

BECKER'S _____
HOSPITAL REVIEW

Becker's Hospital Review
5th Annual Health IT + Revenue
Cycle Conference

October 9 – 12, 2019
Hyatt Regency Chicago, Illinois

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SERVICE INFORMATION

BOOTH EQUIPMENT

Becker's Healthcare will provide each exhibit with 8' high black backwall drape, (1) 6' x 30" black draped table, (2) Limerick® chairs by Herman Miller, (1) corrugated wastebasket, and a 7" x 44" one-line identification sign.

Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request.

EXHIBIT HALL CARPET

The exhibit area is carpeted.

DISCOUNT PRICE DEADLINE DATE

Order early to take advantage of advance order discount rates. Place your order by TUESDAY, SEPTEMBER 17, 2019.

SHOW SCHEDULE

EXHIBITOR MOVE-IN

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

Tuesday	October 8	12:00 p.m. - 5:00 p.m.
Wednesday	October 9	8:00 a.m. - 11:00 a.m.

NOTE: Overtime rates will apply during the move-in after 4:30 p.m. on Tuesday, October 8, 2019.

All exhibits must be fully installed by 11:00 a.m., Wednesday, October 9, 2019.

EXHIBIT HOURS

Wednesday	October 9	8:00 a.m. - 12:00 p.m. - Set up in Riverside Hall 12:00 p.m. - 1:00 p.m. - Networking Luncheon 2:25 p.m. - 2:45 p.m. - Networking Break in Riverside Hall 5:00 p.m. - 7:00 p.m. - Opening Cocktail Reception in Riverside Hall
Thursday	October 10	7:00 a.m. - 8:00 a.m. - Continental Breakfast in Exhibit Hall 9:15 a.m. - 9:45 a.m. - Networking Break in Riverside Hall 11:55 a.m. - 1:00 p.m. - Networking Luncheon in Riverside Hall 2:25 p.m. - 2:45 p.m. - Networking Break in Riverside Hall 5:15 p.m. - 7:00 p.m. - Cocktail Reception in Riverside Hall
Friday	October 11	7:00 a.m. - 8:00 a.m. - Continental Breakfast in Exhibit Hall 10:00 a.m. - 10:30 a.m. - Networking Break in Riverside Hall 11:55 a.m. - 1:00 p.m. - Networking Luncheon in Riverside Hall 2:15 p.m. - 2:25 p.m. - Networking Break in Riverside Hall 5:00 p.m. - 6:15 p.m. - Closing Cocktail Reception in Riverside Hall

EXHIBITOR MOVE-OUT

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Friday	October 11	6:15 p.m. - 10:15 p.m.
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NOTE: Overtime rates will apply during the move-out on Friday, October 11, 2019.

SERVICE CENTER HOURS

We will have staff available at show site at the Exhibitor Services Center as follows:

Tuesday	October 8	12:00 p.m. - 5:00 p.m.
Wednesday	October 9	8:00 a.m. - 7:00 p.m.
Thursday	October 10	8:00 a.m. - 4:30 p.m.
Friday	October 11	10:00 a.m. - 10:15 p.m.

DISMANTLE AND MOVE-OUT INFORMATION

- Freeman will begin returning empty crates starting at **6:15 p.m., Friday, October 11, 2019.**
- All exhibitor materials must be removed from the exhibit facility by **10:15 p.m., Friday, October 11, 2019.**
- To ensure all exhibitor materials are removed from the exhibit facility by the Exhibitor Move-out deadline, please have all carriers check-in by **8:00 p.m., Friday, October 11, 2019.**

POST SHOW PAPERWORK AND LABELS

Our Exhibitor Services Department will gladly prepare your outbound Material Handling Agreement and Labels in advance. Complete the Outbound Shipping form and your paperwork will be available at show site. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

FREEMAN ONLINE®

Take advantage of discount pricing by ordering online at www.freeman.com by **TUESDAY, SEPTEMBER 17, 2019.**

Using the enhanced Freeman Online, you will enjoy easy access to added features and functions as well as the high caliber of Freeman services you've come to expect — **before, during and after** your show. Additionally, you can now access FreemanOnline from any device — **desktop, laptop, tablet** or via our new **Freeman Online Mobile App.**

To place online orders, you will be required to enter your unique Username and Password. If this is your first time to use Freeman Online, click on the "Create an Account" link. To access Freeman Online without using the email link, visit www.freeman.com. You can also download and use the FOL Mobile App from the Apple or Android store, or here: folmobile.freemanco.com. A mobile web version of the Freeman Online Mobile App is available to extend mobile use for those users that do not have an Apple or Android device or who do not want to download the app.

If you need assistance with Freeman Online, please call our Customer Support Center at (888) 508-5054 Toll Free US and Canada or +1(512) 982-4186 Local and International.

CHICAGO FIRE DEPARTMENT REGULATIONS:

In order to minimize the risk of fire and to keep exhibit halls in Chicago as safe as possible, the Chicago Fire Department has established the following regulations:

The Municipal Code states that nothing (for example: fiber cases, cartons, boxes, personal items, giveaways, etc.) may be stored behind or between exhibits booths and behind draperies. All materials that are needed for repacking purposes must be removed from the exhibit area. You may keep a one-day supply of literature or products at your booth. Accessible storage is available for additional promotional items or giveaways. Please see the General Service Contractor at the service desk for assistance.

The Chicago Fire Department strictly enforces these regulations.

SHIPPING INFORMATION

Warehouse shipping address:

BECKER'S HEALTHCARE - ANNUAL CIO/HIT + REVENUE CYCLE

Exhibiting Company Name

Booth # _____

c/o FREEMAN

2500 West 35th Street

Chicago, IL 60632

NOTE: Any shipment that has a single piece that weighs over 5,000 lbs. **MUST** have that shipment delivered direct to Show Site and **NOT** to Freeman's Advance Receiving Warehouse.

Freeman will accept crated, boxed or skidded materials beginning **TUESDAY, SEPTEMBER 10, 2019** at the above address. Materials arriving after **MONDAY, SEPTEMBER 30, 2019** will be received at the warehouse with an additional after deadline charge. Please note that the Freeman Warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials or freight requiring refrigerated or frozen storage. Certified weight tickets must accompany all shipments.

Warehouse receiving hours are 8:00 a.m. to 3:30 p.m. Monday through Friday.

Do NOT ship advance freight to the Hyatt Regency Chicago. The hotel has NO storage facilities and *the freight will be returned to the sender.* Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.

Freeman will accept **DIRECT** freight shipments at the **Hyatt Regency Chicago, c/o FREEMAN, 151 E. Wacker Drive, Chicago, IL 60601** starting on **TUESDAY, OCTOBER 8, 2019** at 12:00 p.m. for all exhibit halls.

****NOTE: ALL MATERIALS BEING SHIPPED TO THE HYATT MUST BE LABELED AS:**

Hyatt Regency Chicago, c/o FREEMAN

Please Note: All items and materials that must be brought into the facility may be subject to Material Handling Charges and are the responsibility of the Exhibitor. This also applies to items not ordered through the Official Show Vendors.

EXCESSIVE TRASH AND BOOTH ABANDONMENT

Any excessive trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a handling fee and disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of the published exhibitor move-out that is not labeled for an outbound shipment will be considered abandoned and deemed as trash. The exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor, and/or Dumpster Fee. Please call our Exhibitor Services Department at (773) 473-7080 for a quote.

LABOR INFORMATION

Booth Installation & Dismantle: If utilizing Freeman labor, please refer to the Installation & Dismantle order form to place your order for Display Labor. Straight time and Overtime hours are also listed on the order form. Exhibitors supervising Freeman labor will need to pick up and release their labor at the Service Desk.

ASSISTANCE

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services Department at (773) 473-7080.

WE APPRECIATE YOUR BUSINESS!

FREEMAN GENERAL INFORMATION

TRANSLATION SERVICE

Freeman is pleased to offer a new service for our international exhibitors that provides quick interpretation and translation in 150 languages. This service will not only interpret for us on a three-way conversation, but also translate emails from customers. To access this service you may contact Freeman Chicago Exhibitor Services at (773) 473-7080 or Freeman's Customer Support Center at (888) 508-5054.

HELPFUL HINTS

SAVE MONEY

Order early to take advantage of advance order discount rates. Place your order by TUESDAY, SEPTEMBER 17, 2019.

AVOID DELAY

Ship early to avoid delays. Shipments arriving late at show site will cost you money, time and business!

SAFETY TIPS

Use a ladder, not a chair. Standing on chairs, tables and other rental furniture is unsafe and can cause injury to you or to others. These objects are not designed to support your standing weight.

Be aware of your surroundings. You are in an active work area with changing conditions during move-in and move-out. Pay attention. Look for obstacles, and machinery and equipment that are in use.

Keep your eyes open for scooters and forklifts. The drivers of these vehicles may not be able to see you.

Stay clear of dock areas, trucks and trailers. These areas can be particularly dangerous.

Prevent electrical shocks, falling items and damage to materials. Do not attach items or equipment to the drapes or metal framework provided for your booth. This can cause serious injury or damage to materials.

We discourage children from being in the exhibit hall during installation and dismantle. If children are present during installation and dismantle, they must be supervised by an adult at all times.

Freeman does not ship or handle Hazardous Materials. If any materials you are shipping to the event fall into this category, please contact Freeman to be sure that the material will be allowed at the facility and by the association. In addition, if authorized by the facility and the association, you will need to make separate arrangements for the transport and handling of the approved materials, since Freeman will not transport or handle them.

The operation or use of all motorized lifts and motorized material handling equipment for installation/dismantle of exhibits is NOT permitted by exhibitors or by their exhibitor appointed contractors (EAC's). Thank you for your cooperation.

EXHIBITOR ASSISTANCE

For more information and helpful hints on pre-show procedures and move-in, please go to <http://www.freeman.com/PreShowFAQ>

For more information and helpful hints on post-show procedures and move-out, please go to <http://www.freeman.com/PostShowFAQ>

Call Freeman's Exhibitor Services department at 773-473-7080 with any questions or needs you may have.

FREEMAN

8201 West 47th St
 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603

**DISCOUNT PRICE
 DEADLINE DATE
 SEPTEMBER 17, 2019**

**INCLUDE THIS FORM
 WITH YOUR ORDER
 PLEASE USE BLACK INK**

NAME OF SHOW: **BECKER'S HEALTHCARE - ANNUAL CIO/HIT + REVENUE CYCLE / OCTOBER 9 - 11, 2019**

COMPANY NAME: _____ BOOTH #: _____

ADDRESS: _____ BOOTH SIZE : _____ X

CITY/STATE/ZIP: _____

PHONE: _____ EXT.: _____ FAX #: _____

SIGNATURE: _____ PRINT NAME: _____

CONTACT'S E-MAIL: _____

E-MAIL FOR INVOICE: _____ Check if you are a new Freeman customer

Invoices will be sent by e-mail; please provide e-mail address of the person who reconciles your invoices if different than contact's email.

METHOD OF PAYMENT

BY SUBMITTING THIS FORM VIA FAX OR POSTAL MAIL OR ORDERING MATERIALS OR SERVICES FROM FREEMAN, YOU AGREE TO BE BOUND BY ALL TERMS & CONDITIONS INCLUDED IN YOUR SERVICE MANUAL.

COMPANY CHECK

Please make check payable to: Freeman
 Checks must be in U.S. funds drawn on a U.S. or Canadian bank. ("U.S. FUNDS" MUST BE PRE-PRINTED on Canadian checks.)

Please reference (481933) on your remittance.

CREDIT/DEBIT CARD

For your convenience, we will use this authorization to charge your credit/debit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

AMERICAN EXPRESS **MASTER CARD** **VISA**

We do not accept credit card information via email.

ACCOUNT NO.: _____ EXP. DATE: _____

CARDHOLDER NAME (PRINT): _____ SIGNATURE: _____

CARDHOLDER BILLING ADDRESS: _____

CITY/STATE/ZIP: _____

ENTER TOTALS HERE

FURNISHINGS & ACCESSORIES	CARPET	CLEANING/ SHAMPOOING	PORTER SERVICE	RENTAL EXHIBITS & ACCESSORIES	SIGNS	INSTALLATION LABOR	DISMANTLE LABOR
MATERIAL HANDLING	RIGGING INSTALLATION	RIGGING DISMANTLE	EXHIBIT TRANSPORTATION	HANGING SIGNS			GRAND TOTAL

- Remember to order in advance to save time and money. You may place your order by phone, fax, mail, or use our online ordering service at: www.freeman.com.
- Orders received after the deadline or without payment will be charged the Standard price.
- Copies of invoices may be picked up from the Freeman Service Center prior to show closing.
- If you have questions or need assistance with any items not listed, please call and ask for Exhibitor Sales.

FREEMAN method of payment

F R E E M A N

8201 West 47th Street
 McCook, Illinois 60525
 (773) 473-7080 • Fax (469) 621-5603
 Email: FreemanChicagoES@freeman.com

INCLUDE THE FREEMAN METHOD OF PAYMENT FORM WITH YOUR ORDER

NAME OF SHOW: **BECKER'S HEALTHCARE - ANNUAL CIO/HIT + REVENUE CYCLE / OCTOBER 9 - 11, 2019**

COMPANY NAME _____ BOOTH #: _____

CONTACT NAME: _____ PHONE #: _____

E-MAIL ADDRESS _____

For Assistance, please call 773-473-7080 to speak with one of our experts.

Let Freeman OnLine® estimate your material handling charges for you. Log on to www.freeman.com, select your show and click on "Estimate My Material Handling Costs". From Freeman OnLine® you can print extra shipping labels, get tips on how to package your freight and much more.

MATERIAL HANDLING SERVICES

- Crated:** Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling:** Material delivered by a carrier in such a manner that it requires additional handling, such as ground unloading, stacked or constricted space unloading, designated piece unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, no documentation and shipments that require additional time, equipment or labor to unload. **Federal Express, UPS, & DHL** are included in this category due to their delivery procedures.
 (See definitions on back)
- Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting points.
- Carpet and/or Pad Only:** Shipments that consist of loose carpet and/or padding only require additional labor and equipment to unload.
- Straight Time -** 8:00 A.M. to 4:30 P.M. Monday through Friday
- Overtime -** 4:30 P.M. to 8:00 A.M. Monday through Friday; ALL DAY Saturday
- Double Time-** ALL DAY Sunday and Holidays
 (Overtime/Double Time will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during above listed times.)

Description	Price per CWT	200 lbs. Minimum
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RATE CLASSIFICATIONS:

Warehouse Shipment (200 lb. minimum)- Includes Outbound Overtime Charges

Crated or Skidded Shipment	\$ 222.75	\$ 445.50
Special Handling Shipment	\$ 289.75	\$ 579.50
Carpet and/or Pad Only Shipment	\$ 334.25	\$ 668.50

Showsite Shipment (200 lb. minimum)- Includes Outbound Overtime Charges

Crated or Skidded Shipment	\$ 231.00	\$ 462.00
Special Handling Shipment	\$ 300.50	\$ 601.00
Uncrated or Pad Wrapped Shipment	\$ 346.75	\$ 693.50
Carpet and/or Pad Only Shipment	\$ 346.75	\$ 693.50

Small Package - Maximum weight is 30 lbs. per shipment* \$ 45.00

* A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

ADDITIONAL SURCHARGES:

Shipment Delivered after Deadline Date (in addition to above rates)

Warehouse Shipment after SEPTEMBER 30, 2019	\$ 44.25	\$ 88.50
Showsite Shipment after OCTOBER 9, 2019	\$ 46.25	\$ 92.50

Overtime Charge - Inbound/Outbound Monday-Friday & Saturday (in addition to above rates)

Crated or Skidded Shipment	\$ 46.25	\$ 92.50
Special Handling Shipment	\$ 60.25	\$ 120.50
Uncrated or Pad Wrapped Shipment	\$ 69.50	\$ 139.00
Carpet and/or Pad Only Shipment	\$ 69.50	\$ 139.00

Double Time Charge - Inbound/Outbound Sunday, & Holidays (in addition to above rates)

Crated or Skidded Shipment	\$ 92.50	\$ 185.00
Special Handling Shipment	\$ 120.25	\$ 240.50
Uncrated or Pad Wrapped Shipment	\$ 138.75	\$ 277.50
Carpet and/or Pad Only Shipment	\$ 138.75	\$ 277.50

Description	Weight	CWT	Price per CWT	Estimated Total Cost
	÷ 100 =			
Surcharges	÷ 100 =			
			Sub-Total	
			TOTAL	

FREEMAN material handling

F R E E M A N

F R E E M A N

R U S H

R U S H

DO NOT DELAY

DO NOT DELAY

CANNOT DELIVER BEFORE OCTOBER 08, 2019

CANNOT DELIVER BEFORE OCTOBER 08, 2019

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
HYATT REGENCY CHICAGO
151 E WACKER DR

CHICAGO, IL 606013794

C/O: FREEMAN
HYATT REGENCY CHICAGO
151 E WACKER DR

CHICAGO, IL 606013794

SHOW SITE

SHOW SITE

EVENT: *BECKER'S HEALTHCARE - ANNUAL CIO/HIT + REVENUE CYCLE*

EVENT: *BECKER'S HEALTHCARE - ANNUAL CIO/HIT + REVENUE CYCLE*

BOOTH NO: _____ NO. _____ OF _____ PCS

BOOTH NO: _____ NO. _____ OF _____ PCS

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

F R E E M A N

R U S H

DO NOT DELAY

F R E E M A N

R U S H

DO NOT DELAY

RECEIVING DATE BEGINS: SEPTEMBER 10, 2019

RECEIVING DATE BEGINS: SEPTEMBER 10, 2019

DEADLINE DATE IS: SEPTEMBER 30, 2019

DEADLINE DATE IS: SEPTEMBER 30, 2019

TO: _____
EXHIBITOR NAME

TO: _____
EXHIBITOR NAME

C/O: FREEMAN
2500 WEST 35TH ST

CHICAGO, IL 60632

C/O: FREEMAN
2500 WEST 35TH ST

CHICAGO, IL 60632

WAREHOUSE

WAREHOUSE

EVENT: BECKER'S HEALTHCARE - ANNUAL
CIO/HIT + REVENUE CYCLE

EVENT: BECKER'S HEALTHCARE - ANNUAL
CIO/HIT + REVENUE CYCLE

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

BOOTH NO: _____ **NO.** _____ **OF** _____ **PCS**

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.

FREEMAN

8201 West 47th St
 Mc Cook, IL 60525
 (773) 473-7080 Fax: (469) 621-5603

**OUTBOUND MATERIAL HANDLING
 AND SHIPPING LABELS**

NAME OF SHOW: **BECKER'S HEALTHCARE - ANNUAL CIO/HIT + REVENUE CYCLE / OCTOBER 9 - 11, 2019**

COMPANY NAME: _____ BOOTH #: _____ BOOTH SIZE: _____ X _____

CONTACT NAME : _____ PHONE #: _____

E-MAIL ADDRESS : _____

For Assistance, please call (773) 473-7080 to speak with one of our experts.

