

# 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

- Show Information
- Order Summary and Payment
- Terms and Conditions

### FURNISHINGS BOOTH DISPLAYS

- Standard Furniture
- Standard Booth Accessories
- Carpet Rental
- VU Case Rentals

UTILITIES INTERNET TELECOMMUNICATIONS COMPUTER RENTAL AUDIO VISUAL LABOR

- Electrical Service
- Internet & Telecommunications

### RES CUSTOMER SERVICE CONTACT INFORMATION

Rachel Eastman

847-993-4809 reastman@rosemontexpo.com

Marne Kirkwood

847-696-2208 mkirkwood@rosemontexpo.com

Visit RESEXPO.com for Online Ordering

Show Information RES

Deadline To Receive Discounted Rates: March 3, 2023

### **EXHIBITOR MOVE-IN**

Thursday, March 16, 2023 3:00pm - 8:00pm Friday, March 17, 2023 9:00am - 12:00 noon

### **SHOW HOURS**

Friday, March 17, 2023 1:00pm - 8:30pm Saturday, March 18, 2023 9:00am - 5:00pm Sunday, March 19, 2023 9:30am - 4:00pm

### **EXHIBITOR MOVE-OUT**

Sunday, March 19, 2023 4:00pm - 8:00pm

Order Summary and R
Payment

SERVICES AND EQUIPMENT ORDERED

Standard Furniture

Deadline To Receive Discounted Rates: March 3, 2023

Bank transfer to Pacific Coast Bankers' Bank

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

SWIFT# **PCBBUS66** ACCT# **6766928** 

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

\$

\$

\$

\$

**Net Amount Due** 

**TOTAL FROM ORDER FORMS** 

Rosemont Exposition Services requires pre-payment of all \$ Standard Booth Accessories advance orders. Payment may be by check drawn on U.S. Funds Account, MasterCard, Visa, American Express, or Custom Furniture \$ Discover Card. \$ Carpet Rental We understand that your calculation is only an estimate of **Exhibit Rental** \$ charges, and may not reflect the balance of the final invoice. \$ Pegboard Rental Please indicate below method of payment to be used for **VU Case Rentals** \$ services provided by ROSEMONT EXPOSITION SERVICES. Signage & Graphics \$ CASH \$ **RES Extras** Floral \$ BANK - WIRE TRANSFER \$ Photography CREDIT CARD \$ **Electrical Service** CHECK Check # \_\_\_\_ \$ Plumbing Service Cleaning \$ Check should be made payable to \$ Village of Rosemont - RES Internet & Telecommunications \$ Computer Rental Bank - Wire Transfer information Audio Visual \$ Bank transfer to Parkway Bank & Trust Co. Material Handling \$ ABA# **071908160** ACCT# **6766928** \$ Carpenters International

Riggers

Decorators

Electricians

Payment Information 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 #:

### 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.

## Standard Furniture



Deadline To Receive Discounted Rates: March 3, 2023

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

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

SKIRTED TABLES & TABLE TOP RISERS  Any order received without a specific color will be accommodated with show colors.	2' x 4' x 30" Skirted Table 2' x 4' x 42" Skirted Table 2' x 6' x 30" Skirted Table 2' x 6' x 42" Skirted Table 2' x 8' x 30" Skirted Table	QUANTITY	\$115.00 \$120.00 \$125.00 \$130.00 \$135.00	\$165.00 \$170.00 \$175.00 \$180.00 \$185.00	\$ \$ \$	TOTAL
	2' x 8' x 42" Skirted Table 4th side of skirting Skirt color	x	\$140.00 \$40.00	\$190.00 \$60.00	\$ \$	
	1' x 4' x 1' Skirted Table Top Riser 1' x 6' x 1' Skirted Table Top Riser 4th side of skirting Skirt color  White Black Grey Red	X X X	\$55.00 \$65.00 \$20.00	\$85.00 \$95.00 \$30.00	\$_	Hunter Green
UNSKIRTED TABLES & TABLE TOP RISERS	2' x 4' x 30" Wood Table	QUANTITY x	DISCOUNT \$55.00	STANDARD \$75.00	\$_	TOTAL
F Y	2' x 4' x 42" Wood Table 2' x 6' x 30" Wood Table 2' x 6' x 42" Wood Table 2' x 8' x 30" Wood Table 2' x 8' x 42" Wood Table	x x x	\$55.00 \$60.00 \$60.00 \$65.00	\$75.00 \$80.00 \$80.00 \$85.00 \$85.00	\$_ \$_ \$_ \$_ \$_	
N	1' x 4' x 1' Table Top Riser 1' x 6' x 1' Table Top Riser	x	\$35.00 \$40.00	\$55.00 \$60.00	\$ \$	
BOOTH FURNITURE	30" Diam. Round Table 30" Tall (Black Top)	QUANTITY x	DISCOUNT \$180.00	STANDARD \$240.00	\$_	TOTAL
	30" Diam. Round Table 42" Tall (Black Top) Arm Chair Black Barstool with back Side Chair	x x x	\$110.00 \$80.00	\$240.00 \$130.00 \$135.00 \$120.00		
Company Name:						
Authorized By (print):	Sign	nature:				

Deadline To Receive Discounted Rates: March 3, 2023

# 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













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



Dimensions: 63" wide 24" deep 70" height





18" wide

18" deep

32" height











Dimensions: 63" wide 24" deep 70" height

	QUANTITY	DISCOUNT	STANDARD	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	\$
Clothes Rack	x	\$95.00 each	\$120.00 each	\$
Full Body Mannequin	x	\$125.00 each	\$200.00 each	\$
Half Body Mannequin	x	\$85.00 each	\$125.00 each	\$
Large Trash Can	x	\$35.00 each	\$50.00 each	\$
Tablet Stand (Tablet Not Included)	x	\$185.00 each	\$215.00 each	\$
Wastebasket	x	\$17.50 each	\$22.50 each	\$
Park Bench	x	\$175.00 each	\$225.00 each	\$
Velvet Non-Slip Hanger	x	\$2.00 each	\$3.00 each	\$
Z-Rack	x	\$125.00 each	\$145.00 each	\$

ORDER TOTAL

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

Deadline To Receive Discounted Rates: March 3, 2023



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



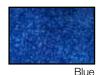
Grey



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** 

## Specialty Carpet Rental

DISCOUNT



Deadline To Receive Discounted Rates: March 3, 2023

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

	ft. x	_ ft. x \$5.00 sq	. ft. \$5.50 sq. ft.	\$
Silver Cloud	Charcoal Ony	yx	Royal Blue	
Red	Silky Beige Papr	ika		
SPECIALTY BO	OTH CARPET FOR PUR	CHASE 26oz	:	
COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
	ft. x	_ft. x \$20.00 s	q. ft. \$25.00 sq. ft.	\$
White	installation pr	ior to move-in of th	e show, as well as vac	a purchase basis include uuming prior to show opening on ength x Width x Price = Total
ACCESSORIES				
		DISCOUNT	STANDARD	TOTAL
	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.	\$
			ORDER TOTAL	\$
Company Name:			Booth	າ #:

Deadline To Receive Discounted Rates: March 3, 2023

## VU Case Rentals



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	VER IS NOT INCLU	ואו טשטע	ORDER		
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.	\$500.00 \$525.00 \$475.00 \$500.00 \$450.00 \$475.00	\$550.00 \$575.00 \$525.00 \$550.00 \$550.00 \$525.00	**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 \$475.00 \$450.00 \$450.00	\$525.00 \$500.00 \$500.00	**************************************
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  ADDITIONAL INFORMATION  All showcases are 20" D x 38" H, have lights, locks, slider 4' showcases available upon request. (limited quantities in Electrical hook-up is not included. Please order the out and the showcase of late orders and charder and the showcase of a charge per showcase or a charge of \$10.  All keys must be left with showcase or a charge of \$10.  A \$20.00 charge per additional shelf or size change of \$10.	s)  tlet from electrical contractor.  nges made at show site.  00 will be assessed.		DISCOUNT \$550.00 \$525.00 \$575.00	\$600.00 \$575.00 \$625.00	TOTAL \$ \$ \$
Company Name:				Fax #:	
Address:		City:		_ State: Zip	:

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

Address:

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

Electrical Service



Deadline To Receive Discounted Rates: March 3, 2023

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: \$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.

120 volt service supplied wit connection at one point, and	QTY	DISCOUNT	STANDARD	TOTAL
1-1,000 Watts		x \$195.00	\$275.00	\$
1,001-2,000 Watts		x \$245.00	\$350.00	\$
POWER CON		_		
Power connections and heav	y duty service i	nay require addition DISCOUNT	onal labor expense STANDARD	TOTAL
100 VOLT CINCLE	~	DISCOONI	STANDARD	IUIAL
<b>120 VOLT, SINGLE F</b> 30 Amp		\$350.00	\$520.00	\$
•		φ550.00	ψ320.00	Ψ
208 VOLT, SINGLE F		<b>#</b> 400 00	<b>#</b> 005.00	Φ.
30 Amp	>	\$420.00	\$625.00	\$
[ ] Check if neutra	I required*			
	SED\/!4	>E		
HEAVY DUTY			CTANDARD	TOTAL
	QTY	CE DISCOUNT	STANDARD	TOTAL
208 VOLT, THREE P	QTY HASE	DISCOUNT		TOTAL
<b>208 VOLT, THREE P</b> 20 Amp	QTY HASE	<b>DISCOUNT</b> \$360.00	\$530.00	\$
<b>208 VOLT, THREE P</b> 20 Amp 30 Amp	QTY HASE	DISCOUNT 3 \$360.00 4 \$480.00		\$ \$
208 VOLT, THREE P 20 Amp 30 Amp 60 Amp	QTY HASE >	<b>DISCOUNT</b> \$360.00	\$530.00 \$710.00	\$ \$
208 VOLT, THREE P 20 Amp 30 Amp 60 Amp 100 Amp	QTY HASE >	DISCOUNT  ( \$360.00 ( \$480.00 ( \$580.00	\$530.00 \$710.00 \$860.00	\$ \$ \$
208 VOLT, THREE P 20 Amp 30 Amp 60 Amp 100 Amp 150 Amp	QTY HASE	DISCOUNT  ( \$360.00 ( \$480.00 ( \$580.00 ( \$930.00	\$530.00 \$710.00 \$860.00 \$1,385.00 \$2,045.00	\$ \$
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				Phone #:			Fax #:_		
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quired*				Indicate next to requi	ired amps	act	ual horsepov	ver to be used	l.
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X	00.004¢		Φ	1 '		•			
		, ,	\$	tower lights. Indicate	booth din	nens	sions. Heavy	duty service s	should be ac-
				LOCATION: Please ic	dentify and	d sh	ow service u	nits, power co	nnections an
	. ,	,			rates. If n	eede	ed, please in	dicate service	:
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				COIOCOI LIII		^	Ψ120.00	Poi/iloui	Ψ
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auired*									
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	\$350.00	\$520.00	¢	1		х	\$180.00	\$260.00	\$
	DISCOUNT	CIANDAID	TOTAL	9' TOWER WITH					
					QTY		DISCOUNT	STANDARD	TOTAL
		anal labor avnonce		Rates include rental. installar	tion, removal	and	current consump	ition.	OWENS
CTIC	MC			FI CODI IGUT	TQ QD	ОТ	т існте	ON Q' T	OWEDS
,	ψ <u>24</u> 0.00	φ350.00	Ψ						
				151-300 lbs.		Х	\$455.00	\$650.00	\$
				101-150 lbs.			\$375.00	\$500.00	\$
OTY	DISCOUNT	es bringing service  STANDARD	TOTAL	0-100 lbs.		Х	\$325.00	\$440.00	\$
							DISCOUNT	STANDARD	
	ECTIO  uty service in  QTY  ASE  ASE  COUNTY  ASE  X  COUNTY  ASE  COUNT	ECTIONS  uty service may require addition QTY DISCOUNT  ASE x \$350.00  ASE x \$420.00  equired*  EERVICE	ECTIONS  uty service may require additional labor expense.  QTY DISCOUNT STANDARD  ASE  x \$350.00 \$520.00  ASE x \$420.00 \$625.00  equired*  ERVICE QTY DISCOUNT STANDARD  ASE x \$360.00 \$530.00  x \$480.00 \$710.00  x \$580.00 \$860.00  x \$480.00 \$710.00  x \$1,370.00 \$2,045.00  x \$1,370.00 \$2,045.00  x \$1,370.00 \$2,045.00  x \$1,350.00 \$2,015.00  x \$3,420.00 \$5,120.00  equired*  ASE (European Voltage)  x \$435.00 \$500.00  x \$830.00 \$1,210.00  x \$1,340.00 \$2,000.00  equired*  ASE (European Voltage)  x \$435.00 \$500.00  x \$1,340.00 \$2,000.00  equired*	ECTIONS  Lity service may require additional labor expense.  QTY DISCOUNT STANDARD TOTAL  ASE	ECTIONS  """ x \$245.00 \$350.00 \$  """ DISCOUNT STANDARD TOTAL  ASE  """ x \$350.00 \$520.00 \$  ASE  """ x \$420.00 \$625.00 \$  """ DISCOUNT STANDARD TOTAL  ASE  """ x \$420.00 \$625.00 \$  """ DISCOUNT STANDARD TOTAL  ASE  """ x \$420.00 \$625.00 \$  """ DISCOUNT STANDARD TOTAL  ASE  """ x \$420.00 \$625.00 \$  """ DISCOUNT STANDARD TOTAL  ASE  """ x \$360.00 \$530.00 \$  """ x \$480.00 \$710.00 \$  """ x \$480.00 \$710.00 \$  """ x \$580.00 \$860.00 \$  """ x \$1,370.00 \$2,045.00 \$  """ x \$1,370.00 \$2,045.00 \$  """ x \$1,395.00 \$2,982.00 \$  """ x \$440.00 \$1,220.00 \$  """ x \$440.00 \$1,220.00 \$  """ x \$440.00 \$1,220.00 \$  """ x \$435.00 \$500.00 \$  """ x \$445.00 \$1.210.00 \$  """ x	X \$190.00 \$275.00 \$	X \$195.00 \$275.00 \$	X \$195.00   \$275.00   \$	S   S   S   S   S   S   S   S   S   S

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

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

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

Adjacent Booth / Aisle #

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		Ad	ljacent	Booth	/ Aisle	#	 			

#### CONDITIONS AND REGULATIONS

Company Name:

- 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,
- 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.

Booth Size:

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 "S0" 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.

# Internet & Telecommunications



Deadline To Receive Discounted Rates: March 3, 2023

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

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

DHCP WIRED INTERNET SERVICE								
	DISCOUNT	STANDARD	QUANTITY	TOTAL				
1 Mbps Service	\$625.00	\$750.00		\$				
3 Mbps Service	\$1,875.00	\$2,250.00		\$				
5 Mbps Service	\$3,125.00	\$3,750.00		\$				
10 Mbps Service	\$6,250.00	\$7,500.00		\$				
For Services greater than 10.0 Mbps	CALL FOR			\$				
WIRED INTERNET SERVICE WITH	DIOCOLINIT	OTANDADD	OHANITITY	TOTAL				
DEDICATED OUTSIDE IP ADDRESS	DISCOUNT	STANDARD	QUANTITY	TOTAL				
1 Mbps Service	\$1,000.00	\$1,200.00		\$				
3 Mbps Service	\$3,000.00	\$3,600.00		\$				
5 Mbps Service	\$5,000.00	\$6,000.00		\$				
10 Mbps Service	\$10,000.00	\$12,000.00		\$				
Additional Dedicated Outside IP Address	\$200.00	\$240.00		\$				
For Services greater than 10.0 Mbps	CALL FOR	R QUOTE		\$				
INTERNET EXTRAS								
Note that the Wireless Router is a device rental and does not provide Intel	rnet Connectivity -							
please order the appropriate Internet Service Indicated in the Restriction.	DISCOUNT	STANDARD	QUANTITY	TOTAL				
Cat5 Cabling per 10 ft.	\$15.00	\$25.00		\$				
8 Port Switch	\$100.00	\$125.00		\$				
16 Port Switch	\$125.00	\$150.00		\$				
24 Port Switch	\$150.00	\$175.00		\$				
Wireless Router	\$350.00	\$425.00		\$				
VLAN CONNECTION - PRIVATE NETWORK	CALL FOR	R QUOTE		\$				
TELEPHONE SERVICES	DISCOUNT	STANDARD	QUANTITY	TOTAL				
			QUANTITI					
Single Line Telephone Includes single line phone with up to \$100 in local & long distance charges	\$275.00	\$350.00		\$				
TELEPHONE EXTRA SERVICES								
Must be ordered with single line telephone								
g	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.		\$				
·								
		ORDER	TOTAL \$					
Technical assistance is available and will be billable on a time basis at a ra	ate of	ONDEN	ν ψ					
\$75.00 per hour with a minimum of 1/2 hour.		Install Date:						
There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the f	first day of event.		_					
There will be a 50% charge of the standard rate for Internet and Telecommunications seafter show set-up has begun. No adjustments will be made after show closing.	ervices cancelled		LOCATION: Please identify and show locati desired for each service on next pa					
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 #

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#### 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.
- 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.