



www.resexpo.com

# Labor Order Form

The Cooperator Expo 2020 Chicagoland  
July 14, 2020

Deadline To Receive Discounted Rates:  
July 2, 2020

Please Mail, Email or Fax  
Completed Form to RES:

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

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

## TERMS AND CONDITIONS

When ordering labor, please be aware of the following:

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

## ADVANCE HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$115.00	\$172.50	\$230.00
Decorator	\$107.50	\$161.25	\$215.00
Teamster	\$82.50	\$123.75	\$165.00
Rigger	\$120.00	\$180.00	\$240.00
Electrician	\$115.00	\$172.50	\$230.00
Plumber	\$99.00	N/A	\$198.00

## HOURLY LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$122.50	\$180.00	\$237.50
Decorator	\$115.00	\$168.75	\$222.50
Teamster	\$90.00	\$131.25	\$172.50
Rigger	\$127.50	\$187.50	\$247.50
Electrician	\$123.00	\$184.50	\$246.00
Plumber	\$106.50	N/A	\$213.00

## HOURLY EQUIPMENT RENTAL RATES

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



Forklift



Scissor Lift



Condor Lift

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

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

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

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

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



# Installation & Dismantle Labor Order Form

www.resexpo.com

Please Mail, Email or Fax  
Completed Form to RES:

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

The Cooperator Expo 2020 Chicagoland  
July 14, 2020

Deadline To Receive Discounted Rates:  
July 2, 2020

## INSTALLATION & DISMANTLE SUPERVISION

Rosemont Exposition Services can provide I & D Supervision Services for exhibiting companies which are unable to be present at set-up and/or dismantle.

- We authorize Rosemont Exposition Services to supervise the set-up/dismantle of our exhibit.
- Set-Up       Dismantle

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

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

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

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

## DISCOUNT I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$150.00	\$225.00	\$300.00
Decorator	\$140.00	\$210.00	\$280.00
Rigger	\$155.00	\$232.50	\$310.00

## STANDARD I&D LABOR RATES

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
Carpenter	\$159.50	\$239.50	\$315.00
Decorator	\$145.00	\$217.50	\$290.00
Rigger	\$160.00	\$240.00	\$320.00

## HOURLY EQUIPMENT RENTAL RATES

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



Forklift



Scissor Lift



Condor Lift

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

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

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

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

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

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

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

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



www.resexpo.com

# Labor Union Guidelines

State of Illinois legislative changes have modified work rule jurisdictions and wage scale schedules in the Chicagoland area. There are seven major unions that have some jurisdiction in the Chicagoland area. The following guidelines will help you in preparing your exhibit to understand these jurisdictions.

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

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

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

## CARPENTERS UNION

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

## DECORATORS UNION

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

## ELECTRICAL UNION

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

## MACHINERY MOVERS & RIGGERS UNION

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

## PLUMBERS UNION

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

## TEAMSTERS UNION

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

## THEATRICAL STAGEHANDS UNION

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



www.resexpo.com

# Booth Cleaning

The Cooperator Expo 2020 Chicagoland  
July 14, 2020

Deadline To Receive Discounted Rates:  
July 2, 2020

Please Mail, Email or Fax  
Completed Form to RES:

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



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

	BOOTH SIZE	DISCOUNT PER. SQ. FT.	TOTAL PER DAY	NUMBER OF DAYS	TOTAL
Booth Vacuum	_____	x \$0.35	\$ _____	X _____	\$ _____
Shampooing of Carpeting	_____	x \$0.45	\$ _____	X _____	\$ _____
Scrubbing, Mopping & Waxing of Tile Flooring	_____	x \$0.45	\$ _____	X _____	\$ _____
Porter Service		\$25.00/hr			
After 4:30 p.m. weekdays, Saturdays & Sundays		\$30.00/hr			

Special Instructions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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



www.resexpo.com

# Material Handling

Please Mail, Email or Fax  
Completed Form to RES:

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

The Cooperator Expo 2020 Chicagoland  
July 14, 2020

**For shipping questions or to confirm delivery of your warehouse shipment, please call RES Warehouse (847) 678-0374. Normal warehouse hours are 7:00 am to 3:00 pm Monday thru Friday.**

Note that the advance warehouse can accommodate display shipments, but cannot facilitate machinery or container deliveries.

### \$\$\$ MONEY-SAVING TIP \$\$\$

To keep your material handling costs down, be sure to ship your materials all together.

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

Advance shipments will be accepted at the RES warehouse beginning **June 12, 2020**. Shipments received at the RES warehouse by **July 7, 2020** will be weighed, inspected and charged at a rate of **\$90.00 per cwt.** (100 lb. minimum). This charge includes storage prior to the opening of the show, delivery to the exhibitor's booth, removal to the loading dock at the close of the show and S.T. (straight time) reloading onto outbound carriers. This rate also includes pick-up, storage and return of empty crates and cartons. Shipments received at the RES warehouse after **July 7, 2020**, will be charged at the rate of **\$95.00 per cwt.** (100 lb. minimum).

#### 2) DIRECT SHIPMENTS TO THE DONALD E. STEPHENS CONVENTION CENTER

Materials unloaded at the Donald E. Stephens Convention Center, on S.T. (straight time), will be delivered to the exhibitor's booth, and removed to dock for reloading onto outbound carriers at the conclusion of the show, at a rate of **\$80.00 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 **\$18.75 per cwt.** surcharge for any freight loaded or unloaded on Saturday, or after 4:00 p.m. weekdays. There will be a **\$37.50 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 **\$18.75 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 **\$18.75 per cwt.** surcharge.

#### 4) MOBILE UNITS

All vehicles (i.e. cars, trucks & motorcycles) being displayed will be charged at a round trip rate of \$200.00 each.

#### 5) UPS SHIPMENTS

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

#### 6) DRAYAGE PAYMENT INFORMATION (CHECK ONE)

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

### HOW TO CALCULATE YOUR ORDER:

When recording weight, round up to the next 100lbs. (example: 265 lbs. = 300 lbs. 3 x RATE = Dollars)

Advance crated shipments received at the warehouse by July 7, 2020 We will ship \_\_\_\_\_ lbs. @ \$90.00\_\_\_\_\_ per cwt. (100 lb. min) = \$\_\_\_\_\_

Advance crated shipments received at the warehouse after July 7, 2020: We will ship \_\_\_\_\_ lbs. @ \$95.00\_\_\_\_\_ per cwt. (100 lb. min) = \$\_\_\_\_\_

Direct exhibit display material shipments to the Donald E. Stephens Convention Center: We will ship \_\_\_\_\_ lbs. @ \$80.00\_\_\_\_\_ per cwt. (100 lb. min) = \$\_\_\_\_\_

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



www.resexpo.com

# Shipping Instructions

The Cooperator Expo 2020 Chicagoland  
July 14, 2020



## 1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning **June 12, 2020** and must arrive no later than **July 10, 2020**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on July 13, 2020 only. No earlier.

## 2) WHERE TO SHIP

### DIRECT SHIPMENTS

Address all shipments to Donald E. Stephens Convention Center:

Exhibitors name:

Booth number:

The Cooperator Expo 2019 Chicagoland

c/o Rosemont Exposition Services, Inc.

9300 Williams Street

Rosemont, Illinois 60018

### ADVANCE SHIPMENTS

Address all shipments to Warehouse:

Exhibitors name:

Booth number:

The Cooperator Expo 2019 Chicagoland

c/o Rosemont Exposition Services, Inc.

3412 N. River Road

Franklin Park, Illinois 60131

## 3) INTERNATIONAL & CANADIAN SHIPMENTS:

Neither RES, Inc. nor the Donald E. Stephens Convention Center can provide a tax ID number for customs clearance. It is the responsibility of a licensed customs broker to provide this service and insure passage of show materials into the United States. All freight should be consigned to a certified broker for customs clearance. If your company does not have a customs broker please call Airways Freight at 800-643-3525 for international shipping assistance.

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

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

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

7) No material may be loaded or removed from the Exhibit Hall until 3:30pm on July 14, 2020. Any freight left in the Exhibit Hall after 5:30pm on July 14, 2020 will be re-routed in accordance with the conditions in item # 5 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.*