For fast, easy ordering, go to www.freeman.com

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND SHIPPING LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU AND DELIVER THEM TO YOUR BOOTH PRIOR TO SHOW CLOSE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM TO THE FREEMAN SERVICE CENTER.

SHIPPING INFORMATION

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

PHONE#: _____ ATTN: _____

SPECIAL INSTRUCTIONS: _____

BILL TO: Same as Ship to:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE/ PROVINCE: _____ ZIP/ POSTAL CODE: _____

METHOD OF SHIPMENT

Select a Carrier:

- Freeman Exhibit Transportation** **Other Carrier**

No need to schedule your outbound shipment.
 Charges will appear on your Freeman invoice.

Carrier Name: _____
 Carrier Phone: _____

Freeman will make arrangements for all Freeman Exhibit Transportation shipments.
 Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

Select a Level of Service:

- | | |
|---|---|
| <input type="checkbox"/> 1 Day: Delivery next business day | <input type="checkbox"/> Standard Ground |
| <input type="checkbox"/> 2 Day: Delivery by 5:00 PM second business day | <input type="checkbox"/> Specialized: Pad wrapped, uncrated, or truckload |
| <input type="checkbox"/> Deferred: Delivery within 3-5 business days | |

Select Shipment Options (if applicable)

- | | |
|--|---|
| <input type="checkbox"/> Have loading dock | <input type="checkbox"/> Lift gate required |
| <input type="checkbox"/> Inside delivery | <input type="checkbox"/> Air ride required |
| <input type="checkbox"/> Pad wrap required | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Do not stack | |

Select Desired Number of Labels: _____

Once your shipment is packed and ready to be picked up from your booth, please return completed the Material Handling Agreement to the Freeman Service Center. Shipments without a Material Handling Agreement turned in will be returned to our warehouse at exhibitor's expense.

Please return form to:

BECKERS HOSPITAL REVIEW
33 E. WACKER DRIVE, SUITE 1782
CHICAGO, IL 60601-2215

Attn: MAGGIE DUNNE
Email: mdunne@beckershealthcare.com

DEADLINE DATE
SEPTEMBER 10, 2019

NAME OF SHOW: **BECKER'S HEALTHCARE - ANNUAL CIO/HIT + REVENUE CYCLE / OCTOBER 9 - 11, 2019**

EXHIBITING COMPANY NAME: _____ BOOTH #: _____

PRINT NAME: _____ BOOTH SIZE: _____ X _____

SIGNATURE: _____ DATE: _____

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____ Booth No.: _____

Contact at Show: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be Performed: _____

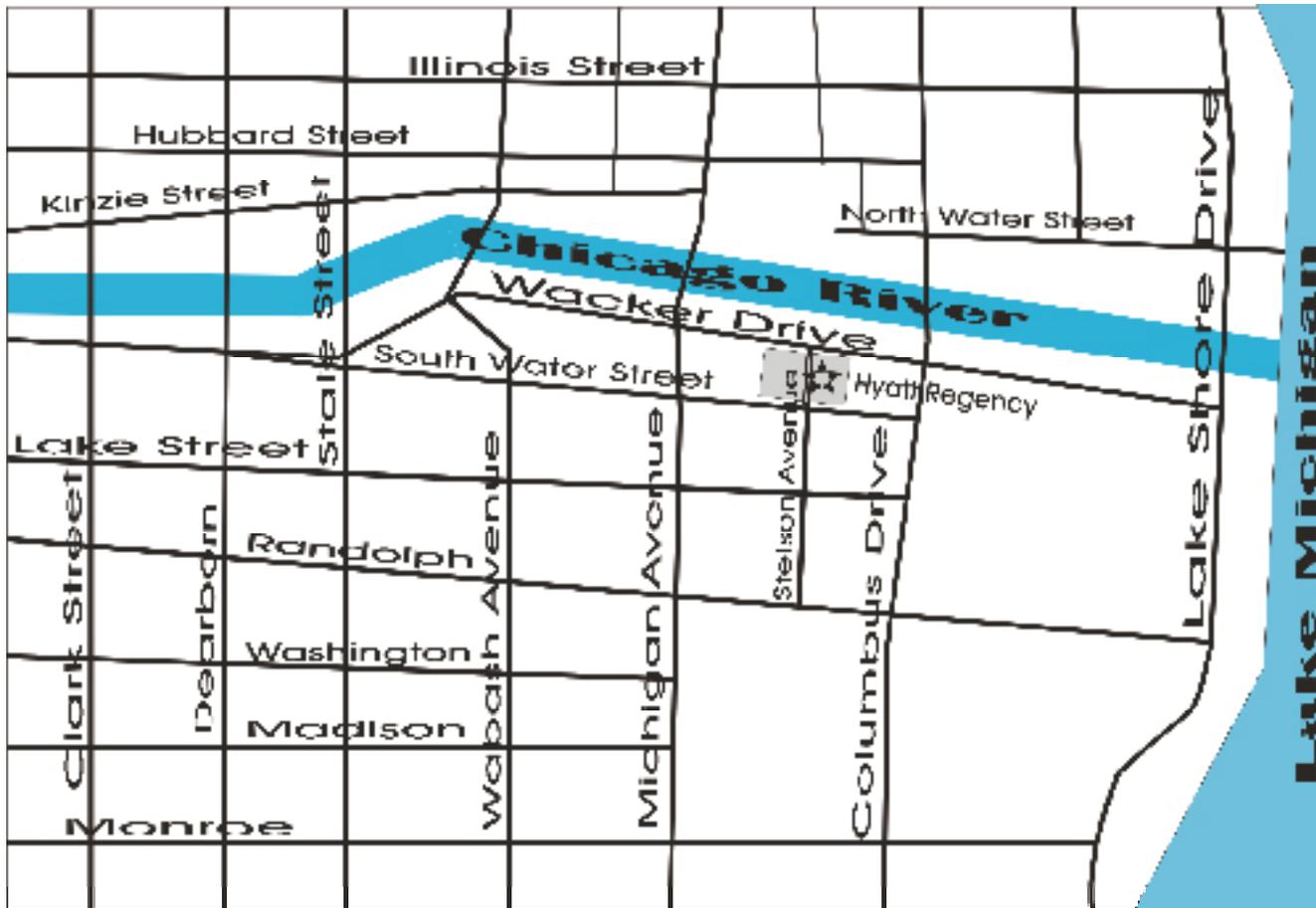
*Inform your **Exhibitor Appointed Contractor** that they **MUST** send a copy of their General Liability Insurance Certificate no later than **30 days** prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.*

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

NOTIFICATION OF INTENT TO USE eac

DIRECTIONS TO THE HYATT REGENCY CHICAGO



PUBLIC TRANSPORTATION TO O'HARE AIRPORT: Exit Stetson Street Entrance and turn left. Go ONE block South to Lake Street and turn right. Go 5 blocks West to the State of Illinois Building at Lake and Clark Streets and board the Blue Line to O'Hare.

