

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 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.

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 labor. The labor amount listed next to the item needs to be added at the time of ordering. This is listed in the Estimated Labor column, or as a suggested item if ordering online. Rentals of audio visual equipment in meeting rooms may require union labor to operate in addition to standard installation and dismantle 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 if you need a copy of the form.

Equipment Rentals are based on Daily Rates. There is an additional charge for install and dismantle labor.

Please see the next page for daily rental and estimated labor rates which include install and dismantle 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 October 3, 2022, will be subject to a 50% cancellation fee. Cancellations received after October 16, 2022, 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.

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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October 23-26, 2022
McCormick Place
Chicago, Illinois USA

Meeting Room Packages Audio Visual Rental

Discount Deadline:
September 7, 2022
(excludes labor)

Onsite Contact Name: _____
Email: _____
Cell Number: _____

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.

Daily rates only include install and dismantle labor. For multiple days, please call for a custom quote.

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.

		Qty	Daily Rate	Estimated Labor	Total
1 Meeting Room Packages Labor order also needs to be placed.	Small Meeting Room Packages				
	96" Tripod Screen with Skirt, LDC XGA Computer Projector (4,000 Lumens), and Projection Stand with Skirt		X \$ 791.00	+ \$ 631.00	= _____
	96" Tripod Screen with Skirt, LCD XGA Computer Projector (4,000 Lumens), Projection Stand with Skirt, Laptop Computer (Core i5/2.5GHz/4GB/300GBHD/DVD) and Wireless Presentation Mouse		X \$1,045.00	+ \$ 694.00	= _____
	Medium Meeting Room Packages				
	6'x10'8" 16:9 Screen, LCD XGA Computer Projector (4,000 Lumens), and Projection Stand with Skirt		X \$1,018.00	+ \$ 757.00	= _____
	6'x10'8" 16:9 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 \$1,272.00	+ \$ 820.00	= _____
	Large Meeting Room Packages				
	7'6"x13'4" 16:9 Screen, LCD XGA Computer Projector (6,000 Lumens), and Projection Stand with Skirt		X \$1,467.00	+ \$ 884.00	= _____
	7'6"x13'4" 16:9 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 \$1,690.00	+ \$ 947.00	= _____

Electrical services for meeting rooms are not included in the equipment pricing and must be ordered through McCormick Place.
Email Kelly@pmmi.org if you need a copy of the form.

Labor Rates:

Overtime labor rates will be charged after 4:30 pm daily, and 8:00 am to 4:30 pm on Saturday.
Double Time labor rates will be charged after 8:30 pm daily, after 4:30 pm on Saturday and all day Sunday.

Cancellation Policy: All cancellations must be submitted in writing. Cancellations received after October 3, 2022, are subject to a charge of 50% of the order total. Cancellations after October 16, 2022, will be billed at 100%.

ADDITIONAL INFORMATION	CALCULATING YOUR TOTAL
Can't find it? Please call your Customer Account Manager (CAM) with any questions, needs or for labor estimates.	Audio Equipment and Computer Subtotal _____
List all AV equipment/sources you will bring to the show:	Less 30% Discount on Equipment if Ordered and Paid by 9/7/2022 _____
	Taxes & Fees Multiplied by 9% _____
	TOTAL _____
	Audio Visual and Computer Equipment rental are subject to installation and dismantle electrical labor.

Exhibiting Company: _____
Print Name: _____
Authorizer's Signature: _____

Booth Number: _____
Date: _____