



# Exhibitor Services Manual

June 13-15, 2011

## Fastener Tech

DONALD E. STEPHENS CONVENTION CENTER • ROSEMONT, ILLINOIS



Donald E.  
**Stephens**  
Convention Center  
Rosemont, Illinois



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for online services

*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

#### 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

### Transportation

- CTA Train
- Bus
- Limousine

### Visitor's Guide

- Rosemont
- Chicago
- Chicago Plus



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## Show Information

Fastener Tech 2011

June 14-15, 2011

Deadline Date To Receive Discounted Rates:

May 27, 2011

### SHOW COLORS

Back Drape: Blue

Side Drape: Blue

Carpet: Blue

### STANDARD BOOTH PACKAGE

Pipe & Drape

1 - 7" x 44" Booth ID Sign

1 - White Skirted Table

Direct Shipment up to 300 lbs.

2 - Side Chairs

1 - Wastebasket

Standard Booth Carpet

### EXHIBITOR MOVE-IN

Monday, June 13, 2011

10:00 am - 4:30 pm

Tuesday, June 14, 2011

8:00 am - 11:00 am

### SHOW HOURS

Tuesday, June 14, 2011

12:00 pm - 5:00 pm

Wednesday, June 15, 2011

10:00 am - 3:00 pm

### EXHIBITOR MOVE-OUT

Wednesday, June 15, 2011

3:00 pm - 7:00 pm

Thursday, June 16, 2011

8:00 am - 12:00 pm

### SHOW MANAGEMENT INFORMATION

Nancy Rich

Fastener Tech

P.O. Box 5

Lake Zurich, IL 60047

Phone: 847-438-8338

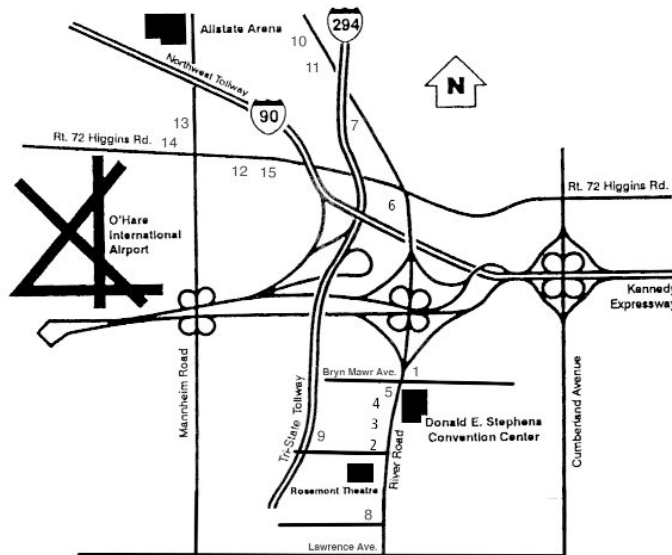
Fax: 847-438-7580

[www.mwfa.net](http://www.mwfa.net)



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## Map to Convention Center



### 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. Hilton Rosemont / Chicago O'Hare
6. Westin O'Hare
7. Hyatt Rosemont
8. Intercontinental
9. Aloft Hotel
10. Courtyard
11. Hilton Garden Inn
12. Sheraton Gateway Suites
13. Best Western
14. Holiday Inn & Suites



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# Material Handling

Please Mail, Email or Fax Completed Form to RES:  
9291 West Bryn Mawr, Rosemont, IL 60018  
Email: [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com)  
Fax: 847-696-9797  
Phone: 847-696-2208

## Fastener Tech 2011 June 14-15, 2011

### 1. Direct Shipments Received at the Donald E. Stephens Convention Center

Rates include necessary labor and equipment to unload trucks at the hall and to place materials in exhibitor's booth. Machinery arriving at the hall will be spotted one time after removal from the truck, provided the following conditions are strictly adhered to:

- The exhibitor, or his representative, is there to supervise spotting.
- The area within the booth is clearly marked to indicate the machine's position.
- No rigging, bolting, unskidding or attaching to other equipment must be done.
- Shipments arrive between 8:00 a.m. - 3:00 p.m. (M-F).
- Freight rates are based on a per truckload basis.

At the conclusion of the show, materials will be moved from the exhibit and loaded on trucks. Round trip rates are as follows, and all rates are based on S.T. unloading and loading:

<b>Machinery Rates:</b>	
1 - 3,000 lbs.	\$45.00 per cwt.
3,001 - 6,000 lbs.	\$42.50 per cwt.
6,001 - 9,000 lbs.	\$40.00 per cwt.
9,001 - 11,000 lbs.	\$37.50 per cwt.
Over 11,001 lbs	\$35.00 per cwt.

Display Materials Over 300 lbs - \$60.00 per cwt.

### 2. Advance Shipments Received at the Warehouse

Advance shipments received at the RES warehouse by **June 1, 2011** will be weighed, inspected and charged at a rate of **\$28.00** per cwt., (100lb. minimum) to the individual exhibitor. This charge includes up to 30 days storage prior to the opening of the show, delivery to the exhibitor's booth and removal to loading dock at the close of the show, as well as reloading onto outbound carriers. The rate also includes the pick-up, storage and return of the empty crates and cartons. Shipments received at the warehouse after, **June 1, 2011** will be charged at the rate of **\$33.00** per cwt.

### 3. Drayage Payment Information

**HOW TO CALCULATE YOUR ORDER:** When recording weight, round up to the next 100lbs.

Example: 265lbs. = 300lbs. 3 x Rate = Dollars

Please check one:

We plan to ship our crated material to the Advance Warehouse

Advance crated shipments to warehouse:

We will ship \_\_\_\_\_ lbs. @ \$28.00 per cwt. (100 lb. min) = \$ \_\_\_\_\_

Received at warehouse by June 1, 2009 deadline.

We plan to ship our materials direct to the Donald E. Stephens Convention Center

Direct machine shipments to the Donald E. Stephens Convention Center:

We will ship \_\_\_\_\_ lbs. @ \_\_\_\_\_ per cwt. (100 lb. min) = \$ \_\_\_\_\_

**Note:** We understand that your calculations 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.

Summary of Services/Total Cost = \$ \_\_\_\_\_

### NO ADJUSTMENTS WILL BE MADE AFTER SHOW CLOSING

### 4. Overtime/Surcharges

There will be a **\$15.00 per cwt.** surcharge for any off-target shipments, as well as any shipments received on Saturday or after 4:00 p.m. weekdays. There will be a **\$30.00 per cwt.** surcharge for any freight loaded or unloaded on Sunday or Holidays. Uncrated display materials and loose loads will be loaded and unloaded at the direct shipment rate plus a **\$15.00 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 **\$15.00 per cwt.** surcharge.

### 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; and shortages or damages discovered at the booth are the complete responsibility of the exhibiting company.

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



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# Shipping Instructions

## Fastener Tech 2011 June 14-15, 2011

### 1. When to Ship

Shipments to the warehouse must arrive no later than **June 6, 2011**. Shipments to the Donald E. Stephens Convention Center should be timed to arrive on **June 13, 2011** only. No earlier.

### 2. Where to Ship

#### DIRECT SHIPMENTS

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

Exhibitors name:

Booth number:

Fastener Tech 2011

c/o Rosemont Exposition Services, Inc.

9300 Williams Street

Rosemont, Illinois 60018

#### ADVANCE SHIPMENTS

Address all shipments  
to Warehouse:

Exhibitors name:

Booth number:

Fastener Tech 2011

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 **3:00 pm on June 15, 2011**. Any freight left in the Exhibit Hall **after 10:00 am on June 16, 2011** 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.

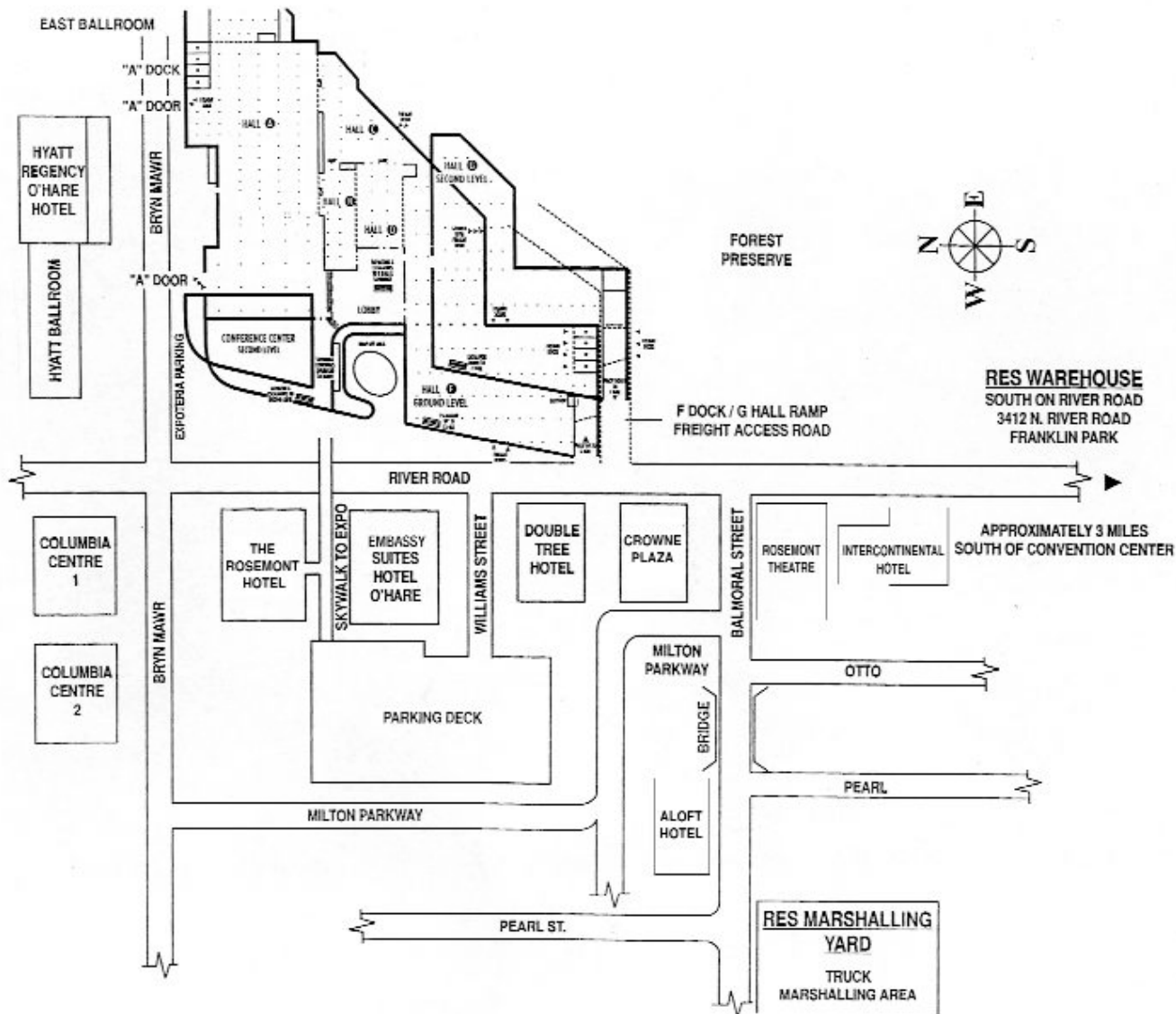


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# Freight Check-In Procedures

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.





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## 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 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.

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

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



Formerly *Yellow Freight Corporation*  
and *Roadway Express Inc.*

**MWFA Discount also available.**

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### Optional RES LTL Carriers:



ABF Freight System, Inc.

800-654-7019

[www.abf.com/tradeshows@abf.com](http://www.abf.com/tradeshows@abf.com)



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

800-988-9889 or

email us at [tradeshows@upsfreight.com](mailto:tradeshows@upsfreight.com)



800-643-3525

email us at [airwaysfreight.com](http://airwaysfreight.com)

### Local Carrier:



JEKA Transport Inc.

Local Cartage Services  
"Your Tradeshow Specialist"

773-254-3600

# **ADVANCE WAREHOUSE SHIPPING**

**TRADE SHOW SHIPMENT - PLEASE EXPEDITE**

**To:**

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NAME OF EXHIBITOR

**Booth #:**

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**FASTENER TECH 2011  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
3412 N. RIVER ROAD  
FRANKLIN PARK, IL 60131**

**DELIVER NO LATER THAN JUNE 6, 2011**

**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

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**Booth #:**

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**FASTENER TECH 2011  
c/o ROSEMONT EXPOSITION SERVICES, INC.  
DONALD E. STEPHENS CONVENTION CENTER  
9300 WILLIAMS STREET  
ROSEMONT, IL 60018**

**DELIVER ON JUNE 13, 2011 ONLY**

EXHIBIT MATERIAL

MAKE ADDITIONAL COPIES OF LABEL FOR EACH PIECE SHIPPED