TO MIDWAY AIRPORT: Exit Stetson Street Entrance and turn left. Go ONE block South to Lake Street and turn right. Go 3 blocks West to State and Lake Streets, go up the stairs and board the Orange Line to Midway Airport.

DRIVING DIRECTIONS

TO O'HARE AIRPORT: Left on Wacker Drive, 4 blocks to Dearborn, turn Right. Dearborn to Ontario, turn Left. Follow Ontario Street to the Kennedy Expressway (I-90/94). Follow I-90 to O'Hare Airport.

TO MIDWAY AIRPORT: Turn Right on to Wacker Drive, at first Light do down ramp to Lake Shore Drive. Go South on Lake Shore Drive to the Stevenson Expressway (I-55) South to the Cicero Avenue Exit and turn Left. Go about 1 Mile South to Midway Airport.

EXHIBITORS' TRUCK ROUTES:

FROM THE KENNEDY EXPRESSWAY (90/94): Exit to your right onto Ohio Street. Continue East past Michigan Avenue to Fairbanks/Columbus Drive. Turn right, proceed over the Chicago River to 2nd stop light, South Water Street. Turn right at bottom ramp. The Hyatt's exposition docks will be on your right almost immediately.

FROM THE EISENHOWER EXPRESSWAY (290): Take the Eisenhower to the Kennedy. Go North, exit at Ohio Street and follow above directions.

FROM THE DAN RYAN EXPRESSWAY (290): Turn right onto Ohio Street and follow the directions from the Kennedy Expressway and follow the above directions.

PARKING FOR SEMI TRAILER TRUCKS:

Upon leaving the Hyatt Docks, go up one level to South Water Street ramp and turn Left onto Columbus Drive. Cross the Chicago River and continue on Columbus Drive to Ontario Street. Turn Left onto Ontario Street. Drive approximately 1 Mile to East 90/94 Indiana Exit. Take 90/94 to I-55 (Stevenson Expressway) North to Lake Shore Drive (41) South. Exit south and continue to 31st Street West. Enter the well marked Marshalling Area.

You may pay the attendant in advance or by the day.

EXHIBIT BOOTH ORDER FORM

IMPORTANT INFORMATION: The Hyatt Regency Chicago does not allow food and/or beverages to be brought into the hotel. **All pricing is subject to a 24% service charge and applicable sales tax.** To place an order for your exhibit booth, please complete one form for each food function using the selections below as a guide. Each day's event must have its own form with the appropriate contact information filled in. Your Event Sales Manager will follow-up with a contract based on this order and include an estimate of charges & payment options. **Your order will not be processed until the contract is signed & returned, and appropriate payment arrangements have been made.** All requests must be received at least 2 weeks prior to your event start date. Final guarantees will be due by 11am CST, (3) business days in advance of the event. Any cancellation or reduction after that time will be charged in full for the original order.

RETURN TO: Jaclyn Manning

EMAIL: Jaclyn.manning@hyatt.com
(Phone) 312.239.4712

Date of Event: _____ **# of Guest:** _____ **Start/End Time of Event:** _____ **Booth Number:** _____

Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

QTY SNACKS / BREAK ITEMS

BREAKFAST

- _____ Whole Fresh Fruit @ \$38.00/dozen
- _____ Seasonal Breakfast Bakeries @ \$66.00/dozen
- _____ Bagels w/Cream Cheese @ \$68.00/dozen
- _____ Cinnamon Rolls with Bacon Crumble and Cream Cheese filling @ \$72.00/dozen
- _____ Scones, Lemon-Poppyseed, Mixed Berry, and Apricot with Lemon and Raspberry @ \$66/dozen
- _____ Individual Non-Fat Chobani Yogurts @ \$5.25/each

SAVORY SNACKS

- _____ Traditional Individual Bags of Dry Snacks @ \$52.00/ dozen
- _____ Gourmet Individual Bags of Dry Snacks @ \$62.00/ dozen
- _____ Assorted Organic Energy Bars @ \$64.00/dozen
- _____ Pizza Stuffed Pretzels @ \$68.00/dozen
- _____ Hot Chicago Street Pretzels @ \$62.00/dozen

DESSERT

- _____ Assorted Candy @ \$48.00/dozen
- _____ Bags of Marich Chocolates, assorted types @ \$72.00/dozen
- _____ Assorted Biscotti @ \$48.00/dozen
- _____ Freshly Baked Cookies @ \$70.00/dozen
- _____ Chocolate Brownies @ \$68.00/dozen
- _____ Assorted Miniature Cupcakes @ \$52.00/dozen

QTY PRESENTATION STATIONS (25 Person/Piece Minimum)

- _____ Seasonal Crudit  Display @ \$18.00 /guest
- _____ Cheese Block @ \$20.00 /guest
- _____ Sliced Fresh Fruit @ \$16.00/guest
- _____ Antipasto & Roasted Vegetables @ \$20.00/guest

QTY SPECIALTY STATIONS (50 Person Minimum)

- _____ Pre-Made Pasta Station @ \$22.00/guest
- _____ Shellfish Bar @ \$9.00/piece (100 piece min)
- _____ Sliders: Waygu Beef, Pulled Chicken, Salmon Burger @ \$25.00/guest

QTY COLD/HOT HORS D'OEUVRES \$7.00 each (25 Piece Minimum per Item)

VEGETARIAN

- _____ Tiny Tomato Caprese Skewer
- _____ Spring Roll with Shoyu Sauce
- _____ Goat Cheese Stuffed Peppadew Peppers
- _____ Corn, Zucchini & Cheese Quesadilla

SEAFOOD

- _____ Seared Tuna with Fish Roe and Togarashi
- _____ Bay Scallop Ceviche, Jalapeno Lime Citrus and Cilantro
- _____ Lump Crab Cakes with Lobster Mayo
- _____ Coconut Shrimp, Apricot Dipping Sauce

CHICKEN

- _____ Buffalo Chicken Spring Roll with Blue Cheese Dipping
- _____ Honey Sriracha Chicken Meatballs
- _____ Chicken Mushroom in Puff Pastry
- _____ Mini Tartelettes with Ambrosia Chicken Salad and Grapes

MEAT

- _____ Duck Prosciutto on a Crostini
- _____ Cuban Spring Roll with a Spicy Mustard Dipping Sauce
- _____ Bacon Wrapped Blue Cheese Meatball
- _____ Beef Souvlaki with Tzatziki Sauce

QTY CARVING STATIONS (25 Person Minimum)

- _____ Herb Roasted Turkey Breast @ \$20.00/guest
- _____ Oven Roasted Tenderloin @ \$28.00/guest
- _____ Smoked Barbeque Brisket @ \$22.00/guest
- _____ Smoked Virginia Ham @ \$18.00/guest
- _____ Asian Pork Loin @ \$18.00/guest

* Carver Fee @ \$175.00/each plus tax (up to 3 hours)

**Includes (2) Sides and Sauce

Electrical Order Checklist

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Becker's Healthcare Annual CIO/HIT Revenue Cycle
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<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Form	Must include complete Credit Card Authorization, Labor Order Form and floor plan to secure discount rates, if applicable. Call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Form	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus points).
<input type="checkbox"/> Check rating plates on your equipment	Ensure that you will have the proper power to operate your display.
<input type="checkbox"/> Do you require additional lighting?	We can handle a variety of lighting options to enhance your display.
<input type="checkbox"/> Exhibitor's equipment will be modified to conform to GES' electrical cords and caps and will be billed on a time and material basis.	Exhibitors may pre-wire their equipment to match our receptacles. The following plugs are compatible: <ul style="list-style-type: none"> • 15 amp 120 volt: Standard U-ground cord cap • 30 amp 208 volt 1Ø or 3Ø: Leviton 2811 or Hubbell 2811 • 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P • 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH
<input type="checkbox"/> Avoid code violations	Check the electrical code requirements on the Electrical Information form.
<input type="checkbox"/> Helpful Tip	Please have the following available at showsite: a successful fax transmittal and/or copy of email sent showing attachments.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at (800) 475-2098. We're here to help!

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Form Continues on Next Page



Electrical Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Becker's Healthcare Annual CIO/HIT Revenue Cycle Hyatt Regency Chicago October 9 - 11, 2019

Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

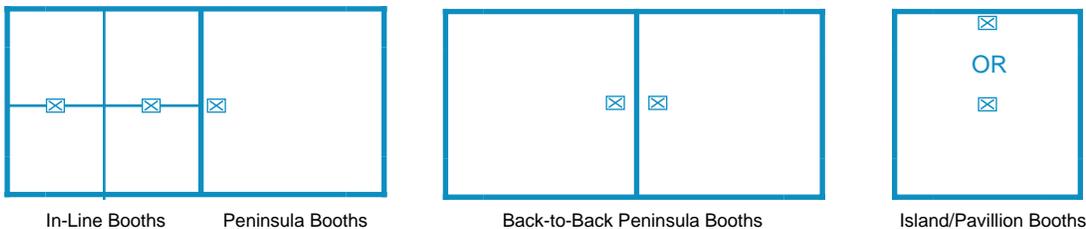
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

If you have any questions, please call us at (800) 475-2098

Where will my outlet be located?

There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:



One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

Island or Pavilion Booths:

You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

V120 PH1
 Hz60
 W1000

120 Volt Single Phase
60 Cycle
1000 Watts

V230
 A30
 PH3

230 volts
30 Amps
3 Phase

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Form Continues on Next Page



Electrical Outlets and Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Becker's Healthcare Annual CIO/HIT Revenue Cycle
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Company Name	Email	Phone Number
Show Site Contact	Show Site Email	Show Site Phone Number



Tips

Easy Ordering Tips:

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Outlets and Accessories

120v Motor and Equipment Outlets

Item Code	Description	RATE (\$)	Qty	Tax %	Total
700003	15 Amp/1500 Watts, 1/4 HP 120V	383.16		9.0	\$
700004	20 Amp/2000 Watts, 1/4 HP 120V	418.70		9.0	\$

Electrical Accessories

Item Code	Description	RATE (\$)	Qty	Tax %	Total
700130	Extension Cord, 14/3 120V, 15'	36.83		9.0	\$
700099	Plug Strip, 120 Volt	39.04		9.0	\$

Step 2. Order Labor

Item Code	Description	RATE (\$)	# of Electricians	# Hours	Total
705060	Electrical Floor Work, ST	154.50			\$
705060	Electrical Floor Work, OT	231.75			\$
705060	Electrical Floor Work, DT	309.00			\$
705061	Electrical Booth Work, ST	154.50			\$
705061	Electrical Booth Work, OT	231.75			\$
705061	Electrical Booth Work, DT	309.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/071695221/labor/esm>

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Electrical Outlets and Labor Order Form

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Company Name	Email	Phone Number
Show Site Contact	Show Site Email	Show Site Phone Number

Step 3. Schedule Electrical Labor

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Please take notice - this event moves in and out on overtime, all applicable surcharges will apply.

Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

By signing and delivering the Electrical Outlets and Labor Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

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Fire Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Becker's Healthcare Annual CIO/HIT Revenue Cycle
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Welcome to the Hyatt Regency Chicago.

In compliance with the directives of the Chicago Fire Prevention Bureau, we ask that all exhibitors read and strictly adhere to the following:

Exhibitors may not, under any circumstances, store empty cases, equipment, products, or materials of any kind behind any drape or under their table or display at any time during the show. You may keep one day's supply of your product or materials on display in the open area of your booth space. Any items stored behind a booth display or drape will be subject to removal and will be placed in an off-site storage facility. "Empty" labels are provided for your convenience and are available at the Decorator's Service Desk. Please affix these to your empty containers and place them in the aisle for pick up. They will be returned to your booth at the break of show.

The Chicago Fire Marshal reserves the right to close down any Exhibitor that does not comply with the above Rules and Regulations. The Exhibitor will be held responsible for payment of any services rendered.

We appreciate your cooperation.

