



29 - 30 September • Chicago

LABEL CONGRESS 2021

www.labelexpo.com/congress

SHOW SCHEDULE

IMPORTANT

LABELEXPO CONGRESS 2021 DOES NOT HAVE A TARGETED MOVE IN SCHEDULE
Please contact RES directly to confirm your offloading requirements

INSTALLATION DATES AND HOURS:

NOTE: Labor will be available according to the schedule below

Monday	September 27, 2021	8:00am – 4:30pm
Tuesday	September 28, 2021	8:00am-6:00pm*

All packing boxes must be removed from the exhibit hall by 2:00pm on Tuesday September 28th. NO EXCEPTIONS

EXHIBITION DATES AND HOURS:

NOTE: Exhibitors with badges may gain access at 8:00am on show days. The exhibition will open at 8:30am and the conference sessions will commence at 09:15am

Show open hours:

Wednesday	September 29, 2021	9:00am – 5:00pm
Thursday	September 30, 2021	9:00am – 4:00pm

****Exhibitors must not commence tear-down or abandon their booth prior to 4:00pm on Thursday September 30**

TEAR-DOWN AND MOVE-OUT SCHEDULE:

Thursday	September 30, 2021	4:01pm – 9:00pm
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IMPORTANT DEADLINES

Help Us To Help You!

Exhibitors are strongly encouraged to place service and equipment rental orders **early**. By ordering **before the published deadlines**, you will **save as much as 40% in some instances**, compared to post-deadline or on-site rates.

The list below represents most major deadlines and order forms required.

We recommend reading the entire manual to be sure you are on track.

Note that order forms for Rosemont Exposition Services (RES) can be completed and sent via email or you can place orders directly online via www.resexpo.com .

See section 5 in this manual.

DEADLINE DATES

AUGUST 31

- Hotel Reservation Due
- Booth designs for those wanting to design and build their own booth

SEPTEMBER 8

RES Order Forms in Section 5 for:

- RES Order Summary and Payment Sheet
- RES Credit Card Authorization Sheet/Third Party Billing
- Exhibitor Appointed Contractor (EAC)/Install & Dismantle Labor Form
- Standard Booth Backwall Unit
- Standard Furniture
- Booth Accessories
- Standard Counters / Workstations
- Custom Furniture
- Standard Carpet Rental
- Custom Carpet Rental
- Exhibit Booth and Display Rental Packages
- Exhibit Hardwall and Signature / Custom Booth Rental
- Vision (Glass) Case Rentals
- Booth Graphics / Signage
- Wheelchair / Scooter Rental
- Floral / Plant Rental
- Photography & Videography



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- ❑ Catering (Aramark)
- ❑ Electrical Service
- ❑ Booth Cleaning /Scrap/Waste Removal
- ❑ Internet & Telecommunications
- ❑ Audio-Visual
- ❑ Labor Order (Carpenter, Decorator, Teamster, Rigger, Electrician, Plumber)
- ❑ Install & Dismantle (I&D) Labor
- ❑ Accessible Storage
- ❑ Material Handling (Drayage)
- ❑ Freight Check-In Procedure / Marshalling Yard
- ❑ Freight Services
- ❑ Customs Broker – International Shipments
- ❑ Shipping Labels – Advance Warehouse & Direct to Convention Center

SEPTEMBER 10

- ❑ Health & Safety Declaration Form
- ❑ Have you shipped to Advance Warehouse? – must arrive there by **SEPTEMBER 20**

- ❑ **INSURANCE REMINDER** – have you submitted General Liability Insurance certificate? This is a mandatory requirement of the show. To arrange your insurance cover please go to the quick link shown in Section 4

SEPTEMBER 20

- ❑ Advance Shipments arriving at Warehouse – **Receiving Deadline 2.30pm**

SEPTEMBER 29/30

- ❑ SHOW OPEN DAYS