



# Payment & Credit Card Authorization

Show Name: Greater Chicago RV Show | Show Date: January 17 - 19, 2020 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: January 2, 2019

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Secondary/Contact at Booth/Show Site: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

## Payment Policy

BY SUBMITTING THIS FORM VIA ELECTRONIC MAIL, FACSIMILE, POSTAL MAIL OR IN ANY OTHER MANNER TO SOURCEONE EVENTS, INC., YOU AGREE TO BE BOUND BY ALL TERMS AND CONDITIONS PROVIDED TO YOU WITH THE "EXHIBITOR SERVICE KIT", INCLUDING BUT NOT LIMITED TO THE "EXHIBITOR TERMS AND CONDITIONS".

### Payment for Services

- SourceOne requires full payment prior to the time services are ordered.
- We require a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment.
- We understand that your calculation is only an estimate of charges by SourceOne Events, and may not reflect the balance of the final invoice, which may include labor and material handling.
- Discount rates will not apply to orders received without payment

**NOTE:** Services rendered during the exhibitor move-in will be added to your final invoice, included but not limited to Material Handling, Labor, Furnishings, Shipping Logistics, etc.

### Method of Payment

- For your convenience, SourceOne Events, Inc. accepts Mastercard, VISA, Discover, American Express, checks, cash, ACH direct deposit and wire transfers. Please contact SourceOne Events, Inc. for ACH and Wire Transfer Instructions. Any charge totalling \$10,000 or above that is to be paid by credit card in one transaction will be charged 3% surcharge.
- We do not accept purchase orders as forms of payments.
- All payments are to be made in U.S. funds drawn on a U.S. Bank.
- Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- ACH and Wire Transfers will be charged a \$50.00 fee.

### Third Party Billing

- SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf.
- In the event that you have arranged for an exhibit house or such other third party to handle your billing, a Third-Party Billing Agreement must be completed. As the exhibitor, you are responsible for all charges incurred at the show, should your display house or such other third party fail to meet the required payment terms explained above.
- If third party does not pay for services SourceOne Events, Inc. reserves the right to collect full payment from Exhibitors.

### Cancellation of Order

- Orders cancelled by the Exhibitor prior to SourceOne Events, Inc. move-in are subject to a cancellation fee of 50% of the total order.
- Orders cancelled after SourceOne Events, Inc. begins move-in are subject to a cancellation fee of 100% of the total order.

## Calculation of Orders

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

Electrical	\$
Electrical Labor	\$

Total Due to SourceOne Events Inc.

\$

## Method of Payment - Requires credit card with initial order

Credit Card on File:



CVV2 number lets a merchant verify that the cardholder does in fact have the card in his or her possession.

Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ CVV2: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Terms & Conditions of this contract.

### Order Payment Method:

Charge the Credit Card listed in the Method of Payment Section of this form.

Check Enclosed # \_\_\_\_\_ Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Amount: \_\_\_\_\_  
(Credit Card required on file)

Wire Transfer on \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_ (Please contact SourceOne Events, Inc. for ACH or Wire Transfer Instructions)  
(Date) (Bank) (Amount)

## Questions? Just Ask!

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



# Third Party Billing Authorization

Show Name: Greater Chicago RV Show | Show Date: January 17 - 19, 2020 | Location: Renaissance Schaumburg Convention Center  
Discount Deadline Date: January 2, 2019

Exhibiting Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Exhibitor Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

All invoices are due and payable upon receipt, by either party. By completing this form, you are agreeing to all terms and conditions mentioned.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As an Exhibitor electing to use third-party billing, I understand and hereby agree that the ultimate responsibility for payment of all charges is mine. Further, I agree to be bound by all terms and conditions provided to you with the "Exhibitor Service Kit", including but not limited to the "Exhibitor Terms and Conditions". In the event that the named third party fails to meet the required payment terms, charges will revert back to me, the exhibiting company.

## Payment Policy

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### Payment for Services

- SourceOne requires full payment prior to the time services are ordered.
- We require a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment.
- We understand that your calculation is only an estimate of charges SourceOne Events, Inc. and may not reflect the balance of the final invoice, which may include labor and material handling.
- Discount rates will not apply to orders received without payment

**NOTE:** Services rendered during the exhibitor move-in will be added to your final invoice, included but not limited to Material Handling, Labor, Furnishings, Shipping Logistics, etc.

### Method of Payment

- For your convenience, SourceOne Events, Inc. accepts Mastercard, VISA, Discover, American Express, checks, cash, ACH direct deposit and wire transfers please contact SourceOne Events, Inc. for ACH and Wire Transfer Instructions. Any charge totalling \$10,000 or above that is to be paid by credit card in one transaction will be charged 3% surcharge.
- We do not accept purchase orders as forms of payments.
- All payments are to be made in U.S. funds drawn on a U.S. Bank.
- Exhibitors will be charged a \$50.00 fee for returned NSF checks.
- ACH and Wire Transfers will be charged a \$50.00 fee.

### Third Party Billing

- SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf.
- As the 3rd Party on the exhibitors behalf, you are responsible for all charges incurred at the show on-site.
- If third party does not pay for services SourceOne Events, Inc. reserves the right to collect full payment from Exhibitors.

### Cancellation of Order

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

## Calculation of Orders

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

Electrical	\$
Electrical Labor	\$

Total Due to SourceOne Events Inc.

\$

## Method of Payment

- Requires credit card with initial order

Credit Card on File:



CVV2 number lets a merchant verify that the cardholder does in fact have the card in his or her possession.

3rd Party Credit Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

CVV2: \_\_\_\_\_

3rd Party Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

3rd Party Cardholder's Name: \_\_\_\_\_ Email: \_\_\_\_\_

3rd Party Authorized Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Terms & Conditions of this contract.

### Order Payment Method:

Charge the Credit Card listed in the Method of Payment Section of this form.

Check Enclosed # \_\_\_\_\_ Dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Amount: \_\_\_\_\_  
(Credit Card required on file)

Wire Transfer on \_\_\_\_\_ from \_\_\_\_\_ in \_\_\_\_\_ (Please contact SourceOne Events, Inc. for ACH or Wire Transfer Instructions)  
(Date) (Bank) (Amount)

## Questions? Just Ask!

Call Exhibitor Services at 708-344-4111 or email [exhibitorservices@sourceoneevents.com](mailto:exhibitorservices@sourceoneevents.com)  
Contact us online at [www.sourceoneevents.com/exhibitor-services](http://www.sourceoneevents.com/exhibitor-services)

## Electrical Checklist

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



# Electrical Labor Order Form

Show Name: Greater Chicago RV Show | Show Date: January 17 - 19, 2020 | Location: Renaissance Schaumburg Convention Center

Discount Deadline Date: January 2, 2019

Please complete this form for all display labor needed. To determine if you need display labor, please read the Show Site work rules carefully.

## Important Information - Please Read

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, special placement of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system.
- Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (40%)
- Don't forget to order electrical labor for Move In and Move Out.
- SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling or packing of exhibitor property.
- Onsite labor requests that are made 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.*
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person for 120 Volt power. Anything above 120 V is subject to a 4 hour minimum per person.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- SourceOne Events supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.
- Orders placed at Show Site will be completed in the order in which they are received. Show Site prices will apply to all labor orders placed at Show Site.

## Installation & Removal Electrical Labor Rates

Labor Schedule	Description	Discount	Standard	Show Site
Straight Time (ST)	Monday through Friday from 8:00 AM to 4:30 PM	\$89.00	\$106.80	\$138.84
Overtime (OT)	Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday	\$133.50	\$160.20	\$208.26
Double Time (DT)	Monday through Friday from 12:00 AM to 8:00 AM. All day Sunday & Holidays	\$178.00	\$213.60	\$277.68

## What is Electrical Labor Supervision?

An exhibitor chooses SourceOne Events Supervised Electrical Labor when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Please choose which type of electrical labor applies:

#### Exhibitor Supervised (DO NOT proceed without exhibitor)

- Exhibitor Supervision allows you to instruct the laborer. Exhibitor is required to be in the booth and there will not be supervision fees added.
- Indicate workers needed for installation and dismantling.
- SourceOne Events assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by SourceOne Events provided required area jurisdiction for labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by required area jurisdiction for labor under Exhibitor's supervision.
- Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the Show Site rate.

Emergency Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

#### SourceOne Supervised (OK to proceed without exhibitor)

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

Exhibitor Supervisor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

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

## Installation Electrical Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Installation Labor:							\$

## Removal Electrical Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Removal Labor:							\$

Total Payment for Selections

\$

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

Address: 160 Eisenhower Ln N Lombard, IL 60148 | Email: exhibitorservices@sourceoneevents.com

Fax: 708-344-3050 | Phone: 708-344-4111

Electrical Labor Order Form |

## Electrical Helpful Tips

- In-Line & Peninsula Booths** - 120 Volt single phase power includes labor and materials to one location at the rear of the booth. If you require the outlets to be distributed to any other location, materials and labor charges will apply. There is a minimum charge of 1 hour for installation and removal. Prices do not include materials (e.g. extension cords, power strips, and cord caps).
- Island Booths** - All Electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis. Prices do not include materials (e.g. extension cords, power strips, and cord caps).
- Electrical Labor Order Form** - Complete and return. Please indicate your desired time for installation and removal.
- Electrical Layout Form** - Complete and return. Please indicate the outlet locations.
- Carpet Installation** - If carpet is installed prior to electrical installation, additional labor charges will apply.
- Electrical Services Information** - Review the important conditions, regulations and guidelines.
- 24 Hour Services** - Electricity will be turned on within 30 minutes of show opening and off 30 minutes after the show closes. If you require power outside the show hours, please make arrangements in advance of show by indicating 24 hour power on the electrical order form.
- Distribution of Power** - Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used - no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.
- 208/480 Volt Power Service and Connections** - Delivery and connection of high voltage services is done on a time and material basis. Please complete the SourceOne Events Electrical Labor Form to schedule your estimated connection time and return it with this order. 208/480 volt power is subject to a 4 hour minimum per person.

## 120 Volt Single Phase

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

Rate Classification (Price includes labor)	Quantity (Show Hours Only)		Discount	Standard	Quantity (24 hours/day)		Discount	Standard	Estimated Total Cost
5 Amps / 500 Watts		X	\$153.00	\$206.00		X	\$306.00	\$405.00	
10 Amps / 1000 Watts		X	\$188.00	\$253.00		X	\$383.00	\$504.00	
15 Amps / 1500 Watts		X	\$208.00	\$281.00		X	\$416.00	\$561.00	
20 Amps / 2000 Watts		X	\$230.00	\$344.00		X	\$460.00	\$689.00	= \$
									Total: \$

## 208 Volt Single Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired. Labor for 208 Volt power is subject to a 4 hour minimum per person.

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

## Miscellaneous

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

Total Payment  
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

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

**Address:** 160 Eisenhower Ln N Lombard, IL 60148 | **Email:** exhibitorservices@sourceoneevents.com

| **Fax:** 708-344-3050 | **Phone:** 708-344-4111

## 208 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Three phase power is brought in overhead and does **NOT** include labor, materials, scissor lift, and/or equipment required for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired. 208 volt power is subject to a 4 hour minimum per person.

Rate Classification (Price DOES NOT include labor or lift)	Quantity (Show Hours Only)		Discount	Standard	Quantity (24 hours/day)		Discount	Standard	Estimated Total Cost
20 Amps / 3 phase		X	\$625.00	\$750.00		X	\$1,250.00	\$1,500.00	= \$
30 Amps / 3 phase		X	\$703.00	\$843.60		X	\$1,406.00	\$1,687.20	= \$
60 Amps / 3 phase		X	\$825.00	\$990.00		X	\$1,650.00	\$1,980.00	= \$
100 Amps / 3 phase		X	\$1,245.00	\$1,494.00		X	\$2,490.00	\$2,988.00	= \$
200 Amps / 3 phase		X	\$2,290.00	\$2,748.00		X	\$4,580.00	\$5,496.00	= \$
400 Amps / 3 phase		X	\$4,250.00	\$5,100.00		X	\$8,500.00	\$10,200.00	= \$
									Total: \$

## 480 Volt Three Phase

- Price does not include labor, materials (e.g. extension cords, cable, power strips and cord caps) and/or equipment for installation and removal.
- Three phase power is brought in overhead and does **NOT** include labor, materials, scissor lift, and/or equipment required for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired. 480 volt power is subject to a 4 hour minimum per person.

Rate Classification (Price DOES NOT include labor or lift)	Quantity (Show Hours Only)		Discount	Standard	Quantity (24 hours/day)		Discount	Standard	Estimated Total Cost
30 Amps / 3 phase		X	\$703.00	\$843.60		X	\$1,406.00	\$1,687.20	= \$
60 Amps / 3 phase		X	\$825.00	\$990.00		X	\$1,650.00	\$1,980.00	= \$
100 Amps / 3 phase		X	\$1,245.00	\$1,494.00		X	\$2,490.00	\$2,988.00	= \$
200 Amps / 3 phase		X	\$2,290.00	\$2,748.00		X	\$4,580.00	\$5,496.00	= \$
400 Amps / 3 phase		X	\$4,580.00	\$5,496.00		X	\$9,160.00	\$10,992.00	= \$
									Total: \$

Total Payment  
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

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

**Address:** 160 Eisenhower Ln N Lombard, IL 60148 | **Email:** exhibitorservices@sourceoneevents.com

| **Fax:** 708-344-3050>> | **Phone:** 708-344-4111

Electrical Order Form |



# Electrical Overhead Power Order Form

Show Name: Greater Chicago RV Show | Show Date: January 17 - 19, 2020 | Location: Renaissance Schaumburg Convention Center

Discount Deadline Date: January 2, 2019

## Scissor Lift Rates (with crew)

- All lifts require labor to operate, and a ground person in order to meet safety standards.
- Laborers included - requires 2 laborers.

Labor Schedule	Description	Discount	Standard	Show Site
ST - Straight Time	Monday through Friday from 8:00 AM to 4:30 PM	\$410.00	492.00	639.60
OT - Overtime	Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday	\$615.00	738.00	959.40
DT - Double Time	Monday through Friday from 12:00 AM to 8:00 AM. All day Sunday & Holidays	\$820.00	984.00	1279.20

## Scissor Lift Installation Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Installation Labor:							\$

## Scissor Lift Removal Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Removal Labor:							\$

## Boom Lift Rates (with crew)

- All lifts require labor to operate, and a ground person in order to meet safety standards.
- Laborers included - requires 2 laborers.

Labor Schedule	Description	Discount	Standard	Show Site
ST - Straight Time	Monday through Friday from 8:00 AM to 4:30 PM	\$675.00	810.00	1053.00
OT - Overtime	Monday through Friday from 4:30 PM to 12:00 AM. All day Saturday	\$1,012.00	1215.00	1579.50
DT - Double Time	Monday through Friday from 12:00 AM to 8:00 AM. All day Sunday & Holidays	\$1,350.00	1620.00	2106.00

## Boom Lift Installation Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Installation Labor:							\$

## Boom Lift Removal Labor

Date	Start Time	End Time	# of Labor(s)	Est. Hrs. per Labor(s)	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Removal Labor:							\$

Total Payment  
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

By signing this page you agree to placing this order and have accepted SourceOne Events, Inc. Payment Policy and SourceOne Events, Inc. Terms & Conditions of this contract.

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

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

**Address:** 160 Eisenhower Ln N Lombard, IL 60148 | **Email:** exhibitorservices@sourceoneevents.com

| **Fax:** 708-344-3050>> | **Phone:** 708-344-4111

Electrical Overhead Power Order Form |

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

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

## Step 2. Indicate Adjacent Booth or Aisle Number

Review floor plan for your booth assignment and write in adjacent booth or aisle number on all 4 sides of grid.

## Step 3. Draw Booth Lay

Use bold lines to indicate the outline of your exhibit space.

## Step 4. Indicate location of the main power drop


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


## Step 5. Location and load of all outlets


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


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


## Electrical Symbols

 = Main Power Drop Location

 = 120 V-20 amps/2000 watt

 = 208 V Three Phase \_\_\_\_\_ amps

 = 208 V Single Phase \_\_\_\_\_ amps

 = 480 V Three Phase \_\_\_\_\_ amps

## Grid Example:

10' x 10' Booth uses 1 square = 1 foot  
20' x 20' Booth uses 1 square = 2 feet  
30' x 30' Booth uses 1 square = 3 feet

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

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

Front Adjacent Booth or Aisle Number: \_\_\_\_\_


Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Back Adjacent Booth or Aisle Number: \_\_\_\_\_



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

## 500 Watts = 5 Amps of power

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

1. Receiver Amplifier
2. Desktop Printer
3. Business Card Scanner
4. DVD Player
5. Flood Light
6. Glue Gun
7. Barcode Scanner
8. Credit Card Scanner
9. Monitor
10. Laptop
11. Cash Register
12. Paper Shredder
13. LED Stem Light
14. Can Opener



## 1000 Watts = 10 Amps of power

1. Desktop & Monitor
2. Large TV/Monitor
3. Sewing Machine
4. Iron
5. Crock-Pot
6. Double Flood Light
7. Fax Machine
8. Meat Slicer
9. Juicer
10. Blender (Standard)
11. Vitamix Blender
12. Mini Refrigerator



## 1500 Watts = 15 Amps of power

1. Hot Plate
2. Home Coffee Maker
3. Laser Printer
4. Toaster
5. Food Processor
6. Shop-Vac
7. Electric Frying Pan
8. Portable Steamer
9. Heat Lamp
10. Toaster Oven
11. Vacuum
12. Refrigerator



## 2000 Watts = 20 Amps of power

1. Blow Dryer
2. T-Shirt Press
3. Microwave
4. Popcorn Machine
5. Space Heater
6. Commercial Coffee Pot
7. Double Hot Plate
8. Laminator
9. Electric Griddle
10. Induction Cooktop
11. Water Cooler
12. Standing Steamer

