



# Exhibitor Service Manual

**Food Safety Consortium 2019**

Renaissance Schaumburg Convention Center

October 1 - 3, 2019

1551 N. Thoreau Drive, Schaumburg, IL 60173

**SOURCE**  
**one**  
EVENTS

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# General Information



# Order LeadCapture for: Food Safety Consortium and Expo 2019

Thank you for exhibiting at Food Safety Consortium and Expo 2019! To enhance your experience at this year's conference, we have partnered with Cvent to provide lead retrieval services through their LeadCapture product. This easy-to-use tool will allow your team to quickly capture standard contact and custom qualifying information from all attendees at the event.

## HOW IT WORKS:

- Scan badges to gather lead information
- Score leads and takes notes
- Export leads to any database on demand

## USE YOUR OWN DEVICE (iOS or Android)

Purchase a Bring your own Device license and then download the LeadCapture app on your own Android or iOS device. Use the app to scan leads and capture relevant qualifying information.

**\$249**

FIRST APP USER

+

**\$149**

EACH ADDITIONAL

## RENT DEVICES

Purchase a Device Rental license and then pick up a Handheld Infrared Laser Scanner onsite for faster and seamless scanning – price includes app access license!



**\$299**

ORDER  
BEFORE 12AM CDT ON  
9/3/2019

**\$349**

ORDER  
BETWEEN 9/3-9/16/2019

**\$399**

ORDER AFTER  
12AM CDT ON  
9/17/2019

Click [here](#) to:

- Create your Food Safety Consortium and Expo 2019 Exhibitor Profile
- Purchase LeadCapture licenses
- Log back into your Portal to export your collected leads

cvent

Event Code:  
A7213B88668D

## 1. CREATE YOUR ACCOUNT

You must create a new LeadCapture Exhibitor Profile for each event your organization exhibits at. First time visiting for Food Safety Consortium and Expo 2019? Click Create Account. Once your account has been created, you will be redirected back to the login page automatically. Click **Forgot?** to initially create your password. You will receive an email to create/reset your initial password and, once created, you will be prompted to log in.

*If you have already created an account for this event, use the same link to log back in. Do not click Create an account a second time. If you receive the error, "This event already has an exhibitor with that name." go back to the login screen and reset your password.*

## 2. PLACE YOUR ORDER

Once logged in, click **Buy Now** under **Get Licenses** and order your desired license type.

## 3. LOG BACK INTO YOUR PORTAL

Use the link above to log back into your Portal to add onsite staff, customize lead-qualifying questions, purchase additional licenses, or export leads. If you do not remember your login information, click **Forgot?** and follow the steps to reset your password.

# SUPPORT

1. Email [leadcapture@cvent.com](mailto:leadcapture@cvent.com) for general LeadCapture questions
2. **Not receiving emails?** Please check your spam or junk folder. Otherwise, whitelist the IP address: 184.173.153.62 and email address: exhibitors@cvent.com, then click **Forgot Password** on the portal login page to receive a new email
3. **Interested in Additional Training?**

Click the following link to [Sign Up For a Live Leadcapture Training](#)

### Cvent LeadCapture Liability Waiver

By purchasing the LeadCapture solution, you are accepting the following terms. Customer understands that the rental and use of Cvent LeadCapture Device and Application grants only a license to use it for the duration of this event, and that no equity or ownership is imparted by this rental lease. It is understood that each Cvent LeadCapture Device will need to be charged prior to use, Electrical Service in the exhibiting space may be required.

Customer further is acknowledging and accepting full liability as a representative of your organization and understands fully that he/she is responsible for the proper use and security of any Cvent LeadCapture Device while it is in customer's possession and will be liable for any loss or damage to the rental equipment and that damaged Cvent LeadCapture Devices or Cvent LeadCapture Devices not returned to the Cvent LeadCapture Service Desk at the close of event will be billed for full replacement cost of the device. **Full application terms of use available at:** <http://www.cvent.com/en/product-terms-of-use.shtml>

## Service Contractor Contact Information

SourceOne Events, Inc.  
160 Eisenhower Lane. N  
Lombard, IL 60148

**Toll Free:** 877.SOE.EXPO 877.763.3976  
**Office:** 708-344-4111  
**Fax:** 708-344-3050

## Booth Equipment

	Specifications	Color(s)
Booth Size	10'x10'	
Backwall Drape	8' High Backwall	Aisles 100 - 300 Navy & Gold; Aisle 400 Silver & Green
Sidewall Drape	3' High Sidewall	Aisles 100 - 300 Navy & Gold; Aisle 400 Silver & Green
Table	1 - 6' Skirted Table	Aisles 100 - 300 Navy or Gold; Aisle 400 Silver or Green
Chairs	2 - Chairs	
Wastebasket	1 - Wastebasket	
ID Sign	1 - ID Sign	

## Aisle & Booth Carpet

	Yes or No	Color
Exhibit Hall Carpeted:	No	N/A
Booth(s) Carpeted:	No	N/A
Aisle(s) Carpeted:	Yes	Tuxedo

Note: Booth carpet is recommended. To order see page 41.

## Service Order Discount Deadline Date

Order early to take advantage of advance order discount rates by sending in payment.

**Tuesday September 17, 2019 Orders must be received by: 8:00AM - 4:30PM**

## Exhibitor Move-In

Day	Date	Time
Tuesday	October 1, 2019	8:00AM - 4:00PM

## Exhibit & Show Hours

Day	Date	Time
Tuesday	October 1, 2019	Opening Reception 5:00PM - 6:30PM
Wednesday	October 2, 2019	Breakfast 8:30AM - 9:00AM Networking 10:45AM - 1:30PM Lunch 12:30PM - 1:30PM Reception 5:00PM - 6:30PM
Thursday	October 3, 2019	Breakfast 8:00AM - 9:00AM Lunch 12:00PM - 2:30PM

## Exhibitor Move-Out

Day	Date	Time
Thursday	October 3, 2019	2:30PM - 4:30PM

## Exhibitor Service Center Hours

Day	Date	Time
Tuesday	October 1, 2019	8:00AM - 4:00PM
Wednesday	October 2, 2019	8:30AM - 12:30PM
Thursday	October 3, 2019	12:30PM - 4:30PM

## Empty Container Return

Day	Date	Time
Thursday	October 3, 2019	2:30PM

NOTE(S): Start time that empties will be returned. If you need your empties sooner order Priority Empty Labels in advance.

## Freight Carriers Check-In (End of Show)

Day	Date	Time
Thursday	October 3, 2019	by 3:30PM

NOTE(S): All carriers must check in 30 minutes before the facility clear time. If the driver fails to check-in, all materials will be rerouted via SOE carrier choice.

## Facility Clear

Day	Date	Time
Thursday	October 3, 2019	by 4:30PM

NOTE(S): All exhibit materials must be removed

## Begin Advance Shipments

Day	Date	Time
Tuesday	September 3, 2019	8:00AM - 4:00PM

NOTE(S): Shipments arriving before this date may be refused or subject to a early shipment surcharge.

## Advance MH Discount Deadline

Day	Date	Time
Friday	September 20, 2019	8:00AM - 4:00PM

NOTE(S): Shipments arriving after the published timeline will incur a 30% surcharge (which is assessed to the advance material handling rates).

## Last Day For Advance Warehouse Arrival

Day	Date	Time
Friday	September 27, 2019	8:00AM - 4:00PM

NOTE(S): Shipments arriving after the published timeline will incur a 30% surcharge (which is assessed to the advance material handling rates).

## Advance Shipments to Warehouse

Food Safety Consortium 2019  
 YOUR COMPANY NAME  
 YOUR BOOTH NUMBER \_\_\_\_\_  
 c/o SourceOne Events  
 160 Eisenhower Ln N  
 Lombard IL, 60148

SourceOne receiving hours are Monday through Friday between 8:00 AM to 4:00 PM.

*Drivers must check-in with Advance Warehouse prior to 3:00 PM to be ensured same day unloading*

NOTE(S): Any charges incurred due to freight received early at the facility are the responsibility of the exhibitor.

**Show Name:** Food Safety Consortium 2019 | **Show Date:** October 1 -3, 2019 | **Location:** Renaissance Schaumburg Convention Center  
**Discount Deadline Date:** September 17, 2019

## Important Information

All items and materials that are brought into the facility may be subject to Material Handling charges. These charges are the responsibility of the Exhibitor(s). This also applies to items not ordered through the Official Show Vendors.

## Disposal of Booth Properties

Exhibit properties that are not disposed of are not part of your material handling charges and will be subject to a disposal fee. Please contact SourceOne Events Exhibitor Service Team for rates and rules applicable to disposal of your exhibit properties.

# IMPORTANT PLEASE READ

All freight shipped in advance of show must be shipped to:

Name of Show: \_\_\_\_\_

To: \_\_\_\_\_ Booth Number: \_\_\_\_\_

c/o: SourceOne Events, Inc.  
160 Eisenhower Ln N  
Lombard IL, 60148

### Questions? Just Ask!

Call Brooke Busby at 708-344-4111 or email [brooke@sourceoneevents.com](mailto:brooke@sourceoneevents.com)  
Contact us online at [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)

## DO NOT SHIP ADVANCE FREIGHT TO Renaissance Schaumburg Convention Center

### Material Handling Information

- There will be a charge for material handling based on CWT (per 100 lbs.) which is applicable if freight is handled by SourceOne Events.
- Each shipment incurs a 200 lb. minimum charge. This applies when SourceOne has labor move freight from Show Site dock to the exhibitor's booth, providing empty stickers, storing empties, returning empties at the close of the show and loading onto the exhibitor appointed show carrier. (See Material Handling Form for Charges).
- Please be sure to see our Exhibitor Service Center located on the show floor to assist you with your outbound material handling preparation.
- Make sure you identify your company name and booth number when making arrangements with an outside carrier for shipping your exhibit at close of the show.

### Jurisdiction Informaiton

- Should any freight be received by Renaissance Schaumburg Convention Center, it will be consigned to SourceOne Events, Inc. and subject to the prevailing drayage rate plus an additional handling.
- The unloading and delivery of all display related materials from the Show Site receiving area to the exhibitor's booth, and unloading out from the exhibitor's booth to trucks at the receiving area, falls under the jurisdiction of SourceOne Events, Inc. and will be performed exclusively by SourceOne Events, Inc. The only exception to this rule is that exhibitors may "hand carry" items into the exhibit area, provided they do not go through the dock or loading area at the facility. The use of material handling equipment to assist them in either the loading or unloading of their materials is prohibited on show floor.

**We urge you to ship your materials in advance to the designated material handling/drayage warehouse.**

### Jurisdiction Informaiton

- Storage of your freight for 30 days prior to show.
- Tracking and notification of freight arriving at advance warehouse or missing items prior to show.
- Materials will not be refused due to lack of storage space for your exhibit prior to show.
- Your materials will be in your booth for you to begin set-up at your assigned set-up time.
- Storage of empties during show and returning of empties at the close of show.
- Peace of mind your freight will be at your very important marketing event of the year.

**Please Note:** Overtime rates apply for labor and material handling rates before **8AM** and after **4:30PM Monday through Friday, Saturday and Sunday, and Holidays** during either delivery/pickup of freight or during the load-in/load-out of exhibitors freight.



**Online Ordering:** Save time and money by ordering online before the discount deadline date passes. Onsite orders are charged at an escalated rate.



**Freight Consolidation:** Shrink-wrapped skids and crates help you to avoid weight (200 lbs.) minimums. Ship to the advance warehouse before the deadline date to save money.



**Freight Tracking:** Be sure to have your tracking information readily available in case you need to reference it at show site.



**Exhibitor Service Manual (ESM):** Review the show's service manual and familiarize yourself with the rules, regulations, labor jurisdiction and order deadline dates for best planning practices.



**Show Travel Plans:** Before you make your travel plans, be sure to review the show details. Give yourself plenty of time for show setup and move-out (empty freight can take time to return to your booth space).



### Show Details

Login to the SourceOne Events website to check show information and your service order confirmation.

Login to place new orders, modify existing orders and manage your account.

E-Mail Address

Password

[Forgot Password](#)



### Exhibitor Service Center

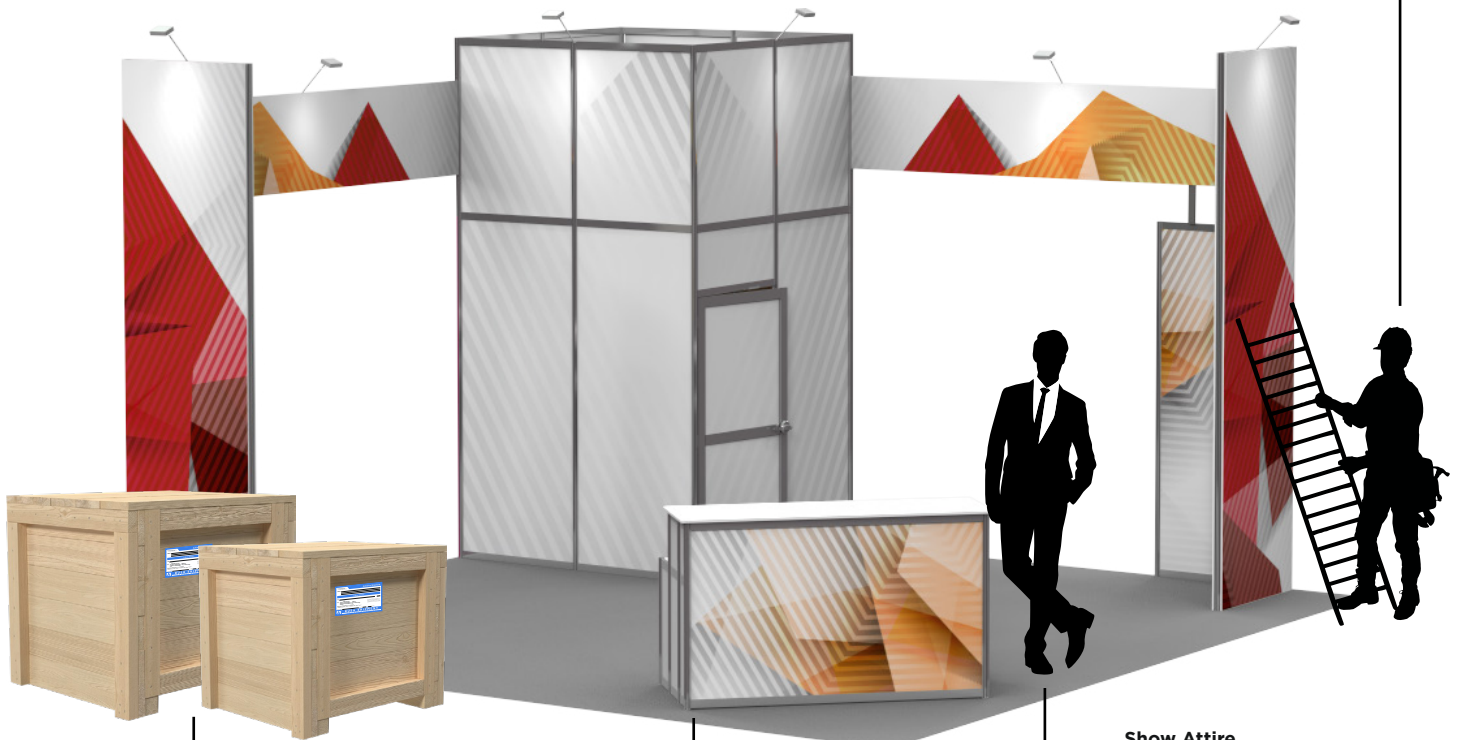
SourceOne Exhibitor Service Representatives are available to answer any questions and to provide any additional services you may need.

### Empty Stickers

Available at the Exhibitor Service Center. Be sure to place one sticker with your company name and booth number on each piece to be stored.

### Booth Labor

Check in with the Exhibitor Service Center prior to your labor start time to ensure you are on the schedule.



### Freight Delivery

Make sure your shipment has been delivered to your booth space and that it is complete.

### Freight Emptying & Removal

Remove contents of containers prior to applying empty stickers. No access is available during show hours.

### Furniture & Carpet

Check your booth space and make sure your order has been fulfilled.

### Show Attire

Bring proper clothing for setup, show duration and move-out. Temperatures can fluctuate depending on the facility.

## Material Handling Agreement

During move-out hours, be sure to visit the ES Center to fill out your outbound shipping info.



## Outbound Booth Packing

Once your shipment is packed, return the completed Material Handling Agreement to the Exhibitor Service Center.



## Outbound Labels

Apply one outbound shipping label to each piece of freight to be picked up. Do not label boxes with contents if they are of significant value.

## Empty Freight Return

Once the aisle carpet is rolled back, freight empties will be returned to your booth space. Please be sure to give ample time for your freight return. You may purchase a "Priority Empty Return" to expedite the receipt of your empties.

## Carrier Check-In & Freight Removal

Check the Show Details page for Driver check-in hours and the time your shipment must be picked up by your carrier to avoid forced freight and return to warehouse fees.

## Booth Labor

Check in with the Exhibitor Service Center prior to your labor start time to ensure you are on the schedule.

## Exhibit Planning, Ordering and Management - Made Easy

### Option 1:

If you are the main contact provided to SourceOne Events by show management, check your email, including your junk folder, for a direct link to our ordering system

Our exhibit service representative will send an email which will include all the necessary login information needed to get started.

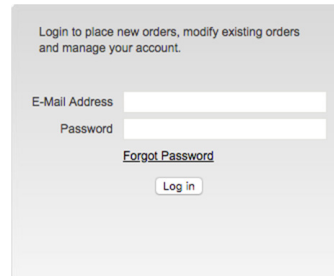
**STEP 1.** Enter your email address and password in the login screen.

**STEP 2.** Once you have logged in, click on "My Events".

**STEP 3.** Click on  will be directed to your show.

**STEP 4.** Begin shopping by selecting the category to the left side

**STEP 5.** Your shopping cart can be viewed by clicking  in upper right corner of the screen at anytime during the ordering process



Login to place new orders, modify existing orders and manage your account.


E-Mail Address

Password

[Forgot Password](#)

### Option 2:

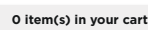
Go to our website at [sourceoneevents.com](http://sourceoneevents.com)

**STEP 1.** Click on  in the upper right corner of the home screen.



**NOTE:** If you are not the main contact provided for the exhibiting booth, please contact show management or email to [exhibitorservices@sourceoneevents.com](mailto:exhibitorservices@sourceoneevents.com) and request a user name and password. Please have your company name, phone number, email address, and booth number available.

**STEP 2.** Once you have logged in, click on "My Events", click on  to be directed to your show.

**STEP 3.** Begin shopping by selecting the category to the left side.

**STEP 4.** Your shopping cart can be viewed by clicking  in upper right corner of the screen at anytime during the ordering process.

### HELPFUL TIP:

- If you would like to remove an item from your shopping cart, click the **Remove** button.
- Special instructions can be added to clarify your order by clicking  under any items ordered.
- To change the color of carpet, drape, or skirt or any required selection during ordering, click on  and proceed with the changes.
- Once your order has been processed you will have the ability to attach any floor plans, set up instructions, or notes you feel necessary under Available Options for your order number.

### Questions? Just ask!

- Call Brooke Busby at 708-344-4111
- Email Brooke Busby at [brooke@sourceoneevents.com](mailto:brooke@sourceoneevents.com)
- Contact us online at [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)

# Required Forms





# Payment & Credit Card Authorization

Show Name: Food Safety Consortium 2019 | Show Date: October 1 -3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Secondary/Contact at Booth/Show Site: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

## Payment Policy

**BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FACSIMILE, POSTAL MAIL OR IN ANY OTHER MANNER TO SOURCEONE EVENTS, INC., YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "EXHIBITOR SERVICE KIT", INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS".**

### Payment for Services

- SourceOne requires full payment prior to the time services are ordered.
- We require a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment.
- We understand that your calculation is only an estimate of charges by SourceOne Events, and may not reflect the balance of the final invoice, which may include labor and material handling.
- Discount rates will not apply to orders received without payment

**NOTE:** Services rendered during the exhibitor move-in will be added to your final invoice, included but not limited to Material Handling, Labor, Furnishings, Shipping Logistics, etc.

### Method of Payment

- For your convenience, SourceOne Events, Inc. accepts Mastercard, VISA, Discover, American Express, checks, cash, ACH direct deposit and wire transfers. Please contact SourceOne Events, Inc. for ACH and Wire Transfer Instructions. Any charge totalling \$10,000 or above that is to be paid by credit card in one transaction will be charged 3% surcharge.
- We do not accept purchase orders as forms of payments.
- All payments are to be made in U.S. funds drawn on a U.S. Bank.
- Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- ACH and Wire Transfers will be charged a \$50.00 fee.

### Third Party Billing

- SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf.
- In the event that you have arranged for an exhibit house or such other third party to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house or such other third party fail to meet the required payment terms explained above.
- If third party does not pay for services SourceOne Events, Inc. reserves the right to collect full payment from Exhibitors.

### Cancellation of Order

- Orders cancelled by the Exhibitor prior to SourceOne Events, Inc. move-in are subject to a cancellation fee of 50% of the total order.
- Orders cancelled after SourceOne Events, Inc. begins move-in are subject to a cancellation fee of 100% of the total order.

## Calculation of Orders

(totals from SourceOne Events, Inc. order forms):

Booth Furnishings & Accessories	\$
Specialty Furnishings	\$
Peg Board, Grid Wall, & Slat Wall	\$
Charging Stations	\$
Booth Floor Covering	\$
Rental Exhibits & Accessories	\$
Printing & Signage	\$
Labor	\$
Booth Cleaning Labor	\$
Exhibit Rentals, Kiosks, & Display Cases	\$
Shipping	\$
Material Handling Estimate	\$
Electrical	\$
Internet & Phone - <i>Send order to facility</i>	\$

Total Due to SourceOne Events Inc.

\$

## Method of Payment

- Requires credit card with initial order

Credit Card on File:



CVV2 number lets a merchant verify that the cardholder does in fact have the card in his or her possession.

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

CVV2: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature:  X  \_\_\_\_\_ Date: \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Terms & Conditions of this contract.

### Order Payment Method:

Charge the Credit Card listed in the Method of Payment Section of this form.

Check Enclosed # \_\_\_\_\_ Dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Amount: \_\_\_\_\_  
(Credit Card required on file)

Wire Transfer on \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_ (Please contact SourceOne Events, Inc. for ACH or Wire Transfer Instructions)  
(Date) (Bank) (Amount)

## Questions? Just Ask!

Call Brooke Busby at 708-344-4111 or email brooke@sourceoneevents.com  
Contact us online at [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)





# Third Party Billing Authorization

Show Name: Food Safety Consortium 2019 | Show Date: October 1 -3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019

Exhibiting Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Exhibitor Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms and conditions mentioned.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions provided to you with the "Exhibitor Service Kit", including but not limited to the "Exhibitor Terms and Conditions". In the event that the named third party fails to meet the required payment terms, charges will revert back to me, the exhibiting company.

## Payment Policy

BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FACSIMILE, POSTAL MAIL OR IN ANY OTHER MANNER TO SOURCEONE EVENTS, INC., YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "EXHIBITOR SERVICE KIT", INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS".

### Payment for Services

- SourceOne requires full payment prior to the time services are ordered.
- We require a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment.
- We understand that your calculation is only an estimate of charges SourceOne Events, Inc. and may not reflect the balance of the final invoice, which may include labor and material handling.
- Discount rates will not apply to orders received without payment

**NOTE:** Services rendered during the exhibitor move-in will be added to your final invoice, included but not limited to Material Handling, Labor, Furnishings, Shipping Logistics, etc.

### Method of Payment

- For your convenience, SourceOne Events, Inc. accepts Mastercard, VISA, Discover, American Express, checks, cash, ACH direct deposit and wire transfers please contact SourceOne Events, Inc. for ACH and Wire Transfer Instructions. Any charge totalling \$10,000 or above that is to be paid by credit card in one transaction will be charged 3% surcharge.
- We do not accept purchase orders as forms of payments.
- All payments are to be made in U.S. funds drawn on a U.S. Bank.
- Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- ACH and Wire Transfers will be charged a \$50.00 fee.

### Third Party Billing

- SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf.
- As the 3rd Party on the exhibitors behalf, you are responsible for all charges incurred at the show on-site.
- If third party does not pay for services SourceOne Events, Inc. reserves the right to collect full payment from Exhibitors.

### Cancellation of Order

- Orders cancelled by the Exhibitor prior to SourceOne Events, Inc. move-in are subject to a cancellation fee of 50% of the total order.
- Orders cancelled after SourceOne Events, Inc. begins moving in are subject to a cancellation fee of 100% of the total order.

## Calculation of Orders

(totals from SourceOne Events, Inc. order forms):

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Printing & Signage	\$
Labor	\$
Booth Cleaning Labor	\$
Exhibit Rentals, Kiosks, & Display Cases	\$
Shipping	\$
Material Handling Estimate	\$
Electrical	\$
Internet & Phone - Send order to facility	\$

Total Due to SourceOne Events Inc. **\$**

## Method of Payment

- Requires credit card with initial order

Credit Card on File:



CVV2 number lets a merchant verify that the cardholder does in fact have the card in his or her possession.

3rd Party Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

CVV2: \_\_\_\_\_

3rd Party Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

3rd Party Cardholder's Name: \_\_\_\_\_ Email: \_\_\_\_\_

3rd Party Authorized Signature:  X  Date: \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Terms & Conditions of this contract.

### Order Payment Method:

Charge the Credit Card listed in the Method of Payment Section of this form.

Check Enclosed # \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Amount: \_\_\_\_\_  
(Credit Card required on file)

Wire Transfer on \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_ (Please contact SourceOne Events, Inc. for ACH or Wire Transfer Instructions)  
(Date) (Bank) (Amount)

## Questions? Just Ask!

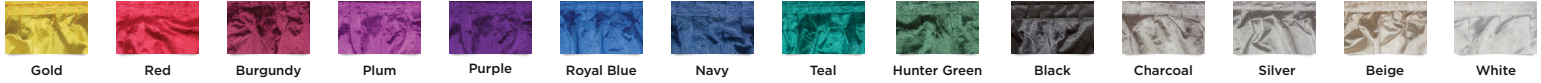
Call Brooke Busby at 708-344-4111 or email brooke@sourceoneevents.com  
Contact us online at [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)

# Booth Furnishings



### Skirt Color Options:

Please indicate a skirt color. If no color is selected, show color will prevail. Table includes white vinyl top and skirted on 3 sides:



Skirted Table Color: \_\_\_\_\_ Skirted Table Riser Color: \_\_\_\_\_



4' x 2' x 30" | ST



6' x 2' x 30" | ST



8' x 2' x 30" | ST



4' x 2' x 42" | ST



6' x 2' x 42" | ST



8' x 2' x 42" | ST

### Skirted Tables

	Code	Qty	Online	Discount	Standard	Total
4' W x 2' D x 30" H - Skirted Table	430ST	X	\$100.32	\$105.60	\$126.72	\$
6' W x 2' D x 30" H - Skirted Table	630ST	X	\$129.58	\$136.40	\$163.68	\$
8' W x 2' D x 30" H - Skirted Table	830ST	X	\$161.98	\$170.50	\$204.60	\$
4' W x 2' D x 42" H - Skirted Table	442ST	X	\$130.63	\$137.50	\$165.00	\$
6' W x 2' D x 42" H - Skirted Table	642ST	X	\$157.80	\$166.10	\$199.32	\$
8' W x 2' D x 42" H - Skirted Table	842ST	X	\$191.24	\$201.30	\$241.56	\$
4th side skirted - 30" H - Skirted Table		X	\$54.34	\$57.20	\$68.64	\$
4th side skirted - 42" H - Skirted Table		X	\$78.38	\$82.50	\$99.00	\$
Vinyl White Top - 4' W - Skirted Table		X	\$8.36	\$8.80	\$10.56	\$
Vinyl White Top - 6' W - Skirted Table		X	\$15.68	\$16.50	\$19.80	\$
Vinyl White Top - 8' W - Skirted Table		X	\$25.08	\$26.40	\$31.68	\$



4' x 1' x 10" | STR



6' x 1' x 10" | STR

### Skirted Table Risers

	Code	Qty	Online	Discount	Standard	Total
10" x 4' x 1' - Skirted Table Riser	4STR	X	\$94.05	\$99.00	\$118.80	\$
10" x 6' x 1' - Skirted Table Riser	6STR	X	\$125.40	\$132.00	\$144.00	\$

Please indicate a skirt color on the "Skirted Table Riser Color" line above. If a color is not selected, show color will prevail. Table includes white vinyl top and skirted on 3 sides.

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign **X** \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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Please Mail, Email or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Ln N., Lombard, IL 60148 | Email: brooke@sourceoneevents.com | Fax: 708-344-3050 | Phone: 708-344-4111





4' x 2' x 30" | UT



6' x 2' x 30" | UT



8' x 2' x 30" | UT



4' x 2' x 42" | UT



6' x 2' x 42" | UT



8' x 2' x 42" | UT

## Unskirted Tables

	Code	Qty	Online	Discount	Standard	Total
4' W x 2' D x 30" H - Unskirted Table	430UT	<input type="text"/>	\$67.93	\$71.50	\$85.80	\$
6' W x 2' D x 30" H - Unskirted Table	630UT	<input type="text"/>	\$79.42	\$83.60	\$100.32	\$
8' W x 2' D x 30" H - Unskirted Table	830UT	<input type="text"/>	\$90.92	\$95.70	\$114.84	\$
4' W x 2' D x 42" H - Unskirted Table	442UT	<input type="text"/>	\$79.42	\$83.60	\$100.32	\$
6' W x 2' D x 42" H - Unskirted Table	642UT	<input type="text"/>	\$90.92	\$95.70	\$114.84	\$
8' W x 2' D x 42" H - Unskirted Table	842UT	<input type="text"/>	\$102.41	\$107.80	\$129.36	\$



4' x 1' x 10" | UTR



6' x 1' x 10" | UTR

## Unskirted Table Risers

	Code	Qty	Online	Discount	Standard	Total
4' W x 1' D x 10" H - Unskirted Table Riser	4UTR	<input type="text"/>	\$52.25	\$55.00	\$66.00	\$
6' W x 1' D x 10" H - Unskirted Table Riser	6UTR	<input type="text"/>	\$63.75	\$67.10	\$80.52	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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40" x 30" | URT



40" x 42" | URT



30" x 30" | URT



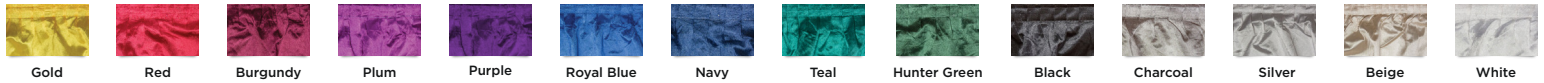
30" x 42" | URT

## Unskirted Round Tables

	Code	Qty		Online	Discount	Standard	Total
40" W x 30" H - Unskirted Round Table	4030URT	<input type="text"/>	X	\$61.66	\$64.90	\$77.88	\$
40" W x 42" H - Unskirted Round Table	4042URT	<input type="text"/>	X	\$75.24	\$79.20	\$95.04	\$
30" W x 30" H - Unskirted Round Table	3030URT	<input type="text"/>	X	\$50.16	\$52.80	\$63.36	\$
30" W x 42" H - Unskirted Round Table	3042URT	<input type="text"/>	X	\$62.70	\$66.00	\$79.20	\$

### Skirt Color Options:

Please indicate a skirt color. If no color is selected, show color will prevail. Table includes white vinyl top and skirted on 3 sides:



Skirted Table Color: \_\_\_\_\_



40" x 30" | SRT



40" x 42" | SRT



30" x 30" | SRT



30" x 42" | SRT

## Skirted Round Tables

	Code	Qty		Online	Discount	Standard	Total
40" W x 30" H - Skirted Round Table	4030SRT	<input type="text"/>	X	\$119.13	\$125.40	\$150.48	\$
40" W x 42" H - Skirted Round Table	4042SRT	<input type="text"/>	X	\$131.67	\$138.60	\$166.32	\$
30" W x 30" H - Skirted Round Table	3030SRT	<input type="text"/>	X	\$106.59	\$112.20	\$134.64	\$
30" W x 42" H - Skirted Round Table	3042SRT	<input type="text"/>	X	\$120.18	\$126.50	\$151.80	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

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PFC | BLACK



PSC | BLACK



UAC | GRAY



DC | BLACK



PBS | GRAY



CC | SILVER



EAC | GRAY



ESC | BLACK

Please note that if you place an order for any standard booth furniture item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model ordered, but you will receive a similar item.

## Standard Seating

	Code	Qty		Online	Discount	Standard	Total
Plastic Folding Side Chair	PFC		X	\$25.08	\$26.40	\$31.68	\$
Padded Side Chair	PSC		X	\$65.84	\$69.30	\$83.16	\$
Upholstered Arm Chair	UAC		X	\$107.64	\$113.30	\$135.96	\$
Director Chair	DC		X	\$94.05	\$99.00	\$118.80	\$
Padded Gray Bar Stool with Back	PBS		X	\$121.22	\$127.60	\$153.12	\$
Chrome Chair	CC		X	\$87.78	\$92.40	\$110.88	\$
Ergo Arm Chair	EAC		X	\$121.22	\$127.60	\$153.12	\$
Ergo Armless Side Chair	ESC		X	\$94.05	\$99.00	\$118.80	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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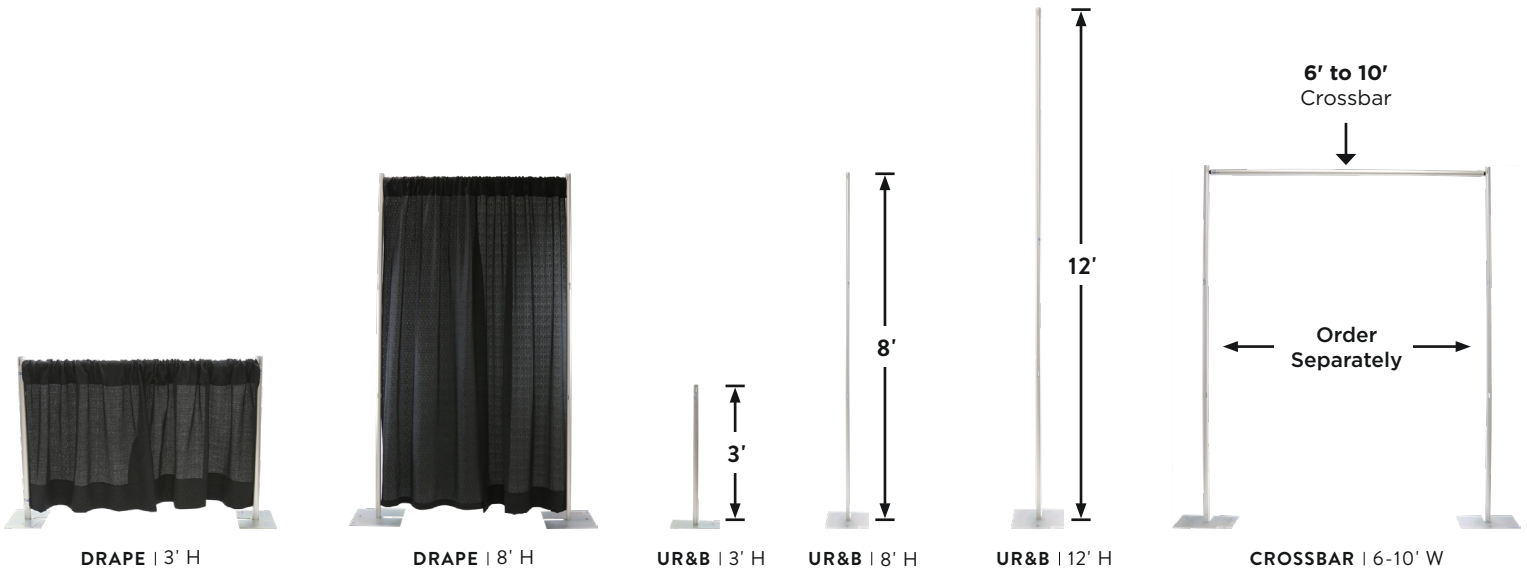
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**Drape Color Options:**



Drape color: \_\_\_\_\_



## Drape Equipment

This is booth drape & equipment other than what is provided in your booth package.

	Code	Qty	Online	Discount	Standard	Total
Drape - 3' H - Per Linear Foot (6' Min.)	DRAPE-3FT	_____ X	\$11.50	\$12.10	\$14.52	\$
Drape - 8' H - Per Linear Foot (6' Min.)	DRAPE-8FT	_____ X	\$15.68	\$16.50	\$19.80	\$
Upright and Base - 3' H	3UB	_____ X	\$21.95	\$23.10	\$27.72	\$
Upright and Base - 8' H	8UB	_____ X	\$27.17	\$28.60	\$34.32	\$
Upright and Base - 12' H	12UB	_____ X	\$54.34	\$57.20	\$68.64	\$
Crossbar - 6' to 10' W	610CB	_____ X	\$21.95	\$23.10	\$27.72	\$

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

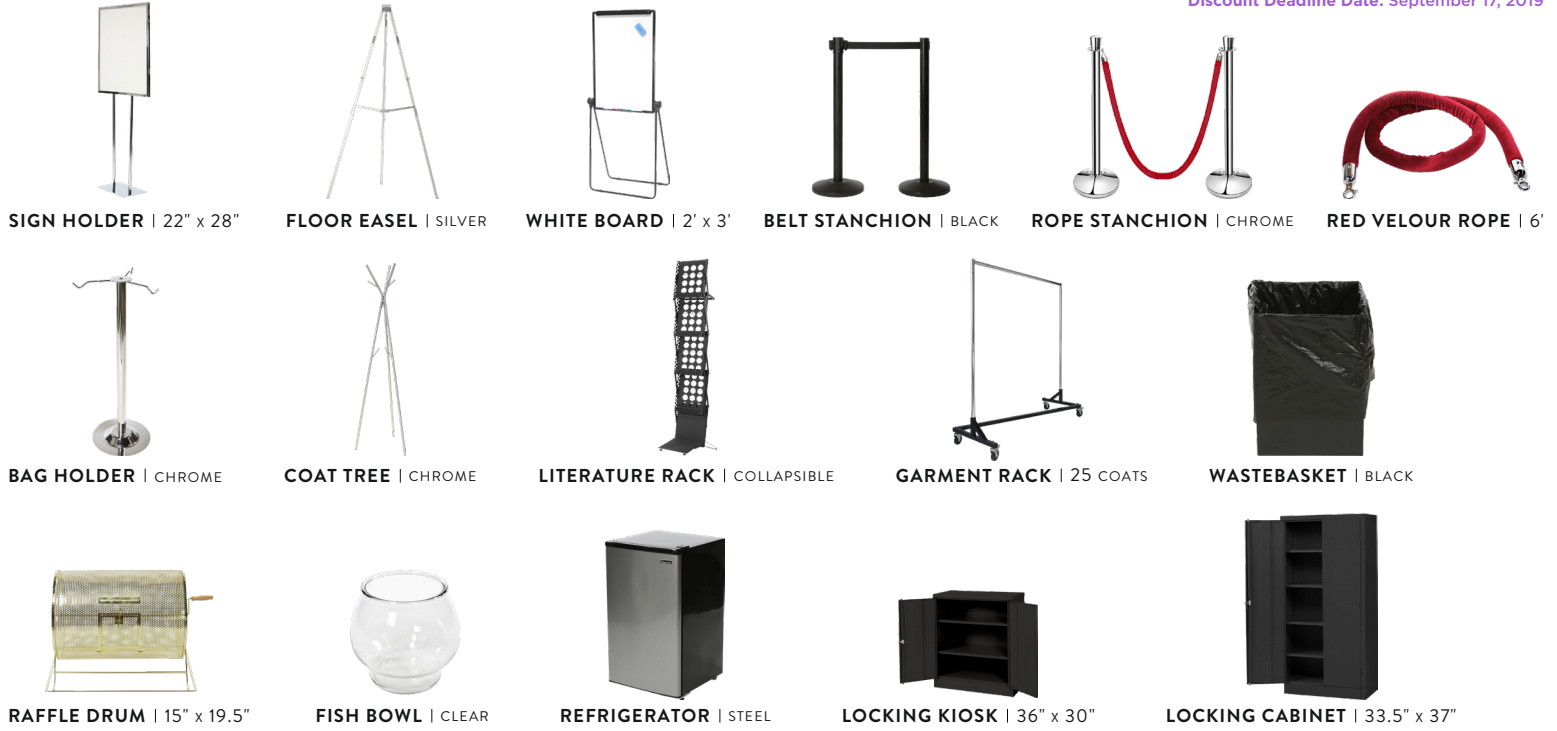
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Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019



## Accessories

	Code	Qty	Online	Discount	Standard	Total
This is additional equipment other than what is provided in your booth package.						
Chrome Sign Holder (22" x 28")	CSH	X	\$86.74	\$91.30	\$109.56	\$
Aluminum Floor Easel	AFE	X	\$40.76	\$42.90	\$51.48	\$
Flipchart / White Board	WBE	X	\$79.42	\$83.60	\$100.32	\$
Retractable Belt Stanchion	STN-B	X	\$99.28	\$104.50	\$125.40	\$
Chrome Rope Stanchion	STN-R	X	\$47.03	\$49.50	\$59.40	\$
6' Red Velour Rope	RVR	X	\$38.67	\$40.70	\$48.84	\$
Chrome Bag Holder	BH	X	\$71.06	\$74.80	\$89.76	\$
Coat Tree	CT	X	\$57.48	\$60.50	\$72.60	\$
Collapsible Literature Rack	CLR	X	\$113.91	\$119.90	\$143.88	\$
Garment Rack (Holds 25 Coats)	GR	X	\$110.77	\$116.60	\$139.92	\$
Disposable Wastebasket	WB	X	\$19.86	\$20.90	\$25.08	\$
Raffle Drum (19.5" L x 15" W)	RD	X	\$65.84	\$69.30	\$83.16	\$
Fish Bowl	FB	X	\$43.89	\$46.20	\$55.44	\$
Refrigerator	REF	X	\$181.83	\$191.40	\$229.68	\$
Locking Kiosk (36" W x 18" D x 30" H)	LC-S	X	\$365.75	\$385.00	\$462.00	\$
Locking Cabinet (33.5" W x 17.5" D x 37" H)	LC-L	X	\$391.88	\$412.50	\$495.00	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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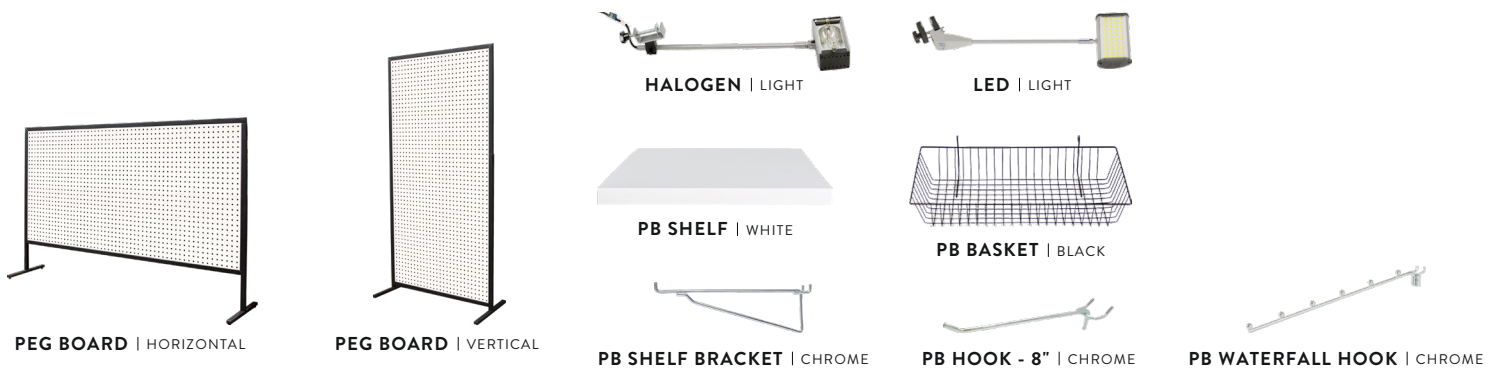


## Poster Board & Accessories

	Code	Qty	Online	Discount	Standard	Total
Poster Board – 4' x 8' Gray Panels	POST-H / POST-V	_____ X	\$165.11	\$173.80	\$208.56	\$

Both sides of these panels are covered in gray fabric. You can only use push pins to adhere items to the board.

Please choose desired style of Poster Board:		Style H – Horizontal		Style V – Vertical		
Box of Push Pins (quantity 100)	PIN-CL	_____ X	\$9.41	\$9.90	\$10.98	\$
Halogen Light	HAL-LT	_____ X	\$67.93	\$71.50	\$85.80	\$
LED Light	LED-LT	_____ X	\$99.28	\$104.50	\$125.40	\$



## Peg Board & Accessories

	Code	Qty	Online	Discount	Standard	Total
Peg Board – 4' x 8' White Panel Board	PEG-H / PEG-V	_____ X	\$165.11	\$173.80	\$208.56	\$

These boards are one sided. You can either use hooks, shelving, waterfalls or baskets to showcase your items.

Please choose desired style of Pegboard:		Style H – Horizontal		Style V – Vertical		
Peg Board Shelf – 36" L x 8" D – White	PBS	_____ X	\$16.72	\$17.60	\$21.12	\$
Peg Board Basket – 12" W x 8" D x 12" H – Black	PBB	_____ X	\$21.95	\$23.10	\$27.72	\$
Peg Board Shelf Bracket – 8" – Chrome	PBSB	_____ X	\$15.68	\$16.50	\$19.80	\$
Peg Board Hook – 8" – Chrome (Box of 25)	PBH	_____ X	\$29.26	\$30.80	\$36.96	\$
Peg Board 6-Ball Waterfall Hook – 12" – Chrome	PBWH	_____ X	\$17.77	\$18.70	\$22.44	\$
Halogen Light	HAL-LT	_____ X	\$67.93	\$71.50	\$85.80	\$
LED Light	LED-LT	_____ X	\$99.28	\$104.50	\$125.40	\$

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature

Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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**SLAT WALL | 38" W**



**HALOGEN | LIGHT**



**LED | LIGHT**



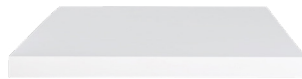
**SW BASKET | WHITE**



**SW SHELF BRACKET | CHROME**



**SW WATERFALL HOOK | CHROME**



**SW SHELF | WHITE**



**SW HOOK | 4"**



**SW HOOK | 6"**

## Slat Wall & Accessories

	Code	Qty	Online	Discount	Standard	Total
Slat Wall - includes white back panel 38" W x 8' H. Accessories rented separately.			\$412.78	\$434.50	\$521.40	\$
Slat Wall Basket - 12" W x 8" D x 12" H - White	SWB	X	\$17.77	\$18.70	\$22.44	\$
Slat Wall Shelf Bracket - 12" - Chrome	SWSB	X	\$26.13	\$27.50	\$33.00	\$
Slat Wall 6-Ball Waterfall Hook - 12" - Chrome	SWWF	X	\$29.26	\$30.80	\$36.96	\$
Slat Wall Shelf - 36" W x 12" D - White	SWS	X	\$31.35	\$33.00	\$39.60	\$
Slat Wall Hook - 4" - Chrome (Box of 25)	SW4H	X	\$31.35	\$33.00	\$39.60	\$
Slat Wall Hook - 6" - Chrome (Box of 25)	SW6H	X	\$31.35	\$33.00	\$39.60	\$
Halogen Light	HAL-LT	X	\$67.93	\$71.50	\$85.80	\$
LED Light	LED-LT	X	\$99.28	\$104.50	\$125.40	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

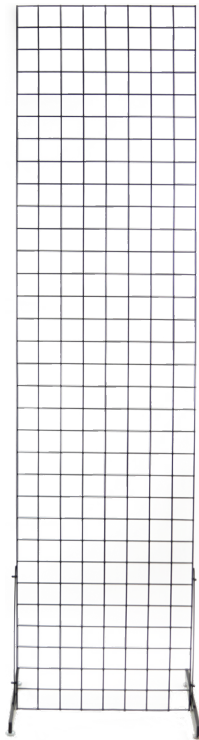
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**GRID WALL** | 24" W



**GW HOOK** | 4"



**GW HOOK** | 6"



**GW LEGS** | BLACK



**GW WATERFALL HOOK** | BLACK



**GW SHELF BRACKET** | BLACK



**GW SHELF** | BLACK



**GW WIRE SHELF** | BLACK



**GW BASKET** | BLACK

## Grid Wall & Accessories

	Code	Qty	Online	Discount	Standard	Total
--	------	-----	--------	----------	----------	-------

Grids need to be in a "V" shape in order to stand if legs are NOT ordered

Grid Wall - 2' x 8' Black Panel Grid	GRID-24	X	\$67.93	\$71.50	\$85.80	\$
Grid Wall Hook - 4" - Black	GW4H	X	\$2.61	\$2.75	\$3.30	\$
Grid Wall Hook - 6" - Black	GW6H	X	\$3.14	\$3.30	\$3.96	\$
Grid Wall Legs - Black	GWL	X	\$17.77	\$18.70	\$22.44	\$
Grid Wall Waterfall Hook - Black	GWWF	X	\$17.77	\$18.70	\$22.44	\$
Grid Wall Shelf Bracket - 12" - Black	GWSB	X	\$11.50	\$12.10	\$14.52	\$
Grid Wall Shelf - Black 24" W x 12" D	GWS	X	\$17.77	\$18.70	\$22.44	\$
Grid Wall Wire Shelf - 24" W x 12" D - Black	GWWS	X	\$26.13	\$27.50	\$33.00	\$
Grid Wall Basket - 12" W x 8" D x 12" H - Black	GWB	X	\$31.35	\$33.00	\$39.60	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

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VOGA S | BLACK



VOGA L | BLACK



VOGA C | BLACK



GRACE S | BLACK



GRACE L | BLACK



GRACE C | BLACK



ZUO S | BLACK



ZUO C | BLACK

S = Sofa L = Loveseat C = Chair

**Specialty Furniture:** Please note that if you place an order for any specialty furniture item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model you ordered, but you will receive a similar item.

## Lounge Series

	Code	Color	Qty		Online	Discount	Standard	Total
Voga Leather Sofa	VOGA-S	Black	_____	X	\$809.88	\$852.50	\$1,023.00	\$
Voga Leather Loveseat	VOGA-L	Black	_____	X	\$757.63	\$797.50	\$957.00	\$
Voga Leather Chair	VOGA-C	Black	_____	X	\$600.88	\$632.50	\$759.00	\$
Grace Leather Sofa	GRACE-S	Black	_____	X	\$1,039.78	\$1,094.50	\$1,313.40	\$
Grace Leather Loveseat	GRACE-L	Black	_____	X	\$883.03	\$929.50	\$1,115.40	\$
Grace Leather Chair	GRACE-C	Black	_____	X	\$830.78	\$874.50	\$1,049.40	\$
Zuo Leather Sofa	ZUO-S	Black	_____	X	\$783.75	\$825.00	\$990.00	\$
Zuo Leather Chair	ZUO-C	Black	_____	X	\$600.88	\$632.50	\$759.00	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019



**CORB-S-BK**  
| BLACK

**LE CORBUSIER S** | WHITE



**CORB-L-BK**  
| BLACK

**LE CORBUSIER L** | WHITE



**CORB-C-BK**  
| BLACK

**LE CORBUSIER C** | WHITE



**LAND-S-BK**  
| BLACK

**LANDS S** | WHITE



**LAND-L-BK**  
| BLACK

**LANDS L** | WHITE



**LAND-C-BK**  
| BLACK

**LANDS C** | WHITE



**EKKO S** | WHITE



**EKKO C** | WHITE

**S** = Sofa    **L** = Loveseat    **C** = Chair

**Specialty Furniture:** Please note that if you place an order for any specialty furniture item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model you ordered, but you will receive a similar item.

## Lounge Series

	Code	Color	Qty	Online	Discount	Standard	Total
Le Corbusier Sofa	CORB-S		X	\$679.25	\$715.00	\$858.00	\$
Le Corbusier Loveseat	CORB-L		X	\$627.00	\$660.00	\$792.00	\$
Le Corbusier Chair	CORB-C		X	\$496.38	\$522.50	\$627.00	\$
Lands Tufted Sofa	LAND-S		X	\$862.13	\$907.50	\$1,089.00	\$
Lands Tufted Loveseat	LAND-L		X	\$809.88	\$852.50	\$1,023.00	\$
Lands Tufted Chair	LAND-C		X	\$548.63	\$577.50	\$693.00	\$
Ekko Tufted Sofa	EKKO-S	White	X	\$757.63	\$797.50	\$957.00	\$
Ekko Tufted Chair	EKKO-C	White	X	\$600.88	\$632.50	\$759.00	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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KIVIK S | GRAY



KIVIK L | GRAY



HEMINGWAY L | CHARCOAL



HEMINGWAY C | CHARCOAL



MAVERICK L | DARK GRAY



MAVERICK C | DARK GRAY

S = Sofa L = Loveseat C = Chair

**Specialty Furniture:** Please note that if you place an order for any specialty furniture item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model you ordered, but you will receive a similar item.

## Lounge Series

	Code	Color	Qty	Online	Discount	Standard	Total
Kivik Leather Sofa	KIVIK-S	Gray	X	\$809.88	\$852.50	\$1,023.00	\$
Kivik Leather Loveseat	KIVIK-L	Gray	X	\$757.63	\$797.50	\$957.00	\$
Hemingway Loveseat	HEM-L	Charcoal	X	\$444.13	\$467.50	\$561.00	\$
Hemingway Chair	HEM-C	Charcoal	X	\$365.75	\$385.00	\$462.00	\$
Maverick Loveseat	MAV-L	Dark Gray	X	\$496.38	\$522.50	\$627.00	\$
Maverick Chair	MAV-C	Dark Gray	X	\$365.75	\$385.00	\$462.00	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

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Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019



**CLUB-C-BK**  
| BLACK

**CLUB** | WHITE



**ROCK-C-GY**  
| GRAY

**ROCKWELL** | LIGHT GRAY



**COHEN-C-GY**  
| GRAY

**COHEN** | WHITE



**SADL-C-BK**  
| BLACK

**SADDLEBROOK** | WHITE



**VALENTINA** | WHITE



**ATLAS** | BLACK

## Lounge Chairs

	Code	Color	Qty	Online	Discount	Standard	Total
Club Lounge Chair	CLUB-C		X	\$365.75	\$385.00	\$462.00	\$
Rockwell Lounge Chair	ROCK-C		X	\$339.63	\$357.50	\$429.00	\$
Cohen Lounge Chair	COHEN-C		X	\$600.88	\$632.50	\$759.00	\$
Saddlebrook Lounge Chair	SADL-C		X	\$287.38	\$302.50	\$363.00	\$
Valentina Lounge Chair	VAL-C	White	X	\$350.08	\$368.50	\$442.20	\$
Atlas Lounge Chair	ATLAS-C	Black	X	\$365.75	\$385.00	\$462.00	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

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**CORB-O-BK**  
| BLACK

**LE CORBUSIER** | WHITE



**EKKO-O-BK**  
| BLACK

**EKKO** | WHITE



**JOJO-O-BK**  
| BLACK

**JOJO** | WHITE



**CARR-O-BK**  
| BLACK

**CARROLL** | WHITE



**LAND-O-BK**  
| BLACK

**LANDS** | WHITE



**ACORD-O-BK**  
| BLACK

**ACORD** | WHITE

## Ottomans

	Code	Color	Qty	Online	Discount	Standard	Total
Le Corbusier Ottoman	CORB-O		X	\$193.33	\$203.50	\$244.20	\$
Ekko Leather Ottoman	EKKO-O		X	\$193.33	\$203.50	\$244.20	\$
Jojo Tufted Cube Ottoman	JOJO-O		X	\$156.75	\$165.00	\$198.00	\$
Carroll Storage Ottoman	CARR-O		X	\$156.75	\$165.00	\$198.00	\$
Lands Tufted Ottoman	LAND-O		X	\$203.78	\$214.50	\$257.40	\$
Acord Leather Ottoman	ACORD-O		X	\$182.88	\$192.50	\$231.00	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

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Authorized Name - Please Print

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Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019

ET = End Table  
CT = Coffee Table



LOFT CT | WOOD



LOFT ET | WOOD



COSMO CT | CLEAR



QUINN CT | BLACK



QUINN ET | BLACK



ORIN CT | BLACK



PARSONS CT | WHITE



PARS-CT-BK | BLACK



PARSONS ET | WHITE



PARS-ET-BK | BLACK



GALIO ET | WHITE



GALIO-ET-W | BLACK

## Coffee & End Tables

	Code	Color	Qty		Online	Discount	Standard	Total
Loft Coffee Table	LOFT-CT	Wood	_____	X	\$256.03	\$269.50	\$323.40	\$
Loft End Table	LOFT-ET	Wood	_____	X	\$214.23	\$225.50	\$270.60	\$
Cosmopolitan Coffee Table	COSMO-CT	Clear	_____	X	\$276.93	\$291.50	\$349.80	\$
Quinn Coffee Table	QUINN-CT	Black	_____	X	\$203.78	\$214.50	\$257.40	\$
Quinn End Table	QUINN-ET	Black	_____	X	\$161.98	\$170.50	\$204.60	\$
Orin Coffee Table	ORIN-CT	Black	_____	X	\$224.68	\$236.50	\$283.80	\$
Parsons Coffee Table	PARS-CT	_____	_____	X	\$172.43	\$181.50	\$217.80	\$
Parsons End Table	PARS-ET	_____	_____	X	\$130.63	\$137.50	\$165.00	\$
Galio End Table	GALIO-ET	_____	_____	X	\$266.48	\$280.50	\$336.60	\$

Total Payment for Selections



Company Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Booth Number \_\_\_\_\_

Please Sign

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Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

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**NAMI-ET-BK**  
BLACK

**NAMI** | CLEAR



**SIVIR** | CLEAR



**RYZE** | CLEAR



**ZENN** | CLEAR



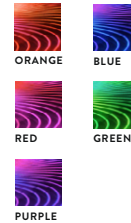
**ZOE** | CLEAR



**IRIS** | CLEAR



**SPYRA** | MULTI



**Included Feature**

= Rotating Colors = Electrical

**Coffee & End Tables**

	Code	Color	Qty		Online	Discount	Standard	Total
Nami End Table	NAMI-ET		X		\$182.88	\$192.50	\$231.00	\$
Sivir End Table	SIVIR-ET	Clear	X		\$203.78	\$214.50	\$257.40	\$
Ryze End Table	RYZE-ET	Clear	X		\$182.88	\$192.50	\$231.00	\$
Zenn End Table	ZENN-ET	Clear	X		\$182.88	\$192.50	\$231.00	\$
Zoe End Table	ZOE-ET	Clear	X		\$203.78	\$214.50	\$257.40	\$
Iris End Table	IRIS-ET	Clear	X		\$193.33	\$203.50	\$244.20	\$
Spyra End Table	SPYRA-ET	Multi	X		\$203.78	\$214.50	\$257.40	\$

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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**STOUT-BS-BK**  
| BLACK

**STOUT** | WHITE



**JUBIL-BS-BK**  
| BLACK

**JUBILEE** | WHITE



**LAGER-BS-BK**  
| BLACK

**LAGER** | WHITE



**NOVA-BS-BK**  
| BLACK

**NOVA** | WHITE



**ALE-BS-BK**  
| BLACK

**ALE** | WHITE



**POSH-BS-BK**  
| BLACK

**POSH** | WHITE

## Bar Stools

	Code	Color	Qty	Online	Discount	Standard	Total
Stout Bar Stool	STOUT-BS	_____	X	\$235.13	\$247.50	\$297.00	\$
Jubilee Bar Stool	JUBIL-BS	_____	X	\$203.78	\$214.50	\$257.40	\$
Lager Bar Stool	LAGER-BS	_____	X	\$203.78	\$214.50	\$257.40	\$
Nova Bar Stool	NOVA-BS	_____	X	\$203.78	\$214.50	\$257.40	\$
Ale Bar Stool	ALE-BS	_____	X	\$182.88	\$192.50	\$231.00	\$
Posh Bar Stool	POSH-BS	_____	X	\$203.78	\$214.50	\$257.40	\$

Total Payment for Selections

\$

Company Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Booth Number \_\_\_\_\_

Please Sign

**X**

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

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**MIMI-BS-BK**  
| BLACK

**MIMI** | WHITE



**CAS-BS-BK**  
| BLACK

**CASCADE** | WHITE



**FUJI-BS-BK**  
| BLACK

**FUJI** | WHITE



**ARROW-BS-BK**  
| GRAY

**ARROW** | WHITE



**SWIZ-BS-BK**  
| BLACK

**SWIZZLE** | WHITE



**JANINGE** | WHITE



**REVEL-BS-BK** | BLACK  
**REVEL-BS-OR** | ORANGE  
**REVEL-BS-SL** | SILVER  
**REVEL-BS-RD** | RED  
**REVEL-BS-BL** | BLUE  
**REVEL-BS-YL** | YELLOW  
**REVEL-BS-GN** | GREEN

**REVEL** | WHITE



**SPYRA** | MULTI

**ORANGE**  
**PURPLE**  
**RED**  
**BLUE**  
**GREEN**

**Included Feature**

= Cycling Colors = Electrical

**Bar Stools**

	Code	Color	Qty	Online	Discount	Standard	Total
Mimi Bar Stool	MIMI-BS		X	\$193.33	\$203.50	\$244.20	\$
Cascade Bar Stool	CAS-BS		X	\$182.88	\$192.50	\$231.00	\$
Fuji Bar Stool	FUJI-BS		X	\$182.88	\$192.50	\$231.00	\$
Arrow Bar Stool	ARROW-BS		X	\$182.88	\$192.50	\$231.00	\$
Swizzle Bar Stool	SWIZZ-BS		X	\$182.88	\$192.50	\$231.00	\$
Janinge Bar Stool	JANIN-BS	White	X	\$172.43	\$181.50	\$217.80	\$
Revel Bar Stool	REVEL-BS		X	\$172.43	\$181.50	\$217.80	\$
Spyra Bar Stool	SPYRA-BS	Multi	X	\$235.13	\$247.50	\$297.00	\$

Total Payment for Selections **\$**

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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**BRAVA-BT-BK**  
| BLACK

**BRAVA** | WHITE



**ELIA-BT-BK**  
| BLACK

**ELIA** | WHITE



**VISTA-BT-BK**  
| BLACK

**VISTA** | WHITE



**GELATO-BT-BK**  
| BLACK

**GELATO** | WHITE



**BORO** | CLEAR



**NOVA** | SILVER



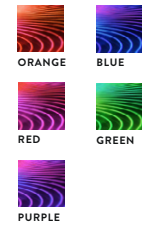
**KONA** | SILVER



**CHIVE** | BLACK



**SPYRA** | MULTI



**Included Feature**

= Cycling Colors = Electrical

**Bar Tables**

	Code	Color	Qty	Online	Discount	Standard	Total
Brava Bar Table	BRAVA-BT		X	\$203.78	\$214.50	\$257.40	\$
Elia Bar Table	ELIA-BT		X	\$214.23	\$225.50	\$270.60	\$
Vista Bar Table	VISTA-BT		X	\$214.23	\$225.50	\$270.60	\$
Gelato Bar Table	GELATO-BT		X	\$256.03	\$269.50	\$323.40	\$
Boro Bar Table	BORO-BT	Clear	X	\$287.38	\$302.50	\$363.00	\$
Nova Bar Table	NOVA-BT	Silver	X	\$214.23	\$225.50	\$270.60	\$
Kona Bar Table	KONA-BT	Silver	X	\$214.23	\$225.50	\$270.60	\$
Chive Bar Table	CHIVE-BT	Black	X	\$235.13	\$247.50	\$297.00	\$
Spyra Bar Table	SPYRA-BT	Multi	X	\$287.38	\$302.50	\$363.00	\$

**Total Payment for Selections**

\$

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Email

Phone Number

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## Cafe Tables

	Code	Color	Qty	Online	Discount	Standard	Total
Elia Cafe Table	ELIA-CT		X	\$193.33	\$203.50	\$244.20	\$
Brava Cafe Table	BRAVA-CT		X	\$182.88	\$192.50	\$231.00	\$
Vista Cafe Table	VISTA-CT		X	\$193.33	\$203.50	\$244.20	\$
Nova Cafe Table	NOVA-CT	Silver	X	\$193.33	\$203.50	\$244.20	\$
Kona Cafe Table	KONA-CT	Silver	X	\$193.33	\$203.50	\$244.20	\$
Chive Cafe Table	CHIVE-CT	Black	X	\$256.03	\$269.50	\$323.40	\$

Total Payment for Selections

\$

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Email

Phone Number

Booth Number

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**NIRVANA** | BLACK



**NEXUS** | BLACK



**STENO** | BLACK



**HALO** | BLACK



**SWAIN** | BLACK



**ALLURA-OC-BK**  
| BLACK

**ALLURA** | WHITE



**ALLURA-OAC-BK**  
| BLACK

**ALLURA+** | WHITE



**BRAVADO-OC-BK**  
| BLACK

**BRAVADO** | WHITE



**CAVIAR-OC-BK**  
| BLACK

**CAVIAR** | WHITE

## Office Chairs

	Code	Color	Qty	Online	Discount	Standard	Total
Nirvana Office Chair	NIRV-OC	Black	X	\$261.25	\$275.00	\$330.00	\$
Nexus Office Chair	NEXUS-OC	Black	X	\$203.78	\$214.50	\$257.40	\$
Steno Office Chair	STENO-OC	Black	X	\$182.88	\$192.50	\$231.00	\$
Halo Office Drafting Chair	HALO-OC	Black	X	\$287.38	\$302.50	\$363.00	\$
Swain Office Chair	LUX-OC	Black	X	\$203.78	\$214.50	\$257.40	\$
Allura Office Chair	LURA-OC		X	\$182.88	\$192.50	\$231.00	\$
Allura Office Arm Chair	LURA-OAC		X	\$256.03	\$269.50	\$323.40	\$
Bravado Office Chair	VADO-OC		X	\$256.03	\$269.50	\$323.40	\$
Caviar Office Chair	CAVI-OC		X	\$182.88	\$192.50	\$231.00	\$

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

**X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print Date

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**LOFT | WOOD**  
48"W 28"D 30"H



**MANDARIN | CLEAR**  
48"W 24"D 30"H



**PIA | WHITE**  
48"W 24"D 29"H



**LUSTER | WHITE**  
43"W 22"D 30"H



**EXPONENT | WHITE**  
45"W 23"D 29"H



## Office Desks

	Code	Color	Qty	Online	Discount	Standard	Total
Loft Office Desk	LOFT-OD	Wood	X	\$470.25	\$495.00	\$594.00	\$
Mandarin Office Desk	MAND-OD	Clear	X	\$470.25	\$495.00	\$594.00	\$
Pia Office Desk	PIA-OD		X	\$365.75	\$385.00	\$462.00	\$
Luster Office Desk	LUST-OD		X	\$391.88	\$412.50	\$495.00	\$
Exponent Office Desk	EXPO-OD		X	\$287.38	\$302.50	\$363.00	\$

Total Payment for Selections

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Phone Number

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**MODE-CC-BK+GY**  
| BLACK & GRAY

**MODE-CC-GY**  
| GRAY

**MODEKA** | WHITE



**FOST-CC-BK**  
| BLACK

**FOST-CC-GY**  
| GRAY

**FOSTER** | WHITE



**BRAV-CC-BK**  
| BLACK

**BRAV-CC-GY**  
| GRAY

**BRAVADO** | WHITE



**ARROW-CC-BK+GY**  
| BLACK & GRAY

**ARROW** | WHITE



**FUJI-CC-BK**  
| BLACK

**FUJI** | WHITE



**CLARA** | CLEAR



**AUSTIN** | GRAY

## Conference Chairs

	Code	Color	Qty	Online	Discount	Standard	Total
Modeka Conference Chair	MODE-CC		X	\$287.38	\$302.50	\$363.00	\$
Foster Conference Chair	FOST-CC		X	\$172.43	\$181.50	\$217.80	\$
Bravado Conference Chair	VADO-CC		X	\$172.43	\$181.50	\$217.80	\$
Arrow Conference Chair	ARROW-CC		X	\$172.43	\$181.50	\$217.80	\$
Fuji Conference Chair	FUJI-CC		X	\$182.88	\$192.50	\$231.00	\$
Clara Conference Chair	CLARA-CC	Clear	X	\$182.88	\$192.50	\$231.00	\$
Austin Conference Chair	AUST-CC	Gray	X	\$172.43	\$181.50	\$217.80	\$

Total Payment for Selections

\$

Company Name

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Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019



**CLARA CT** | BLACK  
59"W 35"D 30"H



**CLARA CTS** | CLEAR  
T: 35"W 59"D 30"H C: 18"W 20"D 33"H

**CT** = Conference Table  
**CTR** = Counter Table  
**SQCT** = Square Conference Table  
**CTS** = Conference Table Set  
**CTRS** = Counter Table Set



**AUST CT** | GRAY  
59"W 32"D 30"H



**AUST SQCT** | GRAY  
32"W 32"D 30"H



**BORO CT** | SILVER  
32"W 30"D 59"H



**FUJI CT** | SILVER  
47"W 28"D 30"H



**FUJI CTR** | SILVER  
47"W 28"D 37"H



**FUJI CTS** | WHITE  
T: 47"W 28"D 30"H C: 22"W 19"D 23"H



**FUJI CTRS** | WHITE  
T: 47"W 28"D 37"H C: 17"W 17.5"D 34"H

## Conference Tables & Sets

	Code	Color	Qty	Online	Discount	Standard	Total
Clara Conference Table	CLARA-CT	Clear	X	\$332.50	\$350.00	\$420.00	\$
Clara Conference Table Set	CLARA-CTS	Clear	X	\$902.50	\$950.00	\$1,140.00	\$
Austin Conference Table	AUST-CT	Gray	X	\$308.75	\$325.00	\$390.00	\$
Austin Square Conference Table	AUST-SQCT	Gray	X	\$261.25	\$275.00	\$330.00	\$
Boro Conference Table	BORO-CT	Clear	X	\$332.50	\$350.00	\$420.00	\$
Fuji Conference Table	FUJI-CT	Clear	X	\$403.75	\$425.00	\$510.00	\$
Fuji Conference Counter Table	FUJI-CTR	Clear	X	\$484.50	\$510.00	\$612.00	\$
Fuji Conference Table Set	FUJI-CTS	White + Clear	X	\$831.25	\$875.00	\$1,050.00	\$
Fuji Conference Counter Table Set	FUJI-CTRS	White + Clear	X	\$997.50	\$1,050.00	\$1,260.00	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111

Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019



**LUX-FL-BK**  
| BLACK

**LUX FL** | WHITE  
10"W 10"D 70"H



**LACE FL** | WHITE  
10"W 10"D 49"H



**LACE TL** | WHITE  
12"W 12"D 18"H



**ICICLE FL** | SILVER  
10"W 10"D 67"H



**ICICLE TL** | SILVER  
7"W 7"D 25.5"H

**FL** = Floor Lamp  
**TL** = Table Lamp  
**L** = Large (6')  
**M** = Medium (4')  
**S** = Small (2-3')



**HARP-BC-BK**  
| BLACK

**HARPER** | WHITE  
31.5"W 11"D 79.5"H



**KALL-BC-BK**  
| BLACK

**KALLAX** | WHITE  
31"W 15"D 58"H



**FICA L** | LARGE  
35"W 35"D 72"H



**FICA M** | MEDIUM  
30"W 30"D 48"H



**FICA S** | SMALL  
28"W 28"D 34"H

## Conference Accessories

	Code	Color	Qty	Online	Discount	Standard	Total
Lux Floor Lamp	LUX-FL		X	\$156.75	\$165.00	\$198.00	\$
Lace Floor Lamp	LACE-FL	White	X	\$182.88	\$192.50	\$231.00	\$
Lace Table Lamp	LACE-TL	White	X	\$130.63	\$137.50	\$165.00	\$
Icicle Floor Lamp	ICE-FL	Silver	X	\$203.78	\$214.50	\$257.40	\$
Icicle Table Lamp	ICE-TL	Silver	X	\$151.53	\$159.50	\$191.40	\$
Harper Bookcase – 5-Tier	HARP-BC		X	\$308.28	\$324.50	\$389.40	\$
Kallax Bookcase – 8-Cube	KALL-BC		X	\$203.78	\$214.50	\$257.40	\$
Fica Silk Tree – 6'	FICA-L	Green	X	\$99.28	\$104.50	\$125.40	\$
Fica Silk Tree – 4'	FICA-M	Green	X	\$78.38	\$82.50	\$99.00	\$
Fica Silk Tree – 2-3'	FICA-S	Green	X	\$57.48	\$60.50	\$72.60	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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## Important Information when ordering your carpet or padding

- Order Online by the deadline date to receive the lowest price.
- Orders received after the deadline or without payment will be charged the Standard price.
- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Return your orders three (3) weeks before show move-in to ensure availability.
- At show site color options and grades may not be available and substitutions might be necessary.
- For island or peninsula booths, or in-line booths larger than 10'x40', Custom Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.
- Standard Booth Carpet - price does not include carpet padding or plastic covering.
- If a carpet color is not indicated, SourceOne Events will provide show colors or gray.

## Standard Booth Carpet - 14oz.

Carpet is taped on the front edge only. Price includes delivery, material handling, installation and removal.

Booth Carpet Size	Total Number Carpets	Online	Discount	Standard	Total
10' x 10' = 100 sq. ft.	X	\$235.13	\$247.50	\$297.00	= \$
10' x 20' = 200 sq. ft.	X	\$470.25	\$495.00	\$594.00	= \$
10' x 30' = 300 sq. ft.	X	\$809.88	\$852.50	\$1,023.00	= \$
10' x 40' = 400 sq. ft.	X	\$1,045.00	\$1,100.00	\$1,320.00	= \$

Total: \$

## 14oz. Standard Booth Carpet Color Choice



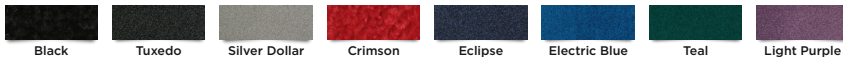
## Custom Cut Booth Carpet & Vinyl Flooring

Carpet is taped on the front edge only. Price includes plastic covering, delivery, material handling, installation and removal.

Description	Length	Width	Total Sq. Ft.	Online	Discount	Standard	Total
14oz. Custom Cut Carpet	X	=	X	\$2.47	\$2.60	\$3.12	= \$
26oz. Custom Cut Premium Carpet	X	=	X	\$6.31	\$6.64	\$7.97	= \$
46oz. Custom Cut Ultra Plush Carpet	X	=	X	\$12.02	\$12.65	\$15.18	= \$
95mm Vinyl Flooring	X	=	X	\$13.43	\$14.14	\$16.96	= \$

Total: \$

## 14oz. Custom Cut Carpet Color Choice



## 26oz. Custom Cut Carpet Color Choice



## 46oz. Custom Cut Carpet Color Choice



## 95mm Vinyl Flooring Color Choice



## Padding & Plastic Covering

Description	Length	Width	Total Sq. Ft.	Online	Discount	Standard	Total
Carpet Padding 1/2" Thick	X	=	X	\$1.92	\$2.02	\$2.43	= \$
Double Carpet Padding 1" Thick	X	=	X	\$3.85	\$4.05	\$4.86	= \$
Visqueen - Plastic Floor Covering	X	=	X	\$1.31	\$1.38	\$1.65	= \$

Total: \$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign **X** \_\_\_\_\_  
Authorized Signature

Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019



**CHARGING TOWER | ROUND**  
26"W 26"D 120"H  
Includes graphics as shown. Design specs will be sent to you if ordered.



**CHARGING TOWER | SQUARE**  
26"W 26"D 96"H  
Includes graphics as shown. Design specs will be sent to you if ordered.



**VIDEO CHARGING LOCKER | 8 BAY**  
Without Stand: 19"W 8"D 35.5"H | With Stand: 80" H  
Video Screen: 11"W x 9"H  
Includes graphics as shown. Design specs will be sent to you if ordered.



**CHARGING TABLE | ROUND**  
23 1/2" Diameter x 43.5" H



**CHARGING STRIP | ROUND**  
9.75"W 4.75"D 3"H  
(Used on Table Top)

**Pricing includes panel graphics. If design work is needed, additional charges will apply.**

Laptops shown are additional cost. Please contact SourceOne Exhibitor Services for inquires about panel graphic sizes.

## Charging Stations

	Code	Qty	Online	Discount	Standard	Total
Round Charging Tower	CHARGE-TWR-RD	X	\$3,756.78	\$3,954.50	\$4,745.40	\$
Square Charging Tower	CHARGE-TWR-SQ	X	\$1,980.28	\$2,084.50	\$2,501.40	\$
8-Bay Charging Locker	CHARGE-LKR-8	X	\$3,129.78	\$3,294.50	\$3,953.40	\$
Charging Table	CHARGE-TBL	X	\$2,398.28	\$2,524.50	\$3,029.40	\$
Charging Strip	CHARGE-STRIP	X	\$517.28	\$544.50	\$653.40	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

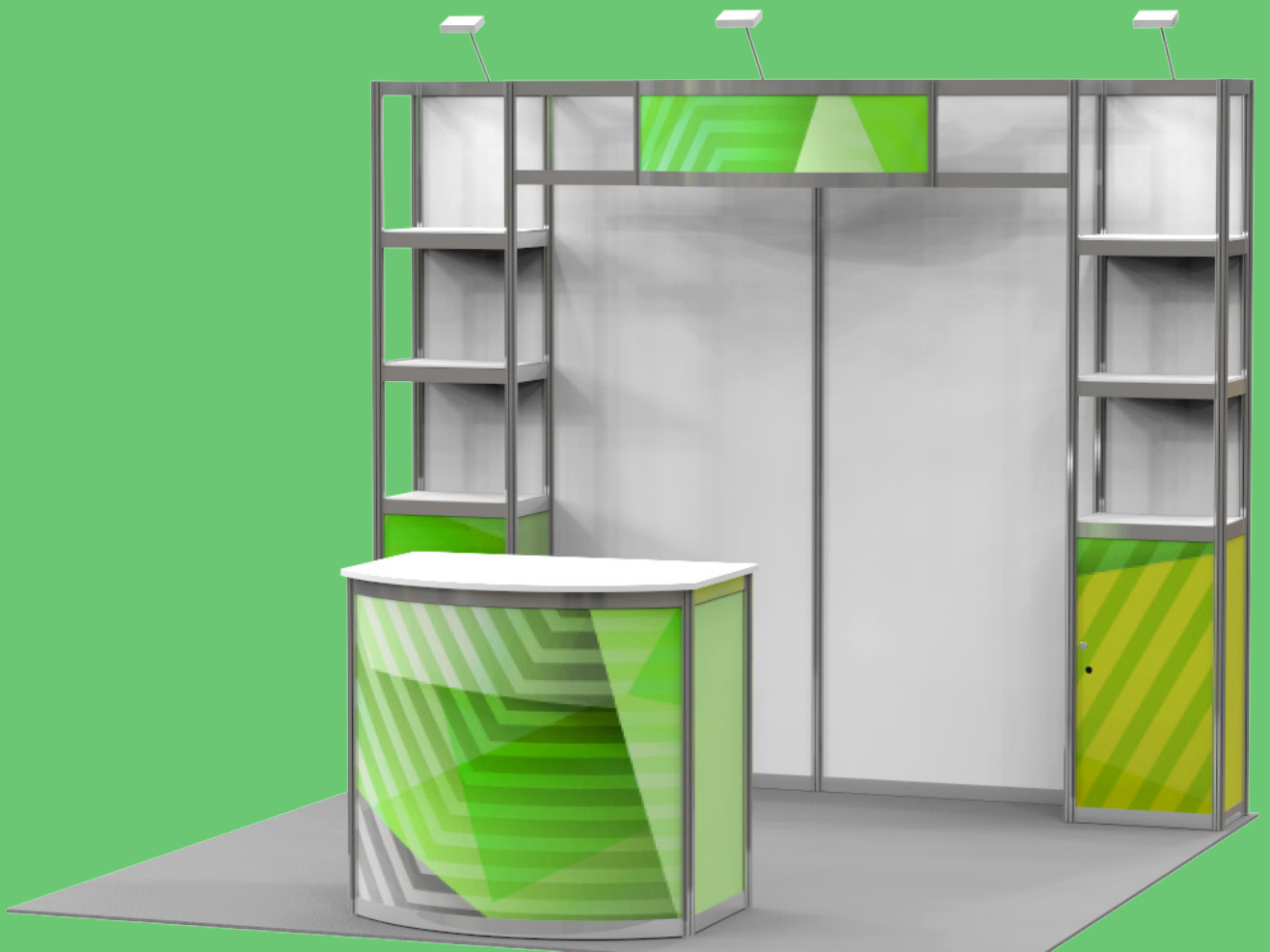
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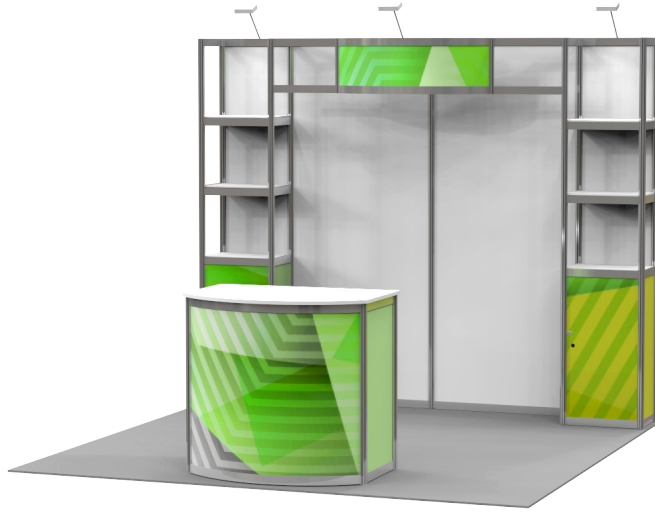
# Rental Exhibits & Graphics





### Available Features

- Electrical
- Lighting
- Access Door
- Shelving
- Furniture
- Storage
- Counter



### RE100 - Rental Booth



#### 1. Review Package

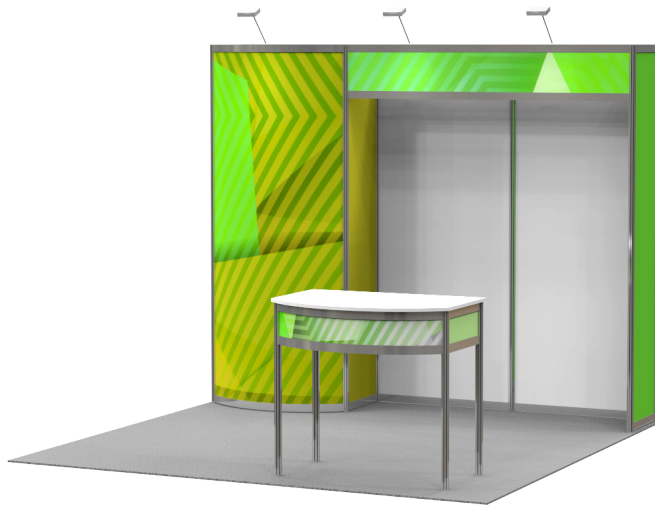
- 10' D x 10' W x 8' H - Booth Structure with Digital Graphic Header
- Standard 10' x 10' Carpet - Choice of Color
- 1 - Curved Front Reception Counter - 3' W x 18" D x 40" H  
*Included in counter:*  
- digital printed graphic front & sides  
- internal shelf, lock & key
- 3 - Shelf Towers - 18" W x 18" D x 8' H  
*Included per unit:*  
- digital printed graphics on front & sides
- 3 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE100	\$4,702.50	\$4,950.00	\$5,940.00	\$



### RE101 - Rental Booth



#### 1. Review Package

- 10' D x 10' W x 8' H - Booth Structure with Digital Graphic Header & Sides
- Standard 10' x 10' Carpet - Choice of Color
- 1 - Curved Front Reception Counter - 3' W x 18" D x 40" H  
*Included in counter:*  
- digital printed graphic front & sides (open backside)
- 1 - Curved Front Tower - 37.5" W x 16.5" D x 8' H
- 3 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE101	\$5,042.13	\$5,307.50	\$6,369.00	\$

The following information is required. Please complete and return to SourceOne Events.

#### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)

- I'm sending artwork print ready files
  - I'm sending my logo. Please design my graphic panels based on logo color
  - I'm sending my logo & copy (Word document attached)
- Additional charges will be added if design work is required. Designers rate is \$95.00 per hour*

#### 4. Submitting Artwork Files

Upon receipt of this order form a confirmation email will be sent to the address provided. The email will include sizes for each included graphic panel based on the rendering shown.

#### 5. Submit This Form with Payment & Credit Card Authorization Form

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 13) to: Fax: 708-344-3050 or email brooke@sourceoneevents.com.

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature

Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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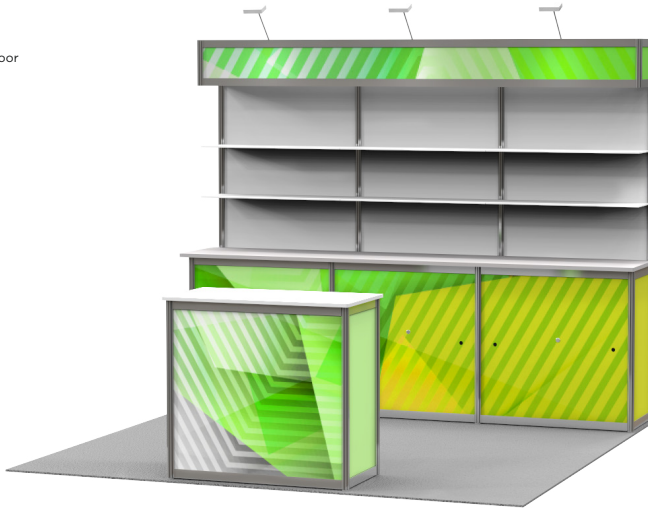
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### Available Features

- Electrical
- Lighting
- Access Door
- Shelving
- Furniture
- Storage
- Counter



### RE102 - Rental Booth



#### 1. Review Package

- 10' D x 10' W x 8' H - Booth Structure with Digital Graphic Standard 10' x 10' Carpet - Choice of Color
- 1 - Flat Front Reception Counter - 3' W x 18" D x 40" H  
*Included:*  
- digital printed graphic front & sides  
- internal shelf, sliding doors, lock & key
- 3 - Flat Front Counters 37.5" W x 12" D x 39" H - White Shelves
- 6 - 3' W x 12" D - White Shelves
- 3 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE102	\$5,256.35	\$5,533.00	\$6,639.60	\$



### RE103 - Rental Booth



#### 1. Review Package

- 10' D x 10' W x 8' H - Booth Structure with Digital Graphic Header & Sides
- Standard 10' x 10' Carpet - Choice of Color
- 1 - Flat Front Reception Counter - 3' W x 18" D x 40" H  
*Included in counter:*  
- digital printed graphic front & sides  
- internal shelf, sliding doors, lock & key
- 5 - 3' W x 12" D - White Shelves
- 3 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE103	\$4,801.78	\$5,054.50	\$6,065.40	\$

The following information is required. Please complete and return to SourceOne Events.

#### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)

- I'm sending artwork print ready files
- I'm sending my logo. Please design my graphic panels based on logo color
- I'm sending my logo & copy (Word document attached)

Additional charges will be added if design work is required. Designers rate is \$95.00 per hour

#### 4. Submitting Artwork Files

Upon receipt of this order form a confirmation email will be sent to the address provided. The email will include sizes for each included graphic panel based on the rendering shown.

#### 5. Submit This Form with Payment & Credit Card Authorization Form

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Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

X

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

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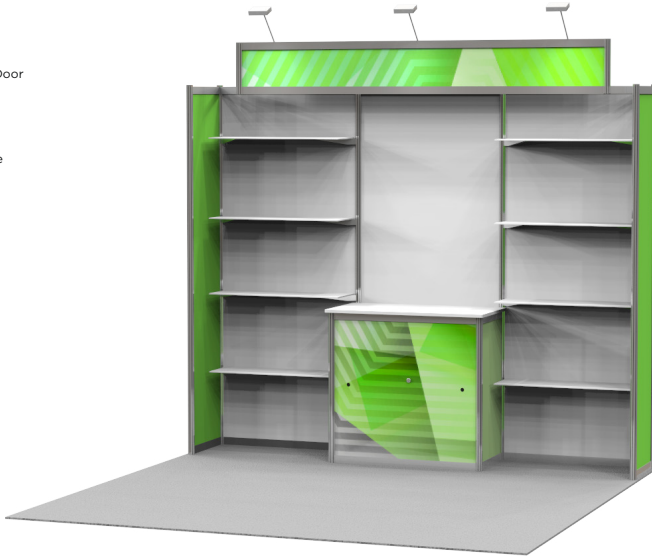
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### Available Features

- Electrical
- Lighting
- Access Door
- Shelving
- Furniture
- Storage
- Counter



### RE104 - Rental Booth



#### 1. Review Package

- 10' D x 10' W x 8' H - Booth Structure with Digital Graphic Header & Sides
- Standard 10' x 10' Carpet - Choice of Color
- 1 - Flat Front Lockable Counter - 3' W x 18" D x 40" H  
*Included:*
  - digital printed graphic front & sides
- 8 - 3' W x 12" D - White Shelves
- 3 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

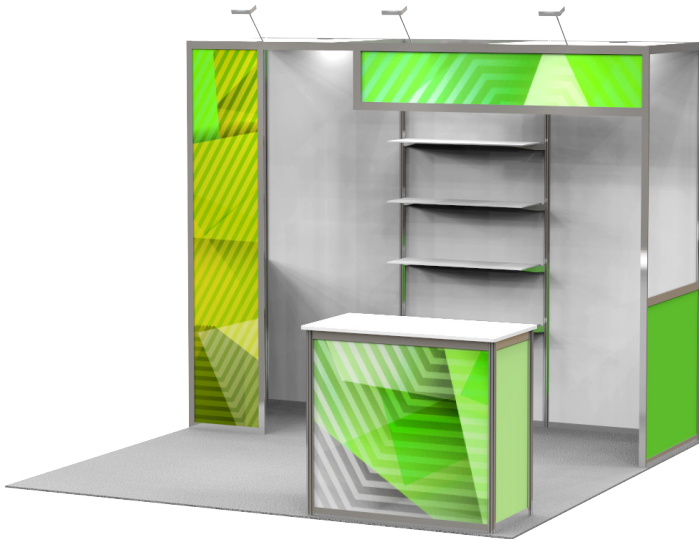
#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE104	\$4,963.75	\$5,225.00	\$6,270.00	\$

### RE105 - Rental Booth



#### 1. Review Package

- 10' D x 10' W x 8' H - Booth Structure with Digital Graphic Header & Sides
- Standard 10' x 10' Carpet - Choice of Color
- 1 - Flat Front Reception Counter - 3' W x 18" D x 40" H  
*Included in counter:*
  - digital printed graphic front & sides
  - internal shelf, sliding doors, lock & key
- 4 - 3' W x 12" D - White Shelves  
*Included per unit:*
  - digital printed graphics on front & sides
- 3 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE105	\$4,665.93	\$4,911.50	\$5,893.80	\$

The following information is required. Please complete and return to SourceOne Events.

### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)

- I'm sending artwork print ready files
  - I'm sending my logo. Please design my graphic panels based on logo color
  - I'm sending my logo & copy (Word document attached)
- Additional charges will be added if design work is required. Designers rate is \$95.00 per hour*

### 4. Submitting Artwork Files

Upon receipt of this order form a confirmation email will be sent to the address provided. The email will include sizes for each included graphic panel based on the rendering shown.

### 5. Submit This Form with Payment & Credit Card Authorization Form

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Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

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### Available Features

- Electrical
- Lighting
- Access Door
- Shelving
- Furniture
- Storage
- Counter



### RE106 - Rental Booth



#### 1. Review Package

- 10' D x 10' W x 8' H - Booth Structure with Digital Graphic Header & Sides
- Standard 10' x 10' Carpet - Choice of Color
- 1 - Flat Front Reception Counter - 3' W x 18" D x 40" H  
Included:
  - digital printed graphic front & sides
  - open backside for brochure storage
- 3 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE106	\$5,428.78	\$5,714.50	\$6,857.40	\$

Total Payment for Selections

\$

The following information is required. Please complete and return to SourceOne Events.

#### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)

- I'm sending Artwork Print Ready Files
- I'm sending my Logo. Please design my graphic panels based on logo's color
- I'm sending my Logo & Copy (Word Document attached)

*Additional charges will be added if design work is required. Designers rate is \$95.00 per hour*

#### 4. Submitting Artwork Files

Upon receipt of this order form, a confirmation email will be sent to the email address provided. The email will include graphic sizes for each panel based on the rendering shown.

#### 5. Submit This Form with Payment & Credit Card Authorization Form

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 13) to: Fax: 708-344-3050 or Email: brooke@sourceoneevents.com.

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

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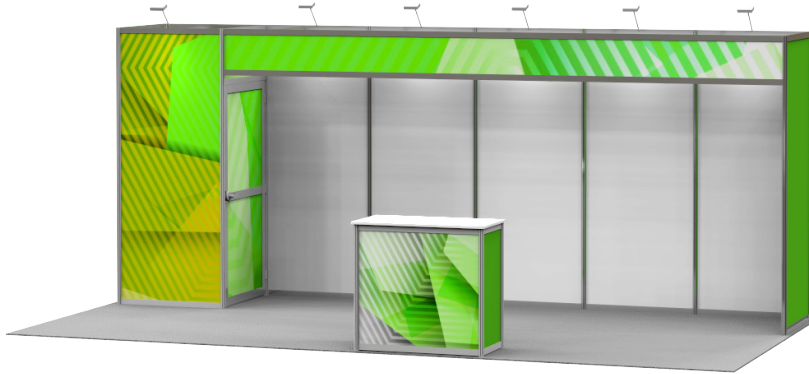
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### Available Features

- Electrical
- Lighting
- Access Door
- Shelving
- Furniture
- Storage
- Counter



### RE200 - Rental Booth

- 
- 
- 
- 
- 
- 
- 

#### 1. Review Package

- 10' D x 20' D x 8' H - Booth Structure with Digital Graphic Header & Sides
- Standard 10' x 20' Carpet - Choice of Color
- 1 - Flat Front Reception Counter - 3' W x 18" D x 40" H  
*Included:*
  - digital printed graphic front & sides
  - internal shelf, sliding doors, lock & key
- 1 - Lockable Storage Closet - 3' W x 3' D x 8' H  
*Included:*
  - digital printed graphic front & sides
  - door with lock & key handle
- 6 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

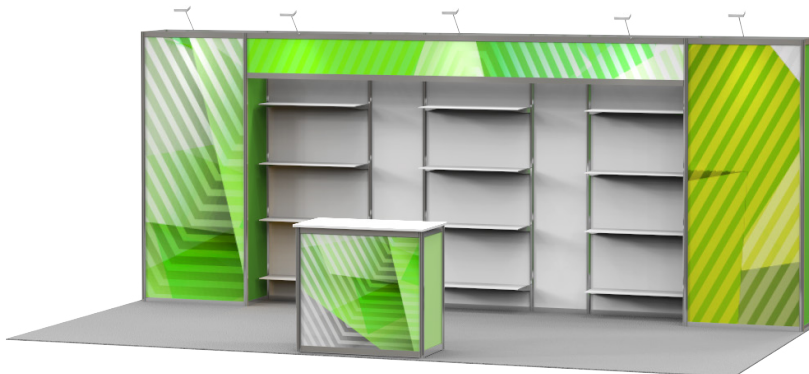
(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE200	\$7,450.85	\$7,843.00	\$9,411.60	\$

### RE201 - Rental Booth

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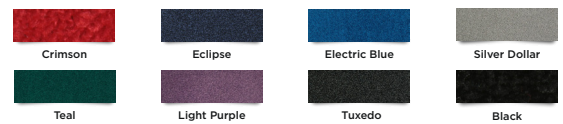


#### 1. Review Package

- 10' D x 20' D x 8' H - Booth Structure with Digital Graphic Header & Sides
- Standard 10' x 20' Carpet - Choice of Color
- 1 - Flat Front Reception Counter - 3' W x 18" D x 40" H  
*Included:*
  - digital printed graphic front & sides
  - internal shelf, sliding doors, lock & key
- 12 - 3' W x 12" D - White Shelves
- 5 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE201	\$8,093.53	\$8,519.50	\$10,223.40	\$

The following information is required. Please complete and return to SourceOne Events.

#### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)

- I'm sending Artwork Print Ready Files
- I'm sending my Logo. Please design my graphic panels based on logo's color
- I'm sending my Logo & Copy (Word Document attached)

Additional charges will be added if design work is required. Designers rate is \$95.00 per hour

#### 4. Submitting Artwork Files

Upon receipt of this order form, a confirmation email will be sent to the email address provided. The email will include graphic sizes for each panel based on the rendering shown.

#### 5. Submit This Form with Payment & Credit Card Authorization Form

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 13) to: Fax: 708-344-3050 or Email: brooke@sourceoneevents.com.

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign **X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

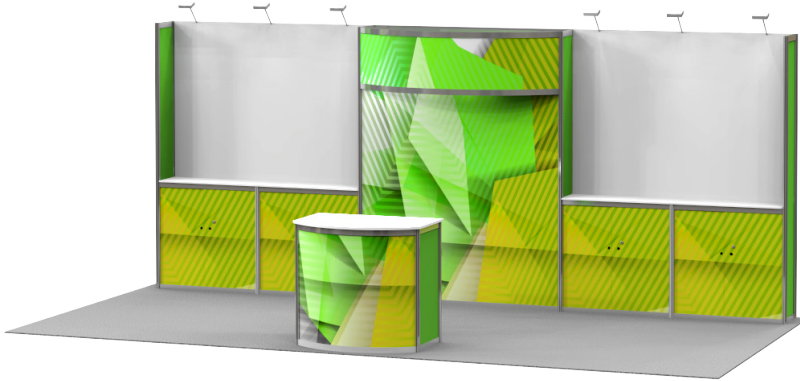
Please Mail, Email or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Ln N., Lombard, IL 60148 | Email: brooke@sourceoneevents.com | Fax: 708-344-3050 | Phone: 708-344-4111



### Available Features

- Electrical 
  Lighting 
  Access Door 
  Shelving 
  Furniture 
  Storage 
  Counter



### RE202 - Rental Booth



#### 1. Review Package

- 10' D x 20' D x 8' H - Booth Structure with Digital Graphic Header & Sides
- Standard 10' x 20' Carpet - Choice of Color
- 1 - Curved Front Reception Counter - 3' W x 18" D x 40" H  
*Included:*  
- digital printed graphic front & sides  
- internal shelf, sliding doors, lock & key
- 4 - Flat Front Back Wall Counters - 3' W x 18" D x 40" H  
- digital printed graphic front & sides  
- internal shelf, sliding doors, lock & key
- 1 - Large Center Digital Graphic Panel with Curved Header
- 6 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE202	\$9,864.80	\$10,384.00	\$12,460.80	\$

### RE203 - Rental Booth



#### 1. Review Package

- 10' D x 20' D x 8' H - Booth Structure with Digital Graphic Header & Sides
- Standard 10' x 20' Carpet - Choice of Color
- 1 - Curved Front Reception Counter - 3' W x 18" D x 40" H  
*Included:*  
- digital printed graphic front & sides  
- internal shelf, sliding doors, lock & key
- 2 - Flat Front Back Wall Counters - 3' W x 18" D x 40" H  
- Included: internal shelf, sliding doors, lock & key
- 8 - 3' W x 12" D - Stationary White Shelves
- 2 - 3' W Digital Graphic Panels
- 5 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE203	\$9,190.78	\$9,674.50	\$11,609.40	\$

The following information is required. Please complete and return to SourceOne Events.

#### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)

- I'm sending Artwork Print Ready Files
- I'm sending my Logo. Please design my graphic panels based on logo's color
- I'm sending my Logo & Copy (Word Document attached)

Additional charges will be added if design work is required. Designers rate is \$95.00 per hour

#### 4. Submitting Artwork Files

Upon receipt of this order form, a confirmation email will be sent to the email address provided. The email will include graphic sizes for each panel based on the rendering shown.

#### 5. Submit This Form with Payment & Credit Card Authorization Form

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 13) to: Fax: 708-344-3050 or Email: brooke@sourceoneevents.com.

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

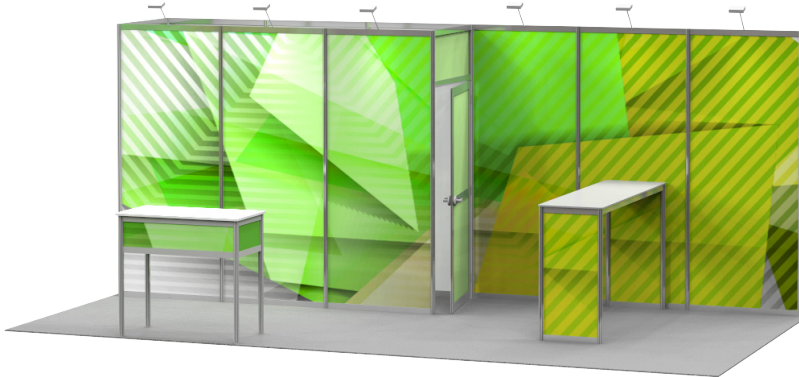
**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Mail, Email or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Ln N., Lombard, IL 60148 | Email: brooke@sourceoneevents.com | Fax: 708-344-3050 | Phone: 708-344-4111

### Available Features

- Electrical 
 Lighting 
 Access Door 
 Shelving 
 Furniture 
 Storage 
 Counter



### RE204 - Rental Booth

- 

#### 1. Review Package

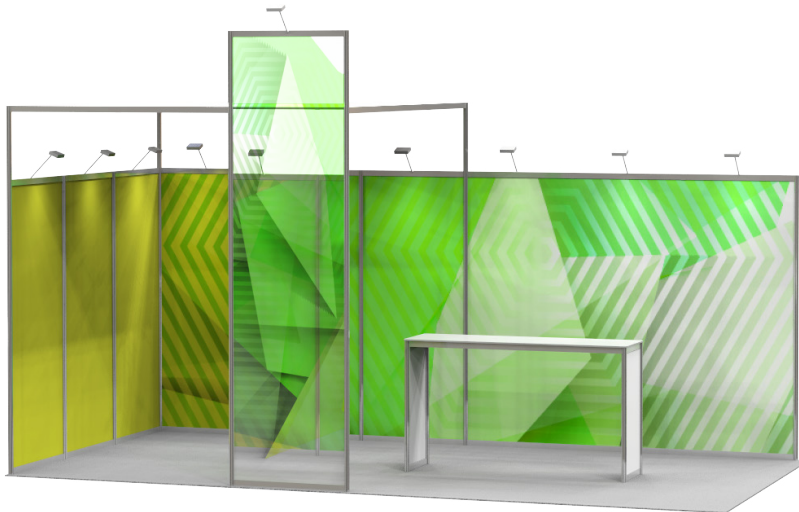
- 10' D x 20' D x 8' H - Booth Structure with Digital Graphic Header & Sides
- Standard 10' x 20' Carpet - Choice of Color
- 1 - Flat Front Reception Counter - 3' W x 18" D x 40" H  
- digital printed graphic front & sides  
- open backside for brochure storage
- 1 - Lockable Storage Closet - 10' W x 3' D x 8' H  
- digital printed graphic front & sides  
- door with lock & key handle
- 1 - Communal Table - 6' L x 24" W x 40" H  
- digital printed graphic on panel leg
- 6 - Individual Large Digital Graphic Back Wall Panels
- 6 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE204	\$9,425.90	\$9,922.00	\$11,906.40	\$



### RE205 - Rental Booth

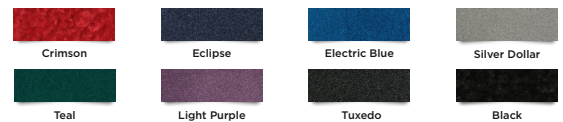
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#### 1. Review Package

- 10' D x 20' W x 12' H - L-Shape Booth Structure
- Back Wall - 8' H / Ceiling - 10' H / Panel - 12' H
- Digital Graphics on back wall and side walls (not exterior side of booth)
- Extended roof top structure - Used for aesthetics only
- 1 - 12' H Digital Graphic Panel
- Standard 10' x 20' Carpet - Choice of Color
- 1 - Communal Table - 6' L x 24" W x 40" H  
- white counter top & white side panels
- 10 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE205	\$10,946.38	\$11,522.50	\$13,827.00	\$

The following information is required. Please complete and return to SourceOne Events.

#### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)

- I'm sending Artwork Print Ready Files
- I'm sending my Logo. Please design my graphic panels based on logo's color
- I'm sending my Logo & Copy (Word Document attached)

Additional charges will be added if design work is required. Designers rate is \$95.00 per hour

#### 4. Submitting Artwork Files

Upon receipt of this order form, a confirmation email will be sent to the email address provided. The email will include graphic sizes for each panel based on the rendering shown.

#### 5. Submit This Form with Payment & Credit Card Authorization Form

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 13) to: Fax: 708-344-3050 or Email: brooke@sourceoneevents.com.

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Mail, Email or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Ln N., Lombard, IL 60148 | Email: brooke@sourceoneevents.com | Fax: 708-344-3050 | Phone: 708-344-4111



### Available Features

- Electrical
- Lighting
- Access Door
- Shelving
- Furniture
- Storage
- Counter

## RE206 - Rental Booth

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### 1. Review Package

- 10' D x 20' W x 12' H - Booth Structure with Digital Graphic Header & Sides
- Back Wall - 8' H / Tower - 12' H
- Standard 10' x 20' Carpet - Choice of Color
- 1 - 12' Tall Graphic Tower
- 1 - Cover Office Area - 10' W x 7' D x 8' H (furnishing rented separately)
- 1 - Curved Reception Counter - 3' W 18" D x 40" H
  - digital printed graphic on lower leg
  - internal shelf, sliding doors, lock & key
- 1 - Lockable Storage Closet - 10' W x 3' D x 8' H
  - digital printed graphic front, side & door panels
- 5 - LED Stem Lights (electricity not included)
- 1 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE206	\$20,837.30	\$21,934.00	\$26,320.80	\$

Total Payment for Selections

\$

The following information is required. Please complete and return to SourceOne Events.

### 3. Indicate Graphic instructions (See Artwork Submission Guidelines on page 64)

- I'm sending Artwork Print Ready Files
- I'm sending my Logo. Please design my graphic panels based on logo's color
- I'm sending my Logo & Copy (Word Document attached)

*Additional charges will be added if design work is required. Designers rate is \$95.00 per hour*

### 4. Submitting Artwork Files

Upon receipt of this order form, a confirmation email will be sent to the email address provided. The email will include graphic sizes for each panel based on the rendering shown.

### 5. Submit This Form with Payment & Credit Card Authorization Form

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 13) to: Fax: 708-344-3050 or Email: brooke@sourceoneevents.com.

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

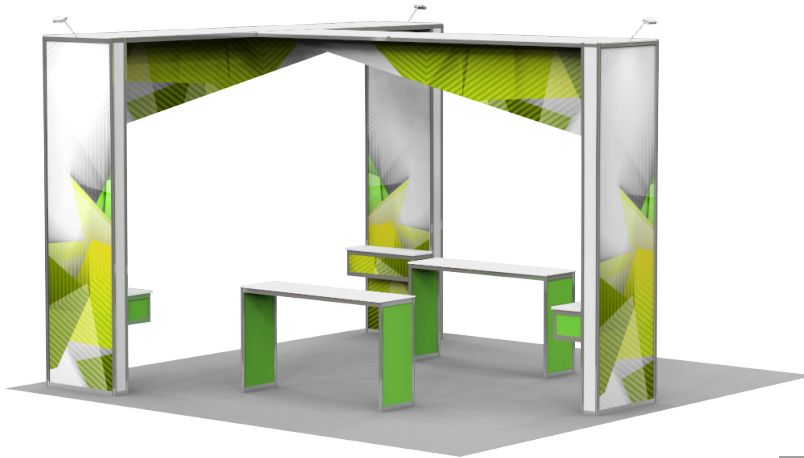
**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111

### Available Features

- Electrical 
  Lighting 
  Access Door 
  Shelving 
  Furniture 
  Storage 
  Counter



### RE400 - Rental Booth

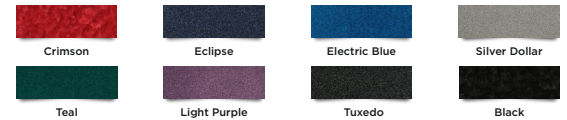


#### 1. Review Package

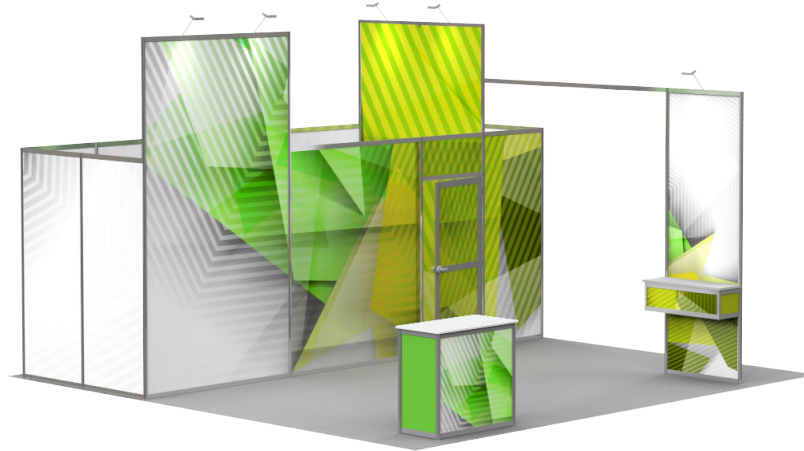
- 20' D x 20' W x 12' H - Booth Structure - *digital printed graphic on all surfaces (see rendering)*
- Standard 20' x 20' Carpet - Choice of Color
- 3 - Towers Connecting Overhead with Graphics - 12' H x 3' W x 12' D
- 3 - Demo Stations attached to 12' H Towers - 40" H x 3' W x 24" D
- 1 - Cover Office Area - 10' W x 7' D x 8' H (furnishing rented separately)
- 2 - Communal Demo Tables - 6' W x 24" D x 40" H - *digital printed graphic on both sides*
- 3 - Triangular Shaped Graphics Hanging from Overhead Connections
- 3 - LED Stem Lights (electricity not included)
- 3 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE400	\$21,453.85	\$22,583.00	\$27,099.60	\$



### RE401 - Rental Booth



#### 1. Review Package

- 20' D x 20' W x 12' H - Booth Structure
- Back wall - 8' H / Tower Panels - 12' H - *Included: digital printed graphic on all surfaces (see rendering)*
- Standard 20' x 20' Carpet - Choice of Color
- 2 - 12' Tall Graphic Walls - 7' W x 12' H
- 1 - Lockable Reception Counter - 3' W 18" D x 40" H - *digital printed graphic on lower leg - internal shelf, sliding doors, lock & key*
- 1 - Demo counters attached to 10' H Towers - 40" H x 3' W
- 1 - Office Area - 7' W x 17' D x 8' H (furnishing rented separately)
- 1 - Lockable Storage Closet 3' W x 7' D x 8' H - *digital printed graphic front, side & door panels*
- 5 - LED Stem Lights (electricity not included)
- 3 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE401	\$21,934.55	\$23,089.00	\$27,706.80	\$

The following information is required. Please complete and return to SourceOne Events.

#### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)

- I'm sending Artwork Print Ready Files
- I'm sending my Logo. Please design my graphic panels based on logo's color
- I'm sending my Logo & Copy (Word Document attached)

*Additional charges will be added if design work is required. Designers rate is \$95.00 per hour*

#### 4. Submitting Artwork Files

Upon receipt of this order form, a confirmation email will be sent to the email address provided. The email will include graphic sizes for each panel based on the rendering shown.

#### 5. Submit This Form with Payment & Credit Card Authorization Form

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 13) to: Fax: 708-344-3050 or Email: brooke@sourceoneevents.com.

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

X

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

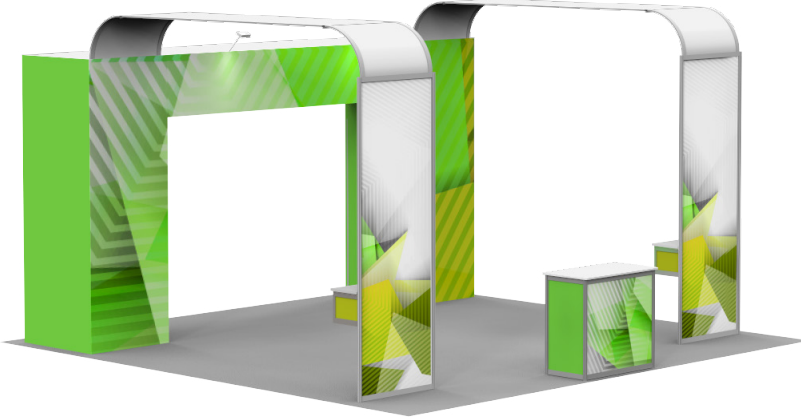
**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Mail, Email or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Ln N., Lombard, IL 60148 | Email: brooke@sourceoneevents.com | Fax: 708-344-3050 | Phone: 708-344-4111

### Available Features

- Electrical 
  Lighting 
  Access Door 
  Shelving 
  Furniture 
  Storage 
  Counter



### RE402 - Rental Booth

- Electrical 
  Lighting 
  Access Door 
  Shelving 
  Furniture 
  Storage 
  Counter

#### 1. Review Package

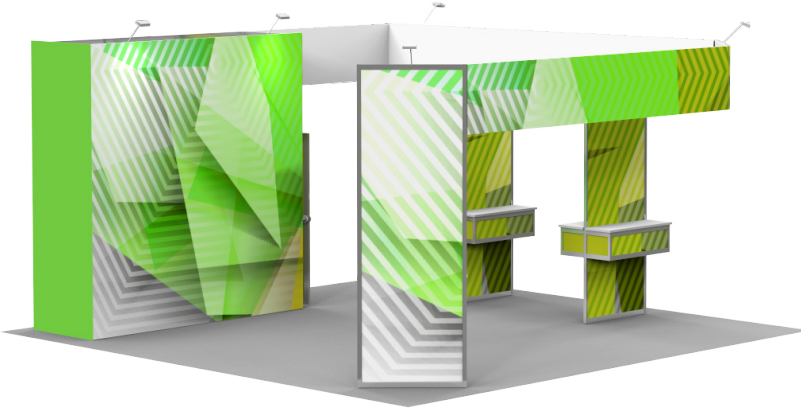
- 20' D x 20' W x 11.5' H - Booth Structure - digital printed graphic on all surfaces (see rendering)
- Standard 20' x 20' Carpet - Choice of Color
- 2 - Towers Connecting Overhead with Graphics - 12' H x 3' W
- 2 - Demo counter attached to 12' H Towers - 3' W x 24" D x 40" H
- 2 - Lockable Storage Closets - 3' W x 3' D x 10' H - digital printed graphic front, side & door panels - internal shelf, locking door & key
- 1 - Lockable Reception Counter - 3' W x 18" D x 40" H - digital printed graphic front & sides - internal shelf, sliding doors, lock & key
- 3 - LED Stem Lights (electricity not included)
- 3 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE402	\$21,453.85	\$22,583.00	\$27,099.60	\$



### RE403 - Rental Booth

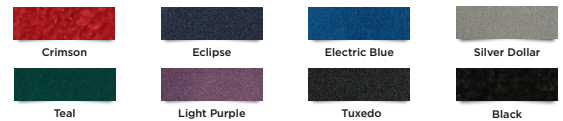
- Electrical 
  Lighting 
  Access Door 
  Shelving 
  Furniture 
  Storage 
  Counter

#### 1. Review Package

- 20' D x 20' W x 10' H - Booth Structure - digital printed graphic on all surfaces (see rendering)
- Standard 20' x 20' Carpet - Choice of Color
- 4 - Demo Stations attached to 10' H Towers - 40" H x 3' W
- 1 - 10' H Graphic Panel on Corner of Booth
- 1 - Lockable Storage Closet - 10' W x 3' D x 10' H - digital printed graphic front, side & door panels - internal shelves, locking door & key
- 5 - LED Stem Lights (electricity not included)
- 3 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE403	\$24,688.13	\$25,987.50	\$31,185.00	\$

The following information is required. Please complete and return to SourceOne Events.

#### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)

- I'm sending Artwork Print Ready Files  
 I'm sending my Logo. Please design my graphic panels based on logo's color  
 I'm sending my Logo & Copy (Word Document attached)

Additional charges will be added if design work is required. Designers rate is \$95.00 per hour

#### 4. Submitting Artwork Files

Upon receipt of this order form, a confirmation email will be sent to the email address provided. The email will include graphic sizes for each panel based on the rendering shown.

#### 5. Submit This Form with Payment & Credit Card Authorization Form

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 13) to: Fax: 708-344-3050 or Email: brooke@sourceoneevents.com.

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

X

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

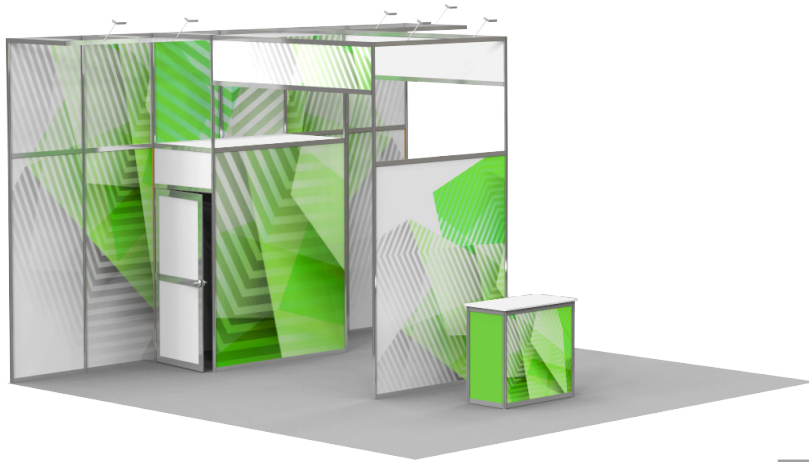
Please Mail, Email or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Ln N., Lombard, IL 60148 | Email: brooke@sourceoneevents.com | Fax: 708-344-3050 | Phone: 708-344-4111



### Available Features

- Electrical 
  Lighting 
  Access Door 
  Shelving 
  Furniture 
  Storage 
  Counter



### RE404 - Rental Booth

- Electrical 
  Lighting 
  Access Door 
  Shelving 
  Furniture 
  Storage 
  Counter

#### 1. Review Package

- 20' D x 20' W x 12' H - Booth Structure w/ Center Graphic Panel - *digital printed graphic on all surfaces (see rendering)*
- Standard 20' x 20' Carpet - Choice of Color
- 1 - Towers Connecting Overhead with Graphics - 7' W x 12' H
- 1 - Lockable Reception Counter - 3' W 18" D x 40" H - *digital printed graphic front & sides* - *internal shelf, sliding doors, lock & key*
- 1 - Lockable Storage Closet - 3' W x 7' D x 8' H - *digital printed graphic front, side & door panels* - *internal shelf, locking door & key*
- 6 - LED Stem Lights (electricity not included)
- 3 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

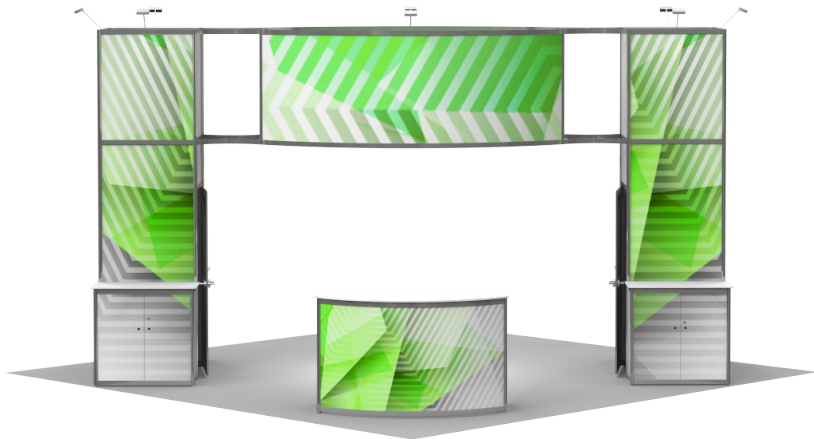
(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
RE404		\$21,495.65	\$22,627.00	\$27,152.40	\$

### RE405 - Rental Booth

- Electrical 
  Lighting 
  Access Door 
  Shelving 
  Furniture 
  Storage 
  Counter



#### 1. Review Package

- 20' H x 20' W x 12' H - Booth Structure - *digital printed graphic on all surfaces (see rendering)*
- Standard 20' x 20' Carpet - Choice of Color
- 2 - 12' Tall Graphic Columns Connected with Center Curved Graphic
- 1 - Curved Reception Counter - 6' W x 24" D x 40" H - *digital printed graphic front & sides* - *digital printed graphic front, side & door panels* - *internal shelf, locking door & key*
- 4 - Demo Stations attached to 12' H Towers - 40" H x 24" D x 3' W - *digital printed graphic front, side & door panels* - *internal shelf, locking door & key*
- 2 - Lockable Storage Closet - 3' W x 3' D x 12' H - *digital printed graphic front, side & door panels* - *internal shelves, locking door & key*
- 7 - LED Stem Lights (electricity not included)
- 3 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
RE405		\$20,576.05	\$21,659.00	\$25,990.80	\$

The following information is required. Please complete and return to SourceOne Events.

#### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)

- I'm sending Artwork Print Ready Files
- I'm sending my Logo. Please design my graphic panels based on logo's color
- I'm sending my Logo & Copy (Word Document attached)

Additional charges will be added if design work is required. Designers rate is \$95.00 per hour

#### 4. Submitting Artwork Files

Upon receipt of this order form, a confirmation email will be sent to the email address provided. The email will include graphic sizes for each panel based on the rendering shown.

#### 5. Submit This Form with Payment & Credit Card Authorization Form

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 13) to: Fax: 708-344-3050 or Email: brooke@sourceoneevents.com.

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

X

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

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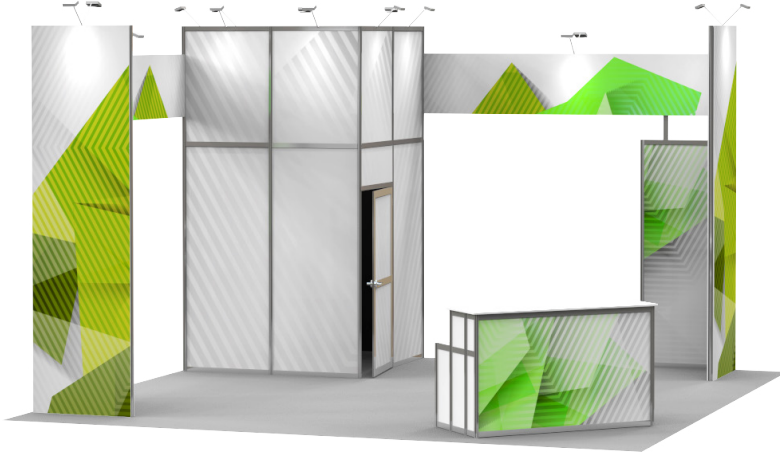
Please Mail, Email or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Ln N., Lombard, IL 60148 | Email: brooke@sourceoneevents.com | Fax: 708-344-3050 | Phone: 708-344-4111

### Available Features

- Electrical 
 Lighting 
 Access Door 
 Shelving 
 Furniture 
 Storage 
 Counter

### RE406 - Rental Booth



#### 1. Review Package

- 20' D x 20' W x 12' H - Booth Structure  
- digital printed graphic on all surfaces (see rendering)
- Standard 20' x 20' Carpet - Choice of Color
- 2 - L-Shape Towers Connecting Overhead w/ Graphics  
- 3' W x 12" D x 12' H
- 1 - Office Area or Storage Room - 7' W x 7' D x 12' H (furnishing rented separately)
- 1 - Reception Counter - 6' W 24" D x 40" H  
- digital printed graphic front & sides
- 3 - LED Stem Lights (electricity not included)
- 3 - Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling - Discounts applied to final bill
- 10% off Additional Booth Furnishings - Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE406	\$23,317.09	\$24,544.30	\$29,453.16	\$

Total Payment for Selections

\$

The following information is required. Please complete and return to SourceOne Events.

#### 3. Indicate Graphic instructions (See Artwork Submission Guidelines on page 64)

- I'm sending Artwork Print Ready Files
- I'm sending my Logo. Please design my graphic panels based on logo's color
- I'm sending my Logo & Copy (Word Document attached)

*Additional charges will be added if design work is required. Designers rate is \$95.00 per hour*

#### 4. Submitting Artwork Files

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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

**X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

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Laptops, monitors, and electrical shown are additional cost. Please contact SourceOne Exhibitor Services for inquiries on panel graphic sizes.



**RC-LEFT**  
75"W x 41"D x 43 3/4"H  
Ⓜ Ⓛ



**RC-MID**  
75"W x 41"D x 43 3/4"H  
Ⓜ Ⓛ



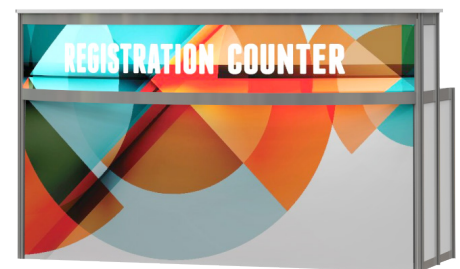
**RC-RIGHT**  
75"W x 41"D x 43 3/4"H  
Ⓜ Ⓛ



**RC-100**  
75"W x 36"D x 43 3/4"H  
Ⓜ Ⓛ



**RC-101**  
75"W x 36"D x 43 3/4"H  
Ⓜ Ⓛ



**RC-102**  
75"W x 36"D x 43 3/4"H  
Ⓜ Ⓛ

**Available Features**

Ⓛ Lighting Ⓜ Electrical

## Registration/Reception Counters

	Code	Qty	Online	Discount	Standard	Total
Left Registration C-Counter	RC-LEFT	X	\$1,018.88	\$1,072.50	\$1,287.00	\$
Middle Registration C-Counter	RC-MID	X	\$1,018.88	\$1,072.50	\$1,287.00	\$
Right Registration C-Counter	RC-RIGHT	X	\$1,018.88	\$1,072.50	\$1,287.00	\$
Registration Counter 100	RC-100	X	\$825.55	\$869.00	\$1,042.80	\$
Registration Counter 101	RC-101	X	\$825.55	\$869.00	\$1,042.80	\$
Registration Counter 102	RC-102	X	\$825.55	\$869.00	\$1,042.80	\$

Total Payment for Selections

\$

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**3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)**

I'm sending Artwork Print Ready Files

I'm sending my Logo. Please design my graphic panels based on logo's color

I'm sending my Logo & Copy (Word Document attached)

*Additional charges will be added if design work is required. Designers rate is \$95.00 per hour*

**4. Submitting Artwork Files**

Upon receipt of this order form, a confirmation email will be sent to the email address provided. The email will include graphic sizes for each panel based on the rendering shown.

**5. Submit This Form with Payment & Credit Card Authorization Form**

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Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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✔ **Pricing includes panel graphics. If design work is needed, additional charges will apply.**  
Laptops, monitors, and electrical shown are additional cost. Please contact SourceOne Exhibitor Services for inquiries on panel graphic sizes.



**RC-103**  
75"W x 28 1/2"D x 43 3/4"H  
Ⓜ Ⓛ



**RC-104**  
75"W x 36"D x 43 3/4"H  
Ⓜ Ⓛ



**RC-105**  
75"W x 44"D x 43 3/4"H  
Ⓜ Ⓛ



**RC-106**  
75"W x 36"D x 43 3/4"H  
Ⓜ Ⓛ



**RC-107**  
75"W x 44"D x 43 3/4"H  
Ⓜ Ⓛ

**Available Features**

Ⓛ Lighting Ⓜ Electrical

## Registration/Reception Counters

	Code	Qty	Online	Discount	Standard	Total
Registration Counter 103	RC-103	X	\$768.08	\$808.50	\$970.20	\$
Registration Counter 104	RC-104	X	\$783.75	\$825.00	\$990.00	\$
Registration Counter 105	RC-105	X	\$825.55	\$869.00	\$1,042.80	\$
Registration Counter 106	RC-106	X	\$862.13	\$907.50	\$1,089.00	\$
Registration Counter 107	RC-107	X	\$862.13	\$907.50	\$1,089.00	\$

Total Payment for Selections

\$

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**3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 64)**

I'm sending Artwork Print Ready Files

I'm sending my Logo. Please design my graphic panels based on logo's color

I'm sending my Logo & Copy (Word Document attached)

\*Additional charges will be added if design work is required. Designers rate is \$95.00 per hour

**4. Submitting Artwork Files**

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Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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**KWS-100**  
40.75"W x 29"D x 96"H  
Ⓢ Ⓜ Ⓛ Ⓜ



**KWS-101**  
51.25"W x 29"D x 96"H  
Ⓢ Ⓜ Ⓛ Ⓜ



**KWS-102**  
47.5"W x 21"D x 96"H  
Ⓢ Ⓜ Ⓛ Ⓜ



**KWS-103**  
40.5"W x 21"D x 96"H  
Ⓢ Ⓜ Ⓛ Ⓜ



**KWS-104**  
40.5"W x 29"D x 96"H  
Ⓢ Ⓜ Ⓛ Ⓜ



**KWS-105**  
40.5"W x 29"D x 96"H  
Ⓢ Ⓜ Ⓛ Ⓜ



**KWS-106**  
103"W x 29"D x 96"H  
Ⓢ Ⓜ Ⓛ Ⓜ



**KWS-107**  
95.5"W x 21"D x 96"H  
Ⓢ Ⓜ Ⓛ Ⓜ



**KWS-108**  
83"W x 21"D x 96"H  
Ⓢ Ⓜ Ⓛ Ⓜ

**Pricing includes panel graphics. If design work is needed, additional charges will apply.**

Laptops, monitors, and electrical shown are additional cost. Please contact SourceOne Exhibitor Services for inquiries on panel graphic sizes.

#### Available Features

- Laptop
- Monitor
- Electrical
- Access Door

## Kiosk Workstations

	Code	Qty	Online	Discount	Standard	Total
Kiosk Workstation 100	KWS-100	X	\$1,515.25	\$1,595.00	\$1,914.00	\$
Kiosk Workstation 101	KWS-101	X	\$1,828.75	\$1,925.00	\$2,310.00	\$
Kiosk Workstation 102	KWS-102	X	\$1,933.25	\$2,035.00	\$2,442.00	\$
Kiosk Workstation 103	KWS-103	X	\$2,011.63	\$2,117.50	\$2,541.00	\$
Kiosk Workstation 104	KWS-104	X	\$2,429.63	\$2,557.50	\$3,069.00	\$
Kiosk Workstation 105	KWS-105	X	\$2,664.75	\$2,805.00	\$3,366.00	\$
Kiosk Workstation 106	KWS-106	X	\$2,586.38	\$2,722.50	\$3,267.00	\$
Kiosk Workstation 107	KWS-107	X	\$3,129.78	\$3,294.50	\$3,953.40	\$
Kiosk Workstation 108	KWS-108	X	\$3,025.28	\$3,184.50	\$3,821.40	\$

Please contact SourceOne Exhibitor Service Representative for custom graphic pricing options.

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111



**KPD-100**  
42"W x 42"D x 40"H  
Ⓜ Ⓜ



**KPD-101**  
42"W x 42"D x 40"H  
Ⓜ Ⓜ



**KPD-102**  
29"W x 29"D x 40"H  
Ⓜ Ⓜ



**KPD-103**  
29"W x 29"D x 40"H  
Ⓜ Ⓜ

**Pricing includes panel graphics. If design work is needed, additional charges will apply.**

Laptops shown are additional cost. Please contact SourceOne Exhibitor Services for inquiries about panel graphic sizes.



**KPD-104**  
40.5W x 29"D x 40"H  
Ⓜ Ⓜ



**KPD-105**  
40.5W x 29"D x 40"H  
Ⓜ Ⓜ Ⓜ



**KPD-106**  
40.5W x 21"D x 40"H  
Ⓜ Ⓜ



**KPD-107**  
40.5W x 21"D x 40"H  
Ⓜ Ⓜ Ⓜ

**Available Features**

Ⓜ Monitor Ⓜ Electrical Ⓜ Access Door

**Kiosk Pedestals**

	Code	Qty		Online	Discount	Standard	Total
Kiosk Pedestal 100	KPD-100	_____	X	\$726.28	\$764.50	\$917.40	\$
Kiosk Pedestal 101	KPD-101	_____	X	\$935.28	\$984.50	\$1,181.40	\$
Kiosk Pedestal 102	KPD-102	_____	X	\$621.78	\$654.50	\$785.40	\$
Kiosk Pedestal 103	KPD-103	_____	X	\$783.75	\$825.00	\$990.00	\$
Kiosk Pedestal 104	KPD-104	_____	X	\$935.28	\$984.50	\$1,181.40	\$
Kiosk Pedestal 105	KPD-105	_____	X	\$1,039.78	\$1,094.50	\$1,313.40	\$
Kiosk Pedestal 106	KPD-106	_____	X	\$830.78	\$874.50	\$1,049.40	\$
Kiosk Pedestal 107	KPD-107	_____	X	\$935.28	\$984.50	\$1,181.40	\$

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

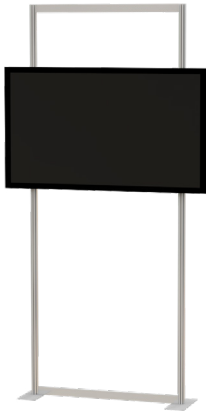
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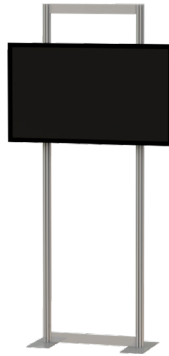
**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111

Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019



**KMS-100**  
40.5"W x 96"H  
42-55" MONITOR  
Ⓜ Ⓢ



**KMS-101**  
21"W x 72"H  
27" UP TO 42" MONITOR  
Ⓜ Ⓢ



**KMS-102**  
21.25"W x 10.25"D x 72"H  
27" MONITOR SHOWN  
Ⓜ Ⓢ



**KMS-103**  
28.75"W x 15.5"D x 72"H  
27" MONITOR SHOWN  
Ⓜ Ⓢ



**KMS-104**  
21.25"W x 10.25"D x 72"H  
27" MONITOR SHOWN  
Ⓜ Ⓢ



**KMS-105**  
28.75"W x 15.5"D x 72"H  
27" MONITOR SHOWN  
Ⓜ Ⓢ



**KMS-106**  
28.25"W x 27.5"D x 96"H  
42" MONITOR SHOWN  
Ⓜ Ⓢ Ⓜ

▶ **Pricing includes panel graphics. If design work is needed, additional charges will apply.**

Electrical, laptops, and monitors shown are additional cost. Please contact SourceOne Exhibitor Services for inquiries about panel graphic sizes and double sided options.

**Available Features**

Ⓜ Monitor Ⓢ Electrical Ⓜ Access Door

**Monitor Stands**

	Code	Qty	Online	Discount	Standard	Total
Monitor Stand 100	KMS-100	X	\$391.88	\$412.50	\$495.00	\$
Monitor Stand 101	KMS-101	X	\$365.75	\$385.00	\$462.00	\$
Monitor Stand 102	KMS-102	X	\$600.88	\$632.50	\$759.00	\$
Monitor Stand 103	KMS-103	X	\$653.13	\$687.50	\$825.00	\$
Monitor Stand 104	KMS-104	X	\$705.38	\$742.50	\$891.00	\$
Monitor Stand 105	KMS-105	X	\$757.63	\$797.50	\$957.00	\$
Monitor Stand 106	KMS-106	X	\$914.38	\$962.50	\$1,155.00	\$

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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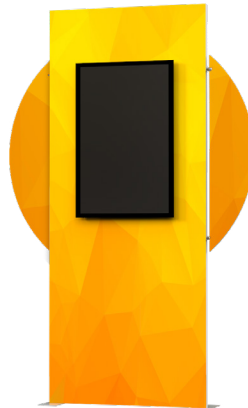
Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019



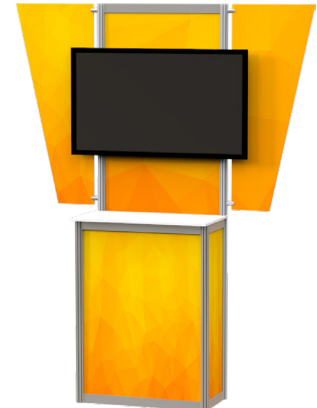
**KMS-107**  
41"W 96"H  
32" MONITOR SHOWN



**KMS-108**  
41"W 21.25"D 96"H  
42" MONITOR SHOWN



**KMS-109**  
41"W (62.5 W/ GRAPHIC) 96"H  
50" MONITOR SHOWN



**KMS-110**  
29.25"W 14.5" D 96"H  
50" MONITOR SHOWN



**KMS-111**  
80"W 12"D 96"H  
50" MONITOR SHOWN



**KMS-112**  
80"W 28.75"D 96"H  
50" MONITOR SHOWN

**Pricing includes custom panel graphics. If design work is needed, additional charges will apply.**

Electrical, laptops, and monitors shown are additional cost. Please contact SourceOne Exhibitor Services for inquiries about panel graphic sizes, double sided options.

**Available Features**

Monitor  Electrical  Access Door

**Monitor Stands**

	Code	Qty	Online	Discount	Standard	Total
Monitor Stand 107	KMS-107	X	\$705.38	\$742.50	\$891.00	\$
Monitor Stand 108	KMS-108	X	\$757.63	\$797.50	\$957.00	\$
Monitor Stand 109	KMS-109	X	\$783.75	\$825.00	\$990.00	\$
Monitor Stand 110	KMS-110	X	\$1,039.78	\$1,094.50	\$1,313.40	\$
Monitor Stand 111	KMS-111	X	\$1,384.63	\$1,457.50	\$1,749.00	\$
Monitor Stand 112	KMS-112	X	\$1,410.75	\$1,485.00	\$1,782.00	\$

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign **X** \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019



**DC-100**

**OVERALL:** 21"W 21"D 96"H  
**GLASS:** 21"W 21"D 60"H



**DC-101**

**OVERALL:** 21"W 21"D 96"H  
**GLASS:** 21"W 21"D 60"H



**Pricing includes panel graphics. If design work is needed, additional charges will apply.**

Added lighting and electrical are additional cost. Please contact SourceOne Exhibitor Services for inquiries on panel graphic sizes.



**DC-102**

**OVERALL:** 60"W 20"D 46.5"H  
**GLASS:** 60"W 20"D 26"H



**DC-103**

**OVERALL:** 60"W 20"D 46.5"H  
**GLASS:** 60"W 20"D 18"H



**DC-104**

**OVERALL:** 60"W 20"D 46.5"H  
**GLASS:** 60"W 20"D 12"H



**Available Features**

- Electrical
- Lighting
- Access Door
- Shelving

**Display Cases**

	Code	Qty	Online	Discount	Standard	Total
Display Case 100	DC-100	x	\$888.25	\$935.00	\$1,122.00	= \$
Display Case 101	DC-101	x	\$1,201.75	\$1,265.00	\$1,518.00	= \$
Display Case 102	DC-102	x	\$726.28	\$764.50	\$917.40	= \$
Display Case 103	DC-103	x	\$726.28	\$764.50	\$917.40	= \$
Display Case 104	DC-104	x	\$726.28	\$764.50	\$917.40	= \$

Total Payment for Selections



Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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**Show Name:** Food Safety Consortium 2019 | **Show Date:** October 1-3, 2019 | **Location:** Renaissance Schaumburg Convention Center  
**Discount Deadline Date:** September 17, 2019

SourceOne Events offers a full service graphics department with capabilities to provide you with the finest digital graphic reproduction available. Some of the capabilities include four color, wide format, photo quality, high resolution output, digital printing virtually any size and any material printed on. Please call SourceOne Events to receive a full quote on your custom graphic work.

### Important Information:

- All graphics need to be submitted 14 business days prior to event to receive discount pricing. If received after discount deadline date standard pricing will apply.
- If customer provided graphic files are not to exact specifications during file conversion, retouching is required, cloning or color corrections is needed a design time surcharge will incur.
- All sign prices are digitally produced with color copy, mounted on white foam board.

### Graphic & Signage - Standard Options

Size	Description	Orientation Options		Quantity	Online	Discount	Standard	Total
22" x 28"	3/16" Foamcore, Single Sided, Use with sign holder, easel or cardboard easel back	Vertical	Horizontal	X	\$98.23	\$103.40	\$124.08	= \$
22" x 28"	3/16" Foamcore, Double Sided, Use with sign holder, easel or cardboard easel back	Vertical	Horizontal	X	\$147.35	\$155.10	\$186.12	= \$
24" x 36"	3/16" Foamcore, Single Sided, Use with sign holder, easel or cardboard easel back	Vertical	Horizontal	X	\$137.94	\$145.20	\$174.24	= \$
24" x 36"	3/16" Foamcore, Double Sided, Use with sign holder, easel or cardboard easel back	Vertical	Horizontal	X	\$206.91	\$217.80	\$261.36	= \$
28" x 44"	3/16" Foamcore, Single Sided, Use with sign holder, easel or cardboard easel back	Vertical	Horizontal	X	\$196.46	\$206.80	\$248.16	= \$
28" x 44"	3/16" Foamcore, Double Sided, Use with sign holder, easel or cardboard easel back	Vertical	Horizontal	X	\$294.69	\$310.20	\$372.24	= \$
24" x 84"	1/2" Foamcore, Single Sided, Use with a Meter Board Base - Order separately	Vertical	Horizontal	X	\$321.86	\$338.80	\$406.56	= \$
24" x 84"	1/2" Foamcore, Double Sided, Use with a Meter Board Base - Order separately	Vertical	Horizontal	X	\$482.79	\$508.20	\$609.84	= \$
38" x 84"	1/2" Foamcore, Single Sided, Use with a Meter Board Base - Order separately	Vertical	Horizontal	X	\$509.96	\$536.80	\$644.16	= \$
38" x 84"	1/2" Foamcore, Double Sided, Use with a Meter Board Base - Order separately	Vertical	Horizontal	X	\$764.94	\$805.20	\$966.24	= \$
36" x 72"	Vinyl Banner, Single Sided, Grommets on Top and Bottom	Vertical	Horizontal	X	\$282.15	\$297.00	\$356.40	= \$

Total: \$

### Custom Sign Creator & Square Footage Calculator

Material	Length	Width	Total Square Feet	Online	Discount	Standard	Total
3/16" Foamcore	X	=	X	\$22.99	\$24.20	\$29.04	= \$
3/16" Gatorfoam	X	=	X	\$25.08	\$26.40	\$31.68	= \$
3mm PVC/Sintra	X	=	X	\$25.08	\$26.40	\$31.68	= \$
3mm Plexi	X	=	X	\$27.17	\$28.60	\$34.32	= \$
Cloth Banner	X	=	X	\$29.26	\$30.80	\$36.96	= \$
Vinyl Banner	X	=	X	\$18.81	\$19.80	\$23.76	= \$

Total: \$

### Signage Accessories

Item	Description	Quantity	Online	Discount	Standard	Total Cost
Sign Holder	Chrome Freestanding Vertical, Holds a 22" x 28" Vertical Orientation	X	\$86.74	\$91.30	\$109.56	= \$
Tripod Easel	Silver Finish - 3 Levels to use based on size of signage	X	\$40.76	\$42.90	\$51.48	= \$
Easel Back	Cardboard Easel Back used with 22" x 28" or 24" x 36" Sign	X	\$26.13	\$27.50	\$33.00	= \$
Hoover Feet - Pair	Black Meter Board Base used to hold up 1/2" Boards - 24" or 36" W	X	\$78.38	\$82.50	\$99.00	= \$

Total: \$

### Large Digital Graphics Information:

- Please call Exhibitor Services for price quote on graphics over 80 sq. ft.

### Graphic File Information:

Electric File Name: \_\_\_\_\_ PMS Colors: \_\_\_\_\_

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111

## Customer Guidelines for Submitting Graphic Artwork

Our goal is to provide you with the best quality graphics for your event or exhibit. You can help us in that effort by providing digital art files that adhere to the following guidelines. The purpose is to assist you in the process of creating files that are acceptable for production and most optimum for viewing. If you are sending finished print ready files, please pass this information along to your graphic designers/art department. Please use the acceptable software and file types listed below. By adhering to these guidelines, it will greatly enhance the accuracy and execution of your artwork's production.

### Provide the Following When Submitting Artwork

#### RASTER ART (photos, logos containing any continuous tone images):

- Art Submitted at 1:1 (100%), resolution should be no less than 60dpi (100 dpi preferred)
- Art Submitted at 2:1 (50%), resolution should be no less than 120dpi (200 dpi preferred)
- Art Submitted at 4:1 (25%), resolution should be no less than 240dpi (400 dpi preferred)

#### VECTOR ART

- Logos should be in vector format and have outlined fonts (if provided as bitmap, please use high-res images)

#### FONTS & LINKS

- Supply all fonts used in your design (zip Mac fonts). Convert fonts to outlines if unsure how to package them in a zip file
- Supply all links used in your document. Use packaging feature if available. If unsure how to collect links, embed them in the file when saving.

#### COLOR (when color match is required follow these requirements)

- PMS color matching is required. Please use original Pantone® + Solid Coated® swatches in your artwork. Modifying Pantone® names will result in printing default color (CMYK)
- CMYK artwork will be produced "As Is". Our color output is balanced and vibrant.
- Convert RGB art to CMYK if possible.
- If you are sending Certified Color Proofs (Gracol, Swop, Fogra), please provide ICC profile information used to print your samples.

#### ARTWORK IN STRUCTURES

- Please note that any panels going in the metal frame will hide 1/4" of your art on the sides and 1/2" top and bottom. If you have a continuous wall where individual panels are divided by metal, use 1.25" spacing in between each panel to account for gaps and the natural flow of the graphics.

### Artwork Example



ACCEPTABLE VECTOR ARTWORK



UNACCEPTABLE VECTOR ARTWORK

### Acceptable Software



SourceOne Events prefers Adobe Creative Suite software (PC or Mac).

#### Please always provide:

- **Native files with fonts and links** (zipped)
- **High-resolution PDF-X/4 exports of the files.**

If you are an Illustrator CC user:

**Packaging** feature is highly recommended. For all other versions of Adobe AI (CS6, CS5, ...etc.) please embed linked images and convert fonts to outlines. InDesign files should always be Packaged.

### Acceptable File Types and Support Files

#### NATIVE FILES:

- AI CLOUD (CC) file** with Packaged supporting links and fonts. You may keep images linked for faster file opening, but Packaging feature must be used.
- AI (CS6, CS5, CS4...)** file with embedded links and outlined fonts.
- EPS file** with embedded links and outlined fonts.
- INDD file** with Packaged supporting links and fonts.

#### PRINT FILES:

- High-res PDF-X/4** (preferred)
- AI with PDF content** (choose this option when saving file).
- EPS files** with embedded links and outlined fonts.

#### RASTER OR BITMAP ART:

- Photoshop EPS** (Preferred, use 8-bit preview, Max. Quality JPG compression)
- PSD** (make sure font layers are rasterized)
- TIFF & JPG** (quality 8 and higher)

\* **Mac users:** Please submit all fonts other than OTF in a compressed zipped file.

### Sending Files by Email

- Files below 10MB can be delivered via email.
- Larger files can be sent via email, online storage, or created personal account through SourceOne FTP site. Please call for instructions.

# Labor





# Installation & Removal Order Form

Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019

## Display Labor Order Form

Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.

### Important Information - Please Read

- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling or packing of exhibitor property.
- On-site labor requests that are made after the exhibitor move-in is subject to a 4 hour minimum per laborer ordered. Example: 1 man would be 4 hours and 2 men would be 8 hours.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person (1 hour increments).
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- SourceOne Events supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. **Please include setup plan/photo, special instructions & inbound shipping information with this order.**
- Orders placed at show site will be completed in the order in which they are received.
- **Show Site prices will apply to all labor orders placed at show site.**

### Installation & Removal Labor Rates

Labor Schedule	Description	Discount	Standard	Show Site
Straight Time (ST)	Monday through Friday from 8:00 AM to 4:30 PM	\$109.00	\$119.00	\$154.70
Overtime (OT)	Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday.	\$163.50	\$178.50	\$232.05
Double Time (DT)	Monday through Friday from 12:00 AM to 8:00 AM. All day Sunday & Holidays	\$218.00	\$238.00	\$309.40

### What is Display Labor Supervision?

An exhibitor chooses SourceOne Events Supervised Display Labor when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Choose Type of Labor

#### Exhibitor Supervised (DO NOT proceed without exhibitor)

1. Exhibitor Supervision allows you to instruct the laborer. Exhibitor is required to be in the booth and there will not be supervision fees added.
2. Indicate workers needed for installation and dismantling.
3. SourceOne Events assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by SourceOne Events provided required area jurisdiction for labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by required area jurisdiction for labor under Exhibitor's supervision.
4. Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Exhibitor Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### SourceOne Supervised (OK to proceed without exhibitor)

1. Unpack and install display before Exhibitor arrival at show site.
2. SourceOne Events will determine if additional workers are needed for installation and dismantling.
3. Dismantle and pack the display after close of show.
4. A 30% surcharge will be added to the labor rates above for this supervision service.

**Note:** Exhibitor Supervisor must check in at the SourceOne Service Desk to pick up labor

Exhibitor Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Installation Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
<b>Sub Total:</b>							\$
<b>SourceOne Supervision adds 30% to Sub Total (if applicable):</b>							\$
<b>Total Installation Labor:</b>							\$

### Removal Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
<b>Sub Total:</b>							\$
<b>SourceOne Supervision adds 30% to Sub Total (if applicable):</b>							\$
<b>Total Removal Labor:</b>							\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** X  
Authorized Signature \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Mail, Email or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Ln N., Lombard, IL 60148 | Email: brooke@sourceoneevents.com | Fax: 708-344-3050 | Phone: 708-344-4111



# Supervised Labor Instruction Form

Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019

## SourceOne Supervised Labor Instruction Form

NOTE: Complete and return this form only if your display is to be set up and/or dismantled by SourceOne Events and there will not be a supervisor (i.e., no exhibitor representative) present.

### Inbound Shipping Information

Freight is being shipped to Advance Warehouse

Total Number of Pieces: \_\_\_\_\_ Name of Carrier: \_\_\_\_\_ Carrier Phone: \_\_\_\_\_

Piece Breakdown - # Crates: \_\_\_\_\_ # Boxes: \_\_\_\_\_ # Display Cases: \_\_\_\_\_ # Skids: \_\_\_\_\_ # Carpet \_\_\_\_\_

### Set-up Information for Installation

Booth Size: \_\_\_\_\_ X \_\_\_\_\_ Based on booth size if forklift is required, refer to **Forklift Labor Order Form** found on **page 70**.

A rendering of and/or instructions for my exhibit is enclosed with this order: Yes No If yes, in what crate number? \_\_\_\_\_

A rendering of and/or instructions for my exhibit is packed in the display case(s): Yes No Display case number or color: \_\_\_\_\_

Does your exhibit have a key? Yes No If yes, where is it located? \_\_\_\_\_

Type of Display: Pop-up/Portable Hardwall System Metal Extrusion Two Story Custom Other: \_\_\_\_\_

Booth Carpet: with exhibit rented from SourceOne What Size? \_\_\_\_\_ What Color? \_\_\_\_\_

Booth Padding: with exhibit rented from SourceOne How many Sq. Ft.? \_\_\_\_\_

Electrical Placement: drawing attached drawing with exhibit Install under carpet/padding? Yes No

(Please place your order for electrical services through appropriate service provider and include a copy of your order with this form)

Booth Contact Name (in case of emergency): \_\_\_\_\_ Mobile Number: \_\_\_\_\_

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

### Outbound Shipping Information

Ship to (Company Name): \_\_\_\_\_ Attn: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Carrier Name: \_\_\_\_\_ Carrier Phone: \_\_\_\_\_

Is the shipment going to another show? Yes No If yes, Show Name? \_\_\_\_\_ Booth #: \_\_\_\_\_

This shipment must arrive no later than: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

Date & Time of Scheduled Pick-Up: Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM

(Exhibitor is responsible for contacting the carrier and scheduling the pick-up)

NOTE: If outbound shipping is to be a split shipment, check here and attach specific instructions and addresses.

Freight Charges: Collect Prepaid Bill to: \_\_\_\_\_

### Supervision Labor Terms & Conditions

*I understand that SourceOne Events, Inc. shall not be responsible for loss, theft or damage to any display installed or dismantled under SourceOne Events supervision of labor as ordered above, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide SourceOne with complete and accurate written instructions for the installation, dismantling, packing and/or shipping of said display by SourceOne supervised labor. Payment of all labor services supervised by SourceOne will be my/our responsibility as the exhibitor.*

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

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Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e. other than SourceOne Events, Inc.) supervise their labor, unpack, erect, assemble, dismantle, and/or pack display/equipment **MUST** abide by the following:

## Rules & Regulations

- A. Exhibitor must notify Show Management and SourceOne Events, Inc. in writing no later than **September 17, 2019**.
- B. Exhibitor must ensure their contractor provides SourceOne Events, Inc. with a Certificate of Insurance indicating a minimum of coverage, including property damage by **September 17, 2019**.
  1. Commercial General Liability, including contractual liability, with limits of no less than \$1,000, 000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  2. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
  3. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  4. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
- C. Exhibitor is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals, labor, etc.
- D. The EAC must have all business licenses, permits and Workers' Compensation insurance required by the State and/or City governments, and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- E. The EAC shall share with SourceOne Events, Inc. all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- F. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
- G. If the EAC fails to provide the documentation required, the exhibitor will be required to use SourceOne Events, Inc. for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- H. EAC agrees that must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- I. EAC agrees to indemnify, defend and hold the Show Management, the Facility and SourceOne Events, Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of SourceOne provided labor. EAC also agrees to reimburse SourceOne for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- J. The EAC must provide SourceOne Events, Inc. and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.
- K. The EAC may not, under any circumstances solicit business on the show floor.
- L. The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- M. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
- N. The Official Contractor has total control of all areas of the exhibit hall (i.e. aisles, loading docks, storage areas, etc.). The EAC must coordinate all of its activities with SourceOne Events, Inc..
- O. The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- P. All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.
- Q. EAC agrees SourceOne Events, Inc. is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
- R. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- S. EAC/exhibitor may not move freight from one booth to another booth, or to meeting rooms. SourceOne Events, Inc. must provide labor if this is requested.
- T. The exhibitor or its EAC should order services required from SourceOne Events, Inc. and the Exhibit Hall in advance. Ordering labor or services on-site (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
- U. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If SourceOne Events, Inc. is required to rearrange any material situated in a clearly identified "No Freight Aisle", the exhibitor or the EAC, depending upon the billing arrangements with SourceOne Events, Inc. will be charged a one hour minimum for forklift rental and labor.
- V. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the SourceOne Service Desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
- W. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by SourceOne Events, Inc..

Name of EAC/Service Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

EAC Address: \_\_\_\_\_

EAC City: \_\_\_\_\_ EAC State: \_\_\_\_\_ EAC Country: \_\_\_\_\_ EAC Zip: \_\_\_\_\_

EAC Contact Name: \_\_\_\_\_ EAC Email: \_\_\_\_\_

EAC Phone: \_\_\_\_\_ EAC Mobile: \_\_\_\_\_ EAC Fax: \_\_\_\_\_

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X**  
 \_\_\_\_\_  
 Authorized Signature  
 \_\_\_\_\_  
 Authorized Name - Please Print  
 \_\_\_\_\_  
 Date

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As the General Service Contractor, SourceOne Events has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

To ensure your booth will be show ready, please specify which requirements your booth needs below. Price is based on the total booth area, with a 100 square feet minimum. The following services are available booth vacuuming, porter service, mopping, carpet shampooing, and display wipe down.

### Booth Size Calculator

Depth of Booth Space	Width of Booth Space	Total Booth Sq. Ft.
_____	_____	_____
	x	= _____ sq. ft.

### Booth Vacuuming 100 sq. ft. minimum - Price Per Sq. Ft.

Service Type	Total Sq. Ft.	Online	Discount	Standard	Total Per Day	# of Days	Estimated Total Cost
Vacuuming for Duration of Show	_____ x	\$0.73	\$0.77	\$0.92	= _____	x _____	= \$ _____
Vacuum Daily	_____ x	\$0.77	\$0.81	\$0.98	= _____	x _____	= \$ _____
Vacuum Before Show Opens	_____ x	\$0.82	\$0.86	\$1.03	= _____	x _____	= \$ _____

**Example:** Vacuum for Duration of Show with 10' x 10' Booth Size = 100 sq. ft. x Price \$0.70 per sq. ft. = Total Per Day \$70.00 x 2 Days = \$140.00 **Total:** \$ \_\_\_\_\_

### Mopping & Carpet Shampooing Service

Show Date	No. of Day(s)	Service Size	Online	Discount	Standard	Booth Sq. Ft.	Sq. Ft. Rate	Estimated Total Cost
_____	1 Day	Mop 1 Time	\$1.15	\$1.21	\$1.45	_____ x _____	= \$ _____	
_____	_____	Mop Daily	\$1.10	\$1.16	\$1.39	_____ x _____	= \$ _____	
_____	1 Day	Shampoo / 1 Time	\$1.15	\$1.21	\$1.45	_____ x _____	= \$ _____	
<b>Total:</b>								\$ _____

### Booth Porter Service / Display Wipe Down

Labor Schedule	Description	Discount	Minimum	Standard	Minimum	Show Site	Minimum
Straight Time (ST)	Monday through Friday from 8:00 AM to 4:30 PM.	\$115.50	\$462.00	\$138.60	\$554.40	\$180.18	\$720.72
Overtime (OT)	Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday.	\$173.25	\$693.00	\$207.90	\$831.60	\$270.27	\$1,081.08
Double Time (DT)	Monday through Friday from 12:00 AM to 8:00 AM. All day Sunday & Holidays.	\$231.00	\$924.00	\$277.20	\$1,108.80	\$360.36	\$1,441.44

Labor Type	Date	Start Time	End Time	No. of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Estimated Total Cost
Porter	_____	_____	_____	x _____	= _____	_____	_____	= \$ _____
Porter	_____	_____	_____	x _____	= _____	_____	_____	= \$ _____
Wipe Down	_____	_____	_____	x _____	= _____	_____	_____	= \$ _____
Wipe Down	_____	_____	_____	x _____	= _____	_____	_____	= \$ _____

**Total Display Wipe Down Labor:** \$ \_\_\_\_\_

#### IMPORTANT NOTE:

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

If there is an issue with the cleaning services you order please contact the SourceOne Service Desk immediately, so we can rectify any issues. **Please do not wait till the end of the show to let us know of any issues that we are not aware of because we can not correct something you are unsatisfied with after the close of the show.**

**Total Payment for Selections** \$ \_\_\_\_\_

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date  
Authorized Name - Please Print

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

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## Questions? Just Ask!

Call Brooke Busby at 708-344-4111  
Email Brooke Busby at [brooke@sourceoneevents.com](mailto:brooke@sourceoneevents.com)  
Contact us online: [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)

**IMPORTANT: SourceOne Events is the Exclusive Overhead Rigging/Hanging Sign Labor Service. No outside rigging/hanging sign service provider will be allowed on the show floor at any time.**

## How to Order — use the helpful steps

- STEP 1:** Complete Sign Information Area — This allows us to know more about your sign to better service you in a more efficient way.
- STEP 2:** Order Assembly and Dismantle Labor - SourceOne's Certified Riggers are required to assemble and dismantle all hanging signs to ensure structural integrity.
- STEP 3:** Order the Lift & Crew Required - Based on 1 hour minimum on install and removal.
- STEP 4:** Include in your order the Mandatory Hanging Sign Equipment plus the additional equipment needed.

## Rigging/Hanging Sign Guidelines

1. All ceiling rigging of signage must conform to Show Management rules and regulations as well as the facility limitations.
2. All overhead rigging and/or hanging must be assembled, installed, and removed by SourceOne Events certified riggers.
3. If Electrical is required for the sign it must be in working order and in accordance with the National Electrical Code. **Electrical services can be ordered through the electrical providers Electrical Order Form on page 104.**
4. **Only** SourceOne Events personnel are allowed in aerial lifts and/or operate mechanical equipment.
5. **Only** SourceOne Events certified riggers can install and remove any and all hanging materials that will be flown overhead.
6. Include show site Exhibitor contact information with the order.
7. Overhead hanging signs must be sent in a separate container directly to the advance warehouse using the [page 85](#) and affixing it on to crate or container.
8. The container must be in booth prior to scheduled labor time. If this is not followed, then SourceOne Events cannot guarantee the hanging of your sign during the hours specified below.
9. **All Signs**, with the exception of banners, must have structural rigging points and signs exceeding 200 lbs. must **include detailed construction plans** with a current structural engineer's stamp. Send these plans to [brooke@sourceoneevents.com](mailto:brooke@sourceoneevents.com) in advance of the first day of move in.
10. **Include engineer-stamped drawings** with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order.
11. SourceOne Events accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend SourceOne Events, Inc. and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.
12. Additional charges may be applied by SourceOne Events due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in-house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in-house exclusive labor charges, etc.

## Rigging/Hanging Sign Checklist

- Complete and Submit Payment Authorization Form
- Order Hanging Sign Assembly labor to have your sign built by SourceOne Events Certified Riggers **(Required)**
- Complete Hanging Sign Layout and Information page
- Order Install and Dismantle labor for all Hanging Signs
- Order necessary Hanging Sign Equipment
- Place electrical orders (if applicable)
- Submit Diagrams with orientation, dimensions, and placement for all materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Signs(s) using the Advance Hanging Sign Shipping Labels included in this service manual
- Ship Hanging Signs(s) to the Advance Warehouse between **August 30, 2019** and **September 27, 2019**.

## Sign Information

How many signs will be hung in your booth? \_\_\_\_\_ (If there is multiple signs please complete this portion of the form for each sign)

Type of Sign: Banner Structural Signage Cloth Wood Truss Metal Other: \_\_\_\_\_

Dimensions and Weight of Sign: Width \_\_\_\_\_ Height \_\_\_\_\_ Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs.

Number of feet from floor to top of sign: \_\_\_\_\_ ft. (Please check to see if you are show compliant)

Does your sign require electric? Yes No Does your sign require assembly? Yes No (If yes, please order assembly labor)

Shape of Sign: Triangle Rectangle Circle Square Serpentine Other: \_\_\_\_\_

Number of pick points? \_\_\_\_\_ Weight at each pick point? \_\_\_\_\_ Do you have the shackles for each point? Yes No

Is your sign designed to rotate? Yes No If yes, do you have the equipment to allow it to rotate? Yes No

Have you submitted your structurally engineered rigging points? Yes No Date Submitted: \_\_\_\_\_

Do you want to supervise the hanging of your sign? Yes No If yes, when would you like the sign to be hung? \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Please Note

Any hanging structure that weighs in excess of 100 lbs. will require the employment of chain motors. Please call SourceOne Events Exhibitor Service Team for more details. Additional crews and hanging equipment may be dispatched at the Exhibitor's expense if deemed necessary by SourceOne Events.

### Step 1. Booth Information

Each square is \_\_\_\_\_ square feet since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

### Step 2. Indicate Adjacent Booth or Aisle Number

Review floor plan for your booth assignment and write in adjacent booth or aisle number on all 4 sides of grid.

### Step 3. Draw Booth Lay

Use bold lines to indicate the outline of your exhibit space.

### Grid Example

10' x 10' Booth uses 1 square = 1 foot  
20' x 20' Booth uses 1 square = 2 feet  
30' x 30' Booth uses 1 square = 3 feet

Custom Booth \_\_\_\_\_ ft. x \_\_\_\_\_ ft. use 1 square = \_\_\_\_\_ ft.

If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.

**Exhibitors who comply with hanging sign information, proper assembly labor & equipment ordered, grid outline completed will receive first priority.**

Front Adjacent Booth or Aisle Number: \_\_\_\_\_


Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign **X**  
Authorized Signature \_\_\_\_\_  
Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Mail, Email or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Ln N., Lombard, IL 60148 | Email: brooke@sourceoneevents.com | Fax: 708-344-3050 | Phone: 708-344-4111



# Hanging Sign Labor Order Form

Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019

## Installation & Removal Assembly Labor Rates

Assembly Labor Description	Discount	Standard	Show Site
Straight Time (ST) - Monday through Friday from 8:00 AM to 4:30 PM.	\$151.25	\$181.50	\$235.95
Overtime (OT) - Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday.	\$226.88	\$272.25	\$353.93
Double Time (DT) - Monday through Friday from 12:00 AM to 8:00 AM. All day Sunday & Holidays	\$302.50	\$363.00	\$471.90

### Supervision Labor Info:

Supervision for assembly and disassembly of overhead hanging sign can be provided by SourceOne Events, or by your company representative, display house, independent or lighting contractor.

Please indicate method of supervision you require for assembly/disassembly:

**OK to proceed without exhibitor supervision**

**Wait for exhibitor personnel or display house to supervise**

Additional crew and/or equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of a job and it will be charged accordingly.

## Step 1: Fill in your signs install and removal assembly labor

### Installation & Removal Sign Assembly Labor

Labor Type	Date	Start Time	End Time	No. of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Estimated Total Cost
Installation						x	x	=
Installation						x	x	=
Removal						x	x	=
Removal						x	x	=

SourceOne Supervision add 30% to Sub Total (if applicable) = \_\_\_\_\_

**Total Installation & Removal Labor** = \_\_\_\_\_

## Step 2: Fill in Hanging / Rigging Rates for install and removal

### Installation Hanging/Rigging Rates

Description	Discount	Standard	Show Site	# Lift & Crews	# Hours	Estimated Total Cost
Straight Time (ST) - Scissor Lift / Condor Lift and Crew	\$877.80	\$1,053.36	\$1,369.37	x	x	= \$
Overtime (OT) - Scissor Lift / Condor Lift and Crew	\$1,316.70	\$1,580.04	\$2,054.05	x	x	= \$
Double Time (DT) - Scissor Lift / Condor Lift and Crew	\$1,755.60	\$2,106.72	\$2,738.74	x	x	= \$

### Removal Hanging/Rigging Rates

Description	Discount	Standard	Show Site	# Lift & Crews	# Hours	Estimated Total Cost
Straight Time (ST) - Scissor Lift / Condor Lift and Crew	\$877.80	\$1,053.36	\$1,369.37	x	x	= \$
Overtime (OT) - Scissor Lift / Condor Lift and Crew	\$1,316.70	\$1,580.04	\$2,054.05	x	x	= \$
Double Time (DT) - Scissor Lift / Condor Lift and Crew	\$1,755.60	\$2,106.72	\$2,738.74	x	x	= \$

**NOTE:** There will be a one (1) hour minimum per life & crew. All additional time for life & crew is charged at one hour increments.

## Step 3: Fill in your signs mandatory items and additional equipment you may need for rigging signage

### Miscellaneous Item Rates

Description	Discount	Standard	Show Site	# of Feet	# of Items	Estimated Total Cost
Plan Submission Fee - Mandatory	\$71.50	\$85.80	\$111.54	x	x	= \$
Wire - 60 lbs. Max - Mandatory unless over 60 lbs.	\$82.50	\$99.00	\$128.70	x	x	= \$
Cabling (per foot) - Signs over 60 lbs.	\$22.00	\$26.40	\$34.32	x	x	= \$
Shackles (each)	\$60.50	\$72.60	\$94.38	x	x	= \$

### Additional Charge May Apply by SourceOne Events due to the following:

- Additional crew or labor is needed, regulations at the facility, weigh limits, Union jurisdictions, facility contracts, In-house providers, additional equipment required for hanging sign: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in-house exclusive labor charges, etc.
- **Additional supplies required to ensure structural integrity of overhead sign.**

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign **X**

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Mail, Email or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Ln N., Lombard, IL 60148 | Email: brooke@sourceoneevents.com | Fax: 708-344-3050 | Phone: 708-344-4111





# Hanging Sign Shipping Labels

Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.  
Please print this label on a color printer if possible.





## Hanging Sign Shipment

**FROM:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Food Safety Consortium 2019**

**TO:** \_\_\_\_\_ Booth Number \_\_\_\_\_  
Full Exhibiting Company Name at Show

**c/o SourceOne Events**  
**160 Eisenhower Ln N**  
**Lombard IL, 60148**

SourceOne receiving hours are Monday through Friday between 8:00 AM to 4:00 PM. Closed 12:00 PM - 1:00 PM & Holidays. Drivers must check-in with Advance Warehouse prior to 3:00 PM to be ensured same day unloading.

**Shipments should arrive on or between:**  
 September 3, 2019 - September 27, 2019

Carrier Name: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pieces

H
RUSH SHIPMENT  
HANGING SIGN



PLEASE CUT ALONG DASHED LINES AND AFFIX LABEL(S) TO PACKAGE.  
PLEASE MAKE ADDITIONAL COLORED COPIES OF THESE LABELS AS NEEDED.





## Hanging Sign Shipment

**FROM:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Food Safety Consortium 2019**

**TO:** \_\_\_\_\_ Booth Number \_\_\_\_\_  
Full Exhibiting Company Name at Show

**c/o SourceOne Events**  
**160 Eisenhower Ln N**  
**Lombard IL, 60148**

SourceOne receiving hours are Monday through Friday between 8:00 AM to 4:00 PM. Closed 12:00 PM - 1:00 PM & Holidays. Drivers must check-in with Advance Warehouse prior to 3:00 PM to be ensured same day unloading.

**Shipments should arrive on or between:**  
 September 3, 2019 - September 27, 2019

Carrier Name: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pieces

H
RUSH SHIPMENT  
HANGING SIGN

# Shipping & Material Handling



## What is Shipping?

The process of picking up your shipment from your location (home, office, warehouse, or other), then transporting your shipment from your location to destination (advance warehouse dock or facility dock of your event), and also the process of returning your shipment back to your location after the close of the show. It is separate from Material Handling.

**You may use any carrier you want or SourceOne Logistics and SAVE 10% on your Material Handling.**



## What is Material Handling?

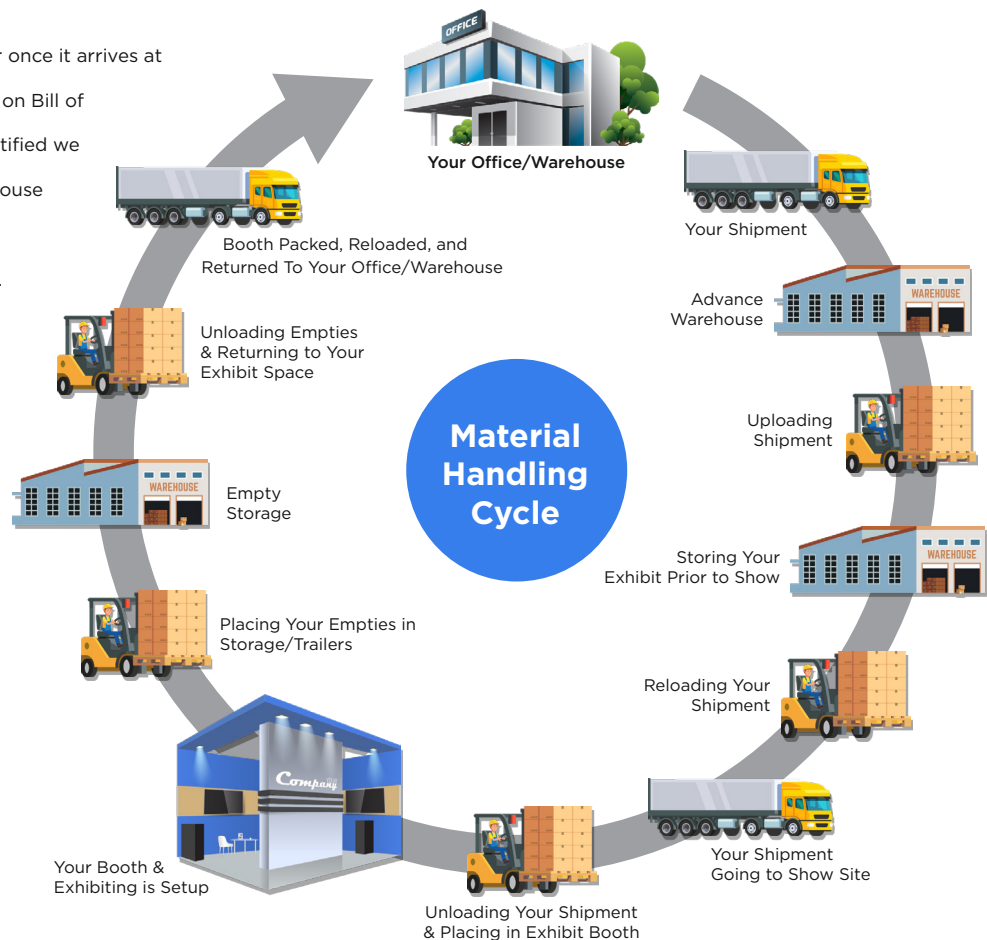
The process of receiving your shipment from your carrier and managing your shipment through the event cycle. It is a standard trade show process and it is a chargeable fee typically based on the weight of your shipment. Material handling is often referred to as Drayage which means the same thing. Material handling or "drayage" should not be confused with the cost to transport your exhibit material to and from the convention or event.

**NOTE:** You have two options for shipping your advance freight — either to the warehouse or directly to Show Site.

**Don't forget to add this service "Material Handling" into your trade show budget!**

## Material Handling Process

- Unloading your exhibit materials from your carrier once it arrives at the receiving dock.
- Shipment is inspected for any damage and noted on Bill of Lading and photos are taken.
- Shipment is added to manifest and exhibitor is notified we received it.
- Exhibit Materials can be stored in Advance Warehouse up to 30 days prior to event.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, on-site crates, and skids/pallets) from your booth.
- Temporarily storing empty containers.
- Once show is over, returning empty containers back to your booth space.
- Transferring the freight back to loading dock.
- Loading the items in to your carrier's truck for return shipping back to final destination.



## How do I keep Material Handling charges lower?

### Consolidate Your Shipments

Skid as many items as possible so everything arrives all together. Each shipment that arrives on separate days will be charged the minimum charge each day shipments arrive.

### SourceOne Logistics SAVE 10% off Material Handling charges

If you are shipping Direct to Show Site make your round trip shipping arrangements through SourceOne Logistics and **SAVE 10%** on all your Material Handling charges.

## Save 10% on Material Handling with SourceOne Logistics

Let SourceOne Logistics be your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation benefits:

- ▶ 10% off material handling for round trip customer shipments
- ▶ Volume discounts for larger shipments
- ▶ SourceOne on-site support professionals
- ▶ Preprinted bills and shipping labels correctly formatted for inbound or outbound
- ▶ 30 day pre-event storage - Material Handling
- ▶ Automated tracking and delivery status reports via email
- ▶ No driver waiting time charges for inbound or outbound
- ▶ No additional trade show fees
- ▶ Priority Empty Return Labels to all inbound Logistics Customers upon order
- ▶ Consolidated show invoice
- ▶ Guaranteed pickup outbound from show, with immediate loading following empty return

Order your round-trip shipping today to qualify for 10% off material handling fees.

## Interested in a Free Inbound Quote? - Please complete the steps below for hassle free shipping.

### Step 1: Complete your company information

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Step 2: Tell us the location where you need items picked up from

Company Name: \_\_\_\_\_ Country: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 What type of pickup is it? Warehouse Office Building Residential Do we need to go inside to pickup items? Yes No  
 If you selected Office Building, what part of building do you need items picked up at? Front Door Lobby Loading Dock Office  
 If Office Building selected, what floor? \_\_\_\_\_ What type of elevator? Freight Passenger  
 Is a Lift Gate need for pickup? Yes No Does the building have a loading dock? Yes No  
 Do we need any of the following for pickup? Pallet Jack Mover Dollies Flat Cart/Float Shrink Wrap Banding Pallet

### Step 3: Tell us when your shipment would be ready for pickup: Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Is there anything else we should know about your pickup location \_\_\_\_\_

### Step 4: Tell us where the shipment is going: Advance Warehouse

### Step 5: Tell us what we are shipping for you:

Qty	Shipment Type	Length	Width	Height	Weight/Piece	Declared Value

For **Shipment Type** column please use the following abbreviations: **BC** - Box/Carton **DF** - Display/Fiber Cases **SP** - Skids/Pallets **C** - Crates

### Step 6: Tell us what type of shipping service you need (this determines how fast you will get your items):

Standard Ground 3rd Day Air 2nd Day Air Next Day Air Full Truck Load Specialized LTL

### Step 7: What are your plans for your shipment(s) when the event is over? Are we shipping items back to you? Yes No, I will use another carrier

- Service level may be changed to meet delivery date
- Order must be received within 24 hours of requested pick up date
- A credit card must be on file to order Shipping Services
- Please complete the [Payment Authorization Form](#)
- Shipping services do not include material handling charges at show site
- Material handling fees will be charged to the credit card on file.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111

## Save 10% on Material Handling with SourceOne Logistics

Let SourceOne Logistics be your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation benefits:

- ▶ 10% off material handling for round trip customer shipments
- ▶ Volume discounts for larger shipments
- ▶ SourceOne on-site support professionals
- ▶ Preprinted bills and shipping labels correctly formatted for inbound or outbound
- ▶ 30 day pre-event storage - Material Handling
- ▶ Automated tracking and delivery status reports via email
- ▶ No driver waiting time charges for inbound or outbound
- ▶ No additional trade show fees
- ▶ Priority Empty Return Labels to all inbound Logistics Customers upon order
- ▶ Consolidated show invoice
- ▶ Guaranteed pickup outbound from show, with immediate loading following empty return

Order your round-trip shipping today to qualify for 10% off material handling fees.

## Interested in a Free Outbound Quote? - Please complete the steps below for hassle free shipping.

### Step 1: Complete your company information:

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Step 2: Tell us the location where you need items shipped to:

Company Name: \_\_\_\_\_ Country: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 What type of dropoff is it? Warehouse Office Building Residential Do we need to go inside to dropoff items? Yes No  
 If you selected Office Building, what part of the building do you need items dropped off at? Front Door Lobby Loading Dock Office  
 If Office Building selected, what floor? \_\_\_\_\_ What type of elevator? Freight Passenger  
 Is a Lift Gate need for dropoff? Yes No Does the building have a loading dock? Yes No  
 Do we need any of the following for dropoff? Pallet Jack Mover Dollies Flat Cart/Float Shrink Wrap Banding Pallet

### Step 3: Tell us when your shipment needs to be delivered by: Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

Is there anything else we should know about your dropoff location? \_\_\_\_\_

### Step 5: Tell us what we are shipping for you:

Qty	Shipment Type	Length	Width	Height	Weight/Piece	Declared Value

For **Shipment Type** column please use the following abbreviations: **BC** - Box/Carton **DF** - Display/Fiber Cases **SP** - Skids/Pallets **C** - Crates

### Step 6: Tell us what type of shipping service you need (this determines how fast you will get your items):

Standard Ground 3rd Day Air 2nd Day Air Next Day Air Full Truck Load Specialized LTL

### Step 7: What are your plans for your shipment(s) when the event is over? Are we shipping items back to you? Yes No, I will use another carrier

- Service level may be changed to meet delivery date
- Order must be received within 24 hours of requested pick up date
- A credit card must be on file to order Shipping Services
- Please complete the **Payment Authorization Form**
- Shipping services do not include material handling charges at show site
- Material handling fees will be charged to the credit card on file.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111





# Inbound Freight Service Questionnaire

Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019

Complete the following inbound information and return to SourceOne Events along with your Material Handling Authorization Form.

- By returning this form we can better plan and prepare for your incoming freight requirements.
- If using SourceOne Logistics you SAVE 10% off Material Handling and you will not need to fill this information out.
- Please retain a copy for your files.

## Please answer all questions to the best of your knowledge

- Which Shipping Service will you be utilizing:  
Advance Warehouse
- Estimate total number of pieces being shipped:  
\_\_\_\_\_ Boxes    \_\_\_\_\_ Crated    \_\_\_\_\_ Uncrated    \_\_\_\_\_ Machinery    \_\_\_\_\_ **Total Pieces**
- What is the total weight of your exhibit or equipment being shipped? \_\_\_\_\_ lbs.
- What is the weight of the single heaviest piece that must be lifted? \_\_\_\_\_ lbs.
- Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, crane, versa lift, special slings, lifting bars, etc.?  
Yes — If yes, what special handling equipment is needed: \_\_\_\_\_  
No
- Indicate total number of trucks in each category that you will use:  
\_\_\_\_\_ Van Line    \_\_\_\_\_ Common Carrier    \_\_\_\_\_ Flatbed    \_\_\_\_\_ Company Truck  
\_\_\_\_\_ Box Truck    \_\_\_\_\_ Van    \_\_\_\_\_ Overseas Container
- List carrier name(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_
- International Shipment:    No    Yes — If yes, please complete the custom broker information below
- Customs Broker (print name): \_\_\_\_\_ Phone Number: \_\_\_\_\_
- Print the name of person in charge of your move-in: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
- Please provide tracking numbers or pro numbers for your shipments. This information assist our freight receiving department determine if any of your shipment is missing, damaged upon arrival, and allows us to service you better:
 

1. Tracking of Product Number: _____	7. Tracking of Product Number: _____
2. Tracking of Product Number: _____	8. Tracking of Product Number: _____
3. Tracking of Product Number: _____	9. Tracking of Product Number: _____
4. Tracking of Product Number: _____	10. Tracking of Product Number: _____
5. Tracking of Product Number: _____	11. Tracking of Product Number: _____
6. Tracking of Product Number: _____	12. Tracking of Product Number: _____

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by SourceOne Events.

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

Authorized Name - Please Print

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111

Complete the following outbound information and return to SourceOne Events along with your Material Handling Authorization Form.

- By returning this form we can better plan and prepare for your incoming freight requirements.
- If using SourceOne Logistics you SAVE 10% off Material Handling and you will not need to fill this information out.
- Please retain a copy for your files.

## Please answer all questions to the best of your knowledge

**1. Which shipping service will you be utilizing:**

SourceOne Events - If you want a quote please see [Outbound Logistic Services on page 79](#).

Carrier Name(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

**2. Estimate total number of pieces being shipped:**

\_\_\_\_\_ Boxes \_\_\_\_\_ Crated \_\_\_\_\_ Uncrated \_\_\_\_\_ Machinery \_\_\_\_\_ **Total Pieces**

**3. What is the total weight of your exhibit or equipment being shipped? \_\_\_\_\_ lbs.**

**4. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, crane, versa lift, special slings, lifting bars, etc.?**

Yes — If yes, what special handling equipment is needed: \_\_\_\_\_

No

**5. Indicate total number of trucks in each category that you will use:**

\_\_\_\_\_ Van Line \_\_\_\_\_ Common Carrier \_\_\_\_\_ Flatbed \_\_\_\_\_ Company Truck

\_\_\_\_\_ Box Truck \_\_\_\_\_ Van \_\_\_\_\_ Overseas Container

**6. International Shipment:** No Yes — If yes, please complete the custom broker information below

**7. Customs Broker (print name):** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**8. Ship To Information**

Company Name: \_\_\_\_\_ Delivery Address: \_\_\_\_\_

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

Onsite Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Account Number (if applicable): \_\_\_\_\_ Specific Delivery Date: \_\_\_\_\_

Declared Value: \$ \_\_\_\_\_

**9. Bill to Information**

Exhibiting Company Name: \_\_\_\_\_ Billing Address: \_\_\_\_\_

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

Onsite Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Freight Service Paid By: Pre-paid Collect Third-party

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111

## Receiving Hours

**Advance Freight to Warehouse:** 8:00 AM to 4:00 PM Monday through Friday. Saturday, Sunday and Holidays are excluded for warehouse deliveries.  
**Straight Time Delivery to Show Site:** 8:00 AM to 4:30 PM Monday through Friday  
**Overtime Delivery to Show Site:** 5:00 PM to 8:00 AM Monday through Friday and all day Saturday.  
**Double Time Delivery to Show Site:** All day Sunday and Holidays.

The above schedule applies to freight received on-site during move-in and move-out as well as freight received at the advance warehouse.

## Rate Classifications

**Advance Shipments to Warehouse:** Rates include unloading freight, storing shipment at warehouse for up to 30 days (material stored beyond 30 days will incur additional storage fees), reloading on to trucks and delivery to the Show Site. Labor to then unload freight and deliver to booth, picking up your empty containers, storing, and returning empty shipping containers, and reloading freight onto carrier for return to your specified destination from exhibit site.

**Direct Shipments to Show Site:** Rates include unloading freight and delivery to your booth location. Once your booth is setup our labor will pick up your empty containers, store them, and return empty shipping containers, and reload freight onto carrier for return to your specified destination from exhibit site.

## Type of Shipment

**Crated Material:** This type of shipment is either skidded or in any type of shipping container. This shipment can be loaded or unloaded at the dock and requires no additional handling.

**Uncrated Material:** This type of shipment is either shipped loose, pad-wrapped, and/or un-skidded materials or machinery. This shipment needs extra labor and equipment to handle. Typically this shipment comes direct to show site rather than to the advance warehouse.

**Special Handling Material:** This type of shipment is delivered by a carrier which requires additional handling, such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, and stacked shipments. UPS, DHL, Fedex, etc. are included in this category due to their delivery procedures. If your freight is too tall to fit through the show location's dock, doors, or elevators, and SourceOne Events has to break down your materials down then additional fees may apply.

**\*Small Package:** A small package shipment is a shipment totaling any number of pieces with a combined weight below 30 lbs. that is received on the same day, from the same shipper, and delivered by the same carrier.

## Shipment Surcharges

**Late Shipments:** A 30% surcharge will apply to shipments not arriving within the published discount pricing deadline date for advance warehouse or arriving on Show Site after the show has opened.

**Off-Target Deliveries Direct to Show Site Surcharge:** A flat rate per CWT will apply to shipments – see following page Material Handling Rates. This applies to targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered or carrier has not checked in during assigned target date/time.

**On-site Empty Storage:** A charge per crate, skid or carton applies when SourceOne Events handles the storage and return of empties from a shipment not received by SourceOne Events and therefore not subject to material handling charges.

**Please Note:** All exhibitors must adhere to the Fire Regulations regarding the storage of empty containers behind booth back wall drape which is strictly prohibited and is outlined under the Fire Regulations page in the **Rules and Regulations Section** of this exhibitor manual.

**Warehouse Storage:** Shipments arriving at the warehouse more than 30 days before the first receiving date will incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request or freight that was forced off of the show floor incurs "return to warehouse" (RTW) fees and storage fees. Return to Warehouse Service Fee: Crated or Skidded and Special Handling Material will be accepted at warehouse at exhibitor expense if carrier does not show up during designated move out time. Forced freight will be accessed a surcharge if carrier does not show during designated driver check-in time.

**Shrink Wrap and/or Banding Fee:** A fee for ½ hour labor to either perform the task of shrink wrapping and/or banding your materials. The fees will be charged if you request this service during the move out process for your outbound shipments.

**Disposal Fee:** A disposal fee or minimum plus 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

**Disposal Fee Rates: \$.75 per lb., minimum \$200.00, plus applicable labor rate based on ST, OT or DT.**

### Show Site Overtime/Double Time Surcharge:

Published rates are based on Straight Time move-in and move-out. If the move-in or move-out occurs during Overtime or Double Time the following surcharges will apply.

- Overtime: 40% surcharge - Double Time: 60% surcharge added to published rates.
- Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the SourceOne Service Desk and the driver has checked in.

### Advance Warehouse Overtime/Double Time Surcharge:

Published rates are based on Straight Time move-in and move-out. If the move-in or move-out occurs during Overtime or Double Time the following surcharges will apply

- Overtime: 40% surcharge - Double Time: 60% surcharge added to published rates.
- Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move-out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

**Reweigh of Shipments Surcharge:** An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

**Reweigh Fee Rate: \$30.00 per forklift load**

**Marshaling Yard Surcharge:** Where SourceOne Events as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, SourceOne Events may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

**Marshaling Yard Rate: \$50.00 per shipment**

## Ship With SourceOne Logistics and Receive a 10% Discount On Material Handling

To set up your Round trip Shipping, please call 877-763-3976, or complete the SourceOne Logistics Services Inbound order form included in this manual on [page 78](#) in the [Shipping and Material Handling Section](#).

## How to Calculate Material Handling Services

When estimating weight, round up to the next 100 lbs. **Example:** 367 lbs. round up to next hundred pounds = 400 lbs. ÷ 100 lbs. = 4 x Material Handling Rate = \$ Amount or minimum charge, whichever is greater.

**Rate Calculator**

$$\frac{\text{lbs.}}{100} = \text{Total CWT} \times \$ \text{Price per CWT} = \$ \text{Additional Surcharges if Applicable} + \$ = \$ \text{Total Charges}$$

Rounded Weight up to nearest hundred lbs. / 100 = Total CWT X Price per CWT = Additional Surcharges if Applicable = Total Charges

## Advance Warehouse Shipment (200 lbs. min.)

Rate Classification	Actual CWT Weight	Price per CWT	200 lbs. Minimum	Estimated Total Cost
Crated or Skidded Shipment	X	\$137.00	\$274.00	= \$
Special Handling Shipment	X	\$155.00	\$310.00	= \$
Late to Warehouse Surcharge - 30% after	X	30%	30%	= \$
Overtime Surcharge - Crated or Skidded - Inbound or Outbound	X	\$41.80	\$83.60	= \$
Overtime Surcharge - Special Handling - Inbound or Outbound	X	\$50.60	\$101.20	= \$
<b>Total:</b>				<b>\$</b>

## \*Small Package Shipment (30 lbs. or less)

Rate Classification	Combined Weight	Price per CWT	200 lbs. Minimum	Estimated Total Cost
Advance Warehouse - Small Package Shipment - 30 lbs. or less	X	\$60.00 per box	\$60.00 per box	= \$
<b>Total:</b>				<b>\$</b>

## Miscellaneous Services

Rate Classification	Price	Minimum	Estimated Total Cost
Return to Warehouse - (hold period of 5 days) - Crated and Skidded: Larger Items	\$27.50 per CWT	\$165.00	= \$
Return to Warehouse - (hold period of 5 days) - Special Handling: Small Packages	\$27.50 per CWT	\$110.00	= \$
Warehouse Storage Fee - per day (outside advance period)	\$16.50 per CWT	\$181.50	= \$
Onsite Empty Storage (Non-Accessible During Show) - Boxes or Fiber Cases	\$16.50 per Piece	\$49.50	= \$
Onsite Empty Storage (Non-Accessible During Show) - Crated or Skidded	\$82.50 per Piece	\$82.50	= \$
Shrink Wrap - Outbound Shipments - Onsite Only - 1/2 Hour Labor	\$110.00 per 1/2 hour	\$110.00	= \$
Banding - Outbound Shipments - Onsite Only - 1/2 Hour Labor	\$110.00 per 1/2 hour	\$110.00	= \$
<b>Total:</b>			<b>\$</b>

**Total Payment for Selections** \$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

**Please Sign** **X** \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111

## Pre-Order Only

Priority Empty Return will only be available to vendors who place their order prior to **September 17, 2019**. Please complete the information below and return to SourceOne Events, Inc. with payment before the **September 17, 2019**.

## Priority Empty Return Information

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

## Place Order Here

Description	Rate Per Item	# of Containers, Crates, Skids, etc.	Total
Priority Empty Labels, Early Return at Close of Show, Per Item	\$93.50	X _____	= \$ _____

### Please Note:

- This service cannot be ordered after your empty containers have been removed and placed in storage
- If ordered, you can adjust your total empties on show site if necessary.

Total Payment for Selections

\$

### Priority Empty Process:

1. Prior to the end of exhibitor move-in, obtain the priority empty labels from the SourceOne Events Service Desk to indicate priority status on your empty containers.
2. Place labels on all 4 sides of your items. Be sure to indicate your company name and booth number if not already labeled.
3. Priority empties are returned to your booth within one hour after all aisle carpet (if applicable) is removed at the close of the show.
4. Do not use the standard empty labels for priority empties.

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111





# Advance Warehouse Shipping Labels

Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.  
Please print this label on a color printer if possible.





## Advance Shipment

**FROM:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Food Safety Consortium 2019

**TO:** \_\_\_\_\_ Booth Number \_\_\_\_\_  
Full Exhibiting Company Name at Show

**c/o SourceOne Events**  
**160 Eisenhower Ln N**  
**Lombard IL, 60148**

SourceOne receiving hours are Monday through Friday between 8:00 AM to 4:00 PM. Closed 12:00 PM - 1:00 PM & Holidays. Drivers must check-in with Advance Warehouse prior to 3:00 PM to be ensured same day unloading.

**Shipments should arrive on or between:**  
**September 3, 2019 - September 27, 2019**

Carrier Name: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pieces

A
**RUSH SHIPMENT**  
 ADVANCE WAREHOUSE



PLEASE CUT ALONG DASHED LINES AND AFFIX LABEL(S) TO PACKAGE.  
PLEASE MAKE ADDITIONAL COLORED COPIES OF THESE LABELS AS NEEDED.





## Advance Shipment

**FROM:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Food Safety Consortium 2019

**TO:** \_\_\_\_\_ Booth Number \_\_\_\_\_  
Full Exhibiting Company Name at Show

**c/o SourceOne Events**  
**160 Eisenhower Ln N**  
**Lombard IL, 60148**

SourceOne receiving hours are Monday through Friday between 8:00 AM to 4:00 PM. Closed 12:00 PM - 1:00 PM & Holidays. Drivers must check-in with Advance Warehouse prior to 3:00 PM to be ensured same day unloading.

**Shipments should arrive on or between:**  
**September 3, 2019 - September 27, 2019**

Carrier Name: \_\_\_\_\_ Number \_\_\_\_\_ of \_\_\_\_\_ pieces

A
**RUSH SHIPMENT**  
 ADVANCE WAREHOUSE

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.  
Please print this label on a color printer if possible.



## Outbound Shipment

**FROM:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Food Safety Consortium 2019**

**TO:** \_\_\_\_\_ Booth Number  
Full Exhibiting Company Name at Show

**c/o:** \_\_\_\_\_ **Name of Show:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Piece Number:** \_\_\_\_\_ **of** \_\_\_\_\_ **Product Number:** \_\_\_\_\_

O

# RUSH SHIPMENT



PLEASE CUT ALONG DASHED LINES AND AFFIX LABEL(S) TO PACKAGE.  
PLEASE MAKE ADDITIONAL COLORED COPIES OF THESE LABELS AS NEEDED.



## Outbound Shipment

**FROM:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Food Safety Consortium 2019**

**TO:** \_\_\_\_\_ Booth Number  
Full Exhibiting Company Name at Show

**c/o:** \_\_\_\_\_ **Name of Show:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Piece Number:** \_\_\_\_\_ **of** \_\_\_\_\_ **Product Number:** \_\_\_\_\_

O

# RUSH SHIPMENT

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor (i.e. other than SourceOne Events, Inc.) supervise their labor, unpack, erect, assemble, dismantle, and/or pack display/equipment **MUST** abide by the following:

## What is Material Handling/Drayage?

As the official general service contractor, SourceOne Events is the exclusive provider of material handling/drayage services. The term “drayage” is the moving of exhibit materials from one location to another. Whether you ship to SourceOne Events advance warehouse or directly to show site, your materials still need to get to your booth location.

1. [Material handling includes unloading your exhibit material either at warehouse or at show site](#)
2. [Storing up to 30 days in advance at the advance warehouse address](#)
3. [Delivering to the booth](#)
4. [Handling of empty containers to and from storage](#)
5. [Returning empty containers at the close of the show](#)
6. [Removing of material from the booth for reloading onto outbound carriers](#)

Material handling or “drayage” should not be confused with the cost to transport your exhibit material to and from the convention or event.

**NOTE:** You have two options for shipping your advance freight—*either to the warehouse or directly to show site*.

## What is the definition of “freight”?

Any exhibit materials shipped or delivered to the advance warehouse or directly to show facility via shipping carrier, POV, or delivery truck.

## What is the difference between material handling and shipping?

**Shipping:** The process of picking up your shipment from your location (home, office, warehouse, or other), then transporting your shipment from your location to destination, and also the process of returning your shipment back to your location after the close of the show.

**Material Handling/Drayage:** Begins at the time your shipment arrives to the docks (please refer to “What is material handling/drayage?” for the full definition).

**NOTE:** These are 2 different items and are billed separately.

## Do I need to order a forklift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials. However, if you need to have items moved around in your booth because of weight then in-booth forklift service would be ordered separately.

## What does CWT mean?

CWT is an acronym for Century Weight. Your shipment is billed per 100 lbs. with a 200lbs. minimum.

## Will there be any additional charges?

Additional charges may apply based on a number of factors such as when the freight arrives at Advance Warehouse, direct to show site, if shipment is special handling vs. crated & skidded, overtime charges/off target, or when the shipment is able to move-in or move-out of show site facility, etc.. **Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.**

## Can I carry my own materials to my booth?

Usually, an exhibitor may bring in their own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment through the front doors of the facility. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

## How is the weight of my shipment determined?

1. Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. SourceOne Events reserves the right to determine weights for all shipments, for which weight tickets are not provided with delivery. When SourceOne Events weighs the shipment, the exhibitor will be charged double for handling.
2. The weight listed on the material handling agreement by your shipping department or staff may determine the weight of the shipment. Once the freight arrives at the advance warehouse or on-site, a SourceOne Events Team member will reweigh shipment to determine actual weight. The exhibitor will be billed at the reweighed weight.

## How are rates determined?

Drayage charges are based on a number of factors including labor rates, facility dock access, and the show schedule, to name just a few. These rates vary from city to city.

## Small Shipments vs. Large Shipments

Most all General Service Contractors have a minimum charge of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you may be charged the minimum on each shipment if they arrive on different days.

If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the General Service Contractor's warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment. This often happens when using carriers such as UPS, FedEx, DHL or any Air Freight Carrier who handles small packages.

## Pro to Advance Shipments vs Cons to Direct (to show site) Shipments

### Pros to Advance Shipments to Warehouse:

1. You are able to confirm if materials arrived well in advance to show installation.
2. If there is a problem with the shipment you address the issue prior to the show.
3. Your materials will be in your booth when you arrive and you can begin installation immediately (saving you time and frustration at show site).

### Cons to Shipping Direct to Show Site:

1. If there is a problem there is seldom time to resolve the problem prior to show opening.
2. Delayed setup due to drivers delivering your items to the wrong location in a facility.

## Should I insure my exhibit prior to shipping?

The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. Add a rider to your existing policy to do this. Check with your insurance carrier for details.

## How should my freight be labeled?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Show Information Pages - **General Information Section**.
- Reference shipping labels included in the exhibitor kit located in the **Shipping and Material Handling Section**.

## What can I do with my empty containers and where do they go during the show?

**STEP 1.** Pick up "Empty Labels" at the SourceOne Events Service Desk. Be sure to know the number of empties you will have and label/priority label each one.

**STEP 2.** Once the container is completely empty, place a label on each container individually.

**STEP 3.** When container(s) are labeled empty they will be picked up periodically and stored in non-accessible storage during the event. **NOTE:** A non-accessible area is an area that is not available during the show.

**STEP 4.** At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

**NOTE:** Any unlabeled empties will be considered trash

## How do I protect my materials after delivered to the show or before pick-up after the show?

1. Avoid listing the contents of crates and cartons on your shipping labels or on the crates and cartons (a label that reads "50" LED color monitor" is an open invitation for thieves).
2. Be sure to have someone remain in your booth during the hectic and heavily populated move-in and move-out times.
3. Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them.
4. Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
5. Never store items in containers marked "Empty".
6. Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.

## Qualified Vehicles for Cartload - Under One (1) Ton



Sedan



SUV



Small Pickup



Van

## Cartload Service

- Cartload service allows exhibitors with only a cartload of small exhibit materials to move-in and move-out using one (1) laborer and one (1) pushcart. This service includes one (1) round trip.
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

## Important Information Regarding Cartload Service

- Cartload service is designed to assist those who have small hand carry items which must fit on a 2' x 6' push cart for one (1) round trip.
- If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material, you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 100 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. SourceOne Team Member will direct vehicles.
- The cart is not authorized to enter or go to any parking structure.
- There must be two (2) people with the vehicle; one person to go with your product(s) to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.
- To receive this service, go to the Freight Desk to check-in with a SourceOne Team Member. They will direct you where to go from there.
- Pre-orders will receive preferential service at show site.

### Cartload Service Install

Schedule Date	Start Time	End Time
	AM	AM
	PM	PM
	AM	AM
	PM	PM

### Cartload Service Removal

Schedule Date	Start Time	End Time
	AM	AM
	PM	PM
	AM	AM
	PM	PM

Description of Cartload Service	Rate	# of Trips	Total
Cartload Service: Straight Time, Dock to Booth	\$82.50	X	= \$
Cartload Service: Straight Time, Booth to Dock	\$82.50	X	= \$
Cartload Service: Overtime, Dock to Booth	\$123.75	X	= \$
Cartload Service: Overtime, Booth to Dock	\$123.75	X	= \$
Cartload Service: Double Time, Dock to Booth	\$165.00	X	= \$
Cartload Service: Double Time, Booth to Dock	\$165.00	X	= \$

Total Payment for Selections

\$

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111



## What is Vehicle/Mobile Spotting?

Spotting is the placement or "dropping" of a vehicle or trailer on the show floor and its subsequent removal from the show floor. The spotting of vehicles is one of the most critical segments of the move-in operation.

Exhibitors with vehicles, self-propelled or pushed, scheduled for display must notify SourceOne Events in writing of such intent and will be subject to spotting fees.

Exhibitors with vehicles as part of their displays must complete and return this form along with the Payment Form to SourceOne Events. A target move-in time for the vehicle(s) will be assigned based upon this information. Any off target or unscheduled vehicle deliveries may be assessed a time and labor surcharge.

## Vehicle/Mobile Spotting Fee

### \$165 per axle, round-trip

Additional requirements, such as towing, will be charged on a time/materials basis.

**Example:** 1 car comes in and has 2 axles then the charge would be \$330.00 round trip

### Rules Regarding Display Vehicles and Spotting Service

1. Batteries must be disconnected and taped.
2. Fuel supply must not exceed 1/4 tank or 5 gallons, whichever is less. It is a good idea to make sure take is below 1/4 mark.
3. Vehicle must be furnished with a locking gas cap or a cap sealed with tape to prevent the escape of vapors.
4. Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
5. Vehicle cannot be turned on, operated or moved during show hours.
6. All spotting service orders are subject to SourceOne's Payment Policy and Limits of Liability.
7. Key(s) should be available to Show Management and/or SourceOne Events at all times.

## Vehicle/Mobile Spotting Service

Description of Vehicle to be Spotted	Length	Width	Height	Weight (lbs.)	Cost Per Axle	# of Axles	Estimated Total Cost
					\$165.00	=	\$
					\$165.00	=	\$
					\$165.00	=	\$
<b>Total:</b>							<b>\$</b>

Comments/Special Handling Requirements: \_\_\_\_\_

Who should we contact with questions? \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

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**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111

# IMPORTANT PLEASE READ

## ON-SITE EXHIBITOR MOVE-IN AND MOVE-OUT PROCEDURES

- POV Area is for personally owned vehicles only. This area is not designated for commercial vehicles.
- Exhibitors are **NOT** permitted to use pallet jacks, flat carts, dollies, or forklifts during move-in/move-out. This equipment is not allowed due to SourceOne Events' safety regulations.
- If your shipment requires the use of a pallet jack, flat cart, dolly, or a forklift on-site, your shipment must be handled by SourceOne Events personnel at the show's loading dock.
- All shipments received through the loading dock area fall under SourceOne Events, Inc. Labor Jurisdiction.
- Unloading or reloading your shipment will be performed exclusively by SourceOne Events, Inc. when using designated loading dock area.
- Do not leave vehicles unattended. If left unattended more than 15 minutes, vehicles will be towed at owners expense.

## NOT PERMITTED



## PERMITTED IN POV AREA



# Rules & Regulations



## Exhibitor Safety Guidelines

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone. Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.
- Stay clear of heavy machinery.
- All exhibitors must set up their displays within their booth boundaries.
- Booths extending into the aisle are subject to Fire Marshal Jurisdiction and an exhibitor may be fined for aisle encroachment.
- Do not enter the dock/yard areas.
- Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not designed to support your standing weight.
- SourceOne Events, Inc. cannot be responsible for injuries, falls, or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor at the SourceOne Service Desk or in advance using the Exhibitor Service Kit (wear closed toe shoes).
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Any person involved in moving equipment, supplies, or goods into or out of the venue is prohibited from consuming alcohol or being under the influence of alcohol.
- All work carried out on booths on-site must conform to facility regulations.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a SourceOne Events Employee immediately.

OSHA regulations prohibit minors from being present in a hazardous work environment. No individuals under the age of 18 are permitted on the show floor at any time. Show sites during move-in and move-out are similar to a construction zone and are considered to be dangerous.

## Exhibitor Security Guidelines

- Please do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. SourceOne Events, Inc., Show Management, venue personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Avoid listing the contents of crates and cartons on your shipping labels or on the crates and cartons. A label that reads "50" LED color monitor" is an open invitation for thieves.
- Be sure to have someone remain in your booth during the hectic and heavily populated move-in and move-out times.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as cell phones, laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty."
- Show management may provide security to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss or stolen items. Nor does it imply an assumption of liability for an exhibitor's property by SourceOne Events, Inc., Show Management, or their agents.
- Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.

If you notice anything unusual activity in your booth or a fellow exhibitors, please contact nearby Security or a SourceOne Events Employee immediately.

## Fire Regulations

**Booth Construction**

Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as apart of the booth shall be flame-retardant. All electrical wiring and apparatus will be of 3-wire UL type approved.

**Fire Department**

A permit shall be required for the following:

1. Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (special requirements available upon request).
5. Use of compressed gases. (Permit available for 32CF bottles 1/2 full less).

**Obstructions**

1. Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles.
2. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles.
3. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

**Fire-Retardant Treatment**

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

**Combustibles**

1. Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Marshal
2. All exhibit and display empty cartons must be stored in an approved drayage area.
3. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped.
4. Batteries are to be disconnected and taped.
5. **IMPORTANT: Storage behind booth back wall is strictly prohibited.**



## Exhibitor Terms & Conditions

**PLEASE READ THE FOLLOWING CAREFULLY. THIS IS A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN THE CASE OF LOSS OR DAMAGE.**

SourceOne Events, Inc. Terms & Conditions are subject to change at SourceOne Events sole discretion without notice to any parties.

- 1. Definitions:** As used throughout this Exhibitor Terms and Conditions (this "Agreement"), the following terms have the following meanings: (i) "SourceOne Events" means, collectively, SourceOne Events, Inc., an Illinois corporation, and its officers, directors, managers, employees, agents, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which SourceOne Events may retain; (ii) "Exhibitor" means, collectively, you, the exhibitor at the subject Show, and your officers, directors, managers, employees, agents, labor which you elect to secure from SourceOne Events, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which you may retain; (iii) "Show" means each and every event or show in which SourceOne Events serves as the general service contractor or for which SourceOne Events otherwise delivers or makes available a Exhibitor Service Kit to the Exhibitor; and (iv) "Exhibitor Service Kit" means, collectively, the service manual, kit package, and/or rate card, and all corresponding checklists, schedules, forms, rules, regulations, procedures, policies, guidelines, tool kits, information, order forms, and other documentation which SourceOne Events provides or otherwise makes available to the Exhibitor in connection with a particular Show, as the case may be.
- 2. Acceptance:** All of the terms and conditions set forth in this Agreement and each Service Kit (collectively, "Terms and Conditions") constitute a part of the contractual relationship between SourceOne Events and the Exhibitor. The Exhibitor shall automatically be deemed to have accepted all of the Terms and Conditions, regardless of whether they are set forth in this Agreement or the Service Kit, upon the occurrence of any of the following: (i) the Exhibitor's execution of SourceOne Events Payment Form; (ii) the Exhibitor's placement of any order with SourceOne Events, including but not limited to material handling, labor, rental equipment or any services rendered; or (iii) the Exhibitor's participation in a Show. By participating in a Show in which SourceOne Events serves as a general services contractor, the Exhibitor acknowledges that it shall derive economic benefit from the services SourceOne Events provides and, as consideration for such economic benefit, the Exhibitor hereby accepts and agrees to comply with all Terms and Conditions.

## Payment Terms

- 1. Payment For Services:** Full payment for all services, including any applicable tax, is due at the time the order is placed or services will not be rendered. All payments must be tendered in immediately-available U.S. funds and all checks must be drawn on a U.S. bank. SourceOne Events will issue a final invoice ("Final Invoice") for any unpaid charges after the completion of the Show. Any outstanding balance shall accrue interest at the rate of one and one half percent (1.5%) per thirty (30) days until paid in full. Interest will begin to accrue beginning on the thirtieth (30th) day following the final day of the Show. If the Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the Exhibitor authorizes SourceOne Events to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.
- 2. Discount Prices:** To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).
- 3. Method of Payments:** SourceOne accepts Mastercard, Visa, American Express, Discover Card, check and bank ACH/Wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- 4. Disputed Charges:** Upon the commencement of the Show, the Exhibitor may obtain a statement of the Exhibitor's account ("Exhibitor Account Statement") at the SourceOne Events Service Center. The Exhibitor is responsible for reviewing all charges contained on the Exhibitor Account Statement prior to the completion of the Show. If the Exhibitor disputes any charges appearing on the Exhibitor Account Statement, it must notify SourceOne Events in writing prior to the close of the Show of the dispute and the basis therefor. If SourceOne Events does not receive written notice concerning a disputed charge prior to the close of the Show, the Exhibitor shall be deemed to have accepted all charges as reflected on the Exhibitor Account Statement. For any charges adjusted or appearing on the Final Invoice that did not appear on the Exhibitor Account Statement, the Exhibitor shall have thirty (30) days from the date of the Final Invoice to notify SourceOne Events in writing of any disputed charges and the basis therefor. Failure to provide written notice of a disputed charge within thirty (30) days of the Final Invoice shall be deemed an acceptance of all charges contained on the Final Invoice.
- 5. Collection of Unpaid Charges:** If the Exhibitor fails to pay any charge when due and owing under the terms of this Agreement or any other agreement governing payment obligations between SourceOne Events and the Exhibitor, SourceOne Events may engage a collection agency or legal counsel to collect the unpaid balance, in which case the Exhibitor shall be responsible for all costs associated with collecting the unpaid balance, including but not limited to any reasonable attorneys' fees incurred by SourceOne Events.
- 6. No Right of Offset:** In the event of any dispute between the Exhibitor and SourceOne Events regarding any loss, damage or claim, the Exhibitor shall not withhold payment, or any partial payment, due to SourceOne Events as an offset for the alleged loss or damage. Any such dispute shall be resolved independently from the Exhibitor's payment obligations to SourceOne Events for services rendered.
- 7. Cancellation or Termination:** If the Show is canceled because of reasons beyond SourceOne Events control, the Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. SourceOne Events will not issue refunds to the Exhibitor of any payments made before the date of cancellation.
- 8. Payment for Advanced Costs:** The Exhibitor shall be charged, and the Exhibitor agrees to pay, all such charges that SourceOne Events may be obligated to pay on behalf of the Exhibitor and all such charges that SourceOne Events reasonably determines may be necessary to advance on behalf of the Exhibitor, including but not limited to any shipping charges.
- 9. Third-Party Billing:** In the event that the Exhibitor has arranged for an exhibit house or such other third party to handle the Exhibitor's billing, a Third-Party Billing Agreement must be completed. The Exhibitor is responsible for all charges incurred at the Show, should the Exhibitor's appointed display house or such other third party fail to meet the required payment terms as more particularly set forth herein.
- 10. Additional Fees and Other Charges:** The Exhibitor shall have thirty (30) days from the date of the Final Invoice:
  - a.** To notify SourceOne Events in writing of any credit card changes necessary for billing purposes such as transferring payments from one credit card to another, and after this date a processing fee will apply to any payment transfers.
  - b.** To request in writing any back-up documentation such as receiving reports, weight tickets, labor tickets, etc., and after this date a processing fee will apply; and
  - c.** To present a valid tax exemption certificate for the state in which the event is held, and after this date SourceOne Events will not be able to honor the exemption.

## Material Handling

1. **Responsibility for Exhibitor Materials:** The protection of all of the Exhibitor's materials, including but not limited to its exhibit, booth properties, company products, personal belongings to include laptops, mobile devices, purses, etc. and all collateral materials belonging to the Exhibitor (collectively, "Exhibitor Materials"), is the sole responsibility of the Exhibitor. The Exhibitor agrees to insure all Exhibitor Materials from the time they depart the Exhibitor's premises until they are returned to the Exhibitor's premises after the Show. **SOURCEONE EVENTS, INC. AND ITS SUBCONTRACTORS DO NOT INSURE THE EXHIBITOR MATERIALS AGAINST LOSS OR DAMAGE AND WILL NOT COMPENSATE THE EXHIBITOR FOR THE FULL REPLACEMENT VALUE SHOULD LOSS OR DAMAGE OCCUR TO THE EXHIBITOR MATERIALS.**
2. **Delivery:** If the Exhibitor elects to have SourceOne Events store any of the Exhibitor Materials prior to the Show, the Exhibitor agrees to deliver all of the Exhibitor Materials to SourceOne Events warehouse prior to the published deadline date. SourceOne Events reserves the right to charge, and the Exhibitor agrees to pay an additional charges in an amount equal to fifty percent (50%) of the advanced crated rate per cwt. if the Exhibitor Materials are delivered to the warehouse after the published deadline.
3. **Packaging:** The Exhibitor shall be solely responsible for packaging and labeling all Exhibitor Materials. The Exhibitor acknowledges that the Exhibitor Materials shall be handled by SourceOne Events utilizing forklifts and other similar means and agrees to package all materials accordingly. The Exhibitor shall label all Exhibitor Materials with the name of the Show, the Exhibitor's company name, and booth number. SourceOne Events shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. SourceOne Events does not accept handling any packaging containing hazardous materials. Any materials requiring specialized storage, including but not limited to accessible, dry, or refrigerated storage, are stored at the Exhibitor's own risk. SourceOne Events shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials, or for damage to goods requiring specialized storage.
4. **Empty Containers:** SourceOne Events shall make available empty container labels at the SourceOne Events Exhibitor Service Center. The Exhibitor agrees to affix an "empty" label on all empty packaging and to remove all previous labels. The Exhibitor acknowledges that SourceOne Events: (i) shall assume that all packaging labeled as "empty" contain no materials therein; and (ii) assumes no responsibility, and shall not be liable, for any loss or damage to any Exhibitor Material while such materials are in an empty storage container.
5. **Carriers and Loading:** In no event shall SourceOne Events or its subcontractors be liable for any damage to the Exhibitor Materials after the same have been delivered to the Exhibitor's appointed carrier, shipper or agent for transportation after the conclusion of the Show. The Exhibitor agrees that SourceOne Events and/or its agents shall load the Exhibitor Materials onto the carrier under the directions from the carrier or driver of that carrier. If any employee of SourceOne Events or if any of SourceOne Events subcontractors signs a delivery receipt, Material Handling Agreement, Bill of Lading or any similar documentation (collectively, "Material Handling Agreements"), it is agreed that SourceOne Events and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. SourceOne Events assumes no responsibility for loss, damage, theft or disappearance of Exhibitor Materials that arises out of improperly loaded or labeled materials.
6. **Unattended Materials:** The Exhibitor acknowledges that there may be a period of time after the delivery of the Exhibitor Materials to the Exhibitor's booth and the arrival of the Exhibitor and/or a period of time after the Exhibitor completes packaging of the Exhibitor Materials and the pickup of such materials in which the Exhibitor Materials are left unattended. SourceOne Events assumes no responsibility for any loss, damage, theft or disappearance of any Exhibitor Materials after the same have been delivered to the Exhibitor's booth at the Show site or before they have been picked up for reloading at the conclusion of the Show. SourceOne Events recommends the securing of security services from the facility or Show management.
7. **Material Handling Adjustments:** All Material Handling Agreements submitted to SourceOne Events by the Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to SourceOne Events and the actual count of such items in the booth at the time of pick-up. SourceOne Events is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of the Exhibitor's materials.
8. **Materials Left Behind:** If the Exhibitor fails to arrange to have any Exhibitor Materials returned to the Exhibitor after the conclusion of the Show, whether through SourceOne Events or otherwise, the Exhibitor agrees that SourceOne Events shall have the right, but not the obligation, to arrange to have such Exhibitor Materials returned to SourceOne Events warehouse. SourceOne Events and its subcontractors reserve the right to change designated carriers if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. Consistent with the foregoing, the Exhibitor agrees that, in such circumstances, the Exhibitor will be solely responsible for payment to the replacement carrier that SourceOne Events and its subcontractors utilize. SourceOne Events and its subcontractors assume no responsibility as a result of engaging a replacement carrier. The Exhibitor further agrees to reimburse SourceOne Events for any costs and expenses incurred in removing and transporting such Exhibitor Materials, including but not limited to the costs of shipment and storage. Notwithstanding anything contained herein to the contrary, removal of Exhibitor Materials is the exclusive responsibility of the Exhibitor, and SourceOne Events shall have no responsibility for removing such materials and shall not be liable for any loss, damage, theft or disappearance of Exhibitor Materials left at the Show premises subsequent to the termination of the Show.
9. **Limitation of Liability for Material Handling:** If, and only if: (a) the Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by SourceOne Events or its subcontractors, or due to the negligence of SourceOne Events, its subcontractors or their employees; and (b) if such losses were not substantially caused or contributed to by the Exhibitor or its carrier, including but not limited to the failure to properly pack the Exhibitor Materials, the failure to properly label the Exhibitor Materials, or the failure to secure the Exhibitor Materials at the Show premises (those circumstances described by the preceding subsections (a) and (b) being referred to herein as the "SourceOne Events Material Handling Liability Circumstances"), SourceOne Events and its subcontractors shall be liable to the Exhibitor in an amount not to exceed the lesser of the following ("SourceOne Events Material Handling Liability Cap"): (i) \$.30 per pound per article, with a maximum liability of \$50.00 per item; or (ii) \$1,000.00 per shipment, incident, occurrence or other claim of any nature whatsoever. The Exhibitor agrees that the amounts set forth in the immediately preceding sentence constitute the maximum amount for which SourceOne Events could be liable to the Exhibitor for damages to Exhibitor Materials. For the avoidance of doubt, SourceOne Events obligation to compensate the Exhibitor for loss or damage to the Exhibitor Materials shall be limited solely to the SourceOne Events Material Handling Liability Circumstances and in an amount not to exceed the SourceOne Events Material Handling Liability Cap.
10. **Declarations of Declared Value:** Declarations of the "declared value" of the Exhibitor Materials are between the Exhibitor and the selected carrier only, and are in no way an extension of SourceOne Events maximum liability stated herein or an increase to the SourceOne Events Material Handling Liability Cap. SourceOne Events will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier; however, SourceOne Events will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.
11. **Claims for Damage to Exhibitor Materials:** The Exhibitor agrees to present any claim for damages to the Exhibitor Materials alleged to have been caused by SourceOne Events and/or its subcontractors to SourceOne Events by the move-out date, unless the alleged damage relates to shipping services, in which case a claim must be presented to SourceOne Events within ten (10) days of receipt of the Exhibitor Materials either by the Exhibitor or its appointed carrier, whichever is earlier ("Exhibitor Material Damage Claim Period"). SourceOne Events and/or its subcontractors shall not be responsible for any claim not presented within the foregoing time frame and the Exhibitor agrees to release any and all claims and causes of action arising from damage to the Exhibitor Materials not presented to SourceOne Events within the Exhibitor Material Damage Claim Period. SourceOne Events and/or its subcontractors are not liable for damages to any shipping container, crate or display case while materials are being shipped. A claim will not be able to be filed for damages to shipping containers, crates or display cases.

12. **Sole Relief:** If found liable for any loss, SourceOne Events sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
13. **Lien:** The Exhibitor hereby grants to SourceOne Events a security interest in and a lien on all of the Exhibitor Materials and all of the proceeds thereof, including but not limited to any insurance proceeds (collectively, "Collateral"), to secure the payment of all amounts owed by the Exhibitor to SourceOne Events, whether for services, goods, labor or supplies provided by SourceOne Events or its subcontractors or for costs advanced by SourceOne Events for the benefit of the Exhibitor (collectively, "Obligations"). SourceOne Events shall have all of the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that SourceOne Events is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. SourceOne Events shall maintain the right to retain any Collateral for so long as there are any Obligations that remain unpaid or unsatisfied.

## Limitations on Liability

1. **Responsibility for Exhibitor Materials:** Except in instances in which the Exhibitor alleges damages to its Exhibitor Materials (in which case the limitation set forth in the Section of this Agreement which is captioned "Limitation of Liability for Material Handling" shall apply), in the event of a breach by SourceOne Events of this Agreement or any other agreement between SourceOne Events and the Exhibitor, whether such breach results from non-conforming goods, services or otherwise, the Exhibitor's sole and exclusively remedy shall be limited to the reduction or elimination of the charge or charges billed to the Exhibitor for that portion of the goods, services or work that was nonconforming.
2. **Limitation on Consequential Damages:** In no event shall SourceOne Events be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether in contract or in tort, even if SourceOne Events has been advised or has notice of the potentiality of such damages. Such excluded damages include, but are not limited to, lost profits, loss of use, and interruption of business or other consequential or indirect economic loss.
3. **Indemnification:** Exhibitor agrees to indemnify, hold harmless, and defend SOE from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to SOE employees, and/or property damage arising out of work performed by labor provided by SOE but supervised by Exhibitor. Further, Exhibitor's indemnification of SOE includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by SOE to work in a manner that violates any of the above rules, regulations, and/or ordinances.
4. **Waiver and Release:** As consideration for the various services rendered by SourceOne Events to the Exhibitor, whether directly or indirectly as the general services contractor for the Show, Exhibitor waives, releases, acquits and forever discharges the SourceOne Events Indemnitees from any and all liability whatsoever for any claims, damages, losses or injuries arising out of the matters for which SourceOne Events has disclaimed liability for under this Agreement.
5. **Driver Liability Waiver:** In consideration of SourceOne Events permitting entrance to the show premises, the exhibitor and any driver acting on behalf of the exhibitor or at the request of the exhibitor, the driver's employer, the owner of the truck and/or equipment that the driver is operating ("truck owner"), and any agent of the driver's employer or the truck owner, hereby assume all risk of injury or harm to the driver and others and damage to the driver's property and property belonging to the driver's employer or others arising from the driver's activities while being permitted to enter the premises. The driver agrees to enter at the driver's own risk. The driver has full knowledge of any risk involved in this activity. The driver recognizes the hazards and is aware of all the rules for safe operation. The exhibitor, the driver, the driver's employer, the truck owner, and their respective employees, officers, directors, agents, assigns, affiliated companies and related entities, jointly and severally, agree to indemnify and hold SourceOne Events harmless against any and all liability, actions, claims, and damages of any kind whatsoever arising from the driver's activities while being permitted to enter the premise.

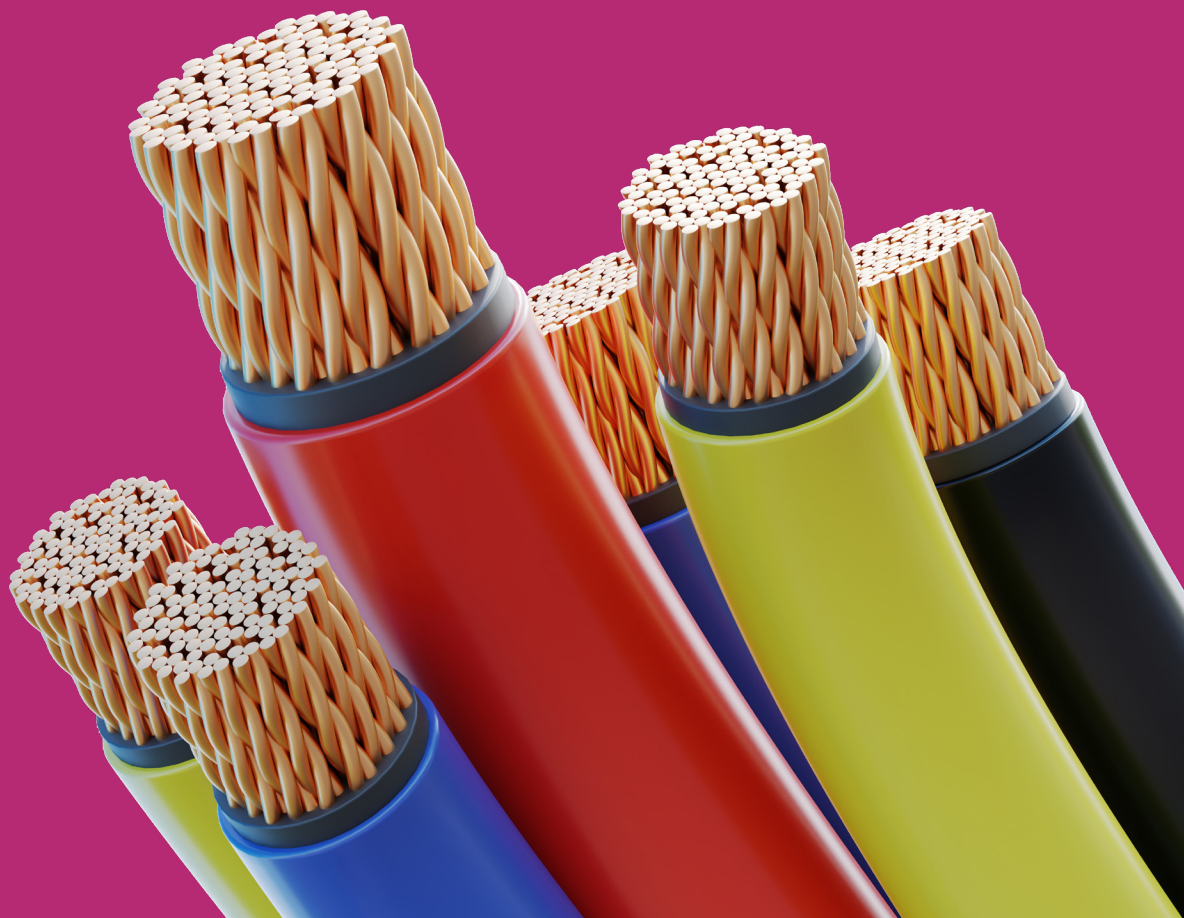
## Miscellaneous

1. **Labor Under Supervision of Exhibitors:** If the Exhibitor elects to secure labor directly from SourceOne Events to work under the Exhibitor's supervision, the Exhibitor shall be responsible for supervising such labor in a reasonable manner so as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations.
2. **Liability for Actions of Labor Secured From SourceOne Events:** SourceOne Events assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of SourceOne Events provided union labor. If SourceOne Events supervises labor for a fee, SourceOne Events shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide SourceOne Events and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.
3. **Electrical:** Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. SourceOne Events is not responsible for any damage or loss caused by the loss of power beyond its control and exhibitor agrees to hold SourceOne Events, its officers, directors, employees, and agents harmless from such power loss. In no event shall SourceOne Events be liable for any indirect or consequential damages (including without limitation lost profits) event if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), products liability or otherwise. Exhibitors shall indemnify and hold harmless SourceOne Events, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties, or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.
4. **Shipment Liability:** If found liable for any loss, SourceOne Events sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
5. **Choice of Law/Consent to Jurisdiction:** Any dispute arising under or related to this Agreement or the services rendered by SourceOne Events in connection with the Show, including but not limited to the construction of this Agreement, shall be governed by the laws of the State of Illinois, exclusive of conflicts of law principles. The Exhibitor agrees to the exclusive jurisdiction and venue of the state and federal courts located within the State of Illinois for the purposes of any suit related to such a dispute.
6. **Force Majeure:** SourceOne Events shall not be deemed to be in breach of this Agreement or any other agreement with the Exhibitor to the extent that performance of SourceOne Events obligations is prevented by an act of God, war, government regulations, terrorism, disasters, strikes, civil disorder, curtailment of transportation facilities, any emergency beyond SourceOne Events control, or any other occurrence which would make it illegal or impossible for SourceOne Events to perform its obligations under this Agreement.

- 7. Personal Data:** Customer authorizes SourceOne Events to use personal information (“PI”) submitted to SourceOne Events in connection with the Show as follows: (a) SourceOne Events stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) SourceOne Events stores credit card information through its expiration date to better serve Customer’s future event needs, unless Customer instructs SourceOne Events to delete it earlier; (c) SourceOne Events uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer’s express authorization or a mandatory legal requirement; (d) SourceOne Events retains PI of Customer’s primary contacts (including name and email) on an ongoing basis to better serve Customer’s future event needs until either SourceOne Events’ Privacy Policy requires or Customer instructs SourceOne Events to delete it; and (e) SourceOne Events securely stores PI including credit card information on servers located in the United States. SourceOne Events protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides SourceOne Events with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI.  
SourceOne Events may be contacted as provided in its Privacy Policy published at
- 8. Headings:** The headings used throughout this agreement are inserted for convenience only and shall not be used to interpret or construe the meaning or terms of this Agreement.



# Electrical



## Electrical Checklist

To Do	Description
Completed Payment & Credit Card Authorization	Required regardless of other form of payment. To secure discount rates, must be received by Discount Deadline Date.
Completed Electrical Outlet Order Form or Electrical Estimate for Higher Power Needs	Must include complete Credit Card Authorization, Labor Order Form and floor plan to secure discount rates, if applicable. Call SourceOne Events Electrical for assistance.
Completed Labor Order Form	Floor work labor must include complete floor plan. Regular or show site rates on outlets and labor will be applied based on the date the complete order is received.
Complete electrical and overhead lighting layout	A legible, scaled floor plan in CAD or PDF format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus point).
Check rating plates on your equipment	Ensure that you will have the proper power to operate your display.
Do you require additional lighting?	We can handle a variety of lighting options to enhance your display.
Do you require 24 hour power?	Required for refrigeration, computer systems, water pumps, heaters, etc. See 24 Hour Electrical Outlets Order Forms
Do you require overhead power?	Overhead power drops will require additional labor and equipment rental fees.
Do you have a hanging sign that requires power?	If so, please be sure to fill out the Hanging Sign Information Page and applicable information.
Exhibitor's equipment will be modified to conform to SourceOne Events electrical cords and caps, and will be billed on a time and material basis.	Exhibitors may pre-wire their equipment to match our receptacles. The following plugs are compatible: <ul style="list-style-type: none"> <li>• 15 amp 120 volt: Standard U-ground cord cap</li> <li>• 30 amp 208 volt: Hubbell</li> <li>• 60 amp 208 volt: Mennekes ME 560P9W 60A 4P 5W</li> <li>• 100 &amp; 200 amp 208 &amp; 480 volt: Hard wired - If Cam locks are needed please supply all sets.</li> </ul>
Avoid code violations	Check the electrical code requirements on the Electrical Information form. Does your exhibiting location allow Halogen Exhibit Booth Lighting? New Standard is LED lighting.
Helpful Tip	Please have the following available at show site: a successful fax transmittal and/or copy of email sent showing attachments of order. Also, the person ordering electrical needs to be present or inform us who will be on-site during installation.
Still have questions?	Please do not hesitate to contact us at 708-344-4111. We're here to help!





# Electrical Labor Order Form

Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019

Please complete this form for all display labor needed. To determine if you need display labor, please read the Show Site work rules carefully.

## Important Information - Please Read

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, special placement of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system.
- Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (40%)
- Don't forget to order electrical labor for Move In and Move Out.
- SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling or packing of exhibitor property.
- Onsite labor requests that are made after the exhibitor move-in is subject to a 4 hour minimum per laborer ordered. *Example: 1 man would be 4 hours and 2 men would be 8 hours.*
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- SourceOne Events supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.
- Orders placed at Show Site will be completed in the order in which they are received. Show Site prices will apply to all labor orders placed at Show Site.

## Installation & Removal Electrical Labor Rates

Labor Schedule	Description	Discount	Standard	Show Site
Straight Time (ST)	Monday through Friday from 8:00 AM to 4:30 PM	\$89.00	\$106.80	\$138.84
Overtime (OT)	Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday	\$133.50	\$160.20	\$208.26
Double Time (DT)	Monday through Friday from 12:00 AM to 8:00 AM. All day Sunday & Holidays	\$178.00	\$213.60	\$277.68

## What is Electrical Labor Supervision?

An exhibitor chooses SourceOne Events Supervised Electrical Labor when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Please choose which type of electrical labor applies:

#### Exhibitor Supervised (DO NOT proceed without exhibitor)

1. Exhibitor Supervision allows you to instruct the laborer. Exhibitor is required to be in the booth and there will not be supervision fees added.
2. Indicate workers needed for installation and dismantling.
3. SourceOne Events assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by SourceOne Events provided required area jurisdiction for labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by required area jurisdiction for labor under Exhibitor's supervision.
4. Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the Show Site rate.

Emergency Contact \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### SourceOne Supervised (OK to proceed without exhibitor)

1. Unpack and install display before Exhibitor arrival at Show Site.
2. SourceOne Events will determine if additional workers are needed for installation and dismantling.
3. Disconnect after close of show.
4. A 30% surcharge will be added to the labor rates above for this supervision service.
5. Location of electrical in Booth: Please use the provided Electrical Booth Layout Form to represent your booth, indicate how you would like your electrical placed in your booth. Indicate what power sources are to go where using the symbols provided on form.

Exhibitor Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### What type of work applies to what the electrician will be doing in your booth. Please check all that applies:

- Distribution of electrical overhead (more than one drop location in your booth)
- Distribution of electrical through booth structure
- Connection or hard wiring of all exhibitor equipment
- Connecting display lighting
- Under carpet wiring

- Wiring a machine or transformer
- Wiring or installation of overhead signs or electrical headers and/or light boxes
- Hooking up AV Monitors
- Other \_\_\_\_\_

## Installation Electrical Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
<b>Sub Total:</b>							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
<b>Total Installation Labor:</b>							\$

## Removal Electrical Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
<b>Sub Total:</b>							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
<b>Total Removal Labor:</b>							\$

Total Payment for Selections

\$

Please Mail, Email or Fax Completed Forms to SourceOne Events:

Address: 160 Eisenhower Ln N., Lombard, IL 60148 | Email: brooke@sourceoneevents.com | Fax: 708-344-3050 | Phone: 708-344-4111

## Electrical Helpful Tips

- In-Line & Peninsula Booths** - 120 Volt single phase power includes labor and materials to one location at the rear of the booth. If you require the outlets to be distributed to any other location, materials and labor charges will apply. There is a minimum charge of 1 hour for installation and removal. Prices do not include materials (e.g. extension cords, power strips, and cord caps).
- Island Booths** - All Electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis. Prices do not include materials (e.g. extension cords, power strips, and cord caps).
- Electrical Labor Order Form** - Complete and return. Please indicate your desired time for installation and removal.
- Electrical Layout Form** - Complete and return. Please indicate the outlet locations.
- Carpet Installation** - If carpet is installed prior to electrical installation, additional labor charges will apply.
- Electrical Services Information** - Review the important conditions, regulations and guidelines.
- 24 Hour Services** - Electricity will be turned on within 30 minutes of show opening and off 30 minutes after the show closes. If you require power outside the show hours, please make arrangements in advance of show by indicating 24 hour power on the electrical order form.
- Distribution of Power** - Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- 208/480 Volt Power Service and Connections** - Delivery and connection of high voltage services is done on a time and material basis. Please complete the SourceOne Events Electrical Labor Form to schedule your estimated connection time and return it with this order.

## 120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths - Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- Island Booths - All electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.

Rate Classification (Price includes labor)	Quantity (Show Hours Only)		Discount	Standard	Quantity (24 hours/day)		Discount	Standard	Estimated Total Cost
10 Amps / 1000 Watts	_____	X	\$188.00	\$225.60	_____	X	\$376.00	\$451.20	= \$ _____
20 Amps / 2000 Watts	_____	X	\$230.00	\$276.00	_____	X	\$460.00	\$552.00	= \$ _____
									Total: \$ _____

## 208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.
- Labor is subject to a 4 hour minimum for installation and dismantle.

Rate Classification (Price DOES NOT include labor)	Quantity (Show Hours Only)		Discount	Standard	Quantity (24 hours/day)		Discount	Standard	Estimated Total Cost
30 Amps	_____	X	\$413.00	\$495.60	_____	X	\$825.00	\$990.00	= \$ _____
60 Amps	_____	X	\$468.00	\$561.60	_____	X	\$935.00	\$1,122.00	= \$ _____
									Total: \$ _____

## Miscellaneous

Accessories - Below items do not include power. All items are used with 120 V	Quantity		Discount	Standard	Estimated Total Cost
Halogen Arm Light - (includes adjustable clamp for mounting on booth systems)	_____	X	\$65.00	\$78.00	= \$ _____
LED Arm Light - (includes adjustable clamp for mounting on booth systems)	_____	X	\$95.00	\$114.00	= \$ _____
Portable Induction Cooktop - Single	_____	X	\$175.00	\$210.00	= \$ _____
15' Extension Cord (Price does not include power)	_____	X	\$25.00	\$30.00	= \$ _____
30' Flat Extension Cord (Price does not include power)	_____	X	\$45.00	\$54.00	= \$ _____
Power Strip (Price does not include power)	_____	X	\$40.00	\$48.00	= \$ _____
					Total: \$ _____

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

X

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111

## 208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Three phase power is brought in overhead and does **NOT** include labor, materials, scissor lift, and/or equipment required for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.
- Labor is subject to a 4 hour minimum for installation and dismantle.

Rate Classification (Price DOES NOT include labor or lift)	Quantity (Show Hours Only)		Discount	Standard	Quantity (24 hours/day)		Discount	Standard	Estimated Total Cost
20 Amps / 3 phase	_____ X		\$625.00	\$750.00	_____ X		\$1,250.00	\$1,500.00	= \$
30 Amps / 3 phase	_____ X		\$703.00	\$843.60	_____ X		\$1,406.00	\$1,687.20	= \$
60 Amps / 3 phase	_____ X		\$825.00	\$990.00	_____ X		\$1,650.00	\$1,980.00	= \$
100 Amps / 3 phase	_____ X		\$1,245.00	\$1,494.00	_____ X		\$2,490.00	\$2,988.00	= \$
200 Amps / 3 phase	_____ X		\$2,290.00	\$2,748.00	_____ X		\$4,580.00	\$5,496.00	= \$
400 Amps / 3 phase	_____ X		\$4,250.00	\$5,100.00	_____ X		\$8,500.00	\$10,200.00	= \$
									Total: \$ _____

## 480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Three phase power is brought in overhead and does **NOT** include labor, materials, scissor lift, and/or equipment required for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.
- Labor is subject to a 4 hour minimum for installation and dismantle.

Rate Classification (Price DOES NOT include labor or lift)	Quantity (Show Hours Only)		Discount	Standard	Quantity (24 hours/day)		Discount	Standard	Estimated Total Cost
30 Amps / 3 phase	_____ X		\$703.00	\$843.60	_____ X		\$1,406.00	\$1,687.20	= \$
60 Amps / 3 phase	_____ X		\$825.00	\$990.00	_____ X		\$1,650.00	\$1,980.00	= \$
100 Amps / 3 phase	_____ X		\$1,245.00	\$1,494.00	_____ X		\$2,490.00	\$2,988.00	= \$
200 Amps / 3 phase	_____ X		\$2,290.00	\$2,748.00	_____ X		\$4,580.00	\$5,496.00	= \$
400 Amps / 3 phase	_____ X		\$4,580.00	\$5,496.00	_____ X		\$9,160.00	\$10,992.00	= \$
									Total: \$ _____

Total Payment  
for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

X

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111



# Electrical Overhead Power Order Form

Show Name: Food Safety Consortium 2019 | Show Date: October 1-3, 2019 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: September 17, 2019

## Scissor Lift Rates (with crew)

- All lifts require labor to operate, and a ground person in order to meet safety standards.
- Laborers included - requires 2 laborers.

Labor Schedule	Description	Discount	Standard	Show Site
ST - Straight Time	Monday through Friday from 8:00 AM to 4:30 PM	\$410.00	492.00	639.60
OT - Overtime	Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday	\$615.00	738.00	959.40
DT - Double Time	Monday through Friday from 12:00 AM to 8:00 AM. All day Sunday & Holidays	\$820.00	984.00	1279.20

## Scissor Lift Installation Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
<b>Sub Total:</b>							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
<b>Total Installation Labor:</b>							\$

## Scissor Lift Removal Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
<b>Sub Total:</b>							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
<b>Total Removal Labor:</b>							\$

## Boom Lift Rates (with crew)

- All lifts require labor to operate, and a ground person in order to meet safety standards.
- Laborers included - requires 2 laborers.

Labor Schedule	Description	Discount	Standard	Show Site
ST - Straight Time	Monday through Friday from 8:00 AM to 4:30 PM	\$675.00	810.00	1053.00
OT - Overtime	Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday	\$1,012.00	1215.00	1579.50
DT - Double Time	Monday through Friday from 12:00 AM to 8:00 AM. All day Sunday & Holidays	\$1,350.00	1620.00	2106.00

## Boom Lift Installation Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
<b>Sub Total:</b>							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
<b>Total Installation Labor:</b>							\$

## Boom Lift Removal Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
<b>Sub Total:</b>							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
<b>Total Removal Labor:</b>							\$

Total Payment for Selections

\$

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Please Mail, Email or Fax Completed Forms to SourceOne Events:**

**Address:** 160 Eisenhower Ln N., Lombard, IL 60148 | **Email:** brooke@sourceoneevents.com | **Fax:** 708-344-3050 | **Phone:** 708-344-4111

Electrical Overhead Power Order Form | 105

Follow the 5 steps when completing the electrical placement grid below. If you have any questions please call SourceOne Exhibitor Service Department.

**Step 1. Booth Information**

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

**Step 2. Indicate Adjacent Booth or Aisle Number**

Review floor plan for your booth assignment and write in adjacent booth or aisle number on all 4 sides of grid.

**Step 3. Draw Booth Lay**

Use bold lines to indicate the outline of your exhibit space.

**Step 4. Indicate location of the main power drop**

Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.

**Step 5. Location and load of all outlets**

Please provide specific dimensions and wattages/amperages. Please do not simply place an "X" where power is required. Please use the symbols shown below.

**Indicate Booth Type:**      **Inline**      **Peninsula**      **Island**      Provide aisle or adjacent booth #'s for orientation

## Electrical Symbols

= Main Power Drop Location

= 120 V-20 amps/2000 watt

= 208 V Three Phase \_\_\_\_\_ amps

= 208 V Single Phase \_\_\_\_\_ amps

= 480 V Three Phase \_\_\_\_\_ amps

**Grid Example:**

- 10' x 10' Booth uses 1 square = 1 foot
- 20' x 20' Booth uses 1 square = 2 feet
- 30' x 30' Booth uses 1 square = 3 feet

If you have a custom booth please let us know your formula. Custom Booth \_\_\_\_\_ ft. x \_\_\_\_\_ ft. use 1 square = \_\_\_\_\_ ft.

If this grid scale is too small for easy drawing, please return a separate sheet indicating booth layout.

Front Adjacent Booth or Aisle Number: \_\_\_\_\_


Back Adjacent Booth or Aisle Number: \_\_\_\_\_

The following guideline is only an estimate of the actual wattage you need. Always reference the specification sheet or the electrical stamp/label usually located on the bottom of any electrical apparatus. Order one outlet for each piece of equipment to avoid tripping the breaker or power outages during the event.

## 500 Watts = 5 Amps of power

**100 Watts = 1 Amp** The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

1. Receiver Amplifier
2. Desktop Printer
3. Business Card Scanner
4. DVD Player
5. Flood Light
6. Glue Gun
7. Barcode Scanner
8. Credit Card Scanner
9. Monitor
10. Laptop
11. Cash Register
12. Paper Shredder
13. LED Stem Light
14. Can Opener



## 1000 Watts = 10 Amps of power

1. Desktop & Monitor
2. Large TV/Monitor
3. Sewing Machine
4. Iron
5. Crock-Pot
6. Double Flood Light
7. Fax Machine
8. Meat Slicer
9. Juicer
10. Blender (Standard)
11. Vitamix Blender
12. Mini Refrigerator



## 1500 Watts = 15 Amps of power

1. Hot Plate
2. Home Coffee Maker
3. Laser Printer
4. Toaster
5. Food Processor
6. Shop-Vac
7. Electric Frying Pan
8. Portable Steamer
9. Heat Lamp
10. Toaster Oven
11. Vacuum
12. Refrigerator



## 2000 Watts = 20 Amps of power

1. Blow Dryer
2. T-Shirt Press
3. Microwave
4. Popcorn Machine
5. Space Heater
6. Commercial Coffee Pot
7. Double Hot Plate
8. Laminator
9. Electric Griddle
10. Induction Cooktop
11. Water Cooler
12. Standing Steamer





# Facility Forms





# CONVENTION CENTER EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

## ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

**Tax Exempt Status** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

**Form Submission** – Email completed forms to: [ren.schaumburg@psav.com](mailto:ren.schaumburg@psav.com)

**Cancellations** – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

*Prices are charged on a per day basis.*

*Your final bill will be processed and charged via your hotel master. Please note when the charge is processed a 25% service charge and applicable taxes will be applied to all rental equipment and HSIA charges.*

Labor and/or service charges may apply and/or loss damage waiver.

## MONITORS

- |  |
|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> 24" LCD monitor _____ \$250</li> <li><input type="checkbox"/> Table stand</li> <li><input type="checkbox"/> 55" LCD monitor _____ \$785</li> <li><input type="checkbox"/> Dual-post stand</li> <li><input type="checkbox"/> 70" LCD monitor Please contact PSAV for quote</li> <li><input type="checkbox"/> Dual-post stand</li> </ul> |
|--|

## MONITOR ACCESSORIES

- |   |
|---|
| <input type="checkbox"/> Laptop _____ \$275 |
|---|

## PROJECTION

- |   |       |                               |
|---|-------|-------------------------------|
| <input type="checkbox"/> LCD  | QTY.  | Please contact PSAV for quote |
| <input type="checkbox"/> projector  | _____ | \$100                         |
| <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8' |       | Tripod screen                 |





# CONVENTION CENTER EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



## AUDIO EQUIPMENT

- |   | QTY.  |       |
|---|-------|-------|
| ■ Wireless microphone                         | _____ | \$220 |
| □ Handheld      □ Lavalier                    |       |       |
| ■ Powered speaker                             | _____ | \$75  |
| <i>up to five people</i>                      |       |       |
| ■ Sound system                                | _____ | \$395 |
| ■ <i>two speakers, two stands, one mixer,</i> |       |       |
| ■ <i>one wired microphone</i>                 |       |       |
| ■ <i>up to 20 people</i>                      |       |       |
| ■ 4-channel mixer                             | _____ | \$75  |

## LIGHTING

- |            | QTY.  |      |
|------------|-------|------|
| ■ Up-light | _____ | \$95 |

## COMPUTER & ACCESSORIES

- |          | QTY.  |       |
|----------|-------|-------|
| ■ Laptop | _____ | \$275 |

## INTERNET

- |                                | QTY.  |                               |
|--------------------------------|-------|-------------------------------|
| ■ Wired internet connection    | _____ | \$200                         |
| ■ Wireless internet connection | _____ | \$30                          |
| ■ Dedicated bandwidth          |       | Please contact PSAV for quote |

## CUSTOM ITEMS

- |   | QTY.  |          |
|---|-------|----------|
| ■ Wired internet line for credit card machine | _____ | \$200    |
| ■ Outside phone line                          | _____ | \$150    |
| ■ Outside phone line for credit card machine  | _____ | \$150    |
| ■ _____                                       | _____ | \$ _____ |
| ■ _____                                       | _____ | \$ _____ |

## SPECIAL REQUESTS

Please add any items not listed above that you require.

To learn about our creative and production services, please contact your PSAV representative.

Scott Beattie  
 Sales Coordinator - PSAV®  
 Renaissance Schaumburg Convention Center Hotel  
 1551 N Thoreau Drive, Schaumburg, IL 60173  
 ■ office: 847.303.4125   ■ email: [ren.schaumburg@psav.com](mailto:ren.schaumburg@psav.com)





# CONVENTION CENTER EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



## BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

### Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_

Adjacent Booth No. \_\_\_\_\_


Adjacent Booth No. \_\_\_\_\_

**Scott Beattie**  
 Sales Coordinator - PSAV®  
 Renaissance Schaumburg Convention Center Hotel  
 1551 N Thoreau Drive, Schaumburg, IL 60173  
 ■ office: 847.303.4125 ■ email: [ren.schaumburg@psav.com](mailto:ren.schaumburg@psav.com)



Dear Guest:

We are delighted that you have selected us to host your event at the Renaissance Schaumburg Convention Center Hotel. Please provide all the information requested below as a form of payment for the event charges outlined in your contract (Guest Rooms, Food & Beverage, AV, Miscellaneous, Service Charges and Taxes). Please fax completed form back to the Events Office at (847)303-4323.

**Cardholder Information**

Name as it appears on the credit card: \_\_\_\_\_

Card type:       Visa     MC     Amex     Diners/CB     Discover     JCB

Account type:     Individual (personal credit card)

Corporate | Company Name: \_\_\_\_\_

Credit Card Account Number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Address:  
(where statement is mailed) \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Organization Name (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

Event Dates: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize Renaissance Schaumburg Convention Center Hotel to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_



The following information is provided to assist in preparation for your application and review of your proposed event.

All trade shows and exhibits must conform to the requirements of the adopted codes and ordinances of the Village of Schaumburg including the International Fire Code and applicable National Fire Protection Association (NFPA) standards.

All exhibits, **trade shows, seminars, consumer events, and well attended** shows require 'Floor Plan' review and approval, **whether being held in the hotel ballroom or convention center**. These events will be required to fill out a Floor Plan Approval Application, and have a floor plan **diagram** attached showing the layout of the event in relation to the fire exits, restrooms, and concessions. In addition, an Exhibitor Approval Application will also need to be filled out for those individual booths needing additional review and approval if any are proposed to have compressed and flammable gases, cooking and open flames, hazardous materials, vehicle displays, enclosed and two story exhibits and other conditions that increase the risk to fire and life safety. Written approval may be issued to those booths and exhibits based on satisfactory review of the application

An Exhibitor Approval Application is also required for certain Building/Electrical, Health, and Finance/Revenue exhibit and/or trade show activities and services as indicated herein.

### **Prohibited Events**

Certain types of events are prohibited from contracting with the RSCCH. These may include, but are not limited to adult entertainment-oriented event such as ultimate fighting, mixed martial arts, gambling, pornographic materials, and tattooing.

### **Submittals**

Floor plans of all exhibit and trade shows are to be submitted to the Renaissance Schaumburg Convention Center Hotel (RSCCH) for review and approval. The RSCCH will submit the floor plans and event planning documents to the Village of Schaumburg for approval. A copy will be retained by the Village of Schaumburg Fire Marshal. An approved copy will be provided to the event client. A copy of the approved plans must be available on site. Floor plans should be submitted for approval prior to the commitment of booth or exhibit space; **a minimum of sixty (60) days** prior to the beginning date of the event is preferred. Subsequent changes in the floor plan require additional review and approval.

The submittal shall include a floor plan drawn to scale and shall also include the following information: Name of show, date(s) of the event, type of show, square footage, floor plan developer and date of initial drawing. Indicate the estimated total, peak, and per day attendance, size and location of all aisles, exits (clearly identified), booths, food concessions, prefunction and registration areas, drapes (indicate height) and other displays. All pertinent data regarding flame retardant treatment used on combustible materials must be included with the plans. Exhibits required to have 'special approval' as indicated herein are to be specified.

### **Life Safety**

Fire lanes, fire hydrants and fire department connections shall not be obstructed at any time.

The occupant load of the exhibit hall and any meeting rooms and ancillary areas may not be exceeded.



All required exits as well as exit access and discharge areas shall be maintained free from obstructions and impediments. No display or exhibit shall be installed or operated as to obstruct exits, interfere with access to or with the visibility of any required exit sign. The exit access width in the pre-function area from the exhibit hall exit doors to the pre-function exit corridor shall be kept clear and no narrower than the width of the exhibit hall exit doors.

Exits and aisles shall be located so that the maximum travel distance to an exit shall not exceed 250 feet. Dead end aisles shall not exceed 20 feet in length.

A twenty foot clear width is required in front of all exits. All perimeter and cross aisles shall be a minimum of 10 ft. wide. Aisles shall be completely clear and unobstructed during show hours. No obstructions of any sort including tables, chairs, or portable concessions shall be permitted to reduce the clear width of the aisles. A minimum 20 ft. clearance to include the ten foot aisle width must be maintained in front of the concession stands.

Fire fighting and emergency equipment shall not be hidden or obstructed, including fire extinguishers, fire hose cabinets, fire alarm pull stations and horn/strobe devices, emergency gas shutoffs, and emergency phones.

The Renaissance Schaumburg Convention Center Hotel is a smoke free environment. No smoking is permitted within the hotel, convention center exhibit areas or any associated areas at any time, including during set-up and take-down procedures. RSHCC shall designate outdoor smoking areas as needed. The smoking areas shall be at least 15 feet from public access doors. The smoking areas shall also be supplied with ashtray(s).

### **Exhibits**

All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation of same must be provided on site. These requirements are subject to field verification.

Exposed foam plastic materials and unprotected materials containing foam plastics used for decorative materials or exhibits shall have a maximum heat release of 100 kilowatts (kW) when tested in accordance with UL 1975.

Plans for multi-level exhibits must be submitted no later than 60 days prior to load-in. The plans must be sealed and certified by a licensed structural engineer or architect.

Single level exhibit booths exceeding 300 square feet and covered with a ceiling and all multi-level exhibit booths covered with a ceiling require an automatic extinguishing system.

The upper deck of multi-level exhibits exceeding 300 sq. ft. shall have not less than two remote means of egress.

The travel distance within an exhibit booth or exhibit enclosure to an exit access shall not exceed 50 feet.

All exhibit booths must maintain clear and appropriate exits from the booth. Any enclosed booth of 750 square feet or more must have a minimum of two exits as remote from each other as possible.

Combustible materials within the exhibit booth shall be limited to a one day supply. Storage of combustible materials behind the exhibit booth shall be prohibited.

The storage of combustible material in the exhibit hall is limited to an area no greater than 100 ft.<sup>2</sup> of floor area, and 12 feet in height. Storage of combustible material in the ballroom is also limited to no more than 100 ft.<sup>2</sup> of area, but cannot be stored higher than 8 ft.

Storage of combustible materials shall be orderly and separated from heaters, heating devices, or open flames. The materials shall not be stored in exits or exit enclosures.

Booths or exhibits must be cleared of combustible trash or rubbish as necessary no less than once per day.

All electrical equipment used or exhibited must be listed by an approved agency.

All temporary wiring must meet the requirements of the Village of Schaumburg Electrical Code. All extension cords must be 14 gauge, 3-wire minimum. Multi-plug connectors must be UL listed with built-in overload protection. The installation of extension cords beneath carpeting, where permitted, must be performed by the RSCCH authorized personnel.

Hardback booths must have nine inch (9") clearance from rear booth boundary line and eighteen (18") from solid walls.

All gas appliances shall be AGA approved and installed in accordance with the International Fuel Gas Code (IFGA) and the International Mechanical Code (IMC).

No hazardous displays shall be permitted in the exhibit area without special approval issued by the Fire Marshal.

Except where permitted for cooking exhibits, open-flame devices shall be prohibited.

### **Cooking Exhibits**

Cooking and food warming devices used in exhibit booths shall comply with the following:

- The use of LP gas shall be limited to (1) 12-lb water capacity (5-lb LP-Gas capacity) cylinder to be used for cooking demonstration purposes only. A 20' separation is required from other LPG containers. Spare cylinders shall be inaccessible to the public and stored in a caged container. The number of spare cylinders stored at one time shall not exceed ten.
- Butane-fueled portable cooking appliances are allowed subject to the following restrictions:
  - Cylinders and appliances shall be listed;
  - The cooking appliance shall not have more than two 10-oz. non-refillable butane gas cylinders, each having a maximum capacity of 1.08 lb.;
  - Cylinders shall comply with UL 147B;
  - Cylinders shall be connected directly to the appliance and shall not be manifolded;
  - Cylinders shall be an integral part of the listed, approved commercial food service device and shall be connected without the use of a rubber hose.
  - Spare cylinders shall be inaccessible to the public and stored in a caged container. The number of spare cylinders stored at one time shall not exceed 24.
- Deep Frying guidelines:
  - Single-well cooking equipment using combustible oils or solids shall meet the following criteria;
    - They shall have lids available for immediate use;
    - Deep fryers shall be thermostatically controlled;
    - They shall be limited to 288 in.<sup>2</sup> (12 in. x 24 in.) of cooking surface;
    - They shall be placed on noncombustible surface materials;
    - They shall be separated from each other by a horizontal distance of not less than 2 ft.

- They shall be kept at a horizontal distance of not less than 2 ft. from any combustible material;
- Multiple well cooking equipment using combustible oils or solids shall comply with NFPA Pamphlet 96.
- A K-class portable fire extinguisher shall be provided within the booth.
- Cooking devices shall be separated from the public by not less than four feet or by a barrier.
- A 10 lbs., 4A:60BC, portable fire extinguisher shall be provided for all cooking appliances other than deep fryers.
- Chafing dishes are to be designed with a shelf or holder for the fuel or the dish is to be placed on a sheet pan or similar type of noncombustible surface.

In addition to the above, all requirements of the Schaumburg Community Development Department/Environmental Health Services as applicable must be met.

### **Vehicles**

Vehicles and motorized equipment on display within the exposition facility must comply with the following requirements:

- Batteries are to be disconnected.
- Fuel in the fuel tanks shall not exceed one-quarter tank or 5 gallons, whichever is least.
- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- Vehicles, boats or other motorized equipment are not to be fueled or defueled within the building.
- Vehicles shall not be moved during exhibit hours.
- The position of vehicles is subject to approval

All vehicles and motorized equipment will be given a display checklist when brought into the building. When all checklist items are completed and the vehicle/equipment is in place on the exhibit floor, a colored sticker will be affixed to the checklist to indicate that the vehicle has been properly prepared for display. The completed checklist will be kept with each vehicle or piece of equipment until the start of the event.

Vehicles, trailers, boats and similar exhibited equipment that have over 100 square feet of roofed area shall be provided with smoke alarms acceptable to the Fire Official.

### **Machinery and Equipment**

Operating machinery and equipment within the exhibit area must have necessary safeguards to protect the public from injury.

### **Pyrotechnics**

The use of pyrotechnics will require a separate permit from the Schaumburg Fire Department and must be conducted in accordance with all applicable codes. The use of pyrotechnics must be in accordance with the State of Illinois Pyrotechnics Use Act, which prohibits the use of most consumer fireworks. Firework displays must be performed by companies and personnel with current Pyrotechnic Distributor and Operator licenses.

### **Drones**

The use of a drone on RSCCH property is subject to approval on case by case basis by the RSCCH.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability and list the below parties as the additional insured.

Village of Schaumburg  
Marriott International  
Renaissance Hotel Management Company, LLC

***Above legal names must be correct or certificate will not be accepted.***

### **Balance Boards**

The use of balance boards (also known as hoover boards, Segway's, etc.) is prohibited anywhere on the RSCCH property.

### **Special Approval**

Written approval by the Village of Schaumburg Fire Marshal is required for the display and/or use of the following. (The Exhibitor Approval Application shall be filled out for each booth or exhibit)

- Smoke, fog and haze machines (Require Fire Watch through VOS)
- Laser displays
- Vehicle displays
- Display or storage of LPG/Flammable and/or Compressed gases
- Flammable or combustible liquids
- Open flames and candles
- Any cooking or heat producing appliances
- Enclosed and/or multi-story exhibit booths
- Hazardous materials (MSDS required)
- Any other equipment/process that increases the risk to fire and life safety

### **Tents/Canopies/Bleachers**

The installation of any tent or bleacher outside the facility will require a Special Event Permit application to be submitted to the Village of Schaumburg Community Development Department for review and approval in accordance with IFC and ICC/ANSI 300 as applicable.

The use of tents, canopies, or similar items within the convention center shall be prohibited unless they are non-combustible or flame retardant. An automatic extinguishing system is required under any item or combination of items that exceed 300 square feet. Items shall be considered combined if they are separated by less than 10 ft.

The use of tents, canopies, or similar items is prohibited in the foyer space of the RSCCH.

### **Crowd Managers**

Trained crowd managers shall be required at the determination of the Fire Marshal for events when the occupant load is anticipated to be at or near the maximum posted occupant load. All applicable fees are payable directly to the Village of Schaumburg

### **Fire Watch**

Whenever, in the opinion of the fire code official or their designee, it is essential for public safety, a fire watch shall be required as approved by the Village of Schaumburg Fire Department. Refer to the RSHCC Fire Watch Procedures Handout. When required, a Fire Watch Detail Request Form must be completed and submitted as indicated on the form. This form must be submitted no less than 7 days prior to the start of the event requiring the fire watch.

- A Floor Plan Approval Application is required to be submitted for any event requiring a fire watch
- Fire Watch Request Form should be obtained from Event Manager
- All applicable fees are payable directly to the Village of Schaumburg

### **Traffic or Security Detail**

Whenever, in the opinion of a designated police department official it is essential for public safety, a traffic or security extra paid detail shall be required as approved by the Village of Schaumburg Police Department. When required, a Police Department Detail Request Form must be submitted as far in advance as possible, but no less than 72 hours prior to the start of the event requiring an extra paid police detail. All applicable fees are payable directly to the Village of Schaumburg

### **First Aid**

Staffing of the first aid room may be required based on the nature and anticipated attendance of the event. Paramedic services, when provided, shall be required to meet the requirements of the Northwest Community Hospital Emergency Medical System.

### **Building / Electrical**

Permits will be required for any alteration made to building systems such as electrical, mechanical, plumbing, etc. Plans for the alterations shall be submitted with the permit application for review and approval prior to work starting. All permitted work shall be inspected by the Village of Schaumburg Community Development Department / Building Division. Exhibits requiring electric services greater than 60 AMPS, and/or 480 Volts or greater will require an electric permit and a site inspection.

### **Consumable Goods**

Food being prepared for giveaway or sale by an exhibitor shall fill out an Exhibitor Approval Application. The exhibitor may be interviewed and the booth may be inspected by the Village of Schaumburg Community Development Department / Environmental Health Services Division. The following is a list of requirements:

- All food shall be obtained from approved sources complying with applicable State of Illinois Rules and Regulations. Home canned and home prepared foods are prohibited.
- If potentially hazardous foods are sold or served, they shall be prepared and packaged in an approved facility that complies with applicable State Rules and Regulations. Internal temperature of potentially hazardous foods shall be maintained at 41 degrees F or below, or 140-135 degrees F or above.
- Potentially hazardous foods shall be cooked to the required internal temperature:
- Poultry – internal temperature of 165 degrees F for 15 seconds.
- Pork, ham, and all ground meats – internal temperature of 155 degrees F for 15 seconds
- All other potentially hazardous foods – internal temperature of 145 degrees F of 15 seconds.
- The menu should be planned to avoid having any leftover food. Prepare perishable foods in small quantities. Leftover potentially hazardous foods shall be discarded and not be offered for sale on the following day.

- Ice, which will be consumed or will come into contact with food, shall be obtained from an approved source.
- Handling of food shall be minimized by the appropriate use of utensils such as deli tissue, scoops, tongs, spoons, forks, spatulas, or single-use gloves.
- All food on display shall be adequately covered and be protected from cross contamination. Effective shielding may also be provided.
- Condiments shall be individually packaged or dispensed from an approved dispenser.
- All equipment to be kept clean and sanitary.
- Strict attention shall be given to personal hygiene. Conveniently located hand washing stations are required for individuals handling and preparing food.
- Depending upon the event, centralized areas may be established for the storage of food, hand washing, and other food related activities.
- Food handlers shall have taken an approved food safety course and be certified.

### **Service Performed on People**

All exhibitors and vendors performing services on people which may include but not be limited to facials, hair styling, and massage shall follow State of Illinois rules and possess appropriate certifications or licenses for conducting the specific activity. The certification or license shall be posted and be on display for inspection. The exhibitor shall also practice good hygienic methods to prevent communicable disease. An Exhibitor Approval Application shall be filled out by the exhibitor. The exhibitor may be interviewed and the booth may be inspected by the Village of Schaumburg Community Development Department / Environmental Health Services Division.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability and list the below parties as the additional insured.

Village of Schaumburg  
Marriott International  
Renaissance Hotel Management Company, LLC

***Above legal names must be correct or certificate will not be accepted.***

### **Animal Exhibits**

All animal exhibitors shall follow state and federal rules for animal handling and care. Proper certificates, licenses, vaccines, and documentation shall be available for review.

An Exhibitor Approval Application shall be filled out by the exhibitor. The exhibitor may be interviewed and the booth may be inspected by the Village of Schaumburg Community Development Department / Environmental Health Services Division. When animals are exhibited, the floor plan shall be reviewed for placement of additional hand washing stations and to restrict contact and cross contamination of any food service areas with the animals. Animal exhibits shall be located at least 15 feet from any human consumable food source.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability and list the below parties as the additional insured.

Village of Schaumburg  
Marriott International  
Renaissance Hotel Management Company, LLC

***Above legal names must be correct or certificate will not be accepted.***



### **Service Animals**

The Illinois General Assembly defines Service Animal as a dog or miniature horse trained or being trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a psychiatric service animal, an autism service animal, or an animal trained for any other physical, mental, or intellectual disability.

Service animals shall be allowed to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Service animals shall be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work. In that case, the individual shall maintain control of the animal through voice, signal, or other effective means.

When it is not obvious what service an animal provides, staff may ask two questions: (1) is the service animal required because of a disability?, and (2) what work or task has the service animal been trained to perform? Staff cannot ask about the person's disability, medical documentation, service animal certification, or ask to have the service animal perform their work or task.

A person cannot be asked to remove their service animal from the premises unless: (1) the service animal is out of control and the handler does not take effective action to control it, or (2) the service animal is not housebroken. Specific to miniature horses also includes: (3) whether the facility can accommodate the animal's type, size, and weight; and (4) whether the miniature horse's presence will compromise legitimate safety requirements necessary for the operation of the facility.

When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain the goods or services without the animal's presence.

### **Amusement Surcharge / Admittance Fees**

Sales tax on merchandise sold in the Village of Schaumburg is 10%. Any vendors who will be selling merchandise on the premises must be registered with the State of Illinois and have a valid IBT number.

**All Illinois taxpayers, whether they are Illinois residents or not, must register with the Illinois Department of Revenue for each tax type they will collect or for any tax they are required to pay. Register by calling 217.785.3707. Vendors are required to remit Illinois sales tax to the Department of Revenue by completing Form IDOR-6-SETR, Special Event Tax Collection Report and Payment Coupon. To obtain Form IDOR-6-SETR contact the Special Events Coordinator via email at [Rev.SpecialEvents@Illinois.gov](mailto:Rev.SpecialEvents@Illinois.gov) or by calling weekdays during normal business hours at 1.847.294.4475.**

### **Sale of Merchandise**

Sales tax on merchandise sold in the Village of Schaumburg is 10%. Any vendors who will be selling merchandise on the premises must be registered with the State of Illinois and have a valid IBT number.

### **Sales Tax Exempt**

A vendor/exhibitor who is exempt from state sales tax must provide verification from the state regarding their status. An exemption from state sales tax is not an exemption for the food & beverage tax.

### **Sampling of Alcoholic Beverages**

If an exhibitor plans to sample alcohol at an exhibit booth in the convention center, they must COME INTO THE VILLAGE PRESIDENT'S OFFICE at 101 Schaumburg Court, Schaumburg, IL to obtain a one day license. The following is a list of requirements that the exhibitor must comply with when wanting to sell or give away samples of liquor.

- The exhibitor that will be selling or giving away alcohol must come to the Village Hall to purchase a Class D One Day Liquor License for \$40.00 (Fee may be subject to change). If the event is a two day event, 2 Class D One Day Liquor Licenses shall be purchased, and so on.
- The exhibitor needs to put the request on their company's letterhead and the license will be processed in the name of the company.
- The exhibitor needs to provide the date, hours, and reason for the event, a contact name and phone number and the name and location of the event on that letter.
- There is also a half page form that must be completed in the office of the Liquor Commissioner/Village President. After the form is filled out, a copy will be provided to the Finance Department and the Mayor's office.
- The exhibitor requesting the one day liquor license will be provided a page containing the main points of the ordinance that they must comply with for their reference.
- The exhibitor will also be required to sign another copy that will be maintained in the Mayor's office.
- The exhibitor will be given a liquor license that must be displayed at their booth during the duration of their event. The booth may be inspected by the Schaumburg Police Department.
- Up to 3 samples, consisting of no more than (i) 1/4 ounce of distilled spirits, (ii) one ounce of wine, or (iii) 2 ounces of beer may be served to a consumer in one day.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability as well as host liquor liability and list the below parties as the additional insured.

Village of Schaumburg  
Marriott International  
Renaissance Hotel Management Company, LLC

***Above legal names must be correct or certificate will not be accepted.***

### **Contact Information**

Michael Rons, Fire Marshal  
847.923.6742  
[mrons@ci.schaumburg.il.us](mailto:mrons@ci.schaumburg.il.us)  
Fire Department 847.885.6300

Mary Passaglia, Code Compliance Coordinator  
847.923.3701  
[mpassaglia@ci.schaumburg.il.us](mailto:mpassaglia@ci.schaumburg.il.us)  
Community Development Department / Code Compliance 847.923.3700  
(Temporary Special Events and General Questions)

Nick Abdallah, Environmental Health Field Supervisor  
847.923.3710  
[nabdallah@ci.schaumburg.il.us](mailto:nabdallah@ci.schaumburg.il.us)

Donna Leck, Revenue Manager  
847.923.4531  
[dleck@ci.schaumburg.il.us](mailto:dleck@ci.schaumburg.il.us)  
Finance Department 847.923.4532

Carmen Selke, Executive Secretary  
847.923.4402  
[cselke@ci.schaumburg.il.us](mailto:cselke@ci.schaumburg.il.us)  
Mayor's Office/Liquor Commissioner  
(Class D One Day Liquor License)

Richard Bascomb, Senior Transportation Planner  
847.923.3862  
[rbascomb@ci.schaumburg.il.us](mailto:rbascomb@ci.schaumburg.il.us)  
Transportation Department / Schaumburg Woodfield Trolley

Kristine Provenzano, Police Commander  
847-348-7226  
[kprovenzano@ci.schaumburg.il.us](mailto:kprovenzano@ci.schaumburg.il.us)  
Police Department / Traffic Detail

Lynette Perry, Permit Control Clerk  
847-923-3976  
[lperry@ci.schaumburg.il.us](mailto:lperry@ci.schaumburg.il.us)  
Community Development Department



VILLAGE OF SCHAUMBURG

RENAISSANCE SCHAUMBURG CONVENTION CENTER HOTEL

EXHIBITOR APPROVAL APPLICATION
1551 Thoreau Drive, Schaumburg, IL 60173
Phone 847.303.4135
Email Form: chrsexhapp@marriott.com

Name of Exhibit: \_\_\_\_\_ Exhibit Booth Number \_\_\_\_\_

Name & Date of Event/Show: \_\_\_\_\_ Date \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Info: \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Type of Goods or Services on Display: \_\_\_\_\_

Explain: \_\_\_\_\_

IBT # \_\_\_\_\_ Tax Exempt: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, proof of exempt status required.
IL Business Tax Number

Check all that apply (refer to Event Planning Guide for explanation and details):

Fire Prevention

- Machinery and Equipment - Type: \_\_\_\_\_
Smoke, Fog and Haze Machines (Fire Watch Required)
Laser Displays
Vehicle Displays
Display or Storage of LPG/Flammable and/or Compressed Gases
Flammable or Combustible Liquids (MSDS required)
Open Flames prohibited, except where permitted for Cooking Exhibits
Any Cooking or Heat Producing Appliances - Type: \_\_\_\_\_
Enclosed and/or Multi-Story Exhibit Booths
Hazardous Materials (MSDS required)
Any other equipment/process that increases the risk to fire and life safety - Explain: \_\_\_\_\_
Tents/Canopies/Bleachers

Building

- Permit required for temporary alterations made to the electric system
Electrical Service in excess of 60 AMPS/480 Volts. Temporary Power Permit is required. Inspection required.

Health

- Food - Sampling
Food Truck - Food Truck Sales Require Convention Center Approval
Alcohol Sampling (requires a Class D One Day Liquor License & it must be displayed at the booth) - 2 oz. Sample size only
Animals - Exhibits or Service Animal (Specify by circling one or both) - Vet Records Required
Service performed on person (massage, facial, etc.)

Finance/Revenue

- Sale of any Merchandise to the public (IBT Required)
Sale of Food
Amusements/Admission Charge
Fundraiser/Charitable Event
Raffles/Prizes/Give away