



Exhibitor Services Manual

SEPTEMBER 10, 2013

Energy Efficiency Expo

DONALD E. STEPHENS CONVENTION CENTER • ROSEMONT, ILLINOIS



Donald E.
Stephens
Convention Center
Rosemont, Illinois

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for online services

Index of Services

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

GENERAL INFORMATION

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RES EXTRAS SPECIAL SERVICES

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Welcome



WELCOME TO ROSEMONT

The Rosemont Convention Bureau provides a restaurant reservation and an area information kiosk to assist you during your trade show or conference. Visit this information kiosk located in the lobby of the Donald E. Stephens Convention Center for a copy of our Rosemont Visitor's Guide to locate lodging, entertainment, and cultural facilities, and to enjoy the ambience of international cuisine at Rosemont and Chicagoland area restaurants. Further information can be obtained at www.rosemont.com.

Visit the Rosemont Convention Bureaus information kiosk located in the Convention Center Lobby for information for the following services:

Area Maps

Area Shopping

Woodfield
Oak Brook
Michigan Avenue

Rosemont & Chicagoland Dining

Restaurant Reservations

Museums

Nightclubs/Night Life

Rosemont Theatre Schedule & Ticket Information

Sightseeing/Tours

Architectural
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Ticket Information/Sports Schedules

Cubs
Sox
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Blackhawks
Wolves
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Gaming
Allstate Arena
Rosemont Theatre

Transportation

CTA Train
Bus
Limousine

Visitor's Guide

Rosemont
Chicago
Chicago Plus



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Show Information

Energy Efficiency Expo - Presented by ComEd
September 10, 2013

Deadline Date To Receive Discounted Rates:
August 30, 2013

SHOW COLORS

Back Drape: Black

Side Drape: Black

STANDARD BOOTH PACKAGE

1 - 6' x 30" Black Skirted Table

2 - Side Chairs

1 - Wastebasket

1 - Booth ID Sign

EXHIBITOR MOVE-IN

Monday, September 9, 2013

12:00 pm - 4:00 pm

SHOW HOURS

Tuesday, September 10, 2013

7:30 am - 5:00 pm

EXHIBITOR MOVE-OUT

Tuesday, September 10, 2013

5:00 pm - 7:00 pm

SHOW MANAGEMENT INFORMATION

Michelle Arnold

Morreale Public Affairs Group

Office: 773-867-8564

Fax: 312-277-7477

Sponsor Exhibitor or Smart Ideas for your Business

Trade Ally Information:

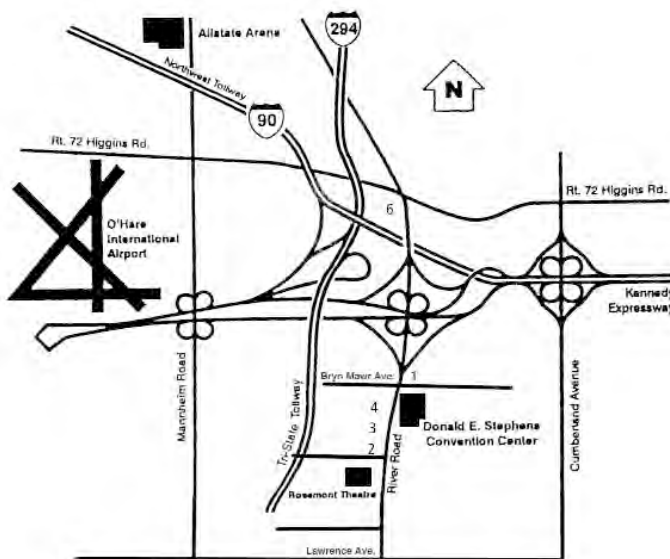
Jennifer Sally

630-480-3434



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Map to Convention Center



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, south 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:

1. Hyatt Regency O'Hare
2. Crowne Plaza O'Hare
3. Double Tree Hotel
4. Embassy Suites O'Hare
5. Hilton Rosemont / Chicago O'Hare
6. Westin O'Hare
7. Hyatt Rosemont
8. Intercontinental
9. Aloft Hotel
10. Courtyard
11. Hilton Garden Inn
12. Sheraton Gateway Suites
13. Best Western
14. Holiday Inn & Suites




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Online Ordering

Step by step online ordering.

www.resexpo.com

1. Access our website at www.resexpo.com.
2. Use the pull-down menu at the top of the page to take you to your upcoming show. Click on the show you will be attending.
3. The page will now change where you will see three boxes. Enter your booth number in the first box. (If you have multiple booths, use the lowest number). Tab over and enter your area code. Tab again and enter the rest of your phone number. Do not use dashes.
THEN, Click on 
4. The page will **"Thank You For Logging In"**. Scroll down to the bottom of the page and click that you accept the payment policy and have agreed to it.
5. After accepting, your screen will change again **"Welcoming"** you to the show.
6. The seven tabs at the top of the page can be used to navigate the various RES services.
7. After you have completed your order(s) and proceeded to check out, you have three options for payment:
 - a. Credit Card Payment to finish transaction online.
 - b. Print order and submit with credit card either by fax or mail.
 - c. Print order and mail with a check.

All orders are verified for accuracy.
A confirmation will be sent via email or fax at that time, not necessarily at the time of submitting.

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





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Order Summary and Payment

Please Mail, Email or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797
Phone: 847-696-2208

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SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS
Standard Furniture	\$
Standard Booth Accessories	\$
Custom Furniture	\$
Signage & Graphics	\$
Floral	\$
Electrical Service	\$
Internet & Telecommunications	\$
Computer Rental	\$
Audio Visual	\$
ESTIMATED COSTS	
Material Handling	\$
Carpenters	\$
Riggers	\$
Decorators	\$
Electricians	\$

Net Amount Due	\$
-----------------------	----

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

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

_____ CASH
_____ CREDIT CARD
_____ CHECK (No. _____)

Check should be made payable to Rosemont Exposition Services, Inc.

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

For information on wire transfers please contact Customer Service at 847-696-2208.

If you wish to authorize Rosemont Exposition Services to charge the amount of your advance orders and any additional amounts incurred as a result of showsite orders placed by you or your representative, as well as outbound billing to your credit card account, please complete the information requested below.

Payment Information for Credit Cards

☐ Master Card

☐ VISA

☐ American Express

☐ Discover Card

Account Number:

Expiration Date:

CVV2 Code:

Card Holder Billing Address:

Signature of Cardholder:

Company Name:

Show Name:

Address:

City:

State:

Zip:

Phone:

Fax:

Authorized By:

Email Address:

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..

TERMS AND CONDITIONS

Order Summary and Payment Sheet

Rosemont Exposition Services, Inc. requires all advance orders to be paid in full. Payments must be made in U.S. funds. Methods of payment are cash, certified, company or traveler's check, Discover, Visa, MasterCard or American Express. All statements presented on showsite must be paid in full at that time, unless previous arrangements have been made for credit in advance. Please see that your showsite 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 showsite 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.

Material Handling

We understand that your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department.

Waste Removal

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

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

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



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Standard Furniture

Please Mail, Email or Fax Completed Form to RES:
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Fax: 847-696-9797
Phone: 847-696-2208

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SKIRTED TABLES

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

	QUANTITY		DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" High Skirted Table	_____	x	\$90.00	\$125.00	_____
2' x 4' x 42" High Skirted Table	_____	x	\$95.00	\$130.00	_____
2' x 6' x 30" High Skirted Table	_____	x	\$100.00	\$135.00	_____
2' x 6' x 42" High Skirted Table	_____	x	\$105.00	\$140.00	_____
2' x 8' x 30" High Skirted Table	_____	x	\$110.00	\$145.00	_____
2' x 8' x 42" High Skirted Table	_____	x	\$115.00	\$150.00	_____
4th side of skirting is available at \$35.00 per table.	_____	x	\$35.00	\$45.00	_____

Colors: WH=White ○ BK= Black ● GY= Gray ○ RD= Red ● BL= Blue ● BU= Burgundy ● GO= Gold ● TE= Teal ● HG= Hunter Green ●

Skirt color _____

UNSKIRTED TABLES

2' x 4' Wood Table	30" High ○	42" High ○	_____	x	\$42.00	\$59.00	_____
2' x 6' Wood Table	30" High ○	42" High ○	_____	x	\$47.00	\$64.00	_____
2' x 8' Wood Table	30" High ○	42" High ○	_____	x	\$52.00	\$69.00	_____

SKIRTED RISERS

4' Skirted Riser	1' x 4' x 1'	_____	x	\$50.00	\$80.00	_____
6' Skirted Riser	1' x 6' x 1'	_____	x	\$60.00	\$90.00	_____
4th side of riser skirt is available at \$15.00 per riser.		_____	x	\$15.00	\$20.00	_____

Skirt color _____

UNSKIRTED RISERS

4' Riser	1' x 4' x 1'	_____	x	\$27.00	\$45.50	_____
6' Riser	1' x 6' x 1'	_____	x	\$32.00	\$50.00	_____

BOOTH FURNITURE

30" Diam. Round Table (Black Top)	_____	x	\$130.00	\$160.00	_____
30" Diam. Round Table 42" High (Black Top)	_____	x	\$135.00	\$165.00	_____
Arm Chair	_____	x	\$75.00	\$100.00	_____
Black Barstool with back	_____	x	\$75.00	\$100.00	_____
Side Chair	_____	x	\$60.00	\$85.00	_____

Order Total \$



Side Chair



Arm Chair



Bar Stool



30" High Round Table



6' x 30" Skirted Table



Skirted Table with Riser

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.
RES Address: 9291 West Bryn Mawr Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



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Standard Booth Accessories

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BOOTH ACCESSORIES

	QUANTITY		DISCOUNT	STANDARD	TOTAL
Chrome Coat Tree	_____	x	\$45.00	\$60.00	_____
Clothes Rack	_____	x	\$40.00	\$50.00	_____
Wastebasket	_____	x	\$15.00	\$20.00	_____
Large Trash Can	_____	x	\$30.00	\$45.00	_____
Adjustable Easel	_____	x	\$30.00	\$45.00	_____
Wooden Park Bench	_____	x	\$165.00	\$195.00	_____
Chrome Sign Holder (22" x 28")	_____	x	\$67.00	\$94.00	_____
Bag Display	_____	x	\$60.00	\$90.00	_____
Chrome Stanchion	_____	x	\$40.00	\$55.00	_____
Chrome Stanchions w/ 6' Black Tension Rope	_____	x	\$90.00	\$120.00	_____

SPECIAL BOOTH DRAPE & EQUIPMENT

Background Drape (8' high)	_____	ft x	\$12.50/ft.	\$17.50/ft.	_____
Side Drape (3' high)	_____	ft x	\$7.50/ft.	\$10.00/ft.	_____

Colors: WH=White ○ BK= Black ● GY= Gray ○ RD= Red ● BL= Blue ● BU= Burgundy ● GO= Gold ● TE= Teal ● HG= Hunter Green ●

Drape Color _____

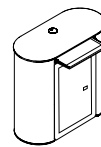
Up-Rights 3' high	_____	x	\$12.50	\$17.50	_____
Up-Rights 8' high	_____	x	\$12.50	\$17.50	_____
Crossbars	_____	x	\$12.50	\$17.50	_____

TABLES/WORKSTATIONS

Oval Tambour Workstation

23" x 43" table is 40" tall. Sturdy table includes black laminate with management system and locking door.

Fabric Panel Colors Available: black, dark gray, silver, blue _____

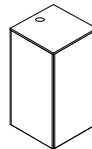


\$475.00 _____

Square Workstation

23" x 23" table is 39" tall. Internal shelf available with square table. Includes wire management system and access door.

Fabric Panel Colors Available: black, dark gray, silver, blue _____

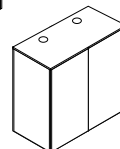


\$350.00 _____

Double Workstation

23" x 46" table is 39" tall. Internal shelf available with square table. Includes wire management system and access door.

Fabric Panel Colors Available: black, dark gray, silver _____



\$475.00 _____

Truss Kiosk With Monitor Platform

Perfect for presentations! Monitor platform is at eye-level and sturdy enough to support your A/V equipment. Work surface is great for lead-taking. Monitor not included.

Fabric Panel Colors Available: black, dark gray, silver, blue _____



\$1075.00 _____

Order Total \$

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

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

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6/11

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		

CHAIRS

CH100	JACOBSON CHAIR	BK NAT WH	85	110		
CH101	DELTA CHAIR	BK	95	125		
CH102	MONACO CHAIR	CAM BK	100	130		
CH104	TOLEDO CHAIR	NAT	130	170		
CH105	BUNGIE CHAIR	BK	100	130		
CH106	CRISS CROSS CHAIR	WH	110	140		
CH107	HALLE CHAIR	BK BL	110	140		
CH111	STUDIO CHAIR	WH	110	140		
CH113	LESLIE CHAIR	WH	110	140		
CH114	TENDY CHAIR	BK WH WNG	110	140		
CH115	SHEN CHAIR	BK WH	130	170		
CH116	FORENZA CHAIR	CL OR RD	130	170		

BAR STOOLS

ST200	RUBIN BAR STOOL	NAT BK	130	170		
ST201	DELTA BAR STOOL	BK	130	170		
ST202	MONACO BAR STOOL	CAM BK	130	170		
ST203	EQUINO ADJ. STOOL	BK RD WH NAT	155	200		
ST204	TOLEDO BAR STOOL	NAT	155	200		
ST205	BUNGIE BAR STOOL	BK	140	180		
ST206	CRISS CROSS BAR STOOL	WH	140	180		
ST207	HALLE BAR STOOL	BK BL	140	180		
ST208	TICKLE ADJ. STOOL	WH OR RD	140	180		
ST213	ENZO BAR STOOL	BK	140	180		
ST214	TENDY BAR STOOL	BK WH WNG	130	170		
ST215	SHEN BAR STOOL	BK WH	155	200		
ST216	FORENZA BAR STOOL	CL OR RD	155	200		

CAFÉ TABLES (30" High)

CT300	PEDESTAL TABLE 24"DIA	BK WH	130	170		
CT301	PEDESTAL TABLE 30"DIA	BK WH	140	180		
CT302	CAFE TABLE 36" DIA	BK GY WH	145	190		
CT303	CAFE TABLE 42" DIA	BK GY WH	155	200		
CT304	CHROME/GLASS TABLE 42 DIA	GLASS	140	180		
CT306	TRAVE TABLE 36"DIA	GLASS	170	220		
CT307	BISTRO TABLE 30"DIA	BK NAT WG WH	140	180		
CT309	MONACO TABLE 36"TRI	CHRY GL	150	195		
CT310	CHROMA TABLE 27.5 SQ./ROUND	ALUMINUM	135	175		
CT350	AVANTE 36X30	GLASS	195	250		
CT353	ALTOS TABLE 36X60	GLASS	220	285		

BAR TABLES AND BARS (42" High)

BT400	BAR PEDESTAL TABLE 24"DIA	BK WH	140	180		
BT401	BAR PEDESTAL TABLE 30"DIA	BK WH	150	195		
BT402	BAR HIGH TABLE 36" DIA	BK WH GY	155	200		
BT406	TRAVE BAR TABLE 32"DIA	GLASS	180	230		
BT407	BRAVO BAR TABLE 30"DIA	NT BK WH WNG	170	220		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		

BAR TABLES AND BARS (Con't)

BT409	MONACO BAR TABLE 36"TRI	CHRY GLASS	160	205		
BT410	CHROMA TABLE 23.5" DIA	ALUMNUM	145	190		
BT450	MANHATTAN BAR	STAINLESS	675	875		
BT451	INFORMATION COUNTER	BK WH	250	325		
BT453	MILANO BAR	WENGE	650	850		

MODULAR BARS & LED PEDESTALS

*(ELECTRIC NOT INCLUDED)

***(ADAPTER/ELECTRIC NOT INCLUDED)

*BT460	ITALIA CURVED BAR w/light	WH	675	875		
*BT461	ITALIA BAR w/light	WH	475	620		
*BT462	ITALIA CORNER BAR w/light	WH	475	620		
**BT480	MOD CYLINDER PEDESTAL	WH	150	195		
**BT481	MOD CYLINDER PEDESTAL	WH	175	225		
**BT482	MOD CYLINDER PEDESTAL	WH	200	260		
**BT483	MOD CUBE	WH	175	225		
**BT484	MOD CUBE PEDESTAL	WH	200	260		
BT485	LED LIGHT (ADAPTER)	MULTI (RBGW)	100	130		
*BT490	LUMA CUBE w/light	WH	275	360		

CONFERENCE AND OFFICE CHAIRS

CO500	DAVE CHAIR	BK	145	190		
CO501	DANIELLE SIDE CHAIR	BK	140	180		
CO502	OTTO CHAIR	BK WH	155	200		
CO505	LEATHER GUEST CHAIR	BK	140	185		
CO506	LEATHER HIGHBACK CHAIR	BK	155	200		
CO507	GUEST CHAIR	BK	125	165		
CO508	MIDBACK CHAIR	BK	140	180		
CO509	STACKABLE SIDE CHAIR	BK	80	105		
CO510	STACKABLE ARM CHAIR	BK	85	110		
CO511	EUROPA CHAIR	BK	115	150		
CO512	TASK CHAIR	BK	110	140		
CO513	TASK STOOL	BK	125	160		
CO514	EXECUTIVE TASK CHAIR	BK	170	220		

CONFERENCE TABLES

CF603	CONFERENCE TABLE 48"DIA	BK WH GY COG MAP	250	325		
CF605	RECTANGULAR TABLE 6'	BK WNG COG MAP	330	430		
CF606	CONFERENCE TABLE 6' OVAL	BK WH GY	280	365		
CF608	CONFERENCE TABLE 8' OVAL	BK WH GY	330	430		

OFFICE FURNITURE

OF651	DESK W/FILE PEDESTAL	BK MAPLE	300	390		
OF652	LATERAL FILE, LOCKING	BK	255	330		
OF653	STORAGE CABINET LOCKING	BK	230	300		
OF654	COMPUTER WORKSTATION	BK	135	175		

(CONTINUED ON BACK SIDE)

Company Name: _____ Phone#: _____ Booth #: _____



Custom Furniture Continued

Energy Efficiency Expo - Presented by ComEd

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August 30, 2013

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		

LOUNGE SEATING

LG700	ERIN LEATHER SOFA	BK	460	595		
LG701	ERIN LEATHER LOVESEAT	BK	410	530		
LG702	ERIN LEATHER CHAIR	BK	360	465		
LG703	SANTA FE LEATHER SOFA	BROWN	485	630		
LG704	SANTA FE LEATHER LOVESEAT	BROWN	435	565		
LG705	SANTA FE LEATHER CHAIR	BROWN	385	500		
LG706	SCANDIC LEATHER SOFA	WH RED	460	595		
LG707	SCANDIC LEATHER CHAIR	WH RED	360	465		
LG708	FOCUS SOFA	COCO	360	465		
LG709	FOCUS CHAIR	COCO SAND	280	365		
LG710	SIMPSON SOFA	CREAM	360	465		
LG711	SIMPSON CHAIR	RED GOLD BK SAGE CREAM	280	365		
LG712	SOLO SOFA	BK	360	465		
LG713	SOLO LOVESEAT	BK	325	420		
LG714	SOLO CHAIR	BK	285	370		
LG716	IBIZA LOVESEAT	WH	400	520		
LG717	IBIZA CHAIR	WH	375	490		
LG718	CELINI SOFA	WH RED	400	520		
LG719	CELINI CHAIR	WH RED	350	455		
LG720	CAPRI SECTIONAL SOFA	BK WH	450	585		
LG721	CAPRI SECTIONAL BENCH	BK WH	300	390		
LG722	CAPRI LEFT ARM SOFA	WH	450	585		
LG723	CAPRI 3/4 BACK SOFA	WH	450	585		
LG724	SOHO CURVED BANQUETTE	WH	450	585		
LG750	BENCH OTTOMAN	BK WHITE	165	215		
LG751	ROUND OTTOMAN	RED	135	175		
LG755	BLOCK OTTOMAN	BL BK WH	75	100		
LG756	ANGLE OTTOMAN	BK SLVR WH	350	455		
LG757	RECTANGLE BLOCK OTTOMAN	BK SLVR WH	150	195		
LG760	CAPRI ROUND OTTOMAN	WH	150	195		
LG761	CAPRI DRINK TABLE	WH	125	160		
LG780	STEN SWIVEL CHAIR	BK RED	155	200		
LG785	SLING CHAIR	WH	225	295		

OCCASSIONAL TABLES

OT800	MONZA SQUARE COCKTAIL	BK	165	215		
OT801	MONZA OVAL COCKTAIL	BK	155	200		
OT802	MONZA END TABLE	BK	140	180		
OT803	MONZA SOFA TABLE	BK	175	225		
OT804	ANDRES COCKTAIL TABLE	ESPRESSO	140	180		
OT805	ANDRES END TABLE	ESPRESSO	125	160		
OT812	UMBRIA COCKTAIL TABLE	GLASS	155	200		
OT813	UMBRIA END TABLE	GLASS	140	180		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		

OCCASSIONAL TABLES (Con't)

OT814	CAYMAN COCKTAIL TABLE	GLASS	180	230		
OT815	CAYMAN END TABLE	GLASS	150	195		
OT818	SEATTLE COCKTAIL TABLE	CAPPUCCINO	155	215		
OT819	SEATTLE END TABLE	CAPPUCCINO	140	180		
OT820	SEATTLE SOFA TABLE	CAPPUCCINO	165	225		
OT824	ASPEN COCKTAIL TABLE	MAPLE	140	180		
OT825	ASPEN END TABLE	MAPLE	125	160		
OT826	NEWPORT COCKTAIL TABLE	MAHOGANY	155	215		
OT827	NEWPORT END TABLE	MAHOGANY	130	170		
OT828	ABBY COCKTAIL TABLE	WH WNG	175	225		
OT829	ABBY END TABLE	WH WNG	150	195		
OT830	JUPITER SIDE TABLE	BK WH	150	195		
OT832	EILEEN GREY SIDE TABLE	GL	200	260		
OT837	SIENA COCKTAIL TABLE	GL	155	200		
OT838	SIENA END TABLE	GL	140	180		
OT839	LINEAR COCKTAIL BENCH	STEEL	190	245		
OT840	LINEAR END BENCH	STEEL	165	215		
OT850	MONTEREY COCKTAIL TABLE	BK	155	215		
OT851	MONTEREY END TABLE	BK	140	180		
OT852	MONTEREY SOFA TABLE	BK	165	225		
OT853	VERONA COCKTAIL TABLE	GLASS	155	215		
OT854	VERONA END TABLE	GLASS	130	170		

EXTRAS

XT199	FOLDING CHAIR	GY	40	50		
XT904	REFRIGERATOR 4.1 CF	WH	175	225		
XT906	VELOUR ROPE	BK RD GY	15	20		
XT909	WATERFALL CLOTHES RACK	CHROME	90	115		
XT910	COAT TREE	ALUMINUM	80	105		
XT911	WASTEBASKET	BK	25	30		
XT913	6 POCKET LIT RACK	BK	100	130		
XT914	2 SIDED 6 POCKET LIT RACK	BK	100	130		
XT915	CLEAR 4 SIDED LIT RACK 60"	CLEAR	225	295		
XT916	COMPUTER PEDESTAL, LOCKING	BK WH	280	365		
XT919	CUBE PEDESTAL 42" H	BK WH	180	230		
XT920	STACKER TABLE 16" SQ	BK NAT	45	60		
XT921	VEGA TABLE 18" DIA. ADJ.	BK BL RD YL GR	100	130		
XT922	LAURENCE SHELF 72" H	BK WH	155	200		
XT923	METAL SHELVING 54" H	BK WH	100	130		
XT924	METAL SHELVING 72" H	BK WH	130	170		
XT925	CUBE SHELF	NAT	155	200		
XT950	TABLE LAMP	A B C	95	125		
XT951	FLOOR LAMP	A B C	140	180		

ORDER TOTAL:

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

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

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

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

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

Chairs



CH100 JACOBSON CHAIR
Natural Black White



CH101 DELTA CHAIR
Black



CH102 MONACO CHAIR
Camel Black



CH104 TOLEDO CHAIR
Natural/Chrome



CH105 BUNGIE CHAIR
Black/Chrome



CH106 CRISS CROSS
White/Chrome



CH107 HALLE CHAIR
Black Blue



CH111 STUDIO CHAIR
White



CH113 LESLIE CHAIR
White



CH114 TENDY CHAIR
Black White Wenge



CH115 SHEN CHAIR
Black White



CH116 FORENZA CHAIR
Clear Orange Red



Café Tables



CT309 MONACO TABLE - TRIANGLE
36" Black/Cherry, Black/Glass



CT310 CHROMA TABLE
27.5" Aluminum



CT350 AVANTE
36" x 60" Glass



CT353 ALTOS TABLE
36" X 60" Chrome/Glass



Bar Tables and Bars (42" High)



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



BT402 BAR HIGH TABLE
36" Black, White, Grey



BT406 TRAVE BAR TABLE
32" Chrome/Glass



BT407 BRAVO BAR TABLE
30" Natural, Black, White, Wenge



BT409 MONACO BAR TABLE
36" Tri. Cherry, Glass



BT410 CHROMA BAR TABLE
27.5" Aluminum



BT450 MANHATTAN BAR
Black/Stainless



BT451 INFORMATION COUNTER
Black, White



BT453 MILANO BAR
Wenge

Modular Bars & LED Pedestals (Electric & Adapter not included)

BT460 ITALIA CURVED BAR
White w/light

BT461 ITALIA BAR
White w/light

BT462 ITALIA CORNER BAR
White w/light

BT480 MOD CYLINDER PEDESTAL
18" High White

BT481/BT482 MOD CYLINDER PEDESTAL
30"/42" White



BT483 MOD CUBE
24" High White



BT484 MOD CUBE PEDESTAL
42" High White



BT490 LUMA CUBE
28" High White w/light

Bar Stools



ST200 RUBIN STOOL
Natural, Black



ST201 DELTA STOOL
Black



ST202 MONACO STOOL
Camel, Black



ST203 EQUINO STOOL
Black, Red, White, Natural - Adj.



ST204 TOLEDO STOOL
Natural/Chrome



ST205 BUNGIE STOOL
Black/Chrome



ST206 CRISS CROSS STOOL
White



ST207 HALLE STOOL
Black, Blue



ST208 TICKLE STOOL
White, Orange, Red - Adj.



ST213 ENZO BAR STOOL
Black/Chrome



ST214 TENDY BAR STOOL
Black, White, Wenge



ST215 SHEN BAR STOOL
Black, White



ST216 FORENZA BAR STOOL
Clear, Orange, Red

Café Tables (30" High)



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



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



CT304 CHROME/GLASS
42" Glass



CT306 TRAVE TABLE
36" Chrome/Glass



CT307 BISTRO TABLE
30" Black, Natural, Wenge, White

Conference and Office Chairs



CO500 DAVE CHAIR
Black/Chrome



CO501 DANIELLE SIDE CHAIR
Black/Chrome



CO502 OTTO CHAIR
Black, White



CO505 LEATHER GUEST CHAIR
Black



CO506 LEATHER HIGHBACK CHAIR
Black



CO507 GUEST CHAIR
Black



CO508 MIDBACK CHAIR
Black



CO509 STACKABLE SIDE CHAIR
Black



CO510 STACKABLE ARM CHAIR
Black



CO 511 EUROPA CHAIR
Black



CO512 TASK CHAIR
Black



CO513 TASK STOOL
Black



CO 514 EXECUTIVE TASK CHAIR
Black

Conference Tables



CF603 CONFERENCE
48" Black, White, Grey, Maple, Cognac



CF605 CONFERENCE REC.
6' Cognac, Maple, Black, Wenge



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

Office Furniture



OF651 DESK W/FILE PEDESTAL
Black, Maple



OF652 LATERAL FILE
Black



OF653 STORAGE CABINET
Black



OF654 COMPUTER WORKSTATION
Black

Lounge Seating



LG700 ERIN SOFA
Black Leather



LG701 ERIN LOVE SEAT
Black Leather



LG702 ERIN CHAIR
Black Leather



LG703 SANTA FE LEATHER SOFA
Brown



LG704 SANTA FE LEATHER LOVE SEAT
Brown



LG705 SANTA FE LEATHER CHAIR
Brown



LG706 SCANDIC SOFA
Red, White Leather



LG707 SCANDIC CHAIR
Red, White Leather



LG708 FOCUS SOFA
Coco



LG709 FOCUS CHAIR
Coco, Sand



LG710 SIMPSON SOFA
Cream



LG711 SIMPSON CHAIR
Sage, Gold, Red, Black, Cream (not shown)



LG712 SOLO SOFA
Black

Lounge Seating



LG713 SOLO LOVE SEAT
Black



LG714 SOLO CHAIR
Black



LG716 IBIZA LOVESEAT
White



LG717 IBIZA CHAIR
White



LG718 CELINI SOFA
White, Red



LG719 CELINI CHAIR
White, Red



LG720 CAPRI SECTIONAL SOFA
Black, White



LG721 CAPRI SECTIONAL BENCH
Black, White



LG722/LG723 CAPRI ARM SECTIONAL
White

LG724 SOHO CURVED BANQUETTE
White



LG750 BENCH OTTOMAN
Black, White



LG751 ROUND OTTOMAN
Red



LG755 BLOCK OTTOMAN
Blue, White, Black



LG756 ANGLE OTTOMAN
Black, Silver, White - Leatherette



LG757 RECTANGLE BLOCK OTTOMAN
Black, Silver, White - Leatherette



LG760/LG761 CAPRI OTTOMAN/TABLE
White



LG780 STEN SWIVEL CHAIR
Black, Red



LG785 SLING CHAIR
White

Occasional Tables



OT800 MONZA SQ. COCKTAIL
Black



OT801 MONZA COCKTAIL
Black



OT802 MONZA END TABLE
Black



OT803 MONZA SOFA TABLE
Black



OT804 ANDRES COCKTAIL
Espresso



OT805 ANDRES END
Espresso



OT812 UMBRIA COCKTAIL
Chrome/Glass



OT813 UMBRIA END
Chrome/Glass



OT814 CAYMAN COCKTAIL
Chrome/Glass



OT815 CAYMAN GLASS END
Chrome/Glass



OT818 SEATTLE COCKTAIL TABLE
Cappuccino



OT819 SEATTLE END TABLE
Cappuccino



OT820 SEATTLE SOFA TABLE
Cappuccino



OT824 ASPEN COCKTAIL TABLE
Maple



OT825 ASPEN END TABLE
Maple



OT826 NEWPORT COCKTAIL TABLE
Mahogany



OT827 NEWPORT END TABLE
Mahogany



OT828 ABBY COCKTAIL TABLE
White, Wenge



OT829 ABBY END TABLE
White, Wenge



OT830 JUPITER SIDE TABLE
Black



OT832 EILEEN GREY SIDE TABLE
GLASS



OT837 SIENA COCKTAIL TABLE
GLASS



OT838 SIENA END TABLE
GLASS



OT839 LINEAR COCKTAIL BENCH
STEEL



OT840 LINEAR END BENCH
STEEL



OT850 MONTEREY COCKTAIL TABLE
Black



OT851 MONTEREY END TABLE
Black



OT852 MONTEREY SOFA TABLE
Black



OT853 VERONA COCKTAIL TABLE
GLASS



OT854 VERONA END TABLE
GLASS

Extras



XT199 FOLDING CHAIR
Grey



XT904 REFRIGERATOR 4.1 CF
White



XT906 VELOUR ROPE
Black, Red, Grey



XT909 WATERFALL CLOTHES STAND
Chrome



XT910 COAT TREE
Aluminum



XT911 WASTEBASKET
Black



XT913 6-POCKET LIT. RACK
Black



XT914 2-SIDED 6 POCKET LIT. RACK
Black



XT915 CLEAR 4 SIDED LIT RACK 60"
Clear



XT916 COMPUTER PEDESTAL
24" Sq. 40"H Black, White (Locking with shelf)



XT919 CUBE PEDESTAL 42" H
Black, White



XT920 STACKER TABLE 16" SQ.
Black, Natural



XT921 VEGA TABLE 18" DIA.
Black, Blue, Red, Yellow, Green



XT922 LAURENCE SHELF 72" H
Black, White



XT923/XT924 METAL SHELVEING
Black, White 54"H or 72"H



XT925 CUBE SHELF
Natural



XT950 TABLE LAMP
A



B



C



XT951 FLOOR LAMP
A



B



C



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for online services

Printing & Signage

Please Mail, Email or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797
Phone: 847-696-2208

Energy Efficiency Expo - Presented by ComEd
September 10, 2013

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!

RES Signage & Graphics is conveniently located in the Donald E. Stephens Convention Center and is available during the trade show. We will do whatever it takes to complete your signage & graphics needs. Our facility has the latest in computerized sign equipment to insure accurate production of your signage.

The services we can provide to you include:

- Signs (Large and Small Format)
- Vinyl Lettering
- Black and White Copies
- Digital Banners
- Mounting and Laminating
- Full Color Copies

Full Color Digital Signs:

11" x 14"	\$17.50
22" x 14"	\$35.00
22" x 28"	\$70.00
28" x 44"	\$140.00

Custom Sizes Available

Full Color Digital Banners:

Per Square Foot	\$14.00
-----------------	---------

Black and White Copies:

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

All copies on 24# brite white, one-sided.

Special paper, two-sided printing, folding, stapeling and cutting available for additional cost.

Full Color Copies:

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

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. We look forward to helping you with all your signage requirements.

Sign Copy/Requirements:

Summary Description

Summary Description	Size	Cost/Per	Quantity	Price

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



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Floral

Please Mail, Email or Fax Completed Form to RES:
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Email: customerservice@rosemontexpo.com
Fax: 847-696-9797
Phone: 847-696-2208

Energy Efficiency Expo - Presented by ComEd
September 10, 2013

TROPICAL PLANTS & TREES

3FT GREEN PLANTS			QTY	PRICE	TOTAL
Arboricola _____	Marginata _____	Spath _____	_____ x	\$45.00	_____
4FT GREEN PLANTS					
Palm _____	Ficus Bush _____	Schefflera _____	_____ x	\$55.00	_____
5FT GREEN PLANTS					
Palm _____	Marginata _____		_____ x	\$65.00	_____
6 - 7FT GREEN PLANTS					
Palm _____	Marginata _____	Ficus Tree _____	_____ x	\$75.00	_____
LARGE POTTED FERNS			_____ x	\$35.00	_____
HANGING PLANTS					
Ivy _____	Pothos _____		_____ x	\$35.00	_____

BLOOMING PLANTS

POTTED MUMS						
White_____	Lavender_____	Yellow_____		_____ x	\$25.00	_____
POTTED AZALEAS						
White_____	Pink _____	Red _____		_____ x	\$35.00	_____
POTTED BEGONIAS						
Pink _____	Orange_____	Red _____	Yellow_____	_____ x	\$35.00	_____
POTTED BROMELIADS						
Red_____	Orange_____	Yellow _____		_____ x	\$35.00	_____

Please choose color container for plants: **BLACK** **WHITE**

FRESH FLORAL ARRANGEMENTS *(please choose TROPICAL or SEASONAL)*

Single Stem Phalaenopsis Orchid Plant (<i>Fuchsia or White</i>)	_____ x	\$95.00	_____
Small Arrangement (12" x 12") colors: _____	_____ x	\$80.00	_____
Medium Arrangement (18" x 14") colors: _____	_____ x	\$95.00	_____
Large Arrangement (24" x 18") colors: _____	_____ x	\$110.00	_____
Custom Arrangement <i>(please ask for quote)</i> _____	_____ x	_____	_____

*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 #: _____

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



3' Arboricola



3' Marginata



3' Spathiphyllum



4' Majesty Palm



4' Ficus Bush



4' Schefflera



5' Majesty Palm



5' Marginata



6-7' Areca Palm



6-7' Marginata



6-7' Ficus Tree



Boston Ferns



Ivy



Pothos



Chrysanthemums



Azaleas



Begonias



Bromeliads



Orchid Plant



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Electrical Service

Please Mail, Email or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797
Phone: 847-696-2208

Energy Efficiency Expo - Presented by ComEd
September 10, 2013

Deadline Date To Receive Discounted Rates:
August 30, 2013

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.

	DISCOUNT	STANDARD	QTY.
1-1,000 Watts	190.00	270.00	
1,001-2,000 Watts	240.00	345.00	

POWER CONNECTIONS

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

120 Volt, single phase			
Up to 1/2 H.P. Motors	220.00	300.00	
Up to 1 H.P. Motors	280.00	360.00	

208 Volt, Single Phase 30 Amp	390.00	555.00	
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☐ Check if neutral required*

HEAVY DUTY SERVICE

208 Volt, three phase			
20 Amp	325.00	487.50	
30 Amp	440.00	600.00	
60 Amp	530.00	750.00	
80 Amp	680.00	975.00	
100 Amp	870.00	1260.00	
150 Amp	1300.00	1875.00	
200 Amp	1850.00	2550.00	

☐ Check if neutral required*

480 volt, three phase			
30 Amp	570.00	825.00	
50 Amp	820.00	1200.00	
80 Amp	1260.00	1890.00	
100 Amp	1330.00	1995.00	
200 Amp	3400.00	5100.00	

☐ Check if neutral required*

380 volt, three phase (European Voltage)			
30 Amp	425.00	492.50	
50 Amp	600.00	855.00	

☐ Check if neutral required*

SUSPENDED ELECTRICAL SIGNS

0-100 lbs.	300.00	412.50	
101-150 lbs.	350.00	487.50	
151-300 lbs.	430.00	600.00	

FLOODLIGHTS, SPOTLIGHTS ON 9' TOWERS

Rates include rental, installation, removal and
current consumption.

