





PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 934 N. Church Road  
 Elmhurst, IL 60126  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

## Rigging Order Form

Race & Performance Expo  
 February 20-21, 2016

Discount Deadline Date: **February 10, 2016**

### Rigging / Hanging Sign Service Order Form

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

#### Rigging Guidelines

- All ceiling rigging must conform to Show Management rules and regulations as well as the facility limitations.
- All overhead rigging / hanging must be assembled, installed, and removed by SourceOne Events certified riggers.
- If Electrical is required for the sign it must be in working order and in accordance with the National Electrical Code. Electrical services can be ordered through the SourceOne Events electrical order form.
- Overhead hanging signs must be sent in a separate container directly to the advance warehouse indicating Hanging Signage on crate or container. The container must be in booth prior to scheduled labor time. If this is not followed, then SourceOne Events cannot guarantee the hanging of your sign during the hours specified below.

#### Hourly Labor Rate

	Labor Schedule	Standard
Straight Time	Monday through Friday from 8:00am to 4:30pm	\$125.00
Overtime	Monday through Friday from 4:30pm to 12:00am; Saturday from 8:00am to 4:30am	\$187.50
Double Time	Monday through Friday from 4:30pm to 8:00am; All Day Sundays & Holidays	\$250.00

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

#### Show Labor Schedule

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

#### Hanging Sign Equipment

Description	Quantity	Advance Rate	Onsite Rate	Sub-Total
Plan Submission (mandatory)	1	\$65.00	\$85.00	
Wire (mandatory) – 60 lbs. max	1	\$40.00	\$55.00	
Shackles (each)		\$45.00	\$70.00	
Cabling (per foot) all signs over 60 lbs.		\$20.00	\$40.00	
Scissor Lift (per hour) – (mandatory – 2 hr. Min IN – 2 hr. Min Out)	4	\$145.00	\$175.00	
Condor Lift (per hour) – Requires 3 person crew		\$230.00	\$255.00	

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



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Rigging Order Form  
& Conditions

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**Please Indicate Service**

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

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

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

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

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

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

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

Does your sign require assembly?  Yes  No

Please include your engineer stamped assembly and hanging instructions with your order. SourceOne Events accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend SourceOne Events and Show Organizer from any and all bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

**Onsite Exhibitor Contact Information:**

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

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- If Electrical is required for the sign it must be in working order and in accordance with the National Electrical Code. Electrical services can be ordered through the electrical order form.
- Overhead hanging signs must be sent in a separate container directly to advance warehouse indicating Hanging Signage on crate or container. The container must be in booth prior to scheduled labor time. If this is not followed, the SourceOne Events cannot guarantee the hanging of your sign.
- All hang points supporting in excess of 200 lbs. may be verified on site at Exhibitor's expense.

**Rigging Supervisory Fees and Approval**

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

**Location of Sign**

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

**Cancellations**

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

**Terms and Conditions**

- I agree in placing this order that I have accepted SourceOne Events payment policy and the terms and conditions of contract.
- SourceOne Events accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend SourceOne Events and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings

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

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



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# Rigging Layout Form

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## Rigging Layout Form

HOW TO USE THE GRID FORM:

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

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

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


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

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

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