

# IFT Chicago Section Supplier's Night

November 1, 2017



DONALD E.  
STEPHENS  
CONVENTION CENTER  
— ROSEMONT —

## exhibitor **SERVICES** manual



financial park  
AT ROSEMONT

  
**ROSEMONT**  
*It's All Here*

# *Index of Services*

For your convenience, the services and show information available through RES and the Donald E. Stephens Convention Center have been categorized and color coded. Please use this sheet as a reference guide when looking for a particular form.

## **GENERAL INFORMATION**

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

## **FURNISHINGS BOOTH DISPLAYS**

- Standard Furniture
- Custom Furniture

## **UTILITIES INTERNET TELECOMMUNICATIONS COMPUTER RENTAL AUDIO VISUAL LABOR**

- Booth Cleaning
- Internet & Telecommunications
- Audio Visual
- Labor Order Form
- I&D Labor Order Form
- Labor Union Guidelines

## **FREIGHT SHIPPING**

- Material Handling
- Shipping Instructions
- Advance Warehouse Shipping Label
- Direct Shipping Label

## **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**



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 1, 2017.

The shipping address is as follows for direct shipments to the DONALD E. STEPHENS CONVENTION CENTER ONLY ON NOVEMBER 1<sup>st</sup>.

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 1<sup>ST</sup>. 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 1, 2017 AT 6:00 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 1, 2017 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.



# ROSEMONT AT YOUR SERVICE

# Show Your Badge DINING SPECIALS

Present your badge at any of the following Rosemont area restaurants and receive special offers with a purchase of an entree! Must show tradeshow badge for discount.



### FREE Signature Cannoli

With purchase of any salad or sandwich, or pizza with side and drink. Beer and wine available. Call for Delivery

10425 W. Touhy Ave.  
847-803-2333



### 10% OFF of the Food Portion of Your Bill

Not valid with any other promotions.

10275 W. Higgins Rd.  
847-298-8200



### \$10 Show Ticket

Wed-Friday shows (excluding special events). Reservations required. Must be 21 or over. Two item minimum purchase during the show.

MB Financial Park  
847-813-0484



### One Free Appetizer with two entrees, up to a \$13 value

5320 N. River Road  
847-233-3776



### 20% Discount on Lunch or Dinner

Not applicable for alcohol or Gibson's steakhouse

Embassy Suites  
5500 N. River Road



FASHION OUTLETS  
CHICAGO

### FREE Green Savings Card

Simply visit Concierge Service, near Saks Fifth Avenue Off 5th One Redemption per Badge  
5220 Fashion Outlets Way  
847-928-7500



### Complimentary Pan-Fried Calamari with Hot Cherry Peppers

Limit one table of four.  
5340 N. River Road  
847-671-8125



### One Dessert

Limit 1 per table of four with purchase of entrees

9421 W. Higgins  
847-653-3300



### Complimentary "Bar Bites"

Limit one per table of two.

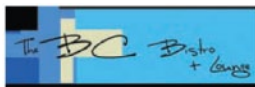
9525 W. Bryn Mawr Ave.  
847-678-5155



### Complimentary Harry's Tiramisu and Coffee

Limit one per table

10233 W. Higgins Rd.  
847-699-1200



### 20% Discount on Lunch or Dinner

Not applicable for alcohol or Gibson's steakhouse

Doubletree Hotel  
5460 N. River Road



### FREE Appetizer

Per couple with dinner or lunch  
Not valid with any offer or promotions.

6111 N. River Road  
847-518-0990



### Join us for Lunch or Dinner 15% OFF the Food Portion of Your Bill

Located in MB Financial Park  
847-233-0099



### One Crème Brulee Dessert

Limit one per table of four. With purchase of entrees.

5464 N. River Road  
847-928-9900



### 15% OFF of the Food Portion of Your Bill

Dine in only

MB Financial Park  
847-233-0077



### 10% OFF of the Food Portion of Your Bill

Not valid with any other offers or promotions.

10290 W. Higgins Road  
847-296-5760



### 10% OFF Your Entire Bill

Not valid with any other offers or promotions. Excludes tax, tip and alcohol

Crowne Plaza Hotel  
5440 N. River Road



### 15% OFF of the Food Portion of Your Bill

Located in MB Financial Park  
847-233-0080



### Complimentary Appetizer of Your Choice

Limit one per table of four.

Inside Muvico Theatre  
847-447-1040 ext. 135



### 15% OFF of the Food Portion of Your Bill

Limit one per table

Hilton Rosemont O'Hare  
5550 N. River Road



### 15% OFF of the Food Portion of Your Bill

Dine in only.  
Breakfast, Lunch, Dinner Late Night

9501 W. Devon  
847-685-3940

**ROSEMONT**  
*It's All Here*



www.resexpo.com

# Order Summary and Payment

IFT Chicago Section Suppliers' Night

November 1, 2017

**Deadline To Receive Discounted Rates:**

**October 16, 2017**

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

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 Check # \_\_\_\_\_

**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 show site orders placed by you or your representative, as well as outbound billing to your credit card account, please complete the information requested below.*

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

## Payment Information for Credit Cards

☐ MasterCard

☐ VISA

☐ American Express

☐ Discover Card

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

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

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

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

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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



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# 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.



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# Standard Furniture

IFT Chicago Section Suppliers' Night  
November 1, 2017

Deadline To Receive Discounted Rates:  
October 16, 2017

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	\$100.00	\$140.00	\$ _____
2' x 4' x 42" Skirted Table	_____ x	\$100.00	\$140.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$110.00	\$150.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$110.00	\$150.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$120.00	\$160.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$120.00	\$160.00	\$ _____
4th side of skirting	_____ x	\$35.00	\$50.00	\$ _____
Skirt color	_____			
1' x 4' x 1' Skirted Riser	_____ x	\$50.00	\$80.00	\$ _____
1' x 6' x 1' Skirted Riser	_____ x	\$60.00	\$90.00	\$ _____
4th side of skirting	_____ x	\$20.00	\$25.00	\$ _____
Skirt color	_____			



White



Black



Grey



Red



Blue



Burgundy



Gold



Teal



Hunter Green

## UNSKIRTED TABLES & RISERS



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

## BOOTH FURNITURE



	QUANTITY	DISCOUNT	STANDARD	TOTAL
30" Diam. Round Table 30" Tall (Black Top)	_____ x	\$135.00	\$165.00	\$ _____
30" Diam. Round Table 42" Tall (Black Top)	_____ x	\$140.00	\$175.00	\$ _____
Arm Chair	_____ x	\$85.00	\$110.00	\$ _____
Black Barstool with back	_____ x	\$85.00	\$110.00	\$ _____
Side Chair	_____ x	\$65.00	\$95.00	\$ _____

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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# Custom 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 1, 2017

Deadline To Receive Discounted Rates:

October 16, 2017

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
<b>CHAIRS</b>						
CH100	JACOBSON CHAIR	BK WH	125	175		
CH101	DELTA CHAIR	BK	125	175		
CH102	MONACO CHAIR	BK	125	175		
CH104	TOLEDO CHAIR	NAT	125	175		
CH106	CRISS CROSS CHAIR	WH	125	175		
CH109	LIQUID CHAIR	BU GR GY RD	150	200		
CH111	STUDIO CHAIR	WH	125	175		
CH113	LESLIE CHAIR	WH	125	175		
CH114	TENDY CHAIR	BK WH WL	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

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		
ST208	TICKLE STOOL, Adj.	WH OR RD	150	200		
ST209	LIQUID BAR STOOL	BU GR GY RD	175	225		
ST210	OTTO BAR STOOL, Adj.	WH	150	200		
ST213	ENZO BAR STOOL	BK	150	200		
ST214	TENDY BAR STOOL	BK WH WL	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

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		
CT305	SQUARE CAFÉ TABLE 36"	BK WH	175	225		
CT306	TRAVE TABLE 36"DIA	GLASS	200	250		
CT307	BISTRO TABLE 30"DIA	NAT BK WH WL	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		
CT350	AVANTE 36X30	GLASS	225	275		
CT353	ALTOS TABLE 36X60	GLASS	250	325		
CT355	ABBY TABLE 32X55	WH	250	325		

## BAR TABLES AND BARS 42"H

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 WH GY	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	NT BK WH WL	200	250		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
BT410	CHROMA BAR TABLE 23.5" DIA	ALUMINUM	175	225		
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		

## MODULAR BARS AND LED PEDESTALS

(BT486 for use with BT480-BT48)

BT460	ITALIA CURVED BAR w/light	WH	600	800		
BT461	ITALIA BAR w/light	WH	500	650		
BT462	ITALIA CORNER 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		
BT485	MOD CURVED BENCH 48x18	WH	250	300		
BT486	LED LIGHT BOX w/adaptor MULTI (RBGW)		100	125		
BT490	LUMA CUBE w/light	WH	275	325		
BT491	CHARGING CUBE - USB	WH	325	425		

## CONFERENCE AND OFFICE CHAIRS

CO500	DAVE CHAIR	BK	150	200		
CO501	DANIELLE SIDE CHAIR	BK	150	200		
CO502	OTTO CHAIR	BK WH	175	225		
CO505	LEATHER GUEST CHAIR	BK	150	200		
CO506	LEATHER HIGHBACK CHAIR	BK	175	225		
CO507	GUEST CHAIR	BK	125	175		
CO508	MIDBACK CHAIR	BK	150	200		
CO509	STACKABLE SIDE CHAIR	BK	75	125		
CO510	STACKABLE ARM CHAIR	BK	100	150		
CO512	TASK CHAIR	BK	125	175		
CO513	TASK STOOL	BK	150	200		
CO517	CAD STOOL	WH	150	200		
CO518	RECEPTION CHAIR	BK	175	225		

## CONFERENCE TABLES

CF603	CONFERENCE TABLE 48"DIA	BK WH GY COG MAP	275	375		
CF605	RECTANGULAR TABLE 6'	BK CG MP WH	375	475		
CF606	CONFERENCE TABLE 6'	BK WH GY	375	475		
CF608	CONFERENCE TABLE 8'	BK WH GY	425	550		
CF609	RECTANGULAR TABLE 8'	BK WH	425	550		

## OFFICE FURNITURE

OF650	DESK W/LOCKING 2-DRAWER	BK	400	525		
OF652	LATERAL FILE, LOCKING	BK	275	375		
OF653	STORAGE CABINET LOCKING	BK WH	275	375		
OF654	COMPUTER WORKSTATION	BK	150	200		
OF658	SIDEBOARD	BR	375	475		
OF659	CREDENZA	WH	375	475		
OF670	PARSON DESK	GY WH	250	350		

CONTINUED ON NEXT PAGE

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

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

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

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



www.resexpo.com

# Custom Furniture Continued

IFT Chicago Section Suppliers' Night

November 1, 2017

Deadline To Receive Discounted Rates:

October 16, 2017

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

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
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## LOUNGE SEATING

LG703	MADRID LEATHER SOFA	BK WH	450	600		
LG704	MADRID LEATHER LOVESEAT	BK WH	425	550		
LG705	MADRID LEATHER CHAIR	BK WH	400	525		
LG706	SCANDIC LEATHER SOFA	BK RD WH	475	600		
LG707	SCANDIC LEATHER LOVESEAT	BK RD WH	425	550		
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 SECTIONAL	BK WH	200	250		
LG727	MADISON CORNER SECT.	BK WH	225	275		
LG728	MARSHMALLOW SOFA	WH	500	625		
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		
LG736	DAKOTA SOFA	BR	425	550		
LG738	DAKOTA CHAIR	BR	400	525		
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	200	250		
LG787	PLUTO CHAIR	BK WH	200	250		
LG788	LUNA CHAIR	BK WH	200	250		

## OCCASSIONAL TABLES

OT800	MONZA SQUARE COCKTAIL	BK	200	250		
OT801	MONZA OVAL COCKTAIL	BK	175	225		
OT802	MONZA END TABLE	BK	150	200		
OT803	MONZA SOFA TABLE	BK	200	250		
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	WALNUT	200	250		
OT815	PALMA END TABLE	WALNUT	175	225		
OT816	PALMA SOFA TABLE	WALNUT	225	275		
OT821	VEGA TABLE 18" DIA. Adj.	BK BU RD YL GR WH	125	175		
OT822	VIENNA COCKTAIL TABLE	SLV/GL	225	275		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
--------	-------------	-------	------	-----	-----	-------

OT823	VIENNA END TABLE	SLV/GL	175	225		
OT828	ABBY COCKTAIL TABLE	GY WH	225	275		
OT829	ABBY END TABLE	GY WH	175	225		
OT830	JUPITER SIDE TABLE	BK WH	175	225		
OT836	SIENA SOFA TABLE	GL	225	275		
OT837	SIENA COCKTAL TABLE	GL	175	225		
OT838	SIENA END TABLE	GL	150	200		
OT839	LINEAR COCKTAIL BENCH	STEEL	225	275		
OT840	LINEAR END BENCH	STEEL	175	225		
OT841	GIO COCKTAIL TABLE	ESPRESSO	175	225		
OT842	GIO END TABLE	ESPRESSO	150	200		
OT843	SPA COCKTAIL TABLE	GL	225	275		
OT844	SPA END TABLE	GL	175	225		
OT853	PORTLAND COCKTAIL TABLE	WL	225	275		
OT854	PORTLAND END TABLE	WL	175	225		
OT855	KLUB COCKTAIL TABLE	WH	225	275		
OT856	KLUB END TABLE	WH	225	275		
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	GY	75	100		
XT900	REFRIGERATOR 4.1 CF	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 RD WH	150	200		
XT948	5 TIER LOCKER	BK	225	275		
XT950	LIMA LAMP	BK	125	175		
XT951	LIMA FLOOR LAMP	BK	175	225		
XT952	LUX LAMP	BK WH	125	175		
XT953	LUX FLOOR LAMP	BK WH	175	225		
XT957	TWIST FLOOR LAMP	SILVER	200	250		
XT958	LINEN LAMP	WH	125	175		
XT959	LINEN FLOOR LAMP	WH	175	225		
XT960	CURVED LAMP	ST	125	175		
XT961	CURVED FLOOR LAMP	ST	175	225		
XT970	PILLAR LIGHT -MULTI	WH-MULTI	275	375		

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

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

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

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

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

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

### Chairs



CH100 JACOBSON CHAIR  
Black, White



CH101 DELTA CHAIR  
Black



CH102 MONACO CHAIR  
Black



CH104 TOLEDO CHAIR  
Natural/Chrome



CH106 CRISS CROSS  
White/Chrome



CH109 LIQUID CHAIR  
Blue, Green, Grey, Red



CH111 STUDIO CHAIR  
White



CH113 LESLIE CHAIR  
White



CH114 TENDY CHAIR  
Black, Walnut, White



CH115 SHEN CHAIR  
Black, White



CH117 GENEVA CHAIR  
White



CH118 EURO CHAIR  
Black, Grey, White



### Bar Stools



ST201 DELTA STOOL  
Black



ST202 MONACO STOOL  
Black



ST203 EQUINO STOOL  
Black, Red, White - Adj.



ST204 TOLEDO STOOL  
Natural/Chrome



ST205 KOOL STOOL  
Black, Green, Orange, White, Yellow



ST206 CRISS CROSS STOOL  
White/Chrome



ST208 TICKLE STOOL  
White, Orange, Red - Adjustable



ST209 LIQUID STOOL  
Blue, Green, Grey, Red



ST210 OTTO STOOL  
White



ST213 ENZO STOOL  
Black



ST214 TENDY STOOL  
Black, Walnut, White



ST215 SHEN STOOL  
Black, White



ST217 PLUTO STOOL  
Black, White



ST218 EURO STOOL  
Black, Grey, White - Adjustable



ST219 TECH STOOL  
White - Adjustable



### Café Tables



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



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



CT304/CT305 SQUARE CAFE TABLE  
30" OR 36" Square - Black, White



CT306 TRAVE TABLE  
36" Round - Chrome/Glass



CT307 BISTRO TABLE  
30" Round - Black, Natural, Walnut, White



CT310 CHROMA TABLE  
27.5" Square - Aluminum



CT311 CHROMA TABLE  
27.5" Round - Aluminum



CT313 MARTINI TABLE  
36" Round - Chrome/Glass



CT350 AVANTE  
60" x 36" Black/Glass



CT353 ALTOS TABLE  
60" x 36" Chrome/Glass



CT355 ABBY TABLE  
60" x 36" White

### Bar Tables and Bars



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



BT402 BAR HIGH TABLE  
36" Round - Black, White, Grey



BT404/BT405 SQUARE BAR TABLE  
30" OR 36" Square - Black, White



BT406 TRAVE BAR TABLE  
32" Round - Chrome/Glass



BT407 BRAVO BAR TABLE  
30" Round - Natural, Black, Walnut, White



BT410 CHROMA BAR TABLE  
23.5" Round - Aluminum



BT413 MARTINI BAR TABLE  
32" Round - Chrome/Glass



BT450 MANHATTAN BAR  
Black/Stainless



BT451 INFORMATION COUNTER  
Black, White



BT453 MILANO BAR  
Black, White



BT454 BALI BAR  
Black, White

## Modular Bars and LED Pedestals



BT460 ITALIA CURVED BAR  
White, with light



BT461 ITALIA BAR  
White, with light



BT462 ITALIA CORNER BAR  
White, with light



BT463 ITALIA DELUXE BAR  
White, with light



BT480 / BT481 / BT482 MOD CYLINDER PEDESTAL 21" Dia.  
White, 18"H / 30"H / 42"H

BT483 / BT484 MOD CUBE PEDESTAL  
White, 24x24"H / 21x42"H

BT485 MOD CURVED BENCH  
White 48"x18"x20"H

BT490 LUMA CUBE  
White, w/light 24x24"H

BT491 CHARGING CUBE  
White 24x24"H - USB

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



## Conference and Office Chairs



CO500 DAVE CHAIR  
Black



CO501 DANIELLE SIDE CHAIR  
Black



CO502 OTTO CHAIR  
Black, White



CO505 GUEST CHAIR  
Black



CO506 EXECUTIVE MIDBACK CHAIR  
Black



CO507 GUEST CHAIR  
Black



CO508 MIDBACK CHAIR  
Black



CO509 STACKABLE SIDE CHAIR  
Black



CO510 STACKABLE ARM CHAIR  
Black



CO512 TASK CHAIR  
Black



CO513 TASK STOOL  
Black, Adjustable



CO517 CAD STOOL  
White, Adjustable



CO518 RECEPTION CHAIR  
Black



## Conference Tables



CF603 CONFERENCE TABLE  
48" Round - Black, White, Grey, Maple, Cognac



CF605 RECTANGULAR CONFERENCE TABLE  
6' Black, White, Maple, Cognac



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



CF609 RECTANGULAR CONFERENCE TABLE  
8' Black, White

## Office Furniture



OF650 DESK TWO DRAWER  
Black - Locking



OF652 LATERAL FILE  
Black - Locking



OF653 STORAGE CABINET  
Black, White - Locking



OF654 COMPUTER WORKSTATION  
Black



OF658 SIDEBORD  
Brown



OF659 CREDENZA  
White



OF670 PARSON DESK  
Grey, White

Lounge Seating



LG703 MADRID LEATHER SOFA  
Black, White



LG704 MADRID LEATHER LOVESEAT  
Black, White



LG705 MADRID LEATHER CHAIR  
Black, White



LG706 SCANDIC SOFA  
Black, Red, White



LG707 SCANDIC LOVESEAT  
Black, Red, White



LG708 SCANDIC CHAIR  
Black, Red, White



LG712 SOLO SOFA  
Black, Red



LG713 SOLO LOVESEAT  
Black, Red



LG714 SOLO CHAIR  
Black, Red



LG717 IBIZA CHAIR  
Black, White



LG720 CAPRI SECTIONAL SOFA  
Black, White



LG721 CAPRI SECTIONAL BENCH  
Black, White



LG722 DANE SOFA  
Grey



LG723 DANE CHAIR  
Blue, Green, Orange, Taupe, Yellow



LG725 MADISON ARM CHAIR  
Black, White

## Lounge Seating



LG726 MADISON ARMLESS SECTIONAL  
Black, White



LG727 MADISON CORNER SECTIONAL  
Black, White



LG728 MARSHMALLOW SOFA  
White



LG729 MIAMI CHAIR  
Grey, White



LG730 SOHO CURVED BANQUETTE  
White



LG731 SOHO CURVED BENCH  
White



LG732 SOHO LOVESEAT  
White



LG733 TRIBECA LEATHER SOFA  
Grey



LG734 TRIBECA LEATHER LOVESEAT  
Grey



LG735 TRIBECA LEATHER CHAIR  
Grey



LG736 DAKOTA SOFA  
Brown



LG738 DAKOTA CHAIR  
Brown



LG750 BENCH OTTOMAN  
Black, White



LG755 BLOCK OTTOMAN  
Blue Microfiber, Black,  
Red, White Leatherette



LG756 ANGLE OTTOMAN  
Black, Silver, White Leatherette



LG757 RECTANGLE BLOCK OTTOMAN  
Black, Silver, White Leatherette



LG760 CAPRI OTTOMAN  
Black, White



LG763 JAVA BENCH  
Natural 72"



LG780 STEN SWIVEL CHAIR  
Black, Red, White



LG787 PLUTO CHAIR  
Black, White



LG788 LUNA CHAIR  
Black, White





### Occasional Tables



OT800 MONZA COCKTAIL TBL.  
Black



OT801 MONZA COCKTAIL TBL.  
Black



OT802 MONZA END TBL.  
Black



OT803 MONZA SOFA TBL.  
Black



OT804 TUSCAN COCKTAIL TBL.  
Teak



OT805 TUSCAN END TBL.  
Teak



OT806 HILO COCKTAIL TBL.  
Chrome/Glass



OT807 HILO END TBL.  
Chrome/Glass



OT814 PALMA COCKTAIL TBL.  
Walnut



OT815 PALMA END TBL.  
Walnut



OT816 PALMA SOFA TABLE  
Walnut



OT821 VEGA TABLE 18" DIA.  
Black, Blue, Green, Red, White, Yellow  
Adjustable



OT822 VIENNA COCKTAIL TBL.  
Silver/Glass



OT823 VIENNA END TBL.  
Silver/Glass



OT828 ABBY COCKTAIL TABLE  
White, Grey



OT829 ABBY END TABLE  
White, Grey



OT830 JUPITER SIDE TABLE  
Black, White



OT836 SIENA SOFA TABLE  
Chrome/Glass



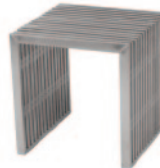
OT837 SIENA COCKTAIL TABLE  
Chrome/Glass



OT838 SIENA END TABLE  
Chrome/Glass



OT839 LINEAR COCKTAIL TABLE  
Steel



OT840 LINEAR END TABLE  
Steel



OT841 GIO COCKTAIL TABLE  
Espresso



OT842 GIO END TABLE  
Espresso



OT843 SPA COCKTAIL TABLE  
Silver/Glass



OT844 SPA END TABLE  
Silver/Glass



OT853 PORTLAND COCKTAIL TBL.  
Walnut



OT854 PORTLAND END TBL.  
Walnut



OT855 KLUB COCKTAIL TBL.  
White



OT856 KLUB END TBL.  
White



OT857 KLUB SOFA TABLE  
White



OT858 KAI COCKTAIL TABLE  
Black/Glass



OT859 KAI END TABLE  
Black/Glass



OT860 FIJI COCKTAIL TABLE  
Chrome/Glass



OT861 FIJI END TABLE  
Chrome/Glass

### Extras



XT199 FOLDING CHAIR  
Black, Grey



XT900 REFRIGERATOR 4.1 CF  
Black, White



XT906 ROPE  
Black, Red



XT909 WATERFALL STAND  
Chrome - Adjustable



XT910 COAT TREE  
Steel



XT911 WASTEBASKET  
Black



XT913 6-POCKET LIT. RACK  
Black



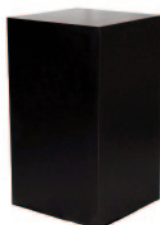
XT915 CURVED 6-POCKET  
Silver



XT948 5 TIER LOCKER  
Black



XT916 COMPUTER PEDESTAL 42" H  
24" Sq. Black, White - Locking



XT919 CUBE PEDESTAL 42" H  
24" Sq. Black, White



XT922 LAURENCE SHELF 72" H  
Black, White



XT923/XT924 METAL SHELVE  
Black, Chrome 54"H or 72"H



XT925 CUBE SHELF  
Grey, Red, White



XT950 LIMA LAMP  
Black



XT951 LIMA FLOOR LAMP  
Black



XT952 LUX TABLE LAMP  
Black, White



XT953 LUX FLOOR LAMP  
Black, White



XT957 TWIST FLOOR LAMP  
Silver



XT958 LINEN LAMP  
White/Chrome



XT959 LINEN FLOOR LAMP  
White/Chrome



XT960 CURVE LAMP  
Brown/Steel



XT961 CURVE FLOOR LAMP  
Brown/Steel



XT970 PILLAR LIGHT  
White - Multi color





www.resexpo.com

# Booth Cleaning

IFT Chicago Section Suppliers' Night  
November 1, 2017

Deadline To Receive Discounted Rates:  
October 16, 2017

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

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

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

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

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

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

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



www.resexpo.com

# Internet & Telecommunications

IFT Chicago Section Suppliers' Night

November 1, 2017

Deadline To Receive Discounted Rates:

October 16, 2017

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

## 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)	BE6	\$1,250.00	\$1,650.00	_____	\$ _____
* For service on 7 or more computers call for quote					
Dedicated 1.5Mb Ethernet Service With Single IP	DE	\$1,650.00	\$2,000.00	_____	\$ _____
Additional Dedicated IP Address	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
\$250.00	\$300.00	_____	\$ _____

Single Line Telephone

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

## TELEPHONE EXTRA SERVICES

Must be ordered with single line telephone

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

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

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

There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.

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

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

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

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

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

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

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 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 RES Telecommunications provider shall remain the property of RES Telecommunications provider and shall be removed only by RES Telecommunications personnel at the close of the show and/or event. Failure to return furnished equipment shall result in a charge equivalent to the replacement cost of the furnished equipment.
- 7) Booths requiring more than 30 ports require private T-1 service.

## RES TELECOMMUNICATIONS RESPONSIBILITIES

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

## CLIENT RESPONSIBILITIES

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

## LIMITATION OF LIABILITY

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

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



www.resexpo.com

# Audio Visual

IFT Chicago Section Suppliers' Night  
November 1, 2017

**Deadline To Receive Discounted Rates:**  
**October 16, 2017**

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

**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	\$300.00	\$360.00	\$ _____
26" Monitor	_____ x	\$350.00	\$420.00	\$ _____
32" Monitor	_____ x	\$800.00	\$960.00	\$ _____
37" Monitor	_____ x	\$850.00	\$1,020.00	\$ _____
42" Monitor	_____ x	\$925.00	\$1,110.00	\$ _____
50" Monitor	_____ x	\$1,350.00	\$1,620.00	\$ _____
60" Monitor	_____ x	\$2,500.00	\$3,000.00	\$ _____
Monitor Floor Stand	_____ x	\$200.00	\$240.00	\$ _____
Monitor Wall Bracket	_____ x	\$125.00	\$150.00	\$ _____
Blu-Ray Player	_____ x	\$200.00	\$240.00	\$ _____
Video Cables	_____ x	\$75.00	\$90.00	\$ _____
Touch Screen Monitor	_____ x	call for quote		\$ _____
Video Wall	_____ x	call for quote		\$ _____

## AUDIO

Powered Speaker	_____ x	\$300.00	\$360.00	\$ _____
Two Speaker P.A. System	_____ x	\$450.00	\$540.00	\$ _____
Four Speaker P.A. System	_____ x	\$600.00	\$720.00	\$ _____
Wireless Handheld Microphone	_____ x	\$300.00	\$360.00	\$ _____
Wireless Lavalier Microphone	_____ x	\$300.00	\$360.00	\$ _____
Wireless Headset Microphone	_____ x	\$300.00	\$360.00	\$ _____
Wired Handheld Microphone	_____ x	\$50.00	\$60.00	\$ _____
Wired Lavalier Microphone	_____ x	\$75.00	\$90.00	\$ _____
4 - Channel Audio Mixer	_____ x	\$75.00	\$90.00	\$ _____
Direct Box for Laptop/MP3 Player	_____ x	\$125.00	\$150.00	\$ _____

## COMPUTER

PC Laptop Computer	_____ x	\$600.00	\$720.00	\$ _____
Mac Laptop Computer	_____ x	\$750.00	\$900.00	\$ _____
Black & White Printer	_____ x	\$450.00	\$540.00	\$ _____
Color Printer	_____ x	\$600.00	\$720.00	\$ _____
All In One Printer/Fax/Copier/Scanner	_____ x	\$800.00	\$960.00	\$ _____
Microsoft Office Software	_____ x	\$125.00	\$150.00	\$ _____

## 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

IFT Chicago Section Suppliers' Night

November 1, 2017

Deadline To Receive Discounted Rates:

October 16, 2017

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

	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	\$112.50	\$168.75	\$225.00
Decorator	\$105.00	\$157.50	\$210.00
Teamster	\$80.00	\$120.00	\$160.00
Rigger	\$117.50	\$176.25	\$235.00
Electrician	\$90	\$135.00	\$180.00
Plumber	\$75.00	\$112.50	\$150.00

## HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$120.00	\$176.50	\$232.50
Decorator	\$112.50	\$165.00	\$217.50
Teamster	\$87.50	\$127.50	\$167.50
Rigger	\$125.00	\$183.75	\$242.50
Electrician	\$97.50	\$142.50	\$187.50
Plumber	\$82.50	\$120.00	\$157.50

## HOURLY EQUIPMENT RENTAL RATES

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



Fork Lift



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





www.resexpo.com

# Installation & Dismantle Labor Order Form

IFT Chicago Section Suppliers' Night

November 1, 2017

Deadline To Receive Discounted Rates:

October 16, 2017

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

## 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	\$147.50	\$225.00	\$300.00
Decorator	\$135.00	\$210.00	\$275.00
Rigger	\$150.00	\$227.50	\$305.00

## STANDARD I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$155.00	\$232.50	\$310.00
Decorator	\$142.50	\$215.00	\$285.00
Rigger	\$157.50	\$236.50	\$315.00

## HOURLY EQUIPMENT RENTAL RATES

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



Fork Lift



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



www.resexpo.com

# 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 recreate machines for outbound loading. Millwrights, a division of the carpenters union, handle the assembly and the leveling of machinery, as well as the attachment of all guards and shields.

## DECORATORS UNION

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

## ELECTRICAL UNION

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

## MACHINERY MOVERS & RIGGERS UNION

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

## PLUMBERS UNION

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

## TEAMSTERS UNION

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

## THEATRICAL STAGEHANDS UNION

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



www.resexpo.com

# Material Handling/Shipping Instructions

IFT Chicago Section Supplier's Night  
November 1, 2017



- 1) **TO GUARANTEE SHIPMENTS ARE DELIVERED TO YOUR BOOTH BY 8:00 AM ON NOVEMBER 1, 2017 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 **October 25, 2017** will be weighed, inspected and charged at a rate of **\$40.00** 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**

Advance shipments will be accepted at the RES warehouse beginning **September 4, 2017**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on **November 1, 2017** 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 Supplier's 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 Supplier's 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 6:00 pm on **November 1, 2017**. Any freight left in the Exhibit Hall after 7:30 pm on **November 1, 2017** 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: \_\_\_\_\_  
exhibitor name

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

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

**DELIVER NO LATER THAN OCTOBER 27, 2017**

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# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

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

**DELIVER NO LATER THAN OCTOBER 27, 2017**

# **DIRECT SHIPMENT TO THE CONVENTION CENTER**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

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

**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 1, 2017 ONLY**

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# **DIRECT SHIPMENT TO THE CONVENTION CENTER**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

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

**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 1, 2017 ONLY**