

THE ASSEMBLY SHOW

October 22 - 24

2019



exhibitor
SERVICES
manual



ROSEMONT'S ALL NEW PEARL DISTRICT

THE ASSEMBLY SHOW

Dear 2019 ASSEMBLY Show Exhibitor,

Thank you for choosing to exhibit in The ASSEMBLY Show taking place on October 22-24, 2019 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 Rosemont 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** - 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)



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

Kelly Hughes

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

Janet Martinelli

Event Coordinator
BNP Media
610-436-4220 x8514
MartinelliJ@bnpmedia.com

Mike Mlady

Exhibitor Coordinator & Floor Manager
630-248-7181
mike@theassemblyshow.com

Exhibit & Sponsorship Sales

Thomas A. Esposito

Publisher
ASSEMBLY
610-436-4220 x8530
espositot@bnpmedia.com

Bill DeYoe

Associate Publisher, Mid-America,
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

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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 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 MianBar, 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, Laredo's Mexican, 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



www.resexpo.com

Show Information

EXHIBIT HALL HOURS

Tuesday, October 22, 2019

4:00 pm - 7:00 pm

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

Wednesday, October 23, 2019

10:00 am - 5:00 pm

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

Thursday, October 24, 2019

9:00 am - 2:00 pm

EXHIBITOR MOVE-OUT

Thursday, October 24, 2019

2:00 pm - 8:00 pm

Friday, October 25, 2019

8:00 am - 2:00 pm

FREIGHT

Please see pages 70-78 for all freight related information including rates, maps, shipping labels and timing issues.



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 for details on The ASSEMBLY Show's hotel room blocks and discounted rates.



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 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

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 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.



www.resexpo.com

Rosemont Public Safety Requirements

PLANS

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

COMBUSTIBLES

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

EXHIBIT BOOTHS

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

ELECTRICAL

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

NO STORAGE

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

DISPLAY OF MOTOR VEHICLES

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

1. The fuel supply for 4-piston and under engines shall be none.
2. The fuel supply in larger than 4-piston engines shall be maximum of five gallons.
3. All motorcycles, all-terrain vehicles, snowmobiles and watercraft shall have no fuel.
4. Any battery or power source for the engine shall be disconnected.
5. No operation of any internal combustion engine will be allowed indoors, unless approved in writing by the Fire Prevention Bureau.

Vehicles in the building for unloading must be unloaded and removed from the building as soon as possible.

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.

**To contact the Fire Prevention Bureau
please call 847/823-1134 ext 340 or email: RamirezJ@VillageOfRosemont.org**



www.resexpo.com

EAC/I & D

Please Mail, Email or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

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

FURNITURE:

CARPET:

LABOR:

CLEANING:

FREIGHT:

UTILITIES:

OTHER SERVICES:

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



www.resexpo.com

Third Party Billing

The Assembly Show
October 22-24, 2019

**Deadline To Receive Discounted Rates:
September 30, 2019**

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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

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.





www.resexpo.com

Order Summary and Payment

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

9291 West Bryn Mawr, Rosemont, IL 60018
E-mail: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

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

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

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

- CASH
- BANK - WIRE TRANSFER
- CREDIT CARD
- CHECK Check # _____

Check should be made payable to
Rosemont Exposition Services, Inc.

Bank - Wire Transfer information

Bank transfer to Parkway Bank & Trust Co.

ABA# **071908160** ACCT# **109754**

International

Bank transfer to Pacific Coast Bankers' Bank

SWIFT# **PCBBUS66** ACCT# **109754**

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

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

Payment Information for Credit Cards

MasterCard

VISA

American Express

Discover Card

Account Number: _____ Expiration Date: _____ CV2 Code: _____

Cardholder Billing Address: _____

Signature of Cardholder: _____

Company Name: _____ Show Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Authorized By: _____ Email: _____

Signature: _____ Booth #: _____

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

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



www.resexpo.com

Terms And Conditions

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 & Furniture Package

www.resexpo.com

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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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

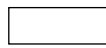
Includes a skirted display table in your choice of size and color, two side chairs or barstools, one standard 10'x10' booth carpet in your choice of standard color, one wastebasket and daily booth vacuuming.

Please select your items below.

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

Height: 30" 42"

Color: _____



White



Black



Grey



Red



Blue



Burgundy



Gold



Teal



Hunter Green

Chairs: Side Chair Barstool

Carpet: Color _____



Black



Grey



Red



Blue



Burgundy



Teal



Plum

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: _____



White



Black



Grey



Red



Blue



Burgundy



Gold



Teal



Hunter Green

Chairs: Side Chair Barstool

Carpet: Color _____



Black



Grey



Red



Blue



Burgundy



Teal



Plum

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



www.resexpo.com

Standard Furniture

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

Please Mail, Email or Fax
Completed Form to RES:

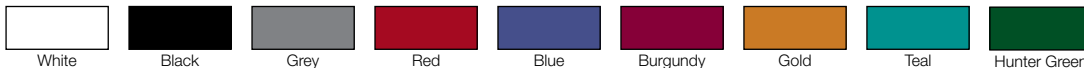
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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	\$105.00	\$150.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$115.00	\$160.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$115.00	\$160.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$125.00	\$170.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$125.00	\$170.00	\$ _____
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	\$150.00	\$185.00	\$ _____
30" Diam. Round Table 42" Tall (Black Top)	_____ x	\$155.00	\$195.00	\$ _____
Arm Chair	_____ x	\$95.00	\$120.00	\$ _____
Black Barstool with back	_____ x	\$95.00	\$120.00	\$ _____
Side Chair	_____ x	\$75.00	\$105.00	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

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Standard Booth Accessories

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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	\$13.50	\$18.50	\$ _____
Crossbars	_____ x	\$13.50	\$18.50	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

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www.resexpo.com

Standard Counters / Workstations

Please Mail, Email or Fax
Completed Form to RES:

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Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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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 \$500.00 \$ _____
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: _____

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ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

CHAIRS

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CH100	JACOBSON CHAIR	BK WH	125	175		
CH101	DELTA CHAIR	BK	125	175		
CH102	MONACO CHAIR	BK	125	175		
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	150	200		
ST202	MONACO BAR STOOL	BK	150	200		
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	150	200		
ST214	TENDY BAR STOOL	BK WL WH	150	200		
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	150	200		
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	150	200		
BT401	BAR PEDESTAL TABLE 30"DIA	BK WH	175	225		
BT402	BAR HIGH TABLE 36" DIA	BK GY WH	175	225		
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	400	500		
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 #: _____

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ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CONFERENCE AND OFFICE CHAIRS						
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

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

OF650	DESK W/LOCKING 2-DRAWER	BK	400	525		
OF652	LATERAL FILE, LOCKING	BK	300	400		
OF653	STORAGE CABINET LOCKING	BK WH	300	400		
OF654	COMPUTER WORKSTATION	BK	150	200		
OF659	CREDENZA	WH	375	475		
OF660	GLACIER SIDEBORD	WH	475	625		
OF670	PARSON DESK	GY WH	250	350		

LOUNGE SEATING

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
LG708	SCANDIC LEATHER CHAIR	BK RD WH	400	525		
LG712	SOLO SOFA	BK RD	400	525		
LG713	SOLO LOVESEAT	BK RD	400	525		
LG714	SOLO CHAIR	BK RD	350	450		
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

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OCCASIONAL TABLES

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		

EXTRAS

XT199	FOLDING CHAIR	BK GY	75	100		
XT900	REFRIGERATOR 4.1 CF	BK WH	225	275		
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	125	175		
XT915	CURVED 6 POCKET LIT RACK	SILVER	150	200		
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: _____

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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



www.resexpo.com

Custom Furniture Collection

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



www.resexpo.com

Custom Furniture Collection



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



www.resexpo.com

Standard Carpet Rental

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

**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



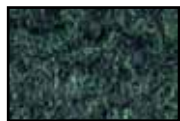
Teal



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'	\$185.00	\$235.00	\$ _____
_____	10' X 15'	\$210.00	\$260.00	\$ _____
_____	10' X 20'	\$260.00	\$310.00	\$ _____
_____	10' X 30'	\$310.00	\$360.00	\$ _____
_____	10' X 40'	\$385.00	\$465.00	\$ _____
_____	10' X 50'	\$440.00	\$525.00	\$ _____
_____	10' X 60'	\$475.00	\$575.00	\$ _____
_____	10' X 70'	\$575.00	\$675.00	\$ _____
_____	10' X 80'	\$650.00	\$750.00	\$ _____

Carpet Color _____

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	\$0.50 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



www.resexpo.com

Custom Carpet Rental

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The Assembly Show
October 22-24, 2019

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September 30, 2019

**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



www.resexpo.com

Vinyl Floor Rental

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

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.	x \$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: _____

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



www.resexpo.com

Exhibit Rental Order Form

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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'

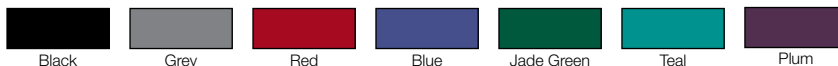
Height: _____ qty 30" • 42"

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	\$250.00	_____	\$ _____
Cabinet 20"W x 40"L x 40"H	All	\$300.00	_____	\$ _____
Cabinet 20"W x 80"L x 40"H	All	\$350.00	_____	\$ _____

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



www.resexpo.com

Signature Booth Package Order Form

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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: _____

Black	Grey	Red	Blue	Burgundy	Teal	White	Green
- Panel Color: _____

Black	Grey	Red	Blue	White
- Carpet Color: _____

Black	Grey	Red	Blue	Jade Green	Teal	Plum
- 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 #: _____

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



www.resexpo.com

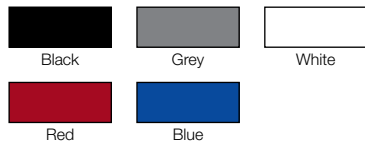
Exhibit Rental Hardwall Packages

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"





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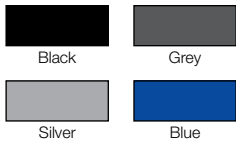
Exhibit Rental Skyline Packages

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"

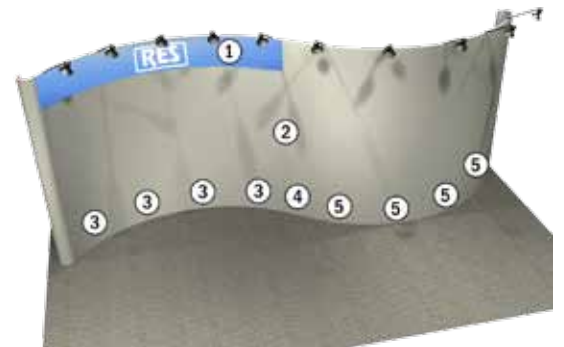


PACKAGE #: S3

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"





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RES Custom Rental Booths

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.



www.resexpo.com

Pegboard, Gridwall & Slatwall Rentals

Please Mail, Email or Fax Completed Form to RES:

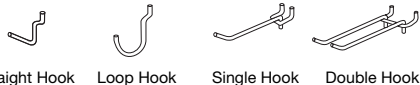
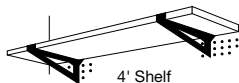
9291 West Bryn Mawr, Rosemont, IL 60018
 Email: customerservice@rosemontexpo.com
 Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
 October 22-24, 2019

Deadline To Receive Discounted Rates:
 September 30, 2019

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

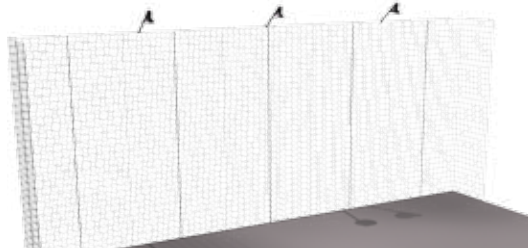
- 2' x 8' White Pegboard Panel _____
- 4' x 8' White Pegboard Panel _____
- Panel Orientation: ___ Vertical () ___ Horizontal ()

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



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VU Case Rentals

Please Mail, Email or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
 Email: customerservice@rosemontexpo.com
 Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
 October 22-24, 2019

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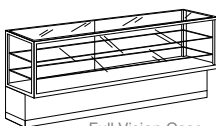
VISION CASE

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

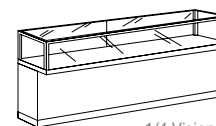
	QTY.	DISCOUNT	STANDARD	TOTAL
5 ft. Full Vision Case	_____	\$450.00	\$500.00	\$ _____
6 ft. Full Vision Case	_____	\$475.00	\$525.00	\$ _____
5 ft. 1/2 Vision Case	_____	\$425.00	\$475.00	\$ _____
6 ft. 1/2 Vision Case	_____	\$450.00	\$500.00	\$ _____
5 ft. 1/4 Vision Case	_____	\$425.00	\$475.00	\$ _____
6 ft. 1/4 Vision Case	_____	\$450.00	\$500.00	\$ _____



Full Vision Case



1/2 Vision Case



1/4 Vision Case

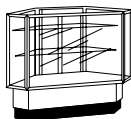
CORNER VISION CASE

Full Corner Vision Case Includes
 1-8" and 1-10" glass shelf with adjustable brackets, 26" high front glass display section

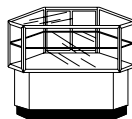
1/2 Corner Vision Case Includes
 1-10" glass shelf with adjustable brackets, 18" high front glass display section

1/4 Corner Vision Case Includes
 12" high front glass display section

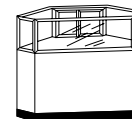
	QTY.	DISCOUNT	STANDARD	TOTAL
Full Corner Vision Case	_____	\$450.00	\$500.00	\$ _____
1/2 Corner Vision Case	_____	\$425.00	\$475.00	\$ _____
1/4 Corner Vision Case	_____	\$425.00	\$475.00	\$ _____



Full Corner Vision Case



1/2 Corner Vision Case



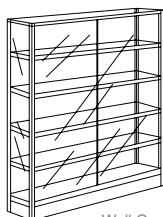
1/4 Corner Vision Case

WALL & TOWER CASE

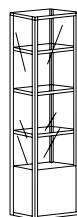
Wall Case Includes
 48"L x 20"D x 66"H, with 4-12" glass shelves, adjustable brackets, lights, locks and 60" high sliding glass doors

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

	QTY.	DISCOUNT	STANDARD	TOTAL
Solid Wall Case	_____	\$525.00	\$575.00	\$ _____
See-Thru Wall Case	_____	\$500.00	\$550.00	\$ _____
Tower Case	_____	\$525.00	\$575.00	\$ _____



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 #: _____

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



www.resexpo.com

Moss Fabric Products

The Assembly Show
October 22-24, 2019

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208



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 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



www.resexpo.com

Custom Booth Graphics

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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.

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



www.resexpo.com

Printing & Signage

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

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September 30, 2019

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

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.

B&W

Color

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

Custom Sizes Available

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. 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 #: _____

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



www.resexpo.com

RES Extras

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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	\$95.00	\$ _____
Hot & Cold Water Cooler	_____ x	\$105.00	\$ _____
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



www.resexpo.com

Handicap Access Vehicles

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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



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



www.resexpo.com

Security Rentals

Please Mail, Email or Fax Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

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.



	QUANTITY	RENTAL	TOTAL
Open Mesh Cages 60" x 36" x 72" With full length doors, locking rod for padlocks, on wheels	_____ x	\$250.00	\$ _____
Open Mesh Cages 36" x 36" x 36" Without wheels	_____ x	\$125.00	\$ _____

ORDER TOTAL \$ _____

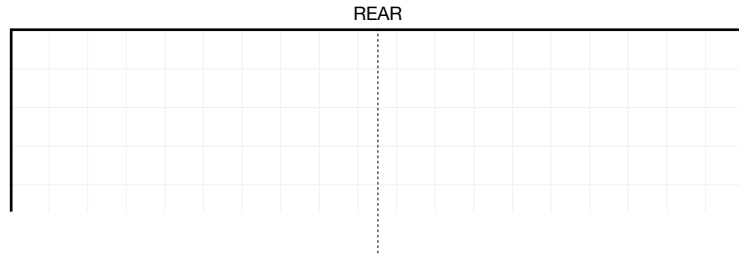
LOCATION PLACEMENT GRID

LOCATION: Please indicate desired safe location.

Booth #: _____

Required
Delivery Date: _____

LEFT



RIGHT

aisle number _____

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



www.resexpo.com

Floral

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

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Completed Form to RES:

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**TROPICAL
PLANTS & TREES**

3FT GREEN PLANTS

Arbicola _____ Marginata _____ Spath _____ _____ x \$50.00 \$ _____

4FT GREEN PLANTS

Palm _____ Ficus Bush _____ Schefflera _____ _____ x \$60.00 \$ _____

5FT GREEN PLANTS

Palm _____ Marginata _____ _____ x \$70.00 \$ _____

6FT - 7FT GREEN PLANTS

Palm _____ Marginata _____ Ficus Tree _____ _____ x \$80.00 \$ _____

HANGING PLANTS

Ivy _____ Pothos _____ _____ x \$35.00 \$ _____

LARGE POTTED FERNS

QUANTITY PRICE TOTAL

**BLOOMING
PLANTS**

POTTED MUMS

White _____ Lavender _____ Yellow _____ _____ x \$30.00 \$ _____

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 PHALANOPSIS 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.

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



www.resexpo.com

Accessible Storage

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
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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 #: _____

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

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. Food show exhibitors may contact Rosemont Catering by Aramark for approval.

	QUANTITY	PRICE
Beverages		
Gallon(s) of Coffee (20 cups)	_____	\$65/gallon
Gallon(s) of Decaf Coffee (20 cups)	_____	\$65/gallon
Hot Water, Tea Bags, Chocolate Packs	_____	\$65/gallon
Infused Waters (2 gallons minimum)	_____	\$70-\$190/gallon
Lemonade	_____	\$55/gallon
Iced Tea (Lemons)	_____	\$55/gallon
Assorted Soft Drinks (12 oz.)	_____	\$3.75
Bottled Water (16.9 oz.)	_____	\$3.50
Assorted Bottled Juices	_____	\$4.00
20 lb. Bag of Ice	_____	\$20.00

Hosted Bar Set-Ups		
Premium Brands of Liquor (per drink)	_____	\$8.00
Domestic Beer (12 oz.)	_____	\$7.50
Premium Beer (12 oz.)	_____	\$8.00
House Wine (8oz.) (per glass)	_____	\$8.00
Bottle(s) Wine/Champagne	_____	Varies
<i>Ask salesperson for available selection</i>		
Domestic Keg 1/2 Barrel	_____	\$385.00
<i>Ask salesperson for available selection</i>		
Craft or Imported Keg 1/2 Barrel	_____	\$550.00
<i>Ask salesperson for available selection</i>		
Bartenders (per 4 hours)	_____	\$200.00
<i>Per Illinois Liquor Law any alcohol service requires a bartender to be staffed.</i>		

Dry Snacks		
Potato Chips (24 oz.)	_____	\$28.00/bowl
Pretzels (24 oz.)	_____	\$28.00/bowl
Popcorn (24 oz.)	_____	\$28.00/bowl
Snack Mix (24 oz.)	_____	\$28.00/bowl
Mixed Nuts (24 oz.)	_____	\$32.00/bowl
Individual Bags of Snacks	_____	\$3.25

	QUANTITY	PRICE
Specialty Breaks - per person		
Mediterranean	_____	\$9.00
<i>Traditional Hummus, Herb Hummus, Red Pepper Hummus, Pita Chips, Toasted Pita, Spinach Feta Artichoke Dip, Tzatziki, Baba Ghannoush</i>		
South of the Border	_____	\$8.00
<i>Roasted Tomato Salsa, Guacamole, Sour Cream, Warm Queso Dip, Pico de Gallo, Sliced Jalapenos, and Tortilla Chips</i>		
Happy Hour	_____	\$12.00
<i>Buffalo Chicken Wings, Ranch and Blue Cheese Dressing, Cream Cheese Stuffed Jalapeno, Soft Baked Pretzels, Spicy Mustard</i>		
Cupcake Break <i>(estimated 2 pieces per person)</i>	_____	\$9.00
<i>Chocolate, Caramel Toffee Crunch, Red Velvet, and Vanilla Buttercream, Individual 2% and Skim Milk</i>		

Pastries - per dozen		
Assorted Donuts	_____	\$42.00
Assorted Danish	_____	\$42.00
Brownies or Assorted Cookies	_____	\$42.00

Enhancements - per person		
Gourmet Domestic & Imported Cheese Board	_____	\$9.00
<i>With Crusty Breads, Crackers (minimum 50 people)</i>		
Crudite with Sriracha Ranch Dip	_____	\$8.00
<i>(minimum 50 people)</i>		
Antipasto Board	_____	\$14.00
<i>Italian Meats & Cheeses, Grilled Vegetables, Olives, Crusty Breads</i>		

Slider Bar - 60 per order		
Cheeseburger - Grilled Onions	_____	\$220.00
Pulled Pork - Pickle, Red Onion	_____	\$260.00
Pork Loin - Ham, Provolone, Pickle, Mustard	_____	\$315.00
Buffalo Chicken - Blue Cheese, Red Onion	_____	\$260.00
Beef Tenderloin - Boursin Blue Cheese Spread, Grilled Onion	_____	\$505.00
Portobello Mushroom - Mozzarella, Tomato, Balsamic Chutney	_____	\$285.00

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 Trade Show Catering Menus or [click here](#) to view/download.

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 # _____

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)



www.resexpo.com

Electrical Service

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

ELECTRICAL LABOR RATES

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

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

STANDARD ELECTRICAL SERVICE OUTLET

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

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

POWER CONNECTIONS

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

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

Check if neutral required*

HEAVY DUTY SERVICE

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

Check if neutral required*

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

Check if neutral required*

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

Check if neutral required*

SUSPENDED ELECTRICAL SIGNS

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

FLOODLIGHTS, SPOTLIGHTS ON 9' TOWERS

Rates include rental, installation, removal and current consumption.

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

SINGLE SPOTLIGHTS

Rates include rental, installation, removal and current consumption.

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

MISCELLANEOUS

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

24-HOUR SERVICE

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

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

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

Each additional H.P. add \$40.00

Indicate next to required amps actual horsepower to be used.

ORDER TOTAL \$ _____

Company Name: _____ Phone #: _____ Fax #: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized By (print): _____ Signature: _____ Booth #: _____

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

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

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____																							Adjacent Booth / Aisle # _____											

Adjacent Booth / Aisle # _____

Show Name: _____

Booth #: _____

Company Name: _____

Booth Size: _____

CONDITIONS AND REGULATIONS

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

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

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

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

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

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

SAFE WIRING IS ESSENTIAL

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

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

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

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

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

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

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

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



www.resexpo.com

Plumbing Service

Please Mail, Email or Fax
Completed Form to RES:

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Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

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September 30, 2019

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



www.resexpo.com

Water Service

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

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September 30, 2019

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.

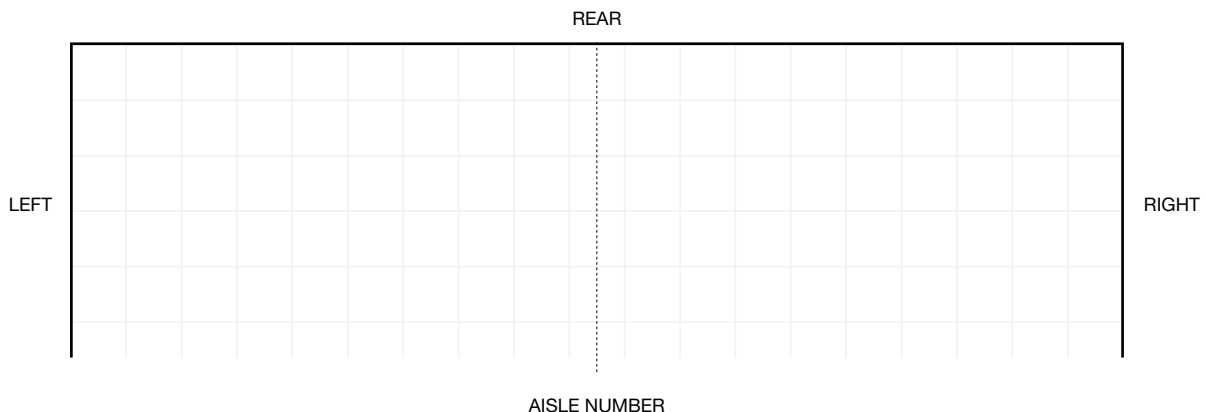
Tap Water Fill & Pump Out GALLONS	DISCOUNT RATE	REGULAR RATE	Salt Water Pump Out Only SALT WATER RATE	TOTAL
1 to 10	\$80.00	\$112.00	\$60.00	\$
11 to 25	\$110.00	\$154.00	\$82.00	\$
26 to 50	\$135.00	\$189.00	\$104.00	\$
51 to 100	\$165.00	\$231.00	\$126.00	\$
101 to 150	\$195.00	\$273.00	\$148.00	\$
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



www.resexpo.com

Booth Cleaning

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208



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

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



www.resexpo.com

Waste Removal

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

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		\$ _____
\$95.00 for emptying each barrel, each night (regardless of amount of scrap contained)	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 #: _____

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



www.resexpo.com

Internet & Telecommunications

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

INTERNET SERVICES

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
Ethernet 768K line (One Computer Only)	E768K	\$425.00	\$550.00	_____	\$ _____
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	\$300.00	\$375.00	_____	\$ _____
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 & 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

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

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____		Adjacent Booth / Aisle # _____	

Adjacent Booth / Aisle # _____

Show Name: _____ Booth #: _____

Company Name: _____ Booth Size: _____

TERMS AND CONDITIONS

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

RES TELECOMMUNICATIONS RESPONSIBILITIES

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

CLIENT RESPONSIBILITIES

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

LIMITATION OF LIABILITY

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

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



www.resexpo.com

Audio Visual

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

Please Mail, Email or Fax
Completed Form to RES:

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Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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	\$200.00	\$250.00	\$ _____
Monitor Wall Bracket	_____ x	\$125.00	\$150.00	\$ _____
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



www.resexpo.com

Labor Order Form

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

	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	\$115.00	\$172.50	\$230.00
Decorator	\$107.50	\$161.25	\$215.00
Teamster	\$82.50	\$123.75	\$165.00
Rigger	\$120.00	\$180.00	\$240.00
Electrician	\$115.00	\$172.50	\$230.00
Plumber	\$99.00	N/A	\$198.00

HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$122.50	\$180.00	\$237.50
Decorator	\$115.00	\$168.75	\$222.50
Teamster	\$90.00	\$131.25	\$172.50
Rigger	\$127.50	\$187.50	\$247.50
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 #: _____

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



Installation & Dismantle Labor Order Form

www.resexpo.com

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
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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	\$150.00	\$225.00	\$300.00
Decorator	\$140.00	\$210.00	\$280.00
Rigger	\$155.00	\$232.50	\$310.00

STANDARD I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$159.50	\$239.50	\$315.00
Decorator	\$145.00	\$217.50	\$290.00
Rigger	\$160.00	\$240.00	\$320.00

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 #: _____

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



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 fulltime 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, flatcart or dollie, only from a designated parking area.
- 8) Exhibitors may inflate balloons.
- 9) Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.
- 10) Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes.

CARPENTERS UNION

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

DECORATORS UNION

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

ELECTRICAL UNION

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

MACHINERY MOVERS & RIGGERS UNION

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

PLUMBERS UNION

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

TEAMSTERS UNION

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

THEATRICAL STAGEHANDS 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) Hanging signs and banners are only permitted for Island and Peninsula booths 20'x20' or larger. The Maximum height limitation on hanging signs/banners for THE ASSEMBLY Show is 16ft., meaning the top of a banner/sign may not exceed 16ft. Most banners/signs are hung 11' from the ground to the bottom of the banner. Some booth locations have a higher ceiling clearance, and height restrictions may be exceeded upon request and approval by show management.
- 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 .



www.resexpo.com

Hanging Signs Form

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

The Assembly Show
October 22-24, 2019

Deadline To Receive Discounted Rates:
September 30, 2019

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

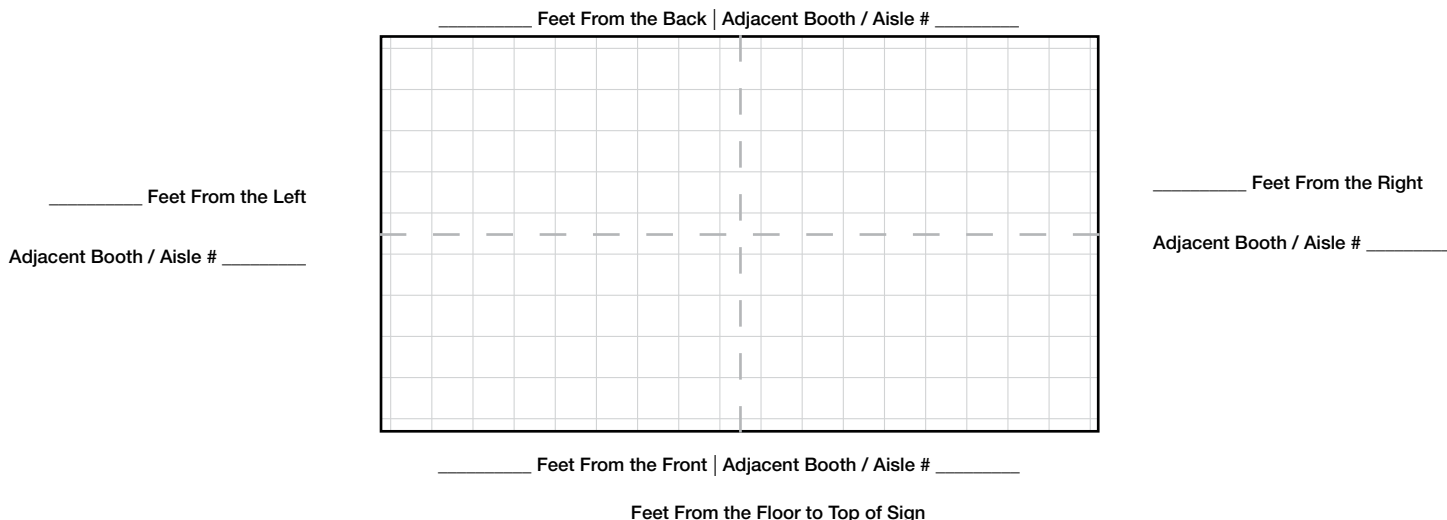
_____ X _____ = _____
 Approx. Hours Hourly Rate Total Estimate

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 #: _____

Lead Retrieval Order Form DISCOUNT DEADLINE: FRIDAY, SEPTEMBER 20, 2019

CHOOSE YOUR UNIT(S)



Mobile Plus™

- Wireless Handheld Unit
- Cellular connected
- Large Touch Screen Display
- Real-Time Online Lead Management
- Customize Qualifiers Online - \$55 savings!
- Extended Battery Life

\$369.00
(Before 9/20/2019)

(# of Units)

\$419.00
(Show Rate)



iPad® Mini Plus™

- ATS iPad Mini (LeadsPlus App Enabled)
- Large HD Display
- Take Notes with Siri Voice to Text
- Customizable Qualifiers
- Real-Time Lead Management
- No Network Connection Necessary

\$449.00
(Before 9/20/2019)

(# of Units)

\$499.00
(Show Rate)

**Uploads Leads Automatically when (devices) have internet connectivity*



LeadsPlus™ App

- Utilizes your personal device
- iPhone® or iPad® with iOS 7.0 or higher
Android® phones with OS 4.0 or higher
- Custom Qualifiers Included
- Note Taking Capabilities
- No Network Connection Necessary

\$359.00
(First License)

(# of Units)

\$99.00
(Additional License)

**Uploads Leads Automatically with internet connectivity*

**First License Included in All Bundles*

APP BUNDLE OPTIONS **3 Pack Bundle** **\$499.00** **6 Pack Bundle** **\$799.00** **10 Pack Bundle** **\$999.00** _____
(App Bundle Total)

ADDITIONAL SERVICES FOR THE MOBILE PLUS

Z Printer Plus™ *1 per unit ordered	\$75.00 (Before 9/20/2019)	\$95.00 (Show Rate)	<input type="checkbox"/>	_____
Custom Survey *1 per unit ordered	\$60.00 (Before 9/20/2019)	\$80.00 (Show Rate)	<input type="checkbox"/>	_____
Delivery & Setup <small>OPTIONAL *Not for app</small>	\$65.00 (Before 9/20/2019)	\$85.00 (Show Rate)	<input type="checkbox"/>	_____

ADD IT UP

Sub-Total= _____

Total Due (in US funds) = \$ _____

COMPANY _____ **BOOTH NO.** _____

EMAIL _____

ALTERNATE EMAIL _____

*These emails will be sent login credentials to access leads

ADDRESS _____ **CITY, STATE, ZIP, COUNTRY** _____

ORDER CONTACT _____ **PHONE NO.** _____

ONSITE CONTACT _____ **ONSITE CELL PHONE** _____

Visit Us at: www.american-tradeshow.com

Email Orders to: orders@american-tradeshow.com

Questions? Please call: 985-809-0600, ext. #777 Fax: 985-809-1888

Mail Checks to: **ATTN - American Tradeshow Services** | 217 General Patton Ave. Mandeville, LA 70471

Click [HERE](#) to Order Online

Username: **TAS2019**

Password: **8219**

Payment Authorization Form

***A credit card is required on all orders as a security deposit on rental equipment. See Terms & Conditions at the bottom of this page.**

COMPANY _____

ORDER CONTACT _____

EMAIL FOR INVOICE _____

PHONE NUMBER _____

Choose Payment Method:

To Pay By Credit Card

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.




To Pay By Company Check (Security Deposit Required*)

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

To Pay By Wire Transfer (Security Deposit Required*)

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

Credit Card Details *Required For All Orders

<input type="checkbox"/>		<input type="text"/>	<input type="checkbox"/>	Use As Security Deposit Only
<input type="checkbox"/>		Cardholder Name: _____		
<input type="checkbox"/>		Expiration Date: _____ / _____	Security Code: _____	
Cardholder Signature: _____				

! Terms & Conditions

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00.

Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.

All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.

A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step is taken.

Checks are due in the office ten (10) days prior to show start.

Click HERE to Order Online.
 OR Visit us at:
www.american-tradeshow.com
 Username: **TAS2019**
 Password: **8219**
 EMAIL ORDERS TO:
orders@american-tradeshow.com
 FAX:
985-809-1888
 SEND CHECKS TO:
American Tradeshow Services
ATTN: Exhibitor Services
217 General Patton Avenue
Mandeville, LA 70471
 QUESTIONS?
Call 985-809-0600, ext. #777



www.resexpo.com

Material Handling

The Assembly Show
October 22-24, 2019

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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 16, 2019**. Shipments received at the RES warehouse by **October 10, 2019** 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 10, 2019**, 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 10, 2019: We will ship _____ lbs. @ \$25.00 _____ per cwt. (100 lb. min) = \$ _____

Advance crated shipments received at the warehouse after October 10, 2019: We will ship _____ lbs. @ \$30.00 _____ per cwt. (100 lb. min) = \$ _____

Company Name: _____ 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



www.resexpo.com

Shipping Instructions

The Assembly Show
October 22-24, 2019



1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning September 16, 2019 and must arrive no later than October 16, 2019. Direct Shipment to the Donald E. Stephens Convention Center should be timed to arrive on October 17-21, 2019. No earlier. Note that the hall will be open from 8:00am to 12:00pm (Noon) on Saturday, October 19, 2019 and closed on Sunday, October 20, 2019. 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 24, 2019. Any freight left in the Exhibit Hall after 2:00pm on October 25, 2019 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.*

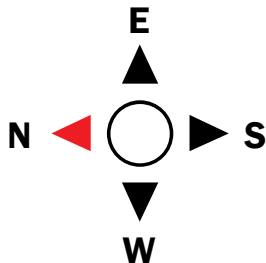
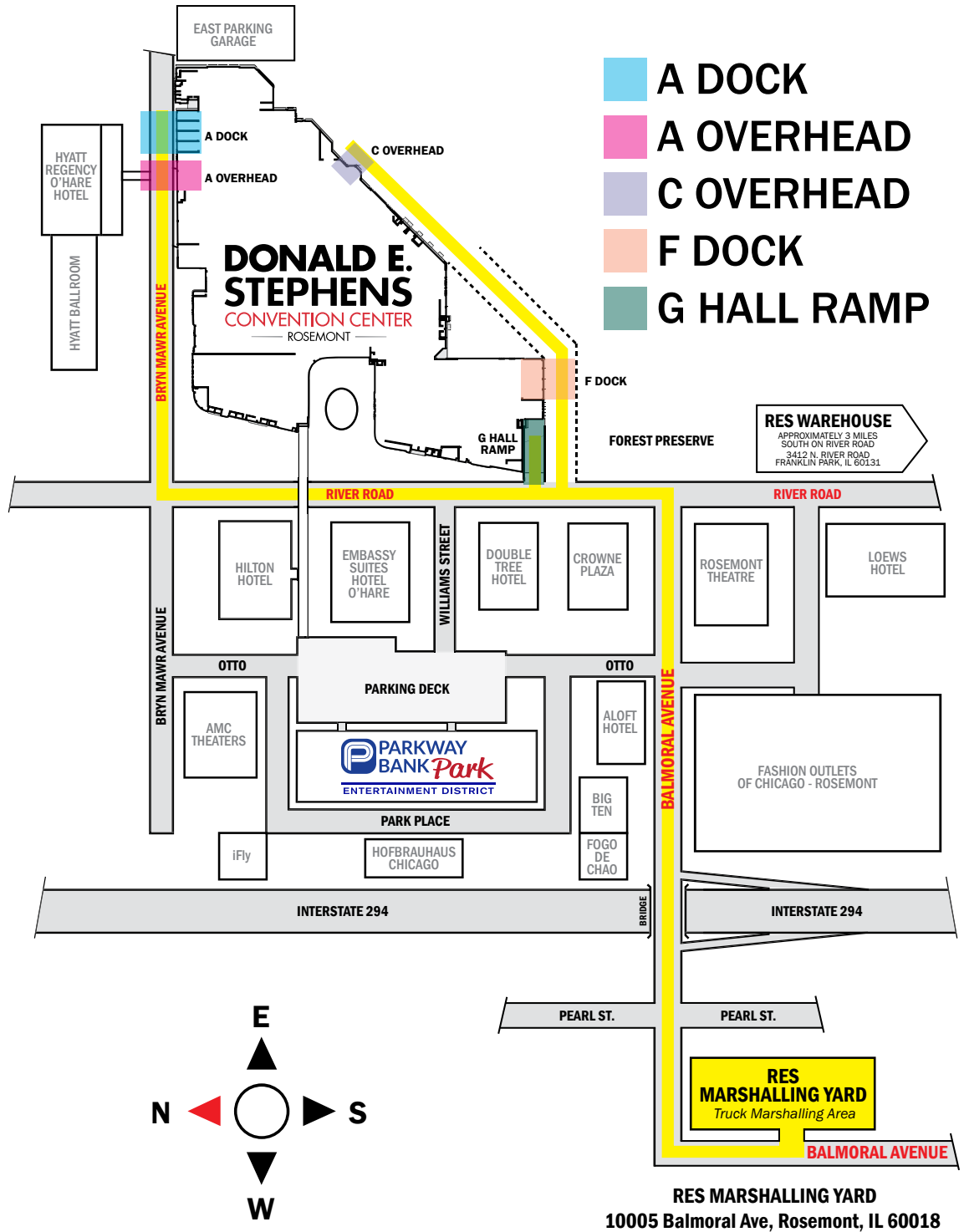


www.resexpo.com

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.





www.resexpo.com

RES Freight Services

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

RECOMMENDED LTL GROUND 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

- 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
tradeshow@freight.abf.com
www.abfs.com



Speed. Technology. And Guaranteed Reliability

800-988-9889
tradeshow@upsfreight.com
www.upsfreight.com

RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



Delivering Performance

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

RECOMMENDED LOCAL CARRIERS:



J&J Exhibitors Service

Quality. Delivered and show ready.

312-225-3323
www.jjexhibitors.com



773-254-1313
www.ccstrucking.com



www.resexpo.com

Customs Broker - International Shipments



Delivering Performance

International Air, Ocean, Ground & Customs Clearance Services

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

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

KEY DATES:	Show Dates: October 22-24, 2019
	Delivery deadline to advance warehouse: October 16, 2019
	Show Move In: October 18-22, 2019
	Show Move Out: October 24-25, 2019

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

IMPORTANT US CUSTOMS RULES AFFECTING SEA FREIGHT SHIPMENTS:

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

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

DOCUMENTARY REQUIREMENTS

- 1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST
- 1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING (EXPRESS RELEASE OCEAN BILL OF LADING)
- ISF FILING INFORMATION 4 DAYS BEFORE SAILING FROM FOREIGN PORT

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information and customs data can be gathered prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **All shipments must be pre-alerted to Airways Freight Corporation**, 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents. 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:	res@airwaysfreight.com
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080
LINK TO DOCUMENTS & INSTRUCTIONS:	www.airwaysfreight.com/res.pdf

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 16, 2019

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 16, 2019

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 17-22, 2019 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 17-22, 2019 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 11, 2019

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 11, 2019