



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



Service Contractor Contact Information

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

Office: 708.344.4111
Fax: 708.344.3050
Toll Free: 877.SOE.EXPO
 877.763.3976

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	



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

Aisle & Booth Carpet

	Yes or No	Color / Style
Exhibit Hall Carpeted:	No	
Booth(s) Carpeted:	No	
Aisle(s) Carpeted:	No	

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 in coordinating any last minute services, ordering additional products, and to answer any questions you may have.

Advance Shipments to Warehouse

Catholic Marketing Network Momentum 2022
 YOUR COMPANY NAME
 YOUR BOOTH NUMBER _____
 SourceOne Events
 596 Lamont Rd.
 Elmhurst, IL 60126
 SourceOne receiving hours are Monday through Friday between 8:00AM to 4:00PM.

Drivers must check-in with Advance Warehouse prior to 3:00PM 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.

Begin Advance Shipments

Day	Date	Time
Thursday	June 23, 2022	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
Thursday	July 14, 2022	By 4:00PM

NOTE(S): Shipments arriving after the published timeline will incur a 30% surcharge (which is assessed to the advance material handling rates). Shipments received after Thursday, July 21, 2022 will not be accepted.

Empty Container Return

Day	Date	Time
Thursday	July 28, 2022	1:00PM Start

NOTE(S): If you want to be the first to receive your empties please order your Priority Empty Labels in advance found on [page 88](#).

Freight Carriers Check-In (End of Show)

Day	Date	Time
Thursday	July 28, 2022	By 4:00PM

NOTE(S): All carriers must check in 1 hour 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	July 28, 2022	By 5:00PM

NOTE(S): All exhibit materials must be removed.

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: _____

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.

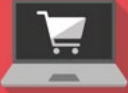
- The unloading and delivery of all display related materials from the Show Site receiving area to the exhibitor's booth, and unloading out from the exhibitor's booth to trucks at the receiving area, falls under the jurisdiction of SourceOne Events, Inc. and will be performed exclusively by SourceOne 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.



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



Freight Consolidation: Instead of shipping several boxes separately or on separate dates, and being charged the 200lb minimum for each shipment, consolidate to a shrink wrapped skid and only be charged one fee.



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.

Sign In

I have previously registered and my password is:

Email

Password

[Sign In](#)

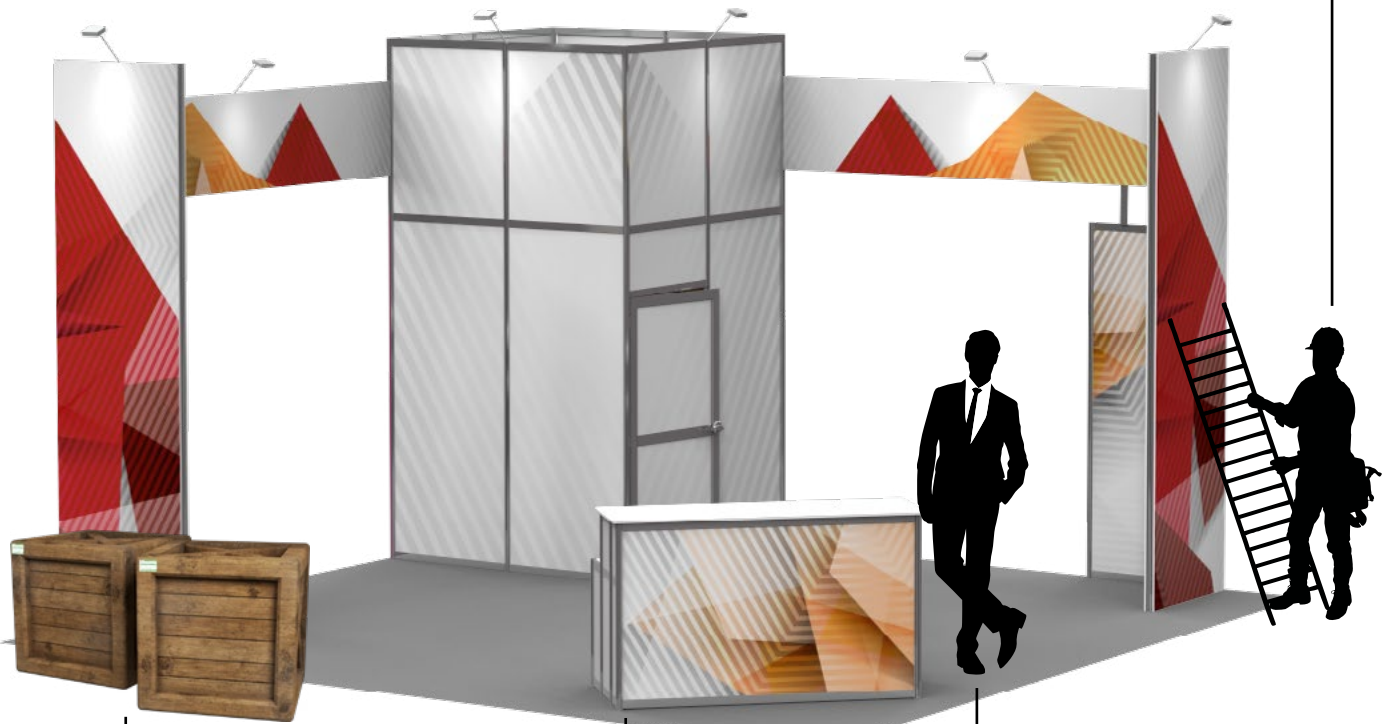
[Forgot your password?](#) | [I have never registered](#) [Sign Up](#)



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 Exhibitor Service Center to fill out your outbound shipping info.

The form is titled 'MATERIAL HANDLING AGREEMENT' and includes fields for exhibitor information, booth details, and shipping instructions. It also features a 'Thank you for using SourceOne Events for your Warehouse Shipping Solutions' message.



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



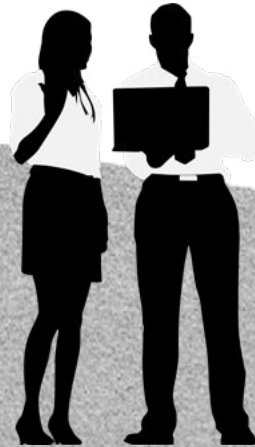
Outbound Labels

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.