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# Accounting & Finance

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2010 EXHIBITOR SERVICES MANUAL



ILLINOIS CPA SOCIETY®  
www.icpas.org

August 24-25, 2010

Donald E. Stephens Convention Center  
Rosemont, Illinois

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## EXHIBITOR SERVICES MANUAL

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## WELCOME EXHIBITOR

Thank you for choosing to exhibit at the Illinois CPA Society's 30th Midwest Accounting and Finance Showcase (formerly the Business & Technology Solutions Show) which will be held Tuesday-Wednesday, August 24-25, 2010 at the Donald E. Stephens Convention Center in Rosemont, IL. Setup is Monday, August 23, 2010. This Exhibitor Kit (CD) is designed to help ensure that your exhibiting experience goes smoothly.

Please take a moment to review this CD as it provides helpful information and all the necessary forms to make your booth creation and exhibitor set-up as simple and easy as possible. Please also pass this information along to your booth staff. Please read this material carefully and pay close attention to the various forms and deadline dates. We want you and your booth team to be ready to concentrate on business, as opposed to time spent solving logistical issues when the floor opens Tuesday, August 24, 2010!

Everyone responsible for your exhibit should become thoroughly familiar with this information. Taking action before the deadlines will save you time and money.

To ensure that your company has every opportunity to promote your services to the attendees at the Midwest Accounting and Finance Showcase, sponsorship opportunities are available – details are included. Information on marketing and sponsorship opportunities is also available at [www.flagmgmt.com/icpas/exh\\_sponsorships.htm](http://www.flagmgmt.com/icpas/exh_sponsorships.htm).

By taking advantage of our marketing or sponsorship opportunities, you will increase your visibility at the Showcase, and you will be in an even better position to increase sales and profits!

If you have any questions or need additional information, please feel free to contact me at 212.286.0333. On behalf of myself and the entire Show Management team at the Illinois CPA Society, thank you for your participation and support!

I look forward to seeing you at the 30th Midwest Accounting and Finance Showcase!

Sincerely,

Russell Flagg - Exhibit Sales Manager

**FLAGG MANAGEMENT, INC.**

Address: 353 Lexington Ave., New York, NY 10016

Phone: 212.286.0333 | Fax: 212.286.0086

Email: [flagmgmt@msn.com](mailto:flagmgmt@msn.com) | Website: [www.flagmgmt.com/icpas](http://www.flagmgmt.com/icpas)



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## FAST FACTS

### 2010 Midwest Accounting & Finance Showcase

#### MOVE-IN:

Monday, August 23, 2010 | 10:00 am - 4:30 pm

#### SHOW DAYS & TIMES:

Tuesday, August 24, 2010 | 9:00 am - 5:00 pm

Wednesday, August 25, 2010 | 9:00 am - 3:30 pm

#### MOVE-OUT:

Wednesday, August 25, 2010 | 4:30 pm - 7:00pm

#### Booth Rate Includes:

Booth stand constructed of flameproof, blue and white side and backwall drapes supported by aluminum pipe frame

- A 7" x 44" booth identification sign listing your company's name and booth number
- 24-hour perimeter security in the exhibit hall from move-in to move-out
- Carpeted aisles (Blue) throughout the exhibit hall as well as in all booths (Gray)
- Daily cleaning and maintenance of the aisles and common exhibit hall areas to assure a safe and attractive exposition

#### Hotel Deadlines:

Mention the Illinois CPA Society Room Block

**Embassy Suites Hotel - 8/2/10**

Phone: 800.EMBASSY

**Doubletree Chicago O'Hare - 8/2/10**

Phone: 800.222.TREE or 847.292.9100

#### Complimentary Guest Passes:

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

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

### Rosemont Exposition Services is the OFFICIAL CONTRACTOR - 847.692.2220

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

DECORATIONS  
FLORAL SERVICES  
DRAYAGE  
PHOTOGRAPHIC SERVICES  
SIGNS  
ELECTRICAL/TELEPHONE/CONNECTIVITY  
GUARD SERVICE  
CLEANING  
COMPUTER RENTAL  
AUDIO VISUAL SERVICE STAFF

**Show order deadline is 8/9/10.**

#### Shipment Deadline:

Advance Shipments by 8/20/10

Direct Shipments by 8/23/10

#### EXHIBITION HALL:

Located at the Donald E. Stephens convention center the Exhibition will take place in G Hall which is located on the second level of the convention center.

[http://www.rosemont.com/pdf/descc\\_cc\\_flplans.pdf](http://www.rosemont.com/pdf/descc_cc_flplans.pdf)

**Dismantling** begins at 4:30-7:00 pm, Wednesday, August 25. Please advise your truckers or freight services to pick-up your outbound freight at 4:30 pm or as soon as your goods are packed. Make arrangements beforehand to ship out your freight.

**Both FedEx and UPS pick-up at the show.**

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

FedEx Phone: 800.463.3339

UPS Phone: 1.800.PICK.UPS

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

#### EXHIBITOR CONTACT:

Russell Flagg - Exhibit Sales Manager

**FLAGG MANAGEMENT, INC.**

Address: 353 Lexington Ave., New York, NY 10016

Phone: 212.286.0333 | Fax: 212.286.0086

Email: [flaggmgmt@msn.com](mailto:flaggmgmt@msn.com) | Website: [www.flaggmgmt.com/icpas](http://www.flaggmgmt.com/icpas)



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## EXHIBITOR PERSONNEL BADGE REQUEST FORM

Return Completed Form to Flagg Management, Inc. Immediately - Deadline: 8/9/10

### At-Show Exhibit Booth Personnel To Receive Exhibitor Badges (Please Print):

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

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

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

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

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

Website: \_\_\_\_\_

Individual Requesting Exhibitor Badges: \_\_\_\_\_

Individual Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

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

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

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

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

**PLEASE MAKE A COPY OF THIS FORM FOR YOUR RECORDS.**

Russell Flagg - Exhibit Sales Manager  
**FLAGG MANAGEMENT, INC.**  
Address: 353 Lexington Ave., New York, NY 10016  
Phone: 212.286.0333 | Fax: 212.286.0086  
Email: flaggmgmt@msn.com | Website: www.flaggmgmt.com/icpas



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Date: \_\_\_\_\_ Sales Rep: \_\_\_\_\_

Advertiser: \_\_\_\_\_

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

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

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

Title: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Advertiser Index (Company name to appear as...): \_\_\_\_\_

URL: \_\_\_\_\_

**Available Advertising Space (please select):**

✓ 4-Color	Rate	Width x Height	Width x Height (full bleed)	TOTAL
<input type="checkbox"/> Inside Front Cover (C2)	\$3,300	7.375" x 9.8125"	8.625" x 11.0625"	\$ _____
<input type="checkbox"/> Inside Back Cover (C3)	\$3,300	7.375" x 9.8125"	8.625" x 11.0625"	\$ _____
<input type="checkbox"/> Back Cover (C4)	\$3,500	7.375" x 9.8125"	8.625" x 11.0625"	\$ _____
<input type="checkbox"/> Full page	\$2,150	7.375" x 9.8125"	8.625" x 11.0625"	\$ _____
<input type="checkbox"/> 1/2 page (horizontal)	\$1,300	7.125" x 4.625"		\$ _____
<input type="checkbox"/> 1/2 page (vertical)	\$1,300	3.4375" x 9.5"		\$ _____
<input type="checkbox"/> 1/4 page	\$875	3.4375" x 4.625"		\$ _____

**Payment Information:**

**TOTAL PAYMENT** \$ \_\_\_\_\_

Payment type:  Visa  MasterCard  Discover  Amex  Check (Payable to the Flagg Management, Inc.)

Name (as it appears on card): \_\_\_\_\_

Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Deadlines and Ad Format/Submission Instructions:**

**July 19, 2010** **SHOW GUIDE AD SALES DEADLINE**  
All insertion orders must be received by Russell Flagg – see contact information below

**July 26, 2010** **SHOW GUIDE MATERIALS SUBMISSION DEADLINE**  
Ads should be in a high-resolution PDF format and emailed to Gene Levitan, Director of Creative Services, at levitang@icpas.org

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SEND ORDER FORM AND PAYMENT TO:**

**FLAGG MANAGEMENT, INC., Attention: Russell Flagg - Exhibit Sales Manager**

**Address: 353 Lexington Ave., New York, NY 10016**

**Phone: 212.286.0333 Fax: 212.286.0086 Email: flaggmgmt@msn.com Website: www.flaggmgmt.com/icpas**

# Contract and Copy Regulations

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

If such application shall cause default to exist in such other contract, the advertiser shall be subjected to such remedies as may be provided in the other contract upon the occurrences of a default.

5. Insertion instructions shall be supplied for every advertisement and shall clearly state the following information: name of advertiser, date to be inserted, size of advertisement, identification of advertisement (proof of ad to be furnished if possible) plus any special instructions such as bleed, color, etc.
6. No conditions printed or otherwise, appearing on the space order, billing instruction or copy instructions which conflict with the publisher's stated policies will be binding on the publisher.
7. The forwarding of an order is construed as an acceptance of all the rates and conditions under which advertising is at the time sold.
8. Verbal agreements are not recognized.
9. Advertiser and advertising agency agree to indemnify, defend, and save harmless the publisher from any and all liability for content (including text, illustrations, representatives, sketches, maps, trademarks, labels or other copyrighted matter) of advertisements printed, or the unauthorized use of any person's name or photograph arising from the publisher's reproductions and publishing of such advertisements pursuant to the

advertiser's or agency's order. The publisher reserves the right to reject, discontinue or omit any advertising or any part thereof. This right shall not be deemed to have been waived by acceptance or actual use of any advertising matter.

10. Acceptance of advertising for any product or service is subject to investigation of the product or service, and of the claims made for it in the advertisement submitted for publication.
11. All advertising is subject to the publisher's approval. The publisher reserves the right to reject advertising which he/she feels is not in keeping with the publication's standard.
12. The publisher's liability for any error will not exceed the charge for the advertisement in question.
13. The publisher assumes no liability if for any reason it becomes necessary to omit an advertisement.
14. Publisher is not liable for delays in delivery and/or non-delivery in the event of an Act of God, action by any governmental or quasi-governmental entity, fire, flood, insurrection, riot, explosion, embargo, strikes whether legal or illegal, labor or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of publisher affecting production or delivery in any manner.
15. Failure to make the order correspond in price or otherwise with the rate schedule is regarded only as a clerical error and publication is made and charged for upon the terms of the schedule in force without further notice.
16. The publisher reserves the right to limit the size of space to be occupied by an advertisement.
17. Any deliberate attempt to simulate a publication's format is not permitted, and the publisher reserves the right to place the word "advertisement" with copy which in the publisher's opinion resembles editorial matter.
18. Requests for specified position at ROP rates are given consideration but no guarantee is made unless the position premium has been provided for in the contract.
19. Publisher reserves right to hold advertiser and/or his/her advertising agency jointly and severally liable for such monies as are due and payable to the publisher.



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## SHOW GUIDE & WEBSITE LISTING

(Alphabetical Order) Deadline: 7/28/10

**Please Type Or Block Letter:**

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

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

Division Of: \_\_\_\_\_

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

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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

Website: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SPECIAL NOTE: NEW PRODUCTS

Please indicate new products that will be seen for the first time at this show:

NEW PRODUCT(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Remember:** The Official Directory is a reference. This material will be carefully edited to insure a consistent style throughout the Directory. For identification purposes, please print name of official submitting this form:

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

Title: \_\_\_\_\_

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

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

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

### MAIL TO:

**Illinois CPA Society's**

**29th Annual Midwest Accounting and Finance Showcase**

Russell Flagg - Exhibit Sales Manager, Flagg Management, Inc.

Address: 353 Lexington Ave., New York, NY 10016

Phone: 212.286.0333 | Fax: 212.286.0086

Email: flaggmgmt@msn.com | Website: www.flaggmgmt.com/icpas



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## SPONSORSHIP & ADVERTISING

**Sponsorship enables your company to stand out from the competition**, influence decision-makers, and position your company as an industry leader. It also helps draw traffic to your booth and increases the visibility of your products and services.

### Passport to Prizes:

Passport to Prizes helps to attract and keep attendees on the Exhibit Floor. Each attendee will receive a Passport with their registration materials. Attendees will be instructed to stop by each participating exhibitor to receive a "stamp" on their passport. The attendee must complete the entire Passport in order to be eligible for the prize drawing on the final day of exhibits.

**Cost: \$500** (20 available on first-come, first-served basis)

### Coffee Breaks:

Provide coffee for attendees during the morning and afternoon session breaks on both days of the Showcase. Served at your booth, and includes signage and official show program recognition.

**Cost: \$3,000 per session break**

### Conference Lanyard:

Your company name (one-color) imprinted on lanyards given to each attendee at registration.

**Cost: \$5,000**

### Conference Pen/Highlighter:

Each attendee will receive a Conference Pen imprinted with your logo on it.

**Cost: \$4,500**

### Cyber Café:

This high-visibility location is where attendees converge to check email and stay connected throughout the conference. Your logo will appear on each computer desktop and on signage. You also have the opportunity to provide mouse pads at each station.

**Cost: \$8,000**

### Canvas Tote Bags: **SOLD OUT!**

1,200 canvas tote bags for education conference attendees. Your logo provided to us.

**Cost: \$6,000**

### Keynote Session:

Three keynote sessions are available (subject to speaker approval). Benefits include:

- Your logo in the Show Registration Brochure (subject to deadline), on event signage and in program materials with acknowledgement of thanks
- Six-foot display table outside keynote room (2 reps per table max)
- Mailing list of attendees
- Logo in Show Guide and on virtual show site
- Complimentary Exhibit Hall passes

**Cost: \$3,000 each** (1 available) **ONE SOLD!**

### Standing Sign Board:

Your artwork will be prominently displayed on this freestanding, double-sided board. Measuring 8' x 3', it will be placed in a hightraffic area.

**Cost: \$2,000 each**

### Relaxation Station:

The relaxation station includes a complimentary back massage to relax and reenergize attendees. As the sponsor, attendees must come to your booth for their ticket for the complimentary massage, which increases your traffic. Your logo will be on directional signage and signage at the station. You also have the opportunity to supply shirts with your company logo to be worn by the masseuses in the booth.

**Cost: \$7,500**

### Show Napkin Sponsor:

Your logo will be on the napkins used in the concession area on the exhibit floor.

**Cost: \$1,000**

### Sponsorship also includes the following benefits:

- Your logo on signage in the registration area
- Your logo with a hotlink on the Showcase website
- Sponsor ribbons for your staff
- Special signage at individually sponsored events
- Your logo in the registration brochure which is included in INSIGHT magazine (subject to deadline) as well as onsite in the Show Guide

### Advertising Opportunities

Draw traffic to your booth by advertising in the Show Guide and in the August Issue of INSIGHT Magazine. More than 3,000 Show Guides are distributed at the Show. Placing an ad in the Show Guide will let attendees know the products and services you offer and help draw them to your booth. Advertising in INSIGHT Magazine allows you to influence the 2,100 attendees onsite at the Show and an additional 24,000 members of the Illinois CPA Society.

### To sponsor, or for more information, please contact:

Russell Flagg - Exhibit Sales Manager

**FLAGG MANAGEMENT, INC.**

Address: 353 Lexington Ave., New York, NY 10016

Phone: 212.286.0333 | Fax: 212.286.0086

Email: [flaggmgt@msn.com](mailto:flaggmgt@msn.com)

Website: [www.flaggmgt.com/icpas](http://www.flaggmgt.com/icpas)



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DRIVE TRAFFIC TO YOUR BOOTH!

