

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 left. A circular logo with a red apple is on the right. The sky is blue with some clouds.

# **Chicago Travel & Adventure Show**

**February 1-2, 2025**

DONALD E. STEPHENS CONVENTION CENTER  
ROSEMONT, ILLINOIS

**RES**

**EXHIBITOR SERVICES MANUAL**

# *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
- Show Information
- Show Management
- Map to Convention Center
- Rosemont Public Safety Requirements
- EAC/I & D
- Third Party Billing
- Online Ordering
- Order Summary and Payment
- Terms and Conditions

## **FURNISHINGS BOOTH DISPLAYS**

- Standard Furniture
- Standard Booth Accessories
- Drape
- Standard Counter & Workstation
- Specialty Furniture
- Carpet Rental
- Exhibit Hardwall Rental
- Hardwall Graphics
- Stage & Custom Draping
- Pegboard
- Gridwall & Slatwall Rentals
- VU Case Rentals
- Fabric Products
- Custom Display Graphics
- Printing & Signage

## **RES EXTRAS SPECIAL SERVICES**

- RES Extras
- Floral
- Photography
- Accessible Storage
- Rosemont Catering by Aramark

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

- Electrical Service
- 24 Hour Electrical Service
- Booth Cleaning
- Internet & Telecommunications
- Audio Visual
- Labor Order Form
- I&D Labor Order Form
- Labor Union Guidelines
- Hanging Sign Form

## **FREIGHT SHIPPING**

- Material Handling
- Shipping Instructions
- Freight Check-In Procedures
- RES Freight Services
- Customs Broker - International Shipments
- Advance Warehouse Shipping Label
- Direct Shipping Label
- Hanging Sign Shipping Label

## **RES CUSTOMER SERVICE CONTACT INFORMATION**

**Rachel Eastman**  
847-993-4809  
reastman@rosemontexpo.com

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**Marne Kirkwood**  
847-696-2208  
mkirkwood@rosemontexpo.com

**Visit [res.rosemont.com](http://res.rosemont.com) for Online Ordering**

## EXHIBITOR FAQ'S



### 1 What Comes With My Booth?

Each 10'x10' booth space includes:

- 8' high black back-wall drape
- 3' high black side-rail drape
- 1 - 6' x 30" black skirted table with white top
- 2 - side chairs
- 1 - wastebasket
- 1 - 44" x 7" Exhibitor ID sign
- 1 - 10' x 10' booth carpet

*If you have an island booth, back drape and side drape are not standard furnishings and need to be ordered. Additional furniture can also be ordered. Please see Furnishings & Accessories Form in the applicable Show Exhibitor Kit.*

### 2 What Expenses Should I Keep In Mind When Budgeting For The Show?

- Exhibit space rental
- Additional booth furnishings: signage, collateral, give-aways, etc.
- Shipping & Material Handling Fees
- Electrical, internet/wi-fi, cleaning and/or AV equipment
- Staff expenses: hotel accommodations, travel, etc.

### 3 How Can I Cut Down On My Overall Costs?

- **ORDER IN ADVANCE. NOTE THE DISCOUNTED DEADLINE DATES IN SHOW EXHIBITOR KIT.**
- Avoid sending multiple shipments. Material handling rates are per shipment.  
*Refer to Shipping section in the Show Exhibitor Services Kit.*
- Schedule (necessary) labor on straight time. Refer to the Display & Material Order Form from the Show Exhibitor Services Kit for the applicable show.
- Multiple pieces shipped together must be crated/palletted and shrink wrapped to be charged as one shipment.

### 4 What Is The Safest & Most Efficient Way To Get My Materials To The Show?

- **READ** Material Handling and Shipping instructions in the Show Exhibitor Services Kit.
- Use pre-printed shipping labels provided in the Show Exhibitor Services Kit.
- Make company name, booth # and show name visible on shipments.
- Multiple pieces can be considered one shipment if crated/palletted and shrink wrapped.



5

### **Can I Set Up My Own Booth?**

- Yes. Refer to Show Exhibitor Services Kit for exact union regulations, EAC form/insurance requirements/submission info.
- If you are hiring an Exhibitor Appointed Contractor (EAC) you MUST complete the Exhibitor Kit documents and submit with certificate of insurance. NO EXCEPTIONS.
- If you are unable set up Friday during Exhibitor Move In hours, you must obtain authorization from your sales rep to set up Saturday at 7:30am.
- Island/Pavilion booths. Exhibitor Move In, Friday 9am-5pm. Should you require Thursday Move In, approval is required from your Sales Representative in coordination with the General Service Contractor.
- Be advised the show opens at 9:00am.
- The show floor will be “show ready” clean. Should you litter your booth space or space around you, you will receive a cleaning charge from the contracted show cleaning company.

6

### **What Are The Restrictions For My Booth Structure?**

- Standard “in-line” booths may not extend beyond 8’ tall.
- Booth materials may also not extend beyond the dimensions of the booth space.
- Sight lines may not be blocked. Show management reserves the right to determine interference with other exhibitors. **NOTE:** Island booths may extend 16’ high.
- No amplified sound in or around your booth is permitted. Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors.

7

### **Can I Tear Down My Booth Early?**

- NO. Per your signed sales contract, your booth must remain furnished and staffed until the show close on Sunday.

*Please respect attendees & fellow exhibitors.*

8

### **Am I Allowed To Bring My Booth Material In Myself?**

- POV/ASSISTED CARTLOAD SERVICE will be offered through the decorator for a nominal fee. Please visit the Show Exhibitor Services Kit Table of Contents to locate the Material Handling & Shipping section for POV/Assisted Cartload Service Order Form.
  - POV is a personally owned vehicle, automobile, minivan, SUV, pick-up truck, or van.
- Any additional materials or shipped materials (whether it be booth elements or sales collateral brought in through the Loading Dock will be weighed and charged a Material Handling Fee.
  - *Pricing found in the Shipping section of the Show Exhibitor Services Kit.*
  - *Please refer to the Show Exhibitor Services Kit for best safety practices.*
- Convention Centers are governed by union labor. Therefore, show management is unable to control dock access during move in and move out. Mandatory labor guidelines apply.

9

### **Is Material Handling Mandatory?**

- Any materials coming in/out from loading dock are required to be weighed. All materials will be charged a Material Handling Fee. Fee is round trip.  
Pricing found in Shipping section of the Show Exhibitor Services Kit.  
Please refer to the Show Exhibitor Services Kit for best safety practices.

10

### **Can I Leave Items In My Booth Overnight?**

- Show management provides overnight “perimeter” security in the hall but recommends taking valuables with you at the end of show day.

**11 What Are My Ordering Options (such as electric, internet, booth rental, extra chairs/tables, cleaning, etc.)?**

- Where applicable, order online, call, or fill out the necessary forms from the Show Exhibitor Services Kit for the appropriate vendor.
  - Expo Event Services can be contacted at [info@expoeventservices.com](mailto:info@expoeventservices.com) or (201) 300-2782
  - RES can be contacted at [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com) or (847) 696-2208

**12 If I Forgot Something For Booth Setup or Need Additional Help, Where Do I Go On-Site?**

- The Exhibitor Services Desk located on the Show Floor.

**13 Where Can I Make Copies If I Run Out Of Sale Material At The Show?**

- Business Services locations can be found at the Deco Service Counter.
- Plan to also bring a flyer/sales document file with you in case you need to access a FedEx/Kinkos or similar resource.

**14 Are There Sponsorship & Promotional Opportunities To Enhance My Presence At The Show?**

- YES! Please see the Sponsorship & Promotional Opportunities available on our website and contact us for details.
- Email: [success@unicomm.org](mailto:success@unicomm.org)

**15 Where Can I Find Information On Health and Safety Regulations for the Event?**

- Navigate to the **Exhibitor Services** webpage for the applicable show on [www.travelshows.com](http://www.travelshows.com) for information.





## 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, Zanies Comedy Club and Harley-Davidson. The venues surround a great lawn that plays host to a variety of seasonal events including concerts, festivals and a winter ice rink.

The Rosemont community is home to some of the best names in the hotel industry, including the Loews Chicago O'Hare, Hyatt Regency, Aloft, Crowne Plaza, Embassy Suites, Doubletree and Hilton, all either connected to or within walking distance to the Convention Center. There are also additional hotel properties in town, including Rose Hotel, Westin, Marriott Suites, Hyatt Place, Holiday Inn/Staybridge, Hampton Inn & Suites, Residence Inn, Sheraton, Sonesta Chicago O'Hare and Hyatt Rosemont 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, Murray Bros. Caddyshack, 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 Forever 21 & Gap to high-end labels like Prada, 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](http://www.rosemont.com)***

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

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

*Show Information*



## SHOW COLORS

Back Drape: Black  
Side Drape: Black  
Booth Carpet: Blue

## STANDARD BOOTH PACKAGE

Booth package to include 1 - 6' black skirted table, 2 - side chairs, 1 - wastebasket, 1 - Blue booth carpeting and a booth ID sign.

## EXHIBITOR MOVE-IN

Friday, January 31, 2025	9:00am - 4:30pm
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## SHOW HOURS

Saturday, February 1, 2025	9:30am - 5:00pm (Trade Only)
Saturday, February 1, 2025	10:00am - 5:00pm (Public)
Sunday, February 2, 2025	11:00am - 4:00pm (Public)

## EXHIBITOR MOVE-OUT

Sunday, February 2, 2025	4:00pm - 8:00pm
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## SHOW MANAGEMENT INFORMATION

Bijhan Clarke  
Unicomm LLC  
284 C Quarry Road  
Milford, CT 06460  
Phone: (203) 713-1081  
Fax: (203) 713-1081  
Website: [www.travelshows.com](http://www.travelshows.com)



# Chicago Travel & Adventure Show

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Show Management



## EXHIBITOR INFORMATION

The Hyatt Regency O'Hare is the official Travel & Adventure Show hotel. Please visit the show website, [www.travelshows.com](http://www.travelshows.com) click on Chicago then For Exhibitors to reserve your accommodations.

## SOUND LEVEL/BOOTH STRUCTURE

Booth contents may not extend beyond the dimensions of the booth, in the aisle or above the 8' back drape and 3' side drape.

Placement of display materials/signage in your booth which blocks the sightline of neighboring exhibitors and amplified sound in or around your booth is not permitted. Show Management reserves the right to determine at what point any of the above interferes with other exhibitors.

## DISTRIBUTION OF LITERATURE, FOOD/BEVERAGE SAMPLING

Distribution of literature, samples, or any type of giveaway items may only be done from within your booth space. If you wish to giveaway samples of food and/or beverage, you must fill out the attached Sampling Forms. Any questions regarding sampling, please contact Rosemont Catering by Aramark, 1-847-629-6415.

## WHAT EXHIBITORS ARE EXPECTED TO BRING & BOOTH SET UP

Furnishings to decorate the interior of your booth space, other than the standard booth package furnishings provided by Show Management. Office supplies you may need. Items cannot extend beyond the dimensions of the booth, in the aisle or above the 8' back drape and 3' side drape.

## RECYCLING

Please take advantage of the recycling bins provided by the facility and return your Exhibitor badge and Lanyard to the Registration Desk at the end of the show.

## PARKING GARAGE/LOADING DOCK F DIRECTIONS

Parking garage is located off River Road on Williams Street, across from the convention center. Cost per day is \$15.00

Loading Dock F is located on River Road please refer to page 55 for directions.  
For directions from the airport please visit [www.travelshows.com](http://www.travelshows.com)

## BUSINESS CENTER & ATM MACHINE

FedEx Business Center is located in the Hyatt Regency O'Hare hotel.  
ATM located in the foyers of Hall F and Hall G



# Map to Convention Center



Donald E. Stephens Convention Center  
5555 N. River Road - Rosemont, IL 60018

## FROM O'HARE:

East on the Kennedy Expressway to the River Road south exit.

## FROM DOWNTOWN CHICAGO:

Northwest on the Kennedy Expressway to O'Hare Airport (190 west) Exit River Road, before reaching the airport. Turn right at River Road. The Convention Center is located 3 blocks south on the left.

## FROM THE NORTH/NORTHWEST:

Take the Northwest Toll-Way (90) or the Tri-State Toll-Way (294) to the O'Hare exit, pay toll, proceed west a short distance to the Mannheim Road south exit. Exit Mannheim Road south and then immediately cloverleaf back down on 190 east to Chicago. Proceed east approximately one-half mile to the River Road south exit.

## FROM THE SOUTH:

Take the Tri-State Toll-Way (294) to the O'Hare/River Road (190 west) exit, pay toll, exit left after the toll plaza to River Road. At the stop light, turn right on River Road. The Convention Center is located 3 blocks on the left.

## AREA HOTELS:

- aloft Chicago O'Hare
- Chicago Marriott Suites O'Hare
- Chicago Westin O'Hare
- Crowne Plaza Chicago-O'Hare
- Doubletree Hotel O'Hare-Rosemont
- Embassy Suites Chicago - O'Hare/Rosemont
- Hampton Inn & Suites
- Hilton Rosemont Chicago O'Hare
- Holiday Inn Staybridge Suites Chicago-O'Hare/Rosemont
- Hyatt Place Chicago/O'Hare
- Hyatt Regency O'Hare
- Hyatt Rosemont
- La Quinta Inn & Suites
- Loews Chicago O'Hare
- Residence Inn by Marriott Chicago O'Hare
- Rose Hotel Chicago O'Hare
- Sheraton Suites Chicago O'Hare
- Sonesta Hotel Chicago - O'Hare/Rosemont
- The Westin O'Hare

## **PLANS**

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

## **COMBUSTIBLES**

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

## **EXHIBIT BOOTHS**

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

## **ELECTRICAL**

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

## **NO STORAGE**

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

## **DISPLAY OF MOTOR VEHICLES**

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

1. The fuel supply for 4-piston and under engines shall be none.
2. The fuel supply in larger than 4-piston engines shall be maximum of five gallons.
3. All motorcycles, all-terrain vehicles, snowmobiles and watercraft shall have no fuel.
4. Any battery or power source for the engine shall be disconnected.
5. No operation of any internal combustion engine will be allowed indoors unless approved in writing by the Fire Prevention Bureau. Vehicles in the building for unloading must be unloaded and removed from the building as soon as possible.
6. A \$200.00 mobile unit fee (outlined on the Material Handling form) will be charged to the exhibitor for each motor vehicle displayed

## **OPEN FLAMES & HEATING DEVICES**

Where open flames or heating devices are being demonstrated or displayed, the Fire Department shall be notified beforehand and additional fire protection equipment may be required. Any quantities of flammable liquids that are kept on the premises must first be approved by the Fire Prevention Bureau and then be kept in appropriate safety cans.

## **EXPLOSIVES**

No one shall be allowed to store, sell or bring any substance of an explosive nature such as fireworks or Class B or Class A explosives of any type into the building without approval from the Fire Prevention Bureau.

## **DRONES**

For Safety reasons, the Donald E. Stephens Convention Center does not allow drones or other radio controlled flying devices to be operated within the facility at any time.

## **EMERGENCY EQUIPMENT**

No extinguishers, sprinkler valves or hose connections shall be obstructed by booths, stands or any other items of exhibit.

## **CYLINDERS**

Cylinders of compressed gases are prohibited unless approved by the Fire Prevention Bureau and shall be secured in an upright position.

## **ENTRANCE AND EXIT DOORS**

All exits, hallways and aisles leading from the building are to be kept clear and unobstructed at all times. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time when the exhibit building is open to the public. There shall be no obstruction blocking exit doors from the outside of any building, such as vehicles parked in doorways or barricades across sidewalks. No vehicles shall be parked in fire lanes outside of building.

## **SMOKING**

Illinois State Law prohibits smoking within a public facility. Therefore, no smoking is permitted within the Donald E. Stephens Convention Center.

## **FOOD SERVICE**

No food or beverage may be brought into the Convention Center from outside the facility. All food and beverage consumed on the premises must be provided by Aramark. For more information call 847-692-6415.

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

## **I & D Co. Will Pay**

- ☐ FURNITURE:
- ☐ CARPET:
- ☐ LABOR:
- ☐ CLEANING:
- ☐ FREIGHT:
- ☐ ELECTRIC:
- ☐ OTHER ITEMS: \_\_\_\_\_
- ☐ OTHER ITEMS: \_\_\_\_\_
- ☐ OTHER ITEMS: \_\_\_\_\_

## **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.*

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

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## Third Party Billing



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

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

### To: Rosemont Exposition Services

Please be advised that we will be using an independent contractor of our own choosing to perform carpenter labor services at the Donald E. Stephens Convention Center. We are aware that a responsible representative of our contractor must report to the RES Service Desk on the first day of set-up. No badges will be issued until all pertinent paperwork is in order. Display house must also provide certificate of insurance to RES.

Third Party: \_\_\_\_\_

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

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

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

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

### Third Party Will Pay

- ☐ FURNITURE:  
☐ CARPET:  
☐ LABOR:  
☐ CLEANING:  
☐ FREIGHT:  
☐ ELECTRIC:  
☐ OTHER ITEMS: \_\_\_\_\_  
☐ OTHER ITEMS: \_\_\_\_\_  
☐ OTHER ITEMS: \_\_\_\_\_

### Credit Card Payment Information for Responsible Party

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

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

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

Display house must also provide certificate of insurance to RES.

### 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.*

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



# Access Our Website at **res.rosemont.com**

## STEP BY STEP ONLINE ORDERING

- 1) **GO TO:**  
res.rosemont.com
- 2) **PASSWORD:**
  - First Time Exhibitor: Click "Register".
  - Returning Exhibitor: Use existing password or click forgotten password
- 3) **SIGN IN:**  
Click the "Log In" button
- 4) **EVENT SELECT:**  
Use the pull down menu to select the show you will be attending.
- 5) **SELECT SPACE #:**  
Use the pull down menu to select the booth number.
- 6) **ORDERING:**  
Click ordering drop down to navigate the various RES Services.
- 7) **CHECKOUT:**  
After you have completed your order(s) click on the cart (located in the top right corner).  
Review item and make changes if necessary, then click "Proceed to Checkout".  
Enter Credit Card info and click "Continue".  
An order confirmation will be sent via email upon completion.

***All Online Order Must be Paid by Credit Card***



*For questions and further information please call: 847-696-2208*

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

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

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

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

\_\_\_\_\_ CASH  
\_\_\_\_\_ BANK - WIRE TRANSFER  
\_\_\_\_\_ CREDIT CARD  
\_\_\_\_\_ CHECK Check # \_\_\_\_\_

Check should be made payable to  
**Village of Rosemont – RES**

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)

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	\$
<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.

## 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 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 - 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.

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## Standard Furniture



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

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customerservice@rosemontexpo.com

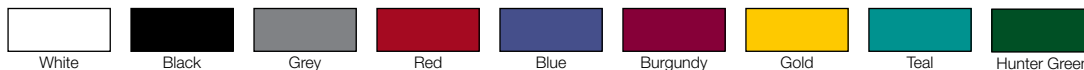
### SKIRTED TABLES & TABLE TOP RISERS

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	\$115.00	\$165.00	\$ _____
2' x 4' x 42" Skirted Table	_____ x	\$120.00	\$170.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$125.00	\$175.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$130.00	\$180.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$135.00	\$185.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$140.00	\$190.00	\$ _____
4th side of skirting	_____ x	\$40.00	\$60.00	\$ _____
Skirt color	_____			

1' x 4' x 1' Skirted Table Top Riser	_____ x	\$55.00	\$85.00	\$ _____
1' x 6' x 1' Skirted Table Top Riser	_____ x	\$65.00	\$95.00	\$ _____
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	\$55.00	\$75.00	\$ _____
2' x 4' x 42" Wood Table	_____ x	\$55.00	\$75.00	\$ _____
2' x 6' x 30" Wood Table	_____ x	\$60.00	\$80.00	\$ _____
2' x 6' x 42" Wood Table	_____ x	\$60.00	\$80.00	\$ _____
2' x 8' x 30" Wood Table	_____ x	\$65.00	\$85.00	\$ _____
2' x 8' x 42" Wood Table	_____ x	\$65.00	\$85.00	\$ _____

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



# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## Standard Booth Accessories

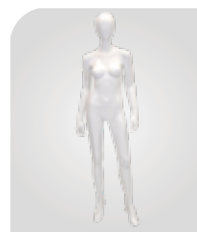
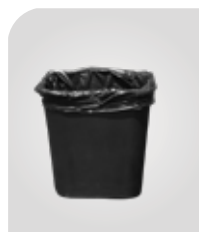


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customerservice@rosemontexpo.com



10.2" iPad



Dimensions:  
18" wide  
18" deep  
32" height

Dimensions:  
48" - 74" wide  
22" deep  
55", 60", 65" height

Dimensions:  
Height 5' 8"  
Shoe Size 6  
Chest 31" Waist 24½"  
Hips 33½"

Dimensions:  
63" wide  
24" deep  
70" height

	QUANTITY	DISCOUNT	STANDARD	TOTAL
22" x 28" Sign Holder	_____ x	\$85.00 each	\$115.00 each	\$ _____
Adjustable Easel	_____ x	\$30.00 each	\$45.00 each	\$ _____
Bag Display	_____ x	\$75.00 each	\$100.00 each	\$ _____
Chrome Coat Tree	_____ x	\$50.00 each	\$75.00 each	\$ _____
Chrome Stanchion	_____ x	\$50.00 each	\$75.00 each	\$ _____
Chrome Stanchions w/ 6' Black Tension Rope	_____ x	\$100.00 each	\$125.00 each	\$ _____
Tablet Stand (Tablet Not Included)	_____ x	\$185.00 each	\$215.00 each	\$ _____
Velvet Non-Slip Hanger	_____ x	\$2.00 each	\$3.00 each	\$ _____
Wastebasket	_____ x	\$17.50 each	\$22.50 each	\$ _____
Large Trash Can	_____ x	\$35.00 each	\$50.00 each	\$ _____
Park Bench	_____ x	\$175.00 each	\$225.00 each	\$ _____
Clothes Rack	_____ x	\$95.00 each	\$120.00 each	\$ _____
Full Body Mannequin	_____ x	\$125.00 each	\$200.00 each	\$ _____
Z-Rack	_____ x	\$125.00 each	\$145.00 each	\$ _____

**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.

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Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

Standard Counters and Workstations



Please Mail, E-mail or Fax Completed Form to RES:  
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customerservice@rosemontexpo.com

RES has a complete line of computer stands and workstations in stock and ready to use. Each of the units pictured below includes your company graphics where indicated, as well as delivery and set-up. Computer equipment and monitors are available on the Computer Rental form included in the service manual.

Artwork can be submitted to Chris Sowa at csowa@rosemontexpo.com.

Meter Counter

Blank Panel Colors Available:  
black, grey, white  
Overall Size:  
41 1/2" wide x 39" tall x 21" deep  
Graphic Size:  
38 1/4" wide x 34 3/8" tall



Panel Color \_\_\_\_\_  
\_\_\_\_\_ x \$625.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL

Curved Counter

Blank Panel Colors Available:  
black, grey, white  
Overall Size:  
58" wide x 39" tall x 28" deep  
Graphic Size:  
60 11/16" wide x 34 3/8" tall



Panel Color \_\_\_\_\_  
\_\_\_\_\_ x \$700.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL

2 Meter Counter

Blank Panel Colors Available:  
black, grey, white  
Overall Size:  
81" wide x 39" tall x 21" deep  
Graphic Size:  
77.5" wide x 34.375" tall



Panel Color \_\_\_\_\_  
\_\_\_\_\_ x \$1,200.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL

2 Meter Counter w Curve

Blank Panel Colors Available:  
black, grey, white  
Overall Size:  
122 1/2" wide x 39" tall x 41 1/2" deep  
Graphic Sizes:  
77 1/2" wide x 34 3/8" tall  
60 11/16" wide x 34 3/8" tall



Panel Color \_\_\_\_\_  
\_\_\_\_\_ x \$1,800.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL

Counter with Header

Blank Panel Colors Available:  
black, grey, white  
Overall Size:  
60" wide x 96" tall x 21" deep  
Graphic Size:  
57 3/4" wide x 34 3/8" tall



Panel Color \_\_\_\_\_  
\_\_\_\_\_ x \$800.00 \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL

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

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

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

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
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### 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
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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

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.

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# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## Specialty Furniture Continued



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customerservice@rosemontexpo.com

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

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.

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# Chicago Travel & Adventure Show

February 1-2, 2025

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## Specialty Furniture Continued



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customerservice@rosemontexpo.com

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		

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 \$ \_\_\_\_\_

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  
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  
19"Wx22"Dx18"H



CH109 LIQUID CHAIR  
Blue, Clear, 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

## Bar Stools



**ST202 MONACO STOOL**  
Black  
23"Wx23"Dx30"H



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



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



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



**ST207 PARIS STOOL**  
White/Chrome  
19"Wx18"Dx30"H



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



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



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



**ST211 TICINO STOOL**  
White  
17"Wx20"Dx30"H



**ST212 RETRO STOOL**  
Steel  
17"Wx17"Dx30"H



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



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



**ST217 PLUTO STOOL**  
Black, 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



## 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  
30"Dia.x30"H



CT310 CHROMA TABLE  
Aluminum  
27sq.x30"H



CT311 CHROMA TABLE  
Aluminum  
27"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



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  
30"Dia.x30"H



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



CT310 CHROMA TABLE  
Aluminum  
27sq.x30"H



CT311 CHROMA TABLE  
Aluminum  
27"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  
30"Dia.x42"H



**BT410 CHROMA BAR TABLE**  
Aluminum  
23"Dia.x42"H



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



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



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



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



**BT454 BALI BAR**  
Black, White  
56"Wx24"Dx40"H



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



**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  
22"Wx24"Dx18"H



CO502 OTTO CHAIR  
Black, White  
22"Wx24"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  
26"Wx21"Dx18-22"H



## Conference Tables



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



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



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



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



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



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



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



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

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

## Office Furniture



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



**OF653 STORAGE CABINET**  
Black, White - Locking  
37"Wx20"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  
52"Wx22"Dx17"H



LG732 SOHO LOVESEAT  
White  
48"Wx24"Dx31"H



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



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



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



LG736 ASPEN SOFA  
White  
82"Wx31"Dx28"H



LG737 ASPEN CHAIR  
White  
36"Wx31"Dx28"H



LG758 AURORA SOFA  
White  
81"Wx36"Dx34"H



LG764 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"Wx28"Dx27"H



LG744-L MAUI CORNER  
White  
28"Wx28"Dx27"H



LG744-R MAUI CORNER  
White  
28"Wx28"Dx27"H



LG745 MAUI OTTOMAN  
White  
28"Wx28"Dx17"H



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  
16"Wx16"Dx17"H



**OT824 VORTEX TABLE**  
Black  
16"Wx16"Dx17"H



**OT826 CRYSTAL COCKTAIL TABLE**  
Chrome/Glass  
48"Wx24"Dx19"H



**OT827 CRYSTAL END TABLE**  
Chrome/Glass  
24"Wx24"Dx24"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  
36"Wx40"Dx15"H



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



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



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

## Extras



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



**XT900 REFRIGERATOR 4.1 CF**  
19"Wx18"Dx32"H



**XT904 TENZA BARRIER**  
Chrome/Black  
72"Wx38"H



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



**XT907 SIGN HOLDER**  
Chrome  
22"Wx28"H



**XT908 BAG STAND**  
Silver  
42"H



**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"Dx72"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

Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

Standard Carpet Rental



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

Booth vacuuming prior to show opening  
on the first day of the event is now included  
in the rental cost of all RES carpets!

STANDARD  
CARPET COLORS



Red



Teal



Plum



Grey



Jade Green



Black



Blue

CARPET

Any order received without a specific color will be accommodated with show colors.  
All pricing includes installation prior to move-in of the show, as well as vacuuming prior to show opening on the first day of the event.

	SIZE	DISCOUNT	STANDARD	TOTAL
_____	10' x 10'	\$250.00	\$300.00	\$_____
_____	10' x 15'	\$275.00	\$325.00	\$_____
_____	10' x 20'	\$325.00	\$375.00	\$_____
_____	10' x 30'	\$375.00	\$425.00	\$_____
_____	10' x 40'	\$450.00	\$525.00	\$_____
_____	10' x 50'	\$500.00	\$600.00	\$_____
_____	10' x 60'	\$550.00	\$650.00	\$_____
_____	10' x 70'	\$650.00	\$750.00	\$_____
_____	10' x 80'	\$750.00	\$850.00	\$_____

Carpet Color \_\_\_\_\_

ACCESSORIES

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.75 sq. ft.	\$2.00 sq. ft.	\$_____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$_____
_____ Visqueen poly to cover carpeting	\$1.00 sq. ft.	\$1.50 sq. ft.	\$_____

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

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

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

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## Specialty Carpet Rental



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

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

**Booth vacuuming prior to show opening  
on the first day of the event is now included  
in the rental cost of all RES carpets!**

### SPECIALTY BOOTH CARPET RENTAL 26oz

Pricing includes carpet installation and pre-show vacuuming prior to show opening on the first day of the event.

Indicate overall dimensions: Length x Width x Price = Total

For color samples, please call Customer Service at 847-696-2208

COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
_____	_____ ft. x _____ ft.	\$5.00 sq. ft.	\$5.50 sq. ft.	\$ _____



Silver Cloud



Charcoal



Onyx



Red



Silky Beige



Royal Blue

### SPECIALTY BOOTH CARPET FOR PURCHASE 26oz

COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
_____	_____ ft. x _____ ft.	\$20.00 sq. ft.	\$25.00 sq. ft.	\$ _____



Soft Ivory

As indicated above, all pricing on carpets provided on a purchase basis include installation prior to move-in of the show, as well as vacuuming prior to show opening on the first day of the event.  
Indicate overall dimensions: Length x Width x Price = Total

### ACCESSORIES

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.75 sq. ft.	\$2.00 sq. ft.	\$ _____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$ _____
_____ Visqueen poly to cover carpeting	\$1.00 sq. ft.	\$1.50 sq. ft.	\$ _____

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

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

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

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

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

**Hardwall Unit: 1HW**  
10ft wide x 8ft tall Backwall - \$1,175

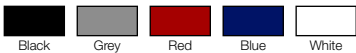


For a booth template and art guideline sheet contact Chris Sowa at csowa@rosemontexpo.com or 847.993.4819

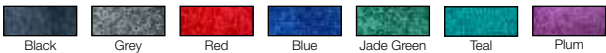
**INCLUDED IN PACKAGE:** Display Set-up and Dismantle, Standard Booth Carpet and 1 Color Text Header

• Header Copy: \_\_\_\_\_

• Panel Color: \_\_\_\_\_



• Carpet Color: \_\_\_\_\_



**Additional Items**

	QUANTITY	DISCOUNT	STANDARD	TOTAL
Gooseneck	_____ x	\$95.00	\$135.00	\$ _____
Product Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
Literature Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
1/2" Rebond Padding	_____ x	\$1.75 sq. ft.	\$2.00 sq. ft.	\$ _____
Standard 1,000 Watts Electric Outlet	_____ x	\$195.00 each	\$275.00 each	\$ _____
Wastebasket	_____ x	\$17.50 each	\$22.50 each	\$ _____
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	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$125.00	\$175.00	\$ _____
Skirt Color	_____			



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

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

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

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



**Hardwall Unit: 2HW**  
10ft wide x 8ft tall Backwall - \$1,750

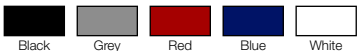


For a booth template and art guideline sheet contact Chris Sowa at csowa@rosemontexpo.com or 847.993.4819

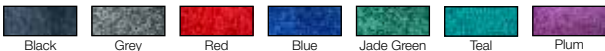
**INCLUDED IN PACKAGE:** Display Set-up and Dismantle, Standard Booth Carpet and 1 Color Text Header

• Header Copy: \_\_\_\_\_

• Panel Color: \_\_\_\_\_

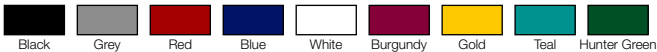


• Carpet Color: \_\_\_\_\_



**Additional Items**

	QUANTITY	DISCOUNT	STANDARD	TOTAL
Gooseneck	_____ x	\$95.00	\$135.00	\$ _____
Product Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
Literature Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
1/2" Rebond Padding	_____ x	\$1.75 sq. ft.	\$2.00 sq. ft.	\$ _____
Standard 1,000 Watts Electric Outlet	_____ x	\$195.00 each	\$275.00 each	\$ _____
Wastebasket	_____ x	\$17.50 each	\$22.50 each	\$ _____
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	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$125.00	\$175.00	\$ _____
Skirt Color	_____			



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

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

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

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

**Hardwall Unit: 3HW**  
10ft wide x 8ft tall Backwall - \$2,500

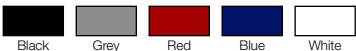


For a booth template and art guideline sheet contact Chris Sowa at csowa@rosemontexpo.com or 847.993.4819

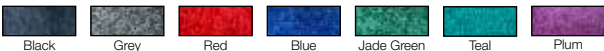
**INCLUDED IN PACKAGE:** Display Set-up and Dismantle, Standard Booth Carpet and 1 Color Text Header

• Header Copy: \_\_\_\_\_

• Panel Color: \_\_\_\_\_



• Carpet Color: \_\_\_\_\_



**Additional Items**

	QUANTITY	DISCOUNT	STANDARD	TOTAL
Gooseneck	_____ x	\$95.00	\$135.00	\$ _____
Product Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
Literature Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
1/2" Rebond Padding	_____ x	\$1.75 sq. ft.	\$2.00 sq. ft.	\$ _____
Standard 1,000 Watts Electric Outlet	_____ x	\$195.00 each	\$275.00 each	\$ _____
Wastebasket	_____ x	\$17.50 each	\$22.50 each	\$ _____
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	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$125.00	\$175.00	\$ _____
Skirt Color	_____			



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

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

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

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

**Hardwall Unit: 4HW**  
20ft wide x 8ft tall Backwall - \$3,000

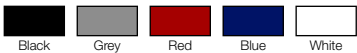


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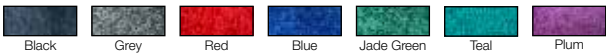
**INCLUDED IN PACKAGE:** Display Set-up and Dismantle, Standard Booth Carpet and 1 Color Text Header

• Header Copy: \_\_\_\_\_

• Panel Color: \_\_\_\_\_



• Carpet Color: \_\_\_\_\_



**Additional Items**

	QUANTITY	DISCOUNT	STANDARD	TOTAL
Gooseneck	_____ x	\$95.00	\$135.00	\$ _____
Product Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
Literature Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
1/2" Rebond Padding	_____ x	\$1.75 sq. ft.	\$2.00 sq. ft.	\$ _____
Standard 1,000 Watts Electric Outlet	_____ x	\$195.00 each	\$275.00 each	\$ _____
Wastebasket	_____ x	\$17.50 each	\$22.50 each	\$ _____
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	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$125.00	\$175.00	\$ _____
Skirt Color	_____			



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

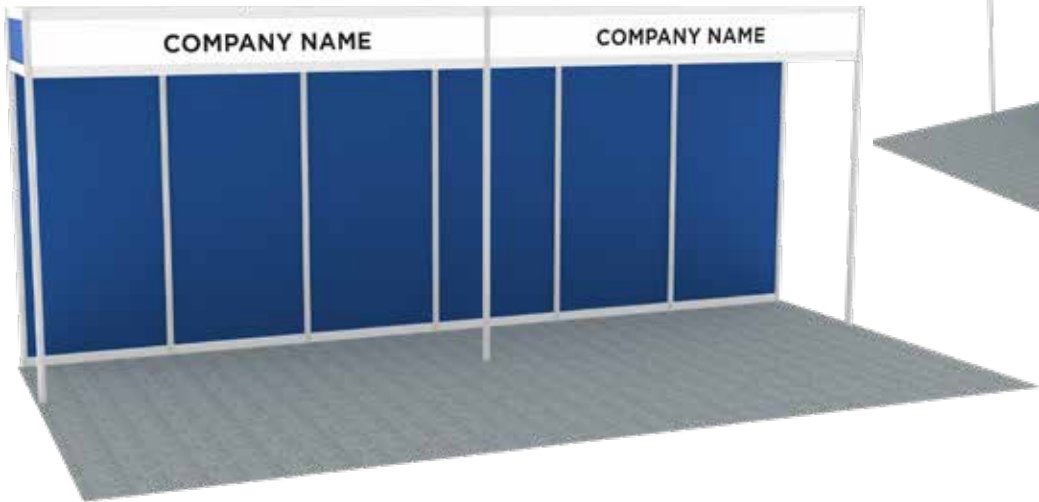
Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

☐ **Hardwall Unit: 5HW**

20ft wide x 8ft tall Backwall - \$2,285

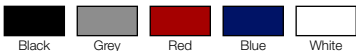


For a booth template and art guideline sheet contact Chris Sowa at csowa@rosemontexpo.com or 847.993.4819

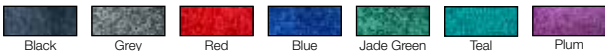
**INCLUDED IN PACKAGE:** Display Set-up and Dismantle, Standard Booth Carpet and 1 Color Text Header

• Header Copy: \_\_\_\_\_

• Panel Color: \_\_\_\_\_



• Carpet Color: \_\_\_\_\_



**Additional Items**

	QUANTITY	DISCOUNT	STANDARD	TOTAL
Gooseneck	_____ x	\$95.00	\$135.00	\$ _____
Product Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
Literature Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
1/2" Rebond Padding	_____ x	\$1.75 sq. ft.	\$2.00 sq. ft.	\$ _____
Standard 1,000 Watts Electric Outlet	_____ x	\$195.00 each	\$275.00 each	\$ _____
Wastebasket	_____ x	\$17.50 each	\$22.50 each	\$ _____
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	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$125.00	\$175.00	\$ _____
Skirt Color	_____			



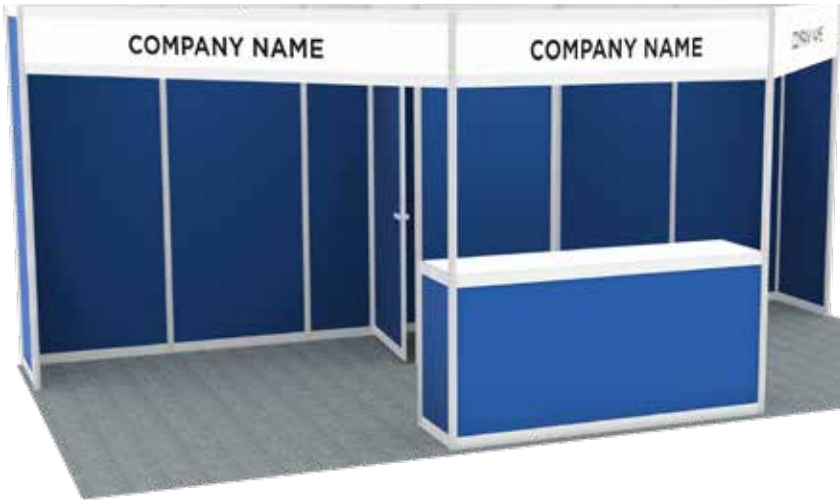
**ORDER TOTAL** \$ \_\_\_\_\_

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

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

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

**Hardwall Unit: 6HW**  
20ft wide x 8ft tall Backwall - \$3,500



For a booth template and art guideline sheet contact Chris Sowa at csowa@rosemontexpo.com or 847.993.4819

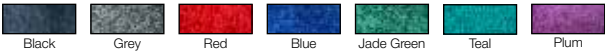
**INCLUDED IN PACKAGE:** Display Set-up and Dismantle, Standard Booth Carpet and 1 Color Text Header

• Header Copy: \_\_\_\_\_

• Panel Color: \_\_\_\_\_



• Carpet Color: \_\_\_\_\_



**Additional Items**

	QUANTITY	DISCOUNT	STANDARD	TOTAL
Gooseneck	_____ x	\$95.00	\$135.00	\$ _____
Product Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
Literature Shelf	_____ x	\$55.00 each	\$55.00 each	\$ _____
1/2" Rebond Padding	_____ x	\$1.75 sq. ft.	\$2.00 sq. ft.	\$ _____
Standard 1,000 Watts Electric Outlet	_____ x	\$195.00 each	\$275.00 each	\$ _____
Wastebasket	_____ x	\$17.50 each	\$22.50 each	\$ _____
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	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$125.00	\$175.00	\$ _____
Skirt Color	_____			



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

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

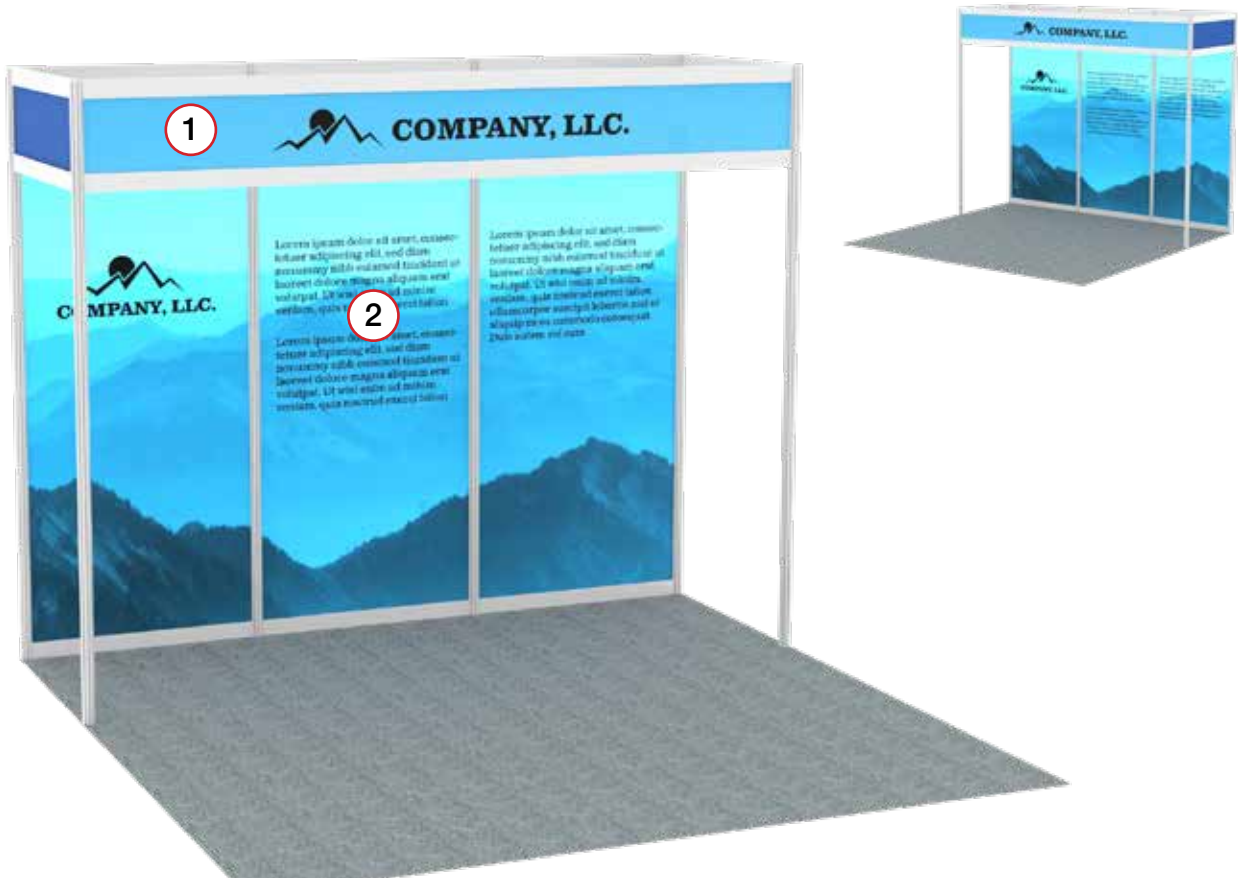
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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



GRAPHICS FOR 1HW

Exhibit Hardwall Unit Must Be Ordered



To submit artwork, booth template and art guideline sheet contact Chris Sowa at csowa@rosemontexpo.com or 847.993.4819

Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4"      (2) Single Backwall Panel - 38 1/4" x 91 1/4"

GRAPHIC PANELS

	QUANTITY	DISCOUNT	STANDARD	TOTAL
(1) Header Panel	_____ x	\$170.00 each	\$195.00 each	\$ _____
(2) Single Backwall Panel	_____ x	\$400.00 each	\$425.00 each	\$ _____

ORDER TOTAL    \$ \_\_\_\_\_

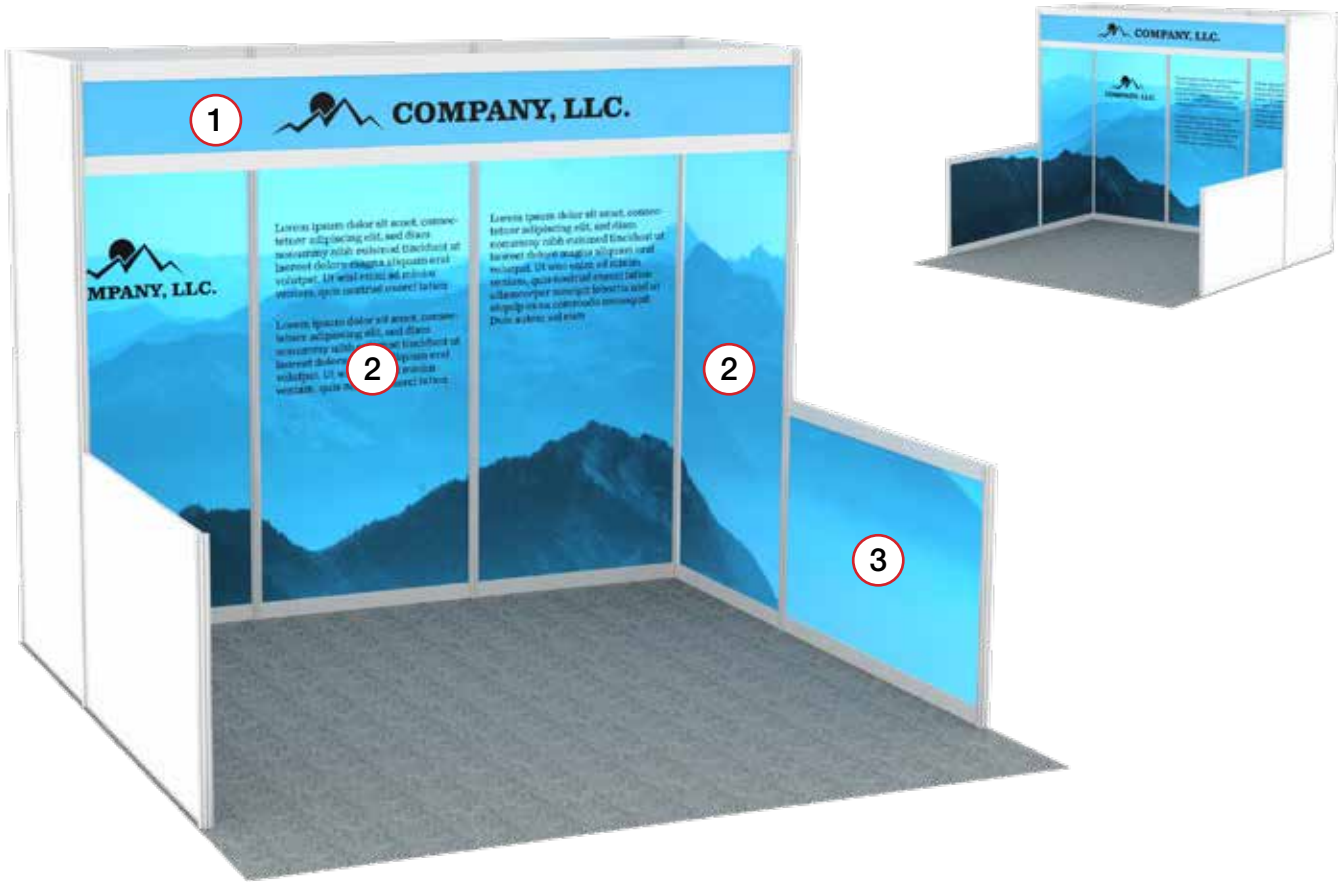
Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

GRAPHICS FOR 2HW

Exhibit Hardwall Unit Must Be Ordered



To submit artwork, booth template and art guideline sheet contact Chris Sowa at csowa@rosemontexpo.com or 847.993.4819

Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4"      (2) Single Backwall Panel - 38 1/4" x 91 1/4"      (3) Return Panel - 57 3/4" x 34 3/8"

GRAPHIC PANELS	QUANTITY	DISCOUNT	STANDARD	TOTAL
(1) Header Panel	_____ x	\$170.00 each	\$195.00 each	\$ _____
(2) Single Backwall Panel	_____ x	\$400.00 each	\$425.00 each	\$ _____
(3) Return Panel	_____ x	\$220.00 each	\$245.00 each	\$ _____

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

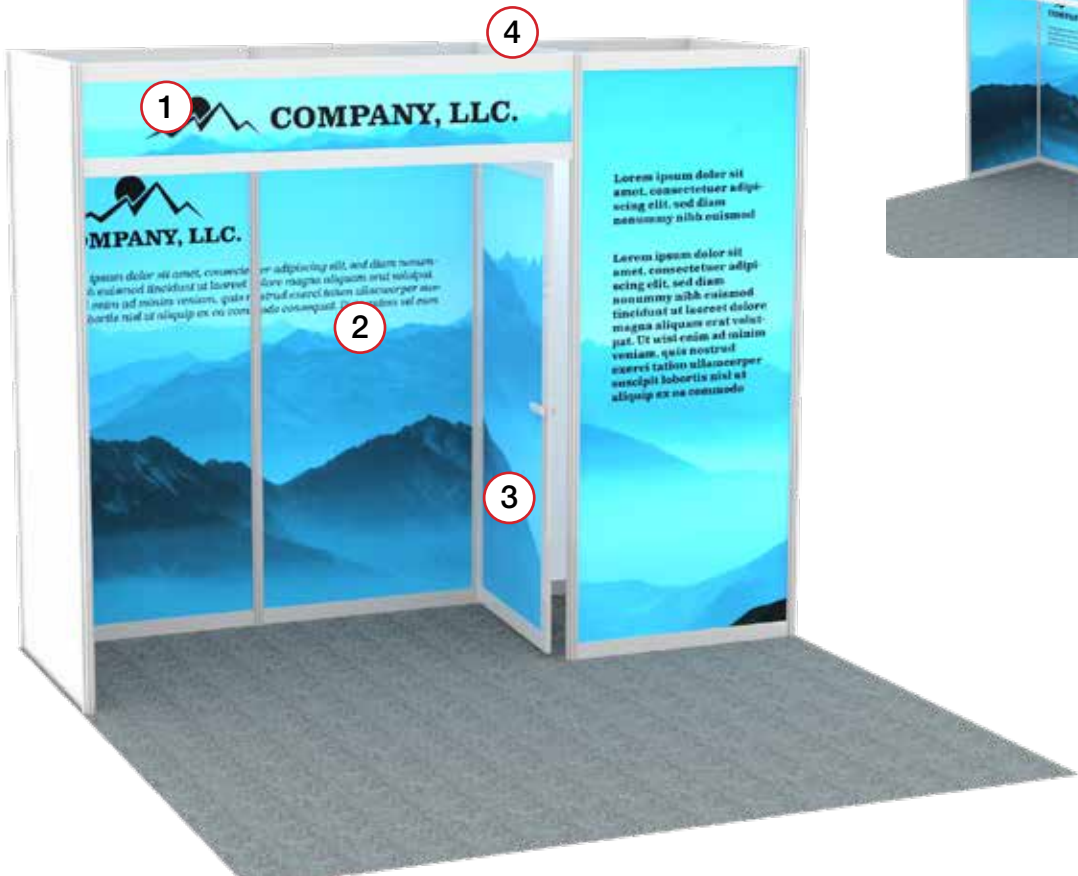
Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

GRAPHICS FOR 3HW

Exhibit Hardwall Unit Must Be Ordered



To submit artwork, booth template and art guideline sheet contact Chris Sowa at csowa@rosemontexpo.com or 847.993.4819

Panel Dimensions:

- (1) Header Panel - 77 1/2" x 11 3/4" (3) Door Panel - 31 13/16" x 73 1/4"  
(2) Single Backwall Panel - 38 1/4" x 91 1/4" (4) Door Fascia - 38 1/4" x 11 3/4"

GRAPHIC PANELS	QUANTITY	DISCOUNT	STANDARD	TOTAL
(1) Header Panel	_____ x	\$120.00 each	\$145.00 each	\$ _____
(2) Single Backwall Panel	_____ x	\$400.00 each	\$425.00 each	\$ _____
(3) Door Panel	_____ x	\$325.00 each	\$350.00 each	\$ _____
(4) Door Fascia	_____ x	\$75.00 each	\$100.00 each	\$ _____

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

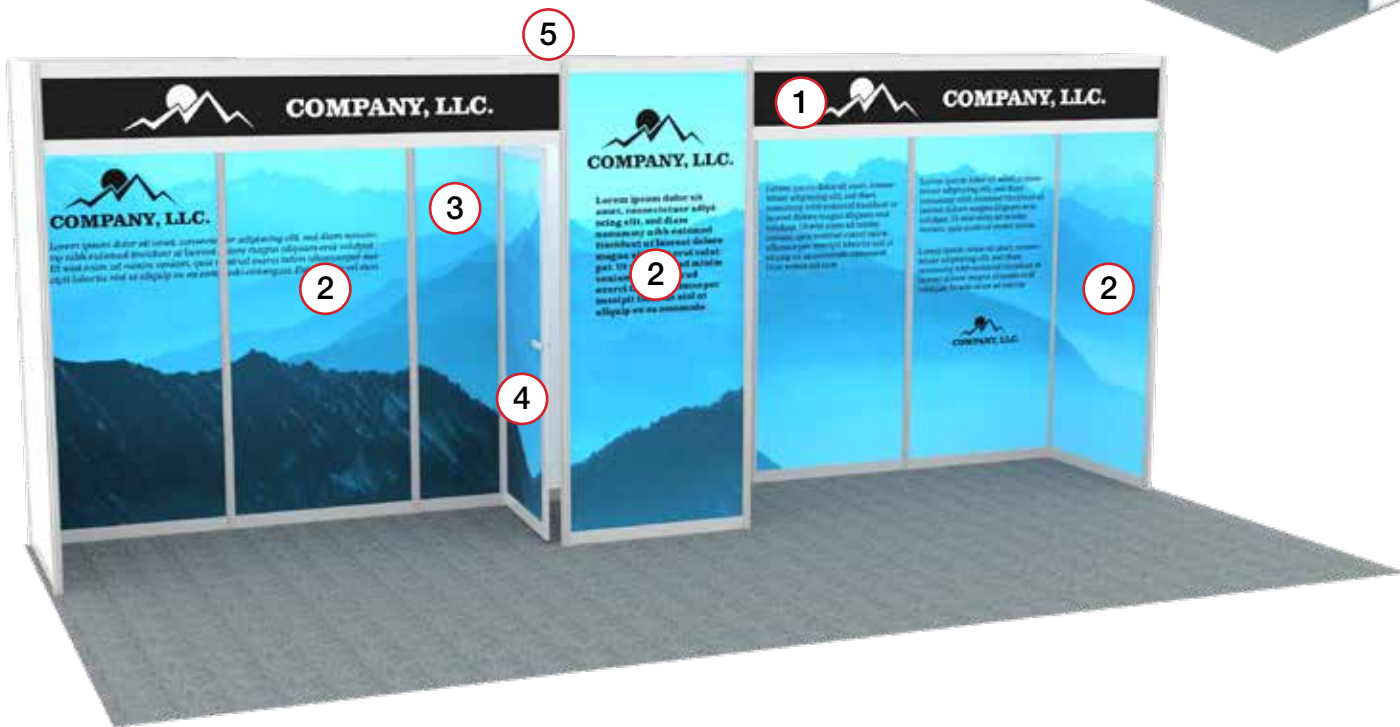
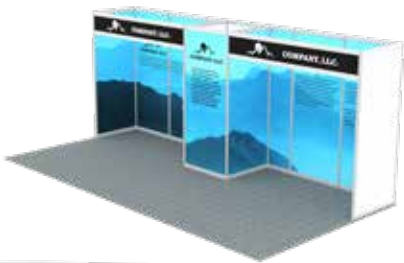
Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

GRAPHICS FOR 4HW

Exhibit Hardwall Unit Must Be Ordered



To submit artwork, booth template and art guideline sheet contact Chris Sowa at csowa@rosemontexpo.com or 847.993.4819

Panel Dimensions:

- (1) Header Panel - 97 1/8" x 11 3/4" (3) Single Backwall Panel - 18 1/2" x 91 1/4" (5) Door Fascia - 38 1/4" x 11 3/4"  
(2) Single Backwall Panel - 38 1/4" x 91 1/4" (4) Door Panel - 31 13/16" x 73 1/4"

GRAPHIC PANELS

	QUANTITY	DISCOUNT	STANDARD	TOTAL
(1) Header Panel	_____ x	\$150.00 each	\$200.00 each	\$ _____
(2) Single Backwall Panel (38 1/4")	_____ x	\$400.00 each	\$425.00 each	\$ _____
(3) Single Backwall Panel (18 1/2")	_____ x	\$200.00 each	\$225.00 each	\$ _____
(4) Door Panel	_____ x	\$325.00 each	\$350.00 each	\$ _____
(5) Door Fascia	_____ x	\$75.00 each	\$100.00 each	\$ _____

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

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

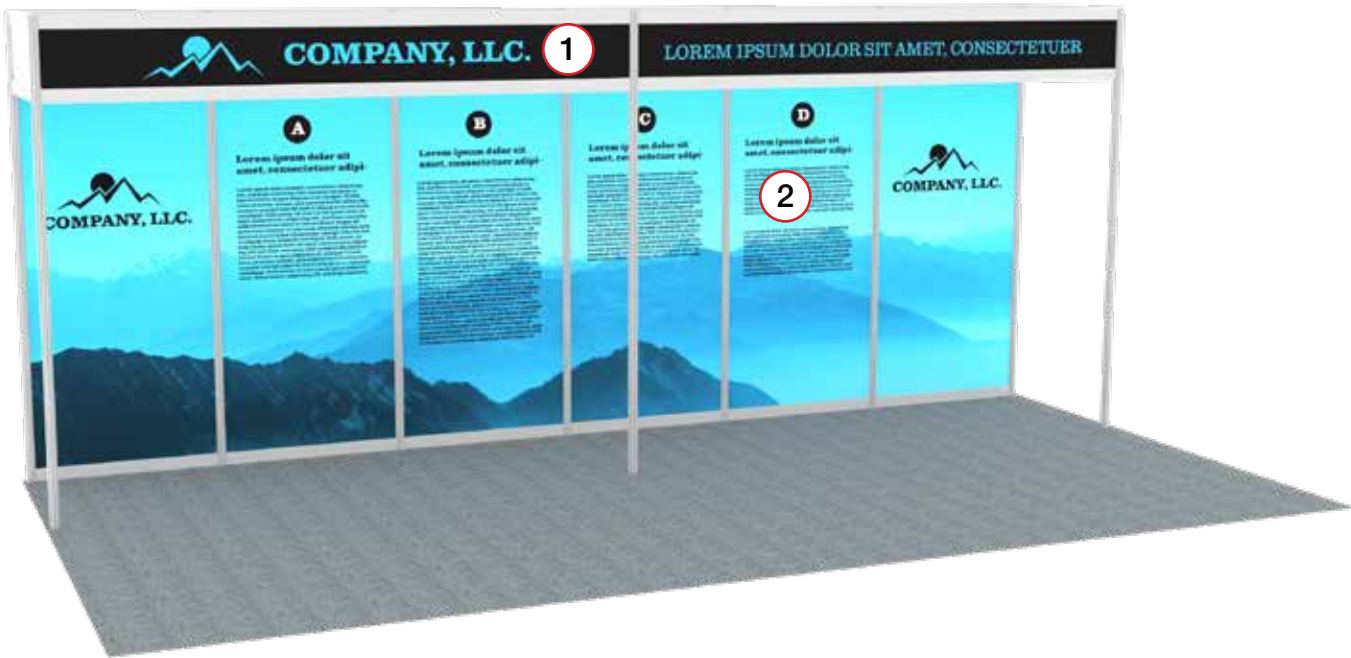
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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



# GRAPHICS FOR 5HW

Exhibit Hardwall Unit Must Be Ordered



To submit artwork, booth template and art guideline sheet contact Chris Sowa at [csowa@rosemontexpo.com](mailto:csowa@rosemontexpo.com) or 847.993.4819

Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4"
- (2) Single Backwall Panel - 38 1/4" x 91 1/4"

GRAPHIC PANELS

	QUANTITY	DISCOUNT	STANDARD	TOTAL
(1) Header Panel	_____ x	\$170.00 each	\$195.00 each	\$ _____
(2) Single Backwall Panel	_____ x	\$400.00 each	\$425.00 each	\$ _____

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

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

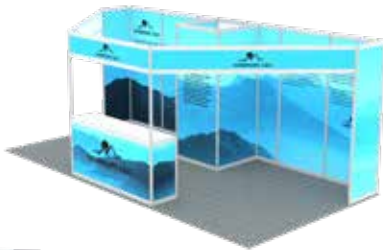
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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



GRAPHICS FOR 6HW

Exhibit Hardwall Unit Must Be Ordered



To submit artwork, booth template and art guideline sheet contact Chris Sowa at csowa@rosemontexpo.com or 847.993.4819

Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4" (2) Header Panel - 77 1/2" x 11 3/4" (3) Single Backwall Panel - 38 1/4" x 91 1/4" (4) Single Backwall Panel - 18 1/2" x 91 1/4" (5) Return Panel - 26 5/8" x 91 1/4" (6) Counter Front - 77 1/2" x 34 3/8" (7) Counter Side - 18 1/2" x 34 3/8" (8) Door Panel - 31 13/16" x 73 1/4" (9) Door Fascia - 38 1/4" x 11 3/4"

GRAPHIC PANELS

	QUANTITY	DISCOUNT	STANDARD	TOTAL
(1) Header Panel (117")	_____ x	\$170.00 each	\$195.00 each	\$ _____
(2) Header Panel (77 1/2")	_____ x	\$120.00 each	\$145.00 each	\$ _____
(3) Single Backwall Panel (38 1/4")	_____ x	\$400.00 each	\$425.00 each	\$ _____
(4) Single Backwall Panel (18 1/2")	_____ x	\$200.00 each	\$225.00 each	\$ _____
(5) Return Panel	_____ x	\$265.00 each	\$290.00 each	\$ _____
(6) Counter Front	_____ x	\$275.00 each	\$300.00 each	\$ _____
(7) Counter Side	_____ x	\$70.00 each	\$95.00 each	\$ _____
(8) Door Panel	_____ x	\$325.00 each	\$350.00 each	\$ _____
(9) Door Fascia	_____ x	\$75.00 each	\$100.00 each	\$ _____

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

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

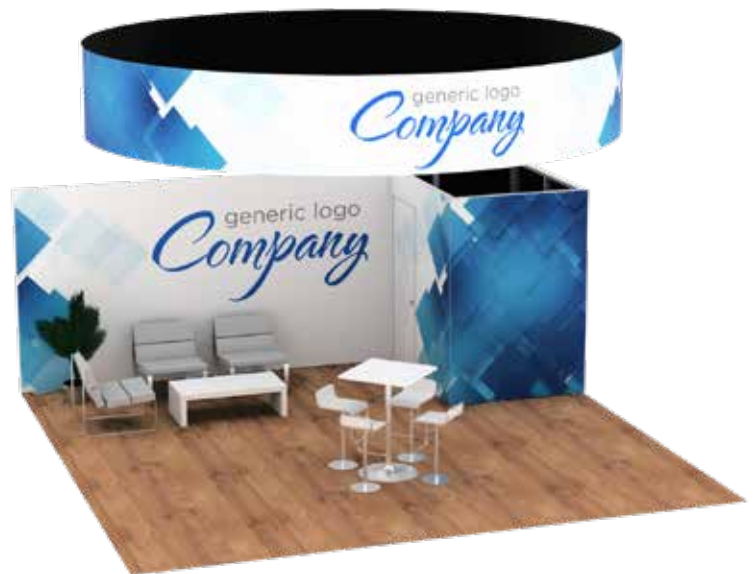
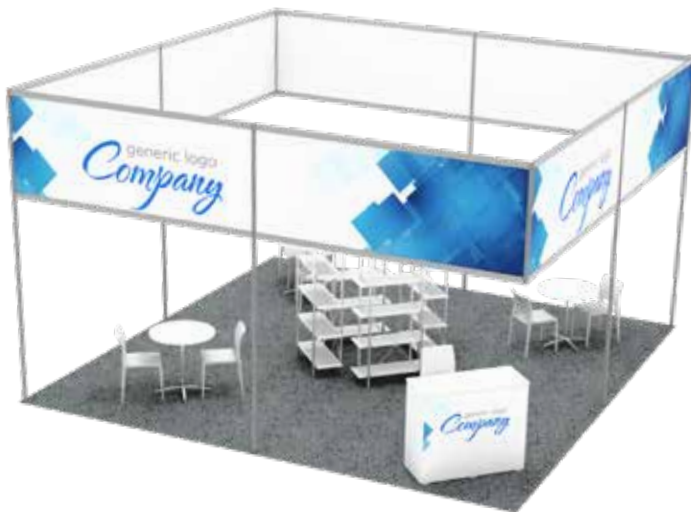
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

In addition to our turnkey booth packages, RES offers customized booth display units to meet all of your personalized needs. Our design team will assist you in creating exactly what you need to maximize your show experience. Our custom designs are crafted to fit into any display space whether big or small.

Custom booths are priced in an economical, competitive manner which allows you to make a big impression while staying within your budget.

Our team offers customized service from start to finish to help bring your brand to life in a creative and effective way.



For more information on our custom booth display units, including price quotes, contact **Brian Kester** at 847-993-4668 or via e-mail at [bkester@rosemontexpo.com](mailto:bkester@rosemontexpo.com).

Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025



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



STAGES

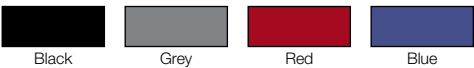
4' x 8' Platforms,  
Unskirted, Uncarpeted

	QTY.		STANDARD	TOTAL
4' x 8' x 16" High Platform	_____	x	\$175.00 each	\$ _____
4' x 8' x 24" High Platform	_____	x	\$200.00 each	\$ _____

STAGE CARPETING,  
SKIRTING & STEPS

	QTY.		STANDARD	TOTAL
4' x 8' Platform carpeting	_____	x	\$125.00 each	\$ _____

Platform Carpeting Color



Platform Skirting	_____	x	\$95.00 each	\$ _____
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Platform skirting Color



Set of Steps	_____	x	\$95.00 each	\$ _____
--------------	-------	---	--------------	----------

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

PLEASE NOTE:  
Any changes or cancellations after the deadline will be charged a 50% surcharge. No platforms, steps or custom draping will be available on site.

PLEASE INCLUDE A DIAGRAM OF PLACEMENT OF PLATFORMS AND DRAPING ORDERED.

Adjacent Booth / Aisle # \_\_\_\_\_

Adjacent Booth / Aisle # \_\_\_\_\_

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

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

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

Chicago Travel & Adventure Show

February 1-2, 2025

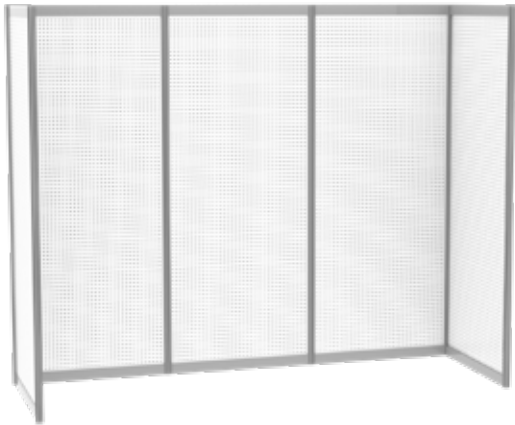
Deadline To Receive Discounted Rates:  
January 17, 2025

Pegboard Rentals



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

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customerservice@rosemontexpo.com



Literature Shelf



Product Shelf



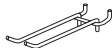
Straight Hook



Loop Hook



Single Hook



Double Hook

PEGBOARD 1/4" Hole Size

10' x 10' BOOTH

Booth with 1 meter Returns (8' high x 10' wide)  
Additional 10' Multiples (backwall only)  
Additional 1 meter panels

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$750.00	\$950.00	\$ _____
_____	\$600.00	\$800.00	\$ _____
_____	\$150.00	\$300.00	\$ _____

SHELVES & HARDWARE & MATERIAL

Product Shelves  
Literature Shelf  
Pegboard Straight Hook  
Pegboard Loop Hook  
Pegboard Single Hook  
Pegboard Double Hook

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$55.00	\$55.00	\$ _____
_____	\$55.00	\$55.00	\$ _____
_____	\$3.50	\$6.00	\$ _____
_____	\$3.50	\$6.00	\$ _____
_____	\$6.00	\$8.50	\$ _____
_____	\$6.00	\$8.50	\$ _____

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

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

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

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## Slatwall & Gridwall Rentals



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

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



Slatwall Hooks:  
Sizes: 4" 6" 8"



Slatwall Shelf Bracket:  
Size: 14"



Slatwall Waterfall Bracket:  
Size: 16"



### SLATWALL

#### 10' x 10' BOOTH

Booth with 1 meter Returns (8' high x 10' wide)

Additional 10' Multiples (backwall only)

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$1,875.00	\$3,000.00	\$_____
_____	\$1,125.00	\$1,800.00	\$_____

Slatwall 1 Meter Sections

Slatwall Hook 4"

Slatwall Hook 6"

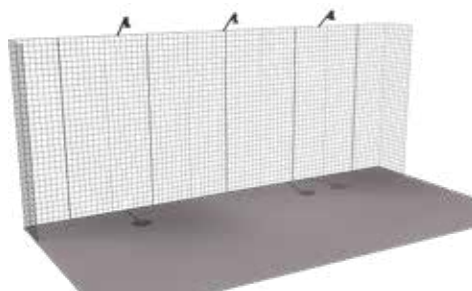
Slatwall Hook 8"

Slatwall Shelf Bracket

Slatwall Waterfall Bracket

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$375.00	\$600.00	\$_____
_____	\$17.50	\$25.00	\$_____
_____	\$17.50	\$25.00	\$_____
_____	\$17.50	\$25.00	\$_____
_____	\$17.50	\$25.00	\$_____
_____	\$65.00	\$90.00	\$_____

Slatwall Color (Black, White, Grey) \_\_\_\_\_



Gridwall Hooks:  
Sizes: 1" 4" 10"



### GRIDWALL

2' x 8' Gridwall Sections

Gridwall Hook 1"

Gridwall Hook 4"

Gridwall Hook 10"

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$250.00	\$300.00	\$_____
_____	\$17.50	\$25.00	\$_____
_____	\$17.50	\$25.00	\$_____
_____	\$17.50	\$25.00	\$_____

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



# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## VU Case Rentals



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

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

### POWER IS NOT INCLUDED IN ORDER

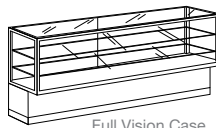
#### VISION CASE

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

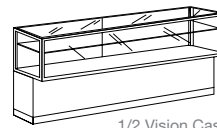
1/2 Vision Case Includes  
1-10" glass shelf with adjustable brackets,  
18" high front glass display section

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

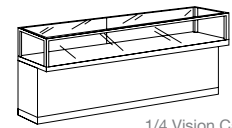
	QTY.	DISCOUNT	STANDARD	TOTAL
5 ft. Full Vision Case	_____	\$520.00	\$570.00	\$ _____
6 ft. Full Vision Case	_____	\$545.00	\$595.00	\$ _____
5 ft. 1/2 Vision Case	_____	\$495.00	\$545.00	\$ _____
6 ft. 1/2 Vision Case	_____	\$520.00	\$570.00	\$ _____
5 ft. 1/4 Vision Case	_____	\$470.00	\$520.00	\$ _____
6 ft. 1/4 Vision Case	_____	\$495.00	\$545.00	\$ _____



Full Vision Case



1/2 Vision Case



1/4 Vision Case

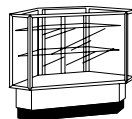
#### CORNER VISION CASE

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

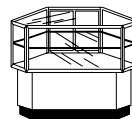
1/2 Corner Vision Case Includes  
1-10" glass shelf with adjustable brackets,  
18" high front glass display section

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

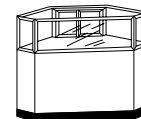
	QTY.	DISCOUNT	STANDARD	TOTAL
Full Corner Vision Case	_____	\$495.00	\$545.00	\$ _____
1/2 Corner Vision Case	_____	\$470.00	\$520.00	\$ _____
1/4 Corner Vision Case	_____	\$470.00	\$520.00	\$ _____



Full Corner Vision Case



1/2 Corner Vision Case



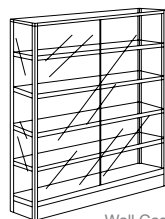
1/4 Corner Vision Case

#### WALL & TOWER CASE

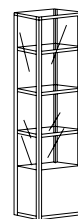
Wall Case Includes  
48"L x 20"D x 66"H, with 4-12" glass shelves,  
adjustable brackets, lights, locks and 60" high  
sliding glass doors

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

	QTY.	DISCOUNT	STANDARD	TOTAL
Solid Wall Case	_____	\$570.00	\$620.00	\$ _____
See-Thru Wall Case	_____	\$545.00	\$595.00	\$ _____
Tower Case	_____	\$595.00	\$645.00	\$ _____



Wall Case



Tower Case

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

#### ADDITIONAL INFORMATION

- All showcases are 20" D x 38" H, have lights, locks, sliding mirror doors, grey exterior, off-white interior aluminum frames.
- 4' showcases available upon request. (limited quantities)
- Electrical hook-up is not included. Please order the outlet from electrical contractor.
- A \$50.00 charge per showcase for late orders and changes made at show site.
- All keys must be left with showcase or a charge of \$10.00 will be assessed.
- A \$20.00 charge per additional shelf or size change of shelf.
- Shelf placement is exhibitors responsibility.

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

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

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

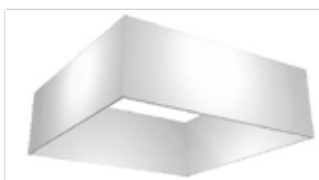
Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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

Tension fabric products are a clean, modern way to showcase your brand. We are proud to offer a large selection of eye-catching signs or customized booths that easily help your company stand out. Our fabric products are made of a soft-knit material (printed or unprinted) stretched over a lightweight aluminum framework. Once you choose your favorite design, we will customize it by adding your company logo and custom details.



**CIRCLE SIGN**



**SQUARE SIGN**



**TRIANGLE SIGN**



**FOOTBALL SIGN**



**PINWHEEL SIGN**



**SEAMLESS BACKWALL**

**All hanging banners and signs are subject to Show Management rules and regulations.**

For more information, contact Chris Sowa at [csowa@rosemontexpo.com](mailto:csowa@rosemontexpo.com) or (847) 993-4819.

**Note that there is a three week turn-around time on all fabric products.**

CUSTOM BOOTH GRAPHICS

Leave a lasting impression with quality graphics from our graphics department. Our state-of-the-art sign shop can create anything from meter boards to banner stands that will help your booth stand out. All custom graphics include, production and delivery to your booth.



CHROME SIGN HOLDER  
WITH 22" x 28" SIGN  
\$175.00 - single sided  
\$225.00 - double sided



40" x 80"FREE STANDING SIGN  
\$400.00 - single sided  
\$600.00 - double sided



RETRACTING BANNER STAND  
31.5" x 82"  
\$425.00 - single sided



BACKWALL GRAPHICS  
(call for a quote)

For more information on custom graphics please contact  
Chris Sowa at (847) 993-4819 or via email at csowa@rosemontexpo.com.

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

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

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

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

FULL SERVICE IN-HOUSE GRAPHICS DEPARTMENT

Why ship printed materials in when we have all your graphic needs under one roof?  
Place your order and we will have the finished product in your booth upon arrival!  
No delivery or shipping charges, No hassles!

FULL COLOR SIGNS:

11" x 14"	\$37.50
22" x 14"	\$52.50
22" x 28"	\$90.00
24" x 36"	\$130.00
28" x 44"	\$155.00

Custom Sizes Available

FULL COLOR BANNERS:

Per Square Foot	\$15.00
(Length x Width = Square Foot)	

COPIES:

1 - 150	\$0.15 ea.	\$0.80 ea.
151 - 500	\$0.12 ea.	\$0.70 ea.
501 - 1000	\$0.10 ea.	\$0.60 ea.
1001 and up	\$0.05 ea.	\$0.50 ea.

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

If you have any questions about your graphic projects, please contact Chris Sowa  
at 847-993-4819 or e-mail requests to csowa@rosemontexpo.com. We look forward to helping you with all your signage requirements.

Sign Copy / Special Notes

Graphic Type

\_\_\_ Sign \_\_\_ Banner \_\_\_ B&W Copies \_\_\_ Color Copies

Backing Materials

\_\_\_ Foamcore \_\_\_ Cardstock \_\_\_ Sintra (PVC)  
\_\_\_ Paper \_\_\_ Vinyl \_\_\_ Other

Sign Orientation

\_\_\_ Vertical ( ) \_\_\_ Horizontal ( )

Color(s) \_\_\_\_\_

Size	Cost/Per	Quantity	Price

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

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

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

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

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

*RES Extras*



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

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

RES Extras are available by contacting Rachel Eastman via email at  
reastman@rosemontexpo.com or (847) 993-4809.

We would also be happy to assist you with any other special booth requests you may have.

## WATER COOLERS & SUPPLIES



	QUANTITY		RENTAL	TOTAL
Cold Water Cooler*	_____ x		\$180.00	\$ _____
Includes one 5 gal bottle				
Hot & Cold Water Cooler*	_____ x		\$205.00	\$ _____
Includes one 5 gal bottle				
Additional Water – 5 gal. Bottle	_____ x		\$30.00	\$ _____
Flat Bottom Cups / 500 (9 oz.)	_____ x		\$40.00	\$ _____
Styro Hot Cups / 500 (8 oz.)	_____ x		\$55.00	\$ _____

\*Electric not included

## MISCELLANEOUS ITEMS



	QUANTITY		RENTAL	TOTAL
Hand Sanitizer Stand	_____ x		\$75.00	\$ _____
Hand Sanitizer Stand with Logo	_____ x		\$100.00	\$ _____
Logo Size 6.5" x 2.5"				
Mesh Raffle Drum	_____ x		\$50.00	\$ _____
Acrylic Raffle Drum	_____ x		\$45.00	\$ _____
Fish Bowl	_____ x		\$25.00	\$ _____
Fire Extinguisher	_____ x		\$50.00	\$ _____

	QTY.	DISCOUNT	STANDARD	TOTAL
Prep Sink	_____	\$1,200.00	\$1,500.00	\$ _____

Width: 22 3/4" Depth: 25" Height: 35"

Cold water hook up and drain included with sink (Hot water ordered separately)

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.

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# Chicago Travel & Adventure Show

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January 17, 2025

Floral



Please Mail, E-mail or Fax Completed Form to RES:  
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customerservice@rosemontexpo.com

## TROPICAL PLANTS & TREES



### 3FT GREEN PLANTS

Arborea \_\_\_\_\_ Marginata \_\_\_\_\_ Spath \_\_\_\_\_

### 4FT GREEN PLANTS

Palm \_\_\_\_\_ Ficus Bush \_\_\_\_\_ Schefflera \_\_\_\_\_

### 5FT GREEN PLANTS

Palm \_\_\_\_\_ Marginata \_\_\_\_\_

### 6FT - 7FT GREEN PLANTS

Palm \_\_\_\_\_ Marginata \_\_\_\_\_ Ficus Tree \_\_\_\_\_

### HANGING PLANTS

Ivy \_\_\_\_\_ Pothos \_\_\_\_\_

### LARGE POTTED FERNS

QUANTITY	PRICE	TOTAL
_____ x	\$65.00	\$ _____
_____ x	\$75.00	\$ _____
_____ x	\$85.00	\$ _____
_____ x	\$95.00	\$ _____
_____ x	\$45.00	\$ _____
_____ x	\$60.00	\$ _____

## BLOOMING PLANTS



### POTTED MUMS

White \_\_\_\_\_ Lavender \_\_\_\_\_ Yellow \_\_\_\_\_

### POTTED AZALEAS

White \_\_\_\_\_ Pink \_\_\_\_\_ Red \_\_\_\_\_

### POTTED BROMELIADS

Red \_\_\_\_\_ Orange \_\_\_\_\_ Yellow \_\_\_\_\_

### POTTED BEGONIAS

Pink \_\_\_\_\_ Orange \_\_\_\_\_ Red \_\_\_\_\_ Yellow \_\_\_\_\_

Color of container for plants Black \_\_\_\_\_ White \_\_\_\_\_

## FRESH FLORAL ARRANGEMENTS

please choose  
TROPICAL or SEASONAL



### SINGLE STEM PHALANOPSIS ORCHID PLANT

White \_\_\_\_\_ Fuchsia \_\_\_\_\_

### SMALL ARRANGEMENT (12" X 12")

Colors \_\_\_\_\_

### MEDIUM ARRANGEMENT (18" X 14")

Colors \_\_\_\_\_

### LARGE ARRANGEMENT (24" X 18")

Colors \_\_\_\_\_

### CUSTOM ARRANGEMENT

please call for quote

\*Foliage Plants and architectural containers on rental basis.  
Price includes: Plant installation, architectural containers, servicing  
throughout the show & removal at the end of the show.  
No adjustments or refunds can be made after the show opening.

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

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

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

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

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## Photography & Videography

# RES

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

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



### INFORMATION

For detailed information and questions, please call Paradox Photography at 630-926-7624

Booth Name: \_\_\_\_\_ Booth #: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Date / Time: \_\_\_\_\_  
Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PHOTOGRAPHY OF EXHIBITS

Time and availability will be confirmed on site

Empty \_\_\_\_\_ With Staff \_\_\_\_\_ With Activity \_\_\_\_\_

	QUANTITY		PRICE	TOTAL
One View, Surrender of File	_____	x	\$200.00	\$ _____

### NEWS AND EDITORIALS

Time and availability will be confirmed on site

	HOURS		PRICE	TOTAL
First Hour News and Editorial	_____	x	\$300.00	\$ _____
Additional Hours	_____	x	\$150.00	\$ _____

### VIDEO PRODUCTION IN FULL HD

Time and availability will be confirmed on site

	HOURS		PRICE	TOTAL
First Hour	_____	x	\$650.00	\$ _____
Additional Hours	_____	x	\$350.00	\$ _____

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

**Digital Images Delivered Via Internet Download - Please Fill in email address!**

\_\_\_\_\_ email address for notification of digital download link

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

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

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.

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\_\_\_\_\_ Skids or Crates      x      \$75.00      =      \$ \_\_\_\_\_

STORAGE FEE SPACE INCLUDES THE FOLLOWING

Each 4' x 4' skid or crate @ \$75.00 per item.

Teamster labor is available to move accessible storage products back to your booth at the following rates:

TEAMSTER HOURLY LABOR RATES

- \$87.50 - Straight Time 8:00 am - 4:30 pm weekdays.
- \$131.25 - Overtime 4:30 pm - 8:00 pm weekdays. 8:00 am - 4:30 pm Saturday
- \$175.00 - Double Time Saturday 4:30 pm - Midnight. All day Sunday & Holidays

FORKLIFT HOURLY RATES

- \$125.00 - 5,000 lb Forklift without operator
- \$175.00 - 15,000 lb Forklift without operator

Pick up accessible storage labels at the RES Service Desk . Notify personnel when materials are ready to be placed in storage.

**Note:** Accessible storage is in an unsecured location. RES accepts no responsibility for the protection of property left in the accessible storage area.

LABOR TERMS AND CONDITIONS

When ordering labor, please be aware of the following:

1. This advance labor request will be considered a tentative request for labor.
2. On the day and time that you require labor, you must go to the Service Desk and sign out your labor crew. They will not be sent to your booth without being signed out.
3. Upon completion of their work, you **MUST** return the laborers to the Service Desk.

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

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

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

# BOOTH ORDERING FORM

ROSEMONT CATERING BY ARAMARK

PLEASE E-MAIL COMPLETED FORM TO ROSEMONTCATERING@ARAMARK.COM  
QUESTIONS? CALL 847-692-6415

ROSEMONT CATERING BY ARAMARK HAS EXCLUSIVE FOOD, BEVERAGE, AND LIQUOR DISTRIBUTION RIGHTS WITHIN THE DONALD E. STEPHENS CONVENTION CENTER AND BALLROOMS. ALL FOOD, BEVERAGE, AND LIQUOR ITEMS USED TO GENERATE TRAFFIC TO A SPECIFIC BOOTH MUST BE PURCHASED THROUGH ROSEMONT CATERING BY ARAMARK. **\*EVERYTHING ON THE SHOW FLOOR WILL BE SERVED IN DISPOSABLES.\***

[PLEASE CLICK HERE TO SEE OUR CATERING MENU](#)

[PLEASE CLICK HERE TO SEE OUR TRADESHOW MENU](#)

DATE (S) OF SERVICE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ ROOM/BOOTH #: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_ AUTHORIZED BY (PRINT NAME): \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ITEM	QUANTITY	PRICE	ITEM	QUANTITY	PRICE
<b>BEVERAGES</b>			<b>SPECIALITY BREAKS - PER PERSON (MINIMUM 25 PEOPLE)</b>		
GALLON(S) OF COFFEE (15 CUPS)	_____	\$74/GAL	HUMMUS DISPLAY		
GALLON OF DECAF COFFEE (15 CUPS)	_____	\$74/GAL	Lemon Garlic, Red Pepper and Cilantro Jalapeno Hummus with grilled Pita		\$10.00
HOT WATER & TEA BAGS WITH LEMON	_____	\$74/GAL	SOUTH OF THE BORDER		
INFUSED WATER (2 GALLONS MINIMUM)	_____	\$80-\$95	Roasted Tomato Salsa, Guacamole, Pico de Gallo, Tortilla Chips		\$12.00
LEMONADE	_____	\$65/GAL	HOUSE MADE POTATO CHIPS & DIP		
ICED TEA (UNSWEETENED)	_____	\$65/GAL	French Onion drip		\$9.00
ASSORTED CAN SOFT DRINKS (12OZ.)	_____	\$4.00 EACH	<b>BAKERY- PER DOZEN</b>		
BOTTLED WATER (16.9OZ.)	_____	\$4.00 EACH	TOFFEE CRUNCH BLONDIES	_____	\$55.00
ASSORTED BOTTLED JUICES	_____	\$4.75 EACH	BROWNIES	_____	\$55.00
20LB BAG OF ICE	_____	\$20.00	ASSORTED COOKIES	_____	\$50.00
			ASSORTED MUFFINS	_____	\$50.00
<b>HOSTED BAR SET-UPS</b>			<b>ENHANCEMENTS - PER PERSON (MINIMUM 25 PEOPLE)</b>		
HOUSE BRANDS OF LIQUOR (PER DRINK)	_____	\$10.00	ARTISANAL CHEESE BOARD		
DOMESTIC BOTTLED BEER (12OZ.)	_____	\$8.00	With Rustic Breads & Crackers		\$15.00
PREMIUM BOTTLED BEER (12OZ.)	_____	\$9.00	CRUDITES WITH BUTTERMILK RANCH		\$12.00
HOUSE WINE (6OZ.) (PER GLASS)	_____	\$10.00	CHARCUTERIE BOARD		
MARAGARITA (12 OZ POURS)	_____	\$14.00	Imported and Domestic Meat and cheese, Olives, Crostini, Flatbread		\$18.00
BARTESIAN MACHINE RENTAL	_____	\$75.00	<b>SLIDERS - 50 PER ORDER</b>		
BARTESIAN PREMIUM COCKTAILS (PER DRINK)	_____	\$10.00	CHEESEBURGER	_____	\$300.00
			Grilled Onions, Cheese		
<b>1/2 KEG BARREL</b>			PULLED PORK	_____	\$325.00
ASK SALESPERSON FOR AVAILABLE SELECTION			Pickle, Red Onion		
(ESTIMATED 150, 12OZ POURS)		M/V	BUFFALO CHICKEN	_____	\$275.00
CRAFT BEER KEG 1/2BARREL	_____	M/V	Blue Cheese, Red Onion		
DOMESTIC KEG 1/2 BARREL	_____	M/V	PORTOBELLO MUSHROOM	_____	\$350.00
PREMIUM KEG 1/2BARREL	_____	M/V	Mozzarella, Tomato Balsamic Chutney		
<b>BARTENDER (PER 4 HOURS)</b>			<b>CHICAGO STYLE - PER PERSON PRICE</b>		
\$225/HR, \$50 EVERY ADDITIONAL HOUR			(MINIMUM 25 ORDERS PER SELECTIONS)		
PER ILLINOIS LIQUOR LAW ANY ALCOHOL SERVICE REQUIRES			DEEP DISH PIZZA - 6 SLICES PER PIZZA	_____	\$55.00
A BARTENDER TO BE STAFFED			Cheese, Sausage, Pepperoni, Seasonal Vegetable		\$9.00
			MINI CHICAGO HOT DOG - 2 PER ORDER	_____	
<b>INDIVIDUAL BAGGED DRY SNACKS - PER DOZEN</b>			Relish, Onion, Tomato, Sport Peppers, Mustard, Pickles, Celery Salt, Ketchup		\$12.00
POTATO CHIPS	_____	\$51.00	PILSEN TACOS - 2 PER ORDER	_____	
PRETZELS	_____	\$51.00	Al Pastor, Chicken Tinga, Salsa Rojo & Salsa Verde, Cilantro, Onion		\$15.00
POPCORN	_____	\$51.00	MINI ITALIAN BEEF - 2 PER ORDER	_____	
SNACK MIX PEANUTS	_____	\$51.00	Peppers, Onions, Giardiniera, Mozzarella		

## PAYMENT:

A SALESPERSON WILL REACH OUT WITH A PAYMENT LINK OR PAYMENT AUTHORIZATION FORM.

ALL FOOD & BEVERAGE ORDERS AND DELIVERY ARE SUBJECT TO 22% ADMIN FEE & TAXES. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. \$40 DELIVERY FEE WILL APPLY FOR ANY ORDER OR REORDER LESS THAN \$200. FOR MORE CATERING OPTIONS, ASK THE SALESPERSON TO SEE THE CATERING MENUS. ORDERS ARE NOT CONSIDERED CONFIRMED UNTIL A SALESPERSON HAS CONFIRMED IT WITH YOU VIA EMAIL. PRE-PAYMENT WAS SUBMITTED, AND A CATERING AGREEMENT HAS BEEN SIGNED.

## APPLICATION FOR SAMPLING ON EXHIBIT FLOOR

SHOW: \_\_\_\_\_

DATES: \_\_\_\_\_ BOOTH #: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

**Completing this application does not guarantee you may sample on the show floor.  
You must contact Rosemont Catering by Aramark for further information and approval.**

### GENERAL CONDITIONS

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting companies and are related to the purpose of the show.
2. All items are limited to SAMPLE SIZE and must be dispensed / distributed in accordance to Local and State Health Codes:
  - a. Non-Alcoholic Beverages limited to maximum of 2 oz. Sample Size
  - b. Food Items are limited to **"bite size" (2x2 or 2 ounces)**
3. ALCOHOLIC BEVERAGES cannot be distributed without prior written consent of Rosemont Catering.
  - a. All alcohol samples must be a 1 oz Sample Size
  - b. Anyone offering alcohol samples will be required to obtain a temporary liquor permit from the Village of Rosemont, as well as hire an Aramark Bartender at \$225+ per 4 hours, \$50+ per additional hour to pour samples.
4. Sponsorships or donations involving food and/or beverage products are subject to a user fee for food products and corkage fee for beverage products. This charge is determined based on the individual show/event.
5. Other food and/or beverage items used as traffic promoter (i.e.: coffee, soft drinks, bottled water, popcorn, etc.), service for exhibition staff or events ~~MUST~~ be purchased from Rosemont Catering.

### COOKING ON THE EXHIBIT FLOOR

Contact Rosemont Catering with a list of equipment being used for cooking/warming purposes. Exhibitors will be required to follow the rules & regulations set forth by the Rosemont Fire Department (R.F.D.). The R.F.D. will inspect the equipment on site continuously during the show. Exhibitors will be responsible to supply Fire extinguishers approved by the R.F.D. within their exhibit space. A temporary food health permit will also be required from the Village of Rosemont.

### CERTIFICATE OF INSURANCE REQUIRED

Please forward this sampling form along with, a certificate of insurance to [rosemontcatering@aramark.com](mailto:rosemontcatering@aramark.com).

\$1,000,000.00 liability insurance is required naming the following as additional insured.

(1)The Village of Rosemont, (2) Donald E. Stephens Convention Center, (3) Aramark Sports & Entertainment, LLC,  
9301 Bryn Mawr Avenue, Rosemont, IL 60018



Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

Electrical Service



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

ELECTRICAL  
LABOR RATES

ADVANCE LABOR RATES:

Straight Time: \$124.00/hr  
Overtime: \$186.00/hr.  
Double Time: \$248.00/hr.

HOURLY LABOR RATES:

Straight Time: \$129.00/hr  
Overtime: \$193.50/hr.  
Double Time: \$258.00/hr.

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

LOCATION:

Labor charges will be added when  
submitting a layout

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

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

Indicate next to required amps actual  
horsepower to be used.

STANDARD ELECTRICAL SERVICE OUTLET

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

	QTY	DISCOUNT	STANDARD	TOTAL
1-1,000 Watts	_____ x	\$195.00	\$275.00	\$ _____
1,001-2,000 Watts	_____ x	\$245.00	\$350.00	\$ _____

POWER CONNECTIONS

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

	QTY	DISCOUNT	STANDARD	TOTAL
120 VOLT, SINGLE PHASE				
30 Amp	_____ x	\$350.00	\$520.00	\$ _____
208 VOLT, SINGLE PHASE				
30 Amp	_____ x	\$420.00	\$625.00	\$ _____

[ ] Check if neutral required\*

HEAVY DUTY SERVICE

	QTY	DISCOUNT	STANDARD	TOTAL
208 VOLT, THREE PHASE				
20 Amp	_____ x	\$360.00	\$530.00	\$ _____
30 Amp	_____ x	\$480.00	\$710.00	\$ _____
60 Amp	_____ x	\$580.00	\$860.00	\$ _____
100 Amp	_____ x	\$930.00	\$1,385.00	\$ _____
150 Amp	_____ x	\$1,370.00	\$2,045.00	\$ _____
200 Amp	_____ x	\$1,995.00	\$2,982.00	\$ _____

[ ] Check if neutral required\*

480 VOLT, THREE PHASE

30 Amp	_____ x	\$620.00	\$920.00	\$ _____
60 Amp	_____ x	\$840.00	\$1,220.00	\$ _____
100 Amp	_____ x	\$1,350.00	\$2,015.00	\$ _____
200 Amp	_____ x	\$3,420.00	\$5,120.00	\$ _____

[ ] Check if neutral required\*

380 VOLT, THREE PHASE (European Voltage)

30 Amp	_____ x	\$435.00	\$500.00	\$ _____
60 Amp	_____ x	\$830.00	\$1,210.00	\$ _____
100 Amp	_____ x	\$1,340.00	\$2,000.00	\$ _____

[ ] Check if neutral required\*

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

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

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

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

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## 24 Hour Electrical Service



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

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

### ELECTRICAL LABOR RATES

#### ADVANCE LABOR RATES:

Straight Time: \$124.00/hr  
Overtime: \$186.00/hr.  
Double Time: \$248.00/hr.

#### HOURLY LABOR RATES:

Straight Time: \$129.00/hr  
Overtime: \$193.50/hr.  
Double Time: \$258.00/hr.

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

#### LOCATION:

Labor charges will be added when  
submitting a layout

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

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

Indicate next to required amps actual  
horsepower to be used.

### STANDARD ELECTRICAL SERVICE OUTLET

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

	QTY	DISCOUNT	STANDARD	TOTAL
1-1,000 Watts	_____ x	\$390.00	\$550.00	\$ _____
1,001-2,000 Watts	_____ x	\$490.00	\$700.00	\$ _____

### POWER CONNECTIONS

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

	QTY	DISCOUNT	STANDARD	TOTAL
<b>120 VOLT, SINGLE PHASE</b>				
30 Amp	_____ x	\$700.00	\$1,040.00	\$ _____
<b>208 VOLT, SINGLE PHASE</b>				
30 Amp	_____ x	\$840.00	\$1,250.00	\$ _____

[ ] Check if neutral required\*

### HEAVY DUTY SERVICE

	QTY	DISCOUNT	STANDARD	TOTAL
<b>208 VOLT, THREE PHASE</b>				
20 Amp	_____ x	\$720.00	\$1,060.00	\$ _____
30 Amp	_____ x	\$960.00	\$1,420.00	\$ _____
60 Amp	_____ x	\$1,160.00	\$1,720.00	\$ _____
100 Amp	_____ x	\$1,860.00	\$2,770.00	\$ _____
150 Amp	_____ x	\$2,740.00	\$4,090.00	\$ _____
200 Amp	_____ x	\$3,990.00	\$5,964.00	\$ _____

[ ] Check if neutral required\*

#### 480 VOLT, THREE PHASE

30 Amp	_____ x	\$1,240.00	\$1,840.00	\$ _____
60 Amp	_____ x	\$1,680.00	\$2,440.00	\$ _____
100 Amp	_____ x	\$2,700.00	\$4,030.00	\$ _____
200 Amp	_____ x	\$6,840.00	\$10,240.00	\$ _____

[ ] Check if neutral required\*

#### 380 VOLT, THREE PHASE (European Voltage)

30 Amp	_____ x	\$870.00	\$1,000.00	\$ _____
60 Amp	_____ x	\$1,660.00	\$2,420.00	\$ _____
100 Amp	_____ x	\$2,680.00	\$4,000.00	\$ _____

[ ] Check if neutral required\*

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

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## Lights & Accessories



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

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

### ELECTRICAL LABOR RATES

#### ADVANCE LABOR RATES:

Straight Time: \$124.00/hr  
Overtime: \$186.00/hr.  
Double Time: \$248.00/hr.

#### HOURLY LABOR RATES:

Straight Time: \$129.00/hr  
Overtime: \$193.50/hr.  
Double Time: \$258.00/hr.

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

#### LOCATION:

Labor charges will be added when  
submitting a layout

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

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

Each additional H.P. add \$40.00

Indicate next to required amps actual  
horsepower to be used.

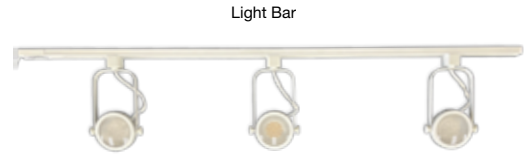


9' Tower  
with Two Floods



9' Tower  
with Four Floods

Equivalent to 80 watts per bulb



Light Bar



Gooseneck



Par Light

### LIGHTING

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
9' Tower with Two (2) Floods	_____ x	\$180.00	\$260.00	\$ _____
9' Tower with Four (4) Floods	_____ x	\$230.00	\$300.00	\$ _____
Gooseneck	_____ x	\$95.00	\$135.00	\$ _____
Par Light	_____ x	\$275.00	\$400.00	\$ _____
Light Bar	_____ x	\$350.00	\$450.00	\$ _____

### MISCELLANEOUS

	QTY	DISCOUNT	STANDARD	TOTAL
Ext. Cords 25' (Single Cap)	_____ x	\$15.00	\$22.50	\$ _____
Ext. Cords 50' (Single Cap)	_____ x	\$30.00	\$45.00	\$ _____
Cube Tap	_____ x	\$5.00	\$7.50	\$ _____
Power Strip	_____ x	\$32.00	\$48.00	\$ _____
Quad Box	_____ x	\$22.00	\$33.00	\$ _____

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

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

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

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

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

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

**ADDITIONAL LABOR CHARGES WILL APPLY WHEN SUBMITTING A LAYOUT**

**Use the squares to indicate the dimensions of your booth size.**

**Mark where you need your electrical service.**

Adjacent Booth / Aisle # \_\_\_\_\_

Adjacent Booth / Aisle # \_\_\_\_\_

Adjacent Booth / Aisle # \_\_\_\_\_

Adjacent Booth / Aisle # \_\_\_\_\_

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

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

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

Booth Size: \_\_\_\_\_

## CONDITIONS AND REGULATIONS

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

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

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

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

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

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

## SAFE WIRING IS ESSENTIAL

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

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

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

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

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

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

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

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

Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

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 \$0.39	\$ _____	X _____	\$ _____
Shampooing of Carpeting	_____	x \$0.50	\$ _____	X _____	\$ _____
Scrubbing, Mopping & Waxing of Tile Flooring	_____	x \$0.50	\$ _____	X _____	\$ _____
Trash Removal During Show Hours		\$32.00 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



# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## 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

	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

	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 device rental and does not provide Internet Connectivity - please order the appropriate Internet Service Indicated in the Restriction.

	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

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Single Line Telephone <i>Includes single line phone with up to \$100 in local &amp; long distance charges</i>	\$275.00	\$350.00	_____	\$ _____

### TELEPHONE EXTRA SERVICES

Must be ordered with single line telephone

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

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 # \_\_\_\_\_

A blank grid for a floor plan. The grid is 20 units wide and 20 units high. A central vertical aisle is 2 units wide, running from the top to the bottom. A central horizontal aisle is 2 units high, running from the left to the right. The grid is divided into four quadrants by these central aisles. The top and bottom quadrants are further divided by a dashed horizontal line, and the left and right quadrants are further divided by a dashed vertical line. The grid is intended for drawing a floor plan with booths and aisles.

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.

## Boingo Complimentary Wi-Fi

### Connection Instructions:

1. Connect your device to the Wi-Fi signal **BOINGO HOTSPOT**
2. Once connected, launch your web browser.
3. A Boingo splash page will appear. Select **Free Wi-Fi**.
4. **VERY IMPORTANT!** If you are having any issues, please call Boingo Support at **1-800-880-4117**. You must have your device with you so the representative can help you directly.

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

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 call Anton Eleazar at 847-993-4816.

## 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

	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 - Call Anton Eleazar for Quote 847-993-4816

## 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	\$130.00	\$195.00	\$260.00
Decorator	\$113.00	\$169.50	\$226.00
Teamster	\$87.50	\$131.25	\$175.00
Rigger	\$126.00	\$189.00	\$252.00
Electrician	\$124.00	\$186.00	\$248.00
Plumber	\$124.00	N/A	\$248.00

## HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$135.00	\$202.50	\$270.00
Decorator	\$120.00	\$180.00	\$240.00
Teamster	\$94.50	\$141.75	\$189.00
Rigger	\$133.00	\$199.50	\$266.00
Electrician	\$129.00	\$193.50	\$258.00
Plumber	\$129.00	N/A	\$258.00

## HOURLY EQUIPMENT RENTAL RATES

Forklift - 5,000 lb - Operator charged separately	\$125.00
Forklift - 15,000 lb - Operator charged separately	\$175.00
Scissor Lift - Operator charged separately	\$125.00
Condor Lift - Operator charged separately	\$175.00



Forklift



Scissor Lift



Condor Lift

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

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

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



# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## Installation & Dismantle Labor Order Form



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 WILL BE PRESENT  
FOR INSTALLATION/DISMANTLE**

*If you have any questions please contact  
Anton Eleazar at [aeleazar@rosemontexpo.com](mailto:aeleazar@rosemontexpo.com)*

### 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	\$169.00	\$253.50	\$338.00
Decorator	\$147.00	\$220.35	\$293.80

### STANDARD HOURLY I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$175.50	\$263.25	\$351.00
Decorator	\$156.00	\$234.00	\$312.00

Straight time is 8:00 am to 4:30 pm weekdays.

Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

All labor is billed at one-half hour minimum for each man.

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

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

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

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

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

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 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 create 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.



**Hanging of signs, both electrical and non-electrical, is permitted at the Donald E. Stephens Convention Center provided that doing so complies with show management rules and regulations. Exhibitors must adhere to all of the following conditions and limitations listed below:**

- 1) The top of a sign may not exceed the height limitation specific to the booth location and show regulations.
- 2) All hanging signs must be sent to RES warehouse, using the hanging sign shipping label included in this exhibitor service manual by the specified deadline date.
- 3) The total weight limit of the sign or materials is not to exceed 1500 lbs. unless approved by RES and the Donald E. Stephens Convention Center.
- 4) All signs, regardless of size, should be constructed of lightweight metals and plastic to allow greater flexibility and ease of installation.
- 5) The final placement of all hanging signs shall be determined by RES prior to installation to ensure minimum stress to the supporting framework.
- 6) No signs are to be hung from any electrical fixtures, raceways, gas, air, fire protection piping, supports or hangers.
- 7) All electrical and neon signs must conform to electrical codes of the Village of Rosemont.
- 8) RES Decorators are responsible for all hanging signs. RES will pre-assemble and hang all signs. No carpenter labor through a display house will be allowed to assemble any hanging sign.
- 9) Set-up instructions must be included with the Hanging Sign Order Form and with the sign crates.
- 10) Because of the structure of the ceiling and the location of exhibits in relation to support beams, the hanging sign may have to be moved from the original specifications.
- 11) Exhibitor personnel or display house may supervise on your behalf. Exhibitors who do not provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by RES.
- 12) You are required to make arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. RES cannot be held liable for damages or misplacement of sign(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the RES Service Center .

# Chicago Travel & Adventure Show

February 1-2, 2025

Deadline To Receive Discounted Rates:  
January 17, 2025

## Hanging Signs Form



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

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

### SHIPPING

☐ Direct ☐ Advanced

### SIGN REQUIREMENTS

☐ Electrical ☐ Non Electrical

### SUPERVISION

☐ RES ☐ Display House ☐ Exhibitor Personnel

Contact Name: \_\_\_\_\_ Time & Date \_\_\_\_\_

### DECORATOR LABOR RATES

Hanging sign crew labor rates  
will increase by 20% if not  
ordered by the deadline date

#### 4 MAN CREW with LIFT

☐ Straight Time - \$715.00 per Hour  
☐ Overtime - \$1,110.00 per Hour  
☐ Double Time - \$1,300.00 per Hour

### INSTALLATION ESTIMATE

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Approx. Hours Hourly Rate Total Estimate

### DISMANTLE ESTIMATE

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Approx. Hours Hourly Rate Total Estimate

### PLACEMENT DIAGRAM

Use diagram below to represent the booth space. Indicate how far from each boundary you would like your sign. The ceiling structure and relation to support beams may require your sign to be moved from your specified location. On signs other than banners, include drawings or blueprints with detailed information so hanging anchor points can be determined. There will be additional labor charges if a hanging sign has to be moved once it has been suspended based on location indicated by the diagram provided by the exhibiting company or display house.

\_\_\_\_\_ Feet From the Back | Adjacent Booth / Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet From the Left

Adjacent Booth / Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet From the Right

Adjacent Booth / Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet From the Front | Adjacent Booth / Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet From the Floor to Top of Sign

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

## **Special Freight Services**

### **Small Passenger Vehicles Only!**

- 1) To facilitate the move-in and move-out of exhibitors with small exhibit material shipments, Rosemont Exposition Services is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made one way from the dock to your booth or your booth to the dock. Charges for this service is \$125.00.
- 2) This service is for those who have small and carry items all of which must fit on a 3' x 4' push cart, in one trip only. If you arrive with a truck/van or trailer filled with exhibit materials you will not qualify for this service and will be redirected.
- 3) A cartload is eight (8) pieces or less (weighing less than 250 lbs. total.) There is one cartload allowed per booth.
- 4) Your vehicle must unload on the receiving dock of the exhibit hall. (RES personnel will direct vehicles.) The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle. One person to go with your product to the booth space and one person to remove your vehicle from the unloading area to parking area.
- 5) Freight that is too large or heavy must be handled by RES at their freight handling rates. No personal trucks (1 ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

### **Vehicles that qualify:**



Sedan



Van



Sports Utility Vehicle



Pickup

Dock to Booth: \_\_\_\_\_ Number of trip x \$125.00 = \$ \_\_\_\_\_

Booth to Dock: \_\_\_\_\_ Number of trip x \$125.00 = \$ \_\_\_\_\_

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

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

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

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



**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 **December 30, 2025**. Shipments received at the RES warehouse by **January 17, 2025** will be weighed, inspected and charged at a rate of **\$125.00 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 **January 17, 2025**, will be charged at the rate of **\$130.00 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 at a rate of **\$115.00 per cwt.** (100 lb. minimum) per shipment. This rate includes pick-up, storage and return of empty crates and cartons.

**3) OVERTIME/SURCHARGES**

There will be a **\$20.75 per cwt.** surcharge for any freight loaded or unloaded on Saturday or after 4:00 p.m. weekdays. There will be a **\$41.50 per cwt.** surcharge for any freight loaded or unloaded on Sunday or Holidays. Uncrated display materials, container shipments and "loose loads" will be loaded and unloaded at the direct shipment rate plus a **\$20.75 per cwt.** surcharge due to the extra time and care required to handle these shipments. Van line shipments which require additional unloading time and/or special handling will also be subject to this **\$20.75 per cwt.** surcharge.

**4) MOBILE UNITS**

All vehicles (i.e. cars, trucks & motorcycles) being displayed will be charged at a round trip rate of \$200.00 each.

**5) UPS / FEDEX SHIPMENTS**

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

**6) 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 January 17, 2025: We will ship \_\_\_\_\_ lbs. @ \$125.00 per cwt. (100 lb. min) = \$ \_\_\_\_\_

Advance crated shipments received at the warehouse after January 17, 2025: We will ship \_\_\_\_\_ lbs. @ \$130.00 per cwt. (100 lb. min) = \$ \_\_\_\_\_

Direct exhibit display material shipments to the Donald E. Stephens Convention Center: We will ship \_\_\_\_\_ lbs. @ \$115.00 per cwt. (100 lb. min) = \$ \_\_\_\_\_

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

**Credit Card Payment Information**

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV2 Code: \_\_\_\_\_

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

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

**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 **December 30, 2025** and must arrive no later than **January 30, 2025**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on January 31, 2025 only. No earlier.

**2) WHERE TO SHIP**

**DIRECT SHIPMENTS**

Address all shipments to Donald E. Stephens Convention Center:

Exhibitors name:  
Booth number:  
Chicago Travel & Adventure Show  
c/o Rosemont Exposition Services  
9300 Williams Street  
Rosemont, Illinois 60018

**ADVANCE SHIPMENTS**

Address all shipments to Warehouse:

Exhibitors name:  
Booth number:  
Chicago Travel & Adventure Show  
c/o Rosemont Exposition Services  
3412 N. River Road  
Franklin Park, Illinois 60131

**3) 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 insure passage of show materials into the United States. All freight should be consigned to a certified broker for customs clearance. If your company does not have a customs broker please call Airways Freight at 800-643-3525 for international shipping assistance.

- 4) To assist you in setting up your **OUTGOING SHIPMENT**, Rosemont Exposition Services will have a drayage desk located at the Exhibitor's Service Center. Labels, shipping instruction forms and shipping information will be available.
- 5) At the close of the show, where carriers fail to pick up or refuse to accept shipments, the drayage contractor reserves the right to re-route such 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.
- 6) Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- 7) No material may be loaded or removed from the Exhibit Hall until **4:00pm on February 2, 2025**. Any freight left in the Exhibit Hall **after 8:00pm on February 2, 2025** will be re-routed in accordance with the conditions in item # 5 of these shipping Instructions.
- 8) 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, transportation back to the RES warehouse to be given to the selected carrier the next business day.

**9) 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.
- 10) 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.

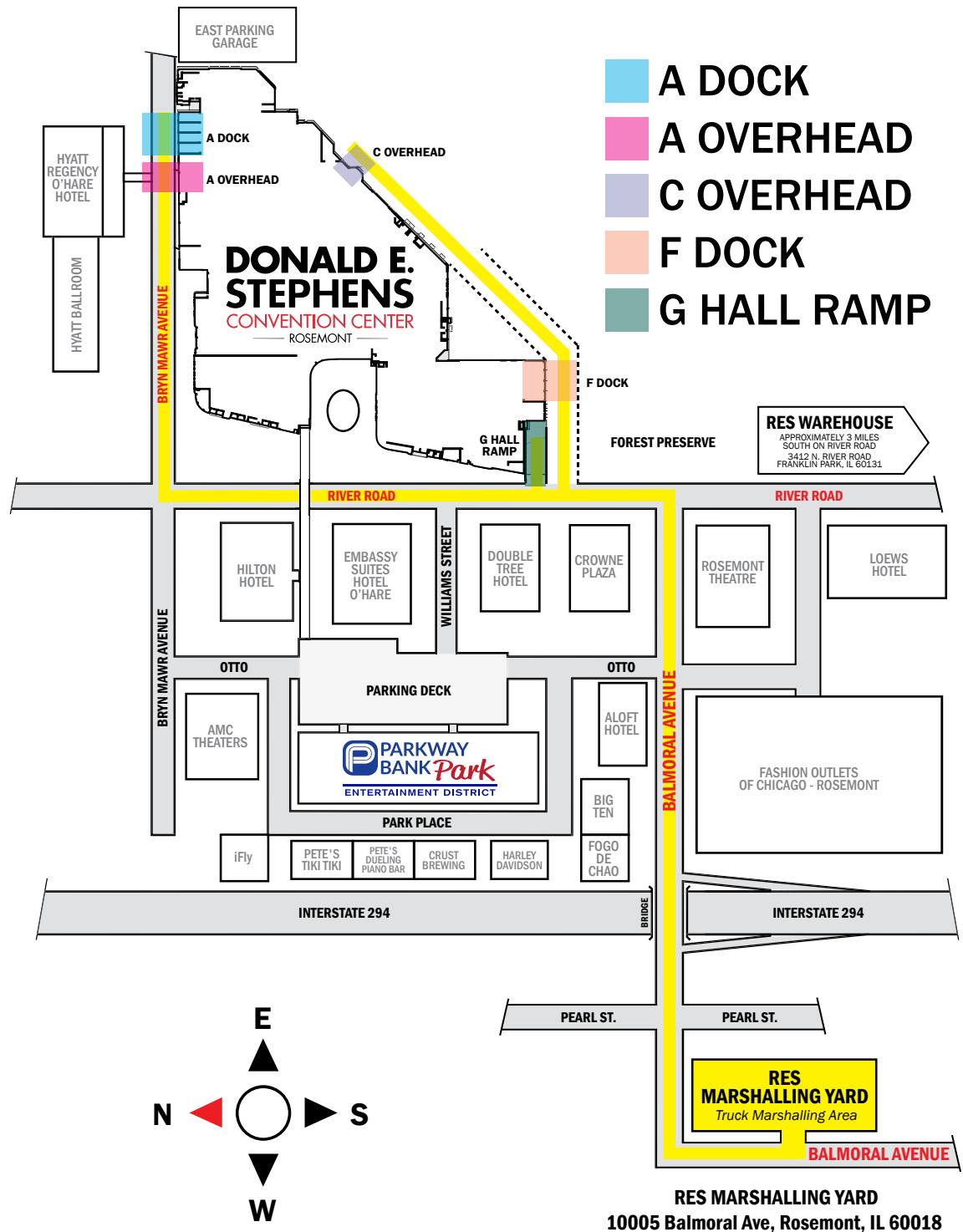
*\* To avoid disputes in drayage (freight weight) exhibitors should send freight certified.*

# Freight Check-In Procedures



All vehicles delivering or picking up freight at the Donald E. Stephens Convention Center are required to check in at the RES Marshalling Yard before arriving at the convention center. Once your driver has checked in, their vehicle will be directed to the proper door or dock for unloading or loading.

Please make sure this map gets forwarded to the trucking company representative responsible for the shipping arrangements.



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

**RECOMMENDED LTL GROUND AND LOCAL CARRIER:**



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



888-536-5699 • tradeshow@saia.com  
www.saia.com

**OPTIONAL LTL CARRIERS:**



800-654-7019  
tradeshow@freight.abf.com  
www.abfs.com

**RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:**



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

Exhibiting companies are also welcome to ship show materials into and out of the Donald E. Stephens Convention Center and advance warehouse using any carrier of their choice.

# **AIRWAYS****FREIGHT**®

**LAND • AIR • SEA**

## ***Delivering Performance***

### **International Air, Ocean, Ground & Customs Clearance Services**

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

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

<b>KEY DATES:</b>	Show Dates: <b>February 1-2, 2025</b>
	Delivery deadline to advance warehouse: <b>January 30, 2025</b>
	Show Move In: <b>January 31, 2025</b>
	Show Move Out: <b>February 2, 2025</b>

<b>SHIPPING DEADLINES:</b>	<b>FCL SEA FREIGHT</b> shipments must arrive port of Chicago no later than (or 10 days before target / required delivery date):	<b>7 days prior to target date</b>
	<b>LCL SEA FREIGHT</b> shipments must arrive port of Chicago no later than:	<b>10 days prior to target date</b>
	<b>AIRFREIGHT</b> shipments must arrive Chicago O'Hare Airport (ORD) no later than:	<b>4 days prior to target date</b>

\*\*Ocean FCL and Shipments destined for advanced receiving should arrive 7 working days prior to latest advance receiving date.

\*\*Ocean LCL Shipments should arrive no later than 10 working days prior to latest advance receiving date.

#### **FINAL DESTINATION for SEA shipments: CHICAGO**

#### **FINAL DESTINATION for AIR shipments: CHICAGO (ORD)**

- FCL ocean shipments should NOT be booked to the door, as we cannot maintain proper delivery control for door moves, which could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling.
- Ocean shipments can be received (Breakbulk, FCL & LCL) at other USA seaports (Houston, San Francisco, Seattle or New York). Contact us for deadlines, instructions, and rates.
- Air shipments can be received in Chicago (ORD). Contact us for deadlines, instructions, and rates .
- All documents should be sent to Airways or their in country appointed agent (see list attached) at least 3 days prior to dispatch of shipment.



## MARKING INSTRUCTIONS

All pieces or shipping crates must be clearly outlined below. Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

## CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales or consumption will be cleared as dutiable entries. For goods that will be re-exported, we recommend the use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. Please ensure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported. All commercial invoices should be sent to us prior to shipment for our review at: [res@airwaysfreight.com](mailto:res@airwaysfreight.com)

## IMPORTANT US CUSTOMS RULES AFFECTING SEA FREIGHT SHIPMENTS:

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

Further information is also available at CBP web link: [http://www.cbp.gov/xp/cgov/trade/cargo\\_security/carriers/security\\_filing/](http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/)

## DOCUMENTARY REQUIREMENTS

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

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information and customs data can be gathered prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **All shipments must be pre-alerted to Airways Freight Corporation** 2 days prior to arrival for air freight and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details as well as copies of all shipping documents.
- **Commodities requiring additional documentation, permits and other governmental agency approval:**
  - Food stuffs & beverages
  - Medical devices and instruments
  - Self powered vehicles/combustion engines
  - Perishables
  - Textiles and garments
  - Pharmaceuticals
  - Military and defense articles
  - Dangerous goods (including lithium powered devices)
  - Items emitting radiation (including monitors, lasers, etc)
  - Wood products

*If your shipments contain any of these items, please contact us to confirm admissibility requirements prior to dispatch of your shipment.*

## GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below and we will introduce you to a selected partner in your country.

## INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider. The policy should extend coverage of their stand and equipment during transit to and from the show as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in the RES instructions once they arrive at the dock of show site or advance receiving warehouse.

## PAYMENT REQUIREMENTS

**A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.**

If you choose to use your own forwarder, it is imperative that they follow our instructions closely and email a pre-advise to the address/number listed below. If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

EMAIL:	<a href="mailto:res@airwaysfreight.com">res@airwaysfreight.com</a>
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

CHICAGO TRAVEL & ADVENTURE SHOW  
C/O ROSEMONT EXPOSITION SERVICES  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN JANUARY 30, 2025**

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# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

CHICAGO TRAVEL & ADVENTURE SHOW  
C/O ROSEMONT EXPOSITION SERVICES  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN JANUARY 30, 2025**

# **DIRECT SHIPMENT TO THE CONVENTION CENTER**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

**To:** \_\_\_\_\_

exhibitor name

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

CHICAGO TRAVEL & ADVENTURE SHOW  
C/O ROSEMONT EXPOSITION SERVICES  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

**DELIVER ON JANUARY 31, 2025 ONLY**

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# **DIRECT SHIPMENT TO THE CONVENTION CENTER**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

**To:** \_\_\_\_\_

exhibitor name

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

CHICAGO TRAVEL & ADVENTURE SHOW  
C/O ROSEMONT EXPOSITION SERVICES  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

**DELIVER ON JANUARY 31, 2025 ONLY**

# **HANGING SIGN ADVANCE SHIPPING**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

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

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

**CHICAGO TRAVEL & ADVENTURE SHOW  
C/O ROSEMONT EXPOSITION SERVICES  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131**

**DELIVER NO LATER THAN JANUARY 24, 2025**

# **HANGING SIGN ADVANCE SHIPPING**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

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

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

**CHICAGO TRAVEL & ADVENTURE SHOW  
C/O ROSEMONT EXPOSITION SERVICES  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131**

**DELIVER NO LATER THAN JANUARY 24, 2025**