

American Telugu Association



DONALD E. STEPHENS
CONVENTION CENTER
— ROSEMONT —

July 2-3, 2016

exhibitor **SERVICES** manual



financial park
AT ROSEMONT



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
- Show Information
- Map to Convention Center
- Rosemont Public Safety Requirements
- Online Ordering
- Order Summary and Payment
- Terms and Conditions

FURNISHINGS BOOTH DISPLAYS

- Standard Furniture
- Standard Booth Accessories
- Carpet Rental
- Platform & Custom Draping
- Pegboard, Gridwall & Slatwall Rentals
- VU Case Rentals

RES EXTRAS SPECIAL SERVICES

- RES Extras
- Security Rentals

UTILITIES INTERNET TELECOMMUNICATIONS COMPUTER RENTAL AUDIO VISUAL LABOR

- Electrical Service
- Booth Cleaning
- Internet & Telecommunications
- Audio Visual
- 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



www.resexpo.com

Welcome



ROSEMONT
CONVENTION | TOURISM BUREAU

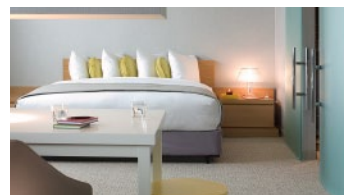
Welcome to Rosemont

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 all-new MB Financial Park at Rosemont is open for business, located one block west of the Donald E. Stephens Convention Center. The Park features a series of restaurants and live entertainment venues, including Hofbräuhaus House, Fogo De Chão, Adobe Gila's, Sugar Factory, Kings Bowling, Five Roses Irish Pub, the Park Tavern and the famous Zanies Comedy Club. More venues are in the works for what has quickly become Chicagoland's hottest destination.

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, another Hyatt 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 MB Financial Park, Rosemont is home to some of the finest restaurants in the Chicago area. Gibsons Steakhouse, Morton's, Gene & Georgetti, Carlucci, Nick's Fishmarket 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 and Giordano's, known for its Chicago style deep dish pizza.



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



www.resexpo.com

Show Information

American Telugu Association

July 2-3, 2016

Deadline To Receive Discounted Rates:

June 17, 2016

SHOW COLORS

Back Drape: Blue

Side Drape: White

STANDARD BOOTH PACKAGE

Pipe & Drape

Booth ID Sign

2-8'x30" White Skirted Table

2-Side Chairs

1-Wastebasket

EXHIBITOR MOVE-IN

Friday, July 1, 2016

8:00am-4:30pm

SHOW HOURS

Saturday, July 2, 2016

9:00am-12:00am

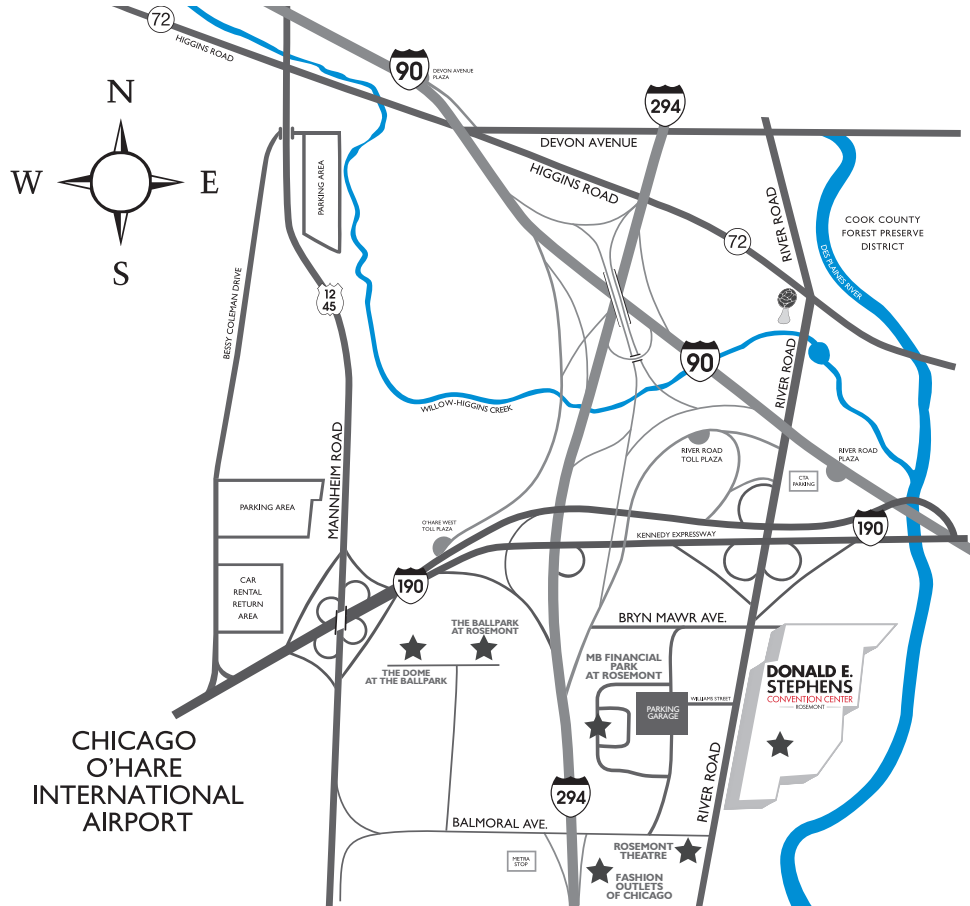
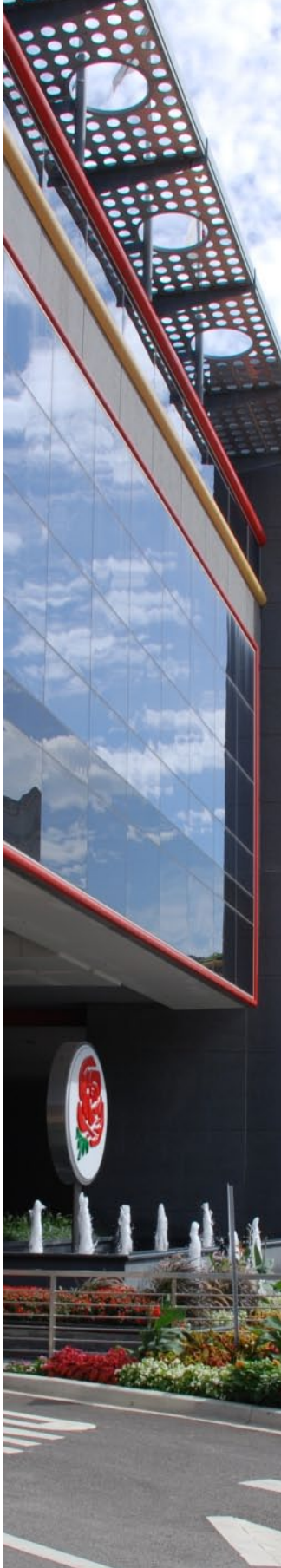
Sunday, July 3, 2016

9:00am-10:00pm

EXHIBITOR MOVE-OUT

Sunday, July 3, 2016

10:00pm-2:00am



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

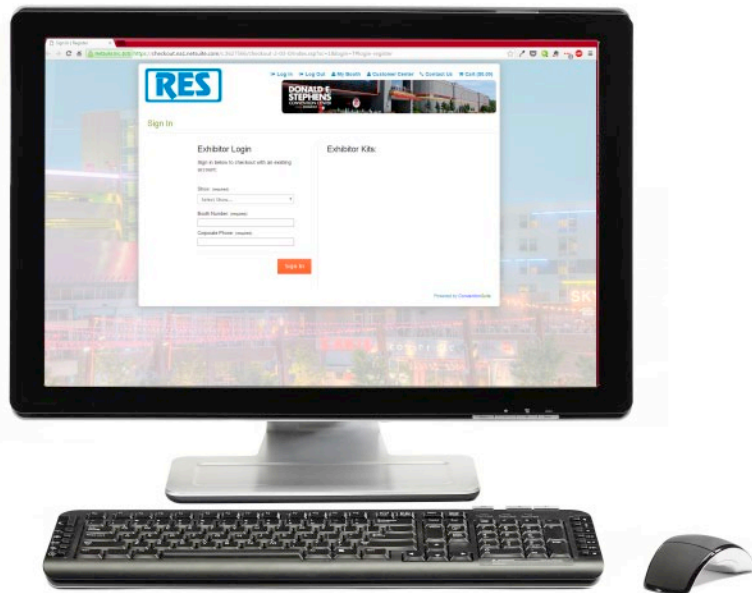
No food or beverage may be brought into the Convention Center from outside the facility. All food and beverage consumed on the premises must be provided by Rosemont Catering Company. For more information call 847-692-6415.

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

Access Our Website at www.resexpo.com

STEP BY STEP ONLINE ORDERING

- 1) **SHOW SELECT:**
Use the pull down menu to select the show you will be attending.
- 2) **BOOTH NUMBER:**
Enter your booth number. If you have multiple booths, use the lowest number.
- 3) **PHONE NUMBER:**
Enter your corporate phone number (do not use dashes ex 1231234567)
- 4) **SIGN IN:**
Click the "Sign In" button
- 5) **ORDERING:**
Use the 7 tabs at the top of the page to navigate the various RES services.
- 6) **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".
A 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:

9291 West Bryn Mawr, Rosemont, IL 60018
E-mail: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

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

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

CASH
 CREDIT CARD
 CHECK Check # _____

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

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

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

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

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

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

Please Mail, Email or Fax
Completed Form to RES:

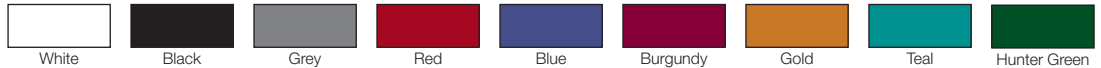
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

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	\$95.00	\$130.00	\$ _____
2' x 4' x 42" Skirted Table	_____ x	\$95.00	\$130.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$105.00	\$140.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$105.00	\$140.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$115.00	\$150.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$115.00	\$150.00	\$ _____
4th side of skirting	_____ x	\$35.00	\$45.00	\$ _____
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	\$15.00	\$20.00	\$ _____
Skirt color	_____			



UNSKIRTED TABLES & RISERS



	QUANTITY	DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" Wood Table	_____ x	\$45.00	\$65.00	\$ _____
2' x 4' x 42" Wood Table	_____ x	\$45.00	\$65.00	\$ _____
2' x 6' x 30" Wood Table	_____ x	\$50.00	\$70.00	\$ _____
2' x 6' x 42" Wood Table	_____ x	\$50.00	\$70.00	\$ _____
2' x 8' x 30" Wood Table	_____ x	\$55.00	\$75.00	\$ _____
2' x 8' x 42" Wood Table	_____ x	\$55.00	\$75.00	\$ _____
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	\$130.00	\$160.00	\$ _____
30" Diam. Round Table 42" Tall (Black Top)	_____ x	\$135.00	\$165.00	\$ _____
Arm Chair	_____ x	\$75.00	\$100.00	\$ _____
Black Barstool with back	_____ x	\$75.00	\$100.00	\$ _____
Side Chair	_____ x	\$65.00	\$90.00	\$ _____

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

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

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 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"x28" Sign Holder	_____ x	\$75.00	\$105.00	\$ _____
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	\$12.50/ft	\$17.50/ft	\$ _____
Side Drape (3' high)	_____ ft x	\$7.50/ft	\$10.00/ft	\$ _____

Drape Colors



Drape color _____

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

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 Carpet Rental

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

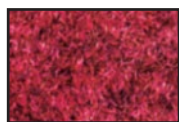
Please Mail, Email or Fax
Completed Form to RES:

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



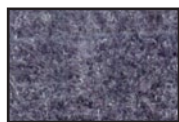
Red



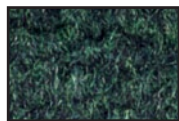
Teal



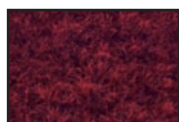
Plum



Grey



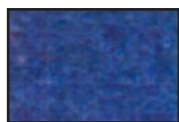
Hunter Green



Burgundy



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'	\$165.00	\$205.00	\$ _____
_____	10' X 15'	\$195.00	\$235.00	\$ _____
_____	10' X 20'	\$225.00	\$265.00	\$ _____
_____	10' X 30'	\$275.00	\$335.00	\$ _____
_____	10' X 40'	\$355.00	\$425.00	\$ _____
_____	10' X 50'	\$395.00	\$475.00	\$ _____
_____	10' X 60'	\$425.00	\$525.00	\$ _____
_____	10' X 70'	\$525.00	\$625.00	\$ _____
_____	10' X 80'	\$600.00	\$700.00	\$ _____

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	\$0.40 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

Platform & Custom Draping

American Telugu Association
July 2-3, 2016

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

PLATFORMS

4' x 8' Platforms,
Unskirted, Uncarpeted

	QTY.		STANDARD	TOTAL
4' x 8' x 16" High Platform	_____	x	\$115.00 each	\$_____
4' x 8' x 24" High Platform	_____	x	\$115.00 each	\$_____

PLATFORM CARPETING, SKIRTING & STEPS

	QTY.		STANDARD	TOTAL
4' x 8' Platform carpeting	_____	x	\$90.00 each	\$_____

Platform Carpeting Color



Platform Skirting	_____	x	\$65.00 each	\$_____
-------------------	-------	---	--------------	---------

Platform skirting Color



Set of Steps	_____	x	\$60.00 each	\$_____
--------------	-------	---	--------------	---------

ORDER TOTAL \$_____

PLEASE NOTE:

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

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

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

Pegboard, Gridwall & Slatwall Rentals

Please Mail, Email or Fax
Completed Form to RES:

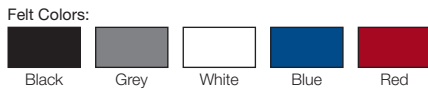
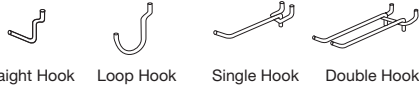
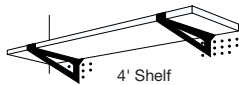
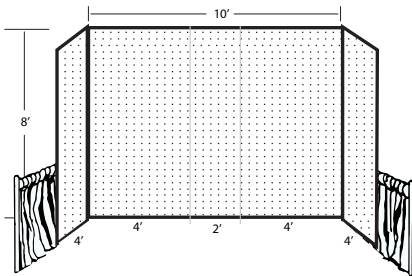
9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

PEGBOARD

1/4" Hole Size



10'x10' 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

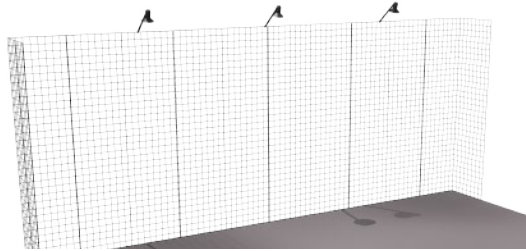
- 2' x 8' White Pegboard Panel _____
- 4' x 8' White Pegboard Panel _____
- Panel Orientation: ___ Vertical (■) ___ Horizontal (■)

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
_____	\$400.00	\$700.00	\$ _____
_____	\$300.00	\$550.00	\$ _____
_____	\$650.00	\$1,000.00	\$ _____
_____	\$500.00	\$800.00	\$ _____
QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$100.00	\$150.00	\$ _____
_____	\$150.00	\$200.00	\$ _____
QTY.	DISCOUNT	STANDARD	TOTAL
_____	\$12.50	\$17.50	\$ _____
_____	\$2.50	\$4.00	\$ _____
_____	\$2.50	\$4.00	\$ _____
_____	\$4.00	\$6.00	\$ _____
_____	\$4.00	\$6.00	\$ _____
_____	\$75.00	\$100.00	\$ _____
_____	\$50.00	\$75.00	\$ _____
_____	\$100.00	\$150.00	\$ _____
_____	\$75.00	\$100.00	\$ _____

GRIDWALL



Gridwall Hooks:
Sizes: 1" 4" 10"



Slatwall Hooks:
Sizes: 4" 6" 8"



Slatwall Shelf Bracket:
Size: 14"



Slatwall Waterfall Bracket:
Size: 16"

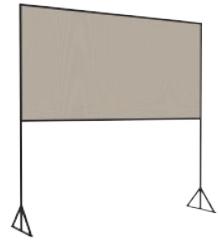


- 2' x 8' Gridwall Sections _____
- Slatwall 1 Meter Sections _____
- 8'x4' Message Board _____
- Slatwall Hook _____
- Gridwall Hook _____
- Slatwall Shelf Bracket _____
- Gridwall Shelf Bracket _____
- Slatwall Waterfall Bracket _____
- Gridwall Waterfall Bracket _____
- Literature Pockets (holds 8 1/2" x 11" sheets) _____

SLATWALL



MESSAGE BOARD



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

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

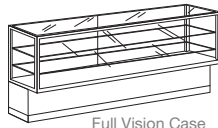
VISION CASE

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

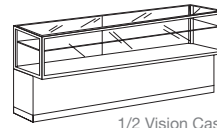
1/2 Vision Case Includes
1-10" glass shelf with adjustable brackets, 18" high front glass display section

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

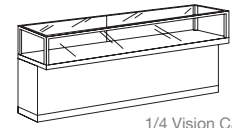
	QTY.	DISCOUNT	STANDARD	TOTAL
5 ft. Full Vision Case	_____	\$375.00	\$425.00	\$ _____
6 ft. Full Vision Case	_____	\$400.00	\$450.00	\$ _____
5 ft. 1/2 Vision Case	_____	\$375.00	\$425.00	\$ _____
6 ft. 1/2 Vision Case	_____	\$400.00	\$450.00	\$ _____
5 ft. 1/4 Vision Case	_____	\$375.00	\$425.00	\$ _____
6 ft. 1/4 Vision Case	_____	\$400.00	\$450.00	\$ _____



Full Vision Case



1/2 Vision Case



1/4 Vision Case

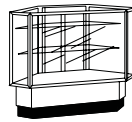
CORNER VISION CASE

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

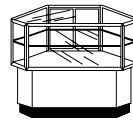
1/2 Corner Vision Case Includes
1-10" glass shelf with adjustable brackets, 18" high front glass display section

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

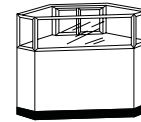
	QTY.	DISCOUNT	STANDARD	TOTAL
Full Corner Vision Case	_____	\$400.00	\$450.00	\$ _____
1/2 Corner Vision Case	_____	\$375.00	\$425.00	\$ _____
1/4 Corner Vision Case	_____	\$375.00	\$425.00	\$ _____



Full Corner Vision Case



1/2 Corner Vision Case



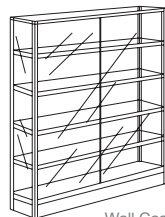
1/4 Corner Vision Case

WALL & TOWER CASE

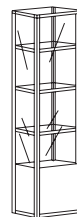
Wall Case Includes
48"L x 20"D x 66"H, with 4-12" glass shelves, adjustable brackets, lights, locks and 60" high sliding glass doors

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	_____	\$400.00	\$450.00	\$ _____
See-Thru Wall Case	_____	\$400.00	\$450.00	\$ _____
Tower Case	_____	\$400.00	\$450.00	\$ _____



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

RES Extras

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

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

Security 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

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

SAFES

Note that all RES safe rental charges include drayage and delivery to the booth.



	QUANTITY	RENTAL	TOTAL
3ft Burglar/Fire Safe	_____ x	\$600.00	\$ _____
4ft Burglar/Fire Safe	_____ x	\$700.00	\$ _____
5ft Burglar/Fire Safe	_____ x	\$800.00	\$ _____
5ft Burglar/Fire Safe - Double Door	_____ x	\$850.00	\$ _____
6ft Burglar/Fire Safe	_____ x	\$900.00	\$ _____
3ft TL-15 Safe	_____ x	\$700.00	\$ _____
4ft TL-15 Safe	_____ x	\$800.00	\$ _____
5ft TL-15 Safe	_____ x	\$900.00	\$ _____
6ft TL-15 Safe	_____ x	\$1,000.00	\$ _____
3ft TL-30 Safe	_____ x	\$800.00	\$ _____
4ft TL-30 Safe	_____ x	\$900.00	\$ _____
5ft TL-30 Safe	_____ x	\$1,000.00	\$ _____
6ft TL-30 Safe	_____ x	\$1,100.00	\$ _____

SECURITY ITEMS

Note that all RES Security Item rental charges include drayage and delivery to the booth.



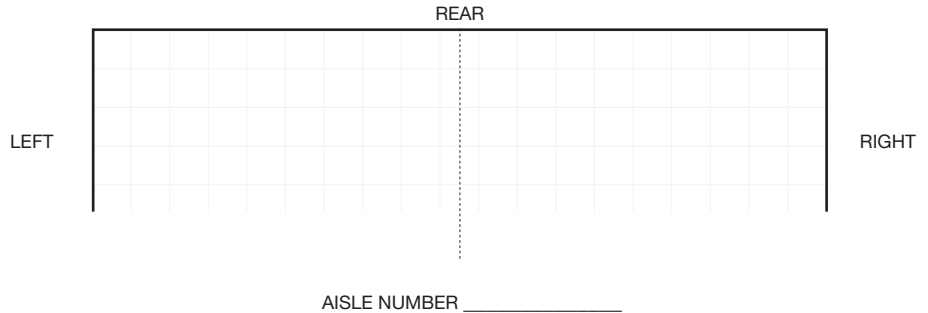
	QUANTITY	RENTAL	TOTAL
Open Mesh Cages 60" x 36" x 72" With full length doors, locking rod for padlocks, on wheels	_____ x	\$250.00	\$ _____
Open Mesh Cages 36" x 36" x 36" Without wheels	_____ x	\$125.00	\$ _____

ORDER TOTAL \$ _____

LOCATION PLACEMENT GRID

LOCATION: Please indicate desired safe location.

Booth #: _____
Required Delivery Date: _____



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

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

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



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

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

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 #: _____

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

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

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016



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:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

INTERNET SERVICES

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
Ethernet 768K line (One Computer Only)	E768K	\$400.00	\$525.00	_____	\$ _____
Basic Ethernet Service 1Mb (One Computer Only)	E1M	\$600.00	\$725.00	_____	\$ _____
Basic Ethernet Service up to 6 Computers (hub required) <i>* For service on 7 or more computers call for quote</i>	BE6	\$1,200.00	\$1,600.00	_____	\$ _____
Dedicated 1.5Mb Ethernet Service With Single IP	DE	\$1,650.00	\$2,000.00	_____	\$ _____
Additional Dedicated IP Address	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>	\$250.00	\$300.00	_____	\$ _____

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.	\$70.00 ea.	_____	\$ _____
Hunting Lines*	\$20.00 ea.	\$35.00 ea.	_____	\$ _____
Two Line Phones/Speaker Phone*	\$50.00 ea.	\$70.00 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



www.resexpo.com

Audio Visual

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

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

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



For an extensive list of our inventory, labor rates, and detailed information, please call Anton Eleazar at 847-993-4816.

VIDEO

	QUANTITY	DISCOUNT	STANDARD	TOTAL
20" Monitor	_____ x	\$300.00	\$360.00	\$ _____
26" Monitor	_____ x	\$350.00	\$420.00	\$ _____
32" Monitor	_____ x	\$800.00	\$960.00	\$ _____
37" Monitor	_____ x	\$850.00	\$1,020.00	\$ _____
42" Monitor	_____ x	\$925.00	\$1,110.00	\$ _____
50" Monitor	_____ x	\$1,350.00	\$1,620.00	\$ _____
60" Monitor	_____ x	\$2,500.00	\$3,000.00	\$ _____
Monitor Floor Stand	_____ x	\$200.00	\$240.00	\$ _____
Monitor Wall Bracket	_____ x	\$125.00	\$150.00	\$ _____
Blu-Ray Player	_____ x	\$200.00	\$240.00	\$ _____
Video Cables	_____ x	\$75.00	\$90.00	\$ _____
Touch Screen Monitor	_____ x	call for quote		\$ _____
Video Wall	_____ x	call for quote		\$ _____

AUDIO

Powered Speaker	_____ x	\$300.00	\$360.00	\$ _____
Two Speaker P.A. System	_____ x	\$450.00	\$540.00	\$ _____
Four Speaker P.A. System	_____ x	\$600.00	\$720.00	\$ _____
Wireless Handheld Microphone	_____ x	\$300.00	\$360.00	\$ _____
Wireless Lavalier Microphone	_____ x	\$300.00	\$360.00	\$ _____
Wireless Headset Microphone	_____ x	\$300.00	\$360.00	\$ _____
Wired Handheld Microphone	_____ x	\$50.00	\$60.00	\$ _____
Wired Lavalier Microphone	_____ x	\$75.00	\$90.00	\$ _____
4 - Channel Audio Mixer	_____ x	\$75.00	\$90.00	\$ _____
Direct Box for Laptop/MP3 Player	_____ x	\$125.00	\$150.00	\$ _____

COMPUTER

PC Laptop Computer	_____ x	\$600.00	\$720.00	\$ _____
Mac Laptop Computer	_____ x	\$750.00	\$900.00	\$ _____
Black & White Printer	_____ x	\$450.00	\$540.00	\$ _____
Color Printer	_____ x	\$600.00	\$720.00	\$ _____
All In One Printer/Fax/Copier/Scanner	_____ x	\$800.00	\$960.00	\$ _____
Microsoft Office Software	_____ x	\$125.00	\$150.00	\$ _____

ADDITIONAL SERVICES

Truss Booth Lighting	_____ x	call for quote		\$ _____
Videography	_____ x	call for quote		\$ _____

Delivery Date & Time: _____ Pick-Up Date & Time: _____ ORDER TOTAL \$ _____

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

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

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

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

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



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

American Telugu Association
July 2-3, 2016

Deadline To Receive Discounted Rates:
June 17, 2016

	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	\$110.00	\$165.00	\$220.00
Decorator	\$100.00	\$150.00	\$200.00
Teamster	\$75.00	\$112.50	\$150.00
Rigger	\$115.00	\$172.50	\$230.00
Electrician	\$99.00	\$148.50	\$198.00
Plumber	\$99.00	\$N/A	\$198.00

HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$117.50	\$172.50	\$227.50
Decorator	\$107.50	\$157.50	\$207.50
Teamster	\$82.50	\$120.00	\$157.50
Rigger	\$122.50	\$180.00	\$237.50
Electrician	\$106.50	\$159.75	\$213.00
Plumber	\$106.50	\$N/A	\$213.00

HOURLY EQUIPMENT RENTAL RATES

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



Fork Lift



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



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.



www.resexpo.com

Material Handling

Please Mail, Email or Fax
Completed Form to RES:

9291 West Bryn Mawr, Rosemont, IL 60018
Email: customerservice@rosemontexpo.com
Fax: 847-696-9797 • Phone: 847-696-2208

American Telugu Association
July 2-3, 2016

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 **May 1, 2016**. Shipments received at the RES warehouse by **June 24, 2016** will be weighed, inspected and charged at a rate of **\$50.00 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 **June 24, 2016**, will be charged at the rate of **\$55.00 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, as part of the standard booth package. This rate includes pick-up, storage and return of empty crates and cartons.

3) MOBILE UNITS

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

4) U.P.S. SHIPMENTS

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

5) 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 June 24, 2016: We will ship _____ lbs. @ \$50.00 per cwt. (100 lb. min) = \$ _____

Advance crated shipments received at the warehouse after June 24, 2016: We will ship _____ lbs. @ \$55.00 per cwt. (100 lb. min) = \$ _____

Company Name: _____ Booth #: _____



www.resexpo.com

Shipping Instructions

American Telugu Association
July 2-3, 2016



1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning May 1, 2016 and must arrive no later than June 24, 2016. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on July 1, 2016 only. No earlier.

2) WHERE TO SHIP

DIRECT SHIPMENTS

Address all shipments to Donald E. Stephens Convention Center:

Exhibitors name:

Booth number:

American Telugu Association
c/o Rosemont Exposition Services, Inc.
9300 Williams Street
Rosemont, Illinois 60018

ADVANCE SHIPMENTS

Address all shipments to Warehouse:

Exhibitors name:

Booth number:

American Telugu Association
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) 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.

8) 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.*

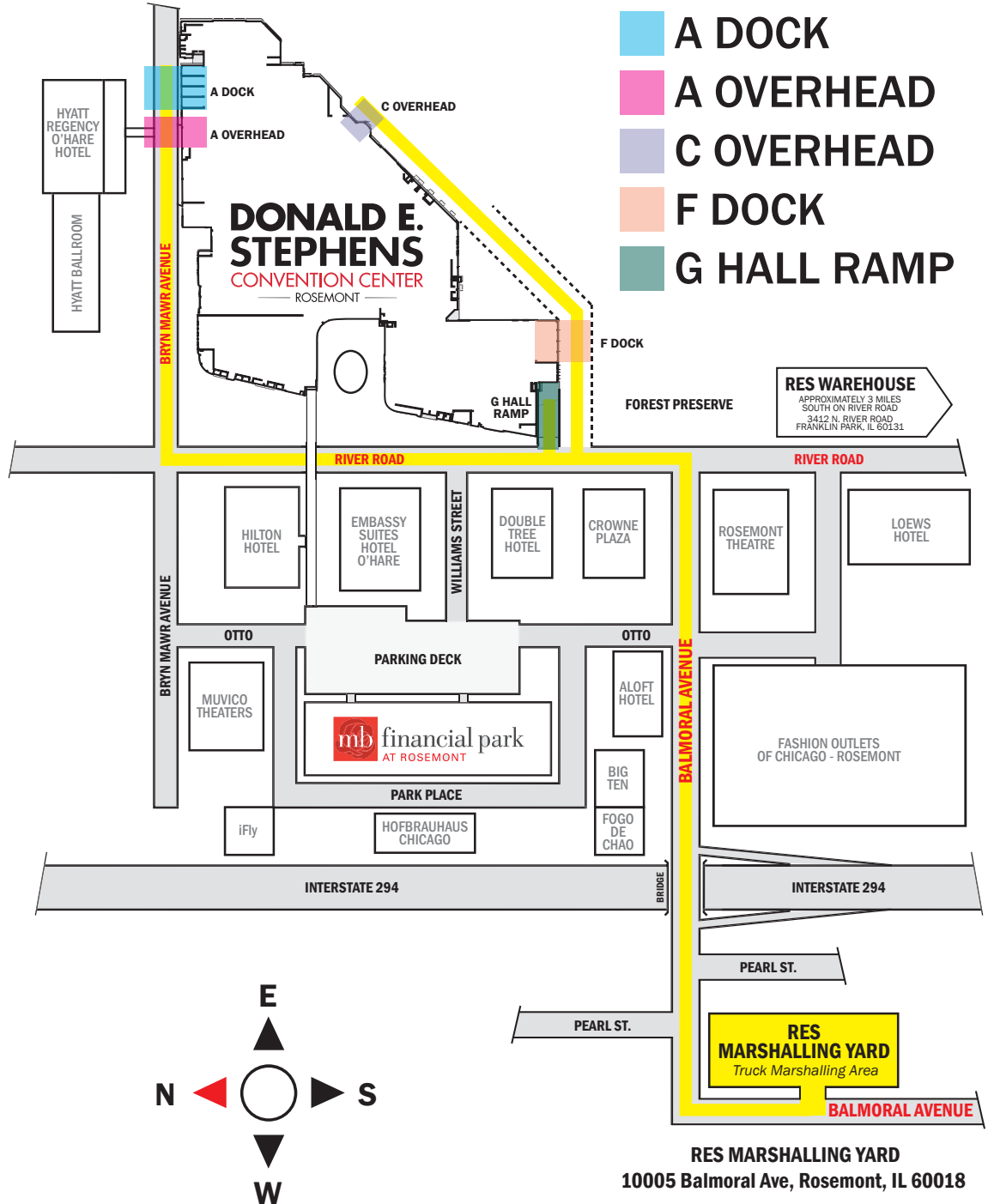


www.resexpo.com

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.





www.resexpo.com

RES Freight Services

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

RECOMMENDED LTL GROUND CARRIER:



The expertise of **YELLOW** and **Roadway**

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

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

1-800-531-3976 • www.yrc.com

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

OPTIONAL LTL CARRIERS:



On-Site. On Time. Damage-Free.

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



Speed. Technology. And Guaranteed Reliability

800-988-9889
tradeshows@upsfreight.com
www.upsfreight.com

RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



Delivering Performance

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

RECOMMENDED LOCAL CARRIERS:



J&J Exhibitors Service

Quality. Delivered and show ready.

312-225-3323
www.jjexhibitors.com



773-254-1313
www.ccstrucking.com

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

AMERICAN TELUGU ASSOCIATION
C/O ROSEMONT EXPOSITION SERVICES, INC.
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN JUNE 24, 2016

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

AMERICAN TELUGU ASSOCIATION
C/O ROSEMONT EXPOSITION SERVICES, INC.
3412 N. RIVER ROAD
FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN JUNE 24, 2016

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

AMERICAN TELUGU ASSOCIATION
C/O ROSEMONT EXPOSITION SERVICES, INC.
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON JULY 1, 2016 ONLY

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To: _____
exhibitor name

Booth#: _____

AMERICAN TELUGU ASSOCIATION
C/O ROSEMONT EXPOSITION SERVICES, INC.
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON JULY 1, 2016 ONLY