## PASSPORT TO PRIZES PROGRAM

**Deadline: Monday, July 26, 2010 | LIMITED TO 20 PARTICIPANTS, SO REGISTER EARLY.**

The **2010 Midwest Accounting & Finance Showcase** is offering a booth traffic building promotion called "Passport to Prizes". This is a great way to draw attendees to your booth and keep them on the exhibit floor.

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

**The Passport Sponsorship Fee is \$500 and availability is limited to 20 participants.**

Applications will be accepted on a first-come, first-considered basis. We hope you will participate in this traffic building promotion!

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

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

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

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

**Payment Information:**

<b>TOTAL PAYMENT</b>	\$
----------------------	----

Payment type:  Visa  MasterCard  Discover  Amex  
 Check (Payable to the Flagg Management, Inc.)

Name: (as it appears on card): \_\_\_\_\_

Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### SEND ORDER FORM AND PAYMENT TO:

Russell Flagg - Exhibit Sales Manager  
**FLAGG MANAGEMENT, INC.**  
Address: 353 Lexington Ave., New York, NY 10016  
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## CERTIFICATE OF INSURANCE

All exhibitors are REQUIRED to furnish a Certificate of Insurance to the Illinois CPA Society's 30th Midwest Accounting and Finance Showcase. Your company can be held liable for accidents that occur inside your booth. Show Management as well as the house require exhibitors to be properly insured and protected. If a Certificate of Insurance is not submitted, your company will not be permitted to begin booth setup.

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

### EXHIBITORS MUST CARRY:

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

**The Certificate of Insurance should list the "Illinois CPA Society's 30th Midwest Accounting and Finance Showcase" as a "Primary Additional Insured".** ANY exhibitors serving food and/or beverages must list Rosemont Catering as an additional insured.

### INSURANCE REQUIREMENTS

During the move-in dates, show dates, and move-out dates of August 24, 25, 26 and 27, 2009, each exhibitor shall continuously maintain the following insurance coverage for the minimum required limits of coverage:

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

**Certificate Holder: Illinois CPA Society/Foundation**

### Please send a copy of the certificate to:

Russell Flagg - Exhibit Sales Manager

**FLAGG MANAGEMENT, INC.**

Address: 353 Lexington Ave., New York, NY 10016

Phone: 212.286.0333 | Fax: 212.286.0086

Email: [flaggmgt@msn.com](mailto:flaggmgt@msn.com) | Website: [www.flaggmgt.com/icpas](http://www.flaggmgt.com/icpas)



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## DISPLAY RULES AND REGULATIONS

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

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

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

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

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

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

**“Be a good Neighbor”.**

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

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

Russell Flagg - Exhibit Sales Manager

**FLAGG MANAGEMENT, INC.**

Address: 353 Lexington Ave., New York, NY 10016

Phone: 212.286.0333 | Fax: 212.286.0086

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# GUIDELINES

## For Display Rules and Regulations

### INDEX

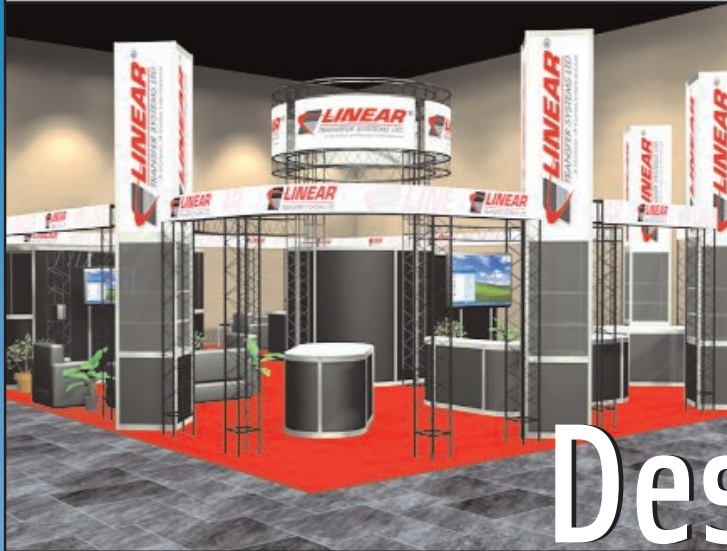
Linear Booth, Corner Booth, and Perimeter Booth .....	2
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Island Booth .....	4
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EXHIBITOR  
SERVICES MANUAL



Concept



Design



Create

August 24-25, 2010

2010 Midwest Accounting and Finance Showcase

DONALD E. STEPHENS CONVENTION CENTER • ROSEMONT, ILLINOIS



# 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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*Welcome*



## **WELCOME TO ROSEMONT**

The Rosemont Convention Bureau provides a restaurant reservation and an area information kiosk to assist you during your trade show or conference. Visit this information kiosk located in the lobby of the Donald E. Stephens Convention Center for a copy of our Rosemont Visitor's Guide to locate lodging, entertainment, and cultural facilities, and to enjoy the ambience of international cuisine at Rosemont and Chicagoland area restaurants. Further information can be obtained at [www.rosemont.com](http://www.rosemont.com).

Visit the Rosemont Convention Bureaus information kiosk located in the Convention Center Lobby for information for the following services:

### **Area Maps**

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**EMBASSY SUITES ROSEMONT**  
 O'Hare – Rosemont  
 5500 N. River Rd., Rosemont, Illinois 60018

Dear ICPAS Attendee:

The **Illinois CPA Society's Midwest Accounting and Finance Showcase** will be held August 24-25, 2010. With a convenient location right across from the Donald E. Stephens Convention Center, we are ideally suited to be your home-away-from-home. The Embassy Suites spacious deluxe **two-room suite** offers you:

- A king or two double beds
- Queen sofa bed sleeper
- Mini refrigerator
- Microwave Oven
- Coffee maker
- Two color televisions
- Sony Playstations
- Clock Radio
- Extra vanity in bedroom
- Conference dining table
- Hairdryer
- Iron & Ironing board
- Two phones with voice mail
- Internet Service
- Evening beverage reception
- Complimentary breakfast
- Transportation to & from O'Hare Airport
- Connecting sky bridge to Donald E. Stephens Convention Center

To serve you better, below we have included a reservation request form to book your guest room reservations. If you are interested in reserving a suite, please fill out the bottom portion and return it to Reservations Department at The Embassy Suites Hotel 5500 N. River Rd., Rosemont, Illinois 60018 or you can fax it to 847-928-7679. You will be contacted within 30 days with a confirmation number, pending availability. We will mail your hotel confirmation to the address that you provide. To make your reservation through our Reservations, please call 800-Embassy. Thank you for choosing the Embassy Suites Hotel/O'Hare, we look forward to your stay.

**IL CPA SOCIETY**  
 2010 Reservation Form  
 (Please circle your requested room type)

Suite with King bed - \$169 single/double occupancy  
 Each Extra adult - \$10.00  
 Suite with two Double beds - \$179 single/double occupancy  
 Each Extra adult - \$10.00  
**Maximum occupancy is four individuals per suite.**

Group block dates held	Your arrival date	Your check out Date
August 24-26, 2010		

All room rates are subject to the prevailing state and local occupancy tax. Room types are based upon availability.

Credit card number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Name as it appears on credit card: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

Guest Name: \_\_\_\_\_ Day Phone \_\_\_\_\_

Company Name: \_\_\_\_\_ Email \_\_\_\_\_  
 Address: \_\_\_\_\_

Share With \_\_\_\_\_ Number of guests: \_\_\_\_\_

Any date and or name changes or additions are subject to availability after the block reaches sellout status, or the reservations cutoff date August 2, 2010.

**Doubletree O'Hare**  
 O'Hare – Rosemont  
 5460 N. River Rd., Rosemont, Illinois 60018

Dear ICPAS Attendee:

The **Illinois CPA Society's Midwest Accounting and Finance Showcase** will be held August 24-25, 2010. With a convenient location right across from the Donald E. Stephens Convention Center, we are ideally suited to be your home-away-from-home. The Doubletree O'Hare can offer you the following:

- A king or two double beds
- Transportation to & from O'Hare Airport
- Connecting sky bridge to Donald E. Stephens Convention Center
- Hairdryer
- Coffee maker
- Iron & Ironing board
- Internet Service
- Clock Radio

To serve you better, below we have included a reservation request form to book your guest room reservations. If you are interested in reserving a suite, please fill out the bottom portion and return it to Reservations Department at The Doubletree O'Hare 54600 N. River Rd., Rosemont, Illinois 60018 or you can fax it to 847-928-7679. You will be contacted within 30 days with a confirmation number, pending availability. We will mail your hotel confirmation to the address that you provide. To make your reservation through our Reservations, please call 800-222-TREE. Thank you for choosing the Doubletree O'Hare, we look forward to your stay.

**IL CPA SOCIETY**  
 2010 Reservation Form  
 (Please circle your requested room type)

Suite with King bed - \$129 single/double occupancy

Group block dates held	Your arrival date	Your check out Date
August 22-26, 2010		

All room rates are subject to the prevailing state and local occupancy tax. Room types are based upon availability.

Credit card number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as it appears on credit card: \_\_\_\_\_

Signature of cardholder: \_\_\_\_\_

Guest Name: \_\_\_\_\_

Day Phone \_\_\_\_\_

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

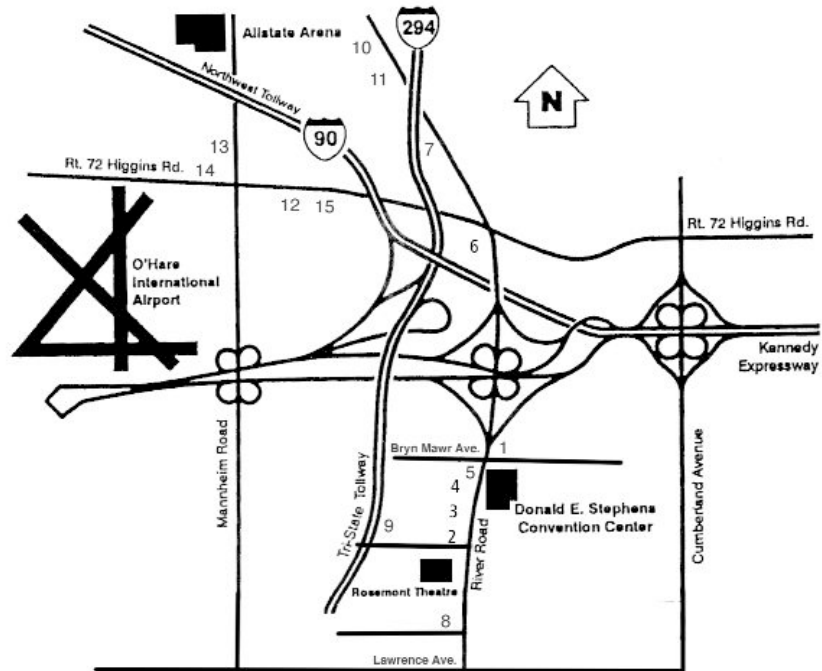
Email \_\_\_\_\_

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

Share With \_\_\_\_\_

Number of guests: \_\_\_\_\_

Any date and or name changes or additions are subject to availability after the block reaches sellout status, or the reservations cutoff date August 2, 2010.



**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, south 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:**

1. Hyatt Regency O'Hare
2. Crowne Plaza O'Hare
3. Double Tree Hotel
4. Embassy Suites O'Hare
5. The Rosemont Hotel
6. Westin O'Hare
7. Hyatt Rosemont
8. Intercontinental
9. Aloft Hotel
10. Courtyard
11. Hilton Garden Inn
12. Sheraton Gateway Suites
13. Wyndham O'Hare
14. Best Western
15. Holiday Inn & Suites



# *Rosemont Public Safety Requirements*

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the Village of Rosemont Fire Prevention Code. The following are basic rules governing concessions, exhibits and shows in any building open to the public:

## **PLANS**

Exhibitors having pillars in their booths with a fire extinguisher or a fire hose on them are required to submit three (3) scaled floor plans of their exhibit to the Fire Department. Plans that are rejected will be sent back to the submitter for correction. Plans that are approved will also be sent back to the submitter and to the facility.

## **COMBUSTIBLES**

Show Management shall advise all exhibitors that booths shall be cleared of combustible rubbish daily.

## **EXHIBIT BOOTHS**

All draperies, back drops, booth partitions, and table coverings shall be cleared of non-combustible or fire retardant materials.

## **ELECTRICAL**

All wiring, hook ups, flood lights, etc., must meet Village code. If an extension cord is used on display equipment, it should be of adequate size, U.L. approved, be in operable condition, and three wire grounded. If in doubt of access availability for power needs, or when requiring more than normal power, check in advance with the show electrician.

## **NO STORAGE**

No storage of any kind is allowed behind the backdrapes. All unwanted containers and refuse should be placed in the aisle directly in front of the exhibit for housekeeping to remove.

## **DISPLAY OF MOTOR VEHICLES**

Any automobile, motorcycle, truck, boat, or other equipment burning Class 1 fuel shall comply with the following requirements:

1. The fuel supply for 4-piston and under engines shall be none.
2. The fuel supply in larger than 4-piston engines shall be maximum of five gallons.
3. All motorcycles, all-terrain vehicles, snowmobiles and watercraft shall have no fuel.
4. Any battery or power source for the engine shall be disconnected.
5. No operation of any internal combustion engine will be allowed indoors, unless approved in writing by the Fire Prevention Bureau.

Vehicles in the building for unloading must be unloaded and removed from the building as soon as possible.

## **OPEN FLAMES & HEATING DEVICES**

Where open flames or heating devices are being demonstrated or displayed, the Fire Department shall be notified beforehand and additional fire protection equipment may be required. No propane will be allowed on the premises. Any quantities of flammable liquids that are kept on the premises must first be approved by the Fire Prevention Bureau and then be kept in appropriate safety cans.

## **EXPLOSIVES**

No one shall be allowed to store, sell or bring into the building any substance of an explosive nature such as fireworks or Class B or Class A explosives of any type without approval from the Fire Prevention Bureau.

## **FIRE MARSHALL**

To contact the fire prevention bureau please call 847/823-1134 ext 340 or email: [jramirez@rsmt.net](mailto:jramirez@rsmt.net)

## **EMERGENCY EQUIPMENT**

No extinguishers, emergency phones, sprinkler valves or hose connections shall be obstructed by booths, stands or any other items of exhibit.

## **CYLINDERS**

Cylinders of compressed gases are prohibited unless approved by the Fire Prevention Bureau and shall be secured in an upright position.

## **ENTRANCE AND EXIT DOORS**

All exits, hallways and aisles leading from the building are to be kept clear and unobstructed at all times. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time when the exhibit building is open to the public. There shall be no obstruction blocking exit doors from the outside of any building, such as vehicles parked in doorways or barricades across sidewalks. No vehicles shall be parked in fire lanes outside of building.

## **SMOKING**

Illinois State Law prohibits smoking within a public facility. Therefore, no smoking is permitted within the Convention Center, with the exception of designated areas. Where smoking is permitted, there shall be non-combustible ashtrays or match receptacles provided on each table. No hay, straw, sawdust or shavings shall be kept unless flame proofed.

