OBAMA BIDEN

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ELECTION NIGHT
MEDIA SERVICES RATE CARDS

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Media Center Overview

The Media Center shall consist of at least 2000 spaces, including standard unassigned media workstations; assigned standard workstations; assigned editing suites/offices, and assigned TV stand-up locations. A description of each can be found on the applicable Rate Card & Order Form.

No fewer than 2000 **unassigned workstations** will be available at no charge to the media. Open seating applies; reservations not required nor accepted. The unassigned workstations are in a shared environment and each includes a 24" wide x 24" deep (approx 0.8m x 0.6m) work surface, one (1) chair, two (2) standard-service electrical outlets (2-pin U.S. standard), wireless Internet, and overhead ambient (fluorescent) lighting.

The quantity of assigned spaces is limited. In order to receive an **assigned space** of any kind in the Media Center, upgraded services must be purchased. These assigned spaces shall be allocated on a first-come, first-served basis and are secured by filling out the appropriate Rate Card & Order Form and returning to Hargrove, accompanied by full payment, **by no later than Wednesday, October 31**.

General Information

Location

McCormick Place
2301 S. Lake Shore Drive
Chicago, Illinois 60616
USA

Media Access Days & Hours*

Satellite Trucks & Outdoor Stand-Ups

Saturday, November 3	6:00 PM – South Lot (Soldier Field) opens for Satellite Trucks
Wednesday, November 7	11:59 PM – Broadcasting ends for Satellite Trucks and Outdoor Stand-Ups
Thursday, November 8	2:00 PM – Trucks must be cleared from the lot

Convention Center – Hall E

Saturday, November 3	8:00 AM – Media access to **Hall E** begins; no broadcasting – equipment load-in only
Saturday, November 3	12:00 Noon – **Hall E** Press File access begins
Tuesday, November 6	TBD – Security Sweep of Convention Center; no Media access Upon completion of the Security Sweep, access resumes
Tuesday, November 6	4:00 PM – Broadcasting may begin
Wednesday, November 7	10:00 AM – Broadcasting from **Hall E** ends
Wednesday, November 7	11:59 PM – Media must be cleared of **Hall E**

Convention Center – Hall D

Monday, November 5	12:00 Noon – Media access to **Hall D** begins; no broadcasting – equipment load-in only
Tuesday, November 6	TBD – Security Sweep of Convention Center; no Media access Upon completion of the Security Sweep, access resumes
Tuesday, November 6	5:00 AM – Broadcasting may begin
Tuesday, November 6	2:00 PM – **Hall D** Press File access begins
Wednesday, November 7	TBD – Broadcasting from **Hall D** ends
Wednesday, November 7	2:00 PM – Media must be cleared of **Hall D**

* All times noted are local / CST.

Advance Order Deadline

Discount prices apply to orders received with payment in full no later than:
Wednesday, October 31

For additional information:
Phone: +1 301.306.4627
Email: customerservice@hargroveinc.com
Please include your company name, contact information and “Election Night” in any voicemail or email messages.

General Information (cont.)

Shipping Materials to Obama-Biden Election Night

There are two (2) categories of shipments, each with its own acceptance period:

1. Media-supplied cables shipped in advance for installation
2. Materials other than cables being shipped directly to Obama-Biden Election Night

Shipping of Media-Supplied Cables

All Media-supplied cables MUST be shipped in advance for receipt by no later than 8:00 AM on Friday, November 2.

Material handling and cabling services fees will apply.

Shipping address for Media-supplied cables:
(Your Company Name)
Obama-Biden Election Night
c/o Hargrove
McCormick Place/Lakeside Center
Attn: Receiving-Mike Ward/Telecom
2301 S. Lake Shore Drive
Chicago, IL 60616
USA

IMPORTANT NOTE: There is a height requirement for this receiving dock. The MAXIMUM height for this dock is **11'2"**. Please make sure that the cable is NOT shipped on a truck that cannot meet this height requirement.

Direct Shipping of Materials Other Than Cables

Direct shipments of materials other than cables will be accepted beginning at 8:00 AM on Saturday, November 3.

Material handling fees will apply.

Direct shipping address:
(Your Company Name – indicate Hall D or E workspace)
Obama-Biden Election Night
c/o Hargrove
McCormick Place
2301 S. Lake Shore Drive
Chicago, IL 60616
USA

Rate Card Contacts

Hargrove Media Services – Standard Rate Card Orders

Hargrove Customer Service
Telephone: +1 301.306.4627
Fax: +1 301.731.5438
Email: customerservice@hargroveinc.com
Web: http://election.hargroveinc.com

Hargrove Media Services – Custom Rate Card Orders

Ron Nicynski
Hargrove
Telephone: +1 301.306.4606
Cell: 443.623.2017
Fax: +1 301.306.9318
Email: ronnicynski@hargroveinc.com

Technical Services – Rate Card Orders

Susan Cope
Exhibitor and Technical Services
McCormick Place
2301 South Lake Shore Drive
Chicago, IL 60616
Telephone: +1 312.595.5152
Cell: 312.907.1060
Fax: +1 312.595.5158
Email: scope@mccormickplace.com

Union Rules & Regulations

McCormick Place – Chicago, Illinois

Exhibitor Bill of Rights
Exhibitors may perform work in a booth of any size provided the work is done by **a full-time employee of the exhibiting company** (i.e., full time throughout the year, employed for a minimum of six [6] months prior to the show's opening; verifiable documentation to be provided upon request). Exhibitors may work **within** their booth using exhibitor-owned ladders or hand tools, cordless tools, power tools and other tools designated by the McCormick Place Exhibition Authority (MPEA). Exhibitors may perform the following work **within** the booth:

- Setting up and dismantling exhibits.
- Assembling and disassembling materials, machinery or equipment.
- Installing signs, graphics, props, other decorative items and exhibitor's drapery, including table skirts.
- Delivering, setting up, plugging in, interconnecting and operating exhibitor's electrical equipment, computers, audio-visual devices and other equipment.
- Skidding, positioning and re-skidding exhibitor's materials, machinery and equipment using exhibitor's own **non-motorized** hand trucks and dollies.

In addition, exhibitors may load/unload materials from automobiles and small utility vehicles at a designated location at McCormick Place docks using exhibitor-owned, non-motorized, non-hydraulic hand trucks or dollies. The unloading or loading of materials must be done at docks only, not at pedestrian/taxi gates. All freight, defined as anything requiring more than one person to carry in one trip, must go through freight doors only. Freight is not allowed to be moved through any personnel or handicapped access doors.

NOTE: Exhibitors are prohibited at any time from using scooters, forklifts, pallet jacks, lifts, motorized dollies or any similar motorized or hydraulic equipment on MPEA premises.

Unions & Jurisdictions
Should an exhibitor choose to utilize a contractor/hire union labor, the following outline of the major unions with jurisdiction over trade shows in McCormick Place is intended to help plan participation in this show in a manner that conforms to the local union jurisdictions. Union labor may be secured through the Official Service Contractor – Hargrove, Inc.

