Dear Vendor:

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

In order for us to give you the best possible service, please verify with your Show Coordinator as to what is included in your booth rental. For additional requests and requirements, please use the attached forms.

All rates are per show day and advanced payment in full via credit card is required at least 5 business days prior to your first show day; otherwise “day-of” rates will apply. 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@tphicc.com or fax to: 708-342-6221. 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. However, 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@tphicc.com. Please note that 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@tphicc.com
Exhibit Services Order Form

Event Name: Illinois Funeral Directors Association
Vendor Name ____________________________________________________________
Address: __________________________________________________________________
City: _________________________________________ State: ________________ Zip: _____________
Phone: _____________________________________ Fax: ___________________________________
E-Mail: _____________________________________________________________________

Orders must be received by (June 19, 2017) to qualify for advanced order rates. Send order form
to Camille Gale: c.gale@tphicc.com

<table>
<thead>
<tr>
<th>Product</th>
<th>Advance Order Daily Rates</th>
<th>Day-of Order Daily Rates</th>
<th>Quantity</th>
<th># Of Days</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Electrical</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>110V 20Amp (2,200 watt)</td>
<td>$55</td>
<td>$105</td>
<td>X 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>110V 30Amp (3,300 watt)</td>
<td>$65</td>
<td>$115</td>
<td>X 2</td>
<td></td>
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</tr>
<tr>
<td>208V 20Amp – Single phase</td>
<td>$145</td>
<td>$195</td>
<td>X 2</td>
<td></td>
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</tr>
<tr>
<td>208V 30Amp – Single phase</td>
<td>$160</td>
<td>$210</td>
<td>X 2</td>
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</tr>
<tr>
<td><strong>IT / Audio Visual</strong></td>
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<tr>
<td>Phone Line</td>
<td>$75</td>
<td>$100</td>
<td>X 2</td>
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<td></td>
</tr>
<tr>
<td>Power Strip / Extension Cord</td>
<td>$20</td>
<td>$30</td>
<td>X 2</td>
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<tr>
<td>Laptop PC</td>
<td>$220</td>
<td>$270</td>
<td>X 2</td>
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<td></td>
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<tr>
<td>Laptop Mac Book Pro</td>
<td>$250</td>
<td>$300</td>
<td>X 2</td>
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<tr>
<td>LCD Monitor 32&quot;</td>
<td>$225</td>
<td>$275</td>
<td>X 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCD Monitor 42”, stand</td>
<td>$650</td>
<td>$700</td>
<td>X 2</td>
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</tr>
<tr>
<td>Plasma Monitor 50”, stand</td>
<td>$850</td>
<td>$900</td>
<td>X 2</td>
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<tr>
<td>DVD Player</td>
<td>$750</td>
<td>$100</td>
<td>X 2</td>
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<td>BluRay Player</td>
<td>$125</td>
<td>$150</td>
<td>X 2</td>
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<td><strong>Exhibit Services</strong></td>
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<tr>
<td>Floor Protector***</td>
<td>$25 / 100 sq ft</td>
<td>$45 / 100 sq ft</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

***Booths containing vehicles are required to either bring in their own floor protector or purchase through us.

Total
**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?

____________________________________________________________________________________

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

____________________________________________________________________________________

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

____________________________________________________________________________________

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

____________________________________________________________________________________

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:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
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:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
GENERAL VENDOR INFORMATION

In order to assist you during your time at the Convention Center, we have put together this informational packet with some helpful tips and reminders. Attached to the packet are two maps. Map 1 is of the exterior of the Convention Center and will help with loading/unloading and parking information. Map 2 is of the interior of the building and details the location of all of the meeting rooms and facilities. Please review in detail to ensure your time is as successful as possible. If you have any questions, please feel free to contact a member of our staff.

Thank You,
Tinley Park Convention Center Management

LOADING / UNLOADING

Per Tinley Park Convention Center Policies, only items that can be carried in are permitted to be brought in through the front doors. Any items that are on wheels or require a dolly or cart must be loaded in through one of our loading areas. The loading area that has been made available for your event is the South Overhead Garage Door and South Docks. Please see Map 1 for location.

The Tinley Park Convention Center does not supply any carts, dollies, flatbeds, etc. Please bring your own.

PARKING

In order to maximize parking potential for your event, we ask that all vendors park in the East Parking Lot located behind the hotel after load-in is complete. See Map 2 for location. For your convenience, please use the Hotel’s East Entrance also seen on Map 2. Once inside, follow the directional signs to the Convention Center.

FOOD & BEVERAGE

The Tinley Park Convention Center does not permit any outside food and beverage into its facility and retains exclusive right over selling of food and beverage.
We appreciate your cooperation in this matter and have multiple food service options located onsite.

**Bananas Grille & Bar**

Bananas Grille & Bar is a full-service onsite restaurant attached to the Holiday Inn & Tinley Park Convention Center. The restaurant offers a wide variety of beverages, appetizers, sandwiches, and hearty entrees. It is located off of the hotel lobby and can even offer to-go service if requested. Please see the hours of operation below:

<table>
<thead>
<tr>
<th></th>
<th>Sunday – Thursday</th>
<th>Friday - Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>6:00 am to 11:00 am</td>
<td>6:00 am to 11:00 am</td>
</tr>
<tr>
<td>All Day Dining</td>
<td>11:00 am to 9:00 pm</td>
<td>11:00 am to 9:00 pm</td>
</tr>
<tr>
<td>Bar Menu</td>
<td>11:00 am to 11:00 pm</td>
<td>11:00 am to 12:00 am</td>
</tr>
<tr>
<td>Last Call</td>
<td>10:45 pm</td>
<td>12:45 am</td>
</tr>
<tr>
<td>Close</td>
<td>11:00 pm</td>
<td>1:00 am</td>
</tr>
</tbody>
</table>

**Gift Shop**

The Holiday Inn Hotel offers a 24-hour gift shop for you to purchase beverages, snacks, and sundry items. The gift shop is located next to the Front Desk in the Hotel Lobby. See Map 2 for location.

**POLICIES & PROCEDURES**

This packet only touches on a few of the key points about the Tinley Park Convention Center. As a vendor here, you are responsible for abiding by all of the facility’s policies and procedures which are publicized online at [http://www.tinleyparkconventioncenter.net/exhibitor/](http://www.tinleyparkconventioncenter.net/exhibitor/). If you would like a printed copy or a Facility Emergency Guide, please visit the Exhibit Services Desk once you arrive onsite.