## **FOOD SERVICE**

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



# Order Summary and Payment

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010

**Deadline Date To Receive Discounted Rates:**  
**August 16, 2010**

SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS
Standard Furniture	\$
Carpet Rental	\$
Custom Furniture	\$
Exhibit Rental	\$
Pegboard Rental	\$
Electrical Service	\$
VU Case Rentals	\$
Display Graphics	\$
Printing & Signage	\$
Audio Visual	\$
Floral	\$
Cleaning	\$
RES Extras	\$
Internet & Telecommunications	\$
Drayage-Warehouse	\$
<b>ESTIMATED LABOR COSTS</b>	
Carpenters	\$
Riggers	\$
Decorators	\$
Electricians	\$

**Net Amount Due** \$

The maximum post show billing may not exceed \$10,000.  
Payment of invoices must be arranged prior to the close of show.

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

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

- CASH  
 CREDIT CARD  
 CHECK (No. \_\_\_\_\_)

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

Rosemont Exposition Services requires pre-payment of all advance orders. Payment may be by check drawn on U.S. Funds Account, MasterCard, Visa, American Express, or Discover Card. The credit card authorization section of this form can also be used for showsite payments.

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

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

**Payment Information for Credit Cards**

- Master Card     
  VISA     
  American Express     
  Discover Card

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

Card Holder Billing Address: \_\_\_\_\_

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

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

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized By: \_\_\_\_\_

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

By signing, I agree to all Terms and Conditions as outlined on the reverse side of this form.

**When Complete Please Mail or Fax To: Rosemont Exposition Services, Inc.**  
9291 West Bryn Mawr, Rosemont, Illinois 60018-5201  
Phone 847-696-2208 • Fax 847-696-9797

## **TERMS AND CONDITIONS**

### **Order Summary and Payment Sheet**

Rosemont Exposition Services, Inc. requires all advance orders to be paid in full. Payments must be made in U.S. funds. Methods of payment are cash, certified, company or traveler's check, Discover, Visa, MasterCard or American Express. All statements presented on showsite must be paid in full at that time, unless previous arrangements have been made for credit in advance. Please see that your showsite 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 showsite payments.

### **Standard Furniture - Carpet Rental - Custom Furniture - Utilities**

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

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

### **Cancellation Terms**

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

### **Labor**

When ordering labor, please be aware of the following:

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

### **Material Handling**

We understand that your calculation may only be an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department.

### **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.



# Online Ordering

Place show orders directly with Rosemont Exposition Services via the internet.

**It's In-House, It's Secure, It's Fast and It's Thorough!**  
**www.resexpo.com**

1. Begin by going online to **www.resexpo.com**.
2. Go to the "Start Here-Take me to my upcoming show" area at the top and use the pull-down menu to select the correct event.
3. Go to "Next step: Login to your show page." Type in your lowest booth number, and corporate phone number- (note that this number must be the same as on the show management booth space application).

**THEN,** Click on 

4. Log-in is complete once the payment policy has been read and agreed to.
5. The seven tabs at the top of the page can be used to navigate the various RES order forms.

**A credit card MUST accompany all online orders. Credit card accounts are encrypted for security.**

Order forms can also be printed out for fax or mailing by clicking the "Exhibitor Forms to Print" button located on the left side of the screen.

**For questions and further information please call:  
847-696-2208**





*EAC/I & D*

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

**2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010**

**Deadline Date To Receive Discounted Rates:  
August 16, 2010**

To: Rosemont Exposition Services, Inc.

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

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

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

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

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

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

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

	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"/>
Other Services	<input type="radio"/>	<input type="radio"/>

**Credit Card Payment Information for Responsible Party.**

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

Card Holder 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



# Third Party Billing

2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010

**Deadline Date To Receive Discounted Rates:  
August 16, 2010**

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

To: Rosemont Exposition Services, Inc.

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

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

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

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

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

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

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

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

	Exhibitor will pay	Third Party will pay
Furniture	<input type="radio"/>	<input type="radio"/>
Carpet	<input type="radio"/>	<input type="radio"/>
Labor	<input type="radio"/>	<input type="radio"/>
Cleaning	<input type="radio"/>	<input type="radio"/>
Freight	<input type="radio"/>	<input type="radio"/>
Utilities	<input type="radio"/>	<input type="radio"/>
Other Services	<input type="radio"/>	<input type="radio"/>

### Credit Card Payment Information for Responsible Party.

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

Card Holder Billing Address: \_\_\_\_\_

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

### Acceptance of this is contingent upon:

An established satisfactory credit rating with Rosemont Exposition Services by the Third Party and return of the notification letter prior to the deadline date. Further, we understand and agree that failure to make payment within 30 days of receipt of invoice will result in a redirection of the invoice to the exhibiting company for full payment and will affect the Third Party's future credit standing.

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



# Standard Furniture

2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010

**Deadline Date To Receive Discounted Rates:  
August 16, 2010**

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

### SKIRTED TABLES

Any order received without a specific color will be accommodated with show colors. (Including white top and 3 sides. Skirt color should be specified below.)

	QUANTITY		DISCOUNT	STANDARD	TOTAL
2' x 4' x 30" High Skirted Table	_____	x	\$90.00	\$125.00	_____
2' x 4' x 42" High Skirted Table	_____	x	\$95.00	\$130.00	_____
2' x 6' x 30" High Skirted Table	_____	x	\$100.00	\$135.00	_____
2' x 6' x 42" High Skirted Table	_____	x	\$105.00	\$140.00	_____
2' x 8' x 30" High Skirted Table	_____	x	\$110.00	\$145.00	_____
2' x 8' x 42" High Skirted Table	_____	x	\$115.00	\$150.00	_____
4th side of skirting is available at an additional charge of \$35.00 per table.	_____	x	\$35.00	\$45.00	_____

Skirt color \_\_\_\_\_

### SKIRTED RISERS

4' Skirted Riser 1' x 4' x 1'	_____	x	\$50.00	\$80.00	_____
6' Skirted Riser 1' x 6' x 1'	_____	x	\$60.00	\$90.00	_____
4th side of riser skirt is available at an additional charge of \$15.00	_____	x	\$15.00	\$20.00	_____

Skirt color \_\_\_\_\_

### SPECIAL BOOTH DRAPE & EQUIPMENT

Background Drape (8' high)	_____ ft	x	\$12.50/ft.	\$17.50/ft.	_____
Side Drape (3' high)	_____ ft	x	\$7.50/ft.	\$10.00/ft.	_____
Drape Color _____					
Up-Rights 3' high	_____	x	\$12.50	\$17.50	_____
Up-Rights 8' high	_____	x	\$12.50	\$17.50	_____
Crossbars	_____	x	\$12.50	\$17.50	_____

Colors: WH=White ○ BK= Black ● GY= Gray ○ RD= Red ● BL= Blue ● BU=Burgundy ● GO= Gold ● TE= Teal ● HG= Hunter Green ●

### UNSKIRTED TABLES – RISERS

2' x 4' Wood Table	30" High ○	42" High ○	_____	x	\$42.00	\$59.00	_____
2' x 6' Wood Table	30" High ○	42" High ○	_____	x	\$47.00	\$64.00	_____
2' x 8' Wood Table	30" High ○	42" High ○	_____	x	\$52.00	\$69.00	_____
4' Riser	1' x 4' x 1'		_____	x	\$27.00	\$45.50	_____
6' Riser	1' x 6' x 1'		_____	x	\$32.00	\$50.00	_____

### BOOTH FURNITURE & ACCESSORIES

30" Diam. Round Table (Grey Top)	_____	x	\$130.00	\$160.00	_____
Arm Chair	_____	x	\$75.00	\$100.00	_____
Black Barstool with back	_____	x	\$75.00	\$100.00	_____
Side Chair	_____	x	\$60.00	\$85.00	_____
Cocktail Table	_____	x	\$40.00	\$55.00	_____
Chrome Coat Tree	_____	x	\$45.00	\$60.00	_____
Clothes Rack	_____	x	\$40.00	\$50.00	_____
Wastebasket	_____	x	\$15.00	\$20.00	_____
Large Trash Can	_____	x	\$30.00	\$45.00	_____
Adjustable Easel	_____	x	\$30.00	\$45.00	_____
Wooden Park Bench	_____	x	\$165.00	\$195.00	_____
Chrome Sign Holder	_____	x	\$67.00	\$94.00	_____
Bag Display	_____	x	\$60.00	\$90.00	_____
Chrome Stanchion	_____	x	\$40.00	\$55.00	_____
Chrome Stanchions w/ 6' Black Tension Rope	_____	x	\$90.00	\$120.00	_____

**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



Side Chair



Arm Chair



Bar Stool



Large Trash Can



Wastebasket



17" x 17" Cocktail Table



30" Round Table



Wooden Park Bench



Chrome Stanchion with Black Tension Rope



Chrome Coat Rack



22" x 28" Sign Holder



3' and 8' Upright



Bag Stand



Chrome Coat Tree



8' White Drape



6' x 30" Skirted Table



Skirted Table with Riser



42" Skirted table with Bar Stool



# Custom Furniture

Please Mail or Fax Completed Form to RES:  
 9291 West Bryn Mawr, Rosemont, IL 60018  
 Fax: 847-696-9797  
 Phone: 847-696-2208

2010 Midwest Accounting and Finance Showcase  
 August 24-25, 2010

**Deadline Date To Receive Discounted Rates:**  
**August 16, 2010**

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		
<b>CHAIRS</b>						
CH100	JACOBSON CHAIR	BK NAT WH	85	110		
CH101	DELTA CHAIR	BK	95	125		
CH102	MONACO CHAIR	CAM BK	100	130		
CH103	CHANEL CHAIR	BK	130	170		
CH104	TOLEDO CHAIR	NAT	130	170		
CH105	BUNGIE CHAIR	BK	100	130		
CH106	CRISS CROSS CHAIR	WH	110	140		
CH107	HALLE CHAIR	BK BL	110	140		
CH109	STRUCTURE CHAIR	ORANGE	110	140		
CH110	CASCADE CHAIR	RED	110	140		
CH111	STUDIO CHAIR	WH	110	140		
CH112	SIDEWALK CHAIR	NAT	95	125		
CH113	LESLIE CHAIR	WH	110	140		
<b>BAR STOOLS</b>						
ST200	RUBIN BAR STOOL	NAT BK	130	170		
ST201	DELTA BAR STOOL	BK	130	170		
ST202	MONACO BAR STOOL	CAM BK	130	170		
ST203	EQUINO ADJ. STOOL	BK RD WH NAT	155	200		
ST204	TOLEDO BAR STOOL	NAT	155	200		
ST205	BUNGIE BAR STOOL	BK	140	180		
ST206	CRISS CROSS BAR STOOL	WH	140	180		
ST207	HALLE BAR STOOL	BK BL	140	180		
ST208	TICKLE ADJ. STOOL	WH OR RD	140	180		
ST212	SIDEWALK BAR STOOL	NAT	125	165		
<b>CAFÉ TABLES</b>						
CT300	PEDESTAL TABLE 24" DIA	BK WH	130	170		
CT301	PEDESTAL TABLE 30" DIA	BK WH	140	180		
CT302	CAFE TABLE 36" DIA	BK GY WH	145	190		
CT303	CAFE TABLE 42" DIA	BK GY WH	155	200		
CT304	CHROME/GLASS TABLE 42 DIA	GLASS	140	180		
CT306	TRAVE TABLE 36" DIA	GLASS	170	220		
CT307	BISTRO TABLE 30" DIA	BK NAT WG WH	140	180		
CT309	MONACO TABLE 36" TRI	CHRY GL	150	195		
CT310	CHROMA TABLE 27.5 SQ./ROUND	ALUMINUM	135	175		
CT312	SIDEWALK TABLE 36" DIA	NAT	140	180		
CT350	AVANTE 36X30	GLASS	195	250		
CT351	MALIBU TABLE 36X60	WH	225	290		
CT353	ALTOS TABLE 36X60	GLASS	220	285		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		
<b>BAR TABLES AND BARS</b>						
BT400	BAR PEDESTAL TABLE 24" DIA	BK WH	140	180		
BT401	BAR PEDESTAL TABLE 30" DIA	BK WH	150	195		
BT402	BAR HIGH TABLE 36" DIA	BK WH GY	155	200		
BT406	TRAVE BAR TABLE 32" DIA	GLASS	180	230		
BT407	BRAVO BAR TABLE 30" DIA	NT BK WH WNG	170	220		
BT409	MONACO BAR TABLE 36" TRI	CHRY GLASS	160	205		
BT410	CHROMA TABLE 23.5" DIA	ALUMNUM	145	190		
BT412	SIDEWALK BAR TABLE	NAT	150	195		
BT450	MANHATTAN BAR	STAINLESS	675	875		
BT451	INFORMATION COUNTER	BK WH	250	325		
BT453	MILANO BAR	WENGE	650	850		
<b>CONFERENCE AND OFFICE CHAIRS</b>						
CO500	DAVE CHAIR	BK	145	190		
CO501	DANIELLE SIDE CHAIR	BK	140	180		
CO502	OTTO CHAIR	BK WH	155	200		
CO505	LEATHER GUEST CHAIR	BK	140	185		
CO506	LEATHER HIGHBACK CHAIR	BK	155	200		
CO507	GUEST CHAIR	BK	125	165		
CO508	MIDBACK CHAIR	BK	140	180		
CO509	STACKABLE SIDE CHAIR	BK	80	105		
CO510	STACKABLE ARM CHAIR	BK	85	110		
CO511	EUROPA CHAIR	BK	115	150		
CO512	TASK CHAIR	BK	110	140		
CO513	TASK STOOL	BK	125	160		
CO514	EXECUTIVE TASK CHAIR	BK	170	220		
<b>CONFERENCE TABLES</b>						
CF603	CONFERENCE TABLE 48" DIA	BK WH GY COG MAP	250	325		
CF605	RECTANGULAR TABLE 6'	COGNAC MAPLE	330	430		
CF606	CONFERENCE TABLE 6'	BK WH GY	280	365		
CF608	CONFERENCE TABLE 8'	BK WH GY	330	430		
<b>OFFICE FURNITURE</b>						
OF651	DESK W/FILE PEDESTAL	BK MAPLE	300	390		
OF652	LATERAL FILE, LOCKING	BK MAPLE	255	330		
OF653	STORAGE CABINET LOCKING	BK	230	300		
OF654	COMPUTER WORKSTATION	BK	135	175		

(CONTINUED ON BACK SIDE)

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



# Custom Furniture Continued

2010 Midwest Accounting and Finance Showcase

August 24-25, 2010

Deadline Date To Receive Discounted Rates:

August 16, 2010

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		
<b>LOUNGE SEATING</b>						
LG700	ERIN LEATHER SOFA	BK	460	595		
LG701	ERIN LEATHER LOVESEAT	BK	410	530		
LG702	ERIN LEATHER CHAIR	BK	360	465		
LG703	SANTA FE LEATHER SOFA	BROWN	485	630		
LG704	SANTA FE LEATHER LOVESEAT	BROWN	435	565		
LG705	SANTA FE LEATHER CHAIR	BROWN	385	500		
LG706	SCANDIC LEATHER SOFA	WH RED	460	595		
LG707	SCANDIC LEATHER CHAIR	WH RED	360	465		
LG708	FOCUS SOFA	COCO	360	465		
LG709	FOCUS CHAIR	COCO SAND	280	365		
LG710	SIMPSON SOFA	CREAM	360	465		
LG711	SIMPSON CHAIR	RED GOLD SAGE CREAM	280	365		
LG712	SOLO SOFA	BK	360	465		
LG713	SOLO LOVESEAT	BK	325	420		
LG714	SOLO CHAIR	BK	285	370		
LG716	LANZA LOVESEAT	WH	400	520		
LG717	LANZA CHAIR	WH	375	490		
LG718	CELINI SOFA	WH RED	400	520		
LG719	CELINI CHAIR	WH RED	350	455		
LG720	CAPRI SECTIONAL SOFA	BK WH	450	585		
LG721	CAPRI SECTIONAL BENCH	BK WH	300	390		
LG750	BENCH OTTOMAN	BK WHITE	165	215		
LG751	ROUND OTTOMAN	RED	135	175		
LG752	CUBE LEATHER OTTOMAN	OR BL GRN BK WH BR	80	105		
LG755	BLOCK OTTOMAN	BL	75	100		
LG756	ANGLE OTTOMAN	BK SLVR WH	350	455		
LG757	RECTANGLE BLOCK OTTOMAN	BK SLVR WH	150	195		
LG780	STEN SWIVEL CHAIR	BK RED	155	200		
LG781	SATURN CHAIR	BK BL OR	140	180		
LG782	HAVANA LEATHER CHAIR	BROWN	280	365		
LG785	SLING CHAIR	WH	225	295		
<b>OCCASSIONAL TABLES</b>						
OT800	MONZA SQUARE COCKTAIL	BK	165	215		
OT801	MONZA OVAL COCKTAIL	BK	155	200		
OT802	MONZA END TABLE	BK	140	180		
OT803	MONZA SOFA TABLE	BK	175	225		
OT804	ANDRES COCKTAIL TABLE	ESPRESSO	140	180		
OT805	ANDRES END TABLE	ESPRESSO	125	160		
OT812	UMBRIA COCKTAIL TABLE	GLASS	155	200		
OT813	UMBRIA END TABLE	GLASS	140	180		
OT814	CAYMAN COCKTAIL TABLE	GLASS	180	230		
OT815	CAYMAN END TABLE	GLASS	150	195		
OT818	SEATTLE COCKTAIL TABLE	CAPPUCCINO	155	215		

ITEM #	DESCRIPTION	COLOR	DISC	REG	QTY	TOTAL
			\$	\$		
<b>OCCASSIONAL TABLES (Con't)</b>						
OT819	SEATTLE END TABLE	CAPPUCCINO	140	180		
OT820	SEATTLE SOFA TABLE	CAPPUCCINO	165	225		
OT824	ASPEN COCKTAIL TABLE	MAPLE	140	180		
OT825	ASPEN END TABLE	MAPLE	125	160		
OT826	NEWPORT COCKTAIL TABLE	MAHOGANY	155	215		
OT827	NEWPORT END TABLE	MAHOGANY	130	170		
OT828	ABBY COCKTAIL TABLE	WH	175	225		
OT829	ABBY END TABLE	WH	150	195		
OT830	JUPITER SIDE TABLE	BK	150	195		
OT832	EILEEN GREY SIDE TABLE	GL	200	260		
OT833	LUMA CUBE	WH	275	360		
OT850	MONTEREY COCKTAIL TABLE	BK	155	215		
OT851	MONTEREY END TABLE	BK	140	180		
OT852	MONTEREY SOFA TABLE	BK	165	225		
OT853	VERONA COCKTAIL TABLE	GLASS	155	215		
OT854	VERONA END TABLE	GLASS	130	170		
<b>EXTRAS</b>						
XT199	FOLDING CHAIR	GY	40	50		
XT904	REFRIGERATOR 4.1 CF	WH	175	225		
XT906	VELOUR ROPE	BK RD GY	15	20		
XT909	WATERFALL CLOTHES RACK	CHROME	90	115		
XT910	COAT TREE	ALUMINUM	80	105		
XT911	WASTEBASKET	BK	25	30		
XT913	6 POCKET LIT RACK	BK	100	130		
XT914	2 SIDED 6 POCKET LIT RACK	BK	100	130		
XT915	CLEAR 4 SIDED LIT RACK 60"	CLEAR	225	295		
XT917	CYLINDER PEDESTAL 16" DIA HEIGHT (CIRCLE CHOICE)	BK WH 30" 36" 40"	100	130		
XT918	COMPUTER PEDESTAL	BK WH	280	365		
XT919	CUBE PEDESTAL 42" H	BK WH	180	230		
XT920	STACKER TABLE 16" SQ	BK NAT	45	60		
XT921	VEGA TABLE 18" DIA. ADJ.	BK BL RD YL GR	100	130		
XT922	LAURENCE SHELF 54" H	BK WH	155	200		
XT923	METAL SHELVING 54" H	BK WH	100	130		
XT924	METAL SHELVING 72" H	BK WH	130	170		
XT925	CUBE SHELF	NAT	155	200		
XT950	TABLE LAMP	A B C D	95	125		
XT951	FLOOR LAMP	A B C D	140	180		
XT952	DESK LAMP	SLV	75	100		
XT953	SILHOUETTE FLOOR LAMP	RD WH YL	150	195		
	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

## Chairs



CH 100 JACOBSON CHAIR  
Natural Black White



CH 101 DELTA CHAIR  
Black



CH 102 MONACO CHAIR  
Camel Black



CH 103 CHANEL CHAIR  
Natural/Black



CH 104 TOLEDO CHAIR  
Natural/Chrome



CH 105 BUNGIE CHAIR  
Black/Chrome



CH 106 CRISS CROSS  
White/Chrome



CH 107 HALLE CHAIR  
Black Blue



CH 107 HALLE CHAIR  
Black Blue



CH 109 STRUCTURE CHAIR  
Orange



CH 110 CASCADE CHAIR  
Red



CH 111 STUDIO CHAIR  
White



CH 112 SIDEWALK CHAIR  
Natural



CH 113 LESLIE CHAIR  
White

## Bar Stools



ST200 RUBIN STOOL  
Natural, Black



ST201 DELTA STOOL  
Black



ST202 MONACO STOOL  
Camel, Black



ST203 EQUINO STOOL  
Black, Red, White, Natural - Adj.



ST204 TOLEDO STOOL  
Natural/Chrome



ST205 BUNGIE STOOL  
Black/Chrome



ST206 CRISS CROSS STOOL  
White



ST207 HALLE STOOL  
Black, Blue



ST207 HALLE STOOL  
Black, Blue



ST208 TICKLE STOOL  
White, Orange, Red - Adj.



ST212 SIDEWALK STOOL  
Natural

## Café Tables



CT300/CT301 PEDESTAL TABLE  
24" OR 30" Black, White



CT302/CT303 CAFE TABLE  
36" Black, White, Grey  
42" Black, White, Grey



CT304 CHROME/GLASS  
42" Glass



CT306 TRAVE TABLE  
36" Chrome/Glass



CT307 BISTRO TABLE  
30" Black, Natural, Wenge, White



CT309 MONACO TABLE -TRIANGLE  
36" Black/Cherry, Black/Glass



CT310 CHROMA TABLE  
27.5" Aluminum



CT312 SIDEWALK TABLE  
30" Dia.



CT350 AVANTE  
30" Glass



CT353 ALTOS TABLE  
36" X 60" Chrome/Glass

## Bar Tables and Bars



BT400/401 BAR PEDESTAL TABLE  
24" & 30" White, Black



BT402 BAR HIGH TABLE  
36" Black, White, Grey



BT406 TRAVE BAR TABLE  
32" Chrome/Glass



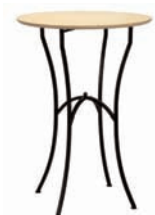
BT407 BRAVO BAR TABLE  
30" Natural, Black, White, Wenge



BT409 MONACO BAR TABLE  
36" Tri. Cherry, Glass



BT410 CHROMA BAR TABLE  
27.5" Aluminum



BT412 SIDEWALK BAR TABLE  
Natural



BT450 MANHATTAN BAR  
Black/Stainless



BT451 INFORMATION COUNTER  
Black, White



BT453 MILANO BAR  
Wenge

## Conference and Office Chairs



CO500 DAVE CHAIR  
Black/Chrome



CO501 DANIELLE SIDE CHAIR  
Black/Chrome



CO502 OTTO CHAIR  
Black, White



CO505 LEATHER GUEST CHAIR  
Black



CO506 LEATHER HIGHBACK CHAIR  
Black



CO507 GUEST CHAIR  
Black



CO508 MIDBACK CHAIR  
Black



CO509 STACKABLE SIDE CHAIR  
Black



CO510 STACKABLE ARM CHAIR  
Black



CO 511 EUROPA CHAIR  
Black



CO512 TASK CHAIR  
Black



CO513 TASK STOOL  
Black



CO 514 EXECUTIVE TASK CHAIR  
Black

## Conference Tables



CF 603 CONFERENCE  
48" Black, White, Grey, Maple, Cognac



CF605 CONFERENCE REC.  
6' Cognac, Maple



CF606/CF608 CONFERENCE  
6' & 8' Black, White, Grey

## Office Furniture



OF 651 DESK W/FILE PEDESTAL  
Black, Maple



OF652 LATERAL FILE  
Black, Maple, Locking



OF653 STORAGE CABINET  
Black



OF654 COMPUTER WORKSTATION  
Black

## Lounge Seating



LG 700 ERIN SOFA  
Black Leather



LG 701 ERIN LOVE SEAT  
Black Leather



LG 702 ERIN CHAIR  
Black Leather



LG 703 SANTA FE LEATHER SOFA  
Brown



LG 704 SANTA FE LEATHER LOVE SEAT  
Brown



LG 705 SANTA FE LEATHER CHAIR  
Brown



LG 706 SCANDIC SOFA  
Red, White Leather



LG 707 SCANDIC CHAIR  
Red, White Leather



LG 708 FOCUS SOFA  
Coco



LG 709 FOCUS CHAIR  
Coco, Sand

## Lounge Seating



LG 710 SIMPSON SOFA  
Cream



LG 711 SIMPSON CHAIR  
Sage, Gold, Red, Black, Cream (not shown)



LG 712 SOLO SOFA  
Black



LG 713 SOLO LOVE SEAT  
Black



LG 714 SOLO CHAIR  
Black



LG 716 LANZA LOVESEAT  
White



LG 717 LANZA CHAIR  
White



LG 718 CELINI SOFA  
White, Red



LG 719 CELINI CHAIR  
White, Red



LG 720 CAPRI SECTIONAL SOFA  
Black, White



LG 721 CAPRI SECTIONAL BENCH  
Black, White



LG 750 BENCH OTTOMAN  
Black, White



LG 751 ROUND OTTOMAN  
Red



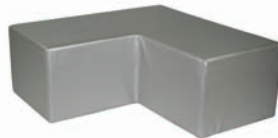
LG 752 CUBE OTTOMAN  
Orange, Black, Green, Blue, Brown, White

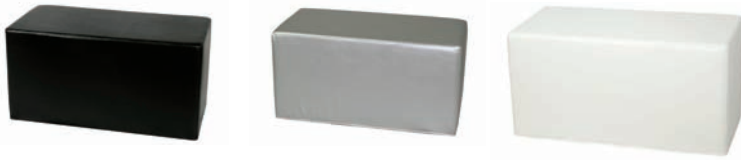


LG 755 BLOCK OTTOMAN  
Blue



LG 756 ANGLE OTTOMAN  
Black, Silver, White - Leatherette





LG 757 RECTANGLE BLOCK OTTOMAN  
Black, Silver, White - Leatherette



LG 780 STEN SWIVEL CHAIR  
Black, Red,



LG 781 SATURN CHAIR  
Black, Blue, Orange



LG 782 LEATHER ACCENT CHAIR  
Brown



LG 785 SLING CHAIR  
White

## Occasional Tables



OT 800 MONZA SQ. COCKTAIL  
Black



OT 801 MONZA COCKTAIL  
Black



OT 802 MONZA END TABLE  
Black



OT 803 MONZA SOFA TABLE  
Black



OT 804 ANDRES COCKTAIL  
Espresso



OT 805 ANDRES END  
Espresso



OT 812 UMBRIA COCKTAIL  
Chrome/Glass



OT 813 UMBRIA END  
Chrome/Glass



OT 814 CAYMAN GLASS  
Chrome/Glass



OT 815 CAYMAN GLASS END  
Chrome/Glass



OT 818 SEATTLE COCKTAIL TABLE  
Cappuccino



OT 819 SEATTLE END TABLE  
Cappuccino



OT 820 SEATTLE SOFA TABLE  
Cappuccino



OT 824 ASPEN COCKTAIL TABLE  
Maple



OT 825 ASPEN END TABLE  
Maple



OT 826 NEWPORT COCKTAIL TABLE  
Mahogany



OT 827 NEWPORT END TABLE  
Mahogany



OT 828 ABBY COCKTAIL TABLE  
White



OT 829 ABBY END TABLE  
White



OT 830 JUPITER SIDE TABLE  
Black



OT 831 EILEEN GREY SIDE TABLE  
GLASS



OT 833 LUMA CUBE  
White



OT 850 MONTEREY COCKTAIL TABLE  
Black



OT 851 MONTEREY END TABLE  
Black



OT 852 MONTEREY SOFA TABLE  
Black



OT 853 VERONA COCKTAIL TABLE  
GLASS



OT 854 VERONA END TABLE  
GLASS

## Extras



XT 199 FOLDING CHAIR  
Grey



XT 904 REFRIGERATOR 4.1 CF  
White



XT 906 VELOUR ROPE  
Black, Red, Grey



XT 909 WATERFALL CLOTHES STAND  
Chrome



XT 910 COAT TREE  
Aluminum



XT 911 WASTEBASKET  
Black



XT 913 6-POCKET LIT. RACK  
Black



XT 914 2-SIDED 6 POCKET LIT. RACK  
Black



XT 915 CLEAR 4 SIDED LIT RACK 60"  
Clear



XT 917 CYLINDER PEDESTAL 16" dia.  
30", 36" or 40" high  
Black, White



XT 918 COMPUTER PEDESTAL  
Black, White



XT 919 CUBE PEDESTAL 42" H  
Black, White



XT 920 STACKER TABLE 16" SQ.  
Black, Natural



XT 921 VEGA TABLE 18" DIA.  
Black, Blue, Red, Yellow, Green



XT 922 LAURENCE SHELF 54" H  
Black, White



XT 923/XT 924 METAL SHELVING  
Black, White 54" H or 72" H



XT 925 CUBE SHELF  
Natural



XT 950 TABLE LAMP  
A B C D



XT 953 SILHOUETTE FLOOR LAMP  
Red, White, Yellow



XT 951 FLOOR LAMP  
A B C D



# Exhibit Rental

2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010

**Deadline Date To Receive Discounted Rates:  
August 16, 2010**

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

Package Number \_\_\_\_\_

Each 10' exhibit receives: 1 table, 2 chairs, 1 carpet, 3 shelves and daily booth vacuuming; double this amount if you are renting a 20' exhibit and so on...

Header Copy:

Panel/Fabric Color: (See exhibit brochure for color availability) \_\_\_\_\_

Slatwall or Pegboard Wall can be substituted for the following packages at an additional cost of:  
PACKAGE 2, 3, 6 = \$210.00 • PACKAGE 10, 11 = \$360.00 • PACKAGE 14 = \$520.00

Shelving: Indicate type of shelving and fill in quantity

Flat Product Shelves \_\_\_\_\_  Angled Literature Shelves \_\_\_\_\_

Table:

30" Round Table (white top) Unskirted  
 Skirted Table (indicate size, height, and color)

Size: 2 X 4    2 X 6    2 X 8                      Height: 30"    42"

Skirt Color:

White \_\_\_\_\_  Gray \_\_\_\_\_  Red \_\_\_\_\_  Blue \_\_\_\_\_  
 Teal \_\_\_\_\_  Black \_\_\_\_\_  Green \_\_\_\_\_  Burgundy \_\_\_\_\_

Chairs: (Indicate type of chair and fill in quantity)

Side Chair \_\_\_\_\_  Black Arm Chair \_\_\_\_\_  Black Stool w/back \_\_\_\_\_

Standard Carpet: (Indicate color )

Blue \_\_\_\_\_  Red \_\_\_\_\_  Teal \_\_\_\_\_  Gray \_\_\_\_\_  Plum \_\_\_\_\_  Black \_\_\_\_\_  Burgundy \_\_\_\_\_



Additional Accessories:	Available with package number	Cost	Quantity	Total
Product shelf	All	\$50.00	_____	_____
Literature shelf	All	\$50.00	_____	_____
Waterfall bracket	1 4 5 8 9 10 13 14	\$50.00	_____	_____
Cabinet 20"W x 40"L x 29"H	All	\$250.00	_____	_____
Cabinet 20"W x 40"L x 40"H	All	\$300.00	_____	_____
Cabinet 20"W x 80"L x 40"H	All	\$350.00	_____	_____

**Order Total**    \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

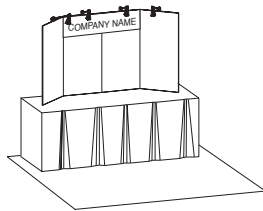
**Order Summary and Payment Sheet MUST accompany this order. All terms and conditions as outlined on the Order Summary and Payment Sheet have been reviewed and understood.**

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

## All Display Packages Include: *(per 10' of display)*

- Display set-up and dismantle
- Carpet
- Wastebasket
- Daily vacuuming
- 3 shelves (20' displays include 6 shelves)
- 1 skirted or 1 round unskirted table with 2 chairs (20' display includes 2 tables and 4 chairs)

**Note: Electricity is not included in any package – see Electrical Form to order electric.**



### Package #1

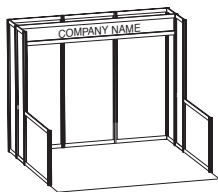
\$950

**6' Tabletop** Four 46" tall panels feature flexible hinges. Great for inexpensive exhibiting. Includes skirted table, 1-color graphic header, and light fixtures.

*(Electricity is not included.)*

**Fabric Panel Colors Available:**  
Black, dark gray, silver, blue

**Optional Accessories Available:**  
Additional shelving, cabinet



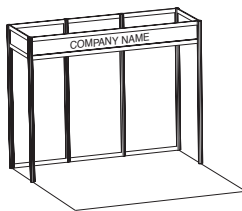
### Package #2

\$1,900

**10' Flat Backwall** Backwall with side panels is great for displaying product. Includes 1-color graphic header and light fixtures. *(Electricity is not included.)*

**Panel Colors Available:**  
Black, gray, white, blue, red

**Optional Accessories Available:**  
Additional shelving, cabinet



### Package #3

\$1,900

**10' Flat Backwall** Backwall with open sides and extended header is great for displaying product. Includes 1-color graphic header and light fixtures.

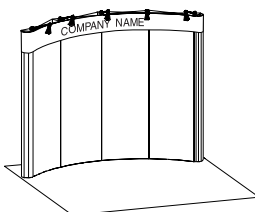
*(Electricity is not included.)*

**Panel Colors Available:**  
Black, gray, white, blue, red

**Optional Accessories Available:**  
Additional shelving, cabinet



*Shown with optional cabinet.*



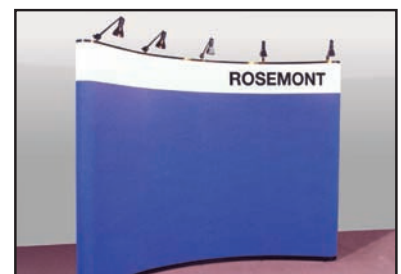
### Package #4

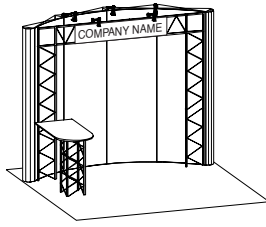
\$1,650

**10' Curved Backwall** The classic curve is great for graphic presentation and product display. Includes 1-color graphic header and light fixtures. *(Electricity is not included.)*

**Fabric Panel Colors Available:**  
Black, dark gray, silver, blue

**Optional Accessories Available:**  
Additional shelving, cabinet





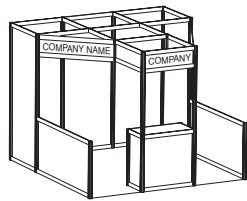
### Package #5

\$1,900

**10' Curved Backwall With Truss** A unique, new look. Features sturdy counter with black counter top. Truss allows for magnet-attached graphics. Includes 1-color graphic header and light fixtures. *(Electricity is not included.)*

**Fabric Panel Colors Available:**  
Black, dark gray, silver, blue

**Optional Accessories Available:**  
Additional shelving, cabinet



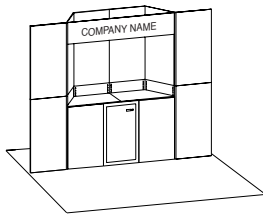
### Package #6

\$2,050

**10' Backwall With Kiosk** Built-in center cabinet is great for product display and features lockable storage area. Includes three 1-color graphic headers. *(Light fixtures and electricity are not included.)*

**Panel Colors Available:**  
Black, gray, white, blue, red

**Optional Accessories Available:**  
Additional shelving



### Package #7

\$1,900

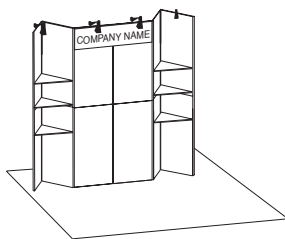
**10' Backwall With Counter** 39" counter is great for showcasing product. Counter has wire management and lockable storage area. Includes 1-color header and light fixtures. *(Electricity is not included.)*

**Fabric Panel Colors Available:**  
Black, dark gray, silver, blue

**Optional Accessories Available:**  
Additional shelving, cabinet



*Shown with optional graphics.*



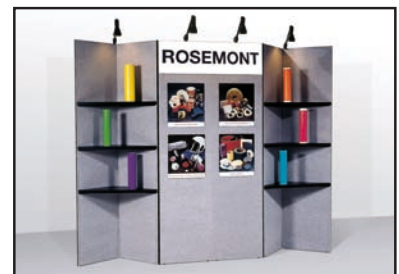
### Package #8

\$1,900

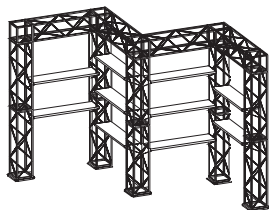
**10' Backwall With Shelves** 6 triangular shelves for showcasing product. Includes 1-color header and light fixtures. *(Electricity is not included.)*

**Fabric Panel Colors Available:**  
Black, dark gray, silver, blue

**Optional Accessories Available:**  
Cabinet



*Shown with optional graphics.*

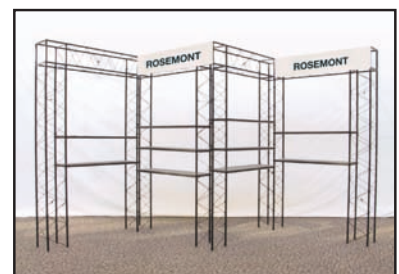


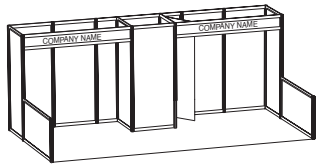
### Package #9

\$3,550

**Truss wall** Sturdy truss towers and bridges include shelves for displaying product. *(Light fixtures and electricity are not included.)*

**Optional Accessories Available:**  
Cabinet, lighting





**Package #10** \$3,300

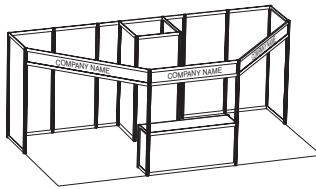
**20' Flat Backwall** Panel system backwall is great for product display. Includes two 1-color graphic headers and light fixtures.  
*(Electricity is not included.)*

**Panel Colors Available:**  
Black, gray, white, blue, red

**Optional Accessories Available:**  
Additional shelving, cabinet



*Shown with optional cabinet.*

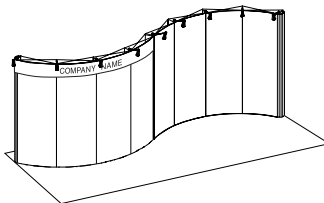


**Package #11** \$3,300

**20' Backwall With Bridges** Panel system backwall includes a cabinet with storage. Includes three 1-color graphic headers.  
*(Light fixtures and electricity are not included.)*

**Panel Colors Available:**  
Black, gray, white, blue, red

**Optional Accessories Available:**  
Additional shelving

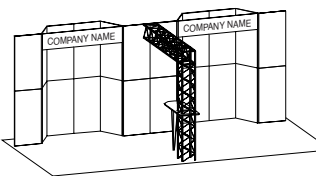
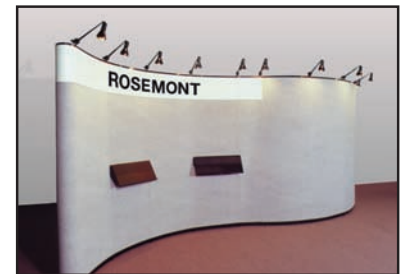


**Package #12** \$3,000

**20' Serpentine** Sweeping curves are perfect for graphic presentation. Includes 1-color graphic header and light fixtures.  
*(Electricity is not included.)*

**Fabric Panel Colors Available:**  
Black, dark gray, silver, blue

**Optional Accessories Available:**  
Additional shelving, cabinet

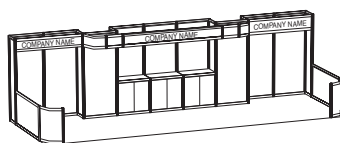


**Package #13** \$3,300

**20' Backwall with Truss Tower** Great look! Tower/bridge has counter for extra workspace. Includes two 1-color graphic headers and light fixtures.  
*(Electricity is not included.)*

**Fabric Panel Colors Available:**  
Black, dark gray, silver, blue

**Optional Accessories Available:**  
Additional shelving, cabinet



**Package #14** \$4,400

**30' Flat Backwall** Built-in counter is great for showcasing product and storage. Includes three 1-color graphic headers and light fixtures.  
*(Electricity is not included.)*

**Panel Colors Available:**  
Black, gray, white, blue, red

**Optional Accessories Available:**  
Additional shelving, cabinet





# Exhibit Rental Packages

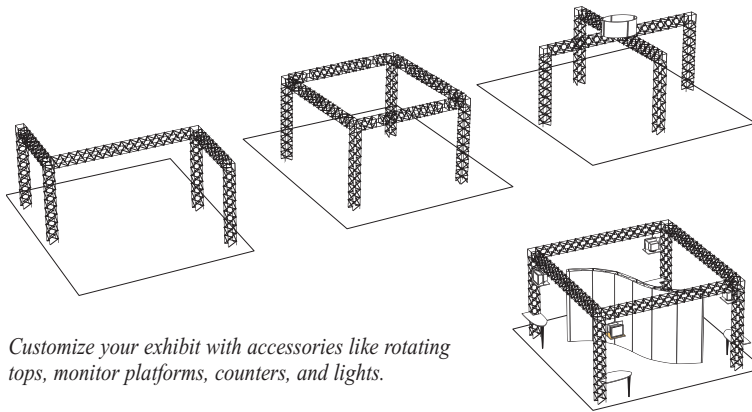
Custom Truss Exhibits

## Custom Truss Exhibits

Sturdy and versatile truss towers and bridges define your exhibit space, without taking up valuable floor space. And truss easily supports graphics and heavy items like monitors. There are many pre-designed configurations available, or you can create your own custom exhibit tailored to fit your needs.

**Truss exhibit packages T1-T7 prices include labor to install and dismantle the truss system only.**

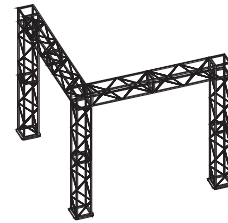
All other items are to be ordered separately.



Customize your exhibit with accessories like rotating tops, monitor platforms, counters, and lights.

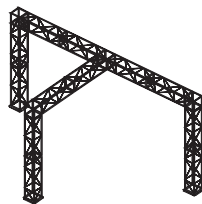
**Package #T1** \$1,550

**10' V-truss** Can be used as a stand-alone exhibit or with existing backwall exhibits.



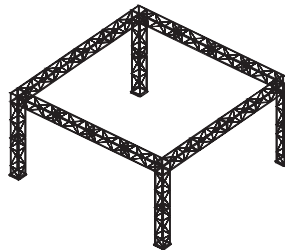
**Package #T2** \$1,700

**20' T-truss** Can be used as a stand-alone exhibit or with existing backwall exhibits.



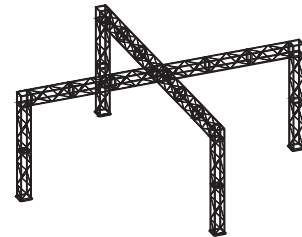
**Package #T3** \$2,950

**20' Square truss** Perimeter truss works great with other exhibits or for displaying large product.



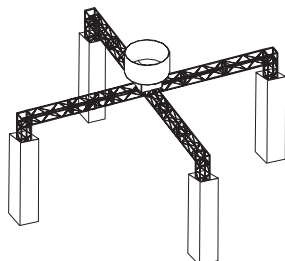
**Package #T4** \$2,800

**20' X-truss** Open footprint works great with other exhibits or for displaying large product.



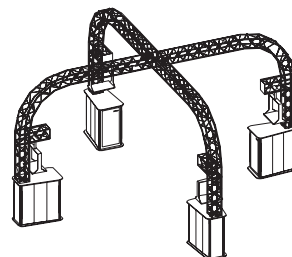
**Package #T5** \$4,050

**20' X-truss with towers** Includes 4 towers in fabric or SkyFlex and rotating sign.



**Package #T6** \$8,050

**20' X-truss with kiosks** Includes 4 enclosed kiosks with monitor platforms for presentations.



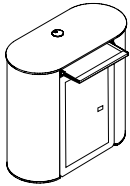


# Exhibit Rental Packages

Tables - Workstations - Graphics

## Tables/Workstations

Fabric Panel Colors Available: black, dark gray, silver, blue

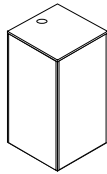


### Package #TW 1

#### Oval Tambour Workstation

\$475

Sturdy table includes black laminate with management system and locking door.

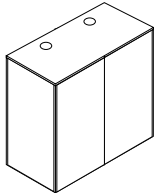


### Package #TW 2

#### Square Workstation

\$350

23" x 23" table is 39" tall. Internal shelf available with square table. Includes wire management system and access door.



### Package #TW 3

#### Double Workstation

\$475

23" x 46" table is 39" tall. Internal shelf available with square table. Includes wire management system and access door.



### Package #TW 4

#### Truss Kiosk With Monitor Platform

\$1075

Perfect for presentations! Monitor platform is at eye-level and sturdy enough to support your A/V equipment. Work surface is great for lead-taking. Monitor not included.

## Graphics

All display packages include header graphics (black type on a white background). See package descriptions for placement, size and quantity. Custom graphics are available for those who want logos, multi-colors and detachable panels. Call RES for more information.



