

## Service Contractor Contact Information

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

**Toll Free:** 877.SOE.EXPO 877.763.3976  
**Office:** 708.344.4111  
**Fax:** 708.344.3050

## Booth Equipment

	Inline Booth	Color(s)	Emerging Product Booth	Color(s)
Booth Size	10x10		6x10	
Backwall Drape	8' High Backwall	Black	8' High Backwall	Black
Sidewall Drape	3' High Sidewall	Black	3' High Sidewall	Black
Table	1 - 6ft Skirted Table	Black	1 - 4ft Skirted Table	Black
Chairs	2 - Chairs		1 - Chair	
Wastebasket	1 - Wastebasket		1 - Wastebasket	
ID Sign	1 - ID Sign		1 - ID Sign	

## Aisle & Booth Carpet

	Yes or No	Color
Exhibit Hall Carpeted:	Yes	Tuxedo
Booth(s) Carpeted:	Yes	Tuxedo
Aisle(s) Carpeted:	Yes	Tuxedo

## Service Order Discount Deadline Date

Order early to take advantage of advance order discount rates by sending in payment.

**Monday September 30, 2019 Orders must be received by: 4:30PM**

## Exhibitor Move-In

Day	Date	Time
Monday	October 14, 2019	10:00AM - 6:00PM

## Exhibit & Show Hours

Day	Date	Time
Tuesday	October 15, 2019	10:00AM - 7:00PM
Wednesday	October 16, 2019	10:00AM - 5:00PM

## Exhibitor Move-Out

Day	Date	Time
Wednesday	October 16, 2019	5:00PM - 10:00PM

## Exhibitor Service Center Hours

Day	Date	Time
Monday	October 14, 2019	10:00AM - 6:00PM
Wednesday	October 16, 2019	3:00PM - 10:00PM

## Empty Container Return

Day	Date	Time
Wednesday	October 16, 2019	5:30PM Start

NOTE(S): Start time that empties will be returned. If you need your empties sooner order Priority Empty Labels in advance.

## Freight Carriers Check-In (End of Show)

Day	Date	Time
Wednesday	October 16, 2019	By 7:00PM

NOTE(S): All carriers must check in 1 hour before the facility clear time. If the driver fails to check-in, all materials will be rerouted via SOE carrier choice.

## Facility Clear

Day	Date	Time
Wednesday	October 16, 2019	By 8:00PM

NOTE(S): All exhibit materials must be removed

## Begin Advance Shipments

Day	Date	Time
Friday	September 13, 2019	8:00AM - 4:00PM

NOTE(S): Shipments arriving before this date may be refused or subject to a early shipment surcharge.

## Advance MH Discount Deadline

Day	Date	Time
Thursday	October 3, 2019	8:00AM - 4:00PM

NOTE(S): Shipments arriving after the published timeline will incur a 30% surcharge (which is assessed to the advance material handling rates).

## Last Day For Advance Warehouse Arrival

Day	Date	Time
Thursday	October 10, 2019	8:00AM - 4:00PM

NOTE(S): Shipments arriving after the published timeline will incur a 30% surcharge (which is assessed to the advance material handling rates).

## Advance Shipments to Warehouse

CannaOne Conference 2019  
YOUR COMPANY NAME  
YOUR BOOTH NUMBER \_\_\_\_\_  
c/o SourceOne Events  
160 Eisenhower Lane N  
Lombard, IL 60148

SourceOne receiving hours are Monday through Friday between 8:00 AM to 4:00 PM.

Drivers must check-in with Advance Warehouse prior to 3:00 PM to be ensured same day unloading

NOTE(S): Any charges incurred due to freight received early at the facility are the responsibility of the exhibitor.

## Important Information

All items and materials that are brought into the facility may be subject to Material Handling charges. These charges are the responsibility of the Exhibitor(s). This also applies to items not ordered through the Official Show Vendors.

## Disposal of Booth Properties

Exhibit properties that are not disposed of are not part of your material handling charges and will be subject to a disposal fee. Please contact SourceOne Events Exhibitor Service Team for rates and rules applicable to disposal of your exhibit properties.