Display Labor (Unified Carpenters & Decorators Labor Force)
Display laborers handle the erection and dismantling of all displays and exhibit booths. This includes cabinets, fixtures, shelving units, furniture, and carpeting/floor coverings. They also hang structural signs and re-crate exhibits and machines for outbound loading. Display laborers handle the installation of draping, table skirting, signage and other items of a decorative nature (including photos, logos, and other framed/unframed graphics).

Electricians
Electricians are responsible for the assembly, installation and dismantling of anything that uses electricity as a power source. They handle all electrical work, including supplying power lines to booths, connecting equipment to the proper outlets, and installing electrical signs/headers.

Plumbers
Plumbers are responsible for all plumbing work, including the installation and removal of tanks (water, compressed air, and/or gas), drains, and venting systems.

Union Rules & Regulations (cont.)

Riggers
Riggers are sometimes referred to as “machine movers.” Riggers unload machines from trucks, moving the materials to the booth and, if necessary, uncrating them. Riggers also remove skids, reskid machines, and spot the machines in a booth. For all operations requiring a Rigger, including those involving computer equipment and small appliances, the crew size will be determined by the scope of the job.

Teamsters
Teamsters handle all freight and move all materials (except machinery – see Riggers below) in and out of the exhibit hall. They unload all trucks or vehicles, deliver the material to the booth and remove and reload material at the close of the show.

In General
Reasonable judgment should determine when the scope of a task requires professional union labor. When union labor is ordered, the person in charge of your exhibit should carefully inspect and sign all work order forms. Questions regarding billing should be brought to the Hargrove Service Desk. Any questions arising with regard to union jurisdictions or practices should be directed to the Hargrove manager on the floor. Any conflicts or disagreements regarding the union jurisdictions or interpretations thereof shall be resolved with representatives of Hargrove and Show Management.

A Note about Freight Handling: Hargrove has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for smooth and efficient move-in and move-out of the exposition. Hargrove will not be responsible for any material we do not handle.

A Note about Cleaning: Hargrove is the exclusive cleaning contractor. No other cleaning service, including an exhibitor-appointed contractor, may perform cleaning or porter services.

A Note about Gratuities: Solicitation of tips or gratuities in any form is prohibited. Please do not tip any Hargrove employee, as all are paid at an appropriate, professional wage scale.

A Note about Safety: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support standing weight. Hargrove cannot be responsible for injuries or falls caused by the improper use of rental furniture. If assistance is required in assembling your booth, please order labor using our Labor order form and the necessary ladders and tools will be provided. Please assist us in our efforts to provide a safe working environment for everyone.

Hargrove Media Services Contacts

Hargrove Media Services – Standard Rate Card Orders

Hargrove Customer Service
Telephone: +1 301.306.4627
Fax: +1 301.731.5438
Email: customerservice@hargroveinc.com
Web: http://election.hargroveinc.com

All orders placed directly from a Rate Card & Order Form can be sent to Hargrove Customer Service via fax (+1 301.731.5438) or email (customerservice@hargroveinc.com).

Hargrove Media Services – Custom Rate Card Orders

Ron Nicynski
Hargrove
Telephone: +1 301.306.4606
Cell: +1 443.623.2017
Fax: +1 301.306.9318
Email: ronnicynski@hargroveinc.com

Contact Ron Nicynski to obtain 'custom' Media Center workspace; for special orders for television stand-up locations, editing suites and custom spaces, and for media-related services not addressed in these rate cards.

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Payment & Credit Card Information – Hargrove Services

Company Name: _____

Contact Name: _____

Address: _____

(STREET) (PO BOX – if applicable)

_____

(CITY) (ST/PROV) (ZIP/POSTAL CODE) (COUNTRY)

Phone: Ext.: Fax: Email: _____

Payment Policy:
Payment in full must accompany your order. For your convenience, we accept payment by Visa, MasterCard, Discover Card, American Express, company check, and wire transfer*. For tax-exempt status, please submit a tax-exempt certificate.

Credit Card on File: ☐ VISA ☐ MasterCard ☐ DISCOVER ☐ AMERICAN EXPRESS

Credit Card Number**:

																EXP:		/				

Cardholder's Billing Address: _____

_____

Cardholder: _____ Signature: _____

** Hargrove will apply all charges incurred on site to this card.
To make other arrangements, contact us at 301.306.4627 customerservice@hargroveinc.com.

Order Payment Method:

☐ Charge the above listed credit card. **OR** ☐ Check Enclosed # _____ Dated ____/____/____ **OR**

☐ Wire Transfer* on _____ from _____ in _____
(Date) (Bank) (Country)

* Send **wire transfers** to:
Hargrove, Inc.
c/o Branch Banking and Trust Company (BB&T Bank)
College Park, MD 20740
USA

ABA #055003308, Account #0005157928602, SWIFT Code: BRBTUS33

Include your company name, event name, and the country and bank where the transfer originated. Be sure to include the following **wire transfer fees**: $20 for wire transfers originating within the US, $40 for transfers originating from a bank in any other country.

NOTE: For Media Services ordered through the Hargrove section of this rate card, "Hargrove" will appear as the vendor for credit card charges.

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Rate Card & Order Form: Standard Media Center Workspace

Company Name:

Contact Name:

Product Description – Standard Unassigned Media Center Workspace	Price (US$)	Qty	Total
One (1) unassigned workstation (24" wide x 24" deep space / approx 0.6m x 0.6m) within shared space, including: • One (1) chair • Two (2) standard-service electrical outlets (2-pin U.S. standard) • Wireless Internet • Overhead ambient (fluorescent) lighting	Provided at no charge (N/C)		N/C
• **Minimum** unassigned workspaces available: 2000 • Open seating applies; reservations not required nor accepted. • Orders for a Standard Unassigned Media Center Workspace not required; additional services in this location not available.	**TOTAL (US$):**		N/C

Product Description – Standard Assigned Media Center Workspace	Price (US$)	Qty	Total
One (1) personal assigned workstation (24" wide x 24" deep space / approx 0.6m x 0.6m) within shared space, including: • One (1) chair • Two (2) standard-service electrical outlets (2-pin U.S. standard) • Wireless Internet • Overhead ambient (fluorescent) lighting • Custom-printed "Reserved for (name)" placeholder	$550.00		
• All prices in US Dollars (US$) and payable to Hargrove. • Standard Assigned Media Center Workspace must be ordered from Hargrove by **Wednesday, October 31**; availability cannot be guaranteed after October 31. • The workstation is an inclusive RENTAL item and requires payment to Hargrove only. • Data services provided at additional cost by McCormick Place.	**TOTAL (US$):**		

Submit this form along with the Payment & Credit Card Information Form by Wednesday, October 31.
Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
For orders received after October 31, a 40% surcharge will apply.
After October 31, orders subject to availability.