General Fire Safety Policies and Procedures

Statement of Purpose:

General fire safety policies and procedures have been established to ensure the Hyatt Regency Chicago, its guests, clients, personnel and related service industries are working in a safe environment, and in compliance with City of Chicago statutes governing fire prevention. These policies and procedures should serve as a guideline for all concerned and will be enforced by Hyatt Regency Chicago Management. Any requests for variations or exceptions should be directed to Hotel Exposition Services.

1. All material, including scenery, drapes, signs, etc., used in construction of an exhibit booth must be flame retardant. Polyurethane foam must pass the "standard flame test." Only fire retardant cardboard and paper may be used. Affix certificate of flame proofing to the booth.
2. No storage of any kind is allowed behind the back drapes, behind booth displays, or under tables. A maximum of one-day's supply of materials may be placed in an open area of your booth space.
3. No hazardous demonstrations, such as welding, cooking with natural gas, heater demonstrations, etc. will be permitted without the written approval of the Chicago Fire Prevention Bureau. A copy of all paperwork regarding the request and the approval of the procedure from the Fire Department should be forwarded to the Hotel Exposition Services.
4. No hazardous material will be permitted in an exhibit. Hazardous materials include: open flames, hot coals, propane, gasoline, kerosene, radioactive material, oxygen, etc.
5. Vehicles or apparatus with fuel tanks for display must tape fuel cap and contain no more than 1/8 tank of fuel. Battery cable must be disconnected.
6. Exhibits with enclosed ceilings are not permitted. All exhibits should remain 18" below the ceiling/sprinkler system.
7. All fire hose cabinets, pull stations, and emergency exits must be visible and accessible at all times.
8. All main and cross aisles, corridors, stairways, and other exit areas must maintain the required minimum width of 8 feet. No protrusions into the aisles are permitted.
9. Smoking is not permitted at any time.
10. Report emergencies immediately by dialing 55 on any house phone.

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Chat with us <http://www.ges.com/chat>



Information Guide

Business Center Price Guide

Internet	There is an 9% tax on all services
15 minutes per session	\$7.00
Under 6 minutes	\$3.50
Copies	
Black & White Copies	\$0.20 per copy
Double-Sided Copies	\$0.35 per copy
Color Copies	\$1.75 per page
Black & White Transparency Copy	\$2.00 per page
Color Transparency Copy	\$3.00 per page
Black & White Oversized Copy	\$0.50 per copy
Specialty Paper Copy	\$1.50 per copy
Color Paper	\$0.10 per copy additional
3 Hole Paper	\$0.03 per copy additional
Resume Paper	\$0.25 per copy additional
Resume Envelopes	\$0.20 per envelope
Cardstock	\$0.25 per copy additional
8.5"x11" or 8.5"x14" (<i>white</i>)	\$12.00 per ream
8.5"x11" or 8.5"x14" (<i>color</i>)	\$18.00 per ream
8.5"x11" white card stock	\$22.00 per ream
11"x17" oversized	\$25.00 per ream
Printing	
Black & White Printing (8.5"x 11")	\$0.75 per page
Color Printing (8.5"x 11")	\$1.75 each page

Fax	There is a 14.5% tax on all faxes
Local/Long Distance	\$3.00 for first page, \$2.00 for each add.
International	\$8.00 for first page, \$3.00 for each add.
Receiving	\$1.00 per page
Scanning	\$3.00 per page or object
Extras	
SPECIALTY SERVICES	Call for details
Spiral Binding	Call for details
Laminating	Call for details
Transparencies	Call for details
Color Transparencies	Call for details
FINISHING	Call for details
Reduction/Enlargement	Call for details
Hand Staple/Unstaple	Call for details
Hand Folding/Hand Insertions	Call for details
Cut & Paste Clip Art	Call for details
Paper Cutting/Punching	Call for details
MISCELLANEOUS SERVICES	Call for details
Word Processing	Call for details
Signs (large)	Call for details
Notary Public	Call for details



Exhibit Request Form

Exhibit Rentals and Exhibit Networking Guide

VIDEO EQUIPMENT	SHOW RATE	QUANTITY	TOTAL
90" HD Monitor (Includes Stand)	\$5,250.00		
80" HD Monitor (Includes Stand)	\$3,500.00		
70" HD Monitor (Includes Stand)	\$2,750.00		
60" HD Monitor (Includes Stand)	\$2,000.00		
55" HD Touch Screen Monitor (Includes Stand)	\$3,500.00		
46" HD Monitor (Includes Stand)	\$1,500.00		
32" HD Monitor (Includes Tabletop Stand)	\$750.00		
24" HD Monitor (Includes Tabletop Stand)	\$500.00		
Apple TV Media Player	\$325.00		
Solid State Media Player (Suggested for all Monitor HD Video Playback Needs)	\$325.00		
Blue Ray DVD Player	\$325.00		

All monitor rentals are sold on floor stands and come with one standard HDMI connection cable. If custom cables or adapters are required, please contact Encore prior to your event. Additional rental fees may apply. Custom installations such as wall or exhibit mounting, nonstandard orientation, and/or desktop placement may require additional labor and equipment. Please contact Encore Event Technologies prior to submitting this form. On-site design changes may result in emergency fees.

MISCELLANEOUS RENTAL ITEMS AND SUPPORT	SHOW RATE	QUANTITY	TOTAL
Windows Laptop (includes current Windows operating system and Microsoft Office)	\$500.00		
Macbook Laptop (includes current macOS with Keynote)	\$1,000.00		
Apple iPad	\$500.00		
Apple iPad Mini	\$425.00		
Android Tablets	Please Call		
Windows Tablets	Please Call		
Booth Size PA System with Wireless Mic	\$650.00		
Social Media Walls	Please Call		
Charging Stations	Please Call		
Battery Powered Wireless LED Uplights	Please Call		

NETWORK AND TELECOM	PER DAY RATE	QUANTITY	TOTAL
House Phone	\$95.00		
Speaker Phone	\$175.00		
Conference Speaker Phone	\$250.00		
Expanded Conference Speaker Phone	\$350.00		

Telecom rentals are for basic line installation and phone rental only. Additional needs or customization will require extra labor and fees. Charges do not include call charges. These fees will be posted to hotel account folio or guest room account post event.

Wired Internet Access	\$500.00/show		
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Wireless Internet access can be purchased on-site via the Hyatt Conference Web Portal by using a credit card or charging to a guest room.

Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time on-site IT team. For all advanced networking services such as: high density wireless solutions, Static IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth, please contact us at hrcexhibits@encore-us.com.

Note: Custom installations or dedicated Internet service beyond the scope of existing facilities will be individually quoted upon request. An additional 24% service charge will be added to all transactions. The service charge is calculated from the full price of the items. Illinois state sales tax will be assessed on the service charge.

SUBTOTAL: _____
 Rental tax=10.25% of Subtotal: _____
 Service Charge=24% of Subtotal: _____
 City tax=9% of Service: _____
 Calculated by Encore
GRAND TOTAL: _____

EXHIBIT RENTAL CONTRACT (NEXT PAGE) MUST BE COMPLETED FOR ORDER TO BE PROCESSED AND RESERVED. PLEASE SUBMIT A MINIMUM OF 72 HOURS IN ADVANCE. FAILURE TO SUBMIT A COMPLETED FORM WILL RESULT IN EQUIPMENT DELIVERY DELAYS. ON-SITE CONTACT NAME AND NUMBER MUST BE PROVIDED BEFORE EQUIPMENT WILL BE DELIVERED.

Contract Information

Exhibit Rentals and Exhibit Networking Guide

Exhibitor is responsible for equipment until it is picked up by an Encore Event Technologies representative. Pick-up will be at close of show unless otherwise specified. No removal of equipment will take place during show hours.

Payment Information

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.

Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

Please complete forms and submit via fax to Encore Event Technologies at 312-239-4664. You will receive a confirmation via email within 48 hours. If you do not receive a confirmation email, please contact hrcehibits@encore-us.com.

Company Name: _____ Booth Name: _____ Number: _____

Master Account #: _____ Authorized Signer's Name: _____

Credit Card #: _____ CCID: _____ Type: _____ Exp: _____

Billing Address: _____ Billing Zip Code: _____

On-site Contact Name: _____ On-site Contact Cell Phone Number: _____

Terms and Conditions

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW.

By executing this order form, Lessee agrees as follows:

1. All company checks must be received 72 hours prior to event.
2. Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to up to 50% of rental plus any handling charges, service charge, and labor fees.
3. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment that is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.
4. Rentals in the city of Chicago are subject to city tax of 9%.
5. Insurance for the subject equipment is Lessee's responsibility.
6. On-location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged Freeman Electrical Services. Please contact Freeman Electrical Services at 773-473-7080.

I understand the above condition:

Authorized Signature: _____ **Print Name:** _____ **Date:** _____

7. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
8. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order on show site. Absolutely no credits will be issued after show closing.
9. Encore Event Technologies must supply all switches and hubs for the high-speed internet service.



F.A.Q. Riverside Exhibition Hall

Exhibit Rentals and Exhibit Networking Guide

Thank you for choosing Encore Event Technologies as your Internet and audio visual equipment provider. Encore is the premier provider of event technologies for the Hyatt Regency Chicago. We look forward to assisting you with all of your audio visual needs during your show appearance.

The following information will help answer frequently asked questions before, during and after your event. Specific questions not addressed here should be via email to the following address: hrcexhibits@encore-us.com. Please include your show dates, name of your company, and your contact information.

Q. What are the deadlines and/or cut-off dates?

A. The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72 hour cut-off date will be considered on-site orders and are SUBJECT TO EQUIPMENT AVAILABILITY and A 25% ADDITIONAL on-site EXPEDITE FEE. If you are only ordering wireless Internet, no request form is needed. Wireless Internet can be ordered once you arrive on-site by using the web portal. You can use a credit card to book or place your charge to your room.

Q. When will my credit card be charged?

A. All credit cards will be charged for the entire amount of the order 24 hours in advance of the set-up of the show. All credit card orders must include the entire number, the expiration date, the billing address, billing zip code and the CID number located on the back of the card. Orders will be considered incomplete without inclusion of the requested information and therefore will be subject to equipment availability on the day of the show and escalated rush fees.

Q. How do I get a receipt?

A. Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to hrcexhibits@encore-us.com. Please include your contact information. The name of the show and the show dates are helpful. If you are a third party exhibitor requesting a receipt, include your company name in the request.

Q. Can I pay with a company check?

A. Credit card payments are strongly encouraged; however, company checks are a valid form of payment. Checks are to be made payable to Encore Event Technologies and sent to 151 E Wacker Drive, Chicago IL 60601. When paying by check please include a copy of your order as generated by Encore, therefore providing verification of the correct amount and the valid order for which it will be applied to. All checks must be received 72 hours prior to the set-up date of the show that you are attending.

Q. Are wire transfers an acceptable form of payment?

A. FOR INTERNATIONAL ORDERS ONLY. Wire transfers are an acceptable form of payment. An additional processing fee of \$30.00 will be assessed. Contact hrcexhibits@encore-us.com for written instructions.

Q. Where is my equipment?

A. Hyatt Regency Chicago is a union hotel. Therefore, on set-up day, the equipment you have ordered will be delivered to the exhibit floor. At that point, responsibility for all equipment will transfer from Encore to Local Union. A union electrician will be responsible for the delivery and set-up of the equipment ordered. Encore does not control this schedule.

Q. Can I bring my own networking equipment?

A. Encore Event Technologies is the unified network provider at the Hyatt Regency Chicago and maintains a full time on-site IT team. Advanced networking services for custom requirements are available for purchase. These may include high density wireless solutions, routable Static Public IP Addresses, VLAN Setup, custom Wi-Fi Networks, QOS Configuration, or Dedicated Bandwidth. Please contact us at hrcexhibits@encore-us.com for more information.

Q. Does the cost of the telecom equipment include the cost of calls?

A. No, these charges will be assessed by the Hyatt Regency Chicago and will need to be charged to a Master Account or Guest Room Folio. Contact Encore Event Technologies for more information.

Q. Who do I contact if I have problems with equipment during the show?

A. For Encore equipment, wired and wireless internet connections, login information and passwords; contact Encore directly at 312-239-4660. For union related issues, contact Freeman Exhibitor Services at 312-938-0320.

Q. Does Encore require a diagram of my booth?

A. Diagrams are extremely helpful when setting equipment. If available, send your diagram in with your completed forms.

Q. How will I know my order was received?

A. Once your completed forms have been faxed to Encore, Encore will process them and send you a final order within 48 hours of receipt. IF YOU CLAIM SALES TAX EXEMPTION IN THE STATE OF ILLINOIS OR THE CITY OF CHICAGO, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER.