



We Matter!

BWV
THE BLACK WOMEN'S EXPO

JULY 31, 2026 - AUGUST 2, 2026
McCormick Place Chicago

CHICAGO EXHIBITORS MANUAL



SHOWSTRATEGY™
WE SHOW OFF



August 2026

Dear **Black Women's Expo** Exhibitor,

Show Strategy, Inc. is pleased to have been selected as the Official General Service Contractor and Management Company for the upcoming **Black Women's Expo**, which is being held at **The McCormick Place, July 31 – August 2, 2026**. This service kit includes information about ordering various services and equipment for your event.

Refer to the enclosed General Show Information pages for vital facts and information about this event. If you have any additional questions about Show Strategy, Inc. services, please do not hesitate to contact us.

Thank you for your business,

From all of us at **Show Strategy!**



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- b. [Show Strategy](#)



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General Information

Show Hours

Friday, July 31, 2026, 10:00 am – 7:00 pm

Saturday, August 1, 2026, 10:00 am – 7:00 pm

Sunday, August 2, 2026, 11:00 am – 6:00 pm

Exhibitor Service Desk Hours

Thursday, July 30, 2026, 8:00 am – 5:00 pm

Friday, July 31, 2026, 8:00 am – 7:00 pm

Saturday, August 1, 2026, 8:00 am – 7:00 pm

Sunday, August 2, 2026, 9:00 am – 10:00 pm

Move In Hours

Thursday, July 30, 2026, 8:00 am – 6:00 pm

Move Out Hours

Sunday, August 2, 2026, 6:00 pm – 11:00 pm

Exhibit Hall Information

Location

McCormick Place - North Building Hall C1

2301 S. Martin L. King Drive

Chicago, IL 60616



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Vendor Information

General Service Contractor (Show Strategy):

clientsupport@showstrategy.com

www.Showstrategy.com

312.820.1205

Important Dates

Show Strategy Advance Pricing Deadline

June 26, 2026

Show Strategy Ordering Deadline

July 10, 2026

Advanced Warehouse Shipping Window

June 29 - July 24, 2026

Exhibitor Move In

July 30, 2026

Exhibitor Move Out

August 2, 2026



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Freight and Deliveries

Advanced Shipping Address

The Black Women's Expo 2026

(Exhibitor's Company Name) (Exhibitor's Assigned Booth #)

c/o Show Strategy

1401 E. 95th Street

Chicago, IL 60619

(312) 218-1467

Advanced Shipments must arrive on

June 29th – July 24th between 8:00 am and 2:00 pm. (Monday - Friday ONLY)

Shipments arriving earlier than this day will be turned away by the warehouse. Shipments will not be accepted on weekends during this period. Advanced shipping will be billed at a rate of \$107.10 per 100 lbs. (CWT)

Direct Shipping Address

The Black Women's Expo 2026

(Exhibitor's Company Name) (Exhibitor's Assigned Booth #)

McCormick Place - North Building Hall C1

2301 S. Martin L. King Drive

Chicago, IL 60616

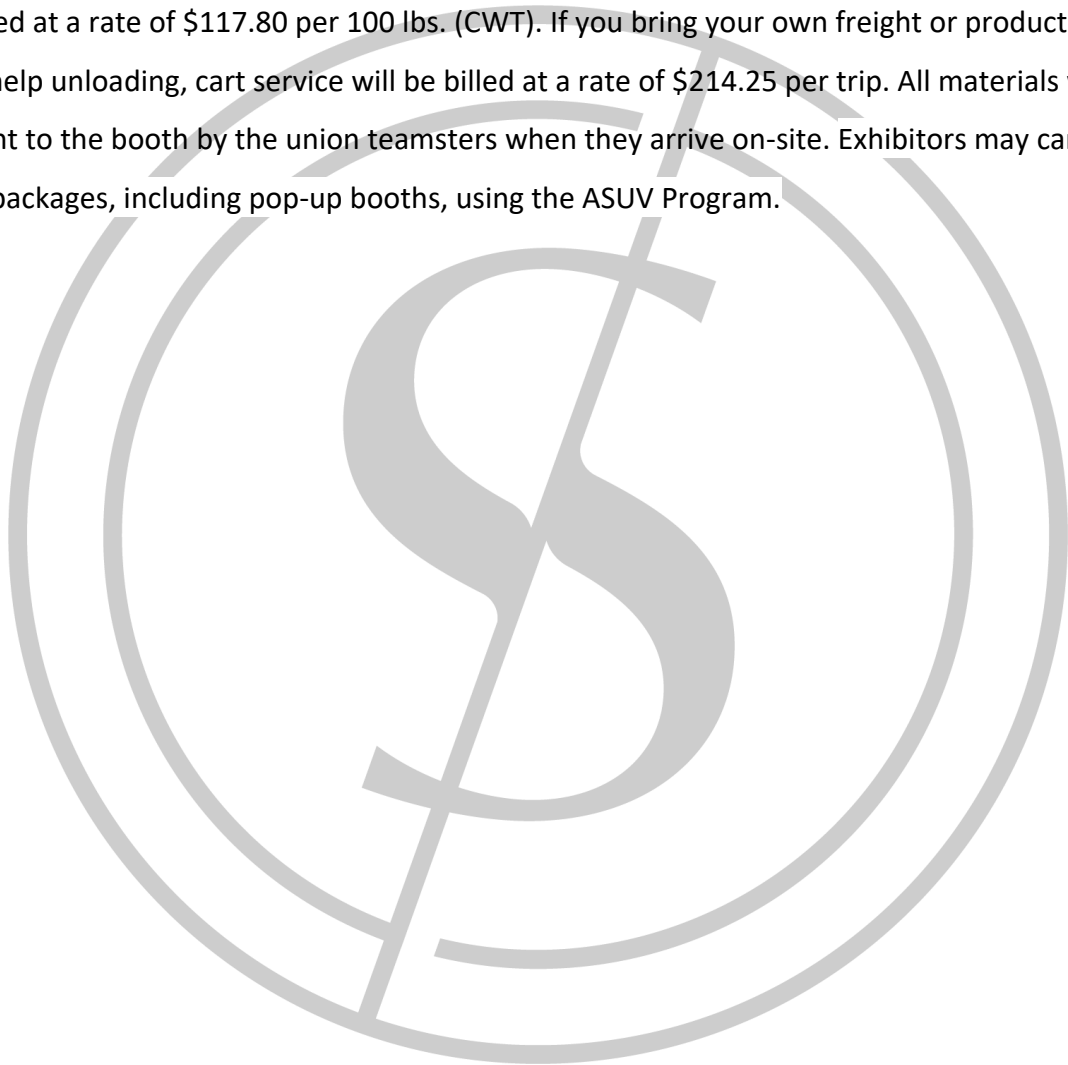


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Direct Shipments must arrive on

Thursday, July 30th between 8:00 am and 3:00 pm.

Shipments arriving earlier than this day will be turned away by the venue. Direct shipping will be billed at a rate of \$117.80 per 100 lbs. (CWT). If you bring your own freight or product and need help unloading, cart service will be billed at a rate of \$214.25 per trip. All materials will be brought to the booth by the union teamsters when they arrive on-site. Exhibitors may carry small packages, including pop-up booths, using the ASUV Program.





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Map of McCormick Place



DIRECTIONS & PARKING

For more information, please visit <https://www.mccormickplace.com/getting-here/>



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ASUV Program

Only a registered Exhibitor is qualified to participate in the ASUV program.

- Check-in for Exhibitors will take place at the Marshalling Yard Office (3050 S. Moe Drive) where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building. You will not be allowed access to the dock without a Dock Pass.
- While parked in the dock, Exhibitor staff must work as team of at least two people and one person must remain with the vehicle at all times.
- Vehicles must be unloaded within a 20 minute period.
- Exhibitor or Exhibitor's employees are defined as any person who has been employed by the exhibitor as full-time employee for a minimum of six months before the show's opening (be prepared to provide proof of full-time employment status upon request).
- If your vehicle does not meet the criteria below, you will need to follow Marshaling Yard instructions for truck check-in (material handling charges will be based on our published kit rates).



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The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment at McCormick Place.



Exhibitor Move In

Move In Hours

Thursday, July 30th, 2026, 8:00 am – 6:00 pm

Ship early to avoid delays, shipments arriving late to the show site will incur an additional cost, and delays may occur in delivering to booth space.

All materials being shipped to The McCormick Place must have the **Exhibitor name** and **booth number** clearly labeled on each item.

All materials will be brought to the booth by the union teamsters when they arrive on-site.

Exhibitor Move Out

Move Out Hours

Sunday, August 2nd, 2026, 6:00 pm – 10:00 pm

All Exhibitors who are driving their own vehicles to load out products, must be removed from **McCormick Place** by 10:00 pm on Sunday night of Move Out.

Outbound shipments must have a Material Handling Form filled out and on file with **Show**



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Strategy before you leave The McCormick Place.

No product will be given to shipping companies without this form. Please stop by the exhibitors service desk to receive a Material Handling Form.

Any Exhibitor whose carrier has not picked up their product after **12:00 pm on Monday, August 3rd** will have their product either be re-routed to the exhibitor via common carrier (at the Exhibitor's expense) or discarded.

Empty Storage

Storage space for crates, boxes, skids, etc. will be provided during the event, and the properly marked materials will be returned once move-out begins. Only exhibitors who paid for dock services will be allowed to use our storage services. Dock services include advanced or direct shipping. You can purchase this on site by visiting the Exhibitors Service Desk. Cart service is \$214.25 per trip.

When booth material and freight items are fully unpacked "EMPTY" stickers may be accessed at the Exhibitor Service Desk.

The booth number and company name must be clearly written on the sticker for the empty crate, carton, box, etc. to be returned to the booth.

Exhibitors are cautioned not to leave any merchandise in boxed items being stored in Empty Storage.

Once an "EMPTY" sticker is placed on an item and is taken away to Empty Storage, it will not be accessible until after the show when it is returned.



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Installation:

Labor Unions:

As the Event Service Contractor, we maintain a friendly and professional relationship with several labor unions that have jurisdiction over exhibitions within **McCormick Place**. These include carpenters, teamsters, decorators, and electricians.

Carpenters

Carpenters handle the un-crating of exhibits and display materials; installing and dismantling exhibits including cabinets, fixtures, shelving units, and furniture; laying of floor tile and carpets; hanging structural signs; re-crating of exhibits and machinery; installing and dismantling bleachers and ganging of chairs, and the installation of signs.

Teamsters

Teamsters handle freight at the exhibit hall or venue space. They unload trucks and vehicles and deliver materials to booth spaces before, during, and after the show. Exhibitors may carry small packages, including pop-up booths, provided they can be hand-carried. Hand carry is defined as one person who can carry one item in one trip. Four-wheel dollies are not permitted.

Decorators

Decorators handle hanging all signs and installing all drape, cloth, and/or tacked fabric panels; for installing Velcro signs used in a booth that require tools or more than one person for installation. Exhibitors may hang their own signs using any other type of fastener if no tools or ladders are required to do so. In addition to that exhibitors may also skirt tables provided they do it with their own custom-fit skirts without the use of staples, snaps, or Velcro.

Electricians

Electricians handle the installation and dismantling of any equipment that uses electricity as a source of power and draws power from the building's electrical system. In addition, they are



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responsible for electrical wiring, hookups and interconnections, electrical signs, video, and audio taping, and cable television hookups.

Electrical services must be ordered in advance via Prime Electrical at the exhibitor's expense. Their form is included in this manual. You can also visit <http://www.primeees.com/> to place an order online.

Exhibitor Move-In

The back drape is 8' in height (Black) and the side drape is 3' (Red).

All equipment must stay within the confines of the leased booth space. No materials may hang over into the aisle or neighboring booths.

PIPE AND DRAPE

Exhibitors may bring their own tools to install their booth setups, but only union personnel may use power tools, ladders, or install flooring.

Signs and other marketing material may hook over the top of the pipe framing in the booth. Please note that your back drape pipe is often shared space with your neighbor.

All display materials must be fully removed at the close of the show.

Replacement fees will apply during the assessment of any damage that compromises the integrity of the drape, such as holes that penetrate the drape.



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Move-In Hours

Thursday, July 30, 2026, 8:00 am – 6:00 pm

New Music Policy for The Black Women's Expo Exhibit Booths as of January 1, 2024

Volume Limit: The sound generated in your booth should not exceed the standard 70-decibel limit. If it does, you may receive a visit from show management.

Main Stage Programming: During certain main stage programming, exhibitors may be asked to turn down or turn off their music. This ensures a harmonious experience for all attendees.

Compliance: It is essential to comply with show management's instructions. Failure to do so may result in the loss of power to your booth, without any refund.

Safety

The safety of our clients, labor unions, attendees, and all people within **McCormick Place** is Show Strategy's top priority.

An exhibitor and exhibitor employees are always prohibited from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on **McCormick Place** premises. We ask that exhibitors do not stand on any items with an unreliable foundation (tables and chairs) and that they do not move pallets, pallet jacks, or other heavy items on the show floor.

Please always be aware of your surroundings, during setup it is a construction zone and there is always heavy machinery at work on the floor.



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Exhibitor Appointed Contractor

Exhibitors may use an appointed contractor of their choice for the installation and dismantling of their booth. Please click [here](#) to complete EAC form. You also access the EAC form on the Show Strategy online ordering portal order.showstrategy.com.

Note: ALL Exhibitor Appointed Contractors must be union trade members and anyone in the booth must be able to provide proof of union affiliation.

All third-party and Exhibitor Appointed Contractor (EAC) forms must be on file with Show Strategy, Inc no later than 30 days prior to the first day of setup at **McCormick Place**.

EAC will also be required to have a certificate of General Liability Insurance (COI) on file listing Show Strategy, Inc as an additional insured. Please see sample of COI in the additional forms section below.

Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability, and automobile liability insurance.
- The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show



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Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.

- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability

Cleaning

The show's official service contractor is responsible for and provides overall cleaning in the exhibit hall and occasionally event registration and services area depending on location.

Complimentary booth cleaning occurs prior to the first day of the show, anything additional will incur a cost.

It is the exhibitor's responsibility to hire a porter service through the general service contractor to provide carpet and booth cleaning or to pick up excess debris during show hours.

However, if an exhibitor leaves excessive debris behind at the end of the show, it will be disposed of, and the exhibitor will be billed for the service accordingly.

Excess debris includes literature, lumber, skids and pallets, carpet, products, or waste from a product demonstration.



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Booth Packages

PIPE AND DRAPE

A **standard 10' x 10' booth** will include:

- 8' H back drape (Black)
- 3' H side drape (Purple)
- (1) 6' Table (Black Table Skirt)
- (2) Chairs
- (1) Booth ID Sign
- (1) Wastebasket

Dismantle:

Exhibitor Move-Out

Once the event concludes, all Exhibitor materials must be removed from the venue by August 2, 2026, at 10:00 pm.

In addition to packing up materials and arranging for a pickup, a Material Handling form must be filled out before leaving **McCormick Place**. This Material Handling form is different from that which is required by your shipping company.

This form gives **Show Strategy** permission to release listed show materials to the designated shipper chosen by the exhibitor. No items will be allowed to leave **McCormick Place** without the proper outbound shipping paperwork. All outstanding bills must be reconciled at this time to receive outbound paperwork.



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In the event your selected carrier fails to show up on the final move-out day, **Show Strategy** reserves the right to re-route your freight onto another carrier, at the exhibitor's expense. Any empty crates left behind will be disposed with a fee of \$1,500.

Move Out Hours

Sunday, August 2, 2026, 6:00 pm – 10:00 pm

Equipment and Labor:

Products

For all available equipment options, please see the online portal catalog for more information.

Labor

To view rates and schedule labor please see the online portal for more information.

Online Ordering

Login Credentials

For your convenience **Show Strategy, Inc.** offers online ordering. You can order additional services, view the show schedule, and review account information at: order.showstrategy.com.

Take advantage of discounted pricing and order your services and equipment before **June 26**,



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2026.

All contracted exhibitors will receive an email with a link to the secure website and a username and password.

Those that have used our online portal previously will be able to access it with the same username and password they've set up before.

If you have not received an email from us, please don't hesitate to contact us at ClientSupport@showstrategy.com

Show Strategy, Inc. does not take orders over the phone or via email, all orders must be placed through our safe and secure ordering portal.

Items ordered at the Show site are subject to availability and price upgrades.

All rental items will remain the property of **Show Strategy, Inc.** All rental items are subject to applicable taxes.

Rental items not ordered, yet found in your booth, will be invoiced at the on-site rate.

Payment Policies

Payment in full is due at the time of order placement. For your convenience, credit cards will be kept on file for the duration of the show for any additional charges incurred for equipment and/or services requested.

Please note that 90 days after the close of the show this information is deleted from our system.



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All orders placed at the discount rate must be completed and paid for by **June 26th, 2026** to receive this discount.

All charges must be paid prior to the closing of the show.

Show Strategy, Inc. accepts all major credit cards as well as checks and wire transfers.

Canceling Orders

Exhibitors are welcome to adjust their orders online up to two weeks before the first day of the contractor move-in with no penalty. That date is July 15, 2026.

Orders canceled less than two weeks prior to move-in will be charged 50% of the original price. Orders cancelled during the week of setup will not be refunded.

Custom orders canceled at any point will be charged 100% of the original price.

Any scheduled labor must be canceled, in writing, at least 24 hours prior to the scheduled start time otherwise labor not canceled within this time frame will incur a 1 hour per person labor charge.

No adjustments or refunds will be issued after 14 days from the event's last day. **NO EXCEPTIONS.**

Third-Party Billing

The exhibiting company is ultimately responsible for the payment of all charges.

If no arrangements are made for payment of invoice(s) by the third party prior to the close of the SHOW, the charges will revert to the exhibiting company.



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Please note some services can only be offered by **Show Strategy, Inc.**

For a listing of those services, please don't hesitate to contact us at
ClientSupport@showstrategy.com

Tax Exemption

If your company is tax-exempt, we will require your exemption certificate for the state in which the services are used.

Show Strategy, Inc. cannot omit sales tax from your order without a copy of this certificate.

Contact

All correspondence from **Show Strategy, Inc.**, including invoices, will be sent to the contact person on file as given by Show Management.

If there is another person that should be receiving any correspondence, please contact us at
ClientSupport@showstrategy.com
(312) 820-1205



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Contact Us

Black Women's Expo

Eboni Garner

Egarner@mgpgevents.com

(312) 454-6100

SHOW STRATEGY

Client Support

ClientSupport@showstrategy.com

(312) 820-1205



Upgraded Booth Packages

As we are preparing for Black Women's Expo, we want to ensure your brand stands out in a crowded exhibition hall. While standard booth setups provide the basics, our upgraded booth packages are engineered to drive **higher engagement, better traffic flow, and superior brand recall.**

This year, we are offering curated upgrades designed to:

- **Boost Engagement:** Incorporate your brand by having your custom logo displayed for all eyes to see.
- **Enhance Visibility:** Stand out from your neighbors with a more eye-catching booth and display.
- **Maximize Space:** Implement modular, easy-to-assemble designs that make a 10x10 space feel premium.

We have attached a brochure detailing these upgrade options—from enhanced graphics to a beautifully furnished booth. Please reach out to Show Strategy to customize your space for BWe.



**10'W x 8'H
CUSTOM EXHIBITOR GRAPHIC**



- 8'H x 10'W Back wall w/ Custom Graphic
- 3'H Draped Side Walls
- (2) Clara Chairs
- (1) Brooklyn Rectangler Table

10x10 BOOTH PACKAGE - OPTION 02

Cost: \$2,000



**10'W x 8'H
CUSTOM EXHIBITOR GRAPHIC**



CUSTOM COUNTER



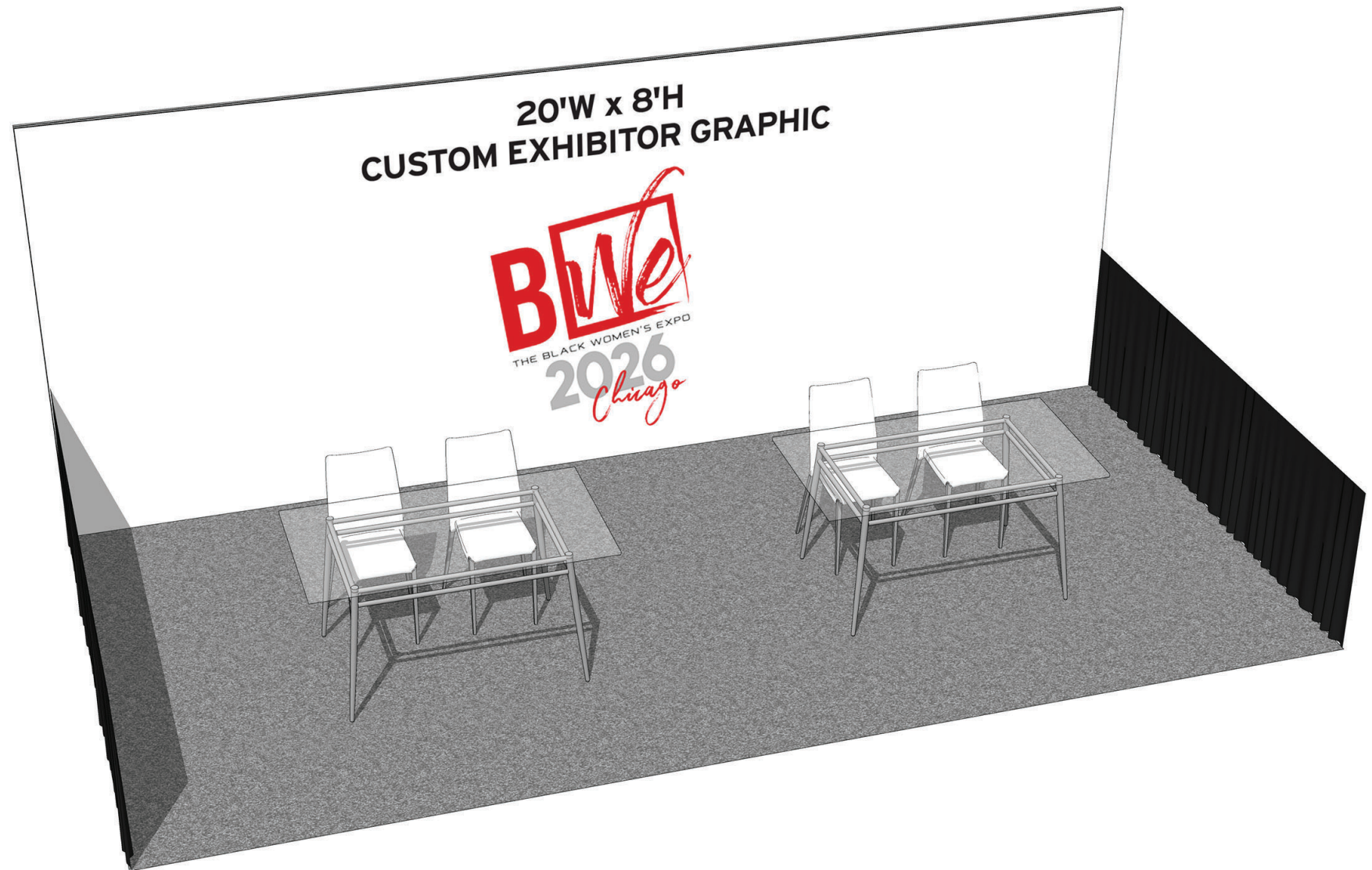
**10'W x 3'H
CUSTOM EXHIBITOR
GRAPHIC**



- 8'H x 10'W Back wall w/ Custom Graphic
- (2) 3'H Side walls w/ Custom Graphic (Interiors Only)
- (2) Clara Stools
- (1) VIP Counter w/ Custom Front Graphic
- 10x10 Carpet

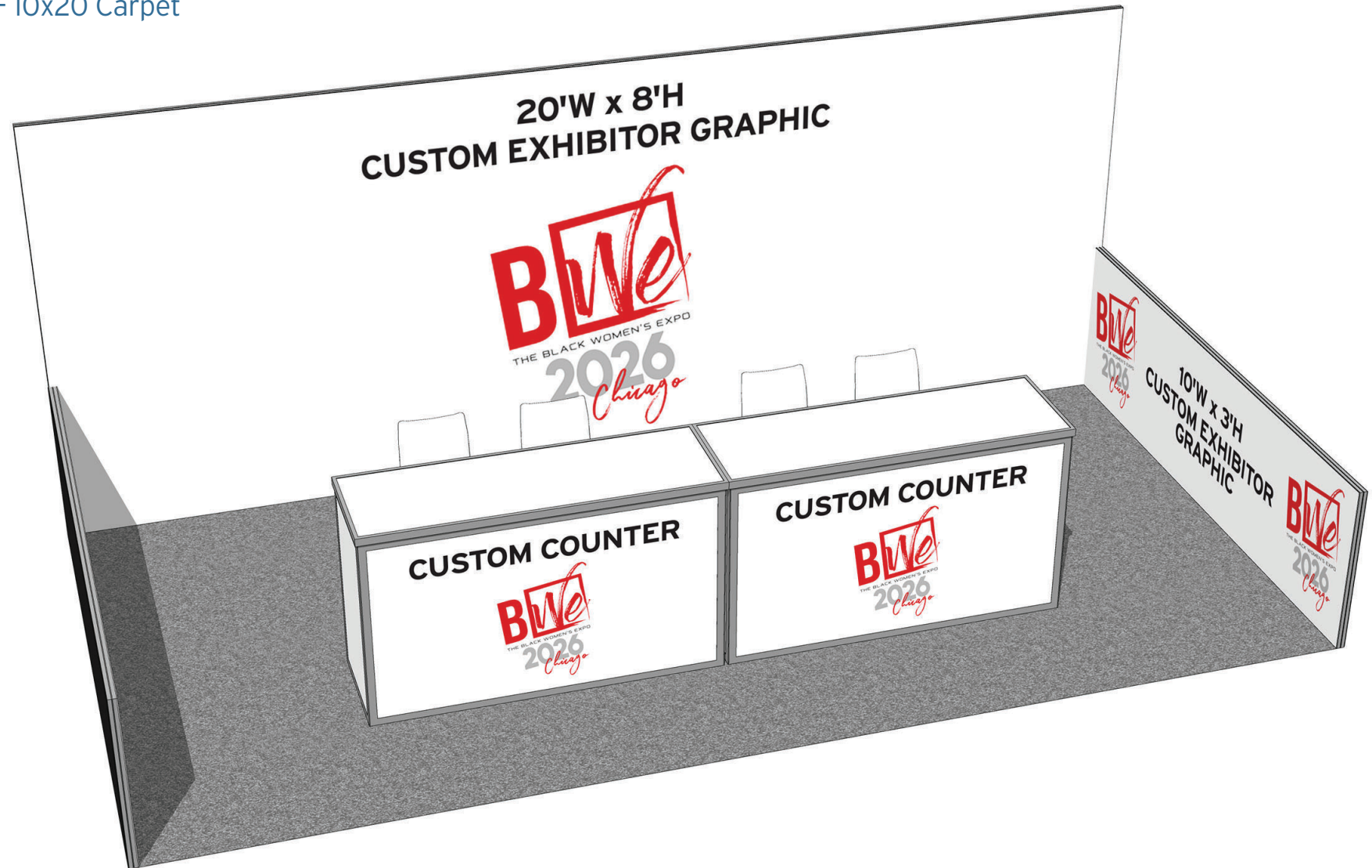


- 8'H x 20'W Back wall w/ Custom Graphic
- 3'H Draped Side Walls
- (4) Clara Chairs
- (2) Brooklyn Rectangler Table





- 8'H x 20'W Back wall w/ Custom Graphic
- (2) 3'H Side walls w/ Custom Graphic (Interiors Only)
- (4) Clara Stools
- (2) VIP Counter w/ Custom Front Graphic
- 10x20 Carpet





Black Women's Expo 2026

CUSTOMER

COMPANY INFORMATION					
TODAY'S DATE: _____			Booth Number: _____		
Show Name: Black Women's Expo 2026			Preferred Install Date: _____		
_____			Preferred Dismantle Date: _____		
Company Address: _____			On-Site Contact Phone: _____		
City, State Zip Code: _____			On-Site Contact Arrival: _____		
On-Site Contact Name: _____			E-Mail Address: _____		
ELECTRICAL SERVICE					
Equipment Description	QTY	Continuous Power Qty (Price X2)	Early Rate Before: 6/19/2026	Regular Rate	Total
110 120 VOLT					
5 Amps			\$115.00	\$161.00	\$
10 Amps			\$175.00	\$245.00	\$
15 Amps			\$195.00	\$273.00	\$
20 Amps (Exclusive Outlet)			\$220.00	\$308.00	\$
208 VOLT SINGLE PHASE (REQUIRES LABOR)					
20 Amps			\$440.00	\$616.00	\$
30 Amps			\$495.00	\$693.00	\$
208 VOLT THREE PHASE (REQUIRES LABOR)					
20 Amps			\$495.00	\$693.00	\$
30 Amps			\$620.00	\$868.00	\$
60 Amps			\$950.00	\$1,330.00	\$
100 Amps			\$1,100.00	\$1,540.00	\$
LIGHTING EQUIPMENT					
Pole and Base Dual LED			\$150.00	\$210.00	\$
					\$
RENTAL EQUIPMENT					
15' Extension Cord			\$24.00	\$33.60	\$
Power Strip (13 Amp Max)			\$24.00	\$33.60	\$
IN-LINE, PENINSULA BOOTHS		MULTIPLE OUTLET LOCATIONS / ISLAND BOOTHS		208 & HIGHER VOLTAGES	
All 120v power is delivered to the back of the booth at no extra cost		There is minimum labor charge of (1/2) hour to deliver power to all island booths, and (1/2) hour to remove power. All additional distribution is done by Prime Electricians on a time & materials basis.		There is a minimum labor charge of (1/2) hour installation & (1/2) hour removal of all high voltage services. Material charges may apply.	
LABOR					
Labor Description (Request a labor quote at Chicago@PrimeEES.com)		Labor Hours Qty	Early Rate	On-Site Rate	Total
Straight Time (First 8 hours worked M-F between 7:00 AM - 4:30 PM)			\$149.80	\$149.80	\$
Over Time (Monday-Friday after 4:30 PM, Saturday 8:00 AM - 4:30 PM)			\$217.21	\$217.21	\$
Double Time (Saturday 4:30 PM through Monday 6:00 AM, & Holidays)			\$284.62	\$284.62	\$
If Labor is ordered, Please specify below..... Not Sure? We will be happy to give you an estimate for Labor.					
LIGHTS		QTY	TV MONITOR	QTY	LED PANELS
ParCan/Leko			24"-40"		QTY
String Lights			42"-55"		Ground Supported Y/N
Stem			60"-90"		Wall Mounted Y/N
Light Box			Are Brackets Attached?	Y/N	Height
Hanging Signage			Ground Supported or Wall Mounted?	Y/N	
Notes:		Notes:		Notes:	
EQUIPMENT TOTAL:		Prices reflect rates for the duration of the event.			
Chicago Transaction TAX: 15% (EQUIPMENT ONLY)		→ Prime requires credit card information on-file for any additional charges incurred after the initial payment has been made.			
LABOR ESTIMATE:		→ The undersigned has read and agree to all the terms and conditions of this rental agreement. The undersigned authorizes Prime Electrical & Exposition Services to charge the above listed credit card for the TOTAL amount of this order, and for any client approved add-ons and change orders unless another form of payment is provided at time of installation.			
(Equipment+Tax+Labor) =SUBTOTAL:		→ CANCELLATIONS: Cancellations received A) within 48 hours of the scheduled delivery date are subject to a 50% fee; or B) on the day of scheduled delivery or "no-shows" are subject to the full amount of the order.			
SERVICE CHARGE: 3.5% (OF SUBTOTAL PRICE)					
GRAND TOTAL:		Signature: _____			
Order online @ PrimeEES.com		PLEASE E-MAIL COMPLETED FORMS TO: chicago@Primeees.com or Fax 312-226-1201			

A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.

Prime Payment Form

Show Name: Black Women's Expo 2026

Show Dates: July 31-August 2, 2026

In addition to check payment Prime also accepts
American Express, Master Card, Visa and Discover.

Please complete below information.

☐ Check (Must be received by date noted in agreement)

☐ American Express

☐ MasterCard

☐ Visa

☐ Discover

Prime requires credit card information on file for any additional charges incurred after the initial payment has been made. Prime is authorized to apply any additional charges to this card upon completion of installation unless another form of payment is made at such time. A 3.5% service charge will be added to initial deposits if paid with credit card.

Credit Card Information

Credit Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date:

SIC Code

Signature

Print Cardholder
name

Cardholder address

Authorized Amount to Charge \$ _____ Plus 3.5% Service Fee

Company Name:

Address:

City:

State:

Zip:

Contact Name:

Contact Signature:

Date:

By signing above Prime is authorized to process payment to the credit card provided unless payment is made by check as outlined on this payment form and agrees to the Terms and Conditions.

Terms & Conditions

Prime Electrical & Exhibition Services LLC. (Hereinafter "Prime")

1. All orders are not complete unless accompanied with completed payment form.
2. Prime reserves the right to adjust orders if a miscalculation of charges is apparent on the order form.
3. 120V service rates include delivery to the back of the booth to a single location.
4. 208v or larger are installed based on time and material of the install and dismantle plus the cost of the service requested.
5. Any connections required beyond the finished outlet will be charged for time and material. If you have a special need please contact Prime to discuss in advance of move in.
6. Exhibitor cords must comply with city electrical codes bear a UL tag must be minimum 14-gauge, 3 wire and grounded. No two wire extension cords or lights will be allowed.
7. Refunds will not be authorized if services are installed. Any disputes must be presented before close of show. No refunds will be given after show is moved out.
8. Exhibitor holds Prime harmless for any and all losses of power beyond Primes control, including, but not limited to, losses due to utility company failure, power failure due to vandalism, permanent power distribution failure, faulty exhibitor equipment or exhibitor overload of circuits.
9. Prime electricians are the only labor allowed to distribute power in the exhibit space as well as meeting space within the facility. Except where "Exhibitor Rights" apply.
10. Unless otherwise directed Prime employees will cut access points in carpet in order to complete installation of cords in an exhibit space.
11. Unless a scaled floor plan is provided electric will be installed as the electrician on duty deems necessary or not at all until direction is given.
12. We will make every attempt to install power during straight-time. But will always charge prevailing rates at time of installation.
13. All equipment must be tagged with proper manufacture specifications and be in safe working order. Prime Electricians may deem equipment unsafe and Prime reserves the right to refuse final connection where exhibitor wiring or equipment is not in accordance to local laws and codes.
14. A service charge of 1.5% will be assessed on all unpaid balances starting 15 days after date of invoice. A \$50.00 service charge will be assessed for all returned checks and credit cards. All funds U.S. currency. Exhibitor agrees to pay Prime all applicable rental or sales tax.
15. All labor canceled within 24 hours of call time will be charged in full for the first 8 hours.



ASUV PROGRAM (Automobile & Small Utility Vehicle)

McCormick Place allows exhibitors to unload/load from automobiles and small utility vehicles at designated areas using only non-motorized, non-hydraulic, hand trucks and dollies. The ASUV Program is available on predetermined dates and times as listed below. McCormick Place encourages Exhibitors to participate in the ASUV program in one of two options:

- Self- Loading/Unloading ASUV at Exhibition Hall
- Hand Carry Items Option- From Parking Lot(s)
(No Advanced Registration Required)

Please visit <http://mccormickplace.com/exhibitors/asuv.php> for more information.

If your vehicle does not meet the criteria below, you will need to follow Marshalling Yard instructions for truck check-in. Material handling charges will be based on published kit rates.

Vehicle Criteria:

The types of vehicles shown below are the ONLY type that will be allowed to deliver or pick-up trade show equipment at McCormick Place.



Designated ASUV dates & times: Move-in or move-out with a registered ASUV Vehicle will be allowed at the following dates and times:

Move-in:	Thursday, July 30, 2026: 8:00am - 11:30am; Noon - 6:00pm
Move-out:	Sunday, August 2, 2026: 6:00pm - 9:30pm.

Check-in for exhibitors will take place at the Marshalling Yard Office (3050 S. Moe Drive) where drivers will receive an ASUV Pass and will be directed to the designated ASUV dock in the correct exhibit booth building. **Exhibitor staff must work as a team of at least 2 people. One person must remain in the vehicle at all times. Unload time is 20 minute maximum.**

Additional Inquiries can be directed to the Standard Parking Lot B Office via email at dboersma@mccormickplace.com.



Purchase Exhibitor Parking by visiting the below link
<https://mccormick.parkingguide.com/>

DIRECTIONS TO McCORMICK PLACE – ASUV CHECK-IN AREA

From Downtown Chicago:

Proceed South on Lake Shore Drive. Exit at 31st Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the POV check-in area will be on your left.

From I-55 (Stevenson Expressway):

Merge South onto Lake Shore Drive. Exit at 31st Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the POV check-in area will be on your left.

From I-90/94 (Kennedy/Edens Expressways):

Proceed South on I-90/94 exiting onto I-55 North (Stevenson Expressway). Merge onto South Lake Shore Drive. Exit at 31st Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the POV check-in area will be on your left.

From I-290 (Eisenhower Expressways):

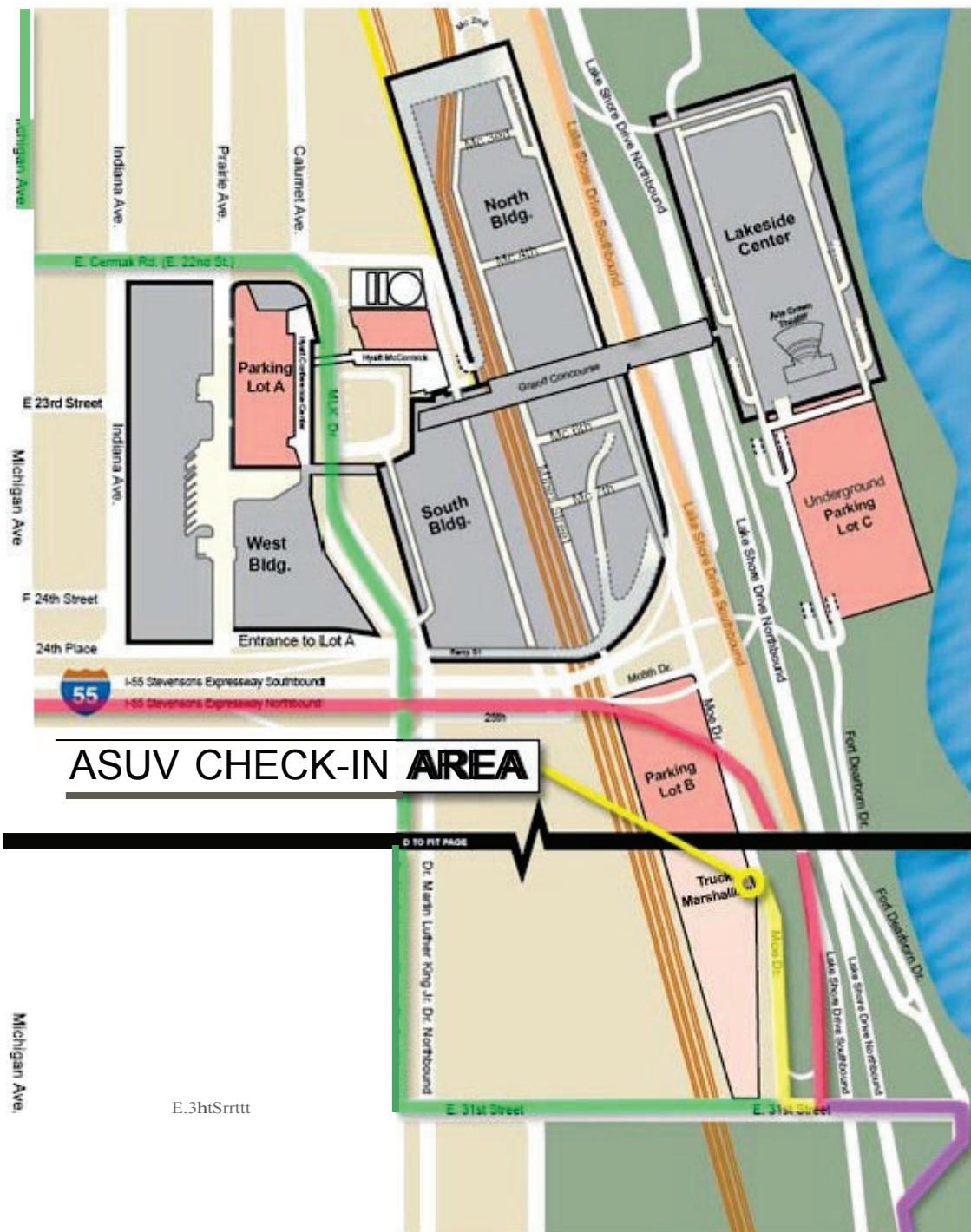
Proceed East on I-290. This will become the Congress Parkway. Proceed on Congress Parkway to Columbus Drive. Proceed South on Columbus Drive, which will merge into Lake Shore Drive - proceed South on Lake Shore Drive. Exit at 31st Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the POV check-in area will be on your left.

From Northbound Lake Shore Drive:

Exit at 31st Street making a left turn at the light. Go just past the next light and make turn right onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the POV check-in area will be on your left.

From 31st Street:

Proceed East on 31st Street to Moe Drive. Turn left right onto Moe Drive, the McCormick Place service drive immediately West of Lake Shore Drive. Proceed North on Moe Drive – the POV check-in area will be on your left.



DIRECTIONS FROM ASUV CHECK-IN AREA ASUV LOADING & UNLOADING DOCKS

Lakeside Center – D Hall:

When exiting the ASUV Check-In Area, turn right onto Moe Drive. (Follow signs for “E2”.) Proceed to 31st Street and turn left, then over Lake Shore Drive. Turn left at the light onto Fort Dearborn Drive. Stay to the right on Fort Dearborn – do not enter onto Lake Shore Drive. Drive into the tunnel and proceed to the north end of the building. Turn right driving past the loading docks. Turn right again and follow the signs to ASUV Loading/Unloading area. Once in the building, you take the elevator to D Hall.

North Building – B Hall:

When exiting the ASUV Check-In Area, turn left onto Moe Drive. (Follow signs for “N3”.) Go past both Mc 8th and Mc 7th Streets. Look for the ramp for N3 and go up the ramp. At the top of ramp, make a left “U-Turn”. Proceed to the south end of the North Building and look for the signs for ASUV Loading/Unloading. (Glass Doors)

North Building – C Hall:

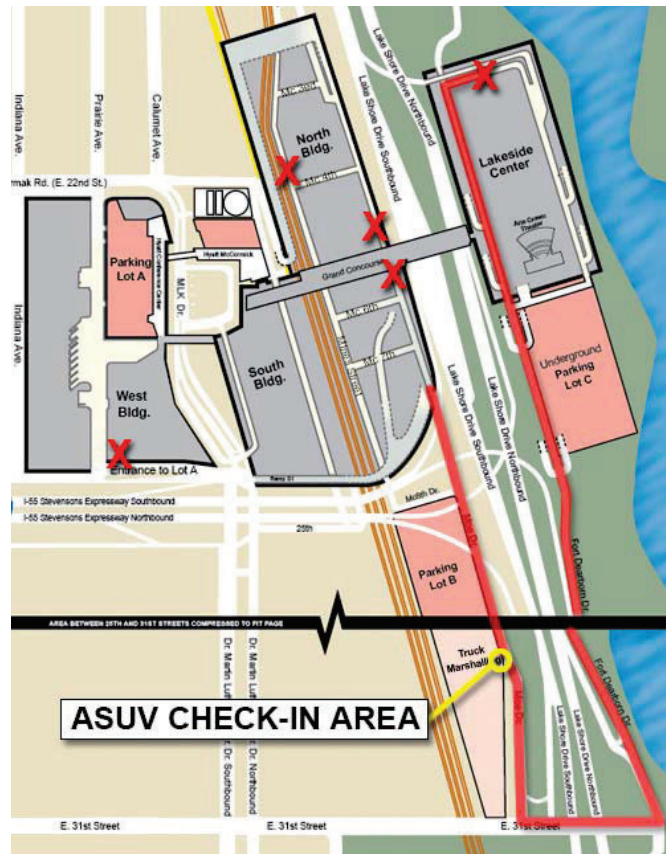
When exiting the ASUV Check-In Area, turn left onto Moe Drive. (Follow signs for “N1”.) Proceed to Mc 4th Street. Turn left onto Mc 4th. At Mines, turn right. Look for the signs for ASUV Loading/Unloading.

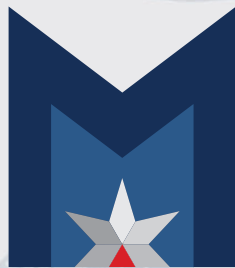
South Building – A Hall:

When exiting the ASUV Check-In Area, turn left onto Moe Drive. (Follow signs for “S3”.) Proceed to Mc 7th Street and turn left. Drive forward to ramps. Turn left and go up the ramp. At the top of the ramp, turn left and follow signs for S3. Proceed past the freight docks. Just before the down ramp look for the Dock marked “Hall A1, Dock 1,2. Look for the signs to ASUV Loading/Unloading.

West Building – F Hall:

When exiting the ASUV Check-In Area, turn left onto Moe Drive. (Follow signs for “W3”.) Proceed to Mc 7th Street and turn left. Drive forward to ramps. Turn left and go up the ramp. At the top of the ramp, turn right and follow signs for W3. Proceed forward keeping to left at the bridge and continue to follow the signs for W3. Look for the signs for ASUV Loading/Unloading.





McCORMICK PLACE®
C H I C A G O
EXHIBITOR MENU





**AUTHENTIC CHICAGO
VIBRANT FLAVORS
GARDEN TO PLATE**



WELCOME!

WE ARE EXCITED TO HOST YOU AT MCCORMICK PLACE,
THE PREMIER CONVENTION FACILITY IN NORTH AMERICA.



Is the food & beverage division of Oak View Group and the fastest-growing hospitality company in the world, an achievement we earned by re-imagining food service and designing for an evolved audience. We are at the forefront of culinary excellence because we continually challenge the norms and evolve our operations to maximize guest and client satisfaction. OVG Hospitality was conceived and created to address a desire to feed all of the senses. This is show business, and guests expect an elevated hospitality experience via imaginative sights, smells, sounds, and tastes.

We make food exciting, we serve it with speed, and we are committed to embracing the flavors, brands, and cultures of the communities where we do business. Being immersed in a foodie city like Chicago, our culinary team is committed to bringing forward the vibrant flavors found throughout the many iconic neighborhoods to create an authentic experience for our guests.

Our Director of Culinary Innovations, Executive Chef and entire team celebrate the diversity of the city and continue to build local partnerships to provide a best-in-class experience for every event.



ON THE MENU

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À LA CARTE

Prices do not include taxes and administrative fees.

Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.

BREAKFAST SANDWICHES & WRAPS

110.00 PER DOZEN, PER SELECTION

- Egg, Applewood Bacon, Cheddar, Flaky Croissant V
- Egg, Portobello Mushroom, Smoked Gouda Cheese, Flaky Croissant
- Egg, Smoked Ham, Swiss, English Muffin
- Egg, Swiss, English Muffin V
- Egg Whites, Spinach, Tomato, Swiss, Wheat Tortilla V
- Egg, Chorizo, Jack Cheese, Black Beans, Poblano, Flour Tortilla
- Plant-Based Egg And Sausage, Maple Glaze, English Muffin VG

BAKE SHOP

PRICED PER DOZEN (MINIMUM OF 2)

- Assorted Scones V 65.00
- Assorted Muffins V 65.00
- Assorted Danish V 65.00
- Bagels With Cream Cheese V 65.00
- Pound Cake Slices, Assorted Flavors V 50.00
- Cookies 52.00
- Chocolate Chip, Oatmeal Raisin, Sugar V 52.00
- Brownies And Blondies V 55.00
- Cupcakes, Assorted Flavors V 72.00

SWEET SHOP

PRICED PER DOZEN (MINIMUM OF 2)

- Assorted Full Size Candy Bars, M&M, Snickers, Kit Kat V 54.00

SAVORY

PRICED PER DOZEN (MINIMUM OF 2)

- Kettle Chips VG | DF 48.00
- Mini Pretzels V 48.00
- McCormick Place Signature Snack Mix VI Nut Free 48.00
- Individually Packaged Assorted Chips 48.00
- Nuts, Assorted VG | GF | DF 74.00
- Individually Packaged Trail Mix 74.00
- Stacy's Pita Chips 50.00

HEALTHY

PRICED PER PERSON, MINIMUM 25

- Build Your Own Trail Mix Bar V 12.00
- Yogurt Parfait Bar V 12.00
- Assorted Whole Fruit (By The Dozen) VG | GF | DF 42.00
- Apples, Oranges And Bananas

ALL NATURAL FRUIT INFUSED WATERS

158.00 PER (3) GALLONS, PER SELECTION

- Strawberry Basil, Citrus Mint, Cucumber, Apple OR Classic Lemon

BEVERAGES

BY THE CASE

- Soft Drinks (Case Of 24) 96.00
- Flavored Sparkling Water (Case Of 24) 96.00
- Still Aluminum Bottled Water (Case Of 24) 168.00
- Cold Brew (Case Of 12) 120.00
- Iced Tea, Various Flavors (Case Of 12) 80.00
- Assorted Bottled Juices (Case Of 24) 128.00
- Orange, Apple And Cranberry Juice

BEVERAGES BY THE GALLON

3 GALLON MINIMUM, PER SELECTION

- Freshly Brewed Regular Or Decaffeinated Coffee, Herbal Tea Selection 86.00
- Chicago French Press Coffee 90.00
- Starbucks Coffee 95.00
- Orange, Apple, Cranberry Juice 60.00
- Iced Tea 52.00
- Lemonade 52.00

COMMUNITY PARTNER



Providing
Locally Roasted
Coffee Beans



Dietary Symbols: V = Vegetarian | VG = Vegan
GF = Gluten Free | DF = Dairy Free

À LA CARTE

Prices do not include taxes and administrative fees.

Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.



PER POUND

Premium Mixed Nuts VG GF DF	45.00
Honey Roasted Peanuts	32.00
Miniature Pretzels	26.00
Miniature Hershey's Chocolates	34.00

SERVES 8-10 PEOPLE MINIMUM ORDER OF 20 PEOPLE

Potato Chips & French Onion Dip V	32.00
Pita Chips & Hummus VG DF	32.00
Tortilla Chips & Salsa VG DF	32.00



SNACK CUPS

MINIMUM OF 12 PER SELECTION
PRICING IS PER DOZEN

Red Grapes & Cubed Cheese V DF	90.00
Individual Crudités V DF Carrots, Celery, Radish, Cucumber, Tomato Served With Ranch Dressing	90.00
Italian Antipasto Cups GF Artichoke, Sundried Tomato, Olives, Pepperoni, Provolone, Served With Italian Dressing	90.00

INDIVIDUALLY WRAPPED

PRICING IS PER DOZEN
MINIMUM ORDER OF ONE DOZEN PER ITEM

Chocolate Dipped Graham Crackers V	57.00
Chocolate Dipped Pretzel Rods V	57.00
Kind Bars	75.00
Assorted Energy Bars	87.00
Assorted Quaker Granola Bars	52.00

EXHIBIT ENGAGEMENT BUILDERS

Booth attendant fee is an additional \$425 per four hour shift. Prices do not include taxes and administrative fees. Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.

ICE CREAM SOCIAL

ICE CREAM FREEZER RENTAL | 250.00 PER DAY

GOURMET ICE CREAM TREATS

72.00 PER DOZEN

Assorted Ice Cream Sandwiches And Cones

Required Power: 1 Dedicated 100v/20amp Circuits Per Machine
One-Time Delivery Fee: 50.00 | One-Time Pickup Fee: 50.00

WARM GOURMET PRETZELS

SOFT PRETZEL MACHINE RENTAL | 250.00 PER DAY

GOURMET SOFT PRETZELS

84.00 PER DOZEN | CHOOSE ONE

Plain, Salted, Cinnamon Sugar V | DF
Cheese Sauce V

Required Power: 1 Dedicated 100v/20amp Circuits Per Machine
One-Time Delivery Fee: 50.00 | One-Time Pickup Fee: 50.00
One Attendant Fee For A 4 Hour Minimum: 425.00

CHICAGO STYLE HOTDOG CART

600.00 | EQUIPMENT RENTAL 250.00

INCLUDES HOTDOG SERVICE FOR 100

ADDITIONAL CAN BE ORDERED IN INCREMENTS OF 100

Miniature Vienna Beef Hotdogs With Steamed, Soft Buns
Prepared to order, as they say-"Dragged through the Garden"
With Diced Onions, Tomato, Neon Green Relish, Dill Pickle,
Sport Peppers, Mustard (No Ketchup Of Course)
And Celery Salt

Required Power: 1 Dedicated 100v/20amp Circuits Per Machine
One-Time Delivery Fee: 50.00 | One-Time Pickup Fee: 50.00
One Attendant Fee For A 4 Hour Minimum: 425.00

FRESHLY BAKED COOKIES

Who Can Resist The Aroma And Temptation Of Fresh Oven-Baked Cookies? Offer Your Guests A Special Treat With A Choice Of The Following Flavors:

CHOCOLATE CHIP, OATMEAL RAISIN, SUGAR, OR CARNIVAL

COOKIE SERVICE

FOR UP TO 8 HOURS

1,500.00

Includes:

One Attendant To Bake And Serve Cookies
Convection Cookie Oven Rental
640 Cookies (2 Cases / 1-2 Flavors)

FOR UP TO 4 HOURS

975.00

Includes:

One Attendant To Bake And Serve Cookies
Convection Cookie Oven Rental
320 Cookies (1 Case / 1 Flavor)

ADDITIONAL COOKIES

480.00

320 Cookies (1 Case)

One Flavor Per Case | Cases Cannot Be Divided

Required power: 120v/20amp dedicated circuit per machine
One time delivery fee: 50.00 | One-time pick-up fee 50.00

WATER COOLER RENTAL

115.00 FIRST DAY | 50.00 EACH ADDITIONAL DAY

5-GALLON PURIFIED WATER JUG

55.00

Required Power: 110v/15amp Dedicated Circuit Per Machine.



EXHIBIT ENGAGEMENT BUILDERS

Prices do not include taxes and administrative fees.

Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.

BARISTA BAR SERVICE

The Finest Quality, Fresh Roasted Espresso For Your Beverages A Custom Blend Of Colombian, Costa Rican, Java Robust And Brazilian Beans Produced By An Award-Winning Roaster.

SERVICE FOR UP TO 6 HOURS | 2,900.00

Includes:

One Professionally Attired Barista
Contemporary Cappuccino Machine
400 Espresso Based Beverages Served In Disposable Cups
(Additional Cups May Be Purchased)
Beverages Including Americano, Cappuccino, Latte And Espresso

SPECIALTY DRINK UPGRADES | 250.00

Vanilla Lattes, Mochas And Hot Chocolate

ADDITIONS

Iced Americanos And Lattes	125.00 Per 100
Additional Beverages	625.00 Per 100
Additional Hours	200.00 Per Hour

Required Power: (2) 120v/20amp Dedicated Circuit Per Machine
One-Time Set-Up Fee: 275.00

FROZEN BEVERAGE STATIONS

Our Collection Of Classic And Inspired Frozen Beverages Over Many Ways To Draw Traffic To Your Booth. Each Service Is Sold Individually For The Duration Of The Show.

SERVICE FOR UP TO 6 HOURS | 2,900.00

Includes:

One Professionally Attired Attendant
400 Beverages Served In Disposable Cups
High-Volume Ice Blending Machine

CHOOSE 1 SERVICE FOR THE DURATION OF THE SHOW:

Garrett's Caramel Corn Frappe - Frozen Fun With Chicago's Original Caramel Corn Since 1949

Boba Tea

Eli's Cheesecake Shake - Popular Cake Shake With Chicago's Iconic Eli's Cheesecake Since 1980

Frozen Lemonade - Tart, Smooth And Creamy

Strawberry & Mango Smoothie - Choice Of Strawberry, Mango Or Layered Combination

ADDITIONS

Add Blueberry Boba Pearls To Beverages	150.00 Per 100
Additional Beverages	625.00 Per 100
Additional Hours	200.00 Per Hour

Required Power: (2) 120v/20amp Dedicated Circuit Per Machine
One-Time Set-Up Fee: 275.00

COMMUNITY PARTNER

CAFÉ LINES



in-booth hospitality

Unforgettable &
Creative Sensory
Experiences! 100%
Employee Owned.

PLEASE CONTACT YOUR CATERING SALES MANAGER TO DISCUSS UPGRADE OPTIONS, CUSTOMIZATION SERVICES AND PRICING.



LUNCH PLATTERS

Prices do not include taxes and administrative fees.

Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.

SANDWICH PLATTERS

Priced For 6 Guests | Each Sandwich Is Served With Individual Bag Of Chips And Condiments

GRILLED CHICKEN PESTO

120.00

Grilled Chicken Breast, Fresh Mozzarella, Oven Dried Tomato, Arugula, Basil Pesto, Ciabatta Roll

HAM & SMOKED GOUDA

120.00

Smoked Ham, Smoked Gouda, Dijon Mustard-Aioli, Arugula, Flaky Croissant

ITALIAN ROAST BEEF

120.00

Shaved Roast Beef, Provolone Cheese, Roasted Red Peppers, Arugula, Red Wine Vinaigrette, Sammy Tuscan Roll

ROASTED VEGETABLE V

120.00

Roasted Bell Peppers, Zucchini, Eggplant, Red Onion, Fresh Mozzarella, Basil Pesto, Focaccia Bread

ROASTED TURKEY AND WHITE CHEDDAR

120.00

Roasted Turkey, White Cheddar, Lettuce, Tomatoes, Honey Mustard, Pretzel Roll



SALAD PLATTERS

Priced For 6 Guests | Each Salad Is Served With Individual Bag Of Chips And Condiments

SIMPLY GREEN SALAD VG | GF | DF

108.00

Mixed Greens, Shaved Carrots, Radishes, Tomato Balsamic Vinaigrette

COBB SALAD GF

120.00

Grilled Chicken Breast, Bacon, Hard-Boiled Eggs, Tomatoes, Blue Cheese Crumbles, Mixed Greens, Avocado-Ranch Dressing

MIXED SPINACH AND KALE SALAD VG | GF | DF

108.00

Spicy Sweet Vinaigrette

SONOMA QUINOA SALAD VG | GF | DF

120.00

Quinoa, Roasted Sweet Potatoes, Dried Cranberries, Toasted Walnuts, Lemon-Tahini Dressing

BABY GREEN AND BERRY SALAD V | GF

108.00

Baby Greens, Berries, Spiced Pecans, Blue Cheese, White Balsamic Vinaigrette



CHIP SUBSTITUTION

Enhance your experience with a Non-GMO Project Verified, Certified Gluten Free, Kosher and Vegan snack option for an additional 6.00 per order. See page 10 for more details.

BOXED LUNCHES

Prices do not include taxes and administrative fees.

Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.



BOXED LUNCHES ARE 44.00 PER PERSON

Each Box Includes Individual Bag Of Chips, Whole Seasonal Fruit, Cookie And Canned Soda.

Upgrade To Canned Water - Additional 2.50 Per Person.

Maximum Of Two Selections For Groups Of 25 Or Less.

Maximum Of Three Selections For Groups Of More Than 26.

GRILLED CHICKEN PESTO

Grilled Chicken Breast, Fresh Mozzarella, Oven Dried Tomato, Arugula, Basil Pesto, Ciabatta Roll

HAM & SMOKED GOUDA

Smoked Ham, Smoked Gouda, Dijon Mustard-Aioli, Arugula, Flaky Croissant

ITALIAN ROAST BEEF

Shaved Roast Beef, Provolone Cheese, Roasted Red Peppers, Arugula, Red Wine Vinaigrette, Sammy Tuscan Roll

ROASTED VEGETABLE V

Roasted Bell Peppers, Zucchini, Eggplant, Red Onion, Fresh Mozzarella, Basil Pesto, Focaccia Bread

ROASTED TURKEY AND WHITE CHEDDAR

Roasted Turkey, White Cheddar, Lettuce, Tomatoes, Honey Mustard, Pretzel Roll

THE HUMMUS WRAP VG | DF

Hummus, Roasted Red Peppers, Cucumber, Tomato, Red Onion, Mixed Greens, Tahini Sauce, Spinach Wrap

COBB SALAD GF

Grilled Chicken Breast, Bacon, Hard-Boiled Eggs, Tomatoes, Blue Cheese Crumbles, Mixed Greens, Avocado-Ranch Dressing

THAI NOODLE SALAD VG | GF | DF

Rice Noodles, Red Bell Pepper, Carrots, Cucumber, Mixed Greens, Spicy Peanut Dressing, Cilantro

ROAST TURKEY CAPRESE PASTA SALAD

Rotini Pasta, Cherry Tomatoes, Fresh Mozzarella, Basil Pesto, Mixed Greens, Balsamic Glaze

MEDITERRANEAN CHICKPEA SALAD V | GF

Crispy Chickpeas, Cucumbers, Tomatoes, Red Onion, Kalamata Olives, Feta Cheese, Mixed Greens, Lemon Vinaigrette

CHIP SUBSTITUTION

Enhance your experience with a Non-GMO Project Verified, Certified Gluten Free, Kosher and Vegan snack option for an additional 1.00 per person. See page 10 for more details.

LUNCH PLATTER/BOX SNACK UPGRADES

Replace your lunch platter/boxed lunch individual chip option with one of Our Home's wholesome snacks. Please consult with your Catering Sales Manager about upgrade costs. Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.

Choose to upgrade your individual chip lunch option with a selection from one of their tasteful brands including: Poptchips, Food Should Taste Good, and Good Health Snacks. Ida's Artisan Ice Cream is available to upgrade with a variety of flavors to select from.



poptchips®

BBQ

SEA SALT

SOUR CREAM & ONION

SEA SALT & VINEGAR



**FOOD
SHOULD
TASTE
GOOD®**
BRAND

MULTIGRAIN TORTILLA CHIPS

BLUE CORN TORTILLA CHIPS



**good
health®**
POSITIVELY SNACKABLE™

VEGGIE STRAWS

Sea Salted

VEGGIE CHIPS

Sea Salted



RECEPTION HORS D'OEUVRES

Ordered in multiples of 25. Booth attendant fee is an additional \$425 per four hour shift. Prices do not include taxes and administrative fees. Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.

CHICKEN

- **CHICKEN PESTO SLIDER | 175.00**
Fontina, Oven Dried Tomato, Calabrian Chili Aioli
- **BUFFALO CHICKEN SPRING ROLL | 150.00**
Cucumber-Ranch

PORK

- **PULLED PORK SLIDER | 175.00**
Sweet BBQ Sauce, Crispy Fried Onions
- **BBQ PORK BAO (STEAMED) | 175.00**
Pickled Vegetables

SEAFOOD

- **CRAB CAKE DF | 225.00**
Chervil-Lemon Aioli
- **CHILI-GARLIC SHRIMP SATAY GF | DF | 175.00**
Lime And Mint Sauce

BEEF

- **MINI CHEESEBURGER | 175.00**
American Cheese, Balsamic Onion Jam

VEGETARIAN V

- **VEGETABLE SPRING ROLL DF | 150.00**
Sweet Chili Sauce

GLUTEN FREE GF

- **CAPRESE SKEWER | 150.00**
With Balsamic Reduction

VEGAN VG

- **HEARTS OF PALM CEVICHE GF | DF | 150.00**
Crispy Tortilla
- **CARIBBEAN RISOTTO CAKE DF | 150.00**
Mango Habanero Sauce



Exhibitor responsible for ordering tables, electrical, and trash removal from general service contractor.



DISPLAY STATIONS

ARTISANAL CHEESE & CHARCUTERIE

Artisanal Cheeses, Imported Prosciutto,
Salami, Sweet Sopressata, And Spicy
Capicola Served With Pickled Vegetables,
Focaccia Crostini, Flavored Olive Oil

450.00

INTERNATIONAL CHEESE DISPLAY V

**Chef's Selection Of Cheeses Served With
Wildflower Honey, Fresh Seasonal Berries,
Dried Fruit Garnish, Sliced Crostini, Crackers,
And Flat Breads**

400.00

HUMMUS TRIO VG | DF

Traditional Lemon And Garlic, Spiced Red Pepper, And Edamame Hummus Served With Fresh Cut Vegetables And Pita Chips

225.00

GARDEN FRESH CRUDITÉ V | GF

Fresh Cut Vegetables, Buttermilk Ranch Dip And Hummus

300.00

SEASONAL FRUIT V | VG | GF OPTION

Sliced Seasonal Fruit And Berries

275.00

DESSERT DISPLAYS

ASSORTED BUTTER COOKIES & MINI DESSERTS V

275.00

ELI'S CHEESECAKE FAMOUS DESSERT

Assorted Petite Cheesecake Bites, Mini Fruit Pies And Tarts

300.00



BARS

BAR SERVICE INCLUDES STANDARD MIXERS. BARTENDER FEE ADDITIONAL 425.00.
ONE BARTENDER REQUIRED PER 100 GUESTS. MINIMUM 1,250.00 SPEND PER BAR.

Keg Service Available: please talk to your catering sales manager.
Prices do not include taxes and administrative fees.



CONSUMPTION HOSTED BARS

PREMIUM SPIRITS 13.00 PER DRINK

Ketel One Vodka
Bombay Dry Gin
Bacardi Superior Rum
Camarena Tequila
Johnnie Walker Black Scotch
Maker's Mark Bourbon
Jack Daniel's Sour Mash Whiskey

DELUXE SPIRITS 11.50 PER DRINK

Wheatley Vodka
New Amsterdam Stratusphere Gin
Cruzan Rum
Sauza Hacienda Tequila
Dewars Scotch
Jim Beam Bourbon

PREMIUM WINES 13.00 PER GLASS

Ruffino Prosecco
Highlands 41 Chardonnay
Nobilo Sauvignon Blanc
Ruffino Lumina Pinot Grigio
Robert Mondavi PS Cabernet Sauvignon
Mark West Pinot Noir
Highlands 41 Red Blend

DELUXE WINES 11.50 PER GLASS

Canyon Road Chardonnay
Canyon Road Sauvignon Blanc
Slivergate Cabernet Sauvignon
Slivergate Pinot Noir
Slivergate Rosé
Wycliff Brut

DOMESTIC BEERS 8.00 EACH 190.00 PER CASE

Budweiser
Michelob Ultra
Miller Lite

IMPORT BEERS 9.00 EACH 215.00 PER CASE

Heineken
Modelo
Stella Artois
Heineken 0.0

CRAFT BEERS 10.00 EACH 240.00 PER CASE

Goose Island IPA
Revolution
McCormick Place Gold Ale

HARD SELTZERS 11.00 EACH 260.00 PER CASE

High Noon, Assorted Flavors
Carbliss

NON-ALCOHOLIC BEVERAGES PER EACH

Canned Water	7.00
Soft Drinks	4.00
Juices	6.00



WINE

PRICED BY THE BOTTLE.

Prices do not include taxes and administrative fees.

CHAMPAGNE & SPARKLING

Wycliff	55.00
Ruffino Prosecco	65.00

ROSÉ

Slivergate	55.00
Prophecy	65.00

CHARDONNAY

Canyon Road	55.00
Highlands 41	65.00

SAUVIGNON BLANC

Canyon Road	55.00
Nobilo	65.00

PINOT GRIGIO

Slivergate	55.00
Ruffino Lumina	65.00

CABERNET SAUVIGNON

Slivergate	55.00
Robert Mondavi PS	65.00

PINOT NOIR

Slivergate	55.00
Mark West	65.00

MERLOT

Slivergate	55.00
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RED BLEND

Highlands 41	65.00
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HEALTH, SAFETY & SUSTAINABILITY



Has created an enhanced food service experience while being committed to your health and safety. We adhere to the Cook County Health Department's meticulous food service standards and require staff to be ServSafe-certified by the National Restaurant Association in proper food handling. Your health and safety are at the forefront of our services, therefore we have added additional safety protocols outlined below.

STAFF

- Staff may be required to wear face masks and gloves during food preparation and serving depending upon service restrictions at the time of the event.
- All staff may go through employee health screening upon arrival prior to reporting to their assigned area.
- Proper distancing of staff and product in food preparation areas accordingly.
- Implemented cleaning and disinfecting protocols that focus on high contact/touch points both in back and front of house.

MENU & SERVICE UPDATES

- Increased options for pre-packaged food and beverage products.
- Adjusted menu items where applicable to be displayed in individual portions instead of bulk.
- Increased action stations with chef to individually prepare items over buffet service.
- Compostable single-use sustainable products.
- Modified beverage stations with touch-less or attended service when possible, based upon any service restrictions at the time of service.
- Individually packaged single serve condiment options wherever possible.
- Social Distancing may be implemented that is consistent with local government regulations and guidance at the time of service.

CATERING LAYOUT

- Following table seating capacities that are consistent with local government regulations and guidance.
- One-way guest flow on buffets is recommended to be used to minimize contact between guests, plates, glasses and cutlery where possible
- We ask that you allow for additional set up and move out time, for all catered functions, for additional environmental cleaning measures before and after events.

OVG HOSPITALITY BELIEVES THAT SUSTAINABILITY AND FOOD & BEVERAGE DECISIONS ARE INSEPARABLE.

- Up to 8,000 pounds of farm-to-table produce is harvested annually from the McCormick Place Rooftop Garden. This 2.5 acre rooftop garden is the largest in the Midwest. With an amazing varietal of vegetables, fruits, herbs, edible flowers, perennials, native prairie flowers, a small orchard and more, our culinary team has the ability to bring a bounty of seasonal ingredients directly to our kitchen and guests' plates, reducing our carbon footprint.
- OVG Hospitality and McCormick Place is committed to sourcing local, organic and environmentally friendly products for over 33% of all food purchased. We are proud of our pledge to do our part to reduce the overuse of antibiotics by using chicken, pork and beef in our menu that is raised without the routine use of antibiotics. With each meal we serve we are encouraging ranchers and farmers to move away from overuse of medicine in raising farm animals.
- We exclusively use disposable flatware and paper goods made from 100% BPI-certified compostable, plant based materials.
- McCormick Place is the first convention center in the country to make the switch to e-water for sanitizing.

For additional information about our Sustainability & Leadership initiatives, please contact your Catering Sales Manager, or email: infoovg@mccormickplace.com.



UP TO 8,000 POUNDS

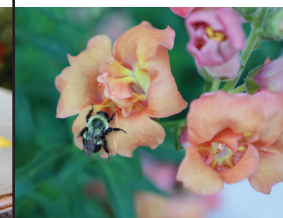
Up to Four Tons of Seasonal, Farm-Fresh Produce is Harvested Each Year

95 VARIETIES PLANTED

Nearly 100 Different Varieties of Vegetables, Fruits, Herbs, Edible Flowers, Perennials & Bushes Are Planted/ Maintained Annually

3 BEE HIVES

The Rooftop Garden is Home to 20,000 Bees that Pollinate the Garden's Crops & Produce 50 Pounds of Honey Each Year



POLICIES

OVG Hospitality is the exclusive food and beverage provider for McCormick Place Convention Center. All food and beverage items must be supplied and prepared by OVG Hospitality. No food or beverage of any kind is permitted into the facilities by the patron or any of the patron's guests or invitees (exclusive of Exhibitor Personal Consumption Policy). Food items may not be taken off the premises; however, excess prepared food is donated under regulated conditions to agencies feeding the underprivileged.

MENU SELECTION

The menus have been designed to maximize the guest's satisfaction. To assure availability of menu items, please provide the Catering Sales Manager with the food and beverage selections a minimum of three (3) weeks prior to the first function. Every effort will be made to accommodate requests for special, religious or dietary requirements that OVG Hospitality is made aware of.

PRICING

Published pricing does not include a service charge (21.5%) or applicable taxes. A good faith estimate of food and beverage prices, will be provided in advance of the event's start date and will be confirmed at the signing of the contract. However, due to fluctuating market prices, we reserve the right to make product substitutions based on specific commodity price increases. OVG Hospitality reserves the right to make menu substitutions and revise the style of service due to supply interruption and/or health and safety regulations caused by any health crises that may arise. Please discuss the styles of service for all buffet services and the additional costs with your Catering Manager.

SERVICE CHARGES

All catered events are subject to a 21.5% service charge. 19.94% of this Service Charge is distributed as tips/gratuities to the employees who provide service to guests in connection with the catered event. The remaining 1.56% of this Service Charge is the sole property of the McCormick Place, as applicable, is used to cover that party's costs and expenses in connection with the catered event and the administration of the event (excluding employee tips, gratuities, and wages), and is not charged in lieu of a tip or gratuity. This portion of the Service Charge is not a tip or gratuity, nor is it purported to be a tip or gratuity, for any employee who provides service to guests (e.g., wait staff employee, service employee, service bartender, and the like), and no part of this portion of the Service Charge will be distributed (as a tip, gratuity, or otherwise) to any employee who provides service to guests.

GUARANTEES

In order to ensure the success of the function(s) and the satisfaction of the guests, food and beverage quantity guarantees must be received by the Catering Sales Manager no later than five (5) full business days (Monday through Friday) prior to the event for functions up to 1,000 guests. Functions of 1,001 guests or more must be guaranteed ten (10) full business days prior to the event. Functions with 5,000 guests or more must be guaranteed fifteen (15) full business days prior to the event. The Customer may be required to provide a guarantee earlier if special products or preparations are required. If the guarantee is not received, OVG Hospitality reserves the right to charge for the expected number of guests or quantities specified on the Banquet Event Order(s). If the attendance is higher than the given guarantee, the charge will be for the actual function attendance. Increases and/or new orders made within three (3) days (72 hour processing fee) of the function are subject to an additional 20% fee based on the menu price.

OVG Hospitality will prepare to serve 3% over the final guarantee (for seated meal functions only) up to a maximum of 30 guests. The Customer will be charged for the greater of the actual number of guests served as the final guarantee amount. OVG Hospitality reserves the right to make reasonable menu substitutions, as necessary. Functions requiring over preparation greater than 3% will be subject to additional labor fees.

SERVICE STAFF

Guest to server ratio is based on the type of function. The standard is one (1) server per twenty (20) guests for plated meal functions and one (1) server per forty (40) guests at buffet functions. Additional health and safety regulations may be implemented requiring additional service should any health crises arise. Please discuss the styles of service for all buffet services and the additional costs with your Catering Sales Manager. For additional staffing requests or guarantees for less than twenty-five (25) guests for plated or buffet functions, labor fees will be applied. Holiday labor rates may apply.

EVENT TIMELINE

Breakfast and lunch are based on up to a three (3) hour service and dinner is based on up to four (4) hours of service. Extended service time will be subject to additional labor fees. Function start or end times that deviate more than thirty (30) minutes from the time indicated on the Banquet Event Order will have additional labor fees per hour, per server scheduled.

BEVERAGES

OVG Hospitality offers a complete selection of beverages to compliment your function. Alcoholic beverages and services are regulated by the Liquor Control Board. OVG Hospitality, as licensee, is responsible for the administration of these regulations. No alcoholic beverages may be brought onto the premise from outside resources, nor may it be removed from the premises. We reserve the right to refuse alcohol service to intoxicated or underage persons. Where applicable, Customer is responsible to pay all minimum sales guarantees included on Banquet Event Orders. Customer will receive credit for retail sales, not to exceed amount of minimum sales guarantee listed on the Banquet Event Order for that function.

PAYMENT/DEPOSIT/CONTRACTS

An initial deposit in the amount noted on the Catering Contract is due on the date specified. The amount of this deposit is 50% of the estimated catering expenditure based on planned functions. The signed contract and deposit are due forty-five (45) days in advance of the event. The actual revenue will be based on the signed Banquet Event Order(s) and guarantee(s). The remaining balance of the deposit is due fourteen (14) business days in advance of the first function. A 3.5% fee will be assessed on all payments made by credit card of \$5,000.00 or more. This fee will be due at the time of credit card payment and is non-refundable. No transaction fee will be assessed on payments made by check or ACH.

CANCELLATIONS

In the event that a group should cancel with McCormick Place, the catering deposit will be refunded based on a sliding scale. Please refer to the Catering Contract for specific details. In the event that a function cancels after the guarantee date, payment in full for the estimated revenue based on the menu and event arrangements are required.

RETAIL/CONCESSIONS SERVICE

Appropriate operation of concessions outlets will occur during all show hours. OVG Hospitality reserves the right to determine which carts/outlets are open for business and hours of operation pending the flow of business. Should additional service locations be requested, a minimum sales guarantee and related fee may apply.





CATERING ORDER FORM

OVG Hospitality is the Exclusive Catering Company for the McCormick Place Convention Center

TRADE SHOW		ORDER DEADLINE	
CONTACT		ON-SITE CONTACT	
COMPANY		ON-SITE PHONE #	
PHONE #		ON-SITE EMAIL	
ADDRESS			
CITY, STATE, ZIP			
EMAIL ADDRESS			
BOOTH/ROOM #			
BUILDING	PLEASE CIRCLE: N S E W		

PLEASE PLACE ORDER BELOW

All tables, electrical requirements and garbage removal service must be ordered through your contractor. Increases and/or new orders made within 3 business days of the show will be subject to a 20% additional fee based on the menu price (F&B).

Date	Start Time	End Time	Quantity	# of Guests	Item Description	Unit Price

A signed Catering Contract Agreement and full payment in advance is required to confirm your order. Prices are only guaranteed at the time of contract execution.

METHOD OF PAYMENT	☐ Credit Card	☐ Check	☐ Wire
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A 3.5% processing fee will be added to all credit card charges greater than \$10,000. A signed Catering Agreement and full payment must be received before to process all food and beverage orders. Additional payment may be requested for any additional on-site orders or increase in quantities.

Please submit this form to infoovg@mccormickplace.com

YOUR ORDER IS CONFIRMED ONCE THE SIGNED CONTRACT IS RECEIVED BY YOUR CATERING SALES MANAGER.



Catering Sales Office Phone Number:

POLICY FOR FOOD AND BEVERAGE DISTRIBUTION ON SHOW FLOORS

Please complete this form to receive authorization to distribute food or beverages not purchased through OVG Hospitality, the exclusive food and beverage provider at McCormick Place Convention Center. **The Selling of Food and/or Beverage products by any other entity is strictly prohibited.**

Sponsoring organizations of Expositions and Trade Shows and their Exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below. All other samples, not manufactured by the exhibiting company and food gifts (packaged or bulk) must be purchased through OVG Hospitality. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e., coffee, soft drinks, bottled water, popcorn, etc.), please contact OVG Hospitality and we will be happy to help you arrange these catering services.

GENERAL INFORMATION FOR NON-FOOD INDUSTRY SHOWS

1. Items dispensed are limited to products **Manufactured, Processed or Distributed by Exhibiting Companies, Approved Exhibitors, Sponsors, Manufacturers or Distributors**. If they are not Manufactured, Processed or Distributed by the company, then you are NOT able to provide samples of food and beverage unless they are purchased through OVG Hospitality.
2. If you do Manufacture, Process, or Distribute the items, they are to be a **SAMPLE SIZE** and must be dispensed and distributed in accordance to Local and State Health Codes:
 - Food items are limited to “bite size,” not to exceed 2 oz. portions.
 - Non-Alcoholic Beverages can be a maximum of 4 oz. Sample Size, served in plastic cups. No cans or bottles will be permitted.
 - A charge of \$500 per day, per distribution location will be paid to OVG Hospitality in full prior to show/event. This fee is non-negotiable and non-refundable.
 - Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming OVG Hospitality, and the Metropolitan Pier and Exposition Authority as additional insured located at 2301 S Lakeshore Dr., Chicago IL 60616, and are responsible for State and Local Health Code.
3. If your company **Manufactures, Processes or Distributes** Alcoholic Beverages and these products are related to the purpose of the show, then you are able to serve **SAMPLE SIZES** and they must be dispensed and distributed in accordance to Local and State Health Codes:
 - A charge of \$500 per day, per distribution location will be paid to OVG Hospitality in full prior to show/event. This fee is non-negotiable and non-refundable.

- Vendors **MUST** submit proof of having \$1,000,000.00 liability insurance naming OVG Hospitality, and the Metropolitan Pier and Exposition Authority as additional insured located at 2301 S Lakeshore Dr., Chicago IL and are responsible for State and Local laws pertaining to the distribution of alcohol.
 - Sample portions must be under the following limits:
 - Beer 2 oz.
 - Wine / Wine Coolers / Spirit Coolers 1 oz.
 - Liquor / Liqueurs / Distilled Spirits 0.5 oz.
 - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Chicago ordinance.
 - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
 - Distribution of alcoholic products must be monitored and overseen by a OVG Hospitality staff bartender in compliance with Illinois Liquor Laws. Bartenders are available at \$375 for up to four hours of service and \$80 per each additional hour.
4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage, and all other McCormick Place Services.
5. Vendors are responsible for the shipping, storage and delivery of their product through the General Contractor unless OVG Hospitality assistance is required for product preparation or special handling.
6. Storage, Delivery, or Kitchen Use for OVG Hospitality handled product **ONLY**
 If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use, the following charges may be assessed:
- \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
 - \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids.
 - \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
 - Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of OVG Hospitality unless coordinated in advance with a Catering Sales Manager prior to the show dates.

COMPANY SAMPLING PERMISSION INFORMATION

Show Name: _____

Show Sampling Dates: _____

Company Name, Booth Number & Hall Name: _____

Contact Name: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Item & Reason For Distribution

Please include quantity, portion size and method of dispensing items.

OVG Hospitality Approved Signature: _____ Date: _____

The Company Requesting Sampling acknowledges that they have sole responsibility for the use, servicing or other disposition of such items (including alcoholic beverages) in compliance with all applicable laws. Accordingly, the first agrees to indemnify and forever hold harmless OVG Hospitality and the McCormick Place Exposition Authority for McCormick Place Convention Center from all liabilities, damages, losses, costs or expense resulting directly or indirectly from the use, serving or other disposition of such items (including alcoholic beverages).

SEND TO:

CATERING OFFICE - OVG Hospitality at McCormick Place
infoovg@mccormickplace.com

2301 South Lake Shore Drive | Chicago, IL 60616
Telephone: (312) 791-7250 | Fax: (312) 791-7280



..... From the desk of:
Larry Bryant
*Customer Service Manager
Technology Services
McCormick Place*

We're Glad You're Here!!

On behalf of the McCormick Place Technology Services Department, your technology and communications resource team, welcome to McCormick Place in Chicago.

We are responsible for providing Internet and Telephone services to both show management and the exhibitors. We are here to work with you to ensure the timely installation of services in a user-friendly environment. We will work with you and your exhibitors to help identify areas of need and provide solutions that ensure a great experience. To find out more about us, please visit our website at www.mccormickplace.com.

I am the Technology Services Manager assigned to your event and readily available to assist you with the planning of your show and processing of your orders. I look forward to working with you to have a successful event.

Please do not hesitate to contact me.

Sincerely,

Larry Bryant

Tel/Fax: 312-791-7163

Cell: 312-647-3521

Email: lbryant@mccormickplace.com



Black Women's Expo 2026 – INSURANCE RELEASE FORM

INSURANCE RELEASE FORM REQUIRED

Please email completed form to: tbwe@mgpgevents.com

SHOW NAME: BWe (The Black Women's Expo)	VENUE: McCormick Place, North Building Hall C DATES: July 30 – August 3, 2026
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DEADLINE: Wednesday, July 22, 2026

A new requirement of your ability to exhibit at the Black Women's Expo in Chicago is to provide us with this signed Insurance Release Form in addition to the Certificate of Insurance (COI). Black Women's Expo intends to provide a safe and secure environment at the show and therefore we encourage for your protection, that each exhibitor will carry liability insurance for the show. To assist in this process, we have sourced an affordable plan – an Exhibitors Insurance Policy – for those exhibitors that do not currently have liability insurance for their businesses. The insurance company, Rain Protection, has an Exhibitor Plan with coverage starting at \$91.00. If You purchase the COI, The Black Women's Expo must be listed as "additional insured" on the certificate of insurance. Exhibitors will not be allowed to enter the Show or exhibit unless they sign this Insurance Release form. Please email form to: tbwe@mgpgevents.com.

By signing this Insurance Release Form, the Exhibitor acknowledges, however, that BWe, MGP Events Inc., Show Strategy, Inc., the Show Parties (as defined below), and the Show disclaim responsibility for any loss, cost or damage to your property, artwork, product, displays, etc. and that neither BWe, MGP Events Inc., Show Strategy, Inc. nor the Show Parties carry any insurance for the benefit of Exhibitor.

As further consideration for acceptance of Exhibitor's application and participation in the show, the undersigned Exhibitor acknowledges and agrees that (a) its participation in the Show is solely at its own risk, and (b) it is encouraged to carry insurance to cover the risks described in this Release and the Rules and Regulations for the Show. The Exhibitor agrees to indemnify, protect, defend, hold harmless, release and discharge the Show, BWe, MGP Events Inc., Show Strategy, Inc. and all of their respective principals, agents, owners, members, trustees, affiliates, subsidiaries, predecessors, successors, employees, and assigns, and all other related persons or entities, named or unnamed (collectively the "Show Parties"), from any and all liability, claim or demand of whatever nature, actions, and causes of action, damages, costs, losses, attorney fees, injuries of any kind, and compensation for damage or loss to person or property, regardless of the cause and regardless of whether such loss, cost or damage is due to any form of negligence of BWe or Show Parties.

Dated: _____, 2026

Acknowledged and Agreed:

Company Name: _____ Booth Number: _____

Signature: _____



RAINPROTECTION.INSURANCE.
WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official Insurance
Supplier for MGP Events Inc.

Exhibitor Liability Insurance Program

As a standard requirement for all show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, July 30-August 3, 2026, naming MGP Events Inc. (159 N. Sangamon, Suite 200 Chicago, Illinois 60607) as the certificate holder. The following must be included as additional insured: MGP Events Inc. c/o SPACES, The Black Women's Expo, and McCormick Place.

Rainprotection Insurance Program

If you currently have your own insurance, please make it compliant and hold onto it in the case it needs to be furnished. If you do not have insurance, please read the information below.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for \$99
(plus any applicable taxes)

*While completing the online application, DO NOT check any boxes unless it
specifically relates to what you will be doing at your booth at the event*

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=0kSi%7CBUSkE\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=0kSi%7CBUSkE$)

After reading the above information, if you still decide to use your own insurance,
please make it compliant and then submit a copy to: Egarner@mgspevents.com



FAQ

How is freight transported to my booth?

Show Strategy will have a dedicated Teamster team to help with delivery of your freight to the booth if you have purchased drayage for dock services.

Can I order booth cleaning services?

Yes. You will place your order via the Show Strategy exhibitor portal order.showstrategy.com.

Can I transport freight myself?

Yes. The McCormick Place has a program called Automobile and Small Utility Vehicle (ASUV). This is located right next to the hall. Cars, pickup trucks, and vans may use this ASUV lane to unload their product and bring directly to the booth. Please refer to the manual on what is acceptable to be used to transfer your freight and where you need to check in at. You can also use this link to gather more information <https://www.mccormickplace.com/exhibitors/asuv/>

Where are the empty stickers and what are they used for?

The empty stickers are labels to be placed on all crates, boxes, or product you want placed in storage and then returned to your booth after the show. Please make sure that your



booth number and company name are on each sticker. **You will not have access to your items once they are in storage! There is a charge associated with cart service if you need help taking items to storage. If you paid for drayage, you can request help removing empties at the exhibitor service desk.**

Can I order Internet service?

You would order internet services through the McCormick Place. That form is in the exhibitor manual and on the Show Strategy Boomer portal.

How do I order electrical service?

The electricity is ordered through Prime Electric. Their form is in the exhibitor manual and on the Show Strategy exhibitor portal as well.

How do I retrieve my storage after the show?

As soon as show is over, our teamsters will begin to bring your empty freight back to your booth.

Is there parking near McCormick Place?

A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: [McCormick Place Parking](#)



Please feel free to email us at clientsupport@showstrategy.com for any additional questions that you may have as you plan for your upcoming event. You can text or call us as well at **312-820-1205**. We are here to help!