Hargrove 1 Hargrove Drive • Lanham, MD 20706 • USA
Telephone: +1 301.306.4627 Fax: +1 301.731.5438 customerservice@hargroveinc.com

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Rate Card & Order Form: Editing Suite/Office

Company Name:

Contact Name:

- Attach a rough floor plan of your desired workspace layout to this order.
- Cabling, electrical and telecommunication services require separate orders. Please see the applicable rate cards.

1. Structural Components	Advance Rate Deadline – Oct 31	Standard Rate After Oct 31	Workspace Size (length x width)	Qty (total lin ft)	Total
Hardwall 8' high white panels; includes one(1) door for every 40' ordered	$70.00 / linear ft	$98.00 / linear ft			
Drape 8' high drape, including metal supports	$30.00 / linear ft	$42.00 / linear ft			
Drape 3' high drape, including metal supports	$20.00 / linear ft	$28.00 / linear ft			
				Subtotal:	

2. Basic Furnishings	Advance Rate Deadline – Oct 31	Standard Rate After Oct 31	Qty	Total
Table – 6' x 2' x 30" **Draped** Table	$ 150.00	$ 210.00		
Table – 6' x 2' x 30" Undraped Table	$ 100.00	$ 140.00		
Table – 8' x 2' x 30" **Draped** Table	$ 175.00	$ 245.00		
Table – 8' x 2' x 30" Undraped Table	$ 125.00	$ 175.00		
Chair – padded side chair	$ 75.00	$ 105.00		
Barstool	$ 90.00	$ 126.00		
Wastebasket	$ 20.00	$ 28.00		
Carpet (per square foot)	$4.00/sq ft	$5.60/sq ft	sq ft	
			Subtotal:	

3. Specialty Furnishings	Advance Rate Deadline – Oct 31	Standard Rate After Oct 31	Qty	Total
Loveseat – 57" long, Black Upholstery	$ 400.00	$ 560.00		
Occasional Chair – Black Upholstery	$ 325.00	$ 455.00		
Cocktail Table – 38" sq x 18.5" high, Steel Base w/ Black Top	$ 310.00	$ 434.00		
End Table – 26" square x 27" high, steel base w/ Black Top	$ 280.00	$ 396.00		
Floor Lamp – 58" high, Pewter Base w / Shade	$ 170.00	$ 238.00		
Table Lamp – 28" high, Pewter Base w / Shade	$ 140.00	$ 196.00		
			Subtotal:	

4. Miscellaneous Items	Advance Rate Deadline – Oct 31	Standard Rate After Oct 31	Qty	Total
Cable Ramp (for use in suite/office)	$ 120.00	$ 168.00		
Coat Tree	$ 50.00	$ 70.00		
Stanchion – Retractable, w/ Black Belt	$ 115.00	$ 161.00		
			Subtotal:	

• All prices in US Dollars (US$) and payable to Hargrove • Order deadline: **Wednesday, October 31**. • Data services provided at additional cost by McCormick Place.	**TOTAL (US$):**

Submit this form along with the Payment & Credit Card Information Form by Wednesday, October 31.
Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
After October 31, orders subject to availability.

Hargrove 1 Hargrove Drive • Lanham, MD 20706 • USA
Telephone: +1 301.306.4627 Fax: +1 301.731.5438 customerservice@hargroveinc.com

OBAMA BIDEN

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Rate Card & Order Form: Indoor Stand-Up Location

Company Name:

Contact Name:

NOTE: Total number of positions ordered will be submitted to the Campaign Office for approval; notification of approved quantity scheduled for Friday, November 2.

MAIN PRESS – each stand-up position includes a 20 Amp electrical circuit (at the advance rate of $555)

Position	Height x Width x Depth	Type	Unit	Advance Rate Deadline – Oct 31	Quantity	Total
Tier 1	6' x 136' x 12'	VIDEO	8x4	$ 1,280.00		
Tier 2	8.5' x 136' x 8'	STILL	4x4	$ 1,280.00		
Tier 3	10' x 136' x 12'	VIDEO	8x4	$ 1,280.00		
					TOTAL (US$):	

CUT PRESS – each stand-up position includes a 20 Amp electrical circuit (at the advance rate of $555)

Position	Height x Width x Depth	Type	Unit	Advance Rate Deadline – Oct 31	Quantity	Total
Tier 1	6' x 36' x 12'	VIDEO	8x4	$ 1,170.00		
Tier 2	8.5' x 36' x 8'	STILL	4x4	$ 1,170.00		
Tier 3	10' x 36' x 12'	VIDEO	8x4	$ 1,170.00		
					TOTAL (US$):	

Submit this form along with the Payment & Credit Card Information Form by Wednesday, October 31.
Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
For orders received after October 31, a 40% surcharge will apply.
After October 31, orders subject to availability.

HARGROVE MEDIA SERVICES – TV STAND-UPS

Hargrove 1 Hargrove Drive • Lanham, MD 20706 • USA
Telephone: +1 301.306.4627 Fax: +1 301.731.5438 customerservice@hargroveinc.com

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Rate Card & Order Form: Outdoor Stand-Up Location

Company Name:

Contact Name:

NOTE: Total number of positions ordered will be submitted to the Campaign Office for approval; notification of approved quantity scheduled for Friday, November 2.

Product	Stand-Up Location – Outdoor	Advance Rate	Qty	Total
Outdoor Stand-Up	One (1) 4' x 8' x 16" Riser – including step	$385.00		
	One (1) 8' wide x 4' deep section of artificial turf	$175.00		
• Power information below. • Media authorized to source own weather protection (i.e., canopy, tent or similar item).		**TOTAL (US$):**		

Media ordering Outdoor Stand-Up positions may make arrangements for power directly with Aggreko:

George "Geo" Long
Senior Event Manager
Aggreko Event Services
4540 Kendrick Plaza – Suite 100
Houston, TX 77027
Telephone: +1 207.375.2642
Toll Free (US): 1.800.AGGREKO
Cell: 508.387.0300
Fax: +1 413.425.8338

Submit this form along with the Payment & Credit Card Information Form by 10:00 PM (EST) Wednesday, October 31.
Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
For orders received after October 31, a 40% surcharge will apply.
After October 31, orders subject to availability.

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Rate Card & Order Form: Cabling Services – Page 1 of 2

Company Name:

Contact Name:

Hargrove is the official cabling contractor for Obama-Biden Election Night. As such, Hargrove will be the installer of all cables.

Cabling Materials

Media-Supplied Cables
Media organizations must provide their own cables for installation and use at Election Night. Hargrove, as the official contractor, will receive and install the cables prior to the start of Media access (see General Information for the schedule); material handling and cabling services fees will apply. Companies supplying their own cables must:

- Mark each cable every 25 ft / 7.6 m with company name and point-of-contact name and phone number.
- Designate each cable with its termination destination within the Media Center (ex., Stand-Up Location, Editing Suite, etc.).
- Ship cables to McCormick Place* for receipt by no later than 8:00 AM Friday, November 2. See General Information for shipping address; shipping labels are provided for your convenience.
- Complete and submit this Cabling Services form along with Hargrove's Payment and Shipping & Material Handling forms.

*** IMPORTANT NOTE:** There is a height requirement at the receiving dock. The MAXIMUM height for this dock is **11'2"**. Please make sure that the cable is NOT shipped on a truck that cannot meet this height requirement.

All Media ordering cable runs will incur additional charges for cable ramps. Charges will be based upon the number of ramps required to safely secure all cables and will be determined during installation. The per-ramp cost will be evenly shared by all Media ordering cable runs. Cable ramp charges will appear on your final invoice. By placing an order for cable runs, the Media company agrees to cable ramp charges.

Cabling Services

Hargrove is the exclusive vendor for cabling services, with the exception of terminating services. Media organizations must terminate their own cables.

Submit the following along with the Payment & Credit Card Information Form by Wednesday, October 31.
Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
After October 31, availability of Cabling Services is not guaranteed.

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Rate Card & Order Form: Cabling Services – Page 2 of 2

Company Name:

Contact Name:

Cable Run From & To	Approx Length of Cable Needed	Advance Rate Deadline: October 31	Standard Rate After October 31 **Subject to Availability**	Quantity (# of 5-cable runs)	Subtotal	Tax	Total
RUN #1 - from Fee for Service Editing Suites in Hall E to Temp Dmarc "D" in Hall D	1,200 ft	$5,565.00	$6,090.00			14.50%	
RUN #2 - from Temp Dmarc "D" in Hall D to Press File Area in Hall E	1,200 ft	$5,565.00	$6,090.00			14.50%	
RUN #3 - from Hall E Dmarc to Hall D Dmarc	700 ft	$3,339.00	$3,864.00			14.50%	
RUN #4 – from Hall E Dmarc to Soldier Field Parking Lot	1,000 ft	$2,226.00	$2,751.00			14.50%	
RUN #5 – from Hall D Dmarc to Riser	200 ft	$1,113.00	$1,638.00			14.50%	
RUN #6 – from Hall D Dmark to Soldier Field Parking Lot	1,700 ft	$5,885.00	$6,405.00			14.50%	
RUN #7 – from Hall D Cut-Away Riser to Hall E Fee for Service Editing Suites	1,600 ft	$5,885.00	$6,405.00			14.50%	
RUN #8 – from Hall D Cut-Away Riser to Hall E area behind Network Pods (directly behind main riser)	400 ft	$2,226.00	$2,751.00			14.50%	
RUN #9 – from Hall E Temp Dmarc "E" to Hall E Press File Area	460 ft	$2,226.00	$2,751.00			14.50%	
RUN #10 – from Hall E Temp Dmarc "E" to Hall E Fee for Service Editing Suites	460 ft	$2,226.00	$2,751.00			14.50%	
					TOTAL (US$):		

All Media ordering cable runs will incur additional charges for cable ramps. Charges will be based upon the number of ramps required to safely secure all cables and will be determined during installation. The per-ramp cost will be evenly shared by all Media ordering cable runs. Cable ramp charges will appear on your final invoice. By placing an order for cable runs, the Media company agrees to cable ramp charges.

Cabling Cancellation Policy:

- Cabling service orders cancelled by Wednesday, October 31 are eligible for a 25% refund.
- Cabling service orders cancelled after Wednesday, October 31 are non-refundable.

Submit this form along with the Payment & Credit Card Information Form by Wednesday, October 31.
Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
After October 31, availability of Cabling Services is not guaranteed.

Hargrove 1 Hargrove Drive • Lanham, MD 20706 • USA
Telephone: +1 301.306.4627 Fax: +1 301.731.5438 customerservice@hargroveinc.com

TO: HARGROVE
McCormick Place/Lakeside Ctr
Attn: Rcvg-Mike Ward/Telecom
2301 S. Lake Shore Drive
Chicago, IL 60616 USA

Obama-Biden Election Night

COMPANY NAME: _____

CONTACT NAME & #: _____

CABLE SHIPMENTS MUST BE RECEIVED BY:
Friday, November 2 at 8:00 AM

CABLES ONLY SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

Please make additional copies of these labels as needed.

TO: HARGROVE
McCormick Place/Lakeside Ctr
Attn: Rcvg-Mike Ward/Telecom
2301 S. Lake Shore Drive
Chicago, IL 60616 USA

Obama-Biden Election Night

COMPANY NAME: _____

CONTACT NAME & #: _____

CABLE SHIPMENTS MUST BE RECEIVED BY:
Friday, November 2 at 8:00 AM

CABLES ONLY SHIPPING LABEL

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Rate Card & Order Form: Electrical Services

Company Name:

Contact Name:

- Rates for supplemental power for the Media Center are for **24-hour service for the entire event**.
- 208 volt and higher voltages require minimum labor charges.
- Dedicated outlets require a 20 amp outlet.
- A separate outlet must be ordered for each location where an electrical service is required.
- If you require electrical services not listed on this form, please call for a quote.

Electrical Service/Item	Advance Rate Deadline – Oct 31	Standard Rate After Oct 31	Quantity	Total
120 VOLT Rates for 120 volt outlets **INCLUDE applicable labor**				
0 - 500 WATTS (5 AMPS)	$ 375.00	$ 565.00		
501 - 1000 WATTS (10 AMPS)	$ 510.00	$ 765.00		
1001 - 1500 WATTS (15 AMPS)	$ 530.00	$ 795.00		
1501 - 2000 WATTS (20 AMPS)	$ 555.00	$ 835.00		
208 VOLT SINGLE PHASE **Minimum labor charge** of one (1) hour for installation and ½ hour for removal; material charges may also apply. Call for labor estimate.				
5 AMPS	$ 485.00	$ 730.00		
10 AMPS	$ 625.00	$ 935.00		
15 AMPS	$ 685.00	$ 1,025.00		
20 AMPS	$ 805.00	$ 1,205.00		
30 AMPS	$ 835.00	$ 1,250.00		
60 AMPS	$ 890.00	$1,335.00		
100 AMPS	$ 1,575.00	$ 2,360.00		
208 VOLT THREE PHASE **Minimum labor charge** of one (1) hour for installation and ½ hour for removal; material charges may also apply. Call for labor estimate.				
5 AMPS	$ 625.00	$ 935.00		
10 AMPS	$ 760.00	$1,135.00		
15 AMPS	$ 840.00	$ 1,260.00		
20 AMPS	$ 1,000.00	$ 1,495.00		
30 AMPS	$ 1,025.00	$ 1,535.00		
60 AMPS	$ 1,090.00	$ 1,635.00		
100 AMPS	$ 1,650.00	$ 2,470.00		
LABOR ESTIMATE **Call for quote and enter quoted amount here:** Rates: Straight Time - $145.00/hour • Overtime - $210.00/hour • Double Time - $260.00/hour				
MATERIAL RENTALS				
15' Extension Cord *	$ 40.00 each	$ 56.00 each		
Multi-Outlet Strip *	$ 40.00 each	$ 56.00 each		
			Subtotal:	
			Tax 8%:	
			TOTAL (US$):	

* Pick up at Service Desk

Submit this form along with the Payment & Credit Card Information Form by Wednesday, October 31.
Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.

Hargrove 1 Hargrove Drive • Lanham, MD 20706 • USA
Telephone: +1 301.306.4627 Fax: +1 301.731.5438 customerservice@hargroveinc.com

Electrical Terms & Conditions

1. Herein, "Hargrove" refers to Hargrove, Inc. and any of its designated suppliers/contractors of electrical services, materials and labor and "Media" refers to any company/organization participating/attending the Obama-Biden Election Night via the Media Center (MC) and its various indoor and outdoor locations.
2. Outlet rates listed include bringing the services to one location within the Editing Suite/Office or other MC location, along the back wall of the suite/office or back side of the location. If a floor plan indicating an alternate location for the power drop is submitted by October 31, 2012, the power drop can be alternately placed. Labor service may apply.
3. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, the distribution of electrical services or additional labor. Distribution from the power source to all other locations in the MC *regardless of suite/office/location type* requires labor and is performed on a time and material basis. Media are invited to contact Hargrove to discuss any additional costs that may be incurred.
4. A separate outlet must be ordered for each location where an electrical service is required. The minimum amount of power that can be ordered for any one location is 5 amps or 500 watts. Power must be ordered according to peak amperage ratings.
5. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of ½ hour or ½ the total time of installation.
6. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
7. Hargrove employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
8. Hargrove is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the MC including the individual editing suites/offices. This material is provided on a rental basis ONLY and remains the property of Hargrove. It shall be removed only by Hargrove employees.
9. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
10. Standard wall and other permanent building utility outlets or sockets are not part of the MC and may not be used by the Media unless electrical services have been ordered through Hargrove.
11. All equipment regardless of source of power, must comply with federal, state and local codes. Hargrove reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Hargrove is required to refuse connections where the Media's wiring or equipment is not in accordance with electrical codes.
12. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
13. All Media's cords must be a minimum of 14-gauge, 3-wire and grounded. Two (2) wire extension cords are not allowed. All exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
14. Payment in full must be rendered during the event. Media ARE NOT billed for services provided. Services may be interrupted if payment is not received.
15. Electrical claims will not be considered or adjustments made unless filed in writing by the Media prior to the close of the event.
16. The Media holds Hargrove harmless for any and all losses of power beyond Hargrove's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Media equipment or overloads caused by the Media.
17. By placing an order for electrical service, the Media hereby agrees to all terms and conditions on this order form.

OBAMA BIDEN

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Rate Card & Order Form: Office Equipment

Company Name:

Contact Name:

Item	Description	Advance Rate Deadline – Oct 31	Standard Rate After Oct 31	Quantity	Total
OFFICE EQUIPMENT					
B&W Laser Printer	45 pgs per minute	$ 391.00	$ 548.00		
Color Laser Printer	30 pgs per minute	$ 703.00	$ 984.00		
Small B&W Copier	25-30 pgs per minute	$ 339.00	$ 475.00		
Large B&W Copier	45 pgs per minute	$ 1,585.00	$ 2,218.00		
Small Color Copier	15-17 pgs per minute	$ 547.00	$ 766.00		
Large Color Copier	31 pgs per minute	$ 1,844.00	$ 2,581.00		
Laser Fax Machine	Phone line **not** included	$ 339.00	$ 475.00		
Shredder	12 pg capacity	$ 319.00	$ 446.00		
				TOTAL (US$):	

- Rate inclusive of tax and delivery.
- Electricity (and phone line for fax machine) must be ordered separately from McCormick Place Technical Services.
- An on-site technician will be available for troubleshooting.

Submit this form along with the Payment & Credit Card Information Form by Wednesday, October 31.
Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.
Items ordered after October 31 are subject to availability.

Hargrove 1 Hargrove Drive • Lanham, MD 20706 • USA
Telephone: +1 301.306.4627 Fax: +1 301.731.5438 customerservice@hargroveinc.com

Shipping & Material Handling

Company Name: _____

Contact Name: _____

As the Official Services Contractor for this event, Hargrove will schedule the moving in and out of all materials.

- **Media-supplied cables** must be shipped in advance and received **by 8:00 AM Friday, November 2**.

  IMPORTANT NOTE: There is a height requirement for the receiving dock for cable shipments. The MAXIMUM height for this dock is **11'2"**. Please make sure that the cable is NOT shipped on a truck that cannot meet this height requirement.
- All **direct shipments of materials other than cables** are to be delivered directly to the convention center **beginning at 8:00 AM on Saturday, November 3** and must be received prior to the Security Sweep.
- Refer to the General Information page for Election Night schedule, shipping addresses and shipment acceptance periods.

Each shipment will need to be accompanied by a Bill of Lading. When completing your Bill of Lading and shipping labels, please include the name of the event (Obama-Biden Election Night), your company name, and your workspace. For your convenience, sample labels are provided in this service kit. You may copy these labels or use your own if you need more labels than provided.

Remember that all shipments must be prepaid; collect shipments will be refused. To ship your materials with Hargrove, request a quote. Or, contact Hargrove Shipping at +1 301.306.4620 or shipping@hargroveinc.com.

MATERIAL- / FREIGHT-HANDLING FEES:

$125 / 100 lbs. (CWT)

NOTE: Minimum = 200 lbs. / 2 CWTs ($250 per shipment)

Description (carton, case, crate, skid, etc.)	# of Pieces	Carrier	# of CWTs	Price per CWT	Total Price
• Material Handling is billed by the hundredweight, or per CWT, with a **2 CWT minimum**. • When computing material handling costs, remember to round up to the next hundred pounds. For example, a delivery that weighs 347 pounds will be billed at 4 CWT. • Each delivery to the dock constitutes a shipment, and is billed accordingly. • Shipments received without weight tickets will be weighed and charged special handling rates. • Cable shipments received after Friday, November 2 at 8:00 AM may be subject to a 50% late surcharge and are not guaranteed installation service. • Material handling charges will appear on your statement after actual shipments have been processed.				**TOTAL (US$):**	

Submit this form along with the Payment & Credit Card Information Form by Wednesday, October 31.
Payment MUST accompany all orders. Purchase orders (POs) cannot be accepted.

TO: HARGROVE
McCormick Place
2301 S. Lake Shore Drive
Chicago, Illinois 60616 USA

Obama-Biden Election Night

COMPANY NAME: _____

CONTACT NAME & #: _____

MATERIALS FOR: ☐ Hall D Workspace ☐ Hall E Workspace

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, November 3 at 8:00 AM

DIRECT SHIPPING LABEL

✂ PLEASE CUT ALONG THIS LINE AND AFFIX LABEL TO PACKAGE ✂

Please make additional copies of these labels as needed.

