



Payment & Credit Card Authorization

Show Name: Chicago RV Show | Show Date: January 5-7, 2024 | Location: Renaissance Schaumburg Convention Center & Hotel

Discount Deadline Date: December 14, 2023

Standard Deadline Date: December 28, 2023

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** 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.

Calculation of Orders

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

Electrical \$

Electrical Labor \$

Total Due to SourceOne Events Inc.

\$

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.

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 Michaela Hill at 708.344.4111 or email michaela@sourceoneevents.com

Contact us online at www.sourceoneevents.com/exhibitor-services



Third Party Billing Authorization

Show Name: Chicago RV Show | Show Date: January 5-7, 2024 | Location: Renaissance Schaumburg Convention Center & Hotel

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Standard Deadline Date: December 28, 2023

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](#) 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: 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 Michaela Hill at 708.344.4111 or email michaela@sourceoneevents.com

Contact us online at www.sourceoneevents.com/exhibitor-services

Electrical Checklist

To Do	Description
Completed Payment & Credit Card Authorization	Required regardless of other form of payment. To secure discount rates, must be received by Discount Deadline Date.
Completed Electrical Outlet Order Form or Electrical Estimate for Higher Power Needs	Must complete Credit Card Authorization, Labor Order Form, and floor plan to secure discount rates, if applicable. Call SourceOne Events Electrical for assistance.
Completed Labor Order Form	Floor work labor must include complete floor plan. Regular or show site rates on outlets and labor will be applied based on the date the complete order is received.
Complete electrical and overhead lighting layout	A legible, scaled floor plan in CAD or PDF format (diagram must include MDL for power, distribution, orientation and all 1000 Watt overhead focus point).
Check rating plates on your equipment	Ensure that you will have the proper power to operate your display.
Do you require additional lighting?	We can handle a variety of lighting options to enhance your display.
Do you require 24 hour power?	Required for refrigeration, computer systems, water pumps, heaters, etc. See 24 Hour Electrical Outlets Order Forms
Do you require overhead power?	Overhead power drops will require additional labor and equipment rental fees.
Do you have a hanging sign that requires power?	If so, please be sure to fill out the Hanging Sign Information and applicable information.
Exhibitor's equipment will be modified to conform to SourceOne Events electrical cords and caps, and will be billed on a time and material basis.	Exhibitors may pre-wire their equipment to match our receptacles. The following plugs are compatible: <ul style="list-style-type: none"> • 15 amp 120 volt: Standard U-ground cord cap • 30 amp 208 volt: Hubbell • 60 amp 208 volt: Mennekes ME 560P9W 60A 4P 5W • 100 & 200 amp 208 & 480 volt: Hard wired - If Cam locks are needed please supply all sets.
Avoid code violations	Check the electrical code requirements on the Electrical Information form. Does your exhibiting location allow Halogen Exhibit Booth Lighting? New Standard is LED lighting.
Helpful Tip	Please have the following available at show site: a successful fax transmittal and/or copy of email sent showing attachments of order. Also, the person ordering electrical needs to be present or inform us who will be on-site during installation.
Still have questions?	Please do not hesitate to contact us at 708-344-4111. We're here to help!



Electrical Labor Order Form

Please complete this form for all electrical labor needs.

To determine if you need electrical labor, please read the Show Site work rules carefully.

Show Name: Chicago RV Show | Show Date: January 5-7, 2024 | Location: Renaissance Schaumburg Convention Center & Hotel

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Important Information - Please Read

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, special placement of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures, and installation of electrical motors and electrical apparatus.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system.
- Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (40%)
- Don't forget to order electrical 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.
- Onsite labor requests that are made during the exhibitor move-in is subject to a 4 hour minimum per laborer ordered. Example: 1 man would be 4 hours and 2 men would be 8 hours.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person.
- Labor must be cancelled 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.
- 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 Electrical Labor Rates

Labor Schedule	Description	Discount	Standard	Late
Straight Time (ST)	Monday through Friday from 8:00AM to 4:30PM.	\$101.97	\$122.36	\$159.07
Overtime (OT)	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$152.96	\$183.55	\$238.61
Double Time (DT)	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$203.94	\$244.73	\$318.15

What is Electrical Labor Supervision?

An exhibitor chooses SourceOne Events Supervised Electrical 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 electrical 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. 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.

Emergency Contact: _____

Phone Number: _____

SourceOne Supervised (OK to proceed without exhibitor)

- SourceOne Events will determine if additional workers are needed for installation and removal.
- Disconnect after close of show.
- A 30% surcharge will be added to the labor rates above for this supervision service.
- Location of electrical in Booth: Please use the provided Electrical Booth Layout Form to represent your booth, indicate how you would like your electrical placed in your booth. Indicate what power sources are to go where using the symbols provided on form.

Emergency Contact: _____

Phone Number: _____

What type of work applies to what the electrician will be doing in your booth. Please check all that applies:

Distribution of electrical overhead (more than one drop location in your booth)
Distribution of electrical through booth structure
Connection or hard wiring of all exhibitor equipment
Connecting display lighting
Under carpet wiring

Wiring a machine or transformer
Wiring or installation of overhead signs or electrical headers and/or light boxes
Hooking up AV Monitors
Other _____

Installation Electrical 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 Electrical 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:							\$

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:** michaela@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111

Electrical Labor Order Form | 4

Electrical Helpful Tips

- In-Line & Peninsula Booths** – 120 Volt single phase 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. Prices do not include materials, e.g., extension cords, powerstrips, and cord caps.
- 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. Prices do not include materials, e.g., extension cords, powerstrips, and cord caps.
- Electrical Labor Order Form** – Complete and return. Please indicate your desired time for installation and removal.
- Electrical Layout Form** – Complete and return. Please indicate the outlet locations.
- Carpet Installation** – If carpet is installed prior to electrical installation, additional labor charges will apply.
- Electrical Services Information** – Review the important conditions, regulations and guidelines.
- 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** – 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.
- 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.

120 Volt Single Phase

- Price includes labor for service.
- All outlets over 20 Amps will require additional labor. Labor is required to inspect and hook up equipment pre-wired to plug into our system.
- In-Line & Peninsula Booths – Power includes labor and materials for all electrical outlets that will be installed on the floor at the draped back wall. Any change in location, or additional distribution of power will be charged on a labor and material basis.
- 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.

Rate Classification (Price includes labor)	Quantity (Show Hours Only)		Discount	Standard	Quantity (24 hours/day)		Discount	Standard	Total
10 Amps / 1000 Watts		X	\$203.32	\$243.98		X	\$406.64	\$487.97	= \$
20 Amps / 2000 Watts		X	\$248.75	\$298.49		X	\$497.49	\$596.99	= \$
									\$

Miscellaneous

Accessories – Below items do not include power. All items are used with 120 V	Quantity		Discount	Standard	Total
15' Extension Cord (Price does not include power)		X	\$27.50	\$33.00	= \$
30' Flat Extension Cord (Price does not include power)		X	\$49.50	\$59.40	= \$
Power Strip (Price does not include power)		X	\$44.00	\$52.80	= \$
		X			= \$
		X			= \$
Total:					\$

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:** michaela@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111

The following guideline is only an estimate of the actual wattage you need. Always reference the specification sheet or the electrical stamp/label usually located on the bottom of any electrical apparatus. Order one outlet for each piece of equipment to avoid tripping the breaker or power outages during the event.

1000 Watts = 10 Amps of power

100 Watts = 1 Amp

The formula for wattage is voltage x amperage (120 volt x 1 amp = 120 watts)

1. Receiver Amplifier
2. Desktop Printer
3. Business Card Scanner
4. DVD Player
5. Flood Light
6. Glue Gun
7. Barcode Scanner
8. Credit Card Scanner
9. Monitor
10. Laptop
11. Cash Register
12. Paper Shredder
13. LED Stem Light
14. Can Opener
15. Desktop & Monitor
16. Large TV/Monitor
17. Sewing Machine
18. Iron
19. Crock-Pot
20. Double Flood Light
21. Fax Machine
22. Meat Slicer
23. Juicer
24. Blender (Standard)
25. Vitamix Blender
26. Mini Refrigerator



2000 Watts = 20 Amps of power

1. Hot Plate
2. Home Coffee Maker
3. Laser Printer
4. Toaster
5. Food Processor
6. Shop-Vac
7. Electric Frying Pan
8. Portable Steamer
9. Heat Lamp
10. Toaster Oven
11. Vacuum
12. Refrigerator
13. Blow Dryer
14. T-Shirt Press
15. Microwave
16. Popcorn Machine
17. Space Heater
18. Commercial Coffee Pot
19. Double Hot Plate
20. Laminator
21. Electric Griddle
22. Induction Cooktop
23. Water Cooler
24. Standing Steamer

