

A low-angle photograph of the Donald E. Stephens Convention Center building, showing its modern architecture with a perforated metal facade and colorful horizontal bands. The sky is blue with light clouds.

# Meteorological TECHNOLOGY EXPO NORTH AMERICA 2022

August 31-September 1, 2022

DONALD E. STEPHENS CONVENTION CENTER  
ROSEMONT, ILLINOIS



**EXHIBITOR SERVICES MANUAL**

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

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## RES CUSTOMER SERVICE CONTACT INFORMATION

**General**  
847-696-2208  
customerservice@rosemontexpo.com

**Marne Kirkwood**  
847-993-4803  
mkirkwood@rosemontexpo.com

**Linda Talaber**  
847-993-4657  
ltalaber@rosemontexpo.com

Visit [RESEXPO.com](http://RESEXPO.com) for Online Ordering



## *Welcome to Rosemont*

The Rosemont Convention Bureau provides 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 greater Chicagoland area.



The entertainment district is home to 13 dining and entertainment venues including Adobe Gila's, AMC Theatre, Big Ten Experience, Bub City, Five Roses Pub, Fogo de Chão, Hofbräuhaus Chicago, iFLY Indoor Skydiving, Joe's Live, Kings Dining & Entertainment, Park Tavern, Sugar Factory, 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 The Rose, Westin, Marriott Suites, Hyatt Place, Holiday Inn Select, Hampton Inn & Suites, Edward Hotel, Sheraton, Hyatt Rosemont and Best Western 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 and the Cube nightclub, 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, Gene & Georgetti, Carmine's, Truluck's and Harry Caray's are all fine dining establishments that call the community home, as do popular and casual spots such as RAM Restaurant, T.G.I. Fridays, Moretti's, Murray Bros. Caddyshack and Dave & Buster's also Gino East and Giordano's, both known for their Chicago style deep dish pizza.



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

## Meteorological Technology Expo North America 2022

August 31-September 1, 2022

Deadline To Receive Discounted Rates:  
August 10, 2022

### SHOW COLORS

Back Drape: Blue

Side Drape: Blue

Carpet: Red

### EXHIBITOR MOVE-IN

Monday, August 29, 2022

8:00am - 4:30pm

Tuesday, August 30, 2022

8:00am - 4:30pm

### SHOW HOURS

Wednesday, August 31, 2022

10:00am - 5:00pm

Thursday, September 1, 2022

10:00am - 5:00pm

### EXHIBITOR MOVE-OUT

Thursday, September 1, 2022

5:00pm - 9:00pm

Friday, September 2, 2022

8:00am - 12:30pm

### SHOW MANAGMENT

### CONTACT INFORMATION

Annika Gleichmann

UKI Media & Events

Abinger House, Church Street

Dorking, RH4 1DF, United Kingdom

Tel: +44 1306 743744

Email: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com)

## Show Organizer Contact Information

### Meteorological Technology World Expo North America 2022

UKi Media & Events

Abinger House

Church Street

Dorking

Surrey RH4 1DF

UK

Tel: +44 1306 743744

Email: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com)

For the show website, please click [here](#)

### Contacts

Annika Gleichmann – Exhibition Operations Director

Email: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com)

Exhibitions Operations Team

Email: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com)

Sandy Greenway – Event Director

Email: [sandy.greenway@ukimediaevents.com](mailto:sandy.greenway@ukimediaevents.com)

## **Important Information**

The organizer appoints RES to be the official freight and on-site lifting (AKA Material Handling) agent. They will be the only company allowed to manage and operate forklift trucks. This is for health and safety reasons as well as insurance ramifications. No other external forklift trucks will be allowed in the building or in the exhibition grounds.

If you require waste removal for your booth, please contact [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com) or visit the RES Service Center.

## **SHOW TIMES**

### **Exhibitor Move-In, Show hours and Move-out Information**

#### **Exhibitor Move-in:**

Monday, August 29, 2022      8:00am - 4:30pm

Tuesday, August 30, 2022      8:00am - 4:30pm

#### **Show Hours**

Wednesday, August 31, 2022      10:00am - 5:00pm

Thursday, September 1, 2022      10:00am - 5:00pm

During the exhibition period, exhibitors will have access to the hall one hour before the opening and 30 minutes after the closing hours to service their booths.

We remind you that according to our regulations, someone must remain present on your booth until the show closes at 5:00pm on Thursday, September 1, 2022. We thank you for taking this into consideration when organising your booth breakdown and travel arrangements.

#### **Exhibitor Move-out**

Thursday, September 1, 2022      5:00pm - 9:00pm

Friday, September 2, 2022      8:00am - 12:30pm

## **Breakdown Information**

No exhibits may be removed before the exhibition closes at 5:00pm on Thursday, September 1, 2022, nor will any contractors be allowed into the halls until this time; please ensure that you have briefed your contractors and scheduled travel accordingly.

When the exhibition closes at 5:00pm, the carpet will be taken up as quickly as possible. Exhibitors are requested not to put anything in the aisles which might impede this activity. Empty cases and packing material stored with the official on-site handling agent will not be delivered until the carpet has been removed.

Once the carpet has been removed, RES will return empty crates and containers as soon as possible. Exhibitors that require fork-lift assistance for repacking and/or loading, should note that this will only be available once all the empties have been returned. We appreciate your patience in this matter.

Exhibitors are reminded that security will cease once the exhibition has closed. Items of value left on the booth including freight are the responsibility of the exhibitor. Please speak to the organizer if you would like to hire a guard for this period or if you would like to arrange to have your goods moved into secure storage prior to the arrival of the forwarding agent.

All materials, packaging and waste must be removed from the halls and booth dismantling completed by 12:30pm on Friday, September 2, 2022.



## Show Floor Plan

Please find the current show floorplan [here](#). For a technical floorplan or a pillar plan please email: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com).

## **Company Logo Upload**

Please click [here](#) to upload your company logo.

If you have misplaced your unique username and password which was sent to all exhibitors by the Organizer, please contact them immediately and they will email the details: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com).

## Exhibitor Badges

Badges allowing exhibitors to enter the exhibition hall throughout the build-up, exhibition opening and dismantling periods will be issued free of charge and must be ordered using the Exhibitor Badge Order Form via the Organizer's Exhibitor Portal.

In order to avoid the opening morning rush at registration, we highly recommend that exhibitors who have not received their badge prior to this or who wish to make changes to their badges, go to registration on Tuesday, August 30, 2022, from 12 midday. Exhibitors will not be allowed entry to the hall during exhibition days without a valid badge.

Exhibitors are reminded to wear their badges at all times during the exhibition. During exhibition hours, any exhibitor without a badge will be required to obtain one from registration. Exhibitor badges are strictly for staff manning the booth only. No other personnel should wear exhibitor badges.

To order your exhibitor badges via the Organizer's Exhibitor Portal, please click [here](#).

If you have misplaced your unique username and password which was sent to all exhibitors by the Organizer, please contact them immediately and they will email your details: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com).

Please note badges will *not* be sent in the mail. Please collect your badges onsite using your unique Fast Track codes!

It is the responsibility of the main exhibitor to pass on their login details to any company sharing their booth space, so that they too can order their own exhibitor badges.

## **Parking & Venue Floor Plan**

Please click [here](#) for directions and parking at the venue.

Please click [here](#) for the venue floor plan.

## Exhibitor Promotion

Three-steps to your successful and free of charge show promotion:

### 1. Your company logo

Here you can upload [your logo](#).

### 2. Exhibitor 50-word Show Guide Listing - **DEADLINE: July 18, 2022**

All exhibitors should provide their company name, website address and a 50-word company description for publication in the official show guide (the free, on-site event catalogue available at every main entrance/exit). The description should introduce your company to those who may not be familiar with what you do.

If the entry has not been received, only your website as provided on your booth space agreement will be listed. Therefore, please ensure this is correct. Please note that the inclusion of any entries received after the deadline cannot be guaranteed.

Please note that it is the responsibility of the main exhibiting company to pass login details to any companies they may be sharing their space with, so that they may enter their own listing.

The list of products and services is a very useful tool for attendees seeking potential new partners in specific market sectors. Please ensure you select the categories most relevant to your company's products and services as soon as possible.

Please click [here](#) submit your exhibitor listing.

### [Scam Warning](#)

If you have misplaced your unique username and password which was sent to all exhibitors by the Organizer, please contact them immediately and they will email the details: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com).

### 3. Exhibitor Show News

All exhibitors will be contacted by our show news editorial team prior to the event and invited to share their SHOW NEWS.

If you have a NEW product or service you are launching at the event, or an update to an existing solution, please share 200 words about the new product or service and at least one hi-res JPEG photo with the show news team, who will use it to produce the official magazine show preview, as well as on the event website; and for e-marketing to the whole database. *(Please note: We cannot guarantee inclusion but an early submission that contains a genuine, newsworthy development will be very persuasive!)*

For any further questions about show news, please contact a member of the Show News team, care of:

Anthony James  
Managing Director, Magazines  
[anthony.james@ukimediaevents.com](mailto:anthony.james@ukimediaevents.com)

## **Photography and Video Footage**

The Organizer reserves the right to use any or all photos taken during the exhibition by the official photographer for the purpose of marketing or other promotional activity. Exhibitors that would prefer booth photos to not be used should email the Organizer stating this request. Email: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com).

## **PR & Marketing**

You can download the event logo [here](#).

We work hard as event organizers to build strong relationships with specialist trade press, as well as regional and national media, to make sure that our shows, and our exhibitors, get maximum exposure. We also encourage all exhibitors to join the PR and marketing campaign by taking a proactive approach before, during and after shows.

### **Generating PR ahead of the event**

There are lots of opportunities for you as an exhibitor to showcase your products and services in the build-up to a show. To help, think about the following, and how it could be linked to your presence at the show:

- Have you recently launched a new product, service or technology? Do you plan to do so at the show?
- Has the company recently achieved a sales record, landed a contract win, or announced financial results?
- Are there any special promotions you are currently running?
- Has the company taken on any new members of staff or made any interesting recent investments?

If you are interested in taking part in one of our pre-show emailer marketing campaigns to showcase your company news, please contact Anthony James (Expo News, Media and Promotions Director) by email: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com).

### **Press packs and releases**

All exhibitors should come equipped with a press release for the media, but a comprehensive press pack is ideal. Press material can be placed in the show's dedicated media center on-site and also retained by your organization for additional distribution to media visiting your booth.

### **Interviews and press conferences**

Exhibitions provide the perfect platform for direct contact with the media in your industry. Your company spokespeople should ideally be media trained, but at the very least should be well prepared and provided with a list of key messages to communicate during the event.

Interviews should be offered to the media – and set up – in advance of the event, in order to enable more precise planning. We can assist with this if required.

Exhibitions also present the perfect opportunity to organize a press conference. These can take the form of an informal media gathering on your booth, or a larger, formal presentation in dedicated facilities with full audio-visual support. We can assist you with press conference planning and media invitations if required.

## Social media

If tweeting or posting about your participation at Meteorological Technology World Expo North America on social media, please use the event hashtag: **#MetTechExpoNA**

You can also find us on Twitter: [@MetTechExpo](#), [LinkedIn](#) and [Facebook](#)



## **Waste Removal**

All waste booth fitting materials and rubbish must be cleared by no later than 5:00pm on Tuesday, August 30, 2022, prior to the opening of the exhibition.

Any waste exhibits or booth building materials should be removed after the exhibition no later than by 12:30pm on Friday, September 2, 2022.

All exhibitors are required to remove their own waste/booth fitting and packing materials. Any materials left on their booth will be removed and the charges invoiced directly to the exhibitor.

If you require waste removal for your booth, please contact [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com) or visit the RES Service Center.

## Visa Invitation Letter

If you need to apply for a Visa to be able to enter the US then please complete the Business Visa Application Form and the Organizer's Visa team will issue your visa invitation letter to assist you with your visa application process.

Please click [here](#) to download the Business Visa Application Form and complete one form for each person. Please ensure you complete the form in printed format and not handwritten to avoid any errors. Please return the form to the Visa team by email to [visa@ukimediaevents.com](mailto:visa@ukimediaevents.com).

If you have any questions then please contact the Organizer's Visa team directly, email: [visa@ukimediaevents.com](mailto:visa@ukimediaevents.com).

## **Venue Rules and Regulations / Build Heights**

Please find the Rosemont Public Safety Requirements [here](#).

Please find the venue's Emergency Safety Procedures [here](#).

### Build heights

Please be aware that the maximum build height is 16 ft.

## **Water Service**

Water and waste supply to the booths in the halls is via floor channels and/or floor-mounted connectors. Some booth areas may not have a water/waste connection. If you require this service, it is important that you contact [customerservice@rose-montexpo.com](mailto:customerservice@rose-montexpo.com) as soon as possible.

You are obliged to allow your neighbors access to water/waste supply points which may fall within your allocated booth space, just as they would be obliged to allow you access to a supply point within their booth space. In some cases, this may require a raised floor installed on part or all of your allocated booth space. The cost of this raised floor is not included in the booth rental and it is your responsibility to negotiate with your neighbour requiring the water connection regarding this cost.

## Security

The Organizer has arranged for security guards to patrol the exhibition during the day and for the halls to be fully locked each night. However, exhibitors are advised to take precautions against theft and to be vigilant at all times. This is especially important during build-up and breakdown when there are a lot of people entering and exiting the halls.

The Organizer does not accept responsibility for missing items and exhibitors should insure against loss. Any items believed to have been stolen must be reported immediately to the Service Centre as it will be necessary to complete an official report. If you wish to hire an individual security guard for your booth, please contact Andy Frain Services (see below). In addition to being cautious, exhibitors should take care to protect their possessions in their absence - particularly at night when their booth is not staffed.

Please note: When the show officially closes at 5:00pm on Thursday, August 1, 2022, security will cease. Please therefore ensure that you have made suitable security arrangements for equipment left in your booth area during the dismantling period.

## Security Tips

DO NOT ship display material directly to the Donald E. Stephens Convention Center for receipt and storage. Most exhibition centres do not have adequate secure storage space, nor can they take on the added responsibilities of ensuring your property against theft. All exhibit materials should be sent to the official freight forwarding and on-site handling contractor for the event both for safekeeping and delivery to the proper location at the proper time.

DO ship exhibit materials in sturdy containers, which do NOT indicate contents. Your company name and address, the name of the event and booth number should be clearly marked on all boxes and crates.

DO NOT leave unpacked display material unattended during set-up or dismantle hours. Make sure shipping containers are EMPTY prior to being sent to storage during the event. During dismantle, pack, seal and address all containers and consign them to the on-site handling agent for return shipment BEFORE leaving your booth.

DO securely fasten lightweight high-theft-risk items such as laptop computers, cameras, calculators, stereos, DVD's using tethers or lock them in showcases. Personal items of value should never be left in an unattended booth. Small items should not be left out where people can easily take them. NEVER leave laptop computers unattended, even for a few minutes.

DO NOT store items of value behind your booth or under a counter or table. Keep all brochures and sales material at the front of your booth so you never have to turn your back on your customers. Your booth can get very busy; it is at times like this that losses may occur.

DO lock up high-theft-risk items overnight or take them with you at the end of each day. If this is not possible and you require a booth security guard, please contact:

Andy Frain Services

Phone: (630) 820-3820

Email: [sshepherd@andyfrain.com](mailto:sshepherd@andyfrain.com)

## **Booth Cleaning**

All waste booth fitting materials and rubbish must be cleared by no later than 5:00pm on Tuesday, August 30, 2022, prior to the opening of the exhibition.

Any waste exhibits or booth building materials should be removed after the exhibition no later than 12:30pm on Friday, September 2, 2022.

All exhibitors are required to remove their own waste/booth fitting and packing materials. Any materials left on their booth will be removed and the charges invoiced directly to the exhibitor.

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 the form in the exhibitor kit. For further queries, please contact: [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com).

## Lead Retrieval / Data Capture

Capture the contact details of everyone who visits your booth at Meteorological Technology World Expo North America with our simple-to-use Visit Connect automatic lead-retrieval system.

Click [here](#) to order your Lead Retrieval.

If you have misplaced your unique username and password which was sent to all exhibitors by the Organizer, please contact them immediately and they will email your details: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com).

## **Scam Warning**

### **Attendee List Email Scam**

Emails are circulating that offer to sell attendee lists for our exhibitions and conferences. These emails are sent by scammers either impersonating UKi Media & Events or appearing to be a legitimate company associated with UKi Media & Events.

Note that UKi Media & Events never sells or shares its exhibitor or attendee lists. It is not possible that they have our attendees' details. We have never authorized a third-party to distribute or sell any lists related to our events and never will. Statements claiming to offer our attendee lists are thus fraudulent.

If you receive emails that propose to sell attendee lists, do not engage with the sender and delete the message immediately.

### **Hotel Booking Scam**

Our exhibitions and conferences are also the target of hotel scams. Scammers call or email attendees and exhibitors, claiming to represent UKi Media & Events and its associated events, and encourage our customers to book rooms using fake promotion codes at a variety of hotels close to the venue.

GCA Global Congress Accommodations are the only official accommodation agency and the only third-party company that may send emails or place phone calls to individuals in order to promote specific accommodations.

For more information regarding accommodation, please visit the 'Travel & Hotels' section within the event website, or contact GCA Global Congress Accommodations directly:

GCA Global Congress Accommodations  
Tel: 888-594-6219 Ext. 1029 (US/Canada)  
Tel: +1 703-449-6418 (International)  
Email: [eli@gcahousing.com](mailto:eli@gcahousing.com)

### **Showguide Scam**

It has been brought to our attention that our exhibitors are being approached to promote their participation at the show in 'Expo Guide'. The letter is written to be misleading and what appears to be an offer of a FREE listing will actually cost your company a significant amount of money. We do not endorse this guide and we urge you to disregard any correspondence you may receive in relation to an 'Expo Guide'.

If you are contacted by 'Expo Guide', or any other related association, we suggest that you do not progress the conversation any further and that you contact us immediately to inform us of the approach.

The EIC (Events Industry Council) is aware of these scams and has the latest information on these threats on its website. Please click [here](#) for more information.

### **Contractor Scam**

Numerous instances of dubious practices by third-party companies have been reported, including some in the transportation, audio-visual, display rental and installation and dismantling sectors. These companies misrepresent themselves as official contractors and use the strength of our show's brand without sufficient benefit to exhibitors for what they charge. Often, these companies will not deliver the promised services or will deliver poor-quality products and services with minimal customer service. Additionally, these companies may not be present at the show site to assist with any issues, thus causing you more headaches and costs.



## HOTELS

Meteorological Technology World Expo North America's official housing bureau is Global Congress Accommodations (GCA).

[On this site](#) you will find information and links to book your official housing for the upcoming expo. Click on the 'Reserve Your Hotels' tab to see the choices available and book your rooms today!

**GCA Global Congress Accommodations is the only official Meteorological Technology World Expo North America agency. Other agencies that contact you may be a scam.**



## Marketing tool - Customized E-tickets

The Organizer is pleased to offer you customised e-tickets which can be produced with your own company logo and booth number. All you need to do is upload your company logo in an EPS or JPEG format with a resolution of 300dpi and your customised e-tickets will then be produced and sent back to you.

If you would like to participate in this no-cost promotion and email personalised tickets to your customers, please click [here](#) to place your order via the secure website.

If you have misplaced your unique username and password which was sent to all exhibitors by the Organizer, please contact them immediately and they will email your details: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com).

## Booth information and display rules and regulations

The following rules are based on the Guidelines for Display Rules and Regulations established by the International Association of Exhibitions and Events (IAEE). They are to ensure that all booths are planned, designed, built and equipped in a safe and appropriate manner to enable all exhibitors to have the most successful event possible.

UKi Media & Events Ltd reserves the right to interpret these regulations as it deems appropriate to ensure the success of the exhibition.

## Organizer-specific booth and display rules and regulations

### Booth information

A standard booth of 10x10ft includes at least drape. Please check the exhibitor kit for details of what is included in a standard booth.

**Important note – insurance:** Exhibitors must have adequate multi-risk insurance that covers property, equipment and third parties. The exhibitor agrees to obtain and maintain – throughout the duration of the show, including set-up and tear-down – comprehensive general liability insurance coverage naming UKi Media & Events as additionally insured bearing limits of liability for property damage and bodily injury of at least US\$1,000,000 per occurrence. On request, the exhibitor must be able to provide UKi Media & Events with a certificate evidencing such insurance before set-up.

**Important note – large booth:** All exhibits 20 x 20ft and larger require a digital drawing, plans or renderings to be submitted to the organizer and the show's official services contractor a minimum of four weeks before the first move-in day.

**Important note – machines as exhibits:** Any machinery with moving parts, lasers or other potentially hazardous parts can only be placed with prior permission from the organizer. Detailed plans must be submitted at least four weeks before the event.

**Important note – vehicles as exhibits:** Vehicles can only be exhibited with prior permission from the organizer. Please check with the organizer regarding display vehicle rules.

## Booth design and display rules and regulations

### General rules and regulations

All booths must have drape or a different form of walling and suitable carpet/flooring. Pop-up displays and standalone graphics must be accompanied by drape.

Using the back of a neighbor's drape or wall is not permitted.

All booths, regardless of size, must be in keeping with the environment of the event as a whole. Any display deemed unprofessional in appearance – at the sole discretion of the show organizer – will not be permitted.

**Important note – large booth:** All exhibits 20 x 20ft and larger require a digital drawing, plans or renderings to be submitted to the organizer and the show's official services contractor a minimum of four weeks before the first move-in day.

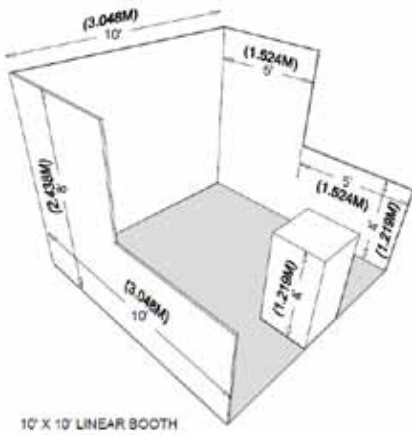
**Important note – machines as exhibits:** Any machinery with moving parts, lasers or other potentially hazardous parts can only be placed with prior permission from the organizer. Detailed plans must be submitted at least four weeks before the event.

**Important note – vehicles as exhibits:** Vehicles can only be exhibited with prior permission from the organizer. Please check with the organizer regarding display vehicle rules.

### Types of booths

#### Line-of-sight style

Line-of-sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement line-of-sight regulations.

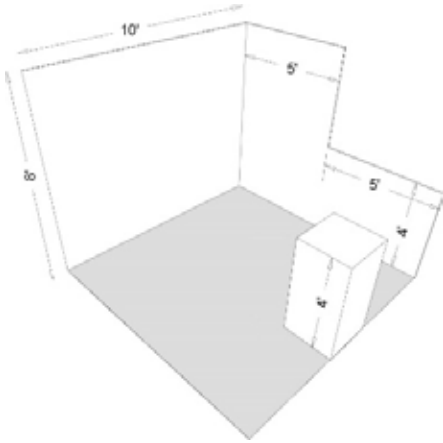


10' X 10' LINEAR BOOTH

**Linear 'in-line' booths\*** – Linear booths are arranged in a straight line and have a neighboring booth on the left and right side, leaving only one side exposed to the aisle. The standard size for a linear booth is 10x10ft but can be joined to larger booth spaces. The maximum back wall height is 8ft.

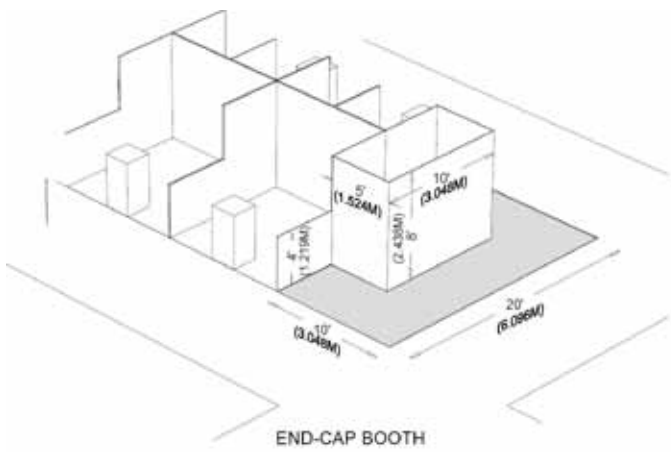
Display materials should not obstruct the sight lines of neighboring exhibitors. The maximum height of 8ft is allowed only in the rear half of the booth space, with a 4ft height restriction imposed on all materials in the remaining space. Note: When three or more linear booths (30 x 10ft or more) are used in combination as a single exhibit space, the 4ft height limitation is applied only to that portion of the exhibit space that is within 10ft (3.05m) of an adjoining booth.

**\* Hanging banners are not permitted for this booth type**



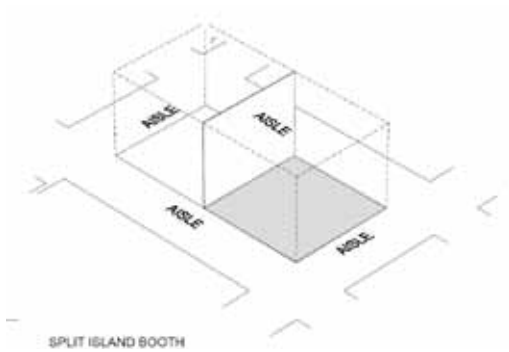
**Corner booths** – This is a linear booth at the end of a row of linear booths. These booths have two open sides to the aisle. The same guidelines as for linear booths apply.

**\* Hanging banners are not permitted for this booth type unless floor space is 400ft<sup>2</sup> or over. Banners must be installed 10ft from adjacent booths and permission must be gained from the organizer.**



**Endcap booths** – An endcap booth is an in-line (linear) booth placed in the position of a peninsula or split island. It will usually have three open sides to the aisle. To keep the line of sight to the rows of booths behind, the central area of the back wall can have a maximum back wall height of 8ft and a maximum back wall width of 10ft. Within 5ft of the side aisles, the maximum height for any display materials is 4ft.

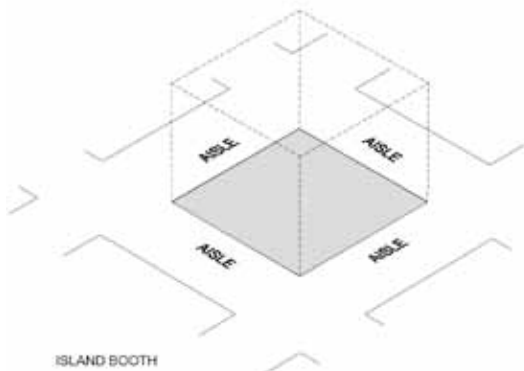
**\* Hanging banners are not permitted for this booth type unless floor space is 400ft<sup>2</sup> or over. Banners must be installed 10ft from adjacent booths and permission must be gained from the organizer.**



**Peninsula – split island booths** – These booths are open on three sides and share a back wall with another peninsula booth.

The entire booth space may be used up to the maximum allowable height.

**\*Double-sided signs, logos and graphics must be set back 10ft (3.05m) from adjacent booths and permission must be gained from the organizer.**



**Island booths** – An island booth is open on all four sides. The entire booth space may be used up to the maximum allowable height.

**\*Double-sided signs, logos and graphics must be set back 10ft from adjacent booths and permission must be gained from the organizer.**

## Maximum build heights

The standard height of any individual exhibition booth is 8ft for the back wall and 4ft for the side walls. Only split island and island booth may use their entire booth space up to the maximum allowable height.

## Issues common to all booth types

### Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the US Americans with Disabilities Act (ADA) and are encouraged to be sensitive and as accommodating as possible to attendees with disabilities. Information regarding ADA compliance is available from the US Department of Justice ADA Information Line (800) 514 0301 and from the ADA website at [www.ada.gov](http://www.ada.gov).

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12in of run (change in length). Ramps should have a minimum width of 36in.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touchscreen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the US Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

## Structural integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

All exhibits 20 x 20ft and larger require a digital drawing, plans or renderings to be submitted to the organizer and the show's official services contractor a minimum of four weeks before the first move-in day.

*Exhibitors should ensure that any display fixtures such as tables, racks or shelves are designed and installed properly to support the product or marketing materials to be displayed.*

## Flammable and toxic materials

All materials used in display construction or decoration must be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and the environment.

Exhibitors must dispose of any waste products they generate during the exhibition in accordance with guidelines established by the US Environmental Protection Agency or the appropriate government entity in the country in which the exhibition will be held, and the guidelines of the exhibition facility.

## Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers or packing materials behind back

drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem or look unsightly.

## Electrical

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110V wiring should be grounded three-wire.
- Wiring that touches the floor should be 'SO' cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for 'extra-hard usage'. It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be 'SJ' that is rated for 'hard usage'.
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps are prohibited.
- Power strips (multi-plug connectors) must be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9in of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical issues at exhibitions, see the CEIR article *Demystifying Electrical Services for the Exhibitor*.

## Lighting

Lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

Exhibitors must adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, must be directed to the inner confines of the booth space.
- Potentially harmful lighting, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the organizer.
- Lighting that spins, rotates or pulsates, and other specialized lighting effects, should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Some convention facilities do not allow certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. LED lights can be very bright yet generally generate less heat.
- Reduced lighting for theater areas should be approved by the organizer, the utility provider and the facility.

## Demonstrations/exhibits

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner that ensures that all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any lines formed for exhibitor-customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentations, audio-visual presentations and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors must be aware of, and adhere to, local regulations regarding fire/safety and the environment.

Special caution must be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors must establish a minimum setback of 3ft and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel.

## Sound/music

The use of sound equipment in booths is only permitted with the organizer's prior approval and as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85dB when measured from the aisle immediately in front of the booth. If an exhibitor or attendee is standing within 10ft of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the US Occupational Safety and Health Act [OSHA] at [www.osha.gov](http://www.osha.gov) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to ASCAP, BMI and SESAC, collect copyright fees on behalf of composers and publishers of music. It is the exhibitor's responsibility to be aware of copyright laws and submit fees to the appropriate organizations.

**For approval through the organizer please email: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com).**

## Vehicles

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations.

**Important note: Vehicles can only be placed with prior permission from the organizer. Please email the organizer regarding display vehicle rules: [metna@ukimediaevents.com](mailto:metna@ukimediaevents.com).**

## Insurance

**Important note:** The exhibitor must have adequate multi-risk insurance that covers property, equipment and third parties.

Every reasonable precaution will be taken by the organizer to ensure the security and safety of the exhibition hall and adjacent areas and the contents thereof. However, the organizer cannot be held responsible for any loss or damage that may befall the person or property of the exhibitors from any cause whatsoever. While the organizer is insured for public liability, it is the responsibility of the exhibitors to take up cover regarding:

- A. Exhibits and contents of booth against loss or damage by theft, fire and any other natural calamities, or any cause whatsoever.
- B. Expenses incurred due to abandonment or postponement of the exhibition.
- C. Bodily injury or illness to their representative or agent, or visitors in their booth area.
- D. Any other liability due to the negligence, inadvertence or misbehavior of the exhibitor and/or their contractors, staff, representatives or agents.

## Health and safety guidelines and risk assessment

The organizer endeavors to maintain high standards of health and safety and requires exhibitors and contractors to undertake their work in a safe way that does not put themselves or others at risk.

The organizer reserves the right to require the removal from the premises of any persons who do not comply with its requirements or who put themselves or others at risk. The organizer similarly reserves the right to require the removal of any machinery, equipment or material that, in the organizer's opinion, is dangerous when used in the way intended.

## *Exhibitors' responsibility*

All personnel and contractors employed by an exhibitor must be provided with the necessary information, instruction, training and supervision in health and safety matters before coming on-site.

Fire, safety and health regulations: The exhibitor agrees to comply with local, city and state laws, ordinances and regulations and the regula-



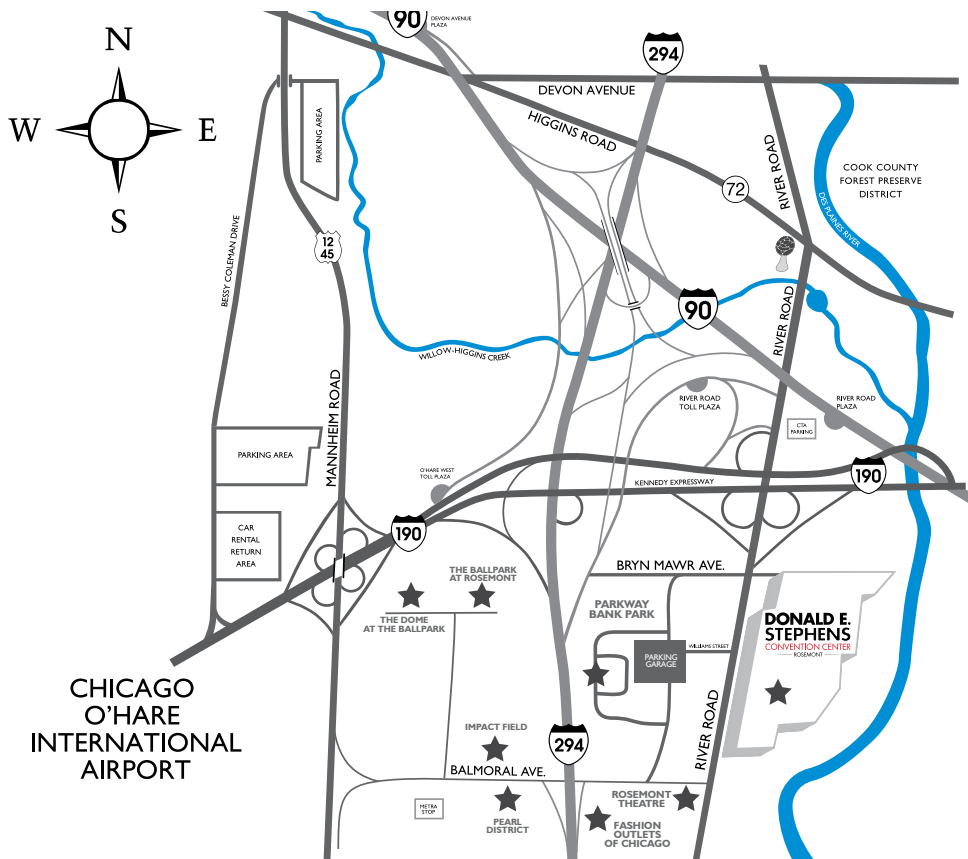
tions of the facility owner covering fire, safety, health and all other matters. Affidavits attesting to compliance with the fire department regulations must be submitted when requested. No combustible materials shall be stored in or around the exhibit booths.

*The following regulations are particularly relevant, although this list is by no means exhaustive:*

1. Maintain emergency gangways through and to the center of the halls in build-up and break-down situations – i.e. do not leave items in the gangway.
  2. All operatives must wear suitable protective clothing relevant to their job. This includes eye, ear, foot and hand protection.
  3. Ensure safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
  4. Ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
  5. Only the organizer's or venue's nominated contractor may carry out any electrical work within the halls.
  6. All materials used for construction or display must meet local authority standards.
- 

Some of the information in these guidelines has been taken from the Guidelines for Display Rules and Regulations established by the International Association of Exhibitions and Events (IAEE) © 2019

# 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
- Best Western at O'Hare
- Chicago Marriott Suites O'Hare
- Crowne Plaza Chicago-O'Hare
- Doubletree Hotel O'Hare-Rosemont
- Edward Hotel Chicago - O'Hare/Rosemont
- Embassy Suites Chicago - O'Hare/Rosemont
- Hampton Inn & Suites
- Hilton Rosemont Chicago O'Hare
- Holiday Inn & Suites Chicago-O'Hare/Rosemont
- Hyatt Place Chicago/O'Hare
- Hyatt Regency O'Hare
- Hyatt Rosemont
- Loews Chicago O'Hare
- Residence Inn by Marriott Chicago O'Hare
- Sheraton Chicago O'Hare Airport Hotel
- The Rose
- The Westin O'Hare



## **PLANS**

Exhibitors having pillars in their booths with a fire extinguisher or a fire hose 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.

## **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 into the building any substance of an explosive nature such as fireworks or Class B or Class A explosives of any type 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, emergency phones, 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 Rosemont Catering Company. For more information call 847-692-6415.

# Meteorological Technology Expo North America 2022

August 31-September 1, 2022

**Deadline To Receive Discounted Rates:**  
August 10, 2022

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 one 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 commencing set-up, and that no badges will be issued until all pertinent paperwork, including a Certificate of Insurance, has been submitted to RES. Also, only members of a Carpenter Labor Union with jurisdiction over Trade Show services within the Chicagoland area can be authorized to provide these setup and dismantle services.

I & D Company: \_\_\_\_\_

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

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

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

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

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

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

Exhibitor Will Pay

I & D Co. Will Pay

FURNITURE:



CARPET:



LABOR:



CLEANING:



FREIGHT:



UTILITIES:



OTHER SERVICES:



### Credit Card Payment Information for Responsible Party

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVW2 Code: \_\_\_\_\_

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

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

### Acceptance of this is contingent upon:

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

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

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

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

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

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



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customerservice@rosemontexpo.com

To: Rosemont Exposition Services, Inc.

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: \_\_\_\_\_

	Exhibitor Will Pay	Third Party Will Pay
FURNITURE:	<input type="radio"/>	<input type="radio"/>
CARPET:	<input type="radio"/>	<input type="radio"/>
LABOR:	<input type="radio"/>	<input type="radio"/>
CLEANING:	<input type="radio"/>	<input type="radio"/>
FREIGHT:	<input type="radio"/>	<input type="radio"/>
UTILITIES:	<input type="radio"/>	<input type="radio"/>
OTHER SERVICES:	<input type="radio"/>	<input type="radio"/>

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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

# Access Our Website at [www.resexpo.com](http://www.resexpo.com)

## STEP BY STEP ONLINE ORDERING

- 1) **E-MAIL ADDRESS:**  
Enter your e-mail address.
- 2) **PHONE NUMBER:**  
Enter your corporate phone number (do not use dashes ex 1231234567)
- 3) **SIGN IN:**  
Click the "Sign In" button
- 4) **SHOW SELECT:**  
Use the pull down menu to select the show you will be attending.
- 5) **SELECT BOOTH #:**  
Use the pull down menu to select the booth number.
- 6) **ORDERING:**  
Use the 7 tabs at the top of the page 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.



# Order Summary and Payment



## Meteorological Technology Expo North America 2022

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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  
**Rosemont Exposition Services, Inc.**

Bank - Wire Transfer information  
**Bank transfer to Parkway Bank & Trust Co.**  
ABA# **071908160** ACCT# **109754**

International  
**Bank transfer to Pacific Coast Bankers' Bank**  
SWIFT# **PCBBUS66** ACCT# **109754**  
*(There is a \$25.00 USD fee per each international transfer)*

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

### Payment Information for Credit Cards

- MasterCard
  VISA
  American Express
  Discover Card

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

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

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

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

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

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

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

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

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

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

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

## ORDER SUMMARY AND PAYMENT SHEET

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

## STANDARD FURNITURE - CARPET RENTAL - CUSTOM FURNITURE - UTILITIES

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

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

## CANCELLATION TERMS

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

## LABOR

When ordering labor, please be aware of the following:

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

## MATERIAL HANDLING

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

## WASTE REMOVAL

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

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

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



## Meteorological Technology Expo North America 2022

August 31-September 1, 2022

Deadline To Receive Discounted Rates:  
August 10, 2022

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

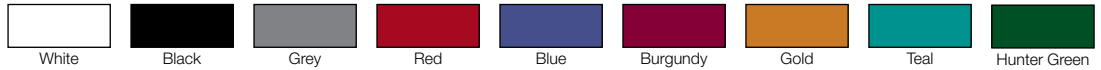
9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797  
customerservice@rosemontexpo.com

### SKIRTED TABLES & 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	\$110.00	\$160.00	\$ _____
2' x 4' x 42" Skirted Table	_____ x	\$115.00	\$165.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$120.00	\$170.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$125.00	\$175.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$130.00	\$180.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$135.00	\$185.00	\$ _____
4th side of skirting	_____ x	\$40.00	\$55.00	\$ _____
Skirt color	_____			
1' x 4' x 1' Skirted Riser	_____ x	\$50.00	\$80.00	\$ _____
1' x 6' x 1' Skirted Riser	_____ x	\$60.00	\$90.00	\$ _____
4th side of skirting	_____ x	\$20.00	\$25.00	\$ _____
Skirt color	_____			



### UNSKIRTED TABLES & RISERS



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

### BOOTH FURNITURE



	QUANTITY	DISCOUNT	STANDARD	TOTAL
30" Diam. Round Table 30" Tall (Black Top)	_____ x	\$175.00	\$225.00	\$ _____
30" Diam. Round Table 42" Tall (Black Top)	_____ x	\$175.00	\$225.00	\$ _____
Arm Chair	_____ x	\$100.00	\$125.00	\$ _____
Black Barstool with back	_____ x	\$105.00	\$130.00	\$ _____
Side Chair	_____ x	\$75.00	\$105.00	\$ _____

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

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

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

## BOOTH ACCESSORIES



	QUANTITY	DISCOUNT	STANDARD	TOTAL
Chrome Coat Tree	_____ x	\$45.00	\$60.00	\$ _____
Tablet Stand	_____ x	\$175.00	\$200.00	\$ _____
Wastebasket	_____ x	\$15.00	\$20.00	\$ _____
Large Trash Can	_____ x	\$30.00	\$45.00	\$ _____
22" x 28" Sign Holder	_____ x	\$80.00	\$110.00	\$ _____
Adjustable Easel	_____ x	\$30.00	\$45.00	\$ _____
Wooden Park Bench	_____ x	\$165.00	\$195.00	\$ _____
Bag Display	_____ x	\$75.00	\$100.00	\$ _____
Chrome Stanchion	_____ x	\$50.00	\$65.00	\$ _____
Chrome Stanchions w/ 6' Black Tension Rope	_____ x	\$90.00	\$120.00	\$ _____



## SPECIAL BOOTH DRAPE & EQUIPMENT

### Drape Colors



	QUANTITY	DISCOUNT	STANDARD	TOTAL
Background Drape (8' high)	_____ ft x	\$15.00/ft	\$20.00/ft	\$ _____
Side Drape (3' high)	_____ ft x	\$10.00/ft	\$12.50/ft	\$ _____

Drape color \_\_\_\_\_

Up-Rights 3' high	_____ x	\$13.50	\$18.50	\$ _____
Up-Rights 8' high	_____ x	\$15.00	\$18.50	\$ _____
Crossbars	_____ x	\$15.00	\$18.50	\$ _____

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

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

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

**RES has a complete line of computer stands and workstations in stock and ready to use. Each of the units pictured below include 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.**

## Square Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
23" wide x 39" tall x 23" deep

Graphic Size:  
22" wide x 30" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x **\$425.00** \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Double Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
46" wide x 39" tall x 23" deep

Graphic Size:  
44" wide x 30" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x **\$575.00** \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Oval Tambour Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
43" wide x 40" tall x 23" deep

Graphic Size:  
24" wide x 30" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x **\$575.00** \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Stratus Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
43" wide x 87" tall x 27" deep

Graphic Size:  
1-sided 18" wide x 44" tall

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x **\$575.00** \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



## Truss Workstation

Fabric Panel Colors Available:  
black, dark grey, silver, blue

Overall Size:  
29" wide x 92" tall x 46" deep

Fabric Color \_\_\_\_\_

\_\_\_\_\_ x **\$700.00** \$ \_\_\_\_\_  
COUNTER TOTAL



## 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 **\$600.00** \$ \_\_\_\_\_  
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 **\$675.00** \$ \_\_\_\_\_  
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 **\$775.00** \$ \_\_\_\_\_  
GRAPHIC & COUNTER TOTAL



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

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

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

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customerservice@rosemontexpo.com

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

**CHAIRS**

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CH100	JACOBSON CHAIR	BK WH	140	190		
CH101	DELTA CHAIR	BK	140	190		
CH102	MONACO CHAIR	BK	125	175		
CH103	CAZMA CHAIR	BK RD	150	200		
CH104	TOLEDO CHAIR	NAT	125	175		
CH106	CRISS CROSS CHAIR	WH	125	175		
CH107	PARIS CHAIR	WH	150	200		
CH109	LIQUID CHAIR	BK BU CL GR GY RD WH	150	200		
CH111	TICINO CHAIR	WH	150	200		
CH112	RETRO CHAIR	STEEL	125	175		
CH113	LESLIE CHAIR	WH	125	175		
CH114	TENDY CHAIR	BK WL WH	125	175		
CH115	SHEN CHAIR	BK WH	150	200		
CH116	BELLA CHAIR	BK WH	150	200		
CH118	EURO CHAIR	BK GY WH	125	175		

**BAR STOOLS**

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
ST201	DELTA BAR STOOL	BK	175	225		
ST202	MONACO BAR STOOL	BK	175	225		
ST203	EQUINO STOOL, Adj.	BK RD WH	175	225		
ST204	TOLEDO BAR STOOL	NAT	150	200		
ST206	CRISS CROSS BAR STOOL	WH	150	200		
ST207	PARIS BAR STOOL	WH	175	225		
ST208	TICKLE STOOL, Adj.	OR RD WH	150	200		
ST209	LIQUID BAR STOOL	BK BU CL GR GY RD WH	175	225		
ST210	OTTO BAR STOOL, Adj.	BK WH	150	200		
ST211	TICINO BAR STOOL	WH	175	225		
ST212	RETRO BAR STOOL	STEEL	150	200		
ST214	TENDY BAR STOOL	BK WL WH	175	225		
ST215	SHEN BAR STOOL	BK WH	175	225		
ST216	BELLA BAR STOOL	BK WH	175	225		
ST217	PLUTO BAR STOOL, Adj.	BK WH	150	200		
ST218	EURO BAR STOOL, Adj.	BK GY WH	150	200		
ST218-2	EURO 2 BAR STOOL, Adj.	BK GY WH	150	200		
ST219	TECH STOOL, Adj.	WH	150	200		

**CAFÉ TABLES 30"H**

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CT300	PEDESTAL TABLE 24"DIA	BK WH	175	225		
CT301	PEDESTAL TABLE 30"DIA	BK WH	150	200		
CT302	CAFÉ TABLE 36" DIA	BK GY WH	175	225		
CT303	CAFÉ TABLE 42" DIA	BK GY WH	175	225		
CT304	SQUARE CAFÉ TABLE 30"	BK WH	175	225		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CT305	SQUARE CAFÉ TABLE 36"	BK WH	175	225		
CT306	TRAVE TABLE 36"DIA	GLASS	200	250		
CT307	BISTRO TABLE 30"DIA	BK NAT WL WH	175	225		
CT310	CHROMA TABLE 27.5 Square	ALUMINUM	150	200		
CT311	CHROMA TABLE 27.5 Round	ALUMINUM	150	200		
CT312	RETRO TABLE	STEEL	175	225		
CT313	MARTINI TABLE 36"	CH/GL	200	250		
CT314	ABBY CAFÉ TABLE	WH	220	270		
CT353	ALTOS TABLE 60x36	GLASS	250	325		
CT355	ABBY TABLE 63x36	WH	250	325		

**BAR TABLES AND BARS 42"H**

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
BT400	BAR PEDESTAL TABLE 24"DIA	BK WH	175	225		
BT401	BAR PEDESTAL TABLE 30"DIA	BK WH	200	250		
BT402	BAR HIGH TABLE 36" DIA	BK GY WH	200	250		
BT404	SQUARE BAR TABLE 30"	BK WH	175	225		
BT405	SQUARE BAR TABLE 36"	BK WH	200	250		
BT406	TRAVE BAR TABLE 32"DIA	GLASS	225	275		
BT407	BRAVO BAR TABLE 30"DIA	BK NAT WL WH	200	250		
BT410	CHROMA BAR TABLE 23.5" DIA	ALUMNUM	175	225		
BT412	RETRO BAR TABLE 24" Square	STEEL	200	250		
BT413	MARTINI BAR TABLE 32"DIA	CH/GL	225	275		
BT451	INFORMATION CTR. w/doors	BK WH	450	550		
BT453	MILANO BAR	BK WH	675	875		
BT454	BALI BAR	BK WH	450	600		
BT454-P	BALI BAR w/charging station	BK WH	550	700		
BT457	EDGE COMMUNAL BAR TABLE	BK WH	550	700		
BT457-P	EDGE COMMUNAL BAR TABLE w/power	BK WH	675	875		

**MODULAR BARS AND LED PEDESTALS**

(BT486 for use with BT480-BT48)

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
BT480	MOD CYLINDER PEDESTAL 18	WH	150	200		
BT481	MOD CYLINDER PEDESTAL 30	WH	200	250		
BT482	MOD CYLINDER PEDESTAL 42	WH	225	275		
BT483	MOD CUBE 24X24	WH	200	250		
BT484	MOD CUBE PEDESTAL 21X42	WH	225	275		
BT486	LED LIGHT BOX w/adaptor MULTI	(RBGW)	100	125		

**CUSTOM 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.

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

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

**CONFERENCE AND OFFICE CHAIRS**

CO501	OTTO GUEST CHAIR	BK WH	150	200		
CO502	OTTO CHAIR	BK WH	175	225		
CO507	GUEST CHAIR	BK	125	175		
CO508	MIDBACK CHAIR	BK	150	200		
CO509	STACKABLE SIDE CHAIR	BK	75	125		
CO510	STACKABLE ARM CHAIR	BK	100	150		
CO512	TASK CHAIR	BK	125	175		
CO513	TASK STOOL	BK	150	200		
CO520	ZURICH HIGHBACK CHAIR	BK WH	225	275		

**CONFERENCE TABLES**

CF602	GLACIER ROUND CONFERENCE TABLE 47"DIA	WH	400	500		
CF603	CONFERENCE TABLE 48"DIA	BK COG GY MAP WH	275	375		
CF604	GLACIER CONFERENCE TABLE 79"	WH	500	650		
CF605	RECTANGULAR TABLE 6'	BK CG MP WH	375	475		
CF606	OVAL CONFERENCE TABLE 6'	BK GY WH	375	475		
CF608	OVAL CONFERENCE TABLE 8'	BK GY WH	425	550		
CF609	RECTANGULAR TABLE 8'	BK WH	425	550		
CF610	OVAL CONFERENCE TABLE 10'	BK WH	600	800		
CF611	RECTANGULAR TABLE 10'	BK WH	600	800		

**OFFICE FURNITURE**

OF650	DESK W/LOCKING 2-DRAWER	BK	400	525		
OF652	LATERAL FILE, LOCKING	BK	300	400		
OF653	STORAGE CABINET LOCKING	BK WH	350	450		
OF654	COMPUTER WORKSTATION	BK	150	200		
OF659	CREDENZA	WH	375	475		
OF659-L	CREDENZA w/legs	WH	375	475		
OF660	GLACIER SIDEBBOARD	WH	475	625		
OF670	PARSON DESK	GY WH	250	350		
OF671	BALI DESK	BK WH	300	400		

**LOUNGE SEATING**

LG700	HAVANA SOFA	BR	500	650		
LG702	HAVANA CHAIR	BR	450	600		
LG703	MADRID LEATHER SOFA	BK	450	600		
LG704	MADRID LEATHER LOVESEAT	BK	425	550		
LG705	MADRID LEATHER CHAIR	BK	400	525		
LG706	SCANDIC LEATHER SOFA	BK RD WH	475	600		
LG707	SCANDIC LEATHER LOVESEAT	BK RD WH	425	550		
LG708	SCANDIC LEATHER CHAIR	BK RD WH	400	525		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

LG709	PRATO ARM CHAIR	BK WH	300	400		
LG710	PRATO ARMLESS SECTIONAL	BK WH	225	275		
LG711	PRATO CORNER SECTIONAL	BK WH	275	375		
LG712	SOLO SOFA	BK RD	400	525		
LG713	SOLO LOVESEAT	BK RD	450	600		
LG714	SOLO CHAIR	BK RD	375	475		
LG715	MALIBU SOFA w/power	BK WH	500	650		
LG716	MALIBU CHAIR w/power	BK WH	400	525		
LG717	IBIZA CHAIR	BK WH	475	600		
LG720	CAPRI SECTIONAL SOFA	BK WH	500	625		
LG721	CAPRI SECTIONAL BENCH	BK WH	375	475		
LG722	DANE SOFA	GY	475	600		
LG723	DANE CHAIR	BU GR OR TP YL	400	525		
LG729	MIAMI CHAIR	GY WH	400	525		
LG730	SOHO CURVED BANQUETTE	WH	540	710		
LG731	SOHO CURVED BENCH	WH	400	525		
LG732	SOHO LOVESEAT	WH	400	525		
LG733	TRIBECA LEATHER SOFA	GY	525	650		
LG734	TRIBECA LEATHER LOVESEAT	GY	500	625		
LG735	TRIBECA LEATHER CHAIR	GY	425	550		
LG736	ASPEN SOFA	WH	525	650		
LG737	ASPEN CHAIR	WH	425	550		
LG744-L	MAUI CORNER SECTIONAL LEFT	WH	275	375		
LG744-R	MAUI CORNER SECTIONAL RIGHT	WH	275	375		
LG745	MAUI OTTOMAN	WH	200	250		
LG746	ANTON LOVESEAT	PEARL	300	400		
LG747	ANTON CHAIR	PEARL	200	250		
LG749	TICINO SETTEE	WH	300	400		
LG750	BENCH OTTOMAN	BK WH	225	275		
LG753	ROUND SWIVEL OTTOMAN	BK OR WH	125	175		
LG755	BLOCK OTTOMAN	BK BU RD WH	125	175		
LG756	ANGLE OTTOMAN	BK RD SL WH	360	480		
LG757	RECTANGLE BLOCK OTTOMAN	BK RD SL WH	200	250		
LG760	CAPRI ROUND OTTOMAN	WH	200	250		
LG780	STEN SWIVEL CHAIR	BK RED WH	250	350		
LG785	LARGO CHAIR	WH	250	350		
LG786	SWAN CHAIR	BK WH	250	350		

**CUSTOM FURNITURE CONTINUED ON NEXT PAGE**

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

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



August 31-September 1, 2022

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customerservice@rosemontexpo.com

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

**OCCASIONAL TABLES**

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
OT800	MONZA SQUARE COCKTAIL	BK	200	250		
OT801	MONZA OVAL COCKTAIL	BK	175	225		
OT802	MONZA END TABLE	BK	150	200		
OT804	TUSCAN COCKTAIL TABLE	TK	200	250		
OT805	TUSCAN END TABLE	TK	175	225		
OT806	HILO COCKTAIL TABLE	GL	200	250		
OT807	HILO END TABLE	GL	175	225		
OT814	PALMA COCKTAIL TABLE	WL WH	200	250		
OT815	PALMA END TABLE	WL WH	175	225		
OT816	PALMA SOFA TABLE	WL WH	225	275		
OT817	KEMI COCKTAIL TABLE	GL	200	250		
OT818	KEMI END TABLE	GL	175	225		
OT819	KEMI SOFA TABLE	GL	225	275		
OT821	VEGA TABLE 18" DIA. Adj.	BK BU GY RD YL WH	125	175		
OT822	SPLIT SIDE TABLE	BK RD WH	225	275		
OT828	ABBY COCKTAIL TABLE	GY WH	225	275		
OT829	ABBY END TABLE	GY WH	175	225		
OT830	JUPITER SIDE TABLE	BK WH	175	225		
OT839	LINEAR COCKTAIL BENCH	STEEL	225	275		
OT840	LINEAR END BENCH	STEEL	175	225		
OT841	GIO COCKTAIL TABLE	BK ESPRESSO	175	225		
OT842	GIO END TABLE	BK ESPRESSO	150	200		
OT843	SPA COCKTAIL TABLE	GL	225	275		
OT844	SPA END TABLE	GL	175	225		
OT855-SQ	KLUB COCKTAIL TABLE SQUARE	WH	225	275		
OT855-R	KLUB COCKTAIL TABLE RECTANGLE	WH	225	275		
OT856	KLUB END TABLE	WH	225	275		
OT857	KLUB SOFA TABLE	WH	225	275		
OT858	KAI COCKTAIL TABLE	BK	225	275		
OT860	FIJI COCKTAIL TABLE	GL	225	275		
OT861	FIJI END TABLE	GL	175	225		

ITEM # DESCRIPTION COLOR DISC REG QTY TOTAL

**EXTRAS**

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
XT199	FOLDING CHAIR	BK GY	75	100		
XT900	REFRIGERATOR 4.1 CF	BK WH	250	300		
XT906	VELOUR ROPE	BK RD	35	50		
XT909	WATERFALL CLOTHES RACK	CHROME	100	150		
XT910	COAT TREE	ST	100	125		
XT911	WASTEBASKET	BK	40	65		
XT913	6 POCKET LIT RACK	BK	150	200		
XT914	WIRE 10 POCKET LIT RACK	SL	125	175		
XT915	CURVED 6 POCKET LIT RACK	SILVER	175	225		
XT916	COMPUTER PEDESTAL 24X42	BK WH	325	425		
XT919	CUBE PEDESTAL	BK WH	225	275		
XT922	LAURENCE SHELF 72" H	BK WH	175	225		
XT923	METAL SHELVING 54" H	BK CH	125	150		
XT924	METAL SHELVING 72" H	BK CH	150	200		
XT925	CUBE SHELF 58"H	GY WH	150	200		
XT946	BOXWOOD WALL DIVIDER	GR	500	625		
XT948	5 TIER LOCKER	BK	225	275		
XT957	TWIST FLOOR LAMP	SILVER	200	250		
XT964	CLUB LAMP	WH	125	175		
XT965	CLUB FLOOR LAMP	WH	175	225		
XT966	SOHO LAMP	WH	125	175		
XT967	SOHO FLOOR LAMP	WH	175	225		

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

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

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

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

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Chairs



CH100 JACOBSON CHAIR  
Black, White  
18"Wx17"Dx18"H



CH101 DELTA CHAIR  
Black  
23"Wx22"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  
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



CH115 SHEN CHAIR  
Black, White  
18"Wx20"Dx18"H



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



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

Bar Stools



**ST201 DELTA STOOL**  
Black  
20"Wx19"Dx28"H



**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  
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



**ST215 SHEN STOOL**  
Black, White  
17"Wx18"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

Bar Tables and Bars



**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



**BT408 POWER BAR TABLE**  
White  
36"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

## Modular Bars and LED Pedestals



**BT460 ITALIA CURVED BAR**  
White, with light  
65"Wx24"Dx40"H



**BT461 ITALIA BAR**  
White, with light  
36"Wx32"Dx43"H



**BT463 ITALIA DELUXE BAR**  
White, with light  
68"Wx24"Dx44"H



**BT464 SCOOP PODIUM**  
White  
25"Wx22"Dx47"H



**BT480 / BT481 / BT482 MOD CYLINDER PEDESTAL**  
White  
21"Dia.x18"H      21"Dia.x30"H      21"Dia.x42"H



**BT483 / BT484 MOD CUBE PEDESTAL**  
White  
24"Sq.x24"H      21"Sq.x42"H



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

## Conference and Office Chairs



**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



**OF650 DESK TWO DRAWER**  
Black - Locking  
60"Wx30"Dx29"H



**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 SIDEBOARD**  
White-Gloss  
48"Wx18"Dx30"H



**OF670 PARSON DESK**  
Grey, White  
48"Wx24"Dx29"H



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

Lounge Seating



**LG700 HAVANA SOFA**  
Brown  
93"Wx38"Dx34"H



**LG702 HAVANA CHAIR**  
Brown  
43"Wx38"Dx34"H



**LG703 MADRID LEATHER SOFA**  
Black  
78"Wx33"Dx34"H



**LG704 MADRID LEATHER LOVESEAT**  
Black  
62"Wx33"Dx34"H



**LG705 MADRID LEATHER CHAIR**  
Black  
40"Wx33"Dx34"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



**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

Lounge Seating



**LG722 DANE SOFA**  
Grey  
80"Wx41"Dx34"H



**LG723 DANE CHAIR**  
Blue, Green, Orange, Taupe, Yellow  
34"Wx41"Dx34"H



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



**LG730 SOHO CURVED BANQUETTE**  
White  
60"Wx24"Dx48"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



**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

Lounge Seating



LG746 ANTON LOVESEAT  
Pearl  
58"Wx33"Dx32"H



LG747 ANTON CHAIR  
Pearl  
26"Wx33"Dx32"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



LG785 LARGO CHAIR  
White  
30"Wx26"Dx28"H



LG786 SWAN CHAIR  
Black, White  
29"Wx28"Dx35"H

Occasional Tables



**OT800 MONZA SQ. COCKTAIL TABLE**  
Black  
40"Wx40"Dx20"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



**OT814 PALMA COCKTAIL TABLE**  
Walnut, White  
47"Wx24"Dx16"H



**OT815 PALMA END TABLE**  
Walnut, White  
22 Dia.x22"H



**OT816 PALMA SOFA TABLE**  
Walnut, White  
47"Wx12"Dx32"H



**OT817 KEMI COCKTAIL TABLE**  
Chrome/Glass  
48"Wx24"Dx16"H



**OT818 KEMI END TABLE**  
Chrome/Glass  
22"Wx22"Dx22"H



**OT819 KEMI SOFA TABLE**  
Chrome/Glass  
48"Wx16"Dx31"H



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



**OT822 SPLIT SIDE TABLE**  
Black, Red, White  
15"Wx18"Dx18"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



**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**  
Black, White  
19"Wx18"Dx32"H



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



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



**XT910 COAT TREE**  
Steel  
13"Wx69"H



**XT911 WASTEBASKET**  
Black  
10"Wx24"H



**XT913 6-POCKET LIT. RACK**  
Black  
60"H



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



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



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



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



**XT922 LAURENCE SHELF**  
Black, White  
35"Wx15"Dx72"H



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



**XT925 CUBE SHELF**  
Grey, White  
31"Wx15"Dx58"H



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



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



**XT957 TWIST FLOOR LAMP**  
Silver  
9"Wx9"Dx55"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

**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'	\$225.00	\$275.00	\$ _____
_____	10' x 15'	\$250.00	\$300.00	\$ _____
_____	10' x 20'	\$300.00	\$350.00	\$ _____
_____	10' x 30'	\$350.00	\$400.00	\$ _____
_____	10' x 40'	\$425.00	\$500.00	\$ _____
_____	10' x 50'	\$475.00	\$575.00	\$ _____
_____	10' x 60'	\$525.00	\$625.00	\$ _____
_____	10' x 70'	\$625.00	\$725.00	\$ _____
_____	10' x 80'	\$725.00	\$825.00	\$ _____

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

**ACCESSORIES**

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.50 sq. ft.	\$1.75 sq. ft.	\$ _____
_____ Double thick 1" Rebond padding	\$2.50 sq. ft.	\$2.75 sq. ft.	\$ _____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$ _____
_____ Visqueen poly to cover carpeting	\$0.75 sq. ft.	\$1.00 sq. ft.	\$ _____

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

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

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



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

**CUSTOM BOOTH CARPET 26oz**

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.  
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.	\$4.75 sq. ft.	\$5.25 sq. ft.	\$ _____
				
Silver Cloud	Charcoal	Onyx	Big Top Blue	Royal Blue
				
Red	Silky Beige	Butter	Paprika	

**CUSTOM 26oz BOOTH CARPET FOR PURCHASE**

COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
_____	_____ ft. x _____ ft.	\$15.00 sq. ft.	\$17.50 sq. ft.	\$ _____
		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		
White	Soft Ivory			

**ACCESSORIES**

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.50 sq. ft.	\$1.75 sq. ft.	\$ _____
_____ Double thick 1" Rebond padding	\$2.50 sq. ft.	\$2.75 sq. ft.	\$ _____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$ _____
_____ Visqueen poly to cover carpeting	\$0.75 sq. ft.	\$1.00 sq. ft.	\$ _____

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

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

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

August 31-September 1, 2022

Deadline To Receive Discounted Rates:  
August 10, 2022

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

Vinyl flooring products must be ordered prior to the discounted rate date in order to ensure availability. RES cannot insure that orders received after the deadline date can be provided by the flooring vendor.



Rustic Cherry



Barn Wood



Dark Maple



Silverwood

**VINYL FLOORING**

RES is pleased to introduce a simulated wood finish vinyl flooring product for use within your booth area. This flooring is available in 10' widths, and all pricing includes labor for installation and removal. Please indicate the overall dimensions of the flooring required when ordering this product.

COLOR	SIZE	DISCOUNT	STANDARD	TOTAL
_____	_____ ft. x _____ ft.	x \$6.50 sq. ft.	\$7.50 sq. ft.	\$ _____

**PADDING**

The 1/2" rebond padding is the only padding product which works with the vinyl flooring.

SIZE	DISCOUNT	STANDARD	TOTAL
1/2" Rebond Padding	_____ ft. x _____ ft. x \$1.50 sq. ft.	\$1.75 sq. ft.	\$ _____

**ELECTRICAL SERVICES**

Vinyl flooring is NOT conducive to electrical cords running under the flooring unless the 1/2" rebond padding is ordered. Additional labor costs may apply for channeling the cords thru the padding.

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

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

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

**Package Number:** \_\_\_\_\_

*Each 10' exhibit receives: 1 table, 2 chairs, 1 carpet, 1 wastebasket, 3 shelves and daily booth vacuuming;  
double this amount if you are renting a 20' exhibit and so on...*

**Header Copy:**

**Panel/Fabric Color:** \_\_\_\_\_

*(See exhibit brochure for color availability)*

**Shelving:** Flat Product Shelves \_\_\_\_\_ qty      Angled Literature Shelves \_\_\_\_\_ qty

**Table:** 30" Round Table Unskirted Black Top  
\_\_\_\_\_ qty

**Skirted Table** *(indicate size, height, and color)*

Sizes: \_\_\_\_\_ qty    2' x 4' • 2' x 6' • 2' x 8'

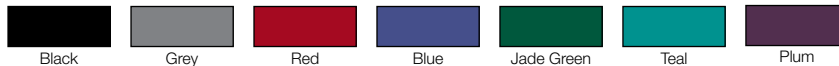
Height: \_\_\_\_\_ qty    30" • 42"

Skirt Color: \_\_\_\_\_



**Chairs:** Side Chair Black \_\_\_\_\_      Arm Chair Black \_\_\_\_\_      Stool with Back \_\_\_\_\_

**Standard Carpet:** \_\_\_\_\_



**Additional  
Accessories:**

	AVAILABLE WITH PACKAGE #	COST	QUANTITY	TOTAL
Product shelf	All	\$50.00	_____	\$ _____
Literature shelf	All	\$50.00	_____	\$ _____
Cabinet 20"W x 40"L x 29"H	All	\$300.00	_____	\$ _____
Cabinet 20"W x 40"L x 40"H	All	\$350.00	_____	\$ _____
Cabinet 20"W x 80"L x 40"H	All	\$650.00	_____	\$ _____

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

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

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

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

August 31-September 1, 2022

Deadline To Receive Discounted Rates:  
August 10, 2022

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

## Signature Booth Packages

RES Signature Booth Packages are designed to offer everything your company will need for a successful exhibit experience with one simple step. Signature Booth Packages are available in 10' and 20' lengths, and can easily be modified to suit your needs. Just walk in, open for business, and leave everything where it is at the conclusion of the show!

### SIGNATURE PACKAGE #: P10

10' Flat Backwall - \$2,500



### SIGNATURE PACKAGE #: P20









20' Flat Backwall - \$3,750















**All Booth Packages can be Modified to Suit your Needs!**  
for more information please call RES Customer Service at 847-696-2208

#### Included In Signature Packages

- Package #: \_\_\_\_\_
- Skirt Color: \_\_\_\_\_  

							
Black	Grey	Red	Blue	Burgundy	Teal	White	Green
- Panel Color: \_\_\_\_\_  

				
Black	Grey	Red	Blue	White
- Carpet Color: \_\_\_\_\_  

						
Black	Grey	Red	Blue	Jade Green	Teal	Plum
- Custom Header (117" x 11 3/4") :  
Print header copy below or contact Phil Hantak at  
phantak@rosemontexpo.com or 847.993.4809  
\_\_\_\_\_  
\_\_\_\_\_

- Display Set-up
- Display Dismantle
- Custom Header
- 3 Shelves
- 30" Round Table
- 3 Side Chairs
- 1,000 Watt Electrical
- Daily Booth Vacuuming
- P10 - 1 6' x 30" Skirted Table  
P20 - 2 6' x 30" Skirted Table
- P10 - 1 4' Ficus Plants  
P20 - 2 4' Ficus Plants
- P10 - Corner Vision Showcase  
P20 - 5' Full Vision Showcase

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

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

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

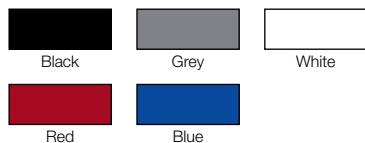
Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

## RES Hardwall Booth Packages Include - Per 10' Display

*Note: Electricity is not included in any package - see electrical form to order electric.*

- Display Set-up
- Display Dismantle
- Standard Booth Carpet
- 1 Color Graphic Header
- 3 - Display Shelves
- 1 - Skirted Table (or)  
1 - Round Unskirted Table
- Daily Vacuuming
- 2 - Chairs (or)  
2 - Bar Stools
- 1 - Wastebasket

### Panel Colors:



### Carpet Colors:



**All Booth Packages can be Modified to Suit your Needs!**

for more information please call RES Customer Service at 847-696-2208

## PACKAGE #: H1

**10' Flat Backwall**  
**\$1,975**

### Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4"
- (2) Backwall Panel - 38 1/4" x 91 1/4"
- (3) Side Panel - 18 1/2" x 91 1/4"
- (4) Return Panel - 57 3/4" x 34 3/8"



## PACKAGE #: H2

**20' Flat Backwall**  
**\$3,375**

### Panel Dimensions:

- (1) Header Panel - 97 1/8" x 11 3/4"
- (2) Backwall Panel - 38 1/4" x 91 1/4"
- (2) Return Panel - 38 1/4" x 91 1/4"
- (2) Closet Panel - 38 1/4" x 91 1/4"
- (3) Backwall Panel - 18 1/2" x 91 1/4"



## PACKAGE #: H3

**20' Flat Backwall**  
**\$3,375**

### Panel Dimensions:

- (1) Header Panel - 117" x 11 3/4"
- (2) Header Panel - 77 1/2" x 11 3/4"
- (3) Backwall Panel - 38 1/4" x 91 1/4"
- (4) Backwall Panel - 18 1/2" x 91 1/4"
- (5) Return Panel - 28 1/4" x 91 1/4"
- (6) Counter Front - 77 1/2" x 34 3/8"
- (7) Counter Side - 18 1/2" x 34 3/8"



## PACKAGE #: H4

**30' Flat Backwall**  
**\$4,475**

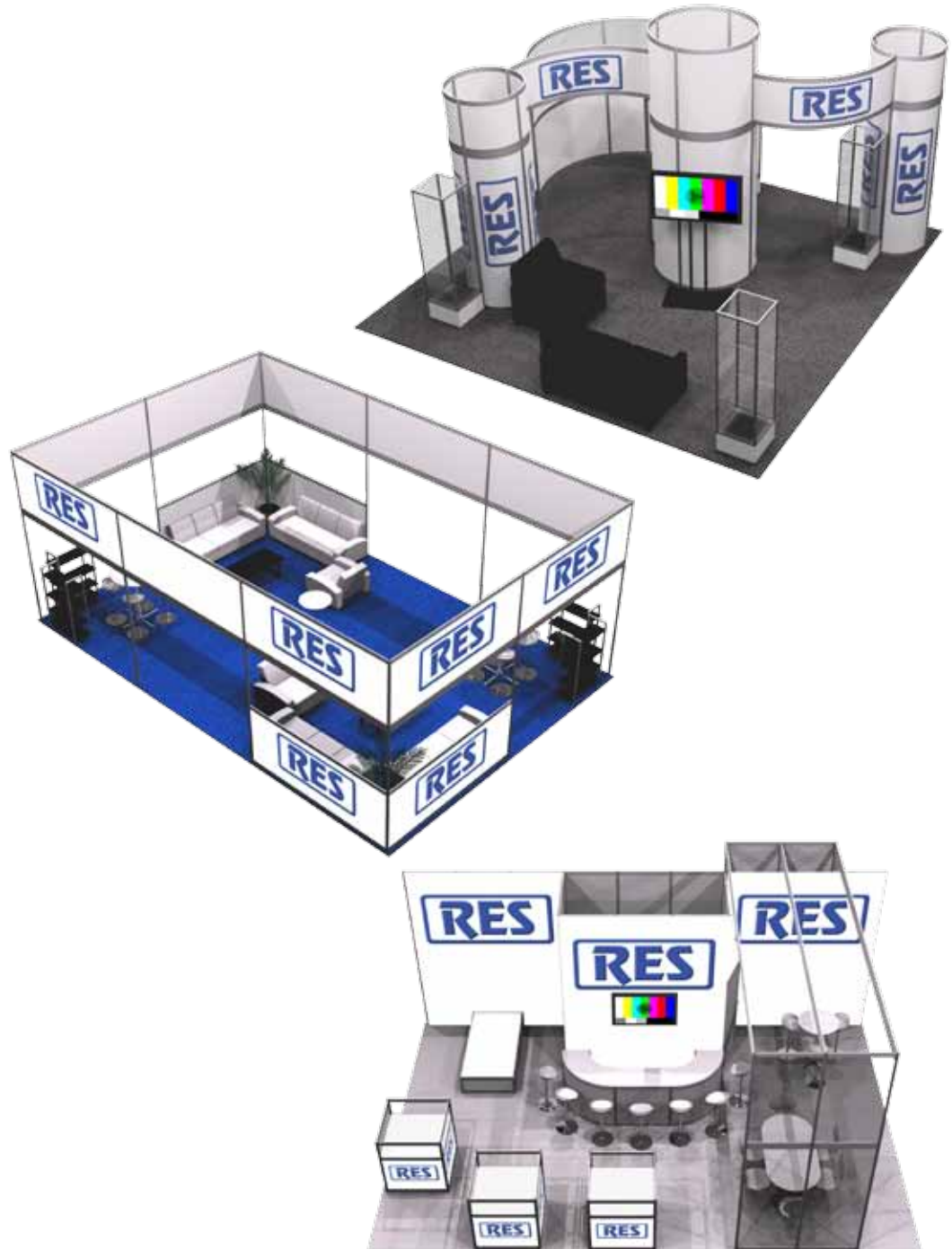
### Panel Dimensions:

- (1) Header Panel - 77 1/2" x 11 3/4"
- (2) Header Panel - 117" x 11 3/4"
- (3) Small Curve - 29 13/16" x 11 3/4"
- (4) Small Top - 18 1/2" x 11 3/4"
- (5) Backwall Panel - 38 1/4" x 91 1/4"
- (6) Return Panel - 18 1/2" x 91 1/4"
- (7) Backwall Panel - 38 1/4" x 54 1/2"
- (8) Counter Panel - 38 1/4" x 34 3/8"
- (9) Side Panel - 77 1/2" x 34 3/8"
- (10) Side Curve - 29 13/16" x 34 3/8"



In addition to our variety of turn-key booth packages, RES offers a wide range of custom booth display units to meet every need. From 10' x 10' booths to large island spaces, our design team can assist you in developing exactly what you need to maximize the show experience.

RES will work with your team to provide renderings showing exactly what your display will include, will price the exhibit in an economical, competitive manner, and will work with you from start to finish to produce exactly what we promise.



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).



## PLATFORMS

4' x 8' Platforms,  
Unskirted, Uncarpeted

	QTY.		STANDARD	TOTAL
4' x 8' x 16" High Platform	_____	x	\$150.00 each	\$ _____
4' x 8' x 24" High Platform	_____	x	\$175.00 each	\$ _____

## PLATFORM CARPETING, SKIRTING & STEPS

	QTY.		STANDARD	TOTAL
4' x 8' Platform carpeting	_____	x	\$100.00 each	\$ _____

Platform Carpeting Color



Platform Skirting	_____	x	\$75.00 each	\$ _____
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Platform skirting Color



Set of Steps	_____	x	\$75.00 each	\$ _____
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**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.

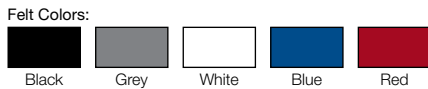
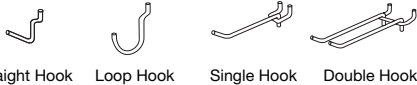
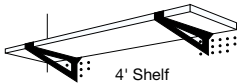
Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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

## PEGBOARD

1/4" Hole Size



### 10' x 10' BOOTH

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$600.00	\$800.00	\$ _____
_____	\$500.00	\$700.00	\$ _____
_____	\$750.00	\$1,050.00	\$ _____
_____	\$600.00	\$950.00	\$ _____

### SINGLE PANELS

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$175.00	\$225.00	\$ _____
_____	\$225.00	\$275.00	\$ _____

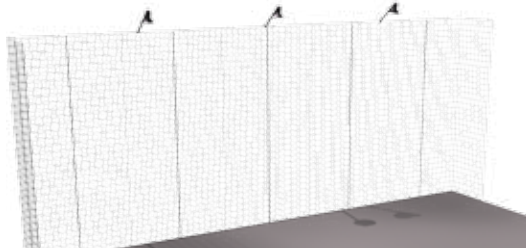
Panel Orientation: \_\_\_ Vertical (  ) \_\_\_ Horizontal (  )

### SHELVES & HARDWARE & MATERIAL

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$12.50	\$17.50	\$ _____
_____	\$2.50	\$5.00	\$ _____
_____	\$2.50	\$5.00	\$ _____
_____	\$5.00	\$7.50	\$ _____
_____	\$5.00	\$7.50	\$ _____
_____	\$75.00	\$100.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$100.00	\$150.00	\$ _____
_____	\$75.00	\$100.00	\$ _____

Felt Color: \_\_\_\_\_

## GRIDWALL



Gridwall Hooks:  
Sizes: 1" 4" 10"



Slatwall Hooks:  
Sizes: 4" 6" 8"



Slatwall Shelf Bracket:  
Size: 14"



Slatwall Waterfall Bracket:  
Size: 16"



_____	\$200.00	\$250.00	\$ _____
_____	\$350.00	\$575.00	\$ _____
_____	\$250.00	\$450.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$35.00	\$50.00	\$ _____

## SLATWALL



## MESSAGE BOARD



QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$200.00	\$250.00	\$ _____
_____	\$350.00	\$575.00	\$ _____
_____	\$250.00	\$450.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$15.00	\$20.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$35.00	\$50.00	\$ _____

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

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

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

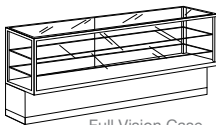
**VISION CASE**

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

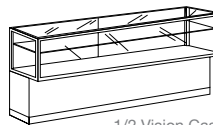
1/2 Vision Case Includes  
1-10" glass shelf with adjustable brackets, 18" high front glass display section

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

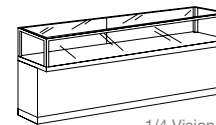
	QTY.	DISCOUNT	STANDARD	TOTAL
5 ft. Full Vision Case	_____	\$475.00	\$525.00	\$ _____
6 ft. Full Vision Case	_____	\$500.00	\$550.00	\$ _____
5 ft. 1/2 Vision Case	_____	\$450.00	\$500.00	\$ _____
6 ft. 1/2 Vision Case	_____	\$475.00	\$525.00	\$ _____
5 ft. 1/4 Vision Case	_____	\$425.00	\$475.00	\$ _____
6 ft. 1/4 Vision Case	_____	\$450.00	\$500.00	\$ _____



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

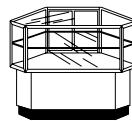
1/2 Corner Vision Case Includes  
1-10" glass shelf with adjustable brackets, 18" high front glass display section

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

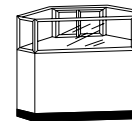
	QTY.	DISCOUNT	STANDARD	TOTAL
Full Corner Vision Case	_____	\$450.00	\$500.00	\$ _____
1/2 Corner Vision Case	_____	\$425.00	\$475.00	\$ _____
1/4 Corner Vision Case	_____	\$425.00	\$475.00	\$ _____



Full Corner Vision Case



1/2 Corner Vision Case



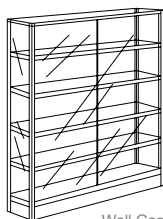
1/4 Corner Vision Case

**WALL & TOWER CASE**

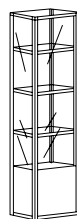
Wall Case Includes  
48"L x 20"D x 66"H, with 4-12" glass shelves, adjustable brackets, lights, locks and 60" high sliding glass doors

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	_____	\$525.00	\$575.00	\$ _____
See-Thru Wall Case	_____	\$500.00	\$550.00	\$ _____
Tower Case	_____	\$550.00	\$600.00	\$ _____



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.

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



Moss is the world's largest tension fabric manufacturer - we invented the technology and were the first to bring tension fabric to trade shows and retail stores. Tension fabric is fabric (printed or unprinted) stretched over an aluminum framework to create an organic or rectilinear shape.



**CIRCLE SIGN**



**SQUARE SIGN**



**TRIANGLE SIGN**



**PINWHEEL SIGN**



**FOOTBALL SIGN**



**FUNNEL SIGN**



**HEADLINER**



**QUICK CHAT**



**LIGHTED FLUTE**

There are several other creative Moss products available through RES. Note that there is a three week turn-around time on all Moss products.

**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.

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

## CUSTOM BOOTH GRAPHICS

Nothing attracts attention to a booth more effectively than quality graphics, and RES has a variety of ways to get your message out. From banner stands to meter boards, all RES booth graphics products include design, production and delivery to your booth.



**CHROME SIGN HOLDER  
WITH SIGN**  
\$150.00



**FREE STANDING SIGNS**  
\$575.00



**FREE STANDING  
RETRACTING BANNER STAND**  
\$375.00



**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](mailto:csowa@rosemontexpo.com).

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

## 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"	\$35.00
22" x 14"	\$50.00
22" x 28"	\$85.00
24" x 36"	\$125.00
28" x 44"	\$150.00

*Custom Sizes Available*

**FULL COLOR BANNERS:**

Per Square Foot	\$14.00
(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.

**B&W**

**Color**

If you have any questions about your graphic projects, please contact **Phil Hantak**  
at 847-993-4809 or e-mail requests to [phantak@rosemontexpo.com](mailto:phantak@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 #: \_\_\_\_\_

RES Extras are available by contacting Marne Kirkwood via email at  
mkirkwood@rosemontexpo.com or (847) 993-4803.

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	\$125.00	\$ _____
Hot & Cold Water Cooler	_____ x	\$150.00	\$ _____
Water – 5 gal. Bottle	_____ x	\$25.00	\$ _____
5 Gallon Distilled Water	_____ x	\$25.00	\$ _____
Cone Cups / 1000 (4.5 oz.)	_____ x	\$30.00	\$ _____
Flat Bottom Cups / 500 (9 oz.)	_____ x	\$35.00	\$ _____
Styro Hot Cups / 500 (8 oz.)	_____ x	\$50.00	\$ _____

**COMPRESSED GASES**

Cylinder Stand Required for in Booth Use



	QUANTITY	RENTAL	TOTAL
Nitrogen B Cylinder (special order call ahead)	_____ x	\$ Quote	\$ _____
1000 psi Helium Cylinder (DEY)	_____ x	\$250.00	\$ _____
2200 psi Helium Cylinder (K)	_____ x	\$300.00	\$ _____
2400 psi Helium Cylinder (T)	_____ x	\$350.00	\$ _____
Delivery, HazMat & Pick-up	_____ x	\$75.00 each	\$ _____
Regulator/Balloon Filler	_____ x	\$35.00	\$ _____
Cylinder Stand	_____ x	\$35.00	\$ _____

**MISCELLANEOUS  
ITEMS**



	QUANTITY	RENTAL	TOTAL
Cash Register (does not include electric)	_____ x	\$80.00	\$ _____
Hand Sanitizer Stand	_____ x	\$50.00	\$ _____
Hand Sanitizer Stand with Logo	_____ x	\$75.00	\$ _____
Mesh Raffle Drum	_____ x	\$45.00	\$ _____
Acrylic Raffle Drum	_____ x	\$35.00	\$ _____
Fish Bowl	_____ x	\$20.00	\$ _____

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

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

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

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

RES has a limited inventory of handicap access motorized scooters available to all show exhibitors and attendees. These items can be ordered by submitting this form to RES via fax, mail, email or by visiting [www.resexpo.com](http://www.resexpo.com)



### 3 WHEEL SCOOTER - VICTORY PRIDE

Rental Price	Quantity	Day(s)	Total
\$50 per day	_____	_____	\$_____

Date(s) needed for rental: \_\_\_\_\_

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

*Wheelchairs for events at the Donald E. Stephens Convention Center are provided through the DES Administrative Office, not through RES. You can arrange for the rental use of a wheelchair by contacting the DES Administrative Office directly at 847-692-2220*

#### 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 Third Party 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 Third Party's future credit standing.*

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

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





**TROPICAL  
PLANTS & TREES**

				QUANTITY	PRICE	TOTAL
<b>3FT GREEN PLANTS</b>						
Arboricola _____	Marginata _____	Spath _____		_____ x	\$60.00	\$ _____
<b>4FT GREEN PLANTS</b>						
Palm _____	Ficus Bush _____	Schefflera _____		_____ x	\$70.00	\$ _____
<b>5FT GREEN PLANTS</b>						
Palm _____	Marginata _____			_____ x	\$80.00	\$ _____
<b>6FT - 7FT GREEN PLANTS</b>						
Palm _____	Marginata _____	Ficus Tree _____		_____ x	\$90.00	\$ _____
<b>HANGING PLANTS</b>						
Ivy _____	Pothos _____			_____ x	\$35.00	\$ _____
<b>LARGE POTTED FERNS</b>						
				_____ x	\$50.00	\$ _____



**BLOOMING  
PLANTS**

<b>POTTED MUMS</b>						
White _____	Lavender _____	Yellow _____		_____ x	\$40.00	\$ _____
<b>POTTED AZALEAS</b>						
White _____	Pink _____	Red _____		_____ x	\$40.00	\$ _____
<b>POTTED BROMELIADS</b>						
Red _____	Orange _____	Yellow _____		_____ x	\$40.00	\$ _____
<b>POTTED BEGONIAS</b>						
Pink _____	Orange _____	Red _____	Yellow _____	_____ x	\$40.00	\$ _____
Color of container for plants      Black _____      White _____						



**FRESH FLORAL  
ARRANGEMENTS**

please choose  
TROPICAL or SEASONAL

<b>SINGLE STEM PHALANEOPSIS ORCHID PLANT</b>						
White _____	Fuchsia _____			_____ x	\$100.00	\$ _____
<b>SMALL ARRANGEMENT (12" X 12")</b>						
Colors _____				_____ x	\$85.00	\$ _____
<b>MEDIUM ARRANGEMENT (18" X 14")</b>						
Colors _____				_____ x	\$100.00	\$ _____
<b>LARGE ARRANGEMENT (24" X 18")</b>						
Colors _____				_____ x	\$115.00	\$ _____
<b>CUSTOM ARRANGEMENT</b>						
please call for quote				_____ x	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 nor refunds can be made after the show opening.*

**ORDER TOTAL      \$ \_\_\_\_\_**

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

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

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

# Meteorological Technology Expo North America 2022

August 31-September 1, 2022

Deadline To Receive Discounted Rates:  
August 10, 2022

# Photography & Videography



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.

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



\_\_\_\_\_ **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**

- \$82.50 - Straight Time 8:00 am - 4:30 pm weekdays.
- \$123.75 - Overtime 4:30 pm - 8:00 pm weekdays. 8:00 am - 4:30 pm Saturday
- \$165.00 - 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 #: \_\_\_\_\_

Show Name \_\_\_\_\_ Show Date \_\_\_\_\_

Note: 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. **All items presented/served individually packaged. Attendant required \$150 per 4 hours.**

	QUANTITY	PRICE
<b>Beverages</b>		
Gallon(s) of Coffee (20 cups)	_____	\$68/gallon
Gallon(s) of Decaf Coffee (20 cups)	_____	\$68/gallon
Hot Water & Tea Bags	_____	\$68/gallon
Infused Water (2 gallons minimum)	_____	\$75-\$200/gallon
Lemonade	_____	\$60/gallon
Iced Tea (Lemons)	_____	\$60/gallon
Assorted Soft Drinks (12 oz.)	_____	\$4.00
Bottled Water (16.9 oz.)	_____	\$3.75
Assorted Bottled Juices	_____	\$4.25
20 lb. Bag of Ice	_____	\$20.00

<b>Hosted Bar Set-Ups</b>		
Premium Brands of Liquor (per drink)	_____	\$9.00
Domestic Beer (12 oz.)	_____	\$8.00
Premium Beer (12 oz.)	_____	\$9.00
House Wine (8oz.) (per glass)	_____	\$9.00
Bottle(s) Wine/Champagne	_____	Varies
<i>Ask salesperson for available selection</i>		
Domestic Keg 1/2 Barrel	_____	\$475.00
<i>Ask salesperson for available selection (Estimated 150 12oz pours)</i>		
Craft or Imported Keg 1/2 Barrel	_____	\$650.00
<i>Ask salesperson for available selection (Estimated 150 12oz pours)</i>		
Bartenders (per 4 hours)	_____	\$225.00
<i>Per Illinois Liquor Law any alcohol service requires a bartender to be staffed.</i>		

<b>Individual Bags Dry Snacks - per dozen</b>		
Potato Chips	_____	\$40.00
Pretzels	_____	\$40.00
Popcorn	_____	\$40.00
Snack Mix	_____	\$40.00
Peanuts	_____	\$40.00

<b>Specialty Breaks - per person</b>			
<i>(minimum 25 people)</i>			
Mediterranean	_____		\$9.50
<i>Traditional Hummus, Herb Hummus, Red Pepper Hummus, Grilled Pita,</i>			
South of the Border	_____		\$8.50
<i>Roasted Tomato Salsa, Guacamole, Pico de Gallo, Tortilla Chips</i>			

<b>Bakery - per dozen</b>			
Toffee Crunch Blondies	_____		\$50.00
Brownies	_____		\$55.00
Assorted Cookies	_____		\$50.00
Assorted Muffins	_____		\$42.00

<b>Enhancements - per person</b>			
<i>(minimum 25 people)</i>			
Gourmet Domestic & Imported Cheese Board	_____		\$9.50
<i>With Rustic Breads &amp; Crackers</i>			
Cruditè with Dill Buttermilk Ranch	_____		\$8.50
Antipasto Board	_____		\$12.00
<i>Italian Meats &amp; Cheeses, Olives, Crostini</i>			

<b>Sliders - 60 per order</b>			
Cheeseburger - Grilled Onions	_____		\$250.00
Pulled Pork - Pickle, Red Onion	_____		\$320.00
Buffalo Chicken - Blue Cheese, Red Onion	_____		\$270.00
Portobello Mushroom - Mozzarella, Tomato Balsamic Chutney	_____		\$300.00

<b>Chicago Style - per person</b>			
<i>(minimum 25 orders per selections)</i>			
Deep Dish Pizza - 6 slices per	_____		\$48.00
<i>Cheese, Sausage, Pepperoni, Seasonal Vegetable</i>			
Mini Chicago Hot Dog	_____		\$7.00
<i>Relish, Onion, Tomato, Sport Peppers, Mustard, Pickles, Celery Salt</i>			
Pilsen Tacos	_____		\$13.25
<i>Steak &amp; Chicken with Cilantro &amp; Onion, Jalapeno Slaw</i>			
Mini Maxwell Street Polish	_____		\$8.00
<i>Caramelized Onion, Yellow Mustard, Sport Peppers</i>			

All food & beverage orders and delivery are subject to admin fee & tax. 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 .

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

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

Email \_\_\_\_\_ Fax # \_\_\_\_\_

Authorized By (Print Name) \_\_\_\_\_ Signature (if printing form) \_\_\_\_\_

Date of Service \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time \_\_\_\_:\_\_\_\_  AM  PM End Time \_\_\_\_:\_\_\_\_  AM  PM Booth or Room # \_\_\_\_\_

Date of Service \_\_\_\_/\_\_\_\_/\_\_\_\_ Start Time \_\_\_\_:\_\_\_\_  AM  PM End Time \_\_\_\_:\_\_\_\_  AM  PM Booth or Room # \_\_\_\_\_

### METHOD OF PAYMENT

Check Enclosed:  We Accept:     Cardholder Name: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

*(A 3% convenience fee will be applied to payments made by credit card)*



**ELECTRICAL LABOR RATES**

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.

ADVANCE LABOR RATES: Straight Time: \$115.00/hr • Overtime: \$172.50/hr • Double Time: \$230.00/hr.  
HOURLY LABOR RATES: Straight Time: \$123.00/hr • Overtime: \$184.50/hr • Double Time: \$246.00/hr.

**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 \$190.00	\$270.00	\$ _____
1,001-2,000 Watts	_____	x \$240.00	\$345.00	\$ _____

**POWER CONNECTIONS**

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

	QTY	DISCOUNT	STANDARD	TOTAL
<b>120 VOLT, SINGLE PHASE</b>				
30 Amp	_____	x \$340.00	\$510.00	\$ _____
<b>208 VOLT, SINGLE PHASE</b>				
30 Amp	_____	x \$410.00	\$615.00	\$ _____

Check if neutral required\*

**HEAVY DUTY SERVICE**

	QTY	DISCOUNT	STANDARD	TOTAL
<b>208 VOLT, THREE PHASE</b>				
20 Amp	_____	x \$340.00	\$510.00	\$ _____
30 Amp	_____	x \$460.00	\$690.00	\$ _____
60 Amp	_____	x \$560.00	\$840.00	\$ _____
100 Amp	_____	x \$910.00	\$1,365.00	\$ _____
150 Amp	_____	x \$1,350.00	\$2,025.00	\$ _____
200 Amp	_____	x \$1,975.00	\$2,962.00	\$ _____

Check if neutral required\*

**480 VOLT, THREE PHASE**

30 Amp	_____	x \$600.00	\$900.00	\$ _____
60 Amp	_____	x \$820.00	\$1,200.00	\$ _____
100 Amp	_____	x \$1,330.00	\$1,995.00	\$ _____
200 Amp	_____	x \$3,400.00	\$5,100.00	\$ _____

Check if neutral required\*

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

30 Amp	_____	x \$425.00	\$492.50	\$ _____
60 Amp	_____	x \$820.00	\$1,200.00	\$ _____
100 Amp	_____	x \$1,330.00	\$1,995.00	\$ _____

Check if neutral required\*

**SUSPENDED ELECTRICAL SIGNS**

	QTY	DISCOUNT	STANDARD	TOTAL
0-100 lbs.	_____	x \$300.00	\$412.50	\$ _____
101-150 lbs.	_____	x \$350.00	\$487.50	\$ _____
151-300 lbs.	_____	x \$430.00	\$600.00	\$ _____

**FLOODLIGHTS, SPOTLIGHTS ON 9' TOWERS**

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
<b>9' TOWER WITH</b>				
Two (2) Floods	_____	x \$160.00	\$240.00	\$ _____
Four (4) Floods	_____	x \$209.00	\$285.00	\$ _____

**SINGLE SPOTLIGHTS**

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
Gooseneck	_____	x \$85.00	\$127.00	\$ _____
Par Lite	_____	x \$250.00	\$375.00	\$ _____

**MISCELLANEOUS**

	QTY	DISCOUNT	STANDARD	TOTAL
Single Cap				
Ext. Cords 25'	_____	x \$15.00	\$22.50	\$ _____
Ext. Cords 50'	_____	x \$30.00	\$45.00	\$ _____
Cube Tap	_____	x \$5.00	\$7.50	\$ _____
Plug Mold Strip	_____	x \$32.00	\$48.00	\$ _____
Quad Box	_____	x \$22.00	\$33.00	\$ _____
Equipment Rental				
Scissor Lift	_____	x \$125.00 per/hour		\$ _____

**24-HOUR SERVICE**

is double the regular rates. If needed, please indicate service: \_\_\_\_\_

**LOCATION:** Please identify and show service units, power connections and tower lights and 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.

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

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

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

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





August 31-September 1, 2022

Deadline To Receive Discounted Rates:  
August 10, 2022

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

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

All material and equipment furnished by the Donald E. Stephens Convention Center will remain the property of the Authority. Toxic gases and objectionable odors must be properly vented. Additional material & labor will be charged accordingly. No L.P. gas, oxygen, or hydrogen will be permitted within the facility without prior approval of the Authority and the Rosemont Fire Department. Prices are based upon the service requested being located in the designated utility areas. Exhibitor should confirm his order upon arrival at the Exhibitor Service Desk. Air fittings are Parkers Series 20.

**PLUMBING SERVICE RATES**

All work done after 4:00 p.m. Monday thru Friday and all day Saturday & Sunday will be charged at the double time rate.  
Minimum charge of 1/2 hour for all work done. Straight Time: \$115.00/hr • Double Time: \$230.00/hr.

**COMPRESSED AIR**

Exhibitor should supply own regulating filter or other equipment to handle moisture or water in air line. Service includes main drop and dismantle of main line. Compressors run during set-up Mon-Fri 8-4 and all show hours. If you need compressors later, there will be a \$25.00 per hour charge. ALL DROPS ARE FROM THE CEILING.

	DROP LINE(S) QUANTITY	CFM (VOLUME)	INTERMITTENT	CONTINUOUS	MACHINE CONNECTIONS		DISCOUNT	STANDARD
					QUANTITY	SIZE		
1/4" to 3/8"							\$380.00	\$610.00
1/2"							\$395.00	\$675.00
3/4"							\$450.00	\$740.00
1"							\$480.00	\$810.00

**COLD WATER**

	FOR FOOD OR BEVERAGE	FOR MACHINERY	DISCOUNT	STANDARD
1/4" to 3/8" lines			\$410.00	\$640.00
1/2" to 3/4" lines			\$430.00	\$660.00

**DRAIN**

	GRAVITY	PRESSURE	DISCOUNT	STANDARD
up to 1/2" line to 40-45 P.S.I.			\$410.00	\$640.00
up to 3/4" line			\$430.00	\$660.00

**HOT WATER**

Call for price quote.

**NATURAL GAS**

Tanks filled & drained once are charged at labor rate + \$5.00 per 500 gallons. Minimum \$5.00. Double for late rate or no advance order. Up to 1" line Venting-up to 6" line. Call for location availability & price quote.

**MISCELLANEOUS**

Will you require work beyond main connection, such as installing filters, quick disconnects, etc.?

\_\_\_\_ (yes) \_\_\_\_ (no) Date Required: \_\_\_\_\_ Specify: \_\_\_\_\_

**LOCATION:** Please identify and show location desired for each service. Include scale drawing showing location of each air drop, water or drain line. Include booth dimensions. If exact locations are required please submit a scale floor plan with cross aisle locators.

**A FLOOR PLAN MUST BE SUBMITTED** for all island booths with a directional showing entrance of show & adjacent aisle number. If no plan is submitted, additional costs may occur.

**CANCELLATION POLICY:** There will be a 35% cancellation charge on cancelled orders.

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

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

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

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

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

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

Adjacent Booth / Aisle # _____		Adjacent Booth / Aisle # _____	
--------------------------------	--	--------------------------------	--

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

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

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

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

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

**INSTRUCTIONS AND CONDITIONS FOR COMPRESSED AIR • WATER • DRAIN**

- 1) All material and equipment furnished by the plumbing contractor for these service orders shall remain plumbing contractor property and shall remain plumbing contractor property and shall be removed ONLY by plumbing personnel at the close of the show.
- 2) Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
- 3) All equipment must comply with state and local safety codes.
- 4) Prices are based upon current wage rates and are subject to change without notice.
- 5) Exhibitors are encouraged to make their booth connection within their booth. The standard connector, compressed air outlets is a Parker Series 20 Industrial male quick coupling. The standard connector for water is a Parker high flow coupling BST-4 for a 1/2" line and a male flare for 3/8". However, no modifications to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
- 6) Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without the presence of the plumbing contractor personnel. However, plumbing personnel must make the service connections to such equipment.
- 7) Equipment using water must have inlet and outlet properly marked and identified.
- 8) Plumbing service rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, drain and gas are in the back of the booth. For Island booths plumbing service will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
- 9) Due to the portable nature of the air lines at the Donald E. Stephens Convention Center, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines.
- 10) Special supplies, such as; regulators, strainers, traps and other such specialized equipment as may be necessary for your booth should be ordered within thirty (30) days written notice. Every effort to assist you will be made to provide you with all special requirements.
- 11) All drops include up to ten feet (10') of accomplished distance. Use of any Donald E. Stephens Convention Center hose under rugs will have a rental charge by the foot, and plumbing personnel only at the prevailing labor and material rates will install all hose under carpet.
- 12) Any of your plumbing services that require electric labor to connect and/or operate, should be ordered on the "Electrical Services Order Form" such as; pumps, ejectors and water heaters.
- 13) All work performed within a booth attaching lines to equipment, running hose under carpet and relocating drops will be charged on a time and material basis, in addition to service requested.
- 14) Labor between the hours of 8:00 am and 4:00 pm Monday - Friday will be at the straight time rate. Labor before 8:00 am and after 4:00 pm Monday - Friday, all day Saturday, Sunday and Holidays will be at the double-time rate.
- 15) Compressed Air operation will be one hundred pounds per square inch (100 psi) one (1) hour prior to and after the show hours. Compressed Air operation for set up, will be EXHIBITOR SET UP TIME If Compressed Air is required, after hour arrangements with the plumbing department is required.
- 16) There will be a 35% cancellation charge on all cancelled orders.



All water fills and pump outs will be completed by the D.E.S. plumbing department. Plumbing labor to fill tank(s), will not be dispatched without the exhibitor notifying the R.E.S. Service Center, that tanks are completely set up and ready for filling. When a D.E.S. plumber has completed filling the tanks, you will automatically be placed on the "Pump Out List". Under no circumstances, should you drain and dump the water. **Fill and drain rates listed out include fills on straight time only.** Fills after 4:00 pm, weekdays, holidays and anytime on weekends, will incur an additional labor charge. Additional labor will not be charged for post show draining. Multiple units in the same booth, filled at the same time, will be charged based on the total combined gallons used. Draining and refilling during set up and/or show hours, will incur additional charges for water and labor.

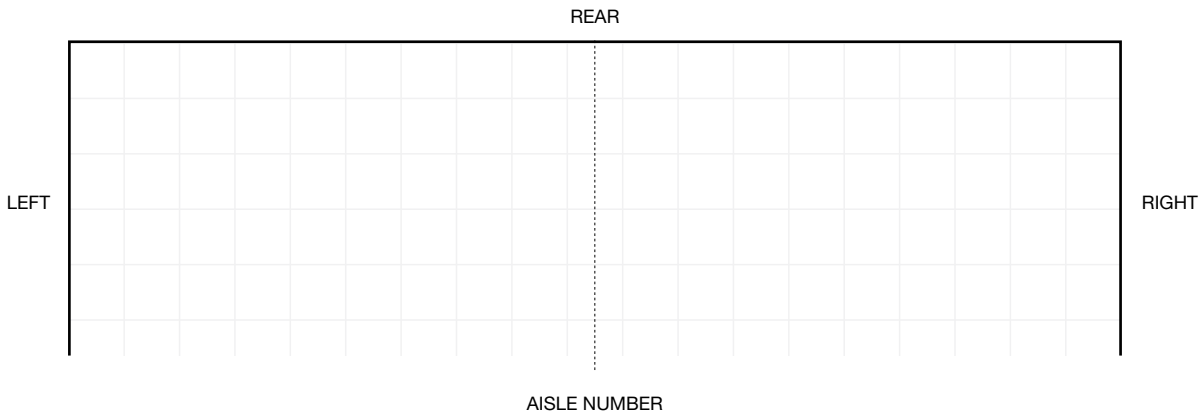
Tap Water Fill & Pump Out GALLONS	DISCOUNT RATE	REGULAR RATE	Salt Water Pump Out Only SALT WATER RATE	TOTAL
1 to 10	\$80.00	\$112.00	\$60.00	\$
11 to 25	\$110.00	\$154.00	\$82.00	\$
26 to 50	\$135.00	\$189.00	\$104.00	\$
51 to 100	\$165.00	\$231.00	\$126.00	\$
101 to 150	\$195.00	\$273.00	\$148.00	\$
151 to 200	\$225.00	\$315.00	\$170.00	\$
201 to 300	\$275.00	\$385.00	\$192.00	\$
301 and above	\$325.00	\$455.00	\$214.00	\$

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

**LOCATION:** Please identify and show location desired for each service. Include scale drawing showing location of each air drop, water or drain line. Include booth dimensions. If exact locations are required please submit a scale floor plan with cross aisle locators.

**A FLOOR PLAN MUST BE SUBMITTED** for all island booths with a directional showing entrance of show & adjacent aisle number. If no plan is submitted, additional costs may occur.

All work done after 4:00 pm Monday through Friday and all day Saturday & Sunday will be charged at the double time rates.



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

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

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



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 \$0.37	\$ _____	X _____	\$ _____
Shampooing of Carpeting	_____	x \$0.48	\$ _____	X _____	\$ _____
Scrubbing, Mopping & Waxing of Tile Flooring	_____	x \$0.48	\$ _____	X _____	\$ _____
Porter Service		\$26.50/hr			
After 4:30 p.m. weekdays, Saturdays & Sundays		\$31.80/hr			

Special Instructions

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

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

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

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



**SERVICE PROVIDED BY BOMARK CLEANING**

\_\_\_\_\_ Waste Straight Oil Disposal      \_\_\_\_\_ Scrap Removal      \_\_\_\_\_ Waste Water Soluble Fluids

**WASTE STRAIGHT OIL & WATER SOLUBLE FLUIDS DISPOSAL:**

\$105.00 rental for each barrel (one-time charge)  
\$6.00 per gallon of oil  
\$10.00 per gallon of water soluble cutting & grinding fluids (coolants-synthetic, semi-synthetics, soluble oil)

		<b>PRICE</b>	<b>TOTAL</b>
We estimate that we will dispose of _____ gallons of coolant	x	\$10.00	\$ _____
We estimate that we will dispose of _____ gallons of oil	x	\$6.00	\$ _____
We will require _____ barrels (55 gal. oil drum)	x	\$105.00	\$ _____

**SCRAP REMOVAL:**

The Fire Department regulations require that all scrap and waste containers be emptied each night whether or not they are full.

		<b>NUMBER OF BARRELS</b>		<b>NUMBER OF NIGHTS</b>		<b>TOTAL</b>
\$105.00 rental for each barrel (one-time charge)	x	_____	x	<b>1</b>		\$ _____
\$105.00 for emptying each barrel, each night (regardless of amount of scrap contained)	x	_____	x	_____		\$ _____

**ORDER TOTAL**    \$ \_\_\_\_\_

A 25% surcharge will be added to all orders for barrels ordered less than 24 hours before show close.

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

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

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



**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.	_____	\$ _____

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

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

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

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

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

# Use the squares to indicate the dimensions of your booth size. Mark where you need your internet & phone drops.

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


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

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

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

Show Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth Size: \_\_\_\_\_

### TERMS AND CONDITIONS

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

### RES TELECOMMUNICATIONS RESPONSIBILITIES

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

### CLIENT RESPONSIBILITIES

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

# Meteorological Technology Expo North America 2022

August 31-September 1, 2022

Deadline To Receive Discounted Rates:  
August 10, 2022

## 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	\$350.00	\$400.00	\$ _____
32" Monitor	_____ x	\$650.00	\$700.00	\$ _____
37" Monitor	_____ x	\$800.00	\$850.00	\$ _____
42" Monitor	_____ x	\$925.00	\$1,000.00	\$ _____
50" Monitor	_____ x	\$1,100.00	\$1,200.00	\$ _____
60" Monitor	_____ x	\$1,650.00	\$1,800.00	\$ _____
70" Monitor	_____ x	\$2,500.00	\$3,000.00	\$ _____
Monitor Floor Stand	_____ x	\$225.00	\$275.00	\$ _____
Monitor Wall Bracket	_____ x	\$150.00	\$175.00	\$ _____
Blu-Ray Player	_____ x	\$200.00	\$250.00	\$ _____
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		\$ _____

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							

**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	\$117.50	\$176.25	\$235.00
Decorator	\$110.00	\$165.00	\$220.00
Teamster	\$85.00	\$127.50	\$170.00
Rigger	\$122.50	\$183.75	\$245.00
Electrician	\$115.00	\$172.50	\$230.00
Plumber	\$99.00	N/A	\$198.00

**HOURLY LABOR RATES**

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$125.00	\$183.75	\$250.00
Decorator	\$117.50	\$172.50	\$235.00
Teamster	\$92.50	\$135.00	\$185.00
Rigger	\$130.00	\$191.25	\$260.00
Electrician	\$123.00	\$184.50	\$246.00
Plumber	\$106.50	N/A	\$213.00

**HOURLY EQUIPMENT RENTAL RATES**

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



Forklift



Scissor Lift



Condor Lift

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

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

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

## INSTALLATION & DISMANTLE SUPERVISION

Rosemont Exposition Services can provide I & D Supervision Services for exhibiting companies which are unable to be present at set-up and/or dismantle.

- We authorize Rosemont Exposition Services to supervise the set-up/dismantle of our exhibit.
- Set-Up       Dismantle

Number of pieces/crates to arrive for booth assembly: \_\_\_\_\_  
(not to include display materials, i.e. product, literature, misc.)

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

## PLEASE SUBMIT PROPER DIAGRAMS/DRAWINGS WITH INSTRUCTIONS FOR BOOTH ASSEMBLY

	NUMBER OF WORKERS NEEDED	SET-UP DATE	HOURS	SET-UP TIME	DISMANTLE DATE	HOURS	DISMANTLE TIME
Carpenters							
Decorators							
Crew of 3 Riggers							

### DISCOUNT I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$152.75	\$229.25	\$305.00
Decorator	\$143.00	\$214.50	\$286.00
Rigger	\$161.50	\$242.25	\$323.00

### STANDARD I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$162.75	\$244.25	\$325.50
Decorator	\$146.50	\$219.75	\$293.00
Rigger	\$164.00	\$246.00	\$328.00

### HOURLY EQUIPMENT RENTAL RATES

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



Forklift



Scissor Lift



Condor Lift

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

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

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

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

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

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



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

## **DECORATORS UNION**

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

## **ELECTRICAL UNION**

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

## **MACHINERY MOVERS & RIGGERS UNION**

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

## **PLUMBERS UNION**

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

## **TEAMSTERS UNION**

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

## **THEATRICAL STAGEHANDS UNION**

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



**Hanging of signs from the ceiling, both electrical and non-electrical, is permitted at the Donald E. Stephens Convention Center provided doing so complies with show management rules and regulations and that the following conditions and limitations are adhered to. These conditions have been reviewed and provide limits which cannot be exceeded.**

- 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 insure 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 .



**TYPE**

- Cloth/Vinyl Banner
- Metal
- Wood
- Plastic
- Other \_\_\_\_\_

**SHAPE**

- Square
- Circle
- Triangle
- Rectangle
- Other \_\_\_\_\_

**SIZE**

Length \_\_\_\_\_  
Height \_\_\_\_\_  
Width \_\_\_\_\_  
Weight \_\_\_\_\_

**SIGN REQUIREMENTS**

- Electrical
- Non Electrical

**SUPERVISION**

- RES
- Display House
- Exhibitor Personnel

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

**LABOR RATES**

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

**2 MAN CREW with LIFT  
for signs up to 6'**

- Straight Time - \$400 per Hour
- Overtime - \$575 per Hour
- Double Time - \$750 per Hour

**4 MAN CREW with LIFT  
for signs 6' and over**

- Straight Time - \$600 per Hour
- Overtime - \$750 per Hour
- Double Time - \$950 per Hour

**INSTALLATION ESTIMATE**

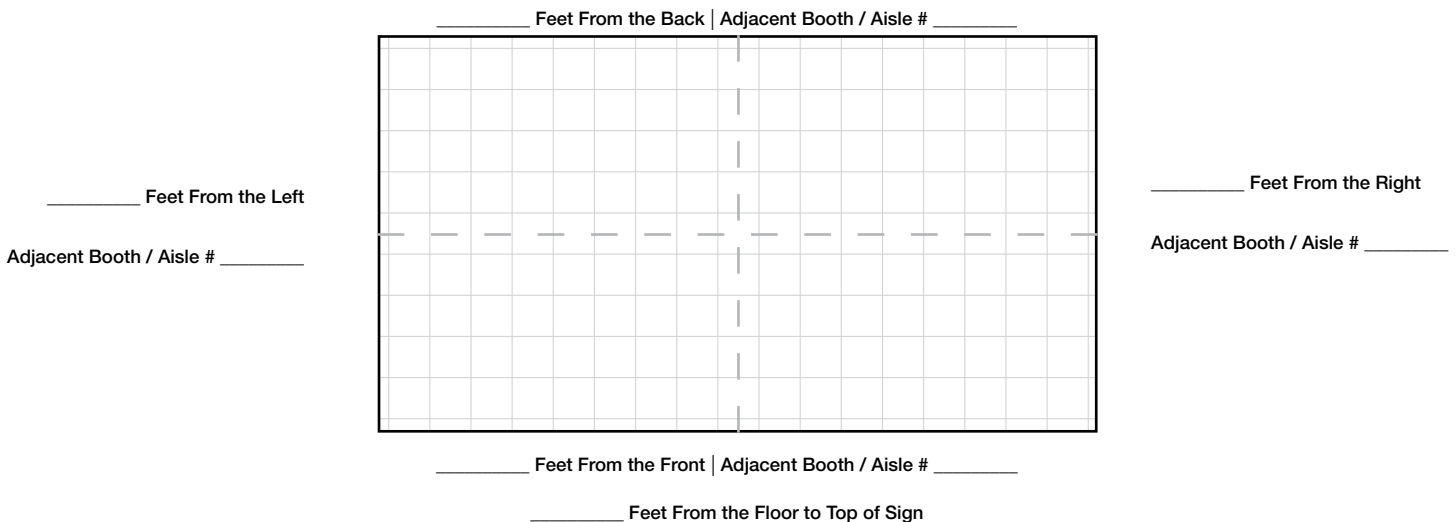
\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
Approx. Hours                      Hourly Rate                      Total Estimate

**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.



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

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

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

**Donald E Stephens Convention Center, Rosemont Illinois,  
August 31 – 01 September 2022**

**INTERNATIONAL SHIPPING, CUSTOMS BROKERAGE AND DOMESTIC TRANSPORTATION**

European International (Fairs) Ltd has been appointed by UKI Media & Events Ltd as the official International Freight Forwarder & Customs Broker. International shipping services will be offered in conjunction with our worldwide network of shipping agencies and in association with our US partner, GlobeX Logistics. Our services include:

- International shipping – Ocean and Air
- Storage – Interim and After-show
- Import Customs Clearance
- Local delivery to/from the advance warehouse
- Local delivery to/from show's freight dock
- On-site representation throughout

Drayage services will be provided by Rosemont Exposition Services Inc, the appointed General Contractor. Arrangements have been made with them whereby any cargo shipped by us, and our agencies will be handed over to RES at the advance warehouse or show site loading dock. Payment of local drayage charges will be invoiced directly by RES to the exhibitor and are the responsibility of the exhibitor in accordance with RES's terms and conditions.

European International (Fairs) Ltd is an international exhibition freight forwarding specialist with over 25 years' experience of international shipping, customs brokerage, and on-site handling on global basis. All our agencies and service partners are carefully selected for their knowledge of this industry and quality of service.

**International Arrival Deadlines:**

<b>Delivering to:</b>	<b>Advance W/H</b>	<b>Show-site dock</b>
<b>LCL Oceanfreight at Chicago (CFS) port *</b>	<b>July 29<sup>th</sup> 2022</b>	<b>August 1<sup>st</sup> 2022</b>
<b>FCL Oceanfreight at Chicago (CFS) port *</b>	<b>August 5<sup>th</sup> 2022</b>	<b>August 12<sup>th</sup> 2022</b>
<b>Airfreight at Chicago (ORD) airport</b>	<b>August 19<sup>th</sup> 2022</b>	<b>August 22<sup>nd</sup> 2022</b>

**\* NB: There is significant port congestion at all US ports. Later arrival may be possible but is not recommended**

Please refer to our [International Shipping & Freight Handling](#) Information for full details.

To talk to us about your specific requirements or if you have any queries, please contact us as follows:

**International Shipping and Customs Clearance**

European International (Fairs) Ltd  
Grantley George  
[usshowops@european-intl.com](mailto:usshowops@european-intl.com)  
Tel: +44 1732 860330  
[www.european-intl.com](http://www.european-intl.com)

**US Partner**

GlobeX Logistics, Inc.  
Ty Warren  
[twarren@globexlogistics.net](mailto:twarren@globexlogistics.net)  
Tel: +1 702 273 6709  
[www.globexlogistics.net](http://www.globexlogistics.net)

We wish you a successful event and look forward to working with you.



**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 your materials all together.

**1) DIRECT SHIPMENTS TO THE DONALD E. STEPHENS CONVENTION CENTER**

Rates include necessary labor and equipment to unload trucks at the hall and to place materials in exhibitor's booth. Machinery arriving at the hall will be spotted one time after removal from the truck, provided the following conditions are strictly adhered to:

- The exhibitor, or his representative, is there to supervise spotting.
- The area within the booth is clearly marked to indicate the machine's position.
- No rigging, bolting, unskidding or attaching to other equipment.
- Shipments arrive between 8:00 am - 3:00 pm Monday-Friday.
- Freight rates are based on per truckload basis.
- Empty crate removal and return service is included in the Display Material shipment rate, but may not be included in the Machinery Shipment rates. Larger machinery empties and skids are removed and returned by Riggers while in the booth on a labor ticket.

At the conclusion of the show, materials will be moved from the exhibit and loaded on trucks. Round trip rates are as follows, and all rates are based on straight time unloading and loading.

<b>DISPLAY MATERIAL RATES</b>	Display Materials . . . . .	\$.90.00 per cwt.
<b>MACHINERY RATES</b>	Machinery 1 lbs. - 2,000 lbs. . . . .	\$.65.00 per cwt.
	Machinery 2,001 lbs.- 5,000 lbs. . . . .	\$.65.00 per cwt.
	Machinery 5,001 lbs. - 10,000 lbs. . . . .	\$.60.00 per cwt.
	Machinery 10,001 lbs - over. . . . .	\$.55.00 per cwt.

**2) ADVANCE SHIPMENTS RECEIVED AT THE RES WAREHOUSE**

Advance shipments received at the RES warehouse by August 19, 2022 will be weighed, inspected and charged at a rate of \$97.50 per cwt. (100 lb. minimum) to the individual exhibitor. This charge includes storage prior to the opening of the show, delivery to the exhibitor's booth and removal to the loading dock at the close of the show, as well as 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 August 19, 2022, will be charged at the rate of \$105.00 per cwt. (100 lb. minimum).

**3) DRAYAGE PAYMENT INFORMATION (CHECK ONE)**

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

**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 August 19, 2022:	We will ship _____ lbs. @ \$97.50 per cwt. (100 lb. min)	= \$ _____
Advance crated shipments received at the warehouse after August 19, 2022:	We will ship _____ lbs. @ \$105.00 per cwt. (100 lb. min)	= \$ _____
Direct display shipments to the Donald E. Stephens Convention Center:	We will ship _____ lbs. @ \$90.00 per cwt. (100 lb. min)	= \$ _____
Direct machinery shipments to the Donald E. Stephens Convention Center:	We will ship _____ lbs. @ \$ _____ per cwt. (100 lb. min)	= \$ _____

**4) 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.

**5) UPS 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 U.P.S. 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.

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



**1) WHEN TO SHIP**

Advance shipments will be accepted at the RES warehouse beginning **August 1, 2022** and must arrive no later than **August 28, 2022**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on August 29-30, 2022 only. No earlier.

**2) WHERE TO SHIP**

**DIRECT SHIPMENTS**

Address all shipments to Donald E. Stephens Convention Center:  
Exhibitors name:  
Booth number:  
METNA 2022  
c/o Rosemont Exposition Services, Inc.  
9300 Williams Street  
Rosemont, Illinois 60018

**ADVANCE SHIPMENTS**

Address all shipments to Warehouse:  
Exhibitors name:  
Booth number:  
METNA 2022  
c/o Rosemont Exposition Services, Inc.  
3412 N. River Road  
Franklin Park, Illinois 60131

**3) INTERNATIONAL & CANADIAN SHIPMENTS:**

Neither RES, Inc. nor the Donald E. Stephens Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of show materials into the United States. All freight should be consigned to a certified broker for customs clearance. If your company does not have a customs broker please call Airways Freight at 800-643-3525 for international shipping assistance.

4) To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services, Inc. will have a drayage desk located at the Exhibitor's Service Center, where labels, shipping instruction forms and shipping information will be available.

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 shipment where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. They will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

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 5:00pm on **September 1, 2022**. Any freight left in the Exhibit Hall after 2:00pm on **September 2, 2022** will be re-routed in accordance with the conditions in item # 5 of these Shipping Instructions.

**8) LIMITS OF LIABILITY**

- A) Rosemont Exposition Services, Inc. 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, Inc. will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.
- C) Rosemont Exposition Services, Inc. will not be responsible for the loss or theft of materials after same 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, Inc. 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.

9) All exhibits and exhibit material of any type handled by Rosemont Exposition Services, Inc. is insured by Rosemont Exposition Services, Inc. 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.

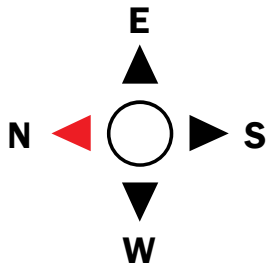
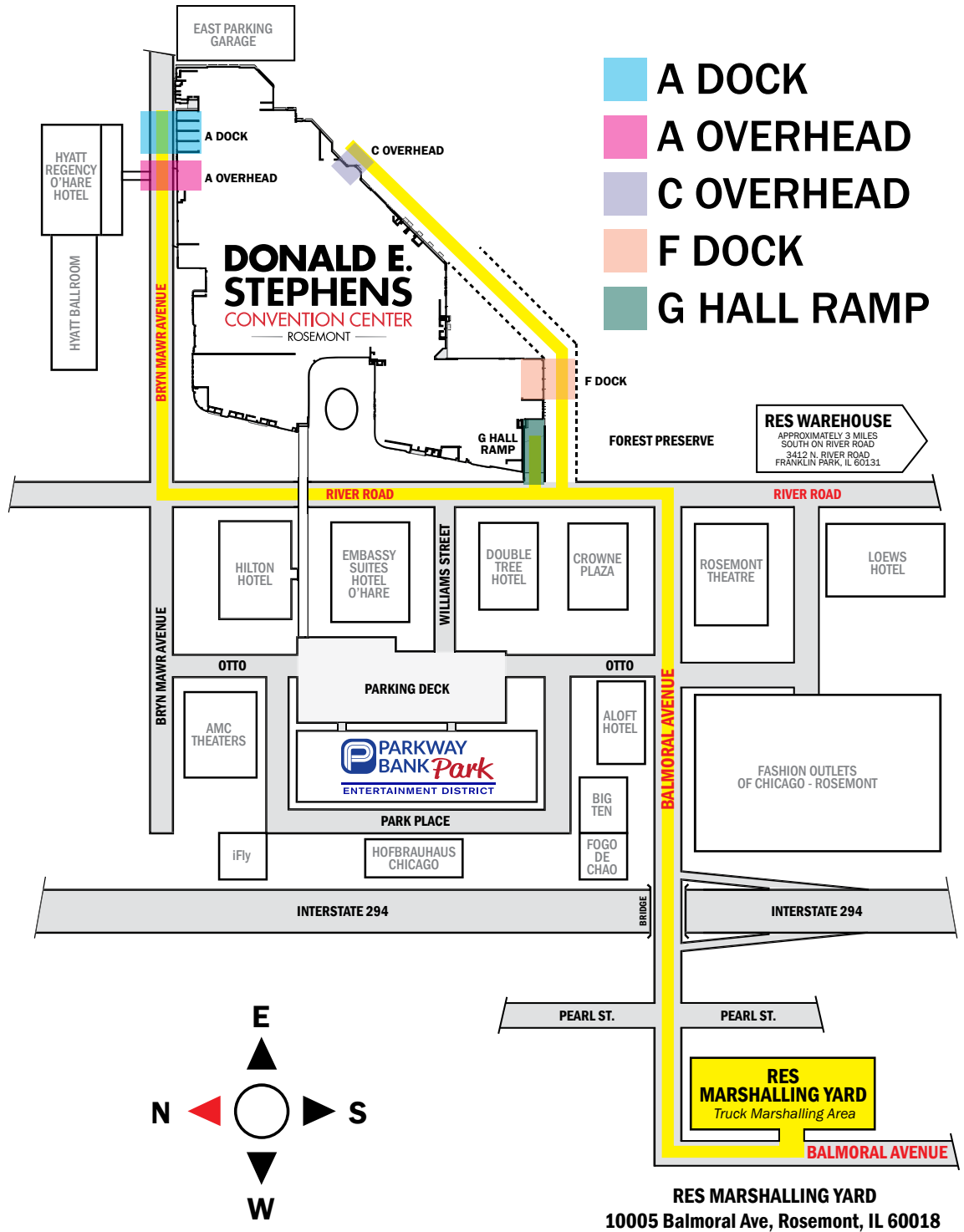
*\* To avoid disputes in drayage (freight weight) exhibitors should send freight certified.*

# Freight Check-In Procedures



All vehicles delivering freight or picking up at the Donald E. Stephens Convention Center must check-in at the RES Marshalling Area. After checking in, the 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:



Guaranteed Precision® and Expedited Precision® from the Genuine Heavyweight Experts®.

Provides expedited and time-specific delivery service for your critical exhibit shipments.

1-800-531-3976 • [www.yrc.com](http://www.yrc.com)

- Distribution of all sizes and complexity
- Product lay-downs
- Light pick & ship
- Expedited or day-specific delivery

**HOW SHIPPING IS DONE.**

## OPTIONAL LTL CARRIERS:



On-Site. On Time. Damage-Free.

800-654-7019

[tradeshows@freight.abf.com](mailto:tradeshows@freight.abf.com)

[www.abfs.com](http://www.abfs.com)



331-240-3070

[expo@shipPGL.com](mailto:expo@shipPGL.com)

[www.shipPGL.com](http://www.shipPGL.com)



(708) 269-5451

[michaelsaviano@tforcefreight.com](mailto:michaelsaviano@tforcefreight.com)

[www.TForceFreight.com](http://www.TForceFreight.com)

## RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



800-643-3525 • 479-442-6301-Local

[www.airwaysfreight.com](http://www.airwaysfreight.com)

email us at [UrgentInfo@airwaysfreight.com](mailto: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>August 31-September 1, 2022</b>
	Delivery deadline to advance warehouse: <b>August 18, 2022</b>
	Show Move In: <b>August 29-30, 2022</b>
	Show Move Out: <b>September 1-2, 2022</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 marked as shown 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, however, insure 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. See note below regarding heavy equipment or out of gauge cargo.
- **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, and that their policy will 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
LINK TO DOCUMENTS & INSTRUCTIONS:	<a href="http://www.airwaysfreight.com/res.pdf">www.airwaysfreight.com/res.pdf</a>

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

METNA 2022  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN AUGUST 28, 2022**

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

METNA 2022  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN AUGUST 28, 2022**

# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

METNA 2022  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

**DELIVER ON AUGUST 29-30, 2022 ONLY**

# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

METNA 2022  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

**DELIVER ON AUGUST 29-30, 2022 ONLY**

# HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

METNA 2022  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN AUGUST 26, 2022

# HANGING SIGN ADVANCE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

METNA 2022  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN AUGUST 26, 2022