

Exhibitor Service Manual

Catholic Marketing Network Momentum 2022

Renaissance Schaumburg Convention Center | July 25 - 28, 2022 1551 N. Thoreau Drive Schaumburg, IL 60171





General Information





Show Information

Show Name: Catholic Marketing Network Momentum 2022 | Show Date: July 25 - 28, 2022 | Location: Renaissance Schaumburg Convention Center Discount Deadline Date: July 11, 2022

Service Contractor Contact Information

SourceOne Events, Inc. 596 Lamont Rd.	Office: 708.344.4111 Fax: 708.344.3050	
Elmhurst, IL 60126	Toll Free: 877.SOE.EXPO 877.763.3976	

Booth Equipment		
Booth Equipment	Specifications	Color(s)
Booth Size	10' x 10'	
Backwall Drape	8' High Back Wall	Royal Blue
Sidewall Drape	3' High Side Wall	Royal Blue
Table	1- 6'x30" Skirted Table	Royal Blue
Chairs	2- Chairs	
Wastebasket	1- Wastebasket	
ID Sign	1- Line ID Sign	

Aisle & Booth Carpet		
Alsie & Booth Calpet	Yes or No	Color / Style
Exhibit Hall Carpeted:	No	
Booth(s) Carpeted:	No	
Aisle(s) Carpeted:	No	



Example Booth Preview (drape colors, carpet, and products may vary)

Service Order Discount Deadline Date

Order early to take advantage of advance order discount rates by sending in payment. Monday, July 11, 2022 by 4:00 CST

Exhibitor Move-In			
	Day	Date	Time
	Monday	July 25, 2022	9:00AM - 5:00PM
Exhibit & Show Hours			
	Day	Date	Time
	Tuesday	July 26, 2022	9:00AM - 5:00PM
	Wednesday	July 27, 2022	9:30AM - 5:30PM
	Thursday	July 28, 2022	9:00AM - 1:00PM
Exhibitor Move-Out			
	Day	Date	Time
	Thursday	July 28, 2022	1:00PM - 5:00PM
Exhibitor Service Center Hours			
	Day	Date	Time
	Monday	July 25, 2022	9:00AM - 5:00PM
	Tuesday	July 26, 2022	8:00AM - 11:00AM
	Thursday	July 28, 2022	11:00AM - 5:00PM
NOTE(S): Our Exhibitor Service Team will be on-site to assist you	u in coordinating any last minute services,	ordering additional products, and to a	nswer any questions you may have



Show Information

Show Name: Catholic Marketing Network Momentum 2022 | Show Date: July 25 - 28, 2022 | Location: Renaissance Schaumburg Convention Center Discount Deadline Date: July 11, 2022

Advance Shipments to Warehouse			
atholic Marketing Network Momentum 2022			
OUR COMPANY NAME	Drivers must o unloading	check-in with Advance Warehouse pric	or to 3:00PM to be ensured same
OUR BOOTH NUMBER	unioading		
ourceOne Events			
96 Lamont Rd. Imhurst, IL 60126			
ourceOne receiving hours are Monday through Friday between	8:00AM to 4:00PM.		
OTE(S): Any charges incurred due to freight received early at	the facility are the responsibility of the exh	ibitor.	
Regin Advance Chinmonto			
Begin Advance Shipments	Day	Date	Time
	Thursday	June 23, 2022	8:00AM - 4:00PM
OTE(S): Shipments arriving before this date may be refused or	subject to a early shipment surcharge.		
Advance MH Discount Deadline	Day	Date	Time
			By 4:00PM
	Thursday	July 14, 2022	By 4.00FW
Empty Container Return	Day	Date	Time
	Day Thursday	Date July 28, 2022	Time 1:00PM Start
Empty Container Return	Thursday	July 28, 2022	
Empty Container Return DTE(S): If you want to be the first to receive your empties pleas	Thursday	July 28, 2022	
Uly 21, 2022 will not be accepted. Empty Container Return OTE(S): If you want to be the first to receive your empties pleas Freight Carriers Check-In (End of Show)	Thursday	July 28, 2022	
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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 Freight Information

Show Name: Catholic Marketing Network Momentum 2022 | Show Date: July 25 - 28, 2022 | Location: Renaissance Schaumburg Convention Center Discount Deadline Date: July 11, 2022

IMPORTANT PLEASE READ

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

Name of Show:

To:

Booth Number:

SourceOne Events, Inc. 596 Lamont Rd. Elmhurst, IL 60126

Questions? Just Ask!

Call Dan Weitendorf at 708.344.4111 or email danw@sourceoneevents.com Contact us online at 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.
- Any shipments received outside of the outlined shipping instructions are subject to a 10% increase to the advance material handling rates.

Jurisdiction Information

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 any additional handling fees.

• 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 the show floor.

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

Benefits of Shipping to Advance Warehouse

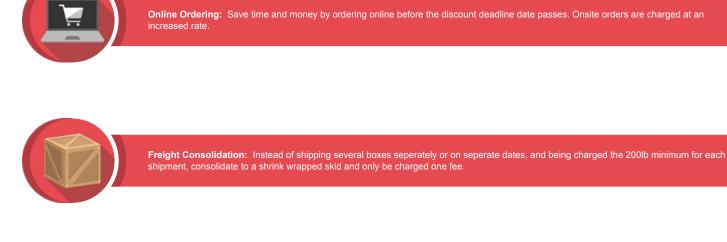
- · Storage of your freight for 30 days prior to show.
- Tracking and notification of freight arriving at advance warehouse or missing items prior to show.
- Materials will not be refused due to lack of space for your exhibit prior to show.
- Peace of mind your materials will be in your booth for you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

Please Note: Overtime/Double Time 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.



Pre-Show Checklist & Tips

Show Name: Catholic Marketing Network Momentum 2022 | Show Date: July 25 - 28, 2022 | Location: Renaissance Schaumburg Convention Center Discount Deadline Date: July 11, 2022





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.

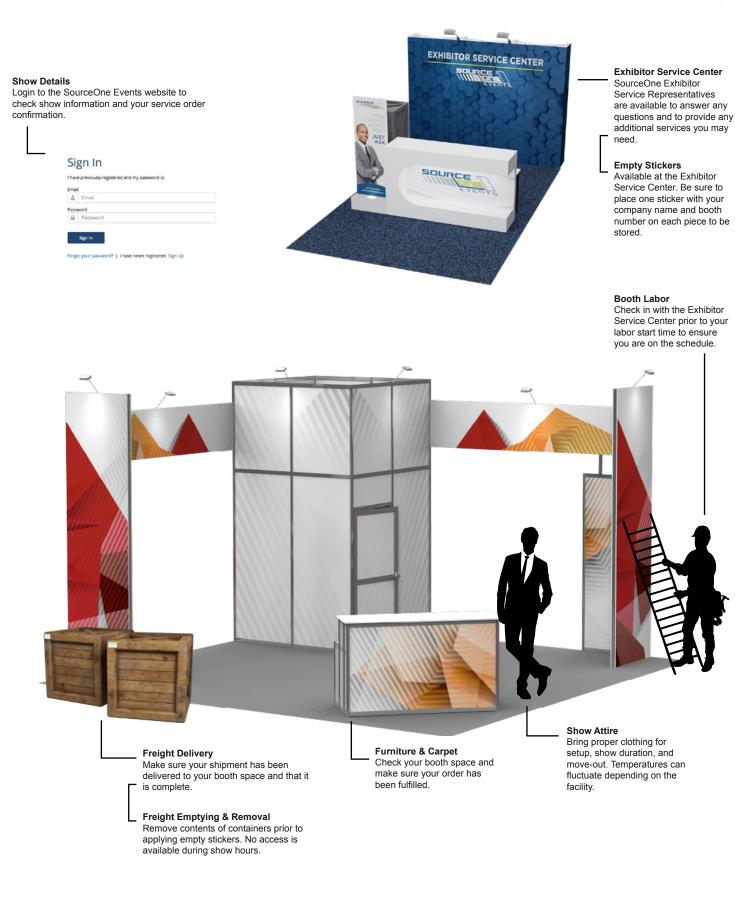


Show Travel Plans: Before you make your travel plans, be sure to review the show details. Give yourself plenty of time for show setup and moveout (empty freight can take time to return to your booth space).



On-Site Checklist & Tips

Show Name: Catholic Marketing Network Momentum 2022 | Show Date: July 25 - 28, 2022 | Location: Renaissance Schaumburg Convention Center Discount Deadline Date: July 11, 2022





Move-Out Checklist & Tips

Show Name: Catholic Marketing Network Momentum 2022 | Show Date: July 25 - 28, 2022 | Location: Renaissance Schaumburg Convention Center Discount Deadline Date: July 11, 2022

Material Handling Agreement

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

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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.



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.