



Dear Vendor:

Attached is the Tinley Park Convention Center's Exhibit Services Packet. The Barnabas Foundation Proven Strategies for Planned Giving Conference booth comes with the following:

10'x8' booth: 1 clothed & skirted 6ft table, 2 chairs, 1 wastebasket

16'x8' booth: 2 clothed & skirted 6ft tables, 4 chairs, 2 wastebaskets

For additional requests and requirements, please use the attached forms. **Counter-height tables and barstools will not be available for on-site orders.**

All rates are per show day and advanced payment in full via credit card is required. *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@eventpcc.com. 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 confirmation, please contact the Convention Services Team at the number or email listed below.

For your convenience, please note that the Tinley Park Convention Center offers free Wireless Internet access throughout the facility. 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@eventpcc.com. 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@eventpcc.com



Exhibit Services Order Form

Event Name: Barnabas Foundation Booth # _____

Vendor Name _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____

**Orders must be received by August 7, 2026 to qualify for advanced order rates.
Please send order form directly to Convention Services: cs@eventpcc.com**

	Advance Order Daily Rates	Day-of Order Daily Rates	Quantity	# Of Days	Subtotal
Electrical					
110V 20Amp (2,200 watt)	\$75	\$125		X3	
208V 20Amp – Single phase	\$165	\$245		X3	
Exhibit Services					
Coat Rack	\$25	\$30		X3	
6'x18" Table, wood-finish, no linen	\$10	\$15		X3	
6'x30" Table, tablecloth, skirt (1 included in Barnabas Foundation booth price)	\$15	\$20		X3	
6' x 30" Table, counter height, tablecloth, skirt (<i>advance order only</i>)	\$25	\$35		X3	
3' Highboy w/tablecloth	\$15	\$20		X3	
Chair	\$5	\$10		X3	
Bar Stool (<i>advance order only</i>)	\$15	\$20		X2	
Waste Can 32gal	\$35	\$45		X2	
Floor Protector***	\$25/100 sq ft	\$45/100 sq ft		X2	
Other					
Bottled Water / 16.9oz	\$3.00	\$3.00			
Assorted Sodas / 10oz	\$3.00	\$3.00			
Ice (20 lbs)	\$20.00	\$20.00			
S-Hooks (For Sign Hanging)	\$1.00	\$2.00			
***Booths containing vehicles are required to either bring in their own floor protector or purchase through us.			Total		



Credit Card Authorization for Exhibit Services Order Form

(Please Print)

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 photocopy 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 additional items onsite if requested:
