

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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FREIGHT SHIPPING

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- Advance Warehouse Shipping Label
- Direct Shipping Label

RES CUSTOMER SERVICE CONTACT INFORMATION

Rachel Eastman

847-993-4809 reastman@rosemontexpo.com

Marne Kirkwood

847-696-2208 mkirkwood@rosemontexpo.com

Visit RESEXPO.com for Online Ordering



Welcome to Rosemont

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



Parkway Bank Park entertainment district is home to dining and entertainment venues including Adobe Gila's, AMC Dine-In Rosemont 12, MacGuffins Bar, Big Ten Experience, Bub City, Crust Brewing, Saltwater Coastal Grill, Fogo de Chão, iFLY Indoor Skydiving, Joe's Live, Kings Dining & Entertainment, Park Tavern, Pete's Dueling Piano Bar, Pete's Tiki Tiki, Sugar Factory, Veralife, Zanies Comedy Club and Harley-Davidson. The venues surround a great lawn that plays host to a variety of seasonal events including concerts, festivals and a winter ice rink.

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





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

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





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

For all that Rosemont has to offer go to www.rosemont.com

CAI-Illinois Chapter February 21, 2025

Show Information



SHOW COLORS

Back Drape: Gold Side Drape: Blue

Aisle Carpet: Tuxedo Blue

STANDARD BOOTH PACKAGE

Each 10'x10' booth space will recieve 1-6'x30" blue skirted table, 2-side chairs and 1-wastebasket.

Please contact CAI directly to purchase Electricity, Carpet or Padding.

EXHIBITOR MOVE-IN

Thursday, February 20, 2025 1:00pm-4:00pm Friday, February 21, 2025 8:00am-9:300am

SHOW HOURS

Friday, February 21, 2025 10:00am-5:00pm

EXHIBITOR MOVE-OUT

Friday, February 21, 2025 5:00pm-6:30pm

SHOW MANAGEMENT INFORMATION

Ms. Cheryl Murphy Community Associations Institute 1821 Walden Office Square Suite 100

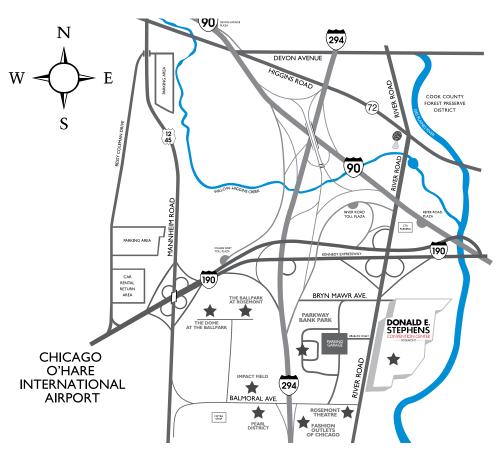
Schaumburg, IL 60173 Phone: (847) 301-7505

Website: www.cai-illinois.org



Map to Convention Center





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

FROM O'HARE:

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

FROM DOWNTOWN CHICAGO:

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

FROM THE NORTH/NORTHWEST:

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

FROM THE SOUTH:

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

AREA HOTELS:

- aloft Chicago O'Hare
- Best Western at O'Hare
- Chicago Marriott Suites O'Hare
- Chicago Westin O'Hare
- Crowne Plaza Chicago-O'Hare
- Doubletree Hotel O'Hare-Rosemont
- Embassy Suites Chicago O'Hare/Rosemont
- Hampton Inn & Suites
- Hilton Rosemont Chicago O'Hare
- Holiday Inn Staybridge Suites Chicago-O'Hare/Rosemont

- Hyatt Place Chicago/O'Hare
- Hyatt Regency O'Hare
- Hvatt Rosemont
- La Quinta Inn & Suites
- Loews Chicago O'Hare
- Residence Inn by Marriott Chicago O'Hare
- Rose Hotel Chicago O'Hare
- Sheraton Suites Chicago O'Hare
- Sonesta Hotel Chicago O'Hare/Rosemont
- The Westin O'Hare

Rosemont Public Safety Requirements



PLANS

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

COMBUSTIBLES

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

EXHIBIT BOOTHS

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

ELECTRICAL

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

NO STORAGE

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

DISPLAY OF MOTOR VEHICLES

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

- 1. The fuel supply for 4-piston and under engines shall be none.
- 2. The fuel supply in larger than 4-piston engines shall be maximum of five gallons.
- 3. All motorcycles, all-terrain vehicles, snowmobiles and watercraft shall have no fuel.
- 4. Any battery or power source for the engine shall be disconnected.
- 5. No operation of any internal combustion engine will be allowed indoors unless approved in writing by the Fire Prevention Bureau. Vehicles in the building for unloading must be unloaded and removed from the building as soon as possible.
- 6. A \$200.00 mobile unit fee (outlined on the Material Handling form) will be charged to the exhibitor for each motor vehicle displayed

OPEN FLAMES & HEATING DEVICES

Where open flames or heating devices are being demonstrated or displayed, the Fire Department shall be notified beforehand and additional fire protection equipment may be required. Any quantities of flammable liquids that are kept on the premises must first be approved by the Fire Prevention Bureau and then be kept in appropriate safety cans.

EXPLOSIVES

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

DRONES

For Safety reasons, the Donald E. Stephens Convention Center does not allow drones or other radio controlled flying devices to be operated within the facility at any time.

EMERGENCY EQUIPMENT

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

CYLINDERS

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

ENTRANCE AND EXIT DOORS

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

SMOKING

Illinois State Law prohibits smoking within a public facility. Therefore, no smoking is permitted within the Donald E. Stephens Convention Center.

FOOD SERVICE

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

Order Summary and Payment **RES**

CAI-Illinois Chapter February 21, 2025

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

9291 West Bryn Mawr, Rosemont, IL 60018 | Fax 847-696-9797

customerservice@rosemontexpo.com

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

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

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

CASH	SERVICES AND EQUIPMENT ORDERED	TOTAL FROM ORDER FORMS	
BANK - WIRE TRANSFER			
CREDIT CARD	Material Handling	\$	
CHECK Check #	Net Amount Due	\$	
ck should be made navable to			

Check should be made payable to

Village of Rosemont - RES

Bank - Wire Transfer information

Bank transfer to Parkway Bank & Trust Co. ABA# 071908160 ACCT# 6766928

International

Bank transfer to Pacific Coast Bankers' Bank SWIFT# PCBBUS66 ACCT# 6766928 (There is a \$25.00 USD fee per each international transfer) Please contact CAI directly to purchase Electricity, Carpet or Padding.

Payment Information for Credit Cards	MasterCard	O VISA	American Express	Discover Card
Account Number:			Expiration Date:	CVV2 Code:
Cardholder Billing Address:				
Signature of Cardholder:				
Company Name:			Show Name:	
Address:				
City:			State:	Zip:
Phone:			Fax:	
Authorized By:			Email:	
Signature:				Booth #:

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

Terms and Conditions



ORDER SUMMARY AND PAYMENT SHEET

Rosemont Exposition Services requires all advance orders to be paid in full. Payments must be made in U.S. funds. Methods of payment include cash, certified, company or traveler's check, Discover, Visa, MasterCard or American Express. All statements presented on show site must be paid in full at that time, unless previous arrangements have been made for credit in advance. Please see that your show site representative is aware of this policy and has a means of payment. The credit card authorization section of this form can also be used for show site payments.

STANDARD FURNITURE - CARPET RENTAL - SPECIALTY FURNITURE - UTILITIES

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

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

CANCELLATION TERMS

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

LABOR

When ordering labor, please be aware of the following:

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

MATERIAL HANDLING

Drayage and warehouse freight are billed on a round-trip basis, and invoicing will be done from the actual weight as listed on the inbound bills of lading. If you have any questions about material handling, please contact our Customer Service Department. NOTE THAT NO ADJUSTMENTS TO DRAYAGE CHARGES WILL BE MADE ONCE THE SHOW MOVE-OUT HAS CONCLUDED.

WASTE REMOVAL

Environmental Protection Agency (EPA) regulations require that all water soluble cutting and grinding fluids (coolants-synthetics, soluble oil) be removed in approved containers at the end of the show. This service is available from the official General Contractor who will collect the fluids named on the front from special steel barrels (55 gal. drums) and remove them from the show premises. Each exhibitor, however, has the responsibility of collecting and placing the fluids named on the front of his/her barrel(s).

WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) ONLY SHALL BE PLACED IN APPROVED BARRELS AS MARKED. DO NOT MIX WITH WASTE STRAIGHT OIL, AS THIS WILL RESULT IN A PREMIUM SURCHARGE OF DOUBLE THE QUOTE PER GALLON CHARGE.

WASTE STRAIGHT OIL MUST NOT BE MIXED WITH ANY OTHER MATERIALS INCLUDING WATER SOLUBLE CUTTING AND GRINDING FLUIDS (COOLANTS-SYNTHETIC, SEMI-SYNTHETIC, SOLUBLE OIL) AS THIS WILL RESULT IN A SURCHARGE TO THE EXHIBITOR PER GALLON FOR REMOVAL OF MIXED FLUIDS. ONLY PLACE WASTE STRAIGHT OIL IN DESIGNATED BARRELS.

CAI-Illinois Chapter February 21, 2025

Advance crated shipments received at

the warehouse after February 17, 2025:

Material Handling



customerservice@rosemontexpo.com

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

per cwt. (100 lb. min) = \$_____

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

Note that the advance warehouse can accommodate display shipments,

	but cannot facilitate machinery or container deliveries.
	\$\$\$ MONEY-SAVING TIP \$\$\$ To keep your material handling costs down, be sure to ship all your materials together.
1)	Advance shipments will be accepted at the RES warehouse beginning January 20, 2025. Shipments received at the RES warehouse beginning January 20, 2025. Shipments received at the RES warehouse by February 17, 2025 will be weighed, inspected and charged at a rate of \$35.00 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 February 17, 2025, will be charged at the rate of \$40.00 per cwt. (100 lb. minimum).
2)	DIRECT SHIPMENTS TO THE DONALD E. STEPHENS CONVENTION CENTER Show Management is providing a Teamster Assist Crew to help with the unloading and reloading of all exhibitor materials, as part of the standard booth package. There is no additional cost for this service.
3)	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.
4)	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 February 17, 2025: We will ship lbs. @ \$35.00 per cwt. (100 lb. min) = \$

Company Name:	Booth #:	

We will ship _____ lbs. @ \$40.00

CAI-Illinois Chapter February 21, 2025

Shipping Instructions





1) WHEN TO SHIP

Advance shipments will be accepted at the RES warehouse beginning January 20, 2025 and must arrive no later than February 19, 2025. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on February 20-21 2025 only. No earlier.

2) WHERE TO SHIP

DIRECT SHIPMENTS

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

ADVANCE SHIPMENTS

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

3) INTERNATIONAL & CANADIAN SHIPMENTS:

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

- 4) To assist you in setting up your OUTGOING SHIPMENT, Rosemont Exposition Services will have a drayage desk located at the Exhibitor's Service Center. Labels, shipping instruction forms and shipping information will be available.
- 5) At the close of the show, where carriers fail to pick up or refuse to accept shipments, the drayage contractor reserves the right to re-route such shipments where no disposition is provided. Material may be hauled to a warehouse pending notice from the exhibitor. Accordingly exhibitors will be charged accordingly for this service. No liability will be assumed as a result of such re-routing or handling.
- 6) Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.
- 7) No material may be loaded or removed from the Exhibit Hall until 5:00pm on February 21, 2025. Any freight left in the Exhibit Hall after 6:30pm on February 21, 2025 will be re-routed in accordance with the conditions in item # 5 of these shipping Instructions.
- 8) Any parcels shipped via UPS, FED-X or DHL are subject to a \$25.00 per parcel handling fee. This fee includes the movement of the parcel off the show floor at the close of the event, transportation back to the RES warehouse to be given to the selected carrier the next business day.

9) LIMITS OF LIABILITY

- A) Rosemont Exposition Services will not be responsible for the condition, count or content of exhibit displays and materials once they have been placed in the booth and before they are picked up for removal after the close of the show. All materials should be properly insured by the exhibitor against fire, theft, and damage while in transit, to and from the booth, and for the duration of the show.
- B) Rosemont Exposition Services will not be responsible for damage to uncrated and/or unskidded materials, materials improperly packed, nor for concealed damage.
- C) Rosemont Exposition Services will not be responsible for the loss or theft of materials after they have been delivered to the booth or before they are picked up for loading out of the booth subsequent to the show.
- D) Rosemont Exposition Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral cost, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit same.
- 10) All exhibits and exhibit material of any type handled by Rosemont Exposition Services is insured by Rosemont Exposition Services at a value not to exceed twenty-five cents (\$.25) per pound and not to exceed a maximum of fifty dollars (\$50.00) per claim.

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 AND LOCAL CARRIER:



Delivering Performance

800-643-3525 • 479-442-6301-Local www.airwaysfreight.com email us at UrgentInfo@airwaysfreight.com



888-536-5699 • tradeshows@saia.com www.saia.com

OPTIONAL LTL CARRIERS:



On-Site. On Time. Damage-Free.

800-654-7019 tradeshow@freight.abf.com www.abfs.com



800-988-9889 tradeshow@tforcefreight.com www.TForceFreight.com

RECOMMENDED AIR FREIGHT CARRIER INTERNATIONAL CUSTOMS BROKER:



Delivering Performance

800-643-3525 • 479-442-6301-Local www.airwaysfreight.com email us at UrgentInfo@airwaysfreight.com

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

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:	
	exhibitor name
Booth#:	

CAI - ILLINOIS CHAPTER C/O ROSEMONT EXPOSITION SERVICES 3412 N. RIVER ROAD FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN FEBRUARY 19, 2025

ADVANCE WAREHOUSE SHIPPING

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

nibitor name

CAI - ILLINOIS CHAPTER C/O ROSEMONT EXPOSITION SERVICES 3412 N. RIVER ROAD FRANKLIN PARK, IL 60131

DELIVER NO LATER THAN FEBRUARY 19, 2025

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:	
	exhibitor name
Booth#:	
	CAI - ILLINOIS CHAPTER
	C/O ROSEMONT EXPOSITION SERVICES
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DELIVER ON FEBRUARY 20 & 21, 2025 ONLY

9300 WILLIAMS STREET

ROSEMONT, IL 60018

DIRECT SHIPMENT TO THE CONVENTION CENTER

TRADE SHOW SHIPMENT - PLEASE EXPEDITE

To:			
	exhibitor name		
Booth#:			
	CM	ILLINIOIC CLIADTED	

CAI - ILLINOIS CHAPTER
C/O ROSEMONT EXPOSITION SERVICES
DONALD E. STEPHENS CONVENTION CENTER
9300 WILLIAMS STREET
ROSEMONT, IL 60018

DELIVER ON FEBRUARY 20 & 21, 2025 ONLY