Your display package includes black and white header(s)...



or, you can upgrade to color graphics and even include your logo.

## Special Needs

If the packages included here do not fit your exhibiting needs, we can create a package just for you. Call RES for more information.

### Rosemont Exposition Services, Inc.

9301 Bryn Mawr  
Rosemont, IL 60018-5201  
Fax: (847) 696-9797

**(847) 696-2208**



# Carpet Rental

2010 Midwest Accounting and Finance Showcase  
 August 24-25, 2010  
**Deadline Date To Receive Discounted Rates:**  
**August 16, 2010**

Please Mail or Fax Completed Form to RES:  
 9291 West Bryn Mawr, Rosemont, IL 60018  
 Fax: 847-696-9797  
 Phone: 847-696-2208

## STANDARD BOOTH 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.

	DISCOUNT	STANDARD		DISCOUNT	STANDARD
_____ 9 X 10	\$140.00	\$180.00	_____ 9 X 50	\$370.00	\$450.00
_____ 9 X 15	\$170.00	\$210.00	_____ 9 X 60	\$400.00	\$500.00
_____ 9 X 20	\$200.00	\$240.00	_____ 9 X 70	\$500.00	\$600.00
_____ 9 X 30	\$250.00	\$310.00	_____ 9 X 80	\$570.00	\$670.00
_____ 9 X 40	\$330.00	\$400.00			

Color: \_\_\_\_\_

## CUT & LAY SIZES 14 OUNCE STANDARD BOOTH CARPET

Available on installed basis to overall dimensions specified. Rate includes (1) installation labor, taping, wastage incident to cutting for utility connections around building columns, etc., and (2) plastic covering to protect until ready for use. Additional labor charge at hourly rate to fit carpet around platforms, stairways, skids, etc.

	DISCOUNT	STANDARD
Indicate overall dimensions: Length x Width x \$ _____ = Total	\$2.60 sq. ft.	\$3.30 sq. ft.
Color: _____		
BOOTH SIZE: _____ FT. X _____ FT.s		

## ACCESSORIES

	DISCOUNT	STANDARD
_____ 1/2" Rebond padding per sq. ft.	\$1.00 sq. ft.	\$1.25 sq. ft.
_____ Double thick 1" Rebond padding per sq. ft.	\$1.95 sq. ft.	\$2.45 sq. ft.
_____ Anti-static spray per sq. ft. per application by exhibitor	.50 sq. ft.	.50 sq. ft.
_____ Visqueen poly to cover carpeting per sq. ft.	\$0.37 sq. ft.	\$0.62 sq. ft.

## HORIZON 26 OUNCE CUSTOM BOOTH CARPET

	DISCOUNT	STANDARD
Indicate overall dimensions: Length x Width x \$ _____ = Total	\$3.75 sq. ft.	\$4.25 sq. ft.
BOOTH SIZE: _____ FT. X _____ FT.		

- |                |                            |                   |
|----------------|----------------------------|-------------------|
| _____ Ice      | _____ Dove Blue            | _____ Soft Ivory  |
| _____ Silver   | _____ Royal Blue           | _____ Silky Beige |
| _____ Charcoal | _____ Berry                | _____ Butter      |
| _____ Onyx     | _____ Boysenberry (Maroon) | _____ Chocolate   |

**Order Total \$**  

Standard Selection



Red



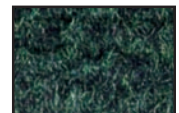
Teal



Plum



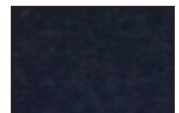
Gray



Hunter Green



Burgundy



Black



Blue

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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



# Pegboard Rental

Please Mail or Fax Completed Form to RES:  
 9291 West Bryn Mawr, Rosemont, IL 60018  
 Fax: 847-696-9797  
 Phone: 847-696-2208

2010 Midwest Accounting and Finance Showcase  
 August 24-25, 2010  
**Deadline Date To Receive Discounted Rates:**  
**August 16, 2010**

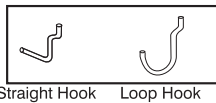
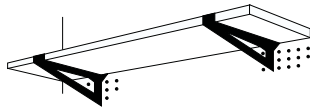
## SINGLE PANELS 1/4" hole size

	QTY.	DISCOUNT	STANDARD
2' x 8' White Pegboard Panel		80.00	130.00
4' x 8' White Pegboard Panel		105.00	180.00

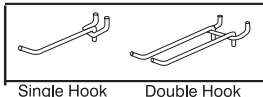
Please Choose:  VERTICAL   HORIZONTAL 

## SHELVES & HARDWARE

4' Shelves		12.00	17.00
Straight Hook		1.50	3.00
Loop Hook		1.50	3.00
Single Hook		2.50	4.00
Double Hook		2.50	4.00



Straight Hook Loop Hook



Single Hook Double Hook

## BOOTH BACKWALLS

"A" Booth 10 ft.  
 White pegboard panel backgrounds, can be supplied in 8' height at the prices indicated

"A" Booth (8' high x 10' wide)		280.00	430.00
Additional 10' Multiples		255.00	405.00
"A" Booth w/foam core		410.00	660.00
Additional 10' Multiples w/foam core		360.00	655.00

"B" Booth 10 ft. with 4 ft. side returns  
 White pegboard panel backgrounds, can be supplied in 8' height at the prices indicated

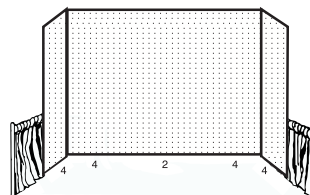
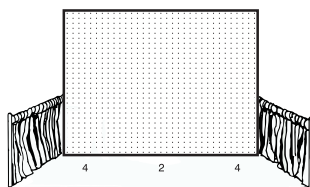
"B" Booth (8' high x 10' wide)		355.00	660.00
Additional 10' Multiples (backwall only)		255.00	405.00
"B" Booth w/foam core		560.00	985.00
Additional 10' Multiples w/foam core		460.00	760.00

## ADDITIONAL DISPLAY MATERIAL

4' x 8' White Foam Core		65.00	90.00
2' x 8' White Foam Core		45.00	80.00
4' x 8' Felt		90.00	120.00
2' x 8' Felt		70.00	95.00

Felt Colors:  White  Gray  Red  Blue  Black

Order Total \$



Maximum length of side panel not to exceed 4 ft.

To eliminate delays in your set-up, please indicate where the pegboard units ordered are to be located in your booth(s).

Booth # Booth # Booth # Booth #

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AISLE

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



# Audio-Visual

**2010 Midwest Accounting and Finance Showcase**  
**August 24-25, 2010**  
**Deadline Date To Receive Discounted Rates:**  
**August 16, 2010**

Please Mail or Fax Completed Form to RES:  
 9291 West Bryn Mawr, Rosemont, IL 60018  
 Fax: 847-696-9797  
 Phone: 847-696-2208

VIDEO MONITORS	QUANTITY	DISCOUNT	STANDARD	TOTAL
25" or 27" Video Monitor w/cart	_____ x	\$250.00	\$300.00	_____
w/ VHS or DVD	_____ x	\$300.00	\$375.00	_____
35" Video Monitor w/cart	_____ x	\$550.00	\$650.00	_____
w/ VHS or DVD	_____ x	\$625.00	\$725.00	_____
20" TV/VCR combo w/cart	_____ x	\$300.00	\$375.00	_____
Cart only	_____ x	\$50.00	\$75.00	_____
<b>PLASMA/FLAT DISPLAY</b>				
32" LCD Flat Display	_____ x	\$825.00	\$1,100.00	_____
37" Plasma Panel (16:9 Aspect)	_____ x	\$850.00	\$1,150.00	_____
37" Plasma Panel (4:3 Aspect)	_____ x	\$925.00	\$1,250.00	_____
42" Plasma Panel	_____ x	\$925.00	\$1,250.00	_____
50" Plasma Panel	_____ x	\$1,350.00	\$1,775.00	_____
61" Plasma Panel	_____ x	\$2,500.00	\$3,500.00	_____
VHS or DVD Player with speakers for Plasma Panel	_____ x	\$225.00	\$275.00	_____
72" or 84" Dual Post Chrome Stand	_____ x	\$200.00	\$250.00	_____
Progressive Black Cobra Stand (for 61" Plasma or Larger)	_____ x	\$200.00	\$250.00	_____
Wall Bracket	_____ x	\$125.00	\$175.00	_____
Media Shelf	_____ x	\$125.00	\$175.00	_____
Plasma Speaker System	_____ x	\$175.00	\$225.00	_____
<small>Smaller size available on the Computer Rental Form</small>				
<b>VIDEO</b>				
DVD Player / VHS Player (Circle to indicate)	_____ x	\$225.00	\$275.00	_____
<b>LCD DATA PROJECTORS</b>				
<small>6' or 8' Tripod Screen included if needed</small>				
XGA 2,200 LUMENS	_____ x	\$900.00	\$1,200.00	_____
XGA 3,000 LUMENS	_____ x	\$1,150.00	\$1,400.00	_____
XGA 5,000 LUMENS	_____ x	\$1,500.00	\$1,850.00	_____
<b>SCREENS</b>				
6 x 6 or 8 x 8 Tripod	_____ x	\$75.00	\$125.00	_____
Larger Screens Available				
<b>AUDIO</b>				
50 Watt Anchor Speaker/Amp	_____ x	\$175.00	\$225.00	_____
75 Watt Anchor Speaker/Amp	_____ x	\$250.00	\$300.00	_____
2 Speaker P.A. System	_____ x	\$450.00	\$550.00	_____
4 Speaker P.A. System	_____ x	\$600.00	\$700.00	_____
Wireless Microphone	_____ x	\$300.00	\$375.00	_____
<input type="radio"/> Handheld <input type="radio"/> Lavalier <input type="radio"/> Headset				
Handheld Mic./Wired	_____ x	\$50.00	\$75.00	_____
Lavalier Mic./Wired	_____ x	\$75.00	\$125.00	_____
4-CH. Audio Mixer	_____ x	\$75.00	\$125.00	_____
CD Player	_____ x	\$125.00	\$175.00	_____



### ADDITIONAL SERVICES

Please call for information and pricing for the following:

### TRUSS BOOTH LIGHTING

### VIDEOGRAPHY

### LABOR RATES

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

For an extensive list of our inventory, labor rates, and detailed information, please call 847-993-4815.

Delivery Date & Time: \_\_\_\_\_

Pick-Up Date & Time: \_\_\_\_\_

Order Total \$

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_



# Computer Rental

Please Mail or Fax Completed Form to RES:  
 9291 West Bryn Mawr, Rosemont, IL 60018  
 Fax: 847-696-9797  
 Phone: 847-696-2208

**2010 Midwest Accounting and Finance Showcase**  
**August 24-25, 2010**  
**Deadline Date To Receive Discounted Rates:**  
**August 16, 2010**

	DISCOUNT	STANDARD	QUANTITY	TOTAL
<b>COMPUTERS</b>				
PIV 2.8 GHZ 512/40GB/CD/10/100 NIC MT & 17" LCD Flat Panel Monitor	\$525.00	\$725.00		
PIV 3.0 GHZ 512/80GB/CDRW/DVD/10/100 NIC MT/SFF & 19" LCD Flat Panel Monitor	\$585.00	\$800.00		
PIV 3.2 GHZ 16B/80GB/CDRW/DVD/100/1000NIC/MT/SFI/23" LCD	\$650.00	\$900.00		
<b>LAPTOPS</b>				
PIV 2.8 GHZ 512/40GB/CD/10/100 NIC MT 15" Laptop	\$480.00	\$675.00		
PIV 3.2 GHZ 512/80GB/DVDRW/10/100 NIC MT 17" Widescreen Laptop	\$750.00	\$1,025.00		
<b>FLAT SCREEN/PLASMA DISPLAY</b>				
17" NEC/DELL 1280X1024 LCD Flat Panel Display 4:3 Aspect	\$250.00	\$360.00		
17" 1280X1024 Black Touch Screen LCD 4:3 Aspect Ratio	\$575.00	\$820.00		
19" HP L1902 1280X1024 LCD Flat Panel Display (Silver & Black)	\$300.00	\$430.00		
20" NEC LCD Flat Panel Display 4:3 Aspect (Black)	\$390.00	\$550.00		
20" NEC LCD 2080UXI 1600X1200 Black Touchscreen LCD 4:3 Aspect Ratio	\$750.00	\$1025.00		
20" NEC LCD 2010X Touchscreen Flat Panel Display (Black)	\$650.00	\$900.00		
21" PLANAR PX212M Black LCD Flat Panel Display (Video & Data)	\$700.00	\$970.00		
23" Veiwsonic VP239MB 1600X1200 Flat Panel Display ( Black)	\$700.00	\$970.00		
24" HP 2465 1920X1200 Silver/Black LCD Widescreen Flat Panel Display	\$700.00	\$970.00		
<b>Software Installation:</b> (Office 98- Office 2000,Apple software)	\$65.00	\$95.00		
<b>APPLE DESKTOPS &amp; LAPTOPS</b>				
Apple PowerMac G5/1.8 GHZ/80GIG/ DVDRW/10/100 Minitower	\$675.00	\$935.00		
Apple MacBook Pro Intel Core DUO 2.16 GHZ 2GB/1006B/DVDRWW/15.4"	\$525.00	\$740.00		
Apple IMAC G5 1.8GHZ 1GB/160GB/DVDRW/W20" Integrated LCD	\$675.00	\$935.00		
<b>PRINTER/COPIER</b>				
HP 4200 LaserJet Printer w/Postscript 35PPM	\$300.00	\$430.00		
HP 4250 Laser Printer w/Postscript 45PPM	\$350.00	\$495.00		
HP 7310N All-In-One Fax/Printer/Copier/Scanner	\$590.00	\$820.00		

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 \$

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 • IAS Telephone: 847-993-4800 • RES Fax: 847-696-9797



# Internet & Telecommunications

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

**2010 Midwest Accounting and Finance Showcase**  
**August 24-25, 2010**  
**Deadline Date To Receive Discounted Rates:**  
**August 16, 2010**

	TYPE	DISCOUNT	STANDARD	QUANTITY	TOTAL
<b>STANDARD INTERNET SERVICES</b>					
Ethernet 128K line (One Computer Only)	E128K	\$400.00	\$525.00		
Basic Ethernet Service 256 K (One Computer Only)	E256K	\$600.00	\$725.00		
Basic Ethernet Service up to 6 Computers (hub required)	BE6	\$1,200.00	\$1,600.00		
* For service on 7 or more computers call for quote					
Dedicated Ethernet Service With Single IP	DE	\$1,650.00	\$2,000.00		
Additional Dedicated IP Address	DIP	\$200.00	\$250.00		
T-1 Speed (requires customer router - 60 day lead time)*	PT1	\$6,000.00	\$8,100.00		
<b>HUBS AND PERIPHERAL ITEMS</b>					
8 Port Switch	8HB	\$85.00	\$120.00		
16 Port Switch	16HB	\$110.00	\$150.00		
24 Port Switch	24HB	\$145.00	\$175.00		
Router 8 Port		\$100.00	\$125.00		
Cat5 Cabling \$12.00 per 10 ft.	CT5	\$12.00	\$20.00		
Wireless Access Point Rental for Basic Ethernet Service *(Restricted for use only with Type BE6)	WA6	\$300.00	\$375.00		
Wireless Access Point Rental for Dedicated Ethernet Service *(Restricted for use only with Type DE)	WADE	\$300.00	\$375.00		
Wireless Access Point Rental for T-1 Speed Access *(Restricted for use only with Type PT1)	WAT1	\$300.00	\$375.00		
**Note that the Wireless Access Point is a device rental and does not provide Internet Connectivity - please order the appropriate Internet Service Indicated in the Restriction.					
<b>TELEPHONE SERVICES</b>					
Single Line Telephone Includes single line phone with up to \$100 in local & long distance charges		\$250.00	\$300.00		
<b>EXTRA SERVICES</b>					
Extension within booth*					
Additional location with same number		\$50.00 ea.	\$70.00 ea.		
Hunting Lines*		\$20.00 ea.	\$35.00 ea.		
Two Line Phones/Speaker Phone*		\$50.00 ea.	\$70.00 ea.		

