



McCormick Place I Chicago











TRADE SHOW	The Inspired Home Show 2023	ORDER DEADLINE	Februar	y 3, 202	23	
CONTACT		ON-SITE CONTACT				
COMPANY		ON-SITE PHONE #				
ADDRESS						
CITY, STATE, ZIP						
PHONE #		FAX #				
EMAIL ADDRESS						
BOOTH/ROOM #		BUILDING (Circle)	N	S	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	

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.

Catering Sales Managers:

North Building – K'Jia Bozeman -	kbozeman@mccormickplace.com -	312-791-7241
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South Building - Avery Sameshima - asameshima@mccormickplace.com - 312-791-7276

East Building - Zoie Matthews - zmatthews@mccormicplace.com - 312-791-7232

METHOD OF PAYMENT	Credit Card	Check	Wire	
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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 before the opening of the Show. Additional payment may be requested for any additional on-site orders or increases in quantities. You will receive a link (Sertifi) to sign your contract after your Catering Sales Manager has entered your order. You be requested to provide your credit card information through a secured site at the time of contract.

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