



A premier trade show for today's business environment

Rosemont, IL | USA May 1-3, 2024

The place where creativity meets business

A WHOLESALE event open to all making a living through crafts.

Dear h+h americas 2024 Exhibitor,

We are so excited that you will be joining us for h+h americas 2024 and look forward to working with you in preparation for a successful show.

The show staff and official show contractors listed in this exhibitor services manual have one goal in mind - to ensure that you have a positive and rewarding experience at h+h americas!

Please take time to review the contents of the manual. It will provide important information, guidelines and order forms for booth services. Services include booth furnishings, equipment rental, graphics and shipping. Pay attention to deadline dates to receive significant discounts.

We are committed to making h+h americas successful for all participants and we want to do everything we can to make sure you find this event a valuable use of your time and resources. If you have questions regarding this manual or any part of the exhibiting experience, please get in touch with our Show Services Team at services@koelnmesse.us.

We look forward to seeing you in Rosemont this May!



Mette Petersen President & Managing Director



George van Brenk **Exhibitor Services Manager**



Darrin Stern **Director of New Business**



Marisa Goldberg **Exhibit Operations Associate**

owned & organized by we energize your business | since 1924

strategic partner





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SHOW CONTACT LIST

Show Management

Mette Petersen President and Managing Director Koelnmesse Inc. m.petersen@koelnmesse.us



Darrin Stern **Show Director** Koelnmesse Inc. +1 773.326.9925 d.stern@koelnmesse.us



Exhibitor Services

Marisa Goldberg **Exhibitor Services** Koelnmesse Inc. +1 773.867.6256 services@koelnmesse.us



Exhibit Sales & Sponsorship

Jessica Boweak **Key Accounts & Domestic** Sales A thru H Koelnmesse Inc. +1 773.326.9923 j.boweak@koelnmesse.us



Eileen Lynch Domestic Sales I thru P Koelnmesse Inc. +1 440.227.6664

e.lynch@koelnmesse.us



Nadine Schwartz Domestic Sales Q thru Z and **Craft Products** Koelnmesse Inc. +1 312.546.3948 n.schwartz@koelnmesse.us



Leslie Fleck International Sales Support Koelnmesse Inc. +1 708.967.2035 l.fleck@koelnmesse.us



General Service Contractor Rosemont Expo Services (RES)

Suzi Stephens - Services/Custom Booths +1 847.993.4057 sstephens@rosemontexpo.com

Chris Sowa - Counter/Hardwall Graphics +1 847.993.4819 csowa@rosemontexpo.com

Catering

Aramark Jennifer De la Garza +1 847.993.4941 delagarza-jennifer@aramark.com



Indie Untangled Newcomer Pavilion Lisa Chamoff, Owner Indie Untangled +1 212.555.5555 lisa@indieuntangled.com



Road to California +1 773.326.9928 m.reese@roadtocalifornia.com

Ouestions? - email services@koelnmesse.us

Visit www.hh-americas.com for more information.



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SHOW INFORMATION

Exhibitor Move-in

Monday, April 29, 2024 9:00am - 6:00pm Tuesday, April 30, 2024 8:00am - 6:00pm

Exhibit Hall Hours

Wednesday, May 1, 2024 10:00am - 5:00pm Thursday, May 2, 2024 10:00am - 5:00pm Friday, May 3, 2024 10:00am - 3:00pm

*Exhibitors are allowed in the hall 1 hour prior and 1 hour after show hours.

Exhibitor Move-out

Friday, May 3, 2024 3:00pm - 8:00pm (hall must be cleared by midnight)

Conference Hours

Tuesday, April 30, 2024 12:00pm - 5:30pm Wednesday, May 1, 2024 8:30am - 5:00pm Thursday, May 2, 2024 8:30am - 5:00pm Friday, May 3, 2024 9:00am - 3:00pm

Included in Your Standard Booth

Inline and Peninsula Booth: 8ft high black drape at back and both sides, gray carpet and a booth ID sign with company name and booth number.

Corner Booth: 8ft high drape at back and ONE side (both aisle sides open), gray carpet and a booth ID sign with company name and booth number.

Island Booth: gray booth carpet. (no drape or ID sign provided)

Important Note: Gray carpet will be provided for <u>every</u> booth. Please email <u>services@koelnmesse.us</u> by March 22 if you plan to order a different color carpet or bring your own flooring.

Hardwall Booth, Furniture & Lighting Packages

We offer two Booth Package add-ons if you want a hardwall structure. If your booth is over 200 sq ft you should contact RES about a custom hardwall booth.





Bronze Package

Silver Package

^{*}The RES Service Desk closes at 4:30pm each day

^{**}All booths must be completely set up and freight removed by 6pm on Tuesday

We offer two furniture packages that you can order directly from show management.

Package A: counter and 1 stool Package B: round table and 3 chairs

Find information and place your orders at:

https://www.hh-americas.com/boothpackage/

Package A Package B

Drape & Aisle Carpet Colors

Pipe & Drape: black; Aisle Carpet: blue/black tuxedo

Booth Cleaning

Each booth will be vacuumed prior to the show opening on Wednesday. Any additional booth cleaning must be ordered. General hall cleaning and aisle vacuuming will be done nightly.

Hotel & Travel

h+h americas offers special convention rates and room blocks in select hotels. Please check the individual hotels regarding check-in/out times and cancellation policies.

We are offering a United Airlines discount. Call 800.426.1122 and click on the Discount Code de ZNZF825526.

You can find more information and direct links at www.hh-americas.com/travel-information/.

Freight and Shipping

Please find all freight related information from RES in this manual, including freight services and carriers, rates, maps, shipping labels and delivery times.

Options for Moving in Your Freight



NO COST: UNLOAD YOUR OWN EQUIPMENT - Tuesday, April 30, 8:00am - 4:30pm

h+h americas is providing a new service this year! ON TUESDAY ONLY, you can drive onto the show floor and unload your items during booth setup. If you need assistance, we will also provide a complimentary labor team to help you unload and get things to your booth.

- NO COST: Carry your boxes into the convention center from the hotel or parking garage. There are sky bridges to several of the hotels and main parking garage. You can hand-carry or use a cart that will fit through a SINGLE-WIDE ENTRANCE DOOR.*
 - *During low traffic times you may be able to pull in the entrance to unload your items through the front doors. Parking is temporary and vehicle must be manned at all times and moved upon request.
- ADVANCE/ONSITE SHIPPING: Ship to advance warehouse by June 16 or ship directly onsite. Material handling charges will apply. See service manual forms for rates and deadlines.
- CONSOLIDATED FREIGHT PROGRAM H+H COLOGNE TO H+H AMERICAS: We are offering a special consolidated freight program from h+h cologne to h+h americas, in partnership with DB Schenker. To receive your special discounted consolidated freight quote, please email Karsten.Wilhelmi@dbschenker.com by March 1, 2024.

Parking

The parking garage is \$15/day and located off River Road on Williams Street, across from the convention center.

Show Guidelines and Regulations

Height Restrictions/Hanging Signs

- Hall Pillars: Where necessary, hall pillars and other permanent construction are contained in the rented booth spaces. Contact RES for specific pillar measurements and placement in your booth space.
- Linear Booths: The maximum height of 8ft (2.44m) is allowed for display materials in all linear booths.
- **Perimeter Booths:** All guidelines for linear booths apply to Perimeter Booths except that the maximum backwall height is 12ft (3.66m).
- **Height Limit:** Any planned structures exceeding 8ft (3.35m) must be approved in advance by Show Management in writing. Please send plans to services@koenmesse.us by March 15, 2024.
- Hanging Signs: All Hanging Signs must be approved in advance by Show Management in writing. Hanging signs and graphics are available to peninsula and island booths at a maximum height of 16ft (4.88m) from the top of the sign to the floor. Hanging signs and graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Linear booths are prohibited from having a hanging sign.

Use of Exhibit Space:

- Display must remain and be staffed by personnel for the duration of the event.
- Exhibits may not project beyond allotted space or interfere with the lighting or space of others. Aisles must be kept clear of exhibit items and activities and exhibitors may not interfere with the free flow of traffic.
- Demonstrations or related activities must be confined to Exhibitor's booth space, as well as distribution of literature and promotional materials. To provide food and beverage from your booth you must contact Rosemont Catering by Aramark, +1 847.629.6415. Outside vendors are not permitted.
- Exhibits may not have sound systems or noise making devices that disturb adjacent exhibitors.
- Exhibitor may not infringe on the registered trademark, trade name or patent of another company.
- No photographs are allowed in or of an exhibitor's booth without the exhibitor's approval.
- Show Management (Organizer) may restrict or prohibit any exhibit, whole or part, which distracts from the exhibition due to sound, appearance, distribution of materials, personal conduct, or anything the Organizer rules to be objectionable. The exhibitor will be responsible for ensuring compliance with all regulations and comply with the specified requirements stipulated in the Rosemont Convention Center Terms & Conditions and Exhibitor Service Manual. In case of non-compliance, the organizer shall have the right to demand the removal of exhibited articles or stop a certain activity. Should the exhibitor fail to comply, the Organizer is entitled to have the exhibits in question removed at the exhibitor's expense. In enforcing these regulations, the Organizer is not liable for refunds of space rental or other expenses incurred by the Exhibitor.

Installation and Removal of Exhibits

All exhibits must be installed prior to the opening of the exhibition and must remain installed until the closing hour. Exhibitors may not dismantle or start packing prior to closing time. No exhibit will be installed or removed during exhibit hours. Any removal of exhibits before the close of the show may affect participation at following shows.

If the booth space and materials are not vacated by the time specified at end of show, the Organizer is entitled to remove the exhibitor's belongings at their expense.

Condition of Booth Space

After the conclusion of the trade show, the exhibitor is obliged to leave and return the allotted booth space in a condition that equals the condition when the exhibitor took over the booth space.

Security

Show management (Organizer) will provide security during installation, exhibition and dismantling, and exercise reasonable care for the protection of the exhibitors' materials and display. Beyond this, the Organizer and the facility will not be responsible for the safety of the property or the exhibitor, their agents, or employees from theft, damage by fire, accident or any other cause. Please secure your property and do not leave items in the booth overnight.

Liability/Insurance

- The Organizer does not assume any obligation or liability to exercise proper care or security for Exhibitor's
 booth structure or other objects which are the property of the exhibitor or booth staff. Any liability for
 damages or losses is expressly excluded. If your Business Insurance does not cover your participation, it is
 recommended that you purchase an exhibition insurance policy.
- The Exhibitor is liable to the Organizer for any damage inflicted on the Organizer, other exhibitors, attendees or exhibition staff and other persons authorized to be at the venue, resulting from conduct by the Exhibitor's staff, employees or any other third party which the Exhibitor has appointed.
- The Exhibitor shall obtain a liability insurance policy to cover risks incurred by Exhibitor or company officers, employees and agents arising from or related to its participation in the event. Exhibitor is required to obtain liability insurance in the minimum amount of \$1,000,000 and to list Koelnmesse Inc, 8770 W Bryn Mawr Ave, Suite 1300, Chicago, IL 60631 as additional insured. A certificate of insurance must be provided to show organizer if requested.
- The Exhibitor shall be liable and bear the risk for all damages incurred during transportation to and from the exhibition venue, including all damages incurred during transportation within the exhibition building as well as construction and dismantling of the exhibit booth.
- The Organizer shall not be liable to Exhibitor, its employees, contractors or agents for any special, indirect, incidental or consequential damages of any kind, including but not limited to any lost sales, business opportunities or otherwise.
- The Exhibitor is solely responsible for compliance with all the laws, guidelines and other regulations applicable at the place of event venue, even if the contents of the Organizer's Conditions for Participation deviate from such regulations. These regulations are included in this Exhibitor Service Manual.

Note: Review Koelnmesse Inc. General Conditions and Koelnmesse Inc. Special Conditions of Participation for complete contractual obligations.

Amendments

Show management may revise these rules and all points not covered are subject to its decision.



SPECIALTY PAVILIONS

h+h americas offers the following opportunities to participate in specialty cooperative Pavilions. Participants in these Pavilions will be sent specific information about requirements, orders and logistics. Below is an overview of each opportunity.

Indie Untangled Newcomer Pavilion

Package includes:

- Black 8' drape and gray carpet (10ft x 5ft space)
- Booth sign
- Bar stool
- Power outlet
- Exhibitor listing
- Choose:
 - 1 Information Counter OR
 - 1 standing graphic banner (graphics due Mar 15)

Setup, logistics, banner graphics: services@koelnmesse.us

Indie Untangled resources, pavilion events and opportunities: Lisa Chamoff, lisa@indieuntangled.com



Sewing & Quilt Pavilion by Road 2 California

Package includes:

- Black 8' drape and gray carpet (10ft x 5ft space)
- 6 ft table with black drape and 2 chairs
- Power outlet
- Exhibitor Listing

Setup, logistics: services@koelnmesse.us

Road 2 California resources, pavilion events and opportunities: Matt Reese, m.reese@roadtocalifornia.com



Pattern Designer Pavilion by Creative Retailer

Package includes:

- One peg wall (94"h x 37"w), one hanging shelf 42"w x 12"d
- Two tables/6 chairs shared with participants
- Lighting
- Exhibitor Listing
- Admission to tradeshow

Pavilion events, opportunities, setup, logistics: Creative Retailer, Andrea Abrahamson, andrea@creativeretailer.com











FREE COURTESY LOAD-IN SERVICE ON TUESDAY

UNLOAD YOUR OWN EQUIPMENT - Tuesday, April 30, 8:00am - 4:30pm

h+h americas is providing a new service this year! ON TUESDAY ONLY, you can drive onto the show floor and unload your items during booth setup. If you need assistance, we will also provide a complimentary labor team to help you unload and get things to your booth.



More Options for Moving in Your Freight

NO COST: Carry your boxes into the convention center from the hotel or parking garage. There are sky bridges to several of the hotels and main parking garage. You can hand -carry or use a cart that will fit through a SINGLE-WIDE ENTRANCE DOOR.*

*During low traffic times you may be able to pull in the entrance to unload your items through the front doors. Parking is temporary and vehicle must be manned at all times and moved upon request.

ADVANCE/ONSITE SHIPPING: Ship to advance warehouse by April 26 or ship directly onsite. Material handling charges will apply. See service manual forms for rates and deadlines.

CONSOLIDATED FREIGHT PROGRAM - H+H COLOGNE TO H+H AMERICAS: We are offering a special consolidated freight program from h+h cologne to h+h americas, in partnership with DB Schenker. To receive your special discounted consolidated freight quote, please email Karsten.Wilhelmi@dbschenker.com by March 1, 2024.

Index of Services

For your convenience, the services and show information available through RES and the Donald E. Stephens Convention Center have been categorized and color coded. Please use this sheet as a reference guide when looking for a particular form.

GENERAL INFORMATION

- Welcome
- Show Information
- Show Management
- Map to Convention Center
- Rosemont Public Safety Requirements
 Terms and Conditions
- EAC/I & D
- Third Party Billing
- Online Ordering
- Order Summary and Payment

FURNISHINGS BOOTH DISPLAYS

- Standard Furniture
- Standard Booth Accessories
- Drape
- Standard Counter & Workstation
- Specialty Furniture
- **Carpet Rental**
- Vinyl Floor Rental
- Stage & Custom Draping

- Pegboard
- Gridwall & Slatwall Rentals
- VU Case Rentals
- Fabric Products
- Custom Display Graphics
- Printing & Signage

RES EXTRAS SPECIAL SERVICES

- **RES Extras**
- Floral
- Photography

- Accessible Storage
- Rosemont Catering by Aramark

UTILITIES INTERNET **TELECOMMUNICATIONS COMPUTER RENTAL AUDIO VISUAL LABOR**

- Electrical Service
- Plumbing Service
- Water Service
- Booth Cleaning
- Waste Removal
- Internet & Telecommunications
- Audio Visual
- Labor Order Form
- **I&D Labor Order Form**
- **Labor Union Guidelines**
- Hanging Sign Form

FREIGHT SHIPPING

- Material Handling
- Shipping Instructions
- Freight Check-In Procedures
- RES Freight Services

- Customs Broker International Shipments
- Advance Warehouse Shipping Label
- Direct Shipping Label
- Hanging Sign Shipping Label

RES CUSTOMER SERVICE CONTACT INFORMATION

Rachel Eastman

847-993-4809

reastman@rosemontexpo.com

Marne Kirkwood

847-696-2208

mkirkwood@rosemontexpo.com

Visit res.rosemont.com for Online Ordering



Welcome to Rosemont

The Rosemont Convention Bureau provides Rosemont Entertainment Circulator Bus Route restaurant reservation services and an information kiosk located in the lobby of the Donald E. Stephens Convention Center. Visit the Concierge Kiosk to learn more about lodging, entertainment, cultural facilities and our large selection of dining and nightlife options in Rosemont and the greater Chicagoland area.



Parkway Bank Park entertainment district is home to dining and entertainment venues including Adobe Gila's, AMC Dine-In Rosemont 12, MacGuffins Bar, Big Ten Experience, Bub City, Crust Brewing, Saltwater Coastal Grill, Fogo de Chão, iFLY Indoor Skydiving, Joe's Live, Kings Dining & Entertainment, Park Tavern, Pete's Dueling Piano Bar, Pete's Tiki Tiki, Sugar Factory, Veralife, Zanies Comedy Club and Harley-Davidson. The venues surround a great lawn that plays host to a variety of seasonal events including concerts, festivals and a winter ice rink.

The Rosemont community is home to some of the best names in the hotel industry, including the Loews Chicago O'Hare, Hyatt Regency, Aloft, Crowne Plaza, Embassy Suites, Doubletree and Hilton, all either connected to or within walking distance to the Convention Center. There are also additional hotel properties in town, including Rose Hotel, Westin, Marriott Suites, Hyatt Place, Holiday Inn/Staybridge, Hampton Inn & Suites, Residence Inn, Sheraton, Sonesta Chicago O'Hare, Hyatt Rosemont and Best Western all a short distance away.





The Rivers Casino is located four blocks north of the Convention Center, and is by far the most successful gaming facility in the state of Illinois. In addition to a wide variety of gambling options, the Rivers Casino features a Hugo's Frog Bar and Chop House, the asian-themed Mian Bar, Flipt Gourmet Burger Bar, Taco Suerte, featuring a state-of-art sound system and variety of live entertainment.

In addition to the entertainment district, Rosemont is home to some of the finest restaurants in the Chicago area. Gibsons Steakhouse, Morton's, Carlucci, Carmine's, Truluck's, The Capital Grille, McCormick & Schmick's and Harry Caray's are all fine dining establishments that call the community home. Popular and casual spots in town T.G.I. Fridays, Moretti's, Murray Bros. Caddyshack, Dave & Buster's, Big Chicken, Stan's Donuts, Small Cheval, Portillo's and Giordano's known for their Chicago style deep dish pizza.





The Fashion Outlets of Chicago brings 530,000 sq. of outlet shopping to Rosemont. With more than 120 stores the variety is unreal! From Forever 21 & Gap to high-end labels like Prada, Gucci, Tory Burch & Burberry this will certainly be a memorable shopping experience. This fully enclosed multi-level property is located in a premium spot in Rosemont with easy access to public transportation via Metra, Pace and CTA.

For all that Rosemont has to offer go to www.rosemont.com

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024



SHOW COLORS

Back Drape: 8' Black Side Drape: 8' Black

Aisle Carpet: Blue Tuxedo

STANDARD BOOTH PACKAGE

Each inline and peninsula booth will be set with 8ft high black drape at back and sides, gray carpet and a 7x44 inch booth identification sign with company name and booth number.

EXHIBITOR MOVE-IN

Monday, April 29, 2024 9:00 am - 6:00 pm Tuesday, April 30, 2024 8:00 am - 6:00 pm

All booths must be completely set up with freight removed by 6:00 pm on Tuesday.

SHOW HOURS

Wednesday, May 1, 2024 10:00am - 5:00pm Thursday, May 2, 2024 10:00am - 5:00pm Friday, May 3, 2024 10:00am - 3:00pm

EXHIBITOR MOVE-OUT

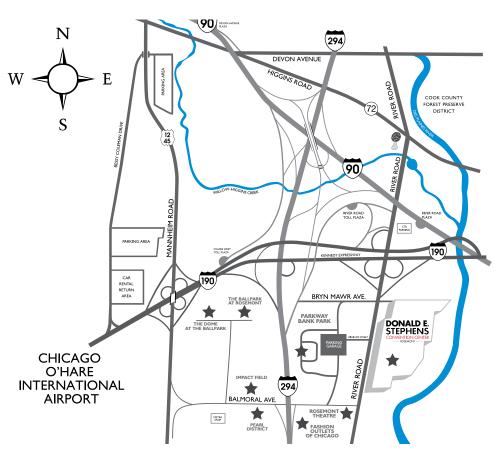
Friday, May 3, 3024 3:00pm - 8:00pm

^{*}The RES Service Desk closes at 4:30 pm each day.



Map to Convention Center





Donald E. Stephens Convention Center 5555 N. River Road - Rosemont, IL 60018

FROM O'HARE:

East on the Kennedy Expressway to the River Road south exit.

FROM DOWNTOWN CHICAGO:

Northwest on the Kennedy Expressway to O'Hare Airport (190 west) Exit River Road, before reaching the airport. Turn right at River Road. The Convention Center is located 3 blocks south on the left.

FROM THE NORTH/NORTHWEST:

Take the Northwest Toll-Way (90) or the Tri-State Toll-Way (294) to the O'Hare exit, pay toll, proceed west a short distance to the Mannheim Road south exit. Exit Mannheim Road south and then immediately cloverleaf back down on 190 east to Chicago. Proceed east approximately one-half mile to the River Road south exit.

FROM THE SOUTH:

Take the Tri-State Toll-Way (294) to the O'Hare/River Road (190 west) exit, pay toll, exit left after the toll plaza to River Road. At the stop light, turn right on River Road. The Convention Center is located 3 blocks on the left.

AREA HOTELS:

- aloft Chicago O'Hare
- Best Western at O'Hare
- Chicago Marriott Suites O'Hare
- Chicago Westin O'Hare
- Crowne Plaza Chicago-O'Hare
- Doubletree Hotel O'Hare-Rosemont
- Embassy Suites Chicago O'Hare/Rosemont
- Hampton Inn & Suites
- Hilton Rosemont Chicago O'Hare
- Holiday Inn Staybridge Suites Chicago-O'Hare/Rosemont

- Hyatt Place Chicago/O'Hare
- Hyatt Regency O'Hare
- Hvatt Rosemont
- La Quinta Inn & Suites
- Loews Chicago O'Hare
- Residence Inn by Marriott Chicago O'Hare
- Rose Hotel Chicago O'Hare
- Sheraton Suites Chicago O'Hare
- Sonesta Hotel Chicago O'Hare/Rosemont
- The Westin O'Hare

Rosemont Public Safety Requirements



PLANS

Exhibitors having pillars in their booths with a fire extinguisher or a fire hose on them are required to submit three (3) scaled floor plans of their exhibit to the Fire Department. Plans that are rejected will be sent back to the submitter for correction. Plans that are approved will also be sent back to the submitter and to the facility.

COMBUSTIBLES

Show Management shall advise all exhibitors that booths shall be cleared of combustible rubbish daily.

EXHIBIT BOOTHS

All draperies, back drops, booth partitions and table coverings shall be cleared of non-combustible or fire retardant materials.

ELECTRICAL

All wiring, hook ups, flood lights, etc., must meet Village code. If an extension cord is used on display equipment, it should be of adequate size, U.L. approved, be in operable condition, and three wire grounded. If in doubt of access availability for power needs, or when requiring more than normal power, check in advance with the show electrician.

NO STORAGE

No storage of any kind is allowed behind the backdrapes. All unwanted containers and refuse should be placed in the aisle directly in front of the exhibit for housekeeping to remove.

DISPLAY OF MOTOR VEHICLES

Any automobile, motorcycle, truck, boat or other equipment burning Class 1 fuel shall comply with the following requirements:

- 1. The fuel supply for 4-piston and under engines shall be none.
- 2. The fuel supply in larger than 4-piston engines shall be maximum of five gallons.
- 3. All motorcycles, all-terrain vehicles, snowmobiles and watercraft shall have no fuel.
- 4. Any battery or power source for the engine shall be disconnected.
- 5. No operation of any internal combustion engine will be allowed indoors unless approved in writing by the Fire Prevention Bureau. Vehicles in the building for unloading must be unloaded and removed from the building as soon as possible.
- 6. A \$200.00 mobile unit fee (outlined on the Material Handling form) will be charged to the exhibitor for each motor vehicle displayed

OPEN FLAMES & HEATING DEVICES

Where open flames or heating devices are being demonstrated or displayed, the Fire Department shall be notified beforehand and additional fire protection equipment may be required. Any quantities of flammable liquids that are kept on the premises must first be approved by the Fire Prevention Bureau and then be kept in appropriate safety cans.

EXPLOSIVES

No one shall be allowed to store, sell or bring any substance of an explosive nature such as fireworks or Class B or Class A explosives of any type into the building without approval from the Fire Prevention Bureau.

DRONES

For Safety reasons, the Donald E. Stephens Convention Center does not allow drones or other radio controlled flying devices to be operated within the facility at any time.

EMERGENCY EQUIPMENT

No extinguishers, sprinkler valves or hose connections shall be obstructed by booths, stands or any other items of exhibit.

CYLINDERS

Cylinders of compressed gases are prohibited unless approved by the Fire Prevention Bureau and shall be secured in an upright position.

ENTRANCE AND EXIT DOORS

All exits, hallways and aisles leading from the building are to be kept clear and unobstructed at all times. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time when the exhibit building is open to the public. There shall be no obstruction blocking exit doors from the outside of any building, such as vehicles parked in doorways or barricades across sidewalks. No vehicles shall be parked in fire lanes outside of building.

SMOKING

Illinois State Law prohibits smoking within a public facility. Therefore, no smoking is permitted within the Donald E. Stephens Convention Center.

FOOD SERVICE

No food or beverage may be brought into the Convention Center from outside the facility. All food and beverage consumed on the premises must be provided by Aramark. For more information call 847-692-6415.

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024



Please Mail, E-mail or Fax Completed Form to RES: 9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797 customerservice@rosemontexpo.com

In order to utilize an Independent Contractor/Display House to perform carpenter labor services for the set-up and dismantle of a booth display at the Donald E. Stephens Convention Center, the exhibiting company must complete the information below and submit the form to RES at least five business day prior to the beginning of the show move-in period.

Note that the responsible supervisor of the EAC must report to the RES Service Center prior to the commencement of set-up. No badges will be issued until all pertinent paperwork, including a Certificate of Insurance, has been submitted to RES. Also, only members of a Carpenter Labor Union with jurisdiction over Trade Show services within the Chicagoland area can be authorized to provide these setup and dismantle services.

& D Company:			
Address:			
City:	State:_	Zip:	
Contact:			
Phone Number:	Booth	Number:	
Representative:	Signati	ire:	
Email Address:			
	Exhibitor Will Pay	I & D Co. Will Pay	
FURNITURE:			
CARPET:			
LABOR:			
CLEANING:			
FREIGHT:			
ELECTRIC:			
OTHER ITEMS:			
OTHER ITEMS:			
OTHER ITEMS:			
Credit Card Payment Information for Responsible Pa	arty		
Account Number:	Expiration	Date: CVV2 Code: _	
Cardholder Billing Address:			
Signature of Cardholder:			
An established satisfactory credit rating with Rosemont Expos date. Further, we understand and agree that failure to make p		nd return of the notification letter prior to the invoice will result in a redirection of the invo	
Company Name:	Phone #:	Fax #:	
Address:	City:	State: Zip:	
Authorized By (print):	Signature:	Booth #: _	

May 1-3, 2024

Third Party:

Deadline To Receive Discounted Rates: April 10, 2024



Please Mail, E-mail or Fax Completed Form to RES: 9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797 customerservice@rosemontexpo.com

To: Rosemont Exposition Services

Please be advised that we will be using an independent contractor of our own choosing to perform carpenter labor services at the Donald E. Stephens Convention Center. We are aware that a responsible representative of our contractor must report to the RES Service Desk on the first day of set-up. No badges will be issued until all pertinent paperwork is in order. Display house must also provide certificate of insurance to RES.

,			
Address:			
City:	State	te:	Zip:
Contact:			
Phone Number:	Boo	oth Number:	
Representative:	Sign	nature:	
Email Address:			
	Exhibitor Will Pay	Third Party \	Will Pay
FURNITURE:)
CARPET:			
LABOR:			
CLEANING:)
FREIGHT:)
ELECTRIC:)
OTHER ITEMS:)
OTHER ITEMS:)
OTHER ITEMS:)
Credit Card Payment Information for Responsible Pa	rty		
Account Number:	Expirat	ion Date:	CVV2 Code:
Cardholder Billing Address:			
Signature of Cardholder:			
Display house must a	also provide certificate of in	surance to RES.	
•	ance of this is contingent up		
An established satisfactory credit rating with Rosemont Exposi date. Further, we understand and agree that failure to make p exhibiting company for full payme	payment within 30 days of receipt	t of invoice will result in a re	direction of the invoice to the
Company Name:	Phone #:	F	ax #:
Address:	City:	State	e: Zip:
Authorized By (print):	Signaturo		Booth #

Access Our Website at res.rosemont.com

STEP BY STEP ONLINE ORDERING

1) E-MAIL ADDRESS:

Enter your e-mail address.

2) PASSWORD:

- First Time Exhibitor: Click "reset password here".
- Returning Exhibitor: Use exsisting password or click forgotten password

3) SIGN IN:

Click the "Log In" button

4) EVENT SELECT:

Use the pull down menu to select the show you will be attending.

5) SELECT SPACE #:

Use the pull down menu to select the booth number.

6) ORDERING

Click ordering drop down to navigate the various RES Services.

7) CHECKOUT:

After you have completed your order(s) click on the cart (located in the top right corner). Review item and make changes if necessary, then click "Proceed to Checkout". Enter Credit Card info and click "Continue".

An order confirmation will be sent via email upon completion.



May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797 customerservice@rosemontexpo.com

Rosemont Exposition Services requires pre-payment of all advance orders. Payment may be by check drawn on U.S. Funds Account, MasterCard, Visa, American Express, or Discover Card.

We understand that your calculation is only an estimate of charges, and may not reflect the balance of the final invoice.

Please indicate below method of payment to be used for services provided by ROSEMONT EXPOSITION SERVICES.

CASH
BANK - WIRE TRANSFER
CREDIT CARD
CHECK Check#

Check should be made payable to

Village of Rosemont - RES

Bank - Wire Transfer information

Bank transfer to Parkway Bank & Trust Co. ABA# **071908160** ACCT# **6766928**

International

Bank transfer to Pacific Coast Bankers' Bank SWIFT# **PCBBUS66** ACCT# **6766928** (There is a \$25.00 USD fee per each international transfer)

SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS
Standard Furniture	\$
Standard Booth Accessories	\$
Specialty Furniture	\$
Carpet Rental	\$
Hardwall Rental	\$
Pegboard Rental	\$
VU Case Rentals	\$
Signage & Graphics	\$
RES Extras	\$
Floral	\$
Photography	\$
Electrical Service	\$
Plumbing Service	\$
Cleaning	\$
Internet & Telecommunications	\$
Audio Visual	\$
Estimated Material Handling	\$
Labor	\$
Other Items	\$
Net Amount Due	\$

for Credit Cards	MasterCard	O VISA	American Express	Oiscover Card
Account Number:			Expiration Date:	CVV2 Code:
Cardholder Billing Address: _				
Signature of Cardholder:				
Company Name:			Show Name:	
Address:				
City:			State:	Zip:
Phone:			Fax:	
Authorized By:			Email:	
Signature:				Booth #:

By signing, I agree to all Terms and Conditions as outlined on the reverse side of this form.

Terms and Conditions



ORDER SUMMARY AND PAYMENT SHEET

Rosemont Exposition Services requires all advance orders to be paid in full. Payments must be made in U.S. funds. Methods of payment include cash, certified, company or traveler's check, Discover, Visa, MasterCard or American Express. All statements presented on show site must be paid in full at that time, unless previous arrangements have been made for credit in advance. Please see that your show site representative is aware of this policy and has a means of payment. The credit card authorization section of this form can also be used for show site payments.

STANDARD FURNITURE - CARPET RENTAL - SPECIALTY FURNITURE - UTILITIES

Full payment must accompany advance order. Check or credit card is acceptable. Check should be made payable to Rosemont Exposition Services For credit card payment please fill out the Order Summary and Payment Sheet included in your exhibitor kit. Orders and payment must be received by the deadline date indicated to be charged at the discounted rate.

Note that discount rates are available only if orders are received by RES on or before the deadline date identified on each of the service order forms included in this kit. Also, please be aware of all terms and conditions as outlined on the Standard Furniture, Carpet, Specialty Furniture and Utilities Forms. Adjustments cannot be made after the event.

CANCELLATION TERMS

There will be a 100% charge on standard furniture cancelled once show set-up has begun. Cancellation charges for all other items is 50% of the standard rate. NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.

LABOR

When ordering labor, please be aware of the following:

- 1. This advance labor request will be considered as only a reservation for labor.
- 2. On the day and time that you require labor, you must go to the Labor Service Desk to sign out your labor crew.
- 3. The labor crew will not be sent to your booth without being signed out.
- 4. Upon completion of their work, you MUST return the laborers to the Labor Service Desk and sign them in.
- 5. All labor is billed at one-half hour minimum for each man.
- 6. The number of workers required will be determined by labor foreman.
- 7. Gratuities are not required or accepted by any DES/RES Labor Crew.

MATERIAL HANDLING

Drayage and warehouse freight are billed on a round-trip basis, and invoicing will be done from the actual weight as listed on the inbound bills of lading. If you have any questions about material handling, please contact our Customer Service Department. NOTE THAT NO ADJUSTMENTS TO DRAYAGE CHARGES WILL BE MADE ONCE THE SHOW MOVE-OUT HAS CONCLUDED.

WASTE REMOVAL

Environmental Protection Agency (EPA) regulations require that all water soluble cutting and grinding fluids (coolants-synthetics, soluble oil) be removed in approved containers at the end of the show. This service is available from the official General Contractor who will collect the fluids named on the front from special steel barrels (55 gal. drums) and remove them from the show premises. Each exhibitor, however, has the responsibility of collecting and placing the fluids named on the front of his/her barrel(s).

WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) ONLY SHALL BE PLACED IN APPROVED BARRELS AS MARKED. DO NOT MIX WITH WASTE STRAIGHT OIL, AS THIS WILL RESULT IN A PREMIUM SURCHARGE OF DOUBLE THE QUOTE PER GALLON CHARGE.

WASTE STRAIGHT OIL MUST NOT BE MIXED WITH ANY OTHER MATERIALS INCLUDING WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) AS THIS WILL RESULT IN A SURCHARGE TO THE EXHIBITOR PER GALLON FOR REMOVAL OF MIXED FLUIDS. ONLY PLACE WASTE STRAIGHT OIL IN DESIGNATED BARRELS.

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024

Standard Furniture



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

Authorized By (print):						
Company Name:			Booth #:			
71 1			OF	RDER TOTAL	\$	
	Side Offair		Λ ΨΟΟ.ΟΟ	Ψ120.00	Ψ	
	Side Chair			\$133.00		
	Black Barstool with back			\$130.00		
	Arm Chair			\$240.00 \$130.00		
· OTHER STILL	30" Diam. Round Table 30" Tall (Black Top)			\$240.00 \$240.00		
BOOTH FURNITURE	30" Diam. Round Table 30" Tall (Black Top)	QUANTITY	DISCOUNT x \$180.00	STANDARD \$240.00	¢	TOTAL
ři 11						
N N	1' x 6' x 1' Table Top Riser		x \$40.00	\$60.00	\$	
The second second	1' x 4' x 1' Table Top Riser		x \$35.00	\$55.00	\$	
	2' x 8' x 42" Wood Table		x \$65.00	\$85.00	\$	
	2' x 8' x 30" Wood Table		x \$65.00	\$85.00	\$	
IN NI	2' x 6' x 42" Wood Table		x \$60.00	\$80.00	'	
The same of	2' x 6' x 30" Wood Table		x \$60.00	\$80.00	\$	
	2' x 4' x 42" Wood Table		x \$55.00	\$75.00		
NSKIRTED TABLES TABLE TOP RISERS	2' x 4' x 30" Wood Table	QUANTITY	DISCOUNT x \$55.00	STANDARD \$75.00	\$	TOTAL
	White Black Grey Red	Blue	Burgundy G	iold Teal		Hunter Gi
	Skirt color					
A. Sec.	4th side of skirting		x \$20.00	\$30.00	\$	
	1' x 6' x 1' Skirted Table Top Riser		x \$65.00	\$95.00	\$	
100	1' x 4' x 1' Skirted Table Top Riser		x \$55.00	\$85.00	\$	
	Skirt color					
The second second	4th side of skirting		x \$40.00	\$6 0.00	\$	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2' x 8' x 42" Skirted Table		x \$140.00	\$190.00	\$	
Will Street	2' x 8' x 30" Skirted Table		x \$135.00	\$185.00	\$	
	2' x 6' x 42" Skirted Table		x \$130.00	\$180.00	\$	
a specific color will be accommodated with show colors.	2' x 6' x 30" Skirted Table			\$175.00		
Any order received without a specific color will be	2' x 4' x 42" Skirted Table			\$170.00		
SKIRTED TABLES TABLE TOP RISERS	2' x 4' x 30" Skirted Table		x \$115.00	\$165.00	\$	

Standard Booth Accessories

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024



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Authorized By (print): _





QUANTITY







18" wide 18" deep 32" height

48" - 74" wide 22" deep 55", 60", 65" height

DISCOUNT

Dimensions: Height 5' 8" Shoe Size 6 Chest 31" Waist 24½" Hips 33½"

STANDARD

Dimensions: 63" wide 24" deep 70" height

TOTAL

22" x 28" Sign Holder	x	\$85.00 each	\$115.00 each	\$
Adjustable Easel	x	\$30.00 each	\$45.00 each	\$
Bag Display	x	\$75.00 each	\$100.00 each	\$
Chrome Coat Tree	x	\$50.00 each	\$75.00 each	\$
Chrome Stanchion	x	\$50.00 each	\$75.00 each	\$
Chrome Stanchions w/ 6' Black Tension Rope	x	\$100.00 each	\$125.00 each	\$
Tablet Stand (Tablet Not Included)	x	\$185.00 each	\$215.00 each	\$
Velvet Non-Slip Hanger	x	\$2.00 each	\$3.00 each	\$
Wastebasket	x	\$17.50 each	\$22.50 each	\$
Large Trash Can	x	\$35.00 each	\$50.00 each	\$
Park Bench	x	\$175.00 each	\$225.00 each	\$
Clothes Rack	x	\$95.00 each	\$120.00 each	\$
Full Body Mannequin	x	\$125.00 each	\$200.00 each	\$
Z-Rack	x	\$125.00 each	\$145.00 each	\$
			ORDER TOTAL	\$

Company Name:	Booth #:

Signature:

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024

Drape & Equipment



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

rape Colors					
White			Ī		
			-1		
Red	-				
	- 1				
Gold	- 1	4	>		
Black	- 1				ļ
	a 18				
Blue			<		
Teal					
Grey					
Burgundy		When enter	ing amount ple	ease enter footaç	ge
		QUANTITY	DISCOUNT	STANDARD	
				01.112.112	TOTAL
nter Green	Background Drape (8' high)	ft x	\$17.50ft	\$22.50ft	**************************************
nter Green	Background Drape (8' high) Side Drape (3' high)	ft x	\$17.50ft \$12.50/ft		\$ \$
nter Green				\$22.50ft	\$
nter Green	Side Drape (3' high)			\$22.50ft	\$
nter Green	Side Drape (3' high) Drape color	ft x	\$12.50/ft 	\$22.50ft \$15.00/ft	\$ \$
nter Green	Side Drape (3' high) Drape color Up-Rights 3' high	ft x	\$12.50/ft — \$15.00 each	\$22.50ft \$15.00/ft \$20.00 each	\$ \$ \$
nter Green	Side Drape (3' high) Drape color Up-Rights 3' high Up-Rights 8' high	ft x	\$12.50/ft \$15.00 each \$15.00 each	\$22.50ft \$15.00/ft \$20.00 each \$20.00 each \$20.00 each	\$ \$ \$ \$
inter Green	Side Drape (3' high) Drape color Up-Rights 3' high Up-Rights 8' high	ft x	\$12.50/ft \$15.00 each \$15.00 each	\$22.50ft \$15.00/ft \$20.00 each \$20.00 each	\$ \$ \$
	Side Drape (3' high) Drape color Up-Rights 3' high Up-Rights 8' high	ft x	\$12.50/ft \$15.00 each \$15.00 each \$15.00 each	\$22.50ft \$15.00/ft \$20.00 each \$20.00 each \$20.00 each ORDER TOTAL	\$ \$ \$ \$

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024

Standard Counters and Workstations



Please Mail, E-mail or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

RES has a complete line of computer stands and workstations in stock and ready to use. Each of the units pictured below includes your company graphics where indicated, as well as delivery and set-up. Computer equipment and monitors are available on the Computer Rental form included in the service manual.

Artwork can be submitted to Chris Sowa at csowa@rosemontexpo.com.

Meter Counter Blank Panel Colors Available: black, grey, white Overall Size: 41 1/2" wide x 39" tall x 21" deep Graphic Size: 38 1/4" wide x 34 3/8" tall Panel Color x \$625.00 GRAPHIC & COUNTER	\$ TOTAL	Curved Counter Blank Panel Colors Available: black, grey, white Overall Size: 58" wide x 39" tall x 28" deep Graphic Size: 60 11/16" wide x 34 3/8" tall Panel Color x \$700.00 GRAPHIC & COUNTER TOTAL
2 Meter Counter Blank Panel Colors Available: black, grey, white Overall Size: 81" wide x 39" tall x 21" deep Graphic Size: 77.5" wide x 34.375" tall Panel Color x \$1,200.00 GRAPHIC & COUNTER	\$	2 Meter Counter w Curve Blank Panel Colors Available: black, grey, white Overall Size: 122 1/2" wide x 39" tall x 41 1/2" deep Graphic Sizes: 77 1/2" wide x 34 3/8" tall 60 11/16" wide x 34 3/8" tall Panel Color x \$1,800.00 GRAPHIC & COUNTER \$ TOTAL
Counter with Hea Blank Panel Colors Available: black, grey, white Overall Size: 60" wide x 96" tall x 21" deep Graphic Size: 57 3/4" wide x 34 3/8" tall Panel Color x \$800.00 GRAPHIC & COUNTER	ader RES	ORDER TOTAL \$

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024

Specialty Furniture



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797 customerservice@rosemontexpo.com

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY TOTA
CHAII	RS				
CH100	JACOBSON CHAIR	BK WH	125	160	
CH102	MONACO CHAIR	BK	140	180	
CH103	CAZMA CHAIR	BK RD	160	200	
CH104	TOLEDO CHAIR	NAT	140	180	
CH106	CRISS CROSS CHAIR	WH	140	180	
CH107	PARIS CHAIR	WH	160	200	
CH109	LIQUID CHAIR	BU CL GR GY RD WH	160	200	
CH111	TICINO CHAIR	WH	160	200	
CH112	RETRO CHAIR	STEEL	140	180	
CH113	LESLIE CHAIR	WH	140	180	
CH114	TENDY CHAIR	BK WL WH	140	180	
CH115	SHEN CHAIR	BK WH	140	180	
CH116	BELLA CHAIR	BK WH	160	200	
CH118	EURO CHAIR	BK GY WH	140	180	
	STOOLS	l Div	175	005	I I
ST202	MONACO BAR STOOL	BK BB WILL	175	225	
ST203	EQUINO STOOL, Adj.	BK RD WH	185	240	
ST204	TOLEDO BAR STOOL	NAT	185	240	
ST206	CRISS CROSS BAR STOOL	WH	175	225	
ST207	PARIS BAR STOOL	WH	185	240	
ST208	TICKLE STOOL, Adj.	OR RD WH	175	225	
ST209	LIQUID BAR STOOL	BU CL GR GY RD WH	185	240	
ST210	OTTO BAR STOOL, Adj.	BK WH	175	225	
ST211	TICINO BAR STOOL	WH	185	240	
ST212	RETRO BAR STOOL	STEEL	175	225	
ST214	TENDY BAR STOOL	BK WL WH	175	225	
ST215	SHEN BAR STOOL	BK WH	175	225	
ST216	BELLA BAR STOOL	BK WH	185	240	
ST217	PLUTO BAR STOOL, Adj.	BK WH	185	240	
ST218	EURO BAR STOOL, Adj.	BK GY WH	185	240	
ST218-2		BK GY WH	185	240	
ST219	TECH STOOL, Adj.	WH	175	225	
	TABLES 30"H				
CT300	PEDESTAL TABLE 24"DIA	BK WH	185	240	
CT301	PEDESTAL TABLE 30"DIA	BK WH	195	250	
CT302	CAFE TABLE 36" DIA	BK GY WH	210	275	
CT303	CAFE TABLE 42" DIA	BK GY WH	220	285	
CT304	SQUARE CAFE TABLE 30"	BK WH	200	260	
CT305	SQUARE CAFE TABLE 36"	BK WH	225	290	1 1

ITEM# [DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CT306	TRAVE TABLE 36"DIA	GL	220	285		
CT307	BISTRO TABLE 30"DIA	BK NAT WH	195	250		
CT310	CHROMA TABLE 27.5 Square	ALUMINUM	185	240		
CT311	CHROMA TABLE 27.5 Round	ALUMINUM	185	240		
CT312	RETRO TABLE	STEEL	200	260		
CT313	MARTINI TABLE 36"	CH/GL	225	290		
CT314	ABBY CAFÉ TABLE	WH	250	325		
CT353	ALTOS TABLE 60x36	CH/GL	250	325		
CT355	ABBY TABLE 63x36	WH	250	325		

BAR 1	TABLES AND BARS	42"H			
BT400	BAR PEDESTAL TABLE 24"DIA	BK WH	195	250	
BT401	BAR PEDESTAL TABLE 30"DIA	BK WH	210	275	
BT402	BAR HIGH TABLE 36" DIA	BK GY WH	225	290	
BT404	SQUARE BAR TABLE 30"	BK WH	210	275	
BT405	SQUARE BAR TABLE 36"	BK WH	225	290	
BT406	TRAVE BAR TABLE 32"DIA	CH/GL	240	310	
BT407	BRAVO BAR TABLE 30"DIA	BK NAT WH	210	275	
BT408	POWER BAR TABLE	WH	270	350	
BT410	CHROMA BAR TABLE 23.5" DIA	ALUMNUM	195	250	
BT412	RETRO BAR TABLE 24" Square	STEEL	210	275	
BT413	MARTINI BAR TABLE 32"DIA	CH/GL	225	290	
BT451	INFORMATION CTR. w/doors	BK WH	450	580	
BT453	MILANO BAR	BK WH	675	875	
BT454	BALI BAR	BK WH	520	675	
BT454-P	BALI BAR w/charging station	BK WH	620	800	
BT457	EDGE COMMUNAL BAR TABLE	BK WH	620	800	
BT457-P	EDGE COMMUNAL BAR TABLE w/power	BK WH	720	940	

CONFERENCE AND OFFICE CHAIRS

C0501	OTTO GUEST CHAIR	BK WH	195	250	
C0502	OTTO CHAIR	BK WH	210	275	
C0507	GUEST CHAIR	BK	160	200	
C0508	MIDBACK CHAIR	BK	185	240	
C0509	STACKABLE SIDE CHAIR	BK	90	110	
C0510	STACKABLE ARM CHAIR	BK	95	125	
C0512	TASK CHAIR	BK	130	170	
C0513	TASK STOOL	BK	150	195	
C0518	RECEPTION CHAIR	BK	175	225	
C0520	ZURICH HIGHBACK CHAIR	BK WH	275	350	

SPECIALTY FURNITURE CONTINUED ON NEXT PAGE

Company Name:	Booth #:
Authorized By (print):	Signature:

May 1-3, 2024

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ITEM # D	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL	ITEM # [DESCRIPTION	COLOR	DISC	REG	QTY	/ TOTAL
CONF	ERENCE TABLES						LG715	MALIBU SOFA	BK WH	500	650		
CF602	GLACIER ROUND CONFERENCE	WH	520	675			LG716	MALIBU CHAIR	BK WH	400	525	Т	
01 002	TABLE 47"DIA	VVII	320	320 073		LG717	IBIZA CHAIR	BK WH	525	675			
CF603	CONFERENCE TABLE 48"DIA	BK COG GY MAP	390	500			LG720	CAPRI SECTIONAL SOFA	BK WH	550	700		
	OLAGIED CONFEDENCE TADLE	WH					LG721	CAPRI SECTIONAL BENCH	BK WH	425	550		
CF604	GLACIER CONFERENCE TABLE 79"	WH	585	760			LG722	DANE SOFA	GY	525	675		
CF605	RECTANGULAR TABLE 6'	BK COG MP WH	485	625			LG723	DANE CHAIR	BU GR OR TP YL	450	575		
CF606	OVAL CONFERENCE TABLE 6'	BK GY WH	485	625			LG729	MIAMI CHAIR	GY WH	450	575		
CF608	OVAL CONFERENCE TABLE 8'	BK GY WH	550	725			LG731	SOHO CURVED BENCH	WH	450	575		
CF609	RECTANGULAR TABLE 8'	BK WH	550	725			LG732	SOHO LOVESEAT	WH	450	575		
CF610	OVAL CONFERENCE TABLE 10'	BK WH	685	890			LG733	TRIBECA LEATHER SOFA	GY	575	750		
CF611	RECTANGULAR TABLE 10'	BK WH	685	890			LG734	TRIBECA LEATHER LOVESEAT	GY	550	700		
01 0 1 1	TILOTANGOLARI TABLE TO	DICWIT	000	030	1 1		LG735	TRIBECA LEATHER CHAIR	GY	475	600		
							LG736	ASPEN SOFA	WH	575	700		
OFFIC	CE FURNITURE		1				LG737	ASPEN CHAIR	WH	475	600		
0F650	DESK W/LOCKING 2-DRAWER	BK	400	525			LG742	MAUI ARM CHAIR	WH	375	450		
0F652	LATERAL FILE, LOCKING	BK	350	450			LG743	MAUI ARMLESS SECTIONAL	WH	250	325		
0F653 0F654	STORAGE CABINET LOCKING COMPUTER WORKSTATION	BK WH	350 150	450 195			LG744-L	MAUI CORNER SECTIONAL	WH	300	400		
0F659		WH	450	585				MAUI CORNER SECTIONAL					
0F659-L	CREDENZA CREDENZA w/legs	WH	450	585			LG744-R	RIGHT	WH	300	400		
0F660	GLACIER SIDEBOARD	WH	550	725			LG745	MAUI OTTOMAN	WH	260	350		
0F670	PARSON DESK	GY WH	275	350			LG746	ANTON LOVESEAT	PEARL	375	450		
0F670	BALI DESK	BK WH	390	500			LG747	ANTON CHAIR	PEARL	250	325		
00071	DALIDESK	DV MU	390	500	1 1		LG749	TICINO SETTEE	WH	350	450		
							LG750	BENCH OTTOMAN	BK WH	275	350		
	IGE SEATING		1			1	LG753	ROUND SWIVEL OTTOMAN	BK OR WH	150	195		
LG700	HAVANA SOFA	BR	550	700			LG755	BLOCK OTTOMAN	BK BU RD WH	150	195		
LG702	HAVANA CHAIR	BR	500	650			LG756	ANGLE OTTOMAN	BK SL WH	450	575		
LG706	SCANDIC LEATHER SOFA	BK RD WH	525	675			LG757	RECTANGLE BLOCK OTTOMAN		260	350		
LG707	SCANDIC LEATHER LOVESEAT	BK RD WH	475	625			LG760	CAPRI ROUND OTTOMAN	BK WH	260	350		
LG708	SCANDIC LEATHER CHAIR	BK RD WH	450	575			LG780	STEN SWIVEL CHAIR	BK RD WH	325	425		
LG709	PRATO ARM CHAIR	BK WH	350	425			LG785	LARGO CHAIR	WH	325	425		
LG710	PRATO ARMLESS SECTIONAL	BK WH	275	350			LG786	SWAN CHAIR	BK WH	325	425		
LG711	PRATO CORNER SECTIONAL	BK WH	325	425			1 207 00	OWN II O I I AII I	DICWIII	1020	1420	1	I
LG712	SOLO SOFA	BK RD	500	650		SPECIALTY FURNITURE CONTINUED ON NEXT PAGE							
LG713	SOLO LOVESEAT	BK RD	450	575			•	DECIALIT FURNITURE	CONTINUED	או אוכ	A 1 PF	ME	
LG714	SOLO CHAIR	BK RD	425	550									

Company Name:	Booth #:
Authorized By (print):	Signature:

May 1-3, 2024

OT857

0T858

OT859

OT860

OT861

KLUB SOFA TABLE

KAI END TABLE

FIJI END TABLE

KAI COCKTAIL TABLE

FIJI COCKTAIL TABLE

Deadline To Receive Discounted Rates: April 10, 2024



ITEM # DESCRIPTION

Please Mail, E-mail or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

DISC

REG QTY TOTAL

ITEM # DESCRIPTION **COLOR** DISC REG QTY TOTAL **OCCASIONAL TABLES** 0T801 MONZA OVAL COCKTAIL BK 175 225 0T802 MONZA END TABLE BK 150 225 OT804 ΤK TUSCAN COCKTAIL TABLE 225 295 OT805 TUSCAN END TABLE ΤK 200 260 HILO COCKTAIL TABLE 250 0T806 CH/GL 325 OT807 HILO END TABLE CH/GL 225 295 0T814 PALMA COCKTAIL TABLE WL WH 225 295 0T815 PALMA END TABLE WL WH 200 260 OT817 KEMI COCKTAIL TABLE 250 325 CH/GL 0T818 KEMI END TABLE CH/GL 225 295 BK BU GR RD 0T821 VEGA TABLE 18" DIA. Adj. 135 175 YL WH 0T822 SPLIT SIDE TABLE BK RD WH 195 250 OT828 ABBY COCKTAIL TABLE GY WH 225 295 0T829 ABBY END TABLE 200 GY WH 260 OT839 LINEAR COCKTAIL BENCH **STEEL** 225 275 OT840 LINEAR END BENCH STEEL 175 225 0T841 GIO COCKTAIL TABLE **BK ESPRESSO** 200 260 **BK ESPRESSO** 225 0T842 GIO END TABLE 175 OT843 SPA COCKTAIL TABLE SL/GL 250 295 OT844 SPA END TABLE SL/GL 225 295 OT855-KLUB COCKTAIL TABLE WH 250 325 SQ **SQUARE** KLUB COCKTAIL TABLE WH 250 0T855-R 325 RECTANGLE OT856 WH 225 295 KLUB END TABLE

WH

BK/GL

BK/GL

CH/GL

CH/GL

275

225

175

225

200

350

295

225

295

260

EXTR	AS				
XT199	FOLDING CHAIR	BK GY	75	100	
XT900	REFRIGERATOR 4.1 CF	BK WH	250	325	
XT904	TENSA BARRIER	CH/BK	100	150	
XT905	CHROME STANCHION	BK RD	50	75	
XT907	SIGN HOLDER	CH	100	150	
XT908	BAG STAND	SL	75	100	
XT906	VELOUR ROPE	BK RD	35	50	
XT909	WATERFALL CLOTHES RACK	CH	100	150	
XT910	COAT TREE	ST	100	125	
XT911	WASTEBASKET	BK	40	65	
XT913	6 POCKET LIT RACK	BK	150	200	
XT914	WIRE 10 POCKET LIT RACK	SL	150	200	
XT915	CURVED 6 POCKET LIT RACK	SL	175	225	
XT916	COMPUTER PEDESTAL 24X42	BK WH	350	450	
XT919	CUBE PEDESTAL	BK WH	275	350	
XT922	LAURENCE SHELF 72" H	BK WH	200	260	
XT923	METAL SHELVING 54" H	BK CH	150	195	
XT924	METAL SHELVING 72" H	BK CH	175	225	
XT925	CUBE SHELF 58"H	GY WH	175	225	
XT946	BOXWOOD WALL DIVIDER	GR	500	625	
XT948	5 TIER LOCKER	BK	260	325	
XT964	CLUB LAMP	WH/CH	135	175	
XT965	CLUB FLOOR LAMP	WH/CH	200	260	
XT966	SOHO LAMP	WH	135	175	
XT967	SOHO FLOOR LAMP	WH	200	260	

COLOR

		ORDER TOTAL \$
Company Name:	Phone #:	Fax #:
Address:	City:	State: Zip:
Authorized By (print):	Signature:	Booth #:



Chairs



CH100 JACOBSON CHAIR Black, White 18"Wx17"Dx18"H



CH104 TOLEDO CHAIR Natural/Chrome 17"Wx19"Dx18"H



CH102 MONACO CHAIR Black 23"Wx23"Dx18"H



CH106 CRISS CROSS White/Chrome 17"Wx19"Dx18"H



CH103 CAZMA CHAIR Black, Red 22"Wx22"Dx18"H



CH107 PARIS CHAIR White/Chrome 19"Wx22"Dx18"H













CH109 LIQUID CHAIR

Blue, Clear, Green, Grey, Red, White 20"Wx18"Dx18"H



CH111 TICINO CHAIR White 18"Wx19"Dx18"H



CH112 RETRO CHAIR Steel 19"Wx17"Dx18"H



CH113 LESLIE CHAIR White 19"Wx21"Dx18"H



CH114 TENDY CHAIR Black, Walnut, White 17"Wx18"Dx18"H



CH115 SHEN CHAIR Black, White 18"Wx20"Dx18"H



CH116 BELLA CHAIR Black, White 18"Wx20"Dx19"H



CH118 EURO CHAIR Black, Grey, White 22"Wx21"Dx18"H





ST202 MONACO STOOL Black 23"Wx23"Dx30"H



ST203 EQUINO STOOL Black, Red, White - Adj. 14"Wx17"Dx26-30"H



ST204 TOLEDO STOOL Natural/Chrome 19"Wx19"Dx30"H



ST206 CRISS CROSS STOOL White/Chrome 15"Wx19"Dx29"H



ST207 PARIS STOOL White/Chrome 19"Wx18"Dx30"H



ST208 TICKLE STOOL Orange, Red, White - Adj. 19"Wx21"Dx23-31"H



ST209 LIQUID STOOL Blue, Clear, Green, Grey, Red, White 19"Wx20"Dx30"H



ST210 OTTO STOOL Black, White 16"Wx18"Dx24-30"H



ST211 TICINO STOOL White 17"Wx20"Dx30"H



ST212 RETRO STOOL Steel 17"Wx17"Dx30"H



ST214 TENDY STOOL Black, Walnut, White 17"Wx17"Dx30"H



ST215 SHEN STOOL Black, White 17"Wx18"Dx30"H



ST216 BELLA STOOL Black, White 17"Wx19"Dx30"H



ST217 PLUTO STOOL Black, White 22"Wx18"Dx24-32"H



ST218 EURO STOOL Black, Grey, White - Adjustable 20"Wx17"Dx24-33"H



ST218-2 EURO 2 STOOL Black, Grey, White 20"Wx17"Dx33"H



ST219 TECH STOOL White - Adjustable 15"Wx15"Dx22-29"H





Black, White 24"Dia.x30"H



CT301 PEDESTAL TABLE Black, White 30"Dia.x30"H



CT302 CAFE TABLE Black, Grey, White 36"Dia.x30"H



CT303 CAFE TABLE Black, Grey, White 42"Dia.x30"H



CT304 SQUARE CAFE TABLE Black, White 30"Sq.x30"H



CT305 SQUARE CAFE TABLE Black, White

36"Sq.x30"H



CT306 TRAVE TABLE Chrome/Glass 36"Dia.x30"H (Other sizes available)





CT307 BISTRO TABLE Black, Natural, White 30"Dia.x30"H





CT310 CHROMA TABLE Aluminum 27sq.x30"H



CT311 CHROMA TABLE Aluminum 27"Dia.x30"H



CT312 RETRO TABLE 32"Wx32"Dx30"H



CT313 MARTINI TABLE Chrome/Glass 36"Dia.x30"H



CT314 ABBY CAFE TABLE White 36"Wx36"Dx30"H



CT353 ALTOS TABLE Chrome/Glass 60"Wx36"Dx30"H



CT355 ABBY TABLE White 63"Wx36"Dx30"H





BT400 / BT401 BAR PEDESTAL TABLE Black, White 24"Dia.x42"H or 30"Dia.x42"H



BT402 BAR HIGH TABLE
Black, Grey, White
36"Dia.x42"H



BT404 / BT405 SQUARE BAR TABLE Black, White 30"Sq.x42"H or 36"Sq.x42"H



BT406 TRAVE BAR TABLE Chrome/Glass 32"Dia.x42"H (Other sizes available)



BT407 BRAVO BAR TABLE

Black, Natural, White

30"Dia.x42"H





BT408 POWER BAR TABLE White 36"Dia.x42"H



BT410 CHROMA BAR TABLE Aluminum 23"Dia.x42"H



BT412 RETRO BAR TABLE Steel 24"Sq.x42"H



BT413 MARTINI BAR TABLE Chrome/Glass 32"Dia.x42"H



BT451 INFORMATION COUNTER Black, White - Locking 48"Wx20"Dx40"H



BT453 MILANO BAR Black, White 48"Wx20"Dx42"H



BT454 BALI BAR Black, White 56"Wx24"Dx40"H



BT454-P W/POWER Black, White 56"Wx24"Dx40"H



BT457 EDGE COMMUNAL BAR TABLE Black, White 72"Wx30"Dx42"H



BT457-P W/POWER Black, White 72"Wx30"Dx42"H





CO501 OTTO GUEST CHAIR Black, White 22"Wx24"Dx18"H



CO502 OTTO CHAIR Black, White 22"Wx24"Dx18-21"H



CO507 GUEST CHAIR Black 25"Wx25"Dx18"H



CO508 MIDBACK CHAIR Black 25"Wx24"Dx18-22"H



CO509 STACKABLE SIDE CHAIR 20"Wx20"Dx18"H



CO510 STACKABLE ARM CHAIR Black 24"Wx20"Dx18"H



CO512 TASK CHAIR Black 19"Wx22"x18-22"H



CO513 TASK STOOL Black, Adjustable 19"Wx22"Dx23-27"H



CO518 RECEPTION CHAIR Black 24"Wx26"Dx36"H



CO520 ZURICH HIGHBACK CHAIR Black, White 26"Wx21"Dx18-22"H







CF602 GLACIER CONFERENCE TABLE White-Gloss 47"Dia.x30"H



CF603 CONFERENCE TABLE Black, Cognac, Grey, Maple, White 48"Dia.x30"H



CF604 GLACIER CONFERENCE TABLE White-Gloss 79"Wx40"Dx30"H



CF605 RECTANGULAR CONFERENCE TABLE Black, Cognac, Maple, White 72"Wx36"Dx30"H



CF606 / CF608 CONFERENCE TABLE Black, Grey, White 72"Wx36"Dx30"H or 96"Wx42"Dx30"H



CF609 RECTANGULAR CONFERENCE TABLE Black, White 96"Wx42"Dx30"H



CF610 OVAL CONFERENCE TABLE Black, White 120"Wx42"Dx30"H



CF611 RECTANGULAR CONFERENCE TABLE

Black, White

120"Wx42"Dx30"H Additional conference table sizes, colors and power options available. Contact your sales rep for information.



OF652 LATERAL FILE Black - Locking 36"Wx24"Dx29"H



OF653 STORAGE CABINET Black, White - Locking 37"Wx20"Dx29"H



OF654 COMPUTER WORKSTATION Black 36"Wx24"Dx29"H



OF659 STORAGE CREDENZA White 48"Wx18"Dx33"H



OF660 GLACIER SIDEBOARD White-Gloss 48"Wx18"Dx30"H



OF670 PARSON DESK Grey, White 48"Wx24"Dx29"H



OF671 BALI DESK Black, White 48"Wx24"Dx31"H





LG700 HAVANA SOFA 93"Wx38"Dx34"H



LG702 HAVANA CHAIR Brown 43"Wx38"Dx34"H



LG706 SCANDIC SOFA Black, Red, White 82"Wx34"Dx30"H



LG707 SCANDIC LOVESEAT Black, Red, White 59"Wx34"Dx30"H



LG708 SCANDIC CHAIR Black, Red, White 38"Wx34"Dx30"H



LG709 PRATO ARM CHAIR Black, White 29"Wx28"Dx33"H



LG710 PRATO ARMLESS SECTIONAL Black, White 22"Wx28"Dx33"H



LG711 PRATO CORNER SECTIONAL Black, White 32"Wx32"Dx33"H



LG712 SOLO SOFA Black, Red 80"Wx35"Dx32"H



LG713 SOLO LOVESEAT Black, Red 57"Wx35"Dx32"H



LG714 SOLO CHAIR Black, Red 34"Wx35"Dx32"H



LG715 MALIBU SOFA WITH POWER Black, White 73"Wx31"Dx30"H



LG716 MALIBU CHAIR WITH POWER Black, White 32"Wx31"Dx29"H



LG717 IBIZA CHAIR Black, White 30"Wx33"Dx33"H



LG720 CAPRI SECTIONAL SOFA Black, White 71"Wx35"Dx30"H



LG721 CAPRI SECTIONAL BENCH Black, White 71"Wx35"Dx17"H



Lounge Seating



LG722 DANE SOFA Grey 80"Wx41"Dx34"H



LG723 DANE CHAIR Blue, Green, Orange, Taupe, Yellow 34"Wx41"Dx34"H



LG729 MIAMI CHAIR Grey, White 27"Wx31"Dx30"H



LG731 SOHO CURVED BENCH White 52"Wx22"Dx17"H



LG732 SOHO LOVESEAT White 48"Wx24"Dx31"H



LG733 TRIBECA LEATHER SOFA 89"Wx36"Dx33"H



LG734 TRIBECA LEATHER LOVESEAT Grey 61"Wx36"Dx33"H



LG735 TRIBECA LEATHER CHAIR Grey 34"Wx36"Dx33"H



LG736 ASPEN SOFA White 82"Wx31"Dx28"H



LG737 ASPEN CHAIR White 36"Wx31"Dx28"H



LG742 MAUI ARM CHAIR White 35"Wx29"Dx27"H



LG743 MAUI ARMLESS White 28"Wx28"Dx27"H



LG744-L MAUI CORNER White 28"Wx28"Dx27"H



LG744-R MAUI CORNER White 28"Wx28"Dx27"H



LG745 MAUI OTTOMAN 28"Wx28"Dx17"H



LG746 ANTON LOVESEAT

58"Wx33"Dx32"H



LG747 ANTON CHAIR

Pearl 26"Wx33"Dx32"H



LG749 TICINO SETTEE

White

48"Wx24"Dx34"H







LG750 BENCH OTTOMAN LG753 ROUND SWIVEL OTTOMAN

Black, Orange, White 18" Dia.x17"H



Black, White



LG755 BLOCK OTTOMAN

Blue Microfiber, Black, Red, White Leatherette 18"Wx18"Dx18"H





LG756 ANGLE OTTOMAN

Black, Silver, White Leatherette

48"Wx48"Dx18"H





LG757 RECTANGLE OTTOMAN

Black, Silver, White Leatherette 36"Wx18"Dx18"H





LG760 CAPRI OTTOMAN

Black, White 40" Dia.x18"H









LG785 LARGO CHAIR White 30"Wx26"Dx28"H





Black, White 29"Wx28"Dx35"H

LG786 SWAN CHAIR

LG780 STEN SWIVEL CHAIR Black, Red, White 32"Wx32"Dx29"H





OT801 MONZA COCKTAIL TABLE Black 50"Wx32"Dx18"H



OT802 MONZA END TABLE Black 25"Wx25"Dx21"H



OT804 TUSCAN COCKTAIL TABLE Teak 48"Wx21"Dx16"H



OT805 TUSCAN END TABLE Teak 18"Wx18"Dx18"H



OT806 HILO COCKTAIL TABLE Chrome/Class 48"Wx24"Dx15"H



OT807 HILO END TABLE Chrome/Glass 24"Wx24"Dx18"H



OT814 PALMA COCKTAIL TABLE Walnut, White 47"Wx24"Dx16"H



OT815 PALMA END TABLE Walnut, White 22 Dia.x22"H



OT817 KEMI COCKTAIL TABLE Chrome/Glass 48"Wx24"Dx16"H



OT818 KEMI END TABLE Chrome/Glass 22"Wx22"Dx22"H



OT821 VEGA TABLE 18" DIA. Black, Blue, Green, Red, White, Yellow - Adjustable 18"Dia.x19-31"H



OT822 SPLIT SIDE TABLE Black, Red, White 15"Wx18"Dx18"H



Grey, White

48"Wx24"Dx14"H



Grey, White 24"Wx24"Dx20"H



OT828 ABBY COCKTAIL TABLE OT829 ABBY END TABLE OT839 LINEAR COCKTAIL TABLE Steel 46"Wx15"Dx16"H



OT840 LINEAR END TABLE Steel 15"Wx15"Dx16"H



OT841 GIO COCKTAIL TABLE Black, Espresso 44"Wx22"Dx15"H



OT842 GIO END TABLE Black, Espresso 22"Wx16"Dx18"H



OT843 SPA COCKTAIL TABLE Silver/Glass 36"Dia.x18"H



OT844 SPA END TABLE Silver/Glass 24"Dia.x24"H



OT855 KLUB COCKTAIL TBL. White 36"Wx36"Dx15"H



OT856 KLUB END TBL. White 24"Wx24"Dx18"H



OT857 KLUB SOFA TABLE White 36"Wx10"Dx30"H



OT858 KAI COCKTAIL TABLE Black/Glass 36"Wx40"Dx15"H



OT859 KAI END TABLE Black/Glass 26"Dia.x22"H



OT860 FIJI COCKTAIL TABLE OT861 FIJI END TABLE Chrome/Glass 36"Dia.x17"H



Chrome/Glass 20"Dia.x23"H

Specialty Furniture Collection





XT199 FOLDING CHAIR Black, Grey 19"Wx20"Dx18"H



XT900 REFRIGERATOR 4.1 CF Black, White



XT904 TENSA BARRIER XT905 CHROME STANCHION/ XT906 ROPE Black, Red





22"Wx28"H

XT908 BAG STAND XT907 SIGN HOLDER Silver 42"H





19"Wx18"Dx32"H



Chrome/Black 72"Wx38"H



Chrome



XT909 WATERFALL STAND Chrome - Adjustable 48"-72"H



Black 10"Wx24"H



XT914 WIRE 10-POCKET LIT. RACK



Silver





Silver 11"Wx14"Dx54"H



XT916 COMPUTER PEDESTAL Black, White - Locking 24"Wx24"Dx42"H



XT919 CUBE PEDESTAL Black, White 24"Wx24"Dx42"H



XT922 LAURENCE SHELF Black, White



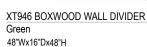
XT923/XT924 METAL SHELVING

Black, Chrome 36"Wx14"Dx54"H or 36"Wx18"Dx72"H



XT925 CUBE SHELF Grey, White

31"Wx15"Dx58"H





XT948 5 TIER LOCKER Black 15"Wx18"Dx66"H



XT964 CLUB LAMP White/Chrome 17"Wx28"H



XT965 CLUB FLOOR LAMP White/Chrome 19"Wx61"H



XT966 SOHO LAMP White 12"Wx23"H



XT967 SOHO FLOOR LAMP White 18"Wx60"H

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024

Standard Carpet Rental



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

Booth vacuuming prior to show opening on the first day of the event is now included in the rental cost of all RES carpets!

STANDARD CARPET COLORS



Red



Teal



Plum



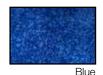
Grey



Jade Green



Black



CARPET

Any order received without a specific color will be accommodated with show colors. All pricing includes installation prior to move-in of the show, as well as vacuuming prior to show opening on the first day of the event.

SIZE	DISCOUNT	STANDARD	TOTAL
 _ 10' x 10'	\$250.00	\$300.00	\$
 _ 10' x 15'	\$275.00	\$325.00	\$
 _ 10' x 20'	\$325.00	\$375.00	\$
 _ 10' x 30'	\$375.00	\$425.00	\$
 _ 10' x 40'	\$450.00	\$525.00	\$
 _ 10' x 50'	\$500.00	\$600.00	\$
 _ 10' x 60'	\$550.00	\$650.00	\$
 _ 10' x 70'	\$650.00	\$750.00	\$
 _ 10' x 80'	\$750.00	\$850.00	\$

Carpet Color _____

ACCESSORIES

1/2" Rebond padding	\$1.75 sq. ft.	\$2.00 sq. ft.	\$
Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$
Visqueen poly to cover carpeting	\$1.00 sq. ft.	\$1.50 sq. ft.	\$

DISCOUNT

ORDER TOTAL \$

TOTAL

STANDARD

Company Name:	Booth #:
Authorized By (print):	Signature:

COLOR

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024



DISCOUNT



Please Mail, E-mail or Fax Completed Form to RES:

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customerservice@rosemontexpo.com

TOTAL

Booth vacuuming prior to show opening on the first day of the event is now included in the rental cost of all RES carpets!

STANDARD

SPECIALTY BOOTH CARPET RENTAL 26oz

SIZE

Pricing includes carpet installation and pre-show vacuuming prior to show opening on the first day of the event. Indicate overall dimensions: Length x Width x Price = Total For color samples, please call Customer Service at 847-696-2208

Control of the State of the Sta		_ft. x \$5.00 sc	դ. ft. \$5.50 sq. ft.	\$
Cilver Cloud	Characal			
Silver Cloud	Charcoal On:	yx		
Red	Silky Beige Royal	Blue		
SPECIALTY BO	OOTH CARPET FOR PUR	CHASE 2602	Z	
COLOR	SIZE	DISCOUN	T STANDARD	TOTAL
	ft. x	_ ft. x \$20.00 s	sq. ft. \$25.00 sq. f	t. \$
P. Chr. Park A. M. Chr. A.	to move-in of the show, as well as vac			ist day of the event.
Soft Ivory	Indicate overall dimensions: Length x			st day of the event.
Soft Ivory ACCESSORIES	Indicate overall dimensions: Length x			TOTAL
ACCESSORIES	Indicate overall dimensions: Length x	Width x Price = To	tal	
ACCESSORIES	Indicate overall dimensions: Length x	Width x Price = To	STANDARD	TOTAL
ACCESSORIES	Indicate overall dimensions: Length x S 1/2" Rebond padding	Width x Price = To DISCOUNT \$1.75 sq. ft.	STANDARD \$2.00 sq. ft.	TOTAL \$
ACCESSORIES	Indicate overall dimensions: Length x	DISCOUNT \$1.75 sq. ft. \$0.50 sq. ft.	\$TANDARD \$2.00 sq. ft. \$0.75 sq. ft. \$1.50 sq. ft.	TOTAL \$
ACCESSORIES	Indicate overall dimensions: Length x	DISCOUNT \$1.75 sq. ft. \$0.50 sq. ft. \$1.00 sq. ft.	\$74NDARD \$2.00 sq. ft. \$0.75 sq. ft. \$1.50 sq. ft.	TOTAL \$ \$ \$

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024



Please Mail, E-mail or Fax Completed Form to RES: 9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797 customerservice@rosemontexpo.com

Vinyl flooring products must be ordered prior to the discounted rate deadline in order to ensure availability. RES cannot ensure that orders received after the deadline can be provided by the flooring vendor.

Vinyl flooring is NOT conducive to electrical cords running under the flooring unless the 1/2" rebond padding is ordered. Additional labor costs may apply for channeling the cords thru the padding.







Barn Wood

Dark Maple

Silverwood

VINYL FLOORING

RES is pleased to introduce a simulated wood finish vinyl flooring product for use within your booth area. This flooring is available in 10' widths, and all pricing includes labor for installation and removal. Please indicate the overall dimensions of the flooring required when ordering this product.

COLOR	SIZE						DISCOUNT	STANDARD	TOTAL
		ft.	х		ft.	х	\$7.50 sq. ft.	\$9.00 sq. ft.	\$
PADDING Rebond padding is necessary if yo	u plan to ru	ın cabl	es u	under the f	flooring	g.			
	SIZE						DISCOUNT	STANDARD	TOTAL
1/2" Rebond Padding		ft.	x		ft.	x	\$1.75 sq. ft.	\$2.00 sq. ft.	\$
								ORDER TOTAL	\$
Company Name:								Booth #: _	
Authorized By (print):						_	Signature:		

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024



Please Mail, E-mail or Fax Completed Form to RES: 9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797 customerservice@rosemontexpo.com





QTY.

QTY.



TOTAL

STAGES

4' x 8' Platforms, Unskirted, Uncarpeted

4' x 8' x 16" High Platform	 х	\$175.00 each	\$

STANDARD

\$200.00 each

STAGE CARPETING, SKIRTING & STEPS

4' x 8' Platform carpeting

4' x 8' x 24" High Platform

STANDARD TOTAL x \$125.00 each \$_____

Platform Carpeting Color

Black Grey Red Blue

Platform Skirting

x \$95.00 each

\$

Platform skirting Color

Black	Grey	Red	Blue	White

Set of Steps

\$95.00 each

ORDER TOTAL

PLEASE NOTE:

Any changes or cancellations after the deadline will be charged a 50% surcharge. No platforms, steps or custom draping will be available on site.

PLEASE INCLUDE A DIAGRAM OF PLACEMENT OF PLATFORMS AND DRAPING ORDERED.

	'		
	1		
	-	 -	F
	'		

Company Name:	Phone #:	Fax #:
Address:	City:	State: Zip:
Authorized By (print):	Signature:	Booth #:

May 1-3, 2024

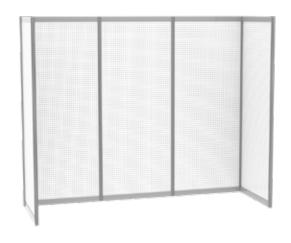
Deadline To Receive Discounted Rates: April 10, 2024

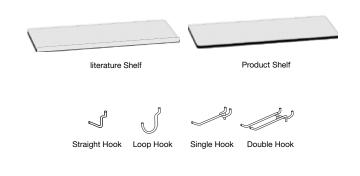




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customerservice@rosemontexpo.com





PEGBOARD 1/4" Hole Size

10' x 10' B00TH	QTY.	DISCOUNT	STANDARD	TOTAL
Booth with 1 meter Returns (8' high x 10' wide)		\$750.00	\$950.00	\$
Additional 10' Multiples (backwall only)		\$600.00	\$800.00	\$
Additional 1 meter panels		\$150.00	\$300.00	\$
SHELVES & HARDWARE & MATERIAL	QTY.	DISCOUNT	STANDARD	TOTAL
Product Shelves		\$55.00	\$55.00	\$
Literature Shelf		\$55.00	\$55.00	\$
Pegboard Straight Hook		\$3.50	\$6.00	\$
Pegboard Loop Hook		\$3.50	\$6.00	\$
Pegboard Single Hook		\$6.00	\$8.50	\$
Pegboard Double Hook		\$6.00	\$8.50	\$

0	RD	FR	TOT	ΔΙ	\$

Company Name:	Booth #:
Authorized By (print):	Signature:

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024



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customerservice@rosemontexpo.com





SLATWALL

10' x 10' B00TH	QTY.	DISCOUNT	STANDARD	TOTAL
Booth with 1 meter Returns (8' high x 10' wide)		\$1,875.00	\$3,000.00	\$
Additional 10' Multiples (backwall only)		\$1,125.00	\$1,800.00	\$
	QTY.	DISCOUNT	STANDARD	TOTAL
Slatwall 1 Meter Sections		\$375.00	\$600.00	\$
Slatwall Hook 4"		\$17.50	\$25.00	\$
Slatwall Hook 6"		\$17.50	\$25.00	\$
Slatwall Hook 8"		\$17.50	\$25.00	\$
Slatwall Shelf Bracket		\$17.50	\$25.00	\$
Slatwall Waterfall Bracket		\$65.00	\$90.00	\$
Slatwall Color (Black, White, Grey)				





GRIDWALL QTY. DISCOUNT **STANDARD** TOTAL 2' x 8' Gridwall Sections \$250.00 \$300.00 Gridwall Hook 1" \$17.50 \$25.00 Gridwall Hook 4" \$17.50 \$25.00 Gridwall Hook 10" \$17.50 \$25.00

ORDER TO	ርለ፤ ው	
URDER IU	ת ואו	

Company Name:		Booth #:
Authorized By (print):	Signature:	

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024

Authorized By (print): ___





Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

_____ Booth #: ____

POWER IS NOT INCLUDED IN ORDER

POV	WER IS NOT INCLU	י און עםעי	ONDEN		
VISION CASE Full Vision Case Includes 1-8" and 1-10" glass shelf with adjustable brackets, 26" high front glass display section 1/2 Vision Case Includes 1-10" glass shelf with adjustable brackets, 18" high front glass display section 1/4 Vision Case Includes 12" high front glass display section	5 ft. Full Vision Case 6 ft. Full Vision Case 5 ft. 1/2 Vision Case 6 ft. 1/2 Vision Case 5 ft. 1/4 Vision Case 6 ft. 1/4 Vision Case	QTY.	DISCOUNT \$520.00 \$545.00 \$495.00 \$520.00 \$470.00 \$495.00	\$570.00 \$595.00 \$545.00 \$570.00 \$520.00 \$545.00	TOTAL \$
CORNER VISION CASE Full Corner Vision Case Includes 1-8" and 1-10" glass shelf with adjustable brackets, 26" high front glass display section 1/2 Corner Vision Case Includes 1-10" glass shelf with adjustable brackets, 18" high front glass display section 1/4 Corner Vision Case Includes 12" high front glass display section	Full Corner Vision Case 1/2 Corner Vision Case 1/4 Corner Vision Case Full Corner Vision Case	QTY.	DISCOUNT \$495.00 \$470.00 \$470.00	\$545.00 \$520.00 \$520.00	TOTAL \$ \$ \$
WALL & TOWER CASE Wall Case Includes 48"L x 20"D x 66"H, with 4-12" glass shelves, adjustable brackets, lights, locks and 60" high sliding glass doors Tower Case Includes 20"L x 20"D x 80"H, with 3 glass shelves, lights and locks	Solid Wall Case See-Thru Wall Case Tower Case	QTY.	DISCOUNT \$570.00 \$545.00 \$595.00	\$TANDARD \$620.00 \$595.00 \$645.00	TOTAL \$ \$ \$
ADDITIONAL INFORMATION All showcases are 20" D x 38" H, have lights, locks, slice 4' showcases available upon request. (limited quantities Electrical hook-up is not included. Please order the out A \$50.00 charge per showcase for late orders and chall keys must be left with showcase or a charge of \$10 A \$20.00 charge per additional shelf or size change of Shelf placement is exhibitors responsibility. Company Name: Address:	s) tlet from electrical contractor. nges made at show site. .00 will be assessed. shelf.	Phone #:			

_____ Signature: ___

May 1-3, 2024

Deadline To Receive Discounted Rates:
April 10, 2024

Custom Fabric Products



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

Tension fabric products are a clean, modern way to showcase your brand. We are proud to offer a large selection of eye-catching signs or customized booths that easily help your company stand out. Our fabric products are made of a soft-knit material (printed or unprinted) stretched over a lightweight aluminum framework. Once you choose your favorite design, we will customize it by adding your company logo and custom details.







CIRCLE SIGN

SQUARE SIGN

TRIANGLE SIGN





FOOTBALL SIGN

PINWHEEL SIGN



SEAMLESS BACKWALL

All hanging banners and signs are subject to Show Management rules and regulations.

For more information, contact Chris Sowa at csowa@rosemontexpo.com or (847) 993-4819.

Note that there is a three week turn-around time on all fabric products.

Company Name:	Phone #:	Fax #:
Address:	City:	State: Zip:
Authorized By (print):	Signature:	Booth #:

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024

Custom Booth Graphics



Please Mail, E-mail or Fax Completed Form to RES: 9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797 customerservice@rosemontexpo.com

CUSTOM BOOTH GRAPHICS

Leave a lasting impression with quality graphics from our graphics department. Our state-of-the-art sign shop can create anything from meter boards to banner stands that will help your booth stand out. All custom graphics include, production and delivery to your booth.



CHROME SIGN HOLDER WITH 22" x 28" SIGN

\$175.00 - single sided \$225.00 - double sided



40" x 80"FREE STANDING SIGN

\$400.00 - single sided \$600.00 - double sided



RETRACTING BANNER STAND 31.5" x 82"

\$425.00 - single sided





For more information on custom graphics please contact Chris Sowa at (847) 993-4819 or via email at csowa@rosemontexpo.com.

Company Name:	Phone #:	Fax #:
Address:	City:	State: Zip:
Authorized By (print):	Signature:	Booth #:

Authorized By (print):

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024





Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

__ Booth #: _

FULL SERVICE IN-HOUSE GRAPHICS DEPARTMENT

Why ship printed materials in when we have all your graphic needs under one roof? Place your order and we will have the finished product in your booth upon arrival!

No delivery or shipping charges, No hassles!

FULL COLOR S	IGNS:	FULL COLOR BANN	ERS:	COPIES:	B&W	Color
11" x 14"	\$37.50	Per Square Foot	\$15.00	1 - 150	\$0.15 ea.	\$0.80 ea
22" x 14"	\$52.50	(Length x Width = Sq	uare Foot)	151 - 500	\$0.12 ea.	\$0.70 ea
22" x 28"	\$90.00			501 - 1000	\$0.10 ea.	\$0.60 ea
24" x 36"	\$130.00			1001 and up	\$0.05 ea.	\$0.50 ea
28" x 44"	\$155.00			All copies on 24# brite w. Special paper, two-sided for additional cost.		ting available

If you have any questions about your graphic projects, please contact **Chris Sowa** at **847-993-4819** or e-mail requests to **csowa@rosemontexpo.com**. We look forward to helping you with all your signage requirements.

Sign Copy / Special Notes	Graphic Type			
		nner B&W Copi	es Colo	r Copies
	Paper V Sign Orientation Vertical ()	Cardstock Si /inyl Other Horizontal ()	
	Color(s)			
	Size	Cost/Per	Quantity	Price
		ORDE	R TOTAL \$_	
Company Name:	Phone #:	Fax #	!:	
Address:	City:	State:	Zip:	

Signature:

May 1-3, 2024

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customerservice@rosemontexpo.com

RES Extras are available by contacting Rachel Eastman via email at reastman@rosemontexpo.com or (847) 993-4809.

We would also be happy to assist you with any other special booth requests you may have.

WATER COOLERS & SUPPLIES

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TH	
0	

Cold Water Cooler* Includes one 5 gal bottle	QUANTITY x	RENTAL \$180.00	**TOTAL
Hot & Cold Water Cooler* Includes one 5 gal bottle	x	\$205.00	\$
Additional Water - 5 gal. Bottle	x	\$30.00	\$
Flat Bottom Cups / 500 (9 oz.)	x	\$40.00	\$
Styro Hot Cups / 500 (8 oz.)	x	\$55.00	\$

*Electric not included

MISCELLANEOUS ITEMS



	QUANTITY	RENTAL	TOTAL
Hand Sanitizer Stand	x	\$75.00	\$
and Sanitizer Stand with Logo Logo Size 6.5" x 2.5"	x	\$100.00	\$
Mesh Raffle Drum	x	\$50.00	\$
Acrylic Raffle Drum	x	\$45.00	\$
Fish Bowl	x	\$25.00	\$
Fire Extinguisher	x	\$50.00	\$
QTY.	DISCOUNT	STANDARD	TOTAL
Prep Sink	\$1,200.00	\$1,500.00	\$
Width: 22 3/4" Depth: 25" Cold water hook up and dr	0	nk (Hot water ordere	ed separately)

ORDER TOTAL \$_____

Company Name:	Phone #:	Fax #:
Address:	City:	State: Zip:
Authorized By (print):	Signature:	Booth #:

May 1-3, 2024

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customerservice@rosemontexpo.com

			QUANTITY	PRICE	TOTAL
TROPICAL PLANTS & TREES	3FT GREEN PLANTS Arboricola Marginata	Spath	v	¢65.00	\$
PLANTS & TREES		_ Spain	x	φου.υυ	Φ
Alle John -	4FT GREEN PLANTS Palm Ficus Bush	Schafflera	v	\$75.00	\$
		Schemera	^	Ψ10.00	Ψ
	5FT GREEN PLANTS Palm Marginata		x	\$85.00	\$
	6FT - 7FT GREEN PLANTS	_	^	ψου.σο	Ψ
	Palm Marginata	Ficus Tree	x	\$95.00	\$
经验	HANGING PLANTS			,	·
W. W. Sandara	Ivy Pothos		x	\$45.00	\$
THE WAY	LARGE POTTED FERNS		x		\$
	LANGE FOTTED TENNS		^	φου.υυ	Ψ
BLOOMING	POTTED MUMS				
PLANTS	White Lavender	Yellow	x	\$45.00	\$
	POTTED AZALEAS				
THE PARTY	White Pink	Red	x	\$45.00	\$
The same of the sa	POTTED BROMELIADS				
	Red Orange	Yellow	x	\$45.00	\$
	POTTED BEGONIAS				
	Pink Orange Red	Yellow	x	\$45.00	\$
A.A.	Color of container for plants B	lack White			
FRESH FLORAL	SINGLE STEM PHALANEOPSIS OR	CHID PLANT			
ARRANGEMENTS	White Fuchsia	OTHE TEART	x	\$125.00	\$
please choose TROPICAL or SEASONAL	SMALL ARRANGEMENT (12" X 12")			
TROPICAL OF SEASONAL	Colors		x	\$100.00	\$
	MEDIUM ARRANGEMENT (18" X 14	ł")			
	Colors	•	x	\$125.00	\$
AL AMERICAN	LARGE ARRANGEMENT (24" X 18"				
	Colors		x	\$150.00	\$
	CUSTOM ARRANGEMENT				
	please call for quote		x	Quote	\$
	*Foliage Plants and architectural contain				
	Price includes: Plant installation, architect throughout the show & removal at the er		ORI	DER TOTAL	\$
	No adjustments or refunds can be made	after the show opening.			
Company Name:		Phone #:		Fax #:	
Address:		City:	St	ate: Zi	p:
Authorized By (print):		Signature:		Boo	th #:

May 1-3, 2024

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Authorized By (print):		Signature:				
Address:		City:	:	State	e: Zip:	:
Company Name:			Phone #:_			
	en	nail address for notification of	digital dov	vnloa	ad link	
	Digital Images Del	livered Via Internet Dow	nload - E) Dea	se Fill in e	mail address!
			C	ORD	ER TOTAL	\$
		Additional Hours				\$ \$
		First Hour	HOURS	Y	PRICE \$650.00	TOTAL \$
1 10000	Time and availability will b		HOUSE		PDIOE	TOTAL
	VIDEO PRODUCT	TION IN FULL HD				
		Additional Hours		Х	\$150.00	\$
	Fir	rst Hour News and Editorial			\$300.00	\$
	,		HOURS		PRICE	TOTAL
	NEWS AND EDIT					
		One View, Surrender of File	QUANTITY			\$
VI BERRA	Empty With Staff	With Activity	QUANTITY		PRICE	TOTAL
	Time and availability will b					
	PHOTOGRAPHY					
	_					
	_					
	Notes:					
	Date / Time:					
The same	Contact Person:				_ Cell #:	
					Booth #:	
	Booth Name:				D "	

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024



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Skids or Crates	x	\$75.00	=	\$
 		T		· · · · · · · · · · · · · · · · · · ·

STORAGE FEE SPACE INCLUDES THE FOLLOWING

Each 4' x 4' skid or crate @ \$75.00 per item.

Teamster labor is available to move accessible storage products back to your booth at the following rates:

TEAMSTER HOURLY LABOR RATES

\$87.50 - Straight Time 8:00 am - 4:30 pm weekdays.

\$131.25 - Overtime 4:30 pm - 8:00 pm weekdays. 8:00 am - 4:30 pm Saturday

\$175.00 - Double Time Saturday 4:30 pm - Midnight. All day Sunday & Holidays

FORKLIFT HOURLY RATES

\$125.00 - 5,000 lb Forklift without operator \$175.00 - 15,000 lb Forklift without operator

Pick up accessible storage labels at the RES Service Desk . Notify personnel when materials are ready to be placed in storage.

Note: Accessible storage is in an unsecured location. RES accepts no responsibility for the protection of property left in the accessible storage area.

LABOR TERMS AND CONDITIONS

When ordering labor, please be aware of the following:

- 1. This advance labor request will be considered a tentative request for labor.
- 2. On the day and time that you require labor, you must go to the Service Desk and sign out your labor crew. They will not be sent to your booth without being signed out.
- 3. Upon completion of their work, you MUST return the laborers to the Service Desk.

Company Name:	_ Phone #:	Fax #:		
Address:	_ City:	State: Zip:		
Authorized By (print):	_ Signature:	Booth #:		

BOOTH ORDERING FORM

ROSEMONT CATERING BY ARAMARK

PLEASE E-MAIL COMPLETED FORM TO ROSEMONTCATERING@ARAMARK.COM

OUESTIONS? CALL 847-692-6415

ROSEMONT CATERING BY ARAMARK HAS EXCLUSIVE FOOD, BEVERAGE, AND LIQUOR DISTRIBUTION RIGHTS WITHIN THE DONALD E. STEPHENS CONVENTION CENTER AND BALLROOMS. ALL FOOD, BEVERAGE, AND LIQUOR ITEMS USED TO GENERATE TRAFFIC TO A SPECIFIC BOOTH MUST BE PURCHASED THROUGH ROSEMONT CATERING BY ARAMARK. *EVERYTHING ON THE SHOW FLOOR WILL BE SERVED IN DISPOSABLES.*

PLEASE CLICK HERE TO SEE OUR CATERING MENU

DATE (S) OF SERVICE: _____

PLEASE CLICK HERE TO SEE OUR TRADESHOW MENU

COMPANY NAME:			
ADDRESS:	CITY:	STATE: ZIP CODE:	
EMAIL:		AUTHORIZED BY (PRINT NAME):	
PHONE NUMBER:		SIGNATURE:	
	QUANTITY PRIC	E ITEM	QUANTITY PRICE
BEVERAGES GALLON(S) OF COFFEE (15 CUPS)	\$74/G		S PEOPLE)
GALLON OF DECAF COFFEE (15 CUPS) HOT WATER & TEA BAGS WITH LEMON	\$74/G	AL Traditional & Red Pepper Hummus, Toasted Pita, AL Spinach Artichoke Dip, Tzatziki	\$13.00
INFUSED WATER (2 GALLONS MINIMUM) LEMONADE	\$80-\$9 \$65/G	SOUTH OF THE BORDER	\$11.00
ICED TEA (UNSWEETENED) ASSORTED CAN SOFT DRINKS (12OZ.)	\$65/G \$4.00 EA	HOUSE MADE POTATO CHIPS & DIP	\$9.00
BOTTLED WATER (16.9OZ.) ASSORTED BOTTLED JUICES 20LB BAG OF ICE	\$4.00 EA \$4.75 EA \$20.0	BAKERY- PER DOZEN CH TOFFEE CRUNCH BLONDIES	\$55.00 \$55.00
HOSTED BAR SET-UPS HOUSE BRANDS OF LIQUOR (PER DRINK)	\$10.00	BROWNIES ASSORTED COOKIES ASSORTED MUFFINS	\$55.00 \$50.00 \$48.00
DOMESTIC BOTTLED BEER (12OZ.) PREMIUM BOTTLED BEER (12OZ.) HOUSE WINE (6OZ.) (PER GLASS)	\$8.00 \$9.00 \$10.00	ENHANCEMENTS - PER PERSON (MINIMUM 25 PE GOURMET DOMESTIC & IMPORTED CHEESE BOA With Rustic Breads & Crackers	,
MARAGARITA (12 OZ POURS)	\$14.00	COLIDITES WITH DITTED WILL DAVICH	\$10.00
1/2 KEG BARREL ASK SALESPERSON FOR AVAILABLE SELECTION		Italian Meats & Cheeses, Olives, Crostini SLIDERS - 50 PER ORDER	\$16.00
(ESTIMATED 150, 12OZ POURS) CRAFT BEER KEG 1/2BARREL	M 0.7	CHEESEBURGER Grilled Onions, Cheese	\$250.00
DOMESTIC KEG 1/2 BARREL PREMIUM KEG 1/2BARREL	M/V M/V	PULLED PORK Pickle, Red Onion BUFFALO CHICKEN	\$320.00 \$270.00
BARTENDER (PER 4 HOURS)		Blue Cheese, Red Onion PORTOBELLO MUSHROOM	\$300.00
\$225/HR, \$50 EVERY ADDITIONAL HOUR PER ILLINOIS LIQUOR LAW ANY ALCOHOL SERVICE RE	OLIIDES	Mozzarella, Tomato Balsamic Chutney CHICAGO STYLE - PER PERSON PRICE	
A BARTENDER TO BE STAFFED	QUIRES	(MINIMUM 25 ORDERS PER SELECTIONS) DEEP DISH PIZZA - 6 SLICES PER PIZZA	\$55.00
INDIVIDUAL BAGGED DRY SNACKS - PER DOZEN POTATO CHIPS	\$40.00	Cheese, Sausage, Pepperoni, Seasonal Vegetable MINI CHICAGO HOT DOG – 2 PER ORDER Relish, Onion, Tomato, Sport Peppers, Mustard, Pickles, Celery Salt,	\$9.00
PRETZELS POPCORN	\$40.00 \$40.00 \$40.00	Retchup PILSEN TACOS - 2 PER ORDER	\$12.00
SNACK MIX PEANUTS	\$40.00	Al Pastor, Chicken Linga, Salsa Rojo & Salsa Verde, Cilantro, Onion	\$10.00

PAYMENT:

A SALESPERSON WILL REACH OUT WITH A PAYMENT LINK OR PAYMENT AUTHORIZATION FORM.

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024





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9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

ORDER TOTAL \$

ELECTRICAL LABOR RATES

ADVANCE LABOR RATES:

Straight Time: \$120.00/hr Overtime: \$180.00/hr. Double Time: \$240.00/hr.

HOURLY LABOR RATES:

Straight Time: \$125.00/hr Overtime: \$187.50/hr. Double Time: \$250.00/hr.

All work done after 4:00 pm Monday-Friday, and between 8:00 am and 4:00 pm Saturday will be charged at the overtime rate. After 4:00 pm Saturday, and before 8:00 am Monday will be at the double time rate.

LOCATION:

Labor charges will be added when submitting a layout

Please identify and show service units, power connections and tower lights. Indicate booth dimensions. Heavy duty service should be accompanied with a detailed floor plan.

*\$90.00 late fee if neutral is required but not indicated

Indicate next to required amps actual horsepower to be used.

1-1,000 Watts 1,001-2,000 Watts			DISCOUNT	STANDARD	24 HOUR	TOTAL
1,001-2,000 Watts		Х	\$195.00	\$275.00	x 2	\$
		x	\$245.00	\$350.00	x 2	\$
POWER CONNECTION						
lower connections and heavy duty service	will require e	additio	onal labor expense. DISCOUNT	STANDARD	24 HOUR	TOTAL
20 VOLT, SINGLE PHASE	4		Diococier	017111271112	21110011	101112
30 Amp		х	\$350.00	\$520.00	x 2	\$
208 VOLT, SINGLE PHASE						
30 Amp		~	\$420.00	\$625.00	x 2	\$
Check if neutral required	*	^	Ψ420.00	φυ23.00	^ 4	Ψ
J Oneok ii neutrai requireu						
HEAVY DUTY SERVI	CE					
	QTY		DISCOUNT	STANDARD	24 HOUR	TOTAL
208 VOLT, THREE PHASE						
20 Amp		Х	\$360.00	\$530.00	x 2	\$
30 Amp		Χ	\$480.00	\$710.00	x 2	\$
60 Amp		Χ	\$580.00	\$860.00	x 2	\$
00 Amp		Χ	\$930.00	\$1,385.00	x 2	\$
50 Amp		Χ	\$1,370.00	\$2,045.00	x 2	\$
200 Amp		Χ	\$1,995.00	\$2,982.00	x 2	\$
] Check if neutral required	*					
80 VOLT, THREE PHASE						
30 Amp		х	\$620.00	\$920.00	x 2	\$
60 Amp		Х	\$840.00	\$1,220.00	x 2	\$
00 Amp		х	\$1,350.00	\$2,015.00	x 2	\$
200 Amp			\$3,420.00	\$5,120.00	x 2	\$
] Check if neutral required	*					
80 VOLT, THREE PHASE (Eu	ropean \	olta/	ge)			
30 Amp		х	\$435.00	\$500.00	x 2	\$
60 Amp		х	\$830.00	\$1,210.00	x 2	\$
00 Amp		х	\$1,340.00	\$2,000.00	x 2	\$

Company Name:	Phone #:	Fax #:
Address:	City:	State: Zip:
Authorized By (print):	Signature:	Booth #:

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024

Lights & Accessories



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797

customerservice@rosemontexpo.com

ELECTRICAL LABOR RATES

ADVANCE LABOR RATES:

Straight Time: \$120.00/hr Overtime: \$180.00/hr. Double Time: \$240.00/hr.

HOURLY LABOR RATES:

Straight Time: \$125.00/hr Overtime: \$187.50/hr. Double Time: \$250.00/hr.

All work done after 4:00 pm Monday-Friday, and between 8:00 am and 4:00 pm Saturday will be charged at the overtime rate. After 4:00 pm Saturday, and before 8:00 am Monday will be at the double time rate.

LOCATION:

Labor charges will be added when submitting a layout

Please identify and show service units, power connections and tower lights. Indicate booth dimensions. Heavy duty service should be accompanied with a detailed floor plan.

*\$90.00 late fee if neutral is required but not indicated

Each additional H.P. add \$40.00

Indicate next to required amps actual horsepower to be used.



LIGHTING

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
9' Tower with Two (2) Floods	X	\$180.00	\$260.00	\$
9' Tower with Four (4) Floods	x	\$230.00	\$300.00	\$
Gooseneck	x	\$95.00	\$135.00	\$
Par Light	x	\$275.00	\$400.00	\$
Light Bar	x	\$350.00	\$450.00	\$

MISCELLANEOUS

	QTY	DISCOUNT	STANDARD	TOTAL
Ext. Cords 25' (Single Cap)	x	\$15.00	\$22.50	\$
Ext. Cords 50' (Single Cap)	x	\$30.00	\$45.00	\$
Cube Tap	x	\$5.00	\$7.50	\$
Power Strip	x	\$32.00	\$48.00	\$
Quad Box	X	\$22.00	\$33.00	\$

ORDER TOTAL \$

Company Name:	_ Phone #:	Fax #:
Address:	_ City:	State: Zip:
Authorized By (print):	_ Signature:	Booth #:

ADDITIONAL LABOR CHARGES WILL APPLY WHEN SUBMITTING A LAYOUT

Use the squares to indicate the dimensions of your booth size. Mark where you need your electrical service.

Adjacent Booth / Aisle # _

	Adjacent Bootl	n / Aisle #	 		
Name:				າ #:	

CONDITIONS AND REGULATIONS

- 1) DEADLINE DATE: Your order must be received by the Donald E. Stephens Convention Center no later than 15 days before opening day to insure installation in time for the opening of the show. A 50% penalty on basic charges will apply on orders received after the deadline date. Saturdays, Sundays and holidays are not included in this 15 day period.
- 2) Wall, column, and permanent utility outlets are not to be used by the exhibitor and are not part of the booth space.
- All lighting displays, electrical appliances, motors, and other types of electrical equipment must be wired to meet national, state and local codes.
- 4) Motors 3/4 H.P. and over must be equipped with a safety switch as a point of disconnect and overload protection.
- All equipment and material must use 3-wire grounded type cord. All exposed non current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- 6) Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
- 7) Claims will not be considered unless filed in writing by the exhibitor by the close of the Exhibition.
- 8) Prices based upon current wage rates, and are subject to change without notice.
- 9) Under no circumstances shall anyone other than house electricians make electrical connections.
- 10) Installing of ball lights, hanging of electrical headers, any other type of electrical fixtures, special wiring (motor or control wiring) etc., must be done by house electricians.
- 11) Electrical power for lights and displays will be turned on 1 hour prior to show opening time, and off at show closing time daily. If power is required before or after, special arrangements must be made at least 2 hours in advance.
- 12) The Chief Electrician has the power to refuse connection where wiring constitutes a fire hazard.
- 13) All material and equipment furnished by the Convention Center of this service order shall remain its property and shall be removed by the Convention Center after the close of the show.
- 14) Rates quoted for all connections cover only the bringing of service (unless otherwise noted) to the booth in the most convenient manner and does not include connecting equipment or special wiring.
- 15) All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- 16) Exhibitors must check in at the electrical service desk before assembling their exhibits requiring electrical power or labor.
- 17) Cancellation or change of electrical requirements could result in a 50% penalty charge. Changes in original order must be submitted in writing.

ELECTRIC SERVICE FOR EXHIBITS AT THE DONALD E. STEPHENS CONVENTION CENTER

Electrical requirements for an exhibit at the Convention Center are based on codes developed by local and national organizations whose professional responsibility is for the safety of all exhibitors and visitors.

Too frequently, fires have been traceable to faulty wiring sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, every exhibit presented in the Convention Center is carefully inspected to determine if violations exist. If they do, qualified electricians are available to correct the problem. This work will be performed on a time-and-material basis. If the exhibitor does not wish to have the fault corrected, electrical service will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the Convention Center.

SAFE WIRING IS ESSENTIAL

Donald E. Stephens Convention Center is responsible for the total electrical distribution systems and the linking of all electrical items in an exhibit with the power services of the building.

Serious risks are involved which can be reduced with accurate understanding of basic requirements. Safe wiring inside an exhibit is essential.

Wiring that touches the floor must be "SO" cord which is insulated to qualify for "extra hard usage." Cord wiring above the floor level can be "SJ" which is rated for "hard usage."

All flexible cords shall be 3-wire unless the cord is a component part of an assembly which is specifically

The use of open clip sign sockets, latex or lamp cord wire in displays, duplex or triplex attachment plugs are prohibited by order of the Rosemont Fire Department and Electrical Inspection Department.

All electrical equipment and wiring requires evidence of testing and approval by a nationally recognized testing laboratory.

Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which may be affected by heat.

The Convention Center electrical services offer extension cords, spiders and plug molds which provide safety approved multiple plug in capacity.

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024





Please Mail, E-mail or Fax Completed Form to RES: 9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797 customerservice@rosemontexpo.com

All material and equipment furnished by the Donald E. Stephens Convention Center will remain the property of the Authority. Toxic gases and objectionable odors must be properly vented. Additional material & labor will be charged accordingly. No L.P. gas, oxygen, or hydrogen will be permitted within the facility without prior approval of the Authority and the Rosemont Fire Department. Prices are based upon the service requested being located in the designated utility areas. Exhibitor should confirm his order upon arrival at the Exhibitor Service Desk. Air fittings are Parkers Series 20.

PLUMBING SERVICE RATES

All work done after 4:00 p.m. Monday thru Friday and all day Saturday & Sunday will be charged at the double time rate. Minimum charge of 1/2 hour for all work done. Straight Time: \$125.00/hr • Double Time: \$250.00/hr.

COMPRESSED AIR

Exhibitor should supply own regulating filter or other equipment to handle moisture or water in air line. Service includes main drop and dismantle of main line. Compressors run during set-up Mon-Fri 8-4 and all show hours. If 24 hour service is required, please contact customer service for a quote. ALL DROPS ARE FROM THE CEILING.

	DROP LINE(S)				MACHINE CONNECTIONS			
	QUANTITY	CFM (VOLUME)	INTERMITTENT	CONTINUOUS	QUANTITY	SIZE	DISCOUNT	STANDARD
1/4" to 3/8"							\$400.00	\$630.00
1/2"							\$415.00	\$695.00
3/4"							\$470.00	\$760.00
1"							\$500.00	\$830.00

COLD WATER

	FOR FOOD OR BEVERAGE	FOR MACHINERY	DISCOUNT	STANDARD
1/4" to 3/8" lines			\$430.00	\$660.00
1/2" to 3/4" lines			\$450.00	\$680.00

DRAIN

	GRAVITY	PRESSURE	DISCOUNT	STANDARD
up to 1/2" line to 40-45 P.S.I.			\$430.00	\$660.00
up to 3/4" line			\$450.00	\$680.00

HOT WATER

Call for price quote.

	CE)US

Will you require work b	eyond main connection, such as installing t	filters, quick disconnects, etc.?
(yes) (no)	Date Required:	Specify:

LOCATION: Please identify and show location desired for each service. Include scale drawing showing location of each air drop, water or drain line. Include booth dimensions. If exact locations are required please submit a scale floor plan with cross aisle locators.

A FLOOR PLAN MUST BE SUBMITTED for all island booths with a submitted, additional costs may occur.	directional showing entrance of	show & adjacent aisle number. If no plan is
CANCELLATION POLICY: There will be a 50% cancellation charge o	n cancelled orders.	
		ORDER TOTAL \$
Company Name:	Phone #:	Fax #:
Address:	City:	State: Zip:
Authorized By (print):	Signature:	Booth #:

ADDITIONAL LABOR CHARGES WILL APPLY WHEN SUBMITTING A LAYOUT

Use the squares to indicate the dimensions of your booth size. Mark where you need your plumbing service.

Adjacent Booth / Aigle #

		, 10,			7 7 11010						
						ı					
						l					
		Ad	jacent	Booth	/ Aisle	#	 				
Name:									Booth	n #:	
oany Name:									Booth	Size:	

INSTRUCTIONS AND CONDITIONS FOR COMPRESSED AIR • WATER • DRAIN

- All material and equipment furnished by the plumbing contractor for these service orders shall remain plumbing contractor property and shall remain plumbing contractor property and shall be removed ONLY by plumbing personnel at the close of the show.
- Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
- 3) All equipment must comply with state and local safety codes.
- 4) Prices are based upon current wage rates and are subject to change without notice.
- 5) Exhibitors are encouraged to make their booth connection within their booth. The standard connector, compressed air outlets is a Parker Series 20 Industrial male quick coupling. The standard connector for water is a Parker high flow coupling BST-4 for a 1/2" line and a male flare for 3/8". However, no modifications to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
- 6) Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without the presence of the plumbing contractor personnel. However, plumbing personnel must make the service connections to such equipment.
- 7) Equipment using water must have inlet and outlet properly marked and identified.
- 8) Plumbing service rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, drain are in the back of the booth. For Island booths plumbing service will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.

- 9) Due to the portable nature of the air lines at the Donald E. Stephens Convention Center, we recommend that exhibitors supply their own filter or other equipment to limit the moisture or water in lines
- 10) All drops include up to ten feet (10') of accomplished distance. Use of any Donald E. Stephens Convention Center hose under rugs will have a rental charge by the foot, and plumbing personnel only at the prevailing labor and material rates will install all hose under carpet.
- 11) Any of your plumbing services that require electric labor to connect and/or operate, should be ordered on the "Electrical Services Order Form" such as; pumps, ejectors and water heaters.
- 12) All work performed within a booth attaching lines to equipment, running hose under carpet and relocating drops will be charged on a time and material basis, in addition to service requested.
- 13) Labor between the hours of 8:00 am and 4:00 pm Monday Friday will be at the straight time rate. Labor before 8:00 am and after 4:00 pm Monday - Friday, all day Saturday, Sunday and Holidays will be at the double-time rate.
- 14) Compressed Air operation will be one hundred pounds per square inch (100 psi) one (1) hour prior to and after the show hours. Compressed Air operation for set up, will be EXHIBITOR SET UP TIME If Compressed Air is required, after hour arrangements with the plumbing department is required.
- 15) There will be a 50% cancellation charge on all cancelled orders.

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All water fills and pump outs will be completed by the D.E.S. plumbing department. Plumbing labor to fill tank(s) will not be dispatched without the exhibitor notifying the R.E.S. Service Center that tanks are completely set up and ready for filling. When a D.E.S. plumber has completed filling the tanks, you will automatically be placed on the "Pump Out List". Under no circumstances should you drain and dump the water. Fill and drain rates listed out include fills on straight time only. Fills after 4:00 pm. weekdays, holidays and anytime on weekends, will incur an additional labor charge. Additional labor will not be charged for post show draining. Multiple units in the same booth, filled at the same time, will be charged based on the total combined gallons used. Draining and refilling during set up and/or show hours will incur additional charges for water and labor.

Tap Water Fill & Pump Out GALLONS	DISCOUNT RATE	REGULAR RATE	TOTAL
1 to 10	\$80.00	\$112.00	\$
11 to 25	\$110.00	\$154.00	\$
26 to 50	\$135.00	\$189.00	\$
51 to 100	\$165.00	\$231.00	\$
101 to 150	\$195.00	\$273.00	\$
151 to 200	\$225.00	\$315.00	\$
201 to 300	\$275.00	\$385.00	\$
301 and above	\$325.00	\$455.00	\$

ORDER TOTAL	\$
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LOCATION: Please identify and show location desired for each service. Include scale drawing showing location of each air drop, water or drain line. Include booth dimensions. If exact locations are required please submit a scale floor plan with cross isle locators.

A FLOOR PLAN MUST BE SUBMITTED for all island booths with a directional showing entrance of show & adjacent aisle number. If no plan is submitted, additional costs may occur.

All work done after 4:00 pm Monday through Friday and all day Saturday & Sunday will be charged at the double time rates.

						REAR	ł					
LEFT												RIGHT
					AISL	E NUN	/BER					

Company Name:	Phone #:	Fax #:
Address:	City:	State: Zip:
Authorized By (print):	Signature:	Booth #:

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Rosemont Exposition Services provides general cleaning and vacuuming of the aisle carpeting as well as vacuuming of all booth carpets ordered thru RES on the first day of the show. If you require additional booth cleaning, you must contract for it by using this form.

	BOOTH SIZE	DISCOUNT PER. SQ. FT.	TOTAL PER DAY	NUMBER OF DAYS	TOTAL
Booth Vacuum		x \$0.39	\$	X	\$
Shampooing of Carpeting		x \$0.50	\$	X	\$
Scrubbing, Mopping & Waxing of Tile Flooring		_ x \$0.50	\$	x	\$
Porter Service		\$30.00/hr			
Trash Removal During Show Hours	\$32.00	0 per removal	\$	x	\$
After 4:30 p.m. weekdays, Saturdays & Sundays		\$35.00/hr	\$	x	\$
Special Instructions					

Company Name:	Phone #:	Fax #:
Address:	City:	State: Zip:
Authorized By (print):	Signature:	Booth #:

ORDER TOTAL

May 1-3, 2024

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customerservice@rosemontexpo.com

	Sc	rap Removal		Waste V	Vater Soluble Fluids
WASTE STRAIGHT OIL & WATE	R SOLUBLE	E FLUIDS DI	SPOS	AL:	
\$105.00 rental for each barrel (one-time charge \$6.00 per gallon of oil \$10.00 per gallon of water soluble cutting & grid		ants-synthetic, se	mi-synth	netics, soluble o	il)
				PRICE	TOTAL
We estimate that we will dispose of	_ gallons of cod	olant	х	\$12.00	\$
We estimate that we will dispose of	_ gallons of oil		х	\$7.00	\$
We will require barrels (55 gal. oil	drum)		х	\$110.00	\$
\$110.00 for emptying each barrel, each night (regardless of amount of scrap contained)	: X _		х		\$
				ORDER TOTA	L \$
A 25% surcharge will be added t	o all orders for b	arrels ordered les	ss than 2		
				4 hours before	show close.
A 25% surcharge will be added t pany Name: ess:		Phone #:_		24 hours before	show close. Fax #:

May 1-3, 2024

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Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797

customerservice@rosemontexpo.com

_____ Booth #: ____

Address:				
Company Name:	Dhana #		E a., #-	
There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the tandard rate for Internet and Telecommunication after show set-up has begun. No adjustments will be made after show closing.	-			fy and show locationservice on next partice
\$80.00 per hour with a minimum of 1/2 hour.	a the first day of event	Insta	all Date:	
Technical assistance is available and will be billable on a time basis a	ut a rate of	ORDER	TOTAL \$_	
Two Line Phones/Speaker Phone*	f \$50.00 ea.	\$75.00 ea.		Φ
Hunting Lines*		\$50.00 ea.		\$
Additional location with same number	*	\$75.00 ea.		\$
Extension within booth*		\$75.00 aa		¢.
TELEPHONE EXTRA SERVICES Must be ordered with single line telephone	DISCOUNT	STANDARD	QUANTITY	TOTAL
Single Line Telephone Includes single line phone with up to \$100 in local & long distance charges	\$275.00	\$350.00		\$
TELEPHONE SERVICES	DISCOUNT	STANDARD	QUANTITY	TOTAL
	— OALL I OI			Ψ
VLAN CONNECTION - PRIVATE NETWORK	•	•		\$ \$
24 Port Switch Wireless Router		\$175.00 \$425.00		\$ \$
16 Port Switch		\$150.00		\$
8 Port Switch	*	\$125.00		\$
Cat5 Cabling per 10 ft.		\$25.00		\$
INTERNET EXTRAS Note that the Wireless Router is a device rental and does not provide please order the appropriate Internet Service Indicated in the Restrict	tion. DISCOUNT	STANDARD	QUANTITY	TOTAL .
				,
For Services greater than 10.0 Mbps	·	•		\$
Additional Dedicated Outside IP Address		\$240.00		\$
10 Mbps Service		\$12,000.00		\$
5 Mbps Service		\$6,000.00		\$ \$
1 Mbps Service 3 Mbps Service		\$1,200.00 \$3,600.00		\$ \$
WIRED INTERNET SERVICE WITH DEDICATED OUTSIDE IP ADDRESS	DISCOUNT	STANDARD	QUANTITY	TOTAL
For Services greater than 10.0 Mbps	CALL FOR	RQUOTE		\$
10 Mbps Service		\$7,500.00		\$
5 Mbps Service		\$3,750.00		\$
3 Mbps Service		\$2,250.00		\$
•		\$750.00		\$
1 Mbps Service				
1 Mbps Service				

Authorized By (print): ______ Signature: _____

Use the squares to indicate the dimensions of your booth size. Mark where you need your internet & phone drops.

Adjacent Booth / Aisle #

			Ad	jacent	Booth	/ Aisle	#	 				
Name):	 	 					 	 	Booth	ı #:	
oany N										Booth	Ciza	

TERMS AND CONDITIONS

- 1) Order forms and payment must be received prior to the scheduled event opening to ensure prompt order processing. Company Checks must be made payable to Rosemont Exposition Services. Personal checks will not be accepted. Booth numbers or locations must be identified on the face of the Internet & Telecommunications Order Form. Incomplete information will delay processing.
- 2) Rates listed for all connections include bringing the service to the booth in the most convenient manner, and do not include computer equipment unless ordered or intranet working cabling. Pricing for services is per location, defined as an individual booth, meeting room, ballroom or lobby area.
- 3) There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event.
- 4) There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.
- 5) Additional service and labor charges may be assessed for installation. Rates include all applicable taxes.
- 6) All material and equipment furnished by RES Telecommunications provider shall remain the property of RES Telecommunications provider and shall be removed only by RES Telecommunications personnel at the close of the show and/or event. Failure to return furnished equipment shall result in a charge equivalent to the replacement cost of the furnished equipment.
- 7) Booths requiring more than 30 ports require private T-1 service.

RES TELECOMMUNICATIONS RESPONSIBILITIES

- RES Telecommunications will provide standard 10/100 Ethernet connections with station adapter connectors to each computer as determined by RES Telecommunications technical staff.
- 2) The client will be issued a valid TCP/IP address for each basic connection.
- 3) The client will be issued appropriate TCP/IP settings for dedicated service.
- Due to the nature of the Internet, RES Telecommunications cannot guarantee any level of security, performance or accessibility beyond our gateway.
- 5) The choice of the Internet Service Provider (ISP) is at the sole discretion of RES Telecommunications if the client requires that a specific vendor provide these services, arrangements must be made twelve (12) weeks before move-in.
- Client requests for special services will be accommodated, but may incur charges beyond the standard Internet connections.

CLIENT RESPONSIBILITIES

- 1) At no time, will the client connect a DHCP server to the Convention Center Network.
- 2) The client must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.).
- 3) If not renting, the client must provide the node equipment (personnel computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10 Mbps, 10/100, RJ45 connection.
- 4) If not renting, the client is responsible for the proper configuration of computing machinery and software for the Internet and Ethernet communications. RES Telecommunications will provide client with basic configurations.
- 5) The client is responsible for all services outside of basic Internet connectivity. This includes e-mail services, ftp services, web servers, etc.

LIMITATION OF LIABILITY

In no event shall RES Telecommunications be liable to the client or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, are alleged as a result of, tortuous conduct, failure of the equipment of services of RES Telecommunications or breach of any of the provisions of the agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if RES Telecommunications has been advised of the possibility of such damages, or for any damages caused by the clients failure to perform his/her responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss. RES Telecommunications is not responsible for any Internet security breeches before or beyond our gateway.

For customer services such as private LAN connectivity and special configurations or equipment not listed above please call for quote. Assigned IP Address (address will be confirmed once order is placed.) Technical assistance will be offered at a rate of \$75.00 per hour, straight time. Overtime is \$150.00 per hour.

May 1-3, 2024

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customerservice@rosemontexpo.com

LABOR RATES: The Donald E. Stephens Convention Center is a union facility and union labor may be required with equipment rental.



inventory, labor rates, and detailed information, please call
Anton Eleazar at 847-993-4816.

VIDEO	QUANTITY		DISCOUNT	STANDARD	TOTAL
20" Monitor		Х	\$250.00	\$300.00	\$
26" Monitor		Х	\$300.00	\$400.00	\$
32" Monitor			\$550.00	\$650.00	\$
37" Monitor		Х	\$650.00	\$750.00	\$
42" Monitor		Х	\$750.00	\$850.00	\$
50" Monitor		Х	\$900.00	\$1,000.00	\$
60" Monitor		Х	\$1,300.00	\$1,400.00	\$
70" Monitor		Х	\$1,850.00	\$1,950.00	\$
Monitor Floor Stand		Х	\$225.00	\$275.00	\$
Monitor Wall Bracket		Х	\$150.00	\$175.00	\$
Video Cables			\$75.00	\$100.00	\$
Touch Screen Monitor			call for	quote	\$
Video Wall		Х	call for	quote	\$
AUDIO					
Powered Speaker		Х	\$300.00	\$350.00	\$
Two Speaker P.A. System		Х	\$450.00	\$550.00	\$
Four Speaker P.A. System			\$600.00	\$700.00	\$
Wireless Handheld Microphone		Х	\$300.00	\$350.00	\$
Wireless Lavaliere Microphone			\$300.00	\$350.00	\$
Wireless Headset Microphone			\$300.00	\$350.00	\$
Wired Handheld Microphone		Х	\$50.00	\$75.00	\$
Wired Lavaliere Microphone		Х	\$75.00	\$125.00	\$
4 - Channel Audio Mixer		Х	\$75.00	\$100.00	\$
Direct Box for Laptop/MP3 Player	:	Х	\$125.00	\$150.00	\$
COMPUTER					
PC Laptop Computer		Х	\$450.00	\$550.00	\$
Mac Laptop Computer		Х	\$650.00	\$700.00	\$
Black & White Printer		Х	\$450.00	\$500.00	\$
Color Printer		Х	\$600.00	\$650.00	\$
All In One Printer/Fax/Copier/Scanner		Х	\$800.00	\$900.00	\$
Microsoft Office Software	:		\$125.00	\$150.00	\$
ADDITIONAL SERVICES					

call for quote

\$80.00 per hour with a minimum of 1/2 hour.

Technical assistance is available and will be billable on a time basis at a rate of

Videography

May 1-3, 2024

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Labor Order Form



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customerservice@rosemontexpo.com

	NUMBER OF WORKERS NEEDED	SET-UP DATE	HOURS	SET-UP TIME	DISMANTLE DATE	HOURS	DISMANTLE TIME
Carpenters							
Decorators							
Crew of 2 Riggers							
Electricians							
Plumbers							

Projectionist, Stagehand and Stagehand Riggers - Call Anton Eleazar for Quote 847-993-4816

TERMS AND CONDITIONS

When ordering labor, please be aware of the following:

- This advance labor request will be considered as only a reservation for labor.
- On the day and time that you require labor, you must go to the Labor Service Desk and pick up and sign out your labor crew.
- 3) The labor crew will not be sent to your booth without being signed out.
- Upon completion of their work, you MUST return the laborers to the Labor Service Desk and sign them in.
- 5) All labor is billed at one-half hour minimum for each man.
- 6) Number of workers required will be determined by labor foreman.
- 7) Straight time is 8:00 am to 4:30 pm weekdays, for Carpenters, Decorators, Teamsters and Riggers, and 8:00 am to 4:00 pm weekdays for electricians and plumbers.
- Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

ADVANCE HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$125.00	\$187.50	\$250.00
Decorator	\$113.00	\$169.50	\$226.00
Teamster	\$87.50	\$131.25	\$175.00
Rigger	\$126.00	\$189.00	\$252.00
Electrician	\$120.00	\$180.00	\$240.00
Plumber	\$120.00	N/A	\$240.00

HOURLY LABOR RATES

STRAIGHT TIME	OVERTIME	DOUBLE TIME
\$130.00	\$195.00	\$260.00
\$120.00	\$180.00	\$240.00
\$94.50	\$141.75	\$189.00
\$133.00	\$199.50	\$266.00
\$125.00	\$187.50	\$250.00
\$125.00	N/A	\$250.00
	\$130.00 \$120.00 \$94.50 \$133.00 \$125.00	\$130.00 \$195.00 \$120.00 \$180.00 \$94.50 \$141.75 \$133.00 \$199.50 \$125.00 \$187.50

HOURLY EQUIPMENT RENTAL RATES

Forklift - 5,000 lb - Operator charged separately \$125.00
Forklift - 15,000 lb - Operator charged separately \$175.00
Scissor Lift - Operator charged separately \$125.00
Condor Lift - Operator charged separately \$175.00







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customerservice@rosemontexpo.com

THIS FORM IS ONLY TO BE COMPLETED IF NO ONE FROM THE EXHIBITING COMPANY WILL BE PRESENT FOR INSTALLATION/DISMANTLE

If you have any questions please contact Suzi Stephens at sstephens@rosemontexpo.com

INSTALLATION & DISMANTLE SUPERVISION

Rosemont Exposition Services can provide I & D Supervision Services for exhibiting companies which are unable to be present at set-up and/or dismantle.

			vices to supervise the se to set-up/dismantle without				
☐ We plan to	o ship our crated ma	terial to t	he Advance Warehouse	Numb	per of pieces / creat	ed material	
☐ We plan t	o ship our materials	direct to t	the Donald E. Stephens (Convention Cente	er Nur	mber of pieces / cre	eated material
PLEASE S	UBMIT PROPE Carpenters - Installat		RAMS/DRAWINGS smantle of display		RUCTIONS F tallation of fabric w		
			NUMBER OF WORKERS NEEDED	SET-UP DA	TE DI	ISMANTLE DATE	
	Carper	nters					
	Decora	itors					
Carpenter Decorator	STRAIGHT TIME \$152.75 \$143.00	OVERTIMI \$229.25 \$214.50	**************************************	STANDARI Carpenter Decorator	D HOURLY 18 STRAIGHT TIME \$162.75 \$146.50	QUERTIME \$244.25 \$219.75	DOUBLE TIME \$325.50 \$293.00
•	s 8:00 am to 4:30 pm at RES or visit the RES	-	enter for a breakdown of th	e overtime/double	time schedules.		
All labor is bil	led at a 1/2 hour minii	num for e	ach man.				
Company Nar	me:			Phone #:		Fax #:	
Address:				City:	s	tate: Zip: _	
Authorized By	/ (print):			Signature:		Booth #:	

Labor Union Guidelines



State of Illinois legislative changes have modified work rule jurisdictions and wage scale schedules in the Chicagoland area. There are seven major unions that have some jurisdiction in the Chicagoland area. The following guidelines will help you in preparing your exhibit to understand these jurisdictions.

WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS IN THE CHICAGOLAND AREA

Chicagoland work-rules modifications now enable exhibitors to perform several set-up tasks which in the past were under union jurisdiction. Each of these are itemized below, and must be completed by full-time employees of the exhibiting company.

- 1) Exhibitors may set up and dismantle their own booth displays, as well as the various tasks outlined below, provided the work is being done by full time employees of the exhibiting company. No outside workers are permitted to provide set-up and dismantle services unless they are members of a Chicagoland Carpenter Union Local with valid trade show jurisdictions. Proof of employment for exhibiting company shall be required.
- 2) Exhibitors may use hand tools and power tools to perform work within their booths.
- 3) Exhibitors may affix clamp-on lights to the top of their booth displays.
- 4) Exhibitors may calibrate and do repair work on internal circuit boards, and do interconnecting of peripheral computer equipment.
- 5) Exhibitors may do the connection of lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor.
- 6) Exhibitors may hang pictures, graphics, logos, etc. onto a backwall display when such items are designed to be affixed by pre-set velcro strips, permanently mounted hooks, or snaps.
- 7) Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flat cart or dolly, only from a designated parking area.
- 8) Exhibitors may inflate balloons.
- 9) Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.
- 10) Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes.

CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recrate machines for outbound loading. Millwrights, a division of the carpenters union, handle the assembly and the leveling of machinery, as well as the attachment of all guards and shields.

DECORATORS UNION

Decorators handle the installation of signs, drape background, table skirting, and all other items of decorative nature that must be done after a display background is erected.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, installing any signs or headers that are lighted, unless they are permanently attached to the exhibit backwall, and the running of cable within the exhibitors booth.

MACHINERY MOVERS & RIGGERS UNION

Riggers handle all machinery. This includes the unloading of the machines from the trucks, moving the materials to your booth, and a one-time spotting of display ready equipment, which the exhibitor must supervise at the time of unloading. Riggers also remove skids and reskid machines, uncrate machines, and respot machines in the booth if needed. This service must be ordered as needed, at exhibitor's expense.

PLUMBERS UNION

Plumbers handle all plumbing work such as compressed air, water/drain, or natural gas.

TEAMSTERS UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload materials at the close of the show.

THEATRICAL STAGEHANDS & STAGEHAND UNION

Stagehands assemble portable lighting and sound systems as well as picture screens 10' x 14' in size and larger. They also operate lighting and sound consoles, and hang lighting trusts and speaker systems.

PROJECTIONISTS UNION

Projectionists handle all equipment used for projection of images on a screen or surface.

Hanging Signs Information





Hanging of signs, both electrical and non-electrical, is permitted at the Donald E. Stephens Convention Center provided that doing so complies with show management rules and regulations. Exhibitors must adhere to all of the following conditions and limitations listed below:

- 1) The top of a sign may not exceed the height limitation specific to the booth location and show regulations.
- 2) All hanging signs must be sent to RES warehouse, using the hanging sign shipping label included in this exhibitor service manual by the specified deadline date.
- 3) The total weight limit of the sign or materials is not to exceed 1500 lbs. unless approved by RES and the Donald E. Stephens Convention Center.
- 4) All signs, regardless of size, should be constructed of lightweight metals and plastic to allow greater flexibility and ease of installation.
- 5) The final placement of all hanging signs shall be determined by RES prior to installation to ensure minimum stress to the supporting framework.
- 6) No signs are to be hung from any electrical fixtures, raceways, gas, air, fire protection piping, supports or hangers.
- 7) All electrical and neon signs must conform to electrical codes of the Village of Rosemont.
- 8) RES Decorators are responsible for all hanging signs. RES will pre-assemble and hang all signs. No carpenter labor through a display house will be allowed to assemble any hanging sign.
- 9) Set-up instructions must be included with the Hanging Sign Order Form and with the sign crates.
- 10) Because of the structure of the ceiling and the location of exhibits in relation to support beams, the hanging sign may have to be moved from the original specifications.
- 11) Exhibitor personnel or display house may supervise on your behalf. Exhibitors who do not provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by RES.
- 12) You are required to make arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. RES cannot be held liable for damages or misplacement of sign(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the RES Service Center.

May 1-3, 2024

Deadline To Receive Discounted Rates: April 10, 2024

Hanging Signs Form



Please Mail, E-mail or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797
customerservice@rosemontexpo.com

SIGN REQU	IREMENTS	☐ Electrical	☐ Nor	Electrical			
SU	PERVISION	☐ RES Contact Name		olay House	_	nibitor Personr ne & Date	nel
DECORATOR LAB Hanging sign will incread ordered by the	4 MAN CREW Straight Tir Overtime - Double Tim	ne - \$675 \$950.00	i.00 per Hour per Hour				
INSTALLATION	ESTIMATE	Approx. Hours				Total Estima	te
DISMANTLE	ESTIMATE	Approx. Hours	Х	Hourly Rate	= _	Total Estima	te
support beams may requii information so hanging susp		e determined. There varion indicated by the	vill be addition diagram pro	onal labor charges	if a hanging s biting compar	ign has to be move	ed once it has been
Feet From the Left						_	Feet From the Right
Adjacent Booth / Aisle #						A	djacent Booth / Aisle #
	_			cent Booth / Aisle #			
Company Name:				_ Phone #:		Fax #:	
Address:							
Authorized By (print):				Signature:			Booth #:

May 1-3, 2024

Material Handling



Please Mail, E-mail or Fax Completed Form to RES: 9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797 customerservice@rosemontexpo.com

For shipping questions or to confirm delivery of your warehouse shipment, please call RES Warehouse (847) 678-0374. Normal warehouse hours are 7:00 am to 3:00 pm Monday thru Friday.

> Note that the advance warehouse can accommodate display shipments, but cannot facilitate machinery or container deliveries.

\$\$\$ MONEY-SAVING TIP \$\$\$

To keep your material handling costs down, be sure to ship all your materials together.

41	ADVANCE	SHIPMENTS	DECEIVED	AT TUE	DEC WA	DEHOLICE
1)	ADVANCE	SHIPIVIEN IS	RECEIVED	AI INE	RES WA	REHUUSE

Convention Center:

Advance shipments will be accepted at the RES warehouse beginning March 4, 2024. Shipments received at the RES warehouse by April 19, 2024 will be weighed, inspected and charged at a rate of \$140.00 per cwt. (100 lb. minimum). This charge includes storage prior to the opening of the show, delivery to the exhibitor's booth, removal to the loading dock at the close of the show and S.T. (straight time) reloading onto outbound carriers. This rate also includes pick-up, storage and return of empty crates and cartons. Shipments received at the RES warehouse after April 19, 2024, will be charged at the rate of \$145.00 per cwt. (100 lb. minimum).

DIRECT SHIPMENTS TO THE DONALD E. STEPHENS CONVENTION CENTER

Materials unloaded at the Donald E. Stephens Convention Center, on S.T. (straight time), will be delivered to the exhibitor's booth and removed to dock for reloading onto outbound carriers at the conclusion of the show at a rate of \$110.00 per cwt. (100 lb. minimum) per shipment. This rate includes pick-up, storage and return of empty crates and cartons.

OVERTIME/SURCHARGES

There will be a \$27.50 per cwt. surcharge for any freight loaded or unloaded on Saturday or after 4:00 p.m. weekdays. There will be a \$55.00 per cwt. surcharge for any freight loaded or unloaded on Sunday or Holidays. Uncrated display materials, container shipments and "loose loads" will be loaded and unloaded at the direct shipment rate plus a \$27.50 per cwt. surcharge due to the extra time and care required to handle these shipments. Van line shipments which require additional unloading time and/or special handling will also be subject to this \$27.50 per cwt. surcharge.

MOBILE UNITS

All vehicles (i.e. cars, trucks & motorcycles) being displayed will be charged at a round trip rate of \$200.00 each.

UPS SHIPMENTS

Rosemont Exposition Services will not be responsible in any way for the condition, count or content of UPS deliveries to the RES warehouse or Donald E. Stephens Convention Center. The UPS document signed by RES freight representative upon delivery does not specify the

	exhibiting company's name or booth numb company.	er. Shortages or damaç	es discovere	d at the booth are t	he complete responsibility	of the exhibitin
6)	DRAYAGE PAYMENT INFORMATION (CH	ECK ONE)				
	☐ We plan to ship our crated display mat	erial to the Advance W	arehouse			
	☐ We plan to ship our materials direct to	the Donald E. Stephen	s Convention	Center		
		HOW TO CALO round up to the next 1) lbs. 3 x RATE = Dollars)	
	Advance crated shipments received at the warehouse by April 19, 2024:	We will ship	lbs. @ \$	\$140.00	_per cwt. (100 lb. min) =	\$
	Advance crated shipments received at the warehouse after April 19, 2024:	We will ship	lbs. @ \$	\$145.00	_ per cwt. (100 lb. min) =	\$
	Direct exhibit display material	We will ship	lbs. @ 9	\$110.00	per cwt. (100 lb. min) =	\$

Com	oany	/ Name:	Booth #:

May 1-3, 2024

Shipping Instructions





1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning March 4, 2024 and must arrive no later than April 26, 2024. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on April 29-30, 2024 only. No earlier.

2) WHERE TO SHIP

DIRECT SHIPMENTS

Address all shipments to Donald E. Stephens Convention Center: Exhibitors name:
Booth number:
h & h americas 2024
c/o Rosemont Exposition Services
9300 Williams Street
Rosemont, Illinois 60018

ADVANCE SHIPMENTS

Address all shipments to Warehouse: Exhibitors name: Booth number: h & h americas 2024 c/o Rosemont Exposition Services 3412 N. River Road Franklin Park, Illinois 60131

3) INTERNATIONAL & CANADIAN SHIPMENTS:

Neither RES nor the Donald E. Stephens Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of show materials into the United States. All freight should be consigned to a certified broker for customs clearance. If your company does not have a customs broker please call Airways Freight at 800-643-3525 for international shipping assistance.

- 4) To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services will have a drayage desk located at the Exhibitor's Service Center. Labels, shipping instruction forms and shipping information will be available.
- 5) At the close of the show, where carriers fail to pick up or refuse to accept shipments, the drayage contractor reserves the right to re-route such shipments where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. Accordingly exhibitors will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.
- 6) Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- 7) No material may be loaded or removed from the Exhibit Hall until 3:00pm on May 3, 2024. Any freight left in the Exhibit Hall after 5:00pm on May 3, 2024 will be re-routed in accordance with the conditions in item # 5 of these shipping Instructions.
- 8) Any parcels shipped via UPS, FED-X or DHL are subject to a \$25.00 per parcel handling fee. This fee includes the movement of the parcel off the show floor at the close of the event, transportation back to the RES warehouse to be given to the selected carrier the next business day.

9) LIMITS OF LIABILITY

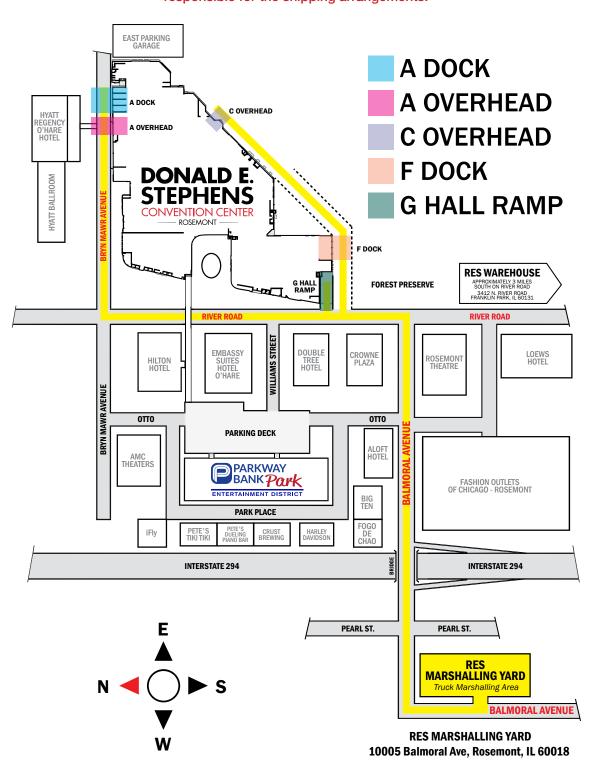
- A) Rosemont Exposition Services will not be responsible for the condition, count or content of exhibit displays and materials once they have been placed in the booth and before they are picked up for removal after the close of the show. All materials should be properly insured by the exhibitor against fire, theft, and damage while in transit, to and from the booth, and for the duration of the show.
- B) Rosemont Exposition Services will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.
- C) Rosemont Exposition Services will not be responsible for the loss or theft of materials after they have been delivered to the booth or before they are picked up for loading out of the booth subsequent to the show.
- D) Rosemont Exposition Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.
- 10) All exhibits and exhibit material of any type handled by Rosemont Exposition Services is insured by Rosemont Exposition Services at a value not to exceed twenty-five cents (\$.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

Freight Check-In Procedures



All vehicles delivering or picking up freight at the Donald E. Stephens Convention Center are required to check in at the RES Marshalling Yard before arriving at the convention center. Once your driver has checked in, their vehicle will be directed to the proper door or dock for unloading or loading.

Please make sure this map gets forwarded to the trucking company representative responsible for the shipping arrangements.



RES Freight Services



RES Freight Services offers a choice of carriers with competitive discounted pricing and a variety of services for all shipping needs.

RECOMMENDED LTL GROUND AND LOCAL CARRIER:



Delivering Performance

800-643-3525 • 479-442-6301-Local www.airwaysfreight.com email us at UrgentInfo@airwaysfreight.com



888-536-5699 • tradeshows@saia.com www.saia.com

OPTIONAL LTL CARRIERS:



On-Site. On Time. Damage-Free.

800-654-7019 tradeshow@freight.abf.com www.abfs.com



(708) 269-5451 michaelsaviano@tforcefreight.com www.TForceFreight.com

RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



Delivering Performance

800-643-3525 • 479-442-6301-Local www.airwaysfreight.com email us at UrgentInfo@airwaysfreight.com

Exhibiting companies are also welcome to ship show materials into and out of the Donald E. Stephens Convention Center and advance warehouse using any carrier of their choice.









Are you an h+h cologne exhibitor planning to exhibit at h+h americas, the leading trade show for the creative textile+yarn industry?

If so, you need a reliable and cost-effective freight partner to transport your products and displays to the event in the USA. That's why we are offering a special consolidated freight program from h+h cologne to h+h americas, in partnership with DB Schenker, the global logistics leader. With this program, you can benefit from lower shipping rates, faster transit times, and guaranteed on-time delivery. You can also enjoy peace of mind knowing that your goods are handled with care and expertise by DB Schenker's experienced team. Don't miss this opportunity to showcase your creativity and quality at h+h americas. Contact us today to get your special quote and book your space in our consolidated freight program.

To receive your **special discounted consolidated freight quote**, please email Mr. Karsten Wilhelmi (Karsten.Wilhelmi@dbschenker.com) by 1 March 2024 the following answers to these questions:

- What are you shipping?
- Approximate weight of what you are shipping.
- Approximate size of what you are shipping.
- Number of boxes.
- · Origin of products.
- One-way shipment or destination of items after the show.

CONTACT:

Karsten Wilhelmi

+49 221 98131-8810

Branch Manager Cologne & Essen | Geschäftsstelle Köln, Messen / Spezialverkehre | Pfälzischer Ring 105 | 50679 Köln, Germany Karsten.Wilhelmi@dbschenker.com



Leslie Fleck, Manager

+1 708 967 2035

h+h americas | International Exhibitor Sales Manager | Koelnmesse Inc. 8770 W Bryn Mawr Ave. Suite 1300 | Chicago, IL 60631 | USA l.fleck@koelnmesse.us

Custom Broker - RES International Shipments



Delivering Performance

International Air, Ocean, Ground & Customs Clearance Services

Airways Freight Corporation is the official international forwarder for Rosemont Exposition Services (RES). It is our goal to simplify the international exhibit experience by providing seamless, one stop, international logistics services. We provide comprehensive customs clearance facilities, an array of transportation options, pre and post show storage options, and on-site assistance services for RES exhibitors.

Two of the keys to a successful exhibition are early logistical planning and the attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

KEY DATES:	Show Dates: May 1-3, 2024
	Delivery deadline to advance warehouse: April 26, 2024
	Show Move In: April 29-30, 2024
	Show Move Out: May 3, 2024

SHIPPING DEADLINES:	FCL SEA FREIGHT shipments must arrive port of Chicago no later than (or 10 days before target / required delivery date):	7 days prior to target date
	LCL SEA FREIGHT shipments must arrive port of Chicago no later than:	10 days prior to target date
	AIRFREIGHT shipments must arrive Chicago O'Hare Airport (ORD) no later than:	4 days prior to target date

^{**}Ocean FCL and Shipments destined for advanced receiving should arrive 7 working days prior to latest advance receiving date.

**Ocean LCL Shipments should arrive no later than 10 working days prior to latest advance receiving date.

FINAL DESTINATION for SEA shipments: CHICAGO

FINAL DESTINATION for AIR shipments: CHICAGO (ORD)

- FCL ocean shipments should NOT be booked to the door, as we cannot maintain proper delivery control for door moves, which
 could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling.
- Ocean shipments can be received (Breakbulk, FCL & LCL) at other USA seaports (Houston, San Francisco, Seattle or New York).
 Contact us for deadlines, instructions, and rates.
- Air shipments can be received in Chicago (ORD). Contact us for deadlines, instructions, and rates .
- All documents should be sent to Airways or their in country appointed agent (see list attached) at least 3 days prior to dispatch
 of shipment.

MARKING INSTRUCTIONS

All pieces or shipping crates must be clearly outlined below. Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales or consumption will be cleared as dutiable entries. For goods that will be re-exported, we recommend the use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. Please ensure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported. All commercial invoices should be sent to us prior to shipment for our review at: res@airwaysfreight.com

IMPORTANT US CUSTOMS RULES AFFECTING SEA FREIGHT SHIPMENTS:

10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. This rule is now in effect and being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways at: res@airwaysfreight.com

Further information is also available at CBP web link: http://www.cbp.gov/xp/cgov/trade/cargo security/carriers/security filing/

DOCUMENTARY REQUIREMENTS

- 1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST
- 1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING (EXPRESS RELEASE OCEAN BILL OF LADING)
- ISF FILING INFORMATION 4 DAYS BEFORE SAILING FROM FOREIGN PORT
- Separate commercial invoices should be provided for temporary and consumable entries (consumables include give-away items). Invoices should
 detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity
 shipped along with any corresponding model and serial numbers for equipment or hardware.
- Pre-sold goods must be clearly identified as such, so that appropriate importer information and customs data can be gathered prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- All shipments must be pre-alerted to Airways Freight Corporation 2 days prior to arrival for air freight and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details as well as copies of all shipping documents.
- Commodities requiring additional documentation, permits and other governmental agency approval:
 - Food stuffs & beverages
 - Medical devices and instruments
 - Self powered vehicles/combustion engines
 - Perishables
 - Textiles and garments

- Pharmaceuticals
- Military and defense articles
- Dangerous goods (including lithium powered devices)
- Items emitting radiation (including monitors, lasers, etc)
- Wood products

If your shipments contain any of these items, please contact us to confirm admissibility requirements prior to dispatch of your shipment.

GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below and we will introduce you to a selected partner in your country.

INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider. The policy should extend coverage of their stand and equipment during transit to and from the show as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in the RES instructions once they arrive at the dock of show site or advance receiving warehouse.

PAYMENT REQUIREMENTS

A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

If you choose to use your own forwarder, it is imperative that they follow our instructions closely and email a pre-advise to the address/number listed below. If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

EMAIL: res@airwaysfreight.com

USA & CANADA: 800-643-3525 (Toll Free)

INTERNATIONAL PHONE: 479/442-6301
INTERNATIONAL FAX: 479/442-6080



ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:			
	exhibitor name		
Booth#:			

H & H AMERICAS 2024 C/O ROSEMONT EXPOSITION SERVICES 3412 N. RIVER ROAD FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN APRIL 26, 2024

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:	
	exhibitor name
Booth#:	
D0011#:	

H & H AMERICAS 2024 C/O ROSEMONT EXPOSITION SERVICES 3412 N. RIVER ROAD FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN APRIL 26, 2024

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:	
	exhibitor name
Booth#:	
	H & H AMERICAS 2024

H & H AMERICAS 2024 C/O ROSEMONT EXPOSITION SERVICES DONALD E. STEPHENS CONVENTION CENTER 9300 WILLIAMS STREET ROSEMONT, IL 60018

DELIVER ON APRIL 29-30, 2024 ONLY

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:	
	exhibitor name
Booth#:	
5 00ti1#.	

C/O ROSEMONT EXPOSITION SERVICES
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON APRIL 29-30, 2024 ONLY

HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:	
	exhibitor name
Booth#:	

H & H AMERICAS 2024 C/O ROSEMONT EXPOSITION SERVICES 3412 N. RIVER ROAD FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN APRIL 19, 2024

HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:	
	exhibitor name
Booth#:	

H & H AMERICAS 2024 C/O ROSEMONT EXPOSITION SERVICES 3412 N. RIVER ROAD FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN APRIL 19, 2024