

Fiber & Fabric Craft Festival

May 1-3, 2026

Deadline To Receive Discounted Rates:
April 16, 2026

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

ADVANCE LABOR RATES:

Straight Time: \$136.40/hr
Overtime: \$204.60/hr.
Double Time: \$272.80/hr.

HOURLY LABOR RATES:

Straight Time: \$141.40/hr
Overtime: \$212.10/hr.
Double Time: \$282.80/hr.

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.

LOCATION:

Labor charges will be added when
submitting a layout

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

Indicate next to required amps actual
horsepower to be used.

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	\$214.50	\$295.00	\$ _____
1,001-2,000 Watts	_____ x	\$269.50	\$374.50	\$ _____

POWER CONNECTIONS

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

	QTY	DISCOUNT	STANDARD	TOTAL
120 VOLT, SINGLE PHASE				
30 Amp	_____ x	\$385.00	\$555.00	\$ _____
208 VOLT, SINGLE PHASE				
30 Amp	_____ x	\$462.00	\$667.00	\$ _____

[] Check if neutral required*

HEAVY DUTY SERVICE

	QTY	DISCOUNT	STANDARD	TOTAL
208 VOLT, THREE PHASE				
20 Amp	_____ x	\$396.00	\$566.00	\$ _____
30 Amp	_____ x	\$528.00	\$758.00	\$ _____
60 Amp	_____ x	\$638.00	\$918.00	\$ _____
100 Amp	_____ x	\$1,023.00	\$1,478.00	\$ _____
150 Amp	_____ x	\$1,507.00	\$2,182.00	\$ _____
200 Amp	_____ x	\$2,194.50	\$3,181.50	\$ _____

[] Check if neutral required*

480 VOLT, THREE PHASE

30 Amp	_____ x	\$682.00	\$982.00	\$ _____
60 Amp	_____ x	\$924.00	\$1,304.00	\$ _____
100 Amp	_____ x	\$1,485.00	\$2,150.00	\$ _____
200 Amp	_____ x	\$3,762.00	\$5,462.00	\$ _____

[] Check if neutral required*

380 VOLT, THREE PHASE (European Voltage)

30 Amp	_____ x	\$478.50	\$543.50	\$ _____
60 Amp	_____ x	\$913.00	\$1,293.00	\$ _____
100 Amp	_____ x	\$1,474.00	\$2,134.00	\$ _____

[] Check if neutral required*

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

Fiber & Fabric Craft Festival

May 1-3, 2026

Deadline To Receive Discounted Rates:
April 16, 2026

24 Hour 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

ADVANCE LABOR RATES:

Straight Time: \$136.40/hr
Overtime: \$204.60/hr.
Double Time: \$272.80/hr.

HOURLY LABOR RATES:

Straight Time: \$141.40/hr
Overtime: \$212.10/hr.
Double Time: \$282.80/hr.

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.

LOCATION:

Labor charges will be added when
submitting a layout

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

Indicate next to required amps actual
horsepower to be used.

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	\$429.00	\$590.00	\$ _____
1,001-2,000 Watts	_____ x	\$539.00	\$749.00	\$ _____

POWER CONNECTIONS

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

	QTY	DISCOUNT	STANDARD	TOTAL
120 VOLT, SINGLE PHASE				
30 Amp	_____ x	\$770.00	\$1,110.00	\$ _____
208 VOLT, SINGLE PHASE				
30 Amp	_____ x	\$924.00	\$1,334.00	\$ _____

[] Check if neutral required*

HEAVY DUTY SERVICE

	QTY	DISCOUNT	STANDARD	TOTAL
208 VOLT, THREE PHASE				
20 Amp	_____ x	\$792.00	\$1,132.00	\$ _____
30 Amp	_____ x	\$1,056.00	\$1,516.00	\$ _____
60 Amp	_____ x	\$1,276.00	\$1,836.00	\$ _____
100 Amp	_____ x	\$2,046.00	\$2,956.00	\$ _____
150 Amp	_____ x	\$3,014.00	\$4,364.00	\$ _____
200 Amp	_____ x	\$4,389.00	\$6,363.00	\$ _____

[] Check if neutral required*

480 VOLT, THREE PHASE

30 Amp	_____ x	\$1,364.00	\$1,964.00	\$ _____
60 Amp	_____ x	\$1,848.00	\$2,608.00	\$ _____
100 Amp	_____ x	\$2,970.00	\$4,300.00	\$ _____
200 Amp	_____ x	\$7,524.00	\$10,924.00	\$ _____

[] Check if neutral required*

380 VOLT, THREE PHASE (European Voltage)

30 Amp	_____ x	\$957.00	\$1,087.00	\$ _____
60 Amp	_____ x	\$1,826.00	\$2,586.00	\$ _____
100 Amp	_____ x	\$2,948.00	\$4,268.00	\$ _____

[] Check if neutral required*

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

Fiber & Fabric Craft Festival

May 1-3, 2026

Deadline To Receive Discounted Rates:
April 16, 2026

Lights & 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

ELECTRICAL LABOR RATES

ADVANCE LABOR RATES:

Straight Time: \$136.40/hr
Overtime: \$204.60/hr.
Double Time: \$272.80/hr.

HOURLY LABOR RATES:

Straight Time: \$141.40/hr
Overtime: \$212.10/hr.
Double Time: \$282.80/hr.

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.

LOCATION:

Labor charges will be added when
submitting a layout

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.



9' Tower
with Two Floods



9' Tower
with Four Floods

Equivalent to 80 watts per bulb



Light Bar



Gooseneck



Par Light

LIGHTING

Rates include rental, installation, removal and current consumption.

	QTY	DISCOUNT	STANDARD	TOTAL
9' Tower with Two (2) Floods	_____ x	\$198.00	\$278.00	\$ _____
9' Tower with Four (4) Floods	_____ x	\$253.00	\$323.00	\$ _____
Gooseneck	_____ x	\$104.50	\$144.50	\$ _____
Par Light	_____ x	\$302.50	\$427.50	\$ _____
Light Bar	_____ x	\$385.00	\$485.00	\$ _____

MISCELLANEOUS

	QTY	DISCOUNT	STANDARD	TOTAL
Ext. Cords 25' (Single Cap)	_____ x	\$16.50	\$24.00	\$ _____
Ext. Cords 50' (Single Cap)	_____ x	\$33.00	\$48.00	\$ _____
Cube Tap	_____ x	\$5.50	\$8.00	\$ _____
Power Strip	_____ x	\$35.50	\$51.50	\$ _____
Quad Box	_____ x	\$24.50	\$35.50	\$ _____

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

ADDITIONAL LABOR CHARGES WILL APPLY WHEN SUBMITTING A LAYOUT

Use the squares to indicate the dimensions of your booth size.

Mark where you need your electrical service.

Adjacent Booth / Aisle # _____

[illegible]

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.

Fiber & Fabric Craft Festival

May 1-3, 2026

Deadline To Receive Discounted Rates:
April 16, 2026

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: \$136.40/hr • Double Time: \$272.80/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"							\$440.00	\$670.00
1/2"							\$456.50	\$736.50
3/4"							\$517.00	\$807.00
1"							\$550.00	\$880.00

COLD WATER

	FOR FOOD OR BEVERAGE	FOR MACHINERY	DISCOUNT	STANDARD
1/4" to 3/8" lines			\$473.00	\$703.00
1/2" to 3/4" lines			\$495.00	\$725.00

DRAIN

	GRAVITY	PRESSURE	DISCOUNT	STANDARD
up to 1/2" line to 40-45 P.S.I.			\$473.00	\$703.00
up to 3/4" line			\$495.00	\$725.00

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.**

A blank grid for a floor plan. The grid is 20 units wide and 10 units high. A central aisle, 2 units wide, runs vertically through the middle. Two side aisles, each 2 units wide, run horizontally through the middle. The grid is divided into four quadrants by these aisles. The top-left quadrant is 8 units wide and 5 units high. The top-right quadrant is 8 units wide and 5 units high. The bottom-left quadrant is 8 units wide and 5 units high. The bottom-right quadrant is 8 units wide and 5 units high.

Company Name: _____ Booth Size: _____

- 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.

Fiber & Fabric Craft Festival

May 1-3, 2026

Deadline To Receive Discounted Rates:
April 16, 2026

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	TOTAL
1 to 10	\$90.00	\$122.00	\$
11 to 25	\$121.00	\$165.00	\$
26 to 50	\$148.50	\$202.50	\$
51 to 100	\$181.50	\$247.50	\$
101 to 150	\$214.50	\$292.50	\$
151 to 200	\$247.50	\$337.50	\$
201 to 300	\$302.50	\$412.50	\$
301 and above	\$357.50	\$487.50	\$

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

AISLE NUMBER

RIGHT

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

Fiber & Fabric Craft Festival

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Booth Cleaning



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

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customerservice@rosemontexpo.com



Rosemont Exposition Services provides general cleaning and vacuuming of the aisle carpeting as well as vacuuming of all booth carpets ordered thru RES on the first day of the show. If you require additional booth cleaning, you must contract for it by using this form.

	BOOTH SIZE	DISCOUNT PER. SQ. FT.	TOTAL PER DAY	NUMBER OF DAYS	TOTAL
Booth Vacuum	_____	x \$0.45	\$ _____	X _____	\$ _____
Shampooing of Carpeting	_____	x \$1.00	\$ _____	X _____	\$ _____
Scrubbing/Mopping of Tile Flooring	_____	x \$0.50	\$ _____	X _____	\$ _____
Trash Removal During Show Hours		\$35.00 per removal	\$ _____	X _____	\$ _____
After 4:30 p.m. weekdays, Saturdays & Sundays		\$35.00/hr	\$ _____	X _____	\$ _____
Special Instructions	_____ _____ _____ _____ _____ _____				

ORDER TOTAL \$ _____

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

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

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

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

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

Fiber & Fabric Craft Festival

May 1-3, 2026

Deadline To Receive Discounted Rates:
April 16, 2026

Waste Removal



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

SERVICE PROVIDED BY BOMARK CLEANING

_____ Waste Straight Oil Disposal _____ Scrap Removal _____ Waste Water Soluble Fluids

WASTE STRAIGHT OIL & WATER SOLUBLE FLUIDS DISPOSAL:

\$105.00 rental for each barrel (one-time charge)

\$6.00 per gallon of oil

\$10.00 per gallon of water soluble cutting & grinding fluids (coolants-synthetic, semi-synthetics, soluble oil)

		PRICE	TOTAL
We estimate that we will dispose of _____ gallons of coolant	x	\$15.00	\$ _____
We estimate that we will dispose of _____ gallons of oil	x	\$10.00	\$ _____
We will require _____ barrels (55 gal. oil drum)	x	\$110.00	\$ _____

SCRAP REMOVAL:

The Fire Department regulations require that all scrap and waste containers be emptied each night whether or not they are full.

		NUMBER OF BARRELS		NUMBER OF NIGHTS	TOTAL
\$110.00 rental for each barrel (one-time charge)	x	_____	x	<u>1</u>	\$ _____
\$110.00 for emptying each barrel, each night (regardless of amount of scrap contained)	x	_____	x	_____	\$ _____

ORDER TOTAL \$ _____

A 25% surcharge will be added to all orders for barrels ordered less than 24 hours before show close.

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

DHCP WIRED INTERNET SERVICE

(Wireless router not included)

	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

(Wireless router not included)

	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 rental device and does not provide Internet Connectivity -
Please order the appropriate Internet Service listed above.

	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

Single Line Telephone
Includes single line phone with up to \$100 in local & long distance charges

DISCOUNT	STANDARD	QUANTITY	TOTAL
\$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
\$80.00 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 #: _____

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 # _____

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.

Fiber & Fabric Craft Festival

May 1-3, 2026

Deadline To Receive Discounted Rates:
April 16, 2026

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.



For an extensive list of our inventory, labor rates, and detailed information, please email resav@villageofrosemont.org

VIDEO

	QUANTITY	DISCOUNT	STANDARD	TOTAL
20" Monitor	_____ x	\$250.00	\$300.00	\$ _____
26" Monitor	_____ x	\$300.00	\$400.00	\$ _____
32" Monitor	_____ x	\$550.00	\$650.00	\$ _____
37" Monitor	_____ x	\$650.00	\$750.00	\$ _____
42" Monitor	_____ x	\$750.00	\$850.00	\$ _____
50" Monitor	_____ x	\$900.00	\$1,000.00	\$ _____
60" Monitor	_____ x	\$1,300.00	\$1,400.00	\$ _____
70" Monitor	_____ x	\$1,850.00	\$1,950.00	\$ _____
Monitor Floor Stand	_____ x	\$225.00	\$275.00	\$ _____
Monitor Wall Bracket	_____ x	\$150.00	\$175.00	\$ _____
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	\$ _____

Technical assistance is available and will be billable on a time basis at a rate of \$80.00 per hour with a minimum of 1/2 hour.

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

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

Projectionist, Stagehand and Stagehand Riggers - Contact Anton Eleazar for Quote 847-993-4816 EleazarA@villageofrosemont.org

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	\$141.00	\$211.50	\$282.00
Decorator	\$118.00	\$177.00	\$236.00
Teamster	\$91.00	\$136.50	\$182.00
Rigger	\$136.00	\$204.00	\$272.00
Electrician	\$136.40	\$204.60	\$272.80
Plumber	\$136.40	N/A	\$272.80

SHOW SITE HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$146.00	\$219.00	\$292.00
Decorator	\$120.00	\$180.00	\$240.00
Teamster	\$94.50	\$141.75	\$189.00
Rigger	\$143.00	\$214.50	\$286.00
Electrician	\$141.40	\$212.10	\$282.80
Plumber	\$141.40	N/A	\$282.80

HOURLY EQUIPMENT RENTAL RATES

Forklift - 5,000 lb - Operator charged separately	\$150.00
Forklift - 15,000 lb - Operator charged separately	\$200.00
Scissor Lift - Operator charged separately	\$150.00
Condor Lift - Operator charged separately	\$200.00



Forklift



Scissor Lift



Condor Lift

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

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

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

**THIS FORM IS ONLY TO BE COMPLETED IF
NO ONE FROM THE EXHIBITING COMPANY OR DISPLAY HOUSE
WILL BE PRESENT FOR INSTALLATION/DISMANTLE**

*If you have any questions please contact
Suzi Stephens 847-993-4057 or StephensSu@villageofrosemont.org>*

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 submitting this form we authorize RES labor to set-up/dismantle without exhibiting company being present.

- ☐ We plan to ship our crated material to the Advance Warehouse _____ Number of pieces / created material
- ☐ We plan to ship our materials direct to the Donald E. Stephens Convention Center _____ Number of pieces / created material

PLEASE SUBMIT PROPER DIAGRAMS/DRAWINGS WITH INSTRUCTIONS FOR BOOTH ASSEMBLY

Carpenters - Installation and dismantle of display

Decorator - Installation of fabric walls and all signage

	NUMBER OF WORKERS NEEDED	SET-UP DATE	DISMANTLE DATE
Carpenters			
Decorators			

ADVANCE HOURLY I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$180.00	\$270.00	\$360.00
Decorator	\$153.00	\$229.50	\$306.00

SHOW SITE HOURLY I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$186.50	\$279.75	\$373.00
Decorator	\$167.00	\$250.50	\$334.00

Straight time is 8:00 am to 4:30 pm weekdays.

Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

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

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

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

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

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. Proof of employment for exhibiting company shall be required.
- 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 structure and exhibit booths. This includes all display work with the exception of machinery, signs display graphics or lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also recreate machines for outbound loading. Millwrights, a division of the carpenters union, handle the assembly and the leveling of machinery, as well as the attachment of all guards and shields.

DECORATORS UNION

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

ELECTRICAL UNION

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

MACHINERY MOVERS & RIGGERS UNION

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

PLUMBERS UNION

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

TEAMSTERS UNION

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

THEATRICAL STAGEHANDS & STAGEHAND UNION

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

PROJECTIONISTS UNION

Projectionists handle all equipment used for projection of images on a screen or surface.



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 .

Please email assembly instructions and placement diagram to eastmanr@villageofrosemont.org

SHIPPING ☐ Direct ☐ Advanced

SIGN MATERIALS ☐ Cloth/Vinyl ☐ Metal ☐ Wood ☐ Other _____

SIGN SHAPE ☐ Circle ☐ Triangle ☐ Square ☐ Rectangle ☐ Other _____

SIGN DIMENSIONS Length: _____ Width: _____ Height: _____ Diameter: _____

ELECTRICAL ☐ Yes ☐ No

WILL SIGN ROTATE ☐ Yes ☐ No

SUPERVISION ☐ RES ☐ Display House ☐ Exhibitor Personnel
Contact Name: _____ Time & Date _____

DECORATOR LABOR RATES

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

4 MAN CREW with LIFT

☐ Straight Time - \$715.00 per Hour ☐ Overtime - \$1,110.00 per Hour ☐ Double Time - \$1,300.00 per Hour

INSTALLATION ESTIMATE _____ X _____ = _____
Approx. Hours Hourly Rate Total Estimate

DISMANTLE ESTIMATE _____ X _____ = _____
Approx. Hours Hourly Rate Total Estimate

ORDER TOTAL \$ _____

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

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

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

HANGING SIGN PLACEMENT DIAGRAM

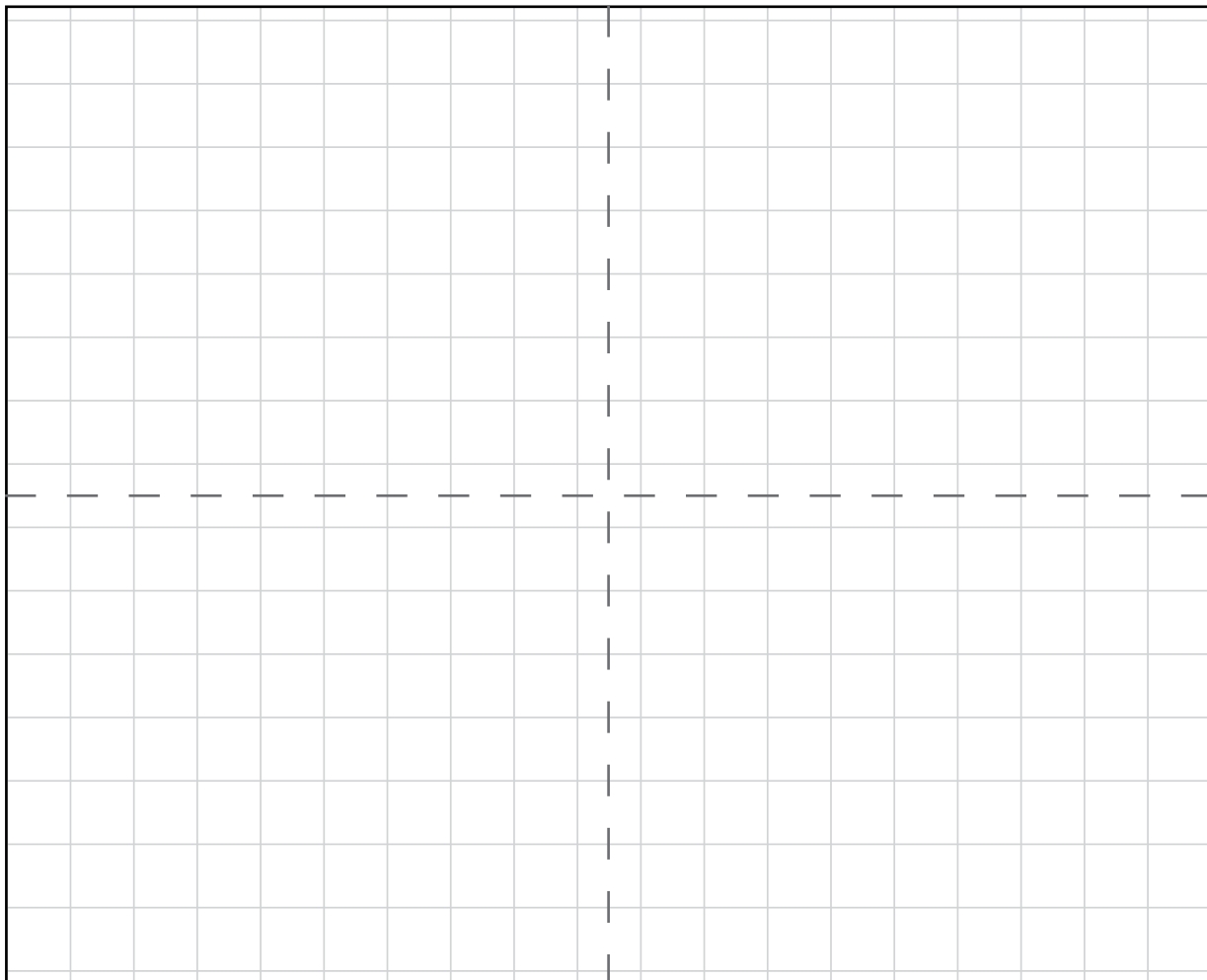
Use diagram below to represent the booth space. Indicate how far from each boundary you would like your sign. The ceiling structure and relation to support beams may require your sign to be moved from your specified location. On signs other than banners, include drawings or blueprints with detailed information 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.

Please email assembly instructions and placement diagram to eastmanr@villageofrosemont.org

_____ Feet From the Floor to Top of Sign

_____ 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 # _____

Show Name: _____

Booth #: _____

Company Name: _____

Booth Size: _____