



Welcome!



On behalf of all McCormick Place employees, we look forward to welcoming you to our facilities. FOCUS One, Your Utilities Resource, is an organization created by Metropolitan Pier and Exposition Authority that is responsible for the delivery of utility services to exhibitors, contractors and show management. Our utility services include electrical, plumbing, communication services and internet. From the time you place your order, through your move out, FOCUS One is here to serve you in a professional, efficient, and user-friendly manner.

We believe you will find this ordering guide full of useful information that will help you choose the utility services that are right for your exhibit. Our staff wants your experience at our facilities to be a positive one. If there are other ways we can assist you during your visit, please let us know.

Contact FOCUS One
312-791-6113 (Office)
312-791-6159 (Fax)
focusone@mpea.com (E-mail)

Order on-line at www.mccormickplace.com

PLACING A CONVENTIONAL ORDER

A Conventional Order is an order in which you pay for the costs of your utility services when ordered, and are billed on event site for the costs of labor, equipment and materials required for installation and removal of your booth utility services.

When ordering, pay particular attention to the FOCUS One Utility **deadline date**. If you place your utility services order by the deadline date, **you may save up to 33%**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rate applies to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order). To save money and help us plan effectively, place your order by the deadline date.

Please Note: An **Advance Order** applies to the rate you pay. An **Advance Order** does not guarantee that your services will be installed prior to your arrival.

A Complete Order contains all of the following elements:

- the completed Utility Service Order Form (SO1)
- the completed Floor Plan Template (FT1)
- full and proper payment

For conventional orders (not **Smart Value Pricing**), once your utility services have been installed, you will sign the work order. This work order is a detailed list of the necessary labor performed to install the services during set-up, plus any changes in utility services that may have occurred from your original order. **Please review the work order carefully before signing it.**

During the event you will receive an On-Site Invoice for your utility services including itemized inbound labor and non-itemized tear out labor. You will remit payment for the On-Site Invoice at this time.

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

PLACING A **SMART VALUE PRICING** ORDER

Smart Value Pricing is an order option that provides a **GUARANTEED PRICE** for booths that are larger than 300 sq. ft. in size.

Complete the **Smart Value Pricing** forms located on pages 19-21, and submit them along with a detailed, scaled floor plan. Based on this information, FOCUS One will provide **Smart Value Pricing** that includes the cost of the requested utility services along with the estimated cost of the labor and equipment required to install, setup, and remove those services.

When the **Smart Value Pricing** quote is accepted, the price is guaranteed except for the following:

1. Telephone usage will be billed to you at the close of the event.
2. Any changes from the information provided for the **Smart Value Pricing** quote.

The **Smart Value Pricing** deadline date is 30 days before the first day of the event. After this deadline date, FOCUS One cannot guarantee that a quote will be provided to you.

For more accurate quotes, we ask that you complete and submit the following forms:

- **Smart Value Pricing Quote Sheet (SV1), page 19** – Complete the company and contact information on the top portion of this form. For the “Summary of the Utility Services Required” portion of the form, use the Utility Service Order Form (SO1) found on pages 15-17 for the utility order codes and list the quantities of each service required.
- **Smart Value Pricing Questionnaire, pages 20-21** – Please answer the questions completely, then use the table to indicate the additional electrical equipment planned to be installed in the booth.
- **Floor Template Form (FT1), page 18** – Complete this form or a separate layout may be used. Be sure to include the locations of each utility service, dimensions for each location, and the orientation of the booth in relation to the neighboring booths.

Smart Value Pricing is a great tool allowing you to plan and control your budget in addition to minimizing many on-site concerns. If there are any questions regarding **Smart Value Pricing**, please contact FOCUS One by telephone at (312) 791-6452 or by fax at (312) 567-8294.