



Official Service Contractor

Important Information and
Service Order Forms



Mailing Address:

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

Phone: +1 (708) 344.4111

Toll Free: +1 (877) SOE.EXPO (877.763.3976)

Fax: +1 (708) 344.3050

exhibitorservices@sourceoneevents.com

www.sourceoneevents.com

IADD-FSEA ODYSSEY 2017

May 17-19, 2017

Renaissance Schaumburg

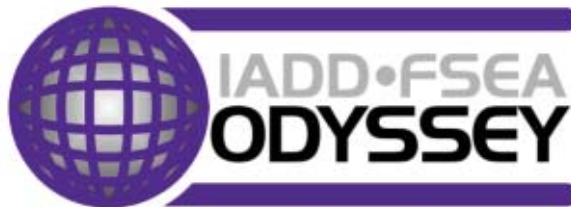
Convention Center

1551 N. Thoreau Drive

Schaumburg, IL 60173 USA

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MARCH 2017

- 1st Wednesday ⇒ Company description due for Program Guide (You will have a chance to proof)
- 14th Tuesday ⇒ Layout Due for Island Booths/Hanging Signs
- 15th Wednesday ⇒ First date orders for lead retrieval are being taken (you will be sent a link)
- 21st Tuesday ⇒ Proof Sheet (for program guide) due

APRIL 2017

- 13th Thursday ⇒ Deadline date for Hotel Reservations
- 13th Thursday ⇒ Exhibitor-Appointed Contractor Notification Due (if applicable)
- 14th Friday ⇒ First day Advance Shipments can arrive at the Warehouse 8:00a – 4:00p
- 14th Friday ⇒ Deadline date for providing names of all booth personnel & ordering dinner tickets
- 14th Friday ⇒ Deadline date for Advertising in the Program Guide
- 21st Friday ⇒ List of 15 customers to receive free passes due
- 24th Monday ⇒ Deadline for providing Exhibitor Certificate of Insurance to the IADD
- 24th Monday ⇒ Exhibitor appointed contractor copy of their General Liability Insurance Certificate Due
- 25th Tuesday ⇒ Deadline for Early Bird Discount on Lead Retrieval at \$99 (\$149 after this date)

- 26th Wednesday ⇒ Deadline for list of new products being exhibited (anything commercially introduced since last Odyssey)
- 26th Wednesday ⇒ Deadline Date for discount on all electrical/utilities/air/water orders
- 26th Wednesday ⇒ SourceOne Discounted Deadline Date – Orders must be received by 5:00p CST

MAY 2017

- 1st Monday ⇒ Deadline for advance Lead Retrieval orders at \$149 (\$179 after this date)
- 10th Wednesday ⇒ Last day shipments accepted at warehouse
- 14th Sunday ⇒ **First day** freight can arrive at show facility 7:00a – 3:30p
- 14th Sunday ⇒ Exhibitor Move-In and installation (Heavy Machinery/w Crane) 7:00a – 4:30p
- 15th Monday ⇒ Exhibitor Move-In (Heavy Machinery/Fork Lift) 8:00a – 4:30p
- 15th Monday ⇒ Direct Shipments accepted from 8:00a – 3:30p
- 16th Tuesday ⇒ Exhibitor Move-In 8:00a – 4:30p
- 16th Tuesday ⇒ Direct Shipments accepted from 8:00a – 3:30p
- 19th Friday ⇒ Exhibitor Move-Out 2:30p – 10:00p
- 20th Saturday ⇒ Heavy Machinery Move-Out 7:00a – 4:00p
- 20th Saturday ⇒ All freight must be out of the exhibit hall by 4:00p or it will be re-routed at the exhibitor's expense.



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IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Booth Equipment

Booth Size: 10' x 10'
Back Wall Drape: 8' High Back Wall Color: Plum & Charcoal
Sidewall Drape: 3' High Sidewall Color: Plum
ID Signs: 1 – Line ID Sign

Exhibit Hall Carpet

Exhibit Hall: The exhibit hall is NOT carpeted.
Aisle Carpet Color: The aisles are carpeted in tuxedo.
Please Note: All Booths **MUST** be carpeted or have floor covering. To order carpet, see page 26.

Any exhibitors shipping machinery to the advance warehouse must have their machines crated or skidded and must fit inside a standard box truck.

Shipping Address

To Warehouse – Please use provided freight labels on page 17.

IADD-FSEA ODYSSEY 2017
 Exhibiting Company Name
 Booth Number # _____
 c/o SourceOne Events
 160 Eisenhower Lane N.
 Lombard, IL 60148 USA

To Facility – Please use provided freight labels on page 18.

IADD-FSEA ODYSSEY 2017
 Exhibiting Company Name
 Booth Number # _____
 Renaissance Schaumburg Convention Center
 c/o SourceOne Events
 1551 N. Thoreau Drive
 Schaumburg, IL 60173 USA

SourceOne does not accept shipments that are not consigned to SourceOne Events. Such shipments will be refused.

Important Dates

Discount Deadline Date	Wednesday	April 26, 2017	Orders Must Be Received by 5:00PM CST
Begin Advance Shipments	Friday	April 14, 2017	8:00AM – 4:00PM
Last Day for Advance Shipments	Wednesday	May 10, 2017	8:00AM – 4:00PM
Direct Shipping	Sunday	May 14, 2017	7:00AM – 3:30PM
	Monday	May 15, 2017	8:00AM – 3:30PM
	Tuesday	May 16, 2017	8:00AM – 3:30PM
Exhibitor Move-In	Sunday	May 14, 2017	7:00AM – 4:30PM(Heavy Machinery Per Schedule)
	Monday	May 15, 2017	8:00AM – 4:30PM (Remaining Heavy Machinery)
	Tuesday	May 16, 2017	8:00AM – 4:30PM (Displays)
Exhibitor Hours	Wednesday	May 17, 2017	10:00AM – 5:00PM
	Thursday	May 18, 2017	10:00AM – 5:00PM
	Friday	May 19, 2017	10:00AM – 2:30PM
Exhibitor Move-Out	Friday	May 19, 2017	2:30PM – 10:00PM
	Saturday	May 20, 2017	7:00AM – 4:00PM

- All exhibitor materials must be removed from the exhibit facility by **Saturday, May 20, 2017 at 4:00PM.**
- To ensure that your freight is expedited and removed from the facility by a designated carrier, please have your carrier check in no later than **Saturday, May 20, 2017 at 3:00PM.**
- Please Note: Overtime rates apply for drayage and labor after **4:30PM Monday through Friday and all day Saturday and Sunday.**

SourceOne Service Center Dates and Times

SourceOne Events will have staff available on-site for your additional needs such as furniture, labor, material handling, and outbound logistics.

Exhibitor Services Center	Sunday	May 14, 2017	7:00AM – 4:30PM
	Monday	May 15, 2017	8:00AM – 4:30PM
	Tuesday	May 16, 2017	8:00AM – 4:30PM
	Wednesday	May 17, 2017	10:00AM – 2:00PM
	Friday	May 19, 2017	12:30PM – 10:00PM
	Saturday	May 20, 2017	7:00AM – 4:00PM



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IADD-FSEA ODYSSEY 2017
May 17-19, 2017
Renaissance Schaumburg Convention Center
1551 N. Thoreau Drive
Schaumburg, IL 60173 USA

Discount Deadline Date: April 26, 2017

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 labor and material handling. **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 – 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/Provence	Zip
Cardholders Phone	Fax	Authorized Signature	Authorized By
			Date

Order Recap

Material Handling - Advance	\$
Material Handling – Onsite	\$
Furnishings & Accessories	\$
Specialty Furniture	\$
Carpet & Cleaning	\$
Labor	\$
Display Equipment	\$
Graphics & Signs	\$
Exhibit Rentals	\$
Electrical	\$
Rigging	\$
AV, Internet & Telecommunications	N/A

Amount Due \$

Charge my credit card this amount	\$
Enclosed is a check for this amount	\$

Check No Dated



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Third Party
 Authorization
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 May 17-19, 2017
 Renaissance Schaumburg Convention Center
 1551 N. Thoreau Drive
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Discount Deadline Date: April 26, 2017

Third Party Information

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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.

Mastercard
 Visa
 Discover
 AMEX
 Corporate Card
 Personal Card
 Wire Transfer

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.

Company Name	Cardholder Name	Email Address	Booth Number
Cardholder Billing Address	City	State	Zip
Cardholders Phone	Ext	Fax	
Third Party Company Name	Third Party Phone	Ext:	Third Party Fax
Third Party Billing Address	City	State /Provence	Zip
Authorization Signature	Authorized By – Please Print	Date	



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Payment & Labor
Terms & Conditions
Page 6

IADD-FSEA ODYSSEY 2017 May 17-19, 2017

The terms and conditions set forth below become a part of the contractual agreement between SourceOne Events, Inc. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

• WHEN THE METHOD OF PAYMENT FORM IS SIGNED AND PAYMENT IS RECEIVED; OR WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH THE SOURCEONE EVENTS, INC.; OR WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH SOURCEONE EVENTS, INC.

DEFINITIONS

The name SourceOne Events, Inc. ("SOE") shall be construed within the meaning of this contract as SourceOne Events, Inc. ("SOE") and their employees, officers, directors, agents and assigns, affiliated companies and related entities including but not limited to any subcontractors SOE may appoint. The term Exhibitor shall be construed within the meaning of this contract as the exhibitor and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance for advance orders or at show site for onsite orders. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of SOE except where specifically identified as a sale. All SOE rentals include delivery, installation and removal from exhibitor's booth. 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. It is Exhibitor's responsibility to advise SourceOne Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If exhibitor is exempt from payment of sales tax, SOE requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For exhibitors, SOE requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. In the event of any dispute between exhibitor and SOE relative to any loss, damage, or claim, such exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, or any partial payment, due to SOE relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against SOE shall be considered a separate transaction, and shall be resolved on its own merits. SOE reserves the right to charge exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by exhibitor, or for any charges that SOE may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges.

OPTION A: LABOR PROVIDED UNDER THE SUPERVISION OF SOE RESPONSIBILITIES:

SOE shall be responsible for the performance of labor provided under this option. SOE cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under SOE's direct supervision and control. In no event shall SOE be liable for loss or damage caused by delay in labor beginning work when exhibitor requests labor to begin later than the start of the working day. SOE shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond SOE's reasonable control.

INDEMNIFICATION:

SOE agrees to indemnify, hold harmless, and defend exhibitor from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to SOE employees, or property damage arising out of work performed by labor provided by and supervised by SOE, except when exhibitor exercises direction and/or control over the work being performed.

OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR RESPONSIBILITIES:

Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of exhibitor to supervise labor secured through SOE in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with SOE Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of exhibitor to check in with the SourceOne Service Center to pick up labor, and to return to the SourceOne Service Center to release labor when the work is completed.

INDEMNIFICATION:

Exhibitor agrees to indemnify, hold harmless, and defend SOE from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to SOE employees, and/or property damage arising out of work performed by labor provided by SOE but supervised by exhibitor. Further, Exhibitor's indemnification of SOE includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by SOE to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT PLEASE REFER TO SOE'S MATERIAL HANDLING TERMS AND CONDITIONS IN THE TERMS AND CONDITIONS SECTION OF THIS FORM AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH SOE. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH SOE.



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IADD-FSEA ODYSSEY 2017
May 17-19, 2017

Booth Construction - Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

Fire Department - A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (*special requirements available upon request*).
- 5) Use of compressed gases. (Permit available for 32CF bottles 1/2 full or less).

Obstructions - Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment - All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles - Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth back wall drape is strictly prohibited.



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Important
Please Read
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IADD-FSEA ODYSSEY 2017
May 17-19, 2017

IMPORTANT PLEASE READ

All freight shipped in advance of show must be shipped to:

To: Exhibitor's Firm Name _____ Booth Number _____
For: IADD-FSEA ODYSSEY 2017
c/o: SourceOne Events, Inc.
160 Eisenhower Lane N.
Lombard, IL 60148 USA
Toll Free: (877) SOE.EXPO (877.763.3976) Email: exhibitorservices@sourceoneevents.com

**DO NOT SHIP ADVANCE FREIGHT TO
Renaissance Schaumburg Convention Center**

Material Handling Information

There will be a charge for material handling based on CWT (per 100 lbs.) which is applicable if freight is handled by SourceOne Events. This applies when SourceOne has labor move freight from show site dock to the exhibitor's booth, providing empty stickers, storing empties, returning empties at the close of the show and loading onto the exhibitor appointed show carrier. (See Material Handling Form for Charges). Please be sure to see our Exhibitor Service Center located on the show floor to assist you with your outbound material handling preparation. Make sure you identify your company name and booth number when making arrangements with an outside carrier for shipping your exhibit at close of the show.

Jurisdiction Information:

Should any freight be received by **Renaissance Schaumburg Convention Center**, it will be consigned to **SourceOne Events, Inc.** and subject to the prevailing drayage rate plus an additional fee for handling. The unloading and delivery of all display related materials from the show site receiving area to the exhibitor's booth, and unloading out from the exhibitor's booth to trucks at the receiving area, falls under the jurisdiction of SourceOne Events, Inc. and will be performed exclusively by SourceOne Events, Inc. The only exception to this rule is that exhibitors may "hand carry" items into the exhibit area, provided they do not go through the dock or loading area at the facility and they do not use material handling equipment to assist them in either the loading or unloading of their materials.

We urge you to ship your materials in advance to the designated material handling/drayage warehouse. By shipping in advance, your materials will be in your booth for you to begin set-up at your assigned set-up time.

Please Note: Overtime rates apply for labor and material handling rates before **8AM** and after **4:30PM Monday through Friday, Saturday and Sunday, and Holidays.**



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Material Handling
 Rates For Non-Machinery
 Items
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IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Material Handling Rates for Non-Machinery Items – 200 pound minimum charge applies to each shipment

SHIP WITH SOURCEONE LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING

To set up your Roundtrip Shipping, please call +1 877-763-3976, or complete the SourceOne Logistics Services Inbound order form included in this manual on page 13 and the SourceOne Logistics Services – Outbound form on page 14. Roundtrip shipping does not apply to shipments to be considered small packages, local shipments, or shipments over 10,000 lbs. Roundtrip shipping is required to qualify for the discount.

Receiving hours for Advance Freight to Warehouse: 8:00 AM to 4:30 PM Monday through Friday. Saturday, Sunday and Holidays are excluded for deliveries.
Straight Time Delivery to Show Site: 8:30 AM to 4:30 PM Monday through Friday
Overtime Delivery to Show Site: 4:30PM – 6:30PM Monday through Friday and all day Saturday. This applies to freight received onsite during move-in and move-out as well as freight received at the advance warehouse. If this service is needed please notify SourceOne Events of your additional needs.
Double Time Delivery to Show Site: Monday through Friday after 6:30PM and all day Sunday and Holidays. This applies to freight received onsite during move-in and move-out as well as freight received at the advance warehouse.
 Please check the service that applies to your shipment.

Advance Shipments to Warehouse (200 Pound Minimum Per Shipment)	Price Per CWT	Minimum
<input type="checkbox"/> Crated or Skidded	\$85.00	\$170.00
<input type="checkbox"/> Special Handling Materials	\$95.00	\$190.00
<input type="checkbox"/> Uncrated or Pad Wrapped Shipment	\$105.00	\$210.00
Onsite Shipments to Show Site (200 Pound Minimum Per Shipment)	Price Per CWT	Minimum
<input type="checkbox"/> Crated or Skidded	\$95.00	\$190.00
<input type="checkbox"/> Special Handling Materials	\$108.00	\$216.00
<input type="checkbox"/> Uncrated or Pad Wrapped Shipment	\$115.00	\$230.00
Overtime Charge (Monday through Friday 4:30PM – 6:30PM and ALL DAY Saturday)	Price Per CWT	Minimum
<input type="checkbox"/> Overtime Charge	\$21.00	\$42.00
Double Time Flat Rate (Monday through Friday after 6:30PM and ALL DAY SUNDAY and Holidays)	Price Per CWT	Minimum
<input type="checkbox"/> Double Time Charge	\$42.00	\$84.00
Onsite Empty Storage	Price per Piece	Minimum
<input type="checkbox"/> Charge per crate, skid or carton from shipment not received by SourceOne Events	\$10.00	\$40.00
Onsite Shrink Wrapping / Banding Fee	Price per 1/2 hour	Minimum
<input type="checkbox"/> SourceOne Events will shrink wrap materials for outbound shipments; includes 1/2 hour labor	\$100.00	\$100.00
<input type="checkbox"/> SourceOne Events will band materials for outbound shipments includes 1/2 hour labor	\$100.00	\$100.00
Shipments Returned to Warehouse	Price Per CWT	Minimum
<input type="checkbox"/> Advance or Onsite Crated or Skidded Shipments Returned to Warehouse for Carrier Pickup	\$25.00	\$150.00
<input type="checkbox"/> Advance or Onsite Special Handling Shipments Returned to Warehouse for Carrier Pickup	\$25.00	\$100.00

lbs	/	100	=	Total CWT	X	\$	=	\$	+	\$	=	\$
Total Weight – Rounded up	/	100	=	Total CWT	X	Price per CWT	=	Additional Charges if Applicable	=	Total Charges		

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



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IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: **April 26, 2017**
 Hourly Forklift Rental Rates for Spotting Machinery & Exhibit Properties

Receiving hours for Advance Freight to Warehouse: 8:00 AM to 4:30 PM Monday through Friday. Saturday, Sunday and Holidays are excluded for deliveries.

Straight Time Delivery to Show Site: 8:30 AM to 4:30 PM Monday through Friday

Overtime Delivery to Show Site: 4:30PM – 6:30PM Monday through Friday and all day Saturday. This applies to freight received onsite during move-in and move-out as well as freight received at the advance warehouse. If this service is needed please notify SourceOne Events of your additional needs.

Double Time Delivery to Show Site: Monday through Friday after 6:30PM and all day Sunday and Holidays. This applies to freight received onsite during move-in and move-out as well as freight received at the advance warehouse.

Discount: Orders Placed on or before the discount deadline date.

Standard: Orders Placed after the discount deadline date and before the first day of exhibitor move-in.

Please check the service that applies to your shipment.

Any exhibitors shipping machinery to the advance warehouse must have their machines crated or skidded and must fit inside a standard box truck.

Forklift Rental- Up to 5,000 LB Capacity	Discount	Standard
<input type="checkbox"/> Straight Time Hourly Rate	\$85.00	\$110.50
<input type="checkbox"/> Over Time Hourly Rate	\$263.40	\$329.25
<input type="checkbox"/> Double Time Hourly Rate	\$349.00	\$436.25
Forklift Rental- Up to 10,000 LB Capacity	Discount	Standard
<input type="checkbox"/> Straight Time Hourly Rate	\$136.00	\$183.60
<input type="checkbox"/> Over Time Hourly Rate	\$585.25	\$760.50
<input type="checkbox"/> Double Time Hourly Rate	\$675.50	\$878.15
Forklift Rental- Up to 20,000 LB Capacity	Discount	Standard
<input type="checkbox"/> Straight Time Hourly Rate	\$695.00	\$938.25
<input type="checkbox"/> Over Time Hourly Rate	\$850.00	\$1,105.00
<input type="checkbox"/> Double Time Hourly Rate	\$975.00	\$1,267.50

Forklift Rental Rules & Regulations

- Rate structure includes lift & 1-Operator only.
- One Time Set: If a representative is not in your booth when the freight is originally set and you require the freight to be moved, you will need to hire a forklift rental to move the items.
- Minimum crews are based on scope of work & area jurisdiction decided by SourceOne Events.
- Additional labor & ground persons will be billed at the hourly rate.
- The minimum charge for the labor and equipment is 1-Hour. Labor and equipment thereafter is charged in ½ hour increments.
- All current rates are subject to change if increased labor and material costs are incurred.
- Orders cancelled within 24-hour notice of install and/or dismantle start times will be charged a 1-Hour cancellation fee.
- If no notification is given to SourceOne prior to move in, the rates will increase to Onsite Pricing.

Forklift LB Capacity	How Many Hours	How Many Operators	Total Price
Straight Time (ST):			
Over Time (OT):			
Double Time (DT):			
Example: 10,000lb Capacity ST	Example: 2 hours	Example: 2 Operators	Example: \$136 x 2 hours x 2 Operators = \$544.00

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



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 160 Eisenhower Lane N.
 Lombard, IL 60148 USA
 Telephone: +1 (708) 344.4111 Fax +1 (708) 344.3050
 Email: exhibitorservices@sourceoneevents.com

Special Machinery
 Material Handling
 Rates
 Page 11

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Special Machinery Material Handling Rates
 (For Machinery Only)

Receiving hours for Advance Freight to Warehouse: 8:00 AM to 4:30 PM Monday through Friday. Saturday, Sunday and Holidays are excluded for deliveries.
Straight Time Delivery to Show Site: (ST) 8:30 AM to 4:30 PM Monday through Friday
Overtime Delivery to Show Site (OT): 4:30PM – 6:30PM Monday through Friday and all day Saturday. This applies to freight received onsite during move-in and move-out as well as freight received at the advance warehouse. If this service is needed please notify SourceOne Events of your additional needs.
Double Time Delivery to Show Site (DT): Monday through Friday after 6:30PM and all day Sunday and Holidays. This applies to freight received onsite during move-in and move-out as well as freight received at the advance warehouse. **60% surcharge will be assessed for work performed during double time hours.**

Please check the service that applies to your shipment.

For Machinery Shipments Only Per CWT (100 lbs)						
Weights	Straight Time	Over Time	Double Time	Special Handling ST	Special Handling OT	Special Handling DT
2,501-5,000 LBS	\$26.25	\$31.50	\$39.40	\$31.50	\$39.40	\$45.95
5,001-10,000 LBS	\$21.25	\$26.55	\$31.90	\$26.55	\$31.90	\$37.20
10,001-20,000 LBS	\$18.75	\$23.25	\$28.15	\$23.45	\$28.15	\$32.80
20,001 + LBS	\$16.25	\$20.30	\$24.40	\$20.30	\$24.40	\$28.45

Special Machinery Rules & Regulations

- A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner, as determined by SourceOne Events.
- Special handling charge examples are:
 - Rigging equipment on or off a truck using jacks, chains, rollers, skates, straps, or cables.
 - Use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.
- **All shipments must have proper inbound Bill of Lading and certified weight tickets are required for all shipments.**
- Mixed shipments require separated certified weight tickets. Mixed load shipments without separate certified weight tickets will not qualify for the machinery rates and will be charged at the standard material handling rate. **No exceptions will be allowed.**
- Uncrated machinery will not be accepted at the Advance Warehouse. All uncrated machinery must be delivered directly to the facility during move-in dates and hours only.
- Machinery rates are for machinery shipments only. All other freight must use the standard Material Handling rates. Machinery rates apply to machines that are skidded and unskidded and can be removed by a SourceOne forklift with no rigging equipment. **All rates apply per shipment.**
- Machinery Rates are discounted & no other discounts apply.
- These prices are One Way Only
- If no notification is given to SourceOne prior to move in, the rates will increase to Onsite Pricing.

Weight of Machinery	Rate Category Standard/OT/DT/Special Handling	Total Price

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



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IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Material Handling Information

Advance Shipments to Warehouse:

Rate as shown on Material Handling Authorization Form

Rates include unloading freight, storing shipment at warehouse for up to 30 days (material stored beyond 30 days will incur additional storage fees), reloading onto trucks and delivered to the show site, labor will unload freight and delivery to booth, picking up your empty containers, storing, and returning empty shipping containers, and reloading freight onto carrier for return to your specified destination from exhibit site.

Onsite Shipments to Show Site:

Rate as shown on Material Handling Authorization Form

Rates include unloading freight and delivery to your booth location. Once your booth is setup our labor will pick up your empty containers, store them, and return empty shipping containers, and reload freight onto carrier for return to your specified destination from exhibit site.

Cartload Service:

Rate as shown on Cartload Service Order Form

A cartload service is (1) laborer with (1) pushcart for (1) trip. (1) Trip consists of that (1) laborer **either** bringing materials from the exhibitors approved vehicle in the dock to their booth space **or** for the (1) laborer to bring their materials from the exhibitors booth space to their approved vehicle in the dock space.

Crated Material:

Rate as shown on Material Handling Authorization Form

This type of shipment is either skidded or in any type of shipping container. This shipment can be loaded or unloaded at the dock and requires no additional handling.

Uncrated Material:

Rate as shown on Material Handling Authorization Form

This type of shipment is either shipped loose, pad-wrapped, and/or unskidded materials or machinery. This shipment needs extra labor and equipment to handle.

Special Handling Material:

Rate as shown on Material Handling Authorization Form

This type of shipment is delivered by a carrier which requires additional handling, such as ground unloading, side door unloading, constricted space unloading, designated piece loading, and stacked shipments. UPS, DHL, Federal Express, etc. are included in this category due to their delivery procedures. If your freight is too tall to fit through the Renaissance Schaumburg Convention Centers dock, doors, or elevators, and SourceOne Events has to break down your materials down

Late Shipments:

Rate as shown on Material Handling Authorization Form

A charge will apply to shipments not arriving within the published dates (refer to Show Details page for dates on page 2) for advance warehouse or arriving on show site after the show has opened.

Empty Storage:

Rate as shown on Material Handling Authorization Form

A charge per crate, skid or carton applies when SourceOne Events handles the storage and return of empties from a shipment not received by SourceOne Events and therefore not subject to material handling charges. Please Note: All exhibitors must adhere to the Fire Regulations as described in this manual on page 11 that storage behind booth back wall drape is strictly prohibited.

Warehouse Storage:

Shipments arriving at the warehouse more than 30 days ahead of the begin date will incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request or freight that was forced off of the show floor incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee: Surcharge: \$25 per CWT, Minimum \$150

Crated or Skidded Materials will be accepted at warehouse.

Return to Warehouse Service Fee: Surcharge: \$25 per CWT, Minimum \$100

Special Handling Materials will be accepted at warehouse.

Storage Fee: Surcharge: \$15 per CWT, Minimum \$150

This fee goes into effect when the materials have been in our warehouse for more than 30 days before or after a show or event.

Mobile Spotting Fee:

Surcharge: \$150 Round Trip

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if SourceOne Events determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by SourceOne Events personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

Shrink Wrap and/or Banding Fee:

Rate as shown on Material Handling Authorization Form

A surcharge for SourceOne shrink wrapping and/or banding your materials will incur for outbound shipments if this service is requested.

If you have any questions regarding material handling, please contact SourceOne Events Customer Service department.

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



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Material Handling
 Notification
 – Inbound
 Page 13

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Complete and Return to SourceOne Events along with your Material Handling Authorization Form
Retain copy for your files.

Inbound Shipping Information – Please complete if using another carrier beside SourceOne Logistics

Advance Shipments to Warehouse Address – Please use provided freight labels

IADD-FSEA ODYSSEY 2017	Advance shipments should begin arriving on: April 14, 2017
Exhibiting Company Name	Last day shipments accepted at warehouse: May 10, 2017
Booth Number # _____	Phone: +1 (708) 344.4111
c/o SourceOne Events	Fax: +1 (708) 344.3050
160 Eisenhower Lane N.	Toll Free: (877) SOE.EXPO (877.763.3976)
Lombard, IL 60148 USA	

Direct Shipments to Exhibit Address – Please use provided freight labels. Shipments received ONLY during exhibitor move-in hours.

IADD-FSEA ODYSSEY 2017	Direct shipments will be accepted on:	May 14, 2017 7:00AM – 3:30PM
Exhibiting Company Name		May 15, 2017 8:00AM – 3:30PM
Booth Number # _____		May 16, 2017 8:00AM – 3:30PM
Renaissance Schaumburg Convention Center	Phone: +1 (708) 344.4111	
c/o SourceOne Events	Fax: +1 (708) 344.3050	
1551 N. Thoreau Drive	Toll Free: (877) SOE.EXPO (877.763.3976)	
Schaumburg, IL 60173 USA		

SourceOne does not accept shipments that are not consigned to SourceOne Events. Such shipments will be refused.

	Number of Pieces	Estimated Weight	Carrier(s)	Tracking Numbers
Advance Shipments (Warehouse)				
Direct Shipments (Facility)				

Shipped From City _____ **State** _____

Date Shipped _____ **Estimated Date & Time of Arrival** _____

I have read and understand the “Shipping Instructions and Material Handling Rate Schedule” as well as the “Material Handling Limits of Liability” and hereby agree to the conditions as set forth therein.

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



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Material Handling
 Notification
 – Outbound
 Page 14

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Complete and Return to SourceOne Events along with your Material Handling Authorization Form
Retain copy for your files.

Outbound Shipping Information – Please complete if using another carrier beside SourceOne Logistics

Outbound Shipments from Exhibit Address– *Please use provided freight labels. Shipment shipped ONLY during exhibitor move-out hours.*

IADD-FSEA ODYSSEY 2017

Exhibiting Company Name: _____

Billing Address: _____

City: _____ State/Provence: _____ Zip: _____

Onsite Contact: _____ Phone Number: _____

Ship To Information

Company Name: _____

Delivery Address: _____

City: _____ State/Provence: _____ Zip: _____

Attn: _____ Phone Number: _____

Cell Phone: _____ Email: _____

Carrier: _____

- All exhibitor materials must be removed from the exhibit facility by **Saturday, May 20, 2017 at 4:00PM.**
- To ensure that your freight is expedited and removed from the facility by a designated carrier, please have your carrier check in no later than **Saturday, May 20, 2017 at 3:00PM.**
- **OUTBOUND BILLS OF LADING** must be completed and turned in at the SourceOne Service Desk. **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- A CREDIT CARD IS REQUIRED FOR MATERIAL HANDLING SERVICES. Please complete credit card information on the "ORDER RECAP & PAYMENT" form on page 3.
- Local cartage and storage services are available ~ rates furnished upon request.
- Any shipment left behind without a Bill of Lading being turned into the SourceOne Service Desk will be brought back to SourceOne Events warehouse at the Exhibitor's expense. Your shipment will be routed through SourceOne and shipped at the Exhibitor's expense.

Company Name	Email Address	Booth Number
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Authorized Signature	Authorized By – Please Print	Date
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SourceOne
 Logistic Services –
 Inbound
 Page 15

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

COMPLETE THIS FORM & PAGE 15 IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BOTH INBOUND & OUTBOUND WITH SOURCEONE EVENTS LOGISTIC SERVICES

I would like to request a quote for inbound shipping

Inbound Pick-up Location Information

Requested Pick-up Date: _____ **Hours of Operation:** _____

Company Name: _____

Address: _____

City: _____ **State/Provence:** _____ **Zip:** _____

Contact Name: _____ **Phone Number:** _____

Special Instructions: _____

Shipment Information:

Items to be shipped	Qty	Est. Weight
Crates (Wooden)	_____	_____
Pallet / Skid	_____	_____
Trucks / Cases	_____	_____
Box #1	_____	_____
Box #2	_____	_____
Box #3	_____	_____
Box #4	_____	_____
Box #5	_____	_____
Box #6	_____	_____

Declared Value: \$ _____
 *Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00

Size of largest piece: L _____ W _____ H _____

Loading Dock: Yes No

Lift Gate: Yes No

Residential Pick-up _____ Inside Pick-up _____

Special Instructions: _____

Ship to Information

I will be shipping to the SourceOne Events **WAREHOUSE** by **May 10, 2017** between the hours of **8:00AM – 4:00PM.**

I will be shipping to the **SHOW SITE c/o SOURCEONE EVENTS** on **May 14, 2017** between the hours of **7:00AM – 3:30PM.**
May 15, 2017 between the hours of **8:00AM – 3:30PM.**
May 16, 2017 between the hours of **8:00AM – 3:30PM.**

Company Name: _____

Booth#: _____

IADD-FSEA ODYSSEY 2017

c/o: SourceOne Events
 160 Eisenhower Lane N.

Lombard, IL 60148 USA

Company Name: _____

Booth#: _____

IADD-FSEA ODYSSEY 2017

Renaissance Schaumburg Convention Center
 c/o: SourceOne Events

1551 N. Thoreau Drive
 Schaumburg, IL 60173 USA

Type of Service: Choose One Next Day Air 2nd Day Air Ground Other (Truck Load, Specialized)

Please Note: Transportation is charged based on Dimensional weight or Actual weight, whichever is greater.

Company Name _____ Email Address _____ Booth Number _____

Authorized Signature _____ Authorized By – Please Print _____ Date _____



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SourceOne
 Logistic Services –
 Outbound
 Page 16

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

COMPLETE THIS FORM & PAGE 14 IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BOTH INBOUND & OUTBOUND WITH SOURCEONE EVENTS LOGISTIC SERVICES

I would like to request a quote for outbound shipping

Outbound Shipping Information

I would like to schedule Outbound Transportation with SourceOne Events. Please provide me with a Material Handling Agreement at the show site for my shipping instructions and signature.

So we may deliver your Outbound Material Handling Agreement and labels, please complete the information listed below:

Company Name: _____

Delivery Address: _____

City: _____ **State/Province:** _____ **Zip:** _____

Attn: _____ **Phone Number:** _____

Cell Phone: _____ **Email:** _____

Must arrive to shipping location by: _____

Special Instructions: _____

Shipment Information:

Items to be shipped	Qty	Est. Weight	Declared Value: \$ _____
Crates (Wooden)	_____	_____	*Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00
Pallet / Skid	_____	_____	
Trucks / Cases	_____	_____	Size of largest piece: L _____ W _____ H _____
Box #1	_____	_____	Loading Dock: <input type="checkbox"/> Yes <input type="checkbox"/> No
Box #2	_____	_____	Lift Gate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Box #3	_____	_____	Residential Pick-up _____ Inside Pick-up _____
Box #4	_____	_____	Special Instructions: _____
Box #5	_____	_____	
Box #6	_____	_____	

Type of Service: Choose One Next Day Air 2nd Day Air Ground Other (Truck Load, Specialized)

Please Note: Transportation is charged based on Dimensional weight or Actual weight, whichever is greater.

Company Name _____ Email Address _____ Booth Number _____

Authorized Signature _____ Authorized By – Please Print _____ Date _____



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Lombard, IL 60148 USA

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Material Handling
Terms & Conditions
Page 17

IADD-FSEA ODYSSEY 2017
May 17-19, 2017

- 1. DEFINITIONS:** For purposes of this contract, SourceOne Events, Inc. (SOE), and their employees, officers, directors, agents, assigns, affiliated companies, and related entities including but not limited to any subcontractors SourceOne may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, the Exhibitor is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained herein to the contrary.
- 2. PACKAGING AND CRATES:** SourceOne shall not be responsible for damage to loose, uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, SourceOne shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
- 3. EMPTY CONTAINERS:** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or his representative. All previous labels must be removed or obliterated. SourceOne assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without SourceOne labels; or improper information on empty labels. SOURCEONE WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
- 4. INBOUND SHIPMENT(S):** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or his representative, and during such time the materials will be left unattended. SOURCEONE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAS BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. SourceOne highly recommends the securing of security services from Facility or Show Management.
- 5. OUTBOUND SHIPMENT(S):** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. SOURCEONE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. SourceOne highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to SourceOne by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of times listed by Exhibitor and the actual count of such items in the booth at the time of pickup.
- 6. SOURCEONE'S RESPONSIBILITIES:** SourceOne shall be responsible only for those services which it directly provides. SourceOne assumes no responsibility for any persons, parties, or other contracting firms not under SourceOne's direct supervision and control. SourceOne shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond SourceOne's reasonable control, nor for ordinary wear & tear in the handling of materials.
- 7. INSURANCE:** It is understood that SourceOne is not an insurer. Insurance on exhibit materials, if any, shall be obtained by Exhibitor in amounts and for perils determined by Exhibitor. Exhibitor agrees to provide SourceOne with a release of subrogation to the extent of any insurance settlement received.
- 8. DECLARED VALUE:** Declared value is available only on AIR SHIPMENTS. The value per pound for applying valuation charges shall be determined by dividing the shipper's declared value for carriage by the actual weight of the shipment.
- (a) GROUND SHIPMENTS.** No declared value is available for ground shipments. If the shipper elects to declare a value, they must Ship by Air.
- (b) DOMESTIC & INTERNATIONAL AIR SHIPMENTS.** When the shipper declares a value that exceeds \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less, an additional charge of \$0.85 (USD) for each \$100.00 (USD) of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 (USD) per shipment, will be assessed on the declared value shown on the front of this form.
- (c) Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):**
1. Artworks and objects of art, namely original paintings, drawings, etchings, water colors, tapestries or sculptures.
 2. Clocks, jewelry, including costume jewelry, furs and fur trimmed clothing.
 3. Personal effects, including without limitation papers and documents.
- (d) Liability for damage to shipments containing glass shall be limited to \$50.00 (USD) will not be accepted. If inadvertently accepted, liability will be limited to \$50.00 (USD). Glass shipments include without limitation, windshields, plate glass, ceramics, chinaware and light bulbs. Acceptance of said terms and conditions will be construed when any of the following conditions are met:**
- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO SOURCEONE'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH SOURCEONE EVENTS IS THE OFFICIAL SHOW CONTRACTOR; OR WHEN AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH SOURCEONE EVENTS.**
- 9. CLAIM(S) FOR LOSS:** Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against SourceOne more than nine (9) months and one day from the day when written notice is given by SourceOne to Exhibitor that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent without written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.
- (a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD:** In the event of any dispute between the Exhibitor and SourceOne relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to SourceOne for its services, as an offset against the amount of any alleged loss or damage.
- (b) MAXIMUM RECOVERY:** If found liable for any loss, SourceOne's sole and exclusive MAXIMUM liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less, unless shipper makes a declaration of value in the space designated on the front of this form and pays the appropriate valuation charge. When a declaration is made, liability shall in no event exceed the declared value of the shipment.
- (c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY:** SourceOne's liability shall be limited to any loss or damage which results solely from SourceOne's NEGLIGENCE in the actual physical handling of the items comprising Exhibitor's shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss damage. In no event shall SourceOne be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of SourceOne or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if SourceOne has been advised or has notice of the possibility of such damages, or for any damages caused by Exhibitor's failure to perform Exhibitor's responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss (es).
- 10. JURISDICTION:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF ILLINOIS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DUPAGE COUNTY, ILLINOIS.
- 11. INDEMNIFICATION:** Exhibitor agrees to indemnify, forever hold harmless and defend SourceOne, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
- Exhibitor's negligent supervision of any labor secured through SourceOne, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - Exhibitor's negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - Exhibitor's violation of Federal, State, County or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - Exhibitor's inclusion of illegal substances, hazardous materials or waste in any shipments placed with SourceOne and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
- 12. MISCELLANEOUS:** Exhibitor, as a material part of the consideration to SourceOne for material handling and transportation services, waives and releases all claims against SourceOne, its employees, agents, officers, and directors, with respect to all matters for which SourceOne has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

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



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Advance Shipment
 Label
 Page 18

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

The label below is provided for your convenience. If more labels are required, please make copies and use.

Advance Shipment for Exhibition Freight

To: _____ Booth Number: _____
 (Exhibitor Name)

Event: IADD-FSEA ODYSSEY 2017



160 Eisenhower Lane N.
 Lombard, IL 60148 USA

Carrier: _____

Number _____ of _____ pieces

Must Be Delivered By **Wednesday, May 10, 2017.**



PLEASE MAIL OR FAX ORDERS TO:
 SourceOne Events Inc.
 160 Eisenhower Lane N.
 Lombard, IL 60148 USA
 Telephone: +1 (708) 344.4111 Fax +1 (708) 344.3050
 Email: exhibitorservices@sourceoneevents.com

Direct Shipment
 Label
 Page 19

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

The label below is provided for your convenience. If more labels are required, please make copies and use.

Direct Shipment for Exhibition Freight

To: _____ Booth Number: _____
 (Exhibitor Name)

Event: IADD-FSEA ODYSSEY 2017
 Renaissance Schaumburg Convention Center

C/O: 

1551 N. Thoreau Drive
 Schaumburg, IL 60173 USA

Carrier: _____

Number _____ of _____ pieces

Must Be Delivered By

Sunday, May 14, 2017 7:00AM – 3:30PM (Heavy Machinery Per Schedule)
Monday, May 15, 2017 8:00AM – 3:30PM (Remaining Heavy Machinery)
Tuesday, May 16, 2017 8:00AM – 3:30PM (Displays)



PLEASE MAIL OR FAX ORDERS TO:
 SourceOne Events Inc.
 160 Eisenhower Lane N.
 Lombard, IL 60148 USA
 Telephone: +1 (708) 344.4111 Fax +1 (708) 344.3050
 Email: exhibitorservices@sourceoneevents.com

Outbound
 Shipping Labels
 Page 20

The label below is provided for your convenience. If more labels are required, please make copies and use.



Outbound Exhibition Freight



(877) SOE-EXPO (763-3976) www.sourceoneevents.com

Exhibitor: _____

Name of Show: _____ Booth #: _____

Contact Name: _____ Phone #: _____

To – Company Name: _____

C/O: _____ Name of Show: _____

Address: _____

City: _____ State/Provence: _____ Zip: _____

Contact Name: _____ Phone #: _____

Cell #: _____ Email: _____

Piece Number: _____ Of: _____ Pro #: _____

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: **April 26, 2017**

Furnishing (Tables) Price List – Please indicate a skirt color. If a color is not selected show color will prevail. Table includes white plastic top and skirted on 3 sides.



Skirted Table Ex:

Skirt Color: _____



Skirted Tables	Code	Qty	Discount	Standard	Total
2' x 4' x 30"	430ST	X	\$96.00	\$124.00	
2' x 6' x 30"	630ST	X	\$124.00	\$162.00	
2' x 8' x 30"	830ST	X	\$155.00	\$201.00	
2' x 4' x 42"	442ST	X	\$125.00	\$163.00	
2' x 6' x 42"	642ST	X	\$151.00	\$196.00	
2' x 8' x 42"	842ST	X	\$183.00	\$238.00	
4th side skirted on table		X	\$52.00	\$75.00	

Skirted Table Risers	Code	Qty	Discount	Standard	Total
10" x 4' x 1'	4STR	X	\$70.00	\$91.00	
10" x 6' x 1'	6STR	X	\$80.00	\$105.00	

*Please Note: The tables below are Bare Wood Tables. If you want to skirt the table it will be an additional cost.

Bare Wood Tables	Code	Qty	Discount	Standard	Total
40" Round x 30" High	4030	X	\$56.00	\$74.00	
40" Round x 42" High	4042	X	\$68.00	\$89.00	
30" Round x 30" High	3030	X	\$45.00	\$62.00	
30" Round x 42" High	3042	X	\$57.00	\$74.00	
36" Square x 30" High	3630	X	\$40.00	\$58.00	
36" Square x 42" High	3642	X	\$52.00	\$69.00	
60" Round x 30" High	6030	X	\$76.00	\$104.00	
Skirting for Bare Wood Tables		X	\$52.00	\$75.00	
Vinyl White Top			\$8.00	\$10.00	

Unskirted Tables	Code	Qty	Discount	Standard	Total
2' x 4' x 30"	430UT	X	\$65.00	\$87.00	
2' x 6' x 30"	630UT	X	\$76.00	\$99.00	
2' x 8' x 30"	830UT	X	\$87.00	\$113.00	
2' x 4' x 42"	442UT	X	\$76.00	\$99.00	
2' x 6' x 42"	642UT	X	\$87.00	\$113.00	
2' x 8' x 42"	842UT	X	\$98.00	\$128.00	
Vinyl White Top			\$8.00	\$10.00	

Unskirted Table Risers	Code	Qty	Discount	Standard	Total
10" x 4' x 1'	4UTR	X	\$50.00	\$72.00	
10" x 6' x 1'	6UTR	X	\$61.00	\$83.00	
Vinyl White Top			\$8.00	\$10.00	

Company Name _____ Email Address _____ Booth Number _____

Authorized Signature _____ Authorized By – Please Print _____ Date _____

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date:

April 26, 2017

Standard Chair Price List



Chairs	Code	Qty	Discount	Standard	Total
Plastic Folding Side Chair	PFC	X	\$23.00	\$32.00	
Plastic Side Chair	PC	X	\$40.00	\$52.00	
Black Padded Side Chair	PSC	X	\$60.00	\$72.00	
Upholstered Arm Chair	UAC	X	\$98.00	\$128.00	
Leather Swivel Desk Chair	SD	X	\$110.00	\$144.00	
Director Chair	DC	X	\$86.00	\$115.00	
Padded Gray Bar Stool with Back	PGBS	X	\$110.00	\$144.00	
Padded Chrome Bar Stool with Back	PCBS	X	\$168.00	\$213.00	
Padded Chrome Bar Stool w/out Back	PCS	X	\$110.00	\$144.00	

Drape Equipment & Accessories Price List



Drape color options:



Drape Color: _____

Drape Equipment & Accessories	Code	Qty	Discount	Standard	Total
This is booth drape & equipment other than what is provided in your booth package.					
3' High Drape Per Linear Foot (6' Min.)	3D	X	\$10.50	\$14.00	
8' High Drape Per Linear Foot (6' Min.)	8D	X	\$14.00	\$18.00	
3' Upright and Base	3UB	X	\$20.00	\$26.00	
8' Upright and Base	8UB	X	\$25.00	\$33.00	
12' Upright and Base	12UB	X	\$49.00	\$64.00	
6' to 10' Crossbar	610C	X	\$20.00	\$26.00	
Wastebasket	WB	X	\$18.00	\$23.00	
Aluminum Floor Easel	AFE	X	\$37.00	\$48.00	
2' x 3' White Board on Easel	WBE	X	\$72.00	\$94.00	
Chrome Sign Holder (22" x 28")	CSH	X	\$79.00	\$103.00	
Garment Rack (Holds 25 Coats)	GR	X	\$110.00	\$143.00	
Chrome Bag Holder	BH	X	\$64.00	\$83.00	
Coat Tree	CT	X	\$52.00	\$68.00	
Collapsible Literature Rack	CLR	X	\$104.00	\$135.00	
Raffle Drum (19.5" L x 15" W)	RD	X	\$60.00	\$78.00	
Refrigerator (4 cubic feet)	RF	X	\$165.00	\$215.00	
Fish Bowl	FB	X	\$40.00	\$52.00	
Chrome Stanchion	CR	X	\$43.00	\$56.00	
6' Red Velour Rope	RVR	X	\$35.00	\$46.00	
Locking Kiosk (36" W x 18" D x 30" H)	SC	X	\$273.00	\$355.00	
Locking Cabinet (33.5" W x 37" H x 17.5" D)	BC	X	\$241.00	\$313.00	



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

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: **April 26, 2017**

Specialty Furniture: Please note that if you place an order for any specialty furniture item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model you ordered but you will receive a similar item.

Sofas, Loveseats & Chairs

Sofas, Loveseats & Chairs			Code	Qty	Discount	Standard	Total
			BLS	X	\$575.00	\$750.00	
			WLS	X	\$575.00	\$750.00	
			BLS2	X	\$575.00	\$750.00	
			WLS2	X	\$575.00	\$750.00	
			BLS3	X	\$575.00	\$750.00	
			WLS3	X	\$575.00	\$750.00	
			BFS	X	\$395.00	\$515.00	
			BLL	X	\$475.00	\$625.00	
			WLL	X	\$475.00	\$625.00	
			BLL2	X	\$475.00	\$625.00	
			WLL2	X	\$475.00	\$625.00	
			BLC	X	\$375.00	\$490.00	
			WLC	X	\$375.00	\$490.00	
			BLC2	X	\$375.00	\$490.00	
			WLC2	X	\$375.00	\$490.00	
			BLAC	X	\$350.00	\$455.00	
			WLAC	X	\$350.00	\$455.00	
			BLTC	X	\$300.00	\$400.00	
			WLTC	X	\$300.00	\$400.00	
			CLC	X	\$325.00	\$425.00	
			BLTC2	X	\$250.00	\$325.00	
			NFTC	X	\$175.00	\$230.00	

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

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

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Specialty Furniture: Please note that if you place an order for any specialty furniture item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model you ordered but you will receive a similar item.

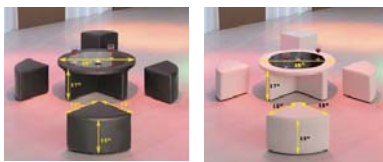
Ottomans, Coffee & End Tables



BLO WLO BLO2



WLO2 BLO3 BFO



BCTS WCTS



BGCT ECT WCT



BCT BFET WFET



BGET WET BET

Ottomans, Coffee & End Tables	Code	Qty	Discount	Standard	Total
Black Leather Ottoman	BLO	X	\$165.00	\$215.00	
White Leather Ottoman	WLO	X	\$165.00	\$215.00	
Black Leather Ottoman	BLO2	X	\$165.00	\$215.00	
White Leather Ottoman	WLO2	X	\$165.00	\$215.00	
Black Leather Square Ottoman	BLO3	X	\$100.00	\$135.00	
Black Fabric Ottoman	BFO	X	\$75.00	\$100.00	
Black Vinyl Coffee Table with Tinted Glass Top and 4 mini stools	BCTS	X	\$225.00	\$300.00	
White Vinyl Coffee Table with Tinted Glass Top and 4 mini stools	WCTS	X	\$225.00	\$300.00	
Black Coffee Table with Clear Glass Top	BGCT	X	\$125.00	\$300.00	
Espresso Coffee Table	ECT	X	\$95.00	\$125.00	
White Coffee Table	WCT	X	\$95.00	\$125.00	
Black Coffee Table	BCT	X	\$95.00	\$125.00	
Stainless Steel Black Frosted End Table	BFET	X	\$145.00	\$190.00	
Stainless Steel White Frosted End Table	WFET	X	\$145.00	\$190.00	
Black End Table with Clear Glass Top	BGET	X	\$95.00	\$125.00	
White End Table	WET	X	\$70.00	\$95.00	
Black End Table	BET	X	\$70.00	\$95.00	

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

























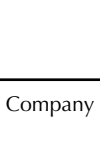
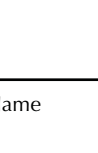
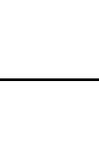
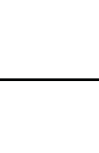




Date

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: **April 26, 2017**

Specialty Furniture: Please note that if you place an order for any specialty furniture item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model you ordered but you will receive a similar item.

Bar Stools and Round Tables

Bars Stools and Round Tables				Code	Qty	Discount	Standard	Total
				BLB	X	\$145.00	\$190.00	
				WLB	X	\$145.00	\$190.00	
				BLB2	X	\$145.00	\$190.00	
				WLB2	X	\$145.00	\$190.00	
				BLB3	X	\$155.00	\$205.00	
				WLB3	X	\$155.00	\$205.00	
				BLB4	X	\$195.00	\$255.00	
				WLB4	X	\$195.00	\$255.00	
				BLB5	X	\$165.00	\$215.00	
				WLB5	X	\$165.00	\$215.00	
				BLB6	X	\$165.00	\$215.00	
				WLB6	X	\$165.00	\$215.00	
				RFCT	X	\$155.00	\$205.00	
				SCT	X	\$225.00	\$300.00	
				GBT	X	\$195.00	\$255.00	
				RFBT	X	\$185.00	\$245.00	
				MCBT	X	\$165.00	\$215.00	
				BBT	X	\$165.00	\$215.00	
				BCBT	X	\$165.00	\$215.00	

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: **April 26, 2017**

Specialty Furniture: Please note that if you place an order for any specialty furniture item after the discount deadline listed on this page, SourceOne Events cannot guarantee that you will receive the exact model you ordered but you will receive a similar item.

Conference Chairs & Accessories



Conference Chairs & Accessories	Code	Qty	Discount	Standard	Total
High Back Black Conference Chair	HBC	X	\$165.00	\$215.00	
High Back Black Conference Chair	HBC2	X	\$175.00	\$230.00	
Mid Back Black Sled Chair	BSC	X	\$155.00	\$205.00	
Black Armless Drafting Stool	ABDS	X	\$160.00	\$210.00	
Black Steno Chair	STC	X	\$75.00	\$100.00	
Ergo Armless Side Chair	EC	X	\$86.00	\$115.00	
Ergo Arm Side Chair	EAC	X	\$110.00	\$144.00	
Walnut Book Case with 5 shelves	WBC	X	\$425.00	\$555.00	
Grey Book Case	GBC	X	\$310.00	\$405.00	
Cherry Wood Floor Mirror	CFM	X	\$75.00	\$100.00	
White and Chrome Floor Lamp	WFL	X	\$135.00	\$180.00	
Black Metal Floor Lamp	BFL	X	\$135.00	\$180.00	
White and Chrome Table Lamp	WTL	X	\$95.00	\$125.00	
6' Silk Tree	6ST	X	\$59.00	\$77.00	
4' Silk Tree	4SP	X	\$55.00	\$72.00	
2-3' Silk Floor Plant	23FP	X	\$40.00	\$52.00	

Conference Environments



Conference Environments	Code	Qty	Discount	Standard	Total
Glass Table & 4 Black Chairs	GT4BC	X	\$995.00	\$1295.00	
Glass Table & 4 White Chairs	GT4WC	X	\$995.00	\$1295.00	
Glass Table & 4 Black Chairs	GT4BC2	X	\$995.00	\$1295.00	
Glass Table & 4 White Chairs	GT4WC2	X	\$995.00	\$1295.00	
Adjustable Glass Table & 6 Black Chairs	GT6BC	X	\$1295.00	\$1685.00	
Adjustable Glass Table & 6 White Chairs	GT6WC	X	\$1295.00	\$1685.00	

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



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Carpet Rental
 & Carpet Cleaning
 Page 27

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: **April 26, 2017**

Carpet Price List

Our Standard and Custom Cut Carpet is available in standard colors listed below. Please be sure to indicate your color choice. If a color is not selected then gray will be selected. Price includes delivery, installation, carpet tape, and removal. Price does not include carpet padding or visqueen covering. Material Handling charges will NOT be added onto carpet ordered from SourceOne Events.

This carpet is NOT designed to cover complete booth area since the rental does not include seaming and the carpets are not guaranteed to be of the same dye lot. Please double check your booth size before placing your order for carpet. **If complete exhibit area is desired, see the Custom Cut Carpet section below the Standard Carpet section.**

Standard Carpet	Qty	Discount	Standard	Total
9' x 10'	X	\$161.00	\$211.00	
9' x 20'	X	\$321.00	\$418.00	
9' x 30'	X	\$484.00	\$629.00	
Custom Cut Carpet	Qty	Discount	Standard	Total
100 sq. ft. minimum	X	\$2.70 sq. ft.	\$3.85 sq. ft.	
Booth Size: _____	X	=	sq. ft. @ \$2.70	=

Carpet color options:

- Red
- Purple
- White
- Burgundy
- Silver / Gray
- Hunter Green
- Black
- Blue

Carpet Color: _____

Carpet Padding and Visqueen Covering (per sq. ft. – 100 sq. ft. minimum)

Our carpet padding is the finest in the industry. We use a 1/2" netted rebond pad. SourceOne guarantees your satisfaction. Price includes delivery, installation, and removal. Material Handling charges will NOT be added onto carpet padding or visqueen covering ordered from SourceOne Events.

Carpet Padding 1/2" (100 sq. ft. minimum)	Qty	Discount	Standard	Total
100 sq. ft. minimum	X	\$1.45 sq. ft.	\$1.80 sq. ft.	
Booth Size: _____	X	=	sq. ft. @ \$1.45	=
Visqueen Covering (100 sq. ft. minimum)	Qty	Discount	Standard	Total
100 sq. ft. minimum	X	\$1.10 sq. ft.	\$1.45 sq. ft.	
Booth Size: _____	X	=	sq. ft. @ \$1.10	=

Carpet Cleaning (per sq. ft. – 100 sq. ft. minimum)

To ensure your booth will be show ready, please specify which requirements your booth needs below. SourceOne Events is the exclusive cleaning contractor. No other cleaning service contractor will be allowed on the exhibit floor. Price is based on the total booth area, with 100 square feet minimum. Service includes vacuuming booth and emptying your wastebasket nightly.

Carpet Cleaning (100 sq. ft. minimum)	Qty	Discount	Standard	Total
Vacuuming for Duration of Show (price per sq. ft. per day of show)	X	\$.54	\$.70	
Vacuum Daily (price per sq. ft. per day)	X	\$.58	\$.74	
Vacuum Before Show Opens (price per sq. ft.)	X	\$.63	\$.83	
Booth Size: _____ x _____ = _____ sq. ft. x _____ Price per sq. ft. = \$ _____ x _____ No. of Days = \$ _____ Total Square Footage				

Example – Vacuum for Duration of Show – Booth Sizes 10' x 10' = 100 sq. ft. x Price 0.54 per sq. ft. = Cost \$54.00 x 2 days = \$108.00

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



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 SourceOne Events Inc.
 160 Eisenhower Lane N.
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Labor Order
 Form
 Page 28

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: **April 26, 2017**

Hourly Labor Rate – Labor Rates as follows – 1 hr minimum (1 hr increments)

Please complete the form for all of your labor needs. Labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the worker(s) at the time confirmed, SourceOne will charge one (1) hour per worker. SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling or packing of exhibitor property. **Please Note: Onsite labor requests that are made after 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.**

	Labor Schedule	Standard
Straight Time	Monday through Friday 8:00AM to 4:30PM	\$93.00
Overtime	Saturday 8:00AM to 4:30PM	\$139.50
Double Time	Monday through Friday 4:30PM to 8:00AM, All Day Sundays & Holidays	\$186.00

Are you requesting labor for assembling your hanging sign? Yes No

Are you requesting labor for an installation or dismantle? Yes No

Will the Exhibitor be present for labor supervision? Yes No

If NO, please note you will be billed a supervisory fee of 30% of the total cost of the labor charges.

Show Labor Schedule

Schedule Date	Start Time	End Time	Total Number of Hours	Total Number of Laborers	Labor Rate	30% SourceOne Supervisor	Total
	AM	AM					
	PM	PM					
	AM	AM					
	PM	PM					

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be corrected to actual hours worked.

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ X _____ Forklift Required: Yes No If Yes, describe job: _____

Carpet is: Owned Rented from SourceOne Carpet Padding: Yes No

Instructions/Drawings are: Faxed to SourceOne Shipped with exhibit

Type of Display: Pop-up Hard wall Custom Metal Extrusion Two Story Other _____

On-site Exhibitor Contact Information

Name: _____ Phone #: _____ Hotel: _____

Arrival Date/Time: _____ Departure Date/Time: _____

Company Name _____ Email Address _____ Booth Number _____

Authorized Signature _____ Authorized By – Please Print _____ Date _____



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Exhibitor Appointed
 Contractor
 Page 29

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Notification of Intent to use an Exhibitor Appointed Contractor

If your company plan to use a firm which is not the official service contractor as designated by Show Management, please complete this form and either fax, email, or mail to address listed above along with your order.

Inform your Exhibitor Appointed Contractor that they MUST send a copy of their General Liability Insurance Certificate no later than 10 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. Please list SourceOne Events as the Certificate Holder and use the address listed above.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event. For a complete list of the rules, please see page 5, the Labor Terms and Conditions.

Appointed Contractor Information:

Company Name: _____

Booth #: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be Performed: _____

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



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160 Eisenhower Lane N.
Lombard, IL 60148 USA

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Liability &
Insurance
Page 30

IADD-FSEA ODYSSEY 2017
May 17-19, 2017

Liability and Insurance Information

1. SourceOne Events, Inc., and its respective officers, directors, stockholders, employees, agents, representatives, contractors and subcontractors (collectively, SourceOne) shall not be liable for ordinary wear and tear in the handling of equipment, damage, loss, glass breakage, concealed damage or delay to uncrated freight, wrapped freight, freight improperly packed, even if SourceOne has been advised of the potential for such damages.
2. SourceOne shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless 14 days advance, written notice has been given to SourceOne to obtain the proper equipment.
3. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by SourceOne and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there may be a lapse of time between the completion of packing and the actual pick up of freight from the booth for loading onto a carrier. It is expressly stated herein, that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that SourceOne shall not be liable for any loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor shall SourceOne be liable for any loss or damage to Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all material handling forms covering outgoing shipment(s) submitted to SourceOne by Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
4. SourceOne shall not be liable for any loss, delay or damage due to events beyond their reasonable control which cannot be avoided by the exercises of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, acts of terrorism, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, and other events of force majeure.
5. It is understood that SourceOne is not an insurer. Insurance, if any, shall be obtained by the Exhibitor, at its sole cost and expense. Amounts payable by SourceOne hereunder are based upon the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that SourceOne does not provide for full liability should loss or damage occur. In the event that SourceOne should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. As set forth herein, such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages, and which shall be the sole and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through the performance or nonperformance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by SourceOne.
6. SOURCEONE SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, DELAY; ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUE; LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS, INJURY OR DAMAGE TO EXHIBITOR'S MATERIALS OR EXHIBITOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE EXHIBITOR'S MATERIALS, EVEN IF SOURCEONE HAS BEEN ADVISED OF THE POTENTIAL FOR SUCH DAMAGES.
7. Claims for loss or damage must be submitted to SourceOne by the close of the show. No suit or action shall be brought against SourceOne more than one year after the cause of action accrues.
8. The Exhibitor agrees, in connection with the receipt, handling, temporary storage, accessible storage and reloading of its freight, that SourceOne will provide these services as Exhibitor's agent and not as bailee or shipper, and SourceOne shall have no responsibility or obligation thereunder. If SourceOne shall sign a delivery receipt, bill of lading or other document, the parties agree that SourceOne will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
9. SourceOne shall not be liable for shipments received without receipts or freight bills or specified unit counts on receipts or freight bills, or a bulk shipment such as UPS, air freight, or van lines. Such shipment counts will be subject to verification and delivered to booth without guarantee of piece count or condition.
10. Empty container labels will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and SourceOne assumes no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
11. In order to expedite removal of freight from the show site, SourceOne shall have the authority to change designated carriers, if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. SourceOne assumes no liability as a result of such rerouting or handling.
12. The Exhibitor agrees, in the event of a dispute with SourceOne relative to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to SourceOne for freight handling services or any other services provided by SourceOne as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay SourceOne prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against SourceOne shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
13. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to the acceptance and approval of SourceOne in its sole discretion. Upon SourceOne's acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth above. Likewise, once SourceOne has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to SourceOne on behalf of Exhibitor shall be bound by the terms and conditions set forth above.

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: **April 26, 2017**

Display Equipment & Accessories

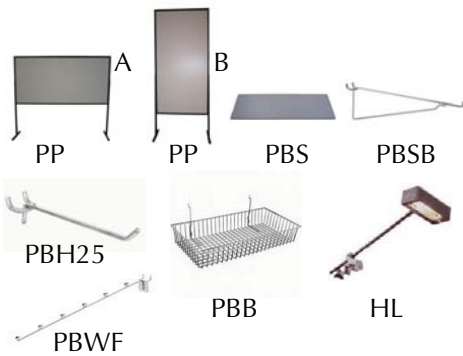
If you cannot find an accessory you are looking for, please contact the Exhibitor Services Department for additional accessory items.

Poster Boards



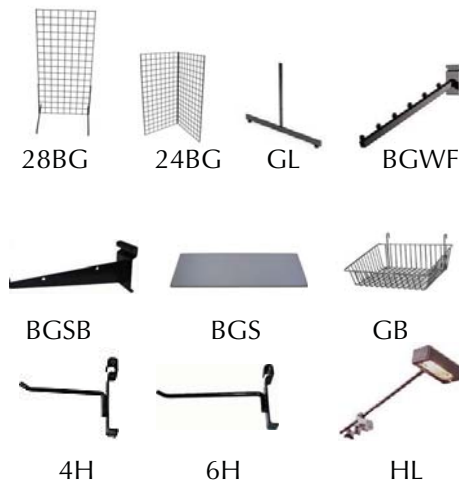
Poster Boards & Accessories	Code	Qty	Discount	Standard	Total
Poster Board – 4' x 8' Gray Panels	TB	_____ X	\$150.00	\$195.00	
Both sides of these panels are covered in gray fabric. You can only use push pins to adhere items to the board.					
Please choose A or B. Style A – Horizontal <input type="checkbox"/> Style B - Vertical <input type="checkbox"/>					
Box of Push Pins (quantity 100)	PN	_____ X	\$8.00	\$11.00	
Halogen Light	HL	_____ X	\$45.00	\$65.00	

Peg Boards



Perforated Peg Board & Accessories	Code	Qty	Discount	Standard	Total
Peg Board – 4' x 8' White Panel Board	PP	_____ X	\$150.00	\$195.00	
These boards are one sided. You can either use hooks, shelving, waterfalls or baskets to showcase your items.					
Please choose A or B. Style A – Horizontal <input type="checkbox"/> Style B - Vertical <input type="checkbox"/>					
Peg Board Shelves – White 36" L x 8" D	PBS	_____ X	\$15.00	\$25.00	
8" Chrome Peg Board Shelf Brackets	PBSB	_____ X	\$10.00	\$20.00	
8" Chrome Peg Board Hooks – Box of 25	PBH25	_____ X	\$25.00	\$35.00	
12" Chrome 6-Ball Waterfall Hook	PBWF	_____ X	\$15.00	\$25.00	
Black Basket (12" L x 12" W x 4" D)	PBB	_____ X	\$20.00	\$40.00	
Halogen Light	HL	_____ X	\$45.00	\$65.00	

Grid Walls



Grid Walls & Accessories	Code	Qty	Discount	Standard	Total
Grids need to be in a "V" shape to stand up if legs are NOT ordered					
2' x 8' Black Grid Panel	28BG	_____ X	\$55.00	\$75.00	
2' x 4' Black Grid Panel	24BG	_____ X	\$35.00	\$55.00	
Grid Legs – Black	GL	_____ X	\$15.00	\$25.00	
6-Ball Waterfall – Black	BGWF	_____ X	\$15.00	\$25.00	
12" Grid Wall Shelf Bracket – Black	BGSB	_____ X	\$10.00	\$20.00	
Grid Wall Shelves – Black 24" L x 12" D	BGS	_____ X	\$15.00	\$25.00	
Black Basket (12" L x 12" W x 4" D)	GB	_____ X	\$20.00	\$40.00	
4" Grid Wall Hooks – Black	4H	_____ X	\$1.50	\$3.00	
6" Grid Wall Hooks – Black	6H	_____ X	\$2.00	\$3.50	
Halogen Light	HL	_____ X	\$45.00	\$65.00	

Company Name	Email Address	Booth Number
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IADD-FSEA ODYSSEY 2017
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Display Equipment & Accessories

If you cannot find an accessory you are looking for, please contact the Exhibitor Services Department for additional accessory items.

Slat Wall



Slat Wall & Accessories	Code	Qty	Discount	Standard	Total
Slat Wall – Includes white back panel 38" W x 8' T. Accessories rented separately.	SLW	X	\$395.00	\$514.00	
12" Shelf Brackets – Chrome	SB	X	\$15.00	\$25.00	
Slat Wall Shelves – White 36" L x 12" D	SW	X	\$15.00	\$25.00	
4" Slat Wall Hook – Chrome, Box of 25	4SWH	X	\$25.00	\$35.00	
6" Slat Wall Hook – Chrome, Box of 25	6SWH	X	\$25.00	\$35.00	
White Basket (12" L x 12" W x 8" D)	SWB	X	\$25.00	\$35.00	
6-Ball Waterfall Hook – Chrome	SWWF	X	\$15.00	\$25.00	
Halogen Light	HL	X	\$45.00	\$65.00	

Display Cases

All display cases are 20" D x 38"H, except for the Square Tower Case and come with lights locks, sliding mirror doors, and off white interior aluminum frames. Electrical hook-up is not included. Please order the electrical outlet through appropriate electrical contractor. All keys must be left with showcase or a charge of \$20.00 will incur.



Display Cases	Code	Qty	Discount	Standard	Total
6' Full View – Includes 1-8" and 1-10" glass shelf with adjustable brackets	DCA	X	\$395.00	\$525.00	
6' Half View – Includes 1-10" glass shelf with adjustable brackets	DCB	X	\$395.00	\$525.00	
6' Quarter View – No glass shelf or any adjustable brackets	DCC	X	\$395.00	\$525.00	
Square Tower Case – Includes four glass shelves with adjustable brackets	DCD	X	\$595.00	\$774.00	

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date

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 May 17-19, 2017

Discount Deadline Date: **April 26, 2017**

Graphics & Signs

SourceOne Events offers a full service graphics department that offers many different types of applications. From vinyl graphics, large format printing, pop-up display graphics to banners we have the ability to service all your custom graphic needs. Please call SourceOne to receive a full quote on your custom graphic work. All graphics need to be submitted 10 business days prior to event. If received after that deadline there will be a 30% upcharge in your graphic price. If customer provided graphic files are not to exact specifications/ requirements, a design-time surcharge will incur. All sign prices are digitally produced with color copy, mounted on white foam board. Standard signs include up to 10 words and a selection of colors.



TTB



PUB



FS



6TTO



8TTO

Sign	Circle View	Qty	Discount	Standard	Total
7" x 11"	Vertical or Horizontal	X	\$39.00	\$58.00	
7" x 22"	Vertical or Horizontal	X	\$46.00	\$64.00	
7" x 44"	Vertical or Horizontal	X	\$48.00	\$72.00	
11" x 14"	Vertical or Horizontal	X	\$51.00	\$76.00	
14" x 22"	Vertical or Horizontal	X	\$56.00	\$84.00	
22" x 28"	Vertical or Horizontal	X	\$79.00	\$119.00	
28" x 44"	Vertical or Horizontal	X	\$113.00	\$169.00	
36" x 24"	Vertical or Horizontal	X	\$123.00	\$175.00	

Additional Signs & Services	Code	Qty	Discount	Standard	Total
Table Top Banner	TTB	X	\$295.00	\$384.00	
Pull-up Banners – Includes Nylon Bag	PUB	X	\$495.00	\$644.00	
36" W x 84" T Free Standing Sign – 1/2" Gator Board with Wedge Plate	FS	X	\$395.00	\$515.00	
6' Table throw – 30" H x 72" W x 30" D	6TTO	X	\$395.00	\$515.00	
8' Table throw – 30" H x 96" W x 30" D	8TTO	X	\$475.00	\$515.00	
Easel Back		X	\$6.00	\$9.00	
Adjustable Easel		X	\$26.00	\$37.00	
Arrows with Velcro		X	\$10.00	\$15.00	

Additional Services	Hrs	Standard	Total
Graphic Design Time	X	\$95.00	

Sign Submission Form – Please follow the requests below so SourceOne can provide high quality signs for your event.

File Submission	Artwork Dimensions & Color Specifications
<ul style="list-style-type: none"> CD-ROM Email attachment: 7 mgs or smaller only FTP: .zip compression (Call for FTP Information) When sending disks, please label them with the following: <ul style="list-style-type: none"> Exhibitor Co, Name, Booth #, Name of Show, Show Date 	<ul style="list-style-type: none"> All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used) Specify target colors as PMS, C, or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices)
Acceptable Software & Formats	Other Graphic Services Available
<ul style="list-style-type: none"> Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat Files should be formatted in high-resolution quality, 100-300 dpi Vector-based artwork preferred with fonts converted to outline 	<ul style="list-style-type: none"> Artwork / graphic design services Logo reproduction Special artwork mounting

Company Name	Email Address	Booth Number
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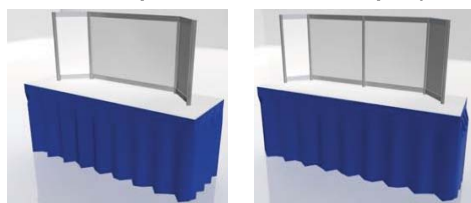
IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: **April 26, 2017**

Table Top & Exhibit Booth Displays

All table top and exhibit booth displays include installation / dismantling, opening day cleaning, and white display panels. Color panels are available at an additional cost. Additional furnishings such as stools, computers, LCD monitors, tables, plants, graphic panels, company headers, and halogen lights are available at an additional cost. Please contact SourceOne Events for pricing options at our Customer Service Department at +1 (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).

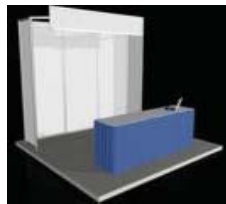
Table Top & 10' x 10' Displays



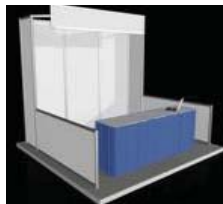
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OB



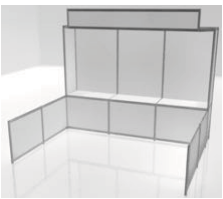
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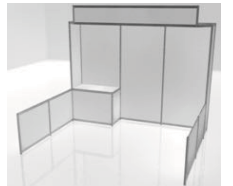
OD



OE



OF



OG



OH

Table Top & 10'x10' Displays	Code	Qty	Discount	Standard	Total
6 Ft Table Top Exhibit	OA	X	\$650.00	\$845.00	
8 Ft Table Top Exhibit	OB	X	\$750.00	\$975.00	
10' x 10' Display – (3) 8' panels along the back wall, (2) 8' panels along the sides, and (1) Company Header	OC	X	\$1700.00	\$2210.00	
10' x 10' Display – (3) 8' panels along the back wall, (2) 8' panels along the side, (2) 3' panels along each side for a total of (4) panels, and (1) Company Header	OD	X	\$2100.00	\$2730.00	
10' x 10' Display – (3) 8' Slat Wall panels along the back wall, (3) shelves or cabinets along the back wall, (2) 8' panels along the side, (2) 3' panels along each side for a total of 4 panels, (1) Company Header	OE	X	\$3200.00	\$4160.00	
10' x 10' Display – (3) 8' panels along the back wall, (3) shelves or cabinets along the back wall, (2) 8' panels along the side, (2) 3' panels along each side for a total of (4) panels, and (1) Company Header	OF	X	\$2700.00	\$3510.00	
10' x 10' Display – (3) 8' panels along the back wall, (1) shelf or cabinet along the back wall, (2) 8' panels along the side, (2) 3' panels along each side for a total of (4) panels, and (1) Company Header	OG	X	\$2400.00	\$3120.00	
10' x 10' Display – (3) 8' Curved panels with one kiosk in the center curve	OH	X	\$1900.00	\$2470.00	

Please Note: If you do not see a display you are looking for, please call the Customer Service Department at 708.344.4111 or Toll Free at 877.SOE.EXPO (763.3976).

SourceOne Events can customize any booth option to fit your exhibiting needs.

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



PLEASE MAIL OR FAX ORDERS TO:

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

Telephone: +1 (708) 344.4111 Fax +1 (708) 344.3050
Email: exhibitorservices@sourceoneevents.com

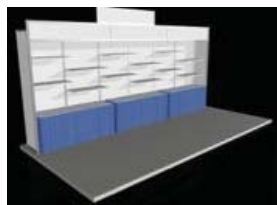
IADD-FSEA ODYSSEY 2017
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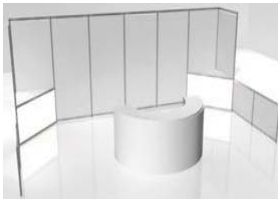
Exhibit Booth Displays

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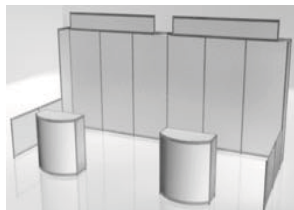
10' x 20' & 10' x 30' Displays



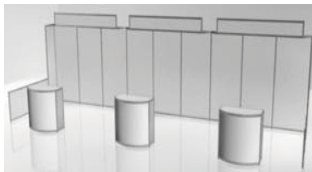
OJ



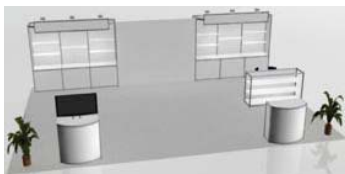
OK



OL



OM



ON

Exhibit Displays	Code	Qty	Discount	Standard	Total
10' x 20' Display – (6) 8' panels along the back wall, (2) 8' panels along the sides, and (4) Company Headers	OJ	X	\$3800.00	\$4940.00	
10' x 20' Display – (6) 8' panels along the back wall, (2) corner kiosks along the back wall corners of display, (2) 8' panels along the sides, (2) 3' panels along each side for a total of (4) panels, and (1) Curved Counter	OK	X	\$4200.00	\$5460.00	
10' x 20' Display – (6) 8' panels along the back wall, (2) 8' panels along the sides, (2) 3' panels along each side for a total of (4) panels, (2) Company Headers, and (2) 40" High Curved Podiums	OL	X	\$4900.00	\$6370.00	
10' x 30' Display – (9) 8' panels along the back wall, (2) 8' panels along the sides, (2) 3' panels along each side for a total of (4) panels, (3) Company Headers, and (3) 40" High Curved Podiums	OM	X	\$6900.00	\$8970.00	
10' x 30' Display – (2) Units consisting of (3) 8' panels along the back wall, (3) shelves or cabinets along the back wall, (2) panels along the side, and (1) Company Header. Also includes (2) Curved Podiums and (1) 6' Full View Display Case	ON	X	\$5800	\$7540.00	

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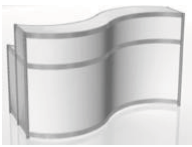
IADD-FSEA ODYSSEY 2017
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Display Additions

This equipment can be added to your booth space or your exhibit rental for an additional cost. The Reception Counters also have the option of coming in colored panels or can light up at an additional cost. If you have any questions regarding this equipment, please contact our Customer Service Department at +1 (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).

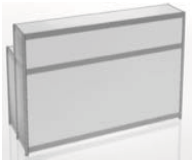
Reception Counters and Podiums



RC1



RC2



RC3



P1



K1



K2



K3



K4

Reception Counters & Podiums	Code	Qty	Discount	Standard	Total
6' Long Curved Reception Counter	RC1	X	\$475.00	\$620.00	
6' Long Rounded Reception Counter	RC2	X	\$525.00	\$685.00	
6' Long Rectangular Reception Counter	RC3	X	\$425.00	\$555.00	
Frosted Plexi Glass Podium	P1	X	\$295.00	\$385.00	
40" High Curved Podium	K1	X	\$375.00	\$490.00	
40" High Square Podium	K2	X	\$275.00	\$360.00	
40" High Round Podium	K3	X	\$350.00	\$455.00	
40" High Rectangular Podium	K4	X	\$325.00	\$425.00	

Accessories

Accessories	Code	Qty	Discount	Standard	Total
12" Shelf Brackets – Chrome	SB	X	\$15.00	\$25.00	
White Shelves 36" Long x 12" Deep	SW	X	\$15.00	\$25.00	
Black Pedestal – 14" L x 14" W x 30" H	PD1	X	\$175.00	\$230.00	
Black Pedestal – 14" L x 14" W x 36" H	PD2	X	\$190.00	\$250.00	
Black Pedestal – 14" L x 14" W x 42" H	PD3	X	\$225.00	\$295.00	

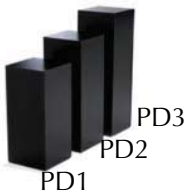
Accessories



SB



SW



PD1

PD2

PD3

Please Note: If you do not see a display you are looking for, please call the Customer Service Department at 708.344.4111 or Toll Free at 877.SOE.EXPO (763.3976).

SourceOne Events can customize any booth option to fit your exhibiting needs.

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



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Lombard, IL 60148 USA
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Email: exhibitorservices@sourceoneevents.com

Environment Rental
Page 37

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Environment Booths

Environment Booths are designed if you have a specific idea in mind of how you want your booth space to look using various custom furniture, audio visual equipment and graphics to help create the environment you envision. If you do not see exactly what you are looking for, please contact our Customer Service Department at +1 (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).



For pricing and quotes please call our Customer Service Department to discuss your environment needs. Our phone number is +1 (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).



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Electrical Service Rental Order Form

Discount Deadline Date: **April 26, 2017**

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		\$111.00	\$111.00		\$111.00	\$111.00				
10 Amps/1000 Watts		\$136.00	\$136.00		\$136.00	\$136.00				
15 Amps/1500 Watts		\$151.00	\$151.00		\$151.00	\$151.00				
20 Amps/2000 Watts		\$167.00	\$167.00		\$167.00	\$167.00				
208 Volt Single Phase Price DOES NOT include labor	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total			
30 Amps		\$300.00	\$412.00		\$300.00	\$412.00				
60 Amps		\$600.00	\$865.00		\$600.00	\$865.00				
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		Call for Quote	Call for Quote		Call for Quote	Call for Quote				
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				
200 Amps		Call for Quote	Call for Quote		Call for Quote	Call for Quote				
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)					X	\$79.00				
OT (Mon-Fri, 4:30pm-12am, Saturday from 8am-4:30pm)					X	\$118.50				
DT (All other times Monday-Saturday. All day Sunday & Holidays)					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

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



PLEASE MAIL OR FAX ORDERS TO:
 SourceOne Events Inc.
 160 Eisenhower Lane N.
 Lombard, IL 60148 USA
 Telephone: +1 (708) 344.4111 Fax +1 (708) 344.3050
 Email: exhibitorservices@sourceoneevents.com

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: **April 26, 2017**

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:

- Use bold lines to indicate the outline of your booth.
- 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.
- "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.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- 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



PLEASE MAIL OR FAX ORDERS TO:
 SourceOne Events Inc.
 160 Eisenhower Lane N.
 Lombard, IL 60148 USA
 Telephone: +1 (708) 344.4111 Fax +1 (708) 344.3050
 Email: exhibitorservices@sourceoneevents.com

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: April 26, 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

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



PLEASE MAIL OR FAX ORDERS TO:
 SourceOne Events Inc.
 160 Eisenhower Lane N.
 Lombard, IL 60148 USA
 Telephone: +1 (708) 344.4111 Fax +1 (708) 344.3050
 Email: exhibitorservices@sourceoneevents.com

IADD-FSEA ODYSSEY 2017
 May 17-19, 2017

Discount Deadline Date: April 26, 2017

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

Date



CONVENTION CENTER EXHIBITOR SERVICES

From helping small gatherings create a great impact to amplifying a stage experience for hundreds of attendees, PSAV's event technology enhances every image, note and nuance of your important communication. Our goal is to achieve yours, effectively delivering your messages and making your meeting a memorable success.

Event: _____		Show Dates: _____			
Company: _____		Contact Name: _____			
Phone: _____		Email: _____			
	ADVANCE	ON-SITE RATE	QUANTITY*	DAYS*	TOTAL
Video Equipment					
20" Flat-Screen Monitor w/ Table Stand	\$145	\$175			
32" Flat-Panel Monitor w/ Stand	\$275	\$330			
46" Flat-Panel Monitor w/ Stand	\$565	\$680			
58" Plasma Monitor w/ Stand	\$930	\$1115			
Blu-Ray DVD Player	\$95	\$115			
Audio Equipment					
Wired Microphone (with stand)	\$70	\$85			
Wireless Microphone	\$210	\$250			
Four-Channel Mixer	\$75	\$90			
12-Channel Mixer	\$155	\$185			
Small Anchor Powered Speaker	\$50	\$60			
EV SXA250 Powered Speakers (2)	\$250	\$300			
Office Equipment					
Laptop Computer	\$245	\$295			
Wireless Remote Presenter	\$65	\$75			
B/W Laser Printer	\$215	\$260			
Color Laser Printer	\$325	\$390			
Internet, Phones and Miscellaneous					
Wired Internet (1st connection)	\$200	\$245			
Each Additional Wired Connecton	\$85	\$100			
Wireless Internet (per device)	\$30	\$40			
Phone Line for CC (toll-free only)	\$150	\$180			
Outside Phone/Line	\$150	\$180			
*Quantity x Days = Total					Equipment Total
Orders received 10 days prior to the event or earlier are eligible for our Advance Rate. Cancellations within 72 hours of your event will be billed in full. *Additional labor charges may be applied for extensive set ups. (You will be notified prior to the confirmation of the order.) Fax orders to: 847-303-4323 Questions please call: 847-303-4324 Please contact us for equipment or services not listed.					Your Order will be subject to a 24% Hotel Service Charge and all applicable taxes.

Card #: _____ Card Type: _____ Exp.: _____

Name on Card: _____ Signature: _____

Billing Address: _____

City: _____ State: _____ Zip: _____



RENAISSANCE®

SCHAUMBURG CONVENTION CENTER HOTEL

Renaissance Schaumburg Convention Center Hotel Utility Service Order Form Exclusively for IADD-FSEA 2017 Odyssey

Event Name: _____ Order Number: _____
 Company Name: _____ Event Dates: _____
 Ordered By: _____ Booth/Space #: _____
 On-Site Contact: _____ Address: _____
 Date Utility Installed: _____ Phone Number: _____

***ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCED RATE
(THREE WEEKS PRIOR TO THE FIRST DAY OF SHOW)***

Description		Qty.	Advance Rate Per Unit	Standard Rate per Unit	Total
WATER 1"IPS	NUMBER OF CONNECTIONS _____ <i>Hotel Will Provide Hose Only</i>		\$175.00	\$175.00	
1 1/2 " FLOOR DRAIN	NUMBER OF CONNECTIONS _____		\$100.00	\$100.00	
WATER FILLING AND DRAINING	1 TO 50 GALLONS		\$125.00	\$125.00	
	51 TO 149 GALLONS		\$45	\$65	
	150 TO 299 GALLONS		\$250.00	\$350.00	
	300 TO 999 GALLONS		\$500.00	\$500.00	
	1000 TO 4999 GALLONS		\$600.00	\$600.00	
	OVER 14,000 GALLONS		CALL	CALL	

**ALL WATER HOOK UP'S REQUIRE A DRAIN UNLESS PERMISSION IS GRANTED OTHERWISE BY THE EVENT MANAGER
ALL WATER HEATERS REQUIRE AN ELECTRICAL CONNECTION. CONTACT YOUR EVENT MANAGER TO IDENTIFY THE
CORRECT REQUIRED ELECTRICAL SERVICE.**

COMPRESSED AIR (125 MAX PSI) Unregulated	NUMBER OF CONNECTIONS _____ PSI NEEDED _____ RATE OF AIR IN CFM'S _____ <i>3/8" or 1/2" SHUT OFF VALVE WILL BE PRESENT IN THE BOOTH **VENDOR SUPPLIES CONNECTION FROM THE VALVE TO THE EQUIPMENT**</i>		\$195.00 (1 HOUR OF LABOR INCLUDED)	\$240.00 (1 HOUR OF LABOR INCLUDED)	
	ADDITIONAL CONNECTOR		\$100.00	\$125.00	

**COMPRESSED AIR IS NOT CONDITIONED OR DRIED; PLEASE CONTACT YOUR EVENT MANAGER FOR DRIED OR
CONDITIONED AIR. ADDITIONAL CHARGES APPLY.**

NATURAL GAS 1"= 1 LB.	NUMBER OF CONNECTIONS _____ CFM'S/BTU'S _____		\$312.50	\$343.75	
	ADDITIONAL CONNECTOR		\$175.00	\$200.00	
VENTING TO ATMOSPHERE	SIZE OF FLUE PIPES _____ DRAFT INDUCER REQUIRED? Y N		CALL	CALL	

**UTILITIES WILL BE RUN TO YOUR BOOTH FROM THE CLOSEST SOURCE, CHARGE TO RUN THE UTILITIES TO THE BOOTH ARE IN
ADDITION TO THE PRICES LISTED FOR THE UTILITY SERVICE. ALL UTILITIES ARE TURNED OFF 1 HOUR AFTER THE POSTED SHOW
HOURS; 24 HOUR UTILITIES ARE AVAILABLE AT TWICE THE LISTED RATES.**

A 24% service charge and applicable sales taxes will be applied to all service orders.

Please call the Renaissance Schaumburg Convention Center Hotel for information regarding all other available services at
(847) 303-4100

IMPORTANT:

Refer to the Floor Plan template. Submit one floor plan with location of utility to be installed

See Attached credit card authorization form for payment information.

All utility requests must be meet fire department and Village of Schaumburg Approval.

PLEASE FAX ALL ORDERS BACK TO 847-303-4323

Credit Card Authorization Form

Dear Guest:

We are delighted that you have selected us to host your event at the Renaissance Schaumburg Convention Center Hotel. Please provide all the information requested below as a form of payment for the event charges outlined in your contract (Guest Rooms, Food & Beverage, AV, Miscellaneous, Service Charges and Taxes). Please fax completed form back to the Events Office at (847)303-4323.

Cardholder Information

Name as it appears on the credit card: _____

Card type: Visa MC Amex Diners/CB Discover JCB

Account type: Individual (personal credit card)

Corporate | Company Name: _____

Credit Card Account Number: _____ Exp. date: _____

Address:
(where statement is mailed) _____

City, State and Zip: _____

Phone number: _____ Fax or alternate number: _____

Event Information

Name of Event: _____

Organization Name (if applicable): _____

Phone Number: _____ Fax or alternate number: _____

Event Dates: _____

I certify that all information is complete and accurate. I hereby authorize Renaissance Schaumburg Convention Center Hotel to collect payment for all authorized charges associated with this event by processing a charge to the credit card listed above. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) _____

Cardholders signature: _____ Date: _____



VILLAGE OF SCHAUMBURG

RENAISSANCE SCHAUMBURG CONVENTION CENTER HOTEL

EXHIBITOR APPROVAL APPLICATION
1551 Thoreau Drive, Schaumburg, IL 60173
Phone 847.303.4135
Email Form: chrsexhapp@marriott.com

Name of Exhibit: _____ Exhibit Booth Number _____

Name & Date of Event/Show: _____ Date _____

Contact Person: _____

Contact Info: _____ Telephone _____ E-mail Address _____

Type of Goods or Services on Display: _____

Explain: _____

IBT # _____ Tax Exempt: Yes _____ No _____ If yes, proof of exempt status required.
IL Business Tax Number

Check all that apply (refer to Event Planning Guide for explanation and details):

Fire Prevention

- Machinery and Equipment - Type: _____
Smoke, Fog and Haze Machines (Fire Watch Required)
Laser Displays
Vehicle Displays
Display or Storage of LPG/Flammable and/or Compressed Gases
Flammable or Combustible Liquids (MSDS required)
Open Flames prohibited, except where permitted for Cooking Exhibits
Any Cooking or Heat Producing Appliances - Type: _____
Enclosed and/or Multi-Story Exhibit Booths
Hazardous Materials (MSDS required)
Any other equipment/process that increases the risk to fire and life safety - Explain: _____
Tents/Canopies/Bleachers

Building

- Permit required for temporary alterations made to the electric system
Electrical Service in excess of 60 AMPS/480 Volts. Temporary Power Permit is required. Inspection required.

Health

- Food - Sampling
Food Truck - Food Truck Sales Require Convention Center Approval
Alcohol Sampling (requires a Class D One Day Liquor License & it must be displayed at the booth) - 2 oz. Sample size only
Animals - Exhibits or Service Animal (Specify by circling one or both) - Vet Records Required
Service performed on person (massage, facial, etc.)

Finance/Revenue

- Sale of any Merchandise to the public (IBT Required)
Sale of Food
Amusements/Admission Charge
Fundraiser/Charitable Event
Raffles/Prizes/Give away

**International Association of Diecutting and Diemaking and
Foil and Specialty Effects Association's**

ODYSSEY 2017

EXHIBITOR RULES & REGULATIONS

**SPONSORSHIP
AND MANAGEMENT**

IADD/FSEA Odyssey 2017 is an educational program produced by the International Association of Diecutting and Diemaking (IADD) and the Foil and Specialty Effects Association (FSEA). The IADD serves as Show Management, but has contracted with Susan Corcoran to serve as Exhibit Coordinator to handle all matters concerning exhibits in the Technology Hall. The IADD/FSEA will establish all exhibitor policies for the Odyssey.

All matters not covered by these regulations or the Renaissance Schaumburg Convention Center Hotel Production Guidelines are subject to a decision by the IADD/FSEA and the Exhibit Coordinator.

These regulations may be amended at any time by the IADD/FSEA, and all amendments that may be so made shall be equally binding to all parties affected by them, as are the original regulations. IADD/FSEA authorizes its Exhibit Coordinator to implement and manage all elements covered in this document in its name.

ELIGIBILITY FOR PARTICIPATION

IADD/FSEA determines the eligibility of a company or product for exhibition in the program. Until an exhibitor's Booth and Techshop™ Space Application has been approved in writing by the Exhibit Coordinator, no rights to exhibit are granted.

Upon submitting a Booth and Techshop™ Space Application, the company requesting exhibit space certifies that they have read and will comply with the written rules and regulations as described in this document. The IADD/FSEA may prohibit installation or request removal, wholly or in part, that in its opinion is not in keeping with the Association's character or purpose.

PAYMENT SCHEDULE

An initial deposit of \$500.00 for IADD or FSEA member companies (\$750.00 for

non-members) for each requested booth or Techshop™ space must accompany the Space Application form. The Exhibit Coordinator will place requested booth spaces on hold for 7 working days pending the arrival of the deposit for the requested booth space(s). Deposits are non-refundable. A second equal deposit is due on September 1, 2016. Final payment for all booth and Techshop™ space is due January 15, 2017. If the balance due is not received by that date, the IADD/FSEA has sole discretion to reassign the space to applicants on the waiting list with no refund to the original exhibitor.

Applications received after January 15, 2017 must be accompanied by payment in full.

All checks for payments of space must be made out to the International Association of Diecutting & Diemaking (IADD) and will be sent to: IADD/FSEA Odyssey, 651 Terra Cotta Ave., Suite 132, Crystal Lake, IL 60014 U.S.A. There will be a \$50.00 charge assessed on all returned checks.

**ASSIGNMENT OF BOOTH &
TECHSHOP™ SPACE**

Booths will be assigned according to a point system which rewards support of previous shows and IADD or FSEA membership (see exhibitor newsletter Vol. 2017-1), with previous exhibitors and IADD/FSEA member companies receiving priority. The IADD/FSEA reserves the right to modify the floor plan to accommodate space sales or make changes as necessary to avoid potential conflicts between competing exhibitors. Should conditions dictate, the IADD/FSEA reserves the right to relocate exhibitors as necessary after consultation with the affected exhibitors.

SHOW DATES AND HALL HOURS

Wednesday	May 17, 2017 10:00 am - 5:00 pm
Thursday	May 18, 2017 10:00 am - 5:00 pm
Friday	May 19, 2017 10:00 am - 2:30 pm

INSTALLATION/DISMANTLING

Exhibitors shall move into the Exhibit Hall to set up booths 8:00 am to 4:30 pm on Sunday, May 14 (heavy machinery by invite only), Monday, May 15 (remaining heavy machinery) and Tuesday, May 16

(displays). Exhibitors will receive and follow a set-up/tear down schedule. All exhibits must be fully installed by 7:30 am on Wednesday, May 17. After that time, no installation work will be allowed without permission by the Exhibit Coordinator. If any exhibitor is not set up and in order by 7:30 am, the IADD/FSEA reserves the right to direct the official service contractor to set up the booth at the sole expense of the exhibitor, or make such other use of the space as deemed necessary or appropriate, with no refund made to the original exhibitor.

Arrangement and payment for transporting goods to and from the Odyssey, receiving, decorating and removal of exhibits are the responsibility of the exhibitor.

No exhibit shall be dismantled before the official closing of the Exhibit Hall at 2:30 pm on Friday, May 19, and NO PACKING of equipment and materials may begin until that time unless specially authorized by the Exhibit Coordinator. Violators may be subject to reduction of some or all of their exhibitor points accrued to date and/or be subject to loss of their right to participate in future Odyssey events. All attempts will be made to caution exhibitors on site to return to compliance. Emails will be sent post-show informing exhibitors of their penalty.

All exhibits must be removed from the site by 4:00 pm on Saturday, May 20. Exhibitors shall be liable for all storage and handling charges resulting from failure to remove their exhibit materials from the convention center before the end of dismantling as specified by the Show Management.

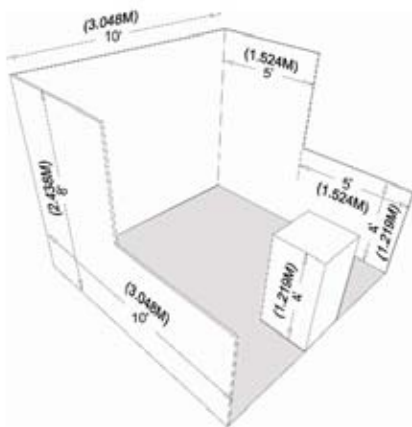
STANDARD BOOTH EQUIPMENT

Each 10 feet deep by 10 feet (3 meters x 3 meters) wide standard booth space includes an 8 feet (2.4 meters) high backdrape and 3 feet (9 meters) high side rails with draping. A company identification sign measuring 7 inches x 44 inches (177mm x 1,117mm) including the company name and booth number will be provided. 24-hour perimeter security will begin with set-up and conclude after all freight has been removed. The aisles will

be carpeted; all exhibitors are responsible for carpeting their booths.

BOOTH CONSTRUCTION AND DISPLAY ARRANGEMENT

A **standard/linear booth** (also called an “in-line booth”) is any booth that shares a common back wall and adjoins other exhibits on one or two sides. The size is 10 feet deep by 10 feet wide (3 meters x 3 meters) (100 square feet (9 square meters)). Standard in-line booths may not exceed a backwall height of 8 feet (2.4 meters), and no part of the equipment contained therein may exceed a height of 8 feet (2.4 meters) in the back half of the booth and 4 feet (1.2 meters) in the front half of the booth. Every attempt should be made to display items in the booth to allow visibility for neighboring booths.



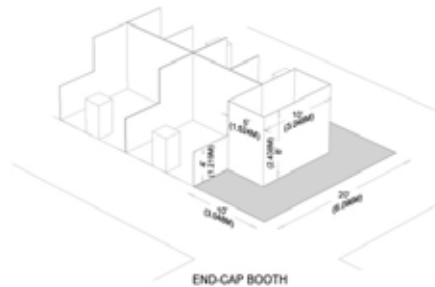
Note: When two or more linear booths are used in combination as a single exhibit space, the height limitations are applied only to that portion of exhibit space which is within 5 feet (1.525 meters) of an adjoining booth.

Exceptions are at the discretion of Show Management. Exhibitor must leave room for back pipe and drape to be shared between its booth and the booth behind it. Booth should not be set so that the plate for the pipe and drape is completely in a neighboring booth. All exposed parts of the display must be finished so as not to be objectionable to neighboring exhibitors. Hanging signs/graphics and/or ceilings or canopies are NOT permitted over standard/linear booths.

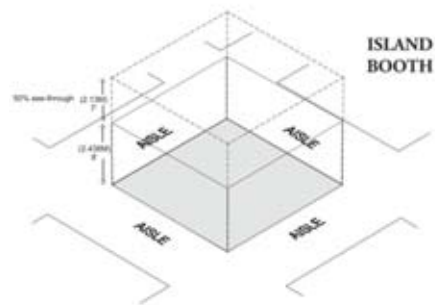
Perimeter booths are standard/linear booths that back to an outside wall of the exhibit facility rather than to another exhibit. The same regulations apply to these booths as to the standard/linear booths (see above).

End cap booths are standard/linear booths located on either end of a row of standard/linear booths. Unless an exception is made by Show Management, the entrance of such booths must face in the same direction as the others in the row. The same regulations apply to these booths as to the standard/linear booths (see above).

Special exception: If a rare exception is made and exhibitors are allowed to “turn” such booths 90 degrees, note in the diagram below how the same regulations are applied.



Island booths are any exhibit 20 feet x 20 feet (6 meters x 6 meters) or larger which is surrounded by aisles on four sides. The maximum height of an island booth is 15 feet (4.572 meters) in all areas of the booth; however, structures rising above the area of the booth between 8 feet and 15 feet (2.4 meters and 4.572 meters) must allow at least 50% (see-through) visibility (e.g., a solid wall would not be allowed in this area but solid posts that allow visibility in between would be allowed). Exceptions are at the discretion of Show Management.



A sketch of island booths should be submitted to the Exhibit Coordinator at least 60 days prior to the show for approval of design. If not submitted, and the construction is determined to be in violation of the above restrictions or detrimental to other exhibits, the IADD/FSEA reserves the right to prohibit assembly, or direct revisions, at the

exhibitor’s expense, to comply with these regulations. Hanging signs, ceilings and/or canopies are permitted over island booths as long as they conform to the above regulations.

Miscellaneous. Cylinders containing oxygen, compressed air or other gases must be secured by a strap, stand or cart in an upright position to prevent tipping.

HANGING SIGNS & GRAPHICS

Hanging signs are permitted in island booths with dimensions of 20 feet x 20 feet (6 meters x 6 meters) or larger. Hanging signs are NOT permitted in standard/linear booths, the Techshop or to be displayed over booths other than your own. At the discretion of Show Management, hanging signs may be allowed over common areas (e.g., the concession stand or entryway). No lighting or spotlighting of hanging signs is allowed.

All sides of hanging signs and graphics must be covered or finished in such a manner as not to detract from those booths behind it. All hanging signs and graphics, regardless of size, should be constructed of lightweight, flameproof materials.

Certain physical limitations of the exhibit facility may prohibit hanging signs. The maximum allowable height of hanging signs is also dependent on the ceiling load limits.

Exhibitors are responsible for notifying Show Management if they are planning on hanging signs in their exhibit booth design. Exhibitors must send this written notification within 60 days of the show. If written notification is not received, Show Management cannot guarantee the hanging of the sign or graphic. All overhead hanging signs must be assembled, installed, removed and disassembled by Official Exhibit Service Provider exhibit services. Exhibitors, display companies and/or I&D representatives may supervise their respective rigging activities, but will not be allowed to assemble/disassemble or install/remove rigging. All rigging must conform to show rules, regulations and exhibit facility limitations. Hanging anchor points must be pre-fabricated and ready to use. No hang point may support over 250 pounds. Exhibitor is responsible for providing Official Exhibit Service Provider with a placement diagram of the hanging sign including the number of feet

from each side of the exhibit space that the sign is to be placed. The ceiling structure and relations to the support beams may require exhibitor's sign to be moved from the requested location. Exhibitor is also responsible for providing Official Exhibit Service Provider with the type of sign (cloth, metal, wood, other), shape (square, triangle, rectangle, other), size (height, length, width) and weight.

Overhead hanging signs are to be sent in separate containers directly to the Official Exhibit Service Provider. All containers must arrive no later than one week prior to the first exhibitor move-in day.

All hanging signs are subject to Show Management inspection and may require on-site modification.

Any **booth signage** extending higher than the external booth wall and visible to those viewing booths in the aisles behind it must remain stationary (no rotating signs), with the rear of the sign covered and/or finished in such a manner as not to detract from those booths behind it. All materials must be contained within the contracted booth space.

Exhibitors in the Techshop are allowed one stationary sign or monitor per machine. **Techshop signs or monitors** may not exceed 8 feet high x 4 feet wide (2.4 meters x 1.2 meters). Signs may be lighted or use electricity.

Permanent facility graphics, signs or displays may not be blocked in any manner.

LIGHTING OF MACHINERY IN BOOTHS AND TECHSHOP

Exhibitors are precluded from hanging (or making arrangements to hang) lighting from ceiling trusses over booths and Techshop space.

CANCELLATION/REDUCTION OF SPACE

Notification of space cancellation or reduction must be made in writing to the Show Management Company. Deposits paid for assigned spaces are non-refundable. There are no refunds for cancellations or reductions received after November 1, 2016. The IADD/FSEA assumes no responsibility for having included the name of the cancelled

exhibitor or description of their products in program materials.

MATERIAL HANDLING AND EXHIBITOR SERVICES

IADD/FSEA will announce an Official Service Contractor. A link to the Exhibitor Service Kit containing information and order forms for furnishings, freight handling, labor, and ancillary services will be sent to exhibitors 120 days prior to the start of the program.

A number of factors—such as truck size, dock limitations or the height, weight and overall size of **heavy equipment and machinery**—will determine whether unloading can be handled on the dock versus through the large “elephant door” at ground level. Exhibitors will be directed to the appropriate area. In many cases, use of a Versa Lift is preferred to a regular forklift in order to provide greater accuracy and stability. SourceOne will make all attempts to give those who require this service a quote prior to the show; however, they reserve the right to make such a determination on-site, depending on the circumstances.

SUBLETTING SPACE

Exhibitors may not assign, sublet, or apportion any part of the space allotted to them and may not advertise or display goods or services other than those manufactured or sold by them in the regular course of their business.

USE OF SPACE

Exhibitors are encouraged to offer information that is educational, professional and instructional. All exhibitors must conduct exhibits in a dignified and professional manner. All activities must be limited to the confines of the rented space, and must not impede traffic or interfere with the activity of other exhibitors. Unless part of the Odyssey program and approved by the IADD/FSEA, publicizing and/or maintaining any extraneous activities, including hospitality suites, inducements, demonstrations or displays away from the exhibit area during exhibit hours or program hours is not permitted. Dissemination of food or beverages is allowed only if they are purchased from the convention center and may be subject to additional rules and regulations.

EXHIBITOR BADGES

Exhibitors will be furnished with two exhibitor badges for company personnel for each 10 x 10 feet (3 m x 3 m) booth or Techshop space leased/paid. Additional exhibitor booth personnel are required to register as Exhibitor Personnel at the reduced registration fee of \$250.00 per person. This registration allows the individual to attend all education sessions. The Awards Banquet is ticketed separately.

STAFFING

Exhibitors must open their exhibit on time and staff the booth at all times during show hours. A designated booth manager shall represent the exhibitor in connection with set-up, operation, and dismantling of the exhibit. Only representatives who are employed by the exhibiting company and who are working in the booth are to be registered as booth personnel. False certification of individuals as exhibitor's representatives, sharing of exhibitor's badges, or any other method used to assist unauthorized persons to gain admission to the exhibit floor will be just cause for expelling the violator from the program. All exhibitors must be 18 years of age or older.

ADVERTISING

Exhibitors are invited to advertise in the Odyssey Show Guide, the IADD's publication “The Cutting Edge,” or the FSEA's publication “PostPress News.” Information on rates, mechanical specifications and copy deadline may be obtained from the IADD by phoning 1-800-828-4233 or 1-815-455-7519, by faxing 1-815-455-7510 or by email at ccrouse@iadd.org. Information may be obtained from the FSEA at 1-785-271-5816, faxing 1-785-271-6404 or by email at jeff@fsea.com.

USE OF ODYSSEY LOGO

Exhibitors wishing to use the Odyssey logo in any promotion, newsletter, etc. must first have written permission from the Exhibit Coordinator and may be asked to provide a sample of its intended use.

GIVEAWAYS

Novelty giveaways, souvenirs and drawing awards must be submitted to the IADD/FSEA for review and approval no

later than 30 days prior to the show. The IADD/FSEA encourages prudent use and distribution of giveaways.

AUXILIARY AIDS OR SERVICES

In compliance with the Americans with Disabilities Act, the IADD/FSEA wishes to ensure that no individual with a disability is excluded, denied services or otherwise treated differently from other individuals. Each exhibitor shall be responsible for compliance within its exhibit space, including the provision of auxiliary aids and services as needed.

MUSIC AND VISUAL EFFECTS

Exhibitors' use of music and audiovisual devices with sound are permitted only in those locations and at such decibel density as not to interfere with the activities of other exhibitors. IAEE states that music should not exceed 85 decibels.

License agreements covering recorded music are the responsibility of the exhibitor, and each exhibitor is required to indemnify and hold the IADD/FSEA harmless from any liability arising out of the use of copyrighted music.

HAZARDOUS WASTE DISPOSAL

Hazardous waste is any material being stored, recycled or thrown away that could cause injury or death, or pollutes the air, water or land. Exhibitors who generate hazardous waste material must conform to requirements of all regulatory agencies having jurisdiction in the location of hazardous waste and make appropriate arrangements for proper disposal thereof.

PHOTOGRAPHY

Picture taking other than by official photographers is subject to approval by Show Management or the Exhibit Coordinator, including during set-up and dismantling. Only the exhibitor may grant permission to have their exhibit and/or products photographed.

SMOKING

The Odyssey program is designated as a non-smoking meeting. Smoking is prohibited in IADD/FSEA meeting rooms, the exhibit hall and social functions.

LABOR/SAFETY/FIRE CODES

The exhibitor is responsible for knowledge of and compliance with all union/non-union requirements and fire and safety codes established by the Renaissance Schaumburg Convention Center Hotel. Booth decorations must be flameproofed. Electrical wiring must conform with all federal, state and municipal government requirements and to the National Electric Code Safety Rules. If inspection indicates that an exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazards, the right is reserved to cancel at exhibitor's expense all or such part of the exhibit as may be irregular.

LIABILITY

Each exhibitor assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damages to exhibitor's displays, equipment and other property brought upon the premises of the Renaissance Schaumburg Convention Center Hotel, and shall indemnify and hold harmless the IADD/FSEA, the Renaissance Schaumburg Convention Center Hotel and any authorized representative, agent or employee of the forgoing of any and all losses, damages and claims from any cause whatsoever by reason of the use of occupancy of the exhibit space by the exhibitor or his assigns. The exhibitor must surrender space occupied by him in the same condition as it was in the commencement of occupation. If the exhibitor's materials fail to arrive, the exhibitor is nevertheless responsible for all amounts due hereunder. In holding the Odyssey program, the Associations do not act as the agent of the exhibitor, the Renaissance Schaumburg Convention Center Hotel, the Exhibit Coordinator, the Exhibition Services Company, or any other party providing services to the program. Claims against any other party other than the Associations are to be submitted directly to the party involved.

INSURANCE

Exhibitors must make provision for safeguarding their materials, equipment and displays at all times. Exhibitors are required to carry special insurance to cover exhibit materials against loss or damage, and public liability insurance against injury to the persons and property of others. As a courtesy to exhibitors, perimeter security for the exhibit hall will

be furnished during installation, dismantling and show days. This is not to be interpreted as a guarantee against loss or theft of any kind.

USE OF EXHIBITOR APPOINTED CONTRACTORS

Exhibitors choosing to use labor services other than those provided through the Exhibition Services Contractor must notify the Exhibit Coordinator at least 30 days in advance of the first day of move-in.

SOCIAL FUNCTIONS

Only exhibiting companies may request the use of function rooms in the Renaissance Schaumburg Convention Center Hotel. Breakfast functions must end at least 15 minutes prior to the opening of the official program each day. All uses of meeting rooms in the Renaissance Schaumburg Convention Center Hotel must be approved by the IADD/FSEA. Hospitality rooms may not open prior to 5:00 pm in the evening on evenings when the IADD/FSEA does not have scheduled events. Any function not approved by the IADD/FSEA which would compete for attendee's time, either during the hours of the exhibition hall or other association programs, is strictly prohibited.

TERMINATION OF RIGHT TO EXHIBIT

As the organizer, the IADD/FSEA reserves the right to terminate without notice an exhibitor's right to exhibit if an exhibitor or any of his representatives fails to observe the conditions of this contract, or in the opinion of the IADD/FSEA or its Exhibit Coordinator, conducts themselves in an unethical manner. Such exhibitors will be dismissed without refund.

ODYSSEY PROGRAM CANCELLATION

If any part of the Exhibit Hall is damaged, or if circumstances make it impossible for the IADD/FSEA to permit an exhibitor to occupy the space assigned during a portion or entirety of the period covered, the exhibitor will be charged for space only for the period space was or could have been occupied by the exhibitor, and the IADD/FSEA releases any and all claims for damages caused by such action.

GENERAL

All matters and questions not covered by these regulations are subject to the decision of the IADD/FSEA and the Exhibit Coordinator. These regulations may be amended at any time by the IADD/FSEA and all amendments that may be so made shall be equally binding on all parties affected by them, as are the original regulations.

For further information contact:
Cindy C. Crouse, CAE, CEO
**International Association of Diecutting
and Diemaking**
651 Terra Cotta Ave., Suite 132
Crystal Lake, IL 60014
Tel: 1-800-828-4233 or 1-815-455-7519
Fax: 1-815-455-7510
Email: info@odysseyexpo.org

For exhibiting information contact:
Susan M. Corcoran, Exhibit Coordinator
IADD/FSEA Odyssey
20 Winter St., Kingston, MA 02364 U.S.A.
Tel: 1-617-840-7202
Fax: 1-781-582-3944
Email: exhibit@odysseyexpo.org