

A low-angle, upward-looking photograph of the Donald E. Stephens Convention Center. The building's facade is a mix of grey panels with a white dot pattern and large glass windows. Red and yellow horizontal stripes are visible. The name 'DONALD E. STEPHENS CONVENTION CENTER' is written in large, silver, 3D letters across the upper part of the building. A circular logo with a red apple is also visible. The sky is blue with some clouds.

# Midwest Haunters Convention

June 9-11, 2023

DONALD E. STEPHENS CONVENTION CENTER  
ROSEMONT, ILLINOIS



**EXHIBITOR SERVICES MANUAL**

# *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.

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- RES Freight Services
- Customs Broker - International Shipments
- Advance Warehouse Shipping Label
- Direct Shipping Label
- Hanging Sign Shipping Label

## **RES CUSTOMER SERVICE CONTACT INFORMATION**

**Rachel Eastman**  
847-993-4809  
reastman@rosemontexpo.com

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**Marne Kirkwood**  
847-696-2208  
mkirkwood@rosemontexpo.com

**Visit RESEXPO.com for Online Ordering**





## Welcome to Rosemont

The Rosemont Convention Bureau provides Rosemont Entertainment Circulator Bus Route restaurant reservation services and an information kiosk located in the lobby of the Donald E. Stephens Convention Center. Visit the Concierge Kiosk to learn more about lodging, entertainment, cultural facilities and our large selection of dining and nightlife options in Rosemont and the greater Chicagoland area.



Parkway Bank Park entertainment district is home to dining and entertainment venues including Adobe Gilá's, AMC Theatre, Big Ten Experience, Bub City, Crust Brewing, Saltwater Coastal Grill, Fogo de Chão, iFLY Indoor Skydiving, Joe's Live, Kings Dining & Entertainment, Park Tavern, Pete's Dueling Piano Bar, Pete's Tiki Tiki, Sugar Factory, Veralife, Zanies Comedy Club and Harley-Davidson. The venues surround a great lawn that plays host to a variety of seasonal events including concerts, festivals and a winter ice rink.

The Rosemont community is home to some of the best names in the hotel industry, including the Loews Chicago O'Hare, Hyatt Regency, Aloft, Crowne Plaza, Embassy Suites, Doubletree and Hilton, all either connected to or within walking distance to the Convention Center. There are also additional hotel properties in town, including The Rose, Westin, Marriott Suites, Hyatt Place, Holiday Inn Select, Hampton Inn & Suites, Residence Inn, Sheraton, Sonesta Chicago O'Hare, Hyatt Rosemont and Best Western all a short distance away.



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

In addition to the entertainment district, Rosemont is home to some of the finest restaurants in the Chicago area. Gibsons Steakhouse, Morton's, Carlucci, Carmine's, Truluck's, The Capital Grille, McCormick & Schmick's and Harry Caray's are all fine dining establishments that call the community home. Popular and casual spots in town T.G.I. Fridays, Moretti's, Murray Bros. Caddyshack, Dave & Buster's and Giordano's known for their Chicago style deep dish pizza.



COMING IN SPRING OF 2023 - Big Chicken, Stan's Donuts & Small Cheval



The Fashion Outlets of Chicago brings 530,000 sq. of outlet shopping to Rosemont. With more than 120 stores the variety is unreal! From Forever 21 & Gap to high-end labels like Prada, Gucci, Tory Burch & Burberry this will certainly be a memorable shopping experience. This fully enclosed multi-level property is located in a premium spot in Rosemont with easy access to public transportation via Metra, Pace and CTA.

***For all that Rosemont has to offer go to [www.rosemont.com](http://www.rosemont.com)***

9301 West Bryn Mawr • Rosemont, Illinois 60018 • 847-823-2100 Phone • 847-696-9700 Fax

### SHOW COLORS

Back Drape: Black

Side Drape: Black

### STANDARD BOOTH PACKAGE & TABLETOP PACKAGE

1- 6' Skirted Table

2- Side Chairs

1- Wastebasket

1- Booth ID Sign

### EXHIBITOR MOVE-IN

Friday, June 9, 2023

8:00am-6:00pm

RES Labor

8:00am - 4:00pm

### SHOW HOURS

Saturday, June 10, 2023

9:30am-5:00pm

Sunday, June 11, 2023

10:00am-3:00pm

### EXHIBITOR MOVE-OUT

Sunday, June 11, 2023

3:00pm-7:00pm

### REGISTRATION DESK HOURS

Friday, June 9, 2023

9:30am-6:00pm

Saturday, June 10, 2023

8:00am-5:00pm

Sunday, June 11, 2023

9:00am-3:00pm

# Map to Convention Center



Donald E. Stephens Convention Center  
5555 N. River Road - Rosemont, IL 60018

## FROM O'HARE:

East on the Kennedy Expressway to the River Road south exit.

## FROM DOWNTOWN CHICAGO:

Northwest on the Kennedy Expressway to O'Hare Airport (190 west) Exit River Road, before reaching the airport. Turn right at River Road. The Convention Center is located 3 blocks south on the left.

## FROM THE NORTH/NORTHWEST:

Take the Northwest Toll-Way (90) or the Tri-State Toll-Way (294) to the O'Hare exit, pay toll, proceed west a short distance to the Mannheim Road south exit. Exit Mannheim Road south and then immediately cloverleaf back down on 190 east to Chicago. Proceed east approximately one-half mile to the River Road south exit.

## FROM THE SOUTH:

Take the Tri-State Toll-Way (294) to the O'Hare/River Road (190 west) exit, pay toll, exit left after the toll plaza to River Road. At the stop light, turn right on River Road. The Convention Center is located 3 blocks on the left.

## AREA HOTELS:

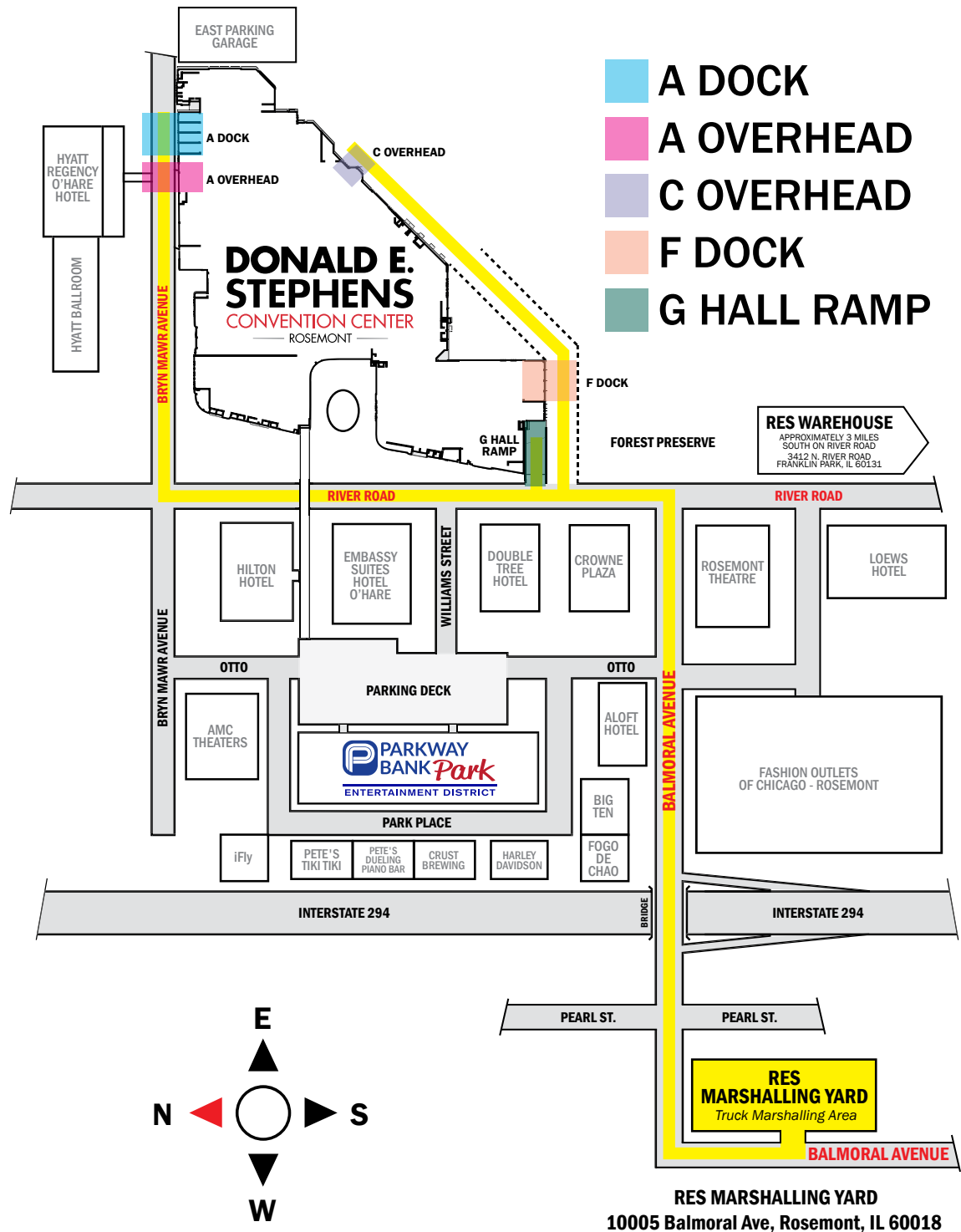
- aloft Chicago O'Hare
- Best Western at O'Hare
- Chicago Marriott Suites O'Hare
- Crowne Plaza Chicago-O'Hare
- Doubletree Hotel O'Hare-Rosemont
- Embassy Suites Chicago - O'Hare/Rosemont
- Hampton Inn & Suites
- Hilton Rosemont Chicago O'Hare
- Holiday Inn & Suites Chicago-O'Hare/Rosemont
- Hyatt Place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

# Freight Check-In Procedures



All vehicles delivering or picking up freight at the Donald E. Stephens Convention Center are required to check in at the RES Marshalling Yard before arriving at the convention center. Once your driver has checked in, their 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.





# 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.
6. A \$200.00 mobile unit fee (outlined on the Material Handling form) will be charged to the exhibitor for each motor vehicle displayed

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

**To contact the Fire Prevention Bureau  
please call 847-823-1134 ext. 372 or email: [BalsisJ@VillageOfRosemont.org](mailto:BalsisJ@VillageOfRosemont.org)**

# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

EAC/I & D



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

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

In order to utilize an Independent Contractor/Display House to perform carpenter labor services for the set-up and dismantle of a booth display at the Donald E. Stephens Convention Center, the exhibiting company must complete the information below and submit the form to RES at least five business day prior to the beginning of the show move-in period.

Note that the responsible supervisor of the EAC must report to the RES Service Center prior to the commencement of set-up. No badges will be issued until all pertinent paperwork, including a Certificate of Insurance, has been submitted to RES. Also, only members of a Carpenter Labor Union with jurisdiction over Trade Show services within the Chicagoland area can be authorized to provide these setup and dismantle services.

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

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

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

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

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

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

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

	Exhibitor Will Pay	I & D Co. Will Pay
FURNITURE:	<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"/>
MISCELLANEOUS ITEMS:	<input type="radio"/>	<input type="radio"/>

## Credit Card Payment Information for Responsible Party

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



# Midwest Haunters Convention

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Deadline To Receive Discounted Rates:  
June 2, 2023

## Third Party Billing



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

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

### To: Rosemont Exposition Services

Please be advised that we will be using an independent contractor of our own choosing to perform carpenter labor services at the Donald E. Stephens Convention Center. We are aware that a responsible representative of our contractor must report to the RES Service Desk on the first day of set-up. No badges will be issued until all pertinent paperwork is in order. Display house must also provide certificate of insurance to RES.

Third Party: \_\_\_\_\_

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

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

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

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

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

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

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

### Credit Card Payment Information for Responsible Party

Account Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVV2 Code: \_\_\_\_\_

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

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

Display house must also provide certificate of insurance to RES.

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

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

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

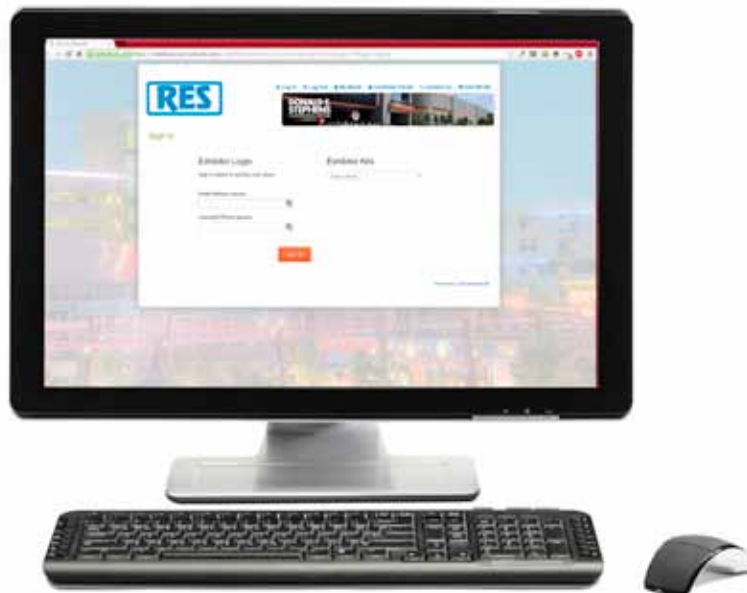
Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.

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

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

### STEP BY STEP ONLINE ORDERING

- 1) **E-MAIL ADDRESS:**  
Enter your e-mail address.
- 2) **PHONE NUMBER:**  
Enter your corporate phone number (do not use dashes ex 1231234567)
- 3) **SIGN IN:**  
Click the "Sign In" button
- 4) **SHOW SELECT:**  
Use the pull down menu to select the show you will be attending.
- 5) **SELECT BOOTH #:**  
Use the pull down menu to select the booth number.
- 6) **ORDERING:**  
Use the 7 tabs at the top of the page to navigate the various RES services.
- 7) **CHECKOUT:**  
After you have completed your order(s) click on the cart (located in the top right corner).  
Review item and make changes if necessary, then click "Proceed to Checkout".  
Enter Credit Card info and click "Continue".  
An order confirmation will be sent via email upon completion.



# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Order Summary and Payment



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

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

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

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

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

\_\_\_\_\_ CASH  
\_\_\_\_\_ BANK - WIRE TRANSFER  
\_\_\_\_\_ CREDIT CARD  
\_\_\_\_\_ CHECK Check # \_\_\_\_\_

Check should be made payable to  
**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.



# Midwest Hunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Standard Furniture



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

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

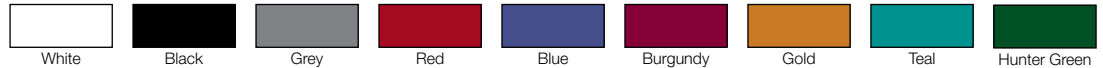
### SKIRTED TABLES & TABLE TOP RISERS

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	\$115.00	\$165.00	\$ _____
2' x 4' x 42" Skirted Table	_____ x	\$120.00	\$170.00	\$ _____
2' x 6' x 30" Skirted Table	_____ x	\$125.00	\$175.00	\$ _____
2' x 6' x 42" Skirted Table	_____ x	\$130.00	\$180.00	\$ _____
2' x 8' x 30" Skirted Table	_____ x	\$135.00	\$185.00	\$ _____
2' x 8' x 42" Skirted Table	_____ x	\$140.00	\$190.00	\$ _____
4th side of skirting	_____ x	\$40.00	\$60.00	\$ _____
Skirt color	_____			

1' x 4' x 1' Skirted Table Top Riser	_____ x	\$55.00	\$85.00	\$ _____
1' x 6' x 1' Skirted Table Top Riser	_____ x	\$65.00	\$95.00	\$ _____
4th side of skirting	_____ x	\$20.00	\$30.00	\$ _____
Skirt color	_____			



### UNSKIRTED TABLES & TABLE TOP RISERS



	QUANTITY	DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" Wood Table	_____ x	\$55.00	\$75.00	\$ _____
2' x 4' x 42" Wood Table	_____ x	\$55.00	\$75.00	\$ _____
2' x 6' x 30" Wood Table	_____ x	\$60.00	\$80.00	\$ _____
2' x 6' x 42" Wood Table	_____ x	\$60.00	\$80.00	\$ _____
2' x 8' x 30" Wood Table	_____ x	\$65.00	\$85.00	\$ _____
2' x 8' x 42" Wood Table	_____ x	\$65.00	\$85.00	\$ _____
1' x 4' x 1' Table Top Riser	_____ x	\$35.00	\$55.00	\$ _____
1' x 6' x 1' Table Top Riser	_____ x	\$40.00	\$60.00	\$ _____

### BOOTH FURNITURE



	QUANTITY	DISCOUNT	STANDARD	TOTAL
30" Diam. Round Table 30" Tall (Black Top)	_____ x	\$180.00	\$240.00	\$ _____
30" Diam. Round Table 42" Tall (Black Top)	_____ x	\$180.00	\$240.00	\$ _____
Arm Chair	_____ x	\$105.00	\$130.00	\$ _____
Black Barstool with back	_____ x	\$110.00	\$135.00	\$ _____
Side Chair	_____ x	\$80.00	\$120.00	\$ _____

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

# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Standard Booth Accessories



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

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



Dimensions:  
48" - 74" wide  
22" deep  
55", 60", 65" height

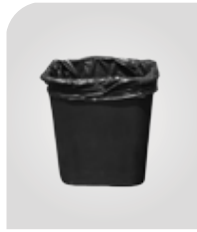
Dimensions:  
63" wide  
24" deep  
70" height



Dimensions:  
18" wide  
18" deep  
32" height



10.2 iPad



Dimensions:  
63" wide  
24" deep  
70" height

	QUANTITY	DISCOUNT	STANDARD	TOTAL
22" x 28" Sign Holder	_____ x	\$85.00 each	\$115.00 each	\$ _____
Adjustable Easel	_____ x	\$30.00 each	\$45.00 each	\$ _____
Bag Display	_____ x	\$75.00 each	\$100.00 each	\$ _____
Chrome Coat Tree	_____ x	\$50.00 each	\$75.00 each	\$ _____
Chrome Stanchion	_____ x	\$50.00 each	\$75.00 each	\$ _____
Chrome Stanchions w/ 6' Black Tension Rope	_____ x	\$100.00 each	\$125.00 each	\$ _____
Clothes Rack	_____ x	\$95.00 each	\$120.00 each	\$ _____
Full Body Mannequin	_____ x	\$125.00 each	\$200.00 each	\$ _____
Half Body Mannequin	_____ x	\$85.00 each	\$125.00 each	\$ _____
Large Trash Can	_____ x	\$35.00 each	\$50.00 each	\$ _____
Tablet Stand (Tablet Not Included)	_____ x	\$185.00 each	\$215.00 each	\$ _____
Wastebasket	_____ x	\$17.50 each	\$22.50 each	\$ _____
Park Bench	_____ x	\$175.00 each	\$225.00 each	\$ _____
Velvet Non-Slip Hanger	_____ x	\$2.00 each	\$3.00 each	\$ _____
Z-Rack	_____ x	\$125.00 each	\$145.00 each	\$ _____

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

# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Drape & Equipment



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

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

### Drape Colors



White



Red



Gold



Black



Blue



Teal



Grey



Burgundy



Hunter Green



When entering amount please enter footage

	QUANTITY	DISCOUNT	STANDARD	TOTAL
Background Drape (8' high)	_____ ft x	\$17.50ft	\$22.50ft	\$ _____
Side Drape (3' high)	_____ ft x	\$12.50/ft	\$15.00/ft	\$ _____
Drape color	_____			
Up-Rights 3' high	_____ x	\$15.00 each	\$20.00 each	\$ _____
Up-Rights 8' high	_____ x	\$15.00 each	\$20.00 each	\$ _____
Crossbars	_____ x	\$15.00 each	\$20.00 each	\$ _____

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

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

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

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

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# Midwest Hunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Standard Carpet Rental



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

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

**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'	\$250.00	\$300.00	\$_____
_____	10' x 15'	\$275.00	\$325.00	\$_____
_____	10' x 20'	\$325.00	\$375.00	\$_____
_____	10' x 30'	\$375.00	\$425.00	\$_____
_____	10' x 40'	\$450.00	\$525.00	\$_____
_____	10' x 50'	\$500.00	\$600.00	\$_____
_____	10' x 60'	\$550.00	\$650.00	\$_____
_____	10' x 70'	\$650.00	\$750.00	\$_____
_____	10' x 80'	\$750.00	\$850.00	\$_____

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

### ACCESSORIES

	DISCOUNT	STANDARD	TOTAL
_____ 1/2" Rebond padding	\$1.75 sq. ft.	\$2.00 sq. ft.	\$_____
_____ Anti-static spray (application by exhibitor)	\$0.50 sq. ft.	\$0.75 sq. ft.	\$_____
_____ Visqueen poly to cover carpeting	\$1.00 sq. ft.	\$1.50 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.

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June 9-11, 2023

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

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customerservice@rosemontexpo.com

## 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"	\$37.50
22" x 14"	\$52.50
22" x 28"	\$90.00
24" x 36"	\$130.00
28" x 44"	\$155.00

*Custom Sizes Available*

### FULL COLOR BANNERS:

Per Square Foot                      \$15.00  
(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**

\$0.15 ea.  
 \$0.12 ea.  
 \$0.10 ea.  
 \$0.05 ea.

**Color**

\$0.80 ea.  
 \$0.70 ea.  
 \$0.60 ea.  
 \$0.50 ea.

If you have any questions about your graphic projects, please contact **Chris Sowa**

at 847-993-4819 or e-mail requests to [csowa@rosemontexpo.com](mailto:csowa@rosemontexpo.com). We look forward to helping you with all your signage requirements.

### Sign Copy / Special Notes

A full-page view of a blank sheet of graph paper. The page features a uniform grid of thin, light gray lines forming small squares across its entire surface. A thick black border frames the top and left edges of the page, while the right edge shows a slight shadow, suggesting it's part of a bound notebook. There are no markings, text, or drawings on the grid itself.

## Graphic Type

\_\_\_ Sign    \_\_\_ Banner    \_\_\_ B&W Copies    \_\_\_ Color Copies

## Backing Materials

\_\_\_ Foamcore    \_\_\_ Cardstock    \_\_\_ Sintra (PVC)  
\_\_\_ Paper    \_\_\_ Vinyl    \_\_\_ Other

## Sign Orientation

\_\_\_ Vertical (  )    \_\_\_ Horizontal (  )

**Color(s)**

[illegible]

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

# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## RES Extras



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

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

RES Extras are available by contacting Rachel Eastman via email at  
reastman@rosemontexpo.com or (847) 993-4809.

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		\$150.00	\$ _____
Hot & Cold Water Cooler	_____ x		\$175.00	\$ _____
Water – 5 gal. Bottle	_____ x		\$30.00	\$ _____
5 Gallon Distilled Water	_____ x		\$35.00	\$ _____
Cone Cups / 1000 (4.5 oz.)	_____ x		\$35.00	\$ _____
Flat Bottom Cups / 500 (9 oz.)	_____ x		\$40.00	\$ _____
Styro Hot Cups / 500 (8 oz.)	_____ x		\$55.00	\$ _____

### MISCELLANEOUS ITEMS



	QUANTITY		RENTAL	TOTAL
Hand Sanitizer Stand	_____ x		\$75.00	\$ _____
Hand Sanitizer Stand with Logo	_____ x		\$100.00	\$ _____
Mesh Raffle Drum	_____ x		\$50.00	\$ _____
Acrylic Raffle Drum	_____ x		\$45.00	\$ _____
Fish Bowl	_____ x		\$25.00	\$ _____
Fire Extinguisher	_____ x		\$50.00	\$ _____

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.

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# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Electrical Service



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

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 electrical service.**

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

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

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

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

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

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

## CONDITIONS AND REGULATIONS

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

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

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

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

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

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

## SAFE WIRING IS ESSENTIAL

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

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

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

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

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

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

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

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



# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Plumbing Service



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

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

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

### PLUMBING SERVICE RATES

All work done after 4:00 p.m. Monday thru Friday and all day Saturday & Sunday will be charged at the double time rate.  
Minimum charge of 1/2 hour for all work done. Straight Time: \$120.00/hr • Double Time: \$240.00/hr.

### COMPRESSED AIR

Exhibitor should supply own regulating filter or other equipment to handle moisture or water in air line. Service includes main drop and dismantle of main line. Compressors run during set-up Mon-Fri 8-4 and all show hours. If 24 hour service is required, please contact customer service for a quote.  
ALL DROPS ARE FROM THE CEILING.

	DROP LINE(S) QUANTITY	CFM (VOLUME)	INTERMITTENT	CONTINUOUS	MACHINE CONNECTIONS QUANTITY	SIZE	DISCOUNT	STANDARD
1/4" to 3/8"							\$400.00	\$630.00
1/2"							\$415.00	\$695.00
3/4"							\$470.00	\$760.00
1"							\$500.00	\$830.00

### COLD WATER

	FOR FOOD OR BEVERAGE	FOR MACHINERY	DISCOUNT	STANDARD
1/4" to 3/8" lines			\$430.00	\$660.00
1/2" to 3/4" lines			\$450.00	\$680.00

### DRAIN

	GRAVITY	PRESSURE	DISCOUNT	STANDARD
up to 1/2" line to 40-45 P.S.I.			\$430.00	\$660.00
up to 3/4" line			\$450.00	\$680.00

### HOT WATER

Call for price quote.

### MISCELLANEOUS

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

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

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

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

**CANCELLATION POLICY:** There will be a 50% cancellation charge on cancelled orders.

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

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

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

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

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

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

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

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

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

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

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

- 1) All material and equipment furnished by the plumbing contractor for these service orders shall remain plumbing contractor property and shall remain plumbing contractor property and shall be removed ONLY by plumbing personnel at the close of the show.
- 2) Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
- 3) All equipment must comply with state and local safety codes.
- 4) Prices are based upon current wage rates and are subject to change without notice.
- 5) Exhibitors are encouraged to make their booth connection within their booth. The standard connector, compressed air outlets is a Parker Series 20 Industrial male quick coupling. The standard connector for water is a Parker high flow coupling BST-4 for a 1/2" line and a male flare for 3/8". However, no modifications to facility system or equipment is allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
- 6) Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without the presence of the plumbing contractor personnel. However, plumbing personnel must make the service connections to such equipment.
- 7) Equipment using water must have inlet and outlet properly marked and identified.
- 8) Plumbing service rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, drain are in the back of the booth. For Island booths plumbing service will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
- 9) Due to the portable nature of the air lines at the Donald E. Stephens Convention Center, we recommend that exhibitors supply their own filter or other equipment to limit the moisture or water in lines.
- 10) All drops include up to ten feet (10') of accomplished distance. Use of any Donald E. Stephens Convention Center hose under rugs will have a rental charge by the foot, and plumbing personnel only at the prevailing labor and material rates will install all hose under carpet.
- 11) Any of your plumbing services that require electric labor to connect and/or operate, should be ordered on the "Electrical Services Order Form" such as; pumps, ejectors and water heaters.
- 12) All work performed within a booth attaching lines to equipment, running hose under carpet and relocating drops will be charged on a time and material basis, in addition to service requested.
- 13) Labor between the hours of 8:00 am and 4:00 pm Monday - Friday will be at the straight time rate. Labor before 8:00 am and after 4:00 pm Monday - Friday, all day Saturday, Sunday and Holidays will be at the double-time rate.
- 14) Compressed Air operation will be one hundred pounds per square inch (100 psi) one (1) hour prior to and after the show hours. Compressed Air operation for set up, will be EXHIBITOR SET UP TIME. If Compressed Air is required, after hour arrangements with the plumbing department is required.
- 15) There will be a 50% cancellation charge on all cancelled orders.

# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Water Service



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

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

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

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

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

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

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

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

REAR

LEFT

RIGHT

AISLE NUMBER

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

# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Internet & Telecommunications



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

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

### DHCP WIRED INTERNET SERVICE

	DISCOUNT	STANDARD	QUANTITY	TOTAL
1 Mbps Service	\$625.00	\$750.00	_____	\$ _____
3 Mbps Service	\$1,875.00	\$2,250.00	_____	\$ _____
5 Mbps Service	\$3,125.00	\$3,750.00	_____	\$ _____
10 Mbps Service	\$6,250.00	\$7,500.00	_____	\$ _____
For Services greater than 10.0 Mbps	CALL FOR QUOTE		_____	\$ _____

### WIRED INTERNET SERVICE WITH DEDICATED OUTSIDE IP ADDRESS

	DISCOUNT	STANDARD	QUANTITY	TOTAL
1 Mbps Service	\$1,000.00	\$1,200.00	_____	\$ _____
3 Mbps Service	\$3,000.00	\$3,600.00	_____	\$ _____
5 Mbps Service	\$5,000.00	\$6,000.00	_____	\$ _____
10 Mbps Service	\$10,000.00	\$12,000.00	_____	\$ _____
Additional Dedicated Outside IP Address	\$200.00	\$240.00	_____	\$ _____
For Services greater than 10.0 Mbps	CALL FOR QUOTE		_____	\$ _____

### INTERNET EXTRAS

Note that the Wireless Router is a device rental and does not provide Internet Connectivity - please order the appropriate Internet Service Indicated in the Restriction.

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Cat5 Cabling per 10 ft.	\$15.00	\$25.00	_____	\$ _____
8 Port Switch	\$100.00	\$125.00	_____	\$ _____
16 Port Switch	\$125.00	\$150.00	_____	\$ _____
24 Port Switch	\$150.00	\$175.00	_____	\$ _____
Wireless Router	\$350.00	\$425.00	_____	\$ _____
VLAN CONNECTION - PRIVATE NETWORK	CALL FOR QUOTE		_____	\$ _____

### TELEPHONE SERVICES

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Single Line Telephone <i>Includes single line phone with up to \$100 in local &amp; long distance charges</i>	\$275.00	\$350.00	_____	\$ _____

### TELEPHONE EXTRA SERVICES

Must be ordered with single line telephone

	DISCOUNT	STANDARD	QUANTITY	TOTAL
Extension within booth*				
Additional location with same number	\$50.00 ea.	\$75.00 ea.	_____	\$ _____
Hunting Lines*	\$25.00 ea.	\$50.00 ea.	_____	\$ _____
Two Line Phones/Speaker Phone*	\$50.00 ea.	\$75.00 ea.	_____	\$ _____

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.

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

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.

# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

Audio Visual



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

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

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



## VIDEO

	QUANTITY	DISCOUNT	STANDARD	TOTAL
20" Monitor	_____ x	\$250.00	\$300.00	\$ _____
26" Monitor	_____ x	\$350.00	\$400.00	\$ _____
32" Monitor	_____ x	\$650.00	\$700.00	\$ _____
37" Monitor	_____ x	\$800.00	\$850.00	\$ _____
42" Monitor	_____ x	\$925.00	\$1,000.00	\$ _____
50" Monitor	_____ x	\$1,100.00	\$1,200.00	\$ _____
60" Monitor	_____ x	\$1,650.00	\$1,800.00	\$ _____
70" Monitor	_____ x	\$2,500.00	\$3,000.00	\$ _____
Monitor Floor Stand	_____ x	\$225.00	\$275.00	\$ _____
Monitor Wall Bracket	_____ x	\$150.00	\$175.00	\$ _____
Blu-Ray Player	_____ x	\$200.00	\$250.00	\$ _____
Video Cables	_____ x	\$75.00	\$100.00	\$ _____
Touch Screen Monitor	_____ x	call for quote		\$ _____
Video Wall	_____ x	call for quote		\$ _____

## AUDIO

Powered Speaker	_____ x	\$300.00	\$350.00	\$ _____
Two Speaker P.A. System	_____ x	\$450.00	\$550.00	\$ _____
Four Speaker P.A. System	_____ x	\$600.00	\$700.00	\$ _____
Wireless Handheld Microphone	_____ x	\$300.00	\$350.00	\$ _____
Wireless Lavalier Microphone	_____ x	\$300.00	\$350.00	\$ _____
Wireless Headset Microphone	_____ x	\$300.00	\$350.00	\$ _____
Wired Handheld Microphone	_____ x	\$50.00	\$75.00	\$ _____
Wired Lavalier Microphone	_____ x	\$75.00	\$125.00	\$ _____
4 - Channel Audio Mixer	_____ x	\$75.00	\$100.00	\$ _____
Direct Box for Laptop/MP3 Player	_____ x	\$125.00	\$150.00	\$ _____

## COMPUTER

PC Laptop Computer	_____ x	\$450.00	\$550.00	\$ _____
Mac Laptop Computer	_____ x	\$650.00	\$700.00	\$ _____
Black & White Printer	_____ x	\$450.00	\$500.00	\$ _____
Color Printer	_____ x	\$600.00	\$650.00	\$ _____
All In One Printer/Fax/Copier/Scanner	_____ x	\$800.00	\$900.00	\$ _____
Microsoft Office Software	_____ x	\$125.00	\$150.00	\$ _____

## ADDITIONAL SERVICES

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

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

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

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

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

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

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

# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Labor Order Form



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

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

	NUMBER OF WORKERS NEEDED	SET-UP DATE	HOURS	SET-UP TIME	DISMANTLE DATE	HOURS	DISMANTLE TIME
Carpenters							
Decorators							
Crew of 2 Riggers							
Electricians							
Plumbers							

### TERMS AND CONDITIONS

When ordering labor, please be aware of the following:

- 1) This advance labor request will be considered as only a reservation for labor.
- 2) On the day and time that you require labor, you must go to the Labor Service Desk and pick up and sign out your labor crew.
- 3) The labor crew will not be sent to your booth without being signed out.
- 4) Upon completion of their work, you MUST return the laborers to the Labor Service Desk and sign them in.
- 5) All labor is billed at one-half hour minimum for each man.
- 6) Number of workers required will be determined by labor foreman.
- 7) Straight time is 8:00 am to 4:30 pm weekdays, for Carpenters, Decorators, Teamsters and Riggers, and 8:00 am to 4:00 pm weekdays for electricians and plumbers.
- 8) Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

### ADVANCE HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$117.50	\$176.25	\$235.00
Decorator	\$110.00	\$165.00	\$220.00
Teamster	\$85.00	\$127.50	\$170.00
Rigger	\$122.50	\$183.75	\$245.00
Electrician	\$120.00	\$180.00	\$240.00
Plumber	\$120.00	N/A	\$240.00

### HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$125.00	\$187.50	\$250.00
Decorator	\$117.50	\$176.25	\$235.00
Teamster	\$92.50	\$138.75	\$185.00
Rigger	\$130.00	\$195.00	\$260.00
Electrician	\$125.00	\$187.50	\$250.00
Plumber	\$125.00	N/A	\$250.00

### HOURLY EQUIPMENT RENTAL RATES

Forklift - 5,000 lb - Operator charged separately	\$125.00
Forklift - 15,000 lb - Operator charged separately	\$175.00
Scissor Lift - Operator charged separately	\$125.00
Condor Lift - Operator charged separately	\$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

# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Installation & Dismantle Labor Order Form



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

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

### 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.  
By checking this box you authorize RES labor to set-up/dismantle without exhibiting company being present.

☐ Set-Up ☐ Dismantle

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

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

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

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

### DISCOUNT I&D LABOR RATES

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

### STANDARD I&D LABOR RATES

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

### HOURLY EQUIPMENT RENTAL RATES

Forklift - 5,000 lb - Operator charged separately	\$125.00
Forklift - 15,000 lb - Operator charged separately	\$175.00
Scissor Lift - Operator charged separately	\$125.00
Condor Lift - Operator charged separately	\$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.

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**

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

- 1) Exhibitors may set up and dismantle their own booth displays, as well as the various tasks outlined below, provided the work is being done by full time employees of the exhibiting company. No outside workers are permitted to provide set-up and dismantle services unless they are members of a Chicagoland Carpenter Union Local with valid trade show jurisdictions
- 2) Exhibitors may use hand tools and power tools to perform work within their booths.
- 3) Exhibitors may affix clamp-on lights to the top of their booth displays.
- 4) Exhibitors may calibrate and do repair work on internal circuit boards, and do interconnecting of peripheral computer equipment.
- 5) Exhibitors may do the connection of lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor.
- 6) Exhibitors may hang pictures, graphics, logos, etc. onto a backwall display when such items are designed to be affixed by pre-set velcro strips, permanently mounted hooks, or snaps.
- 7) Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flat cart or dolly, only from a designated parking area.
- 8) Exhibitors may inflate balloons.
- 9) Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.
- 10) Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes.

## **CARPENTERS UNION**

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recrate machines for outbound loading. Millwrights, a division of the carpenters union, handle the assembly and the leveling of machinery, as well as the attachment of all guards and shields.

## **DECORATORS UNION**

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

## **ELECTRICAL UNION**

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

## **MACHINERY MOVERS & RIGGERS UNION**

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

## **PLUMBERS UNION**

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

## **TEAMSTERS UNION**

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

## **THEATRICAL STAGEHANDS UNION**

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





**Hanging of signs, both electrical and non-electrical, is permitted at the Donald E. Stephens Convention Center provided that doing so complies with show management rules and regulations. Exhibitors must adhere to all of the following conditions and limitations listed below:**

- 1) The top of a sign may not exceed the height limitation specific to the booth location and show regulations.
- 2) All hanging signs must be sent to RES warehouse, using the hanging sign shipping label included in this exhibitor service manual by the specified deadline date.
- 3) The total weight limit of the sign or materials is not to exceed 1500 lbs. unless approved by RES and the Donald E. Stephens Convention Center.
- 4) All signs, regardless of size, should be constructed of lightweight metals and plastic to allow greater flexibility and ease of installation.
- 5) The final placement of all hanging signs shall be determined by RES prior to installation to ensure minimum stress to the supporting framework.
- 6) No signs are to be hung from any electrical fixtures, raceways, gas, air, fire protection piping, supports or hangers.
- 7) All electrical and neon signs must conform to electrical codes of the Village of Rosemont.
- 8) RES Decorators are responsible for all hanging signs. RES will pre-assemble and hang all signs. No carpenter labor through a display house will be allowed to assemble any hanging sign.
- 9) Set-up instructions must be included with the Hanging Sign Order Form and with the sign crates.
- 10) Because of the structure of the ceiling and the location of exhibits in relation to support beams, the hanging sign may have to be moved from the original specifications.
- 11) Exhibitor personnel or display house may supervise on your behalf. Exhibitors who do not provide supervision (either company personnel or display house) agree to accept the charges for time, materials and equipment as determined by RES.
- 12) You are required to make arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. RES cannot be held liable for damages or misplacement of sign(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the RES Service Center .

# Midwest Haunters Convention

June 9-11, 2023

Deadline To Receive Discounted Rates:  
June 2, 2023

## Hanging Signs Form



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

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

### TYPE

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

### SHAPE

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

### SIZE

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

### SIGN REQUIREMENTS

- ☐ Electrical ☐ Non Electrical

### SUPERVISION

- ☐ RES ☐ Display House ☐ Exhibitor Personnel

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

### LABOR RATES

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

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

- ☐ Straight Time - \$425.00 per Hour  
☐ Overtime - \$600.00 per Hour  
☐ Double Time - \$800.00 per Hour

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

- ☐ Straight Time - \$650.00 per Hour  
☐ Overtime - \$850.00 per Hour  
☐ Double Time - \$1150.00 per Hour

### INSTALLATION ESTIMATE

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

### DISMANTLE ESTIMATE

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

### PLACEMENT DIAGRAM

Use diagram below to represent the booth space. Indicate how far from each boundary you would like your sign. The ceiling structure and relation to support beams may require your sign to be moved from your specified location. On signs other than banners, include drawings or blueprints with detailed information so hanging anchor points can be determined. There will be additional labor charges if a hanging sign has to be moved once it has been suspended based on location indicated by the diagram provided by the exhibiting company or display house.

\_\_\_\_\_ Feet From the Back | Adjacent Booth / Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet From the Left

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

\_\_\_\_\_ Feet From the Right

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

\_\_\_\_\_ Feet From the Front | Adjacent Booth / Aisle # \_\_\_\_\_

\_\_\_\_\_ Feet From the Floor to Top of Sign

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

**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 all your materials together.

#### 1) ADVANCE SHIPMENTS RECEIVED AT THE RES WAREHOUSE

Advance shipments will be accepted at the RES warehouse beginning **May 1, 2023**. Shipments received at the RES warehouse by **June 8, 2023** will be weighed, inspected and charged at a rate of **\$95.00 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 8, 2023**, will be charged at the rate of **\$100.00 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, which is included in your booth space. This rate includes pick-up, storage and return of empty crates and cartons.

#### 3) OVERTIME/SURCHARGES

There will be a **\$35.00 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 **\$35.00 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 **\$35.00 per cwt.** surcharge.

#### 4) MOBILE UNITS

All vehicles (i.e. cars, trucks & motorcycles) being displayed will be charged at a round trip rate of \$200.00 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 June 8, 2023: We will ship \_\_\_\_\_ lbs. @ \$95.00 per cwt. (100 lb. min) = \$ \_\_\_\_\_

Advance crated shipments received at the warehouse after June 8, 2023: We will ship \_\_\_\_\_ lbs. @ \$100.00 per cwt. (100 lb. min) = \$ \_\_\_\_\_

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

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

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



### 1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning **May 1, 2023** and must arrive no later than **June 8, 2023**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on June 9, 2023 only. No earlier.

### 2) WHERE TO SHIP

#### DIRECT SHIPMENTS

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

#### ADVANCE SHIPMENTS

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

### 3) INTERNATIONAL & CANADIAN SHIPMENTS:

Neither RES 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 will have a drayage desk located at the Exhibitor's Service Center. 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 shipments where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. Accordingly exhibitors 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 3:00pm on **June 11, 2023**. Any freight left in the Exhibit Hall after 7:00pm on **June 11, 2023** will be re-routed in accordance with the conditions in item # 5 of these shipping Instructions.

### 8) LIMITS OF LIABILITY

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

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

## RECOMMENDED LTL GROUND AND LOCAL CARRIER:



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

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

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

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

**HOW SHIPPING IS DONE.**

## OPTIONAL LTL CARRIERS:



On-Site. On Time. Damage-Free.

800-654-7019

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

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



331-240-3070

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

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



(800) 988-989

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

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

## RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



800-643-3525 • 479-442-6301-Local

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

email us at [UrgentInfo@airwaysfreight.com](mailto:UrgentInfo@airwaysfreight.com)

Exhibiting companies are also welcome to ship show materials into and out of the Donald E. Stephens Convention Center and advance warehouse using any carrier of their choice.



# **AIRWAYS FREIGHT®**

**LAND • AIR • SEA**

## ***Delivering Performance***

### **International Air, Ocean, Ground & Customs Clearance Services**

Airways Freight Corporation is the official international forwarder for Rosemont Exposition Services (RES). It is our goal to simplify the international exhibit experience by providing seamless, one stop, international logistics services. We provide comprehensive customs clearance facilities, an array of transportation options, pre and post show storage options, and on-site assistance services for RES exhibitors.

Two of the keys to a successful exhibition are early logistical planning and the attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

<b>KEY DATES:</b>	Show Dates: <b>June 9-11, 2023</b>
	Delivery deadline to advance warehouse: <b>June 8, 2023</b>
	Show Move In: <b>June 9, 2023</b>
	Show Move Out: <b>June 11, 2023</b>

<b>SHIPPING DEADLINES:</b>	<b>FCL SEA FREIGHT</b> shipments must arrive port of Chicago no later than (or 10 days before target / required delivery date):	<b>7 days prior to target date</b>
	<b>LCL SEA FREIGHT</b> shipments must arrive port of Chicago no later than:	<b>10 days prior to target date</b>
	<b>AIRFREIGHT</b> shipments must arrive Chicago O'Hare Airport (ORD) no later than:	<b>4 days prior to target date</b>

\*\*Ocean FCL and Shipments destined for advanced receiving should arrive 7 working days prior to latest advance receiving date.

\*\*Ocean LCL Shipments should arrive no later than 10 working days prior to latest advance receiving date.

#### **FINAL DESTINATION for SEA shipments: CHICAGO**

#### **FINAL DESTINATION for AIR shipments: CHICAGO (ORD)**

- FCL ocean shipments should NOT be booked to the door, as we cannot maintain proper delivery control for door moves, which could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling.
- Ocean shipments can be received (Breakbulk, FCL & LCL) at other USA seaports (Houston, San Francisco, Seattle or New York). Contact us for deadlines, instructions, and rates.
- Air shipments can be received in Chicago (ORD). Contact us for deadlines, instructions, and rates .
- All documents should be sent to Airways or their in country appointed agent (see list attached) at least 3 days prior to dispatch of shipment.

## MARKING INSTRUCTIONS

All pieces or shipping crates must be clearly outlined below. Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

## CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales or consumption will be cleared as dutiable entries. For goods that will be re-exported, we recommend the use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. Please ensure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported. All commercial invoices should be sent to us prior to shipment for our review at: [res@airwaysfreight.com](mailto:res@airwaysfreight.com)

## IMPORTANT US CUSTOMS RULES AFFECTING SEA FREIGHT SHIPMENTS:

10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. This rule is now in effect and being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways at: [res@airwaysfreight.com](mailto:res@airwaysfreight.com)

Further information is also available at CBP web link: [http://www.cbp.gov/xp/cgov/trade/cargo\\_security/carriers/security\\_filing/](http://www.cbp.gov/xp/cgov/trade/cargo_security/carriers/security_filing/)

## DOCUMENTARY REQUIREMENTS

- 1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST
- 1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING (EXPRESS RELEASE OCEAN BILL OF LADING)
- ISF FILING INFORMATION 4 DAYS BEFORE SAILING FROM FOREIGN PORT

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information and customs data can be gathered prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **All shipments must be pre-alerted to Airways Freight Corporation** 2 days prior to arrival for air freight and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details as well as copies of all shipping documents.
- **Commodities requiring additional documentation, permits and other governmental agency approval:**
  - Food stuffs & beverages
  - Medical devices and instruments
  - Self powered vehicles/combustion engines
  - Perishables
  - Textiles and garments
  - Pharmaceuticals
  - Military and defense articles
  - Dangerous goods (including lithium powered devices)
  - Items emitting radiation (including monitors, lasers, etc)
  - Wood products

*If your shipments contain any of these items, please contact us to confirm admissibility requirements prior to dispatch of your shipment.*

## GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below and we will introduce you to a selected partner in your country.

## INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider. The policy should extend coverage of their stand and equipment during transit to and from the show as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in the RES instructions once they arrive at the dock of show site or advance receiving warehouse.

## PAYMENT REQUIREMENTS

A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

If you choose to use your own forwarder, it is imperative that they follow our instructions closely and email a pre-advise to the address/number listed below. If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

EMAIL:	<a href="mailto:res@airwaysfreight.com">res@airwaysfreight.com</a>
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080
LINK TO DOCUMENTS & INSTRUCTIONS:	<a href="http://www.airwaysfreight.com/res.pdf">www.airwaysfreight.com/res.pdf</a>

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

MIDWEST HAUNTERS CONVENTION  
C/O ROSEMONT EXPOSITION SERVICES  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN JUNE 8, 2023**

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# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

MIDWEST HAUNTERS CONVENTION  
C/O ROSEMONT EXPOSITION SERVICES  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN JUNE 8, 2023**

# **DIRECT SHIPMENT TO THE CONVENTION CENTER**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

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

**Booth#:** \_\_\_\_\_  
MIDWEST HAUNTERS CONVENTION  
C/O ROSEMONT EXPOSITION SERVICES  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018  
**DELIVER ON JUNE 9, 2023 ONLY**

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# **DIRECT SHIPMENT TO THE CONVENTION CENTER**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

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

**Booth#:** \_\_\_\_\_  
MIDWEST HAUNTERS CONVENTION  
C/O ROSEMONT EXPOSITION SERVICES  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018  
**DELIVER ON JUNE 9, 2023 ONLY**

# **HANGING SIGN ADVANCE SHIPPING**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

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

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

**MIDWEST HAUNTERS CONVENTION  
C/O ROSEMONT EXPOSITION SERVICES  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131**

**DELIVER NO LATER THAN JUNE 6, 2023**

# **HANGING SIGN ADVANCE SHIPPING**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

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

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

**MIDWEST HAUNTERS CONVENTION  
C/O ROSEMONT EXPOSITION SERVICES  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131**

**DELIVER NO LATER THAN JUNE 6, 2023**