



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

Electrical Order Form

Race & Performance Expo
 February 25-26, 2017

Discount Deadline Date: **February 8, 2017**

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. There is a minimum 1 hour for installation and 1 hour for the removal. 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 <u>DOES NOT</u> 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 <u>DOES NOT</u> 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 <u>DOES NOT</u> 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	\$79.00						
OT (Mon-Fri, 4:30pm-12am, Saturday from 8am-4:30pm) Date: _____ Start Time: _____				X	\$118.50						
DT (All other times Monday-Saturday. All day Sunday & Holidays) Date: _____ Start Time: _____				X	\$158.00						
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

Race & Performance Expo
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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



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Rigging Order Form

Race & Performance Expo
 February 25-26, 2017

Discount Deadline Date: **February 8, 2017**

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

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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: _____

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

Rigging Guidelines

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

Rigging Supervisory Fees and Approval

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

Location of Sign

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

Cancellations

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

Terms and Conditions

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

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

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

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

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

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