



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

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

ELECTRICAL LABOR RATES

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: \$120.00/hr • Overtime: \$180.00/hr • Double Time: \$240.00/hr.
HOURLY LABOR RATES: Straight Time: \$125.00/hr • Overtime: \$187.50/hr • Double Time: \$250.00/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 \$195.00	\$275.00	\$ _____
1,001-2,000 Watts	_____	x \$245.00	\$350.00	\$ _____

POWER CONNECTIONS

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

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

Check if neutral required*

HEAVY DUTY SERVICE

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

Check if neutral required*

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

Check if neutral required*

380 VOLT, THREE PHASE (European Voltage)				
30 Amp	_____	x \$435.00	\$500.00	\$ _____
60 Amp	_____	x \$830.00	\$1,210.00	\$ _____
100 Amp	_____	x \$1,340.00	\$2,000.00	\$ _____

Check if neutral required*

SUSPENDED ELECTRICAL SIGNS

	QTY	DISCOUNT	STANDARD	TOTAL
0-100 lbs.	_____	x \$325.00	\$440.00	\$ _____
101-150 lbs.	_____	x \$375.00	\$500.00	\$ _____
151-300 lbs.	_____	x \$455.00	\$650.00	\$ _____

FLOODLIGHTS, SPOTLIGHTS ON 9' TOWERS

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
9' TOWER WITH				
Two (2) Floods	_____	x \$180.00	\$260.00	\$ _____
Four (4) Floods	_____	x \$230.00	\$300.00	\$ _____

SINGLE SPOTLIGHTS

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
Gooseneck	_____	x \$95.00	\$135.00	\$ _____
Par Lite	_____	x \$275.00	\$400.00	\$ _____

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. 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 #: _____



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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
Village of Rosemont – RES

Bank - Wire Transfer information

Bank transfer to Parkway Bank & Trust Co.

ABA# **071908160** ACCT# **6766928**

International

Bank transfer to Pacific Coast Bankers' Bank

SWIFT# **PCBBUS66** ACCT# **6766928**

(There is a \$25.00 USD fee per each international transfer)

SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS
Standard Furniture	\$
Standard Booth Accessories	\$
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.

ORDER SUMMARY AND PAYMENT SHEET

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

STANDARD FURNITURE - CARPET RENTAL - SPECIALTY FURNITURE - UTILITIES

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

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

CANCELLATION TERMS

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

LABOR

When ordering labor, please be aware of the following:

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

MATERIAL HANDLING

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

WASTE REMOVAL

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

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

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

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.