TO: HARGROVE
McCormick Place
2301 S. Lake Shore Drive
Chicago, Illinois 60616 USA

Obama-Biden Election Night

COMPANY NAME: _____

CONTACT NAME & #: _____

MATERIALS FOR: ☐ Hall D Workspace ☐ Hall E Workspace

NO SHIPMENTS ACCEPTED BEFORE:
Saturday, November 3 at 8:00 AM

DIRECT SHIPPING LABEL

OBAMA BIDEN

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Limits of Liability

Please read carefully, as the consignment of a shipment to **HARGROVE, INC.**, a Maryland corporation ("Hargrove"), or the placement of an order with Hargrove, by the below-described "Customer," or by any shipper to or on behalf of the Customer, shall be construed as an acceptance by such Customer (and/or other shipper) of the terms and conditions set forth below in this Limits Of Liability Agreement.

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Customer hereby agrees as follows to and for the benefit of Hargrove:

The protection of all materials belonging to the Customer is the sole responsibility of the Customer. The Company shall insure its exhibit and all collateral materials from the time they leave the Customer's premises until they are returned after the show, convention or other event ("Event"). Hargrove recommends that the Customer obtain an appropriate "rider" to its insurance policy to ensure such insurance coverage.

HARGROVE AND ITS SUBCONTRACTORS DO NOT INSURE THE CUSTOMER'S PROPERTY AGAINST LOSS OR DAMAGE. Further, Hargrove and its subcontractors do not provide for full replacement value should loss or damage occur. *As noted above, the Customer is solely responsible for obtaining insurance for the Customer's property.*

If the Customer's property is lost or damaged due to the performance or nonperformance of services provided by Hargrove or its subcontractors, or due to negligence by Hargrove, its subcontractors or their employees, the liability of Hargrove and its subcontractors shall be limited to the lesser of: (a) $.30 per pound per article; (b) $50.00 per item; or (c) $1,000.00 per shipment, incident, occurrence or other claim of any nature whatsoever. This amount shall be the Customer's agreed upon maximum amount of damages for which Hargrove could be liable.

By way of example, and not by way of limitation, Hargrove and its subcontractors shall not be liable for:

- ❑ damage to uncrated materials, improperly packed freight, and concealed damage or glass breakage;
- ❑ loss, theft or disappearance of shipments while the booth is left unattended, i.e., once materials have been delivered to the Customer's booth area during move-in, or, once shipments are packed and ready for loading on the move-out. Security of all exhibit materials contained in the rented booth space is the sole responsibility of the Customer;
- ❑ loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond Hargrove and its subcontractors' control;
- ❑ loss, shortages, or damage related to shipments received without proper documentation, i.e., freight bills without specified piece count (UPS, Federal Express, privately owned vehicles, local couriers, company vehicles, or miscellaneous air freight carriers);
- ❑ any other direct damages, actual costs or loss, or other collateral costs which may result from any loss or damage to the Customer's materials which may make it impossible or impractical for the Customer to exhibit its materials; or
- ❑ any loss of business, loss of profits, loss of use of data, interruption of business, or any other indirect, special, consequential, incidental, exemplary or punitive damages of any kind, even if Hargrove has been advised of the possibility of such damages.

Hargrove and its subcontractors shall not be bound by any claim presented more than 60 days after the date of the incident.

In the event of a dispute with Hargrove and its subcontractors regarding loss or damage to any of the Customer's property, the Customer agrees that payment for services provided by Hargrove or its subcontractors will not be withheld in any amount as an offset against the amount of any alleged loss or damage. The Customer agrees to pay the full amount for the services provided by Hargrove and its subcontractors prior to the close of the Event. The Customer further agrees that any claim against Hargrove or its subcontractors will be handled as a separate transaction to be resolved on its own merits.

The Customer agrees, in relation to the receiving, material handling, storage and reloading of its freight, that Hargrove and its subcontractors will act as the Customer's agent when signing any documentation related to its shipment. If any employee of Hargrove and its subcontractors sign a delivery receipt, Bill of Lading or any documentation, it is agreed that Hargrove and its subcontractors are doing so on behalf of the Customer, and the Customer accepts the responsibility of said shipment.

Empty container labels are available on site at the Hargrove Customer Service Center. Affixing the labels is the sole responsibility of the Customer and/or his representatives. All previous labels should be removed. Hargrove assumes no responsibility for containers with incorrect labels. Further, Hargrove assumes all containers labeled "empty" to be empty, and therefore assumes no liability for material or equipment left inside a container marked as empty.

In all cases where the Customer stores materials with Hargrove (empty, accessible, dry, refrigerated, or otherwise), the Customer does so at its own risk. Hargrove assumes no liability for items placed in such storage.

Hargrove and its subcontractors reserve the right to change designated carriers if the carrier assigned by the Customer does not pick up the Customer's freight on time. The Customer will be responsible for payment to the carrier that Hargrove and its subcontractors choose to reroute the Customer's freight. Hargrove and its subcontractors assume no responsibility as a result of rerouting or handling of freight.

OBAMA BIDEN

BARACKOBAMA.COM

Technical Services Contact

Contact

All data services – such telephone lines and supplemental/dedicated data (Internet) connections – must be ordered through McCormick Place Technical Services.

Susan Cope
Exhibitor and Technical Services
McCormick Place
2301 South Lake Shore Drive
Chicago, IL 60616
Telephone: +1 312.595.5152
Cell: 312.907.1060
Fax: +1 312.595.5158
Email: scope@mccormickplace.com

EXHIBITOR AND TECHNICAL SERVICES

Internet and Telecommunication Service Ordering Guide and Facility Information

Obama for America

Deadline Date:
OCTOBER 31, 2012

Need Help Completing The Forms???

CONTACT US:
312-791-6113 (Call Center)
312-791-6159 (Fax)
telecommunications@mccormickplace.com (E-Mail)
Order Telecommunication Services On-Line At **www.mccormickplace.com**

$$ SAVING TIPS $$

Following are some of the most important tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at www.mccormickplace.com.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Internet Technical Services at 312-567-8060 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you approximately 33% on your order.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows:

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	DT	12:00am-4:30pm OT for 1st Eight Consecutive Hours & DT Only After Eight Hours	DT
6:00am-10:00pm	ST for 1st Eight Consecutive Hours & OT Only After Eight Hours		
10:01pm-11:59pm	OT	4:31pm-11:59pm DT	

ST- Straight Time / OT- Overtime / DT- Double Time

- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.

McCormick Place Fire and Safety Regulations are located on pages 10-15.

COMPLIMENTARY WIRELESS INTERNET

OVERVIEW

The complimentary service should **ONLY** be used for non-mission-critical applications such as general web surfing and Internet-based email access.

Access to the WiFi network may be sporadic and cannot be guaranteed as access is based on the volume of users.

McCormick Place Internet/Technical Services is committed to delivering the highest quality internet and networking services in the industry. Experience has shown that wireless service is inherently vulnerable to interference from other devices that utilize the same radio frequency spectrum (such as microwave ovens). **It is for this reason that we highly recommend that if you plan to use the Internet to demonstrate or present products that are mission critical to your exhibit, a hard-wired service is the best way to go.** If you need help with selecting the proper Internet service for your exhibit, please call McCormick Place's internet sales staff at +1-312-567-8060 and they will be happy to assist you or refer to the order form in your Exhibitor's Services Manual.

