



PLEASE MAIL OR FAX ORDERS TO:

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

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

Electrical Order Recap

Race & Performance Expo 2018
February 24 - 25, 2018
Renaissance Schaumburg Convention Center
1551 N. Thoreau Drive
Schaumburg, IL 60173

Discount Deadline Date: **February 7, 2018**

Payment Policy

Payment for Services – SourceOne requires full payment prior to the time services are ordered. SourceOne requires a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment. We understand that your calculation is only an estimate of charges, and may not reflect the balance of the final invoice, which may include additional amps needed or additional labor

Method of Payment – SourceOne Events, Inc. accepts MasterCard, VISA, Discover, American Express, checks, cash and wire transfers. We do not accept purchase orders as forms of payments. All payments are to be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$35.00 fee for returned NSF checks.

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

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

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

Method of Payment – Requires credit card with initial order

Mastercard Visa Discover American Express

Corporate Card Personal Card Check Wire Transfer – Call for more information

Account #: - - -

Exp. Date: / CVV2 Number:

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

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

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

Order Recap	
Electrical	\$
Electrical Labor	\$
Amount Due	\$
Charge my credit card this amount	\$ <input type="text"/>
Enclosed is a check for this amount	\$ <input type="text"/>

Check No Dated



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Electrical
 Order Form

Race & Performance Expo 2018
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Electrical Service Rental Order Form

120 Volt Single Phase Price includes labor for service	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total	Important Information and Ordering Instructions SourceOne Events is the Exclusive Electrical Service provider at the Schaumburg Convention Center. No outside electrical service provider will be allowed on the show floor at any time. 120 Volt Power Services - In-Line & Peninsula Booths – Power includes labor and materials to one location at the rear of the booth. If you require the outlets to be distributed to any other location, materials and labor charges will apply. There is a minimum charge of 1 hour for installation and removal. Complete and return the Electrical Labor Order Form along with the Electrical Layout Form of your booth space indicating outlet locations. - Island Booths – All Electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis. 208/480 Volt Power Service and Connections - Delivery and connection of high voltage services is done on a time and material basis. Please complete the SourceOne Events Electrical Labor form to schedule your estimated connection time and return it with this order. Island Booths - Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, SourceOne will deliver to the most convenient location. 24 Hour Services - Electricity will be turned on within 30 minutes of show opening and off 30 minutes after the show closes. If you require power outside the show hours please make arrangements in advance of show by indicating 24 hour power on the electrical order form. Distribution of Power - For distribution of power within your booth space, prices DO NOT include equipment (lifts) and materials (extension cords, power strips, and/or cord caps). - If carpet is installed prior to electrical installation, additional labor charges will apply. - Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used – no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.			
5 Amps/500 Watts		\$139.00	\$187.00		\$278.00	\$368.00					
10 Amps/1000 Watts		\$171.00	\$230.00		\$348.00	\$458.00					
15 Amps/1500 Watts		\$189.00	\$255.00		\$378.00	\$510.00					
20 Amps/2000 Watts		\$209.00	\$313.00		\$418.00	\$626.00					
208 Volt Single Phase Price DOES NOT include labor	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total				
30 Amps		\$375.00	\$515.00		\$750.00	\$1030.00					
60 Amps		\$425.00	\$625.00		\$850.00	\$1250.00					
208 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total				
20 Amps		\$425.00	\$640.00		\$850.00	\$1280.00					
30 Amps		\$475.00	\$665.00		\$950.00	\$1330.00					
60 Amps		\$750.00	\$1025.00		\$1500.00	\$2050.00					
100 Amps		\$950.00	\$1350.00		\$1900.00	\$2800.00					
200 Amps		\$2400.00	\$3350.00		\$4800.00	\$6700.00					
400 Amps		\$3400.00	\$4775.00		\$6800.00	\$9550.00					
480 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total				
30 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote					
60 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote					
100 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote					
Electrical Labor: One Hour Minimum Install and One Hour Minimum Dismantle. Labor over one hour is charged at ½ hour intervals. All electrical layouts must be provided with initial order.				Quantity		Hourly	Total				
ST (Mon-Fri, 8am-4:30pm, excluding Holidays) Date: _____ Start Time: _____					X	\$89.00					
OT (Mon-Fri, 4:30pm-12am, Saturday from 8am-4:30pm) Date: _____ Start Time: _____					X	\$136.00					
DT (All other times Monday-Saturday. All day Sunday & Holidays) Date: _____ Start Time: _____					X	\$181.00					
Type of Labor (Please Check)	<input type="checkbox"/>	Under Carpet	<input type="checkbox"/>	Equipment Hook-Up	<input type="checkbox"/>	Hang Lights	<input type="checkbox"/>	AV - Monitor	<input type="checkbox"/>	Other	<input type="checkbox"/>

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



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Electrical Order Form & Layout

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Electrical Service Rental Order Form

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

Electrical Layout Form

HOW TO USE THE GRID FORM:

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

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

BACK OF BOOTH (Indicate adjacent booth or aisle number: _____)

Adjacent Booth or Aisle Numbers

Adjacent Booth or Aisle Numbers

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

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