



Dear Vendor:

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

The Midwest Security & Police Expo Booth comes with the following:

100-200 square foot booths: (1) clothed & skirted 6ft table, 2 chairs, 1 wastebasket

300 & above square foot booths: (2) clothed & skirted 6ft tables, 4 chairs, 2 wastebaskets

For additional requests and requirements, please use the attached forms. **Counter height tables and barstools will not be available for on-site orders.**

All rates are per show day and advanced payment in full via credit card is required. *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@eventpcc.com](mailto:cs@eventpcc.com). 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. 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@eventpcc.com](mailto:cs@eventpcc.com). 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@eventpcc.com](mailto:cs@eventpcc.com)



# Exhibit Services Order Form

Event Name: **Midwest Security & Police Expo 2024** \_\_\_\_\_

Booth # \_\_\_\_\_

Vendor Name \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Orders must be received by August 2, 2024 to qualify for advanced order rates.  
Please send order form directly to Convention Services: [cs@eventpcc.com](mailto:cs@eventpcc.com)**

	Advance Order Daily Rates	Day-of Order Daily Rates	Quantity	# Of Days	Subtotal
<b>Electrical</b>					
110V 20Amp (2,200 watt)	\$75	\$125		X2	
208V 20Amp – Single phase	\$165	\$245		X2	
<b>IT / Audio Visual</b>					
Phone Line	\$75	\$100		X2	
Power Strip / Extension Cord	\$20	\$30		X2	
Laptop PC	\$220	\$270		X2	
Laptop Mac Book Pro	\$250	\$300		X2	
LCD Monitor 32"	\$225	\$275		X2	
LCD Monitor 42", stand	\$650	\$700		X2	
Plasma Monitor 50", stand	\$850	\$900		X2	
DVD Player	\$75	\$100		X2	
BluRay Player	\$125	\$150		X2	
<b>Exhibit Services</b>					
Flip Chart	\$75	\$100		X2	
Easel	\$25	\$35		X2	
Whiteboard	\$75	\$100		X2	
Coat Rack	\$25	\$30		X2	
6'x18" Table, wood-finish, no linen	\$10	\$15		X2	
6'x30" Table, tablecloth, skirt	\$15	\$20		X2	
6' x 30" Table, counter height, tablecloth, skirt ( <i>advance order only</i> )	\$25	\$35		X2	
3' Highboy w/tablecloth	\$15	\$20		X2	
Chair	\$5	\$10		X2	

Bar Stool ( <i>advance order only</i> )	\$15	\$20		X2	
Waste Basket	\$10	\$15		X2	
Waste Can 32gal	\$35	\$45		X2	
Floor Protector***	\$25 / 100 sq ft	\$45 / 100 sq ft			
<b>Other</b>					
Bottled Water / 16.9oz	\$3.00	\$3.00			
Assorted Sodas / 10oz	\$3.00	\$3.00			
Ice (20 lbs)	\$20.00	\$20.00			
S-Hooks (For Sign Hanging)	\$1.00	\$2.00			
***Booths containing vehicles are required to either bring in their own floor protector or purchase through us.			<b>Total</b>		

**Dedicated Internet Quote:**

To receive a quote for dedicated internet, please complete the following information:

Would you prefer a hardwired line or private wireless network?

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How many devices and what type of devices would be connecting?

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What will you be using the internet for? (i.e. Video Streaming, Online Presentation, Online Registration)?

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Is there a minimum requirement of bandwidth need that you are aware of? (1.5mbps increments)

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If you require additional items that are not listed on this order form, please detail them here and we will provide you with a quote:

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## 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:

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