

# OVG EXHIBITOR ORDER FORM

**Hospitality**

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

|                  |  |                 |  |
|------------------|--|-----------------|--|
| TRADE SHOW       |  | ORDER DEADLINE  |  |
| CONTACT          |  | ON-SITE CONTACT |  |
| COMPANY          |  | ON-SITE PHONE # |  |
| PHONE #          |  | FAX #           |  |
| ADDRESS          |  |                 |  |
| CITY, STATE, ZIP |  |                 |  |
| EMAIL ADDRESS    |  |                 |  |
| BOOTH/ROOM #     |  |                 |  |
| BUILDING         | PLEASE CIRCLE: <b>N</b> <b>S</b> <b>E</b> <b>W</b> |                 |  |

**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 |
|------|------------|----------|----------|-------------|------------------|------------|
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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.

|                          |   |                                       |                                      |
|--------------------------|---|---------------------------------------|--------------------------------------|
| <b>METHOD OF PAYMENT</b> | <input type="checkbox"/> <b>Credit Card</b> | <input type="checkbox"/> <b>Check</b> | <input type="checkbox"/> <b>Wire</b> |
|--------------------------|---|---------------------------------------|--------------------------------------|

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](mailto:infoovg@mccormickplace.com)

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



Catering Sales Office Phone Number: 312.791.7250