



## Official Service Contractor

### Important Information and Service Order Forms



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

Phone: (708) 344.4111  
Toll Free: (877) SOE.EXPO (877.763.3976)  
Fax: (708) 344.3050  
[exhibitorservices@sourceoneevents.com](mailto:exhibitorservices@sourceoneevents.com)

[www.sourceoneevents.com](http://www.sourceoneevents.com)

## Midwest Hunters Convention 2019

June 8 -9, 2019

Renaissance Schaumburg Convention Center  
1551 N. Thoreau Drive  
Schaumburg, IL 60173

## SourceOne Table of Contents

Show Details	Page 2
Order Recap & Payment	Page 3
Third Party Authorization	Page 4
Payment Terms & Conditions	Page 5
Fire Regulations	Page 6
Important Please Read	Page 7
Material Handling Rates	Page 8
Cartload Service Order Form	Page 9
Material Handling Information	Page 10
Material Handling Notification – Inbound	Page 11
Material Handling Notification – Outbound	Page 12
SourceOne Logistics Services – Inbound	Page 13
SourceOne Logistic Services - Outbound	Page 14
Material Handling Terms & Conditions	Page 15
Advance Shipment Label	Page 16
Direct Shipment Label	Page 17
Outbound Shipment Label	Page 18
Furnishings (Tables)	Page 19
Furnishings (Chairs & Accessories)	Page 20
Specialty Furniture	Page 21-24
Carpet Rental & Cleaning	Page 25
Labor Order Form	Page 26
Exhibitor Appointed Contractor	Page 27
Liability & Insurance	Page 28
Display Equipment	Page 29-30
Graphics & Signs	Page 31
Exhibit Rental & Environments	Page 32-33
Electrical Form	Page 34-37
Rigging Form	Page 36-38
PSAV - WIFI & AV Order Form	Page 39-41
Facility Forms	Page 42-54



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Haunters Convention 2019

June 8 -9, 2019

**Exhibit Hall Carpet**

**Exhibit Hall:** The exhibit hall is NOT carpeted.

**Aisle Carpet Color:** The aisles are NOT carpeted.

**Please Note:** To order carpet, see page 25.

**Shipping Address**

**To Warehouse – Please use provided freight labels.**

Midwest Haunters Convention 2019  
 Exhibiting Company Name  
 Booth Number # \_\_\_\_\_  
 c/o SourceOne Events  
 160 Eisenhower Lane N.  
 Lombard, IL 60148

**To Facility – Please use provided freight labels.**

Midwest Haunters Convention 2019  
 Exhibiting Company Name  
 Booth Number # \_\_\_\_\_  
 Renaissance Schaumburg Convention Center  
 c/o SourceOne Events  
 1551 N. Thoreau Drive  
 Schaumburg, IL 60173

SourceOne does not accept shipments that are not consigned to SourceOne Events. Such shipments will be refused.

**Important Dates**

<b>Discount Deadline Date</b>	Thursday	May 23, 2019	Orders Must Be Received by 5:00PM CST
<b>Last Day for Online Ordering</b>	Friday	May 31, 2019	8:00AM – 4:30PM
<i>(SourceOne accepts pre-show orders via fax/email until June 4, 2019. Orders Received after June 4, 2019 are subject to onsite pricing &amp; availability)</i>			
<b>Begin Advance Shipments</b>	Tuesday	May 7, 2019	8:00AM – 4:00PM
<b>Last Day for Discounted Shipments</b>	Monday	May 27, 2019	8:00AM – 4:00PM
<i>(A 30% surcharge applies after May 27, 2019*)</i>			
<b>Last Day for LATE Shipments</b>	Monday	June 3, 2019	8:00AM – 4:00PM
<b>Direct Shipping</b>	Thursday	June 6, 2019	1:00PM – 9:00PM ONLY
	Friday	June 7, 2019	8:00AM – 4:00PM ONLY
<b>Exhibitor Move-In</b>	Thursday	June 6, 2019	1:00PM – 10:00PM
	Friday	June 7, 2019	8:00AM – 5:00PM
<b>Trade Show Hours</b>	Friday	June 7, 2019	5:00PM – 7:00PM
	Saturday	June 8, 2019	9:30AM - 5:00PM
	Sunday	June 9, 2019	10:00AM – 3:00PM

**Exhibitor Move-Out**

Sunday June 9, 2019 3:00PM – 9:00PM

- All exhibitor materials must be removed from the exhibit facility by **Sunday June 9, 2019 by 9:00PM.**
- To ensure that your freight is expedited and removed from the facility by a designated carrier, please have your carrier check in no later than **Sunday June 9, 2019 by 8:00PM.**
- Please Note: Overtime rates apply for drayage and labor after **4:30PM Monday through Friday and all day Saturday and Sunday.**

**SourceOne Service Center Dates and Times**

SourceOne Events will have staff available on-site for your additional needs such as furniture, labor, material handling, and outbound logistics.

<b>Exhibitor Services Center</b>	Thursday	June 6, 2019	1:00M – 10:00PM
	Friday	June 7, 2019	8:00AM – 4:30PM
	Sunday	June 9, 2019	1:00PM – 9:00PM

**10 x 10 Booth Equipment**

<b>Booth Size:</b>	10' x 10'	
<b>Back Wall Drape:</b>	8' High Back Wall	Color: Black
<b>Sidewall Drape:</b>	3' High Sidewall	Color: Black
<b>Table:</b>	1 – 6' Skirted Table	Color: Black
<b>Chairs:</b>	2 – Folding Chairs	
<b>Wastebasket:</b>	1 – Wastebasket	
<b>ID Signs:</b>	1 – Line ID Sign	

**Table Top Booth Equipment**

<b>Table:</b>	1 – 6' Skirted Table	Color: Black
<b>Chairs:</b>	1 – Chairs	
<b>ID Signs:</b>	1 – Line ID Sign	

**Island Booth Equipment**

<b>Table:</b>	1 – 6' Skirted Table	Color: Black
<b>Chairs:</b>	2 – Chairs	
<b>Wastebasket:</b>	1 – Wastebasket	
<b>ID Signs:</b>	1 – Line ID Sign	



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Order Recap  
 Page 3

Midwest Haunters Convention 2019  
 June 8 -9, 2019  
 Renaissance Schaumburg Convention Center  
 1551 N. Thoreau Drive  
 Schaumburg, IL 60173

Discount Deadline Date: **May 23, 2019**

**Payment Policy**

**Payment for Services** – SourceOne requires full payment prior to the time services are ordered. SourceOne requires 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, and may not reflect the balance of the final invoice, which may include labor and material handling. **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** – SourceOne Events, Inc. accepts MasterCard, VISA, Discover, American Express, checks, cash and wire transfers. 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 \$35.00 fee for returned NSF checks. Any charge totaling over \$10,000 that is to be paid by credit card in one transaction will be charged a 3% surcharge.

**Third Party Billing** – SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf. If third party does not pay for services SourceOne reserves the right to collect full payment from exhibitor.

**Cancellation of Order** – Orders cancelled by the Exhibitor prior to SourceOne move-in are subject to a cancellation fee of 50% of the total order. Orders cancelled after SourceOne begins moving in are subject to a cancellation fee of 100% of the total order.

**Show Discount** – SourceOne offers a discount price for orders received with full payment on or before the discount deadline(s). If orders are received after discount deadline(s) date then standard pricing applies. Orders placed onsite will be subject to onsite pricing.

**Method of Payment – Requires credit card with initial order**

- Mastercard     Visa     Discover     American Express
- Corporate Card     Personal Card     Check     Wire Transfer – Call for more information

Account #:  -  -  -

Exp. Date:  /     CVV2 Number:

In a card-not-present environment such as the Fax or Internet, CVV2 lets a merchant verify that the cardholder does in fact have the card in his or her possession.

**Payment Information – By signing I agree to all terms and conditions of the contract.**

Company Name	Cardholder Name	Email Address	Booth Number
Cardholder Billing Address	City	State	Zip
Cardholders Phone	Fax	Authorized Signature	Authorized By
			Date

<b>Order Recap</b>	
Material Handling - Advance	\$
Material Handling – Onsite	\$
Furnishings & Accessories	\$
Specialty Furniture	\$
Carpet & Cleaning	\$
Labor	\$
Display Equipment	\$
Graphics & Signs	\$
Exhibit Rentals	\$
Electrical	\$
Rigging	\$
AV, Internet & Telecommunications	N/A
<b>Amount Due</b>	<b>\$</b>

Charge my credit card this amount	\$ <input style="width: 100%;" type="text"/>
Enclosed is a check for this amount	\$ <input style="width: 100%;" type="text"/>

Check No       Dated



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Haunters Convention 2019  
 June 8 -9, 2019  
 Renaissance Schaumburg Convention Center  
 1551 N. Thoreau Drive  
 Schaumburg, IL 60173

Discount Deadline Date: **May 23, 2019**

### Third Party Information

#### Payment Policy

**Payment for Services** – SourceOne requires full payment prior to the time services are ordered. SourceOne requires 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, and may not reflect the balance of the final invoice, which may include labor and material handling. **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** – SourceOne Events, Inc. accepts MasterCard, VISA, Discover, American Express, checks, cash and wire transfers. 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 \$35.00 fee for returned NSF checks. Any charge totaling over \$10,000 that is to be paid by credit card in one transaction will be charged a 3% surcharge.

**Third Party Billing** – SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf. If third party does not pay for services SourceOne reserves the right to collect full payment from exhibitor.

**Cancellation of Order** – Orders cancelled by the Exhibitor prior to SourceOne move-in are subject to a cancellation fee of 50% of the total order. Orders cancelled after SourceOne begins moving in are subject to a cancellation fee of 100% of the total order.

**Show Discount** – SourceOne offers a discount price for orders received with full payment on or before the discount deadline(s). If orders are received after discount deadline(s) date then standard pricing applies.

Mastercard  Visa  Discover  AMEX  Corporate Card  Personal Card  Wire Transfer

Account #:     -     -     -

Exp. Date:   /   CVV2 Number:

In a card-not-present environment such as the Fax or Internet, CVV2 lets a merchant verify that the cardholder does in fact have the card in his or her possession.

Company Name  Cardholder Name  Email Address  Booth Number

Cardholder Billing Address  City  State  Zip

Cardholders Phone  Ext  Fax

Third Party Company Name  Third Party Phone  Ext:  Third Party Fax

Third Party Billing Address  City  State  Zip

Authorization Signature  Authorized By – Please Print  Date



PLEASE MAIL OR FAX ORDERS TO:  
SourceOne Events Inc.  
160 Eisenhower Lane N.  
Lombard, IL 60148  
Telephone: (708) 344.4111 Fax (708) 344.3050  
Email: exhibitorservices@sourceoneevents.com

Payment & Labor  
Terms & Conditions  
Page 5

## Midwest Haunters Convention 2019 June 8 -9, 2019

The terms and conditions set forth below become a part of the contractual agreement between SourceOne Events, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

**• WHEN THE METHOD OF PAYMENT FORM IS SIGNED AND PAYMENT IS RECEIVED; OR WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH THE SOURCEONE EVENTS, INC.; OR WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH SOURCEONE EVENTS, INC.**

### DEFINITIONS

The name SourceOne Events, Inc. ("SOE") shall be construed within the meaning of this contract as SourceOne Events, Inc. ("SOE") and their employees, officers, directors, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors SOE may appoint. The term Exhibitor shall be construed within the meaning of this contract as the exhibitor and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

### PAYMENT TERMS

Full payment, including any applicable tax, is due in advance for advance orders or at show site for onsite orders. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of SOE except where specifically identified as a sale. All SOE rentals include delivery, installation and removal from exhibitor's booth. Orders cancelled by the Exhibitor prior to SourceOne move-in are subject to a cancellation fee of 50% of the total order. Orders cancelled after SourceOne begins moving in are subject to a cancellation fee of 100% of the total order. It is Exhibitor's responsibility to advise SourceOne Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If exhibitor is exempt from payment of sales tax, SOE requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For exhibitors, SOE requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. In the event of any dispute between exhibitor and SOE relative to any loss, damage, or claim, such exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, or any partial payment, due to SOE relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against SOE shall be considered a separate transaction, and shall be resolved on its own merits. SOE reserves the right to charge exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by exhibitor, or for any charges that SOE may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges.

### OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF SOE RESPONSIBILITIES:

SOE shall be responsible for the performance of labor provided under this option. SOE cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under SOE's direct supervision and control. In no event shall SOE be liable for loss or damage caused by delay in labor beginning work when exhibitor requests labor to begin later than the start of the working day. SOE shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond SOE's reasonable control.

### INDEMNIFICATION:

SOE agrees to indemnify, hold harmless, and defend exhibitor 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, or property damage arising out of work performed by labor provided by and supervised by SOE, except when exhibitor exercises direction and/or control over the work being performed.

### OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of exhibitor to supervise labor secured through SOE in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with SOE Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of exhibitor to check in with the SourceOne Service Center to pick up labor, and to return to the SourceOne Service Center to release labor when the work is completed.

### 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.

IMPORTANT PLEASE REFER TO SOE'S MATERIAL HANDLING TERMS AND CONDITIONS IN THE TERMS AND CONDITIONS SECTION OF THIS FORM AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH SOE. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH SOE.



PLEASE MAIL OR FAX ORDERS TO:  
SourceOne Events Inc.  
160 Eisenhower Lane N.  
Lombard, IL 60148  
Telephone: (708) 344.4111 Fax (708) 344.3050  
Email: exhibitorservices@sourceoneevents.com

Midwest Haunters Convention 2019  
June 8 -9, 2019

**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 a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 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 or less).

**Obstructions** - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. 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. 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, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

**Combustibles** - 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 Department. All exhibit and display empty cartons must be stored in an approved drayage area. 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. Batteries are to be disconnected and taped.

***Storage behind booth back wall drape is strictly prohibited.***





PLEASE MAIL OR FAX ORDERS TO:  
SourceOne Events Inc.  
160 Eisenhower Lane N.  
Lombard, IL 60148  
Telephone: (708) 344.4111 Fax (708) 344.3050  
Email: exhibitorservices@sourceoneevents.com

Important  
Please Read  
Page 7

Midwest Haunters Convention 2019  
June 8 -9, 2019

# IMPORTANT PLEASE READ

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

To: Exhibitor's Firm Name \_\_\_\_\_ Booth Number \_\_\_\_\_  
For: Midwest Haunters Convention 2019  
c/o: SourceOne Events, Inc.  
160 Eisenhower Lane N.  
Lombard, IL 60148  
Toll Free: (877) SOE.EXPO (877.763.3976) Email: [exhibitorservices@sourceoneevents.com](mailto:exhibitorservices@sourceoneevents.com)

**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. 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 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 an additional fee for 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 and they do not use material handling equipment to assist them in either the loading or unloading of their materials.

**We urge you to ship your materials in advance to the designated material handling/drayage warehouse.** By shipping in advance, your materials will be in your booth for you to begin set-up at your assigned set-up time.

**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.**



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Haunters Convention 2019  
 June 8 -9, 2019

Material Handling Rates – 200 pound minimum charge applies to each shipment SourceOne Events receives.

**SHIP WITH SOURCEONE LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING**

To set up your Roundtrip Shipping, please call 877-763-3976, or complete the SourceOne Logistics Services Inbound order form included in this manual on page 13 and the SourceOne Logistics Services – Outbound form on page 14. Roundtrip shipping does not apply to shipments to be considered small packages, local shipments, or shipments over 10,000 lbs. Roundtrip shipping is required to qualify for the discount.

**Receiving hours for Advance Freight to Warehouse:** 8:00 AM to 4:30 PM Monday through Friday. Saturday, Sunday and Holidays are excluded for 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. This applies to freight received onsite during move-in and move-out as well as freight received at the advance warehouse. If this service is needed please notify SourceOne Events of your additional needs.  
**Double Time Delivery to Show Site:** All day Sunday and Holidays. This applies to freight received onsite during move-in and move-out as well as freight received at the advance warehouse.  
 Please check the service that applies to your shipment.

Advance Shipments to Warehouse (200 Pound Minimum Per Shipment)	Price Per CWT	Minimum
<input type="checkbox"/> Crated or Skidded	\$95.00	\$190.00
<input type="checkbox"/> Special Handling Material	\$113.00	\$226.00
Advance Shipments to Warehouse received after May 27, 2019!	Price Per CWT	Minimum
<input type="checkbox"/> Crated or Skidded	\$136.00	\$272.00
<input type="checkbox"/> Special Handling Materials	\$160.00	\$320.00
Onsite Shipments to Show Site (200 Pound Minimum Per Shipment)	Price Per CWT	Minimum
<input type="checkbox"/> Crated or Skidded	\$120.00	\$240.00
<input type="checkbox"/> Special Handling Materials	\$137.00	\$274.00
<input type="checkbox"/> Uncrated or Pad Wrapped Shipment	\$141.00	\$282.00
Onsite Empty Storage	Price per Piece	Minimum
<input type="checkbox"/> Charge per crate, skid or carton from shipment not received by SourceOne Events	\$10.00	\$40.00
Onsite Shrink Wrapping / Banding Fee	Price per 1/2 hour	Minimum
<input type="checkbox"/> SourceOne Events will shrink wrap materials for outbound shipments; includes 1/2 hour labor	\$100.00	\$100.00
<input type="checkbox"/> SourceOne Events will band materials for outbound shipments includes 1/2 hour labor	\$100.00	\$100.00
Shipments Returned to Warehouse	Price Per CWT	Minimum
<input type="checkbox"/> Advance or Onsite Crated or Skidded Shipments Returned to Warehouse for Carrier Pickup	\$25.00	\$150.00
<input type="checkbox"/> Advance or Onsite Special Handling Shipments Returned to Warehouse for Carrier Pickup	\$25.00	\$100.00
Mobile Equipment Spots	Price Per Trip	Minimum
<input type="checkbox"/> Mobile equipment will be handled into and out of the facility – Charge Per Vehicle	\$100.00	\$200.00
<input type="checkbox"/> 50ft of Plastic Covering during mobile spot – Charge Per Roll	\$75.00	\$75.00

lbs	/	100	=	Total CWT	x	\$	=	\$	+	\$	=	\$
Total Weight – Rounded up	/	100	=	Total CWT	x	Price per CWT	=	Additional Charges if Applicable	+	\$	=	Total Charges

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date





PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Haunters Convention 2019  
 June 8 -9, 2019

**Cartload Service Order Form**

Cartload Service Order Form	Number of Trips		Price Per Trip	Total
Dock to Booth		X	\$40.00	
Booth to Dock		X	\$40.00	
Round Trip – One Trip from the Dock to Booth during the install & One Trip from the Booth to Dock during the dismantle		X	\$70.00	

**Vehicles that are approved for cartload service**



Sedan



Sports Utility Vehicle



Pickup – single/double cab and/or short bed trucks



Van – passenger vans only

**Cartload Service Rules and Regulations:**

- A cartload service is (1) laborer with (1) pushcart for (1) trip. (1) Trip consists of that (1) laborer **either** bringing materials from the exhibitors approved vehicle in the dock to their booth space in the exhibitor hall **or** for the (1) laborer to bring their materials from the exhibitors booth space to their approved vehicle in the dock space. The cartload service does NOT include labor to help set up or break down the materials in their booth space but the delivery of their products ONLY. If additional labor is need for installation or dismantle of the show, please see the Labor Order Form on page 26 in the exhibitor kit.
- A cartload is shipment weighing less than 200 lbs. total and if for those exhibitors who have small hand carry items all of which must fit on a 3' x 4' push cart, in one trip only.
- **If you arrive with a vehicle that requires you to pull into the dock, or a vehicle that is not on the approved list, you will need to contact the Exhibitor Service Center. If your items are over 200lbs it will be charge the onsite material handling rate, on page 8.**
- Your vehicle must unload at the receiving dock of the exhibit hall and SourceOne Events personnel will direct your vehicles accordingly. The cart only authorized to be used by SourceOne Events personnel and is not authorized to enter or go to any parking structure. There must be two people with the vehicle upon arrival in the dock so one person can go with their product to the booth space and one person can remove the vehicle from the dock to the parking lot.
- Charges for the Cartload Service are as follows:
  - \$40.00 per cart on move-in (one way from dock to booth)
  - \$40.00 per cart on move-out (one way from booth to dock)
  - \$70.00 per cart for round trip service for move-in and move-out

---

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Haunters Convention 2019  
 June 8 -9, 2019

**Material Handling Information**

**Advance Shipments to Warehouse:** **Rate as shown on Material Handling Authorization Form (Page 8)**  
 Rates include unloading freight, storing shipment at warehouse for up to 30 days (material stored beyond 30 days will incur additional storage fees), reloading onto trucks and delivered to the show site, labor will unload freight and delivery 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.

**Onsite Shipments to Show Site:** **Rate as shown on Material Handling Authorization Form (Page 8)**  
 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.

**Cartload Service:** **Rate as shown on Cartload Service Order Form (Page 8)**  
 A cartload service is (1) laborer with (1) pushcart for (1) trip. (1) Trip consists of that (1) laborer **either** bringing materials from the exhibitors approved vehicle in the dock to their booth space **or** for the (1) laborer to bring their materials from the exhibitors booth space to their approved vehicle in the dock space.

**Crated Material:** **Rate as shown on Material Handling Authorization Form (Page 8)**  
 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:** **Rate as shown on Material Handling Authorization Form (Page 8)**  
 This type of shipment is either shipped loose, pad-wrapped, and/or unskidded materials or machinery. This shipment needs extra labor and equipment to handle.

**Special Handling Material:** **Rate as shown on Material Handling Authorization Form (Page 8)**  
 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 loading, and stacked shipments. UPS, DHL, Federal Express, etc. are included in this category due to their delivery procedures. If your freight is too tall to fit through the Renaissance Schaumburg Convention Centers dock, doors, or elevators, and SourceOne Events has to break down your materials down

**Late Shipments:** **Rate as shown on Material Handling Authorization Form (Page 8)**  
 A charge will apply to shipments not arriving within the published dates (refer to Show Details page for dates on page 2) for advance warehouse or arriving on show site after the show has opened.

**Empty Storage:** **Rate as shown on Material Handling Authorization Form (Page 8)**  
 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 as described in this manual on page 11 that storage behind booth back wall drape is strictly prohibited.

**Warehouse Storage:**  
 Shipments arriving at the warehouse more than 30 days ahead of the begin 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:** **Surcharge: \$25 per CWT, Minimum \$150**  
 Crated or Skidded Materials will be accepted at warehouse.

**Return to Warehouse Service Fee:** **Surcharge: \$25 per CWT, Minimum \$100**  
 Special Handling Materials will be accepted at warehouse.

**Storage Fee:** **Surcharge: \$15 per CWT, Minimum \$150**  
 This fee goes into effect when the materials have been in our warehouse for more than 30 days before or after a show or event.

**Mobile Spotting Fee:** **Surcharge: \$200 Round Trip (call 708.344.4111 for service)**  
 Only vehicles operated by exhibitors that are being displayed in their booth space on the exhibit hall floor will be allowed to be brought onto the show floor. All vehicles brought to display on the exhibit hall floor must be escorted by SourceOne Events personnel. In such cases a MOBILE SPOTTING FEE will be charged. If an exhibitor brings in more than one vehicle that will be displayed in their booth space, a Mobile Spotting Fee will be charged per vehicle. All local fire marshal rules and regulations apply. Please call Exhibitor Services for details.

**Shrink Wrap and/or Banding Fee:** **Rate as shown on Material Handling Authorization Form (Page 8)**  
 A surcharge for SourceOne shrink wrapping and/or banding your materials will incur for outbound shipments if this service is requested.  
**If you have any questions regarding material handling, please contact SourceOne Events Customer Service department.**

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Material Handling  
 Notification  
 – Inbound  
 Page 11

Midwest Haunters Convention 2019  
 June 8 -9, 2019

**Complete and Return to SourceOne Events along with your Material Handling Authorization Form**  
**Retain copy for your files.**

**Inbound Shipping Information** – Please complete if using another carrier beside SourceOne Logistics

**Advance Shipments to Warehouse Address – Please use provided freight labels**

Midwest Haunters Convention 2019  
 Exhibiting Company Name  
 Booth Number # \_\_\_\_\_  
 c/o SourceOne Events  
 160 Eisenhower Lane N.  
 Lombard, IL 60148

**Advance shipments should begin arriving on:**  
**Last Day for Advanced Shipments:**  
**Last day for LATE shipments accepted at warehouse:**  
 Phone: (708) 344.4111  
 Fax: (708) 344.3050  
 Toll Free: (877) SOE.EXPO (877.763.3976)

**May 7, 2019**  
**May 27, 2019**  
**June 3, 2019**

**Direct Shipments to Exhibit Address – Please use provided freight labels. Shipments received ONLY during exhibitor move-in hours.**

Midwest Haunters Convention 2019  
 Exhibiting Company Name  
 Booth Number # \_\_\_\_\_  
 Renaissance Schaumburg Convention Center  
 c/o SourceOne Events  
 1551 N. Thoreau Drive  
 Schaumburg, IL 60173

**Direct shipments will be accepted on: June 6, 2019 between 1:00PM – 9:00PM ONLY**  
**June 7, 2018 between 8:00AM – 4:00PM ONLY.**  
 Phone: (708) 344.4111  
 Fax: (708) 344.3050  
 Toll Free: (877) SOE.EXPO (877.763.3976)

SourceOne does not accept shipments that are not consigned to SourceOne Events. Such shipments will be refused.

	Number of Pieces	Estimated Weight	Carrier(s)	Tracking Numbers
Advance Shipments (Warehouse)				
Direct Shipments (Facility)				

**Shipped From City** \_\_\_\_\_ **State** \_\_\_\_\_

**Date Shipped** \_\_\_\_\_ **Estimated Date & Time of Arrival** \_\_\_\_\_

I have read and understand the “Shipping Instructions and Material Handling Rate Schedule” as well as the “Material Handling Limits of Liability” and hereby agree to the conditions as set forth therein.

Company Name \_\_\_\_\_ Email Address \_\_\_\_\_ Booth Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Authorized By – Please Print \_\_\_\_\_ Date \_\_\_\_\_



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Material Handling  
 Notification  
 – Outbound  
 Page 12

Midwest Haunters Convention 2019  
 June 8 -9, 2019

**Complete and Return to SourceOne Events along with your Material Handling Authorization Form**  
**Retain copy for your files.**

**Outbound Shipping Information** – Please complete if using another carrier beside SourceOne Logistics

Outbound Shipments from Exhibit Address– *Please use provided freight labels. Shipment shipped ONLY during exhibitor move-out hours.*

**Midwest Haunters Convention 2019**

Exhibiting Company Name: \_\_\_\_\_

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

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

Onsite Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Ship To Information**

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

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

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

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Carrier: \_\_\_\_\_

- All exhibitor materials must be removed from the exhibit facility by **Sunday June 9, 2019 by 9:00PM.**
- To ensure that your freight is expedited and removed from the facility by a designated carrier, please have your carrier check in no later than **Sunday June 9, 2019 by 8:00PM.**
- **OUTBOUND BILLS OF LADING** must be completed and turned in at the SourceOne Service Desk. **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- A CREDIT CARD IS REQUIRED FOR MATERIAL HANDLING SERVICES. Please complete credit card information on the "ORDER RECAP & PAYMENT" form on page 3.
- Local cartage and storage services are available ~ rates furnished upon request.
- Any shipment left behind without a Bill of Lading being turned into the SourceOne Service Desk will be brought back to SourceOne Events warehouse at the Exhibitor's expense. Your shipment will be routed through SourceOne and shipped at the Exhibitor's expense.

Company Name \_\_\_\_\_ Email Address \_\_\_\_\_ Booth Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Authorized By – Please Print \_\_\_\_\_ Date \_\_\_\_\_



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

SourceOne  
 Logistic Services –  
 Inbound  
 Page 13

Midwest Haunters Convention 2019  
 June 8 -9, 2019

**COMPLETE THIS FORM & PAGE 14 IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BOTH INBOUND & OUTBOUND WITH SOURCEONE EVENTS LOGISTIC SERVICES**

I would like to request a quote for inbound shipping

**Inbound Pick-up Location Information**

**Requested Pick-up Date:** \_\_\_\_\_ **Hours of Operation:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

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

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

**Shipment Information:**

Items to be shipped	Qty	Est. Weight
Crates (Wooden)	_____	_____
Pallet / Skid	_____	_____
Trucks / Cases	_____	_____
Box #1	_____	_____
Box #2	_____	_____
Box #3	_____	_____
Box #4	_____	_____
Box #5	_____	_____
Box #6	_____	_____

Declared Value: \$ \_\_\_\_\_

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Loading Dock:  Yes  No

Lift Gate:  Yes  No

Residential Pick-up \_\_\_\_\_ Inside Pick-up \_\_\_\_\_

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

**Ship to Information**

I will be shipping to the SourceOne Events **WAREHOUSE** by **Monday June 3, 2019** between the hours of **8:00AM – 4:00PM.**

I will be shipping to the **SHOW SITE c/o SOURCEONE EVENTS** on **Thursday, June 6, 2019** between the hours of **1:00PM – 9:00PM ONLY. OR on Friday June 7, 2019** between the hours of **8:00AM – 4:00PM**

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

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

Booth#: \_\_\_\_\_

Booth#: \_\_\_\_\_

Midwest Haunters Convention 2019  
 c/o: SourceOne Events  
 160 Eisenhower Lane N.  
 Lombard, IL 60148

Midwest Haunters Convention 2019  
 Renaissance Schaumburg Convention Center  
 c/o: SourceOne Events  
 1551 N. Thoreau Drive  
 Schaumburg, IL 60173

**Type of Service:** Choose One  Next Day Air  2<sup>nd</sup> Day Air  Ground  Other (Truck Load, Specialized)

**Please Note: Transportation is charged based on Dimensional weight or Actual weight, whichever is greater.**

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Haunters Convention 2019  
 June 8 -9, 2019

**COMPLETE THIS FORM & PAGE 13 IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BOTH INBOUND & OUTBOUND WITH SOURCEONE EVENTS LOGISTIC SERVICES**

I would like to request a quote for outbound shipping

**Outbound Shipping Information**

I would like to schedule Outbound Transportation with SourceOne Events. Please provide me with a Material Handling Agreement at the show site for my shipping instructions and signature.

So we may deliver your Outbound Material Handling Agreement and labels, please complete the information listed below:

**Company Name:** \_\_\_\_\_

**Delivery Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Attn:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Must arrive to shipping location by:** \_\_\_\_\_

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

**Shipment Information:**

Items to be shipped	Qty	Est. Weight	Declared Value: \$ _____
Crates (Wooden)	_____	_____	Size of largest piece: L _____ W _____ H _____
Pallet / Skid	_____	_____	
Trucks / Cases	_____	_____	Loading Dock: <input type="checkbox"/> Yes <input type="checkbox"/> No
Box #1	_____	_____	Lift Gate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Box #2	_____	_____	Residential Pick-up _____ Inside Pick-up _____
Box #3	_____	_____	Special Instructions: _____
Box #4	_____	_____	
Box #5	_____	_____	
Box #6	_____	_____	

**Type of Service:** Choose One  Next Day Air  2<sup>nd</sup> Day Air  Ground  Other (Truck Load, Specialized)

**Please Note: Transportation is charged based on Dimensional weight or Actual weight, whichever is greater.**

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date





PLEASE MAIL OR FAX ORDERS TO:

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

Telephone: (708) 344.4111 Fax (708) 344.3050  
Email: exhibitorservices@sourceoneevents.com

Material Handling  
Terms & Conditions  
Page 15

Midwest Hunters Convention 2019  
June 8 -9, 2019

- 1. DEFINITIONS:** For purposes of this contract, SourceOne Events, Inc. (SOE), and their employees, officers, directors, agents, assigns, affiliated companies, and related entities including but not limited to any subcontractors SourceOne may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, the Exhibitor is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained herein to the contrary.
- 2. PACKAGING AND CRATES:** SourceOne shall not be responsible for damage to loose, uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, SourceOne shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
- 3. EMPTY CONTAINERS:** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or his representative. All previous labels must be removed or obliterated. SourceOne assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without SourceOne labels; or improper information on empty labels. SOURCEONE WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
- 4. INBOUND SHIPMENT(S):** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or his representative, and during such time the materials will be left unattended. SOURCEONE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAS BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. SourceOne highly recommends the securing of security services from Facility or Show Management.
- 5. OUTBOUND SHIPMENT(S):** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. SOURCEONE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. SourceOne highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to SourceOne by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of times listed by Exhibitor and the actual count of such items in the booth at the time of pickup.
- 6. SOURCEONE'S RESPONSIBILITIES:** SourceOne shall be responsible only for those services which it directly provides. SourceOne assumes no responsibility for any persons, parties, or other contracting firms not under SourceOne's direct supervision and control. SourceOne shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond SourceOne's reasonable control, nor for ordinary wear & tear in the handling of materials.
- 7. INSURANCE:** It is understood that SourceOne is not an insurer. Insurance on exhibit materials, if any, shall be obtained by Exhibitor in amounts and for perils determined by Exhibitor. Exhibitor agrees to provide SourceOne with a release of subrogation to the extent of any insurance settlement received.
- 8. DECLARED VALUE:** Declared value is available only on AIR SHIPMENTS. The value per pound for applying valuation charges shall be determined by dividing the shipper's declared value for carriage by the actual weight of the shipment.
  - (a) **GROUND SHIPMENTS.** No declared value is available for ground shipments. If the shipper elects to declare a value, they must Ship by Air.
  - (b) **DOMESTIC & INTERNATIONAL AIR SHIPMENTS.** When the shipper declares a value that exceeds \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less, an additional charge of \$0.85 (USD) for each \$100.00 (USD) of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 (USD) per shipment, will be assessed on the declared value shown on the front of this form.
  - (c) Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):
    - 1. Artworks and objects of art, namely original paintings, drawings, etchings, water colors, tapestries or sculptures.
    - 2. Clocks, jewelry, including costume jewelry, furs and fur trimmed clothing.
    - 3. Personal effects, including without limitation papers and documents.
    - (d) Liability for damage to shipments containing glass shall be limited to \$50.00 (USD) will not be accepted. If inadvertently accepted, liability will be limited to \$50.00 (USD). Glass shipments include without limitation, windshields, plate glass, ceramics, chinaware and light bulbs. Acceptance of said terms and conditions will be construed when any of the following conditions are met: **THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO SOURCEONE'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH SOURCEONE EVENTS IS THE OFFICIAL SHOW CONTRACTOR; OR WHEN AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH SOURCEONE EVENTS.**
- 9. CLAIM(S) FOR LOSS:** Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against SourceOne more than nine (9) months and one day from the day when written notice is given by SourceOne to Exhibitor that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent without written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.
  - (a) **PAYMENT FOR SERVICES MAY NOT BE WITHHELD:** In the event of any dispute between the Exhibitor and SourceOne relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to SourceOne for its services, as an offset against the amount of any alleged loss or damage.
  - (b) **MAXIMUM RECOVERY:** If found liable for any loss, SourceOne's sole and exclusive MAXIMUM liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less, unless shipper makes a declaration of value in the space designated on the front of this form and pays the appropriate valuation charge. When a declaration is made, liability shall in no event exceed the declared value of the shipment.
  - (c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY:** SourceOne's liability shall be limited to any loss or damage which results solely from SourceOne's NEGLIGENCE in the actual physical handling of the items comprising Exhibitor's shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss damage. In no event shall SourceOne be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of SourceOne or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if SourceOne has been advised or has notice of the possibility of such damages, or for any damages caused by Exhibitor's failure to perform Exhibitor's responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss (es).
- 10. JURISDICTION:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF ILLINOIS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DUPAGE COUNTY, ILLINOIS.
- 11. INDEMNIFICATION:** Exhibitor agrees to indemnify, forever hold harmless and defend SourceOne, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
  - Exhibitor's negligent supervision of any labor secured through SourceOne, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
  - Exhibitor's negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
  - Exhibitor's violation of Federal, State, County or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
  - Exhibitor's inclusion of illegal substances, hazardous materials or waste in any shipments placed with SourceOne and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
- 12. MISCELLANEOUS:** Exhibitor, as a material part of the consideration to SourceOne for material handling and transportation services, waives and releases all claims against SourceOne, its employees, agents, officers, and directors, with respect to all matters for which SourceOne has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:  
SourceOne Events Inc.  
160 Eisenhower Lane N.  
Lombard, IL 60148  
Telephone: (708) 344.4111 Fax (708) 344.3050  
Email: exhibitorservices@sourceoneevents.com

Advance Shipment  
Label  
Page 16

Midwest Haunters Convention 2019  
June 8 -9, 2019

The label below is provided for your convenience. If more labels are required, please make copies and use.

### Advance Shipment for Exhibition Freight

To: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
(Exhibitor Name)

Event: Midwest Haunters Convention 2019

C/O:   
160 Eisenhower Lane N.  
Lombard, IL 60148

Carrier: \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

Must Be Delivered By **June 3, 2019 8:00AM – 4:30 PM**



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Direct Shipment  
 Label  
 Page 17

Midwest Hunters Convention 2019  
 June 8 -9, 2019

The label below is provided for your convenience. If more labels are required, please make copies and use.

**Direct Shipment for Exhibition Freight**

To: \_\_\_\_\_ Booth Number: \_\_\_\_\_  
 (Exhibitor Name)

Event: Midwest Hunters Convention 2019  
 Renaissance Schaumburg Convention Center

C/O:   
 1551 N. Thorndike Drive  
 Schaumburg, IL 60173

Carrier: \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

Must Be Delivered By June 6, 2019 between the hours of  
 1:00PM – 9:00PM ONLY or June 7, 2019 between 8:00AM –  
 4:00PM ONLY.



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Outbound  
 Shipping Labels  
 Page 18

The label below is provided for your convenience. If more labels are required, please make copies and use.



Outbound Exhibition Freight



(877) SOE-EXPO (763-3976) [www.sourceoneevents.com](http://www.sourceoneevents.com)

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

Name of Show: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

To – Company Name: \_\_\_\_\_

C/O: \_\_\_\_\_ Name of Show: \_\_\_\_\_

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

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

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

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Piece Number: \_\_\_\_\_ Of: \_\_\_\_\_ Pro #: \_\_\_\_\_



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Haunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

**Furnishing (Tables) Price List – Please indicate a skirt color. If a color is not selected show color will prevail. Table includes white plastic top and skirted on 3 sides.**



- Skirt color options:
- Royal Blue
  - Hunter Green
  - Red
  - Navy
  - Teal
  - Silver
  - Burgundy
  - Charcoal
  - Black
  - Plum
  - Purple
  - Beige
  - Gold
  - White

Skirted Table Ex:

Skirt Color: \_\_\_\_\_



Skirted Tables	Code	Qty	Discount	Standard	Total
2' x 4' x 30"	430ST	X	\$96.00	\$124.00	
2' x 6' x 30"	630ST	X	\$124.00	\$162.00	
2' x 8' x 30"	830ST	X	\$155.00	\$201.00	
2' x 4' x 42"	442ST	X	\$125.00	\$163.00	
2' x 6' x 42"	642ST	X	\$151.00	\$196.00	
2' x 8' x 42"	842ST	X	\$183.00	\$238.00	
4th side skirted on table		X	\$52.00	\$75.00	

Skirted Table Risers	Code	Qty	Discount	Standard	Total
10" x 4' x 1'	4STR	X	\$70.00	\$91.00	
10" x 6' x 1'	6STR	X	\$80.00	\$105.00	

\*Please Note: The tables below are Bare Wood Tables. If you want to skirt the table it will be an additional cost.

Bare Wood Tables	Code	Qty	Discount	Standard	Total
40" Round x 30" High	4030	X	\$56.00	\$74.00	
40" Round x 42" High	4042	X	\$68.00	\$89.00	
30" Round x 30" High	3030	X	\$45.00	\$62.00	
30" Round x 42" High	3042	X	\$57.00	\$74.00	
36" Square x 30" High	3630	X	\$40.00	\$58.00	
36" Square x 42" High	3642	X	\$52.00	\$69.00	
60" Round x 30" High	6030	X	\$76.00	\$104.00	
Skirting for Bare Wood Tables		X	\$52.00	\$75.00	
Vinyl White Top			\$8.00	\$10.00	

Unskirted Tables	Code	Qty	Discount	Standard	Total
2' x 4' x 30"	430UT	X	\$65.00	\$87.00	
2' x 6' x 30"	630UT	X	\$76.00	\$99.00	
2' x 8' x 30"	830UT	X	\$87.00	\$113.00	
2' x 4' x 42"	442UT	X	\$76.00	\$99.00	
2' x 6' x 42"	642UT	X	\$87.00	\$113.00	
2' x 8' x 42"	842UT	X	\$98.00	\$128.00	
Vinyl White Top			\$8.00	\$10.00	

Unskirted Table Risers	Code	Qty	Discount	Standard	Total
10" x 4' x 1'	4UTR	X	\$50.00	\$72.00	
10" x 6' x 1'	6UTR	X	\$61.00	\$83.00	
Vinyl White Top			\$8.00	\$10.00	

Company Name \_\_\_\_\_ Email Address \_\_\_\_\_ Booth Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Authorized By – Please Print \_\_\_\_\_ Date \_\_\_\_\_



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date:

May 23, 2019

**Standard Chair Price List**



Chairs	Code	Qty	Discount	Standard	Total
Plastic Folding Side Chair	PFC	X	\$23.00	\$32.00	
Plastic Side Chair	PC	X	\$40.00	\$52.00	
Black Padded Side Chair	PSC	X	\$60.00	\$72.00	
Upholstered Arm Chair	UAC	X	\$98.00	\$128.00	
Leather Swivel Desk Chair	SD	X	\$110.00	\$144.00	
Director Chair	DC	X	\$86.00	\$115.00	
Padded Gray Bar Stool with Back	PGBS	X	\$110.00	\$144.00	
Padded Chrome Bar Stool w/out Back	PCS	X	\$110.00	\$144.00	
Padded Chrome Bar Stool w/out Back	PSCW	X	\$110.00	\$144.00	

**Drape Equipment & Accessories Price List**



Drape color options:



Drape Color: \_\_\_\_\_

Drape Equipment & Accessories	Code	Qty	Discount	Standard	Total
This is booth drape & equipment other than what is provided in your booth package.					
3' High Drape Per Linear Foot (6' Min.)	3D	X	\$10.50	\$14.00	
8' High Drape Per Linear Foot (6' Min.)	8D	X	\$14.00	\$18.00	
3' Upright and Base	3UB	X	\$20.00	\$26.00	
8' Upright and Base	8UB	X	\$25.00	\$33.00	
12' Upright and Base	12UB	X	\$49.00	\$64.00	
6' to 10' Crossbar	610C	X	\$20.00	\$26.00	
Wastebasket	WB	X	\$18.00	\$23.00	
Aluminum Floor Easel	AFE	X	\$37.00	\$48.00	
2' x 3' White Board on Easel	WBE	X	\$72.00	\$94.00	
Chrome Sign Holder (22" x 28")	CSH	X	\$79.00	\$103.00	
Garment Rack (Holds 25 Coats)	GR	X	\$110.00	\$143.00	
Chrome Bag Holder	BH	X	\$64.00	\$83.00	
Coat Tree	CT	X	\$52.00	\$68.00	
Collapsible Literature Rack	CLR	X	\$104.00	\$135.00	
Raffle Drum (19.5" L x 15" W)	RD	X	\$60.00	\$78.00	
Refrigerator (4 cubic feet)	RF	X	\$165.00	\$215.00	
Fish Bowl	FB	X	\$40.00	\$52.00	
Chrome Stanchion	CR	X	\$43.00	\$56.00	
6' Red Velour Rope	RVR	X	\$35.00	\$46.00	
Locking Kiosk (36" W x 18" D x 30" H)	SC	X	\$273.00	\$355.00	
Locking Cabinet (33.5" W x 37" H x 17.5" D)	BC	X	\$241.00	\$313.00	



Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date





PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Haunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

**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.

**Sofas, Loveseats & Chairs**

Sofas, Loveseats & Chairs			Code	Qty	Discount	Standard	Total
			BLS	X	\$575.00	\$750.00	
			WLS	X	\$575.00	\$750.00	
			BLS2	X	\$575.00	\$750.00	
			WLS2	X	\$575.00	\$750.00	
			BLS3	X	\$575.00	\$750.00	
			WLS3	X	\$575.00	\$750.00	
			BFS	X	\$395.00	\$515.00	
			BLL	X	\$475.00	\$625.00	
			WLL	X	\$475.00	\$625.00	
			BLL2	X	\$475.00	\$625.00	
			WLL2	X	\$475.00	\$625.00	
			BLC	X	\$375.00	\$490.00	
			WLC	X	\$375.00	\$490.00	
			BLC2	X	\$375.00	\$490.00	
			WLC2	X	\$375.00	\$490.00	
			BLAC	X	\$350.00	\$455.00	
			WLAC	X	\$350.00	\$455.00	
			BLTC	X	\$300.00	\$400.00	
			WLTC	X	\$300.00	\$400.00	
			CLC	X	\$325.00	\$425.00	
			BLTC2	X	\$250.00	\$325.00	
			NFTC	X	\$175.00	\$230.00	

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

**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.

**Ottomans, Coffee & End Tables**



BLO WLO BLO2



WLO2 BLO3 BFO



BGCT ECT WCT



BCT BFET WFET



BGET WET BET

Ottomans, Coffee & End Tables	Code	Qty	Discount	Standard	Total
Black Leather Ottoman	BLO	X	\$165.00	\$215.00	
White Leather Ottoman	WLO	X	\$165.00	\$215.00	
Black Leather Ottoman	BLO2	X	\$165.00	\$215.00	
White Leather Ottoman	WLO2	X	\$165.00	\$215.00	
Black Leather Square Ottoman	BLO3	X	\$100.00	\$135.00	
Black Fabric Ottoman	BFO	X	\$75.00	\$100.00	
Black Coffee Table with Clear Glass Top	BGCT	X	\$125.00	\$300.00	
Espresso Coffee Table	ECT	X	\$95.00	\$125.00	
White Coffee Table	WCT	X	\$95.00	\$125.00	
Black Coffee Table	BCT	X	\$95.00	\$125.00	
Stainless Steel Black Frosted End Table	BFET	X	\$145.00	\$190.00	
Stainless Steel White Frosted End Table	WFET	X	\$145.00	\$190.00	
Black End Table with Clear Glass Top	BGET	X	\$95.00	\$125.00	
White End Table	WET	X	\$70.00	\$95.00	
Black End Table	BET	X	\$70.00	\$95.00	

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date




























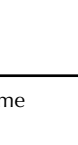
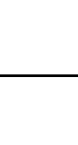
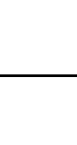





























