

Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:
January 17, 2025

EAC/I & D



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

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

Note that the responsible supervisor of the EAC must report to the RES Service Center prior to 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.

I & D Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____

Phone Number: _____ Booth Number: _____

Representative: _____ Signature: _____

Email Address: _____

Exhibitor Will Pay

I & D Co. Will Pay

	Exhibitor Will Pay	I & D Co. Will Pay
FURNITURE:	<input type="checkbox"/>	<input type="checkbox"/>
CARPET:	<input type="checkbox"/>	<input type="checkbox"/>
LABOR:	<input type="checkbox"/>	<input type="checkbox"/>
CLEANING:	<input type="checkbox"/>	<input type="checkbox"/>
FREIGHT:	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRIC:	<input type="checkbox"/>	<input type="checkbox"/>
OTHER ITEMS: _____	<input type="checkbox"/>	<input type="checkbox"/>
OTHER ITEMS: _____	<input type="checkbox"/>	<input type="checkbox"/>
OTHER ITEMS: _____	<input type="checkbox"/>	<input type="checkbox"/>

Credit Card Payment Information for Responsible Party

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

Cardholder Billing Address: _____

Signature of Cardholder: _____

Acceptance of this is contingent upon:

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

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

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

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

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

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