



**THE  
ASSEMBLY  
SHOW**

October 26 - 28, 2021

DONALD E. STEPHENS CONVENTION CENTER  
ROSEMONT, ILLINOIS



**EXHIBITOR SERVICES MANUAL**

# THE ASSEMBLY SHOW

Dear 2021 ASSEMBLY Show Exhibitor,

Thank you for choosing to exhibit in The ASSEMBLY Show taking place on October 26-28, 2021 at the Donald E. Stephens Convention Center in Rosemont, IL. If this is your first time participating as an exhibitor at The ASSEMBLY Show we are excited to welcome you. And for all of our returning exhibitors we thank you for your continued support and welcome you back!

We are extremely pleased to be back in-person at the Donald E. Stephens Convention Center. The show staff and the official show contractors which are listed on the following pages of this exhibitor services manual have one goal in mind – to ensure that you have a positive and rewarding tradeshow experience at The ASSEMBLY Show.

Please take the time to carefully read the entire contents of this exhibitor services manual. It has been designed to assist you in the exhibit ordering process and provide all the necessary information and schedules for a successful exhibition. All of the order forms for exhibiting services including equipment rental, booth furnishings, shipping information as well as important deadline dates for obtaining significant discounts are contained in this manual.

Don't forget that your exhibit space fees include **all** onsite drayage costs – but only if you ship **direct** to the convention center (not in advance to the warehouse). This should be a significant cost savings to your company.

Also, if hotel reservations are necessary please make your reservations directly through our official housing vendor, OnPeak. They can be reached via the event website - [www.theassemblyshow.com](http://www.theassemblyshow.com) - or by calling 866-940-0944. **OnPeak is the only official housing company associated with The ASSEMBLY Show.** While other hotel resellers and fraudulent housing firms may contact you offering housing for your trip, they are not endorsed by or affiliated with The ASSEMBLY Show. We have arranged for a block of specially discounted hotel rooms for The ASSEMBLY Show exhibitors. Call or visit the website now before this block of discounted hotel rooms sells out.

We are committed to making The ASSEMBLY Show successful for all participants and we want to do everything we can to make sure you find this event to be a valuable use of your time and resources. If you have any questions regarding this exhibitor services manual or any part of your exhibiting experience please don't hesitate to contact anyone from The ASSEMBLY Show Management Team.

We look forward to seeing you in Rosemont this October!

*The ASSEMBLY Show Management Team*  
(see next page for staff contact information)



ROSEMONT, IL  
OCTOBER 26-28  
2021

## Show Management Staff

The ASSEMBLY Show staff will gladly assist you in your preparations for the show. We will also intervene on your behalf on-site if you encounter difficulties with missing freight, theft, labor unions or official show contractors. Please contact the appropriate ASSEMBLY Show staff member per the contact information below.

### Registration

#### **Maddie Berglund**

Registration Manager  
844-644-7449  
TAS@executiveevents.com

### Operations

#### **Dana Marsoupiian**

Sr. Event Manager  
BNP Media  
248-719-5416  
marsoupiand@bnpmedia.com

#### **Scott Wolters**

Chief Events Officer  
BNP Media  
847-405-4030  
wolterss@bnpmedia.com

### Speakers, Press & Media

#### **Amy Riemer**

Speaker & Media Relations Manager  
978-475-4441  
amy@theassemblyshow.com

#### **John Sprovieri**

Editor-in-Chief  
ASSEMBLY  
847-405-4068  
sprovierij@bnpmedia.com

### Marketing

#### **Mike Spencer**

Marketing Specialist, Events & Conferences  
BNP Media  
248-244-1727  
spencerm@bnpmedia.com

### Exhibitor Questions & Support

#### **Ceci Quispe**

Event Coordinator  
BNP Media  
847-405-4018  
quispec@bnpmedia.com

#### **Mike Mlady** (available starting in August)

Exhibit Floor Manager  
630-248-7181  
mike@theassemblyshow.com

### Exhibit & Sponsorship Sales

#### **Bill DeYoe**

Publisher, East Central / Southeast / International  
ASSEMBLY  
704-822-6434  
deyoeb@bnpmedia.com

#### **George Misko**

Mid-Atlantic Sales Manager  
ASSEMBLY  
609-247-5025  
miskog@bnpmedia.com

#### **Tina Vulgaris**

Midwest / West Sales Manager  
ASSEMBLY  
847-405-4070  
vulgarist@bnpmedia.com

### Rosemont Exposition Services

Customer Service  
847-696-2208  
customerservice@rosemontexpo.com

# 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.

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## RES CUSTOMER SERVICE CONTACT INFORMATION

**General**  
847-696-2208  
customerservice@rosemontexpo.com

**Marne Kirkwood**  
847-993-4803  
mkirkwood@rosemontexpo.com

**Linda Talaber**  
847-993-4657  
ltalaber@rosemontexpo.com

Visit [RESEXPO.com](http://RESEXPO.com) for Online Ordering



## *Welcome to Rosemont*

The Rosemont Convention Bureau provides 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 greater Chicagoland area.



The entertainment district is home to 13 dining and entertainment venues including Adobe Gila's, AMC Theatre, Big Ten Experience, Bub City, Five Roses Pub, Fogo de Chão, Hofbräuhaus Chicago, iFLY Indoor Skydiving, Joe's Live, Kings Dining & Entertainment, Park Tavern, Sugar Factory, 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 The Rose, Westin, Marriott Suites, Hyatt Place, Holiday Inn Select, Hampton Inn & Suites, Edward Hotel, Sheraton, 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 and the Cube nightclub, 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, Gene & Georgetti, Carmine's, Truluck's and Harry Caray's are all fine dining establishments that call the community home, as do popular and casual spots such as RAM Restaurant, T.G.I. Fridays, Moretti's, Murray Bros. Caddyshack and Dave & Buster's also Gino East and Giordano's, both known for their Chicago style deep dish pizza.



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



October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

## SHOW COLORS

Back Drape: Hunter Green w/ Gold Accent Panels

Side Drape: Hunter Green

Carpet: Overall aisle carpet is Tuxedo Green. Main Street (main center cross aisle) and aisle #1200 (Don Hegland Blvd.) carpet is Black Road carpet.

## STANDARD BOOTH PACKAGE

Each in-line and peninsula booths will be set with 8' high hunter green and gold back drapery and 3' high hunter green side dividers. A 7" x 44" booth identification sign including exhibitors company name, city, state and booth number will also be provided.

Show Management will pay the drayage fees for all shipments that are sent direct to the Donald E. Stephens Convention Center. There will be no additional charges for drayage service for shipments sent direct to the Convention Center.

Exhibit spaces do not come carpeted or furnished. All exhibitors are responsible for ordering their own furnishing, equipment, utilities and labor which are detailed in the following pages of this manual.

## EXHIBITOR MOVE-IN

*\*Direct to dock shipments will be accepted per the following schedule*

Thursday, October 21, 2021	8:00 am - 4:30 pm (400 sq. ft. booths and larger only)
Friday, October 22, 2021	8:00 am - 4:30 pm
Saturday, October 23, 2021	8:00 am - 12:00 pm
Sunday, October 24, 2021	Hall Closed - No Labor Available
Monday, October 25, 2021	8:00 am - 4:30 pm

*The exhibit hall will be open to exhibitors for set-up and move-in until 8:00pm on Monday, October 25, but any direct shipments arriving after 4:30 will be charged overtime rates. Additionally all other labor orders will be charged overtime rates from 4:30 - 8:00pm.*

Tuesday, October 26, 2021	8:00 am - 10:00 am
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*All exhibits must be fully installed by 10:00 am on Tuesday, October 26, 2021 - no exceptions. Exhibits that are not installed by 10:00am on Tuesday, October 26, 2021 will lose their priority renewal order time slot.*



### EXHIBIT HALL HOURS

Tuesday, October 26, 2021

4:00 pm - 7:00 pm

*4:00 pm - 7:00 pm Welcome Reception and Taste of Rosemont on exhibit hall floor*

Wednesday, October 27, 2021

10:00 am - 5:00 pm

*5:00 pm - 7:00pm - Networking Reception held OFF exhibit hall floor.*

Thursday, October 28, 2021

9:00 am - 2:00 pm

### EXHIBITOR MOVE-OUT

Thursday, October 28, 2021

2:00 pm - 8:00 pm

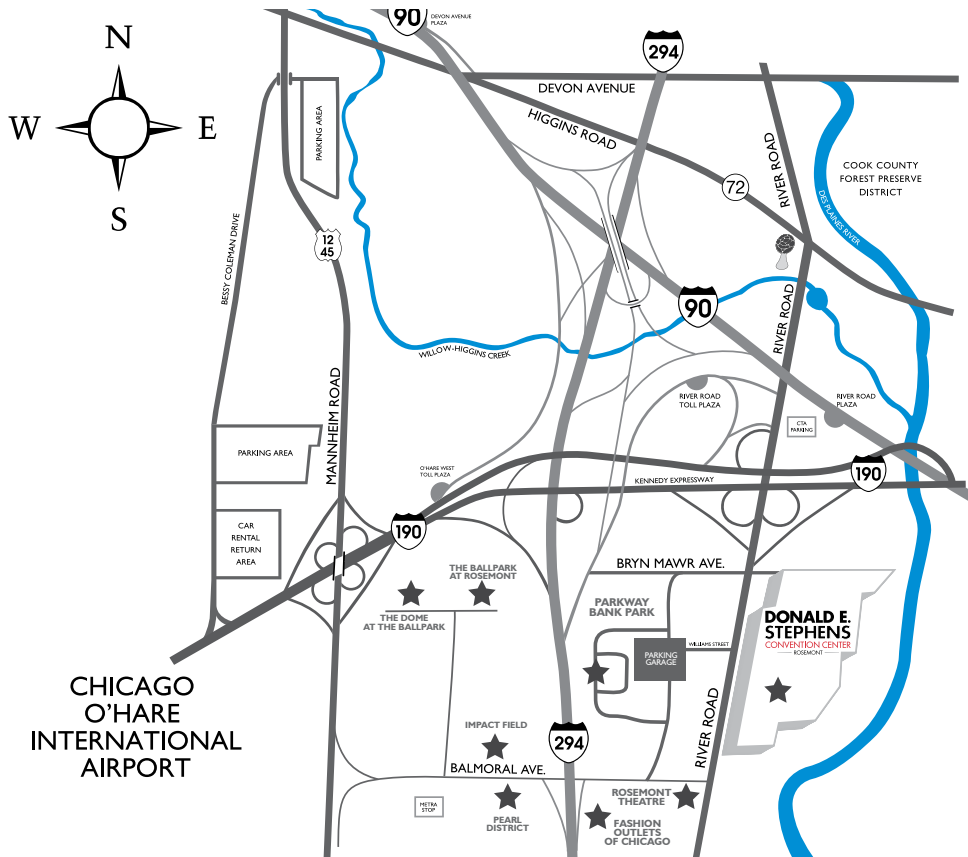
Friday, October 29, 2021

8:00 am - 2:00 pm

### FREIGHT

Please see pages 68-76 for all freight related information including rates, maps, shipping labels and timing issues.

# 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:

Visit the Travel and Lodging page on [www.assemblyshow.com](http://www.assemblyshow.com) for details on The ASSEMBLY Show's hotel room blocks and discounted rates.







www.resexpo.com

## Official Hotels and Housing Vendor

The ASSEMBLY Show has secured discounted room rates at various hotels located near the Donald E. Stephens Convention Center. Visit [www.theassemblyshow.com](http://www.theassemblyshow.com) to learn more and make your reservations.

### ONPEAK IS THE OFFICIAL HOUSING VENDOR

onPeak is the official housing vendor for The ASSEMBLY Show. With the help of our onPeak travel experts, The ASSEMBLY Show has secured a limited number of reduced-rate hotel rooms to make your trip to Rosemont, IL affordable. By booking in The ASSEMBLY Show's official and approved room block you will receive considerable discounts on room rates. Rooms at the group rate are limited and available on a first come, first-served basis.

[www.assemblymag.com/the-assembly-show/venue](http://www.assemblymag.com/the-assembly-show/venue)

#### Best Rate Pledge

onPeak comparison shops to ensure our rates remain the lowest.



#### Pay Delay

Ease your commitment — book now, pay later.

#### Flexibility

Plans change. onPeak lets you make adjustments without penalty.

#### Full Group Control

Easily manage hotel reservations with onPeak's group tools.

#### No Fees

Escape from booking, change and cancellation fees.

#### Real-time Bookings

Book from live inventory and receive immediate confirmations.

#### Reservation Protection

Get peace of mind with support before, during and after your stay.

### HAVE QUESTIONS OR NEED HELP? NO PROBLEM!

Visit [www.onpeak.com/help](http://www.onpeak.com/help) for assistance from an onPeak agent or to speak with an onPeak agent via phone call 866-940-0944 between the hours of 8:00 AM and 5:00 PM CT, Monday-Friday.

### BEWARE OF UNAUTHORIZED HOUSING SOLICITATIONS

Note that onPeak is the ONLY official housing company associated with The ASSEMBLY Show. While other hotel resellers and fraudulent housing firms may contact you offering accommodations for your trip, they are not endorsed by or affiliated with The ASSEMBLY Show. Beware that entering into financial agreements with non-endorsed companies can have costly consequences, many times leaving buyers stranded without a confirmed hotel reservation.

## **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.

## **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 into the building any substance of an explosive nature such as fireworks or Class B or Class A explosives of any type 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, emergency phones, 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 Rosemont Catering Company. For more information call 847-692-6415.

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

## EAC/I & D



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 one 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 commencing set-up, and that 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.

I & D Company: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

Exhibitor Will Pay

I & D Co. Will Pay

	Exhibitor Will Pay	I & D Co. Will Pay
FURNITURE:	<input type="radio"/>	<input type="radio"/>
CARPET:	<input type="radio"/>	<input type="radio"/>
LABOR:	<input type="radio"/>	<input type="radio"/>
CLEANING:	<input type="radio"/>	<input type="radio"/>
FREIGHT:	<input type="radio"/>	<input type="radio"/>
UTILITIES:	<input type="radio"/>	<input type="radio"/>
OTHER SERVICES:	<input type="radio"/>	<input type="radio"/>

### Credit Card Payment Information for Responsible Party

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVW2 Code: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

### Acceptance of this is contingent upon:

*An established satisfactory credit rating with Rosemont Exposition Services by the Display House and return of the notification letter prior to the deadline date. Further, we understand and agree that failure to make payment within 30 days of receipt of invoice will result in a redirection of the invoice to the exhibiting company for full payment and will affect the Display House's future credit standing.*

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

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

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

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

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

## Third Party Billing



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, Inc.

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.

Third Party: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Email Address: \_\_\_\_\_

	Exhibitor Will Pay	Third Party Will Pay
FURNITURE:	<input type="radio"/>	<input type="radio"/>
CARPET:	<input type="radio"/>	<input type="radio"/>
LABOR:	<input type="radio"/>	<input type="radio"/>
CLEANING:	<input type="radio"/>	<input type="radio"/>
FREIGHT:	<input type="radio"/>	<input type="radio"/>
UTILITIES:	<input type="radio"/>	<input type="radio"/>
OTHER SERVICES:	<input type="radio"/>	<input type="radio"/>

### Credit Card Payment Information for Responsible Party

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CW2 Code: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

### Acceptance of this is contingent upon:

*An established satisfactory credit rating with Rosemont Exposition Services by the Display House and return of the notification letter prior to the deadline date. Further, we understand and agree that failure to make payment within 30 days of receipt of invoice will result in a redirection of the invoice to the exhibiting company for full payment and will affect the Display House's future credit standing.*

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

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

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

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

# Access Our Website at [www.resexpo.com](http://www.resexpo.com)

## STEP BY STEP ONLINE ORDERING

- 1) **E-MAIL ADDRESS:**  
Enter your e-mail address.
- 2) **PHONE NUMBER:**  
Enter your corporate phone number (do not use dashes ex 1231234567)
- 3) **SIGN IN:**  
Click the "Sign In" button
- 4) **SHOW SELECT:**  
Use the pull down menu to select the show you will be attending.
- 5) **SELECT BOOTH #:**  
Use the pull down menu to select the booth number.
- 6) **ORDERING:**  
Use the 7 tabs at the top of the page 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.



# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 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	\$
<b>Net Amount Due</b>	<b>\$</b>

## 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.

ECONOMY BOOTH AND FURNITURE PACKAGE

Rosemont Exposition Services is pleased to offer ASSEMBLY Show exhibitors an Economy Booth Furniture Package, designed to save both time and money. The package, designed for 10'x10' and 10'x20' booths, includes a standard booth carpet, skirted display table, two side chairs or barstools, one wastebasket, and daily booth vacuuming. Just select the correct booth size, carpet and drape color, and your order will be processed in one easy step.

10' x 10' BOOTH - \$485.00

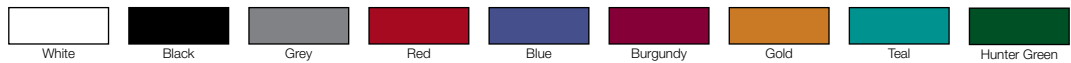
Includes a skirted display table in your choice of size and color, two side chairs or barstools, one standard 10'x10' booth carpet in your choice of standard color, one wastebasket and daily booth vacuuming.

Please select your items below.

Skirted Table: Size:  2'x4'  2'x6'  2'x8'

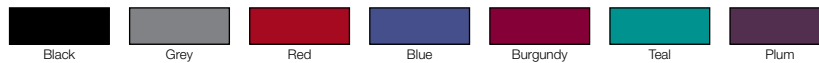
Height:  30"  42"

Color: \_\_\_\_\_



Chairs:  Side Chair  Barstool

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



10' x 20' BOOTH - \$695.00

Includes two skirted display tables in your choice of size and color OR one 30" round table in your choice of heights, four side chairs or barstools, one standard 10'x20' booth carpet in your choice of standard color, two wastebaskets and daily booth vacuuming. Please select your items below.

Skirted Table: Size:  2'x4'  2'x6'  2'x8'  30" Round (black top no skirting)

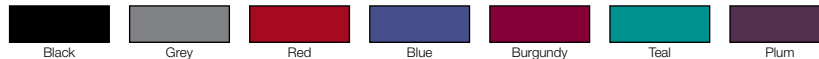
Height:  30"  42"

Color: \_\_\_\_\_



Chairs:  Side Chair  Barstool

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



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

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

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

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

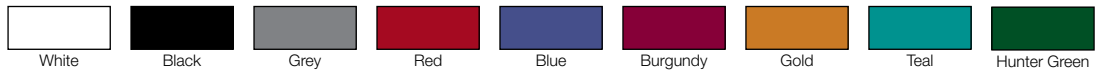


## SKIRTED TABLES & RISERS

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	_____			



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

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# 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

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# 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 include 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.

## Square Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
23" wide x 39" tall x 23" deep

Graphic Size:  
22" wide x 30" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x \$400.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Double Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
46" wide x 39" tall x 23" deep

Graphic Size:  
44" wide x 30" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x \$550.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Oval Tambour Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
43" wide x 40" tall x 23" deep

Graphic Size:  
24" wide x 30" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x \$550.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Stratus Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
43" wide x 87" tall x 27" deep

Graphic Size:  
1-sided 18" wide x 44" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x \$550.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Truss Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
29" wide x 92" tall x 46" deep

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x \$675.00 \$ \_\_\_\_\_  
COUNTER TOTAL



## 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 \$575.00 \$ \_\_\_\_\_  
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 \$650.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Counter with Header

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 \$750.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



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

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

### CHAIRS

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CH100	JACOBSON CHAIR	BK WH	140	190		
CH101	DELTA CHAIR	BK	140	190		
CH102	MONACO CHAIR	BK	140	190		
CH103	CAZMA CHAIR	BK RD	150	200		
CH104	TOLEDO CHAIR	NAT	125	175		
CH106	CRISS CROSS CHAIR	WH	125	175		
CH107	PARIS CHAIR	WH	150	200		
CH109	LIQUID CHAIR	BK BU CL GR GY RD WH	150	200		
CH111	TICINO CHAIR	WH	150	200		
CH113	LESLIE CHAIR	WH	125	175		
CH114	TENDY CHAIR	BK WL WH	125	175		
CH115	SHEN CHAIR	BK WH	150	200		
CH117	GENEVA CHAIR	WH	125	175		
CH118	EURO CHAIR	BK GY WH	125	175		

### BAR STOOLS

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
ST201	DELTA BAR STOOL	BK	175	225		
ST202	MONACO BAR STOOL	BK	175	225		
ST203	EQUINO STOOL, Adj.	BK RD WH	175	225		
ST204	TOLEDO BAR STOOL	NAT	150	200		
ST205	KOOL BAR STOOL	BK GR OR WH YL	150	200		
ST206	CRISS CROSS BAR STOOL	WH	150	200		
ST207	PARIS BAR STOOL	WH	175	225		
ST208	TICKLE STOOL, Adj.	OR RD WH	150	200		
ST209	LIQUID BAR STOOL	BK BU CL GR GY RD WH	175	225		
ST210	OTTO BAR STOOL, Adj.	BK WH	150	200		
ST211	TICINO BAR STOOL	WH	175	225		
ST212	RETRO BAR STOOL	STEEL	150	200		
ST213	ENZO BAR STOOL	BK	175	225		
ST214	TENDY BAR STOOL	BK WL WH	175	225		
ST215	SHEN BAR STOOL	BK WH	175	225		
ST217	PLUTO BAR STOOL, Adj.	BK WH	150	200		
ST218	EURO BAR STOOL, Adj.	BK GY WH	150	200		
ST219	TECH STOOL, Adj.	WH	150	200		

### CAFÉ TABLES 30"H

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CT300	PEDESTAL TABLE 24"DIA	BK WH	175	225		
CT301	PEDESTAL TABLE 30"DIA	BK WH	150	200		
CT302	CAFÉ TABLE 36" DIA	BK GY WH	175	225		
CT303	CAFÉ TABLE 42" DIA	BK GY WH	175	225		
CT304	SQUARE CAFÉ TABLE 30"	BK WH	175	225		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CT305	SQUARE CAFÉ TABLE 36"	BK WH	175	225		
CT306	TRAVE TABLE 36"DIA	GLASS	200	250		
CT307	BISTRO TABLE 30"DIA	BK NAT WL WH	175	225		
CT310	CHROMA TABLE 27.5 Square	ALUMINUM	150	200		
CT311	CHROMA TABLE 27.5 Round	ALUMINUM	150	200		
CT313	MARTINI TABLE 36"	CH/GL	200	250		
CT353	ALTOS TABLE 60x36	GLASS	250	325		
CT355	ABBY TABLE 63x36	WH	250	325		
CT356	SPARK POWER TABLE 72X30	BK WH	475	600		

### BAR TABLES AND BARS 42"H

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
BT400	BAR PEDESTAL TABLE 24"DIA	BK WH	175	225		
BT401	BAR PEDESTAL TABLE 30"DIA	BK WH	200	250		
BT402	BAR HIGH TABLE 36" DIA	BK GY WH	200	250		
BT404	SQUARE BAR TABLE 30"	BK WH	175	225		
BT405	SQUARE BAR TABLE 36"	BK WH	200	250		
BT406	TRAVE BAR TABLE 32"DIA	GLASS	225	275		
BT407	BRAVO BAR TABLE 30"DIA	BK NAT WL WH	200	250		
BT410	CHROMA BAR TABLE 23.5" DIA	ALUMNUM	175	225		
BT412	RETRO BAR TABLE 24" Square	STEEL	200	250		
BT413	MARTINI BAR TABLE 32"DIA	CH/GL	225	275		
BT450	MANHATTAN BAR	STAINLESS	675	875		
BT451	INFORMATION CTR. w/doors	BK WH	450	550		
BT453	MILANO BAR	BK WH	675	875		
BT454	BALI BAR	BK WH	450	600		
BT454-P	BALI BAR w/charging station	BK WH	550	700		
BT456	SPARK POWER BAR TABLE	BK WH	500	650		

### MODULAR BARS AND LED PEDESTALS

(BT486 for use with BT480-BT48)

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
BT460	ITALIA CURVED BAR w/light	WH	600	800		
BT461	ITALIA BAR w/light	WH	500	650		
BT463	ITALIA DELUXE BAR w/light	WH	725	950		
BT480	MOD CYLINDER PEDESTAL 18	WH	150	200		
BT481	MOD CYLINDER PEDESTAL 30	WH	200	250		
BT482	MOD CYLINDER PEDESTAL 42	WH	225	275		
BT483	MOD CUBE 24X24	WH	200	250		
BT484	MOD CUBE PEDESTAL 21X42	WH	225	275		
BT486	LED LIGHT BOX w/adapter MULTI	(RBGW)	100	125		

CUSTOM FURNITURE CONTINUED ON NEXT PAGE

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

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

### CONFERENCE AND OFFICE CHAIRS

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
C0501	OTTO GUEST CHAIR	BK WH	150	200		
C0502	OTTO CHAIR	BK WH	175	225		
C0503	EXECUTIVE GUEST CHAIR	BK WH	200	250		
C0504	EXECUTIVE MIDBACK CHAIR	BK WH	225	275		
C0507	GUEST CHAIR	BK	125	175		
C0508	MIDBACK CHAIR	BK	150	200		
C0509	STACKABLE SIDE CHAIR	BK	75	125		
C0510	STACKABLE ARM CHAIR	BK	100	150		
C0512	TASK CHAIR	BK	125	175		
C0513	TASK STOOL	BK	150	200		
C0518	RECEPTION CHAIR	BK	175	225		
C0520	ZURICH HIGHBACK CHAIR	WH	225	275		

### CONFERENCE TABLES

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CF602	GLACIER ROUND CONFERENCE TABLE 47"DIA	WH	400	500		
CF603	CONFERENCE TABLE 48"DIA	BK COG GY MAP WH	275	375		
CF604	GLACIER CONFERENCE TABLE 79"	WH	500	650		
CF605	RECTANGULAR TABLE 6'	BK CG MP WH	375	475		
CF606	OVAL CONFERENCE TABLE 6'	BK GY WH	375	475		
CF608	OVAL CONFERENCE TABLE 8'	BK GY WH	425	550		
CF609	RECTANGULAR TABLE 8'	BK WH	425	550		
CF610	OVAL CONFERENCE TABLE 10'	BK WH	600	800		
CF611	RECTANGULAR TABLE 10'	BK WH	600	800		

### OFFICE FURNITURE

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
OF650	DESK W/LOCKING 2-DRAWER	BK	400	525		
OF652	LATERAL FILE, LOCKING	BK	300	400		
OF653	STORAGE CABINET LOCKING	BK WH	350	450		
OF654	COMPUTER WORKSTATION	BK	150	200		
OF659	CREDENZA	WH	375	475		
OF660	GLACIER SIDEBBOARD	WH	475	625		
OF670	PARSON DESK	GY WH	250	350		

### LOUNGE SEATING

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
LG700	HAVANA SOFA	BR	500	650		
LG702	HAVANA CHAIR	BR	450	600		
LG703	MADRID LEATHER SOFA	BK	450	600		
LG704	MADRID LEATHER LOVESEAT	BK	425	550		
LG705	MADRID LEATHER CHAIR	BK	400	525		
LG706	SCANDIC LEATHER SOFA	BK RD WH	475	600		
LG707	SCANDIC LEATHER LOVESEAT	BK RD WH	425	550		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
LG708	SCANDIC LEATHER CHAIR	BK RD WH	400	525		
LG712	SOLO SOFA	BK RD	400	525		
LG713	SOLO LOVESEAT	BK RD	450	600		
LG714	SOLO CHAIR	BK RD	375	475		
LG717	IBIZA CHAIR	BK WH	475	600		
LG720	CAPRI SECTIONAL SOFA	BK WH	500	625		
LG721	CAPRI SECTIONAL BENCH	BK WH	375	475		
LG722	DANE SOFA	GY	475	600		
LG723	DANE CHAIR	BU GR OR TP YL	400	525		
LG725	MADISON ARM CHAIR	BK WH	275	375		
LG726	MADISON ARMLESS SECTIONAL	BK WH	200	250		
LG727	MADISON CORNER SECT.	BK WH	225	275		
LG729	MIAMI CHAIR	GY WH	400	525		
LG730	SOHO CURVED BANQUETTE	WH	425	550		
LG731	SOHO CURVED BENCH	WH	400	525		
LG732	SOHO LOVESEAT	WH	400	525		
LG733	TRIBECA LEATHER SOFA	GY	525	650		
LG734	TRIBECA LEATHER LOVESEAT	GY	500	625		
LG735	TRIBECA LEATHER CHAIR	GY	425	550		
LG739	SURGE OTTOMAN w/USB	BK WH	450	600		
LG740	SURGE SOFA w/6-USB	BK WH	550	700		
LG741	SURGE CHAIR w/6-USB	BK WH	450	600		
LG742	MAUI ARM CHAIR	WH	300	400		
LG743	MAUI ARMLESS SECTIONAL	WH	200	250		
LG744-L	MAUI CORNER SECTIONAL LEFT	WH	275	375		
LG744-R	MAUI CORNER SECTIONAL RIGHT	WH	275	375		
LG745	MAUI OTTOMAN	WH	200	250		
LG750	BENCH OTTOMAN	BK WH	225	275		
LG755	BLOCK OTTOMAN	BK BU RD WH	125	175		
LG756	ANGLE OTTOMAN	BK RD SL WH	300	400		
LG757	RECTANGLE BLOCK OTTOMAN	BK RD SL WH	200	250		
LG760	CAPRI ROUND OTTOMAN	WH	200	250		
LG763	JAVA BENCH 6'	NAT	225	275		
LG780	STEN SWIVEL CHAIR	BK RED WH	250	350		
LG785	LARGO CHAIR	WH	250	350		
LG786	SWAN CHAIR	BK WH	250	350		

CUSTOM FURNITURE CONTINUED ON NEXT PAGE

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

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

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# Custom Furniture Continued



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customerservice@rosemontexpo.com

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

## OCCASIONAL TABLES

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
OT800	MONZA SQUARE COCKTAIL	BK	200	250		
OT801	MONZA OVAL COCKTAIL	BK	175	225		
OT802	MONZA END TABLE	BK	150	200		
OT804	TUSCAN COCKTAIL TABLE	TK	200	250		
OT805	TUSCAN END TABLE	TK	175	225		
OT806	HILO COCKTAIL TABLE	GL	200	250		
OT807	HILO END TABLE	GL	175	225		
OT814	PALMA COCKTAIL TABLE	WL WH	200	250		
OT815	PALMA END TABLE	WL WH	175	225		
OT816	PALMA SOFA TABLE	WL WH	225	275		
OT817	KEMI COCKTAIL TABLE	GL	200	250		
OT818	KEMI END TABLE	GL	175	225		
OT819	KEMI SOFA TABLE	GL	225	275		
OT821	VEGA TABLE 18" DIA. Adj.	BK BU GY RD YL WH	125	175		
OT828	ABBY COCKTAIL TABLE	GY WH	225	275		
OT829	ABBY END TABLE	GY WH	175	225		
OT830	JUPITER SIDE TABLE	BK WH	175	225		
OT839	LINEAR COCKTAIL BENCH	STEEL	225	275		
OT840	LINEAR END BENCH	STEEL	175	225		
OT841	GIO COCKTAIL TABLE	BK ESPRESSO	175	225		
OT842	GIO END TABLE	BK ESPRESSO	150	200		
OT843	SPA COCKTAIL TABLE	GL	225	275		
OT844	SPA END TABLE	GL	175	225		
OT855	KLUB COCKTAIL TABLE	WH	225	275		
OT856	KLUB END TABLE	WH	175	225		
OT857	KLUB SOFA TABLE	WH	225	275		
OT858	KAI COCKTAIL TABLE	BK	225	275		
OT859	KAI END TABLE	BK	175	225		
OT860	FIJI COCKTAIL TABLE	GL	225	275		
OT861	FIJI END TABLE	GL	175	225		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

## EXTRAS

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
XT199	FOLDING CHAIR	BK GY	75	100		
XT900	REFRIGERATOR 4.1 CF	BK WH	250	300		
XT906	VELOUR ROPE	BK RD	35	50		
XT909	WATERFALL CLOTHES RACK	CHROME	100	150		
XT910	COAT TREE	ST	100	125		
XT911	WASTEBASKET	BK	40	65		
XT913	6 POCKET LIT RACK	BK	150	200		
XT915	CURVED 6 POCKET LIT RACK	SILVER	175	225		
XT916	COMPUTER PEDESTAL 24X42	BK WH	325	425		
XT919	CUBE PEDESTAL	BK WH	225	275		
XT922	LAURENCE SHELF 72" H	BK WH	175	225		
XT923	METAL SHELVING 54" H	BK CH	125	150		
XT924	METAL SHELVING 72" H	BK CH	150	200		
XT925	CUBE SHELF 58" H	GY WH	150	200		
XT948	5 TIER LOCKER	BK	225	275		
XT957	TWIST FLOOR LAMP	SILVER	200	250		
XT958	LINEN LAMP	WH	125	175		
XT959	LINEN FLOOR LAMP	WH	175	225		
XT962	SHADE LAMP	GY	125	175		
XT963	SHADE FLOOR LAMP	GY	175	225		
XT964	CLUB LAMP	WH	125	175		
XT965	CLUB FLOOR LAMP	WH	175	225		
XT970	PILLAR LIGHT -MULTI	WH-MULTI	275	375		

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

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

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

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

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

## Chairs



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



CH101 DELTA CHAIR  
Black  
23"Wx22"Dx18"H



CH102 MONACO CHAIR  
Black  
23"Wx23"Dx18"H



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



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



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



CH07 PARIS CHAIR  
White  
19"Wx22"Dx18"H



CH109 LIQUID CHAIR  
Black, Blue, Clear, Green, Grey, Red, White  
20"Wx18"Dx18"H



CH111 TICINO CHAIR  
White  
18"Wx19"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



CH117 GENEVA CHAIR  
White  
17"Wx19"Dx18"H



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

## Bar Stools



**ST201 DELTA STOOL**  
Black  
20"Wx19"Dx28"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



**ST205 KOOL STOOL**  
Black, Green, Orange, White, Yellow  
16"Wx17"Dx26-30"H



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



**ST207 PARIS STOOL**  
White  
19"Wx18"Dx30"H



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



**ST209 LIQUID STOOL**  
Black, 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



**ST213 ENZO STOOL**  
Black  
16"Wx16"Dx30"H



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



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



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



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



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



## Café Tables



**CT300 PEDESTAL TABLE**  
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, Walnut, White  
30"Dia.x30"H



**CT310 CHROMA TABLE**  
Aluminum  
27sq.x30"H



**CT311 CHROMA TABLE**  
Aluminum  
27"Dia.x30"H



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



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



**CT355 ABBY TABLE**  
White  
63"Wx36"Dx30"H



**CT356 SPARK POWER TABLE**  
72"x30 Black, White  
72"Wx30"Dx30"H



Bar Tables and Bars



**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, Walnut, White  
30"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



**BT450 MANHATTAN BAR**  
Black/Stainless  
62"Wx29"Dx42"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



**BT456 Spark Power Bar Table**  
Black, White  
72"Wx30"Dx42"H



Modular Bars and LED Pedestals



**BT460 ITALIA CURVED BAR**  
White, with light  
65"Wx24"Dx40"H



**BT461 ITALIA BAR**  
White, with light  
36"Wx32"Dx43"H



**BT463 ITALIA DELUXE BAR**  
White, with light  
68"Wx24"Dx44"H



**BT480 / BT481 / BT482 MOD CYLINDER PEDESTAL**  
White  
21"Dia.x18"H      21"Dia.x30"H      21"Dia.x42"H



**BT483 / BT484 MOD CUBE PEDESTAL**  
White  
24"Sq.x24"H      21"Sq.x42"H



**BT486 MULTI COLOR LIGHT BOX.**  
Order for use with BT480 Through BT485

Conference and Office Chairs



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



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



**CO503 EXECUTIVE GUEST CHAIR**  
Black, White  
25"Wx24"Dx18"H



**CO504 EXECUTIVE MIDBACK CHAIR**  
Black, White  
25"Wx24"Dx18-20"H



**CO507 GUEST CHAIR**  
Black  
25"Wx25"Dx18"H



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



**CO509 STACKABLE SIDE CHAIR**  
Black  
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  
21"Wx23"Dx18"H



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

## Conference Tables



**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.

## Office Furniture



**OF650 DESK TWO DRAWER**  
Black - Locking  
60"Wx30"Dx29"H



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



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



**OF659 CREDENZA**  
White  
48"Wx18"Dx29"H



**OF654 COMPUTER WORKSTATION**  
Black  
36"Wx24"Dx29"H



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



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

Lounge Seating



**LG700 HAVANA SOFA**  
Brown  
93"Wx38"Dx34"H



**LG702 HAVANA CHAIR**  
Brown  
43"Wx38"Dx34"H



**LG703 MADRID LEATHER SOFA**  
Black  
78"Wx33"Dx34"H



**LG704 MADRID LEATHER LOVESEAT**  
Black  
62"Wx33"Dx34"H



**LG705 MADRID LEATHER CHAIR**  
Black  
40"Wx33"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



**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



**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



**LG722 DANE SOFA**  
Grey  
80"Wx41"Dx34"H



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



**LG725 MADISON ARM CHAIR**  
Black, White  
28"Wx28"Dx30"H



**LG726 MADISON ARMLESS SECTIONAL**  
Black, White  
23"Wx28"Dx30"H



**LG727 MADISON CORNER SECTIONAL**  
Black, White  
28"Wx28"Dx30"H



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



**LG730 SOHO CURVED BANQUETTE**  
White  
60"Wx24"Dx48"H



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



**LG732 SOHO LOVESEAT**  
White  
48"Wx24"Dx31"H



**LG733 TRIBECA LEATHER SOFA**  
Grey  
89"Wx36"Dx33"H



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



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



**LG739 SURGE OTTOMAN**  
Black, White w/USB  
60"Wx39"Dx16"H



**LG740 SURGE SOFA**  
Black, White w/USB  
72"Wx34"Dx28"H



**LG741 SURGE CHAIR**  
Black, White w/USB  
34"Wx34"Dx28"H

Lounge Seating



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  
White  
28"Wx28"Dx17"H



LG750 BENCH OTTOMAN  
Black, White  
60"Wx20"Dx17"H



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



LG763 Java Bench  
Natural  
72"Wx18"Dx15"H



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



LG785 LARGO CHAIR  
White  
30"Wx26"Dx28"H



LG786 SWAN CHAIR  
Black, White  
29"Wx28"Dx35"H

Occasional Tables



**OT800 MONZA SQ. COCKTAIL TABLE**  
Black  
40"Wx40"Dx20"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/Glass  
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



**OT816 PALMA SOFA TABLE**  
Walnut, White  
47"Wx12"Dx32"H



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



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



**OT819 KEMI SOFA TABLE**  
Chrome/Glass  
48"Wx16"Dx31"H



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



**OT828 ABBY COCKTAIL TABLE**  
Grey, White  
48"Wx24"Dx14"H



**OT829 ABBY END TABLE**  
Grey, White  
24"Wx24"Dx20"H



**OT830 JUPITER SIDE TABLE**  
Black, White  
18"Dia.x22"H



**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**  
Chrome/Glass  
36"Dia.x17"H



**OT861 FIJI END TABLE**  
Chrome/Glass  
20"Dia.x23"H



Extras



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



**XT900 REFRIGERATOR 4.1 CF**  
Black, White  
19"Wx18"Dx32"H



**XT906 ROPE**  
Black, Red  
6'



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



**XT910 COAT TREE**  
Steel  
13"Wx69"H



**XT911 WASTEBASKET**  
Black  
10"Wx24"H



**XT913 6-POCKET LIT. RACK**  
Black  
60"H



**XT915 CURVED 6-POCKET LIT. RACK**  
Silver  
15"Wx15"Dx50"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  
35"Wx15"Dx72"H



**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



**XT957 TWIST FLOOR LAMP**  
Silver  
9"Wx9"Dx55"H



**XT958 LINEN LAMP**  
White/Chrome  
7"Wx19"H



**XT959 LINEN FLOOR LAMP**  
White/Chrome  
11"Wx58"H



**XT962 SHADE LAMP**  
Grey  
6"Wx6"Dx23"H



**XT963 SHADE FLOOR LAMP**  
Grey  
9"Wx9"Dx65"H



**XT964 CLUB LAMP**  
White/Chrome  
17"Wx28"H



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



**XT970 PILLAR LIGHT**  
White - Multi color  
16"Wx16"Dx77"H

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# Standard Carprt 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

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# Custom 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!**

## CUSTOM BOOTH CARPET 26oz

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. Indicate overall dimensions: Length x Width x Price = Total  
For color samples please call Customer Service at 847-696-2208

COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
_____	_____ ft. x _____ ft.	\$4.50 sq. ft.	\$5.00 sq. ft.	\$ _____



Silver Cloud



Charcoal



Onyx



Big Top Blue



Royal Blue



Red



Boysenberry



Silky Beige



Butter



Paprika

## CUSTOM 26oz BOOTH CARPET FOR PURCHASE

COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
_____	_____ ft. x _____ ft.	\$15.00 sq. ft.	\$17.50 sq. ft.	\$ _____



White



Soft Ivory

As indicated above, all pricing on carpets provided on a purchase basis include installation prior to move-in of the show, as well as vacuuming prior to show opening on the first day of the event. Indicate overall dimensions: Length x Width x Price = Total

## ACCESSORIES

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.00 sq. ft.	\$1.25 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	\$0.40 sq. ft.	\$0.65 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

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



Rustic Cherry



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. x _____ ft.	\$6.50 sq. ft.	\$7.50 sq. ft.	\$ _____

## PADDING

The 1/2" rebond padding is the only padding product which works with the vinyl flooring.

SIZE	DISCOUNT	STANDARD	TOTAL
1/2" Rebond Padding	_____ ft. x _____ ft. x \$1.00 sq. ft.	\$1.25 sq. ft.	\$ _____

## ELECTRICAL SERVICES

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.

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

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

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

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# Exhibit Rental Order 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

**Package Number:** \_\_\_\_\_

Each 10' exhibit receives: 1 table, 2 chairs, 1 carpet, 1 wastebasket, 3 shelves and daily booth vacuuming;  
double this amount if you are renting a 20' exhibit and so on...

**Header Copy:**

**Panel/Fabric Color:** \_\_\_\_\_

(See exhibit brochure for color availability)

**Shelving:** Flat Product Shelves \_\_\_\_\_ qty      Angled Literature Shelves \_\_\_\_\_ qty

**Table:** 30" Round Table Unskirted Black Top  
\_\_\_\_\_ qty

**Skirted Table** (indicate size, height, and color)

Sizes: \_\_\_\_\_ qty    2' x 4' • 2' x 6' • 2' x 8'

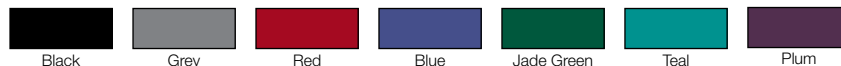
Height: \_\_\_\_\_ qty    30" • 42"

Skirt Color: \_\_\_\_\_



**Chairs:** Side Chair Black \_\_\_\_\_      Arm Chair Black \_\_\_\_\_      Stool with Back \_\_\_\_\_

**Standard Carpet:** \_\_\_\_\_



**Additional  
Accessories:**

	AVAILABLE WITH PACKAGE #	COST	QUANTITY	TOTAL
Product shelf	All	\$50.00	_____	\$ _____
Literature shelf	All	\$50.00	_____	\$ _____
Cabinet 20"W x 40"L x 29"H	All	\$300.00	_____	\$ _____
Cabinet 20"W x 40"L x 40"H	All	\$350.00	_____	\$ _____
Cabinet 20"W x 80"L x 40"H	All	\$650.00	_____	\$ _____

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

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

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

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

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

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

## Signature Booth Packages

RES Signature Booth Packages are designed to offer everything your company will need for a successful exhibit experience with one simple step. Signature Booth Packages are available in 10' and 20' lengths, and can easily be modified to suit your needs. Just walk in, open for business, and leave everything where it is at the conclusion of the show!

### SIGNATURE PACKAGE #: P10

10' Flat Backwall - \$2,500



### SIGNATURE PACKAGE #: P20

20' Flat Backwall - \$3,750



#### Included In Signature Packages

- Package #: \_\_\_\_\_
- Skirt Color: \_\_\_\_\_
- Panel Color: \_\_\_\_\_
- Carpet Color: \_\_\_\_\_
- Custom Header (117" x 11 3/4") :  
 Print header copy below or contact Phil Hantak at  
 phantak@rosemontexpo.com or 847.993.4809  
 \_\_\_\_\_  
 \_\_\_\_\_

- Display Set-up
- Display Dismantle
- Custom Header
- 3 Shelves
- 30" Round Table
- 3 Side Chairs
- 1,000 Watt Electrical
- Daily Booth Vacuuming
- P10 - 1 6' x 30" Skirted Table  
P20 - 2 6' x 30" Skirted Table
- P10 - 1 4' Ficus Plants  
P20 - 2 4' Ficus Plants
- P10 - Corner Vision Showcase  
P20 - 5' Full Vision Showcase

**All Booth Packages can be Modified to Suit your Needs!**  
for more information please call RES Customer Service at 847-696-2208

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

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

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

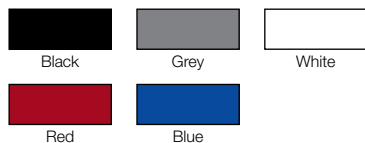
Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

## RES Hardwall Booth Packages Include - Per 10' Display

*Note: Electricity is not included in any package - see electrical form to order electric.*

- Display Set-up
- Display Dismantle
- Standard Booth Carpet
- 1 Color Graphic Header
- 3 - Display Shelves
- 1 - Skirted Table (or)  
1 - Round Unskirted Table
- Daily Vacuuming
- 2 - Chairs (or)  
2 - Bar Stools
- 1 - Wastebasket

### Panel Colors:



### Carpet Colors:



**All Booth Packages can be Modified to Suit your Needs!**

for more information please call RES Customer Service at 847-696-2208

## PACKAGE #: H1

**10' Flat Backwall**  
**\$1,950**

### Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4"
- (2) Backwall Panel - 38 1/4" x 91 1/4"
- (3) Side Panel - 18 1/2" x 91 1/4"
- (4) Return Panel - 57 3/4" x 34 3/8"



## PACKAGE #: H2

**20' Flat Backwall**  
**\$3,350**

### Panel Dimensions:

- (1) Header Panel - 97 1/8" x 11 3/4"
- (2) Backwall Panel - 38 1/4" x 91 1/4"
- (2) Return Panel - 38 1/4" x 91 1/4"
- (2) Closet Panel - 38 1/4" x 91 1/4"
- (3) Backwall Panel - 18 1/2" x 91 1/4"



## PACKAGE #: H3

**20' Flat Backwall**  
**\$3,350**

### Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4"
- (2) Header Panel - 77 1/2" x 11 3/4"
- (3) Backwall Panel - 38 1/4" x 91 1/4"
- (4) Backwall Panel - 18 1/2" x 91 1/4"
- (5) Return Panel - 28 1/4" x 91 1/4"
- (6) Counter Front - 77 1/2" x 34 3/8"
- (7) Counter Side - 18 1/2" x 34 3/8"



## PACKAGE #: H4

**30' Flat Backwall**  
**\$4,450**

### Panel Dimensions:

- (1) Header Panel - 77 1/2" x 11 3/4"
- (2) Header Panel - 117" x 11 3/4"
- (3) Small Curve - 29 13/16" x 11 3/4"
- (4) Small Top - 18 1/2" x 11 3/4"
- (5) Backwall Panel - 38 1/4" x 91 1/4"
- (6) Return Panel - 18 1/2" x 91 1/4"
- (7) Backwall Panel - 38 1/4" x 54 1/2"
- (8) Counter Panel - 38 1/4" x 34 3/8"
- (9) Side Panel - 77 1/2" x 34 3/8"
- (10) Side Curve - 29 13/16" x 34 3/8"

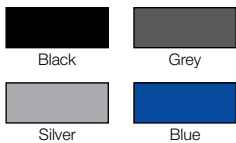


## RES Skyline Booth Packages Include - Per 10' Display

*Note: Electricity is not included in any package - see electrical form to order electric.*

- Display Set-up
- Display Dismantle
- Standard Booth Carpet
- 1 Color Graphic Header
- 3 - Display Shelves
- 1 - Skirted Table (or)  
1 - Round Unskirted Table
- Daily Vacuuming
- 2 - Chairs (or)  
2 - Bar Stools
- 1 - Wastebasket

### Fabric Panel Colors:



### Carpet Colors:



**All Booth Packages can be Modified to Suit your Needs!**

for more information  
please call RES Customer Service  
at 847-696-2208

## PACKAGE #: S1

**10' Curved Backwall**  
**\$1,700**

### Panel Dimensions:

- (1) Header Panel - 117 1/2" x 12"
- (2) Backwall Panel (Minus Header) - 117 1/2" x 74 3/4"  
(overall backwall panel size 117 1/2" x 89 1/4")
- (3) Concave Panel - 29 3/8" x 89 1/4"



## PACKAGE #: S2

**10' Backwall with Counter**  
**\$1,950**

### Panel Dimensions:

- (1) Header Panel - 69" x 13 1/2"
- (2) Backwall Panel (Minus Header) - 46" x 38 1/2"  
(overall backwall panel size 46" x 52")
- (3) Angled Panel (Minus Header) - 23" x 38 1/2"  
(overall backwall panel size 23" x 52")
- (4) Side Panel - 23" x 92"
- (5) Under Counter - 69" x 39"

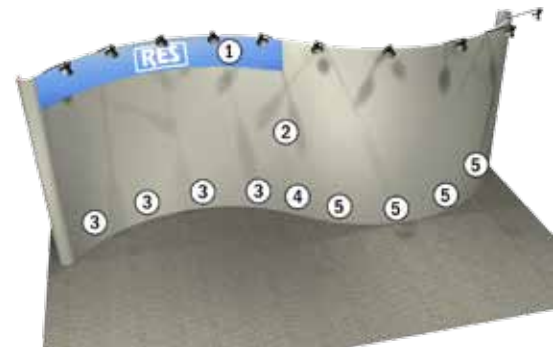


## PACKAGE #: S3

**20' Serpentine Backwall**  
**\$3,100**

### Panel Dimensions:

- (1) Header Panel - 117 1/2" x 12"
- (2) Overall Backwall - 262 1/2" x 89 1/4"
- (3) Concave Panel - 29 3/8" x 89 1/4"
- (4) Middle Panel - 14 1/2" x 89 1/4"
- (5) Convex Panel - 32 5/8" x 89 1/4"



## PACKAGE #: S4

**20' Backwall with Truss Tower**  
**\$3,350**

### Panel Dimensions:

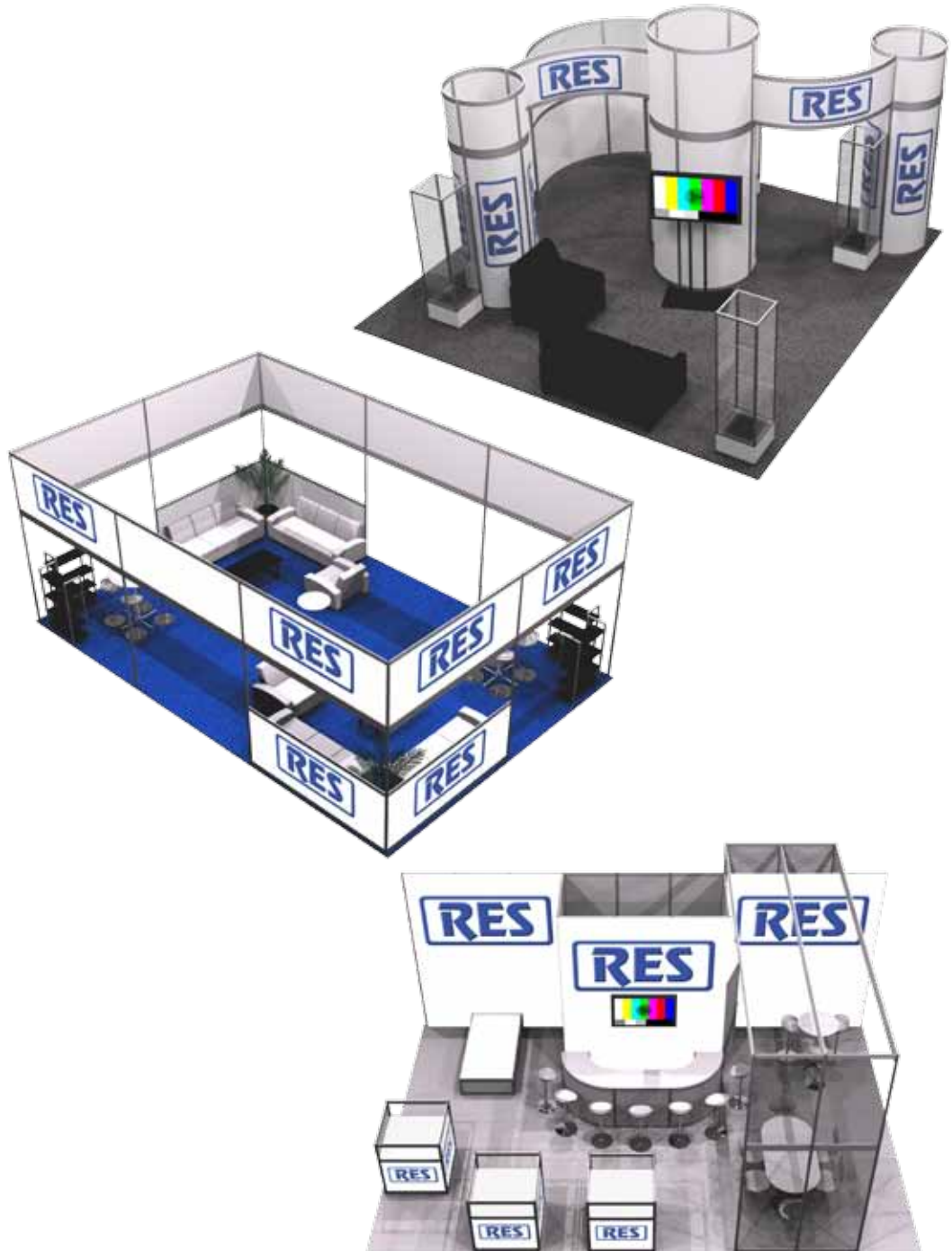
- (1) Header Panel - 69" x 13 1/2"
- (2) Backwall Panel (Minus Header) - 46" x 78 1/2"  
(overall backwall panel size 46" x 92")
- (3) Angled Panel (Minus Header) - 23" x 78 1/2"  
(overall backwall panel size 23" x 92")
- (4) Side Panel - 23" x 92"
- (5) Middle Panel - 46" x 92"
- (6) Truss Header (Including Cube) - 80 1/2" x 11 1/2"
- (7) Vertical Truss Face (Including Cube) - 57 1/2" x 11 1/2"
- (8) Vertical Truss (Minus Cube) - 11 1/2" x 46"