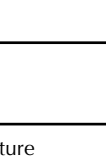
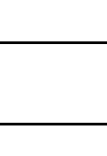
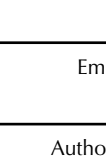
PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

**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.

**Bar Stools and Round Tables**

Bars Stools and Round Tables				Code	Qty	Discount	Standard	Total
				BLB	X	\$145.00	\$190.00	
				WLB	X	\$145.00	\$190.00	
				BLB2	X	\$145.00	\$190.00	
				WLB2	X	\$145.00	\$190.00	
				BLB3	X	\$155.00	\$205.00	
				WLB3	X	\$155.00	\$205.00	
				BLB4	X	\$195.00	\$255.00	
				WLB4	X	\$195.00	\$255.00	
				BLB5	X	\$165.00	\$215.00	
				WLB5	X	\$165.00	\$215.00	
				BLB6	X	\$165.00	\$215.00	
				WLB6	X	\$165.00	\$215.00	
				RFCT	X	\$155.00	\$205.00	
				SCT	X	\$225.00	\$300.00	
				GBT	X	\$195.00	\$255.00	
				RFBT	X	\$185.00	\$245.00	
				MCBT	X	\$165.00	\$215.00	
				BBT	X	\$165.00	\$215.00	
				BCBT	X	\$165.00	\$215.00	

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

**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.

**Conference Chairs & Accessories**



Conference Chairs & Accessories	Code	Qty	Discount	Standard	Total
High Back Black Conference Chair	HBC	X	\$165.00	\$215.00	
High Back Black Conference Chair	HBC2	X	\$175.00	\$230.00	
Mid Back Black Sled Chair	BSC	X	\$155.00	\$205.00	
Black Armless Drafting Stool	ABDS	X	\$160.00	\$210.00	
Black Steno Chair	STC	X	\$75.00	\$100.00	
Ergo Armless Side Chair	EC	X	\$86.00	\$115.00	
Ergo Arm Side Chair	EAC	X	\$110.00	\$144.00	
Walnut Book Case with 5 shelves	WBC	X	\$425.00	\$555.00	
Grey Book Case	GBC	X	\$310.00	\$405.00	
Cherry Wood Floor Mirror	CFM	X	\$75.00	\$100.00	
White and Chrome Floor Lamp	WFL	X	\$135.00	\$180.00	
Black Metal Floor Lamp	BFL	X	\$135.00	\$180.00	
White and Chrome Table Lamp	WTL	X	\$95.00	\$125.00	
6' Silk Tree	6ST	X	\$59.00	\$77.00	
4' Silk Tree	4SP	X	\$55.00	\$72.00	
2-3' Silk Floor Plant	23FP	X	\$40.00	\$52.00	

**Conference Environments**



Conference Environments	Code	Qty	Discount	Standard	Total
Glass Table & 4 Black Chairs	GT4BC	X	\$995.00	\$1295.00	
Glass Table & 4 White Chairs	GT4WC	X	\$995.00	\$1295.00	
Glass Table & 4 Black Chairs	GT4BC2	X	\$995.00	\$1295.00	
Glass Table & 4 White Chairs	GT4WC2	X	\$995.00	\$1295.00	
Adjustable Glass Table & 6 Black Chairs	GT6BC	X	\$1295.00	\$1685.00	
Adjustable Glass Table & 6 White Chairs	GT6WC	X	\$1295.00	\$1685.00	

---

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date

---



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Carpet Rental  
 & Carpet Cleaning  
 Page 25

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

**Carpet Price List**

Our Standard and Custom Cut Carpet is available in standard colors listed below. Please be sure to indicate your color choice. If a color is not selected then gray will be selected. Price includes delivery, installation, carpet tape, and removal. Price does not include carpet padding or visqueen covering. Material Handling charges will NOT be added onto carpet ordered from SourceOne Events.

This carpet is NOT designed to cover complete booth area since the rental does not include seaming and the carpets are not guaranteed to be of the same dye lot. Please double check your booth size before placing your order for carpet. **If complete exhibit area is desired, see the Custom Cut Carpet section below the Standard Carpet section.**

Standard Carpet	Qty	Discount	Standard	Total
9' x 10'	X	\$145.00	\$174.00	
9' x 20'	X	\$289.00	\$342.00	
9' x 30'	X	\$435.00	\$522.00	

Carpet color options:

- Red
- Silver / Gray
- Purple
- Hunter Green
- White
- Black
- Burgundy
- Blue

Custom Cut Carpet	Qty	Discount	Standard	Total
<b>100 sq. ft. minimum</b>	X	\$2.43sq. ft.	\$2.92 sq. ft.	

Booth Size: X = sq. ft. @ \$2.70 =

**Vinyl Wood Flooring**

Carpet Color: \_\_\_\_\_

Custom Vinyl Wood Flooring	Qty	Discount	Standard	Total
<b>100 sq. ft. minimum</b>	X	\$2.70 sq. ft.	\$3.85 sq. ft.	

Booth Size: X = sq. ft. @ \$2.70 =

**Carpet Padding and Visqueen Covering (per sq. ft. – 100 sq. ft. minimum)**

Our carpet padding is the finest in the industry. We use a 1/2" netted rebound pad. SourceOne guarantees your satisfaction. Price includes delivery, installation, and removal. Material Handling charges will NOT be added onto carpet padding or visqueen covering ordered from SourceOne Events.

Carpet Padding 1/2" (100 sq. ft. minimum)	Qty	Discount	Standard	Total
<b>100 sq. ft. minimum</b>	X	\$1.45 sq. ft.	\$1.80 sq. ft.	

Booth Size: X = sq. ft. @ \$1.45 =

Visqueen Covering (100 sq. ft. minimum)	Qty	Discount	Standard	Total
<b>100 sq. ft. minimum</b>	X	\$1.10 sq. ft.	\$1.45 sq. ft.	

Booth Size: X = sq. ft. @ \$1.10 =

**Carpet Cleaning (per sq. ft. – 100 sq. ft. minimum)**

To ensure your booth will be show ready, please specify which requirements your booth needs below. SourceOne Events is the exclusive cleaning contractor. No other cleaning service contractor will be allowed on the exhibit floor. Price is based on the total booth area, with 100 square feet minimum. Service includes vacuuming booth and emptying your wastebasket nightly.

Carpet Cleaning (100 sq. ft. minimum)	Qty	Discount	Standard	Total
Vacuuming for Duration of Show (price per sq. ft. per day of show)	X	\$.54	\$.70	
Vacuum Daily (price per sq. ft. per day)	X	\$.58	\$.74	
Vacuum Before Show Opens (price per sq. ft.)	X	\$.63	\$.83	

Booth Size: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. x \_\_\_\_\_ Price per sq. ft. = \$ \_\_\_\_\_ Total Per Day x \_\_\_\_\_ No. of Days = \$ \_\_\_\_\_ Total Square Footage

Example – Vacuum for Duration of Show – Booth Sizes 10' x 10' = 100 sq. ft. x Price 0.54 per sq. ft. = Cost \$54.00 x 2 days = \$108.00

Company Name \_\_\_\_\_ Email Address \_\_\_\_\_ Booth Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Authorized By – Please Print \_\_\_\_\_ Date \_\_\_\_\_



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Labor Order  
 Form  
 Page 26

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

**Hourly Labor Rate** – Labor Rates as follows – 1 hr minimum (1 hr increments)

Please complete the form for all of your labor needs. Labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the worker(s) at the time confirmed, SourceOne will charge one (1) hour per worker. SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling or packing of exhibitor property. **Please Note: 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.**

	Labor Schedule	Discount	Standard
Straight Time	Monday through Friday 8:00AM to 4:30PM	\$93.00	\$110.00
Overtime	Monday through Friday from 4:30PM – Midnight; Saturday 8:00AM to 4:30PM	\$139.50	\$165.00
Double Time	All other hours; All Day Sundays & Holidays	\$186.00	\$220.00

Are you requesting labor for assembling your hanging sign?  Yes  No

Are you requesting labor for an installation or dismantle?  Yes  No

Will the Exhibitor be present for labor supervision?  Yes  No

**If NO, please note you will be billed a supervisory fee of 30% of the total cost of the labor charges.**

Show Labor Schedule

Schedule Date	Start Time	End Time	Total Number of Hours	Total Number of Laborers	Labor Rate	30% SourceOne Supervisor	Total
	AM	AM					
	PM	PM					
	AM	AM					
	PM	PM					

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be corrected to actual hours worked.

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: \_\_\_\_\_ X \_\_\_\_\_ Forklift Required:  Yes  No If Yes, describe job: \_\_\_\_\_

Carpet is:  Owned  Rented from SourceOne Carpet Padding:  Yes  No

Instructions/Drawings are:  Faxed to SourceOne  Shipped with exhibit

Type of Display:  Pop-up  Hard wall  Custom  Metal Extrusion  Two Story  Other \_\_\_\_\_

On-site Exhibitor Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Hotel: \_\_\_\_\_

Arrival Date/Time: \_\_\_\_\_ Departure Date/Time: \_\_\_\_\_

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date





PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Exhibitor Appointed  
 Contractor  
 Page 27

Midwest Haunters Convention 2019  
 June 8 -9, 2019

## Notification of Intent to use an Exhibitor Appointed Contractor

If your company plan to use a firm which is not the official service contractor as designated by Show Management, please complete this form and either fax, email, or mail to address listed above along with your order.

Inform your Exhibitor Appointed Contractor that they MUST send a copy of their General Liability Insurance Certificate no later than 10 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. Please list SourceOne Events as the Certificate Holder and use the address listed above.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event. For a complete list of the rules, please see page 5, the Labor Terms and Conditions.

### Appointed Contractor Information:

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

Booth #: \_\_\_\_\_

Exhibitor Appointed Contractor: \_\_\_\_\_

Address of Contractor: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Type of Service to be Performed: \_\_\_\_\_

\_\_\_\_\_

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:

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

Telephone: (708) 344.4111 Fax (708) 344.3050  
Email: exhibitorservices@sourceoneevents.com

Liability &  
Insurance  
Page 28

Midwest Haunters Convention 2019  
June 8 -9, 2019

## Liability and Insurance Information

1. SourceOne Events, Inc., and its respective officers, directors, stockholders, employees, agents, representatives, contractors and subcontractors (collectively, SourceOne) shall not be liable for ordinary wear and tear in the handling of equipment, damage, loss, glass breakage, concealed damage or delay to uncrated freight, wrapped freight, freight improperly packed, even if SourceOne has been advised of the potential for such damages.
2. SourceOne shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance, written notice has been given to SourceOne to obtain the proper equipment.
3. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by SourceOne and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is expressly stated herein, that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that SourceOne shall not be liable for any loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor shall SourceOne be liable for any loss or damage to Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all material handling forms covering outgoing shipment(s) submitted to SourceOne by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
4. SourceOne shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercises of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, acts of terrorism, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.
5. It is understood that SourceOne is not an insurer. Insurance, if any, shall be obtained by the Exhibitor, at its sole cost and expense. Amounts payable by SourceOne hereunder are based upon the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that SourceOne does not provide for full liability should loss or damage occur. In the event that SourceOne should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. As set forth herein, such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages, and which shall be the sole and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through the performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by SourceOne.
6. SOURCEONE SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DELAY; ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUE; LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS, INJURY OR DAMAGE TO EXHIBITOR'S MATERIALS OR EXHIBITOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE EXHIBITOR'S MATERIALS, EVEN IF SOURCEONE HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.
7. Claims for loss or damage must be submitted to SourceOne by the close of the show. No suit or action shall be brought against SourceOne more than one year after the cause of action accrues.
8. The Exhibitor agrees, in connection with the receipt, handling, temporary storage, accessible storage and reloading of its freight, that SourceOne will provide these services as Exhibitor's agent and not as bailee or shipper, and SourceOne shall have no responsibility or obligation thereunder. If SourceOne shall sign a delivery receipt, bill of lading or other document, the parties agree that SourceOne will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
9. SourceOne shall not be liable for shipments received without receipts or freight bills or specified unit counts on receipts or freight bills, or a bulk shipment such as UPS, air freight, or van lines. Such shipment counts will be subject to verification and delivered to booth without guarantee of piece count or condition.
10. Empty container labels will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and SourceOne assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
11. In order to expedite removal of freight from the show site, SourceOne shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. SourceOne assumes no liability as a result of such rerouting or handling.
12. The Exhibitor agrees, in the event of a dispute with SourceOne relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to SourceOne for freight handling services or any other services provided by SourceOne as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay SourceOne prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against SourceOne shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
13. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to the acceptance and approval of SourceOne in its sole discretion. Upon SourceOne's acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth above. Likewise, once SourceOne has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to SourceOne on behalf of Exhibitor shall be bound by the terms and conditions set forth above.

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

### Display Equipment & Accessories

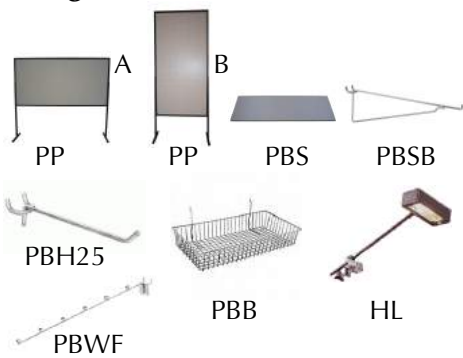
*If you cannot find an accessory you are looking for, please contact the Exhibitor Services Department for additional accessory items.*

#### Poster Boards



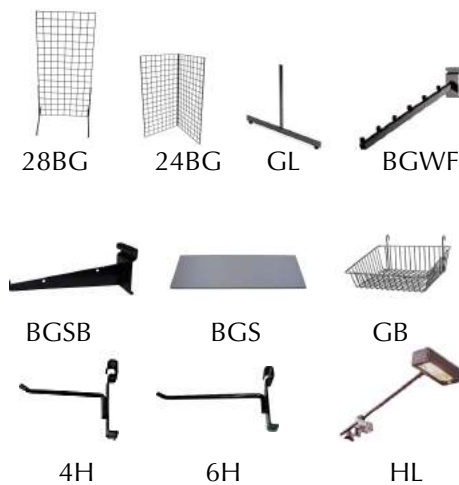
Poster Boards & Accessories	Code	Qty	Discount	Standard	Total
Poster Board – 4' x 8' Gray Panels	TB	_____ X	\$150.00	\$195.00	
Both sides of these panels are covered in gray fabric. You can only use push pins to adhere items to the board.					
Please choose A or B. Style A – Horizontal <input type="checkbox"/> Style B - Vertical <input type="checkbox"/>					
Box of Push Pins (quantity 100)	PN	_____ X	\$8.00	\$11.00	
Halogen Light	HL	_____ X	\$45.00	\$65.00	

#### Peg Boards



Perforated Peg Board & Accessories	Code	Qty	Discount	Standard	Total
Peg Board – 4' x 8' White Panel Board	PP	_____ X	\$150.00	\$195.00	
These boards are one sided. You can either use hooks, shelving, waterfalls or baskets to showcase your items.					
Please choose A or B. Style A – Horizontal <input type="checkbox"/> Style B - Vertical <input type="checkbox"/>					
Peg Board Shelves – White 36" L x 8" D	PBS	_____ X	\$15.00	\$25.00	
8" Chrome Peg Board Shelf Brackets	PBSB	_____ X	\$10.00	\$20.00	
8" Chrome Peg Board Hooks – Box of 25	PBH25	_____ X	\$25.00	\$35.00	
12" Chrome 6-Ball Waterfall Hook	PBWF	_____ X	\$15.00	\$25.00	
Black Basket (12" L x 12" W x 4" D)	PBB	_____ X	\$20.00	\$40.00	
Halogen Light	HL	_____ X	\$45.00	\$65.00	

#### Grid Walls



Grid Walls & Accessories	Code	Qty	Discount	Standard	Total
Grids need to be in a "V" shape to stand up if legs are NOT ordered					
2' x 8' Black Grid Panel	28BG	_____ X	\$55.00	\$75.00	
2' x 4' Black Grid Panel	24BG	_____ X	\$35.00	\$55.00	
Grid Legs – Black	GL	_____ X	\$15.00	\$25.00	
6-Ball Waterfall – Black	BGWF	_____ X	\$15.00	\$25.00	
12" Grid Wall Shelf Bracket – Black	BGSB	_____ X	\$10.00	\$20.00	
Grid Wall Shelves – Black 24" L x 12" D	BGS	_____ X	\$15.00	\$25.00	
Black Basket (12" L x 12" W x 4" D)	GB	_____ X	\$20.00	\$40.00	
4" Grid Wall Hooks – Black	4H	_____ X	\$1.50	\$3.00	
6" Grid Wall Hooks – Black	6H	_____ X	\$2.00	\$3.50	
Halogen Light	HL	_____ X	\$45.00	\$65.00	

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

### Display Equipment & Accessories

*If you cannot find an accessory you are looking for, please contact the Exhibitor Services Department for additional accessory items.*

#### Slat Wall



Slat Wall & Accessories	Code	Qty	Discount	Standard	Total
Slat Wall – Includes white back panel 38" W x 8' T. Accessories rented separately.	SLW	X	\$395.00	\$514.00	
12" Shelf Brackets – Chrome	SB	X	\$15.00	\$25.00	
Slat Wall Shelves – White 36" L x 12" D	SW	X	\$15.00	\$25.00	
4" Slat Wall Hook – Chrome, Box of 25	4SWH	X	\$25.00	\$35.00	
6" Slat Wall Hook – Chrome, Box of 25	6SWH	X	\$25.00	\$35.00	
White Basket (12" L x 12" W x 8" D)	SWB	X	\$25.00	\$35.00	
6-Ball Waterfall Hook – Chrome	SWWF	X	\$15.00	\$25.00	
Halogen Light	HL	X	\$45.00	\$65.00	

#### Display Cases

*All display cases are 20" D x 38"H, except for the Square Tower Case and come with lights locks, sliding mirror doors, and off white interior aluminum frames. Electrical hook-up is not included. Please order the electrical outlet through appropriate electrical contractor. All keys must be left with showcase or a charge of \$20.00 will incur.*



Display Cases	Code	Qty	Discount	Standard	Total
6' Full View – Includes 1-8" and 1-10" glass shelf with adjustable brackets	DCA	X	\$474.00	\$630.00	
6' Half View – Includes 1-10" glass shelf with adjustable brackets	DCB	X	\$474.00	\$630.00	
6' Quarter View – No glass shelf or any adjustable brackets	DCC	X	\$474.00	\$360.00	
Square Tower Case – Includes four glass shelves with adjustable brackets	DCD	X	\$714.00	\$929.00	

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

**Graphics & Signs**

SourceOne Events offers a full service graphics department that offers many different types of applications. From vinyl graphics, large format printing, pop-up display graphics to banners we have the ability to service all your custom graphic needs. Please call SourceOne to receive a full quote on your custom graphic work. All graphics need to be submitted 10 business days prior to event. If received after that deadline there will be a 30% upcharge in your graphic price. If customer provided graphic files are not to exact specifications/ requirements, a design-time surcharge will incur. All sign prices are digitally produced with color copy, mounted on white foam board. Standard signs include up to 10 words and a selection of colors.



TTB



PUB



FS



6TTO



8TTO

Sign	Circle View	Qty	Discount	Standard	Total
7" x 11"	Vertical or Horizontal	X	\$39.00	\$58.00	
7" x 22"	Vertical or Horizontal	X	\$46.00	\$64.00	
7" x 44"	Vertical or Horizontal	X	\$48.00	\$72.00	
11" x 14"	Vertical or Horizontal	X	\$51.00	\$76.00	
14" x 22"	Vertical or Horizontal	X	\$56.00	\$84.00	
22" x 28"	Vertical or Horizontal	X	\$79.00	\$119.00	
28" x 44"	Vertical or Horizontal	X	\$113.00	\$169.00	
36" x 24"	Vertical or Horizontal	X	\$123.00	\$175.00	

Additional Signs & Services	Code	Qty	Discount	Standard	Total
Table Top Banner	TTB	X	\$295.00	\$384.00	
Pull-up Banners – Includes Nylon Bag	PUB	X	\$495.00	\$644.00	
36" W x 84" T Free Standing Sign – 1/2" Gator Board with Wedge Plate	FS	X	\$395.00	\$515.00	
6' Table throw – 30" H x 72" W x 30" D	6TTO	X	\$395.00	\$515.00	
8' Table throw – 30" H x 96" W x 30" D	8TTO	X	\$475.00	\$515.00	
Easel Back		X	\$6.00	\$9.00	
Adjustable Easel		X	\$26.00	\$37.00	
Arrows with Velcro		X	\$10.00	\$15.00	

Additional Services	Hrs	Standard	Total
Graphic Design Time	X	\$95.00	

Sign Submission Form – Please follow the requests below so SourceOne can provide high quality signs for your event.

File Submission	Artwork Dimensions & Color Specifications
<ul style="list-style-type: none"> <li>CD-ROM</li> <li>Email attachment: 7 mgs or smaller only</li> <li>FTP: .zip compression (Call for FTP Information)</li> <li>When sending disks, please label them with the following:               <ul style="list-style-type: none"> <li>Exhibitor Co, Name, Booth #, Name of Show, Show Date</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)</li> <li>Specify target colors as PMS, C, or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices)</li> </ul>
Acceptable Software & Formats	Other Graphic Services Available
<ul style="list-style-type: none"> <li>Adobe Illustrator (AI/EPS), InDesign, Photoshop &amp; Acrobat</li> <li>Files should be formatted in high-resolution quality, 100-300 dpi</li> <li>Vector-based artwork preferred with fonts converted to outline</li> </ul>	<ul style="list-style-type: none"> <li>Artwork / graphic design services</li> <li>Logo reproduction</li> <li>Special artwork mounting</li> </ul>

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

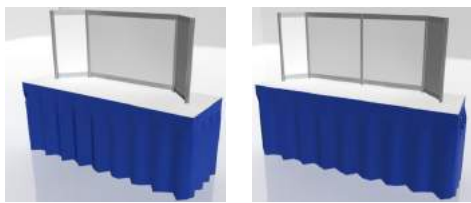
Midwest Haunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

**Table Top & Exhibit Booth Displays**

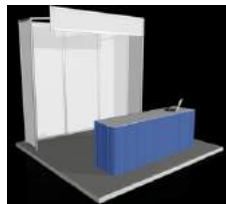
All table top and exhibit booth displays include installation / dismantling, opening day cleaning, and white display panels. Color panels are available at an additional cost. Additional furnishings such as stools, computers, LCD monitors, tables, plants, graphic panels, company headers, and halogen lights are available at an additional cost. Please contact SourceOne Events for pricing options at our Customer Service Department at (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).

**Table Top & 10' x 10' Displays**

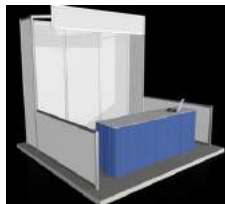


OA

OB



OC



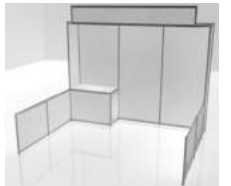
OD



OE



OF



OG



OH

Table Top & 10'x10' Displays	Code	Qty	Discount	Standard	Total
6 Ft Table Top Exhibit	OA	X	\$650.00	\$845.00	
8 Ft Table Top Exhibit	OB	X	\$750.00	\$975.00	
10' x 10' Display – (3) 8' panels along the back wall, (2) 8' panels along the sides, and (1) Company Header	OC	X	\$1700.00	\$2210.00	
10' x 10' Display – (3) 8' panels along the back wall, (2) 8' panels along the side, (2) 3' panels along each side for a total of (4) panels, and (1) Company Header	OD	X	\$2100.00	\$2730.00	
10' x 10' Display – (3) 8' Slat Wall panels along the back wall, (3) shelves or cabinets along the back wall, (2) 8' panels along the side, (2) 3' panels along each side for a total of 4 panels, (1) Company Header	OE	X	\$3200.00	\$4160.00	
10' x 10' Display – (3) 8' panels along the back wall, (3) shelves or cabinets along the back wall, (2) 8' panels along the side, (2) 3' panels along each side for a total of (4) panels, and (1) Company Header	OF	X	\$2700.00	\$3510.00	
10' x 10' Display – (3) 8' panels along the back wall, (1) shelf or cabinet along the back wall, (2) 8' panels along the side, (2) 3' panels along each side for a total of (4) panels, and (1) Company Header	OG	X	\$2400.00	\$3120.00	
10' x 10' Display – (3) 8' Curved panels with one kiosk in the center curve	OH	X	\$1900.00	\$2470.00	

**Please Note: If you do not see a display you are looking for, please call the Customer Service Department at 708.344.4111 or Toll Free at 877.SOE.EXPO (763.3976).**

SourceOne Events can customize any booth option to fit your exhibiting needs.

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date





PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

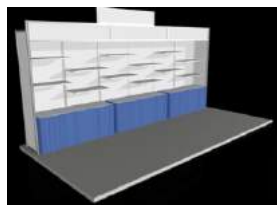
Midwest Haunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

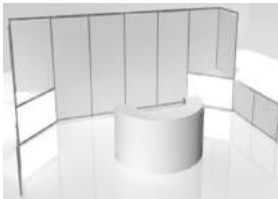
**Exhibit Booth Displays**

All exhibit booth displays include installation / dismantling, opening day cleaning, and white display panels. Color panels are available at an additional cost. Additional furnishings such as stools, computers, LCD monitors, tables, plants, graphic panels, company headers, and halogen lights are available at an additional cost. Please contact SourceOne Events for pricing options at our Customer Service Department at (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).

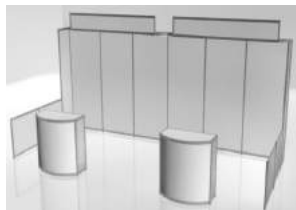
10' x 20' & 10' x 30' Displays



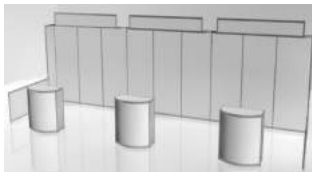
OJ



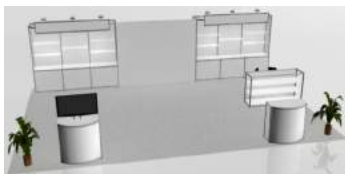
OK



OL



OM



ON

Exhibit Displays	Code	Qty	Discount	Standard	Total
10' x 20' Display – (6) 8' panels along the back wall, (2) 8' panels along the sides, and (4) Company Headers	OJ	X	\$3800.00	\$4940.00	
10' x 20' Display – (6) 8' panels along the back wall, (2) corner kiosks along the back wall corners of display, (2) 8' panels along the sides, (2) 3' panels along each side for a total of (4) panels, and (1) Curved Counter	OK	X	\$4200.00	\$5460.00	
10' x 20' Display – (6) 8' panels along the back wall, (2) 8' panels along the sides, (2) 3' panels along each side for a total of (4) panels, (2) Company Headers, and (2) 40" High Curved Podiums	OL	X	\$4900.00	\$6370.00	
10' x 30' Display – (9) 8' panels along the back wall, (2) 8' panels along the sides, (2) 3' panels along each side for a total of (4) panels, (3) Company Headers, and (3) 40" High Curved Podiums	OM	X	\$6900.00	\$8970.00	
10' x 30' Display – (2) Units consisting of (3) 8' panels along the back wall, (3) shelves or cabinets along the back wall, (2) panels along the side, and (1) Company Header. Also includes (2) Curved Podiums and (1) 6' Full View Display Case	ON	X	\$5800	\$7540.00	

**Please Note: If you do not see a display you are looking for, please call the Customer Service Department at 708.344.4111 or Toll Free at 877.SOE.EXPO (763.3976).**

SourceOne Events can customize any booth option to fit your exhibiting needs.

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Electrical  
 Order Form  
 Page 34

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

**Electrical Service Rental Order Form**

120 Volt Single Phase Price includes labor for service	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total	<b>Important Information and Ordering Instructions</b>  <b>SourceOne Events is the Exclusive Electrical Service provider at the Schaumburg Convention Center. No outside electrical service provider will be allowed on the show floor at any time.</b>  <b>120 Volt Power Services</b> - In-Line & Peninsula Booths – 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. Complete and return the Electrical Labor Order Form along with the Electrical Layout Form of your booth space indicating outlet locations.  - 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.  <b>208/480 Volt Power Service and Connections</b> - 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.  <b>Island Booths</b> - Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, SourceOne will deliver to the most convenient location.  <b>24 Hour Services</b> - 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.  <b>Distribution of Power</b> - For distribution of power within your booth space, prices DO NOT include equipment (lifts) and materials (extension cords, power strips, and/or cord caps). - If carpet is installed prior to electrical installation, additional labor charges will apply. - 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.		
5 Amps/500 Watts		\$153.00	\$206.00		\$306.00	\$405.00				
10 Amps/1000 Watts		\$188.00	\$253.00		\$383.00	\$504.00				
15 Amps/1500 Watts		\$208.00	\$281.00		\$416.00	\$561.00				
20 Amps/2000 Watts		\$230.00	\$344.00		\$460.00	\$689.00				
208 Volt Single Phase Price DOES NOT include labor	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total			
30 Amps		\$413.00	\$567.00		\$825.00	\$1133.00				
60 Amps		\$468.00	\$688.00		\$935.00	\$1375.00				
208 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total			
20 Amps		\$468.00	\$704.00		\$935.00	\$1408.00				
30 Amps		\$523.00	\$732.00		\$1045.00	\$1463.00				
60 Amps		\$825.00	\$1128.00		\$1650.00	\$2255.00				
100 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote				
200 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote				
400 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote				
480 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total			
30 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote				
60 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote				
100 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote				
Electrical Labor: One Hour Minimum Install and One Hour Minimum Dismantle. Labor over one hour is charged at ½ hour intervals. All electrical layouts must be provided with initial order.				Quantity	Hourly	Total				
ST (Mon-Fri, 8am-4:30pm, excluding Holidays)					X	\$89.00				
OT (Mon-Fri, 4:30pm-12am, Saturday from 8am-4:30pm)					X	\$133.50				
DT (All other times Monday-Saturday. All day Sunday & Holidays)					X	\$178.00				
Type of Labor (Please Check)	<input type="checkbox"/>	Under Carpet	<input type="checkbox"/>	Equipment Hook-Up	<input type="checkbox"/>	Hang Lights	<input type="checkbox"/>	AV - Monitor	<input type="checkbox"/>	Other

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Haunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: **May 23, 2019**

**Electrical Service Rental Order Form**

Accessories (Price <u>DOES NOT</u> include power)	Quantity	Discount	Standard	Total	<b>Important Information and Ordering Instructions</b>  <b>SourceOne Events is the Exclusive Electrical Service provider at the Schaumburg Convention Center. No outside electrical service provider will be allowed on the show floor at any time.</b>  <b>Accessories</b> - Accessories requested on this form DO NOT include power. Please see Service Desk prior to show opening to pickup items ordered. If the accessories are not either in your booth or turned in at the end of the show, you will be charged for the misplaced items.  <b>Cancellations</b> - Orders cancelled by the Exhibitor prior to SourceOne move-in are subject to a cancellation fee of 50% of the total order. Orders cancelled after SourceOne begins moving in are subject to a cancellation fee of 100% of the total order.  <b>Terms and Conditions</b> - I have read and agree to the terms, conditions and payment policy for the electrical services to be provided by SourceOne Events.
15' Extension Cord (Price <u>DOES NOT</u> include power)		\$20.00	\$30.00		
30' Flat Extension Cord (Price <u>DOES NOT</u> include power)		\$45.00	\$69.00		
Power Strip (Price <u>DOES NOT</u> include power)		\$40.00	\$50.00		
Armlight – Halogen Bulbs – 150watts – Silver Finish		\$55.00	\$75.00		
Armlight – Halogen Bulbs – 200watts – Silver Finish		\$60.00	\$80.00		
Armlight – Halogen Bulbs – 300watts – Silver Finish		\$65.00	\$85.00		
* Armlights have an adjustable clamp that can be placed on hard wall booth systems or separate pole with adjustable arms can be ordered separately.					
Lift Equipment	Quantity	Discount	Standard	Total	
Scissor Lift (Per Hour)		\$150.00	\$175.00		
High Lift (Per Hour)		\$175.00	\$225.00		
Total Items Ordered:				\$	

**Electrical Layout Form**

HOW TO USE THE GRID FORM:

1. Use bold lines to indicate the outline of your booth.
2. Place an "X" where you would like your electrical outlet to be placed. The electrical is dropped in the back center of your booth, so if you need power elsewhere, please order an extension cord.
3. "X"s placed anywhere other than the back center of the booth will be automatically be charged for labor and extension cord rental, if not previously ordered.
4. Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
5. Mark the adjacent booth numbers or aisle numbers.

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

**BACK OF BOOTH (Indicate adjacent booth or aisle number: \_\_\_\_\_)**

Adjacent Booth or Aisle Numbers _____		Adjacent Booth or Aisle Numbers _____
--	--	--

Please return to SourceOne Events along with all your information pertaining to your electrical order.

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Rigging  
 Order Form  
 Page 36

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: May 23, 2019

**\*Online ordering is not available for Rigging orders.  
 Please submit paperwork via fax or email to our  
 exhibitor services department.**

**Rigging / Hanging Sign Service Order Form**

SourceOne Events is the Exclusive Overhead Rigging / Hanging Sign Service Provider at the Schaumburg Convention Center. No outside rigging service provider will be allowed on the show floor at any time.

**Rigging Guidelines**

- All ceiling rigging must conform to Show Management rules and regulations as well as the facility limitations.
- All overhead rigging / hanging must be assembled, installed, and removed by SourceOne Events certified riggers.
- 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 SourceOne Events electrical order form.
- Overhead hanging signs must be sent in a separate container directly to the advance warehouse indicating Hanging Signage on crate or container. 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.

**Hourly Labor Rate**

	Labor Schedule	Standard
Straight Time	Monday through Friday from 8:00am to 4:30pm	\$137.50
Overtime	Monday through Friday from 4:30pm to Midnight; Saturday from 8:00am to 4:30pm	\$206.25
Double Time	All other hours; All Day Sundays & Holidays	\$275.00

NOTE: There will be a four (4) hour labor call for install (4 hours each laborer) and a four (4) hour laborer call for dismantle (4 hour each laborer). This is a labor minimum. If labor exceeds the minimum call the Exhibitor will be charge for the additional time. If the scissor lift is used for more than the required time during install and dismantle then the Exhibitor will be billed for the additional time. All additional time for the labor or lift is charged at a one hour increments.

**Show Labor Schedule**

	Schedule Date(s)	Start Time	End Time	Minimum Hrs.	Rate	=	Total
Install		AM	AM	8 hours		=	\$
		PM	PM				
Removal		AM	AM	8 hours		=	\$
		PM	PM				

**Hanging Sign Equipment**

Description	Quantity	Advance Rate	Onsite Rate	Sub-Total
Plan Submission (mandatory)	1	\$65.00	\$85.00	
Wire (mandatory) – 60 lbs. max	1	\$40.00	\$55.00	
Shackles (each)		\$45.00	\$70.00	
Cabling (per foot) all signs over 60 lbs.		\$20.00	\$40.00	
Scissor Lift (per hour) – (mandatory – 2 hr. Min IN – 2 hr. Min Out)	4	\$150.00	\$175.00	
Condor Lift (per hour) – Requires 3 person crew		\$230.00	\$255.00	

---

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Hunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: May 23, 2019

**\*Online ordering is not available for Rigging orders.  
 Please submit paperwork via fax or email to our  
 exhibitor services department.**

**Please Indicate Service**

SourceOne Events Supervised (OK to Proceed) Exhibitor will not be present for labor supervisions?  Yes  No  
*If YES, please note you will be billed a supervisory fee of 30% of the total cost of the labor charges.*

Exhibitor Supervised (Do NOT Proceed) Exhibitor will supervise and be present for labor supervisions?  Yes  No  
*Exhibitor will supervise – If Exhibitor does not arrive by the scheduled time, Exhibitor will be charged an additional hour for each laborer.*

Type of Sign (select one sign type per order)  
 Banner  Structural Signage  Systems

Shape of Sign (Select one of sign type per order)  
 Square  Rectangle  Triangle  Circle  Other \_\_\_\_\_

Dimensions & Weight of Sign  
 Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Does your sign require electrical?  Yes  No  
 (If yes, please be sure to order electrical on the Electrical Services Order Form)

Weight \_\_\_\_\_ lbs. Number of Pick Points \_\_\_\_\_ Weight Per Point \_\_\_\_\_ lbs.

Does your sign require assembly?  Yes  No

Please include your engineer stamped assembly and hanging instructions with your order. 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 and Show Organizer from any and all bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

**Onsite Exhibitor Contact Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Arrival Date/Time: \_\_\_\_\_ Departure Date/Time: \_\_\_\_\_

SourceOne Events is the **Exclusive Overhead Rigging / Hanging Sign** Service provider at the Schaumburg Convention Center. No outside rigging service provider will be allowed on the show floor at any time.

**Rigging Guidelines**

- All ceiling rigging must conform to Show Management rules and regulations as well as the facility limitations.
- All overhead rigging / hanging must be assembled, installed, and removed by SourceOne Events certified riggers.
- 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 order form.
- Overhead hanging signs must be sent in a separate container directly to advance warehouse indicating Hanging Signage on crate or container. The container must be in booth prior to scheduled labor time. If this is not followed, the SourceOne Events cannot guarantee the hanging of your sign.
- All hang points supporting in excess of 200 lbs. may be verified on site at Exhibitor's expense.

**Rigging Supervisory Fees and Approval**

- SourceOne Events is the **exclusive provider for Rigging** in the Schaumburg Renaissance Hotel and Convention Center. In order to provide proper size of the overhead signage suspended from the ceiling of the Convention Center, SourceOne Events must approve all plans prior to suspending from the ceiling without prior approval(s) from SourceOne Events. Failure to obtain the proper approval(s) prior to install could and will result in the item(s) being terminated from the booth design and will not be allowed to be suspended.
- The fee for the approval service is \$65.00 per submission. If the plans are submitted after the cut off date of 21 days prior to the first day of show move-in, the supervisory and approval fee is increased to \$85.00 per submission. To avoid more than one submission fee please be sure to include all information with your initial submission of plans.
- **All signs and banners must have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.**
- Exhibitors are REQUIRED to include hanging sign setup instructions and orientation diagrams in advance. Please submit with form or via email.

**Location of Sign**

- Use the Booth Layout Form to represent your booth and indicate from each boundary how you would like your signature placed.

**Cancellations**

- Credit will not be made for Services delivered and not used. No credits will be issued once the event has officially opened. All cancellations after the deadline are subject to a 25% service fee.

**Terms and Conditions**

- I agree in placing this order that I have accepted SourceOne Events payment policy and the terms and conditions of contract.
- 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 and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings

**I agree in placing this order that I have read and accept SourceOne Events policies for handing signage.**

---

Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date

---



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 160 Eisenhower Lane N.  
 Lombard, IL 60148  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

Midwest Haunters Convention 2019  
 June 8 -9, 2019

Discount Deadline Date: May 23, 2019

**\*Online ordering is not available for Rigging orders.  
 Please submit paperwork via fax or email to our  
 exhibitor services department.**

**Rigging Layout Form**

HOW TO USE THE GRID FORM:

1. Use bold lines to indicate the outline of your booth.
2. Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
3. Mark the adjacent booth numbers or aisle numbers.

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

**BACK OF BOOTH (Indicate adjacent booth or aisle number: \_\_\_\_\_)**

Adjacent Booth or Aisle Numbers									Adjacent Booth or Aisle Numbers
_____									_____

**FRONT OF BOOTH (Indicate adjacent booth or aisle number: \_\_\_\_\_)**

Please return to SourceOne Events along with all your information pertaining to your electrical order.

---

Company Name	Email Address	Booth Number
--------------	---------------	--------------

---

Authorized Signature	Authorized By – Please Print	Date
----------------------	------------------------------	------





# 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

- |  |                               |       |
|--|-------------------------------|-------|
| <input type="checkbox"/> 24" LCD monitor | QTY. _____                    | \$250 |
| <input type="checkbox"/> Table stand     |                               |       |
| <input type="checkbox"/> 55" LCD monitor | _____                         | \$785 |
| <input type="checkbox"/> Dual-post stand |                               |       |
| <input type="checkbox"/> 70" LCD monitor | Please contact PSAV for quote |       |
| <input type="checkbox"/> Dual-post stand |                               |       |

## MONITOR ACCESSORIES

- |                                 |            |       |
|---------------------------------|------------|-------|
| <input type="checkbox"/> Laptop | QTY. _____ | \$275 |
|---------------------------------|------------|-------|

## PROJECTION

- |  |            |       |
|--|------------|-------|
| <input type="checkbox"/> LCD projector | QTY. _____ | \$100 |
| <input type="checkbox"/> Tripod screen |            |       |
- Please contact PSAV for quote





# CONVENTION CENTER EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



AUDIO EQUIPMENT	QTY.		CUSTOM ITEMS	QTY.	
<ul style="list-style-type: none"> <li>■ Wireless microphone _____ \$220               <ul style="list-style-type: none"> <li>□ Handheld</li> <li>□ Lavalier</li> </ul> </li> <li>■ Powered speaker _____ \$75 <i>up to five people</i></li> <li>■ Sound system _____ \$395               <ul style="list-style-type: none"> <li>■ <i>two speakers, two stands, one mixer, one wired microphone</i></li> <li>■ <i>up to 20 people</i></li> </ul> </li> <li>■ 4-channel mixer _____ \$75</li> </ul>			<ul style="list-style-type: none"> <li>■ Wired internet line for credit card machine _____ \$200</li> <li>■ Outside phone _____ \$150</li> <li>line ■ Outside phone _____ \$150 line for credit card machine</li> <li>■ _____ \$ _____</li> <li>■ _____ \$ _____</li> </ul>		
<b>LIGHTING</b>	QTY.		<b>SPECIAL REQUESTS</b>		
<ul style="list-style-type: none"> <li>■ Up-light _____ \$95</li> </ul>			Please add any items not listed above that you require.		
<b>COMPUTER &amp; ACCESSORIES</b>	QTY.				
<ul style="list-style-type: none"> <li>■ Laptop _____ \$275</li> </ul>					
<b>INTERNET</b>	QTY.				
<ul style="list-style-type: none"> <li>■ Wired internet connection _____ \$200</li> <li>■ Wireless internet connection _____ \$30</li> <li>■ Dedicated bandwidth _____ Please contact PSAV for quote</li> </ul>					

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)





# RENAISSANCE®

SCHAUMBURG CONVENTION CENTER HOTEL

## Renaissance Schaumburg Convention Center Hotel Utility Service Order Form

Event \_\_\_\_\_ Name: \_\_\_\_\_ Order \_\_\_\_\_ Number: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_  
 Ordered By: \_\_\_\_\_ Booth/Space #: \_\_\_\_\_  
 On-Site Contact: \_\_\_\_\_ Address: \_\_\_\_\_  
 Date Utility Installed: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**\*ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCED RATE  
 (THREE WEEKS PRIOR TO THE FIRST DAY OF SHOW)\***

Description	Qty.	Advance Rate Per Unit	Standard Rate per Unit	Total
<b>WATER 1"IPS</b> NUMBER OF CONNECTIONS _____ <i>Hotel Will Provide Hose Only</i>		\$410.00	\$615.00	
<b>1 1/2 " FLOOR DRAIN</b> NUMBER OF CONNECTIONS _____		\$410.00	\$615.00	
<b>WATER FILLING AND DRAINING</b>	1 TO 50 GALLONS	\$60.00	\$90.00	
	51 TO 149 GALLONS	\$160.00	\$250.00	
	150 TO 299 GALLONS	\$390.00	\$480.00	
	300 TO 999 GALLONS	\$600.00	\$700.00	
	1000 TO 4999 GALLONS	\$750.00	\$1000.00	
	OVER 14,000 GALLONS	CALL	CALL	

**ALL WATER HOOK UP'S REQUIRE A DRAIN UNLESS PREMISSION IS GRANTED OTHERWISE BY THE EVENT MANAGER  
 ALL WATER HEATERS REQUIRE AN ELECTRICAL CONNECTION. CONTACT YOUR EVENT MANAGER TO IDENTIFY THE  
 CORRECT REQUIRED ELECTRICAL SERVICE.**

<b>COMPRESSED AIR (125 MAX PSI) Unregulated</b>	NUMBER OF CONNECTIONS _____ PSI NEEDED _____ RATE OF AIR IN CFM's _____ <i>3/8" or 1/2" SHUT OFF VALVE WILL BE PRESENT IN THE BOOTH **VENDOR SUPPLIES CONNECTION FROM THE VALVE TO THE EQUIPMENT**</i>		\$460.00	\$685.00	
---	---	--	----------	----------	--

**COMPRESSED AIR IS NOT CONDITIONED OR DRIED; PLEASE CONTACT YOUR EVENT MANAGER FOR DRIED OR  
 CONDITIONED AIR. ADDITIONAL CHARGES APPLY.**

<b>NATURAL GAS 1"= 1 LB.</b>	NUMBER OF CONNECTIONS _____ CFM's/BTU's _____		\$410.00	\$615.00	
<b>VENTING TO ATMOSPHERE</b>	SIZE OF FLUE PIPES _____ DRAFT INDUCER REQUIRED? Y N		CALL	CALL	

**UTILITIES WILL BE RUN TO YOUR BOOTH FROM THE CLOSEST SOURCE, CHARGE TO RUN THE UTILITIES TO THE BOOTH ARE IN  
 ADDITION TO THE PRICES LISTED FOR THE UTILITY SERVICE. ALL UTILITIES ARE TURNED OFF 1 HOUR AFTER THE POSTED SHOW  
 HOURS; 24 HOUR UTILITIES ARE AVAILABLE AT TWICE THE LISTED RATES.**

**A 24% service charge and applicable sales taxes will be applied to all service orders.**

Please call the Renaissance Schaumburg Convention Center Hotel for information regarding all other available services at  
 (847) 303-4100

### IMPORTANT:

**Refer to the Floor Plan template. Submit one floor plan with location of utility to be installed**

**See Attached credit card authorization form for payment information.**

**All utility requests must be meet fire department and Village of Schaumburg Approval.**

**PLEASE FAX ALL ORDERS BACK TO 847-303-4323**



Credit Card Authorization Form

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 (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: \_\_\_\_\_



VILLAGE OF SCHAUMBURG

**RENAISSANCE SCHAUMBURG CONVENTION  
CENTER HOTEL  
EVENT PLANNING GUIDE  
FIRE SAFETY GUIDELINES AND OTHER REGULATIONS**  
1551 Thoreau Drive, Schaumburg, IL 60173  
Phone 847.303.4100 Fax 847.303.4323

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 140-165 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