



TRADE SHOW	C2E2 2024	ORDER DEADLINE	
CONTACT		ON-SITE CONTACT	
COMPANY		ON-SITE PHONE #	
ADDRESS			
CITY, STATE, ZIP			
PHONE #		FAX #	
EMAIL ADDRESS			
BOOTH/ROOM #		BUILDING (Circle)	N SOUTH E W

Please place your order below:

All tables, electrical requirements and garbage removal service must be ordered through your contractor. Increases and/or new orders made within 3 business days of the Show will be subject to a 20% additional fee based on the menu price (F&B).

Date	Start Time	End Time	Quantity	#of Guests	Item Description	Unit Price
					Total	

A signed Catering Agreement and full payment in advance is required to confirm your order. Prices are only guaranteed at the time of contract execution.

Please submit this form to infoovg@mccormickplace.com

Catering Sales office phone number: 312-791-7250

METHOD OF PAYMENT	Credit Card <input type="radio"/>	Check <input type="radio"/>	Wire <input type="radio"/>
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A 3.5% processing fee will be added to all credit card charges greater than \$10,000. A signed Catering Agreement and full payment must be received to process all food and beverage orders.

YOUR ORDER IS CONFIRMED ONCE THE SIGNED CONTRACT IS RECEIVED BY YOUR CATERING SALES MANAGER.