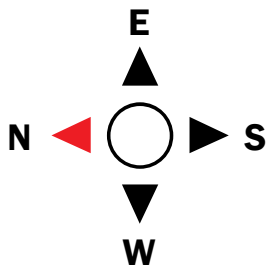
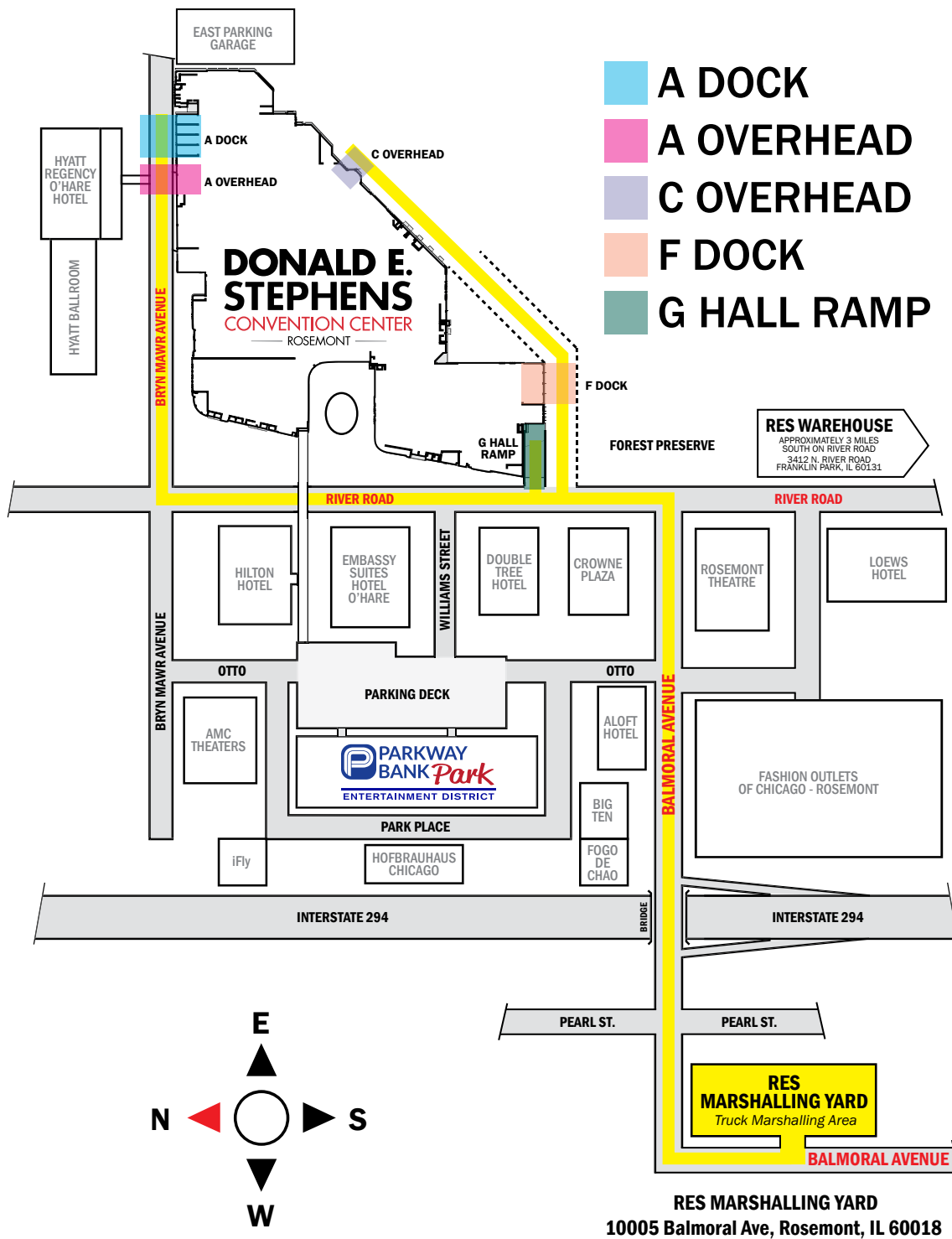


www.resexpo.com

# Freight Check-In Procedures

All vehicles delivering freight or picking up at the Donald E. Stephens Convention Center must check-in at the RES Marshalling Area. After checking in, the vehicle will be directed to the proper door or dock for unloading or loading.

Please make sure this map gets forwarded to the trucking company representative responsible for the shipping arrangements.





www.resexpo.com

# RES Freight Services

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

## RECOMMENDED LTL GROUND CARRIER:



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

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

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

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

**HOW SHIPPING IS DONE.**

## OPTIONAL LTL CARRIERS:



On-Site. On Time. Damage-Free.

800-654-7019  
[tradeshows@freight.abf.com](mailto:tradeshows@freight.abf.com)  
[www.abfs.com](http://www.abfs.com)



Speed. Technology. And Guaranteed Reliability

800-988-9889  
[tradeshows@upsfreight.com](mailto:tradeshows@upsfreight.com)  
[www.upsfreight.com](http://www.upsfreight.com)

## RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



Delivering Performance

800-643-3525 • 479-442-6301-Local  
[www.airwaysfreight.com](http://www.airwaysfreight.com)  
email us at [UrgentInfo@airwaysfreight.com](mailto:UrgentInfo@airwaysfreight.com)

## RECOMMENDED LOCAL CARRIER:



773-254-1313  
[www.ccstrucking.com](http://www.ccstrucking.com)

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



# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

THE COOPERATOR EXPO 2020 CHICAGOLAND  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

**DELIVER ON JULY 13, 2020 ONLY**

# DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

THE COOPERATOR EXPO 2020 CHICAGOLAND  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018

**DELIVER ON JULY 13, 2020 ONLY**

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

THE COOPERATOR EXPO 2020 CHICAGOLAND  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN JULY 10, 2020**

# ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

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

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

THE COOPERATOR EXPO 2020 CHICAGOLAND  
C/O ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131

**DELIVER NO LATER THAN JULY 10, 2020**