\* Must be ordered with single line telephone  
VLAN CONNECTION- PRIVATE NETWORK: CALL FOR INFORMATION

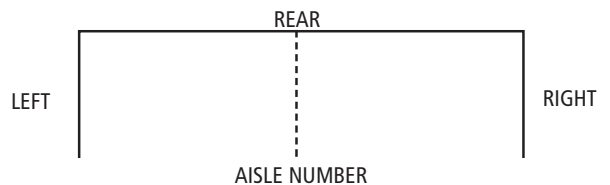
Order Total \$

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.

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.

INSTALLATION DATE: \_\_\_\_\_

LOCATION: Please identify and show location desired for each service.



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

## Terms and Conditions

1. Order forms and payment must be received prior to the scheduled event opening to insure 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 Internet Access Services, Inc. provider shall remain the property of IAS provider and shall be removed only by IAS 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.

## Internet Access Services, Inc. Responsibilities

1. IAS will provide standard 10/100 Ethernet connections with station adapter connectors to each computer as determined by IAS, Inc. 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, IAS, Inc. 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 IAS, Inc. 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. IAS 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 IAS, Inc. 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 IAS, Inc. 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 IAS, Inc. 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. IAS 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 \$65.00 per hour, straight time. Overtime is \$130.00 per hour.



# Material Handling

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010

**Deadline Date To Receive Discounted Rates:  
August 16, 2010**

### 1. Advance Shipments Received at the Warehouse

Shipments received at the warehouse by **August 16, 2010** will be weighed, inspected and charged at a rate of **\$75.00 per cwt.** (100 lb. minimum). This charge includes up to 30 days 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 warehouse after **August 16, 2010**, will be charged at the rate of **\$80.00 per cwt.** (100 lb. minimum).

**To confirm delivery of your warehouse shipment, please call (847) 678-0374.**

### 2. Direct Shipments to the Donald E. Stephens Convention Center

Materials unloaded at the Donald E. Stephens Convention Center, on S.T. (straight time), will be delivered to the exhibitor's booth, and removed to dock for reloading onto outbound carriers at the conclusion of the show, at a rate of **\$59.00 per cwt.** (100 lb. minimum) per shipment. This rate includes pick-up, storage and return of empty crates and cartons.

### 3. Overtime/Surcharges

There will be a **\$14.75 per cwt.** surcharge for any freight loaded or unloaded on Saturday, or after 4:00 p.m. weekdays.

There will be a **\$29.50 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 **\$14.75 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 **\$14.75 per cwt.** surcharge.

### 4. Mobile Units

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

### 5. U.P.S. Shipments

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

### 6. Drayage Payment Information

Please check one:

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

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 before August 16, 2010: We will ship \_\_\_\_\_ lbs. @ \$75.00 per cwt.(100 lb. min) = \$ \_\_\_\_\_

Advance crated shipments received at the warehouse after August 16, 2010: We will ship \_\_\_\_\_ lbs. @ \$80.00 per cwt.(100 lb. min) = \$ \_\_\_\_\_

Direct exhibit display material shipments to the Donald E. Stephens Convention Center: We will ship \_\_\_\_\_ lbs. @ \$59.00 per cwt.(100 lb. min) = \$ \_\_\_\_\_

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



# Shipping Instructions

**2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010**

**Deadline Date To Receive Discounted Rates:  
August 16, 2010**

**1. When to Ship**

Shipments to the warehouse must arrive no later than **August 20, 2010**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on **August 23, 2010** only. No earlier.

**2. Where to Ship**

**DIRECT SHIPMENTS**

Address all shipments to  
**Donald E. Stephens Convention Center:**

Exhibitors name:  
Booth number:  
2010 Midwest Accounting and Finance Showcase  
c/o Rosemont Exposition Services, Inc.  
9300 Williams Street  
Rosemont, Illinois 60018

**ADVANCE SHIPMENTS**

Address all shipments  
to **Warehouse:**

Exhibitors name:  
Booth number:  
2010 Midwest Accounting and Finance Showcase  
c/o Rosemont Exposition Services, Inc.  
3412 N. River Road  
Franklin Park, Illinois 60131

**3. International & Canadian Shipments:** Neither RES, Inc. nor the Donald E. Stephens Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of show materials into the United States. All freight should be consigned to a certified broker for customs clearance. If your company does not have a customs broker please call R.E. Rogers at 847-806-9200 for international shipping assistance.

**4.** To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services, Inc. will have a drayage desk located at the Exhibitor's Service Center, where labels, shipping instruction forms and shipping information will be available.

**5.** At the close of the show, where carriers fail to pick up or refuse to accept shipments, the drayage contractor reserves the right to re-route such shipment where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. They will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.

**6.** Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

**7.** No material may be loaded or removed from the Exhibit Hall until **4:30 pm on August 25, 2010**. Any freight left in the Exhibit Hall **after 10:00 am on August 26, 2010** will be re-routed in accordance with the conditions in item # 4 of these Shipping Instructions.

**8. Limits of Liability**

A) Rosemont Exposition Services, Inc. will not be responsible for the condition, count or content of exhibit displays and materials once they have been placed in the booth, and before they are picked up for removal after the close of the show. All materials should be properly insured by the exhibitor against fire, theft, and damage while in transit, to and from the booth, and for the duration of the show.

B) Rosemont Exposition Services, Inc. will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.

C) Rosemont Exposition Services, Inc. will not be responsible for the loss or theft of materials after same have been delivered to the booth or before they are picked up for loading out of the booth subsequent to the show.

D) Rosemont Exposition Services, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.

**9.** All exhibits and exhibit material of any type handled by Rosemont Exposition Services, Inc. is insured by Rosemont Exposition Services, Inc. at a value not to exceed twenty-five cents (\$.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

**\* To avoid disputes in drayage (freight weight) exhibitors should send freight certified.**



# **ADVANCE WAREHOUSE SHIPPING**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

**To:**

NAME OF EXHIBITOR

**Booth #:**

**2010 MIDWEST ACCOUNTING & FINANCE SHOWCASE  
ROSEMONT EXPOSITION SERVICES, INC.  
3412 RIVER ROAD  
FRANKLIN PARK, IL 60131**

**DELIVER NO LATER THAN AUGUST 20, 2010**

**EXHIBIT MATERIAL  
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED**

**DIRECT SHIPMENT TO THE CONVENTION CENTER**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

**To:**

NAME OF EXHIBITOR

---

**Booth #:**

---

**2010 MIDWEST ACCOUNTING & FINANCE SHOWCASE  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET,  
ROSEMONT, IL 60018**

**DELIVER ON AUGUST 23, 2010 ONLY**

**EXHIBIT MATERIAL  
MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED**



## RES Freight Services



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

### Recommended Air & LTL Ground Carrier

**Guaranteed Precision and Expedited Precision from the genuine heavyweight experts.**

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



*Formerly Yellow Freight Corporation and Roadway Express Inc.*

1-800-610-6500 • [www.yrc.com](http://www.yrc.com)

- Distribution of all sizes and complexity
- Product lay-downs
- Light pick & ship
- Time-specific international air service
- Expedited or day-specific delivery
- Expedited ocean delivery

### Optional RES LTL Carriers:



UPS Freight Trade Show Services our dedicated show experts are available at

800-988-9889 or email us at [tradeshow@upsfreight.com](mailto:tradeshow@upsfreight.com)



Local Carrier:



JEKA Transport Inc.

Local Cartage Services  
"Your Tradeshow Specialist"

773-254-3600



# Labor Order Form

2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010

**Deadline Date To Receive Discounted Rates:  
August 16, 2010**

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

Number of Labor Workers Needed:		Hours	Starting Date	Starting Time
_____	Carpenters for	_____	_____	_____
_____	Decorators for	_____	_____	_____
_____	Crew of 3 Riggers for	_____	_____	_____
_____	Electricians for	_____	_____	_____
_____	Plumbers for	_____	_____	_____

Advance Hourly Labor Rates	Straight Time	Overtime	Double Time
Carpenter	\$90.00	\$135.00	\$180.00
Decorator	\$85.00	\$127.50	\$170.00
Teamster	\$58.50	\$87.75	\$117.00
Rigger	\$95.00	\$142.50	\$190.00

Hourly Labor Rates	Straight Time	Overtime	Double Time
Carpenter	\$97.50	\$142.50	\$187.00
Decorator	\$92.50	\$135.00	\$177.50
Teamster	\$65.00	\$95.25	\$124.50
Rigger	\$102.50	\$150.00	\$197.50

### Hourly Equipment Rental Rates

Fork Lift w/o operator	\$125.00	
Scissor Lift w/o operator	\$125.00	- Lift for hanging banners from ceiling
Condor w/o operator	\$110.00	- Used for heavy signage lifting and installation

Straight time is 8:00 am to 4:30 pm weekdays. \*Straight time is 8:00 am to 4:00 pm weekdays for electricians and plumbers. Please contact RES or see Service Center for a breakdown of the overtime/double time schedules.

### 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.

### COMPANY I & D 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. If interested in this service indicate below. Please submit a diagram/drawing with instructions to assemble your booth.

We authorize Rosemont Exposition Services to supervise the set-up/dismantle of our exhibit at an additional charge of 30% above the standard hourly carpenter labor rates.

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.**



# Labor Union Guidelines

There are seven major unions that have jurisdiction over trade shows in the Chicagoland area. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

## **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.

## **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.

## **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.

## **PLUMBERS UNION**

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

## **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.

## **WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS IN THE CHICAGOLAND AREA**

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

1. Exhibitors may set up and dismantle their own booth displays provided their exhibit space is 300 square feet or less (e.g. 10' x 30') in size and does not require power tools.
2. Exhibitors may affix clamp-on lights to the top of their booth displays provided no tools, ladders, chairs or furniture are required to do so. This applies to booths up to 300 square feet in size or less only.
3. Exhibitors may calibrate and do repair work on internal circuit boards, do interconnecting of peripheral computer equipment, provided cable does not exceed 20' in length, and do the programming of machinery.
4. 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.
5. Exhibitors may hang up to ten small 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.
6. Exhibitors may skirt tables provided they do so with their own custom fit skirts, without the use of staples, velcro or snaps.
7. Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flatcart or dollie, only from a designated parking area.
8. Exhibitors may inflate balloons provided they are intended as a show give-away item and not used for display purposes.
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, provided the product is not machinery.
11. Exhibitors having booths of 300 square feet or less may use hand tools such as screwdrivers, pliers, scissors, or allen-type wrenches to perform work within their booths.



# Electrical Service

2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010  
**Deadline Date To Receive Discounted Rates:  
August 16, 2010**

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

### 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.

	DISCOUNT	STANDARD	QTY.
1-1,000 Watts	180.00	270.00	
1,001-2,000 Watts	230.00	345.00	

### POWER CONNECTIONS

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

	DISCOUNT	STANDARD	QTY.
120 Volt, single phase Up to 1/2 H.P. Motors	200.00	300.00	
Up to 1 H.P. Motors	240.00	360.00	

208 Volt, Single Phase 30 Amp	370.00	555.00	
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Check if neutral required\*

### HEAVY DUTY SERVICE

208 Volt, three phase	DISCOUNT	STANDARD	QTY.
20 Amp	325.00	487.50	
30 Amp	400.00	600.00	
60 Amp	500.00	750.00	
80 Amp	650.00	975.00	
100 Amp	840.00	1260.00	
150 Amp	1250.00	1875.00	
200 Amp	1700.00	2550.00	

Check if neutral required\*

480 volt, three phase 30 Amp	550.00	825.00	
50 Amp	800.00	1200.00	
80 Amp	1260.00	1890.00	
100 Amp	1330.00	1995.00	
200 Amp	3400.00	5100.00	

Check if neutral required\*

380 volt, three phase (European Voltage) 30 Amp	395.00	492.50	
50 Amp	570.00	855.00	

Check if neutral required\*

SUSPENDED ELECTRICAL SIGNS	DISCOUNT	STANDARD	QTY.
0-100 lbs.	275.00	412.50	
101-150 lbs.	325.00	487.50	
151-300 lbs.	400.00	600.00	

\*\$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.

24 HOUR SERVICE is double the regular rates. If needed please indicate service:

YES, 24 HOUR SERVICE IS NEEDED: \_\_\_\_\_

### FLOODLIGHTS, SPOTLIGHTS ON 9' TOWERS

Rates include rental, installation, removal and current consumption.

	DISCOUNT	STANDARD	QTY.
1 - 9' Tower Supplied with One (1) 150 Watt Floods	140.00	210.00	
1 - 9' Tower Supplied with Two (2) 150 Watt Floods	160.00	240.00	
1 - 9' Tower Supplied with Four (4) 150 Watt Floods	190.00	285.00	

### SINGLE SPOTLIGHTS

Gooseneck (clamps on floods)	80.00	120.00	
Par Lite 1,000 Watts	220.00	330.00	

### MISCELLANEOUS

Single Cap Ext. Cords 25'	15.00	15.00	
Duplex Ext. Cords 25'	20.00	20.00	
Cube Tap	5.00	5.00	
Plug Mold Strip	32.00	32.00	
Quad Box	22.00	22.00	
Equipment Rental Scissor Lift	\$50.00/per hour		

Order Total \$

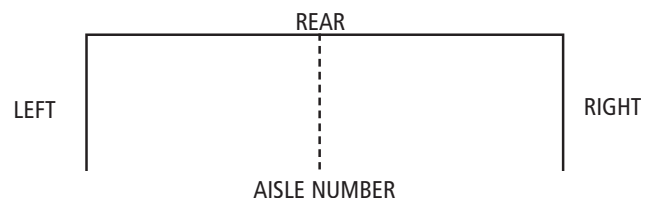
### ELECTRICAL LABOR RATES

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.

Straight Time:	\$95.00/hr
Overtime:	\$142.50/hr.
Double Time:	\$190.00/hr.

Refer to Labor Order Form to reserve electrical labor.

LOCATION: Please identify and show service units, power connections and tower lights and indicate booth dimensions. Heavy duty service should be accompanied with a detailed floor plan.



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

## 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 it's 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, horse-power, 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 30% 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.



# Custom Cleaning

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010  
**Deadline Date To Receive Discounted Rates:**  
**August 16, 2010**

The Convention Management provides general cleaning of the aisle carpet only.  
If you require 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 Cleaning	_____ x _____	\$0.24	\$_____ X	_____	\$ _____
Shampooing of Carpeting	_____ x _____	\$0.40	\$_____ X	_____	\$ _____
Scrubbing, Mopping & Waxing of Tile Flooring	_____ x _____	\$0.40	\$_____ X	_____	\$ _____
Porter Service		\$23.00/hr			
After 4:30 p.m. weekdays, Saturdays & Sundays		\$29.00/hr			

### Special Instructions

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**Order Total \$**

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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



# RES Extras

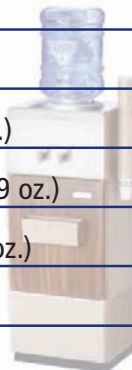
Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

2010 Midwest Accounting and Finance Showcase  
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**August 16, 2010**


### WATER COOLERS & SUPPLIES

RENTAL PRICE QUANTITY

Cold Water Cooler	\$95.00	
Hot & Cold Water Cooler	\$105.00	
Water – 5 gal. bottle	\$22.00	
Cone Cups/ 1000 (4.5 oz.)	\$27.00	
Flat Bottom Cups / 500 (9 oz.)	\$27.00	
Styro Hot Cups / 500 (8 oz.)	\$27.00	
5 Gallon Distilled Water	\$22.00	



### SECURITY ITEMS

Open Mesh Cages 60" x 36" x 72" With full length doors, locking rod for padlocks, on wheels	\$180.00	
Open Mesh Cages 36" x 36" x 36" Without wheels	\$105.00	
 Cash Register (does not include electric)	\$80.00	

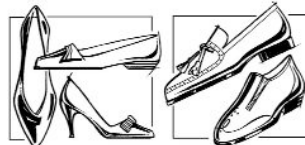
### COMPRESSED GASES

RENTAL PRICE QUANTITY

242CF Helium Cylinder	\$95.00	
Delivery, HazMat & Pick-up Charges	\$55.00 per order	
Regulator/Balloon Filler	\$27.00	
Cylinder Stand	\$27.00	

For any special machinery gases, mixes, industrial hydraulic lubricants, compressor oils, cutting fluids etc. please call for availability & pricing.

### OTHER SERVICES PROVIDED



#### Shoe Shine Stand

Attract attendees and get their undivided attention as they get their shoes shined in your booth. Shoe shine service is now available through RES.

#### Booth & Convention Staffing

Sales Reps, Literature Distributors, Hostess, Bilingual Staff; Magicians, Impersonators.

#### Miscellaneous Items

Raffle Drums, Balloon Archways, Mannequins, Booth Attraction Games

RES Extras are available by contacting Kim Keeling at (847) 993-4054 or via email at [kimkeeling@rosemontexpo.com](mailto:kimkeeling@rosemontexpo.com). We would also be happy to assist you with any other special booth requests you may have.

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



# Handicap Access Vehicles

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010  
**Deadline Date To Receive Discounted Rates:**  
**August 16, 2010**



HANDICAP ACCESS VEHICLES	RENTAL PRICE	QUANTITY
Wheel Chair	\$25.00 per day	
3 Wheel Scooter-Victory Pride	\$75.00 per day	

Order Total \$

Date/s needed for requested: \_\_\_\_\_

### Credit Card Payment Information for Responsible Party.

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

Card Holder Billing Address: \_\_\_\_\_

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

### Acceptance of this is contingent upon:

An established satisfactory credit rating with Rosemont Exposition Services by the Third Party and return of the notification letter prior to the deadline date. Further, we understand and agree that failure to make payment within 30 days of receipt of invoice will result in a redirection of the invoice to the exhibiting company for full payment and will affect the Third Party's future credit standing.

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



# Custom Display Graphics

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

**2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010**

**Deadline Date To Receive Discounted Rates:  
August 16, 2010**

RES Signage & Graphics is conveniently located in the Donald E. Stephens Convention Center and available to you during the trade show. We will do whatever it takes to complete your graphic needs. Our facility has the latest in computerized sign equipment to insure accurate production of your tradeshow graphics.

- The services we can provide to you include:
- Trade Show booth panels
  - Back lit panels
  - P.O.P. displays
  - Floor graphics

We can print direct from an IBM or MacIntosh file or our in-house graphic design team can create the materials you may need. Please fill out the information below and mail in with other forms or call for a quote.

**For more information call Phil Hantak at 847-993-4809 or e-mail requests to  
phantak@rosemontexpo.com**

## CUSTOM DISPLAY DESIGN & GRAPHICS



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**



# Printing & Signage

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010  
**Deadline Date To Receive Discounted Rates:**  
**August 16, 2010**

## FULL SERVICE IN-HOUSE PRINTER

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!

RES Signage & Graphics is conveniently located in the Donald E. Stephens Convention Center and is available during the trade show. We will do whatever it takes to complete your signage & graphics needs. Our facility has the latest in computerized sign equipment to insure accurate production of your signage.

The services we can provide to you include:

- Signs: large and small format
  - Digital banners
  - Counter cards w/easels
  - Full size cut-outs
- Full 4-color sell sheets
  - Full color flyers
  - Postcards
  - Color copies
- Vinyl lettered banners
  - P.O.P displays
  - Stapeled Booklets

## FULL SERVICE PRINTING • CUSTOM DESIGN & TYPESETTING

**Full Color Digital Banner**  
\$14.00 per sq. ft.

**Vinyl Lettered Banner**  
\$9.00 per sq. ft.

### Digital Full Color Signs:

16" x 20"	\$50.00
22" x 28"	\$70.00
24" x 36"	\$110.00

Mounted and laminated unless specified  
Custom sizes available

### Full Color Copies:

1 up to 100	80¢ ea.
up to 500	70¢ ea.
up to 1000	60¢ ea.
up to 2000	50¢ ea.
2000 +	Quote

All copies on 50# brite white, 1-sided  
Special paper available for an additional cost  
2-sided printing available at additional cost  
Folding and stapeling also available

### Full Color Standard 4" x 6" Tent Cards

150	\$80.00
300	\$160.00
500	\$240.00

Tent card printed 1-sided, 501+ need quote  
2-sided postcards available

If interested in these services, please fill out the information below and we will contact you about your project. For additional information call Phil Hantak at 847-993-4809 or e-mail requests to [phantak@rosemontexpo.com](mailto:phantak@rosemontexpo.com).

Summary Description	Size	Cost/Per	Quantity	Price

**Order Total \$**

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Authorized By (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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



Please Mail or Fax Completed Form to RES:
9291 West Bryn Mawr, Rosemont, IL 60018
Fax: 847-696-9797
Phone: 847-696-2208

2010 Midwest Accounting and Finance Showcase
August 24-25, 2010
Deadline Date To Receive Discounted Rates:
August 16, 2010

Table with columns QTY., PRICE and categories: TROPICAL PLANTS & TREES, 3FT. GREEN PLANTS, 4FT. GREEN PLANTS, 5FT. GREEN PLANTS, 6FT. GREEN PLANTS, BLOOMING PLANTS, MUMS, AZALEA, BEGONIA, BROMELIADS.

Table with columns QTY., PRICE and categories: PLANTER BOXES, BOUTONNIERES, FRESH FLOWER ARRANGEMENTS. Includes color selection options: Round, Oblong, One sided, Tropical, Seasonal.

Decorative containers included with the above selections. Please choose from white, black or basket.



Installation, maintenance and removal are included. Exhibitor is responsible for all rental items.

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.



# VU Case Rentals

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

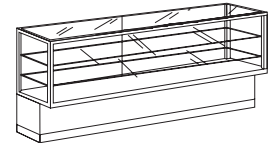
2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010

**Deadline Date To Receive Discounted Rates:  
August 16, 2010**

### FULL VISION CASE

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

	QTY.	DISCOUNT	STANDARD	TOTAL
5 ft.	_____	\$325.00	\$375.00	_____
6 ft.	_____	\$350.00	\$400.00	_____

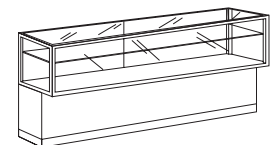


FULL VISION CASE

### HALF VISION CASE

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

5 ft.	_____	\$325.00	\$375.00	_____
6 ft.	_____	\$350.00	\$400.00	_____

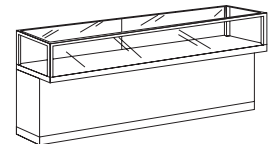


HALF VISION CASE

### QUARTER VISION CASE

with 12" high front glass display section

5 ft.	_____	\$325.00	\$375.00	_____
6 ft.	_____	\$350.00	\$400.00	_____

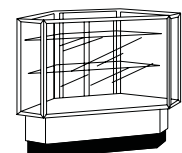


QUARTER VISION CASE

### CORNER VISION CASE

Rear access, glass shelves same as above

Full Vision	_____	\$350.00	\$400.00	_____
1/2 Vision	_____	\$325.00	\$375.00	_____
1/4 Vision	_____	\$325.00	\$375.00	_____

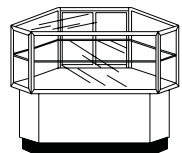


CORNER FULL VISION

### WALL CASES ARE:

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

Solid	_____	\$350.00	\$400.00	_____
See-Thru	_____	\$350.00	\$400.00	_____

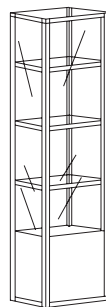


CORNER 1/2 VISION

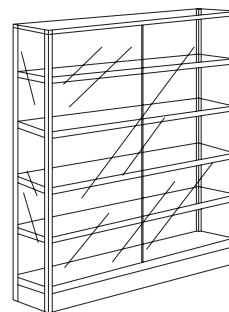
### TOWER CASES

20"L x 20"D x 80"H, with 3 glass, lights,  
and locks

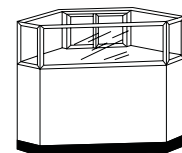
20" x 20" Sq.	_____	\$350.00	\$400.00	_____
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TOWER CASE



WALLCASE SOLID  
AND SEE-THRU



CORNER 1/4 VISION

Order Total \$

All showcases are 20" D x 38" H, have lights, locks, sliding mirror doors,  
gray exterior, off-white interior aluminum frames.

4' showcases available upon request. (limited quantities)

Electrical hook-up is not included. Please order the outlet from electrical  
contractor.

A \$50.00 charge per showcase for late orders and changes made at showsite.

All keys must be left with showcase or a charge of \$10.00 will be assessed.

A \$20.00 charge per additional shelf or size change of shelf.

**For detailed information and questions, please call  
VU Case Rentals, Inc. at 630-766-7443**

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





# Rosemont Catering

Please Mail or Fax Completed Form to Rosemont Catering  
9301 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9790  
Phone: 847-692-6415

## 2010 Midwest Accounting and Finance Showcase August 24-25, 2010

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

QUANTITY			QUANTITY		
	<b>BEVERAGES</b>			<b>LUNCH ON THE RUN</b>	
_____	Gallon(s) of Coffee (20 cups)		_____	Sandwich & 2 Sides	\$16.95 each
_____	Gallon(s) of Decaf Coffee (20 cups)			(beverages are separate)	
_____	Hot Water/Tea Bags, Chocolate Packs			Contact catering for sandwich & side options.	
_____	Assorted Juices (10 glasses)	\$25 pitcher		<b>PASTRIES</b>	
_____	Lemonade	\$50/gal	_____	Assorted Donuts	\$2.75 each
_____	Iced Tea (Lemons)	\$50/gal	_____	Assorted Sweet Rolls	\$2.75 each
_____	Assorted Soft Drinks (12 oz.)	\$3.50 each	_____	Assorted Large Cookies	\$2.75 each
_____	Bottled Water (16.9 oz.)	\$3.50 each	_____	Sheet Cakes (about 75 slices)	\$150 each
_____	Assorted Bottled Juices	\$4.00 each		<b>COLD HORS D'OEUVRES</b>	
	<b>HOSTED BAR SET-UPS</b>		_____	Deluxe Fruit & Cheese Display	\$425
_____	Premium Brands of Liquor (per drink)	\$7.00		with Crackers/Bread/Bread Sticks	
_____	Domestic Beer (12 oz.)	\$6.00	_____	Fresh Vegetable Board w/Dip Du Chef	\$300
_____	Premium Beer (12 oz.)	\$7.00	_____	Board of Sliced Fresh Fruit & Berries	\$300
_____	House Wine (8oz.) (per glass)	\$6.00		with Brown Sugar & Sour Cream	
_____	Bottle(s) of House Wine/Champagne	\$30.00		<b>HOT HOR D'OEUVRES BY THE PLATTER*</b>	
_____	Wine Coolers (12 oz.)	\$6.00	_____	Frank in a Blanket w/Mustard Sauce	\$175
	<b>Bartenders \$100.00 each (plus 11.25% tax)</b>		_____	Mini Quiche Lorraine	\$175
	<b>DRY SNACKS</b>		_____	Stuffed Mushroom w/Crabmeat Mornay, or Duxelles	\$175
_____	Potato Chips (24 oz.)	\$23.00 per bowl	_____	Egg Rolls w/Sweet & Sour Sauce	\$175
_____	Pretzels (24 oz.)	\$23.00 per bowl	_____	Mini Meatballs w/BBQ Sauce	\$175
_____	Popcorn (24 oz.)	\$23.00 per bowl	_____	Mini Pizza Squares	\$175
_____	Party Mix (24 oz.)	\$23.00 per bowl	_____	Phyllo Dough Filled w/Spinach & Cheese	\$175
_____	Mixed Nuts (14 oz.)	\$28.00 supreme			

Please contact a catering representative for additional options.

Delivery/Labor charge of \$30 (plus 11.25% tax) will be added to all orders.

If more than 2 deliveries per day, Delivery/Labor charge of \$45 (plus 11.25% tax).

All food & beverages are subject to 20% service charge plus 11.25% tax. All prices are subject to change without notice.

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

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

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

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

Date of Service: \_\_\_\_\_ Time of Service: \_\_\_\_\_ Booth or Room #: \_\_\_\_\_

Date of Service: \_\_\_\_\_ Time of Service: \_\_\_\_\_ Booth or Room #: \_\_\_\_\_

Date of Service: \_\_\_\_\_ Time of Service: \_\_\_\_\_ Booth or Room #: \_\_\_\_\_

### Method of Payment

Credit card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Check Enclosed \_\_\_\_\_

A 3% convenience fee will be applied to payments made by credit card.



# Photography

Please Mail or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Fax: 847-696-9797  
Phone: 847-696-2208

2010 Midwest Accounting and Finance Showcase  
August 24-25, 2010  
**Deadline Date To Receive Discounted Rates:**  
**August 16, 2010**

	QTY.		PRICE
<b>PHOTOGRAPHY OF EXHIBITS</b>			
One view including one 8 x 10 print	_____	X	\$125.00
Additional 8 x 10 prints	_____	X	\$25.00
Surrender of file & transfer of copyright	_____	X	\$75.00
<b>ONE VIEW, SURRENDER OF FILE, TRANSFER OF COPYRIGHT, &amp; NO PRINT</b>	_____	X	\$175.00

<b>QUICKTIME VIRTUAL REALITY</b>			
360° seamless digital image for web and multimedia	_____	X	\$500.00

<b>NEWS AND EDITORIALS</b>			
News and Editorial Photography	_____	X	\$150.00/hr
Surrender of Editorial images on CD Including digital contact sheets	_____	X	\$150.00

## VIDEO PRODUCTION

Broadcast quality video in either Beta SP  
or Digital Sony DVCam

	QTY.		PRICE
First hour including one tape	_____	X	\$600.00
Additional hours	_____	X	\$300.00
Additional tapes	_____	X	\$50.00

Notes:

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Digital images surrendered on cross-platform CD

Add \$10.00 for shipping & handling within the US & \$20.00 for Canada & International Points.



Please confirm appointments with photographer on show site.

Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Photos of booth:       Empty     with Staff     with Activity

Booth Name: \_\_\_\_\_

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