



Rosemont Exposition Services, Inc.
Exhibitor Services

EPC Connection 2008

October 14-16, 2008



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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.

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

Area Maps

Area Shopping

- Woodfield
- Oak Brook
- Michigan Avenue

Rosemont & Chicagoland Dining

Restaurant Reservations

Museums

Nightclubs/Night Life

Rosemont Theatre Schedule & Ticket Information

Sightseeing/Tours

- Architectural
- Boat
- Bus

Ticket Information/Sports Schedules

- Cubs
- Sox
- Bulls
- Bears
- Blackhawks
- Wolves
- Race Tracks
- Gaming
- Allstate Arena
- Rosemont Theatre

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- CTA Train
- Bus
- Limousine

Visitor's Guide

- Rosemont
- Chicago
- Chicago Plus



Show Information

EPC Connection 2008

October 14-16, 2008

Deadline Date To Receive Discounted Rates:

October 3, 2008

SHOW COLORS

Back Drape: Blue

Side Drape: Blue

Carpet: Blue

STANDARD BOOTH PACKAGE

1 - 7" x 44" Booth Sign

Standard Booth Drape

Please note, the exhibit hall is carpeted.

EXHIBITOR MOVE-IN

Monday, October 13, 2008

1:00 pm - 5:00 pm

Tuesday, October 14, 2008

8:00 am - 5:00 pm

SHOW HOURS

Wednesday, October 15, 2008

10:30 am - 4:00 pm

Thursday, October 16, 2008

10:15 am - 2:30 pm

EXHIBITOR MOVE-OUT

Thursday, October 16, 2008

2:30 pm - 4:30 pm

SHOW MANAGEMENT INFORMATION

Cheryl M. Johnson

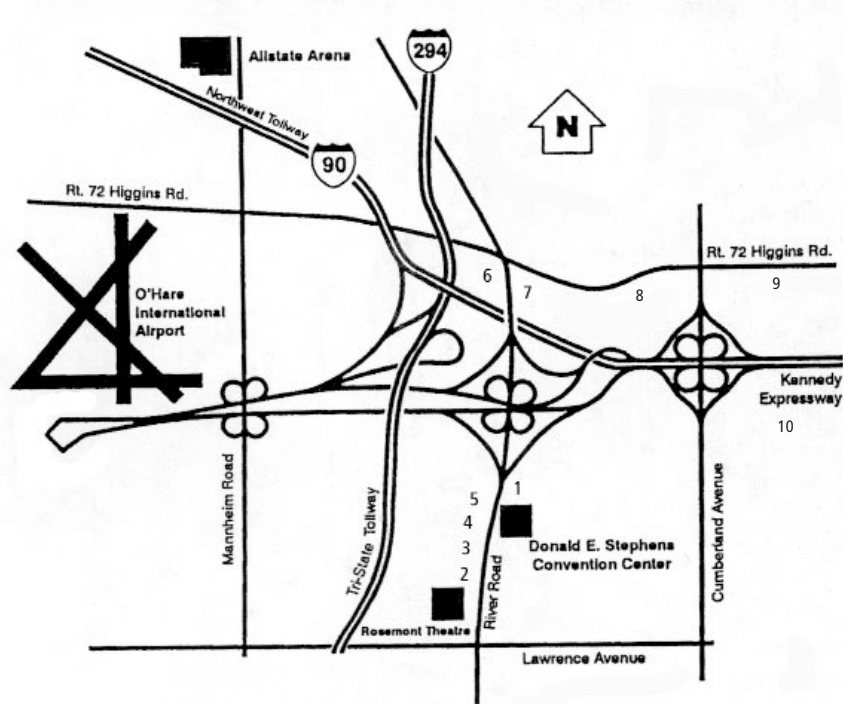
Director, Events Management RFID Journal

245 South Main Street

Centerville, MA 02632

Tel: (508) 778-1974

Fax: (508) 778-0003



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. Hotel Sofitel
6. Westin O'Hare
7. Marriott Suites O'Hare
8. Marriott Chicago
9. Spring Hill Suites
10. Clarion



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: Jramirezersmt.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 side-walks. 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.



EAC/I & D

**EPC Connection 2008
October 14-16, 2008**

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

**Deadline Date To Receive Discounted Rates:
October 3, 2008**

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

**EPC Connection 2008
October 14-16, 2008**

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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: _____

	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



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 the 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**





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

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SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS
Standard Furniture	\$
Carpet Rental	\$
Custom Furniture	\$
Exhibit Rental	\$
Electrical Service	\$
VU Case Rentals	\$
Signage & Graphics	\$
Audio Visual	\$
Floral	\$
Cleaning	\$
RES Extras	\$
Internet & Telecommunications	\$
ESTIMATED COSTS	
Material Handling	\$
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: _____

Company Name: _____ Show Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Authorized By: _____ Email Address: _____

Signature: _____ Booth #: _____

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

Note that it is the policy and practice of Rosemont Exposition Services to mail out exhibitor show service statements at the conclusion of each event. If your company's show site personnel would like to review this statement during the event, please have them stop at the RES Service Center..

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.



Credit Application

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

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Credit application applies only to show-site charges. Advance orders must still be accompanied by payment in full. The bottom portion of this form must be completed in full, including a credit card number in order to receive approved credit. All billing must be paid 30 days upon receipt of invoice, otherwise the balance due will be processed with the indicated credit card number.

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.

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Person Requesting Credit: _____ Title: _____

Show Name: _____ Booth Number: _____

Approximate Amount of Credit Needed: _____

Name of Bank: _____

Credit Card Number: _____ Expiration Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact: _____

Account Numbers: _____

Credit Approved at Previous Show: _____

Previous Show Name: _____ Date: _____

Booth #: _____

Authorized By (print): _____ Signature: _____

Note that it is the policy and practice of Rosemont Exposition Services to mail out exhibitor show service statements at the conclusion of each event. If your company's show site personnel would like to review this statement during the event, please have them stop at the RES Service Center.

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