

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, power strips, 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, power strips, 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	Estimated Total Cost
5 Amps / 2000 Watts	X	\$153.00	\$206.00	X	\$306.00	\$405.00	= \$
10 Amps / 2000 Watts	X	\$188.00	\$253.00	X	\$383.00	\$504.00	= \$
15 Amps / 2000 Watts	X	\$208.00	\$281.00	X	\$416.00	\$561.00	= \$
20 Amps / 2000 Watts	X	\$230.00	\$276.00	X	\$460.00	\$689.00	= \$

Total: \$

208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.

Rate Classification (Price DOES NOT include labor)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Estimated Total Cost
30 Amps	X	\$413.00	\$495.60	X	\$825.00	\$990.00	= \$
60 Amps	X	\$468.00	\$561.60	X	\$935.00	\$1,122.00	= \$

Total: \$

Miscellaneous

Accessories - Below items do not include power. All items are used with 120 V	Quantity	Discount	Standard	Estimated Total Cost
Halogen Arm Light - (includes adjustable clamp for mounting on booth systems)	X	\$65.00	\$78.00	= \$
LED Arm Light - (includes adjustable clamp for mounting on booth systems)	X	\$95.00	\$114.00	= \$
Portable Induction Cooktop - Single	X	\$175.00	\$210.00	= \$
15' Extension Cord (Price does not include power)	X	\$25.00	\$30.00	= \$
30' Flat Extension Cord (Price does not include power)	X	\$45.00	\$54.00	= \$
Power Strip (Price does not include power)	X	\$40.00	\$48.00	= \$

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 after move-in begins and 100% of original price after installation.

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

Address: 160 Eisenhower Ln N, Lombard, IL 60148 | **Email:** Exhibitorservices@sourceoneevents.com | **Fax:** (708)344-3050 | **Phone:** (708)344-4111



Payment & Credit Card Authorization

Show Name: Lake Home & Cabin Show | Show Date: January 10-12, 2020 | Location: Renaissance Schaumburg Convention Center Hotel
Discount Deadline Date: December 26, 2019

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.
- 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 are subject to a cancellation fee of 50% of the total order.
- Orders cancelled after SourceOne Events, Inc. begins move-in 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	\$	_____
Electrical Accessories	\$	_____

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 Exhibitor Services at (708) 344-4111 or email exhibitorservices@sourceoneevents.com
Contact us online at www.sourceoneevents.com/exhibitor-services

Follow the 5 steps when completing the electrical placement grid below. If you have any questions please call SourceOne Exhibitor Service Department.

Step 1. Booth Information

Each square is _____ feet square 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.

Step 4. Indicate location of the main power drop

Power needs to be distributed from one location at which a panel or other piece of electrical equipment will be installed. It is recommended that this equipment be placed in a closet, under a table/desk or in another location that keeps it out of sight. Please provide specific dimensions.

Step 5. Location and load of all outlets

Please provide specific dimensions and wattages/amperages. Please do not simply place an "X" where power is required. Please use the symbols shown below.

Indicate Booth Type: **Inline** **Peninsula** **Island** Provide aisle or adjacent booth #'s for orientation

Electrical Symbols

= Main Power Drop Location

= 120 V-20 amps/2000 watt

= 208 V Three Phase _____ amps

= 208 V Single Phase _____ amps

= 480 V Three Phase _____ amps

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

If you have a custom booth please let us know your formula. Custom Booth _____ ft. x _____ ft. use 1 square = _____ ft.

If this grid scale is too small for easy drawing, please return a separate sheet indicating booth layout.

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: _____