REQUIREMENTS

To access WIFI service:

- Your device/computer must have an 802.11b/g WirelessNetwork Interface Card (Integrated, PCMCIA, or USB)
- Set the SSID setting on your wireless card to "MCCORMICK" (case sensitive without quotation marks).

Per our Terms and Conditions listed at http://www.mccormickplace.com/wifi.html, misuse of any wireless service may result in service interruption to yourself or other exhibitors and can lead to disconnection of your equipment. No refunds will be given.

TERMS, CONDITIONS AND NOTICES

I accept and understand the limitations and vulnerabilities of the wireless Internet service provided by McCormick Place. I also understand that if I choose to use this service for any reason including, but not limited to, showcasing, product presentation, application demonstration or other mission critical applications, McCormick Place will not be responsible for any interference or disruption of service that may occur.

TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact the Exhibitor and Technical Services Department Service Desk. 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, 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 the Exhibitor and Technical Services Department at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
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.

DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

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 instruments.
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 of 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.

***Some exceptions may apply. Please refer to your order form or visit our website for complete details.**

CABLE TELEVISION ACCESS

(SOUTH & WEST ONLY)

INTERNET SERVICE

We also offer a full menu of Internet connectivity solutions that provide continuous, dedicated access to the Internet at a variety of speeds. Once connected, you have access to the Internet 24 hours a day for the entire length of the event. The McCormick Place Internet Technical Services Department, will work with you and your staff to meet your needs. If you have Internet questions, call our Internet Technical Service Department at (312) 567-8060 or E-mail inetsales@mccormickplace.com.

Please note:

- The State of Illinois and the City of Chicago require a telecommunications tax for all Internet Services.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each service. All services are digital and delivered by Ethernet based connectivity using Category 5 wiring with RJ45 terminated ends. You must supply a computer with an Ethernet NIC (Network Interface Card), have TCP/IP installed, and an Internet browser. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities; make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall. Please contact the Internet Technical Service Department at (312) 567-8060 if you have any questions.

All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	Limit of Additional Addresses	Recommended Uses
Shared Ethernet	256 kbps minimum	Includes 1 IP address, up to 10 additional can be ordered	For up to 11 computers with low bandwidth needs (email, simple websites, small downloads)
Ethernet 512	512 kbps minimum	Includes 5 IP addresses, up to 6 additional can be ordered.	For up to 11 computers with medium bandwidth needs.
Ethernet 768	768 kbps dedicated	Includes 11 IP addresses, up to 12 additional can be added.	Half T1 speed for larger numbers of computers or higher bandwidth applications.
Dedicated Ethernet 1.55	1.55 mbps dedicated	Includes 29 IP addresses	Full T1 speed for high bandwidth applications or large numbers of computers.
Dedicated Ethernet 5mbps	5mbps dedicated	Includes 29 IP addresses	5 million bits per second.
Dedicated Ethernet 10mbps	10mbps dedicated	Includes 29 IP addresses	10 million bits per second.

MCCORMICK PLACE
TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.

2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
   1) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
   2) collecting information required to complete the installation that customer fails to provide.

3. **Use of Internet Services.**

   A. Customer agrees that the network attachment to be provided by the Authority shall be limited for use by the directors, officers and employees of the Customer, its guests, and its agents and consultants while performing service for the Customer and cannot be resold or distributed to other companies. The services being provided by the Authority will facilitate communications between the Customer's authorized users and the entities reachable through the national internet. Users of the Authority's services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
   B. Customer is solely responsible for the content of any transmissions of and by any Customer and any third party utilizing Customer's facilities or the Authority's network, as a whole or any equipment of system forming part of the network support system, or any services provided over or in connection with any of the Authority or other associated network.
   C. Customer agrees to comply with all applicable laws with regard to the transmissions and use of information and content. Customer further agrees not to: use the Internet service for illegal purposes; solicit any activity that is prohibited by applicable law over the Internet; interfere with or disrupt any of the Authority's or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Authority or other associated networks; interfere with or disrupt any other network users, network services or network equipment.
   D. Customer agrees not to use the Authority's services to transmit any communication where the meaning the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.

5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, it's board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.

7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchantability and the fitness for a particular purpose.

8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or it suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.

9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.

10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.

11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: www.mccormickplace.com.

12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

PAYMENT POLICY

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of Telecommunication services. **Payment must be made by credit card, company check, travelers check or cash.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If an agent is hired to handle display and/or billing for any services, the exhibiting firm and its agent must complete the section entitled **THIRD PARTY AUTHORIZATION** on the Order and Payment Summary Form. Upon confirmation of your third party agent's satisfactory credit rating, third party billing arrangements will be made.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

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 telecommunication services that have been installed and used, the full cost will be charged.

LIMITATION OF LIABILITY

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

SUBMITTING YOUR ORDER

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO: "MCCORMICK PLACE / SMG"

1. US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):
   Metropolitan Pier and Exposition Authority • McCormick Place/SMG
   301 E. Cermak Road • Chicago, IL 60616

2. Fax To: (312) 791-6159
   You may fax your complete order information. The Exhibitor and Technical Services Department will return a confirmation notice of receipt of your faxed order confirmation.

3. Wire Transfer:
   JPMorgan Chase • Chicago, IL 60603 • ABA # 021-000-021• Account # 937524601 •
   Attn: SMG McCormick Place Depository
   All wire transfers should include the following information:
   • Your company name • The event/show name • Your booth/space number

4. Federal Tax ID Number: 366009091

5. Illinois Tax ID Number: E9988509303

Exhibitor and Technical Services Department
Order and Payment Summary Form

COMPANY NAME:		BOOTH #:	SQ. FT.:
ADDRESS:		PHONE #:	
CITY:	STATE:	ZIP:	FAX #:
		TODAY'S DATE:	
ON-SITE CONTACT NAME:		CELL #:	
EMAIL ADDRESS:		SUBMITTED BY:	

EVENT NAME:	Obama for America
EVENT CODE:	28002
DEADLINE DATE:	OCTOBER 31, 2012
EVENT DATES:	November 6, 2012

DATE RECEIVED: *FOR OFFICE USE ONLY*	
ORDER #:	
CUST #:	CK AMT $:
BATCH #:	CK#:

WHEN ORDERING ANY TELECOMMUNICATION SERVICES, THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FLOORPLAN TEMPLATE AND THE TELECOMMUNICATION SERVICES ORDER FORM. PLEASE INDICATE BELOW THE METHOD OF PAYMENT. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. REGARDLESS OF THE METHOD OF PAYMENT YOU SELECT, AN APPROVED CREDIT CARD MUST BE ON FILE.

PLEASE MARK APPROPRIATE BOXES BELOW.

COMPANY CHECK NUMBER _____ ☐ WIRE TRANSFER ☐ CREDIT CARD

ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK, MAKE CHECKS PAYABLE TO: MCCORMICK PLACE/SMG

☐ THIS AUTHORIZATION WILL BE USED TO CHARGE YOUR CREDIT CARD ACCOUNT FOR YOUR ADVANCE ORDERS AND ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOW SITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVES AND ANY ASSOCIATED MEETING ROOM COSTS. THESE CHARGES MAY INCLUDE LABOR, MATERIAL AND TELEPHONE USAGE. PLEASE COMPLETE THE INFORMATION BELOW.

OR

☐ FULL ORDER PAYMENT IS ENCLOSED. THE CREDIT CARD INFORMATION BELOW IS REQUIRED TO BE KEPT ON FILE. YOUR CREDIT CARD WILL NOT BE CHARGED UNLESS THERE IS AN OUTSTANDING BALANCE ON YOUR ACCOUNT AT THE END OF YOUR SHOW AND PAYMENT IS NOT RECEIVED FOR SUCH BALANCE PRIOR TO YOU LEAVING OUR FACILITY.

EXHIBITOR AUTHORIZATION

CREDIT CARD NO.:	
EXPIRATION DATE:	
□ PERSONAL CREDIT CARD	□ COMPANY CREDIT CARD
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	FAX:

PLEASE CALCULATE YOUR SUB-TOTAL FROM EACH SECTION IN THE AREA BELOW

Telephone	$
Cable TV	$
Internet	$
*Tel/Internet tax	$
GRAND TOTAL	*$*

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE
Order and Full Payment Must Be Received By Deadline Date for Advance Rate
Labor Not Included

☐ **FOR THE USE OF AN EXHIBITOR APPOINTED CONTACTOR:**
WE UNDERSTAND AND AGREE THAT WE, THE EXHIBITING FIRM, ARE ULTIMATELY RESPONSIBLE FOR PAYMENT OF THE CHARGES. IN THE EVENT THAT THE NAMED THIRD PARTY DOES NOT DISCHARGE PAYMENT OF THE INVOICE PRIOR TO THE LAST DAY OF THE SHOW, CHARGES WILL REVERT TO THE EXHIBITING COMPANY. ALL INVOICES ARE DUE AND PAYABLE UPON RECEIPT, BY EITHER PARTY.

THIRD PARTY AUTHORIZATION

CREDIT CARD NO.:	
EXPIRATION DATE:	
□ PERSONAL CREDIT CARD	□ COMPANY CREDIT CARD
CARDHOLDER'S NAME (PRINT):	
CARDHOLDER'S SIGNATURE:	
BILLING ADDRESS:	
CITY/STATE/PROVINCE/ZIP:	
PHONE (EXT):	FAX:

CONTACT US:
312-791-6113 (Office)
312-791-6159 (Fax)
telecommunications@mccormickplace.com
(E-mail)
www.mccormickplace.com
(Web)

Your signature indicates that you have read and Fully understand our payment policy, terms and conditions.

Signature:

Exhibitor and Technical Services Department
Telecommunication Services Order Form

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME:	**OBAMA FOR AMERICA**	**EVENT DATES:**	**November 6, 2012**
COMPANY NAME:		**BOOTH #:**	**DATE:**
ADDRESS:		**PHONE #:**	
CITY:	**STATE:**	**ZIP:**	**FAX #:**
ON-SITE CONTACT NAME:		**CELL #:**	
EMAIL ADDRESS:		**SUBMITTED BY:**	

TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
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.	$380.00	$515.00	
3321		SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	$247.00	$300.00	
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.	$695.00	$930.00	
3322		MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	$405.00	$475.00	
OCTOBER 31, 2012		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.		$300.00	
3311		(Voice Mail) Per Single Line Telephone	$60.00	$90.00	
3319		OTHER CARRIER SERVICES	$380.00	$515.00	

Do you want your telephone number published in the Event Directory? ☐ **YES** ☐ **NO**

If yes, please print how your company's name should appear

_____

SUB-TOTAL

CABLE TELEVISION SERVICES

South & West Buildings Only

Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	$245.00	$368.00	
1570		EACH ADD. CONNECTION/EXT FROM THE MAIN SERVICE	$32.00	$47.00	

SUB-TOTAL

TAX BREAKDOWN

7% State excise, 0.50% State Infrastructure, 7% City excise

*In an ongoing effort to make McCormick Place a simpler place to do business, we have made the following changes:

Telephone Services will now include the following:
Unlimited Free Toll-free calls
Unlimited Local (Chicago Metro Area) Calls
Up to 100 minutes of Domestic Long Distance calls at no charge.

We will continue to charge for all international calls

DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by Telecommunications Department labor on a time and materials basis. You must supply all necessary hardware and software. Please refer to page 5 for a description of services or call (312) 567-8060.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3351		SHARED ETHERNET	$1,115.00*	$1,415.00*	
3369		ETHERNET 512	$2,115.00	$2,415.00	
3352		ETHERNET 768	$2,915.00*	$3,115.00*	
3353		DEDICATED ETHERNET 1.55	$5,715.00	$6,015.00	
3380		DEDICATED Ethernet 5 MBPS	$8,115.00		
3381		DEDICATED Ethernet 5 10 MBPS	$10,115.00		
3366		VLAN CONNECTION – We can create a private network for you.	Call for assistance	CALL TODAY!	
3354		ADDITIONAL TCP/IP ADDRESS	$175.00*	$200.00*	
3358 3376 3377		HUB RENTAL – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.	8- $125 16- $200 24- $300		
3367		Firewall rental – We offer Cisco Pix ® firewalls. Includes basic programming.	$500.00		

SUB-TOTAL

** See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions.

* One connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

LABOR

LABOR AND EQUIPMENT RATES ARE EFFECTIVE:
June 1, 2012 – May 31, 2013

Straight Time	**$82.00**	**Aerial Lift**	**$142.00**
Overtime	**$120.00**	**Scissor Lift**	**$71.00**
Double Time	**$159.00**		

Submit Your Complete Order and Full Payment by **OCTOBER 31, 2012** to receive the Advanced Rate.

Exhibitor and Technical Services Department
Floor Plan Template

Event Name:	Obama for America	**Event Dates:**	November 6, 2012
Deadline Date:	OCTOBER 31, 2012	**Company Name:**	28002
Booth #:		**Phone #:**	
Fax #:		**On-Site Contact Name:**	
Contact Arrival Date:			
Equipment Delivery Date:		**Carpet Installation Date:**	

Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

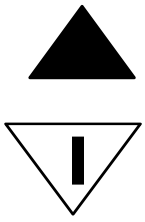
TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.

1 square = 1 square foot (Unless otherwise noted)

Back of Booth

Adjacent Booth # _____

Adjacent Booth # _____



- TELEPHONE JACKS

- INTERNET ACCESS

Aisle

BOOTH DIMENSIONS:

_____ **(L) X** _____ **(W)**

Need Help Completing The Forms???

CONTACT US:

312-791-6113 (Call Center)

312-791-6159 (Fax)

telecommunications@mccormickplace.com (E-Mail)

Order Telecommunication Services On-Line At **www.mccormickplace.com**