



SUMMIT18 EXHIBITOR MANUAL



ICPAS **SUMMIT**TM 18

The Premier Event for Accounting and Finance ProfessionalsTM

FORMERLY
THE MIDWEST
ACCOUNTING
& FINANCE
SHOWCASE



ILLINOIS CPA SOCIETY®
www.icpas.org

Tuesday-Wednesday

August 28-29, 2018

Donald E. Stephens Convention Center
Rosemont, Illinois

SET-UP:

Monday, August 27, 2018
12:00 PM - 4:30 PM



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WELCOME EXHIBITOR

Thank you for choosing to exhibit at the newly designed Illinois CPA Society SUMMIT18, which will be held Tuesday-Wednesday, August 28-29, 2018 with setup on Monday, August 27th at the Donald E. Stephens Convention Center in Rosemont, IL. This Exhibitor Manual is designed to help ensure that your exhibiting experience goes smoothly.

Please take a moment to review this manual now. It provides helpful information and all the necessary forms to make your booth creation and exhibitor set-up as simple and easy as possible. Please also pass this information along to your booth staff.

Your exhibit team should be thoroughly familiar with this information - we want you to be ready to concentrate on business, as opposed to spending time solving logistical issues when the new Exhibit Center opens Tuesday, August 28, 2018!

Increase your visibility and exposure to all SUMMIT18 and CPE attendees with Sponsorship and Advertising programs. We can create a special program for you with great Return On Investment. See the Sponsorships section of this manual or go online at: www.icpas.org/education.

Advertising on the official SUMMIT18 website will increase your exposure **during** the event and the 12 months **after** the event. The website is the best reference for attendees looking for new or existing suppliers along with products and services.

These are your opportunities to increase ROI at the SUMMIT18.

Looking forward to seeing you at the Illinois CPA Society SUMMIT18.

Sincerely,

Mike Walker, National Advertising Manager

Phone: 925.648.3101 | Mobile: 310.339.7676 | Fax: 213.232.3245

Email: mike@rwwcompany.com



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FAST FACTS

ICPAS SUMMIT18

(Formerly The Midwest Accounting & Finance Showcase)

SET-UP:

Monday, August 27, 2018 | 12:00 pm - 4:30 pm

SUMMIT18 DAYS & TIMES:

Tuesday, August 28, 2018 | 9:15 am - 4:15 pm

Wednesday, August 29, 2018 | 9:40 am - 3:00 pm

MOVE-OUT:

Wednesday, August 29, 2018 | 3:00 pm - 6:00 pm

Booth Rate (\$2,900 per booth) includes:

Booth stand constructed of flameproof, black side and backwall drapes supported by aluminum pipe frame.

- A 7" x 44" booth identification sign listing your company's name and booth number.
- 24-hour perimeter security in the Exhibit Center from move-in to move-out.
- Carpeting throughout the Exhibit Center.
- Daily cleaning and maintenance of the aisles and common Exhibit Center areas to assure a safe and attractive exposition.
- 1, 6' table, 2 side chairs, and a standard electric drop are included in booth purchase.
- All other decorative/audio visual and set-up needs can be ordered directly through RES.

Hotel Reservations:

Embassy Suites Hotel - August 6, 2018 (Cut-Off)

\$169.00 per night

For reservations go [here](#), or call 847.292.3531.

Doubletree Chicago O'Hare - August 6, 2018 (Cut-Off)

\$150.00 per night

For reservations go [here](#), or call 847.292.3280.

Mention the Illinois CPA Society Room Block.

Complimentary Email Guest Passes:

Each Exhibitor will receive a PDF Guest Pass by email - we urge you to forward it to customers or clients and invite them to be your guest at the SUMMIT18.

Please see attached forms for Exhibitor Badge information, SUMMIT18 Guide listing and Sponsorship and Advertising Opportunities.

Rosemont Exposition Services is the

OFFICIAL CONTRACTOR - 847.692.2220

The following services may be contracted with RES: (order forms contained on this Exhibitor CD)

- DECORATIONS
(Tables, chairs and other rental decorative material)
- FLORAL SERVICES
- DRAYAGE
- PHOTOGRAPHIC SERVICES
- SIGNS
- ELECTRICAL/TELEPHONE/CONNECTIVITY
- GUARD SERVICE
- CLEANING
- COMPUTER RENTAL
- AUDIO VISUAL SERVICE STAFF

Show order deadline is August 10, 2018.

Shipment Deadline:

Advance Shipments by August 23, 2018

Hanging Sign Advance Shipping by August 23, 2018

Direct Shipments by August 27, 2018

Exhibit Center:

Located at the Donald E. Stephens Conference Center the Exhibition will take place on the first level in the North Ballroom.

http://www.rosemont.com/pdf/desc_cc_fplans.pdf

Dismantling begins at 3:00 PM - 6:00 PM, Wednesday, August 29. Please advise your truckers or freight services to pick-up your outbound freight at 4:30 pm or as soon as your goods are packed. Make arrangements beforehand to ship out your freight.

Both FedEx and UPS pick-up at the show.

Bring your FedEx & UPS air bills with you. Make sure you have your account numbers. You must phone FedEx and UPS to schedule your pick ups.

FedEx Phone: 800.463.3339

UPS Phone: 1.800.PICK.UPS

Any freight remaining will be shipped to the warehouse at the exhibitor's expense.

EXHIBITOR CONTACT:

Mike Walker, National Advertising Manager

Phone: 925.648.3101 | Mobile: 310.339.7676 | Fax: 213.232.3245

Email: mike@rwwcompany.com

ROVER

Lead Retrieval Scanner by CTE



CONFERENCE TECHNOLOGY ENHANCEMENTS, INC.

Order Online at:
www.cteusa.com/LG/ilcpa13
or use the order form on the following pages

Rover Scanner Highlighted Features



One Button Operation

Simple one button operation to scan a new badge and easy touchscreen display.



Add Custom Notes

Add notes to any lead as you collect them or go back and add notes later.



Long-lasting Battery Life

Long-lasting battery life of 3-5 days. No need to charge the Rover during the event.



Quick Access to Lead File

Lead files are emailed and made available to download within 1-2 hours after the event ends.



20 Standard or Custom Follow-up Codes

Use follow-up codes to help quickly qualify and organize your leads.



Printer (Optional)

Add a receipt style printer to print a copy of each lead you've scanned.



For more information:

Click or copy the link below to your web browser:

www.cteusa.com/ctelead/rover-wireless

www.cteusa.com/ctelead



CTE LEAD RETRIEVAL ORDER FORM FOR:

ICPAS Summit 2018

Donald E Stephens Convention Center

Rosemont, IL

08/28/2018 - 08/29/2018



ILLINOIS CPA SOCIETY

Order online at: www.cteusa.com/LG/ILCPA13

ICPAS SUMMIT 2018

Company:		
Contact:	Booth#:	
Address:		
City:	State:	Zip:
Phone:	Fax:	
Invoice Email:		
Lead Data Email:		

Rental Terms and Conditions
****NO REFUNDS AFTER 08/17/2018****
 A charge of \$2,500 will be made for any unit lost or damaged. \$50 Cancellation fee applies. Unit(s) not picked up within 4 hours after the start of the show may be re-rented without refund. Units must be returned within 1 hour of close of show. Units picked up by lead staff subject to a \$100 fee. Unreturned units will be billed at \$100 per day until the replacement fee of \$2,500 is accrued.

Order Online at <http://www.cteusa.com/LG/ILCPA13>

Rover System

A hand-held portable system with scanner and LCD display. No electrical needed.

Price Per Unit Before 08/17/2018: \$285.00 After 08/17/2018: \$310.00 Qty: _____

Add-On Wired Printer for Rover Scanning Unit

****NOTE: This Printer REQUIRES 110V Electrical Outlet**

Price: \$75.00 Qty: _____

Custom Follow Up Codes

Price: \$60.00 Order Custom Follow Up Codes here:
<http://www.cteusa.com/ctelead/custom-follow-up-codes.html> Qty: _____

Payment Information: Federal Tax ID# 31-1811430 Your order cannot be accepted without payment.

Card Number:	Exp. Date:
Cardholder Signature:	
American Express: [] VISA: [] MasterCard: [] Check Payable to: CTE Lead Retrieval: []	

Fax order to: (847) 957-4500
Mail order to: CTE, Inc.
 1460 Renaissance Drive, Suite 209
 Park Ridge, IL 60068

Questions? Call (847) 957-4500
 Place order in advance to guarantee order





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**EXHIBITOR PERSONNEL
 BADGE REQUEST FORM**

Return Completed Form Deadline: August 17, 2018.

SUMMIT18 Exhibit Booth Personnel to Receive Exhibitor Badges (Please Print):

Booth #: _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Website: _____

Individual Requesting Exhibitor Badges: _____

Individual Phone Number: (_____) _____ Fax: (_____) _____

THESE BADGES WILL NOT BE MAILED. Booth personnel, named by you, will be furnished with exhibitor badges which will admit them to the SUMMIT18 during its entire course, including the installation and dismantling periods. List only the individuals who will man your booth and not SUMMIT18 guests.

NOTE: These exhibitor badges will only admit to the SUMMIT18.

	First Name	Last Name	Title	Company
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Any additional personnel that will be attending the event will also need a name badge. On your company letterhead, attach a list of names of personnel who are actually coming to "Attend" ICPAS SUMMIT18. Please advise these personnel as well as exhibitor personnel to pick-up their badges at the exhibitor registration desk.

PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS.

EXHIBITOR CONTACT:
 Mike Walker, National Advertising Manager
 Phone: 925.648.3101 | Mobile: 310.339.7676 | Fax: 213.232.3245
 Email: mike@rwwcompany.com



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SUMMIT18 GUIDE INSERTION ORDER FORM

Date: _____ Sales Rep: _____

Advertiser: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____

Title: _____

Telephone: (_____) _____ Fax: (_____) _____

E-mail: _____

Advertiser Index (Company name to appear as...): _____

URL: _____

Deadlines and Ad Format/Submission Instructions:

July 14, 2018 - SUMMIT18 Guide ad sales deadline:

All insertion orders must be received by Mike Walker. See contact information below.

July 17, 2018 - SUMMIT18 Guide materials submission deadline:

Ads should be in a high-resolution PDF format and emailed to Gene Levitan, Director, Creative Services, at levitang@icpas.org.

Available Advertising Space (please select):

<input checked="" type="checkbox"/> 4-Color	Width x Height	Width x Height (full bleed)	RATE:
<input type="checkbox"/> Inside Front Cover (C2)	7.375" x 9.8125"	8.625" x 11.0625"	\$ _____
<input type="checkbox"/> Inside Back Cover (C3)	7.375" x 9.8125"	8.625" x 11.0625"	\$ _____
<input type="checkbox"/> Back Cover (C4)	.375" x 9.8125"	8.625" x 11.0625"	\$ _____
<input type="checkbox"/> Full page	7.375" x 9.8125"	8.625" x 11.0625"	\$ _____
<input type="checkbox"/> 1/2 page (horizontal)	7.125" x 4.625"		\$ _____
<input type="checkbox"/> 1/2 page (vertical)	3.4375" x 9.5"		\$ _____
<input type="checkbox"/> 1/4 page	3.4375" x 4.625"		\$ _____

Payment Information:

Payment type: Visa MasterCard Amex Check (Payable to the Illinois CPA Society)

Name (as it appears on card): _____

Signature: _____ Exp. Date: _____

TOTAL PAYMENT \$ _____

I authorize insertion of the above advertising. I understand that all the terms and regulations as published apply.

Signature: _____ Date: _____

PLEASE CALL FOR PRICING OPTIONS:

Mike Walker, National Advertising Manager

Phone: 925.648.3101 | Mobile: 310.339.7676 | Fax: 213.232.3245

Email: mike@rwwcompany.com



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SUMMIT18 GUIDE & WEBSITE LISTINGS

(Alphabetical Order) Deadline: July 16, 2018

SUMMIT18 GUIDE

Please Type Or Block Letter: Booth #: _____

Company Name: _____

Company Contact: _____

Title: _____

Division Of: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ Fax: (____) _____

Email Address: _____

Website: _____

WEBSITE

Indicate a brief generic description of the products, systems or services that you will have on display or will be representing at your booth: (Please print and limit to 25 words or less to be included on website listings)

SEND TO:
Illinois CPA Society SUMMIT18
 Mike Walker, National Advertising Manager
 Phone: 925.648.3101 | Mobile: 310.339.7676 | Fax: 213.232.3245
 Email: mike@rwwcompany.com



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DRIVE TRAFFIC TO YOUR BOOTH!
PASSPORT TO PRIZES PROGRAM

Deadline: Monday, August 6, 2018 | LIMITED TO 20 PARTICIPANTS, SO REGISTER EARLY.

The ICPAS SUMMIT18 is offering a booth traffic building promotion called "Passport to Prizes." This is a great way to draw attendees to your booth and keep them on the exhibit floor.

Each attendee will receive a passport with their registration materials. The attendee must stop by each participating exhibitor to receive a stamp on his or her Passport. The attendee must complete the entire Passport in order to be eligible for the prize drawing that will be held on the final day of exhibits.

The Passport Sponsorship Fee is \$600 and availability is limited to 20 participants. Applications will be accepted on a first-come, first-considered basis. We hope you will participate in this traffic building promotion!

Contact: _____

Email: _____

Company: _____ Booth #: _____

Phone: (____) _____ Fax: (____) _____

Payment Information:

TOTAL PAYMENT \$ _____

Payment type: Visa MasterCard Amex Check (Payable to the Illinois CPA Society)

Name: (as it appears on card): _____

Signature: _____ Exp. Date: _____

SEND ORDER FORM AND PAYMENT TO:

Mike Walker, National Advertising Manager
Phone: 925.648.3101 | Mobile: 310.339.7676 | Fax: 213.232.3245
Email: mike@rwwcompany.com



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SUMMIT18 SPONSORSHIP OPPORTUNITIES

The ICPAS SUMMIT18 is the largest state CPA Show in the U.S., attracting over 2,000 CPAs and finance professionals from Illinois and surrounding states and 65+ exhibiting companies. Sponsoring at SUMMIT18 provides an opportunity to meet with and showcase your products/services to accounting and finance professionals in Illinois and the Midwest. Our members prefer to view products/services in person and to make their purchasing decisions based on information obtained at SUMMIT18.

All SUMMIT Sponsorship Packages include:

- Your company name and logo in the SUMMIT Registration brochure (mailed to all members and inserted into INSIGHT Magazine, with bonus distribution at the event) and multiple SUMMIT emails
- Your company name and logo in the Mobile App and SUMMIT Guide (distributed at the event)
- On-site signage acknowledging your company as a sponsor
- Listing as a SUMMIT Sponsor on the ICPAS website
- Opportunities to distribute your promotional materials on-site
- Inclusion in related direct marketing materials as appropriate
- Post-event mailing list of attendees
- Table or pop-up booth outside the sponsored session room or area

To sponsor, or for more information, please contact:

Wendy Sech, Director, Business Development and Education Operations
312.517.7655 | sechw@icpas.org

OPTIONS+

KEYNOTE | \$5,000 per keynote

EDUCATION SESSION W/ SPEAKER | \$4,000 per session

EDUCATION SESSION | \$3,000 per session

SKYBRIDGE | \$2,000 per day*

DIRECTIONAL FLOOR SIGNAGE | \$1,500 per day*

MOBILE APP | \$6,000 exclusive or \$2,500 ad options

MORNING COFFEE BREAK | \$6,000 per day

CONFERENCE CENTER WI-FI | \$10,000 per day

GAME LOUNGE | \$4,000 per day*

HYDRATION STATION | \$500 per 150 bottles

CHARGING STATION | \$1,500 per day **SOLD!**

MASSAGE STATION | \$2,000 per day

LIVE BAND | \$2,000 per day

BRANDED LANYARD | \$4,000* **SOLD!**

BRANDED FLASH DRIVE | \$5,000*

BRANDED TOTE BAG | \$6,000* **SOLD!**

BRANDED METER BOARD | \$2,000 each*

PADFOLIO/NOTEPAD SPONSOR | \$1,500*

PASSPORT TO PRIZES | \$600

*Sponsor is responsible for production costs.



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Contract and Copy Regulations

1. **CANCELLATION:** Notice of cancellation of space ordered ROP will be accepted only in writing up to 14 days before the specified space closing date. Cancellation on orders for premium publication positions will be accepted on the same terms with the provision that the advertiser be required to pay the premium differential attached to the black & white rate for the space ordered. Cover positions can't be cancelled.
2. If an advertiser who defaults upon his/her obligation to pay for ordered advertising is also a party to any other contract with Illinois CPA Society for participation in any conference, exposition or other activity, any funds of the advertiser held by Illinois CPA Society, will be applied to cure or reduce the default on the advertising contract.
3. **CREDIT TERMS:** First time advertisers and nonexhibitors may be required to prepay. Otherwise, terms are balance due 30 days after invoicing.
4. **COMMISSIONS:** Recognized agencies may take 15% commission only if paid within 30 days after invoice.

If such application shall cause default to exist in such other contract, the advertiser shall be subjected to such remedies as may be provided in the other contract upon the occurrences of a default.
5. Insertion instructions shall be supplied for every advertisement and shall clearly state the following information: name of advertiser, date to be inserted, size of advertisement, identification of advertisement (proof of ad to be furnished if possible) plus any special instructions such as bleed, color, etc.
6. No conditions printed or otherwise, appearing on the space order, billing instruction or copy instructions which conflict with the publisher's stated policies will be binding on the publisher.
7. The forwarding of an order is construed as an acceptance of all the rates and conditions under which advertising is at the time sold.
8. Verbal agreements are not recognized.
9. Advertiser and advertising agency agree to indemnify, defend, and save harmless the publisher from any and all liability for content (including text, illustrations, representatives, sketches, maps, trademarks, labels or other copyrighted matter) of advertisements printed, or the unauthorized use of any person's name or photograph arising from the publisher's reproductions and publishing of such advertisements pursuant to the advertiser's or agency's order. The publisher reserves the right to reject, discontinue or omit any advertising or any part thereof. This right shall not be deemed to have been waived by acceptance or actual use of any advertising matter.
10. Acceptance of advertising for any product or service is subject to investigation of the product or service, and of the claims made for it in the advertisement submitted for publication.
11. All advertising is subject to the publisher's approval. The publisher reserves the right to reject advertising which he/she feels is not in keeping with the publication's standard.
12. The publisher's liability for any error will not exceed the charge for the advertisement in question.
13. The publisher assumes no liability if for any reason it becomes necessary to omit an advertisement.
14. Publisher is not liable for delays in delivery and/or non-delivery in the event of an Act of God, action by any governmental or quasi-governmental entity, fire, flood insurrection, riot, explosion, embargo, strikes whether legal or illegal, labor or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of publisher affecting production or delivery in any manner.
15. Failure to make the order correspond in price or otherwise with the rate schedule is regarded only as a clerical error and publication is made and charged for upon the terms of the schedule in force without further notice.
16. The publisher reserves the right to limit the size of space to be occupied by an advertisement.
17. Any deliberate attempt to simulate a publication's format is not permitted, and the publisher reserves the right to place the word "advertisement" with copy which in the publisher's opinion resembles editorial matter.
18. Requests for specified position at ROP rates are given consideration but no guarantee is made unless the position premium has been provided for in the contract.
19. Publisher reserves right to hold advertiser and/or his/her advertising agency jointly and severally liable for such monies as are due and payable to the publisher.



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CERTIFICATE OF INSURANCE

All exhibitors are **REQUIRED** to furnish a Certificate of Insurance to the ICPAS SUMMIT18. Your company can be held liable for accidents that occur inside your booth. SUMMIT18 Management as well as the house require exhibitors to be properly insured and protected. If a Certificate of Insurance is not submitted, your company will not be permitted to begin booth setup.

Each exhibitor must provide a Certificate of Insurance sent from the insuring company. The certificate must evidence the type of insurance and limits as well as additional named insured as set forth below. Any policy shall have a cancellation clause making it mandatory that the exhibitor give 30 days written notice prior to any reduction or cancellation of coverage.

EXHIBITORS MUST CARRY:

- Comprehensive General Liability coverage, including premises, operations and contractual liability coverage of at least \$1,000,000 for Personal Injury Liability Property Damage Liability of \$1,000,000.
- Statutory Workers' Compensation with Employers Liability with a limit of at least \$100,000

The Certificate of Insurance should list the "ICPAS SUMMIT18" as a "Primary Additional Insured". ANY exhibitors serving food and/or beverages must list Rosemont Catering as an additional insured.

INSURANCE REQUIREMENTS

During the move-in dates, show dates, and move-out dates of August 27, 28 and 29, 2018, each exhibitor shall continuously maintain the following insurance coverage for the minimum required limits of coverage:

- General Liability (Including Contractual Liability)
- Each Occurrence \$1,000,000
- General Aggregate \$2,000,000
- Automobile Liability (Hired and Non-Owned Autos)
- Combined Single Limit \$1,000,000
- Workers Compensation and Employers Liability
- Each Accident \$500,000
- Disease Policy Limit \$500,000
- Disease Each Employee \$500,000

Certificate Holder: Illinois CPA Society

Please send a copy of the certificate to:

Mike Walker, National Advertising Manager
 Phone: 925.648.3101 | Mobile: 310.339.7676 | Fax: 213.232.3245
 Email: mike@rwwcompany.com

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DISPLAY RULES AND REGULATIONS

Be a good neighbor.

Display rules and regulations have been with us since the trade show first began. Most individuals recognize the need for some limitations, but many have never taken the time to determine the intent of each rule; why they were written; what they are expected to accomplish and most important, how an exhibitor can use them effectively.

Through a series of meetings with representatives of the Exhibit Designers and Producers Association (the professionals of the exhibit builders field) and the management of several other trade shows, we have developed a new set of display limitations which we believe are important and will give each exhibitor the opportunity to make more effective use of his space without infringing the rights of his neighbors.

The tenet on which all SUMMIT18 management is based can be summarized as follows:

“All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.”

ICPAS must establish rules or guidelines to make this possible while allowing the greatest flexibility within each exhibit. We want you to be successful.

The exhibitor’s responsibility can be summed up far more simply:

“Be a good neighbor.”

With these thoughts in mind, please review the rules and regulations outlined on the following pages. Each section begins with the actual rule or guideline and is followed by the intent, which is of major importance. By recognizing the intent you can be reasonably sure you will always be “a good neighbor.”

If you have questions relating to these rules and regulations and how they apply to your exhibit at any ICPAS show, please contact:

Mike Walker, National Advertising Manager
 Phone: 925.648.3101 | Mobile: 310.339.7676 | Fax: 213.232.3245
 Email: mike@rwwcompany.com

ICPAS Summit18

August 28-29, 2018

ROSEMONT EXPOSITION SERVICES

exhibitor **SERVICES** manual




ROSEMONT
It's All Here

Index of Services

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

GENERAL INFORMATION

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

FURNISHINGS BOOTH DISPLAYS

- Standard Furniture
- Standard Booth Accessories
- Custom Furniture
- Carpet Rental
- Exhibit Rental
- Platform & Custom Draping
- Pegboard, Gridwall & Slatwall Rentals
- VU Case Rentals
- Product Display Rentals
- Custom Display Graphics
- Printing & Signage

RES EXTRAS SPECIAL SERVICES

- RES Extras
- Handicap Access Vehicles
- Floral
- Photography
- Rosemont Catering by Aramark

UTILITIES INTERNET TELECOMMUNICATIONS COMPUTER RENTAL AUDIO VISUAL LABOR

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

FREIGHT SHIPPING

- Material Handling
- Shipping Instructions
- Freight Check-In Procedures
- RES Freight Services
- Advance Warehouse Shipping Label
- Direct Shipping Label

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 for Online Ordering



ROSEMONT

CONVENTION | TOURISM BUREAU

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.



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, and Zanies Comedy Club. Harley-Davidson will open its newest area store at the entertainment district in summer 2018. 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, 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 Westin, Marriott Suites, Holiday Inn Select, Sheraton, Hyatt Rosemont and Best Western all a short distance away.

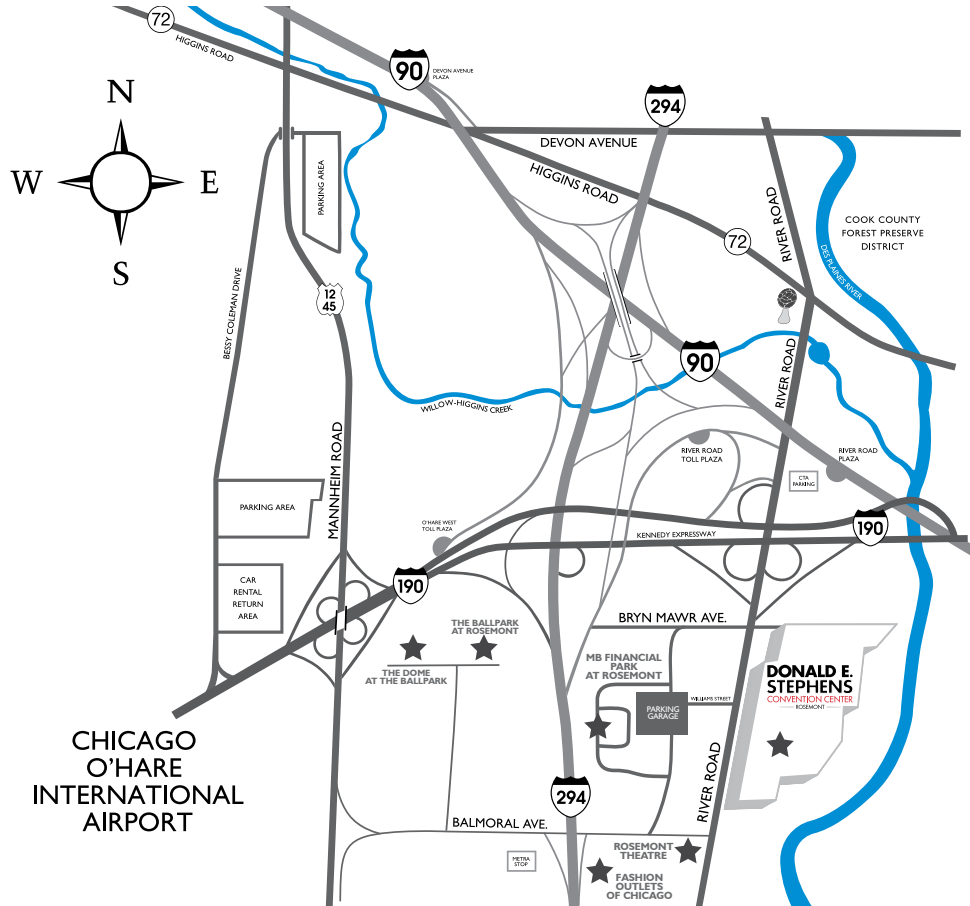


The Rivers Casino is located four blocks north of the Convention Center, and is by far the most successful gaming facility in the state of Illinois. In addition to a wide variety of gambling options, the Rivers Casino features a Hugo's Frog Bar and Chop House, the asian-themed MianBar, Flipt Gourmet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

In addition to the entertainment, Rosemont is home to some of the finest restaurants in the Chicago area. Gibsons Steakhouse, Morton's, Gene & Georgetti, Carlucci, 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, Laredo's Mexican, Moretti's also Gino East and Giordano's, known for its Chicago style deep dish pizza.



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



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 Hotel
- Best Western
- Courtyard
- Crowne Plaza O'Hare
- DoubleTree Hotel
- Embassy Suites O'Hare
- Hilton Garden Inn
- Hilton Rosemont / Chicago O'Hare
- Holiday Inn & Suites
- Hyatt Regency O'Hare
- Hyatt Rosemont
- Loews Chicago O'Hare
- Sheraton Gateway Suites
- Westin O'Hare



www.resexpo.com

Rosemont Public Safety Requirements

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.

**To contact the Fire Prevention Bureau
please call 847/823-1134 ext 340 or email: RamirezJ@VillageOfRosemont.org**



www.resexpo.com

EAC/I & D

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

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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.

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: _____ CW2 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



www.resexpo.com

Third Party Billing

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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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"/>

Credit Card Payment Information for Responsible Party

Account Number: _____ Expiration Date: _____ CW2 Code: _____

Cardholder Billing Address: _____

Signature of Cardholder: _____

Acceptance of this is contingent upon:

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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

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.





www.resexpo.com

Order Summary and Payment

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

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E-mail: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

ICPAS Summit18
August 28-29, 2018

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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	\$
Net Amount Due	\$

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.



www.resexpo.com

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 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.



www.resexpo.com

Standard Furniture

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

ICPAS Summit18
August 28-29, 2018

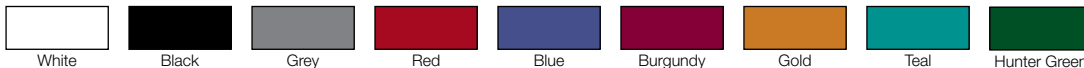
Deadline To Receive Discounted Rates:
August 10, 2018

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	\$105.00	\$150.00	\$ _____
2' x 4' x 42" Skirted Table	_____ x	\$105.00	\$150.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$115.00	\$160.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$115.00	\$160.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$125.00	\$170.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$125.00	\$170.00	\$ _____
4th side of skirting	_____ x	\$35.00	\$50.00	\$ _____
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	\$150.00	\$185.00	\$ _____
30" Diam. Round Table 42" Tall (Black Top)	_____ x	\$155.00	\$195.00	\$ _____
Arm Chair	_____ x	\$95.00	\$120.00	\$ _____
Black Barstool with back	_____ x	\$95.00	\$120.00	\$ _____
Side Chair	_____ x	\$75.00	\$105.00	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

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

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



www.resexpo.com

Standard Booth Accessories

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
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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	\$ _____
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	\$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

	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 Colors



Drape color _____

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

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

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

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



www.resexpo.com

Custom Furniture

Please Mail, Email or Fax
Completed Form to RES:

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

CHAIRS

CH100	JACOBSON CHAIR	BK WH	125	175		
CH101	DELTA CHAIR	BK	125	175		
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		
CH113	LESLIE CHAIR	WH	125	175		
CH114	TENDY CHAIR	BK WL WH	125	175		
CH115	SHEN CHAIR	BK WH	150	200		
CH117	GENEVA CHAIR	WH	125	175		
CH118	EURO CHAIR	BK GY WH	125	175		

BAR STOOLS

ST201	DELTA BAR STOOL	BK	150	200		
ST202	MONACO BAR STOOL	BK	150	200		
ST203	EQUINO STOOL, Adj.	BK RD WH	175	225		
ST204	TOLEDO BAR STOOL	NAT	150	200		
ST205	KOOL BAR STOOL	BK GR OR WH YL	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		
ST213	ENZO BAR STOOL	BK	150	200		
ST214	TENDY BAR STOOL	BK WL WH	150	200		
ST215	SHEN 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		
ST219	TECH STOOL, Adj.	WH	150	200		

CAFÉ TABLES 30"H

CT300	PEDESTAL TABLE 24"DIA	BK WH	150	200		
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		

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		
CT313	MARTINI TABLE 36"	CH/GL	200	250		
CT353	ALTOS TABLE 60x36	GLASS	250	325		
CT355	ABBY TABLE 63x36	WH	250	325		
CT356	SPARK POWER TABLE 72X30	BK WH	475	600		

BAR TABLES AND BARS 42"H

BT400	BAR PEDESTAL TABLE 24"DIA	BK WH	150	200		
BT401	BAR PEDESTAL TABLE 30"DIA	BK WH	175	225		
BT402	BAR HIGH TABLE 36" DIA	BK GY WH	175	225		
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		
BT450	MANHATTAN BAR	STAINLESS	675	875		
BT451	INFORMATION CTR. w/doors	BK WH	400	500		
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		
BT456	SPARK POWER BAR TABLE	BK WH	500	650		

MODULAR BARS AND LED PEDESTALS

(BT486 for use with BT480-BT48)

BT460	ITALIA CURVED BAR w/light	WH	600	800		
BT461	ITALIA BAR w/light	WH	500	650		
BT463	ITALIA DELUXE BAR w/light	WH	725	950		
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/adapter MULTI	(RBGW)	100	125		

CUSTOM FURNITURE CONTINUED ON NEXT PAGE

Company Name: _____ Booth #: _____

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



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Custom Furniture Continued

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ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
CONFERENCE AND OFFICE CHAIRS						
C0501	OTTO GUEST CHAIR	BK WH	150	200		
C0502	OTTO CHAIR	BK WH	175	225		
C0503	EXECUTIVE GUEST CHAIR	BK WH	200	250		
C0504	EXECUTIVE MIDBACK CHAIR	BK WH	225	275		
C0507	GUEST CHAIR	BK	125	175		
C0508	MIDBACK CHAIR	BK	150	200		
C0509	STACKABLE SIDE CHAIR	BK	75	125		
C0510	STACKABLE ARM CHAIR	BK	100	150		
C0512	TASK CHAIR	BK	125	175		
C0513	TASK STOOL	BK	150	200		
C0518	RECEPTION CHAIR	BK	175	225		
C0520	ZURICH HIGHBACK CHAIR	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	300	400		
OF654	COMPUTER WORKSTATION	BK	150	200		
OF659	CREDENZA	WH	375	475		
OF660	GLACIER SIDEBORD	WH	475	625		
OF670	PARSON DESK	GY WH	250	350		

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		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
LG708	SCANDIC LEATHER CHAIR	BK RD WH	400	525		
LG712	SOLO SOFA	BK RD	400	525		
LG713	SOLO LOVESEAT	BK RD	400	525		
LG714	SOLO CHAIR	BK RD	350	450		
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		
LG725	MADISON ARM CHAIR	BK WH	275	375		
LG726	MADISON ARMLESS SECTIONAL	BK WH	200	250		
LG727	MADISON CORNER SECT.	BK WH	225	275		
LG729	MIAMI CHAIR	GY WH	400	525		
LG730	SOHO CURVED BANQUETTE	WH	425	550		
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		
LG739	SURGE OTTOMAN w/USB	BK WH	450	600		
LG740	SURGE SOFA w/6-USB	BK WH	550	700		
LG741	SURGE CHAIR w/6-USB	BK WH	450	600		
LG742	MAUI ARM CHAIR	WH	300	400		
LG743	MAUI ARMLESS SECTIONAL	WH	200	250		
LG744-L	MAUI CORNER SECTIONAL LEFT	WH	275	375		
LG744-R	MAUI CORNER SECTIONAL RIGHT	WH	275	375		
LG745	MAUI OTTOMAN	WH	200	250		
LG750	BENCH OTTOMAN	BK WH	225	275		
LG755	BLOCK OTTOMAN	BK BU RD WH	125	175		
LG756	ANGLE OTTOMAN	BK RD SL WH	300	400		
LG757	RECTANGLE BLOCK OTTOMAN	BK RD SL WH	200	250		
LG760	CAPRI ROUND OTTOMAN	WH	200	250		
LG763	JAVA BENCH 6'	NAT	225	275		
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

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ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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

OCCASIONAL TABLES

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		
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	KLUB COCKTAIL TABLE	WH	225	275		
OT856	KLUB END TABLE	WH	175	225		
OT857	KLUB SOFA TABLE	WH	225	275		
OT858	KAI COCKTAIL TABLE	BK	225	275		
OT859	KAI END TABLE	BK	175	225		
OT860	FIJI COCKTAIL TABLE	GL	225	275		
OT861	FIJI END TABLE	GL	175	225		

EXTRAS

XT199	FOLDING CHAIR	BK GY	75	100		
XT900	REFRIGERATOR 4.1 CF	BK WH	225	275		
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	125	175		
XT915	CURVED 6 POCKET LIT RACK	SILVER	150	200		
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		
XT948	5 TIER LOCKER	BK	225	275		
XT957	TWIST FLOOR LAMP	SILVER	200	250		
XT958	LINEN LAMP	WH	125	175		
XT959	LINEN FLOOR LAMP	WH	175	225		
XT962	SHADE LAMP	GY	125	175		
XT963	SHADE FLOOR LAMP	GY	175	225		
XT964	CLUB LAMP	WH	125	175		
XT965	CLUB FLOOR LAMP	WH	175	225		
XT970	PILLAR LIGHT -MULTI	WH-MULTI	275	375		

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



CH07 PARIS CHAIR
White
19"Wx22"Dx18"H



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



CH111 TICINO CHAIR
White
18"Wx19"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



CH117 GENEVA CHAIR
White
17"Wx19"Dx18"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



ST205 KOOL STOOL
Black, Green, Orange, White, Yellow
16"Wx17"Dx26-30"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
Black, 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



ST213 ENZO STOOL
Black
16"Wx16"Dx30"H



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



ST215 SHEN STOOL
Black, White
17"Wx18"Dx30"H



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



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



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



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Custom Furniture Collection

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, Walnut, White
30"Dia.x30"H



CT310 CHROMA TABLE
Aluminum
27sq.x30"H



CT311 CHROMA TABLE
Aluminum
27"Dia.x30"H



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



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



CT355 ABBY TABLE
White
63"Wx36"Dx30"H



CT356 SPARK POWER TABLE
72"x30 Black, White
72"Wx30"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, Walnut, White
30"Dia.x42"H



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



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



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



BT450 MANHATTAN BAR
Black/Stainless
62"Wx29"Dx42"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



BT456 Spark Power Bar Table
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



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



CO503 EXECUTIVE GUEST CHAIR
Black, White
25"Wx24"Dx18"H



CO504 EXECUTIVE MIDBACK CHAIR
Black, White
25"Wx24"Dx18-20"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
21"Wx23"Dx18"H



CO520 ZURICH HIGHBACK CHAIR
White
26"Wx21"Dx18-22"H



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Custom Furniture Collection

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



OF659 CREDENZA
White
48"Wx18"Dx29"H



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



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



OF654 COMPUTER WORKSTATION
Black
36"Wx24"Dx29"H



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



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



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



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Custom Furniture Collection



LG722 DANE SOFA
Grey
80"Wx41"Dx34"H



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



LG725 MADISON ARM CHAIR
Black, White
28"Wx28"Dx30"H



LG726 MADISON ARMLESS SECTIONAL
Black, White
23"Wx28"Dx30"H



LG727 MADISON CORNER SECTIONAL
Black, White
28"Wx28"Dx30"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



LG739 SURGE OTTOMAN
Black, White w/USB
60"Wx39"Dx16"H



LG740 SURGE SOFA
Black, White w/USB
72"Wx34"Dx28"H



LG741 SURGE CHAIR
Black, White w/USB
34"Wx34"Dx28"H

Lounge Seating



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



LG750 BENCH OTTOMAN
Black, White
60"Wx20"Dx17"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



LG763 Java Bench
Natural
72"Wx18"Dx15"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



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



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



OT830 JUPITER SIDE TABLE
Black, White
18"Dia.x22"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



XT906 ROPE
Black, Red
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



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



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



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



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



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



XT958 LINEN LAMP
White/Chrome
7"Wx19"H



XT959 LINEN FLOOR LAMP
White/Chrome
11"Wx58"H



XT962 SHADE LAMP
Grey
6"Wx6"Dx23"H



XT963 SHADE FLOOR LAMP
Grey
9"Wx9"Dx65"H



XT964 CLUB LAMP
White/Chrome
17"Wx28"H



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



XT970 PILLAR LIGHT
White - Multi color
16"Wx16"Dx77"H



www.resexpo.com

Standard Carpet Rental

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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

**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



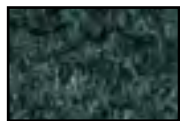
Teal



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'	\$185.00	\$235.00	\$ _____
_____	10' X 15'	\$210.00	\$260.00	\$ _____
_____	10' X 20'	\$260.00	\$310.00	\$ _____
_____	10' X 30'	\$310.00	\$360.00	\$ _____
_____	10' X 40'	\$385.00	\$465.00	\$ _____
_____	10' X 50'	\$440.00	\$525.00	\$ _____
_____	10' X 60'	\$475.00	\$575.00	\$ _____
_____	10' X 70'	\$575.00	\$675.00	\$ _____
_____	10' X 80'	\$650.00	\$750.00	\$ _____

Carpet Color _____

ACCESSORIES

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.00 sq. ft.	\$1.25 sq. ft.	\$ _____
_____ Double thick 1" Rebond padding	\$2.00 sq. ft.	\$2.50 sq. ft.	\$ _____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$ _____
_____ Visqueen poly to cover carpeting	\$0.50 sq. ft.	\$0.75 sq. ft.	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

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

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



www.resexpo.com

Custom Carpet 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

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

**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.	\$4.50 sq. ft.	\$5.00 sq. ft.	\$ _____



Silver Cloud



Charcoal



Onyx



Big Top Blue



Royal Blue



Red



Boysenberry



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.	\$ _____



White



Soft Ivory

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

ACCESSORIES

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.00 sq. ft.	\$1.25 sq. ft.	\$ _____
_____ Double thick 1" Rebond padding	\$2.00 sq. ft.	\$2.50 sq. ft.	\$ _____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$ _____
_____ Visqueen poly to cover carpeting	\$0.40 sq. ft.	\$0.65 sq. ft.	\$ _____

ORDER TOTAL \$ _____

Company Name: _____ Booth #: _____

Authorized By (print): _____ Signature: _____

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

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



www.resexpo.com

Exhibit Rental 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

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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'

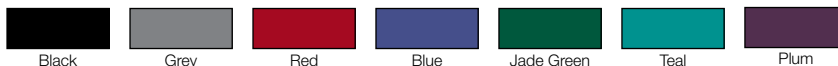
Height: _____ qty 30" • 42"

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	\$250.00	_____	\$ _____
Cabinet 20"W x 40"L x 40"H	All	\$300.00	_____	\$ _____
Cabinet 20"W x 80"L x 40"H	All	\$350.00	_____	\$ _____

ORDER TOTAL \$ _____

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

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

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

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

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



www.resexpo.com

Signature Booth Package Order Form

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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

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



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

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

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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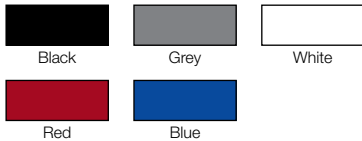
Exhibit Rental Hardwall Packages

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
\$1,950

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
\$3,350

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
\$3,350

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
\$4,450

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"





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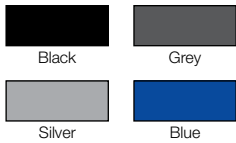
Exhibit Rental Skyline Packages

RES Skyline 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

Fabric 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 #: S1

10' Curved Backwall
\$1,700

Panel Dimintions:

- (1) Header Panel - 117 1/2" x 12"
- (2) Backwall Panel (Minus Header) - 117 1/2" x 74 3/4"
(overall backwall panel size 117 1/2" x 89 1/4")
- (3) Concave Panel - 29 3/8" x 89 1/4"



PACKAGE #: S2

10' Backwall with Counter
\$1,950

Panel Dimintions:

- (1) Header Panel - 69" x 13 1/2"
- (2) Backwall Panel (Minus Header) - 46" x 38 1/2"
(overall backwall panel size 46" x 52")
- (3) Angled Panel (Minus Header) - 23" x 38 1/2"
(overall backwall panel size 23" x 52")
- (4) Side Panel - 23" x 92"
- (5) Under Counter - 69" x 39"



PACKAGE #: S3

20' Serpentine Backwall
\$3,100

Panel Dimintions:

- (1) Header Panel - 117 1/2" x 12"
- (2) Overall Backwall - 262 1/2" x 89 1/4"
- (3) Concave Panel - 29 3/8" x 89 1/4"
- (4) Middle Panel - 14 1/2" x 89 1/4"
- (5) Convex Panel - 32 5/8" x 89 1/4"



PACKAGE #: S4

20' Backwall with Truss Tower
\$3,350

Panel Dimintions:

- (1) Header Panel - 69" x 13 1/2"
- (2) Backwall Panel (Minus Header) - 46" x 78 1/2"
(overall backwall panel size 46" x 92")
- (3) Angled Panel (Minus Header) - 23" x 78 1/2"
(overall backwall panel size 23" x 92")
- (4) Side Panel - 23" x 92"
- (5) Middle Panel - 46" x 92"
- (6) Truss Header (Including Cube) - 80 1/2" x 11 1/2"
- (7) Vertical Truss Face (Including Cube) - 57 1/2" x 11 1/2"
- (8) Vertical Truss (Minus Cube) - 11 1/2" x 46"





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RES Custom Rental Booths

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.



Platform & Custom Draping

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

ICPAS Summit18
August 28-29, 2018

PLATFORMS

4' x 8' Platforms,
Unskirted, Uncarpeted

	QTY.		STANDARD	TOTAL
4' x 8' x 16" High Platform	_____	x	\$125.00 each	\$ _____
4' x 8' x 24" High Platform	_____	x	\$125.00 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 #: _____

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



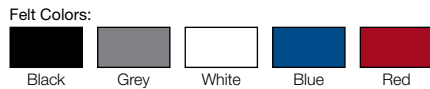
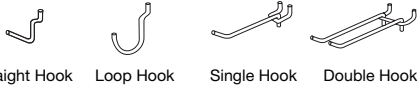
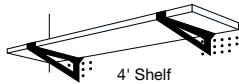
Pegboard, Gridwall & Slatwall Rentals

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

ICPAS Summit18
 August 28-29, 2018
 Deadline To Receive Discounted Rates:
 August 10, 2018

PEGBOARD

1/4" Hole Size



10' x 10' BOOTH

Booth with Returns (8' high x 10' wide) _____
 Additional 10' Multiples (backwall only) _____
 Booth with Foam Core _____
 Additional 10' Multiples w/Foam Core _____

SINGLE PANELS

2' x 8' White Pegboard Panel _____
 4' x 8' White Pegboard Panel _____
 Panel Orientation: ___ Vertical (■) ___ Horizontal (■)

SHELVES & HARDWARE & MATERIAL

4' Shelves _____
 Straight Hook _____
 Loop Hook _____
 Single Hook _____
 Double Hook _____
 4' x 8' White Foam Core _____
 2' x 8' White Foam Core _____
 4' x 8' Felt _____
 2' x 8' Felt _____
 Felt Color: _____

QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$600.00	\$800.00	\$ _____
_____	\$500.00	\$700.00	\$ _____
_____	\$750.00	\$1,050.00	\$ _____
_____	\$600.00	\$950.00	\$ _____
QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$175.00	\$225.00	\$ _____
_____	\$225.00	\$275.00	\$ _____
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	\$ _____

GRIDWALL



Gridwall Hooks:
 Sizes: 1" 4" 10"



Slatwall Shelf Bracket:
 Size: 14"



Slatwall Hooks:
 Sizes: 4" 6" 8"



Slatwall Waterfall Bracket:
 Size: 16"



2' x 8' Gridwall Sections _____
 Slatwall 1 Meter Sections _____
 8' x 4' Message Board _____
 Slatwall Hook _____
 Gridwall Hook _____
 Slatwall Shelf Bracket _____
 Gridwall Shelf Bracket _____
 Slatwall Waterfall Bracket _____
 Gridwall Waterfall Bracket _____
 Literature Pockets (holds 8 1/2" x 11" sheets) _____

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: _____



www.resexpo.com

VU Case Rentals

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

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

VISION CASE

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

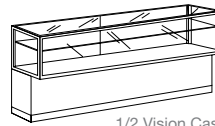
1/2 Vision Case Includes
1-10" glass shelf with adjustable brackets, 18" high front glass display section

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

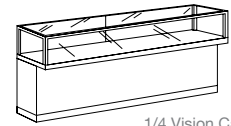
	QTY.	DISCOUNT	STANDARD	TOTAL
5 ft. Full Vision Case	_____	\$425.00	\$475.00	\$ _____
6 ft. Full Vision Case	_____	\$450.00	\$500.00	\$ _____
5 ft. 1/2 Vision Case	_____	\$400.00	\$450.00	\$ _____
6 ft. 1/2 Vision Case	_____	\$425.00	\$475.00	\$ _____
5 ft. 1/4 Vision Case	_____	\$400.00	\$450.00	\$ _____
6 ft. 1/4 Vision Case	_____	\$425.00	\$475.00	\$ _____



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

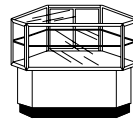
1/2 Corner Vision Case Includes
1-10" glass shelf with adjustable brackets, 18" high front glass display section

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

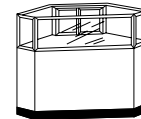
	QTY.	DISCOUNT	STANDARD	TOTAL
Full Corner Vision Case	_____	\$425.00	\$475.00	\$ _____
1/2 Corner Vision Case	_____	\$400.00	\$450.00	\$ _____
1/4 Corner Vision Case	_____	\$400.00	\$450.00	\$ _____



Full Corner Vision Case



1/2 Corner Vision Case



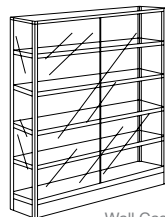
1/4 Corner Vision Case

WALL & TOWER CASE

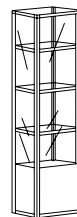
Wall Case Includes
48"L x 20"D x 66"H, with 4-12" glass shelves, adjustable brackets, lights, locks and 60" high sliding glass doors

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	_____	\$500.00	\$550.00	\$ _____
See-Thru Wall Case	_____	\$475.00	\$525.00	\$ _____
Tower Case	_____	\$500.00	\$550.00	\$ _____



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 #: _____

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



www.resexpo.com

Product Display Rentals

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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

RES is pleased to make the below indicated refrigerated, cooking and wash stations products available through an agreement with Lowe Refrigeration, Inc.. Note that the rental price of each unit includes delivery and pick-up to and from the booth, but does not include electrical service.

COLD PRODUCT DISPLAY CASE



G4T



B1

	QTY.	DISCOUNT	STANDARD	TOTAL
G4T Vertical Refrigerator Requires a dedicate 2,000 watt outlet with 24 hour power if keeping product overnight Width: 30" Depth: 28 1/4" Height: 82 1/2" Temp Range: 34/42°F 1/6°C	_____	\$1,250.00	\$1,450.00	\$_____

B1 Horizontal Self Service Low Glass Refrigerator Requires a dedicate 2,000 watt outlet with 24 hour power if keeping product overnight Width: 51" Depth: 43" Height: 39" Temp Range: 34/42°F 1/6°C	_____	\$2,250.00	\$2,450.00	\$_____
---	-------	------------	------------	---------

HEATING - COOKING PRODUCTS



CO25



MCTM

	QTY.	DISCOUNT	STANDARD	TOTAL
CO25 Convection Oven with Rolling Stand holds 1/2 pan (18"x 14 1/2") Requires a dedicate 2,000 watt outlet Width: 28 1/4" Depth: 28" Height: 53 3/4" Temp Range: 120/480°F 49/249°C	_____	\$1,150.00	\$1,400.00	\$_____

MCTM Stainless Steel Table with Electric 4 Burner Ceramic Cook Top with Viewing Mirror Requires a dedicate 2,000 watt outlet Width: 60" Depth: 30 1/4" Height: 97" (Table Height: 36")	_____	\$1,350.00	\$1,500.00	\$_____
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STEEL DEMONSTRATION TABLES



PT5S



PT6S

	QTY.	DISCOUNT	STANDARD	TOTAL
PT5S 5' Stainless Steel Prep Table with Shelf Width: 60" Depth: 30" Height: 35"	_____	\$325.00	\$500.00	\$_____

PT6S 6' Stainless Steel Prep Table with Shelf Width: 60" Depth: 30" Height: 35"	_____	\$450.00	\$625.00	\$_____
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WASH STATIONS - PREP SINKS



MSU



WSH

	QTY.	DISCOUNT	STANDARD	TOTAL
MSU Mobile Sink Unit for Hands and Utensils Only Requires a dedicate 2,000 watt outlet Width: 41" Depth: 32 1/2" Height: 45 1/2"	_____	\$675.00	\$825.00	\$_____

WSH Prep Sink Width: 22 3/4" Depth: 25" Height: 35" Cold water hook up and drain included with sink (Hot water ordered separately)	_____	\$1,250.00	\$1,400.00	\$_____
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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



www.resexpo.com

Custom Booth Graphics

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

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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



A-FRAMES
\$350.00



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
Phil Hantak at (847) 993-4809 or via email at phantak@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



www.resexpo.com

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

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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. 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 #: _____

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



www.resexpo.com

RES Extras

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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

RES Extras are available by contacting Marne Kirkwood via email at
marne@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	\$95.00	\$ _____
Hot & Cold Water Cooler	_____ x	\$105.00	\$ _____
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 #: _____

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



www.resexpo.com

Handicap Access Vehicles

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

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

RES has a complete inventory of handicap access vehicles 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



WHEEL CHAIR

Rental Price	Quantity	Day(s)	Total
\$10 per day	_____	_____	\$_____



3 WHEEL SCOOTER - VICTORY PRIDE

Rental Price	Quantity	Day(s)	Total
\$25 per day	_____	_____	\$_____

Date(s) needed for rental: _____

ORDER TOTAL \$_____

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 #: _____

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



www.resexpo.com

Floral

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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

**TROPICAL
PLANTS & TREES**



3FT GREEN PLANTS

Arbicola _____ Marginata _____ Spath _____ _____ x \$50.00 \$ _____

4FT GREEN PLANTS

Palm _____ Ficus Bush _____ Schefflera _____ _____ x \$60.00 \$ _____

5FT GREEN PLANTS

Palm _____ Marginata _____ _____ x \$70.00 \$ _____

6FT - 7FT GREEN PLANTS

Palm _____ Marginata _____ Ficus Tree _____ _____ x \$80.00 \$ _____

HANGING PLANTS

Ivy _____ Pothos _____ _____ x \$35.00 \$ _____

LARGE POTTED FERNS

QUANTITY	PRICE	TOTAL
_____ x	\$50.00	\$ _____
_____ x	\$60.00	\$ _____
_____ x	\$70.00	\$ _____
_____ x	\$80.00	\$ _____
_____ x	\$35.00	\$ _____
_____ x	\$35.00	\$ _____

**BLOOMING
PLANTS**



POTTED MUMS

White _____ Lavender _____ Yellow _____ _____ x \$30.00 \$ _____

POTTED AZALEAS

White _____ Pink _____ Red _____ _____ x \$40.00 \$ _____

POTTED BROMELIADS

Red _____ Orange _____ Yellow _____ _____ x \$40.00 \$ _____

POTTED BEGONIAS

Pink _____ Orange _____ Red _____ Yellow _____ _____ x \$40.00 \$ _____

Color of container for plants Black _____ White _____

**FRESH FLORAL
ARRANGEMENTS**

please choose
TROPICAL or SEASONAL



SINGLE STEM PHALANOPSIS ORCHID PLANT

White _____ Fuchsia _____ _____ x \$100.00 \$ _____

SMALL ARRANGEMENT (12" X 12")

Colors _____ _____ x \$85.00 \$ _____

MEDIUM ARRANGEMENT (18" X 14")

Colors _____ _____ x \$100.00 \$ _____

LARGE ARRANGEMENT (24" X 18")

Colors _____ _____ x \$115.00 \$ _____

CUSTOM ARRANGEMENT

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 #: _____

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



www.resexpo.com

Photography & Videography

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

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018



PHOTOGRAPHY OF EXHIBITS

	QUANTITY	PRICE	TOTAL
One View, Surrender of File, Transfer of Copyright, & No Print	_____ x	\$200.00	\$ _____
One View Including One 8 x 10 Print No File	_____ x	\$150.00	\$ _____
Additional 8 x 10 Prints	_____ x	\$50.00	\$ _____

NEWS AND EDITORIALS

Time and Availability Will Be Confirmed On Site

	HOURS	PRICE	TOTAL
News and Editorial Photography	_____ x	\$150.00/hr	\$ _____
Surrender of Editorial Images on CD	+	\$150.00	\$ _____

VIDEO PRODUCTION IN FULL HD

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

INFORMATION

Date(s): _____

Contact Person: _____ Cell #: _____

Photos of booth: Empty _____ With Staff _____ With Activity _____

Notes: _____

*Digital images surrendered on cross-platform CD
Shipping and handling is included in all orders.*

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

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



www.resexpo.com

Rosemont Catering by Aramark

Please Mail or Fax
Completed Form to
Rosemont Catering
by Aramark:

9301 West Bryn Mawr, Rosemont, IL 60018
Fax: 847-696-9790 • Phone: 847-692-6415

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

Rosemont Catering by Aramark has exclusive food, beverage and liquor distribution rights within the Donald E. Stephens Convention Center & Ballrooms. All food, beverage and liquor items used to generate traffic to a specific booth must be purchased through Rosemont Catering by Aramark. Food show exhibitors may contact Rosemont Catering by Aramark for approval.

QUANTITY		PRICE
BEVERAGES		
_____	Gallon(s) of Coffee (20 cups)	\$55/Gallon
_____	Gallon(s) of Decaf Coffee (20 cups)	\$55/Gallon
_____	Hot Water, Tea Bags, Chocolate Packs	\$55/Gallon
_____	Infused Waters	\$50/Gallon
_____	Lemonade	\$55/Gallon
_____	Iced Tea (Lemons)	\$55/Gallon
_____	Assorted Soft Drinks (12 oz.)	\$3.75
_____	Bottled Water (16.9 oz.)	\$3.50
_____	Assorted Bottled Juices	\$4.00
_____	20 lb. Bag of Ice	\$20.00

HOSTED BAR SET-UPS		
_____	Premium Brands of Liquor (per drink)	\$8.00
_____	Domestic Beer (12 oz.)	\$7.00
_____	Premium Beer (12 oz.)	\$8.00
_____	House Wine (8oz.) (per glass)	\$8.00
_____	Bottle(s) Wine/Champagne	
	Ask salesperson for available selection	
_____	Domestic Keg 1/2 Barrel	\$385.00
	Ask salesperson for available selection	
_____	Craft or Imported Keg 1/2 Barrel	\$550.00
	Ask salesperson for available selection	
_____	Bartenders (per 4 hours)	\$200.00
	Per Illinois Liquor Law any alcohol service requires a bartender to be staffed.	

DRY SNACKS		
_____	Potato Chips (24 oz.)	\$25.00/Bowl
_____	Pretzels (24 oz.)	\$25.00/Bowl
_____	Popcorn (24 oz.)	\$25.00/Bowl
_____	Snack Mix (24 oz.)	\$25.00/Bowl
_____	Mixed Nuts (24 oz.)	\$25.00/Bowl
_____	Individual Bags of Snacks	\$2.25

QUANTITY		PRICE
LUNCH ON THE RUN (BOXED LUNCH)		
_____	Sandwich & 2 Sides	\$16.95 each
	(beverages sold separate)	
	Contact catering for sandwich & side options.	
PASTRIES		
_____	Assorted Donuts	\$36.00/Dozen
_____	Assorted Danish	\$36.00/Dozen
_____	Brownies or Assorted Cookies	\$36.00/Dozen
_____	Sheet Cakes (about 75 slices)	\$200.00

COLD HORS D'OEUVRES		
_____	Gourmet Domestic & Imported Cheese Board	\$8.00 pp
	With Crusty Breads,Crackers	
	(minimum 50 people)	
_____	Fresh Vegetable Display	\$7.00 pp
	Choice of Spinach Dip, Dill Dip or Sriracha Ranch	
	(minimum 50 people)	
_____	Chilled Shrimp,Bloody Mary Cocktail Sauce	\$300.00
	(Order consists of 60 pieces)	
_____	Antipasto Skewer, Pesto Drizzle	\$175.00
	(Order consists of 60 pieces)	

HOT HORS D'OEUVRES BY THE PLATTER*		
_____	Cheeseburgers Sliders	\$195.00
_____	Margherita Flatbread	\$175.00
	Mozzarella, Tomato ,Basil	
_____	Mini Crab Cake	\$225.00
	Honey Sriracha Aioli,Shaved Scallions	
_____	Truffle Mac & Cheese Bites	\$175.00
_____	Meatloaf Lollipops	\$175.00
	With BBQ Ketchup	
	*Order consists of 60 pieces	

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 Trade Show Catering Menus

Company Name: _____ Phone #: _____

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

Email: _____ Fax #: _____

Authorized By (print): _____ Signature: _____

Date of Service: _____ Time of Service: _____ Booth or Room #: _____

Date of Service: _____ Time of Service: _____ Booth or Room #: _____

Date of Service: _____ Time of Service: _____ Booth or Room #: _____

METHOD OF PAYMENT

Check Enclosed: _____ Cardholder Name: _____

Credit Card #: _____ Expiration Date: _____ Security Code: _____

(A 3% Convenience Fee will be applied to payments made by Credit Card)



www.resexpo.com

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

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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: \$99.00/hr • Overtime: \$148.50/hr. • Double Time: \$198.00/hr.
HOURLY LABOR RATES: Straight Time: \$106.50/hr • Overtime: \$159.75/hr. • Double Time: \$213.00/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
120 VOLT, SINGLE PHASE				
30 Amp	_____	x \$340.00	\$510.00	\$ _____
208 VOLT, SINGLE PHASE				
30 Amp	_____	x \$410.00	\$615.00	\$ _____

Check if neutral required*

HEAVY DUTY SERVICE

	QTY	DISCOUNT	STANDARD	TOTAL
208 VOLT, THREE PHASE				
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
9' TOWER WITH				
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 #: _____



www.resexpo.com

Booth Cleaning

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

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018



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 \$0.35	\$ _____	X _____	\$ _____
Shampooing of Carpeting	_____	x \$0.45	\$ _____	X _____	\$ _____
Scrubbing, Mopping & Waxing of Tile Flooring	_____	x \$0.45	\$ _____	X _____	\$ _____
Porter Service		\$25.00/hr			
After 4:30 p.m. weekdays, Saturdays & Sundays		\$30.00/hr			

Special Instructions

ORDER TOTAL \$ _____

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

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

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

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

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



www.resexpo.com

Internet & Telecommunications

Please Mail, Email or Fax Completed Form to RES:

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Email: customerservice@rosemontexpo.com
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INTERNET SERVICES

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
Ethernet 768K line (One Computer Only)	E768K	\$425.00	\$550.00	_____	\$ _____
Basic Ethernet Service 1Mb (One Computer Only)	E1M	\$625.00	\$750.00	_____	\$ _____
Basic Ethernet Service up to 6 Computers (hub required) <i>* For service on 7 or more computers call for quote</i>	BE6	\$1,250.00	\$1,650.00	_____	\$ _____
Dedicated 1.5Mb Ethernet Service With Single IP	DE	\$1,650.00	\$2,000.00	_____	\$ _____
Additional Dedicated IP Address <i>must be ordered with dedicated 1.5Mb service</i>	DIP	\$200.00	\$250.00	_____	\$ _____

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.

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
Cat5 Cabling per 10 ft.	CT5	\$15.00	\$25.00	_____	\$ _____
8 Port Switch	8HB	\$100.00	\$125.00	_____	\$ _____
16 Port Switch	16HB	\$125.00	\$150.00	_____	\$ _____
24 Port Switch	24HB	\$150.00	\$175.00	_____	\$ _____
Router 8 Port		\$100.00	\$125.00	_____	\$ _____
Wireless Router	WR	\$300.00	\$375.00	_____	\$ _____
VLAN CONNECTION - PRIVATE NETWORK		CALL FOR INFORMATION		_____	\$ _____

TELEPHONE SERVICES

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Single Line Telephone <i>Includes single line phone with up to \$100 in local & 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 #: _____

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

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

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

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

Show Name: _____

Booth #: _____

Company Name: _____

Booth Size: _____

TERMS AND CONDITIONS

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

RES TELECOMMUNICATIONS RESPONSIBILITIES

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

CLIENT RESPONSIBILITIES

- 1) At no time, will the client connect a DHCP server to the Convention Center Network.
- 2) The client must provide a list of all required connections, containing exact location (exhibit booth number, meeting room number, etc.).
- 3) If not renting, the client must provide the node equipment (personnel computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10 Mbps, 10/100, RJ45 connection.
- 4) If not renting, the client is responsible for the proper configuration of computing machinery and software for the Internet and Ethernet communications. RES Telecommunications will provide client with basic configurations.
- 5) The client is responsible for all services outside of basic Internet connectivity. This includes e-mail services, ftp services, web servers, etc.

LIMITATION OF LIABILITY

In no event shall RES Telecommunications be liable to the client or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, are alleged as a result of, tortious conduct, failure of the equipment of services of RES Telecommunications or breach of any of the provisions of the agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if RES Telecommunications has been advised of the possibility of such damages, or for any damages caused by the clients failure to perform his/her responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss. RES Telecommunications is not responsible for any Internet security breaches before or beyond our gateway.

For customer services such as private LAN connectivity and special configurations or equipment not listed above please call for quote. Assigned IP Address (address will be confirmed once order is placed.) Technical assistance will be offered at a rate of \$75.00 per hour, straight time. Overtime is \$150.00 per hour.



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Audio Visual

ICPAS Summit18
August 28-29, 2018

Deadline To Receive Discounted Rates:
August 10, 2018

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

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



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	\$200.00	\$250.00	\$ _____
Monitor Wall Bracket	_____ x	\$125.00	\$150.00	\$ _____
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	\$100.00	\$ _____
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	\$ _____
Tablet Stand	_____ x	\$75.00	\$100.00	\$ _____

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



www.resexpo.com

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

ICPAS Summit18
 August 28-29, 2018

Deadline To Receive Discounted Rates:
 August 10, 2018

	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	\$112.50	\$168.75	\$225.00
Decorator	\$105.00	\$157.50	\$210.00
Teamster	\$80.00	\$120.00	\$160.00
Rigger	\$117.50	\$176.25	\$235.00
Electrician	\$99.00	\$148.50	\$198.00
Plumber	\$99.00	N/A	\$198.00

HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$120.00	\$176.50	\$232.50
Decorator	\$112.50	\$165.00	\$217.50
Teamster	\$87.50	\$127.50	\$167.50
Rigger	\$125.00	\$183.75	\$242.50
Electrician	\$106.50	\$159.75	\$213.00
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 #: _____

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



Installation & Dismantle Labor Order Form

www.resexpo.com

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

ICPAS Summit18
August 28-29, 2018

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August 10, 2018

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	\$147.50	\$225.00	\$300.00
Decorator	\$135.00	\$210.00	\$275.00
Rigger	\$150.00	\$227.50	\$305.00

STANDARD I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$155.00	\$232.50	\$310.00
Decorator	\$142.50	\$215.00	\$285.00
Rigger	\$157.50	\$236.50	\$315.00

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 #: _____

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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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 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.



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Material Handling

ICPAS Summit18
August 28-29, 2018

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

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) ADVANCE SHIPMENTS RECEIVED AT THE RES WAREHOUSE

Advance shipments will be accepted at the RES warehouse beginning July 9, 2018. Shipments received at the RES warehouse by August 17, 2018 will be weighed, inspected and charged at a rate of \$85.00 per cwt. (100 lb. minimum). This charge includes storage prior to the opening of the show, delivery to the exhibitor's booth, removal to the loading dock at the close of the show and S.T. (straight time) reloading onto outbound carriers. This rate also includes pick-up, storage and return of empty crates and cartons. Shipments received at the RES warehouse after August 17, 2018, 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 \$70.00 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 \$17.50 per cwt. surcharge for any freight loaded or unloaded on Saturday, or after 4:00 p.m. weekdays. There will be a \$35.00 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 \$17.50 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 \$17.50 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) 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 UPS document signed by RES freight representative upon delivery does not specify the exhibiting company's name or booth number. Shortages or damages discovered at the booth are the complete responsibility of the exhibiting company.

6) DRAYAGE PAYMENT INFORMATION (CHECK ONE)

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

HOW TO CALCULATE YOUR ORDER:

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

Advance crated shipments received at the warehouse by August 17, 2018: We will ship _____ lbs. @ \$85.00 per cwt. (100 lb. min) = \$ _____

Advance crated shipments received at the warehouse after August 17, 2018: 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. @ \$70.00 per cwt. (100 lb. min) = \$ _____

Company Name: _____ Booth #: _____



www.resexpo.com

Shipping Instructions

ICPAS Summit18
August 28-29, 2018



1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning **July 9, 2018**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on August 27, 2018 only. No earlier.

2) WHERE TO SHIP

DIRECT SHIPMENTS

Address all shipments to Donald E. Stephens Convention Center:
Exhibitors name:
Booth number:
ICPAS Summit18
c/o Rosemont Exposition Services, Inc.
9300 Williams Street
Rosemont, Illinois 60018

ADVANCE SHIPMENTS

Address all shipments to Warehouse:
Exhibitors name:
Booth number:
ICPAS Summit18
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 3:30pm on **August 29, 2018**. Any freight left in the Exhibit Hall **after 5:00pm on August 29, 2018** 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.*

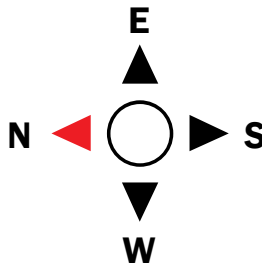
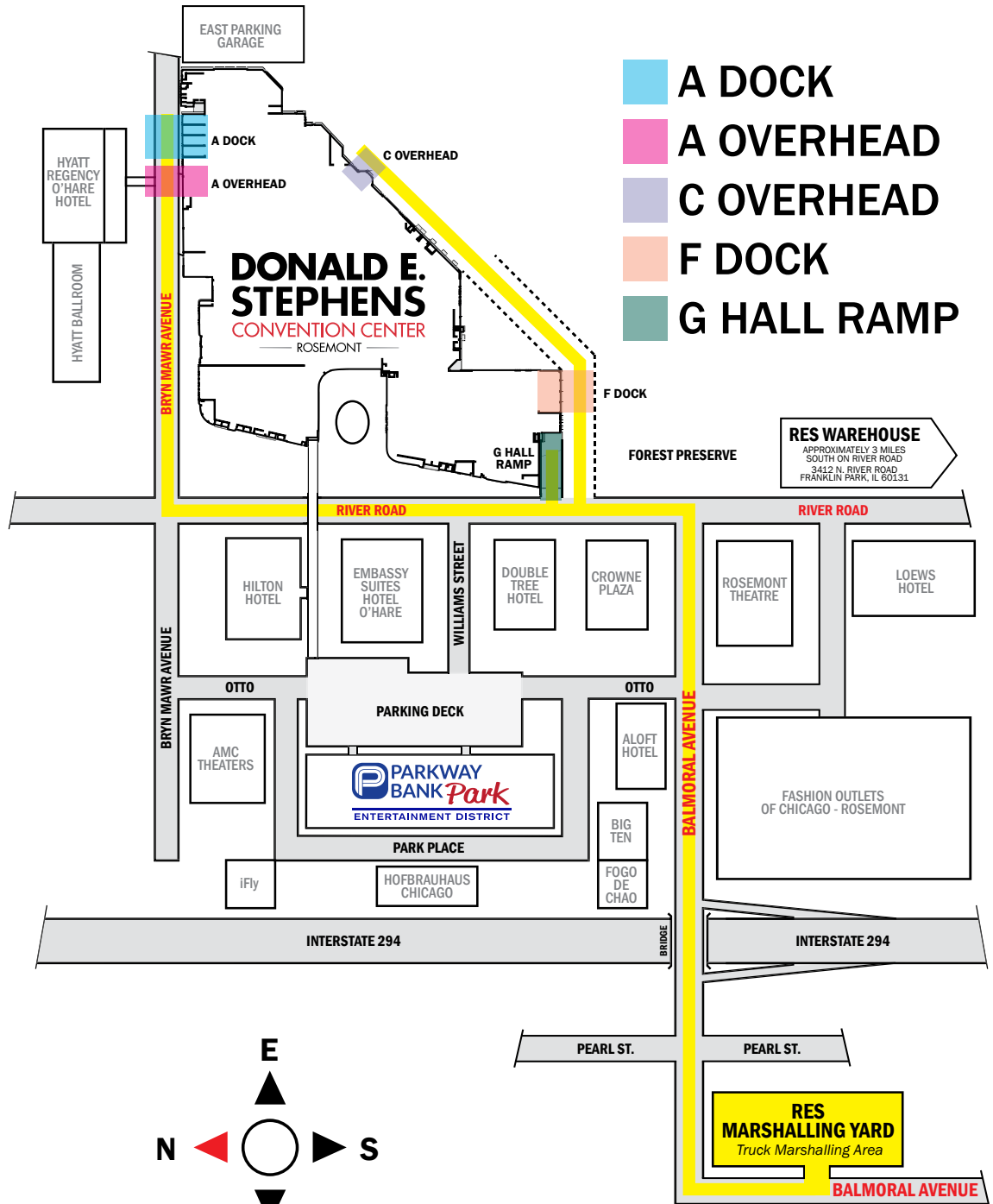


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Freight Check-In Procedures

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.



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FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN AUGUST 23, 2018

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exhibitor name

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C/O ROSEMONT EXPOSITION SERVICES, INC.
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FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN AUGUST 23, 2018

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

ICPAS SUMMIT18
C/O ROSEMONT EXPOSITION SERVICES, INC.
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON AUGUST 27, 2018 ONLY

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

ICPAS SUMMIT18
C/O ROSEMONT EXPOSITION SERVICES, INC.
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON AUGUST 27, 2018 ONLY