate	Labor Charge	Total
<b>1 Meeting Room Packages (Including Labor)</b>	<b>Small Meeting Room Packages</b>					
	96" Tripod Screen with Skirt, LDC XGA Computer Projector (2,000 Lumens), and Projection Stand with Skirt	_____ X	\$ 553.70	\$ 791.00	+ \$555.00	= _____
	96" Tripod Screen with Skirt, LCD XGA Computer Projector (2,000 Lumens), Projection Stand with Skirt, Laptop Computer (Core i5/2.5GHz/4GB/300GBHD/DVD) and Wireless Presentation Mouse	X	\$ 731.50	\$1,045.00	+ \$555.00	= _____
	<b>Medium Meeting Room Packages</b>					
	7.5'x10' Fast Fold Screen, LCD XGA Computer Projector (4,000 Lumens), and Projection Stand with Skirt	_____ X	\$ 712.60	\$1,018.00	+ \$611.00	= _____
	7.5'x10' Fast Fold Screen, LCD XGA Computer Projector (4,000 Lumens), Projector Stand with Skirt, Laptop Computer (Core i5/2.5GHz/4GB/300GBHD/DVD) and Wireless Presentation Mouse	X	\$ 890.40	\$1,272.00	+ \$611.00	= _____
	<b>Large Meeting Room Packages</b>					
	10.5'x14' Fast Fold Screen, LCD XGA Computer Projector (6,000 Lumens), and Projection Stand with Skirt	_____ X	\$1,026.90	\$1,467.00	+ \$666.00	= _____
	10.5'x14' Fast Fold Screen, LCD XGA Computer Projector (6,000 Lumens), Projection Stand with Skirt, Laptop Computer (core i5/2.5GHz/4GB/300GBHD/DVD) and Wireless Presentation Mouse	_____ X	\$1,183.00	\$1,690.00	+ \$666.00	= _____

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**Cancellation Policy:** All cancellations must be submitted in writing. Cancellations received on or after September 24, 2018 are subject to a charge of 50% of the order total. Cancellations received once move-in has begun will be billed 100%.

<b>ADDITIONAL INFORMATION</b>	<b>CALCULATING YOUR TOTAL</b>
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or special requests.	Meeting Room Packages Subtotal _____
Please list all AV equipment/sources you will be bringing to the show:	Taxes & Fees Multiplied by 9% _____
	Daily Labor Total _____
	<b>TOTAL</b> _____
	<b>Audio Visual and Computer Equipment rental for meeting rooms will be charged the labor total shown.</b>

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

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



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Name: \_\_\_\_\_  
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**Meeting Room A La Carte  
 Audio Visual Rental**

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		Qty	Advance Rate	Standard Rate	Labor Charge	Total
<b>2 Meeting Room A La Carte Equipment (Including Labor)</b>	70" Tripod Screen	_____	X \$ 112.00	\$ 160.00	+ \$ 75.00	= _____
	80" Tripod Screen	_____	X \$ 115.50	\$ 165.00	+ \$ 75.00	= _____
	96" Tripod Screen	_____	X \$ 122.50	\$ 175.00	+ \$ 75.00	= _____
	LCD XGA Computer Projector (4,000 Lumens)	_____	X \$ 512.75	\$ 732.50	+ \$ 75.00	= _____
	Projection Stand with Skirt	_____	X \$ 52.50	\$ 75.00	+ \$ 75.00	= _____
	Flip Chart with Pad and Markers	_____	X \$ 52.50	\$ 75.00	+ \$ 75.00	= _____
	Wireless Presentation Mouse	_____	X \$ 38.50	\$ 55.00	+ \$ 75.00	= _____

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_____	Daily Labor Total _____
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Exhibiting Company: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Authorizer's Signature: \_\_\_\_\_

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