



Utility Ordering Guide Request Form (Technology Services)

FOR OFFICE USE ONLY:

EVENT ID:

PRICE LIST: FY

Please complete and submit this form to obtain the Internet, Telephone, and Cable TV order forms for your exhibitor manual. These forms will be sent to you electronically in a Portable Document Format File (PDF).

Please return the completed form to technologymanagement@mccormickplace.com

Are you doing a Wi-Fi Buyout of the Exhibit Hall: YES NO NOT SURE

How would you like your event name to appear on the cover of the utility ordering guide?

Please provide an approved abbreviation of your event name.

What are your event dates?

When do you require the file (Date)? *(allow up to 7 working days)*

If your guide will be posted online please provide the web address in the space below.

Exhibits Manager/Coordinator Contact Information:

Name: Telephone Number:

Email Address:

Order Submitted by:

Name: Telephone Number:

Company Name: Title:

Email Address:

FOR OFFICE USE ONLY:

Services to be provided: Telecom Internet DEADLINE DATE:

Special Request:

APPROVAL for iEBMS Sales Order Processing Calendar of Events (COE)

Event Information Provided by: Department: Date: