

A low-angle, upward-looking photograph of the Donald E. Stephens Convention Center. The building's facade is a mix of grey panels with a white dot pattern and large glass windows. Red and yellow horizontal bands are visible. The name 'STEPHENS CONVENTION CENTER' is partially visible on the upper part of the building. A circular logo with a red apple is mounted on the wall. The sky is blue with some clouds.

IFT Chicago Suppliers' Night

November 4, 2026

DONALD E. STEPHENS CONVENTION CENTER
ROSEMONT, ILLINOIS



EXHIBITOR SERVICES MANUAL



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 4, 2026.

The shipping address is as follows for direct shipments to the DONALD E. STEPHENS CONVENTION CENTER ONLY ON NOVEMBER 7th.

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 4th. 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.) Booth Carpet
- e.) 2 – side chairs
- f.) 1 – wastebasket

If your company will require additional furnishings in excess of that provided above, please email the appropriate attached forms back to R.E.S. indicating which items you may require at customerservice@rosemontexpo.com.

MOVE-OUT

The IFT CHICAGO SECTION SUPPLIERS' NIGHT is scheduled to close on WEDNESDAY, NOVEMBER 4, 2026 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 7:00 P.M. ON NOVEMBER 4, 2026 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.

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

- Welcome
- EAC / I&D
- Order Summary and Payment

FURNISHINGS BOOTH DISPLAYS

- Standard Furniture
- Specialty 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

- Shipping vs Material Handling
- Material Handling
- Inbound Shipping Instructions
- Outbound Shipping Instructions
- Advance Warehouse Shipping Label
- Direct Shipping Label

RES CUSTOMER SERVICE CONTACT INFORMATION

Rachel Eastman
847-993-4809
eastmanr@villageofrosemont.org

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Marne Kirkwood
847-696-2208
kirkwoodm@villageofrosemont.org

Visit res.rosemont.com for Online Ordering



Welcome to Rosemont

The Rosemont Convention Bureau provides Rosemont Entertainment Circulator Bus Route restaurant reservation services and an information kiosk located in the lobby of the Donald E. Stephens Convention Center. Visit the Concierge Kiosk to learn more about lodging, entertainment, cultural facilities and our large selection of dining and nightlife options in Rosemont and the greater Chicagoland area.



Parkway Bank Park entertainment district is home to dining and entertainment venues including Adobe Gila's, AMC Dine-In Rosemont 12, MacGuffins Bar, Big Ten Experience, Bub City, Crust Brewing, Saltwater Coastal Grill, Fogo de Chão, iFLY Indoor Skydiving, Joe's Live, Kings Dining & Entertainment, Fat Rosie's, Pete's Dueling Piano Bar, Pete's Tiki Tiki, Sugar Factory, Veralife and Zanies Comedy Club. The venues surround a great lawn that plays host to a variety of seasonal events including concerts, festivals and a winter ice rink.

The Rosemont community is home to some of the best names in the hotel industry, including the Loews Chicago O'Hare, Hyatt Regency, Aloft, Crowne Plaza, Embassy Suites, Doubletree and Hilton, all either connected to or within walking distance to the Convention Center. There are also additional hotel properties in town, including Rose Hotel, Westin, Marriott Suites, Hyatt Place, Holiday Inn/Staybridge, Hampton Inn & Suites, Residence Inn, Sheraton, Sonesta Chicago O'Hare and Hyatt Centric all a short distance away.



The Rivers Casino is located four blocks north of the Convention Center, and is by far the most successful gaming facility in the state of Illinois. In addition to a wide variety of gambling options, the Rivers Casino features a Hugo's Frog Bar and Chop House, the asian-themed Mian Bar, Flipt Gourmet Burger Bar, Taco Suerte, featuring a state-of-art sound system and variety of live entertainment.

In addition to the entertainment district, Rosemont is home to some of the finest restaurants in the Chicago area. Gibsons Steakhouse, Morton's, Carlucci, Carmine's, Truluck's, The Capital Grille, McCormick & Schmick's and Harry Caray's are all fine dining establishments that call the community home. Popular and casual spots in town Moretti's, Dave & Buster's, Big Chicken, Stan's Donuts, Small Cheval, Portillo's and Giordano's known for their Chicago style deep dish pizza.



The Fashion Outlets of Chicago brings 530,000 sq. of outlet shopping to Rosemont. With more than 120 stores the variety is unreal! From Bloomingdales & Gap to high-end labels like Gucci, Tory Burch & Burberry this will certainly be a memorable shopping experience. This fully enclosed multi-level property is located in a premium spot in Rosemont with easy access to public transportation via Metra, Pace and CTA.

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

9301 West Bryn Mawr • Rosemont, Illinois 60018 • 847-823-2100 Phone • 847-696-9700 Fax

IFT Chicago Suppliers' Night

November 4, 2026

Deadline To Receive Discounted Rates:
October 14, 2026



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

In order to utilize an Independent Contractor/Display House to perform carpenter labor services for the set-up and dismantle of a booth display at the Donald E. Stephens Convention Center, the exhibiting company must complete the information below and submit the form to RES at least five business days prior to the beginning of the show move-in period.

Note that the responsible supervisor of the EAC must report to the RES Service Center prior to the commencement of set-up. No badges will be issued until all pertinent paperwork, including a Certificate of Insurance, has been submitted to RES. Also, only members of a Carpenter Labor Union with jurisdiction over Trade Show services within the Chicagoland area can be authorized to provide these setup and dismantle services.

EAC Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____

Phone Number: _____ Booth Number: _____

Representative: _____ Signature: _____

Email Address: _____

** See sample of COI on following page*

Exhibitors 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Your Agent or Broker Address City, State Zip	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	FAX (A/C, No): NAIC #
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COVERAGES**CERTIFICATE NUMBER:****EXPIRATION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAYMENTS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	X		Your Policy #	xx/xx/xx	xx/xx/xxxx	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATION AND USE OF VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Village of Rosemont DBA DES Convention Center - RES
9501 Technology Blvd
Rosemont, IL 60018

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

IFT Chicago Suppliers' Night

November 4, 2026

Deadline To Receive Discounted Rates:
October 14, 2026

Order Summary and Payment



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

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

Rosemont Exposition Services requires full payment of all advance orders. Payment may be made by ACH/Wire Transfer, MasterCard, Visa, American Express, Discover Card, or by check drawn on U.S. Funds Account.

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

_____ BANK - WIRE TRANSFER

_____ CREDIT CARD

_____ CHECK Check # _____

**You may choose to pay by check or ACH/Wire Transfer, however a credit card is required on file to process all orders*

Check should be made payable to

Village of Rosemont – RES

\$50.00 service charge will be added for processing checks drawn on foreign banks

Bank - Wire Transfer information

Bank transfer to Parkway Bank & Trust Co.

ABA# 071908160 ACCT# 6766928

International

Bank transfer to Pacific Coast Bankers' Bank

SWIFT# PCBBUS66 ACCT# 6766928

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

Important: After your wire transfer has been sent, please email coylea@villageofrosemont.org to confirm. Be sure to include your show name and booth number in the message. Unidentified payments may not be properly credited to your account.

SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS
Standard Furniture	\$
Standard Booth Accessories	\$
Specialty Furniture	\$
Carpet Rental	\$
Hardwall Rental	\$
Pegboard Rental	\$
VU Case Rentals	\$
Signage & Graphics	\$
RES Extras	\$
Floral	\$
Photography	\$
Electrical Service	\$
Plumbing Service	\$
Cleaning	\$
Internet & Telecommunications	\$
Audio Visual	\$
Estimated Material Handling	\$
Labor	\$
Other Items	\$
Net Amount Due	\$

all applicable taxes will be applied

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 email exhibitor show service statements at the conclusion of each event. If your company's show site personnel would like to review this statement during the event, please have them stop at the RES Service Center.

ORDER SUMMARY AND PAYMENT SHEET

Rosemont Exposition Services requires all advance orders to be paid in full. Payments must be made in U.S. funds. Methods of payment include cash, certified, company check, Discover, Visa, MasterCard or American Express. All statements presented on show site must be paid in full at that time, unless previous arrangements have been made for credit in advance. Please see that your show site representative is aware of this policy and has a means of payment. The credit card authorization section of this form can also be used for show site payments.

STANDARD FURNITURE - CARPET RENTAL - SPECIALTY FURNITURE - UTILITIES

Full payment must accompany advance order. Check or credit card is acceptable. Check should be made payable to Rosemont Exposition Services. For credit card payment please fill out the Order Summary and Payment Sheet included in your exhibitor kit. Orders and payment must be received by the deadline date indicated to be charged at the discounted rate.

Note that discount rates are available only if orders are received by RES on or before the deadline date identified on each of the service order forms included in this kit. Also, please be aware of all terms and conditions as outlined on the Standard Furniture, Carpet, Specialty Furniture and Utilities Forms. Adjustments cannot be made after the event.

CANCELLATION TERMS

There will be a 100% charge on standard furniture cancelled once show set-up has begun. Cancellation charges for all other items is 50% of the standard rate. NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING.

LABOR

When ordering labor, please be aware of the following:

1. This advance labor request will be considered as only a reservation for labor.
2. On the day and time that you require labor, you must go to the Labor Service Desk to sign out your labor crew.
3. The labor crew will not be sent to your booth without being signed out.
4. Upon completion of their work, you MUST return the laborers to the Labor Service Desk and sign them in.
5. All labor is billed at one-half hour minimum for each man.
6. The number of workers required will be determined by labor foreman.
7. Gratuities are not required or accepted by any DES/RES Labor Crew.

MATERIAL HANDLING

Drayage and warehouse freight are billed on a round-trip basis, and invoicing will be done from the actual weight as listed on the inbound bills of lading. If you have any questions about material handling, please contact our Customer Service Department. NOTE THAT NO ADJUSTMENTS TO DRAYAGE CHARGES WILL BE MADE ONCE THE SHOW MOVE-OUT HAS CONCLUDED.

WASTE REMOVAL

Environmental Protection Agency (EPA) regulations require that all water soluble cutting and grinding fluids (coolants-synthetics, soluble oil) be removed in approved containers at the end of the show. This service is available from the official General Contractor who will collect the fluids named on the front from special steel barrels (55 gal. drums) and remove them from the show premises. Each exhibitor, however, has the responsibility of collecting and placing the fluids named on the front of his/her barrel(s).

WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) ONLY SHALL BE PLACED IN APPROVED BARRELS AS MARKED. DO NOT MIX WITH WASTE STRAIGHT OIL, AS THIS WILL RESULT IN A PREMIUM SURCHARGE OF DOUBLE THE QUOTE PER GALLON CHARGE.

WASTE STRAIGHT OIL MUST NOT BE MIXED WITH ANY OTHER MATERIALS INCLUDING WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) AS THIS WILL RESULT IN A SURCHARGE TO THE EXHIBITOR PER GALLON FOR REMOVAL OF MIXED FLUIDS. ONLY PLACE WASTE STRAIGHT OIL IN DESIGNATED BARRELS.

IFT Chicago Suppliers' Night

November 4, 2026

Deadline To Receive Discounted Rates:
October 14, 2026

Standard Furniture



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

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

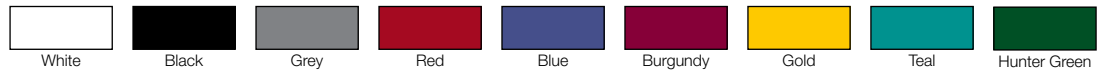
SKIRTED TABLES & TABLE TOP RISERS

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



	QUANTITY	DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" Skirted Table	_____ x	\$120.00	\$170.00	\$ _____
2' x 4' x 42" Skirted Table	_____ x	\$125.00	\$175.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$130.00	\$180.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$135.00	\$185.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$140.00	\$190.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$145.00	\$195.00	\$ _____
4th side of skirting	_____ x	\$40.00	\$60.00	\$ _____
Skirt color	_____			

1' x 4' x 1' Skirted Table Top Riser	_____ x	\$60.00	\$90.00	\$ _____
1' x 6' x 1' Skirted Table Top Riser	_____ x	\$70.00	\$100.00	\$ _____
4th side of skirting	_____ x	\$20.00	\$30.00	\$ _____
Skirt color	_____			



UNSKIRTED TABLES & TABLE TOP RISERS



	QUANTITY	DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" Wood Table	_____ x	\$60.00	\$80.00	\$ _____
2' x 4' x 42" Wood Table	_____ x	\$60.00	\$80.00	\$ _____
2' x 6' x 30" Wood Table	_____ x	\$65.00	\$85.00	\$ _____
2' x 6' x 42" Wood Table	_____ x	\$65.00	\$85.00	\$ _____
2' x 8' x 30" Wood Table	_____ x	\$70.00	\$90.00	\$ _____
2' x 8' x 42" Wood Table	_____ x	\$70.00	\$90.00	\$ _____

1' x 4' x 1' Table Top Riser	_____ x	\$35.00	\$55.00	\$ _____
1' x 6' x 1' Table Top Riser	_____ x	\$40.00	\$60.00	\$ _____

BOOTH FURNITURE



	QUANTITY	DISCOUNT	STANDARD	TOTAL
30" Diam. Round Table 30" Tall (Black Top)	_____ x	\$180.00	\$240.00	\$ _____
30" Diam. Round Table 42" Tall (Black Top)	_____ x	\$180.00	\$240.00	\$ _____
Arm Chair	_____ x	\$105.00	\$130.00	\$ _____
Black Barstool with back	_____ x	\$110.00	\$135.00	\$ _____
Side Chair	_____ x	\$80.00	\$120.00	\$ _____

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

SPECIALTY FURNITURE

2026 COLLECTION

LOGO



Chairs



CH100 JACOBSON CHAIR
White
18"Wx17"Dx18"H



CH102 MONACO CHAIR
Black
23"Wx23"Dx18"H



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



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



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



CH107 PARIS CHAIR
White/Chrome, White/Natural
19"Wx22"Dx18"H



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



CH111 TICINO CHAIR
White
18"Wx19"Dx18"H



CH112 RETRO CHAIR
Steel
19"Wx17"Dx18"H



CH113 LESLIE CHAIR
White
19"Wx21"Dx18"H



CH114 TENDY CHAIR
Black, Walnut, White
17"Wx18"Dx18"H



CH116 BELLA CHAIR
Black, White
18"Wx20"Dx19"H



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



CH120 SKYE CHAIR
Clear
18"Wx18"Dx18"H

Bar Stools



ST202 MONACO STOOL
Black
23"Wx23"Dx30"H



ST203 EQUINO STOOL
Black, White - Adj.
14"Wx17"Dx26-30"H



ST204 TOLEDO STOOL
Natural/Chrome
19"Wx19"Dx30"H



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



ST207 PARIS STOOL
White/Chrome, White/Natural
19"Wx18"Dx30"H



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



ST209 LIQUID STOOL
Blue, Green, Grey, Red, White
19"Wx20"Dx30"H



ST210 OTTO STOOL
Black, White
16"Wx18"Dx24-30"H



ST211 TICINO STOOL
White
17"Wx20"Dx30"H



ST212 RETRO STOOL
Steel
17"Wx17"Dx30"H



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



ST216 BELLA STOOL
Black, White
17"Wx19"Dx30"H



ST217 PLUTO STOOL
White
22"Wx18"Dx24-32"H



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



ST218-2 EURO 2 STOOL
Black, Grey, White
20"Wx17"Dx33"H



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



ST220 SKYE STOOL
Clear
19"Wx21"Dx30"H

Café Tables



CT300 PEDESTAL TABLE
Black, White
24"Dia.x30"H



CT301 PEDESTAL TABLE
Black, White
30"Dia.x30"H



CT302 CAFE TABLE
Black, Grey, White
36"Dia.x30"H



CT303 CAFE TABLE
Black, Grey, White
42"Dia.x30"H



CT304 SQUARE CAFE TABLE
Black, White
30"Sq.x30"H



CT305 SQUARE CAFE TABLE
Black, White
36"Sq.x30"H



CT306 TRAVE TABLE
Chrome/Glass
36"Dia.x30"H (Other sizes available)



CT307 BISTRO TABLE
Black, Natural, White, Walnut
30"Dia.x30"H



CT309 PARIS CAFE TABLE
White/Natural
40"Dia.x30"H



CT310 CHROMA TABLE
Aluminum
28sq.x30"H



CT311 CHROMA TABLE
Aluminum
28"Dia.x30"H



CT312 RETRO TABLE
Steel
32"Wx32"Dx30"H



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



CT314 ABBY CAFE TABLE
White
36"Wx36"Dx30"H



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



CT355 ABBY TABLE
White
63"Wx36"Dx30"H



CT357 EDGE CAFE TABLE
White
72"Wx29"Dx30"H

CT357-P EDGE CAFE TABLE W/POWER
White
72"Wx29"Dx30"H



BT400 / BT401 BAR PEDESTAL TABLE
Black, White
24"Dia.x42"H or 30"Dia.x42"H



BT402 BAR HIGH TABLE
Black, Grey, White
36"Dia.x42"H



BT404 / BT405 SQUARE BAR TABLE
Black, White
30"Sq.x42"H or 36"Sq.x42"H



BT406 TRAVE BAR TABLE
Chrome/Glass
32"Dia.x42"H (Other sizes available)



BT407 BRAVO BAR TABLE
Black, Natural, White, Walnut
30"Dia.x42"H



BT410 CHROMA BAR TABLE
Aluminum
24"Dia.x42"H



BT412 RETRO BAR TABLE
Steel
24"Sq.x42"H



BT413 MARTINI BAR TABLE
Chrome/Glass
32"Dia.x42"H



BT451 INFORMATION COUNTER
Black, White - Locking
48"Wx20"Dx40"H



BT453 MILANO BAR
Black, White
48"Wx20"Dx42"H



BT454 BALI BAR
Black, White
57"Wx24"Dx40"H



BT454-P W/POWER
Black, White
57"Wx24"Dx40"H



BT457 EDGE COMMUNAL BAR TABLE
Black, White
72"Wx30"Dx42"H



BT457-P W/POWER
Black, White
72"Wx30"Dx42"H



CO501 OTTO GUEST CHAIR
Black, White
23"Wx22"Dx18"H



CO502 OTTO CHAIR
Black, White
23"Wx22"Dx18-21"H



CO507 GUEST CHAIR
Black
25"Wx25"Dx18"H



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



CO509 STACKABLE SIDE CHAIR
Black
20"Wx20"Dx18"H



CO510 STACKABLE ARM CHAIR
Black
24"Wx20"Dx18"H



CO512 TASK CHAIR
Black
19"Wx22"x18-22"H



CO513 TASK STOOL
Black, Adjustable
19"Wx22"Dx23-27"H



CO518 RECEPTION CHAIR
Black
24"Wx26"Dx36"H



CO520 ZURICH HIGHBACK CHAIR
Black, White
24"Wx24"Dx19"H



Conference Tables



CF602 GLACIER CONFERENCE TABLE
White-Gloss
47"Dia.x30"H



CF603 CONFERENCE TABLE
Black, Cognac, Grey, Maple, White
48"Dia.x30"H



CF604 GLACIER CONFERENCE TABLE
White-Gloss
79"Wx40"Dx30"H



CF605 RECTANGULAR CONFERENCE TABLE
Black, Cognac, Maple, White
72"Wx36"Dx30"H



CF606 / CF608 CONFERENCE TABLE
Black, Grey, White
72"Wx36"Dx30"H or 96"Wx42"Dx30"H



CF609 RECTANGULAR CONFERENCE TABLE
Black, White
96"Wx42"Dx30"H



CF610 OVAL CONFERENCE TABLE
Black, White
120"Wx42"Dx30"H



CF611 RECTANGULAR CONFERENCE TABLE
Black, White
120"Wx42"Dx30"H

Additional conference table sizes, colors and power options available.
Contact your sales rep for information.

Office Furniture



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



OF653 STORAGE CABINET
Black, White - Locking
37"Wx21"Dx29"H



OF654 COMPUTER WORKSTATION
Black
36"Wx24"Dx29"H



OF659 STORAGE CREDENZA
White
48"Wx18"Dx33"H



OF660 GLACIER SIDEBBOARD
White-Gloss
48"Wx18"Dx30"H



OF671 BALI DESK
Black, White
48"Wx24"Dx31"H



LG706 SCANDIC SOFA
Black, Red, White
82"Wx34"Dx30"H



LG707 SCANDIC LOVESEAT
Black, Red, White
59"Wx34"Dx30"H



LG708 SCANDIC CHAIR
Black, Red, White
38"Wx34"Dx30"H



LG709 PRATO ARM CHAIR
Black, White
29"Wx28"Dx33"H



LG710 PRATO ARMLESS SECTIONAL
Black, White
22"Wx28"Dx33"H



LG711 PRATO CORNER SECTIONAL
Black, White
32"Wx32"Dx33"H



LG712 SOLO SOFA
Black, Red
80"Wx35"Dx32"H



LG713 SOLO LOVESEAT
Black, Red
57"Wx35"Dx32"H



LG714 SOLO CHAIR
Black, Red
34"Wx35"Dx32"H



LG715 MALIBU SOFA WITH POWER
Black, White
73"Wx31"Dx30"H



LG724 MALIBU LOVESEAT WITH POWER
White
52"Wx31"Dx30"H



LG716 MALIBU CHAIR WITH POWER
Black, White
32"Wx31"Dx29"H



LG717 IBIZA CHAIR
Black, White
30"Wx33"Dx33"H



LG720 CAPRI SECTIONAL SOFA
Black, White
71"Wx35"Dx30"H



LG721 CAPRI SECTIONAL BENCH
Black, White
71"Wx35"Dx17"H



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



LG731 SOHO CURVED BENCH
White
58"Wx22"Dx17"H



LG732 SOHO LOVESEAT
White
48"Wx24"Dx31"H



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



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



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



LG736 ASPEN SOFA
White
82"Wx31"Dx28"H



LG737 ASPEN CHAIR
White
36"Wx31"Dx28"H



LG758 AURORA SOFA
White
81"Wx36"Dx34"H



LG762 AURORA LOVESEAT
White
59"Wx36"Dx34"H



LG759 AURORA CHAIR
White
37"Wx36"Dx34"H



LG742 MAUI ARM CHAIR
White
35"Wx29"Dx27"H



LG743 MAUI ARMLESS
White
28"Wx29"Dx27"H



LG744-L MAUI CORNER
White
28"Wx29"Dx27"H



LG744-R MAUI CORNER
White
28"Wx29"Dx27"H



LG745 MAUI OTTOMAN
White
28"Wx28"Dx17"H



LG749 TICINO SETTEE

White
48"Wx24"Dx34"H



LG750 BENCH OTTOMAN

Black, White
60"Wx20"Dx17"H



LG753 ROUND SWIVEL OTTOMAN

Black, Orange, White
18" Dia.x17"H



LG755 BLOCK OTTOMAN

Blue Microfiber, Black, Red, White Leatherette
18"Wx18"Dx18"H



LG756 ANGLE OTTOMAN

Black, Silver, White Leatherette
48"Wx48"Dx18"H



LG757 RECTANGLE OTTOMAN

Black, Silver, White Leatherette
36"Wx18"Dx18"H



LG760 CAPRI OTTOMAN

Black, White
40" Dia.x18"H



LG780 STEN SWIVEL CHAIR

Black, Red, White
32"Wx32"Dx29"H



LG784 AVA CHAIR

White
22"Wx22"Dx19"H



LG785 LARGO CHAIR

White
30"Wx26"Dx28"H



LG786 SWAN CHAIR

Black, White
29"Wx28"Dx35"H



OT801 MONZA COCKTAIL TABLE
Black
50"Wx32"Dx18"H



OT802 MONZA END TABLE
Black
25"Wx25"Dx21"H



OT804 TUSCAN COCKTAIL TABLE
Teak
48"Wx21"Dx16"H



OT805 TUSCAN END TABLE
Teak
18"Wx18"Dx18"H



OT806 HILO COCKTAIL TABLE
Chrome/Glass
48"Wx24"Dx15"H



OT807 HILO END TABLE
Chrome/Glass
24"Wx24"Dx18"H



OT808 VAIL COCKTAIL TABLE
Glass
48"Wx28"Dx17"H



OT809 VAIL END TABLE
Glass
19.5"Wx19.5"Dx21"H



OT810 BELLO COCKTAIL TABLE
White
47"Wx27"Dx16"H



OT811 BELLO END TABLE
White
24"Wx22"H



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



OT823 VORTEX TABLE
White, Black
16"Wx16"Dx17"H



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



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



OT839 LINEAR COCKTAIL TABLE
Steel
46"Wx15"Dx16"H



OT840 LINEAR END TABLE
Steel
15"Wx15"Dx16"H



OT841 GIO COCKTAIL TABLE
Black, Espresso
44"Wx22"Dx15"H



OT842 GIO END TABLE
Black, Espresso
22"Wx16"Dx18"H



OT843 SPA COCKTAIL TABLE
Silver/Glass
36"Dia.x18"H



OT844 SPA END TABLE
Silver/Glass
24"Dia.x24"H



OT855 KLUB COCKTAIL TBL.
White
36"Wx36"Dx15"H



OT855 REC KLUB COCKTAIL TBL.
White
48"Wx24"Dx16"H



OT856 KLUB END TBL.
White
24"Wx24"Dx18"H



OT857 KLUB SOFA TABLE
White
36"Wx10"Dx30"H



OT858 KAI COCKTAIL TABLE
Black/Glass
40"Wx36"Dx15"H



OT859 KAI END TABLE
Black/Glass
26"Dia.x22"H



OT860 FIJI COCKTAIL TABLE
Chrome/Glass
36"Dia.x17"H



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



OT863 LOGAN COCKTAIL TABLE
Black, Walnut
47"Wx24"Dx16"H



OT864 LOGAN END TABLE
Black, Walnut
22"Dia.x22"H



OT865 AUSTIN COCKTAIL TABLE
Glass
48"Wx24"Dx18"H



OT866 AUSTIN END TABLE
Glass
24"Wx24"Dx24"H

Extras



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



XT900 REFRIGERATOR 4.1 CF
17"Wx20"Dx32"H



XT904 TENZA BARRIER
Chrome/Black
72"Wx38"H



XT905 CHROME STANCHION/ XT906 ROPE
Black, Red
12"Wx39"H rope 6'



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



XT910 COAT TREE
Steel
13"Wx69"H



XT911 WASTEBASKET
Black
10"Wx24"H



XT913 6-POCKET LIT. RACK
Black
60"H



XT914 WIRE 10-POCKET LIT. RACK
Silver
11"Wx14"Dx54"H



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



XT916 COMPUTER PEDESTAL
Black, White - Locking
24"Wx24"Dx42"H



XT919 CUBE PEDESTAL
Black, White
24"Wx24"Dx42"H



XT922 LAURENCE SHELF
Black, White
35"Wx15"Dx68"H



XT923/XT924 METAL SHELVEING
Black, Chrome
36"Wx14"Dx54"H or 36"Wx18"Dx72"H



XT925 CUBE SHELF
White
31"Wx15"Dx58"H



XT946 BOXWOOD WALL DIVIDER
Green
48"Wx16"Dx48"H



XT948 5 TIER LOCKER
Black
15"Wx18"Dx66"H



XT964 CLUB LAMP
White/Chrome
17"Wx28"H



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



XT966 SOHO LAMP
White
12"Wx23"H



XT967 SOHO FLOOR LAMP
White
18"Wx60"H

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ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

CHAIRS

CH100	JACOBSON CHAIR	WH	130	165		
CH102	MONACO CHAIR	BK	150	195		
CH103	CAZMA CHAIR	BK RD	170	225		
CH104	TOLEDO CHAIR	NAT	150	195		
CH106	CRISS CROSS CHAIR	WH	150	195		
CH107	PARIS CHAIR	WH/CH WH/NT	170	225		
CH109	LIQUID CHAIR	BU GR GY RD WH	160	210		
CH111	TICINO CHAIR	WH	170	225		
CH112	RETRO CHAIR	STEEL	150	195		
CH113	LESLIE CHAIR	WH	150	195		
CH114	TENDY CHAIR	BK WL WH	150	195		
CH116	BELLA CHAIR	BK WH	170	225		
CH118	EURO CHAIR	BK GY WH	160	210		
CH120	SKYE CHAIR	CL	160	210		

BAR STOOLS

ST202	MONACO BAR STOOL	BK	185	240		
ST203	EQUINO STOOL, Adj.	BK WH	195	250		
ST204	TOLEDO BAR STOOL	NAT	195	250		
ST206	CRISS CROSS BAR STOOL	WH	185	240		
ST207	PARIS BAR STOOL	WH/CH WH/NT	195	250		
ST208	TICKLE STOOL, Adj.	OR RD WH	185	240		
ST209	LIQUID BAR STOOL	BU GR GY RD WH	195	250		
ST210	OTTO BAR STOOL, Adj.	BK WH	185	240		
ST211	TICINO BAR STOOL	WH	195	250		
ST212	RETRO BAR STOOL	STEEL	185	240		
ST214	TENDY BAR STOOL	BK WL WH	180	230		
ST216	BELLA BAR STOOL	BK WH	195	250		
ST217	PLUTO BAR STOOL	WH	195	250		
ST218	EURO BAR STOOL, Adj.	BK GY WH	195	250		
ST218-2	EURO 2 BAR STOOL	BK GY WH	195	250		
ST219	TECH STOOL, Adj.	WH	185	240		
ST220	SKYE STOOL	CL	195	250		

CAFÉ TABLES 30"H

CT300	PEDESTAL TABLE 24"DIA	BK WH	195	250		
CT301	PEDESTAL TABLE 30"DIA	BK WH	210	275		
CT302	CAFE TABLE 36" DIA	BK GY WH	225	290		
CT303	CAFE TABLE 42" DIA	BK GY WH	230	300		
CT304	SQUARE CAFE TABLE 30"	BK WH	210	275		
CT305	SQUARE CAFE TABLE 36"	BK WH	235	310		
CT306	TRAVE TABLE 36"DIA	GLASS	230	300		
CT307	BISTRO TABLE 30"DIA	BK NAT WL WH	210	275		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

CT309	PARIS CAFÉ TABLE 40"DIA	WH/NT	240	310		
CT310	CHROMA TABLE 27.5 Square	ALUMINUM	195	250		
CT311	CHROMA TABLE 27.5 Round	ALUMINUM	195	250		
CT312	RETRO TABLE	STEEL	210	275		
CT313	MARTINI TABLE 36"	CH/GL	235	310		
CT314	ABBY CAFÉ TABLE	WH	260	340		
CT353	ALTOS TABLE 60x36	GLASS	260	340		
CT355	ABBY TABLE 63x36	WH	260	340		
CT357	EDGE POWER CAFÉ TABLE	WH	550	725		
CT357-P	EDGE CAFÉ TABLE W/POWER	WH	650	825		

BAR TABLES AND BARS 42"H

BT400	BAR PEDESTAL TABLE 24"DIA	BK WH	210	275		
BT401	BAR PEDESTAL TABLE 30"DIA	BK WH	220	280		
BT402	BAR HIGH TABLE 36" DIA	BK GY WH	240	310		
BT404	SQUARE BAR TABLE 30"	BK WH	220	280		
BT405	SQUARE BAR TABLE 36"	BK WH	240	310		
BT406	TRAVE BAR TABLE 32"DIA	GLASS	250	325		
BT407	BRAVO BAR TABLE 30"DIA	BK NAT WL WH	220	280		
BT410	CHROMA BAR TABLE 23.5" DIA	ALUMINUM	210	275		
BT412	RETRO BAR TABLE 24" Square	STEEL	210	275		
BT413	MARTINI BAR TABLE 32"DIA	CH/GL	230	300		
BT451	INFORMATION CTR. w/doors	BK WH	460	600		
BT453	MILANO BAR	BK WH	685	890		
BT454	BALI BAR	BK WH	540	700		
BT454-P	BALI BAR w/charging station	BK WH	640	830		
BT457	EDGE COMMUNAL BAR TABLE	BK WH	630	810		
BT457-P	EDGE COMMUNAL BAR TABLE w/power	BK WH	730	950		

CONFERENCE AND OFFICE CHAIRS

CO501	OTTO GUEST CHAIR	BK WH	210	275		
CO502	OTTO CHAIR	BK WH	220	285		
CO507	GUEST CHAIR	BK	170	225		
CO508	MIDBACK CHAIR	BK	195	250		
CO509	STACKABLE SIDE CHAIR	BK	100	130		
CO510	STACKABLE ARM CHAIR	BK	110	140		
CO512	TASK CHAIR	BK	140	180		
CO513	TASK STOOL	BK	160	210		
CO520	ZURICH HIGHBACK CHAIR	BK WH	285	375		

SPECIALTY FURNITURE CONTINUED ON NEXT PAGE

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IFT Chicago Suppliers' Night

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ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

CONFERENCE TABLES

CF602	GLACIER ROUND CONFERENCE TABLE 47"DIA	WH	530	690		
CF603	CONFERENCE TABLE 48"DIA	BK COG GY MAP WH	400	520		
CF604	GLACIER CONFERENCE TABLE 79"	WH	595	775		
CF605	RECTANGULAR TABLE 6'	BK CG MP WH	495	640		
CF606	OVAL CONFERENCE TABLE 6'	BK GY WH	495	640		
CF608	OVAL CONFERENCE TABLE 8'	BK GY WH	560	725		
CF609	RECTANGULAR TABLE 8'	BK WH	560	725		
CF610	OVAL CONFERENCE TABLE 10'	BK WH	695	900		
CF611	RECTANGULAR TABLE 10'	BK WH	695	900		

OFFICE FURNITURE

OF652	LATERAL FILE, LOCKING	BK	360	470		
OF653	STORAGE CABINET LOCKING	BK WH	360	470		
OF654	COMPUTER WORKSTATION	BK	160	210		
OF659	CREDENZA	WH	460	600		
OF659-L	CREDENZA w/legs	WH	460	600		
OF660	GLACIER SIDEBORD	WH	560	730		
OF671	BALI DESK	BK WH	400	520		

LOUNGE SEATING

LG706	SCANDIC LEATHER SOFA	BK RD WH	535	695		
LG707	SCANDIC LEATHER LOVESEAT	BK RD WH	485	630		
LG708	SCANDIC LEATHER CHAIR	BK RD WH	460	600		
LG709	PRATO ARM CHAIR	BK WH	375	485		
LG710	PRATO ARMLESS SECTIONAL	BK WH	300	390		
LG711	PRATO CORNER SECTIONAL	BK WH	350	450		
LG712	SOLO SOFA	BK RD	510	660		
LG713	SOLO LOVESEAT	BK RD	460	600		
LG714	SOLO CHAIR	BK RD	435	560		
LG715	MALIBU SOFA WITH POWER	BK WH	600	780		
LG716	MALIBU CHAIR WITH POWER	BK WH	550	715		
LG717	IBIZA CHAIR	BK WH	535	690		
LG720	CAPRI SECTIONAL SOFA	BK WH	560	725		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

LG721	CAPRI SECTIONAL BENCH	BK WH	435	560		
LG724	MALIBU LOVESEAT	WH	575	750		
LG729	MIAMI CHAIR	GY WH	460	600		
LG731	SOHO CURVED BENCH	WH	460	600		
LG732	SOHO LOVESEAT	WH	460	600		
LG733	TRIBECA LEATHER SOFA	GY	585	760		
LG734	TRIBECA LEATHER LOVESEAT	GY	560	730		
LG735	TRIBECA LEATHER CHAIR	GY	485	630		
LG736	ASPEN SOFA	WH	585	760		
LG737	ASPEN CHAIR	WH	485	630		
LG742	MAUI ARM CHAIR	WH	385	500		
LG743	MAUI ARMLESS CHAIR	WH	300	390		
LG744-L	MAUI CORNER SECTIONAL LEFT	WH	350	450		
LG744-R	MAUI CORNER SECTIONAL RIGHT	WH	350	450		
LG745	MAUI OTTOMAN	WH	270	350		
LG749	TICINO SETTEE	WH	360	470		
LG750	BENCH OTTOMAN	BK WH	285	370		
LG753	ROUND SWIVEL OTTOMAN	BK OR WH	160	210		
LG755	BLOCK OTTOMAN	BK BU RD WH	160	210		
LG756	ANGLE OTTOMAN	BK RD SL WH	460	600		
LG757	RECTANGLE BLOCK OTTOMAN	BK RD SL WH	270	350		
LG758	AURORA SOFA	WH	535	695		
LG759	AURORA CHAIR	WH	460	600		
LG760	CAPRI ROUND OTTOMAN	WH	260	350		
LG762	AURORA LOVESEAT	WH	485	630		
LG780	STEN SWIVEL CHAIR	BK RED WH	335	430		
LG784	AVA CHAIR	WH	225	290		
LG785	LARGO CHAIR	WH	335	430		
LG786	SWAN CHAIR	BK WH	330	430		

SPECIALTY FURNITURE CONTINUED ON NEXT PAGE

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ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

OCCASIONAL TABLES

OT801	MONZA OVAL COCKTAIL	BK	185	240		
OT802	MONZA END TABLE	BK	160	210		
OT804	TUSCAN COCKTAIL TABLE	TK	235	330		
OT805	TUSCAN END TABLE	TK	210	275		
OT806	HILO COCKTAIL TABLE	GL	260	340		
OT807	HILO END TABLE	GL	235	330		
OT808	VAIL COCKTAIL TABLE	GL	260	340		
OT809	VAIL END TABLE	GL	235	330		
OT821	VEGA TABLE 18" DIA. Adj.	BK BU GY RD YL WH	145	190		
OT823	VORTEX	WH	145	190		
OT824	VORTEX	BK	145	190		
OT826	CRYSTAL COCKTAIL TABLE	GL	260	340		
OT827	CRYSTAL END TABLE	GL	235	330		
OT828	ABBY COCKTAIL TABLE	GY WH	235	330		
OT829	ABBY END TABLE	GY WH	210	275		
OT839	LINEAR COCKTAIL BENCH	STEEL	235	330		
OT840	LINEAR END BENCH	STEEL	185	240		
OT841	GIO COCKTAIL TABLE	BK ESPRESSO	210	275		
OT842	GIO END TABLE	BK ESPRESSO	185	240		
OT843	SPA COCKTAIL TABLE	GL	260	340		
OT844	SPA END TABLE	GL	235	330		
OT855-SQ	KLUB COCKTAIL TABLE SQUARE	WH	260	340		
OT855-R	KLUB COCKTAIL TABLE RECTANGLE	WH	260	340		
OT856	KLUB END TABLE	WH	235	330		
OT857	KLUB SOFA TABLE	WH	285	370		
OT858	KAI COCKTAIL TABLE	BK	235	330		
OT859	KAI END TABLE	BK	185	240		
OT860	FIJI COCKTAIL TABLE	GL	235	330		
OT861	FIJI END TABLE	GL	210	275		
OT863	LOGAN COCKTAIL TABLE	BK WL	255	330		
OT864	LOGAN END TABLE	BK WL	230	300		
OT865	AUSTIN COCKTAIL TABLE	GL	255	330		
OT866	AUSTIN END TABLE	GL	230	300		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

EXTRAS

XT199	FOLDING CHAIR	BK GY	85	110		
XT900	REFRIGERATOR 4.1 CF		260	340		
XT904	TENSA BARRIER	CH/BK	110	140		
XT905	CHROME STANCHION	CH	60	80		
XT906	VELOUR ROPE	BK RD	40	50		
XT909	WATERFALL CLOTHES RACK	CHROME	110	140		
XT910	COAT TREE	ST	110	140		
XT911	WASTEBASKET	BK	50	65		
XT913	6 POCKET LIT RACK	BK	160	210		
XT914	WIRE 10 POCKET LIT RACK	SL	160	210		
XT915	CURVED 6 POCKET LIT RACK	SILVER	185	240		
XT916	COMPUTER PEDESTAL 24X42	BK WH	360	470		
XT919	CUBE PEDESTAL	BK WH	285	370		
XT922	LAURENCE SHELF 72" H	BK WH	210	275		
XT923	METAL SHELVING 54" H	BK CH	160	210		
XT924	METAL SHELVING 72" H	BK CH	185	240		
XT925	CUBE SHELF 58"H	WH	185	240		
XT946	BOXWOOD WALL DIVIDER	GR	510	660		
XT948	5 TIER LOCKER	BK	270	350		
XT964	CLUB LAMP	WH	145	190		
XT965	CLUB FLOOR LAMP	WH	210	275		
XT966	SOHO LAMP	WH	145	190		
XT967	SOHO FLOOR LAMP	WH	210	275		

ORDER TOTAL \$ _____

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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

IFT Chicago Suppliers' Night

November 4, 2026

Deadline To Receive Discounted Rates:
October 14, 2026

Booth Cleaning



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

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



Rosemont Exposition Services provides general cleaning and vacuuming of the aisle carpeting as well as vacuuming of all booth carpets ordered thru RES on the first day of the show. If you require additional booth cleaning, you must contract for it by using this form.

	BOOTH SIZE	DISCOUNT PER. SQ. FT.	TOTAL PER DAY	NUMBER OF DAYS	TOTAL
Booth Vacuum	_____	x \$0.45	\$ _____	X _____	\$ _____
Shampooing of Carpeting	_____	x \$1.00	\$ _____	X _____	\$ _____
Scrubbing/Mopping of Tile Flooring	_____	x \$0.50	\$ _____	X _____	\$ _____
Trash Removal During Show Hours		\$35.00 per removal	\$ _____	X _____	\$ _____
After 4:30 p.m. weekdays, Saturdays & Sundays		\$35.00/hr	\$ _____	X _____	\$ _____
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

IFT Chicago Suppliers' Night

November 4, 2026

Deadline To Receive Discounted Rates:
October 14, 2026

Internet & Telecommunications



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

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

DHCP WIRED INTERNET SERVICE

(Wireless router not included)

	DISCOUNT	STANDARD	QUANTITY	TOTAL
1 Mbps Service	\$625.00	\$750.00	_____	\$ _____
3 Mbps Service	\$1,875.00	\$2,250.00	_____	\$ _____
5 Mbps Service	\$3,125.00	\$3,750.00	_____	\$ _____
10 Mbps Service	\$6,250.00	\$7,500.00	_____	\$ _____
For Services greater than 10.0 Mbps	CALL FOR QUOTE		_____	\$ _____

WIRED INTERNET SERVICE WITH DEDICATED OUTSIDE IP ADDRESS

(Wireless router not included)

	DISCOUNT	STANDARD	QUANTITY	TOTAL
1 Mbps Service	\$1,000.00	\$1,200.00	_____	\$ _____
3 Mbps Service	\$3,000.00	\$3,600.00	_____	\$ _____
5 Mbps Service	\$5,000.00	\$6,000.00	_____	\$ _____
10 Mbps Service	\$10,000.00	\$12,000.00	_____	\$ _____
Additional Dedicated Outside IP Address	\$200.00	\$240.00	_____	\$ _____
For Services greater than 10.0 Mbps	CALL FOR QUOTE		_____	\$ _____

INTERNET EXTRAS

Note that the Wireless Router is a rental device and does not provide Internet Connectivity - Please order the appropriate Internet Service listed above.

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Cat5 Cabling per 10 ft.	\$15.00	\$25.00	_____	\$ _____
8 Port Switch	\$100.00	\$125.00	_____	\$ _____
16 Port Switch	\$125.00	\$150.00	_____	\$ _____
24 Port Switch	\$150.00	\$175.00	_____	\$ _____
Wireless Router	\$350.00	\$425.00	_____	\$ _____
VLAN CONNECTION - PRIVATE NETWORK	CALL FOR QUOTE		_____	\$ _____

TELEPHONE SERVICES

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

DISCOUNT	STANDARD	QUANTITY	TOTAL
\$275.00	\$350.00	_____	\$ _____

TELEPHONE EXTRA SERVICES

Must be ordered with single line telephone

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

Technical assistance is available and will be billable on a time basis at a rate of \$80.00 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 ensure prompt order processing. Company Checks must be made payable to Rosemont Exposition Services. Personal checks will not be accepted. Booth numbers or locations must be identified on the face of the Internet & Telecommunications Order Form. Incomplete information will delay processing.
- 2) Rates listed for all connections include bringing the service to the booth in the most convenient manner, and do not include computer equipment unless ordered or intranet working cabling. Pricing for services is per location, defined as an individual booth, meeting room, ballroom or lobby area.
- 3) There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event.
- 4) There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.
- 5) Additional service and labor charges may be assessed for installation. Rates include all applicable taxes.
- 6) All material and equipment furnished by RES Telecommunications provider shall remain the property of RES Telecommunications provider and shall be removed only by RES Telecommunications personnel at the close of the show and/or event. Failure to return furnished equipment shall result in a charge equivalent to the replacement cost of the furnished equipment.
- 7) Booths requiring more than 30 ports require private T-1 service.

RES TELECOMMUNICATIONS RESPONSIBILITIES

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

CLIENT RESPONSIBILITIES

- 1) At no time, will the client connect a DHCP server to the Convention Center Network.
- 2) The client must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.).
- 3) If not renting, the client must provide the node equipment (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.

IFT Chicago Suppliers' Night

November 4, 2026

Deadline To Receive Discounted Rates:
October 14, 2026

Audio Visual



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

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

LABOR RATES: The Donald E. Stephens Convention Center is a union facility and union labor may be required with equipment rental.



For an extensive list of our inventory, labor rates, and detailed information, please email resav@villageofrosemont.org

VIDEO

	QUANTITY	DISCOUNT	STANDARD	TOTAL
20" Monitor	_____ x	\$250.00	\$300.00	\$ _____
26" Monitor	_____ x	\$300.00	\$400.00	\$ _____
32" Monitor	_____ x	\$550.00	\$650.00	\$ _____
37" Monitor	_____ x	\$650.00	\$750.00	\$ _____
42" Monitor	_____ x	\$750.00	\$850.00	\$ _____
50" Monitor	_____ x	\$900.00	\$1,000.00	\$ _____
60" Monitor	_____ x	\$1,300.00	\$1,400.00	\$ _____
70" Monitor	_____ x	\$1,850.00	\$1,950.00	\$ _____
Monitor Floor Stand	_____ x	\$225.00	\$275.00	\$ _____
Monitor Wall Bracket	_____ x	\$150.00	\$175.00	\$ _____
Video Cables	_____ x	\$75.00	\$100.00	\$ _____
Touch Screen Monitor	_____ x	call for quote		\$ _____
Video Wall	_____ x	call for quote		\$ _____

AUDIO

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

COMPUTER

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

ADDITIONAL SERVICES

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

Technical assistance is available and will be billable on a time basis at a rate of \$80.00 per hour with a minimum of 1/2 hour.

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

November 4, 2026

Deadline To Receive Discounted Rates:
October 14, 2026

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

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

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

Projectionist, Stagehand and Stagehand Riggers - Contact Anton Eleazar for Quote 847-993-4816 EleazarA@villageofrosemont.org

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	\$141.00	\$211.50	\$282.00
Decorator	\$118.00	\$177.00	\$236.00
Teamster	\$91.00	\$136.50	\$182.00
Rigger	\$136.00	\$204.00	\$272.00
Electrician	\$136.40	\$204.60	\$272.80
Plumber	\$136.40	N/A	\$272.80

SHOW SITE HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$146.00	\$219.00	\$292.00
Decorator	\$120.00	\$180.00	\$240.00
Teamster	\$94.50	\$141.75	\$189.00
Rigger	\$143.00	\$214.50	\$286.00
Electrician	\$141.40	\$212.10	\$282.80
Plumber	\$141.40	N/A	\$282.80

HOURLY EQUIPMENT RENTAL RATES

Forklift - 5,000 lb - Operator charged separately	\$150.00
Forklift - 15,000 lb - Operator charged separately	\$200.00
Scissor Lift - Operator charged separately	\$150.00
Condor Lift - Operator charged separately	\$200.00



Forklift



Scissor Lift



Condor Lift

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

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

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

November 4, 2026

Deadline To Receive Discounted Rates:
October 14, 2026

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

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

**THIS FORM IS ONLY TO BE COMPLETED IF
NO ONE FROM THE EXHIBITING COMPANY OR DISPLAY HOUSE
WILL BE PRESENT FOR INSTALLATION/DISMANTLE**

*If you have any questions please contact
Suzi Stephens 847-993-4057 or stephenssu@villageofrosemont.org*

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.
By submitting this form we authorize RES labor to set-up/dismantle without exhibiting company being present.

- ☐ We plan to ship our crated material to the Advance Warehouse _____ Number of pieces / created material
- ☐ We plan to ship our materials direct to the Donald E. Stephens Convention Center _____ Number of pieces / created material

PLEASE SUBMIT PROPER DIAGRAMS/DRAWINGS WITH INSTRUCTIONS FOR BOOTH ASSEMBLY

Carpenters - Installation and dismantle of display

Decorator - Installation of fabric walls and all signage

	NUMBER OF WORKERS NEEDED	SET-UP DATE	DISMANTLE DATE
Carpenters			
Decorators			

ADVANCE HOURLY I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$180.00	\$270.00	\$360.00
Decorator	\$153.00	\$229.50	\$306.00

SHOW SITE HOURLY I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$186.50	\$279.75	\$373.00
Decorator	\$167.00	\$250.50	\$334.00

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 #: _____

State of Illinois legislative changes have modified work rule jurisdictions and wage scale schedules in the Chicagoland area. There are seven major unions that have some jurisdiction in the Chicagoland area. The following guidelines will help you in preparing your exhibit to understand these jurisdictions.

WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS IN THE CHICAGOLAND AREA

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

- 1) Exhibitors may set up and dismantle their own booth displays, as well as the various tasks outlined below, provided the work is being done by full time employees of the exhibiting company. No outside workers are permitted to provide set-up and dismantle services unless they are members of a Chicagoland Carpenter Union Local with valid trade show jurisdictions. Proof of employment for exhibiting company shall be required.
- 2) Exhibitors may use hand tools and power tools to perform work within their booths.
- 3) Exhibitors may affix clamp-on lights to the top of their booth displays.
- 4) Exhibitors may calibrate and do repair work on internal circuit boards, and do interconnecting of peripheral computer equipment.
- 5) Exhibitors may do the connection of lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor.
- 6) Exhibitors may hang pictures, graphics, logos, etc. onto a backwall display when such items are designed to be affixed by pre-set velcro strips, permanently mounted hooks, or snaps.
- 7) Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flat cart or dolly, only from a designated parking area.
- 8) Exhibitors may inflate balloons.
- 9) Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.
- 10) Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes.

CARPENTERS UNION

Carpenters handle the erection and dismantling of display structure and exhibit booths. This includes all display work with the exception of machinery, signs display graphics 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 & STAGEHAND UNION

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

PROJECTIONISTS UNION

Projectionists handle all equipment used for projection of images on a screen or surface.

SHIPPING VS. MATERIAL HANDLING



WHAT IS SHIPPING?

Shipping is the process of a carrier picking up items from your office (or another place of origin) and transporting it to the dock of either the advance warehouse or the event facility.

Please note that shipping is separate from material handling.

Exhibitors may use any carrier they choose, including SAIA Freight.

Exhibitors are solely responsible for all cost related to inbound/outbound shipping



WHAT IS MATERIAL HANDLING?

Material handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipping weights.

Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from the dock to your booth space.
- Removal and return of your empty shipping containers (boxes, crates, and pallets). Empty labels can be printed at the RES Service Center located on the exhibit hall floor.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

One easy way to keep charges low?

Consolidate. Whether you ship to the advance warehouse or directly to the show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

So, keep your charges low by skidding items together to ensure they arrive at the same time.

For shipping questions or to confirm delivery of your warehouse shipment, please call RES Warehouse (847) 678-0374. Normal warehouse hours are 7:00 am to 3:00 pm Monday thru Friday.

Note that the advance warehouse can accommodate display shipments, but cannot facilitate machinery or container deliveries.

\$\$\$ MONEY-SAVING TIP \$\$\$

To keep your material handling costs down, be sure to ship all your materials together.

1) ADVANCE SHIPMENTS RECEIVED AT THE RES WAREHOUSE

Advance shipments will be accepted at the RES warehouse beginning September 1, 2026. Shipments received at the RES warehouse by October 30, 2026 will be weighed, inspected and charged at a rate of \$60.00 per cwt. (100 lb. minimum). This charge includes storage prior to the opening of the show, delivery to the exhibitor's booth, removal to the loading dock at the close of the show and S.T. (straight time) reloading onto outbound carriers. This rate also includes pick-up, storage and return of empty crates and cartons. Shipments received at the RES warehouse after October 30, 2026, will be charged at the rate of \$65.00 per cwt. (100 lb. minimum).

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

Materials unloaded at the Donald E. Stephens Convention Center, on S.T. (straight time), will be delivered to the exhibitor's booth and removed to dock for reloading onto outbound carriers at the conclusion of the show as part of the standard booth package.

3) UPS / FEDEX / DHL SHIPMENTS

Rosemont Exposition Services will not be responsible in any way for the condition, count or content of UPS/FedEx/DHL deliveries to the RES warehouse or Donald E. Stephens Convention Center. The UPS/FedEx/DHL document signed by RES freight representative upon delivery does not specify the exhibiting company's name or booth number. Shortages or damages discovered at the booth are the complete responsibility of the exhibiting company.

4) DRAYAGE PAYMENT INFORMATION (CHECK ONE)

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

HOW TO CALCULATE YOUR ORDER:

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

Advance crated shipments received at the warehouse by October 30, 2026: We will ship _____ lbs. @ \$60.00 per cwt. (100 lb. min) = \$ _____

Advance crated shipments received at the warehouse after October 30, 2026: We will ship _____ lbs. @ \$65.00 per cwt. (100 lb. min) = \$ _____

Credit Card Payment Information

Account Number: _____ Expiration Date: _____ CVV2 Code: _____

Cardholder Billing Address: _____

Signature of Cardholder: _____

Company Name: _____ Booth #: _____

RES Warehouse

Monday - Friday
7:00 am to 3:00 pm
(847) 678-0374



1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning **September 1, 2026** and must arrive no later than **October 30, 2026**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on November 4, 2026 only. No earlier.

2) WHERE TO SHIP

DIRECT SHIPMENTS

Address all shipments to Donald E. Stephens Convention Center:
Exhibitors name:
Booth number:
IFT Suppliers' Night 2026
c/o Rosemont Exposition Services
9300 Williams Street
Rosemont, Illinois 60018

ADVANCE SHIPMENTS

Address all shipments to Warehouse:
Exhibitors name:
Booth number:
IFT Suppliers' Night 2026
c/o Rosemont Exposition Services
3412 N. River Road
Franklin Park, Illinois 60131

3) DELIVERY INFORMATION

- SHOW SITE:**
- RES will receive shipments at the Donald E. Stephens Convention Center on November 4, 2026 ONLY
 - Shipments arriving before this date may be refused by the facility.
 - Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
 - Certified weights tickets must accompany all shipments.
 - Ensure your driver has the following information to expedite unloading and delivery to your booth:
Show Name, Exhibitor Name, Booth #.
 - If required, provide your carrier with this phone number 847-696-2208

Inbound shipping instructions continue

4) INTERNATIONAL & CANADIAN SHIPMENTS:

Neither RES 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 ensure passage of show materials into the United States. All freight should be consigned to a certified broker for customs clearance. If your company does not have a customs broker please call Airways Freight at 800-643-3525 for international shipping assistance.

- 5)** No material may be loaded or removed from the Exhibit Hall until 5:30pm on **November 4, 2026**. Any freight left in the Exhibit Hall after 7:00pm on **November 4, 2026** will be re-routed in accordance with the conditions in item #5 of these shipping Instructions.

6) LIMITS OF LIABILITY

- A) Rosemont Exposition Services will not be responsible for the condition, count or content of exhibit displays and materials once they have been placed in the booth and before they are picked up for removal after the close of the show. All materials should be properly insured by the exhibitor against fire, theft, and damage while in transit, to and from the booth, and for the duration of the show.
 - B) Rosemont Exposition Services will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.
 - C) Rosemont Exposition Services will not be responsible for the loss or theft of materials after they have been delivered to the booth or before they are picked up for loading out of the booth subsequent to the show.
 - D) Rosemont Exposition Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.
- 7)** All exhibits and exhibit material of any type handled by Rosemont Exposition Services is insured by Rosemont Exposition Services at a value not to exceed twenty-five cents (\$.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

RES Warehouse

Monday - Friday
7:00 am to 3:00 pm
(847) 678-0374

RES Warehouse

Monday - Friday
7:00 am to 3:00 pm
(847) 678-0374



- 1) To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services will have a drayage desk located at the Exhibitor's Service Center. Labels, shipping instruction forms and shipping information will be available. All outbound shipments must have a completed RES bill of lading turned into the RES Service Center for your freight to be moved off the show floor and released to your carrier. An outside bill of lading will not be accepted. RES bills of lading can be obtained at the RES Service Center.
- 2) At the close of the show, where carriers fail to pick up or refuse to accept shipments, Rosemont Exposition Services reserves the right to re-route such shipments where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. Accordingly exhibitors will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.
- 3) 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.
- 4) No material may be loaded or removed from the Exhibit Hall until 5:30pm on November 4, 2026. Any freight left in the Exhibit Hall after 7:00pm on November 4, 2026 will be re-routed in accordance with the conditions in item # 5 of these shipping Instructions.
- 5) Any parcels shipped via UPS, FED-X or DHL are subject to a \$25.00 per parcel handling fee with pre printed labels. This fee includes the movement of the parcel off the show floor at the close of the event and, transportation back to the RES warehouse to be given to the selected carrier the next business day.
- 6) **OUTBOUND PROCEDURES**
All drivers must provide the following information to pick up their freight from show floor:
 1. Booth Number
 2. Exhibitor Name
 3. Destination of the Freight
 4. Company Name / Brokers name

If the load has been brokered out to your company, you must have the exhibitor or broker send RES a release. We must receive the release before we can issue the bill of lading from the freight clerk.

If you do not have any of the requested information, please contact your dispatch for assistance.

7) LIMITS OF LIABILITY

- A) Rosemont Exposition Services will not be responsible for the condition, count or content of exhibit displays and materials once they have been placed in the booth and before they are picked up for removal after the close of the show. All materials should be properly insured by the exhibitor against fire, theft, and damage while in transit, to and from the booth, and for the duration of the show.
 - B) Rosemont Exposition Services will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.
 - C) Rosemont Exposition Services will not be responsible for the loss or theft of materials after they have been delivered to the booth or before they are picked up for loading out of the booth subsequent to the show.
 - D) Rosemont Exposition Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.
- 8) All exhibits and exhibit material of any type handled by Rosemont Exposition Services is insured by Rosemont Exposition Services at a value not to exceed twenty-five cents (\$.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

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

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

IFT SUPPLIERS' NIGHT 2026
C/O ROSEMONT EXPOSITION SERVICES
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN OCTOBER 30, 2026

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

IFT SUPPLIERS' NIGHT 2026
C/O ROSEMONT EXPOSITION SERVICES
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN OCTOBER 30, 2026

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____

exhibitor name

Booth#: _____

IFT SUPPLIERS' NIGHT 2026
C/O ROSEMONT EXPOSITION SERVICES
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON NOVEMBER 4, 2026 ONLY

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____

exhibitor name

Booth#: _____

IFT SUPPLIERS' NIGHT 2026
C/O ROSEMONT EXPOSITION SERVICES
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON NOVEMBER 4, 2026 ONLY