OVG Hospitality EXHIBITOR ORDER FORM

OVG Hospitality is the Exclusive Catering Company for the McCormick Place Convention Center

TRADE SHOW	TIHS	ORDER DEADLINE	February 9, 2026
CONTACT		ON-SITE CONTACT	
COMPANY		ON-SITE PHONE #	
PHONE #		FAX #	
ADDRESS			
CITY, STATE, ZIP			
EMAIL ADDRESS			
BOOTH/ROOM #			
BUILDING	PLEASE CIRCLE: N S E W		

PLEASE PLACE 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

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

METHOD OF PAYMENT	☐ **Credit Card**	☐ **Check**	☐ **Wire**

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 before to process all food and beverage orders. Additional payment may be requested for any additional on-site orders or increase in quantities.

Please submit this form to infoovg@mccormickplace.com

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

McCORMICK PLACE CHICAGO

OVG Hospitality

Catering Sales Office Phone Number: 312.791.7250