In addition to our variety of turn-key booth packages, RES offers a wide range of custom booth display units to meet every need. From 10' x 10' booths to large island spaces, our design team can assist you in developing exactly what you need to maximize the show experience.

RES will work with your team to provide renderings showing exactly what your display will include, will price the exhibit in an economical, competitive manner, and will work with you from start to finish to produce exactly what we promise.



For more information on our custom booth display units, including price quotes, contact **Brian Kester** at 847-993-4668 or via e-mail at [bkester@rosemontexpo.com](mailto:bkester@rosemontexpo.com).

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# Pegboard, Gridwall & Slatwall Rentals

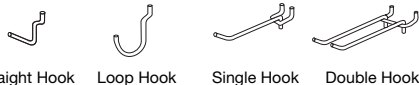
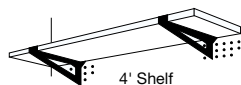


Please Mail, E-mail or Fax Completed Form to RES:

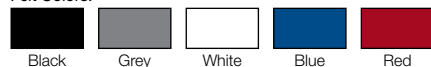
9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797  
customerservice@rosemontexpo.com

## PEGBOARD

1/4" Hole Size



Felt Colors:



### 10' x 10' BOOTH

Booth with Returns (8' high x 10' wide) \_\_\_\_\_  
Additional 10' Multiples (backwall only) \_\_\_\_\_  
Booth with Foam Core \_\_\_\_\_  
Additional 10' Multiples w/Foam Core \_\_\_\_\_

### SINGLE PANELS

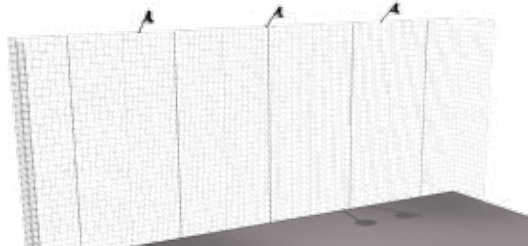
2' x 8' White Pegboard Panel \_\_\_\_\_  
4' x 8' White Pegboard Panel \_\_\_\_\_  
Panel Orientation: \_\_\_ Vertical (  ) \_\_\_ Horizontal (  )

### SHELVES & HARDWARE & MATERIAL

4' Shelves \_\_\_\_\_  
Straight Hook \_\_\_\_\_  
Loop Hook \_\_\_\_\_  
Single Hook \_\_\_\_\_  
Double Hook \_\_\_\_\_  
4' x 8' White Foam Core \_\_\_\_\_  
2' x 8' White Foam Core \_\_\_\_\_  
4' x 8' Felt \_\_\_\_\_  
2' x 8' Felt \_\_\_\_\_  
Felt Color: \_\_\_\_\_

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$600.00	\$800.00	\$ _____
_____	\$500.00	\$700.00	\$ _____
_____	\$750.00	\$1,050.00	\$ _____
_____	\$600.00	\$950.00	\$ _____
QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$175.00	\$225.00	\$ _____
_____	\$225.00	\$275.00	\$ _____
QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$12.50	\$17.50	\$ _____
_____	\$2.50	\$5.00	\$ _____
_____	\$2.50	\$5.00	\$ _____
_____	\$5.00	\$7.50	\$ _____
_____	\$5.00	\$7.50	\$ _____
_____	\$75.00	\$100.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$100.00	\$150.00	\$ _____
_____	\$75.00	\$100.00	\$ _____

## GRIDWALL



## SLATWALL



## MESSAGE BOARD



Gridwall Hooks:  
Sizes: 1" 4" 10"



Slatwall Hooks:  
Sizes: 4" 6" 8"



Slatwall Shelf Bracket:  
Size: 14"



Slatwall Waterfall Bracket:  
Size: 16"



2' x 8' Gridwall Sections \_\_\_\_\_  
Slatwall 1 Meter Sections \_\_\_\_\_  
8' x 4' Message Board \_\_\_\_\_  
Slatwall Hook \_\_\_\_\_  
Gridwall Hook \_\_\_\_\_  
Slatwall Shelf Bracket \_\_\_\_\_  
Gridwall Shelf Bracket \_\_\_\_\_  
Slatwall Waterfall Bracket \_\_\_\_\_  
Gridwall Waterfall Bracket \_\_\_\_\_  
Literature Pockets (holds 8 1/2" x 11" sheets) \_\_\_\_\_

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$200.00	\$250.00	\$ _____
_____	\$350.00	\$575.00	\$ _____
_____	\$250.00	\$450.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$35.00	\$50.00	\$ _____

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

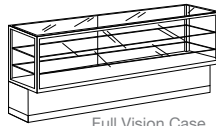
5 ft. 1/2 Vision Case

6 ft. 1/2 Vision Case

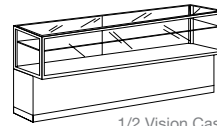
5 ft. 1/4 Vision Case

6 ft. 1/4 Vision Case

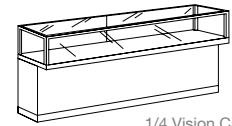
QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$475.00	\$525.00	\$ _____
_____	\$500.00	\$550.00	\$ _____
_____	\$450.00	\$500.00	\$ _____
_____	\$475.00	\$525.00	\$ _____
_____	\$425.00	\$475.00	\$ _____
_____	\$450.00	\$500.00	\$ _____



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

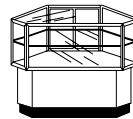
1/2 Corner Vision Case

1/4 Corner Vision Case

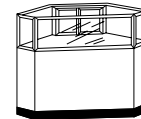
QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$450.00	\$500.00	\$ _____
_____	\$425.00	\$475.00	\$ _____
_____	\$425.00	\$475.00	\$ _____



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

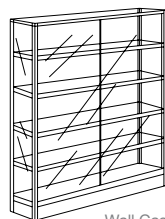
**Tower Case Includes**  
20"L x 20"D x 80"H, with 3 glass shelves, lights and locks

Solid Wall Case

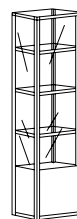
See-Thru Wall Case

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

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



Moss is the world's largest tension fabric manufacturer - we invented the technology and were the first to bring tension fabric to trade shows and retail stores. Tension fabric is fabric (printed or unprinted) stretched over an aluminum framework to create an organic or rectilinear shape.



CIRCLE SIGN



SQUARE SIGN



TRIANGLE SIGN



PINWHEEL SIGN



FOOTBALL SIGN



FUNNEL SIGN



HEADLINER



QUICK CHAT



LIGHTED FLUTE

There are several other creative Moss products available through RES. Note that there is a three week turn-around time on all Moss products.

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

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

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

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

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

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

## CUSTOM BOOTH GRAPHICS

Nothing attracts attention to a booth more effectively than quality graphics, and RES has a variety of ways to get your message out. From banner stands to meter boards, all RES booth graphics products include design, production and delivery to your booth.



**CHROME SIGN HOLDER WITH SIGN**  
\$150.00



**A-FRAMES**  
\$350.00



**FREE STANDING SIGNS**  
\$575.00



**FREE STANDING RETRACTING BANNER STAND**  
\$375.00



**BACKWALL GRAPHICS**  
(call for a quote)

For more information on custom graphics please contact  
Phil Hantak at (847) 993-4809 or via email at [phantak@rosemontexpo.com](mailto:phantak@rosemontexpo.com).

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

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

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

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



**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 SIGNS:**

11" x 14"	\$35.00
22" x 14"	\$50.00
22" x 28"	\$85.00
24" x 36"	\$125.00
28" x 44"	\$150.00

Custom Sizes Available

**FULL COLOR BANNERS:**

Per Square Foot	\$14.00
(Length x Width = Square Foot)	

**COPIES:**

1 - 150	\$0.15 ea.	\$0.80 ea.
151 - 500	\$0.12 ea.	\$0.70 ea.
501 - 1000	\$0.10 ea.	\$0.60 ea.
1001 and up	\$0.05 ea.	\$0.50 ea.

All copies on 24# brite white, one-sided.  
Special paper, two-sided printing, stapling and cutting available  
for additional cost.

If you have any questions about your graphic projects, please contact **Phil Hantak**

at 847-993-4809 or e-mail requests to [phantak@rosemontexpo.com](mailto:phantak@rosemontexpo.com). We look forward to helping you with all your signage requirements.

Sign Copy / Special Notes

**Graphic Type**

Sign  Banner  B&W Copies  Color Copies

**Backing Materials**

Foamcore  Cardstock  Sintra (PVC)  
 Paper  Vinyl  Other

**Sign Orientation**

Vertical ()  Horizontal ()

**Color(s)** \_\_\_\_\_

Size	Cost/Per	Quantity	Price

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

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

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

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

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

## RES Extras



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 Extras are available by contacting Marne Kirkwood via email at  
mkirkwood@rosemontexpo.com or (847) 993-4803.

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

### WATER COOLERS & SUPPLIES



	QUANTITY	RENTAL	TOTAL
Cold Water Cooler	_____ x	\$125.00	\$ _____
Hot & Cold Water Cooler	_____ x	\$150.00	\$ _____
Water – 5 gal. Bottle	_____ x	\$25.00	\$ _____
5 Gallon Distilled Water	_____ x	\$25.00	\$ _____
Cone Cups / 1000 (4.5 oz.)	_____ x	\$30.00	\$ _____
Flat Bottom Cups / 500 (9 oz.)	_____ x	\$35.00	\$ _____
Styro Hot Cups / 500 (8 oz.)	_____ x	\$50.00	\$ _____

### COMPRESSED GASES

Cylinder Stand Required for in Booth Use



	QUANTITY	RENTAL	TOTAL
Nitrogen B Cylinder (special order call ahead)	_____ x	\$ Quote	\$ _____
1000 psi Helium Cylinder (DEY)	_____ x	\$250.00	\$ _____
2200 psi Helium Cylinder (K)	_____ x	\$300.00	\$ _____
2400 psi Helium Cylinder (T)	_____ x	\$350.00	\$ _____
Delivery, HazMat & Pick-up	_____ x	\$75.00 each	\$ _____
Regulator/Balloon Filler	_____ x	\$35.00	\$ _____
Cylinder Stand	_____ x	\$35.00	\$ _____

### MISCELLANEOUS ITEMS



	QUANTITY	RENTAL	TOTAL
Cash Register (does not include electric)	_____ x	\$80.00	\$ _____
Hand Sanitizer Stand	_____ x	\$50.00	\$ _____
Hand Sanitizer Stand with Logo	_____ x	\$75.00	\$ _____
Mesh Raffle Drum	_____ x	\$45.00	\$ _____
Acrylic Raffle Drum	_____ x	\$35.00	\$ _____
Fish Bowl	_____ x	\$20.00	\$ _____

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

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

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

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

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

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# Handicap Access Vehicles



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 inventory of handicap access vehicles available to all show exhibitors and attendees. These items can be ordered by submitting this form to RES via fax, mail, email or by visiting [www.resexpo.com](http://www.resexpo.com)



## WHEEL CHAIR

Rental Price	Quantity	Day(s)	Total
\$10 per day	_____	_____	\$ _____



## 3 WHEEL SCOOTER - VICTORY PRIDE

Rental Price	Quantity	Day(s)	Total
\$25 per day	_____	_____	\$ _____

Date(s) needed for rental: \_\_\_\_\_

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

### Credit Card Payment Information for Responsible Party

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV2 Code: \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

#### Acceptance of this is contingent upon:

An established satisfactory credit rating with Rosemont Exposition Services by the Third Party and return of the notification letter prior to the deadline date. Further, we understand and agree that failure to make payment within 30 days of receipt of invoice will result in a redirection of the invoice to the exhibiting company for full payment and will affect the Third Party's future credit standing.

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

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



# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# Security 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

## SAFES

Note that all RES safe rental charges include drayage and delivery to the booth.



	QUANTITY	RENTAL	TOTAL
3ft Burglar/Fire Safe	_____ x	\$600.00	\$ _____
4ft Burglar/Fire Safe	_____ x	\$700.00	\$ _____
5ft Burglar/Fire Safe	_____ x	\$800.00	\$ _____
5ft Burglar/Fire Safe - Double Door	_____ x	\$850.00	\$ _____
6ft Burglar/Fire Safe	_____ x	\$900.00	\$ _____
3ft TL-15 Safe	_____ x	\$700.00	\$ _____
4ft TL-15 Safe	_____ x	\$800.00	\$ _____
5ft TL-15 Safe	_____ x	\$900.00	\$ _____
6ft TL-15 Safe	_____ x	\$1,000.00	\$ _____
3ft TL-30 Safe	_____ x	\$800.00	\$ _____
4ft TL-30 Safe	_____ x	\$900.00	\$ _____
5ft TL-30 Safe	_____ x	\$1,000.00	\$ _____
6ft TL-30 Safe	_____ x	\$1,100.00	\$ _____

## SECURITY ITEMS

Note that all RES Security Item rental charges include drayage and delivery to the booth.



**Open Mesh Cages**  
60" x 36" x 72"  
With full length doors,  
locking rod for padlocks, on wheels

**Open Mesh Cages**  
36" x 36" x 36"  
Without wheels

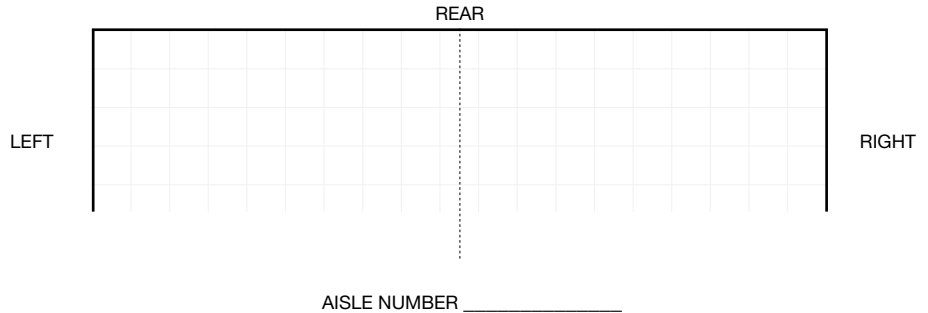
	QUANTITY	RENTAL	TOTAL
Open Mesh Cages 60" x 36" x 72"	_____ x	\$250.00	\$ _____
Open Mesh Cages 36" x 36" x 36"	_____ x	\$125.00	\$ _____
<b>ORDER TOTAL</b>			<b>\$ _____</b>

## LOCATION PLACEMENT GRID

LOCATION: Please indicate desired safe location.

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

Required  
Delivery Date: \_\_\_\_\_



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

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

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

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

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

Floral



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

## TROPICAL PLANTS & TREES



### 3FT GREEN PLANTS

Arboricola \_\_\_\_\_ Marginata \_\_\_\_\_ Spath \_\_\_\_\_      \_\_\_\_\_ x \$60.00      \$ \_\_\_\_\_

### 4FT GREEN PLANTS

Palm \_\_\_\_\_ Ficus Bush \_\_\_\_\_ Schefflera \_\_\_\_\_      \_\_\_\_\_ x \$70.00      \$ \_\_\_\_\_

### 5FT GREEN PLANTS

Palm \_\_\_\_\_ Marginata \_\_\_\_\_      \_\_\_\_\_ x \$80.00      \$ \_\_\_\_\_

### 6FT - 7FT GREEN PLANTS

Palm \_\_\_\_\_ Marginata \_\_\_\_\_ Ficus Tree \_\_\_\_\_      \_\_\_\_\_ x \$90.00      \$ \_\_\_\_\_

### HANGING PLANTS

Ivy \_\_\_\_\_ Pothos \_\_\_\_\_      \_\_\_\_\_ x \$35.00      \$ \_\_\_\_\_

### LARGE POTTED FERNS

QUANTITY	PRICE	TOTAL
_____ x	\$60.00	\$ _____
_____ x	\$70.00	\$ _____
_____ x	\$80.00	\$ _____
_____ x	\$90.00	\$ _____
_____ x	\$35.00	\$ _____
_____ x	\$50.00	\$ _____

## BLOOMING PLANTS



### POTTED MUMS

White \_\_\_\_\_ Lavender \_\_\_\_\_ Yellow \_\_\_\_\_      \_\_\_\_\_ x \$40.00      \$ \_\_\_\_\_

### POTTED AZALEAS

White \_\_\_\_\_ Pink \_\_\_\_\_ Red \_\_\_\_\_      \_\_\_\_\_ x \$40.00      \$ \_\_\_\_\_

### POTTED BROMELIADS

Red \_\_\_\_\_ Orange \_\_\_\_\_ Yellow \_\_\_\_\_      \_\_\_\_\_ x \$40.00      \$ \_\_\_\_\_

### POTTED BEGONIAS

Pink \_\_\_\_\_ Orange \_\_\_\_\_ Red \_\_\_\_\_ Yellow \_\_\_\_\_      \_\_\_\_\_ x \$40.00      \$ \_\_\_\_\_

Color of container for plants      Black \_\_\_\_\_ White \_\_\_\_\_

## FRESH FLORAL ARRANGEMENTS

please choose  
TROPICAL or SEASONAL



### SINGLE STEM PHALANEOPSIS ORCHID PLANT

White \_\_\_\_\_ Fuchsia \_\_\_\_\_      \_\_\_\_\_ x \$100.00      \$ \_\_\_\_\_

### SMALL ARRANGEMENT (12" X 12")

Colors \_\_\_\_\_      \_\_\_\_\_ x \$85.00      \$ \_\_\_\_\_

### MEDIUM ARRANGEMENT (18" X 14")

Colors \_\_\_\_\_      \_\_\_\_\_ x \$100.00      \$ \_\_\_\_\_

### LARGE ARRANGEMENT (24" X 18")

Colors \_\_\_\_\_      \_\_\_\_\_ x \$115.00      \$ \_\_\_\_\_

### CUSTOM ARRANGEMENT

please call for quote      \_\_\_\_\_ x Quote      \$ \_\_\_\_\_

*\*Foliage Plants and architectural containers on rental basis.  
Price includes: Plant installation, architectural containers, servicing  
throughout the show & removal at the end of the show.  
No adjustments nor refunds can be made after the show opening.*

**ORDER TOTAL**      \$ \_\_\_\_\_

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

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

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

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.

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\_\_\_\_\_ Skids or Crates x \$75.00 = \$ \_\_\_\_\_

**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**

- \$82.50 - Straight Time 8:00 am - 4:30 pm weekdays.
- \$123.75 - Overtime 4:30 pm - 8:00 pm weekdays. 8:00 am - 4:30 pm Saturday
- \$165.00 - 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 #: \_\_\_\_\_

Show Name \_\_\_\_\_ Show Date \_\_\_\_\_

Note: 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. **All items presented/served individually packaged. Attendant required \$150 per 4 hours.**

	QUANTITY	PRICE
<b>Beverages</b>		
Gallon(s) of Coffee (20 cups)	_____	\$68/gallon
Gallon(s) of Decaf Coffee (20 cups)	_____	\$68/gallon
Hot Water & Tea Bags	_____	\$68/gallon
Infused Water (2 gallons minimum)	_____	\$75-\$200/gallon
Lemonade	_____	\$60/gallon
Iced Tea (Lemons)	_____	\$60/gallon
Assorted Soft Drinks (12 oz.)	_____	\$4.00
Bottled Water (16.9 oz.)	_____	\$3.75
Assorted Bottled Juices	_____	\$4.25
20 lb. Bag of Ice	_____	\$20.00

<b>Hosted Bar Set-Ups</b>		
Premium Brands of Liquor (per drink)	_____	\$9.00
Domestic Beer (12 oz.)	_____	\$8.00
Premium Beer (12 oz.)	_____	\$9.00
House Wine (8oz.) (per glass)	_____	\$9.00
Bottle(s) Wine/Champagne	_____	Varies
<i>Ask salesperson for available selection</i>		
Domestic Keg 1/2 Barrel	_____	\$475.00
<i>Ask salesperson for available selection (Estimated 150 12oz pours)</i>		
Craft or Imported Keg 1/2 Barrel	_____	\$650.00
<i>Ask salesperson for available selection (Estimated 150 12oz pours)</i>		
Bartenders (per 4 hours)	_____	\$225.00
<i>Per Illinois Liquor Law any alcohol service requires a bartender to be staffed.</i>		

<b>Individual Bags Dry Snacks - per dozen</b>		
Potato Chips	_____	\$40.00
Pretzels	_____	\$40.00
Popcorn	_____	\$40.00
Snack Mix	_____	\$40.00
Peanuts	_____	\$40.00

<b>Specialty Breaks - per person</b>		QUANTITY	PRICE
<i>(minimum 25 people)</i>			
Mediterranean	_____		\$9.50
<i>Traditional Hummus, Herb Hummus, Red Pepper Hummus, Grilled Pita,</i>			
South of the Border	_____		\$8.50
<i>Roasted Tomato Salsa, Guacamole, Pico de Gallo, Tortilla Chips</i>			

<b>Bakery - per dozen</b>		QUANTITY	PRICE
Toffee Crunch Blondies	_____		\$50.00
Brownies	_____		\$55.00
Assorted Cookies	_____		\$50.00
Assorted Muffins	_____		\$42.00

<b>Enhancements - per person</b>		QUANTITY	PRICE
<i>(minimum 25 people)</i>			
Gourmet Domestic & Imported Cheese Board	_____		\$9.50
<i>With Rustic Breads &amp; Crackers</i>			
Cruditè with Dill Buttermilk Ranch	_____		\$8.50
Antipasto Board	_____		\$12.00
<i>Italian Meats &amp; Cheeses, Olives, Crostini</i>			

<b>Sliders - 60 per order</b>		QUANTITY	PRICE
Cheeseburger - Grilled Onions	_____		\$250.00
Pulled Pork - Pickle, Red Onion	_____		\$320.00
Buffalo Chicken - Blue Cheese, Red Onion	_____		\$270.00
Portobello Mushroom - Mozzarella, Tomato Balsamic Chutney	_____		\$300.00

<b>Chicago Style - per person</b>		QUANTITY	PRICE
<i>(minimum 25 orders per selections)</i>			
Deep Dish Pizza - 6 slices per	_____		\$48.00
<i>Cheese, Sausage, Pepperoni, Seasonal Vegetable</i>			
Mini Chicago Hot Dog	_____		\$7.00
<i>Relish, Onion, Tomato, Sport Peppers, Mustard, Pickles, Celery Salt</i>			
Pilsen Tacos	_____		\$13.25
<i>Steak &amp; Chicken with Cilantro &amp; Onion, Jalapeno Slaw</i>			
Mini Maxwell Street Polish	_____		\$8.00
<i>Caramelized Onion, Yellow Mustard, Sport Peppers</i>			

All food & beverage orders and delivery are subject to admin fee & tax. Prices are subject to change without notice. \$40 delivery fee will apply for any order or reorder less than \$200. For more catering options ask the salesperson to see the Catering Menus .

Company Name \_\_\_\_\_ Phone # \_\_\_\_\_

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


Email \_\_\_\_\_ Fax # \_\_\_\_\_

Authorized By (Print Name) \_\_\_\_\_ Signature (if printing form) \_\_\_\_\_

Date of Service \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time \_\_\_\_:\_\_\_\_  AM  PM End Time \_\_\_\_:\_\_\_\_  AM  PM Booth or Room # \_\_\_\_\_

Date of Service \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time \_\_\_\_:\_\_\_\_  AM  PM End Time \_\_\_\_:\_\_\_\_  AM  PM Booth or Room # \_\_\_\_\_

### METHOD OF PAYMENT

Check Enclosed:  We Accept:     Cardholder Name: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

*(A 3% convenience fee will be applied to payments made by credit card)*



## 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
<b>120 VOLT, SINGLE PHASE</b>				
30 Amp	_____	x \$340.00	\$510.00	\$ _____
<b>208 VOLT, SINGLE PHASE</b>				
30 Amp	_____	x \$410.00	\$615.00	\$ _____

Check if neutral required\*

### HEAVY DUTY SERVICE

	QTY	DISCOUNT	STANDARD	TOTAL
<b>208 VOLT, THREE PHASE</b>				
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\*

<b>480 VOLT, THREE PHASE</b>				
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\*

<b>380 VOLT, THREE PHASE (European Voltage)</b>				
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
<b>9' TOWER WITH</b>				
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 #: \_\_\_\_\_



# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# Plumbing Service



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: \$115.00/hr • Double Time: \$230.00/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 you need compressors later, there will be a \$25.00 per hour charge. ALL DROPS ARE FROM THE CEILING.

	DROP LINE(S) QUANTITY	CFM (VOLUME)	INTERMITTENT	CONTINUOUS	MACHINE CONNECTIONS		DISCOUNT	STANDARD
					QUANTITY	SIZE		
1/4" to 3/8"							\$380.00	\$610.00
1/2"							\$395.00	\$675.00
3/4"							\$450.00	\$740.00
1"							\$480.00	\$810.00

### COLD WATER

	FOR FOOD OR BEVERAGE	FOR MACHINERY	DISCOUNT	STANDARD
1/4" to 3/8" lines			\$410.00	\$640.00
1/2" to 3/4" lines			\$430.00	\$660.00

### DRAIN

	GRAVITY	PRESSURE	DISCOUNT	STANDARD
up to 1/2" line to 40-45 P.S.I.			\$410.00	\$640.00
up to 3/4" line			\$430.00	\$660.00

### HOT WATER

Call for price quote.

### NATURAL GAS

Tanks filled & drained once are charged at labor rate + \$5.00 per 500 gallons. Minimum \$5.00. Double for late rate or no advance order. Up to 1" line Venting-up to 6" line. Call for location availability & price quote.

### MISCELLANEOUS

Will you require work beyond main connection, such as installing 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 directional showing entrance of show & adjacent aisle number. If no plan is submitted, additional costs may occur.

**CANCELLATION POLICY:** There will be a 35% cancellation charge on cancelled orders.

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

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

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

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

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





# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

## Water Service



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 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.

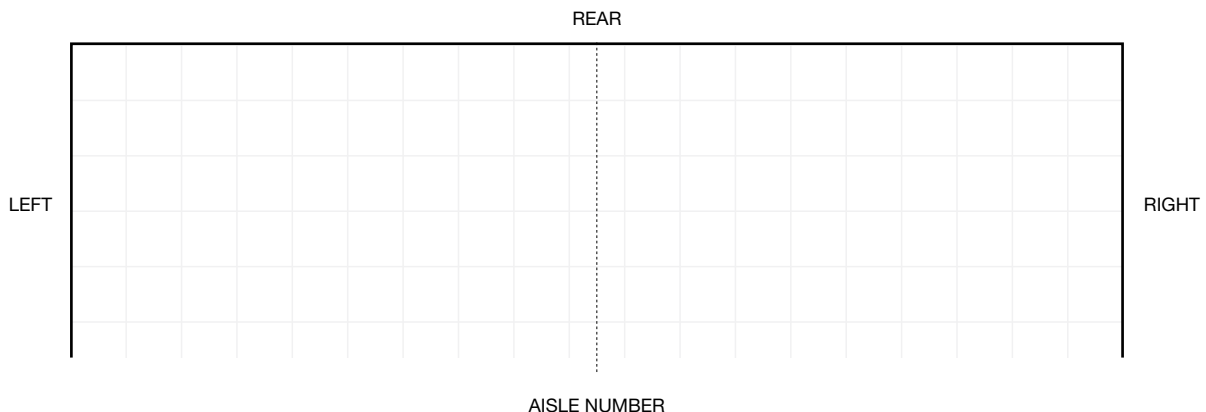
Tap Water Fill & Pump Out GALLONS	DISCOUNT RATE	REGULAR RATE	Salt Water Pump Out Only SALT WATER RATE	TOTAL
1 to 10	\$80.00	\$112.00	\$60.00	\$
11 to 25	\$110.00	\$154.00	\$82.00	\$
26 to 50	\$135.00	\$189.00	\$104.00	\$
51 to 100	\$165.00	\$231.00	\$126.00	\$
101 to 150	\$195.00	\$273.00	\$148.00	\$
151 to 200	\$225.00	\$315.00	\$170.00	\$
201 to 300	\$275.00	\$385.00	\$192.00	\$
301 and above	\$325.00	\$455.00	\$214.00	\$

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

**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 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.



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

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

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

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

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# Booth Cleaning



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 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 \$0.35	\$ _____	X _____	\$ _____
Shampooing of Carpeting	_____	x \$0.45	\$ _____	X _____	\$ _____
Scrubbing, Mopping & Waxing of Tile Flooring	_____	x \$0.45	\$ _____	X _____	\$ _____
Porter Service		\$25.00/hr			
After 4:30 p.m. weekdays, Saturdays & Sundays		\$30.00/hr			

Special Instructions

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

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

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

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

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.

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## SERVICE PROVIDED BY BOMARK CLEANING

\_\_\_\_\_ Waste Straight Oil Disposal      \_\_\_\_\_ Scrap Removal      \_\_\_\_\_ Waste Water Soluble Fluids

## WASTE STRAIGHT OIL & WATER SOLUBLE FLUIDS DISPOSAL:

\$95.00 rental for each barrel (one-time charge)  
\$4.50 per gallon of oil  
\$4.50 per gallon of water soluble cutting & grinding fluids (coolants-synthetic, semi-synthetics, soluble oil)

		PRICE	TOTAL
We estimate that we will dispose of _____ gallons of coolant	x	\$5.00	\$ _____
We estimate that we will dispose of _____ gallons of oil	x	\$5.00	\$ _____
We will require _____ barrels (55 gal. oil drum)	x	\$100.00	\$ _____

## SCRAP REMOVAL:

The Fire Department regulations require that all scrap and waste containers be emptied each night whether or not they are full.

		NUMBER OF BARRELS		NUMBER OF NIGHTS		TOTAL
\$95.00 rental for each barrel (one-time charge)	x	_____	x	1	x	\$ _____
\$95.00 for emptying each barrel, each night (regardless of amount of scrap contained)	x	_____	x	_____	x	\$ _____

**ORDER TOTAL**    \$ \_\_\_\_\_

A 25% surcharge will be added to all orders for barrels ordered less than 24 hours before show close.

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

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

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

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# Internet & Telecommunications



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

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customerservice@rosemontexpo.com

## 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) <i>* For service on 7 or more computers call for quote</i>	BE6	\$1,250.00	\$1,650.00	_____	\$ _____
Dedicated 1.5Mb Ethernet Service With Single IP	DE	\$1,650.00	\$2,000.00	_____	\$ _____
Additional Dedicated IP Address <i>must be ordered with dedicated 1.5Mb service</i>	DIP	\$200.00	\$250.00	_____	\$ _____

## 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

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Single Line Telephone <i>Includes single line phone with up to \$100 in local &amp; long distance charges</i>	\$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.	_____	\$ _____

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

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.

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

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



# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

## Audio Visual



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

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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.



For an extensive list of our inventory, labor rates, and detailed information, please call Anton Eleazar at 847-993-4816.

### VIDEO

	QUANTITY	DISCOUNT	STANDARD	TOTAL
20" Monitor	_____ x	\$250.00	\$300.00	\$ _____
26" Monitor	_____ x	\$350.00	\$400.00	\$ _____
32" Monitor	_____ x	\$650.00	\$700.00	\$ _____
37" Monitor	_____ x	\$800.00	\$850.00	\$ _____
42" Monitor	_____ x	\$925.00	\$1,000.00	\$ _____
50" Monitor	_____ x	\$1,100.00	\$1,200.00	\$ _____
60" Monitor	_____ x	\$1,650.00	\$1,800.00	\$ _____
70" Monitor	_____ x	\$2,500.00	\$3,000.00	\$ _____
Monitor Floor Stand	_____ x	\$225.00	\$275.00	\$ _____
Monitor Wall Bracket	_____ x	\$150.00	\$175.00	\$ _____
Blu-Ray Player	_____ x	\$200.00	\$250.00	\$ _____
Video Cables	_____ x	\$75.00	\$100.00	\$ _____
Touch Screen Monitor	_____ x	call for quote		\$ _____
Video Wall	_____ x	call for quote		\$ _____

### AUDIO

Powered Speaker	_____ x	\$300.00	\$350.00	\$ _____
Two Speaker P.A. System	_____ x	\$450.00	\$550.00	\$ _____
Four Speaker P.A. System	_____ x	\$600.00	\$700.00	\$ _____
Wireless Handheld Microphone	_____ x	\$300.00	\$350.00	\$ _____
Wireless Lavalier Microphone	_____ x	\$300.00	\$350.00	\$ _____
Wireless Headset Microphone	_____ x	\$300.00	\$350.00	\$ _____
Wired Handheld Microphone	_____ x	\$50.00	\$75.00	\$ _____
Wired Lavalier Microphone	_____ x	\$75.00	\$100.00	\$ _____
4 - Channel Audio Mixer	_____ x	\$75.00	\$100.00	\$ _____
Direct Box for Laptop/MP3 Player	_____ x	\$125.00	\$150.00	\$ _____

### COMPUTER

PC Laptop Computer	_____ x	\$450.00	\$550.00	\$ _____
Mac Laptop Computer	_____ x	\$650.00	\$700.00	\$ _____
Black & White Printer	_____ x	\$450.00	\$500.00	\$ _____
Color Printer	_____ x	\$600.00	\$650.00	\$ _____
All In One Printer/Fax/Copier/Scanner	_____ x	\$800.00	\$900.00	\$ _____
Microsoft Office Software	_____ x	\$125.00	\$150.00	\$ _____
Tablet Stand	_____ x	\$75.00	\$100.00	\$ _____

### ADDITIONAL SERVICES

Truss Booth Lighting	_____ x	call for quote		\$ _____
Videography	_____ x	call for quote		\$ _____

Delivery Date & Time: \_\_\_\_\_ Pick-Up Date & Time: \_\_\_\_\_ ORDER TOTAL \$ \_\_\_\_\_

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

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

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

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

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

### TERMS AND CONDITIONS

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 and 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) 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.
- 8) 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	\$117.50	\$176.25	\$235.00
Decorator	\$110.00	\$165.00	\$220.00
Teamster	\$85.00	\$127.50	\$170.00
Rigger	\$122.50	\$183.75	\$245.00
Electrician	\$115.00	\$172.50	\$230.00
Plumber	\$99.00	N/A	\$198.00

### HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$125.00	\$183.75	\$242.50
Decorator	\$117.50	\$172.50	\$227.50
Teamster	\$92.50	\$135.00	\$177.50
Rigger	\$130.00	\$191.25	\$252.50
Electrician	\$123.00	\$184.50	\$246.00
Plumber	\$106.50	N/A	\$213.00

### HOURLY EQUIPMENT RENTAL RATES

Forklift - 5,000 lb w/o operator	\$125.00
Forklift - 15,000 lb w/o operator	\$175.00
Scissor Lift w/o operator	\$125.00
Condor Lift w/o operator	\$175.00



Forklift



Scissor Lift



Condor Lift

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

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

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



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customerservice@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.

- We authorize Rosemont Exposition Services to supervise the set-up/dismantle of our exhibit.
- Set-Up       Dismantle

Number of pieces/crates to arrive for booth assembly: \_\_\_\_\_  
(not to include display materials, i.e. product, literature, misc.)

- We plan to ship our crated material to the Advance Warehouse
- We plan to ship our materials direct to the Donald E. Stephens Convention Center

## PLEASE SUBMIT PROPER DIAGRAMS/DRAWINGS WITH INSTRUCTIONS FOR BOOTH ASSEMBLY

	NUMBER OF WORKERS NEEDED	SET-UP DATE	HOURS	SET-UP TIME	DISMANTLE DATE	HOURS	DISMANTLE TIME
Carpenters							
Decorators							
Crew of 3 Riggers							

### DISCOUNT I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$152.75	\$229.25	\$305.00
Decorator	\$143.00	\$214.50	\$286.00
Rigger	\$161.50	\$242.25	\$323.00

### STANDARD I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$162.75	\$244.25	\$325.50
Decorator	\$146.50	\$219.75	\$293.00
Rigger	\$164.00	\$246.00	\$328.00

### HOURLY EQUIPMENT RENTAL RATES

Forklift - 5,000 lb w/o operator	\$125.00
Forklift - 15,000 lb w/o operator	\$175.00
Scissor Lift w/o operator	\$125.00
Condor Lift w/o operator	\$175.00



Forklift



Scissor Lift



Condor Lift

Straight time is 8:00 am to 4:30 pm weekdays.

Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

All labor is billed at one-half hour minimum for each man.

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

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

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



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
- 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 recreate 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 UNION**

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



**Hanging of signs from the ceiling, both electrical and non-electrical, is permitted at the Donald E. Stephens Convention Center provided doing so complies with show management rules and regulations and that the following conditions and limitations are adhered to. These conditions have been reviewed and provide limits which cannot be exceeded.**

- 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 insure 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 .

# The ASSEMBLY Show

October 26-28, 2021

Deadline To Receive Discounted Rates:  
October 1, 2021

# 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

### TYPE

- Cloth/Vinyl Banner
- Metal
- Wood
- Plastic
- Other \_\_\_\_\_

### SHAPE

- Square
- Circle
- Triangle
- Rectangle
- Other \_\_\_\_\_

### SIZE

Length \_\_\_\_\_

Height \_\_\_\_\_

Width \_\_\_\_\_

Weight \_\_\_\_\_

### SIGN REQUIREMENTS

- Electrical
- Non Electrical

### SUPERVISION

- RES
- Display House
- Exhibitor Personnel

Contact Name: \_\_\_\_\_ Time & Date \_\_\_\_\_

### LABOR RATES

Hanging sign crew labor rates will increase by 20% if not ordered by the deadline date

#### 2 MAN CREW with LIFT for signs up to 6'

- Straight Time - \$400 per Hour
- Overtime - \$575 per Hour
- Double Time - \$750 per Hour

#### 4 MAN CREW with LIFT for signs 6' and over

- Straight Time - \$600 per Hour
- Overtime - \$750 per Hour
- Double Time - \$950 per Hour

### INSTALLATION ESTIMATE

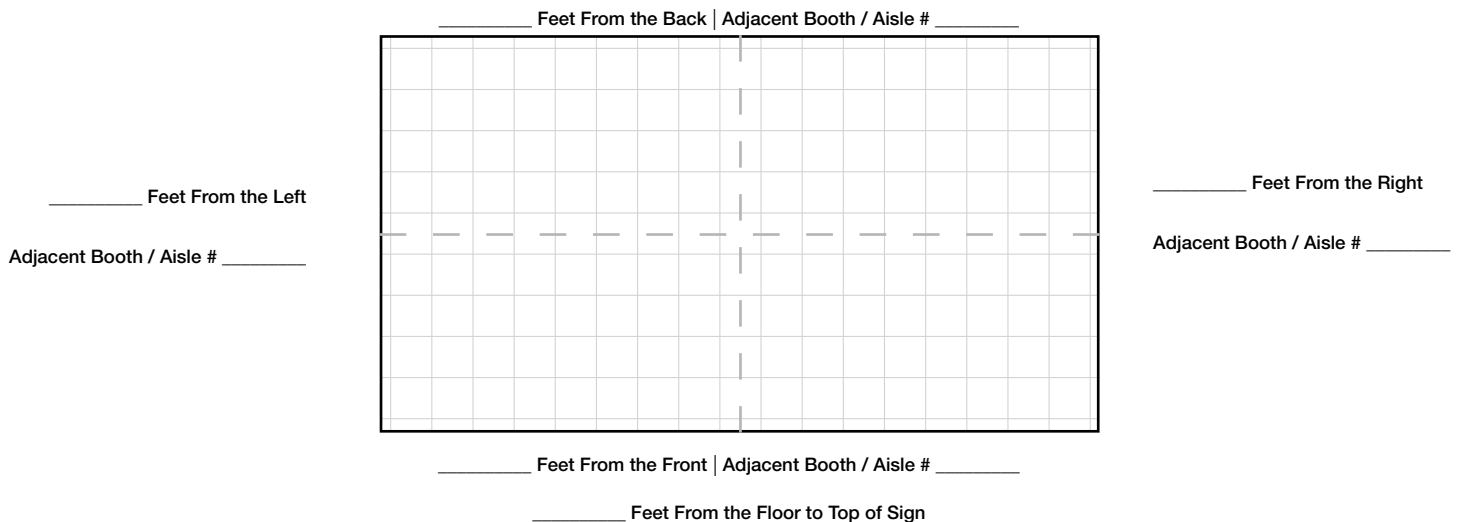
\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 Approx. Hours                      Hourly Rate                      Total Estimate

### DISMANTLE ESTIMATE

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 Approx. Hours                      Hourly Rate                      Total Estimate

### PLACEMENT DIAGRAM

Use diagram below to represent the booth space. Indicate how far from each boundary you would like your sign. The ceiling structure and relation to support beams may require your sign to be moved from your specified location. On signs other than banners, include drawings or blueprints with detailed information so hanging anchor points can be determined. There will be additional labor charges if a hanging sign has to be moved once it has been suspended based on location indicated by the diagram provided by the exhibiting company or display house.



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

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

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

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



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 your materials all together.

1) ADVANCE SHIPMENTS RECEIVED AT THE RES WAREHOUSE

Advance shipments will be accepted at the RES warehouse beginning September 20, 2021. Shipments received at the RES warehouse by October 14, 2021 will be weighed, inspected and charged at a rate of \$25.00 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 October 14, 2021, will be charged at the rate of \$30.00 per cwt. (100 lb. minimum).

2) DIRECT SHIPMENTS TO THE DONALD E. STEPHENS CONVENTION CENTER

Materials unloaded at the Donald E. Stephens Convention Center are being provided by The ASSEMBLY Show Management, BNP Media, Inc. There will be no additional charges for the service, which also included the re-loading of exhibit materials at the conclusion of the event as well the removal, storage and return of all empty crates and containers.

3) MOBILE UNITS

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

4) 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 number. Shortages or damages discovered at the booth are the complete responsibility of the exhibiting company.

5) DRAYAGE PAYMENT INFORMATION (CHECK ONE)

- We plan to ship our crated display material to the Advance Warehouse
We plan to ship our materials direct to the Donald E. Stephens Convention Center

HOW TO CALCULATE YOUR ORDER:

When recording weight, round up to the next 100lbs. (example: 265 lbs. = 300 lbs. 3 x RATE = Dollars)

Advance crated shipments received at the warehouse by October 14, 2021: We will ship \_\_\_\_\_ lbs. @ \$25.00\_\_\_\_\_ per cwt. (100 lb. min) = \$\_\_\_\_\_

Advance crated shipments received at the warehouse after October 14, 2021: We will ship \_\_\_\_\_ lbs. @ \$30.00\_\_\_\_\_ per cwt. (100 lb. min) = \$\_\_\_\_\_

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



## 1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning September 20, 2021 and must arrive no later than October 20, 2021. Direct Shipment to the Donald E. Stephens Convention Center should be timed to arrive on October 21-25, 2021. No earlier. Note that the hall will be open from 8:00am to 12:00pm (Noon) on Saturday, October 23, 2021 and closed on Sunday, October 24, 2021. No labor or freight set-up will be available that day.

## 2) WHERE TO SHIP

### DIRECT SHIPMENTS

Address all shipments to Donald E. Stephens Convention Center:

Exhibitors name:

Booth number:

THE ASSEMBLY SHOW

c/o Rosemont Exposition Services, Inc.

9300 Williams Street

Rosemont, Illinois 60018

### ADVANCE SHIPMENTS

Address all shipments to Warehouse:

Exhibitors name:

Booth number:

THE ASSEMBLY SHOW

c/o Rosemont Exposition Services, Inc.

3412 N. River Road

Franklin Park, Illinois 60131

## 3) INTERNATIONAL & CANADIAN SHIPMENTS:

Neither RES, Inc. 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, Inc. will have a drayage desk located at the Exhibitor's Service Center, where 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 shipment where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. They 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 2:00pm on October 28, 2021. Any freight left in the Exhibit Hall after 2:00pm on October 29, 2021 will be re-routed in accordance with the conditions in item # 5 of these Shipping Instructions.

## 8) LIMITS OF LIABILITY

A) Rosemont Exposition Services, Inc. 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, Inc. will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.

C) Rosemont Exposition Services, Inc. will not be responsible for the loss or theft of materials after same 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, Inc. 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.

9) All exhibits and exhibit material of any type handled by Rosemont Exposition Services, Inc. is insured by Rosemont Exposition Services, Inc. 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.

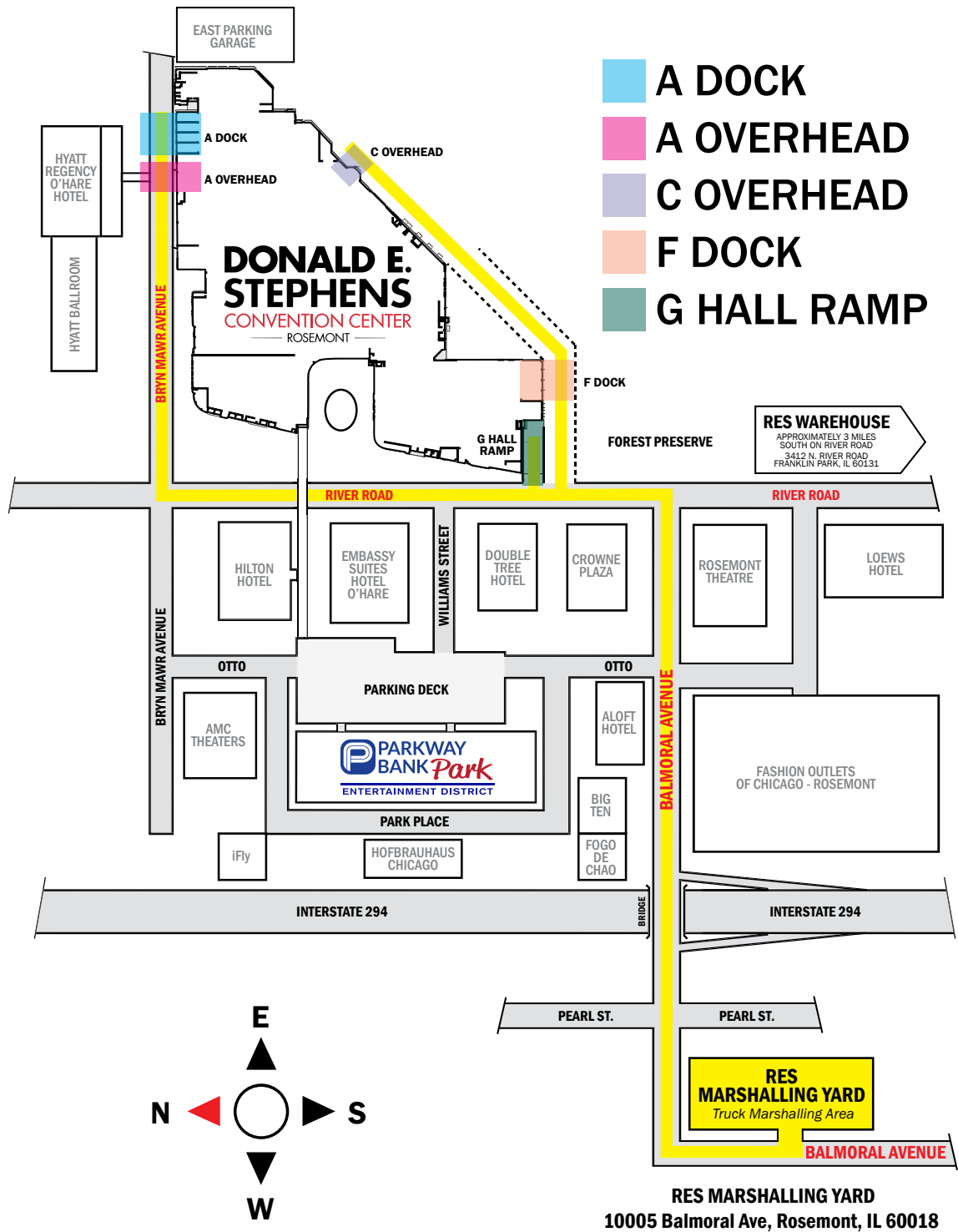
*\* To avoid disputes in drayage (freight weight) exhibitors should send freight certified.*

# Freight Check-In Procedures



All vehicles delivering freight or picking up at the Donald E. Stephens Convention Center must check-in at the RES Marshalling Area. After checking in, the 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 offers a choice of carriers with competitive discounted pricing and a variety of services for all shipping needs.

## RECOMMENDED LTL GROUND CARRIER:



Guaranteed Precision® and Expedited Precision® from the Genuine Heavyweight Experts®.

Provides expedited and time-specific delivery service for your critical exhibit shipments.

1-800-531-3976 • [www.yrc.com](http://www.yrc.com)

- Distribution of all sizes and complexity
- Product lay-downs
- Light pick & ship
- Expedited or day-specific delivery

**HOW SHIPPING IS DONE.**

## OPTIONAL LTL CARRIERS:



On-Site. On Time. Damage-Free.

800-654-7019

[tradeshows@freight.abf.com](mailto:tradeshows@freight.abf.com)

[www.abfs.com](http://www.abfs.com)



Speed. Technology. And Guaranteed Reliability

800-988-9889

[tradeshows@upsfreight.com](mailto:tradeshows@upsfreight.com)

[www.upsfreight.com](http://www.upsfreight.com)



331-240-3070

[expo@shipPGL.com](mailto:expo@shipPGL.com)

[www.shipPGL.com](http://www.shipPGL.com)

## RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



Delivering Performance

800-643-3525 • 479-442-6301-Local

[www.airwaysfreight.com](http://www.airwaysfreight.com)

email us at [UrgentInfo@airwaysfreight.com](mailto:UrgentInfo@airwaysfreight.com)

## RECOMMENDED LOCAL CARRIER:



773-254-1313

[www.ccstrucking.com](http://www.ccstrucking.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.

# AIRWAYS FREIGHT®

LAND • AIR • SEA

## 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: <b>October 26-28, 2021</b>
	Delivery deadline to advance warehouse: <b>October 20, 2021</b>
	Show Move In: <b>October 21-25, 2021</b>
	Show Move Out: <b>October 28-29, 2021</b>

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 marked as shown 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, however, insure 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](mailto: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](mailto:res@airwaysfreight.com)

Further information is also available at CBP web link: [http://www.cbp.gov/xp/cgov/trade/cargo\\_security/carriers/security\\_filing/](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. See note below regarding heavy equipment or out of gauge cargo.
- **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, and that their policy will 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:	<a href="mailto:res@airwaysfreight.com">res@airwaysfreight.com</a>
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080
LINK TO DOCUMENTS & INSTRUCTIONS:	<a href="http://www.airwaysfreight.com/res.pdf">www.airwaysfreight.com/res.pdf</a>

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

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

THE ASSEMBLY SHOW  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN OCTOBER 20, 2021**

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

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

THE ASSEMBLY SHOW  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN OCTOBER 20, 2021**

# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

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

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

**DELIVER ON OCTOBER 21-25, 2021 ONLY**

# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

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

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

**DELIVER ON OCTOBER 21-25, 2021 ONLY**

# HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

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

THE ASSEMBLY SHOW  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN OCTOBER 15, 2021

# HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: \_\_\_\_\_  
exhibitor name

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

THE ASSEMBLY SHOW  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN OCTOBER 15, 2021