

Please submit your completed forms to **Chadwick Robinson**, JW Marriott Chicago, chadwick.robinson@marriott.com no later than **August 31, 2018**. Confirmation of receipt of this form will be emailed to the event contact listed below within 72 business hours. All requested changes must be received in writing. **Please contact Chadwick directly for all questions regarding your food, beverage or suite set-up needs at (312) 660-8211.**

Event Contact: _____ Company Name: _____

Address: _____ City, State: _____ Zip: _____

Phone: _____ Email: _____

On-Site Contact: _____ Company Name: _____

Mobile: _____ Email: _____

SUITE/MEETING ROOM GUIDELINES

- Rooms will be set by Sunday, September 30 at 10:00am.
- Keys to your meeting room can be picked up at the front desk. Please show your business card for proof of company.
 - How many keys would you like? _____ (up to 6 keys will be provided at no additional charge)
- You may not tack, staple, tape, etc. banners or materials to the walls of your room.
- All banners or materials must be free standing.
- Call ext. 8500 from the house phone for trash removal when needed.

CREDIT CARD INFORMATION

A secure credit card link will be sent via email once you've submitted these forms. Your card will be held on file and charged after you have reviewed your bill at the conclusion of the conference.

ROOM SET-UP

- Conference Style is the standard set – How many chairs would you like the conference set for _____?
- Conference Tables are do not come with linen – please request linen from hotel.
- Piped + draped storage area with tables, as needed (will be set once room is completely set)
- (1) Wastebasket

If you would like additional tables, please indicate quantities below:

_____ (6'x30") Draped Table
QTY

_____ (3') Skirted Cocktail Table
QTY

_____ *Tripod Easels
QTY *\$10/easel if ordering more than 3

_____ (8'x30") Draped Table
QTY

_____ (3') Skirted Highboy Table
QTY

FOOD + BEVERAGE

- Food + Beverage service will be provided at the requested time.
- No F+B items will be charged on consumption (quantity ordered = quantity charged)
- Food + Beverage prices do not include 25% Service Charge or 11.5% Sales Tax + any other possible taxes.
- You will receive 10% off the listed F+B prices if all food and beverage orders are received by the Hotel no later than Friday, August 18, 2017.
- Please send hotel contact a high resolution logo (PNG or PDF) along with this form so your logo can be displayed outside your room on the electronic reader board.
- Please list on-site contact on form. Before arrival, contact listed will receive an email for Marriott Meeting Services App, which connects directly to JW Marriott Chicago Event Operations Team. Demonstrations can be given on property.
- While in the hotel, please direct all calls for any additional requests to the Banquet Hotline at ext. 8500.

SPECIALTY REQUESTS / ADDITIONAL COSTS

- **Food Sampling:** Pending approval of FMI + Hotel on items to be handed out, there are no additional fees. Samples are not intended to replace any food + beverage or displace any planned meal functions.
- **Food Preparation:** All approved requests for assistance in preparation of food samples will be communicated directly to the hotel + a price will be negotiated. All methods of cooking must be performed by hotel staff.

FOOD + BEVERAGE ORDER FORM

SUNDAY, SEPTEMBER 30

BREAKFAST SELECTIONS

Delivery Time: _____ Number of Guests: _____

Check your selections below:

_____ **Continental Breakfast Chicago Loop | \$48 per person**

Includes: Sliced Fruit + Berries, Pastries, Croissants, Seasonal Muffins + Sliced Whole Grain Bread, Assorted Cereals with Skim, 2% + Soy Milk, Plain Greek Yogurt with Seasonal Berries + Granola, Steel Cut Irish Oatmeal with Dried Bananas + Seasonal Berries, Assorted Juices, Regular + Decaf Coffee, Tea Service

_____ **Breakfast Sandwiches | \$120 per dozen – Choose one from the options below; cannot mix and match.**

- _____ Whole Wheat English Muffin, Egg Whites, Canadian Bacon, Spinach, Mushrooms + White Cheddar
- _____ English Muffin, Scrambled Eggs, Pork Sausage + White Cheddar
- _____ Crafted Buttermilk Biscuit, Fried Egg, Smoked Ham + Herb Goat Cheese
- _____ Aged Gouda and Egg Sandwich, Basil + Spinach Pesto, French Toast

_____ **Plated Windy City | \$49 per person**

Includes: Choice of one (1) Breakfast Meat: _____ (bacon, sausage or turkey sausage)
 Farm Fresh Scrambled Eggs, Half Roasted Tomato with Fresh Herbs, Breakfast Potato of the Day, Seasonal Fresh Sliced Fruit with Cinnamon Honey Dipping Sauce, Assortment of Mini Muffins, Chocolate Croissants + Seasonal Danish, Assorted Naked Juices, Regular + Decaf Coffee, Tea Service

Breakfast Enhancements (must be ordered in conjunction with buffets above):

- QTY: _____ **Steal Cut Oatmeal | \$13 per person**
- QTY: _____ **Granola Berry Yogurt Parfait | \$8 per person**

LUNCH SELECTIONS (\$24 per person)

Delivery Time: _____ Number of Guests: _____

Check your selections below:

- _____ **Chicago Chopped Chicken Salad** – blue cheese, bacon, tomato, egg, cucumber, white balsamic vinaigrette, ciabatta croutons
- _____ **Blackened Chicken Sandwich** – arugula, red pepper aioli, pickled onions, salted ciabatta roll served with herb potato salad
- _____ **Grilled Chicken Breast** – roasted asparagus, heirloom carrots, goat cheese polenta, chardonnay pan jus

REFRESHMENT BREAK + BEVERAGE SELECTIONS (All beverages are non-returnable or refundable)

Indicate quantities (quantity ordered = quantity charged) below as well as delivery times for each item:

BREAKFAST	MID-MORNING	LUNCH	AFTERNOON
TIME: _____	TIME: _____	TIME: _____	TIME: _____
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Whole Fresh Fruit \$5 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Mint Chocolate Brownies \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Garrett’s Chicago Popcorn \$10 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Individual Bags of Chips, Popcorn, Pretzels \$6 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Artisan Cheese Display \$19 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Vegetable Crudit� \$18 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ House-made Granola Bars \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Daily Dessert: Assorted Cookies \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Assorted Pepsi Sodas \$8 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Bottled Water (still + sparkling) \$8 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Naked Juices \$8 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Red Bull \$9 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Gallon of Coffee (Regular or Decaf) \$157 (12 cups)
QTY: _____	QTY: _____	QTY: _____	QTY: _____ � Gallon Coffee (Regular or Decaf) \$78.50 (6 cups)
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Hot Water with Selection of Herbal Teas \$78.50 (6 cups)

FOOD + BEVERAGE ORDER FORM

MONDAY, OCTOBER 1

BREAKFAST SELECTIONS

Delivery Time: _____ Number of Guests: _____

Check your selections below:

_____ **Continental Breakfast Chicago Loop | \$48 per person**

Includes: Sliced Fruit + Berries, Pastries, Croissants, Seasonal Muffins + Sliced Whole Grain Bread, Assorted Cereals with Skim, 2% + Soy Milk, Plain Greek Yogurt with Seasonal Berries + Granola, Steel Cut Irish Oatmeal with Dried Bananas + Seasonal Berries, Assorted Juices, Regular + Decaf Coffee, Tea Service

_____ **Breakfast Sandwiches | \$120 per dozen – Choose one from the options below; cannot mix and match.**

- _____ Whole Wheat English Muffin, Egg Whites, Canadian Bacon, Spinach, Mushrooms + White Cheddar
- _____ English Muffin, Scrambled Eggs, Pork Sausage + White Cheddar
- _____ Crafted Buttermilk Biscuit, Fried Egg, Smoked Ham + Herb Goat Cheese
- _____ Jalapeno Wrap, Scrambled Eggs, Chorizo, Chihuahua Cheese, Roasted Tomato + Cilantro

_____ **Plated Windy City | \$49 per person**

Includes: Choice of one (1) Breakfast Meat: _____ (bacon, sausage or turkey sausage) Farm Fresh Scrambled Eggs, Half Roasted Tomato with Fresh Herbs, Breakfast Potato of the Day, Seasonal Fresh Sliced Fruit with Cinnamon Honey Dipping Sauce, Assortment of Mini Muffins, Chocolate Croissants + Seasonal Danish, Assorted Naked Juices, Regular + Decaf Coffee, Tea Service

Breakfast Enhancements (must be ordered in conjunction with buffets above):

QTY: _____ **Steel Cut Oatmeal | \$13 per person**

QTY: _____ **Granola Berry Yogurt Parfait | \$8 per person**

LUNCH SELECTIONS (\$24 per person)

Delivery Time: _____ Number of Guests: _____

Check your selections below:

- _____ **Asian Seared Tuna Salad** – mixed greens, slivered almonds, cucumber, carrot, ginger sesame dressing, crispy wontons
- _____ **Pepper Crusted Sirloin Sandwich** – Dijon aioli, smoked cheddar cheese, bibb lettuce, campari tomato, parmesan potato chips
- _____ **Penne Pasta** – caramelized onions, prosciutto, sweet peas, basil pesto, cured tomato, aged parmesan

REFRESHMENT BREAK + BEVERAGE SELECTIONS (All beverages are non-returnable or refundable)

Indicate quantities (quantity ordered = quantity charged) below as well as delivery times for each item:

BREAKFAST	MID-MORNING	LUNCH	AFTERNOON
TIME: _____	TIME: _____	TIME: _____	TIME: _____
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Whole Fresh Fruit \$5 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Mint Chocolate Brownies \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Garrett's Chicago Popcorn \$10 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Individual Bags of Chips, Popcorn, Pretzels \$6 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Artisan Cheese Display \$19 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Vegetable Crudit� \$18 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ House-made Granola Bars \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Daily Dessert: Assorted Brownies \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Assorted Pepsi Sodas \$8 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Bottled Water (still + sparkling) \$8 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Naked Juices \$8 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Red Bull \$9 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Gallon of Coffee (Regular or Decaf) \$157 (12 cups)
QTY: _____	QTY: _____	QTY: _____	QTY: _____ 1/2 Gallon Coffee (Regular or Decaf) \$78.50 (6 cups)
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Hot Water with Selection of Herbal Teas \$78.50 (6 cups)

FOOD + BEVERAGE ORDER FORM

TUESDAY, OCTOBER 2

BREAKFAST SELECTIONS

Delivery Time: _____ Number of Guests: _____

Check your selections below:

_____ **Continental Breakfast Chicago Loop | \$48 per person**

Includes: Sliced Fruit + Berries, Pastries, Croissants, Seasonal Muffins + Sliced Whole Grain Bread, Assorted Cereals with Skim, 2% + Soy Milk, Plain Greek Yogurt with Seasonal Berries + Granola, Steel Cut Irish Oatmeal with Dried Bananas + Seasonal Berries, Assorted Juices, Regular + Decaf Coffee, Tea Service

_____ **Breakfast Sandwiches | \$120 per dozen – Choose one from the options below; cannot mix and match.**

- _____ Whole Wheat English Muffin, Egg Whites, Canadian Bacon, Spinach, Mushrooms + White Cheddar
- _____ English Muffin, Scrambled Eggs, Pork Sausage + White Cheddar
- _____ Crafted Buttermilk Biscuit, Fried Egg, Smoked Ham + Herb Goat Cheese
- _____ Jalapeno Wrap, Scrambled Eggs, Chorizo, Chihuahua Cheese, Roasted Tomato + Cilantro

_____ **Plated Windy City | \$49 per person**

Includes: Choice of one (1) Breakfast Meat: _____ (bacon, sausage or turkey sausage)
 Farm fresh Scrambled Eggs, Half Roasted Tomato with Fresh herbs, Breakfast Potato of the Day, Seasonal Fresh Sliced Fruit with Cinnamon Honey Dipping Sauce Assortment of Mini Muffins, Chocolate Croissants + Seasonal Danish, Assorted Naked Juices, Regular + Decaf Coffee, Tea Service

Breakfast Enhancements (must be ordered in conjunction with buffets above):

- QTY: _____ **Steal Cut Oatmeal | \$13 per person**
- QTY: _____ **Granola Berry Yogurt Parfait | \$8 per person**

LUNCH SELECTIONS (\$24 per person)

Delivery Time: _____ Number of Guests: _____

Check your selections below:

- _____ **Grilled Chicken + Beet Salad** – grilled chicken, beats, pistachios, mixed greens, goat cheese, focaccia crouton, radish, citrus vinaigrette
- _____ **Sriracha Chicken Salad Wrap** – cucumber, carrot, cabbage, toasted cashews. Sesame quinoa vegetable salad
- _____ **Potato Gnocchi + Wild Mushroom Ragout** – aged parmesan, spinach, crispy garbanzo beans

REFRESHMENT BREAK + BEVERAGE SELECTIONS (All beverages are non-returnable or refundable)

Indicate quantities (quantity ordered = quantity charged) below as well as delivery times for each item:

BREAKFAST	MID-MORNING	LUNCH	AFTERNOON
TIME: _____	TIME: _____	TIME: _____	TIME: _____
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Whole Fresh Fruit \$5 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Mint Chocolate Brownies \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Garrett’s Chicago popcorn \$10 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Individual bags of chips, popcorn, pretzels \$6 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Artisan Cheese Display \$19 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Vegetable Crudité \$18 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ House-made Granola bars \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Daily Dessert: Assorted Cheesecake \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Assorted Pepsi Sodas \$8 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Bottled Water (still + sparkling) \$8 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Naked Juices \$8 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Red Bull \$9 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Gallon of Coffee (Regular or Decaf) \$157 (12 cups)
QTY: _____	QTY: _____	QTY: _____	QTY: _____ ½ Gallon Coffee (Regular or Decaf) \$78.50 (6 cups)
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Hot Water with Selection of Herbal Teas \$78.50 (6 cups)

FOOD + BEVERAGE ORDER FORM

WEDNESDAY, OCTOBER 3

Delivery Time: _____ Number of Guests: _____

Check your selections below:

_____ **Continental Breakfast Chicago Loop | \$48 per person**

Includes: Sliced Fruit + Berries, Pastries, Croissants, Seasonal Muffins + Sliced Whole Grain Bread, Assorted Cereals with Skim, 2% + Soy Milk, Plain Greek Yogurt with Seasonal Berries + Granola, Steel Cut Irish Oatmeal with Dried Bananas + Seasonal Berries, Assorted Juices, Regular + Decaf Coffee, Tea Service

_____ **Breakfast Sandwiches | \$120 per dozen – Choose one from the options below; cannot mix and match.**

- _____ Whole Wheat English Muffin, Egg Whites, Canadian Bacon, Spinach, Mushrooms + White Cheddar
- _____ English Muffin, Scrambled Eggs, Pork Sausage + White Cheddar
- _____ Crafted Buttermilk Biscuit, Fried Egg, Smoked Ham + Herb Goat Cheese
- _____ Jalapeno Wrap, Scrambled Eggs, Chorizo, Chihuahua Cheese, Roasted Tomato + Cilantro

_____ **Plated Windy City | \$49 per person**

Includes: Choice of one (1) Breakfast Meat: _____ (bacon, sausage or turkey sausage)
 Farm fresh Scrambled Eggs, Half Roasted Tomato with Fresh herbs, Breakfast Potato of the Day, Seasonal Fresh Sliced Fruit with Cinnamon Honey Dipping Sauce Assortment of Mini Muffins, Chocolate Croissants + Seasonal Danish, Assorted Naked Juices, Regular + Decaf Coffee, Tea Service

Breakfast Enhancements (must be ordered in conjunction with buffets above):

- QTY: _____ **Steel Cut Oatmeal | \$13 per person**
- QTY: _____ **Granola Berry Yogurt Parfait | \$8 per person**

LUNCH SELECTIONS (\$24 per person)

Delivery Time: _____ Number of Guests: _____

Check your selections below:

- _____ **Chicken Caesar Salad** – hearts of romaine, country olives, cured tomatoes, marinated chicken breast, ciabatta croutons, chef-crafted caesar dressing
- _____ **JW Club Sandwich** – spinach wrap, heirloom tomato, roasted turkey, smoked bacon, crisp romaine, parmesan aioli, garden vegetable farro salad
- _____ **Pan Seared Whitefish** – sautéed spinach, fennel, basmati rice, lobster butter sauce

REFRESHMENT BREAK + BEVERAGE SELECTIONS (All beverages are non-returnable or refundable)

Indicate quantities (quantity ordered = quantity charged) below as well as delivery times for each item:

BREAKFAST	MID-MORNING	LUNCH	AFTERNOON
TIME: _____	TIME: _____	TIME: _____	TIME: _____
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Whole Fresh Fruit \$5 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Mint Chocolate Brownies \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Garrett’s Chicago popcorn \$10 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Individual bags of chips, popcorn, pretzels \$6 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Artisan Cheese Display \$19 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Vegetable Crudité \$18 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ House-made Granola bars \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Daily Dessert: Assorted cookies \$72 per dozen
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Assorted Pepsi Sodas \$8 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Bottled Water (still + sparkling) \$8 each
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Naked Juices \$8 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Red Bull \$9 per person
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Gallon of Coffee (Regular or Decaf) \$157 (12 cups)
QTY: _____	QTY: _____	QTY: _____	QTY: _____ ½ Gallon Coffee (Regular or Decaf) \$78.50 (6 cups)
QTY: _____	QTY: _____	QTY: _____	QTY: _____ Hot Water with Selection of Herbal Teas \$78.50 (6 cups)

AUDIO/VISUAL REQUIREMENTS

All audio visual needs will be handled by the in-house audio visual company, Encore Event Technologies. Please refer to pages 7-10 for pricing and order forms.

AV CONTACT:

Kevin Costlow, Director of Sales, Encore Event Technologies

Direct: 312-660-8204 | Fax: 312-660-8864

kevin.costlow@encore-us.com

SHIPPING INFORMATION

INBOUND SHIPMENTS

Prior to your event, you may arrange to have your packages delivered + stored in our Package Room for safekeeping. Your packages **should not** arrive to the hotel prior to **Wednesday, September 13th**. Your packages will be delivered to your Business Suite prior to 8:00am on Sunday, September 30th. If you have questions while onsite, simply dial ext. 8861.

IMPORTANT

- Please use the shipping label on page 11 for your boxes. Place one label on three sides of the box + not the top for easy finding onsite.
- Due to limited storage, large or oversized shipments may need to be picked up at the completion of the event.
- All perishable items need to be stored in refrigerators/freezers within your Suite.
- Cold storage must be ordered on own and must coincide with the delivery date of the product itself.
- Suite contact must be on-site to sign for the delivery of any equipment.
- The hotel does not accept any liability for equipment, goods, displays or other materials that arrive unmarked or fail to arrive at the hotel. The individual vendor companies will be responsible for insuring its property for loss or damage.
- Expected amount of materials to be shipped to the hotel: _____
- Amount of product that will need to be refrigerated or frozen (size): _____

Please provide tracking numbers for all shipments to Mike Fleming, mike.fleming@encore-us.com, and Marc Thomas, mthomas@fmi.org, to ensure timely delivery of materials.

OUTBOUND SHIPMENTS

It is recommended that you travel with preprinted return labels. The hotel Business Center does have a limited supply of blank FedEx + UPS shipping labels available, located off the main lobby.

Following your event, the Package Room can provide pick-up service from meeting space. Please contact **Mike Fleming**, mike.fleming@encore-us.com or 312-660-8861 for further information.

The method of payment line must be filled in if blank labels are used (FedEx Account Number, UPS Account Number, or Credit Card Account Number).

Labeled shipments will be collected from your meeting room + brought to hotel dock for pick-up by FedEx or UPS. The JW Marriott Chicago will contact FedEx +/- or UPS to schedule the pickup.

2018 Exhibit Order Form



Encore Event Technologies at the JW Marriott Chicago



Thank you for choosing Encore Event Technologies as your Internet and audio visual equipment provider. Encore is the premier audio visual company for the JW Marriott Chicago and we look forward to assisting you with all of your technical needs during your show appearance.

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

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

A. The deadline to complete and fax all forms will be 72 hours prior to the set-up day of your show. All orders received after the 72-hour cut-off date will be considered on-site orders and will incur a 15% ADDITIONAL SERVICE CHARGE. EQUIPMENT WILL BE SUBJECT TO AVAILABILITY.

Q. How will I know my order was received?

A. Once your completed forms have been faxed to Encore, a written confirmation as generated by Encore should be received by you within 48 hours of receipt.

Q. When will my credit card be charged?

A. All credit cards will be charged for the entire amount of the order on the first day of the show. All credit card orders must include the entire number, the expiration date and the CID number located on the back of the card. ORDERS WILL BE CONSIDERED INCOMPLETE WITHOUT INCLUSION OF THE REQUESTED INFORMATION AND THEREFORE WILL BE SUBJECT TO EQUIPMENT AVAILABILITY DAY OF SHOW. IF YOU ARE TAX EXEMPT A COPY OF YOUR LETTER MUST BE PROVIDED PRIOR TO THE EVENT START DATE.

Q. Where is my equipment and/or packages?

A. On set-up day the equipment you have ordered will be delivered to the exhibit floor at the hour arranged by the primary meeting planner. *For packages, simply dial ext. 8861 to arrange the delivery of your materials, allowing 45-60 minutes, to your guest room or exhibit space. Pallets may require longer delivery time. A representative of your group must be present to sign for the delivery. Following your event, the Package Room can provide pick-up service from your guest room or exhibit space. Should you require additional setup time, please include a note along with your order. *Additional labor/delivery charges may apply.*

Q. How do I get a receipt?

A. Receipts for completed orders will be issued upon email request at the conclusion of the show. Please forward all requests to jwmarriottchicago@encore-us.com. Please include your contact information. The name of the show and the show dates will also be helpful. If you are a 3rd party exhibitor requesting a receipt, include your company name in the request. Receipt requests will not be fulfilled until the conclusion of the show. Depending on the items ordered you may receive two receipts, the second from our Commerce Concierge business center for office-related equipment.

Q. During the show if I have a question, who do I contact?

A. Encore will have personnel on-site in the exhibit area to assist with questions and concerns about equipment and internet lines. If you are unable to locate an Encore technician, please contact Encore via the Event Hotline at ext. 8500.

Q. Can I bring my own networking equipment?

A. No. Customer-provided wireless access points or other network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers, switches, and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services.

Exhibit Order Form: Encore Event Technologies at the JW Marriott Chicago

Client/Exhibitor Information

NOTE: ALL SECTIONS MUST BE COMPLETED

Master Event _____

Your Group/Organization _____ Booth # _____

Dates of Event _____ Requested by _____

On-Site Contact _____ Requestor Phone # _____

On-Site Cell # _____ Requestor Fax # _____

On-Site E-mail _____ Requestor E-mail _____

Total Estimated Encore Charges (from Page 3) \$ _____ (Shipping and Receiving charges TBD)*

Cardholder's Name _____

Type: AMEX VISA MasterCard Diners Club (Sorry, we do not accept Discover)

Card Number _____

Expiration Date _____ CID# _____

Card Billing Address _____

City, State Zip Code _____

Telephone Number of Cardholder _____

I, ^(PRINT) _____, hereby authorize Encore Event Technologies to post the charges listed above, as well as any and all shipping and receiving charges to my credit card. My signature confirms that I understand and agree to the Terms and Conditions outlined in this document. *All orders are subject to a 25% Service Charge, setup labor, and applicable taxes.

Authorized Signature _____ Date _____

A LEGIBLE COPY OF CREDIT CARD FRONT AND BACK MUST ACCOMPANY THIS FORM.
IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER. FORM
MUST BE RECEIVED PRIOR TO THE START OF THE EVENT.

Please complete form and return via email to: jwmarriottchicago@encore-us.com

For Encore use only:

Order/Invoice Number _____ Initials _____

Exhibit Order Form: Encore Event Technologies at the JW Marriott Chicago

Client/Exhibitor Order

Your Group/Organization Name _____ Booth # _____

ITEM	DAILY RATE	QUANTITY	# OF DAYS	TOTAL
Extension Cord and Power Strip (Standard amperage to run a laptop and monitor)	\$60.00			\$
Dedicated Electrical Circuit (20Amp, 60Amp, 100Amp, 200Amp) List amperage needed:	\$ Per Quote			\$
Basic Wireless Internet Service	\$35.00 per device			\$
Basic Wired Internet Service	\$300.00 per device			\$
Custom Internet Service List Internet Needs:	\$ Per Quote			\$
24" LCD Monitor	\$200.00			\$
46" LCD Monitor w/ Stand & Cables	\$450.00			\$
65" LCD Monitor w/ Stand & Cables	\$650.00			\$
LCD Projector Options	\$ Per Quote			\$
Blu-Ray Player	\$125.00			\$
Powered Speaker w/ Stand	\$110.00			\$
Banner Hanging on 8' Booth Drape List Size of Banner & Material:	\$ Per Quote			\$
Booth Drape / Backdrop Options	\$ Per Quote			\$
Special Request (please print):	Encore Use Only:			Encore Use Only:

Customer-provided cables/power cords and network devices are strictly prohibited.

Subtotal of Estimated Charges \$ _____

Please email all questions to: jwmarriottchicago@encore-us.com

*All orders are subject to a 25% Service Charge, setup labor, and applicable taxes.

Shipping & Receiving

Prior to your event you may arrange to have your packages delivered and stored in our package room for safekeeping. You must use the shipping label on page 5 for incoming packages.

Your signature on this order confirms that you understand these rates and services, and that you agree to have shipping and receiving charges posted to your credit card.

CURRENT SHIPPING RATES

- Letter..... Complimentary
- Packages up to 5 lbs.....\$10.00
- Packages between 6-20 lbs.....\$15.00
- Packages between 21-50 lbs.....\$25.00
- Packages 51 lbs and over.....\$60.00
- Skids/Pallets.....\$250.00

*Shipping International Packages: add \$15.00 to the prices listed above.

Exhibit Order Form: Encore Event Technologies at the JW Marriott Chicago

Terms & Conditions

Encore Event Technologies (hereinafter Encore) agrees to rent their equipment in accordance with the following stipulations:

- The undersigned (hereinafter Renter) hereby assumes all responsibility for any and all damages or loss to said equipment and agrees to pay all costs of repairs if it is rendered out of service through accident, misuse or neglect.
- In case of loss or destruction of equipment or loss of possession thereof, or inability to return equipment to Encore, the Renter agrees to pay said company complete and full current replacement costs of the equipment.
- Renter Further agrees to allow free access to equipment for purpose of service or removal and guarantees to allow Encore to enter Renter's premise at any time to service equipment and reclaim equipment upon completion of contracted rental period.
- Encore retains all title and rights to equipment and accessories and is held free of any liens or attachments which may occur while equipment is in possession of Renter.
- The Renter declares to have received the equipment in good operating condition.
- It is agreed that Encore assumes no liability for any loss, property damage or personal injuries received in conjunction with the operation or transportation of said equipment.
- Renter agrees to use equipment according to instructions and further agrees to notify Encore of any interruption of service or damage or failure of equipment.
- A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59. Renter agrees to pay rental fee stipulated for the period stated. If equipment is kept for a longer period, rental fees will be charged at the stated rate until the equipment is returned to the possession of Encore.
- Labor costs included in this proposal are estimated. Actual hours and any applicable overtime will be billed at prevailing rates.
- If necessary to enforce the collection of amount due under this contract, Renter agrees to pay all collection costs and charges including court costs and attorney's fees.
- Renter hereby acknowledges by his/her signature that payment for charges for services and goods rendered, as well as, damage or destruction to said equipment can be charged to a valid credit card in lieu of other financial agreements.
- It is understood that Encore does not own or control the telecommunications facilities used to access the Internet and that the Internet is a non-regulated public domain.
- Cancellation charges will be incurred at 100% for cancellations within 24 hours of your event.
- You are responsible for bringing your own NIC (Network Interface Card).
- All materials and equipment furnished by Encore for this service order shall remain the property of Encore and shall be removed only by Encore at the close of the meeting.
- Under no circumstances shall anyone attempt to gain unauthorized access to or tamper with any part of the network.
- You agree to remain entirely liable for all activities conducted through the network connections.
- The Network may only be used for lawful purposes and in accordance with these terms and conditions. Transition of any materials in violation of any local, state, federal, or international regulation(s) is prohibited. This includes but not limited to, copyrighted materials legally judged to be threatening or obscene, or material protected by trade secrets.
- You or your IT professional will be responsible for appropriate computer configuration for the service provided. Encore personnel cannot be responsible for making configuration changes to your personal computer.
- All computers are required to receive a DHCP assigned IP address passing through NAT from the Marriott/Encore network unless other arrangements have been discussed and agreed upon with Encore Event Technologies.
- Customer provided wireless access points or other similar network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure.
- Customer provided routers; switches and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services.
- All request for services after your arrival are subject to the availability of the equipment and the services of our technicians. An additional service charge of 15% will be assessed for all on-site orders
- These terms and conditions supersede all previous representations, understanding, or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted. These terms and conditions may be modified by Encore at any time.
- No service will be provided without a signed copy of this form. This form must be received no later than one 72 hours prior to the meeting.
- If you are uncertain of your requirements or for any changes you must notify jwmarriottchicago@encore-us.com.

MY SIGNATURE ABOVE INDICATES THAT I HAVE RECEIVED THIS EXHIBIT REQUEST FORM AND SERVES AS AGREEMENT OF MY ORDER AND ITS TERMS AND CONDITIONS, AND WARRANTS THAT THE UNDERSIGNED HAS THE AUTHORITY TO EXECUTE THIS DOCUMENT AS AN EMPLOYEE AND/OR AGENT ON BEHALF OF CUSTOMER'S EMPLOYER AND/OR PRINCIPAL, IF ANY.


Exhibit Order Form: Encore Event Technologies at the JW Marriott Chicago

To ensure that your packages accurately reach their intended destination at the JW Marriott, we ask that you fill out the required information in the frame below. Tape this form in a visible position on your package. Upon arrival, you can contact the Package Room at ext. 8861 to make arrangements for the delivery of your packages to your meeting rooms. This label does not replace the shipping label required by FedEx, UPS, or any other carrier.

Please ship all boxes to the following address:

JW Marriott Chicago
151 West Adams
Chicago, IL 60603

Please attach this form to each box being shipped to the hotel.



Name of Group _____

Event Name _____

Contact on Site _____

Total Number of Boxes Sent _____

Hotel Event Manager _____

Date of Function _____

Special Handling Instructions _____