	DISCOUNT	STANDARD	QTY.
1 - 9' Tower with One (1) Flood	140.00	210.00	
1 - 9' Tower with Two (2) Floods	160.00	240.00	
1 - 9' Tower with Four (4) Floods	209.00	285.00	

SINGLE SPOTLIGHTS

Gooseneck	80.00	120.00	
Par Lite	220.00	330.00	

MISCELLANEOUS

Single Cap Ext. Cords 25'	15.00	15.00	
Duplex Ext. Cords 25'	20.00	20.00	
Cube Tap	5.00	5.00	
Plug Mold Strip	32.00	32.00	
Quad Box	22.00	22.00	
Equipment Rental Scissor Lift	\$50.00/per hour		

Order Total \$

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.

Straight Time:	\$99.00/hr
Overtime:	\$148.50/hr.
Double Time:	\$198.00/hr.

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.

24 HOUR SERVICE is double the regular rates. If needed please indicate service:

☐ YES, 24 HOUR SERVICE IS NEEDED: _____

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

Show Name: _____ Booth #: _____

Company Name: _____ Booth Size: _____

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

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

CONDITIONS AND REGULATIONS

- *1. DEADLINE DATE: Your order must be received by the Donald E. Stephens Convention Center no later than 15 days before opening day to insure installation in time for the opening of the show. A 50% penalty on basic charges will apply on orders received after the deadline date. Saturdays, Sundays and holidays are no included in this 15 day period.
2. Wall, column, and permanent utility outlets are not to be used by the exhibitor and are not part of the booth space.
3. All lighting displays, electrical appliances, motors, and other types of electrical equipment must be wired to meet national, state and local codes.
4. Motors 3/4 H.P. and over must be equipped with a safety switch as a point of disconnect and overload protection.
5. All equipment and material must use 3-wire grounded type cord. All exposed non current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
7. Claims will not be considered unless filed in writing by the exhibitor by the close of the Exhibition.
8. Prices based upon current wage rates, and are subject to change without notice.
9. Under no circumstances shall anyone other than house electricians make electrical connections.
10. Installing of ball lights, hanging of electrical headers, any other type of electrical fixtures, special wiring (motor or control wiring) etc., must be done by house electricians.
11. Electrical power for lights and displays will be turned on 1 hour prior to show opening time, and off at show closing time daily. If power is required before or after, special arrangements must be made at least 2 hours in advance.
12. The Chief Electrician has the power to refuse connection where wiring constitutes a fire hazard.
13. All material and equipment furnished by the Convention Center of this service order shall remain it's property and shall be removed by the Convention Center after the close of the show.
14. Rates quoted for all connections cover only the bringing of service (unless otherwise noted) to the booth in the most convenient manner and does not include connecting equipment or special wiring.
15. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
16. Exhibitors must check in at the electrical service desk before assembling their exhibits requiring electrical power or labor.
17. Cancellation or change of electrical requirements could result in a 30% penalty charge. Changes in original order must be submitted in writing.

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

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

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

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

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

SAFE WIRING IS ESSENTIAL

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

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

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

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

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

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

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

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



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Internet & Telecommunications

Please Mail, Email or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797
Phone: 847-696-2208

Energy Efficiency Expo - Presented by ComEd

September 10, 2013

Deadline Date To Receive Discounted Rates:

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
STANDARD INTERNET SERVICES					
Ethernet 128K line (One Computer Only)	E128K	\$400.00	\$525.00		
Basic Ethernet Service 256 K (One Computer Only)	E256K	\$600.00	\$725.00		
Basic Ethernet Service up to 6 Computers (hub required)	BE6	\$1,200.00	\$1,600.00		
* For service on 7 or more computers call for quote					
Dedicated Ethernet Service With Single IP	DE	\$1,650.00	\$2,000.00		
Additional Dedicated IP Address	DIP	\$200.00	\$250.00		
T-1 Speed (requires customer router - 60 day lead time)*	PT1	\$6,000.00	\$8,100.00		
HUBS AND PERIPHERAL ITEMS					
8 Port Switch	8HB	\$85.00	\$120.00		
16 Port Switch	16HB	\$110.00	\$150.00		
24 Port Switch	24HB	\$145.00	\$175.00		
Router 8 Port		\$100.00	\$125.00		
Cat5 Cabling per 10 ft.	CT5	\$12.00	\$20.00		
Wireless Access Point Rental for Basic Ethernet Service *(Restricted for use only with Type BE6)	WA6	\$300.00	\$375.00		
Wireless Access Point Rental for Dedicated Ethernet Service *(Restricted for use only with Type DE)	WADE	\$300.00	\$375.00		
Wireless Access Point Rental for T-1 Speed Access *(Restricted for use only with Type PT1)	WAT1	\$300.00	\$375.00		
**Note that the Wireless Access Point is a device rental and does not provide Internet Connectivity - please order the appropriate Internet Service Indicated in the Restriction.					
TELEPHONE SERVICES					
Single Line Telephone					
Includes single line phone with up to \$100 in local & long distance charges		\$250.00	\$300.00		
EXTRA SERVICES					
Extension within booth*					
Additional location with same number		\$50.00 ea.	\$70.00 ea.		
Hunting Lines*		\$20.00 ea.	\$35.00 ea.		
Two Line Phones/Speaker Phone*		\$50.00 ea.	\$70.00 ea.		

* Must be ordered with single line telephone

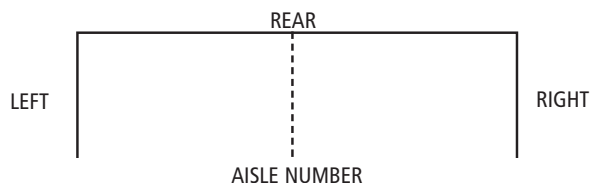
VLAN CONNECTION- PRIVATE NETWORK: CALL FOR INFORMATION

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.

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.

INSTALLATION DATE: _____

LOCATION: Please identify and show location desired
for each service.



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

Show Name: _____ Booth #: _____

Company Name: _____ Booth Size: _____

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

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

Terms and Conditions

- Order forms and payment must be received prior to the scheduled event opening to insure prompt order processing. Company Checks must be made payable to Rosemont Exposition Services. Personal checks will not be accepted. Booth numbers or locations must be identified on the face of the Internet & Telecommunications Order Form. Incomplete information will delay processing.
- 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.
- 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.
- Additional service and labor charges may be assessed for installation. Rates include all applicable taxes.
- All material and equipment furnished by Internet Access Services, Inc. provider shall remain the property of IAS provider and shall be removed only by IAS 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.
- Booths requiring more than 30 ports require private T-1 service.

Internet Access Services, Inc. Responsibilities

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

Client Responsibilities

- At no time, will the client connect a DHCP server to the Convention Center Network.
- The client must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.).
- If not renting, the client must provide the node equipment (personnel computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10 Mbps, 10/100, RJ45 connection.
- If not renting, the client is responsible for the proper configuration of computing machinery and software for the Internet and Ethernet communications. IAS will provide client with basic configurations.
- 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 IAS, Inc. 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, tortuous conduct, failure of the equipment of services of IAS, Inc. 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 IAS, Inc. 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. IAS 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 \$65.00 per hour, straight time. Overtime is \$130.00 per hour.



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Computer Rental

Please Mail, Email or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797
Phone: 847-696-2208

Energy Efficiency Expo - Presented by ComEd

September 10, 2013

Deadline Date To Receive Discounted Rates:

August 30, 2013

	DISCOUNT	STANDARD	QUANTITY	TOTAL
COMPUTERS				
PIV 2.8 GHZ 512/40GB/CD/10/100 NIC MT & 17" LCD Flat Panel Monitor	\$525.00	\$725.00		
PIV 3.0 GHZ 512/80GB/CDRW/DVD/10/100 NIC MT/SFF & 19" LCD Flat Panel Monitor	\$585.00	\$800.00		
PIV 3.2 GHZ 16B/806B/CDRW/DVD/100/1000NIC/MT/SFI/23" LCD	\$650.00	\$900.00		
LAPTOPS				
PIV 2.8 GHz 512/40GB/CD/10/100 NIC MT 15" Laptop	\$480.00	\$675.00		
PIV 3.2 GHz 512/80GB/DVDRW/10/100 NIC MT 17" Widescreen Laptop	\$750.00	\$1,025.00		
FLAT SCREEN/PLASMA DISPLAY				
17" NEC/DELL 1280X1024 LCD Flat Panel Display 4:3 Aspect	\$250.00	\$360.00		
17" 1280X1024 Black Touch Screen LCD 4:3 Aspect Ratio	\$575.00	\$820.00		
19" HP L1902 1280X1024 LCD Flat Panel Display (Silver & Black)	\$300.00	\$430.00		
20" NEC LCD Flat Panel Display 4:3 Aspect (Black)	\$390.00	\$550.00		
20" NEC LCD 2080UX1 1600X1200 Black Touchscreen LCD 4:3 Aspect Ratio	\$750.00	\$1025.00		
20" NEC LCD 2010X Touchscreen Flat Panel Display (Black)	\$650.00	\$900.00		
21" PLANAR PX212M Black LCD Flat Panel Display (Video & Data)	\$700.00	\$970.00		
23" Veiwsonic VP239MB 1600X1200 Flat Panel Display (Black)	\$700.00	\$970.00		
24" HP 2465 1920X1200 Silver/Black LCD Widescreen Flat Panel Display	\$700.00	\$970.00		
Software Installation: (Office 98- Office 2000,Apple software)	\$65.00	\$95.00		
APPLE DESKTOPS & LAPTOPS				
Apple PowerMac G5/1.8 GHZ/80GIG/ DVDRW/10/100 Minitower	\$675.00	\$935.00		
Apple MacBook Pro Intel Core DUO 2.16 GHZ 2GB/1006B/DVDRWW/15.4"	\$525.00	\$740.00		
Apple IMAC G5 1.8GHZ 1GB/160GB/DVDRW/W20" Integrated LCD	\$675.00	\$935.00		
PRINTER/COPIER				
HP 4200 LaserJet Printer w/Postscript 35PPM	\$300.00	\$430.00		
HP 4250 Laser Printer w/Postscript 45PPM	\$350.00	\$495.00		
HP 7310N All-In-One Fax/Printer/Copier/Scanner	\$590.00	\$820.00		

There will be a 100% charge for Rental equipment cancelled 5 days or less prior to the first day of event. There will be a 50% charge of the standard rate for Internet and Telecommunications services cancelled after show set-up has begun. No adjustments will be made after show closing.

Order Total	\$
-------------	----

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 • IAS Telephone: 847-993-4800 • RES Fax: 847-696-9797



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Audio Visual

Please Mail, Email or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797
Phone: 847-696-2208

Energy Efficiency Expo - Presented by ComEd
September 10, 2013

Deadline Date To Receive Discounted Rates:
August 30, 2013

For an extensive list of our inventory, labor rates,
and detailed information, please call 847-993-4815.

PLASMA/FLAT DISPLAY	QUANTITY	DISCOUNT	STANDARD	TOTAL
32" LCD Flat Display	_____ x	\$825.00	\$1,100.00	_____
37" Plasma Panel (16:9 Aspect)	_____ x	\$850.00	\$1,150.00	_____
37" Plasma Panel (4:3 Aspect)	_____ x	\$925.00	\$1,250.00	_____
42" Plasma Panel	_____ x	\$925.00	\$1,250.00	_____
50" Plasma Panel	_____ x	\$1,350.00	\$1,775.00	_____
61" Plasma Panel	_____ x	\$2,500.00	\$3,500.00	_____
VHS or DVD Player with speakers for Plasma Panel	_____ x	\$225.00	\$275.00	_____
72" or 84" Dual Post Chrome Stand	_____ x	\$200.00	\$250.00	_____
Progressive Black Cobra Stand (for 61" Plasma or Larger)	_____ x	\$200.00	\$250.00	_____
Wall Bracket	_____ x	\$125.00	\$175.00	_____
Media Shelf	_____ x	\$125.00	\$175.00	_____
Plasma Speaker System	_____ x	\$175.00	\$225.00	_____
Other sizes available				
VIDEO				
DVD Player / VHS Player (Circle to indicate)	_____ x	\$225.00	\$275.00	_____
LCD DATA PROJECTORS				
6' or 8' Tripod Screen included if needed				
XGA 2,200 LUMENS	_____ x	\$900.00	\$1,200.00	_____
XGA 3,000 LUMENS	_____ x	\$1,150.00	\$1,400.00	_____
XGA 5,000 LUMENS	_____ x	\$1,500.00	\$1,850.00	_____
SCREENS				
6 x 6 or 8 x 8 Tripod	_____ x	\$75.00	\$125.00	_____
Larger Screens Available				
AUDIO				
50 Watt Anchor Speaker/Amp	_____ x	\$175.00	\$225.00	_____
75 Watt Anchor Speaker/Amp	_____ x	\$250.00	\$300.00	_____
2 Speaker P.A. System	_____ x	\$450.00	\$550.00	_____
4 Speaker P.A. System	_____ x	\$600.00	\$700.00	_____
Wireless Microphone	_____ x	\$300.00	\$375.00	_____
<input type="radio"/> Handheld <input type="radio"/> Lavalier <input type="radio"/> Headset				
Handheld Mic./Wired	_____ x	\$50.00	\$75.00	_____
Lavalier Mic./Wired	_____ x	\$75.00	\$125.00	_____
4-CH. Audio Mixer	_____ x	\$75.00	\$125.00	_____
CD Player	_____ x	\$125.00	\$175.00	_____

Order Total \$



ADDITIONAL SERVICES

Please call for information and pricing
for the following:

TRUSS BOOTH LIGHTING

VIDEOGRAPHY

LABOR RATES

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

Delivery Date & Time: _____

Pick-Up Date & Time: _____

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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Labor Order Form

Please Mail, Email or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797
Phone: 847-696-2208

Energy Efficiency Expo - Presented by ComEd

September 10, 2013

Deadline Date To Receive Discounted Rates:

August 30, 2013

	# of Workers Needed:	Set-Up Date	Hours	Set-Up Time	Dismantle Date	Hours	Dismantle Time
Carpenters	_____	_____	_____	_____	_____	_____	_____
Decorators	_____	_____	_____	_____	_____	_____	_____
Crew of 3 Riggers	_____	_____	_____	_____	_____	_____	_____
Electricians	_____	_____	_____	_____	_____	_____	_____
Plumbers	_____	_____	_____	_____	_____	_____	_____

Advance Hourly Labor Rates

	Straight Time	Overtime	Double Time
Carpenter	\$100.00	\$150.00	\$200.00
Decorator	\$92.50	\$138.75	\$185.00
Teamster	\$65.00	\$97.50	\$130.00
Rigger	\$105.00	\$157.50	\$210.00

Hourly Labor Rates

	Straight Time	Overtime	Double Time
Carpenter	\$107.50	\$157.50	\$207.50
Decorator	\$102.50	\$146.25	\$192.50
Teamster	\$77.50	\$105.00	\$137.50
Rigger	\$117.50	\$165.00	\$217.50

Hourly Equipment Rental Rates

Fork Lift w/o operator	\$125.00	- Lift for hanging banners from ceiling
Scissor Lift w/o operator	\$125.00	- Used for heavy signage lifting and installation
Condor w/o operator	\$125.00	

Straight time is 8:00 am to 4:30 pm weekdays. *Straight time is 8:00 am to 4:00 pm weekdays for electricians and plumbers.
Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

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.

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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Installation & Dismantle Labor Order Form

Please Mail, Email or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797
Phone: 847-696-2208

Energy Efficiency Expo - Presented by ComEd

September 10, 2013

Deadline Date To Receive Discounted Rates:

August 30, 2013

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.)

Please 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

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

	# 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 I&D Time	Overtime I&D	Double Time I&D
Carpenter	\$130.00	\$195.00	\$260.00
Decorator	\$120.25	\$180.38	\$240.50
Rigger	\$136.50	\$204.75	\$273.00

Standard I&D Labor Rates

	Straight I&D Time	Overtime I&D	Double Time I&D
Carpenter	\$139.75	\$204.75	\$269.75
Decorator	\$133.25	\$190.13	\$250.25
Rigger	\$152.75	\$214.50	\$282.75

Hourly Equipment Rental Rates

Fork Lift w/o operator	\$125.00 - Lift for hanging banners from ceiling
Scissor Lift w/o operator	\$125.00 - Used for heavy signage lifting and installation
Condor w/o operator	\$125.00

Straight time is 8:00 am to 4:30 pm weekdays. Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

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

Company Name: _____ Phone #: _____ Fax #: _____
Address: _____ City: _____ State: _____ Zip: _____
Authorized By (print): _____ Signature: _____ Booth #: _____

Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.
RES Address: 9291 West Bryn Mawr Rosemont, IL 60018 • RES Telephone: 847-696-2208 • RES Fax: 847-696-9797



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Labor Union Guidelines

State of Illinois legislative changes have modified work rule jurisdictions and wage scale schedules in the Chicagoland area.

There are seven major unions that have some jurisdiction in the Chicagoland area. The following guidelines will help you in preparing your exhibit to understand these jurisdictions.

WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS IN THE CHICAGOLAND AREA

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

1. Exhibitors may set up and dismantle their own booth displays.
2. Exhibitors may use hand tools and power tools to perform work within their booths.
3. Exhibitors may affix clamp-on lights to the top of their booth displays.
4. Exhibitors may calibrate and do repair work on internal circuit boards, and do interconnecting of peripheral computer equipment.
5. Exhibitors may do the connection of lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor.
6. Exhibitors may hang pictures, graphics, logos, etc. onto a backwall display when such items are designed to be affixed by pre-set velcro strips, permanently mounted hooks, or snaps.
7. Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flatcart or dollie, only from a designated parking area.
8. Exhibitors may inflate balloons.
9. Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.
10. Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes.

CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recrate 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.



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Material Handling

Please Mail, Email or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797
Phone: 847-696-2208

Energy Efficiency Expo - Presented by ComEd September 10, 2013

For shipping questions or to confirm delivery of your warehouse shipment, please call RES Warehouse (847) 678-0374.

Money-Saving Tip

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

1. Advance Shipments Received at the RES Warehouse

Advance shipments will be accepted at the RES warehouse beginning **August 12, 2013**. Shipments received at the RES warehouse by **August 30, 2013** will be weighed, inspected and charged at a rate of **\$85.00 per cwt.** (100 lb. minimum). This charge includes up to 30 days storage prior to the opening of the show, delivery to the exhibitor's booth, removal to the loading dock at the close of the show and S.T. (straight time) reloading onto outbound carriers. This rate also includes pick-up, storage and return of empty crates and cartons. Shipments received at the RES warehouse after **August 30, 2013**, will be charged at the rate of **\$90.00 per cwt.** (100 lb. minimum).

2. Direct Shipments to the Donald E. Stephens Convention Center

Materials unloaded at the Donald E. Stephens Convention Center, on S.T. (straight time), will be delivered to the exhibitor's booth, and removed to dock for reloading onto outbound carriers at the conclusion of the show, at a rate of **\$80.00 per cwt.** (100 lb. minimum) per shipment. This rate includes pick-up, storage and return of empty crates and cartons.

3. Overtime/Surcharges

There will be a **\$17.25 per cwt.** surcharge for any freight loaded or unloaded on Saturday, or after 4:00 p.m. weekdays.

There will be a **\$34.50 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 **\$34.50 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 **\$34.50 per cwt.** surcharge.

4. Mobile Units

All vehicles (i.e. cars, trucks & motorcycles) being displayed will be charged at a round trip rate of \$150.00 each.

5. U.P.S. Shipments

Rosemont Exposition Services will not be responsible in any way for the condition, count or content of U.P.S. 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.

6. Drayage Payment Information

Please 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 before August 30, 2013:

We will ship _____ lbs. @ \$85.00 per cwt.(100 lb. min) = \$ _____

Advance crated shipments received at the warehouse after August 30, 2013:

We will ship _____ lbs. @ \$90.00 per cwt.(100 lb. min) = \$ _____

Direct exhibit display material shipments to the Donald E. Stephens Convention Center:

We will ship _____ lbs. @ \$80.00 per cwt.(100 lb. min) = \$ _____

Company Name: _____ 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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Shipping Instructions

Energy Efficiency Expo - Presented by ComEd September 10, 2013

1. When to Ship

Shipments to the warehouse must arrive no later than **September 6, 2013**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on **September 9, 2012** only. No earlier.

2. Where to Ship

DIRECT SHIPMENTS

Address all shipments to

Donald E. Stephens Convention Center:

Exhibitors name:

Booth number:

Energy Efficiency Expo - Presented by ComEd

c/o Rosemont Exposition Services, Inc.

9391 W. Bryn Mawr Ave.

Rosemont, Illinois 60018

ADVANCE SHIPMENTS

Address all shipments
to Warehouse:

Exhibitors name:

Booth number:

Energy Efficiency Expo - Presented by ComEd

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 R.E. Rogers at 847-806-9200 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 **5:00 pm on September 10, 2013**. Any freight left in the Exhibit Hall **after 7:00 pm on September 10, 2013** will be re-routed in accordance with the conditions in item # 4 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.**

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:

NAME OF EXHIBITOR

Booth #:

ENERGY EFFICIENCY EXPO - PRESENTED BY COMED
c/o ROSEMONT EXPOSITION SERVICES, INC.
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN SEPTEMBER 6, 2013

EXHIBIT MATERIAL

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:

NAME OF EXHIBITOR

Booth #:

**ENERGY EFFICIENCY EXPO - PRESENTED BY COMED
c/o ROSEMONT EXPOSITION SERVICES, INC.
DONALD E. STEPHENS CONVENTION CENTER
9391 W. BRYN MAWR AVE.
ROSEMONT, IL 60018**

DELIVER ON SEPTEMBER 9, 2013 ONLY

EXHIBIT MATERIAL

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED