



Dear Vendor:

Attached is the Tinley Park Convention Center's Exhibit Services Packet.

In order for us to give you the best possible service, please verify with your Show Coordinator as to what is included in your booth rental. For additional requests and requirements, please use the attached forms.

All rates are per show day and advanced payment in full via credit card is required at least 5 business days prior to your first show day otherwise "day-of" rates will apply. *Please note that even though we only require items to be rented for show days, all advance ordered items will be in place for vendor load-in.*

Corporate checks may also be used for payment if received by the due date. The check should be made out to "Tinley Park Hotel & Convention Center, LLC" and mailed with attention to CS Department at the address below.

Receipts for payment can be provided within 90 days of payment received date.

Please scan completed forms and e-mail to cs@tphicc.com or fax to: 708-342-6221. Once your order is received and reviewed, we will send you an order confirmation via e-mail within 72 business hours. If you do not receive a confirmation, please contact the Convention Services Team at the number or e-mail listed below.

For your convenience, please note that the Tinley Park Convention Center offers free wireless internet access throughout the facility. However, this internet is shared bandwidth and speed is not guaranteed. If you are running a web presentation or require dedicated, guaranteed bandwidth, please use the order forms attached.

We would like to thank you for your business and your cooperation while at the Tinley Park Convention Center. For questions, please contact the Convention Services Team at 708-342-5485 or via e-mail at cs@tphicc.com. Please note that in order to ensure your question gets answered in the most timely manner, email is recommended.

Convention Services Department
Tinley Park Convention Center
18451 Convention Center Drive
Tinley Park, IL 60477
cs@tphicc.com



Credit Card Authorization

(Please Print)

I, _____ on _____
hereby authorize the Tinley Park Convention Center to charge my credit card for all
charges listed on the attached "Exhibit Services Order Form".

Payment is not valid without a photo copy of the front and back of your credit card
attached to this order.

Credit Card Information

___ Visa ___ MasterCard ___ Amex ___ Discover

Name (as it appears on the card): _____

Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City: _____ State: _____

Authorized Signature: _____

Please list below any onsite contacts who are permitted to add-on additional items
onsite if requested:
