



# Exhibitor Service Manual

## **CABDA West 2023**

Ontario Convention Center | January 10-11, 2023  
2000 E. Convention Center Way  
Ontario, CA 91764

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# General Information



## Service Contractor Contact Information

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

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

### Booth Equipment

	Specifications	Color(s)
Booth Size	10' x 10'	
Backwall Drape	8' High Back Wall	Black
Sidewall Drape	3' High Side Wall	Black
ID Sign	1- Line ID Sign	

### Aisle & Booth Carpet

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



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

## Service Order Discount Deadline Date

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

**Tuesday, December 27, 2022 by 4:00 CST**

### Exhibitor Move-In

Day	Date	Time
Monday	January 9, 2023	8:00AM - 5:00PM

### Exhibit & Show Hours

Day	Date	Time
Tuesday	January 10, 2023	9:00AM - 5:00PM
Wednesday	January 11, 2023	10:00AM - 4:00PM

### Exhibitor Move-Out

Day	Date	Time
Wednesday	January 11, 2023	4:00PM - 10:00PM

### Exhibitor Service Center Hours

Day	Date	Time
Monday	January 9, 2023	8:00AM - 5:00PM
Tuesday	January 10, 2023	8:00AM - 5:00PM
Wednesday	January 11, 2023	12:00PM - 10:00PM

NOTE(S): Our Exhibitor Service Team will be on-site to assist you in coordinating any last minute services, ordering additional products, and to answer any questions you may have.



## Advance Shipments to Warehouse

CABDA West 2023  
 YOUR COMPANY NAME  
 YOUR BOOTH NUMBER \_\_\_\_\_  
 ABF Freight SC 165  
 c/o SourceOne Events  
 10744 Almond Ave  
 Fontana, CA 92337

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

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

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

## Begin Advance Shipments

Day	Date	Time
Wednesday	December 7, 2022	8:00AM - 4:00PM

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

## Advance MH Discount Deadline

Day	Date	Time
Friday	December 30, 2022	By 3:00PM

**NOTE(S):** Shipments arriving after the published timeline will incur a 30% surcharge (which is assessed to the advance material handling rates). Shipments received after Thursday, January 5, 2023 will not be accepted.

## Direct Shipping Address

Day	Date	Time
Monday	January 9, 2023	8:00AM - 4:00PM ONLY

CABDA West 2023  
 YOUR COMPANY NAME  
 YOUR BOOTH NUMBER \_\_\_\_\_  
 Ontario Convention Center  
 c/o SourceOne Events  
 2000 E. Convention Center Way  
 Ontario, CA 91764

**Shipments will only be accepted during the Move-In hours listed above.**

## Empty Container Return

Day	Date	Time
Wednesday	January 11, 2023	4:00PM Start

**NOTE(S):** If you want to be the first to receive your empties please order your Priority Empty Labels in advance found on [page 92](#).

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

Day	Date	Time
Wednesday	January 11, 2023	By 8:00PM

**NOTE(S):** All carriers must check in 2 hours before the facility clear time. If the driver fails to check-in, all materials will be rerouted via SOE carrier choice.

## Facility Clear

Day	Date	Time
Wednesday	January 11, 2023	By 10:00PM

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

## Important Information

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

## Disposal of Booth Properties

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

# IMPORTANT PLEASE READ

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

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

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

ABF Freight SC 165  
c/o SourceOne Events, Inc.  
10744 Almond Ave  
Fontana, CA 92337

### Questions? Just Ask!

Call Jessica Vacha at 708.344.4111 or email [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com)  
Contact us online at [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)

## DO NOT SHIP ADVANCE FREIGHT TO Ontario Convention Center

### Material Handling Information

- There will be a charge for material handling based on CWT (per 100 lbs.) which is applicable if freight is handled by SourceOne Events.
- Each shipment incurs a 200 lb. minimum charge. This applies when SourceOne has labor move freight from Show Site dock to the exhibitor's booth, providing empty stickers, storing empties, returning empties at the close of the show, and loading onto the exhibitor appointed show carrier. (See Material Handling Form for Charges).
- Please be sure to see our Exhibitor Service Center located on the show floor to assist you with your outbound material handling preparation.
- Make sure you identify your company name and booth number when making arrangements with an outside carrier for shipping your exhibit at close of the show.
- Any shipments received outside of the outlined shipping instructions are subject to a 10% increase to the advance material handling rates.

### Jurisdiction Information

Should any freight be received by Ontario Convention Center, it will be consigned to SourceOne Events, Inc. and subject to the prevailing drayage rate plus any additional handling fees.

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

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

### Benefits of Shipping to Advance Warehouse

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

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



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



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



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



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



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

## Show Details

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

### Sign In

I have previously registered and my password is:

Email

Password

Sign In

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



## Exhibitor Service Center

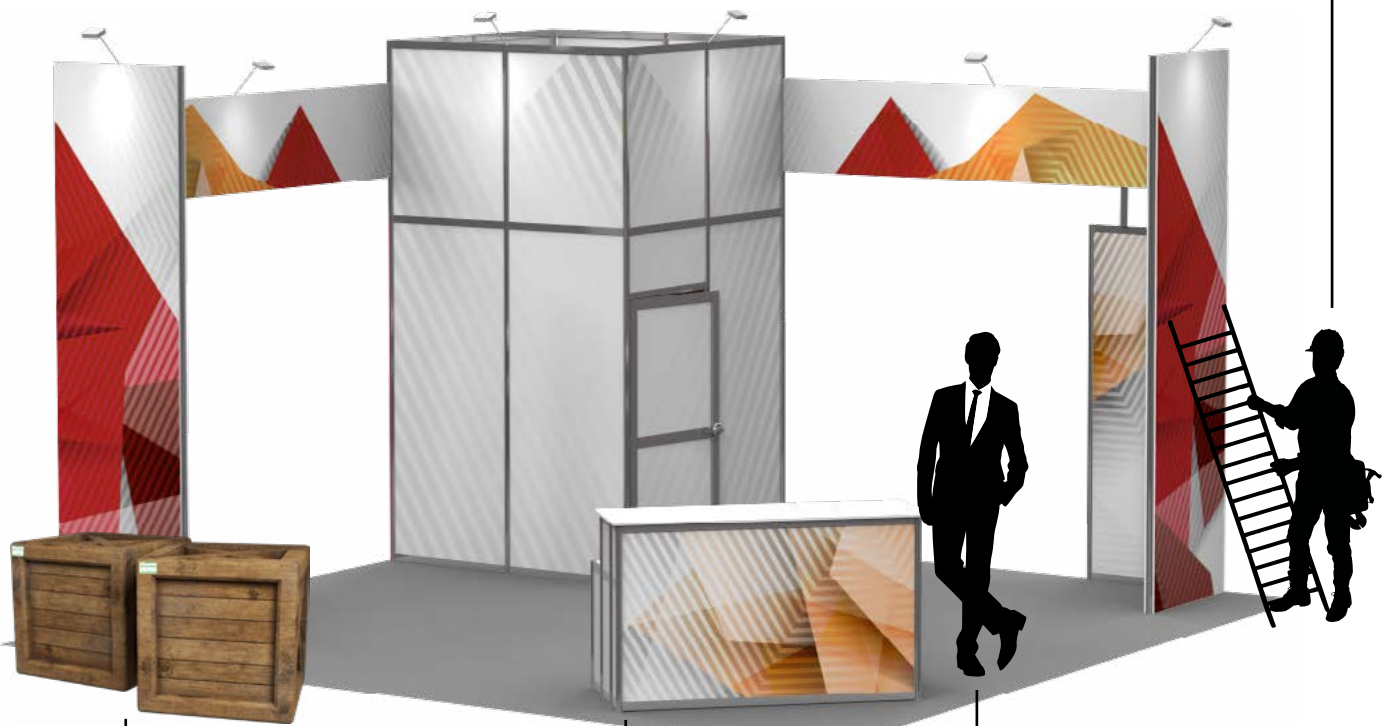
SourceOne Exhibitor Service Representatives are available to answer any questions and to provide any additional services you may need.

## Empty Stickers

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

## Booth Labor

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



## Freight Delivery

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

## Freight Emptying & Removal

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

## Furniture & Carpet

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

## Show Attire

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

## Material Handling Agreement

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



The form is titled "MATERIAL HANDLING AGREEMENT" and includes sections for Exhibitor Information, Material Handling Agreement, and Freight Information. It contains various checkboxes and fields for detailing the shipping process and responsibilities.



## Outbound Booth Packing

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



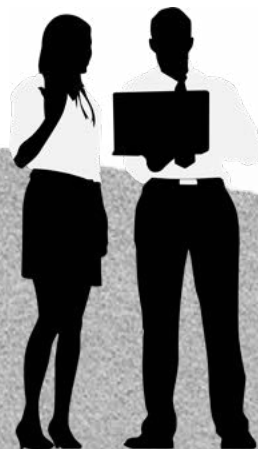
## Outbound Labels

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



## Empty Freight Return

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



## Carrier Check-In & Freight Removal

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



## Booth Labor

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



# Required Forms





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

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

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

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

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

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

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

## Payment Policy

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

### Payment for Services

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

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

### Method of Payment

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

### Third Party Billing

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

### Cancellation of Order

- Orders cancelled by the Exhibitor prior to SourceOne Events Inc. move-in, or cancelled because of reasons beyond the exhibitor's control, please reference [Exhibitor Terms & Conditions on page 106](#), located in the green section of the kit. Reference item number 4 under Payment Terms.
- Orders Cancelled after installation are subject to a cancellation fee of 100% of the total order.

## Method of Payment

- Requires credit card with initial order

Credit Card on File:



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

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

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

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

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

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

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

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

### Order Payment Method:

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

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

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

## Questions? Just Ask!

Call Jessica Vacha at 708.344.4111 or email [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com)  
Contact us online at [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)

## Calculation of Orders

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

Booth Furnishings & Accessories	\$
Rental Exhibits & Graphics	\$
Labor	\$
Logistics & Material Handling	\$
Electrical	N/A
Facility Forms - Send order to facility	N/A

Total Due to SourceOne Events Inc.

\$

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

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

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

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

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

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

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

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

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

## Payment Policy

### Payment for Services

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

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

### Method of Payment

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

### Third Party Billing

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

### Cancellation of Order

- For orders cancelled by the Exhibitor prior to SourceOne Events Inc. move-in, or cancelled because of reasons beyond the exhibitor's control, please reference [Exhibitor Terms & Conditions on page 106](#), located in the green section of the kit. Reference item number 4 under Payment Terms.
- Orders Cancelled after installation are subject to a cancellation fee of 100% of the total order.

## Method of Payment

- Requires credit card with initial order

Credit Card on File:



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

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

Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ CVV2: \_\_\_\_\_

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

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

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

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

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

### Order Payment Method:

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

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

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

## Questions? Just Ask!

Call Jessica Vacha at 708.344.4111 or email [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com)  
Contact us online at [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)

# Booth Furnishings



## Skirt Color Options:

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



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

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



4' x 2' x 30" | ST



6' x 2' x 30" | ST



8' x 2' x 30" | ST



4' x 2' x 42" | ST



6' x 2' x 42" | ST



8' x 2' x 42" | ST

## Skirted Tables

	Code	Qty	Online	Discount	Standard	Total
4' W x 2' D x 30" H – Skirted Table	430ST	X	\$119.40	\$125.69	\$150.82	\$
6' W x 2' D x 30" H – Skirted Table	630ST	X	\$153.94	\$162.04	\$194.45	\$
8' W x 2' D x 30" H – Skirted Table	830ST	X	\$192.78	\$202.93	\$243.51	\$
4' W x 2' D x 42" H – Skirted Table	442ST	X	\$155.47	\$163.65	\$196.38	\$
6' W x 2' D x 42" H – Skirted Table	642ST	X	\$187.81	\$197.69	\$237.23	\$
8' W x 2' D x 42" H – Skirted Table	842ST	X	\$227.61	\$239.59	\$287.50	\$
4th side skirted – 30" H – Skirted Table		X	\$64.68	\$68.08	\$81.70	\$
4th side skirted – 42" H – Skirted Table		X	\$93.28	\$98.19	\$117.83	\$



4' x 1' x 10" | STR



6' x 1' x 10" | STR

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

## Skirted Table Risers

	Code	Qty	Online	Discount	Standard	Total
10" x 4' x 1' – Skirted Table Riser	4STR	X	\$107.46	\$113.12	\$135.74	\$
10" x 6' x 1' – Skirted Table Riser	6STR	X	\$143.28	\$150.82	\$180.99	\$
4th side skirted – 10" H – Skirted Table		X	\$45.28	\$47.66	\$57.19	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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

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

**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** jessica@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111



4' x 2' x 30" | UT



6' x 2' x 30" | UT



8' x 2' x 30" | UT



4' x 2' x 42" | UT



6' x 2' x 42" | UT



8' x 2' x 42" | UT

## Unskirted Tables

	Code	Qty	Online	Discount	Standard	Total
4' W x 2' D x 30" H – Unskirted Table	430UT	X	\$80.84	\$85.10	\$102.12	\$
6' W x 2' D x 30" H – Unskirted Table	630UT	X	\$94.26	\$99.23	\$119.07	\$
8' W x 2' D x 30" H – Unskirted Table	830UT	X	\$108.21	\$113.90	\$136.68	\$
4' W x 2' D x 42" H – Unskirted Table	442UT	X	\$94.53	\$99.50	\$119.40	\$
6' W x 2' D x 42" H – Unskirted Table	642UT	X	\$108.21	\$113.90	\$136.68	\$
8' W x 2' D x 42" H – Unskirted Table	842UT	X	\$121.89	\$128.30	\$153.96	\$
Vinyl White Top – 4' W – Skirted Table		X	\$9.95	\$10.47	\$12.57	\$
Vinyl White Top – 6' W – Skirted Table		X	\$18.66	\$19.64	\$23.57	\$
Vinyl White Top – 8' W – Skirted Table		X	\$29.85	\$31.42	\$37.71	\$



4' x 1' x 10" | UTR



6' x 1' x 10" | UTR

## Unskirted Table Risers

	Code	Qty	Online	Discount	Standard	Total
4' W x 1' D x 10" H – Unskirted Table Riser	410UTR	X	\$59.70	\$62.84	\$75.41	\$
6' W x 1' D x 10" H – Unskirted Table Riser	610UTR	X	\$72.83	\$76.67	\$92.00	\$
Vinyl White Top – 4' W – Skirted Table		X	\$9.95	\$10.47	\$12.57	\$
Vinyl White Top – 6' W – Skirted Table		X	\$18.66	\$19.64	\$23.57	\$

Total Payment  
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111





40" x 30" | URT



40" x 42" | URT



30" x 30" | URT



30" x 42" | URT

## Unskirted Round Tables

	Code	Qty	Online	Discount	Standard	Total
40" W x 30" H – Unskirted Round Table	4030URT	X	\$70.45	\$74.15	\$88.98	\$
40" W x 42" H – Unskirted Round Table	4042URT	X	\$85.97	\$90.49	\$108.59	\$
30" W x 30" H – Unskirted Round Table	3030URT	X	\$57.31	\$60.33	\$72.39	\$
30" W x 42" H – Unskirted Round Table	3042URT	X	\$71.64	\$75.41	\$90.49	\$
Vinyl White Top - 40" Round Table		X	\$19.91	\$20.96	\$25.15	\$
Vinyl White Top - 30" Round Table		X	\$9.96	\$10.48	\$12.57	\$

### Skirt Color Options:

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



### Skirted Table Color:



40" x 30" | SRT



40" x 42" | SRT



30" x 30" | SRT



30" x 42" | SRT

## Skirted Round Tables

	Code	Qty	Online	Discount	Standard	Total
40" W x 30" H – Skirted Round Table	4030SRT	X	\$136.12	\$143.28	\$171.94	\$
40" W x 42" H – Skirted Round Table	4042SRT	X	\$150.44	\$158.36	\$190.04	\$
30" W x 30" H – Skirted Round Table	3030SRT	X	\$121.79	\$128.20	\$153.84	\$
30" W x 42" H – Skirted Round Table	3042SRT	X	\$137.31	\$144.54	\$173.45	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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**PFC** | BLACK



**PSC** | BLACK



**UAC** | GRAY



**DC** | BLACK



**PGBS** | GRAY



**CC** | SILVER



**EAC** | BLACK



**ESC** | BLACK

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

## Standard Seating

	Code	Qty	Online	Discount	Standard	Total
Plastic Folding Side Chair	PFC	X	\$28.73	\$30.24	\$36.29	\$
Padded Side Chair	PSC	X	\$75.41	\$79.38	\$95.26	\$
Upholstered Arm Chair	UAC	X	\$123.29	\$129.78	\$155.74	\$
Director Chair	DC	X	\$116.71	\$122.85	\$147.42	\$
Padded Gray Bar Stool with Back	PGBS	X	\$138.85	\$146.16	\$175.39	\$
Chrome Chair	CC	X	\$100.55	\$105.84	\$127.01	\$
Ergo Arm Chair	EAC	X	\$138.85	\$146.16	\$175.39	\$
Ergo Armless Side Chair	ESC	X	\$107.73	\$113.40	\$136.08	\$

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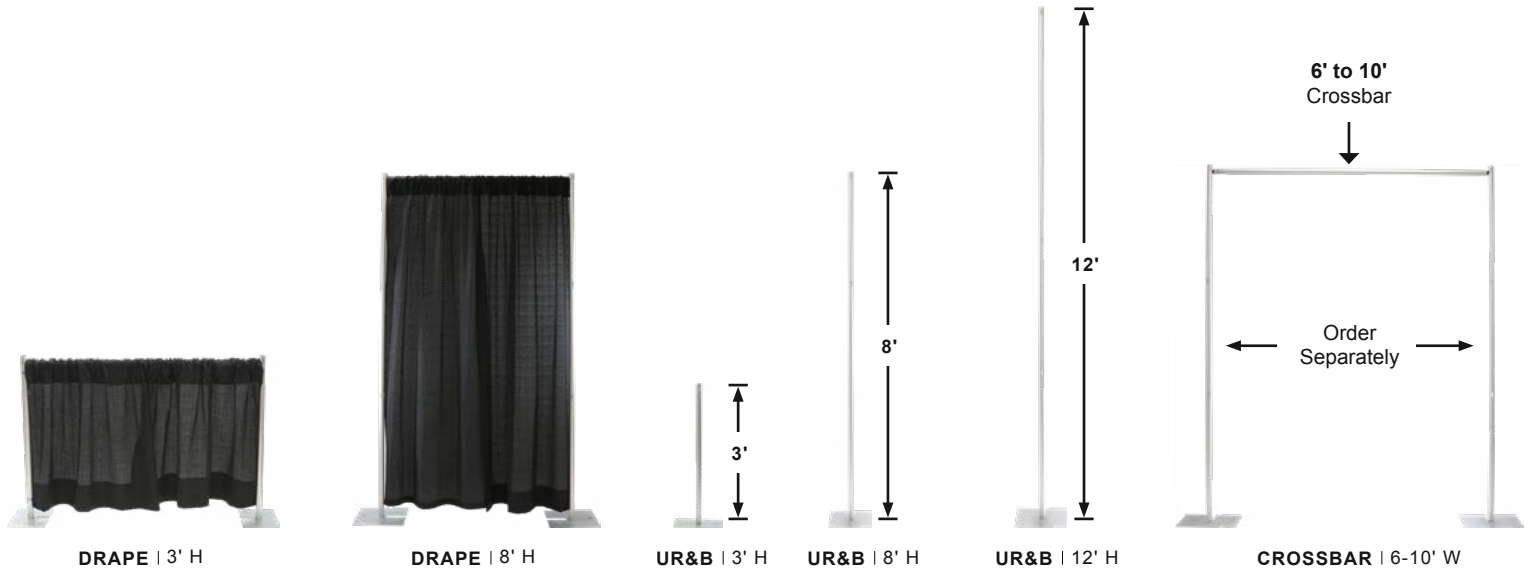
**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** jessica@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111



## Drape Color Options:



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



## Drape Equipment

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

	Code	Qty	Online	Discount	Standard	Total
Drape – 3' H Per 10ft	DRAPE-3FT	X	\$104.50	\$110.00	\$132.00	\$
Drape – 8' H Per 10ft	DRAPE-8FT	X	\$142.50	\$150.00	\$180.00	\$
Upright and Base – 3' H	3UB	X	\$22.94	\$24.15	\$28.98	\$
Upright and Base – 8' H	8UB	X	\$28.41	\$29.90	\$35.88	\$
Upright and Base – 12' H	12UB	X	\$56.81	\$59.80	\$71.76	\$
Crossbar – 6' to 10' W	610C	X	\$22.94	\$24.15	\$28.98	\$

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Show Name: CABDA West 2023 | Show Date: January 10-11, 2023 | Location: Ontario Convention Center  
Discount Deadline Date: December 27, 2022



**SIGN HOLDER** | 22" x 28"



**FLOOR EASEL** | SILVER



**FLIPCHART WHITEBOARD** | 2' x 3'



**BELT STANCHION** | BLACK



**ROPE STANCHION** | CHROME



**RED VELOUR ROPE** | 6'



**BAG HOLDER** | CHROME



**COAT TREE** | CHROME



**LITERATURE RACK** | COLLAPSIBLE



**GARMENT RACK** | 25 COATS



**WASTEBASKET** | BLACK



**RAFFLE DRUM** | 15" x 19.5"



**FISH BOWL** | CLEAR



**REFRIGERATOR** | STEEL



**LOCKING KIOSK** | 36" x 30"



**LOCKING CABINET** | 33.5" x 37"

## Accessories

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

	Code	Qty	Online	Discount	Standard	Total
Chrome Sign Holder (22" x 28")	SH	X	\$78.85	\$83.00	\$99.60	\$
Aluminum Floor Easel	ESL	X	\$37.05	\$39.00	\$46.80	\$
Flipchart / Whiteboard	WBE	X	\$93.86	\$98.80	\$118.56	\$
Retractable Belt Stanchion	STN-T	X	\$117.33	\$123.50	\$148.20	\$
Chrome Stanchion	STN-R	X	\$55.58	\$58.50	\$70.20	\$
6' Red Velour Rope	RVR	X	\$45.70	\$48.10	\$57.72	\$
Chrome Bag Holder	BH	X	\$83.98	\$88.40	\$106.08	\$
Coat Tree	CT	X	\$67.93	\$71.50	\$85.80	\$
Collapsible Literature Rack	CLR	X	\$113.91	\$119.90	\$143.88	\$
Garment Rack (Holds 25 Coats)	GR	X	\$130.91	\$137.80	\$165.36	\$
Disposable Wastebasket	WB	X	\$21.66	\$22.80	\$27.36	\$
Raffle Drum (19.5" L x 15" W)	RD	X	\$65.84	\$69.30	\$83.16	\$
Fishbowl	FB	X	\$39.90	\$42.00	\$50.40	\$
Refrigerator	RF	X	\$198.36	\$208.80	\$250.56	\$
Locking Kiosk (36" W x 18" D x 30" H)	LC-S	X	\$365.75	\$385.00	\$462.00	\$
Locking Cabinet (33.5" W x 17.5" D x 37" H)	LC-L	X	\$391.88	\$412.50	\$495.00	\$

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QR TENT CARD | QRTC



TABLE SANITIZER DISPENSER | TTSD



TABLE SNEEZE SHIELD | TTSS



ROLLABLE SNEEZE SHIELD | RSS



CLEAR BANNER STAND | CBS



TEMP SANITIZER STAND | TSS



TABLE SNEEZE SHIELD | STSS



10x10 CLEAR WALLS | 10x10CW

## PPE Products

	Code	Qty	Online	Discount	Standard	Total
QR Code Tent Card	QRTC	X	\$24.94	\$26.25	\$31.50	\$
TableTop Sanitizing Dispenser	TTSD	X	\$124.69	\$131.25	\$157.50	\$
TableTop Sneeze Shield	TTSS	X	\$74.81	\$78.75	\$94.50	\$
Rollable Sneeze Shield	RSS	X	\$374.06	\$393.75	\$472.50	\$
Clear Banner Shield	CBS	X	\$194.51	\$204.75	\$245.70	\$
Temperature Sanitizing Stand	TSS	X	\$274.31	\$288.75	\$346.50	\$
Standard Table Sneeze Shield	STSS	X	\$324.19	\$341.25	\$409.50	\$
10x10 Clear Walls	10x10CW	X	\$1,870.31	\$1,968.75	\$2,362.50	\$

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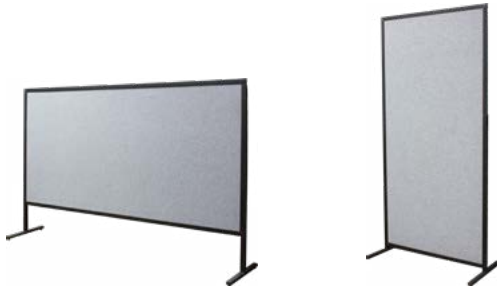
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POSTER BOARD | HORIZONTAL

POSTER BOARD | VERTICAL



PUSH PINS | CLEAR



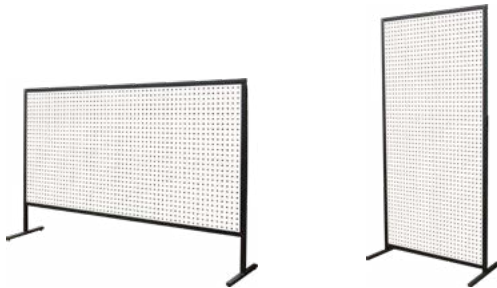
LED | LIGHT

HALOGEN | LIGHT

For additional color and sizing options, please visit our online store or contact SourceOne Exhibitor Services.

## Poster Board & Accessories

	Code	Qty	Online	Discount	Standard	Total
Poster Board – 4' x 8' Gray Panels	POST-H / POST-V	X	\$150.10	\$158.00	\$189.60	\$
Both sides of these panels are covered in gray fabric. You can only use push pins to adhere items to the board.						
Please choose desired style of Poster Board:						
			Style H — Horizontal		Style V — Vertical	
Box of Push Pins (quantity 100)	PIN-CL	X	\$8.55	\$9.00	\$10.80	\$
Halogen Light	HAL-LT	X	\$61.75	\$65.00	\$78.00	\$
LED Light	LED-LT	X	\$90.25	\$95.00	\$114.00	\$



PEG BOARD | HORIZONTAL

PEG BOARD | VERTICAL



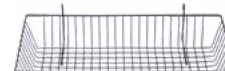
HALOGEN | LIGHT



LED | LIGHT



PB SHELF | WHITE



PB BASKET | BLACK



PB SHELF BRACKET | CHROME



PB HOOK - 8" | CHROME



PB WATERFALL HOOK | CHROME

## Peg Board & Accessories

	Code	Qty	Online	Discount	Standard	Total
Peg Board – 4' x 8' White Panel Board	PEG-H / PEG-V	X	\$150.10	\$158.00	\$189.60	\$
These boards are one sided. You can either use hooks, shelving, waterfalls or baskets to showcase your items.						
Please choose desired style of Pegboard:						
			Style H — Horizontal		Style V — Vertical	
Peg Board Shelf – 36" L x 8" D – White	PBS	X	\$15.20	\$16.00	\$19.20	\$
Peg Board Basket – 24" W x 12" D x 4" H – Black	PBB	X	\$20.95	\$22.05	\$26.46	\$
Peg Board Shelf Bracket – 8" – Chrome	PBSB	X	\$14.96	\$15.75	\$18.90	\$
Peg Board Hook – 8" – Chrome (Box of 25)	PBH	X	\$27.93	\$29.40	\$35.28	\$
Peg Board 6-Ball Waterfall Hook – 12" – Chrome	PBWH	X	\$16.96	\$17.85	\$21.42	\$
Halogen Light	HAL-LT	X	\$61.75	\$65.00	\$78.00	\$
LED Light	LED-LT	X	\$90.25	\$95.00	\$114.00	\$

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**SLAT WALL** | 38" W x 96" H  
Accessories rented separately



**HALOGEN** | LIGHT



**LED** | LIGHT

For additional color and sizing options, please visit our online store or contact SourceOne Exhibitor Services.



**SW BASKET** | WHITE



**SW SHELF BRACKET** | CHROME



**SW WATERFALL HOOK** | CHROME



**SW SHELF** | WHITE



**SW HOOK** | 4"



**SW HOOK** | 6"

## Slat Wall & Accessories

	Code	Qty	Online	Discount	Standard	Total
Slat Wall – includes white back panel 38" W x 8' H	SW	X	\$375.25	\$395.00	\$474.00	\$
Slat Wall Basket – 12" W x 8" D x 12" H – White	SWB	X	\$16.15	\$17.00	\$20.40	\$
Slat Wall Shelf Bracket – 12" – Chrome	SWSB	X	\$23.75	\$25.00	\$30.00	\$
Slat Wall 6-Ball Waterfall Hook – 12" – Chrome	SWWF	X	\$26.60	\$28.00	\$33.60	\$
Slat Wall Shelf – 36" W x 12" D – White	SWS	X	\$28.50	\$30.00	\$36.00	\$
Slat Wall Hook – 4" – Chrome (Box of 25)	SW4H	X	\$26.60	\$28.00	\$33.60	\$
Slat Wall Hook – 6" – Chrome (Box of 25)	SW6H	X	\$28.50	\$30.00	\$36.00	\$
Halogen Light	HAL-LT	X	\$61.75	\$65.00	\$78.00	\$
LED Light	LED-LT	X	\$90.25	\$95.00	\$114.00	\$

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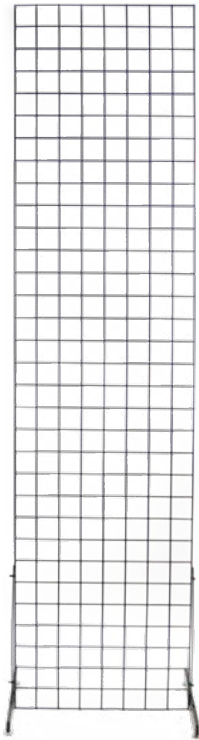
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GRID WALL | 24" W



GW HOOK | 4"



GW HOOK | 6"



GW LEGS | BLACK



GW WATERFALL HOOK | BLACK



GW SHELF BRACKET | BLACK



GW SHELF | BLACK



GW WIRE SHELF | BLACK



GW BASKET | BLACK

For additional color and sizing options, please visit our online store or contact SourceOne Exhibitor Services.

## Grid Wall & Accessories

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

	Code	Qty	Online	Discount	Standard	Total
Grid Wall – 2' x 8' Black Panel Grid	GRID-28	X	\$61.75	\$65.00	\$78.00	\$
Grid Wall Hook – 4" – Black	GW4H	X	\$2.38	\$2.50	\$3.00	\$
Grid Wall Hook – 6" – Black	GW6H	X	\$2.85	\$3.00	\$3.60	\$
Grid Wall Legs – Black	GWL	X	\$16.15	\$17.00	\$20.40	\$
Grid Wall Waterfall Hook – Black	GWWF	X	\$16.15	\$17.00	\$20.40	\$
Grid Wall Shelf Bracket – 12" – Black	GWSB	X	\$10.45	\$11.00	\$13.20	\$
Grid Wall Shelf – Black 24" W x 12" D	GWS	X	\$16.15	\$17.00	\$20.40	\$
Grid Wall Wire Shelf – 24" W x 12" D – Black	GWWS	X	\$23.75	\$25.00	\$30.00	\$
Grid Wall Basket – 12" W x 8" D x 12" H – Black	GWB	X	\$28.50	\$30.00	\$36.00	\$

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VOGA S | BLACK



VOGA L | BLACK



VOGA C | BLACK



LANDS S | BLACK



LAND-S-WH  
| WHITE



LANDS L | BLACK



LAND-L-WH  
| WHITE



LANDS C | BLACK



LAND-C-WH  
| WHITE



ZUO S | BLACK



ZUO C | BLACK

S = Sofa L = Loveseat C = Chair

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

## Lounge Series

	Code	Color	Qty	Online	Discount	Standard	Total
Voga Leather Sofa	VOGA-S	Black	X	\$736.25	\$775.00	\$930.00	\$
Voga Leather Loveseat	VOGA-L	Black	X	\$688.75	\$725.00	\$870.00	\$
Voga Leather Chair	VOGA-C	Black	X	\$546.25	\$575.00	\$690.00	\$
Lands Tufted Sofa	LAND-S		X	\$783.75	\$825.00	\$990.00	\$
Lands Tufted Loveseat	LAND-L		X	\$736.25	\$775.00	\$930.00	\$
Lands Tufted Chair	LAND-C		X	\$498.75	\$525.00	\$630.00	\$
Zuo Leather Sofa	ZUO-S	Black	X	\$712.50	\$750.00	\$900.00	\$
Zuo Leather Chair	ZUO-C	Black	X	\$546.25	\$575.00	\$690.00	\$

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LE CORBUSIER S | WHITE



LE CORBUSIER L | WHITE



LE CORBUSIER C | WHITE



LEEANNE S | WHITE



LEEANNE L | WHITE



LEEANNE C | WHITE



EKKO S | WHITE



EKKO C | WHITE



#### Available Features



S = Sofa L = Loveseat C = Chair

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

(electrical not included)

## Lounge Series

	Code	Color	Qty	Online	Discount	Standard	Total
Le Corbusier Sofa	CORB-S		X	\$617.50	\$650.00	\$780.00	\$
Le Corbusier Loveseat	CORB-L		X	\$570.00	\$600.00	\$720.00	\$
Le Corbusier Chair	CORB-C		X	\$451.25	\$475.00	\$570.00	\$
Leeanne Sofa	LEE-S	White	X	\$1,092.50	\$1,150.00	\$1,380.00	\$
Leeanne Loveseat	LEE-L	White	X	\$926.25	\$975.00	\$1,170.00	\$
Leeanne Chair	LEE-C	White	X	\$617.50	\$650.00	\$780.00	\$
Ekko Tufted Sofa	EKKO-S		X	\$688.75	\$725.00	\$870.00	\$
Ekko Tufted Chair	EKKO-C		X	\$546.25	\$575.00	\$690.00	\$

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HEMINGWAY L | CHARCOAL



HEMINGWAY C | CHARCOAL



LINTEL L | BLACK



LINTEL C | BLACK



PROCTOR S | BLACK



PROCTOR L | BLACK



#### Available Features



(electrical not included)

S = Sofa L = Loveseat C = Chair

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## Lounge Series

	Code	Color	Qty	Online	Discount	Standard	Total
Hemingway Loveseat	HEM-L	Charcoal	X	\$403.75	\$425.00	\$510.00	\$
Hemingway Chair	HEM-C	Charcoal	X	\$332.50	\$350.00	\$420.00	\$
Lintel Loveseat	LINTEL-L	Black	X	\$736.25	\$775.00	\$930.00	\$
Lintel Chair	LINTEL-C	Black	X	\$451.25	\$475.00	\$570.00	\$
Proctor Sofa	PROCT-S	Black	X	\$902.50	\$950.00	\$1,140.00	\$
Proctor Loveseat	PROCT-L	Black	X	\$783.75	\$825.00	\$990.00	\$

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CLUB C | WHITE



COHEN C | WHITE



TROSCLAIR C | WHITE



SADDLEBROOK C | WHITE



DESANTIAGO C | BLACK



ATLAS C | BLACK

## Lounge Chairs

	Code	Color	Qty	Online	Discount	Standard	Total
Club Lounge Chair	CLUB-C		X	\$332.50	\$350.00	\$420.00	\$
Cohen Lounge Chair	COHEN-C		X	\$546.25	\$575.00	\$690.00	\$
Trosclair Lounge Chair	TROS-C		X	\$850.25	\$895.00	\$1,074.00	\$
Saddlebrook Lounge Chair	SADL-C		X	\$261.25	\$275.00	\$330.00	\$
Desantiago Lounge Chair	TIAGO-C	Black	X	\$427.50	\$450.00	\$540.00	\$
Atlas Lounge Chair	ATLAS-C	Black	X	\$332.50	\$350.00	\$420.00	\$

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LE CORBUSIER ○ | WHITE



EKKO ○ | WHITE



JOJO ○ | WHITE



CARROLL ○ | WHITE



ACORD ○ | WHITE



## Ottomans

	Code	Color	Qty	Online	Discount	Standard	Total
Le Corbusier Ottoman	CORB-O		X	\$175.75	\$185.00	\$222.00	\$
Ekko Leather Ottoman	EKKO-O		X	\$175.75	\$185.00	\$222.00	\$
Jojo Tufted Cube Ottoman	JOJO-O		X	\$142.50	\$150.00	\$180.00	\$
Carroll Storage Ottoman	CARR-O		X	\$142.50	\$150.00	\$180.00	\$
Acord Leather Ottoman	ACORD-O		X	\$166.25	\$175.00	\$210.00	\$

Total Payment  
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

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LOFT CT | WOOD



LOFT ET | WOOD



COSMOPOLITAN CT | WOOD



COSMOPOLITAN ET | WOOD



QUINN CT | BLACK



QUINN ET | BLACK



MODERN CT | CLEAR



CHLOE CT | BLACK/CHROME



CHLOE ET | BLACK/CHROME



ORIN CT | BLACK/CHROME

ET = End Table

CT = Coffee Table

## Coffee & End Tables

	Code	Color	Qty	Online	Discount	Standard	Total
Loft Coffee Table	LOFT-CT	Wood	X	\$232.75	\$245.00	\$294.00	\$
Loft End Table	LOFT-ET	Wood	X	\$194.75	\$205.00	\$246.00	\$
Cosmopolitan Coffee Table	COSMO-CT	Wood	X	\$213.75	\$225.00	\$270.00	\$
Cosmopolitan End Table	COSMO-ET	Wood	X	\$166.25	\$175.00	\$210.00	\$
Quinn Coffee Table	QUINN-CT	Black	X	\$185.25	\$195.00	\$234.00	\$
Quinn End Table	QUINN-ET	Black	X	\$147.25	\$155.00	\$186.00	\$
Modern Coffee Table	MOD-CT	Clear	X	\$237.50	\$250.00	\$300.00	\$
Chloe Coffee Table	CHLOE-CT	Chrome, Black Glass	X	\$213.75	\$225.00	\$270.00	\$
Chloe End Table	CHLOE-ET	Chrome, Black Glass	X	\$166.25	\$175.00	\$210.00	\$
Orin Coffee Table	ORIN-CT	Black	X	\$204.25	\$215.00	\$258.00	\$

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PARSONS CT | WHITE



PARSONS ET | WHITE



GALIO CT | WHITE



NAMI ET | FROSTED



5S ET | CLEAR



RYZE ET | CLEAR



ZENN ET | CLEAR



ZOE ET | CLEAR



IRIS ET | CLEAR

## Coffee & End Tables

	Code	Color	Qty	Online	Discount	Standard	Total
Parsons Coffee Table	PARS-CT		X	\$156.75	\$165.00	\$198.00	\$
Parsons End Table	PARS-ET		X	\$118.75	\$125.00	\$150.00	\$
Galio Coffee Table	GALIO-CT		X	\$242.25	\$255.00	\$306.00	\$
Nami End Table	NAMI-ET		X	\$166.25	\$175.00	\$210.00	\$
5S End Table	5S-ET	Clear	X	\$185.25	\$195.00	\$234.00	\$
Ryze End Table	RYZE-ET	Clear	X	\$166.25	\$175.00	\$210.00	\$
Zenn End Table	ZENN-ET	Clear	X	\$166.25	\$175.00	\$210.00	\$
Zoe End Table	ZOE-ET	Clear	X	\$185.25	\$195.00	\$234.00	\$
Iris End Table	IRIS-ET	Clear	X	\$175.75	\$185.00	\$222.00	\$

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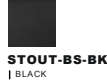
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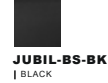
Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111



**STOUT** | WHITE



**JUBILEE** | WHITE



**LAGER** | WHITE



**NOVA** | WHITE



**ALE** | WHITE



**POSH** | WHITE



## Bar Stools

	Code	Color	Qty	Online	Discount	Standard	Total
Stout Bar Stool	STOUT-BS		X	\$213.75	\$225.00	\$270.00	\$
Jubilee Bar Stool	JUBIL-BS		X	\$185.25	\$195.00	\$234.00	\$
Lager Bar Stool	LAGER-BS		X	\$185.25	\$195.00	\$234.00	\$
Nova Bar Stool	NOVA-BS		X	\$185.25	\$195.00	\$234.00	\$
Ale Bar Stool	ALE-BS		X	\$166.25	\$175.00	\$210.00	\$
Posh Bar Stool	POSH-BS		X	\$185.25	\$195.00	\$234.00	\$

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**HIGHB-BK**  
| BLACK

**HIGH-BACK** | WHITE



**5B-BK**  
| BLACK

**5-BUTTON** | WHITE



**FUJI-BK**  
| BLACK

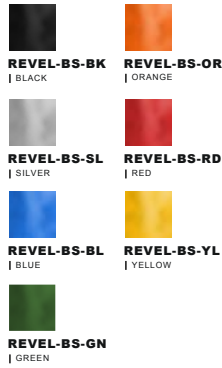
**FUJI** | WHITE



**ARROW** | GRAY



**REVEL** | WHITE



**SPYRA** | MULTI

## Included Feature



= Cycling Colors



= Electrical

## Bar Stools

	Code	Color	Qty	Online	Discount	Standard	Total
High Back Bar Stool	HIGHB-BS		X	\$185.25	\$195.00	\$234.00	\$
5-Button Bar Stool	5B-BS		X	\$185.25	\$195.00	\$234.00	\$
Fuji Bar Stool	FUJI-BS		X	\$166.25	\$175.00	\$210.00	\$
Arrow Bar Stool	ARROW-BS	Gray	X	\$166.25	\$175.00	\$210.00	\$
Revel Bar Stool	REVEL-BS		X	\$156.75	\$165.00	\$198.00	\$
Spyra Bar Stool	SPYRA-BS	Multi	X	\$213.75	\$225.00	\$270.00	\$

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**BRAVA** | WHITE



**BRAVA-BT-BK**  
| BLACK



**VISTA** | WHITE



**VISTA-BT-BK**  
| BLACK



**GELATO** | WHITE



**GELATO-BT-BK**  
| BLACK



**BORO** | CLEAR



**SPYRA** | MULTI



**FUJI SQUARE** | CLEAR



**FUJI-S-BT-WL**  
| WALNUT



**FUJI ROUND** | CLEAR



**FUJI-R-BT-WL**  
| WALNUT



**NOVA** | SILVER



**KONA** | SILVER

## Included Feature



= Cycling Colors



= Electrical

## Bar Tables

	Code	Color	Qty	Online	Discount	Standard	Total
Brava Bar Table	BRAVA-BT		X	\$194.75	\$205.00	\$246.00	\$
Vista Bar Table	VISTA-BT		X	\$194.75	\$205.00	\$246.00	\$
Gelato Bar Table	GELATO-BT		X	\$232.75	\$245.00	\$294.00	\$
Boro Bar Table	BORO-BT	Clear	X	\$261.25	\$275.00	\$330.00	\$
Spyra Bar Table	SPYRA-BT		X	\$313.50	\$330.00	\$396.00	\$
Fuji Square Bar Table	FUJI-S-BT		X	\$237.50	\$250.00	\$300.00	\$
Fuji Round Bar Table	FUJI-R-BT		X	\$237.50	\$250.00	\$300.00	\$
Nova Bar Table	NOVA-BT	Silver	X	\$194.75	\$205.00	\$246.00	\$
Kona Bar Table	KONA-BT	Silver	X	\$194.75	\$205.00	\$246.00	\$

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VISTA | WHITE



NOVA | SILVER



KONA | SILVER



BRAVA | WHITE



GELATO CT | WHITE



## Cafe Tables

	Code	Color	Qty	Online	Discount	Standard	Total
Vista Cafe Table	VISTA-CT		X	\$175.75	\$185.00	\$222.00	\$
Nova Cafe Table	NOVA-CT	Silver	X	\$175.75	\$185.00	\$222.00	\$
Kona Cafe Table	KONA-CT	Silver	X	\$175.75	\$185.00	\$222.00	\$
Brava Cafe Table	BRAVA-CT		X	\$175.75	\$185.00	\$222.00	\$
Gelato Cafe Table	GELATO-CT		X	\$223.25	\$235.00	\$282.00	\$

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**NIRVANA** | BLACK



**NEXUS** | BLACK



**STENO** | BLACK



**HALO** | BLACK



**SWAIN** | BLACK



**ALLURA** | WHITE



**ALLURA+** | WHITE



**MIRAGE** | BLACK



**CAVIAR** | WHITE



## Office Chairs

	Code	Color	Qty	Online	Discount	Standard	Total
Nirvana Office Chair	NIRV-OC	Black	X	\$237.50	\$250.00	\$300.00	\$
Nexus Office Chair	NEXUS-OC	Black	X	\$185.25	\$195.00	\$234.00	\$
Steno Office Chair	STENO-OC	Black	X	\$166.25	\$175.00	\$210.00	\$
Halo Office Drafting Chair	HALO-OC	Black	X	\$261.25	\$275.00	\$330.00	\$
Swain Office Chair	SWAIN-OC	Black	X	\$185.25	\$195.00	\$234.00	\$
Allura Office Chair	LURA-OC		X	\$166.25	\$175.00	\$210.00	\$
Allura Office Arm Chair	LURA-OAC		X	\$232.75	\$245.00	\$294.00	\$
Mirage Office Chair	MIRAGE-OC		X	\$213.75	\$225.00	\$270.00	\$
Caviar Office Chair	CAVI-OC		X	\$166.25	\$175.00	\$210.00	\$

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



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



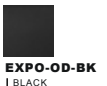
**PIA | WHITE**  
48"W x 24"D x 29"H



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



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



## Office Desks

	Code	Color	Qty	Online	Discount	Standard	Total
Loft Office Desk	LOFT-OD	Wood	X	\$427.50	\$450.00	\$540.00	\$
Mandarin Office Desk	MAND-OD	Clear	X	\$427.50	\$450.00	\$540.00	\$
Pia Office Desk	PIA-OD		X	\$332.50	\$350.00	\$420.00	\$
Luster Office Desk	LUST-OD		X	\$356.25	\$375.00	\$450.00	\$
Exponent Office Desk	EXPO-OD		X	\$261.25	\$275.00	\$330.00	\$

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MODEKA | WHITE



FOSTER | WHITE



BRAVADO | WHITE



ARROW | WHITE



FUJI | WHITE



HIGH-BACK FUJI | WHITE



## Conference Chairs

	Code	Color	Qty	Online	Discount	Standard	Total
Modeka Conference Chair	MODE-CC		X	\$261.25	\$275.00	\$330.00	\$
Foster Conference Chair	FOST-CC		X	\$156.75	\$165.00	\$198.00	\$
Bravado Conference Chair	VADO-CC		X	\$156.75	\$165.00	\$198.00	\$
Arrow Conference Chair	ARROW-CC	White	X	\$156.75	\$165.00	\$198.00	\$
Fuji Conference Chair	FUJI-CC		X	\$166.25	\$175.00	\$210.00	\$
High-Back Fuji Conference Chair	FUJIHB-CC		x	\$185.25	\$195.00	\$234.00	\$

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**DILLON DT** | WALNUT  
42" W x 30" H



**BORO CT** | CLEAR  
35"W x 30"H



**COSMO DT** | CLEAR  
39.50"W x 30"H



**FUJI CT** | CLEAR  
47"W x 28"D x 30"H



**FUJI CTR** | CLEAR  
47"W x 28"D x 37"H



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



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

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

## Conference Tables & Sets

	Code	Color	Qty	Online	Discount	Standard	Total
Dillon Dining Table	DILL-DT	Walnut	X	\$427.50	\$450.00	\$540.00	\$
Boro Conference Table	BORO-CT	Clear	X	\$332.50	\$350.00	\$420.00	\$
Cosmo Dining Table	COSMO-DT		X	\$470.25	\$495.00	\$594.00	\$
Fuji Conference Table	FUJI-CT	Clear	X	\$403.75	\$425.00	\$510.00	\$
Fuji Conference Counter Table	FUJI-CTR	Clear	X	\$484.50	\$510.00	\$612.00	\$
Fuji Conference Table Set	FUJI-CTS	White + Clear	X	\$831.25	\$875.00	\$1,050.00	\$
Fuji Conference Counter Table Set	FUJI-CTRS	White + Clear	X	\$997.50	\$1,050.00	\$1,260.00	\$

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



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



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



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



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

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



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



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



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



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



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

## Conference Accessories

Electrical is NOT Included on this page

	Code	Color	Qty	Online	Discount	Standard	Total
Lux Floor Lamp	LUX-FL		X	\$142.50	\$150.00	\$180.00	\$
Lace Floor Lamp	LACE-FL	White	X	\$166.25	\$175.00	\$210.00	\$
Lace Table Lamp	LACE-TL	White	X	\$118.75	\$125.00	\$150.00	\$
Icicle Floor Lamp	ICE-FL	Silver	X	\$185.25	\$195.00	\$234.00	\$
Icicle Table Lamp	ICE-TL	Silver	X	\$137.75	\$145.00	\$174.00	\$
Harper Bookcase – 5-Tier	HARP-BC		X	\$280.25	\$295.00	\$354.00	\$
Kallax Bookcase – 8-Cube	KALL-BC		X	\$185.25	\$195.00	\$234.00	\$
Fica Silk Tree – 6'	FICA-L	Green	X	\$90.25	\$95.00	\$114.00	\$
Fica Silk Tree – 4'	FICA-M	Green	X	\$71.25	\$75.00	\$90.00	\$
Fica Silk Tree – 2-3'	FICA-S	Green	X	\$52.25	\$55.00	\$66.00	\$

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## Important Information when ordering your carpet or padding

- All utility lines must be installed before carpet installation. Utilities should be ordered in advance.
- Return your orders three (3) weeks before show move-in to ensure availability.
- At showsite, color options and grades may not be available and substitutions might be necessary.
- For island, peninsula or in-line booths larger than 10'x40', Custom Cut or Plush Carpet is recommended for color match. Color match is not guaranteed when Standard Carpet is ordered in multiple pieces.
- Standard Booth Carpet price does not include carpet padding or plastic covering.
- If a carpet color is not indicated, SourceOne Events will provide for island, peninsula, or in-line booths larger than 10'x40', show colors or gray carpet.

## Standard Booth Carpet – 14oz.

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

Booth Carpet Size	Quantity	Online	Discount	Standard	Total	
10' x 10' = 100 sq. ft.	X	\$233.42	\$245.70	\$294.84	=	\$
10' x 20' = 200 sq. ft.	X	\$466.83	\$491.40	\$589.68	=	\$
10' x 30' = 300 sq. ft.	X	\$803.99	\$846.30	\$1,015.56	=	\$
10' x 40' = 400 sq. ft.	X	\$1,037.40	\$1,092.00	\$1,310.40	=	\$

## 14oz. Standard Booth Carpet Color Choice



## Custom Cut Booth Carpet & Vinyl Flooring

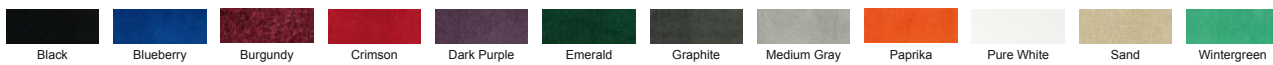
**NOTE:** Carpet is taped on the front edge only. Price includes delivery, material handling, installation and removal (100 sq. ft. minimum).

Description	Length	Width	Total Sq. Ft.	Online	Discount	Standard	Total	
14oz. Custom Cut Carpet	X	=	X	\$2.45	\$2.58	\$3.09	=	\$
26oz. Custom Cut Premium Carpet	X	=	X	\$6.27	\$6.60	\$7.91	=	\$
46oz. Custom Cut Ultra Plush Carpet	X	=	X	\$11.93	\$12.56	\$15.07	=	\$
Vinyl Flooring	X	=	X	\$13.33	\$14.03	\$16.84	=	\$

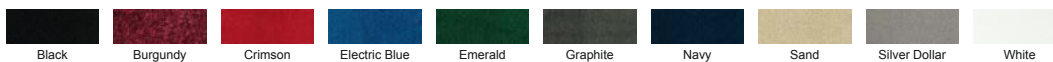
## 14oz. Custom Cut Carpet Color Choice



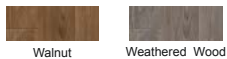
## 26oz. Custom Cut Carpet Color Choice



## 46oz. Custom Cut Carpet Color Choice



## Vinyl Flooring Color Choice



## Padding & Plastic Covering

**NOTE:** 100 sq. ft. minimum

Description	Length	Width	Total Sq. Ft.	Online	Discount	Standard	Total	
Carpet Padding 1/2" Thick	X	=	X	\$1.91	\$2.01	\$2.41	=	\$
Double Carpet Padding 1" Thick	X	=	X	\$3.82	\$4.02	\$4.82	=	\$
Visqueen – Plastic Floor Covering	X	=	X	\$1.30	\$1.37	\$1.64	=	\$

Please Sign

Company Name

Email

Total Payment for Selections

\$

X  
Authorized Signature

Phone Number

Booth Number

Authorized Name - Please Print

Date

**Cancellation Policy:** Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation. 14oz, 26oz, 46oz Custom Cut Carpet and Vinyl Flooring are subject to a 100% cancellation charge.

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

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



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



**SQUARE CHARGING TOWER** | METAL  
26"W x 18"D x 72"H  
Includes graphics as shown. Design specs will be sent to you if ordered.



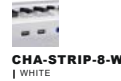
**VIDEO CHARGING LOCKER** | 8 BAY  
Without Stand: 19"W x 8"D x 35.5"H | With Stand: 80" H  
Video Screen: 11"W x 9"H  
Includes graphics as shown. Design specs will be sent to you if ordered.



**CHARGING TABLE** | BLACK  
23.25" Diameter x 43.5" H



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



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

## Charging Stations

(electrical not included)

	Code	Color	Qty	Online	Discount	Standard	Total
Round Charging Tower	CHA-TWR-RD	Metal	X	\$3,415.25	\$3,595.00	\$4,314.00	\$
Square Charging Tower	CHA-TWR-SQ	Metal	X	\$1,800.25	\$1,895.00	\$2,274.00	\$
8-Bay Charging Locker	CHA-LKR-8	Black	X	\$2,845.25	\$2,995.00	\$3,594.00	\$
Charging Table	CHA-LKR-6	Black	X	\$2,180.25	\$2,295.00	\$2,754.00	\$
Charging Strip	CHA-STRIP-8		X	\$470.25	\$495.00	\$594.00	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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






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

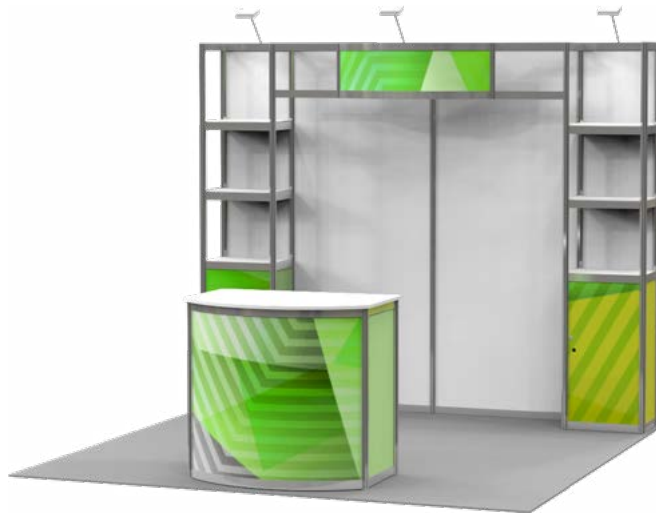
Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

# Rental Exhibits & Graphics



## Available Features

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



## RE100 - Rental Booth



### 1. Review Package

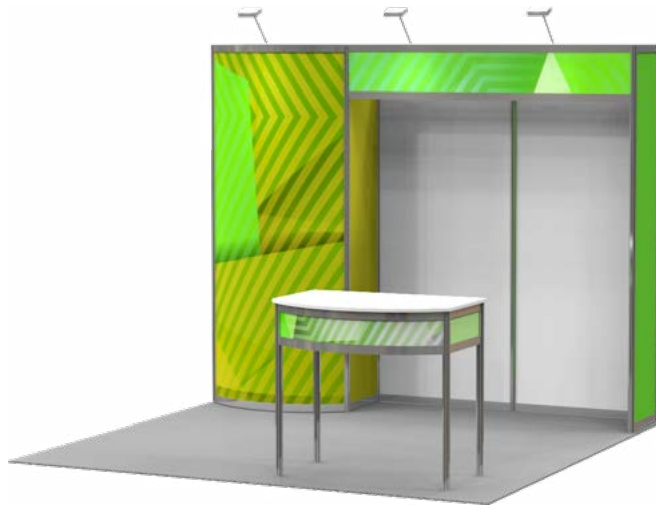
- 10' D x 10' W x 8' H – Booth Structure with Printed Graphic Header
- Standard 10' x 10' Carpet – Choice of Color
- 1 – Curved Front Reception Counter – 40.5" W x 21" D x 41" H  
Included in counter:  
– Printed graphic front & sides  
– internal shelf, lock & key
- 2 – Shelf Towers – 21" W x 21" D x 8' H  
Included per unit:  
– Printed graphics on front & sides
- 3 – LED Stem Lights (electricity not included)
- 1 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE100	\$4,275.00	\$4,500.00	\$5,400.00	\$



## RE101 - Rental Booth



### 1. Review Package

- 10' D x 10' W x 8' H – Booth Structure with Graphic Header & Sides
- Standard 10' x 10' Carpet – Choice of Color
- 1 – Curved Front Reception Counter – 3' W x 18" D x 40" H  
Included in counter:  
– Printed graphic front & sides (open backside)
- 1 – Curved Front Tower – 40.5" W x 28" D x 8' H
- 3 – LED Stem Lights (electricity not included)
- 1 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE101	\$4,583.75	\$4,825.00	\$5,790.00	\$

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

### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 67)

I'm sending artwork print ready files

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

I'm sending my logo & copy (Word document attached)

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

### 4. Submitting Artwork Files

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

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

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 12) to: Fax: 708.344.3050 or Email: [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com).

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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**Cancellation Policy:** Items cancelled will be charged 100% of original price.

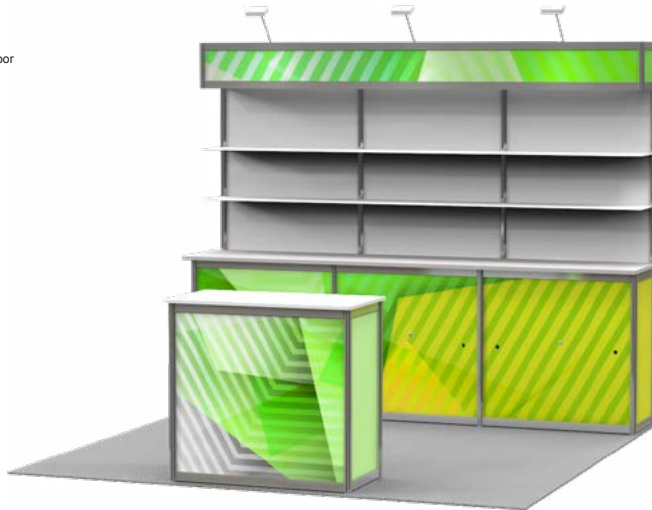
**Please Mail, Email, or Fax Completed Forms to SourceOne Events:**

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## Available Features

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



Show Name: CABDA West 2023 | Show Date: January 10-11, 2023 | Location: Ontario Convention Center  
Discount Deadline Date: December 27, 2022

## RE102 - Rental Booth

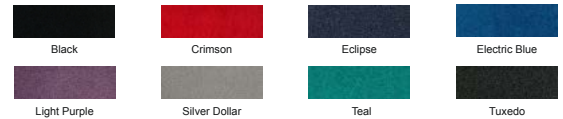


### 1. Review Package

- 10' D x 10' W x 8' H – Booth Structure with Printed Graphic Standard 10' x 10' Carpet – Choice of Color
- 1 – Flat Front Reception Counter – 40.5" W x 21" D x 41" H  
Included:
  - Printed graphic front & sides
  - Internal shelf, sliding doors, lock & key
- 3 – Flat Front Counters 40.5" W x 21" D x 41" H – White Shelves
- 6 – 37.5" W x 12" D – White Shelves
- 3 – LED Stem Lights (electricity not included)
- 1 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE102	\$4,778.50	\$5,030.00	\$6,036.00	\$

## RE103 - Rental Booth



### 1. Review Package

- 10' D x 10' W x 109" H – Booth Structure with Graphic Header & Sides
- Standard 10' x 10' Carpet – Choice of Color
- 1 – Flat Front Reception Counter – 40.5" W x 21" D x 41" H  
Included in counter:
  - Printed graphic front & sides
  - Internal shelf, sliding doors, lock & key
- 5 – 37.5" W x 12" D – White Shelves
- 3 – LED Stem Lights (electricity not included)
- 1 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE103	\$4,365.25	\$4,595.00	\$5,514.00	\$

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

### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 67)

I'm sending artwork print ready files

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

I'm sending my logo & copy (Word document attached)

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

### 4. Submitting Artwork Files

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

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

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 12) to: Fax: 708.344.3050 or Email: [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com).

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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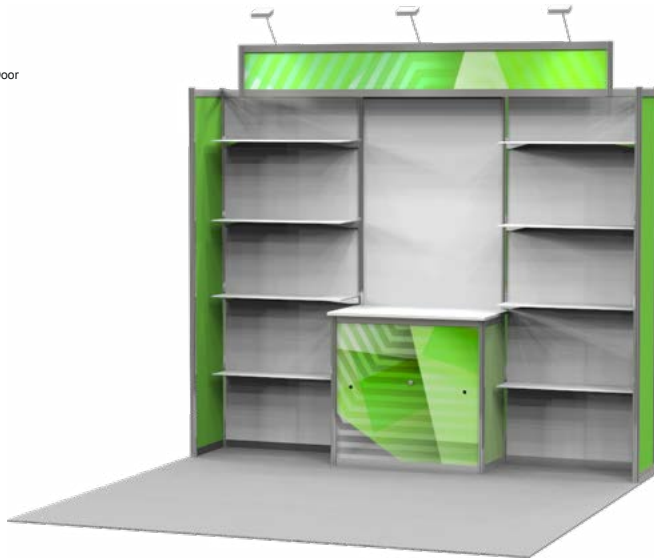
**Cancellation Policy:** Items cancelled will be charged 100% of original price.

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com) | Fax: 708.344.3050 | Phone: 708.344.4111

## Available Features

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



Show Name: CABDA West 2023 | Show Date: January 10-11, 2023 | Location: Ontario Convention Center  
Discount Deadline Date: December 27, 2022

### RE104 - Rental Booth



#### 1. Review Package

- 10' D x 10' W x 109" H – Booth Structure with Printed Graphic Header & Sides
- Standard 10' x 10' Carpet – Choice of Color
- 1 – Flat Front Lockable Counter – 40.5" W x 21" D x 41" H  
Included:
  - Printed graphic front & sides
- 8 – 37.5" W x 12" D – White Shelves
- 3 – LED Stem Lights (electricity not included)
- 1 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE104	\$4,512.50	\$4,750.00	\$5,700.00	\$

### RE105 - Rental Booth



#### 1. Review Package

- 10' D x 10' W x 8' H – Booth Structure with Graphic Header & Sides
- Standard 10' x 10' Carpet – Choice of Color
- 1 – Flat Front Reception Counter – 40.5" W x 21" D x 41" H  
Included in counter:
  - Printed graphic front & sides
  - Internal shelf, sliding doors, lock & key
- 4 – 37.5" W x 12" D – White Shelves  
Included per unit:
  - Printed graphics on front & sides
- 3 – LED Stem Lights (electricity not included)
- 1 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

#### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE105	\$4,241.75	\$4,465.00	\$5,358.00	\$

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

#### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 67)

I'm sending artwork print ready files

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

I'm sending my logo & copy (Word document attached)

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

#### 4. Submitting Artwork Files

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

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

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 12) to: Fax: 708.344.3050 or Email: [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com).

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date





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**Cancellation Policy:** Items cancelled will be charged 100% of original price.

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

**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com) | **Fax:** 708.344.3050 | **Phone:** 708.344.4111

## Available Features

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



Show Name: CABDA West 2023 | Show Date: January 10-11, 2023 | Location: Ontario Convention Center  
Discount Deadline Date: December 27, 2022

## RE106 - Rental Booth

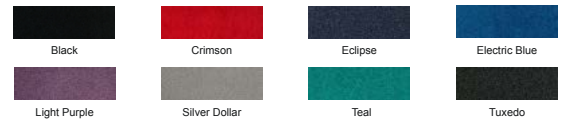


### 1. Review Package

- 10' D x 10' W x 8' H – Booth Structure with Printed Graphic Header & Sides
- Standard 10' x 10' Carpet – Choice of Color
- 1 – Flat Front Reception Counter – 40.5" W x 21" D x 41" H  
Included:
  - Printed graphic front & sides
  - Open backside for brochure storage
- 3 – LED Stem Lights (electricity not included)
- 1 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE106	\$4,935.25	\$5,195.00	\$6,234.00	\$

Total Payment for Selections

\$

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

### 3. Indicate Graphic instructions (See Artwork Submission Guidelines on page 67)

I'm sending Artwork Print Ready Files

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

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

*Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.*

### 4. Submitting Artwork Files

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

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

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 12) to: Fax: 708.344.3050 or Email: [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com).

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

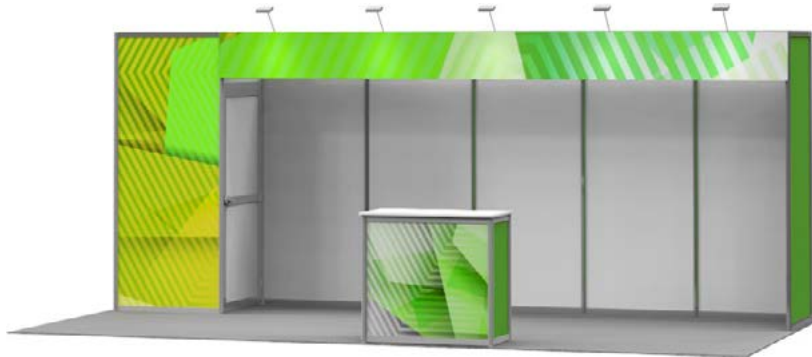
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## Available Features



## RE200 - Rental Booth

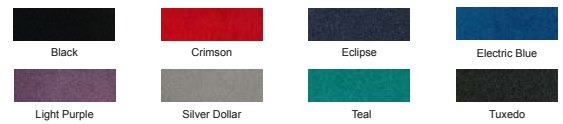


### 1. Review Package

- 10' D x 20' W x 8' H – Booth Structure with Printed Graphic Header & Sides
- Standard 10' x 20' Carpet – Choice of Color
- 1 – Flat Front Reception Counter – 40.5" W x 21" D x 41" H Included:
  - Printed graphic front & sides
  - Internal shelf, sliding doors, lock & key
- 1 – Lockable Storage Closet – 40.5" W x 40.5" D x 8" H
  - Printed graphic front & sides
  - Door with lock & key handle
- 5 – LED Stem Lights (electricity not included)
- 2 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE200	\$6,773.50	\$7,130.00	\$8,556.00	\$

## RE201 - Rental Booth

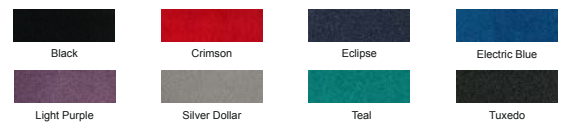


### 1. Review Package

- 10' D x 20' W x 8' H – Booth Structure with Printed Graphic Header & Sides
- Standard 10' x 20' Carpet – Choice of Color
- 1 – Flat Front Reception Counter – 40.5" W x 21" D x 41" H Included:
  - Printed graphic front & sides
  - Internal shelf, sliding doors, lock & key
- 9 – 37.5" W x 12" D – White Shelves
- 3 – LED Stem Lights (electricity not included)
- 2 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE201	\$7,357.75	\$7,745.00	\$9,294.00	\$

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

### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 67)

I'm sending Artwork Print Ready Files

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

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

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

### 4. Submitting Artwork Files

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

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

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 12) to: Fax: 708.344.3050 or Email: [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com).

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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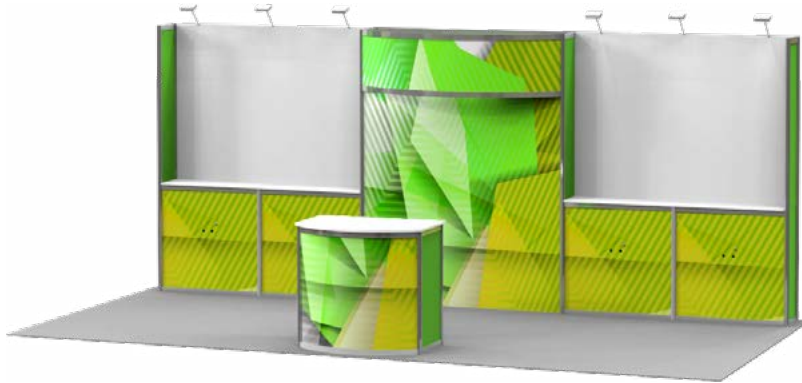
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## Available Features



## RE202 - Rental Booth

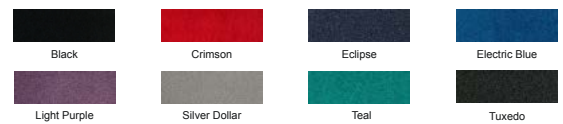


### 1. Review Package

- 10' D x 20' W x 8' H – Booth Structure with Printed Graphic Header & Sides
- Standard 10' x 20' Carpet – Choice of Color
- 1 – Curved Front Reception Counter – 40.5" W x 21" D x 41" H  
Included:
  - Printed graphic front & sides
  - Internal shelf, sliding doors, lock & key
- 4 – Flat Front Back Wall Counters – 40.5" W x 21" D x 41" H  
– Printed graphic front & sides
- Internal shelf, sliding doors, lock & key
- 1 – Large Center Printed Graphic Panel with Curved Header
- 6 – LED Stem Lights (electricity not included)
- 2 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE202	\$8,968.00	\$9,440.00	\$11,328.00	\$

## RE203 - Rental Booth

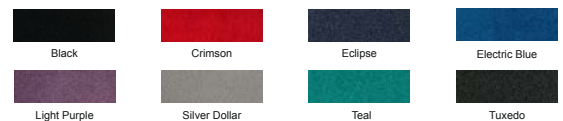


### 1. Review Package

- 10' D x 20' W x 109" H – Booth Structure with Printed Graphic Header & Sides
- Standard 10' x 20' Carpet – Choice of Color
- 1 – Curved Front Reception Counter – 40.5" W x 21" D x 41" H  
Included:
  - Printed graphic front & sides
  - Internal shelf, sliding doors, lock & key
- 2 – Flat Front Back Wall Counters – 40.5" W x 21" D x 41" H  
– Included: internal shelf, sliding doors, lock & key
- 6 – 37.5" W x 12" D – Stationary White Shelves
- 2 – 37.5" Printed Graphic Panels
- 5 – LED Stem Lights (electricity not included)
- 2 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE203	\$8,355.25	\$8,795.00	\$10,554.00	\$

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

### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 67)

I'm sending Artwork Print Ready Files

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

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

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

### 4. Submitting Artwork Files

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

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

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Total Payment for Selections

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Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

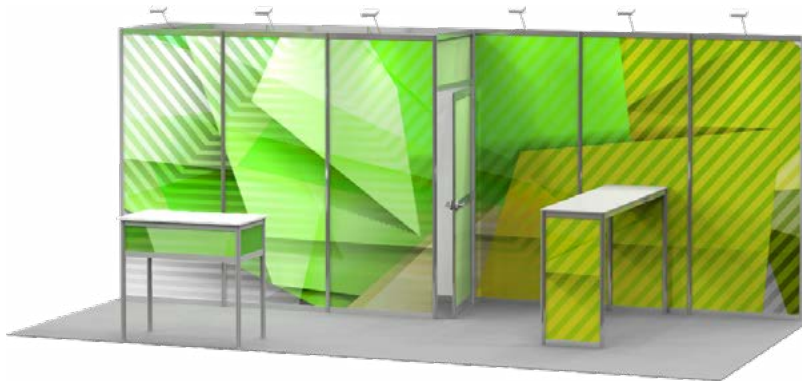
By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 100% of original price.

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

**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** jessica@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111

## Available Features



## RE204 - Rental Booth

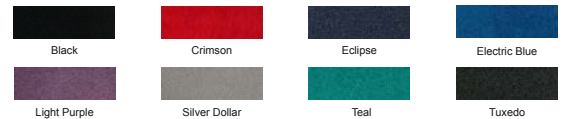


### 1. Review Package

- 10' D x 20' W x 8' H
- Standard 10' x 20' Carpet – Choice of Color
- 1 – Flat Front Reception Counter – 40.5" W x 21" D x 41" H
  - Printed graphic front & sides
  - Open backside for brochure storage
- 1 – Lockable Storage Closet – 10' W x 3' D x 8' H
  - Printed graphic front & sides
  - Door with lock & key handle
- 1 – Communal Table – 6' L x 24" W x 40" H
  - Printed graphic on panel leg
- 6 – Individual Large Printed Graphic Back Wall Panels
- 6 – LED Stem Lights (electricity not included)
- 2 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE204	\$8,569.00	\$9,020.00	\$10,824.00	\$

## RE205 - Rental Booth

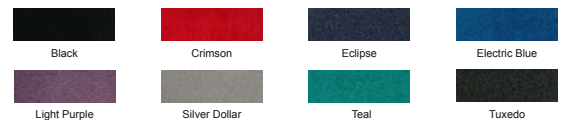


### 1. Review Package

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

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE205	\$9,951.25	\$10,475.00	\$12,570.00	\$

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

### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 67)

I'm sending Artwork Print Ready Files

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

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

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

### 4. Submitting Artwork Files

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

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

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 12) to: Fax: 708.344.3050 or Email: jessica@sourceoneevents.com.

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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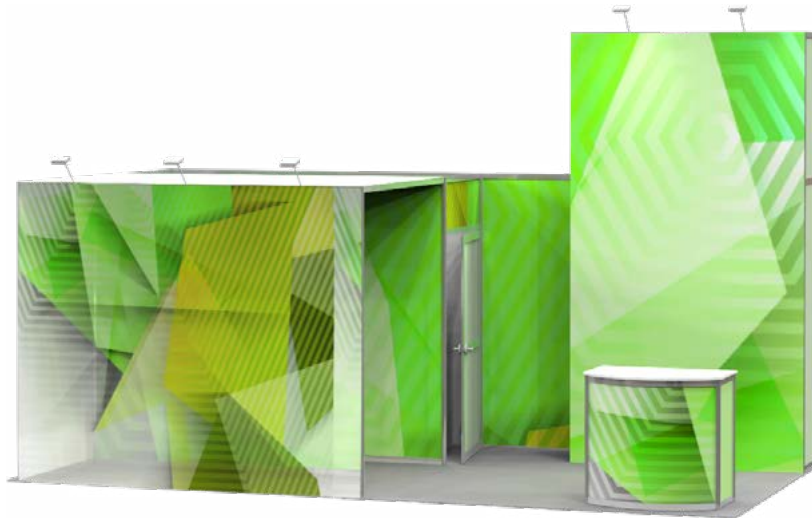
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## Available Features



## RE206 - Rental Booth

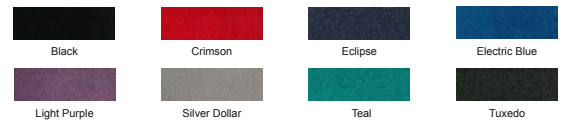


### 1. Review Package

- 10' D x 20' W x 12' H
- Back Wall – 8' H / Tower – 12' H
- Standard 10' x 20' Carpet – Choice of Color
- 1 – 12' Tall Graphic Tower
- 1 – Cover Office Area – 10' W x 7' D x 8' H (furnishing rented separately)
- 1 – Curved Reception Counter – 40.5" W x 21" D x 41" H
  - Printed graphic on lower leg
  - Internal shelf, sliding doors, lock & key
- 1 – Lockable Storage Closet – 10' W x 3' D x 8' H
  - Printed graphic front, side & door panels
- 5 – LED Stem Lights (electricity not included)
- 2 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE206	\$18,943.00	\$19,940.00	\$23,928.00	\$

Total Payment  
for Selections

\$

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

### 3. Indicate Graphic instructions (See Artwork Submission Guidelines on page 67)

I'm sending Artwork Print Ready Files

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

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

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

### 4. Submitting Artwork Files

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

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

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Company Name

Email

Phone Number

Booth Number

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

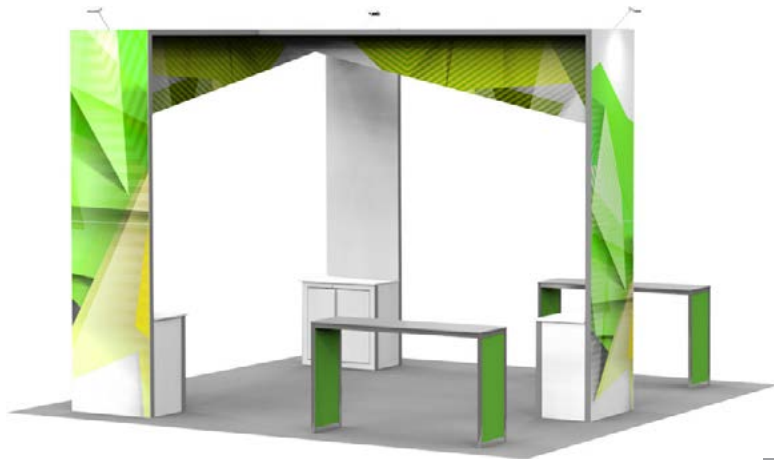
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## Available Features



## RE400 - Rental Booth

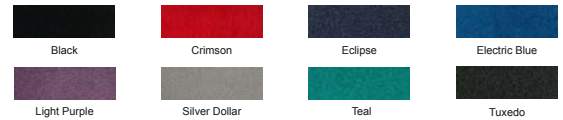


### 1. Review Package

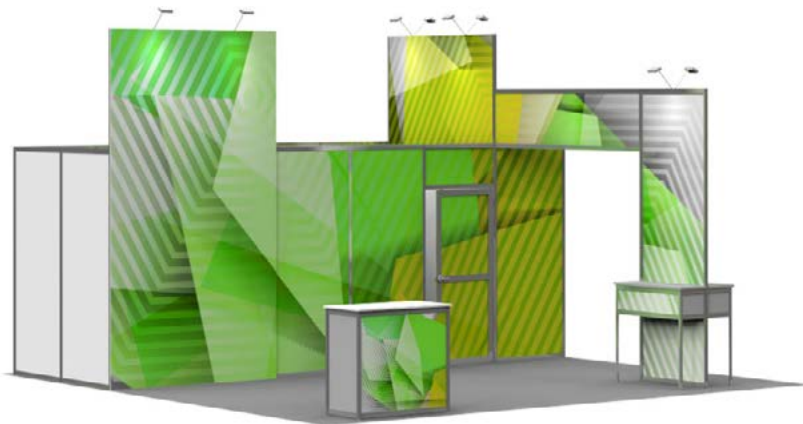
- 20' D x 20' W x 12' H – Booth Structure
  - Printed graphic on all surfaces (see rendering)
- Standard 20' x 20' Carpet – Choice of Color
- 3 – Towers Connecting Overhead with Graphics - 12' H x 3' W x 12" D
- 3 – Demo Stations attached to 12' H Towers - 40" H x 3' W x 24" D
- 1 – Cover Office Area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

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE400	\$19,503.50	\$20,530.00	\$24,636.00	\$



## RE401 - Rental Booth

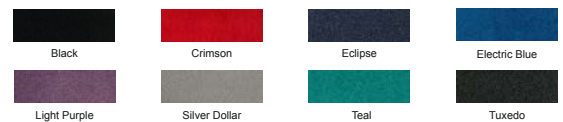


### 1. Review Package

- 20' D x 20' W x 12' H – Booth Structure
  - Back wall – 8' H / Tower Panels – 12' H
    - Included: Printed graphic on all surfaces (see rendering)
- Standard 20' x 20' Carpet – Choice of Color
- 2 – 12' Tall Graphic Walls - 7' W x 12' H
- 1 – Lockable Reception Counter – 40.5" W x 21" D x 41" H
  - Printed graphic on lower leg
  - Internal shelf, sliding doors, lock & key
- 1 – Demo counters attached to 10' H Towers - 40" H x 3' W
- 1 – Office Area – 7' W x 17' D x 8' H (furnishing rented separately)
- 1 – Lockable Storage Closet 3' W x 7' D x 8' H
  - Printed graphic front, side & door panels
- 8 – LED Stem Lights (electricity not included)
- 3 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE401	\$19,940.50	\$20,990.00	\$25,188.00	\$

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

### 3. Indicate Graphic instructions (See Artwork Submission Guidelines on page 67)

I'm sending Artwork Print Ready Files

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

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

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

### 4. Submitting Artwork Files

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

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

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 12) to: Fax: 708.344.3050 or Email: jessica@sourceoneevents.com.

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

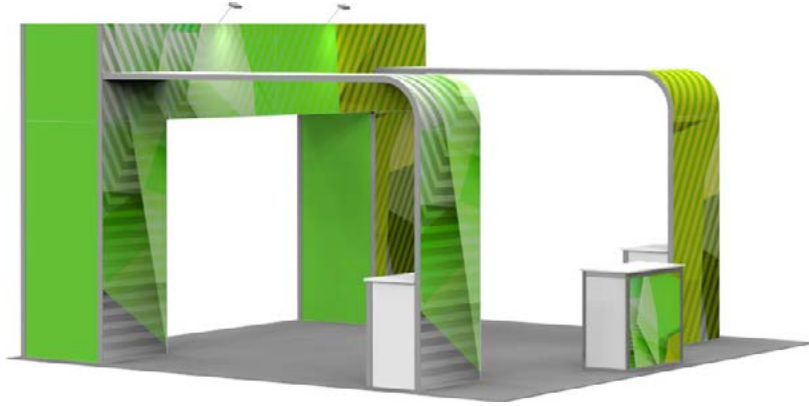
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## Available Features



## RE402 - Rental Booth

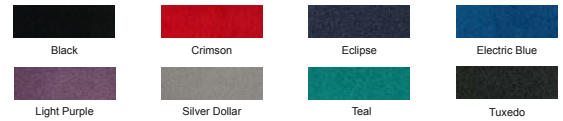


### 1. Review Package

- 20' D x 20' W x 11.5' H – Booth Structure
  - Printed graphic on all surfaces (see rendering)
- Standard 20' x 20' Carpet – Choice of Color
- 2 – Towers Connecting Overhead with Graphics – 12' H x 3' W
- 2 – Demo counter attached to 12' H Towers – 3' W x 24" D x 40" H
- 2 – Lockable Storage Closets – 3' W x 3' D x 10' H
  - Printed graphic front, side & door panels
  - Internal shelf, locking door & key
- 1 – Lockable Reception Counter – 40.5" W x 21" D x 41" H
  - Printed graphic front & sides
  - Internal shelf, sliding doors, lock & key
- 2 – LED Stem Lights (electricity not included)
- 3 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE402	\$19,503.50	\$20,530.00	\$24,636.00	\$

## RE403 - Rental Booth

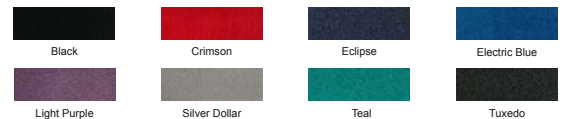


### 1. Review Package

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

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE403	\$22,443.75	\$23,625.00	\$28,350.00	\$

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

### 3. Indicate Graphic instructions (See Artwork Submission Guidelines on page 67)

I'm sending Artwork Print Ready Files

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

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

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

### 4. Submitting Artwork Files

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

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

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Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

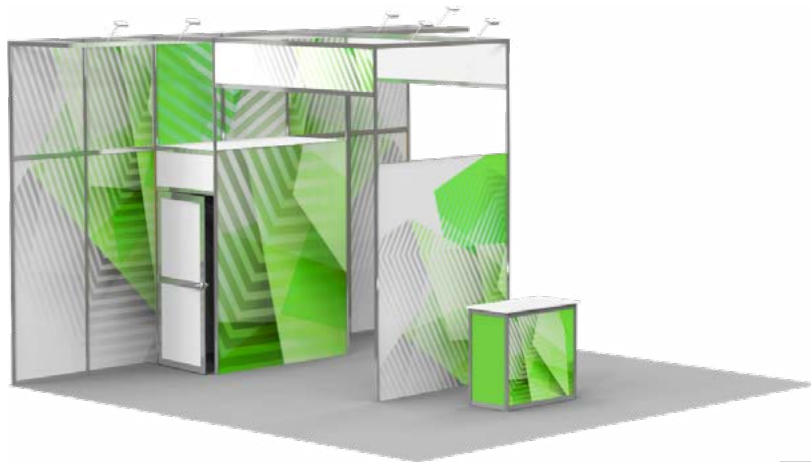
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## Available Features



## RE404 - Rental Booth

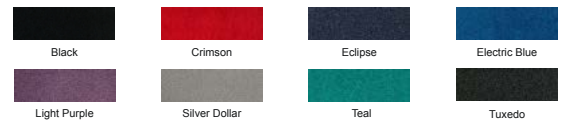


### 1. Review Package

- 20' D x 20' W x 12' H – Booth Structure with Center Graphic Panel – Printed graphic on all surfaces (see rendering)
- Standard 20' x 20' Carpet – Choice of Color
- 1 – Towers Connecting Overhead with Graphics – 7' W x 12' H
- 1 – Lockable Reception Counter – 40.5" W x 21" D x 41" H – Printed graphic front & sides – Internal shelf, sliding doors, lock & key
- 1 – Lockable Storage Closet – 3' W x 7' D x 8' H – Printed graphic front, side & door panels – Internal shelf, locking door & key
- 6 – LED Stem Lights (electricity not included)
- 3 – Wastebasket
- Labor to Install & Dismantle
- 1st Day of Cleaning
- 10% off Material Handling – Discounts applied to final bill
- 10% off Additional Booth Furnishings – Discounts applied to final bill

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE404	\$19,541.50	\$20,570.00	\$24,684.00	\$

## RE405 - Rental Booth



### 1. Review Package

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

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE405	\$18,705.50	\$19,690.00	\$23,628.00	\$

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

### 3. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 67)

I'm sending Artwork Print Ready Files

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

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

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

### 4. Submitting Artwork Files

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

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Total Payment for Selections



Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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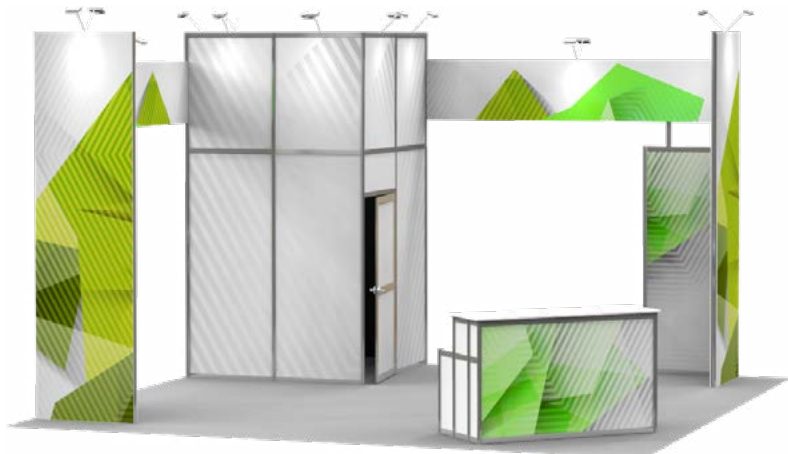
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## Available Features



## RE406 - Rental Booth

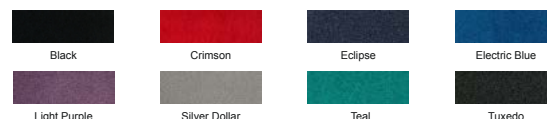


### 1. Review Package

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

### 2. Carpet Color Selection

(included in booth package price, please select one)



Quantity	Rental Type	Online	Discount	Standard	Total
	RE406	\$21,197.35	\$22,313.00	\$26,775.60	\$

Total Payment  
for Selections



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

### 3. Indicate Graphic instructions (See Artwork Submission Guidelines on page 67)

I'm sending Artwork Print Ready Files

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

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

*Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.*

### 4. Submitting Artwork Files

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

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

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Company Name

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Phone Number

Booth Number

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

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



**RC-LEFT**

75"W x 41"D x 43 ¾"H



**RC-MID**

75"W x 41"D x 43 ¾"H



**RC-RIGHT**

75"W x 41"D x 43.75"H



**RC-100**

75"W x 36"D x 43.75"H



**RC-101**

75"W x 36"D x 43.75"H



**RC-102**

75"W x 36"D x 43.75"H



#### Available Features

 Lighting  Electrical

## Registration/Reception Counters

	Code	Qty	Online	Discount	Standard	Total
Left Registration C-Counter	RC-LEFT	X	\$926.25	\$975.00	\$1,170.00	\$
Middle Registration C-Counter	RC-MID	X	\$926.25	\$975.00	\$1,170.00	\$
Right Registration C-Counter	RC-RIGHT	X	\$926.25	\$975.00	\$1,170.00	\$
Registration Counter 100	RC-100	X	\$750.50	\$790.00	\$948.00	\$
Registration Counter 101	RC-101	X	\$750.50	\$790.00	\$948.00	\$
Registration Counter 102	RC-102	X	\$750.50	\$790.00	\$948.00	\$

Total Payment  
for Selections



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

**1. Indicate Graphic Instructions** (See Artwork Submission Guidelines on page 67)

I'm sending Artwork Print Ready Files

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

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

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

**2. Submitting Artwork Files**

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

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

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Company Name

Email

Phone Number

Booth Number

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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



**RC-103**  
75"W x 28.5"D x 43.75"H  
⚡💡



**RC-104**  
75"W x 36"D x 43.75"H  
⚡💡



**RC-105**  
75"W x 36"D x 43.75"H  
⚡💡



**RC-106**  
75"W x 44"D x 43.75"H  
⚡💡



**RC-107**  
75"W x 44"D x 43.75"H  
⚡💡

#### Available Features

💡 Lighting ⚡ Electrical

## Registration/Reception Counters

	Code	Qty	Online	Discount	Standard	Total
Registration Counter 103	RC-103	X	\$698.25	\$735.00	\$882.00	\$
Registration Counter 104	RC-104	X	\$712.50	\$750.00	\$900.00	\$
Registration Counter 105	RC-105	X	\$750.50	\$790.00	\$948.00	\$
Registration Counter 106	RC-106	X	\$783.75	\$825.00	\$990.00	\$
Registration Counter 107	RC-107	X	\$783.75	\$825.00	\$990.00	\$

Total Payment for Selections

\$

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

#### 1. Indicate Graphic Instructions (See Artwork Submission Guidelines on page 67)

I'm sending Artwork Print Ready Files

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

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

Additional charges will be added if design work is required. Designers rate is \$115.00 per hour.

#### 2. Submitting Artwork Files

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

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

Fax or email this completed form along with Payment & Credit Card Authorization Form (page 12) to: Fax: 708.344.3050 or Email: [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com).

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Cancellation Policy:** Items cancelled will be charged 100% of original price.

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

**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com) | **Fax:** 708.344.3050 | **Phone:** 708.344.4111



**KWS-100**  
40.75"W x 29"D x 96"H  
UP TO 55" MONITOR



**KWS-101**  
40.5"W x 29"D x 96"H  
UP TO 55" MONITOR



**KWS-102**  
47.5"W x 21"D x 96"H  
UP TO 42" MONITOR



**KWS-103**  
40.5"W x 21"D x 96"H  
UP TO 42" MONITOR



**KWS-104**  
40.5"W x 29"D x 96"H  
UP TO 55" MONITOR



**KWS-105**  
40.5"W x 29"D x 96"H  
UP TO 42" MONITOR



**KWS-106**  
103"W x 29"D x 96"H  
UP TO 55" MONITOR



**KWS-107**  
95.5"W x 21"D x 96"H  
UP TO 55" MONITOR



**KWS-108**  
83"W x 21"D x 96"H  
UP TO 42" MONITOR

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

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

#### Available Features

 Laptop  Monitor

 Electrical  Access Door

## Kiosk Workstations

Kiosk Workstation pricing does not include Audio Visual labor for monitor installation or removal.

	Code	Qty	Online	Discount	Standard	Total
Kiosk Workstation 100	KWS-100	X	\$1,638.75	\$1,725.00	\$2,070.00	\$
Kiosk Workstation 101	KWS-101	X	\$1,662.50	\$1,750.00	\$2,100.00	\$
Kiosk Workstation 102	KWS-102	X	\$1,757.50	\$1,850.00	\$2,220.00	\$
Kiosk Workstation 103	KWS-103	X	\$1,828.75	\$1,925.00	\$2,310.00	\$
Kiosk Workstation 104	KWS-104	X	\$2,208.75	\$2,325.00	\$2,790.00	\$
Kiosk Workstation 105	KWS-105	X	\$2,422.50	\$2,550.00	\$3,060.00	\$
Kiosk Workstation 106	KWS-106	X	\$2,351.25	\$2,475.00	\$2,970.00	\$
Kiosk Workstation 107	KWS-107	X	\$2,845.25	\$2,995.00	\$3,594.00	\$
Kiosk Workstation 108	KWS-108	X	\$2,750.25	\$2,895.00	\$3,474.00	\$

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

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111



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



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



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



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

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

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



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



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



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



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

## Available Features

 Monitor  Electrical  Access Door

## Kiosk Pedestals

	Code	Qty	Online	Discount	Standard	Total
Kiosk Pedestal 100	KPD-100	X	\$660.25	\$695.00	\$834.00	\$
Kiosk Pedestal 101	KPD-101	X	\$850.25	\$895.00	\$1,074.00	\$
Kiosk Pedestal 102	KPD-102	X	\$565.25	\$595.00	\$714.00	\$
Kiosk Pedestal 103	KPD-103	X	\$712.50	\$750.00	\$900.00	\$
Kiosk Pedestal 104	KPD-104	X	\$850.25	\$895.00	\$1,074.00	\$
Kiosk Pedestal 105	KPD-105	X	\$945.25	\$995.00	\$1,194.00	\$
Kiosk Pedestal 106	KPD-106	X	\$755.25	\$795.00	\$954.00	\$
Kiosk Pedestal 107	KPD-107	X	\$850.25	\$895.00	\$1,074.00	\$

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

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**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** jessica@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111



DC-100-G

DC-100

**OVERALL:** 21"W x 21"D x 96"H  
**GLASS:** 18"W x 18"D x 60"H  
⚡💡🔒 x3



DC-101-G

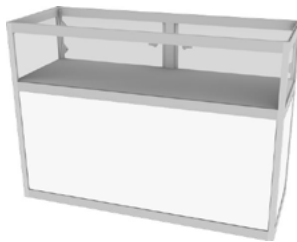
DC-101

**OVERALL:** 40.5"W x 21"D x 96"H  
**GLASS:** 38"W x 18.5"D x 60"H  
⚡💡🔒 x3

**Pricing does not include graphic panels, standard units come with white panels.**

**Additional charges if design work is needed.**

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



DC-102-G

DC-102

**OVERALL:** 75.5"W x 21"D x 40"H  
**GLASS:** 72.5"W x 18.5"D x 12"H  
⚡💡🔒



DC-103-G

DC-103

**OVERALL:** 75.5"W x 21"D x 40"H  
**GLASS:** 72.5"W x 18.5"D x 18"H  
⚡💡🔒 x1



DC-104-G

DC-104

**OVERALL:** 75.5"W x 21"D x 40"H  
**GLASS:** 72.5"W x 18.5"D x 32"H  
⚡💡🔒 x2

#### Available Features

⚡ Electrical 💡 Lighting 🔒 Access Door 📦 Shelving

## Display Cases

	Code	Qty	Online	Discount	Standard	Add Graphics	Total
Display Case 100	DC-100	x	\$831.25	\$875.00	\$1,050.00	+\$195.00 = \$	
Display Case 101	DC-101	x	\$997.50	\$1,050.00	\$1,260.00	+\$295.00 = \$	
Display Case 102	DC-102	x	\$736.25	\$775.00	\$930.00	+\$250.00 = \$	
Display Case 103	DC-103	x	\$760.00	\$800.00	\$960.00	+\$195.00 = \$	
Display Case 104	DC-104	x	\$783.75	\$825.00	\$990.00	+\$150.00 = \$	

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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**Cancellation Policy:** Items cancelled will be charged 75% of original price prior to move-in begins and 100% of original price after installation. Items cancelled with graphics will be charged 100% of original price.

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

**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** jessica@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111





**BLADE LITE 400  
BANNER STAND**

**Size:** 15.75" W x 69.375" H  
**Material:** Roll-Up Film



**BLADE LITE 600  
BANNER STAND**

**Size:** 23.5"W x 83.25"H  
**Material:** Roll-Up Film



**BLADE LITE 850  
BANNER STAND**

**Size:** 33.5"W x 83.25"H  
**Material:** Roll-Up Film



**BLADE LITE 1200  
BANNER STAND**

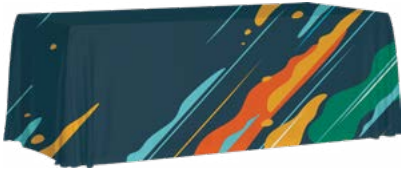
**Size:** 47.25"W x 83.25"H  
**Material:** Roll-Up Film

## Banner Stands

Item	Code	Qty	Online	Discount	Standard	Total Cost
Blade Lite 400 Banner Stand	BLADELITE400	X	\$194.75	\$205.00	\$246.00	= \$
Blade Lite 600 Banner Stand	BLADELITE600	X	\$274.55	\$289.00	\$346.80	= \$
Blade Lite 850 Banner Stand	BLADELITE850	X	\$345.80	\$364.00	\$436.80	= \$
Blade Lite 1200 Banner Stand	BLADELITE1200	X	\$498.75	\$525.00	\$630.00	= \$

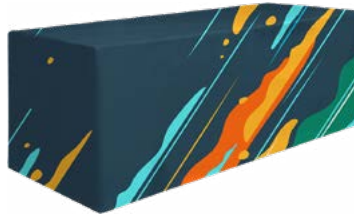
Total Payment  
for Selections

\$



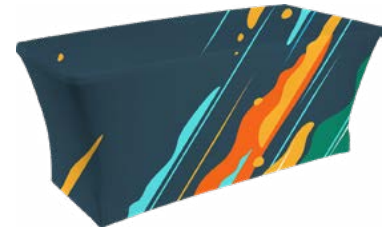
**PREMIUM DYE-SUB TABLE THROW**

**6ft table:** 72"W x 30"H x 30"D  
**Material:** Dye-Sub Fabric



**FITTED DYE-SUB TABLE THROW**

**6ft table:** 72"W x 30"H x 30"D  
**Material:** Dye-Sub Fabric



**STRETCH DYE-SUB TABLE THROW**

**6ft table:** 72"W x 30"H x 30"D  
**Material:** Dye-Sub Fabric

## Table Throws

Item	Code	Qty	Online	Discount	Standard	Total Cost
6ft Premium Dye-Sub Table Throw	6PremiumTT	X	\$307.80	\$324.00	\$388.80	= \$
6ft Fitted Dye-Sub Table Throw	6FittedTT	X	\$456.00	\$480.00	\$576.00	= \$
6ft Stretch Dye-Sub Table Throw	6StretchTT	X	\$649.80	\$684.00	\$820.80	= \$

Please contact SourceOne Events Exhibitor Services for 4' & 8' table throw prices.

Total Payment  
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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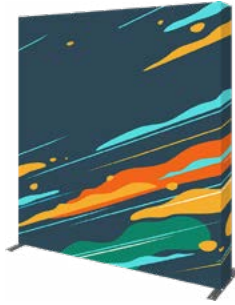
**Cancellation Policy:** Items cancelled will be charged 100% of original price.

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

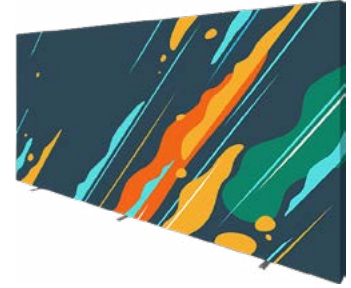
Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111



**HOPUP 2.5FT BACK WALL**  
Size: 31"W x 12"D x 89.5"H  
Material: Stretch Fabric



**HOPUP 10FT BACK WALL**  
Size: 10'W x 12"D x 89.5"H  
Material: Stretch Fabric



**HOPUP 20FT BACK WALL**  
Size: 20'W x 12"D x 89.5"H  
Material: Stretch Fabric

## Hopup Fabric Back Wall

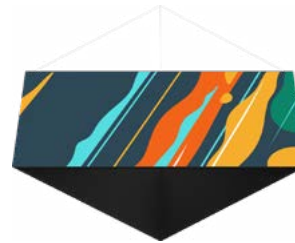
Item	Code	Qty	Online	Discount	Standard	Total Cost
Hopup 2.5ft Back wall	1x3Hopup	X	\$738.15	\$777.00	\$932.40	= \$
Hopup 10ft Back wall	4x3Hopup	X	\$1,599.80	\$1,684.00	\$2,020.80	= \$
Hopup 20ft Back wall	8x3Hopup	X	\$2,812.00	\$2,960.00	\$3,552.00	= \$



**FORMULATE ESSENTIAL RING**  
Sizes: 8'x3', 10'x3', 12'x4'  
Material: Dye-Sub Fabric



**FORMULATE ESSENTIAL SQUARE**  
Sizes: 8'x3', 10'x3', 12'x4'  
Material: Dye-Sub Fabric



**FORMULATE ESSENTIAL TRIANGLE**  
Sizes: 8'x3', 10'x3', 12'x4'  
Material: Dye-Sub Fabric

Total Payment  
for Selections

\$

## Hanging Structures

Item	Code	Qty	Online	Discount	Standard	Total Cost
Formulate Essential Ring 8' x 3'	FMLTRNG-0803	X	\$2,164.10	\$2,278.00	\$2,733.60	= \$
Formulate Essential Ring 10' x 3'	FMLTRNG-1003	X	\$2,752.15	\$2,897.00	\$3,476.40	= \$
Formulate Essential Ring 12' x 4'	FMLTRNG-1204	X	\$3,761.05	\$3,959.00	\$4,750.80	= \$
Formulate Essential Square 8' x 3'	FMLTSQU-0803	X	\$2,575.45	\$2,711.00	\$3,253.20	= \$
Formulate Essential Square 10' x 3'	FMLTSQU-1003	X	\$3,209.10	\$3,378.00	\$4,053.60	= \$
Formulate Essential Square 12' x 4'	FMLTSQU-1204	X	\$4,556.20	\$4,796.00	\$5,755.20	= \$
Formulate Essential Triangle 8' x 3'	FMLTTTRI-0803	X	\$1,308.15	\$1,377.00	\$1,652.40	= \$
Formulate Essential Triangle 10' x 3'	FMLTTTRI-1003	X	\$2,368.35	\$2,493.00	\$2,991.60	= \$
Formulate Essential Triangle 12' x 4'	FMLTTTRI-1204	X	\$3,457.05	\$3,639.00	\$4,366.80	= \$

Pricing does not include rigging labor, hanging, or assembly of hanging structures.  
Additional charges will apply. See Hanging Sign Information & Rigging on page 80.

Total Payment  
for Selections

\$

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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SourceOne Events offers a full service Graphic Design and Print Department. SourceOne Events specializes in branding events and printing tradeshow signage.

No matter the scale of your project, we'll get the job done. We use current printing technology to offer high-quality prints on time. Some of our capabilities include stationary prints, banner stands, fabric back walls, dye-sub fabric prints, custom cutout graphics, and much more!

Please call SourceOne Events to receive a quote on your custom graphic work.

## Important Information:

- All graphics need to be submitted 14 business days prior to event to receive discount pricing. If received after the discount deadline date, standard pricing will apply.
- If a customer provided print file is not setup for print and requires a designer to reformat and re-design the graphic, then a designer time surcharge will incur.
- All customers who purchase a graphic will receive a graphic proof sheet to review before the graphic(s) go into print production. Once the graphic is approved, you can no longer send a revised graphic for print.



### CARPET FLOOR CLING

**Size:** Varies  
**Material:** Carpet Vinyl  
**Graphic Sides:** 1



### DIRECT CARPET PRINT

**Size:** Varies  
**Material:** 8.8 oz Carpet  
**Graphic Sides:** 1



### CLINGS, TABLE-TOP

**Size:** Varies  
**Material:** Low Adhesive Vinyl  
**Graphic Sides:** 1



### 22x28 SIGN WITH A CHROME SIGN HOLDER

**Size:** 22"W x 28"H  
**Material:** 3/16" Foam Board  
**Graphic Sides:** 1 or 2



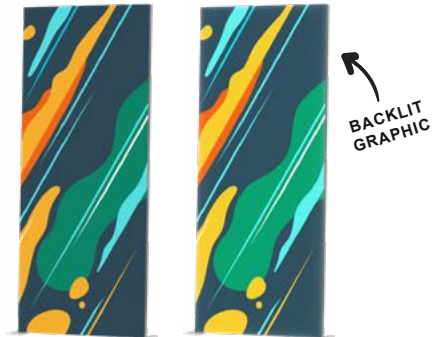
### EASEL SIGNS

**Sizes:** 22"W x 28"H  
24"W x 36"H  
28"W x 44"H  
**Material:** 3/16" Foam Board  
**Graphic Sides:** 1 or 2



### HANGING BANNER

**Sizes:** 72"W x 24"H  
96"W x 36"H  
*Use custom Sign Creator on page 65 to order another size*  
**Material:** Vinyl Banner with Grommets  
**Graphic Sides:** 1 or 2



### SEG GRAPHIC FRAME

**Size:** 38.84" W x 94.96" H  
**Material:** Fabric  
**Optional:** Backlit Graphic  
**Graphic Sides:** 1 or 2



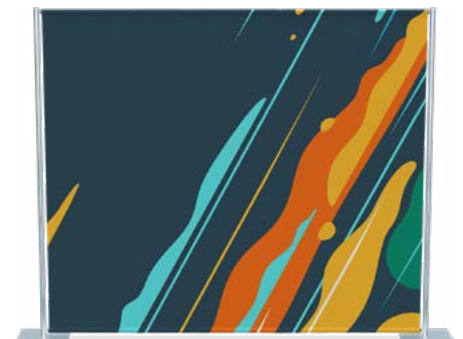
### 1/2 METER BOARD

**Size:** 19"W x 85"H  
**Material:** 1/2" Foam Board  
**Graphic Sides:** 1 or 2



### METER BOARD

**Size:** 38"W x 85"H  
**Material:** 1/2" Foam Board  
**Graphic Sides:** 1 or 2



### 10x8 PIPE BANNER

**Size:** 120"W x 96"H  
**Material:** Vinyl Banner  
**Graphic Sides:** 1

## Graphic & Signage – Standard Options

Sign	Code	Qty	Online	Discount	Standard	Total
22x28 with Chrome Sign Holder - Single Sided	22x28CSH	X	\$168.15	\$177.00	\$212.40	= \$
22x28 with Chrome Sign Holder - Double Sided	22x28CSHDS	X	\$212.80	\$224.00	\$268.80	= \$
22x28 Foam Board Easel Sign - Single Sided	22x28FB	X	\$89.30	\$94.00	\$112.80	= \$
22x28 Foam Board Sign - Double-Sided	22x28FBDS	X	\$133.95	\$141.00	\$169.20	= \$
24x36 Foam Board Easel Sign - Single Sided	24x36FB	X	\$125.40	\$132.00	\$158.40	= \$
24x36 Foam Board Sign - Double-Sided	24x36FBDS	X	\$188.10	\$198.00	\$237.60	= \$
28x44 Foam Board Easel Sign - Single Sided	28x44FB	X	\$178.60	\$188.00	\$225.60	= \$
28x44 Foam Board Sign - Double-Sided	28x44FBDS	X	\$267.90	\$282.00	\$338.40	= \$
72x24 Hanging Banner - Single Sided	72x24HB	X	\$205.20	\$216.00	\$259.20	= \$
72x24 Hanging Banner - Double Sided	72x24HBDS	X	\$307.80	\$324.00	\$388.80	= \$
96x36 Hanging Banner - Single Sided	96x36HB	X	\$410.40	\$432.00	\$518.40	= \$
96x36 Hanging Banner - Double Sided	96x36HBDS	X	\$615.60	\$648.00	\$777.60	= \$
SEG Graphic - Single Sided	SEGSS	X	\$1,230.25	\$1,295.00	\$1,554.00	= \$
SEG Graphic - Double Sided	SEGDS	X	\$1,852.50	\$1,950.00	\$2,340.00	= \$
Backlit SEG Graphic - Single Sided	BSEGSS	X	\$1,705.25	\$1,795.00	\$2,154.00	= \$
Backlit SEG Graphic - Double Sided	BSEGDS	X	\$2,560.25	\$2,695.00	\$3,234.00	= \$
1/2 Meter Board - Single Sided	1/2MB	X	\$292.60	\$308.00	\$369.60	= \$
1/2 Meter Board - Double Sided	1/2MBDS	X	\$438.90	\$462.00	\$554.40	= \$
Meter Board - Single Sided	MB	X	\$551.00	\$580.00	\$696.00	= \$
Meter Board - Double Sided	MBDS	X	\$826.50	\$870.00	\$1,044.00	= \$
10x8 Pipe Hanging Banner - includes hardware	10x8PHB	X	\$1,710.00	\$1,800.00	\$2,160.00	= \$

Pricing does not include rigging labor, hanging, or assembly of hanging structures.  
Additional charges will apply. See Hanging Sign Information & Rigging on page 80.

Total Payment  
for Selections

\$

## Signage Accessories

Item	Description	Qty	Online	Discount	Standard	Total Cost
Chrome Sign Holder	Chrome Sign Holder, Holds a 22" W x 28" H Sign	X	\$78.85	\$83.00	\$99.60	= \$
Aluminum Floor Easel	Silver Finish - 3 Levels to use based on size of signage	X	\$37.05	\$39.00	\$46.80	= \$
Easel Back	Cardboard Easel Back used with 22" x 28" or 24" x 36" Sign	X	\$23.75	\$25.00	\$30.00	= \$
Meter Board Feet	Black Meter Board Base used to hold up 1/2" Boards – 24" or 36" W	X	\$71.25	\$75.00	\$90.00	= \$

### Large Digital Graphics Information:

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

Total: \$

Pricing does not include rigging labor, hanging, or assembly of hanging structures.  
Additional charges will apply. See Hanging Sign Information & Rigging on page 80.

Total Payment  
for Selections

\$

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

SourceOne Events can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for exhibit graphics, banners, carpet, and more.

## Custom Sign Square Footage Calculators

Please use the helpful custom graphic calculators below to compute the total square footage you need to order for your custom graphic. To receive online pricing use the SourceOne Exhibitor Online Storefront.

### Fill in Blanks

$$\text{Length in Inches} \times \text{Width in Inches} = \text{Total Inches} \div 144 = \text{Total Square Feet}$$

### Inches Example

$$24" \times 72" = 1728" \div 144 = 12'$$

### Fill in Blanks

$$\text{Length in Feet} \times \text{Width in Feet} = \text{Total Square Feet}$$

### Feet Example

$$2' \times 6' = 12'$$

## Custom Sign Creator & Square Footage Calculator

Material	Length - Ft.	Width - Ft.	Total Square Feet	Online	Discount	Standard	Total
Carpet Floor Cling (CFC)	X	=	X	\$21.85 per sq. ft.	\$23.00 per sq. ft.	\$27.60 per sq. ft.	= \$
Direct Carpet Print (DCP)	X	=	X	\$31.35 per sq. ft.	\$33.00 per sq. ft.	\$39.60 per sq. ft.	= \$
Cling, Table-Top (Cling)	X	=	X	\$20.90 per sq. ft.	\$22.00 per sq. ft.	\$26.40 per sq. ft.	= \$
3/16" Foam Board	X	=	X	\$20.90 per sq. ft.	\$22.00 per sq. ft.	\$26.40 per sq. ft.	= \$
3/16" UltraBoard	X	=	X	\$22.80 per sq. ft.	\$24.00 per sq. ft.	\$28.80 per sq. ft.	= \$
1/2" Foam Board	X	=	X	\$22.80 per sq. ft.	\$24.00 per sq. ft.	\$28.80 per sq. ft.	= \$
1/2" UltraBoard	X	=	X	\$24.70 per sq. ft.	\$26.00 per sq. ft.	\$31.20 per sq. ft.	= \$
3mm PVC/Sintra	X	=	X	\$22.80 per sq. ft.	\$24.00 per sq. ft.	\$28.80 per sq. ft.	= \$
3mm Plexi	X	=	X	\$24.70 per sq. ft.	\$26.00 per sq. ft.	\$31.20 per sq. ft.	= \$
Fabric Banner	X	=	X	\$26.60 per sq. ft.	\$28.00 per sq. ft.	\$33.60 per sq. ft.	= \$
Vinyl Banner	X	=	X	\$17.10 per sq. ft.	\$18.00 per sq. ft.	\$21.60 per sq. ft.	= \$

per square foot price

Total: \$

## Signage Accessories

Item	Description	Qty	Online	Discount	Standard	Total Cost
Chrome Sign Holder	Chrome Sign Holder, Holds a 22" W x 28" H Sign	X	\$78.85	\$83.00	\$99.60	= \$
Aluminum Floor Easel	Silver Finish - 3 Levels to use based on size of signage	X	\$37.05	\$39.00	\$46.80	= \$
Easel Back	Cardboard Easel Back used with 22" x 28" or 24" x 36" Sign	X	\$23.75	\$25.00	\$30.00	= \$
Meter Board Feet	Black Meter Board Base used to hold up 1/2" Boards - 24" or 36" W	X	\$71.25	\$75.00	\$90.00	= \$

### Large Digital Graphics Information:

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

Total: \$

**Pricing does not include rigging labor, hanging, or assembly of hanging structures. Additional charges will apply. See Hanging Sign Information & Rigging on page 80.**

Total Payment for Selections

\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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**Cancellation Policy:** Items cancelled will be charged 100% of original price.

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

Printing & Signage Order Form | 65

Whether you create a multi-screen display or a single LED Poster, SourceOne Events LED Posters provide a magnificent visual experience for your event. Utilize the advantage of video displays by creating interactive signage. Create several unique graphics to highlight sponsors or reduce signage waste by putting multiple graphics on 1 LED Poster.



Digital Posters!



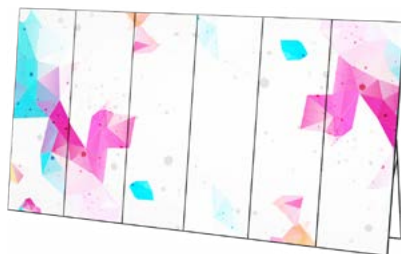
**LED DIGITAL POSTER WITH BOARD SIGN**

LED Poster Size: 23.6"W x 74.8"H  
Meter Board Size: 38"W x 85"H  
LED Panels: 1



**LED DIGITAL POSTER 10X10 BOOTH BACK WALL**

Size: 94.4"W x 74.8"H  
LED Panels: 5



**LED DIGITAL POSTER 6-PANEL BACK WALL**

Size: 141.6"W x 74.8"H  
LED Panels: 6



**LED DIGITAL POSTER ENTRANCE UNIT**

Size: 196.8"W x 149.6"H  
LED Panels: 6

**LED DIGITAL POSTER**

Size: 23.6"W x 74.8" H  
LED Panels: 1

## DIGITAL LED POSTER

Price is based on per show day

(electrical not included)

	Code	Stand Type		Qty		Online	Discount	Standard	No. of Days	Total
LED Digital Poster	LEDP-100	Pedestal	Bracket	X		\$1,420.25	\$1,495.00	\$1,794.00	X	= \$
LED Digital Poster with Meter Board Sign	LEDP-101			X		\$1,567.50	\$1,650.00	\$1,980.00	X	= \$
LED Digital Poster 10x10 Booth Back Wall	LEDP-102	Pedestal	Bracket	X		\$6,645.25	\$6,995.00	\$8,394.00	X	= \$
LED Digital Poster 6-Panel Back Wall	LEDP-103			X		\$8,122.50	\$8,550.00	\$10,260.00	X	= \$
LED Digital Poster Entrance Unit	LEDP-104			X		\$9,951.25	\$10,475.00	\$12,570.00	X	= \$

Please call for more information and ask about our Multi-day discounts.

### LED Panel Specifications:

- Resolution: 288px X 972px
- Pixel Pitch: 1.9mm
- Frame Thickness: 35mm
- Refresh Rate: 2880Hz
- Viewing Angle: 160° Viewing Angle
- Brightness: 800nit

Total Payment  
for Selections

\$

Total: \$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Cancellation Policy:** Items cancelled will be charged 75% of original price prior to move-in begins and 100% of original price after installation. Items cancelled with graphics will be charged 100% of original price.

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

LED Poster Display | 66

## Customer Guidelines for Submitting Graphic Artwork

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

### Provide the Following When Submitting Artwork

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

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

#### VECTOR ART

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

#### FONTS & LINKS

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

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

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

#### ARTWORK IN STRUCTURES

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

### Artwork Example

#### VECTOR BASED ARTWORK (.EPS, .AI, .PDF are common file types)



#### ACCEPTABLE VECTOR ARTWORK

#### RASTER BASED ARTWORK (.BMP & .GIF are common file types)



#### UNACCEPTABLE VECTOR ARTWORK

### Acceptable Software



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

#### Please always provide:

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

If you are an Illustrator CC user:

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

### Acceptable File Types and Support Files

#### NATIVE FILES:

**AI CLOUD (CC) file** with Packaged supporting links and fonts. You may keep images linked for faster file opening, but Packaging feature must be used.

**AI (CS6, CS5, CS4...)** file with embedded links and outlined fonts.

**EPS file** with embedded links and outlined fonts.

**INDD file** with Packaged supporting links and fonts.

#### PRINT FILES:

**High-res PDF-X/4** (preferred)

**AI with PDF content** (choose this option when saving file).

**EPS files** with embedded links and outlined fonts.

#### RASTER OR BITMAP ART:

**Photoshop EPS** (Preferred, use 8-bit preview, Max. Quality JPG compression)

**PSD** (make sure font layers are rasterized)

**TIFF & JPG** (quality 8 and higher)

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

### Sending Files by Email

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





21" MONITOR | BLACK



27" MONITOR | BLACK



32" MONITOR | BLACK



42" MONITOR | BLACK



50" MONITOR | BLACK



55" MONITOR | BLACK



75" MONITOR | BLACK

**Pricing does not include electrical, kiosk, or monitor stand. If you need a monitor stand, reference the following pages.**

Please contact SourceOne Exhibitor Services for inquiries on additional items needed.

(electrical is not included)

## Monitors & Flat Screens

	Code	Qty	Online	Discount	Standard	No. of Days	Total
21" Flat Panel LED TV / Monitor	LED-TV-21	X	\$194.51	\$204.75	\$245.70	X	= \$
27" Flat Panel LED TV / Monitor	LED-TV-27	X	\$294.26	\$309.75	\$371.70	X	= \$
32" Flat Panel LED TV / Monitor	LED-TV-32	X	\$493.76	\$519.75	\$623.70	X	= \$
42" Flat Panel LED TV / Monitor	LED-TV-42	X	\$593.51	\$624.75	\$749.70	X	= \$
50" Flat Panel LED TV / Monitor	LED-TV-50	X	\$693.26	\$729.75	\$875.70	X	= \$
55" Flat Panel LED TV / Monitor	LED-TV-55	X	\$793.01	\$834.75	\$1,001.70	X	= \$
75" Flat Panel LED TV / Monitor	LED-TV-75	X	\$1,491.26	\$1,569.75	\$1,883.70	X	= \$

Please call for larger sizes

Please note that if you place an order for any audio visual item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model ordered, but you will receive a similar item. Choose below options to ensure the installation of your equipment is successful.

Choose display input type: VGA HDMI Then select your computer: PC MAC - Exhibitor to provide MAC adapter if not HDMI

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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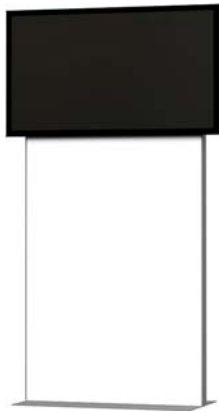
**Cancellation Policy:** Items cancelled will be charged 75% of original price prior to move-in begins and 100% of original price after installation.

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

**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** jessica@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111

Audio Visual Booth Rentals | 68





**KMS-100**  
39"W x 77"H  
UP TO 55" MONITOR



Note: No graphic included



**KMS-101**  
39"W x 77"H  
UP TO 55" MONITOR



**KMS-102**  
21.25"W x 10.25"D x 72"H  
UP TO 27" MONITOR



**KMS-103**  
28.75"W x 15.5"D x 72"H  
UP TO 27" MONITOR



**KMS-104**  
21.25"W x 10.25"D x 96"H  
UP TO 27" MONITOR



**KMS-105**  
28.75"W x 15.5"D x 96"H  
UP TO 27" MONITOR



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

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

## Available Features

Monitor Electrical Access Door

## Monitor Stands

Kiosk Monitor Stand pricing does not include audio visual labor for monitor installation and/or removal.

	Code	Qty	Online	Discount	Standard	Total
Monitor Stand 100	KMS-100	X	\$280.25	\$295.00	\$354.00	\$
Monitor Stand 101	KMS-101	X	\$470.25	\$495.00	\$594.00	\$
Monitor Stand 102	KMS-102	X	\$660.25	\$695.00	\$834.00	\$
Monitor Stand 103	KMS-103	X	\$712.50	\$750.00	\$900.00	\$
Monitor Stand 104	KMS-104	X	\$807.50	\$850.00	\$1,020.00	\$
Monitor Stand 105	KMS-105	X	\$850.25	\$895.00	\$1,074.00	\$

Total Payment for Selections

\$

Company Name Email Phone Number Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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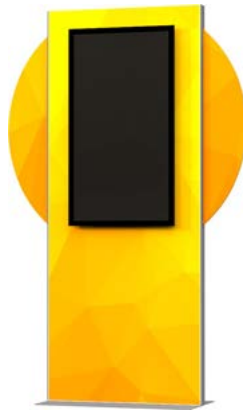
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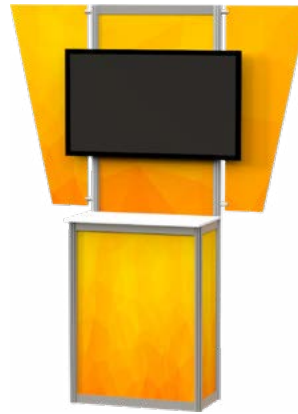
Audio Visual Booth Rentals | 69



**KMS-106**  
28.25"W x 27.5"D x 96"H  
UP TO 55" MONITOR  

**KMS-107**  
39"W x 95"H  
UP TO 55" MONITOR  





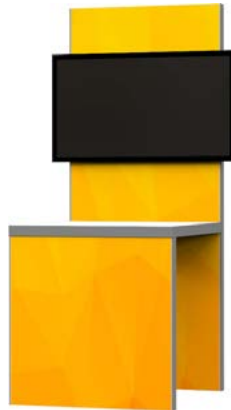
**KMS-108**  
40.5"W x 21.25"D x 96"H  
UP TO 55" MONITOR  



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

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



**KMS-109**  
39"W x 51.75" D x 95"H  
Counter Size: 39" W x 39" D  
UP TO 55" MONITOR  




**KMS-110**  
39"W x 41.5" D x 95"H  
Counter Size: 39" W x 39" D  
UP TO 55" MONITOR  


## Available Features

 Shelf  Monitor  Electrical  Access Door

## Monitor Stands

Kiosk Monitor Stand pricing does not include audio visual labor for monitor installation and/or removal.

	Code	Qty	Online	Discount	Standard	Total
Monitor Stand 106	KMS-106	X	\$1,187.50	\$1,250.00	\$1,500.00	\$
Monitor Stand 107	KMS-107	X	\$902.50	\$950.00	\$1,140.00	\$
Monitor Stand 108	KMS-108	X	\$997.50	\$1,050.00	\$1,260.00	\$
Monitor Stand 109	KMS-109	X	\$2,137.50	\$2,250.00	\$2,700.00	\$
Monitor Stand 110	KMS-110	X	\$1,852.50	\$1,950.00	\$2,340.00	\$

Total Payment for Selections

\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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Audio Visual Booth Rentals | 70



LAPTOP | 13" SCREEN



BLU-RAY PLAYER | BLACK

## Video Equipment

Electrical and Audio Visual Labor are not included.

	Code	Qty		Online	Discount	Standard	No. of Days	Total
Laptop - 13" Screen	LTOP-VID	X		\$124.69	\$131.25	\$157.50	X	= \$
Blu Ray Player (Requires video monitor)	BRAY-VID	X		\$149.63	\$157.50	\$189.00	X	= \$

Total Payment  
for Selections

\$



SOUND SYSTEM | BLACK



CD PLAYER | BLACK



WIRED MICROPHONE | BLACK



SOUND BAR | BLACK



WIRELESS MICROPHONE | BLACK

## Audio Equipment

Electrical and Audio Visual Labor are not included.

	Code	Qty		Online	Discount	Standard	No. of Days	Total
Sound System (Anchor Speaker, Amp Speaker and 2 stands)	MIPRO-AUD	X		\$788.03	\$829.50	\$995.40	X	= \$
CD Player	CD-AUD	X		\$124.69	\$131.25	\$157.50	X	= \$
Sound Bar	SBAR-AUD	X		\$249.38	\$262.50	\$315.00	X	= \$
Wired Microphone w/ Stand (Requires Sound System)	MIC-AUD-W	X		\$149.63	\$157.50	\$189.00	X	= \$
Wireless Mic (Clip-on or Handheld & Requires Sound System)	MIC-AUD-WL	X		\$274.31	\$288.75	\$346.50	X	= \$

Total Payment  
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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# Labor



## Display Labor Order Form

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

**Show Name:** CABDA West 2023 | **Show Date:** January 10-11, 2023 | **Location:** Ontario Convention Center

**Discount Deadline Date:** December 27, 2022

### Important Information - Please Read

- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling, or packing of exhibitor property.
- On-site labor requests that are made during the exhibitor move-in are subjected to a 4 hour minimum per laborer ordered. Example: 1 man would be 4 hours and 2 men would be 8 hours.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- Show Site prices will apply to all labor orders placed at show site.**
- One hour minimum per person (1 hour increments).
- A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.
- SourceOne Events supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plan/photo, special instructions, & inbound shipping information with this order.
- Orders placed at show site will be completed in the order in which they are received.

### Installation & Removal Labor Rates

Labor Schedule	Description	Discount	Standard	Show Site
Straight Time (ST)	Monday through Friday from 8:00AM to 4:30PM.	\$154.20	\$185.04	\$240.55
Overtime (OT)	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$231.30	\$277.56	\$360.83
Double Time (DT)	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$308.40	\$370.08	\$481.10

### What is Display Labor Supervision?

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

### Choose Type of Labor

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

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

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

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

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

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

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

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

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

### Installation Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$

**Sub Total:** \$ \_\_\_\_\_

**SourceOne Supervision adds 30% to Sub Total (if applicable):** \$ \_\_\_\_\_

**Total Installation Labor:** \$ \_\_\_\_\_

### Removal Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$

**Sub Total:** \$ \_\_\_\_\_

**SourceOne Supervision adds 30% to Sub Total (if applicable):** \$ \_\_\_\_\_

**Total Removal Labor:** \$ \_\_\_\_\_

**Total Payment for Selections**

\$ \_\_\_\_\_

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

Email \_\_\_\_\_

Please Sign

X

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

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

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

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

Date \_\_\_\_\_

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

**Cancellation Policy:** A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

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

**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** jessica@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111

Installation & Dismantle Order Form | 73



# Supervised Labor Instruction Form

Show Name: CABDA West 2023 | Show Date: January 10-11, 2023 | Location: Ontario Convention Center  
Discount Deadline Date: December 27, 2022

## SourceOne Events Supervised Labor Instruction Form

**NOTE:** Complete and return this form only if your display is to be set up and/or dismantled by SourceOne Events and there will not be a supervisor, (e.g., exhibitor representative) present.

### Inbound Shipping Information

Freight is being shipped to Advance Warehouse      Freight is being shipped Direct to Show Site      Date Shipped: \_\_\_\_\_

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

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

### Set-up Information for Installation

Booth Size: \_\_\_\_\_ X \_\_\_\_\_ *Based on booth size if forklift is required, refer to Forklift Labor Order Form found on page 77.*

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

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

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

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

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

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

Electrical Placement:      drawing attached      drawing with exhibit      Install under carpet/padding?      Yes      No  
(Please place your order for electrical services through appropriate service provider and include a copy of your order with this form)

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

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

### Outbound Shipping Information

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

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

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

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

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

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

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

Date & Time of Scheduled Pick-Up:      Day: \_\_\_\_\_      Date: \_\_\_\_\_      Time: \_\_\_\_\_      AM      PM  
(Exhibitor is responsible for contacting the carrier and scheduling the pick-up)

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

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

### Supervision Labor Terms & Conditions

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

Company Name	Email	Phone Number	Booth Number
<div>Please Sign</div> <div>X</div>			
Authorized Signature			
Authorized Name - Please Print		Date	

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

Cancellation Policy: A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

Supervised Labor Instruction Form | 74



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

## Rules & Regulations

- A. Exhibitor must notify Show Management and SourceOne Events, Inc. in writing no later than **12/27/2022**.
- B. Exhibitor must ensure their contractor provides SourceOne Events, Inc. with a Certificate of Insurance indicating a minimum of coverage, including property damage by **12/27/2022**.
  1. Commercial General Liability, including contractual liability, with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  2. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
  3. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  4. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
- C. Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc.
- D. The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- E. The EAC shall share with SourceOne Events, Inc. all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- F. Smoking/Vaping in any form is prohibited in most facilities. Smoking/Vaping shall only be allowed in designated areas.
- G. If the EAC fails to provide the documentation required, the exhibitor will be required to use SourceOne Events, Inc. for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- H. EAC agrees that they must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- I. EAC agrees to indemnify, defend, and hold the Show Management, the Facility, and SourceOne Events, Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of SourceOne provided labor. EAC also agrees to reimburse SourceOne for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- J. The EAC must provide SourceOne Events, Inc. and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.
- K. The EAC may not, under any circumstances, solicit business on the show floor.
- L. The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas, or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- M. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
- N. The Official Contractor has total control of all areas of the exhibit hall, (e.g., aisles, loading docks, storage areas, etc.) The EAC must coordinate all of its activities with SourceOne Events, Inc.
- O. The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- P. All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.
- Q. EAC agrees SourceOne Events, Inc. is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
- R. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- S. EAC/exhibitor may not move freight from one booth to another booth, or to meeting rooms. SourceOne Events, Inc. must provide labor if this is requested.
- T. The exhibitor or its EAC should order services required from SourceOne Events, Inc. and the Exhibit Hall in advance. Ordering labor or services on-site (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
- U. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If SourceOne Events, Inc. is required to rearrange any material situated in a clearly identified "No Freight Aisle", the exhibitor or the EAC, depending upon the billing arrangements with SourceOne Events, Inc. will be charged a one hour minimum for forklift rental and labor.
- V. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the SourceOne Service Desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
- W. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by SourceOne Events, Inc.

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

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

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

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

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

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

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

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

- PRODUCER:** Insurance Agent/Broker who issues certificate.
- NAME OF INSURED:** Must be the legal name of contracting party.
- TYPES OF INSURANCE:** Must include types required by contract.
- FORM OF COVERAGE:** Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSURED:** SourceOne Events (Official Service Provider), Show Management, Name of Show, Show Dates, Exhibiting Company Name and Booth Number and Facility as additional insured on a primary and non-contributory basis.
- CERTIFICATE HOLDER:** Must be SourceOne Events, Inc.
- POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE:** Must be the same or greater than required by contract. See Section B on Agreement under EAC Rules and Regulations between SourceOne and EAC.
- AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>						DATE (MM/DD/YYYY) 12/27/22	
<p><b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b></p> <p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b></p>							
1	<b>PRODUCER</b> Executive Insurance Agency 1234 Corporate Lane Chicago, IL 60611 Attn: John Agent Phone: (312) 555-0000 Ext. 411 Fax: (312) 555-1234	<b>CONTACT</b> NAME: _____ PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____					
2	<b>INSURED</b> ABC Company, Inc. 1234 Expo Lane Chicago, IL 60611 Attn: Tom Smith Phone: (312) 555-4111 Fax: (708) 444-1234	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: <b>Liberty Mutual</b> INSURER B: <b>Travelers Insurance</b> INSURER C: _____ INSURER D: _____ INSURER E: _____ INSURER F: _____			<b>NAIC #</b> _____		
<b>COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:</b>							
3	<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
4	<b>TYPE OF INSURANCE</b> A <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: _____ A <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> ANY AUTO <input checked="" type="checkbox"/> SCHEDULED AUTOS ALL OWNED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS HIRED AUTOS <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> CLAIMS-MADE DED. <input checked="" type="checkbox"/> RETENTION \$ <b>10000</b> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	ADDL SUBR INSR W/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	9 <b>LIMITS</b>	
	A <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: _____ A <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> ANY AUTO <input checked="" type="checkbox"/> SCHEDULED AUTOS ALL OWNED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS HIRED AUTOS <input checked="" type="checkbox"/> A <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> CLAIMS-MADE DED. <input checked="" type="checkbox"/> RETENTION \$ <b>10000</b> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	X		10/12/2018	10/12/2019	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b> MED EXP (Any one person) \$ <b>15,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMPIOP AGG \$ <b>2,000,000</b> COMBINED SINGLE LIMIT (Ea accident) \$ <b>2,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ <b>1,000,000</b> AGGREGATE \$ <b>1,000,000</b> PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>	
5	<p><b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</b></p> <p><b>Add as Additional Insured:</b></p> <p>List the following: SourceOne Events, Inc. (Official Service Provider), Show Management, Facility, and Show Name are hereby names as additional insured, except for Workers' Compensation. SourceOne Events, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of SourceOne Events, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by SourceOne shall be excess and non contributory. Show Dates &amp; City are: (List Show Dates Here &amp; Name of City)</p>						
<b>CERTIFICATE HOLDER</b>				<b>CANCELLATION</b>			
6	SourceOne Events, Inc. 596 Lamont Rd. Elmhurst, IL 60126			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE			
10	_____						

## Forklift Labor Order Form

- Forklift labor includes a forklift, operator, and labor.
- Determining a crew size is at the discretion of the official service contractor and may require an additional laborer.
- Exhibitors ordering forklift to assemble displays or for uncrating, un-skidding, positioning, and re-skidding equipment or machinery will need to estimate their needs below.
- Starting time is guaranteed only in those instances where labor is requested for the start of the workday, (i.e., 8:00AM.) If exhibitor is not ready at requested time, the clock begins when labor is requested.
- Exhibitor must check in at the SourceOne Events Service Desk to pick up forklift crew ordered, check out at the SourceOne Events Service Desk upon completion of work, and sign labor sheet or work order.
- 5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).
- Orders placed at show site will be completed in the order in which they are received.

### Labor Schedule

- Straight Time (ST):** Monday through Friday from 8:00AM to 4:30PM.
- Overtime (OT):** Monday through Friday from 4:30PM to 12:00AM.  
All day Saturday.
- Double Time (DT):** Monday through Friday from 12:00AM to 8:00AM.  
All day Sunday & Holidays.

### SourceOne is responsible for the following type(s) of work:

Additional labor may be required based on type of work needed

- Uncrating
- Positioning
- Leveling
- Un-skidding
- Re-skidding
- Re-crating
- Dismantling

Labor Schedule	Description	Discount	Standard	Show Site	No. of Laborers	Est. Hrs. per Laborer	Total
Straight Time (ST)	5,000 lbs. max Forklift and 2 person Forklift Crews	\$340.91	\$409.09	\$531.82			\$
Overtime (OT)	5,000 lbs. max Forklift and 2 person Forklift Crews	\$511.37	\$613.64	\$797.73			\$
Double Time (DT)	5,000 lbs. max Forklift and 2 person Forklift Crews	\$681.82	\$818.19	\$1,063.65			\$
Straight Time (ST)	Additional Forklift Worker	\$136.14	\$163.36	\$212.37			\$
Overtime (OT)	Additional Forklift Worker	\$204.20	\$245.04	\$318.56			\$
Double Time (DT)	Additional Forklift Worker	\$272.27	\$326.73	\$424.74			\$

### Exhibitor Supervised (Do Not Proceed)

- Exhibitor Supervision allows you to instruct the laborer. Exhibitor is required to be in the booth. There will not be supervision fees added.
- Indicate quantity of workers needed for installation and dismantling.
- SourceOne Events assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by SourceOne Events, Inc., provided required area jurisdiction for labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by required area jurisdiction for labor under Exhibitor's supervision.
- Exhibitors must stay clear during forklift movement.

### Please Note

- Confirm labor and forklifts by 2:30PM (CT) the day before date requested.
- Please have a representative pick up the crew at the labor desk and supervise the work to be done.
- Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order.
- The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in 1 hour increments per worker and equipment.
- Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

### Move-In

Schedule Date	Start Time	End Time
	AM	AM
	PM	PM
	AM	AM
	PM	PM

### Move-Out

Schedule Date	Start Time	End Time
	AM	AM
	PM	PM
	AM	AM
	PM	PM

### Other

Schedule Date	Start Time	End Time
	AM	AM
	PM	PM
	AM	AM
	PM	PM

Total Payment for Selections

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Cancellation Policy: Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

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

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

## Booth Size Calculator

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

## Booth Vacuuming

100 sq. ft. minimum – Price Per Sq. Ft.

Service Type	Total Sq. Ft.	Online	Discount	Standard	Total Per Day	No. of Days	Total
Vacuuming for Duration of Show	x _____	\$0.73	\$0.77	\$0.92	= _____	x _____	= \$ _____
Vacuum Daily	x _____	\$0.77	\$0.81	\$0.98	= _____	x _____	= \$ _____
Vacuum Before Show Opens	x _____	\$0.82	\$0.86	\$1.03	= _____	x _____	= \$ _____
							Total: \$ _____

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

## Mopping & Carpet Shampooing Service

Show Date	No. of Days	Service Size	Online	Discount	Standard	Booth Sq. Ft.	Sq. Ft. Rate	Total
_____	1 Day	Mop 1 Time	\$1.15	\$1.21	\$1.45	x _____	= _____	= \$ _____
_____		Mop Daily	\$1.10	\$1.16	\$1.39	x _____	= _____	= \$ _____
_____	1 Day	Shampoo / 1 Time	\$1.15	\$1.21	\$1.45	x _____	= _____	= \$ _____
								Total: \$ _____

## Booth Porter Service / Display Wipe Down

**NOTE:** 4 hour minimum required.

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

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

### IMPORTANT NOTE:

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will not stay this way during the move in process due to circumstances out of our control: foot traffic, debris from yours or others installations, and many other possible factors. It is always recommended to order a one time vacuuming prior to the show opening.

If there is an issue with the cleaning services you order please contact the SourceOne Service Desk immediately, so we can rectify any issues. **Please let us know if there are any issues, or if you are unsatisfied with our service during the show. There will be no refunds for any issues that are not addressed during move in or during show hours.**

Total Payment for Selections

\$ \_\_\_\_\_

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Cancellation Policy:** Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation. A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

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

**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** jessica@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111

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

## Important Information - Please Read

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

## Installation & Removal Audio Visual Labor Rates

Labor Schedule	Description	Discount	Standard	Show Site
Straight Time (ST)	Monday through Friday from 8:00AM to 4:30PM.	\$154.20	\$185.04	\$240.55
Overtime (OT)	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$231.30	\$277.56	\$360.83
Double Time (DT)	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$308.40	\$370.08	\$481.10

## What is Audio Visual Labor Supervision?

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

### Please choose which type of audio visual labor applies:

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

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

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

- Unpack and install audio visual display before Exhibitor arrival on show site.
- SourceOne Events will determine if additional workers are needed for installation and/or dismantling.
- Dismantling and packing audio visual display after the close of show.
- A 30% surcharge will be added to the labor rates above for supervision service.

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

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

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

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

### What type of work applies to the audio visual labor needed in your booth? Please Check all that apply:

Unpacking and Repacking Audio Visual Equipment in booth

Testing Audio Visual Equipment

Connecting Audio Visual Equipment in booth structure

Other: \_\_\_\_\_

## Installation Audio Visual Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
<b>Sub Total:</b>							\$
<b>SourceOne Supervision adds 30% to Sub Total (if applicable):</b>							\$
<b>Total Installation Labor:</b>							\$

## Removal Audio Visual Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
<b>Sub Total:</b>							\$
<b>SourceOne Supervision adds 30% to Sub Total (if applicable):</b>							\$
<b>Total Removal Labor:</b>							\$

Company Name

Email

Please Sign

X

Authorized Signature

Phone Number

Booth Number

Authorized Name - Please Print

Date

Total Payment for Selections

\$

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

**Cancellation Policy:** A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

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

**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** jessica@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111

## Questions? Just Ask!

Call **Jessica Vacha** at 708.344.4111  
Email **Jessica Vacha** at [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com)  
Contact us online: [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)

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

## How to Order — use these helpful steps

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

## Rigging/Hanging Sign Guidelines

1. All ceiling rigging of signage must conform to Show Management rules and regulations as well as the facility limitations.
2. All overhead rigging and/or hanging must be installed, and removed by SourceOne Events certified riggers.
3. If Electrical is required for the sign it must be in working order and in accordance with the National Electrical Code.
4. **Only** SourceOne Events personnel are allowed in aerial lifts or to operate mechanical equipment.
5. **Only** SourceOne Events certified riggers can install and remove any and all hanging materials that will be flown overhead.
6. Include show site Exhibitor contact information with the order.
7. Overhead hanging signs must be sent in a separate container directly to the advance warehouse using the labels on **page 83** and affixing it on to crate or container.
8. The hanging sign must be in booth prior to scheduled labor time. If the hanging sign is late, then SourceOne Events cannot guarantee the hanging of your sign during the hours specified below.
9. **All signs**, with the exception of banners, must have structural rigging points. All signs exceeding 200 lbs. must **include detailed construction plans** with a current structural engineer stamp. Send these plans to [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com) in advance of the first day of move in.
10. SourceOne Events accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend SourceOne Events, Inc. and Show Organizer from any claims arising out of, or related to, the installation or dismantle of any sign without approved drawings.
11. Additional charges may be applied by SourceOne Events due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in-house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in-house exclusive labor charges, etc.

## Rigging/Hanging Sign Checklist Requirements

- Complete and Submit Payment Authorization Form
- Order Hanging Sign Assembly labor to have your sign assembled and dismantled by SourceOne Events Certified Riggers
- Complete Hanging Sign Layout and Information page
- Order Install and Dismantle labor for all Hanging Signs
- Order necessary Hanging Sign Equipment
- Place electrical orders (if applicable)
- Submit Diagrams with orientation, dimensions, and placement for all materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Signs(s) using the Advance Hanging Sign Shipping Labels included in this service manual
- Ship Hanging Signs(s) to the Advance Warehouse between **Wednesday, December 7, 2022** and **Thursday, January 5, 2023**.



## Sign Information

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

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

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

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

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

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

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

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

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

Do you want to supervise the hanging of your sign? Yes No

When would you like the sign to be hung? Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

### Please Note

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

### Step 1. Booth Information

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

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

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

### Step 3. Draw Booth Lay

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

### Grid Example

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

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

If this grid scale is too small for easy drawing, you may turn in a separate sheet indicating booth layout.

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

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


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

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Cancellation Policy: Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation. A 48-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

Please Email or Fax Completed Forms to SourceOne Events:

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

## Installation & Removal Assembly Labor Rates

Assembly Labor Description	Discount	Standard	Show Site
Straight Time (ST) – Monday through Friday from 8:00AM to 4:30PM.	\$151.25	\$181.50	\$235.95
Overtime (OT) – Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$226.88	\$272.25	\$353.93
Double Time (DT) – Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays	\$302.50	\$363.00	\$471.90
Note(s): There is a 3 laborer minimum for 1 hour			

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

OK to proceed without exhibitor supervision

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

Wait for exhibitor personnel or display house to supervise

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

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

### Installation & Removal Sign Assembly Labor

Labor Type	Date	Start Time	End Time	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Estimated Total Cost
Installation				x	x	= \$	
Removal				x	x	= \$	

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

Total Installation & Removal Labor = \$

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

### Installation & Removal Hanging/Rigging Labor Rates

Description	Discount	Standard	Show Site
Straight Time (ST) – Scissor Lift / Condor Lift and Crew	\$877.80	\$1,053.36	\$1,369.37
Overtime (OT) – Scissor Lift / Condor Lift and Crew	\$1,316.70	\$1,580.04	\$2,054.05
Double Time (DT) – Scissor Lift / Condor Lift and Crew	\$1,755.60	\$2,106.72	\$2,738.74

**Supervision Labor Info:** Supervision for installation or removal of overhead hanging sign can be provided by SourceOne Events, or by your company representative, display house, or independent contractor.

OK to proceed without exhibitor supervision

Please indicate method of supervision you require for the installation/removal of the hanging sign:

Wait for exhibitor personnel or display house to supervise

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

### Installation & Removal Hanging/Rigging Labor

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

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

Total Installation & Removal Labor = \$

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

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

### Miscellaneous Item Rates

Description	Discount	Standard	Show Site	No. of Lifts and Crews	No. of Hours	Total
Plan Submission Fee – Mandatory	\$71.50	\$85.80	\$111.54	x	x	= \$
Wire – 60 lbs. Max – Mandatory unless over 60 lbs.	\$82.50	\$99.00	\$128.70	x	x	= \$
Cabling (per foot) – Signs over 60 lbs.	\$22.00	\$26.40	\$34.32	x	x	= \$
Shackles (each)	\$60.50	\$72.60	\$94.38	x	x	= \$

### Additional Charge May Apply due to the following

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

Total Payment for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

Cancellation Policy: Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation. A 48-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.


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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

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

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



		<h2>Hanging Sign Shipment</h2>	
<b>FROM:</b> _____ _____ _____			
<b>CABDA West 2023</b>			
<b>TO:</b> _____ <small>Full Exhibiting Company Name at Show</small>		_____ <small>Booth Number</small>	
<b>ABF Freight SC 165</b> <b>c/o SourceOne Events</b> <b>10744 Almond Ave</b> <b>Fontana, CA 92337</b>		<small>SourceOne Events receiving hours are Monday through Friday between 8:00AM to 4:00PM. Closed 12:00PM - 1:00PM &amp; Holidays. Drivers must check-in with Advance Warehouse prior to 3:00PM to be ensured same day unloading.</small>	
<b>Shipments should arrive on or between:</b> Wednesday, December 7, 2022 - Thursday, January 5, 2023		Shipments received after <b>Friday, December 30, 2022</b> are subject to a 30% surcharge.	
Carrier Name: _____ Number _____ of _____ pieces			
<div style="display: flex; align-items: center;"> <div style="font-size: 4em; margin-right: 10px;">H</div> <div> <h1>RUSH SHIPMENT</h1> <h2>H A N G I N G   S I G N</h2> </div> </div>			



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



		<h2>Hanging Sign Shipment</h2>	
<b>FROM:</b> _____ _____ _____			
<b>CABDA West 2023</b>			
<b>TO:</b> _____ <small>Full Exhibiting Company Name at Show</small>		_____ <small>Booth Number</small>	
<b>ABF Freight SC 165</b> <b>c/o SourceOne Events</b> <b>10744 Almond Ave</b> <b>Fontana, CA 92337</b>		<small>SourceOne Events receiving hours are Monday through Friday between 8:00AM to 4:00PM. Closed 12:00PM - 1:00PM &amp; Holidays. Drivers must check-in with Advance Warehouse prior to 3:00PM to be ensured same day unloading.</small>	
<b>Shipments should arrive on or between:</b> Wednesday, December 7, 2022 - Thursday, January 5, 2023		Shipments received after <b>Friday, December 30, 2022</b> are subject to a 30% surcharge.	
Carrier Name: _____ Number _____ of _____ pieces			
<div style="display: flex; align-items: center;"> <div style="font-size: 4em; margin-right: 10px;">H</div> <div> <h1>RUSH SHIPMENT</h1> <h2>H A N G I N G   S I G N</h2> </div> </div>			

# Logistics & Material Handling



## What is Logistics?

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

**You may use any carrier you wish, however, if you use SourceOne Events Logistics you can save 10% on your Material Handling.**



Your Office/Warehouse



Shipping your package(s) via Logistics to Advance Warehouse



Your Shipment arriving & stored prior to Event at Advance Warehouse

## What is Material Handling?

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

**Note:** The two options for shipping freight are either to the advance warehouse or, if applicable, direct to showsite.

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

## Material Handling Process

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

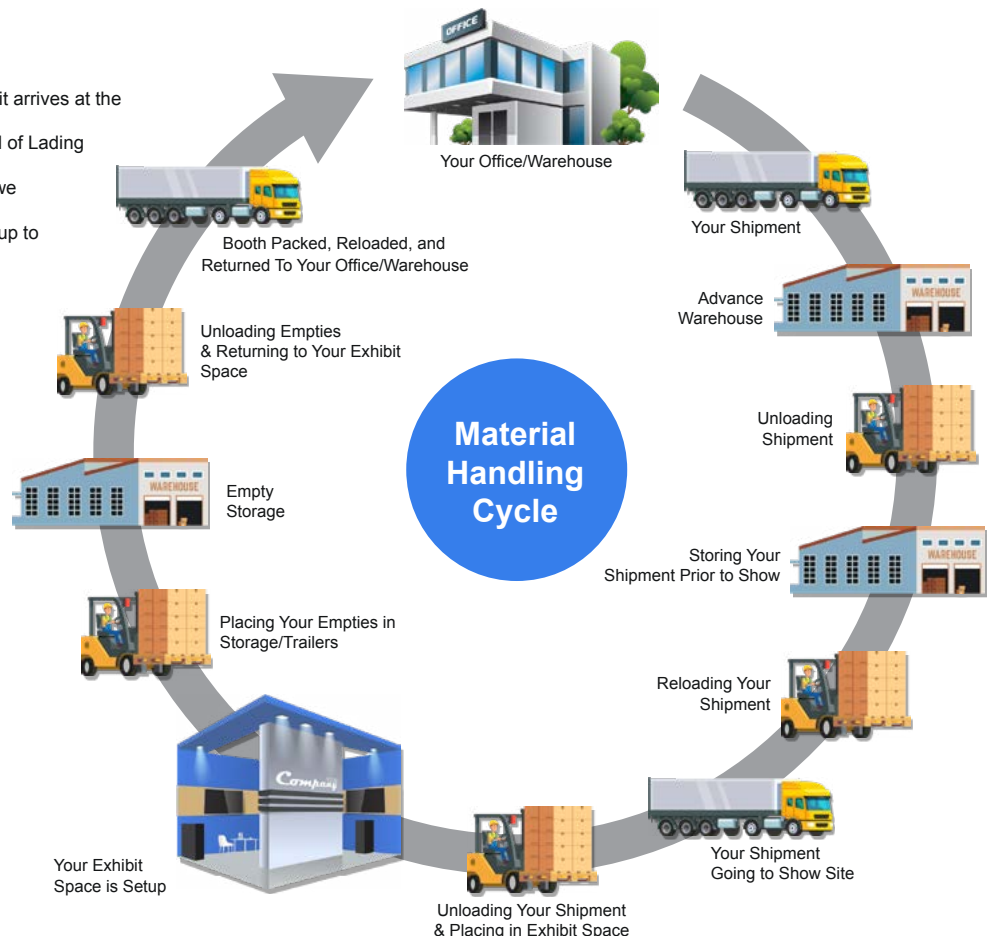
## How do I keep Material Handling charges low?

### Consolidate Your Shipments

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

### SAVE 10% on Material Handling when using SourceOne Logistics

Make your round trip shipping arrangements through SourceOne Events Logistics and save 10% on all your material handling charges.





## Save 10% on Material Handling with SourceOne Events Logistics

As the official services provider, SourceOne Events Logistics can offer competitive pricing and a smooth shipping experience along with these transportation benefits:

- ▶ 10% off material handling for round trip shipments
- ▶ Volume discounts for larger shipments
- ▶ SourceOne on-site support professionals
- ▶ Preprinted bill of lading and shipping labels correctly formatted for inbound or outbound
- ▶ Automated tracking and delivery status reports via email
- ▶ No driver wait time charges for inbound or outbound
- ▶ Priority Empty Return Labels to all inbound Logistics Customers upon order
- ▶ Consolidated show invoice

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

## Interested in a Free Inbound Quote?

Please complete the steps below for hassle free shipping.

### Step 1: Complete your company information

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

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

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

Step 3: Tell us when your shipment would be ready for pickup: Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_  
Is there anything else we should know about your pickup location \_\_\_\_\_

Step 4: Tell us where the shipment is going: Advance Warehouse Direct to Show Site

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

Qty	Shipment Type	Length	Width	Height	Weight/Piece	Declared Value

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

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

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

## Save 10% on Material Handling with SourceOne Events Logistics

As the official services provider, SourceOne Events Logistics can offer competitive pricing and a smooth shipping experience along with these transportation benefits:

- ▶ 10% off material handling for round trip shipments
- ▶ Volume discounts for larger shipments
- ▶ SourceOne on-site support professionals
- ▶ Preprinted bill of lading and shipping labels correctly formatted for inbound or outbound
- ▶ Automated tracking and delivery status reports via email
- ▶ No driver wait time charges for inbound or outbound
- ▶ Consolidated show invoice
- ▶ Guaranteed outbound pickup from show

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

## Interested in a Free Outbound Quote?

Please complete the steps below for hassle free shipping.

### Step 1: Complete your company information:

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

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

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

### Step 3: Tell us when your shipment needs to be delivered by:

Date: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

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

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

Qty	Shipment Type	Length	Width	Height	Weight/Piece	Declared Value

Qty	Shipment Type	Length	Width	Height	Weight/Piece	Declared Value

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

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

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

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

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

Please answer all questions to the best of your knowledge

1. Which Material Handling Service will you be utilizing:

Advance Warehouse

Direct to Show Site

2. If shipping Direct to Show Site, provide date and time you are scheduling your shipment(s) to arrive on-site.

Date: \_\_\_\_\_ Time: \_\_\_\_\_

3. Estimate total number of pieces being shipped:

\_\_\_\_\_ Boxes \_\_\_\_\_ Cases \_\_\_\_\_ Crates/Skids \_\_\_\_\_ Uncrated \_\_\_\_\_ Machinery \_\_\_\_\_ Total Pieces

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

5. What is the weight of the single heaviest piece that must be lifted? \_\_\_\_\_ lbs.

6. Is there any special handling equipment required to unload your exhibit materials, e.g., extended forklift blades, crane, versa lift, special slings, lift bars, et.?

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

No

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

\_\_\_\_\_ Van Line \_\_\_\_\_ Common Carrier \_\_\_\_\_ Flatbed \_\_\_\_\_ Company Truck

\_\_\_\_\_ Box Truck \_\_\_\_\_ Van \_\_\_\_\_ Overseas Container

8. List carrier name(s): \_\_\_\_\_ Phone Number: \_\_\_\_\_

9. International Shipment: No Yes — If yes, please complete the custom broker information below

10. Customs Broker (print name): \_\_\_\_\_ Phone Number: \_\_\_\_\_

11. Print the name of person in charge of your move-in: \_\_\_\_\_

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

12. Please provide tracking numbers or pro numbers for your shipments. This information assists our freight department better serve you by allowing us to determine if any of your shipments are missing or damaged upon arrival.

1. Tracking or Pro Number: \_\_\_\_\_

7. Tracking or Pro Number: \_\_\_\_\_

2. Tracking or Pro Number: \_\_\_\_\_

8. Tracking or Pro Number: \_\_\_\_\_

3. Tracking or Pro Number: \_\_\_\_\_

9. Tracking or Pro Number: \_\_\_\_\_

4. Tracking or Pro Number: \_\_\_\_\_

10. Tracking or Pro Number: \_\_\_\_\_

5. Tracking or Pro Number: \_\_\_\_\_

11. Tracking or Pro Number: \_\_\_\_\_

6. Tracking or Pro Number: \_\_\_\_\_

12. Tracking or Pro Number: \_\_\_\_\_

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

Company Name

Email

Phone Number

Booth Number

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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

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

**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** jessica@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111

Inbound Freight Service Questionnaire | 88

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

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

Please answer all questions to the best of your knowledge

1. Which shipping service will you be utilizing:

SourceOne Events - If you want a quote please see [Outbound Logistic Services on page 87](#).

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

2. Estimate total number of pieces being shipped:

\_\_\_\_\_ Boxes \_\_\_\_\_ Cases \_\_\_\_\_ Crates/Skids \_\_\_\_\_ Uncrated \_\_\_\_\_ Machinery \_\_\_\_\_ **Total Pieces**

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

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

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

No

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

\_\_\_\_\_ Van Line \_\_\_\_\_ Common Carrier \_\_\_\_\_ Flatbed \_\_\_\_\_ Company Truck

\_\_\_\_\_ Box Truck \_\_\_\_\_ Van \_\_\_\_\_ Overseas Container

6. International Shipment: No Yes — If yes, please complete the custom broker information below

7. Customs Broker (print name): \_\_\_\_\_ Phone Number: \_\_\_\_\_

8. **Ship to Information:**

Company Name: \_\_\_\_\_ Delivery Address: \_\_\_\_\_

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

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

Account Number (If applicable): \_\_\_\_\_ Specific Delivery Date: \_\_\_\_\_

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

9. Where will your carrier be picking up?

Show site during move-out: Carrier's need to check in, at minimum, 1 hour before **Force Time**.

Return to warehouse: Please schedule your carrier to pick up on the date provided by the Exhibitor Service Representative.

10. **Bill to Information:**

Exhibiting Company Name: \_\_\_\_\_ Billing Address: \_\_\_\_\_

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

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

Freight Service Paid By: Pre-paid Collect Third-party

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com) | Fax: 708.344.3050 | Phone: 708.344.4111

Outbound Freight Service Questionnaire | 89

## Receiving Hours

**Advance Freight to Warehouse:** Monday through Friday from 8:00AM to 4:00PM. Saturday, Sunday, and Holidays are excluded for warehouse deliveries.  
**Straight Time Delivery to Show Site:** Monday through Friday from 8:00AM to 4:00PM.  
**Overtime Delivery to Show Site:** Monday through Friday from 4:00PM to 12:00AM. All day Saturday.  
**Double Time Delivery to Show Site:** Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.

The above schedule applies to freight received on-site during move-in and move-out as well as freight received at the advance warehouse.

## Rate Classifications

**Advance Shipments to Warehouse:** Rates include unloading freight, storing shipment at warehouse for up to 30 days (material stored beyond 30 days will incur additional storage fees), reloading on to trucks, and delivery to the Show Site. Labor to then unload freight and deliver to booth, picking up your empty containers, storing, returning empty shipping containers, and reloading freight onto carrier for return to your specified destination from exhibit site.

**Direct Shipments to Show Site:** Rates include unloading freight and delivery to your booth location. Once your booth is setup our labor will pick up your empty containers, store them, return empty shipping containers, and reload freight onto carrier for return to your specified destination from exhibit site.

## Type of Shipment

**Crated Material:** This type of shipment is either skidded or in any type of shipping container. This shipment can be loaded or unloaded at the dock and requires no additional handling.

**Uncrated Material:** This type of shipment is either shipped loose, pad-wrapped, and/or un-skidded materials or machinery. This shipment needs extra labor and equipment to handle. Typically this shipment comes direct to show site rather than to the advance warehouse.

**Special Handling Material:** This type of shipment is delivered by a carrier which requires additional handling, such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments. UPS, DHL, and Fedex are included in this category due to their delivery procedures. If your freight is too tall to fit through the show location's dock, doors, or elevators, and SourceOne Events has to break down your materials down then additional fees may apply.

**Small Package:** A small package shipment is a shipment totaling any number of pieces with a combined weight below 30 lbs. that is received on the same day, from the same shipper, and delivered by the same carrier.

## Shipment Surcharges

**Late Shipments:** A 30% surcharge will apply to shipments not arriving within the published discount pricing deadline date for advance warehouse or arriving on Show Site after the show has opened.

**Off-Target Delivery/Pickups Direct to Show Site Surcharge:** A flat rate per CWT will apply to shipments; see following page Material Handling Rates. This applies to targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge of 30% will apply if shipment is not delivered/picked up or carrier has not checked in during assigned target date/time.

**On-site Empty Storage:** A charge per crate, skid, or carton applies when SourceOne Events handles the storage and return of empties from a shipment not received by SourceOne Events and therefore not subject to material handling charges.

***Please Note:** All exhibitors must adhere to the Fire Regulations regarding the storage of empty containers behind booth back wall drape which is strictly prohibited and is outlined under the Fire Regulations page in the [Rules and Regulations Section](#) of this exhibitor manual.*

**Warehouse Storage:** Shipments arriving at the warehouse more than 30 days before the last receiving date will incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request or freight that was forced off of the show floor incurs "return to warehouse" (RTW) fees and storage fees.

**Return to Warehouse Service Fee:** Crated or Skidded (600lb minimum) and Special Handling (400lb minimum) will be accepted at warehouse at exhibitor expense if carrier does not show up during designated move out time. Forced freight will be assessed a surcharge if carrier does not show during designated driver check-in time.

**Shrink Wrap and/or Banding Fee:** A fee for ½ hour labor to perform the task of shrink wrapping and/or banding your materials. The fees will be charged if you request this service during the move out process for your outbound shipments.

**Disposal Fee:** A disposal fee, or minimum 1 hour labor will, be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

**Disposal Fee Rates: \$.75 per lb., minimum \$200.00, plus applicable labor rate based on ST, OT, or DT.**

### Show Site Over Time:

Published rates are based on Straight Time move-in and move-out. If the move-in or move-out occurs during Overtime the following surcharges will apply.

- Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be placed in line for loading ONLY after a bill of lading is submitted to the SourceOne Service Desk and the driver has checked in.

### Advance Warehouse Over Time:

Published rates are based on Straight Time move-in and move-out. If the move-in or move-out occurs during Overtime the following surcharges will apply.

- Advanced shipments may be received during straight time hours at the warehouse location, however, an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move-out hours beyond our control or if freight was received outside of standard hours at the advance warehouse.

### Straight Time, Over Time:

- ST/ST: Straight Time, Straight Time rate applies if the shipment is handled Inbound AND Outbound, Monday – Friday between 8:00AM – 4:30PM
- ST/OT: Straight Time, Overtime rate applies if the shipment is handled Inbound OR Outbound, Monday – Friday between 8:00AM – 4:30PM and After 4:30PM Monday – Friday/ All Day Saturday – Sunday and Holidays
- OT/OT: Overtime, Overtime rate applies if the shipment is handled Inbound AND Outbound, After 4:30PM Monday – Friday/All Day Saturday – Sunday and Holidays

**Reweigh of Shipments Surcharge:** An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

**Reweigh Fee Rate: \$30.00 per forklift load**

**Marshalling Yard Surcharge:** When SourceOne Events must lease space for Marshalling yard operations because no space is provided by the facility, SourceOne Events may charge a one time fee per shipment traveling inbound and/or outbound through the Marshalling yard.

**Marshalling Yard Rate: \$50.00 per shipment**



## Ship With SourceOne Logistics and Receive a 10% Discount On Material Handling

To set up round trip shipping, please call 877-763-3976, or complete BOTH the SourceOne Logistic Services Inbound AND Outbound form included in this manual on page 86 and page 87 in the Logistics and Material Handling Section.

## How to Calculate Material Handling Services

When estimating weight, round up to the next 100 lbs. **Example:** 367 lbs. round up to next hundred pounds = 400 lbs. ÷ 100 lbs. = 4 x Material Handling Rate = \$ Amount or minimum charge, whichever is greater.

### Rate Calculator

$$\frac{\text{lbs.}}{100} = \frac{\text{Rounded up weight to nearest hundred lbs.}}{100} = \text{Total CWT} \times \$ \text{Price per CWT} = \$ \text{Additional Surcharges if Applicable} = \$ \text{Total Charges}$$

## Advance Warehouse Shipment (200 lbs. min.)

**Advance Shipment Dates**  
December 7, 2022 - December 30, 2022

**Late Shipment Dates**  
January 2, 2023 - January 5, 2023

Rate Classification	Actual CWT Weight	Price per CWT	200 lbs. Minimum	Total
Crated or Skidded Shipment	X	\$160.31	\$320.62	= \$
Special Handling Shipment	X	\$194.06	\$388.12	= \$
Late Crated or Skidded Shipment (Arrives after Friday, December 30, 2022)	X	\$208.40	\$416.80	= \$
Late Special Handling Shipment (Arrives after Friday, December 30, 2022)	X	\$252.78	\$504.55	= \$

Total: \$

## Direct Shipment to Show Site (200 lbs. min.)

Rate Classification	Actual CWT Weight	Price per CWT	200 lbs. Minimum	Total
Crated or Skidded Shipment	X	\$179.00	\$358.00	= \$
Special Handling Shipment	X	\$187.00	\$374.00	= \$
Uncrated or Pad Wrapped Shipment	X	\$200.00	\$400.00	= \$
Off-Target Surcharge - Shipment received at show site outside of move-in hours	X	\$43.00	\$86.00	= \$

Total: \$

## Miscellaneous Services

Rate Classification	Price	Minimum	Total
Re-Route via SourceOne Events - Crated and Skidded: Larger Items	\$32.50 per CWT	\$195.00	= \$
Re-Route via SourceOne Events - Special Handling: Small Packages	\$32.50 per CWT	\$130.00	= \$
Warehouse Storage Fee - per day (outside advance period)	\$19.50 per CWT	\$195.00	= \$
Onsite Empty Storage (Non-Accessible During Show) - Boxes or Fiber Cases	\$58.50 per Piece	\$58.50	= \$
Onsite Empty Storage (Non-Accessible During Show) - Crated or Skidded	\$97.50 per Piece	\$97.50	= \$
Shrink Wrap - Outbound Shipments - Onsite Only - 1/2 Hour Labor	\$130 per 1/2 hour	\$130.00	= \$
Banding - Outbound Shipments - Onsite Only - 1/2 Hour Labor	\$130 per 1/2 hour	\$130.00	= \$

Total: \$

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

Please Sign **X**

Authorized Signature

Authorized Name - Please Print

Date

Total Payment for Selections

\$

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

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

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

## Pre-Order Only

Priority Empty Return will only be available to vendors who place their order prior to [December 27, 2022](#).  
Please complete the information below and return to SourceOne Events, Inc. with payment before the [December 27, 2022](#).

## Priority Empty Return Information

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

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

## Place Order Here

Description	Rate Per Item	# of Containers, Crates, Skids, etc.	Total
Priority Empty Labels, Expedited Return at Close of Show, Per Item	\$93.50	X _____	= \$ _____

### Please Note:

This service cannot be ordered after your empty containers have been removed and placed in storage. If ordered, you can adjust your total empties on show site if necessary.

Total Payment  
for Selections

\$

## Priority Empty Process:

1. Prior to the end of exhibitor move-in, obtain the priority empty labels from the SourceOne Events Service Desk to indicate priority status on your empty containers.
2. Place labels on all 4 sides of your items. Be sure to indicate your company name and booth number if not already labeled.
3. Priority empties are returned to your booth within one hour after all aisle carpet (if applicable) is removed at the close of the show.
4. Do not use the standard empty labels for priority empties.

Company Name	Email	Phone Number	Booth Number
<div> <div>Please Sign</div> <div>X</div> </div>			
Authorized Signature			
Authorized Name - Please Print		Date	

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

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

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

**Address:** 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** [jessica@sourceoneevents.com](mailto:jessica@sourceoneevents.com) | **Fax:** 708.344.3050 | **Phone:** 708.344.4111



# Advance Warehouse Shipping Labels

Show Name: CABDA West 2023 | Show Date: January 10-11, 2023 | Location: Ontario Convention Center

Discount Deadline Date: December 27, 2022

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

Please print this label on a color printer if possible.



		<b>Advance Shipment</b>	
<b>FROM:</b> _____ _____ _____			
<b>CABDA West 2023</b>			
<b>TO:</b> _____ <small>Full Exhibiting Company Name at Show</small>		<small>Booth Number</small>	
<b>ABF Freight SC 165 c/o SourceOne Events 10744 Almond Ave Fontana, CA 92337</b>		SourceOne receiving hours are Monday through Friday between 8:00AM to 4:00PM. Closed 12:00PM - 1:00PM & Holidays. Drivers must check-in with Advance Warehouse prior to 3:00PM to be ensured same day unloading.	
<b>Shipments should arrive on or between:</b> Wednesday, December 7, 2022 - Thursday, January 5, 2023		Shipments received after <b>Friday, December 30, 2022</b> are subject to a 30% surcharge.	
Carrier Name: _____ Number _____ of _____ pieces			
<b>A</b>	<b>RUSH SHIPMENT</b> <b>A D V A N C E W A R E H O U S E</b>		




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



		<b>Advance Shipment</b>	
<b>FROM:</b> _____ _____ _____			
<b>CABDA West 2023</b>			
<b>TO:</b> _____ <small>Full Exhibiting Company Name at Show</small>		<small>Booth Number</small>	
<b>ABF Freight SC 165 c/o SourceOne Events 10744 Almond Ave Fontana, CA 92337</b>		SourceOne receiving hours are Monday through Friday between 8:00AM to 4:00PM. Closed 12:00PM - 1:00PM & Holidays. Drivers must check-in with Advance Warehouse prior to 3:00PM to be ensured same day unloading.	
<b>Shipments should arrive on or between:</b> Wednesday, December 7, 2022 - Thursday, January 5, 2023		Shipments received after <b>Friday, December 30, 2022</b> are subject to a 30% surcharge.	
Carrier Name: _____ Number _____ of _____ pieces			
<b>A</b>	<b>RUSH SHIPMENT</b> <b>A D V A N C E W A R E H O U S E</b>		

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





## Direct Shipment

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

### CABDA West 2023

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

**Ontario Convention Center  
c/o SourceOne Events  
2000 E. Convention Center Way  
Ontario, CA 91764**

Drivers must check-in with Show Site Dock Supervisor.

**NOTE:** Shipments not consigned to SourceOne Events will not be accepted at Show Site and will be refused.

Shipments should arrive **ONLY** during the following day(s) and time(s):

**ONLY**

January 9, 2023

8:00AM - 4:00PM

**Certified Weight Tickets are Required for all shipments.**


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

D
RUSH SHIPMENT  
DIRECT TO SHOW SITE



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





## Direct Shipment

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

### CABDA West 2023

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

**Ontario Convention Center  
c/o SourceOne Events  
2000 E. Convention Center Way  
Ontario, CA 91764**

Drivers must check-in with Show Site Dock Supervisor.

**NOTE:** Shipments not consigned to SourceOne Events will not be accepted at Show Site and will be refused.

Shipments should arrive **ONLY** during the following day(s) and time(s):

**ONLY**

January 9, 2023

8:00AM - 4:00PM


**Certified Weight Tickets are Required for all shipments.**

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

D
RUSH SHIPMENT  
DIRECT TO SHOW SITE

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





## Outbound Shipment

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

CABDA West 2023

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


**c/o:** \_\_\_\_\_ **Name of Show:** \_\_\_\_\_

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

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

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

**Piece Number:** \_\_\_\_\_ **of** \_\_\_\_\_ **Product Number:** \_\_\_\_\_




# RUSH SHIPMENT



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





## Outbound Shipment

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

CABDA West 2023

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

**c/o:** \_\_\_\_\_ **Name of Show:** \_\_\_\_\_

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

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

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

**Piece Number:** \_\_\_\_\_ **of** \_\_\_\_\_ **Product Number:** \_\_\_\_\_



# RUSH SHIPMENT



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

## What is Material Handling/Drayage?

As the official general service contractor, SourceOne Events is the exclusive provider of material handling/drayage services. The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to SourceOne Events advance warehouse or directly to show site, your materials still need to get to your booth location.

1. Material handling includes unloading your exhibit material either at warehouse or at show site
2. Storing up to 30 days in advance at the advance warehouse address
3. Delivering to the booth
4. Handling of empty containers to storage
5. Returning empty containers at the close of the show
6. Removing of material from the booth for reloading onto outbound carriers

Material handling or "drayage" should not be confused with the cost to transport your exhibit material to and from the convention or event.

**NOTE:** You have two options for shipping your freight, you may ship to the warehouse or directly to show site.

## What is the definition of "freight"?

Any exhibit materials shipped or delivered to the advance warehouse or directly to show facility via shipping carrier, POV, or delivery truck.

## What is the difference between material handling and shipping?

**Shipping:** The process of picking up your shipment from your location (home, office, warehouse, or other), then transporting your shipment from your location to destination, and also the process of returning your shipment back to your location after the close of the show.

**Material Handling/Drayage:** Begins at the time your shipment arrives to the docks (please refer to "What is material handling/drayage?" for the full definition).

**NOTE:** These are 2 different items and are billed separately.

## Do I need to order a forklift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials. However, if you need to have items moved around in your booth because of weight, or specific placement of freight in booth, then in-booth forklift service would be ordered separately.

## What does CWT mean?

CWT is an acronym for Century Weight. Your shipment is billed per 100 lbs. with a 200lbs. minimum.

## Will there be any additional charges?

Additional charges may apply based on a number of factors such as when the freight arrives at Advance Warehouse, direct to show site, if shipment is special handling vs. crated & skidded, overtime charges/off target, or when the shipment is able to move-in or move-out of show site facility, etc. **Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.**

## Can I carry my own materials to my booth?

Usually, an exhibitor may bring in their own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks, or any other equipment through the front doors of the facility. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

## How is the weight of my shipment determined?

1. Certified weight tickets are used to determine weight which should be attained by all drivers for materials prior to arrival at the advance warehouse or show site dock. SourceOne Events reserves the right to determine weights for all shipments, for which weight tickets are not provided with delivery. When SourceOne Events weighs the shipment, the exhibitor will be charged double for handling.
2. The weight listed on the material handling agreement by your shipping department or staff may determine the weight of the shipment. Once the freight arrives at the advance warehouse or on-site, a SourceOne Events Team member will reweigh shipment to determine actual weight. The exhibitor will be billed at the reweighed weight.

## How are rates determined?

Drayage charges are based on a number of factors including labor rates, facility dock access, and the show schedule. These rates vary from city to city.

## Small Shipments vs. Large Shipments

Most all General Service Contractors have a minimum charge of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you may be charged the minimum on each shipment if they arrive on different days.

If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the General Service Contractor's warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment. This often happens when using carriers such as UPS, FedEx, DHL or any Air Freight Carrier who handles small packages.

## Pros to Advance Shipments vs Cons to Direct Shipments

### Pros to Advance Shipments to Warehouse:

1. You are able to confirm if materials arrived well in advance to show installation.
2. If there is a problem with the shipment you can address the issue prior to the show.
3. Your materials will be in your booth when you arrive on show site and you can begin installation immediately, saving yourself time and frustration.

### Cons to Shipping Direct to Show Site:

1. If there is a problem with your shipment, there is rarely time to resolve the problem prior to show opening.
2. Delayed setup due to drivers delivering your items to the wrong location in a facility.

## Should I insure my exhibit prior to shipping?

The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. Add a rider to your existing policy to do this. Check with your insurance carrier for details.

## How should my freight be labeled?

- The label should contain the exhibiting company name, the booth number, and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Show Information Pages – [General Information Section](#).
- Reference shipping labels included in the exhibitor kit located in the [Shipping and Material Handling Section](#).

## What can I do with my empty containers and where do they go during the show?

**STEP 1.** Pick up "Empty Labels" at the SourceOne Events Service Desk. Be sure to know the number of empties you will have and label/priority label each one.

**STEP 2.** Once the container is completely empty, place a label on each container individually.

**STEP 3.** When containers are labeled empty they will be picked up periodically and stored in non-accessible storage during the event. **NOTE:** A non-accessible area is an area that is not available during the show.

**STEP 4.** At the close of the show, the empty containers will be returned to the booth in random order, unless priority labels are preordered, after aisle carpet is removed.

**NOTE:** Any unlabeled empties will be considered trash

## How do I protect my materials after delivered to the show or before pick-up after the show?

1. Avoid listing the contents of crates and cartons on your shipping labels or on the crates and cartons (a label that reads "50" LED color monitor" is an open invitation for thieves).
2. Be sure to have someone remain in your booth during the hectic and heavily populated move-in and move-out times.
3. Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them.
4. Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
5. Never store items in containers marked "Empty".
6. Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.

## Accessible Storage During Show

Accessible storage service is available at show site for exhibitors to easily access their product samples and literature during show days only. All arrangements for accessible storage must be placed on-site at the SourceOne Service Desk.

The charge for Accessible Storage consists of a daily storage charge plus labor to place in and remove materials from storage. If items are too heavy to deliver to your booth by a pallet jack then a forklift will be required. See Forklift Labor on page 77 for pricing.

When you are ready for your stored materials to be delivered to and/or from your booth, please notify at SourceOne Service Desk.

## Accessible Storage Pricing

Accessible storage during show hours (Price is based upon sq. footage)	Price Per Day (PRICE DOES NOT INCLUDE LABOR)	Minimum (Duration)	No. of Days	Total
Up to 25 sq. ft.	\$99.00	\$297.00	X	= \$
26 to 50 sq. ft.	\$154.00	\$462.00	X	= \$
51 to 100 sq. ft.	\$220.00	\$660.00	X	= \$
101 to 150 sq. ft.	\$264.00	\$792.00	X	= \$
151 to 200 sq. ft.	\$385.00	\$1,155.00	X	= \$
201 and up – Please Call	Please Call	Please Call	X	= \$

## Accessible Storage Labor Order

Description	Labor Schedule	Price Per 1/2 Hour	No. of Workers	No. Hours	Total
Straight Time	Monday through Friday from 8:00AM to 4:30PM.	\$141.35	X	X	= \$
Overtime	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$212.03	X	X	= \$
Double Time	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$282.70	X	X	= \$

Labor rates are calculated based on 1/2 hour increments and 1/2 hour minimum

### Show Labor Schedule

- Invoice will be calculated based on actual hours worked
- If additional labor is needed on-site and not scheduled in advance there will be an additional 30% added to standard labor rate which will be calculated and invoiced.

Accessible Storage Order Total: \$

Accessible Storage Labor Total: \$

Total Payment  
for Selections

\$

### Labor to Place Into Storage

Schedule Date	Start Time	End Time
	AM	AM
	PM	PM
	AM	AM
	PM	PM

### Labor to Remove From Storage

Schedule Date	Start Time	End Time
	AM	AM
	PM	PM
	AM	AM
	PM	PM

### Labor to Return Product at Close of Show

Schedule Date	Start Time	End Time
	AM	AM
	PM	PM
	AM	AM
	PM	PM

Company Name

Email

Phone Number

Booth Number

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: jessica@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111

Accessible Storage During Show | 98

## Qualified Vehicles for Cartload

Personal vehicles only, no rental trucks, trailers, or bobtails will be unloaded through cartload service.



Sedan



SUV



Small Pickup



Van

## Cartload Service

- Cartload service allows exhibitors with only a cartload of small exhibit materials to move-in and move-out using one (1) laborer and one (1) pushcart.
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

## Important Information Regarding Cartload Service

- Cartload service is designed to assist those who have small hand carry items which must fit on a 2' x 6' push cart for one (1) round trip.
- If you arrive with a truck or van (1-ton and over), trailer, or truck with trailer filled with exhibit material, you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 100 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. A SourceOne Team Member will direct vehicles.
- The cart is not authorized to enter or go to any parking structure.
- There must be two (2) people with the vehicle; one person to go with your product(s) to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. Personal vehicles only, no rental trucks, trailers, or bobtails will be unloaded through cartload service, no rental trucks, trailers or bobtails will be unloaded through cartload service.
- To receive this service, go to the Freight Desk to check-in with a SourceOne Team Member. They will direct you where to go from there.
- Pre-orders will receive preferential service at show site.

### Cartload Service Install

Schedule Date	Start Time	End Time
	AM	AM
	PM	PM
	AM	AM
	PM	PM

### Cartload Service Removal

Schedule Date	Start Time	End Time
	AM	AM
	PM	PM
	AM	AM
	PM	PM

Description of Cartload Service	Rate	No. of Trips	Total
Cartload Service: Straight Time, Dock to Booth	\$85.80	X	= \$
Cartload Service: Straight Time, Booth to Dock	\$85.80	X	= \$
Cartload Service: Overtime, Dock to Booth	\$127.33	X	= \$
Cartload Service: Overtime, Booth to Dock	\$127.33	X	= \$
Cartload Service: Double Time, Dock to Booth	\$169.40	X	= \$
Cartload Service: Double Time, Booth to Dock	\$169.40	X	= \$

Total Payment  
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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## What is Vehicle/Mobile Spotting?

Spotting is the placement or "dropping" of a vehicle or trailer on the show floor and its subsequent removal from the show floor. The spotting of vehicles is one of the most critical segments of the move-in operation.

Exhibitors with vehicles, self-propelled or pushed, scheduled for display must notify SourceOne Events in writing of such intent and will be subject to spotting fees.

Exhibitors with vehicles as part of their displays must complete and return this form along with the Payment Form to SourceOne Events. A target move-in time for the vehicle(s) will be assigned based upon this information. Any off target or unscheduled vehicle deliveries may be assessed a time and labor surcharge.

## Vehicle/Mobile Spotting Fee

**\$150.00 per axle charge with a 2 axle minimum for a total of \$300.00 round trip.**

Additional requirements, such as towing, will be charged on a time/materials basis.

**Example:** 1 car comes in and has 2 axles then the charge would be \$300.00 round trip

### Rules Regarding Display Vehicles and Spotting Service

1. Batteries must be disconnected and taped.
2. Fuel supply must not exceed 1/4 tank or 5 gallons, whichever is less. It is a good idea to make sure your tank is below the 1/4 mark.
3. Vehicle must be furnished with a locking gas cap or a cap sealed with tape to prevent the escape of vapors.
4. Refueling, or removal of fuel from vehicles, while on the premises is prohibited.
5. Vehicle cannot be turned on, operated or moved during show hours.
6. All spotting service orders are subject to SourceOne's Payment Policy and Limits of Liability.
7. Key(s) should be available to Show Management and/or SourceOne Events at all times.
8. This is for Display Vehicles ONLY and does not apply to any contents contained within the vehicle.
9. SourceOne Events will determine whether a vehicle meets the qualifications as a Display Vehicle, as intended on this form. If criteria is not met, standard material handling rates apply.
10. Plastic Floor Covering is required under Display vehicles to protect Facilities flooring.

## Vehicle/Mobile Spotting Service

Description of Vehicle to be Spotted	Length	Width	Height	Weight (lbs.)	Cost Per Axle	No. of Axles	Total
					\$165.00	=	\$
					\$165.00	=	\$
					\$165.00	=	\$
						Total:	\$

## Plastic Covering

**NOTE:** 100 sq. ft. minimum

Description	Length	Width	Total Sq. Ft.	Online	Discount	Standard	Total
Visqueen – Plastic Floor Covering	X	=	X	\$1.30	\$1.37	\$1.64	= \$
							Total: \$

Comments/Special Handling Requirements: \_\_\_\_\_

Who should we contact with questions? \_\_\_\_\_

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

Total Payment for Selections

\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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## IMPORTANT PLEASE READ

### ON-SITE EXHIBITOR MOVE-IN AND MOVE-OUT PROCEDURES

- POV Area is for personally owned vehicles only. This area is not designated for commercial vehicles.
- Exhibitors are **NOT** permitted to use pallet jacks, flat carts, dollies, or forklifts during move-in/move-out. This equipment is not allowed due to SourceOne Events' safety regulations.
- If your shipment requires the use of a pallet jack, flat cart, dolly, or a forklift on-site, your shipment must be handled by SourceOne Events personnel at the show's loading dock.
- All shipments received through the loading dock area fall under SourceOne Events, Inc. Labor Jurisdiction.
- Unloading and reloading your shipment will be performed exclusively by SourceOne Events, Inc. when using designated loading dock area.
- Do not leave vehicles unattended. If left unattended more than 15 minutes, vehicles will be towed at owners expense.

### NOT PERMITTED



### PERMITTED IN POV AREA



# Rules & Regulations



## Union Labor Jurisdictions

To assist in the planning stages of your participation in Ontario we have listed all the unions labor guidelines that are required for certain aspects of your exhibit handling. There are six major unions that have jurisdiction over trade shows in the Ontario area. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

### Display Labor

By definition, the installation or dismantling of exhibits which requires the use of hand tools, or takes one person more than 30 minutes, or exceeds ten feet in any direction, falls within the jurisdiction of the Union of the Sign Display and Crafts Union. You can handle and set out the products you manufacture; however, all background materials - display boards, backdrops, stands - anything the products are displayed upon, attached to, or made part of, and laying of floor tile and carpets must be installed by union labor. Labor can be ordered in advance by returning the Display Labor order form, or on show site at SourceOne Events Service Center.

### Material Handling

The Teamsters Union has jurisdiction over all unloading and reloading of materials. The Union also has jurisdiction over the operation of all material handling equipment - this includes all dollies and hand trucks.

You may hand carry only what you can manage by yourself (one person) in one trip, using no equipment. Since hand carried materials may not come through the freight entrance, show management will designate a specific entrance for hand carried items. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

### What an Exhibitor Can Do Without Unions in the Ontario area

Exhibitors may perform several functions as long as they are a full-time employee of the exhibiting company. List below are the following tasks:

1. Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flat-cart or dolly, only from a designated parking area.
2. Exhibitors may set up and dismantle their own booth displays provided their exhibit space is 100 square feet (e.g. 10' x 10') in size and does not require power tools. This needs to be accomplished by one person and in less than 1 hour (30 Minutes).
3. Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes, provided the product is not machinery.
4. Exhibitors may affix clamp-on lights to the top of their booth displays provided no tools, ladders, chairs or furniture are required to do so. This applies to booths up to 100 square feet in size or less only.
5. Exhibitors may calibrate and do repair work on internal circuit boards, do interconnecting of peripheral computer equipment, provided cable does not exceed 10' in length, and do the programming of machinery.
6. Exhibitors may do the connection of lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor.
7. Exhibitors may hang up to ten small pictures, graphics, logos, etc. onto a back wall display when such items are designed to be affixed by pre-set Velcro strips, permanently mounted hooks, or snaps.
8. Exhibitors may skirt tables provided they do so with their own custom fit skirts, without the use of staples, Velcro or snaps.
9. Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.

### Gratuities/Tipping

SourceOne Events requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all SourceOne Events employees. Any request for such should be brought to the attention of a SourceOne Events representative at the SourceOne Service Desk or correspondence may be directed to the attention of the Manager at the local office address.

### Safety

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables or other rental equipment is prohibited. This equipment is not engineered to support your weight. SourceOne Events cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Installation & Dismantle Labor section in the Exhibitor Kit and the necessary ladders and/or tools will be provided.

### Show Site Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

### Important Note:

- ! If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the Exhibitor Service Desk and the appropriate Manager will address any and all issues immediately. Please refrain from voicing complaints directly to labor personnel.
- ! The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge
- ! Bellmen are not allowed on exhibit floor. Bellmen can delivery outside show entrance and teamsters will deliver freight at exhibitors expense to exhibitor booth area.

## Exhibitor Safety Guidelines

- Only authorized personnel and employees are allowed on the show floor, all others are prohibited.
- The showsite is an active work zone. Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.
- Stay clear of heavy machinery.
- All exhibitors must set up their displays within their booth boundaries.
- Booths extending into the aisle are subject to Fire Marshal Jurisdiction and an exhibitor may be fined for aisle encroachment.
- Do not enter the dock/yard areas.
- Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not designed to support your standing weight.
- SourceOne Events, Inc. cannot be responsible for injuries, falls, or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor at the SourceOne Service Desk or in advance using the Exhibitor Service Kit
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Any person involved in moving equipment, supplies, or goods into or out of the venue is prohibited from consuming alcohol or being under the influence of alcohol.
- All work carried out on booths on-site must conform to facility regulations.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a SourceOne Events Employee immediately.

OSHA regulations prohibit minors from being present in a hazardous work environment. No individuals under the age of 18 are permitted on the show floor at any time. Show sites during move-in and move-out are similar to a construction zone and are considered to be dangerous.

## Exhibitor Security Guidelines

- Please do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. SourceOne Events, Inc., Show Management, venue personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor.
- Avoid listing the contents of crates and cartons on your shipping labels or on the crates and cartons. A label that reads "50" LED color monitor" is an open invitation for thieves.
- Be sure to have someone remain in your booth during the hectic and heavily populated move-in and move-out times.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as cell phones, laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty."
- Show management may provide security to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss or stolen items. Nor does it imply an assumption of liability for an exhibitor's property by SourceOne Events, Inc., Show Management, or their agents.
- Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.

If you notice anything unusual activity in your booth or a fellow exhibitors, please contact nearby Security or a SourceOne Events Employee immediately.

## Fire Regulations

### Booth Construction

Booths, platforms, and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as apart of the booth shall be flame-retardant. All electrical wiring and apparatus will be of 3-wire UL type approved.

### Fire Department

A permit shall be required for the following:

1. Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine (special requirements available upon request).
5. Use of compressed gases. (Permit available for 32CF bottles 1/2 full less).

### Obstructions

1. Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles.
2. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles.
3. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

### Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

### Combustibles

1. Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Marshal.
2. All exhibit and display empty cartons must be stored in an approved drayage area.
3. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 5 gal or 1/4 tank, whichever is less, and gas caps must be taped.
4. Batteries are to be disconnected and taped.
5. **IMPORTANT: Storage behind booth back wall is strictly prohibited.**

## Exhibitor Terms & Conditions

**PLEASE READ THE FOLLOWING CAREFULLY. THIS IS A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN THE CASE OF LOSS OR DAMAGE.**

SourceOne Events, Inc. Terms & Conditions are subject to change at SourceOne Events sole discretion without notice to any parties.

- Definitions:** As used throughout this Exhibitor Terms and Conditions (this "Agreement"), the following terms have the following meanings: (i) "SourceOne Events" means, collectively, SourceOne Events, Inc., an Illinois corporation, and its officers, directors, managers, employees, agents, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which SourceOne Events may retain; (ii) "Exhibitor" means, collectively, you, the exhibitor at the subject Show, and your officers, directors, managers, employees, agents, labor which you elect to secure from SourceOne Events, representatives, affiliated companies, related entities, successors and assigns, including but not limited to any subcontractors which you may retain; (iii) "Show" means each and every event or show in which SourceOne Events serves as the general service contractor or for which SourceOne Events otherwise delivers or makes available a Exhibitor Service Kit to the Exhibitor; and (iv) "Exhibitor Service Kit" means, collectively, the service manual, kit package, and/or rate card, and all corresponding checklists, schedules, forms, rules, regulations, procedures, policies, guidelines, tool kits, information, order forms, and other documentation which SourceOne Events provides or otherwise makes available to the Exhibitor in connection with a particular Show, as the case may be.
- Acceptance:** All of the terms and conditions set forth in this Agreement and each Service Kit (collectively, "Terms and Conditions") constitute a part of the contractual relationship between SourceOne Events and the Exhibitor. The Exhibitor shall automatically be deemed to have accepted all of the Terms and Conditions, regardless of whether they are set forth in this Agreement or the Service Kit, upon the occurrence of any of the following: (i) the Exhibitor's execution of SourceOne Events Payment Form; (ii) the Exhibitor's placement of any order with SourceOne Events, including but not limited to material handling, labor, rental equipment or any services rendered; or (iii) the Exhibitor's participation in a Show. By participating in a Show in which SourceOne Events serves as a general services contractor, the Exhibitor acknowledges that it shall derive economic benefit from the services SourceOne Events provides and, as consideration for such economic benefit, the Exhibitor hereby accepts and agrees to comply with all Terms and Conditions.

## Payment Terms

- Payment For Services:** Full payment for all services, including any applicable tax, is due at the time the order is placed or services will not be rendered. All payments must be tendered in immediately-available U.S. funds and all checks must be drawn on a U.S. bank. SourceOne Events will issue a final invoice ("Final Invoice") for any unpaid charges after the completion of the Show. Any outstanding balance shall accrue interest at the rate of one and one half percent (1.5%) per thirty (30) days until paid in full. Interest will begin to accrue beginning on the thirtieth (30th) day following the final day of the Show. If the Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, the Exhibitor authorizes SourceOne Events to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.
- Discount Prices:** To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).
- Method of Payments:** SourceOne accepts Mastercard, Visa, American Express, Discover Card, check and bank ACH/Wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- Cancellation of Orders Policy:** If the exhibitor needs to cancel because of reasons beyond the exhibitor's control, below are the cancellation policies per section of exhibitor kit.
  - Booth Furnishing:** Items cancelled will be charged 50% of original price prior to move-in beginning and 100% of original price after installation. Items cancelled with graphics will be charged 100% of original price.
  - Rental Exhibit & Graphics:** Items cancelled will be charged 75% of original price prior to move-in begins and 100% of original price after installation. Items cancelled with graphics will be charged 100% of original price.
  - Labor:** A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.
  - Forklift Labor:** Equipment and labor cancelled without a 24-hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.
  - Shipping & Material Handling:** Items for Material Handling cancelled will be charged 100% if the freight has been received at the warehouse. Items for Shipping cancelled will be charge 100% if the items have already been shipped either inbound or outbound of the show.
- Disputed Charges:** Upon the commencement of the Show, the Exhibitor may obtain a statement of the Exhibitor's account ("Exhibitor Account Statement") at the SourceOne Events Service Center. The Exhibitor is responsible for reviewing all charges contained on the Exhibitor Account Statement prior to the completion of the Show. If the Exhibitor disputes any charges appearing on the Exhibitor Account Statement, it must notify SourceOne Events in writing prior to the close of the Show of the dispute and the basis therefor. If SourceOne Events does not receive written notice concerning a disputed charge prior to the close of the Show, the Exhibitor shall be deemed to have accepted all charges as reflected on the Exhibitor Account Statement. For any charges adjusted or appearing on the Final Invoice that did not appear on the Exhibitor Account Statement, the Exhibitor shall have thirty (30) days from the date of the Final Invoice to notify SourceOne Events in writing of any disputed charges and the basis therefor. Failure to provide written notice of a disputed charge within thirty (30) days of the Final Invoice shall be deemed an acceptance of all charges contained on the Final Invoice.
- Collection of Unpaid Charges:** If the Exhibitor fails to pay any charge when due and owing under the terms of this Agreement or any other agreement governing payment obligations between SourceOne Events and the Exhibitor, SourceOne Events may engage a collection agency or legal counsel to collect the unpaid balance, in which case the Exhibitor shall be responsible for all costs associated with collecting the unpaid balance, including but not limited to any reasonable attorneys' fees incurred by SourceOne Events.
- No Right of Offset:** In the event of any dispute between the Exhibitor and SourceOne Events regarding any loss, damage or claim, the Exhibitor shall not withhold payment, or any partial payment, due to SourceOne Events as an offset for the alleged loss or damage. Any such dispute shall be resolved independently from the Exhibitor's payment obligations to SourceOne Events for services rendered.
- Cancellation or Termination:** If the Show is cancelled because of reasons beyond SourceOne Events control, the Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. SourceOne Events will not issue refunds to the Exhibitor of any payments made before the date of cancellation.
- Payment for Advanced Costs:** The Exhibitor shall be charged, and the Exhibitor agrees to pay, all such charges that SourceOne Events may be obligated to pay on behalf of the Exhibitor and all such charges that SourceOne Events reasonably determines may be necessary to advance on behalf of the Exhibitor, including but not limited to any shipping charges.
- Third-Party Billing:** In the event that the Exhibitor has arranged for an exhibit house or such other third party to handle the Exhibitor's billing, a Third-Party Billing Agreement must be completed. The Exhibitor is responsible for all charges incurred at the Show, should the Exhibitor's appointed display house or such other third party fail to meet the required payment terms as more particularly set forth herein.
- Additional Fees and Other Charges:** The Exhibitor shall have thirty (30) days from the date of the Final Invoice:
  - To notify SourceOne Events in writing of any credit card changes necessary for billing purposes such as transferring payments from one credit card to another, and after this date a processing fee will apply to any payment transfers.
  - To request in writing any back-up documentation such as receiving reports, weight tickets, labor tickets, etc., and after this date a processing fee will apply; and
  - To present a valid tax exemption certificate for the state in which the event is held, and after this date SourceOne Events will not be able to honor the exemption.



## Material Handling

1. **Responsibility for Exhibitor Materials:** The protection of all of the Exhibitor's materials, including but not limited to its exhibit, booth properties, company products, personal belongings to include laptops, mobile devices, purses, etc. and all collateral materials belonging to the Exhibitor (collectively, "Exhibitor Materials"), is the sole responsibility of the Exhibitor. The Exhibitor agrees to insure all Exhibitor Materials from the time they depart the Exhibitor's premises until they are returned to the Exhibitor's premises after the Show. **SOURCEONE EVENTS, INC. AND ITS SUBCONTRACTORS DO NOT INSURE THE EXHIBITOR MATERIALS AGAINST LOSS OR DAMAGE AND WILL NOT COMPENSATE THE EXHIBITOR FOR THE FULL REPLACEMENT VALUE SHOULD LOSS OR DAMAGE OCCUR TO THE EXHIBITOR MATERIALS.**
2. **Delivery:** If the Exhibitor elects to have SourceOne Events store any of the Exhibitor Materials prior to the Show, the Exhibitor agrees to deliver all of the Exhibitor Materials to SourceOne Events warehouse prior to the published deadline date. SourceOne Events reserves the right to charge, and the Exhibitor agrees to pay an additional charges in an amount equal to fifty percent (50%) of the advanced crated rate per cwt. if the Exhibitor Materials are delivered to the warehouse after the published deadline.
3. **Packaging:** The Exhibitor shall be solely responsible for packaging and labeling all Exhibitor Materials. The Exhibitor acknowledges that the Exhibitor Materials shall be handled by SourceOne Events utilizing forklifts and other similar means and agrees to package all materials accordingly. The Exhibitor shall label all Exhibitor Materials with the name of the Show, the Exhibitor's company name, and booth number. SourceOne Events shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. SourceOne Events does not accept handling any packaging containing hazardous materials. Any materials requiring specialized storage, including but not limited to accessible, dry, or refrigerated storage, are stored at the Exhibitor's own risk. SourceOne Events shall not be responsible for damage to loose or uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or improperly packed or labeled materials, or for damage to goods requiring specialized storage.
4. **Empty Containers:** SourceOne Events shall make available empty container labels at the SourceOne Events Exhibitor Service Center. The Exhibitor agrees to affix an "empty" label on all empty packaging and to remove all previous labels. The Exhibitor acknowledges that SourceOne Events: (i) shall assume that all packaging labeled as "empty" contain no materials therein; and (ii) assumes no responsibility, and shall not be liable, for any loss or damage to any Exhibitor Material while such materials are in an empty storage container.
5. **Carriers and Loading:** In no event shall SourceOne Events or its subcontractors be liable for any damage to the Exhibitor Materials after the same have been delivered to the Exhibitor's appointed carrier, shipper or agent for transportation after the conclusion of the Show. The Exhibitor agrees that SourceOne Events and/or its agents shall load the Exhibitor Materials onto the carrier under the directions from the carrier or driver of that carrier. If any employee of SourceOne Events or if any of SourceOne Events subcontractors signs a delivery receipt, Material Handling Agreement, Bill of Lading or any similar documentation (collectively, "Material Handling Agreements"), it is agreed that SourceOne Events and its subcontractors are doing so on behalf of the Exhibitor, and the Exhibitor accepts the responsibility of said shipment. Any loading onto the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. SourceOne Events assumes no responsibility for loss, damage, theft or disappearance of Exhibitor Materials that arises out of improperly loaded or labeled materials.
6. **Unattended Materials:** The Exhibitor acknowledges that there may be a period of time after the delivery of the Exhibitor Materials to the Exhibitor's booth and the arrival of the Exhibitor and/or a period of time after the Exhibitor completes packaging of the Exhibitor Materials and the pickup of such materials in which the Exhibitor Materials are left unattended. SourceOne Events assumes no responsibility for any loss, damage, theft or disappearance of any Exhibitor Materials after the same have been delivered to the Exhibitor's booth at the Show site or before they have been picked up for reloading at the conclusion of the Show. SourceOne Events recommends the securing of security services from the facility or Show management.
7. **Material Handling Adjustments:** All Material Handling Agreements submitted to SourceOne Events by the Exhibitor will be checked at the time of pick-up from the booth and corrections will be made where discrepancies exist between the quantities of items on any form submitted to SourceOne Events and the actual count of such items in the booth at the time of pick-up. SourceOne Events is not responsible for any wait time or other charges including business center charges arising from delivery or pick-up of the Exhibitor's materials.
8. **Materials Left Behind:** If the Exhibitor fails to arrange to have any Exhibitor Materials returned to the Exhibitor after the conclusion of the Show, whether through SourceOne Events or otherwise, the Exhibitor agrees that SourceOne Events shall have the right, but not the obligation, to arrange to have such Exhibitor Materials returned to SourceOne Events warehouse. SourceOne Events and its subcontractors reserve the right to change designated carriers if the carrier assigned by the Exhibitor does not pick up Exhibitor's freight on time. Consistent with the foregoing, the Exhibitor agrees that, in such circumstances, the Exhibitor will be solely responsible for payment to the replacement carrier that SourceOne Events and its subcontractors utilize. SourceOne Events and its subcontractors assume no responsibility as a result of engaging a replacement carrier. The Exhibitor further agrees to reimburse SourceOne Events for any costs and expenses incurred in removing and transporting such Exhibitor Materials, including but not limited to the costs of shipment and storage. Notwithstanding anything contained herein to the contrary, removal of Exhibitor Materials is the exclusive responsibility of the Exhibitor, and SourceOne Events shall have no responsibility for removing such materials and shall not be liable for any loss, damage, theft or disappearance of Exhibitor Materials left at the Show premises subsequent to the termination of the Show.
9. **Limitation of Liability for Material Handling:** If, and only if: (a) the Exhibitor's property is lost or damaged due to the performance or nonperformance of services provided by SourceOne Events or its subcontractors, or due to the negligence of SourceOne Events, its subcontractors or their employees; and (b) if such losses were not substantially caused or contributed to by the Exhibitor or its carrier, including but not limited to the failure to properly pack the Exhibitor Materials, the failure to properly label the Exhibitor Materials, or the failure to secure the Exhibitor Materials at the Show premises (those circumstances described by the preceding subsections (a) and (b) being referred to herein as the "SourceOne Events Material Handling Liability Circumstances"), SourceOne Events and its subcontractors shall be liable to the Exhibitor in an amount not to exceed the lesser of the following ("SourceOne Events Material Handling Liability Cap"): (i) \$30 per pound per article, with a maximum liability of \$50.00 per item; or (ii) \$1,000.00 per shipment, incident, occurrence or other claim of any nature whatsoever. The Exhibitor agrees that the amounts set forth in the immediately preceding sentence constitute the maximum amount for which SourceOne Events could be liable to the Exhibitor for damages to Exhibitor Materials. For the avoidance of doubt, SourceOne Events obligation to compensate the Exhibitor for loss or damage to the Exhibitor Materials shall be limited solely to the SourceOne Events Material Handling Liability Circumstances and in an amount not to exceed the SourceOne Events Material Handling Liability Cap.
10. **Declarations of Declared Value:** Declarations of the "declared value" of the Exhibitor Materials are between the Exhibitor and the selected carrier only, and are in no way an extension of SourceOne Events maximum liability stated herein or an increase to the SourceOne Events Material Handling Liability Cap. SourceOne Events will use commercially reasonable efforts to transmit the declared value instructions to the selected carrier; however, SourceOne Events will not be liable for any claim arising from the transmittal of, or failure to transmit, declared value instructions to the carrier nor for failure of the carrier to uphold the declared value or any other term of carriage.
11. **Claims for Damage to Exhibitor Materials:** The Exhibitor agrees to present any claim for damages to the Exhibitor Materials alleged to have been caused by SourceOne Events and/or its subcontractors to SourceOne Events by the move-out date, unless the alleged damage relates to shipping services, in which case a claim must be presented to SourceOne Events within ten (10) days of receipt of the Exhibitor Materials either by the Exhibitor or its appointed carrier, whichever is earlier ("Exhibitor Material Damage Claim Period"). SourceOne Events and/or its subcontractors shall not be responsible for any claim not presented within the foregoing time frame and the Exhibitor agrees to release any and all claims and causes of action arising from damage to the Exhibitor Materials not presented to SourceOne Events within the Exhibitor Material Damage Claim Period. SourceOne Events and/or its subcontractors are not liable for damages to any shipping container, crate or display case while materials are being shipped. A claim will not be able to be filed for damages to shipping containers, crates or display cases.
12. **Sole Relief:** If found liable for any loss, SourceOne Events sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$0.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
13. **Lien:** The Exhibitor hereby grants to SourceOne Events a security interest in and a lien on all of the Exhibitor Materials and all of the proceeds thereof, including but not limited to any insurance proceeds (collectively, "Collateral"), to secure the payment of all amounts owed by the Exhibitor to SourceOne Events, whether for services, goods, labor or supplies provided by SourceOne Events or its subcontractors or for costs advanced by SourceOne Events for the benefit of the Exhibitor (collectively, "Obligations"). SourceOne Events shall have all of the rights and remedies of a secured party under the Uniform Commercial Code, as may be amended from time to time ("UCC"), and any notice that SourceOne Events is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. SourceOne Events shall maintain the right to retain any Collateral for so long as there are any Obligations that remain unpaid or unsatisfied.

Notice that SourceOne Events is required to give under the UCC of a time and place of a public sale or the time after which any private sale or other intended disposition of any Collateral is to be made shall be deemed to constitute reasonable notice if such notice is mailed by registered or certified mail at least five (5) days prior to such action. SourceOne Events shall maintain the right to retain any Collateral for so long as there are any Obligations that remain unpaid or unsatisfied.

## Limitations on Liability

- Responsibility for Exhibitor Materials:** Except in instances in which the Exhibitor alleges damages to its Exhibitor Materials (in which case the limitation set forth in the Section of this Agreement which is captioned "Limitation of Liability for Material Handling" shall apply), in the event of a breach by SourceOne Events of this Agreement or any other agreement between SourceOne Events and the Exhibitor, whether such breach results from non-conforming goods, services or otherwise, the Exhibitor's sole and exclusively remedy shall be limited to the reduction or elimination of the charge or charges billed to the Exhibitor for that portion of the goods, services or work that was nonconforming.
- Limitation on Consequential Damages:** In no event shall SourceOne Events be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental, consequential or punitive damages, whether in contract or in tort, even if SourceOne Events has been advised or has notice of the potentiality of such damages. Such excluded damages include, but are not limited to, lost profits, loss of use, and interruption of business or other consequential or indirect economic loss.
- 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.
- Waiver and Release:** As consideration for the various services rendered by SourceOne Events to the Exhibitor, whether directly or indirectly as the general services contractor for the Show, Exhibitor waives, releases, acquits and forever discharges the SourceOne Events Indemnitees from any and all liability whatsoever for any claims, damages, losses or injuries arising out of the matters for which SourceOne Events has disclaimed liability for under this Agreement.
- Driver Liability Waiver:** In consideration of SourceOne Events permitting entrance to the show premises, the exhibitor and any driver acting on behalf of the exhibitor or at the request of the exhibitor, the driver's employer, the owner of the truck and/or equipment that the driver is operating ("truck owner"), and any agent of the driver's employer or the truck owner, hereby assume all risk of injury or harm to the driver and others and damage to the driver's property and property belonging to the driver's employer or others arising from the driver's activities while being permitted to enter the premises. The driver agrees to enter at the driver's own risk. The driver has full knowledge of any risk involved in this activity. The driver recognizes the hazards and is aware of all the rules for safe operation. The exhibitor, the driver, the driver's employer, the truck owner, and their respective employees, officers, directors, agents, assigns, affiliated companies and related entities, jointly and severally, agree to indemnify and hold SourceOne Events harmless against any and all liability, actions, claims, and damages of any kind whatsoever arising from the driver's activities while being permitted to enter the premise.

## Miscellaneous

- Labor Under Supervision of Exhibitors:** If the Exhibitor elects to secure labor directly from SourceOne Events to work under the Exhibitor's supervision, the Exhibitor shall be responsible for supervising such labor in a reasonable manner so as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations.
- Liability for Actions of Labor Secured From SourceOne Events:** SourceOne Events assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of SourceOne Events provided union labor. If SourceOne Events supervises labor for a fee, SourceOne Events shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide SourceOne Events and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.
- Electrical:** Claims will not be considered, or adjustments made unless filed in writing, by Exhibitor, prior to the close of the event. SourceOne Events is not responsible for any damage or loss caused by the loss of power beyond its control and exhibitor agrees to hold SourceOne Events, its officers, directors, employees, and agents harmless from such power loss. In no event shall SourceOne Events be liable for any indirect or consequential damages (including without limitation lost profits) event if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), products liability or otherwise. Exhibitors shall indemnify and hold harmless SourceOne Events, its officers, directors, employees, and agents from and against any and all claims, liabilities, damages, fines, penalties, or costs of whatsoever nature (including reasonable attorneys' fees) arising out of or in any way connected with Exhibitor's actions or omissions under this Agreement.
- Shipment Liability:** If found liable for any loss, SourceOne Events sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- Choice of Law/Consent to Jurisdiction:** Any dispute arising under or related to this Agreement or the services rendered by SourceOne Events in connection with the Show, including but not limited to the construction of this Agreement, shall be governed by the laws of the State of California, exclusive of conflicts of law principles. The Exhibitor agrees to the exclusive jurisdiction and venue of the state and federal courts located within the State of California for the purposes of any suit related to such a dispute.
- Force Majeure:** SourceOne Events shall not be deemed to be in breach of this Agreement or any other agreement with the Exhibitor to the extent that performance of SourceOne Events obligations is prevented by an act of God, war, government regulations, terrorism, disasters, strikes, civil disorder, curtailment of transportation facilities, any emergency beyond SourceOne Events control, or any other occurrence which would make it illegal or impossible for SourceOne Events to perform its obligations under this Agreement.
- Personal Data:** Customer authorizes SourceOne Events to use personal information ("PI") submitted to SourceOne Events in connection with the Show as follows: (a) SourceOne Events stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) SourceOne Events stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs SourceOne Events to delete it earlier; (c) SourceOne Events uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) SourceOne Events retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either SourceOne Events' Privacy Policy requires or Customer instructs SourceOne Events to delete it; and (e) SourceOne Events securely stores PI including credit card information on servers located in the United States. SourceOne Events protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides SourceOne Events with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI.  
SourceOne Events may be contacted as provided in its Privacy Policy published at <http://sourceoneevents.com/privacy-policy/>.
- Headings:** The headings used throughout this agreement are inserted for convenience only and shall not be used to interpret or construe the meaning or terms of this Agreement.

# Facility Forms

