



# **CHICAGO SPORTS SPECTACULAR**

September 4-6, 2021

DONALD E. STEPHENS CONVENTION CENTER  
ROSEMONT, ILLINOIS



**EXHIBITOR SERVICES MANUAL**



September 4-6, 2021

Deadline To Receive Discounted Rates:  
August 20, 2021

**EXHIBITOR MOVE-IN**

Friday, September 3, 2021	8:30am - 8:00pm
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**SHOW HOURS**

Saturday, September 4, 2021	9:30am - 5:00pm
Sunday, September 5, 2021	10:00am - 5:00pm
Monday, September 6, 2021	9:00am - 4:00pm

**EXHIBITOR MOVE-OUT**

Monday, September 6, 2021	4:00pm - 8:00pm
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# Chicago Sports Spectacular

September 4-6, 2021

Deadline To Receive Discounted Rates:  
August 20, 2021

## Order Summary and Payment



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  
**Rosemont Exposition Services, Inc.**

Bank - Wire Transfer information

**Bank transfer to Parkway Bank & Trust Co.**

ABA# 071908160 ACCT# 109754

International

**Bank transfer to Pacific Coast Bankers' Bank**

SWIFT# PCBBUS66 ACCT# 109754

(There is a \$25.00 USD fee per each international transfer)

SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS
Standard Furniture	\$
Standard Booth Accessories	\$
Custom Furniture	\$
Carpet Rental	\$
Exhibit Rental	\$
Pegboard Rental	\$
VU Case Rentals	\$
Signage & Graphics	\$
RES Extras	\$
Floral	\$
Photography	\$
Electrical Service	\$
Plumbing Service	\$
Cleaning	\$
Internet & Telecommunications	\$
Computer Rental	\$
Audio Visual	\$
Material Handling	\$
Carpenters	\$
Riggers	\$
Decorators	\$
Electricians	\$
Net Amount Due	\$

### Payment Information for Credit Cards

☐ MasterCard

☐ VISA

☐ American Express

☐ Discover Card

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CV2 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.

Note that it is the policy and practice of Rosemont Exposition Services to mail out exhibitor show service statements at the conclusion of each event. If your company's show site personnel would like to review this statement during the event, please have them stop at the RES Service Center.

## ORDER SUMMARY AND PAYMENT SHEET

Rosemont Exposition Services, Inc. requires all advance orders to be paid in full. Payments must be made in U.S. funds. Methods of payment are 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 - CUSTOM FURNITURE - UTILITIES

Full payment must accompany advance order. Check or credit card is acceptable. Check should be made payable to Rosemont Exposition Services, Inc. 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 discount 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, Custom Furniture and Utilities Forms. Adjustments cannot be made after the event.

## CANCELLATION TERMS

There will be a 100% charge on skirted tables and drape 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, pick up and 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. 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.



## SKIRTED TABLES & RISERS

Any order received without  
a specific color will be  
accommodated with show colors.



	QUANTITY	DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" Skirted Table	_____ x	\$105.00	\$150.00	\$ _____
2' x 4' x 42" Skirted Table	_____ x	\$110.00	\$155.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$115.00	\$160.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$120.00	\$165.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$125.00	\$170.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$130.00	\$175.00	\$ _____
4th side of skirting	_____ x	\$35.00	\$50.00	\$ _____
Skirt color	_____			
1' x 4' x 1' Skirted Riser	_____ x	\$50.00	\$80.00	\$ _____
1' x 6' x 1' Skirted Riser	_____ x	\$60.00	\$90.00	\$ _____
4th side of skirting	_____ x	\$20.00	\$25.00	\$ _____
Skirt color	_____			



White



Black



Grey



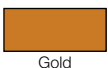
Red



Blue



Burgundy



Gold



Teal



Hunter Green

## UNSKIRTED TABLES & RISERS



	QUANTITY	DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" Wood Table	_____ x	\$50.00	\$70.00	\$ _____
2' x 4' x 42" Wood Table	_____ x	\$50.00	\$70.00	\$ _____
2' x 6' x 30" Wood Table	_____ x	\$55.00	\$75.00	\$ _____
2' x 6' x 42" Wood Table	_____ x	\$55.00	\$75.00	\$ _____
2' x 8' x 30" Wood Table	_____ x	\$60.00	\$80.00	\$ _____
2' x 8' x 42" Wood Table	_____ x	\$60.00	\$80.00	\$ _____
1' x 4' x 1' Riser	_____ x	\$30.00	\$50.00	\$ _____
1' x 6' x 1' Riser	_____ x	\$35.00	\$55.00	\$ _____

## BOOTH FURNITURE



	QUANTITY	DISCOUNT	STANDARD	TOTAL
30" Diam. Round Table 30" Tall (Black Top)	_____ x	\$155.00	\$190.00	\$ _____
30" Diam. Round Table 42" Tall (Black Top)	_____ x	\$175.00	\$205.00	\$ _____
Arm Chair	_____ x	\$95.00	\$120.00	\$ _____
Black Barstool with back	_____ x	\$105.00	\$130.00	\$ _____
Side Chair	_____ x	\$75.00	\$105.00	\$ _____

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

# Chicago Sports Spectacular

September 4-6, 2021

Deadline To Receive Discounted Rates:  
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## Standard Booth 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

### BOOTH ACCESSORIES



	QUANTITY	DISCOUNT	STANDARD	TOTAL
Chrome Coat Tree	_____ x	\$45.00	\$60.00	\$ _____
Tablet Stand	_____ x	\$175.00	\$200.00	\$ _____
Wastebasket	_____ x	\$15.00	\$20.00	\$ _____
Large Trash Can	_____ x	\$30.00	\$45.00	\$ _____
22" x 28" Sign Holder	_____ x	\$80.00	\$110.00	\$ _____
Adjustable Easel	_____ x	\$30.00	\$45.00	\$ _____
Wooden Park Bench	_____ x	\$165.00	\$195.00	\$ _____
Bag Display	_____ x	\$60.00	\$90.00	\$ _____
Chrome Stanchion	_____ x	\$40.00	\$55.00	\$ _____
Chrome Stanchions w/ 6' Black Tension Rope	_____ x	\$90.00	\$120.00	\$ _____



### SPECIAL BOOTH DRAPE & EQUIPMENT

	QUANTITY	DISCOUNT	STANDARD	TOTAL
Background Drape (8' high)	_____ ft x	\$15.00/ft	\$20.00/ft	\$ _____
Side Drape (3' high)	_____ ft x	\$10.00/ft	\$12.50/ft	\$ _____

Drape Colors



Drape color \_\_\_\_\_

Up-Rights 3' high	_____ x	\$13.50	\$18.50	\$ _____
Up-Rights 8' high	_____ x	\$15.00	\$18.50	\$ _____
Crossbars	_____ x	\$15.00	\$18.50	\$ _____

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

# Chicago Sports Spectacular

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## 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



Blue

### 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'	\$200.00	\$250.00	\$_____
_____	10' x 15'	\$225.00	\$275.00	\$_____
_____	10' x 20'	\$275.00	\$325.00	\$_____
_____	10' x 30'	\$325.00	\$375.00	\$_____
_____	10' x 40'	\$400.00	\$475.00	\$_____
_____	10' x 50'	\$450.00	\$550.00	\$_____
_____	10' x 60'	\$500.00	\$600.00	\$_____
_____	10' x 70'	\$600.00	\$700.00	\$_____
_____	10' x 80'	\$700.00	\$800.00	\$_____

Carpet Color \_\_\_\_\_

### ACCESSORIES

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.25 sq. ft.	\$1.50 sq. ft.	\$_____
_____ Double thick 1" Rebond padding	\$2.00 sq. ft.	\$2.50 sq. ft.	\$_____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$_____
_____ Visqueen poly to cover carpeting	\$0.50 sq. ft.	\$0.75 sq. ft.	\$_____

**ORDER TOTAL \$\_\_\_\_\_**

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

RES Address: 9291 West Bryn Mawr, Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797

### 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

STANDARD

TOTAL

\$475.00

\$525.00

\$

\$500.00

\$550.00

\$

\$450.00

\$500.00

\$

\$475.00

\$525.00

\$

\$425.00

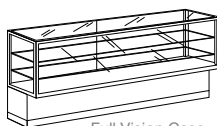
\$475.00

\$

\$450.00

\$500.00

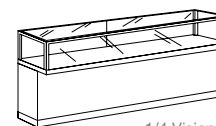
\$



Full Vision Case



1/2 Vision Case



1/4 Vision Case

### 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

QTY.

DISCOUNT

STANDARD

TOTAL

\$450.00

\$500.00

\$

\$425.00

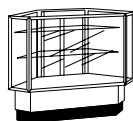
\$475.00

\$

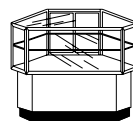
\$425.00

\$475.00

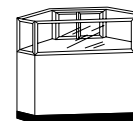
\$



Full Corner Vision Case



1/2 Corner Vision Case



1/4 Corner Vision Case

### 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

STANDARD

TOTAL

\$525.00

\$575.00

\$

\$500.00

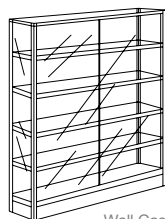
\$550.00

\$

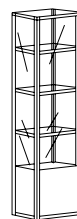
\$550.00

\$600.00

\$



Wall Case



Tower Case

ORDER TOTAL \$

### ADDITIONAL INFORMATION

- All showcases are 20" D x 38" H, have lights, locks, sliding mirror doors, grey exterior, off-white interior aluminum frames.
- 4' showcases available upon request. (limited quantities)
- Electrical hook-up is not included. Please order the outlet from electrical contractor.
- A \$50.00 charge per showcase for late orders and changes made at show site.
- All keys must be left with showcase or a charge of \$10.00 will be assessed.
- A \$20.00 charge per additional shelf or size change of shelf.

Company Name: Phone #: Fax #:

Address: City: State: Zip:

Authorized By (print): Signature: Booth #:



September 4-6, 2021

Deadline To Receive Discounted Rates:  
August 20, 2021

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

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.

ADVANCE LABOR RATES: Straight Time: \$115.00/hr • Overtime: \$172.50/hr • Double Time: \$230.00/hr.  
HOURLY LABOR RATES: Straight Time: \$123.00/hr • Overtime: \$184.50/hr • Double Time: \$246.00/hr.

### STANDARD ELECTRICAL SERVICE OUTLET

120 volt service supplied with duplex (2) opening. Price includes bringing service to the booth, connection at one point, and removal at conclusion of event.

	QTY	DISCOUNT	STANDARD	TOTAL
1-1,000 Watts	_____ x	\$190.00	\$270.00	\$ _____
1,001-2,000 Watts	_____ x	\$240.00	\$345.00	\$ _____

### POWER CONNECTIONS

Power connections and heavy duty service may require additional labor expense.

	QTY	DISCOUNT	STANDARD	TOTAL
120 VOLT, SINGLE PHASE				
30 Amp	_____ x	\$340.00	\$510.00	\$ _____
208 VOLT, SINGLE PHASE				
30 Amp	_____ x	\$410.00	\$615.00	\$ _____

☐ Check if neutral required\*

### HEAVY DUTY SERVICE

	QTY	DISCOUNT	STANDARD	TOTAL
208 VOLT, THREE PHASE				
20 Amp	_____ x	\$340.00	\$510.00	\$ _____
30 Amp	_____ x	\$460.00	\$690.00	\$ _____
60 Amp	_____ x	\$560.00	\$840.00	\$ _____
100 Amp	_____ x	\$910.00	\$1,365.00	\$ _____
150 Amp	_____ x	\$1,350.00	\$2,025.00	\$ _____
200 Amp	_____ x	\$1,975.00	\$2,962.00	\$ _____

☐ Check if neutral required\*

480 VOLT, THREE PHASE				
30 Amp	_____ x	\$600.00	\$900.00	\$ _____
60 Amp	_____ x	\$820.00	\$1,200.00	\$ _____
100 Amp	_____ x	\$1,330.00	\$1,995.00	\$ _____
200 Amp	_____ x	\$3,400.00	\$5,100.00	\$ _____

☐ Check if neutral required\*

380 VOLT, THREE PHASE (European Voltage)				
30 Amp	_____ x	\$425.00	\$492.50	\$ _____
60 Amp	_____ x	\$820.00	\$1,200.00	\$ _____
100 Amp	_____ x	\$1,330.00	\$1,995.00	\$ _____

☐ Check if neutral required\*

### SUSPENDED ELECTRICAL SIGNS

	QTY	DISCOUNT	STANDARD	TOTAL
0-100 lbs.	_____ x	\$300.00	\$412.50	\$ _____
101-150 lbs.	_____ x	\$350.00	\$487.50	\$ _____
151-300 lbs.	_____ x	\$430.00	\$600.00	\$ _____

### FLOODLIGHTS, SPOTLIGHTS ON 9' TOWERS

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
9' TOWER WITH				
Two (2) Floods	_____ x	\$160.00	\$240.00	\$ _____
Four (4) Floods	_____ x	\$209.00	\$285.00	\$ _____

### SINGLE SPOTLIGHTS

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
Gooseneck	_____ x	\$85.00	\$127.00	\$ _____
Par Lite	_____ x	\$250.00	\$375.00	\$ _____

### MISCELLANEOUS

	QTY	DISCOUNT	STANDARD	TOTAL
Single Cap				
Ext. Cords 25'	_____ x	\$15.00	\$22.50	\$ _____
Ext. Cords 50'	_____ x	\$30.00	\$45.00	\$ _____
Cube Tap	_____ x	\$5.00	\$7.50	\$ _____
Plug Mold Strip	_____ x	\$32.00	\$48.00	\$ _____
Quad Box	_____ x	\$22.00	\$33.00	\$ _____
Equipment Rental				
Scissor Lift	_____ x	\$125.00 per/hour		\$ _____

### 24-HOUR SERVICE

is double the regular rates. If needed, please indicate service: \_\_\_\_\_

**LOCATION:** Please identify and show service units, power connections and tower lights and 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.

ORDER TOTAL \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

**Mark where you need your electrical service.**

Adjacent Booth / Aisle # \_\_\_\_\_

A blank grid for a floor plan. The grid is 20 units wide and 20 units high. A central aisle, 2 units wide, runs vertically through the middle. Two side aisles, each 2 units wide, run horizontally through the middle. The grid is divided into four quadrants by these aisles. The top-left quadrant is 8 units wide and 8 units high. The top-right quadrant is 8 units wide and 8 units high. The bottom-left quadrant is 8 units wide and 8 units high. The bottom-right quadrant is 8 units wide and 8 units high.

Adjacent Booth / Aisle # \_\_\_\_\_

Adjacent Booth / Aisle # \_\_\_\_\_

Adjacent Booth / Aisle # \_\_\_\_\_

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth Size: \_\_\_\_\_

## 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.
- 3) 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.
- 5) 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 approved.

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.

## INTERNET SERVICES

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
Ethernet 768K line (One Computer Only)	E768K	\$450.00	\$600.00	_____	\$ _____
Basic Ethernet Service 1Mb (One Computer Only)	E1M	\$625.00	\$750.00	_____	\$ _____
Basic Ethernet Service up to 6 Computers (hub required)	BE6	\$1,250.00	\$1,650.00	_____	\$ _____
<i>* For service on 7 or more computers call for quote</i>					
Dedicated 1.5Mb Ethernet Service With Single IP	DE	\$1,650.00	\$2,000.00	_____	\$ _____
Additional Dedicated IP Address	DIP	\$200.00	\$250.00	_____	\$ _____
<i>must be ordered with dedicated 1.5Mb service</i>					

## INTERNET EXTRAS

Note that the Wireless Router is a device rental and does not provide Internet Connectivity - please order the appropriate Internet Service Indicated in the Restriction.

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
Cat5 Cabling per 10 ft.	CT5	\$15.00	\$25.00	_____	\$ _____
8 Port Switch	8HB	\$100.00	\$125.00	_____	\$ _____
16 Port Switch	16HB	\$125.00	\$150.00	_____	\$ _____
24 Port Switch	24HB	\$150.00	\$175.00	_____	\$ _____
Router 8 Port		\$100.00	\$125.00	_____	\$ _____
Wireless Router	WR	\$350.00	\$425.00	_____	\$ _____
VLAN CONNECTION - PRIVATE NETWORK		CALL FOR INFORMATION		_____	\$ _____

## TELEPHONE SERVICES

Single Line Telephone  
*Includes single line phone with up to \$100 in local & long distance charges*

DISCOUNT	STANDARD	QUANTITY	TOTAL
\$275.00	\$350.00	_____	\$ _____

## TELEPHONE EXTRA SERVICES

Must be ordered with single line telephone

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Extension within booth*				
Additional location with same number	\$50.00 ea.	\$75.00 ea.	_____	\$ _____
Hunting Lines*	\$25.00 ea.	\$50.00 ea.	_____	\$ _____
Two Line Phones/Speaker Phone*	\$50.00 ea.	\$75.00 ea.	_____	\$ _____

Technical assistance is available and will be billable on a time basis at a rate of \$75.00 per hour with a minimum of 1/2 hour.

There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event.

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.

ORDER TOTAL \$ \_\_\_\_\_

Install Date: \_\_\_\_\_

LOCATION: Please identify and show location desired for each service on next page

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

Adjacent Booth / Aisle # \_\_\_\_\_

[illegible]

Adjacent Booth / Aisle # \_\_\_\_\_

Show Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth Size: \_\_\_\_\_

## 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

- 1) 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.
- 4) 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.
- 6) 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, tortious 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 breaches 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.