



Exhibitor Services Manual

NOVEMBER 13, 2013

IFT Chicago Section Suppliers' Night

DONALD E. STEPHENS CONVENTION CENTER • ROSEMONT, ILLINOIS



Donald E.
Stephens
Convention Center
Rosemont, Illinois

Index of Services

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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.

GENERAL INFORMATION

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Order Summary and Payment /
Terms and Conditions

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Material Handling/Shipping Instructions
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Direct Shipping Label



TO: IFT CHICAGO SECTION SUPPLIERS' NIGHT EXHIBITORS
FROM: ROSEMONT EXPOSITION SERVICES
RE: SHOW MOVE-IN AND SET-UP INFORMATION

Dear Exhibitors,

On behalf of Rosemont Exposition Services, I would like to welcome you as an exhibitor at THE IFT CHICAGO SECTION SUPPLIERS' NIGHT and let you know that as the General Contractor on the show, we will do our utmost to assist you towards a successful event. To help coordinate your show activities, below we have listed relevant information you may need to insure a smooth and professional set-up.

ALL DIRECT SHIPMENTS TO THE DONALD E. STEPHENS CONVENTION CENTER

THERE WILL BE NO CHARGE FOR DIRECT SHIPMENTS RECEIVED AT THE DONALD E. STEPHENS CONVENTION CENTER ON THE IFT CHICAGO SECTION SUPPLIER'S NIGHT.

Direct shipments to the DONALD E. STEPHENS CONVENTION CENTER will be received and delivered to the exhibitor's booth.

The move-in of exhibits and materials at the DONALD E. STEPHENS CONVENTION CENTER will take place from 8:00 AM to 12:00 noon on Wednesday November 13, 2013.

The shipping address is as follows for direct shipments to the DONALD E. STEPHENS CONVENTION CENTER ONLY ON NOVEMBER 13TH.

IFT CHICAGO SECTION SUPPLIERS' NIGHT EXHIBITORS
Company Name
Booth Number
c/o Rosemont Exposition Services
9300 William Street
Rosemont, IL 60018

PLEASE BE SURE TO INSTRUCT YOUR FREIGHT CARRIER TO DELIVER SHOW MATERIALS CONSIGNED DIRECTLY TO THE DONALD E. STEPHENS CONVENTION CENTER NO EARLIER THAN WEDNESDAY, NOVEMBER 13TH. THE MATERIALS CANNOT BE HELD AT THE DONALD E. STEPHENS CONVENTION CENTER PRIOR TO THAT DATE, AND SHOULD BE SENT TO THE WAREHOUSE ADDRESS.

BOOTH FURNISHINGS

Each booth space will be automatically provided with the following equipment. It will not be necessary to order the following items.

- a.) Standard pipe and drape
- b.) Exhibitor I.D. sign
- c.) 2 – skirted tables (skirted in show colors)
- d.) 2 – side chairs
- e.) 1 – wastebasket

If your company will require additional furnishings in excess of that provided above, please fax the appropriate attached form back to R.E.S. indicating which items you may require at (847) 696-9797.

MOVE-OUT

The IFT CHICAGO SECTION SUPPLIERS' NIGHT is scheduled to close on WEDNESDAY, NOVEMBER 13, 2013 AT 5:30 PM. All show materials should be removed from the hall at that time, and shipping arrangements are the responsibility of the individual exhibitor. **(AFTER THE CLOSE OF THE SHOW ANY FREIGHT LEFT IN THE EXHIBIT HALL AFTER 7:30 P.M. ON NOVEMBER 13, 2013 WILL BE RE-ROUTED AND BILLED TO THE INDIVIDUAL EXHIBITOR).** 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.

PAYMENT POLICY

It is the policy of Rosemont Exposition Services to collect all set-up and warehouse charges during the run of the show. Your on-site representative should be prepared to settle all invoices. A credit card number must be furnished in order to establish all accounts. To avoid any misunderstanding regarding show charges, please bring any discrepancies to the attention of R.E.S. Service Center. **ADJUSTMENTS CANNOT BE MADE AFTER THE CLOSE OF THE SHOW.** Acceptable forms of payment are cash, company or certified check, Visa, MasterCard, American Express, Discover or money orders.



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Order Summary and Payment

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

**IFT Chicago Section Suppliers' Night
November 13, 2013**

**Deadline Date To Receive Discounted Rates:
October 31, 2013**

SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS
Standard Furniture	\$
Custom Furniture	\$
Cleaning	\$
Internet & Telecommunications	\$
Computer Rental	\$
ESTIMATED COSTS	
Material Handling	\$
Carpenters	\$
Riggers	\$
Decorators	\$
Electricians	\$

Net Amount Due	\$
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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
_____ CREDIT CARD
_____ CHECK (No. _____)

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

For information on wire transfers please contact Customer Service at 847-696-2208.

If you wish to authorize Rosemont Exposition Services to charge the amount of your advance orders and any additional amounts incurred as a result of showsite orders placed by you or your representative, as well as outbound billing to your credit card account, please complete the information requested below.

Payment Information for Credit Cards

Master Card VISA American Express Discover Card

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

Card Holder Billing Address: _____

Signature of Cardholder: _____

Company Name: _____ Show Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Authorized By: _____ Email Address: _____

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..

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 showsite must be paid in full at that time, unless previous arrangements have been made for credit in advance. Please see that your showsite 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 showsite 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.

Material Handling

We understand that your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department.

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.



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Standard Furniture

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

IFT Chicago Section Suppliers' Night November 13, 2013

**Deadline Date To Receive Discounted Rates:
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SKIRTED TABLES

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

	QUANTITY		DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" High Skirted Table	_____	x	\$90.00	\$125.00	_____
2' x 4' x 42" High Skirted Table	_____	x	\$95.00	\$130.00	_____
2' x 6' x 30" High Skirted Table	_____	x	\$100.00	\$135.00	_____
2' x 6' x 42" High Skirted Table	_____	x	\$105.00	\$140.00	_____
2' x 8' x 30" High Skirted Table	_____	x	\$110.00	\$145.00	_____
2' x 8' x 42" High Skirted Table	_____	x	\$115.00	\$150.00	_____
4th side of skirting is available at \$35.00 per table.	_____	x	\$35.00	\$45.00	_____

Colors: WH=White ○ BK= Black ● GY= Gray ● RD= Red ● BL= Blue ● BU= Burgundy ● GO= Gold ● TE= Teal ● HG= Hunter Green ●

Skirt color _____

UNSKIRTED TABLES

2' x 4' Wood Table	30" High ○	42" High ○	_____	x	\$42.00	\$59.00	_____
2' x 6' Wood Table	30" High ○	42" High ○	_____	x	\$47.00	\$64.00	_____
2' x 8' Wood Table	30" High ○	42" High ○	_____	x	\$52.00	\$69.00	_____

SKIRTED RISERS

4' Skirted Riser	1' x 4' x 1'	_____	x	\$50.00	\$80.00	_____
6' Skirted Riser	1' x 6' x 1'	_____	x	\$60.00	\$90.00	_____
4th side of riser skirt is available at \$15.00 per riser.		_____	x	\$15.00	\$20.00	_____

Skirt color _____

UNSKIRTED RISERS

4' Riser	1' x 4' x 1'	_____	x	\$27.00	\$45.50	_____
6' Riser	1' x 6' x 1'	_____	x	\$32.00	\$50.00	_____

BOOTH FURNITURE

30" Diam. Round Table (Black Top)	_____	x	\$130.00	\$160.00	_____
30" Diam. Round Table 42" High (Black Top)	_____	x	\$135.00	\$165.00	_____
Arm Chair	_____	x	\$75.00	\$100.00	_____
Black Barstool with back	_____	x	\$75.00	\$100.00	_____
Side Chair	_____	x	\$60.00	\$85.00	_____

Order Total \$ _____



Side Chair



Arm Chair



Bar Stool



30" High Round Table



6' x 30" Skirted Table



Skirted Table with Riser

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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Custom Furniture

Please Mail, Email or Fax Completed Form to RES:
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Phone: 847-696-2208

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October 31, 2013

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ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		

CHAIRS

CH100	JACOBSON CHAIR	BK NAT WH	85	110		
CH101	DELTA CHAIR	BK	95	125		
CH102	MONACO CHAIR	CAM BK	100	130		
CH104	TOLEDO CHAIR	NAT	130	170		
CH105	BUNGIE CHAIR	BK	100	130		
CH106	CRISS CROSS CHAIR	WH	110	140		
CH107	HALLE CHAIR	BK BL	110	140		
CH111	STUDIO CHAIR	WH	110	140		
CH113	LESLIE CHAIR	WH	110	140		
CH114	TENDY CHAIR	BK WH WNG	110	140		
CH115	SHEN CHAIR	BK WH	130	170		
CH116	FORENZA CHAIR	CL OR RD	130	170		

BAR STOOLS

ST200	RUBIN BAR STOOL	NAT BK	130	170		
ST201	DELTA BAR STOOL	BK	130	170		
ST202	MONACO BAR STOOL	CAM BK	130	170		
ST203	EQUINO ADJ. STOOL	BK RD WH NAT	155	200		
ST204	TOLEDO BAR STOOL	NAT	155	200		
ST205	BUNGIE BAR STOOL	BK	140	180		
ST206	CRISS CROSS BAR STOOL	WH	140	180		
ST207	HALLE BAR STOOL	BK BL	140	180		
ST208	TICKLE ADJ. STOOL	WH OR RD	140	180		
ST213	ENZO BAR STOOL	BK	140	180		
ST214	TENDY BAR STOOL	BK WH WNG	130	170		
ST215	SHEN BAR STOOL	BK WH	155	200		
ST216	FORENZA BAR STOOL	CL OR RD	155	200		

CAFÉ TABLES (30" High)

CT300	PEDESTAL TABLE 24"DIA	BK WH	130	170		
CT301	PEDESTAL TABLE 30"DIA	BK WH	140	180		
CT302	CAFE TABLE 36" DIA	BK GY WH	145	190		
CT303	CAFE TABLE 42" DIA	BK GY WH	155	200		
CT304	CHROME/GLASS TABLE 42 DIA	GLASS	140	180		
CT306	TRAVE TABLE 36"DIA	GLASS	170	220		
CT307	BISTRO TABLE 30"DIA	BK NAT WG WH	140	180		
CT309	MONACO TABLE 36"TRI	CHRY GL	150	195		
CT310	CHROMA TABLE 27.5 SQ./ROUND	ALUMINUM	135	175		
CT350	AVANTE 36X30	GLASS	195	250		
CT353	ALTOS TABLE 36X60	GLASS	220	285		

BAR TABLES AND BARS (42" High)

BT400	BAR PEDESTAL TABLE 24"DIA	BK WH	140	180		
BT401	BAR PEDESTAL TABLE 30"DIA	BK WH	150	195		
BT402	BAR HIGH TABLE 36" DIA	BK WH GY	155	200		
BT406	TRAVE BAR TABLE 32"DIA	GLASS	180	230		
BT407	BRAVO BAR TABLE 30"DIA	NT BK WH WNG	170	220		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		

BAR TABLES AND BARS (Con't)

BT409	MONACO BAR TABLE 36"TRI	CHRY GLASS	160	205		
BT410	CHROMA TABLE 23.5" DIA	ALUMNUM	145	190		
BT450	MANHATTAN BAR	STAINLESS	675	875		
BT451	INFORMATION COUNTER	BK WH	250	325		
BT453	MILANO BAR	WENGE	650	850		

MODULAR BARS & LED PEDESTALS

*(ELECTRIC NOT INCLUDED)

***(ADAPTER/ELECTRIC NOT INCLUDED)

*BT460	ITALIA CURVED BAR w/light	WH	675	875		
*BT461	ITALIA BAR w/light	WH	475	620		
*BT462	ITALIA CORNER BAR w/light	WH	475	620		
**BT480	MOD CYLINDER PEDESTAL	WH	150	195		
**BT481	MOD CYLINDER PEDESTAL	WH	175	225		
**BT482	MOD CYLINDER PEDESTAL	WH	200	260		
**BT483	MOD CUBE	WH	175	225		
**BT484	MOD CUBE PEDESTAL	WH	200	260		
BT485	LED LIGHT (ADAPTER)	MULTI (RBGW)	100	130		
*BT490	LUMA CUBE w/light	WH	275	360		

CONFERENCE AND OFFICE CHAIRS

CO500	DAVE CHAIR	BK	145	190		
CO501	DANIELLE SIDE CHAIR	BK	140	180		
CO502	OTTO CHAIR	BK WH	155	200		
CO505	LEATHER GUEST CHAIR	BK	140	185		
CO506	LEATHER HIGHBACK CHAIR	BK	155	200		
CO507	GUEST CHAIR	BK	125	165		
CO508	MIDBACK CHAIR	BK	140	180		
CO509	STACKABLE SIDE CHAIR	BK	80	105		
CO510	STACKABLE ARM CHAIR	BK	85	110		
CO511	EUROPA CHAIR	BK	115	150		
CO512	TASK CHAIR	BK	110	140		
CO513	TASK STOOL	BK	125	160		
CO514	EXECUTIVE TASK CHAIR	BK	170	220		

CONFERENCE TABLES

CF603	CONFERENCE TABLE 48"DIA	BK WH GY COG MAP	250	325		
CF605	RECTANGULAR TABLE 6'	BK WNG COG MAP	330	430		
CF606	CONFERENCE TABLE 6' OVAL	BK WH GY	280	365		
CF608	CONFERENCE TABLE 8' OVAL	BK WH GY	330	430		

OFFICE FURNITURE

OF651	DESK W/FILE PEDESTAL	BK MAPLE	300	390		
OF652	LATERAL FILE, LOCKING	BK	255	330		
OF653	STORAGE CABINET LOCKING	BK	230	300		
OF654	COMPUTER WORKSTATION	BK	135	175		

(CONTINUED ON BACK SIDE)

Company Name: _____ Phone#: _____ Booth #: _____



Custom Furniture Continued

IFT Chicago Section Suppliers' Night

November 13, 2013

**Deadline Date To Receive Discounted Rates:
October 31, 2013**

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
LOUNGE SEATING			\$	\$		
LG700	ERIN LEATHER SOFA	BK	460	595		
LG701	ERIN LEATHER LOVESEAT	BK	410	530		
LG702	ERIN LEATHER CHAIR	BK	360	465		
LG703	SANTA FE LEATHER SOFA	BROWN	485	630		
LG704	SANTA FE LEATHER LOVESEAT	BROWN	435	565		
LG705	SANTA FE LEATHER CHAIR	BROWN	385	500		
LG706	SCANDIC LEATHER SOFA	WH RED	460	595		
LG707	SCANDIC LEATHER CHAIR	WH RED	360	465		
LG708	FOCUS SOFA	COCO	360	465		
LG709	FOCUS CHAIR	COCO SAND	280	365		
LG710	SIMPSON SOFA	CREAM	360	465		
LG711	SIMPSON CHAIR	RED GOLD BK SAGE CREAM	280	365		
LG712	SOLO SOFA	BK	360	465		
LG713	SOLO LOVESEAT	BK	325	420		
LG714	SOLO CHAIR	BK	285	370		
LG716	IBIZA LOVESEAT	WH	400	520		
LG717	IBIZA CHAIR	WH	375	490		
LG718	CELINI SOFA	WH RED	400	520		
LG719	CELINI CHAIR	WH RED	350	455		
LG720	CAPRI SECTIONAL SOFA	BK WH	450	585		
LG721	CAPRI SECTIONAL BENCH	BK WH	300	390		
LG722	CAPRI LEFT ARM SOFA	WH	450	585		
LG723	CAPRI 3/4 BACK SOFA	WH	450	585		
LG724	SOHO CURVED BANQUETTE	WH	450	585		
LG750	BENCH OTTOMAN	BK WHITE	165	215		
LG751	ROUND OTTOMAN	RED	135	175		
LG755	BLOCK OTTOMAN	BL BK WH	75	100		
LG756	ANGLE OTTOMAN	BK SLVR WH	350	455		
LG757	RECTANGLE BLOCK OTTOMAN	BK SLVR WH	150	195		
LG760	CAPRI ROUND OTTOMAN	WH	150	195		
LG761	CAPRI DRINK TABLE	WH	125	160		
LG780	STEN SWIVEL CHAIR	BK RED	155	200		
LG785	SLING CHAIR	WH	225	295		

OCCASSIONAL TABLES

OT800	MONZA SQUARE COCKTAIL	BK	165	215		
OT801	MONZA OVAL COCKTAIL	BK	155	200		
OT802	MONZA END TABLE	BK	140	180		
OT803	MONZA SOFA TABLE	BK	175	225		
OT804	ANDRES COCKTAIL TABLE	ESPRESSO	140	180		
OT805	ANDRES END TABLE	ESPRESSO	125	160		
OT812	UMBRIA COCKTAIL TABLE	GLASS	155	200		
OT813	UMBRIA END TABLE	GLASS	140	180		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
OCCASSIONAL TABLES (Con't)			\$	\$		
OT814	CAYMAN COCKTAIL TABLE	GLASS	180	230		
OT815	CAYMAN END TABLE	GLASS	150	195		
OT818	SEATTLE COCKTAIL TABLE	CAPPUCCINO	155	215		
OT819	SEATTLE END TABLE	CAPPUCCINO	140	180		
OT820	SEATTLE SOFA TABLE	CAPPUCCINO	165	225		
OT824	ASPEN COCKTAIL TABLE	MAPLE	140	180		
OT825	ASPEN END TABLE	MAPLE	125	160		
OT826	NEWPORT COCKTAIL TABLE	MAHOGANY	155	215		
OT827	NEWPORT END TABLE	MAHOGANY	130	170		
OT828	ABBY COCKTAIL TABLE	WH WNG	175	225		
OT829	ABBY END TABLE	WH WNG	150	195		
OT830	JUPITER SIDE TABLE	BK WH	150	195		
OT832	EILEEN GREY SIDE TABLE	GL	200	260		
OT837	SIENA COCKTAIL TABLE	GL	155	200		
OT838	SIENA END TABLE	GL	140	180		
OT839	LINEAR COCKTAIL BENCH	STEEL	190	245		
OT840	LINEAR END BENCH	STEEL	165	215		
OT850	MONTEREY COCKTAIL TABLE	BK	155	215		
OT851	MONTEREY END TABLE	BK	140	180		
OT852	MONTEREY SOFA TABLE	BK	165	225		
OT853	VERONA COCKTAIL TABLE	GLASS	155	215		
OT854	VERONA END TABLE	GLASS	130	170		

EXTRAS

XT199	FOLDING CHAIR	GY	40	50		
XT904	REFRIGERATOR 4.1 CF	WH	175	225		
XT906	VELOUR ROPE	BK RD GY	15	20		
XT909	WATERFALL CLOTHES RACK	CHROME	90	115		
XT910	COAT TREE	ALUMINUM	80	105		
XT911	WASTEBASKET	BK	25	30		
XT913	6 POCKET LIT RACK	BK	100	130		
XT914	2 SIDED 6 POCKET LIT RACK	BK	100	130		
XT915	CLEAR 4 SIDED LIT RACK 60"	CLEAR	225	295		
XT916	COMPUTER PEDESTAL, LOCKING	BK WH	280	365		
XT919	CUBE PEDESTAL 42" H	BK WH	180	230		
XT920	STACKER TABLE 16" SQ	BK NAT	45	60		
XT921	VEGA TABLE 18" DIA. ADJ.	BK BL RD YL GR	100	130		
XT922	LAURENCE SHELF 72" H	BK WH	155	200		
XT923	METAL SHELVING 54" H	BK WH	100	130		
XT924	METAL SHELVING 72" H	BK WH	130	170		
XT925	CUBE SHELF	NAT	155	200		
XT950	TABLE LAMP	A B C	95	125		
XT951	FLOOR LAMP	A B C	140	180		

ORDER TOTAL:

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

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

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

Chairs



CH100 JACOBSON CHAIR
Natural Black White



CH101 DELTA CHAIR
Black



CH102 MONACO CHAIR
Camel Black



CH104 TOLEDO CHAIR
Natural/Chrome



CH105 BUNGIE CHAIR
Black/Chrome



CH106 CRISS CROSS
White/Chrome



CH107 HALLE CHAIR
Black Blue



CH111 STUDIO CHAIR
White



CH113 LESLIE CHAIR
White



CH114 TENDY CHAIR
Black White Wenge



CH115 SHEN CHAIR
Black White



CH116 FORENZA CHAIR
Clear Orange Red



Café Tables



CT309 MONACO TABLE - TRIANGLE
36" Black/Cherry, Black/Glass



CT310 CHROMA TABLE
27.5" Aluminum



CT350 AVANTE
36" x 60" Glass



CT353 ALTOS TABLE
36" X 60" Chrome/Glass

Bar Tables and Bars (42" High)



BT400/401 BAR PEDESTAL TABLE
24" & 30" White, Black



BT402 BAR HIGH TABLE
36" Black, White, Grey



BT406 TRAVE BAR TABLE
32" Chrome/Glass



BT407 BRAVO BAR TABLE
30" Natural, Black, White, Wenge



BT409 MONACO BAR TABLE
36" Tri. Cherry, Glass



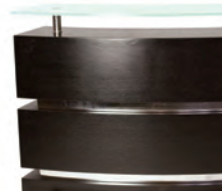
BT410 CHROMA BAR TABLE
27.5" Aluminum



BT450 MANHATTAN BAR
Black/Stainless



BT451 INFORMATION COUNTER
Black, White



BT453 MILANO BAR
Wenge

Modular Bars & LED Pedestals (Electric & Adapter not included)



BT460 ITALIA CURVED BAR
White w/light



BT461 ITALIA BAR
White w/light



BT462 ITALIA CORNER BAR
White w/light



BT480 MOD CYLINDER PEDESTAL
18" High White



BT481/BT482 MOD CYLINDER PEDESTAL
30"/42" White



BT483 MOD CUBE
24" High White



BT484 MOD CUBE PEDESTAL
42" High White



BT490 LUMA CUBE
28" High White w/light

Bar Stools



ST200 RUBIN STOOL
Natural, Black



ST201 DELTA STOOL
Black



ST202 MONACO STOOL
Camel, Black



ST203 EQUINO STOOL
Black, Red, White, Natural - Adj.



ST204 TOLEDO STOOL
Natural/Chrome



ST205 BUNGIE STOOL
Black/Chrome



ST206 CRISS CROSS STOOL
White



ST207 HALLE STOOL
Black, Blue



ST208 TICKLE STOOL
White, Orange, Red - Adj.



ST213 ENZO BAR STOOL
Black/Chrome



ST214 TENDY BAR STOOL
Black, White, Wenge



ST215 SHEN BAR STOOL
Black, White



ST216 FORENZA BAR STOOL
Clear, Orange, Red

Café Tables (30" High)



CT300/CT301 PEDESTAL TABLE
24" OR 30" Black, White



CT302/CT303 CAFE TABLE
36" Black, White, Grey
42" Black, White, Grey



CT304 CHROME/GLASS
42" Glass



CT306 TRAVE TABLE
36" Chrome/Glass



CT307 BISTRO TABLE
30" Black, Natural, Wenge, White

Conference and Office Chairs



CO500 DAVE CHAIR
Black/Chrome



CO501 DANIELLE SIDE CHAIR
Black/Chrome



CO502 OTTO CHAIR
Black, White



CO505 LEATHER GUEST CHAIR
Black



CO506 LEATHER HIGHBACK CHAIR
Black



CO507 GUEST CHAIR
Black



CO508 MIDBACK CHAIR
Black



CO509 STACKABLE SIDE CHAIR
Black



CO510 STACKABLE ARM CHAIR
Black



CO 511 EUROPA CHAIR
Black



CO512 TASK CHAIR
Black



CO513 TASK STOOL
Black



CO 514 EXECUTIVE TASK CHAIR
Black

Conference Tables



CF603 CONFERENCE
48" Black, White, Grey, Maple, Cognac



CF605 CONFERENCE REC.
6' Cognac, Maple, Black, Wenge



CF606/CF608 CONFERENCE
6' & 8' Black, White, Grey

Office Furniture



OF651 DESK W/FILE PEDESTAL
Black, Maple



OF652 LATERAL FILE
Black



OF653 STORAGE CABINET
Black



OF654 COMPUTER WORKSTATION
Black

Lounge Seating



LG700 ERIN SOFA
Black Leather



LG701 ERIN LOVE SEAT
Black Leather



LG702 ERIN CHAIR
Black Leather



LG703 SANTA FE LEATHER SOFA
Brown



LG704 SANTA FE LEATHER LOVE SEAT
Brown



LG705 SANTA FE LEATHER CHAIR
Brown



LG706 SCANDIC SOFA
Red, White Leather



LG707 SCANDIC CHAIR
Red, White Leather



LG708 FOCUS SOFA
Coco



LG709 FOCUS CHAIR
Coco, Sand



LG710 SIMPSON SOFA
Cream



LG711 SIMPSON CHAIR
Sage, Gold, Red, Black, Cream (not shown)



LG712 SOLO SOFA
Black

Lounge Seating



LG713 SOLO LOVE SEAT
Black



LG714 SOLO CHAIR
Black



LG716 IBIZA LOVESEAT
White



LG717 IBIZA CHAIR
White



LG718 CELINI SOFA
White, Red



LG719 CELINI CHAIR
White, Red



LG720 CAPRI SECTIONAL SOFA
Black, White



LG721 CAPRI SECTIONAL BENCH
Black, White



LG722/LG723 CAPRI ARM SECTIONAL
White



LG724 SOHO CURVED BANQUETTE
White



LG750 BENCH OTTOMAN
Black, White



LG751 ROUND OTTOMAN
Red



LG755 BLOCK OTTOMAN
Blue, White, Black



LG756 ANGLE OTTOMAN
Black, Silver, White - Leatherette



LG757 RECTANGLE BLOCK OTTOMAN
Black, Silver, White - Leatherette



LG760/LG761 CAPRI OTTOMAN/TABLE
White



LG780 STEN SWIVEL CHAIR
Black, Red



LG785 SLING CHAIR
White

Occasional Tables



OT800 MONZA SQ. COCKTAIL
Black



OT801 MONZA COCKTAIL
Black



OT802 MONZA END TABLE
Black



OT803 MONZA SOFA TABLE
Black



OT804 ANDRES COCKTAIL
Espresso



OT805 ANDRES END
Espresso



OT812 UMBRIA COCKTAIL
Chrome/Glass



OT813 UMBRIA END
Chrome/Glass



OT814 CAYMAN COCKTAIL
Chrome/Glass



OT815 CAYMAN GLASS END
Chrome/Glass



OT818 SEATTLE COCKTAIL TABLE
Cappuccino



OT819 SEATTLE END TABLE
Cappuccino



OT820 SEATTLE SOFA TABLE
Cappuccino



OT824 ASPEN COCKTAIL TABLE
Maple



OT825 ASPEN END TABLE
Maple



OT826 NEWPORT COCKTAIL TABLE
Mahogany



OT827 NEWPORT END TABLE
Mahogany



OT828 ABBY COCKTAIL TABLE
White, Wenge



OT829 ABBY END TABLE
White, Wenge



OT830 JUPITER SIDE TABLE
Black



OT832 EILEEN GREY SIDE TABLE
GLASS



OT837 SIENA COCKTAIL TABLE
GLASS



OT838 SIENA END TABLE
GLASS



OT839 LINEAR COCKTAIL BENCH
STEEL



OT840 LINEAR END BENCH
STEEL



OT850 MONTEREY COCKTAIL TABLE
Black



OT851 MONTEREY END TABLE
Black



OT852 MONTEREY SOFA TABLE
Black



OT853 VERONA COCKTAIL TABLE
GLASS



OT854 VERONA END TABLE
GLASS

Extras



XT199 FOLDING CHAIR
Grey



XT904 REFRIGERATOR 4.1 CF
White



XT906 VELOUR ROPE
Black, Red, Grey



XT909 WATERFALL CLOTHES STAND
Chrome



XT910 COAT TREE
Aluminum



XT911 WASTEBASKET
Black



XT913 6-POCKET LIT. RACK
Black



XT914 2-SIDED 6 POCKET LIT. RACK
Black



XT915 CLEAR 4 SIDED LIT RACK 60"
Clear



XT916 COMPUTER PEDESTAL
24" Sq. 40"H Blak, White (Locking with shelf)

XT919 CUBE PEDESTAL 42" H
Black, White



XT920 STACKER TABLE 16" SQ.
Black, Natural



XT921 VEGA TABLE 18" DIA.
Black, Blue, Red, Yellow, Green



XT922 LAURENCE SHELF 72" H
Black, White



XT923/XT924 METAL SHELVING
Black, White 54" H or 72" H



XT925 CUBE SHELF
Natural



XT950 TABLE LAMP
A B C



XT951 FLOOR LAMP
A B C



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Custom Cleaning

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

IFT Chicago Section Suppliers' Night November 13, 2013

The Convention Management provides general cleaning of the aisle carpet only.
If you require 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 Cleaning	_____ x _____	\$0.25	\$_____ X	_____	\$ _____
Shampooing of Carpeting	_____ x _____	\$0.40	\$_____ X	_____	\$ _____
Scrubbing, Mopping & Waxing of Tile Flooring	_____ x _____	\$0.40	\$_____ 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



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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

IFT Chicago Section Suppliers' Night

November 13, 2013

Deadline Date To Receive Discounted Rates:

October 31, 2013

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
STANDARD INTERNET SERVICES					
Ethernet 128K line (One Computer Only)	E128K	\$400.00	\$525.00		
Basic Ethernet Service 256 K (One Computer Only)	E256K	\$600.00	\$725.00		
Basic Ethernet Service up to 6 Computers (hub required)	BE6	\$1,200.00	\$1,600.00		
* For service on 7 or more computers call for quote					
Dedicated Ethernet Service With Single IP	DE	\$1,650.00	\$2,000.00		
Additional Dedicated IP Address	DIP	\$200.00	\$250.00		
T-1 Speed (requires customer router - 60 day lead time)*	PT1	\$6,000.00	\$8,100.00		
HUBS AND PERIPHERAL ITEMS					
8 Port Switch	8HB	\$85.00	\$120.00		
16 Port Switch	16HB	\$110.00	\$150.00		
24 Port Switch	24HB	\$145.00	\$175.00		
Router 8 Port		\$100.00	\$125.00		
Cat5 Cabling per 10 ft.	CT5	\$12.00	\$20.00		
Wireless Access Point Rental for Basic Ethernet Service *(Restricted for use only with Type BE6)	WA6	\$300.00	\$375.00		
Wireless Access Point Rental for Dedicated Ethernet Service *(Restricted for use only with Type DE)	WADE	\$300.00	\$375.00		
Wireless Access Point Rental for T-1 Speed Access *(Restricted for use only with Type PT1)	WAT1	\$300.00	\$375.00		
**Note that the Wireless Access Point is a device rental and does not provide Internet Connectivity - please order the appropriate Internet Service Indicated in the Restriction.					
TELEPHONE SERVICES					
Single Line Telephone					
Includes single line phone with up to \$100 in local & long distance charges		\$250.00	\$300.00		
EXTRA SERVICES					
Extension within booth*					
Additional location with same number		\$50.00 ea.	\$70.00 ea.		
Hunting Lines*		\$20.00 ea.	\$35.00 ea.		
Two Line Phones/Speaker Phone*		\$50.00 ea.	\$70.00 ea.		

* Must be ordered with single line telephone
VLAN CONNECTION- PRIVATE NETWORK: CALL FOR INFORMATION

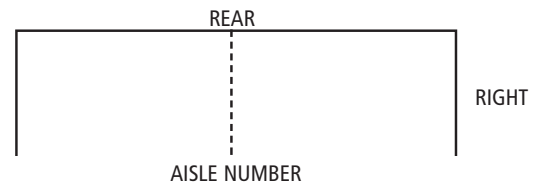
Order Total \$

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.

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.

INSTALLATION DATE: _____

LEFT



LOCATION: Please identify and show location desired for each service.

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: _____ Booth #: _____

Company Name: _____ Booth Size: _____

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

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

Terms and Conditions

1. Order forms and payment must be received prior to the scheduled event opening to insure 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 Internet Access Services, Inc. provider shall remain the property of IAS provider and shall be removed only by IAS 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.

Internet Access Services, Inc. Responsibilities

1. IAS will provide standard 10/100 Ethernet connections with station adapter connectors to each computer as determined by IAS, Inc. 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, IAS, Inc. 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 IAS, Inc. If the client requires that a specific vendor provide these services, arrangements must be made twelve (12) weeks before move-in.
6. Client requests for special services will be accommodated, but may incur charges beyond the standard Internet connections.

Client Responsibilities

1. At no time, will the client connect a DHCP server to the Convention Center Network.
2. The client must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.).
3. If not renting, the client must provide the node equipment (personnel computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10 Mbps, 10/100, RJ45 connection.
4. If not renting, the client is responsible for the proper configuration of computing machinery and software for the Internet and Ethernet communications. IAS 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 IAS, Inc. 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 IAS, Inc. 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 IAS, Inc. 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. IAS 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 \$65.00 per hour, straight time. Overtime is \$130.00 per hour.



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Computer 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

IFT Chicago Section Suppliers' Night November 13, 2013

**Deadline Date To Receive Discounted Rates:
October 31, 2013**

	DISCOUNT	STANDARD	QUANTITY	TOTAL
COMPUTERS				
PIV 2.8 GHZ 512/40GB/CD/10/100 NIC MT & 17" LCD Flat Panel Monitor	\$525.00	\$725.00		
PIV 3.0 GHZ 512/80GB/CDRW/DVD/10/100 NIC MT/SFF & 19" LCD Flat Panel Monitor	\$585.00	\$800.00		
PIV 3.2 GHZ 16B/806B/CDRW/DVD/100/1000NIC/MT/SFI/23" LCD	\$650.00	\$900.00		
LAPTOPS				
PIV 2.8 GHZ 512/40GB/CD/10/100 NIC MT 15" Laptop	\$480.00	\$675.00		
PIV 3.2 GHZ 512/80GB/DVDRW/10/100 NIC MT 17" Widescreen Laptop	\$750.00	\$1,025.00		
FLAT SCREEN/PLASMA DISPLAY				
17" NEC/DELL 1280X1024 LCD Flat Panel Display 4:3 Aspect	\$250.00	\$360.00		
17" 1280X1024 Black Touch Screen LCD 4:3 Aspect Ratio	\$575.00	\$820.00		
19" HP L1902 1280X1024 LCD Flat Panel Display (Silver & Black)	\$300.00	\$430.00		
20" NEC LCD Flat Panel Display 4:3 Aspect (Black)	\$390.00	\$550.00		
20" NEC LCD 2080UXI 1600X1200 Black Touchscreen LCD 4:3 Aspect Ratio	\$750.00	\$1025.00		
20" NEC LCD 2010X Touchscreen Flat Panel Display (Black)	\$650.00	\$900.00		
21" PLANAR PX212M Black LCD Flat Panel Display (Video & Data)	\$700.00	\$970.00		
23" Veiwsonic VP239MB 1600X1200 Flat Panel Display (Black)	\$700.00	\$970.00		
24" HP 2465 1920X1200 Silver/Black LCD Widescreen Flat Panel Display	\$700.00	\$970.00		
Software Installation: (Office 98- Office 2000,Apple software)	\$65.00	\$95.00		
APPLE DESKTOPS & LAPTOPS				
Apple PowerMac G5/1.8 GHZ/80GIG/ DVDRW/10/100 Minitower	\$675.00	\$935.00		
Apple MacBook Pro Intel Core DUO 2.16 GHZ 2GB/1006B/DVDRWW/15.4"	\$525.00	\$740.00		
Apple IMAC G5 1.8GHZ 1GB/160GB/DVDRW/W20" Integrated LCD	\$675.00	\$935.00		
PRINTER/COPIER				
HP 4200 LaserJet Printer w/Postscript 35PPM	\$300.00	\$430.00		
HP 4250 Laser Printer w/Postscript 45PPM	\$350.00	\$495.00		
HP 7310N All-In-One Fax/Printer/Copier/Scanner	\$590.00	\$820.00		

There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event. There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.

Order Total	\$
--------------------	-----------

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 • IAS Telephone: 847-993-4800 • RES Fax: 847-696-9797



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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

IFT Chicago Section Suppliers' Night November 13, 2013

**Deadline Date To Receive Discounted Rates:
October 31, 2013**

	# of Workers Needed:	Set-Up Date	Hours	Set-Up Time	Dismantle Date	Hours	Dismantle Time
Carpenters	_____	_____	_____	_____	_____	_____	_____
Decorators	_____	_____	_____	_____	_____	_____	_____
Crew of 3 Riggers	_____	_____	_____	_____	_____	_____	_____
Electricians	_____	_____	_____	_____	_____	_____	_____
Plumbers	_____	_____	_____	_____	_____	_____	_____

Advance Hourly Labor Rates

	Straight Time	Overtime	Double Time
Carpenter	\$100.00	\$150.00	\$200.00
Decorator	\$92.50	\$138.75	\$185.00
Teamster	\$65.00	\$97.50	\$130.00
Rigger	\$105.00	\$157.50	\$210.00

Hourly Labor Rates

	Straight Time	Overtime	Double Time
Carpenter	\$107.50	\$157.50	\$207.50
Decorator	\$102.50	\$146.25	\$192.50
Teamster	\$77.50	\$105.00	\$137.50
Rigger	\$117.50	\$165.00	\$217.50

Hourly Equipment Rental Rates

Fork Lift w/o operator	\$125.00	- Lift for hanging banners from ceiling
Scissor Lift w/o operator	\$125.00	- Used for heavy signage lifting and installation
Condor w/o operator	\$125.00	

Straight time is 8:00 am to 4:30 pm weekdays. *Straight time is 8:00 am to 4:00 pm weekdays for electricians and plumbers. Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

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.

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



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Installation & Dismantle 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

IFT Chicago Section Suppliers' Night

November 13, 2013

Deadline Date To Receive Discounted Rates:

October 31, 2013

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.)

Please check one:

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.

	# 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 I&D Time	Overtime I&D	Double Time I&D
Carpenter	\$130.00	\$195.00	\$260.00
Decorator	\$120.25	\$180.38	\$240.50
Rigger	\$136.50	\$204.75	\$273.00

Standard I&D Labor Rates

	Straight I&D Time	Overtime I&D	Double Time I&D
Carpenter	\$139.75	\$204.75	\$269.75
Decorator	\$133.25	\$190.13	\$250.25
Rigger	\$152.75	\$214.50	\$282.75

Hourly Equipment Rental Rates

Fork Lift w/o operator	\$125.00 - Lift for hanging banners from ceiling
Scissor Lift w/o operator	\$125.00 - Used for heavy signage lifting and installation
Condor w/o operator	\$125.00

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



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Labor Union Guidelines

State of Illinois legislative changes have modified work rule jurisdictions and wage scale schedules in the Chicagoland area.

There are seven major unions that have some jurisdiction in the Chicagoland area. The following guidelines will help you in preparing your exhibit to understand these jurisdictions.

WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS IN THE CHICAGOLAND AREA

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

1. Exhibitors may set up and dismantle their own booth displays.
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.



Visit resexpo.com
for online services

Material Handling/Shipping Instructions

IFT Chicago Section Suppliers' Night November 13, 2013

1. To guarantee shipments are delivered to your booth by 8:00 am on November 13, 2013 please send your shipments in advance to the RES warehouse.

2. **Advance Shipments Received at the Warehouse**

Advance shipments received at our warehouse on/or prior to **November 8, 2013** will be weighed, inspected and charged at a rate of **\$25.00** per cwt., (100lb. minimum) to the individual exhibitor. This charge includes up to 30 days storage prior to the opening of the show, delivery to the exhibitor's booth and removal to loading dock at the close of the show, as well as reloading onto outbound carriers. The rate also includes the pick-up, storage and return of the empty crates and cartons.

3. **When to Ship**

Shipments to the warehouse must arrive no later than **November 8, 2013**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on **November 13, 2013** only. No earlier.

4. **Where to Ship**

DIRECT SHIPMENTS

Address all shipments to

Donald E. Stephens Convention Center:

Exhibitors name:

Booth number:

IFT Chicago Section Suppliers' Night

c/o Rosemont Exposition Services, Inc.

9300 Williams Street

Rosemont, Illinois 60018

ADVANCE SHIPMENTS

Address all shipments

to Warehouse:

Exhibitors name:

Booth number:

IFT Chicago Section Suppliers' Night

c/o Rosemont Exposition Services, Inc.

3412 N. River Road

Franklin Park, Illinois 60131

5. **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 R.E. Rogers at 847-806-9200 for international shipping assistance.
6. 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.
7. 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.
8. 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.
9. No material may be loaded or removed from the Exhibit Hall until **5:30 pm on November 13, 2013**. Any freight left in the Exhibit Hall **after 7:30 pm on November 13, 2013** will be re-routed in accordance with the conditions in item # 4 of these Shipping Instructions.

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:

NAME OF EXHIBITOR

Booth #:

**IFT CHICAGO SECTION SUPPLIERS' NIGHT
c/o ROSEMONT EXPOSITION SERVICES, INC.
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131**

DELIVER NO LATER THAN NOVEMBER 8, 2013

**EXHIBIT MATERIAL
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED**

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:

NAME OF EXHIBITOR

Booth #:

**IFT CHICAGO SECTION SUPPLIERS' NIGHT
c/o ROSEMONT EXPOSITION SERVICES, INC.
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018**

DELIVER ON NOVEMBER 13, 2013 ONLY

EXHIBIT MATERIAL

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED