

IMPORTANT PLEASE READ

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

Name of Show: _____

To: _____ Booth Number: _____

c/o: SourceOne Events, Inc.
160 Eisenhower Lane N
Lombard, IL 60148

Questions? Just Ask!

Call Haili Athanas at 708.344.4111 or email haili@sourceoneevents.com
Contact us online at www.sourceoneevents.com/exhibitor-services

DO NOT SHIP ADVANCE FREIGHT TO Renaissance Schaumburg Convention Center & Hotel

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.
- Each shipment incurs a 200 lb. minimum charge. 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 Informaiton

- Should any freight be received by Renaissance Schaumburg Convention Center & Hotel, it will be consigned to SourceOne Events, Inc. and subject to the prevailing drayage rate plus an additional 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. The use of material handling equipment to assist them in either the loading or unloading of their materials is prohibited on show floor.

We urge you to ship your materials in advance to the designated material handling/drayage warehouse.

Jurisdiction Informaiton

- Storage of your freight for 30 days prior to show.
- Tracking and notification of freight arriving at advance warehouse or missing items prior to show.
- Materials will not be refused due to lack of storage space for your exhibit prior to show.
- Your materials will be in your booth for you to begin set-up at your assigned set-up time.
- Storage of empties during show and returning of empties at the close of show.
- Peace of mind your freight will be at your very important marketing event of the year.

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** during either delivery/pickup of freight or during the load-in/load-out of exhibitors freight.



Online Ordering: Save time and money by ordering online before the discount deadline date passes. Onsite orders are charged at an escalated rate.



Freight Consolidation: Shrink-wrapped skids and crates help you to avoid weight (200 lbs.) minimums. Ship to the advance warehouse before the deadline date to save money.



Freight Tracking: Be sure to have your tracking information readily available in case you need to reference it at show site.



Exhibitor Service Manual (ESM): Review the show's service manual and familiarize yourself with the rules, regulations, labor jurisdiction and order deadline dates for best planning practices.



Show Travel Plans: Before you make your travel plans, be sure to review the show details. Give yourself plenty of time for show setup and move-out (empty freight can take time to return to your booth space).

Show Details

Login to the SourceOne Events website to check show information and your service order confirmation.

Login to place new orders, modify existing orders and manage your account.

E-Mail Address

Password

[Forgot Password](#)



Exhibitor Service Center

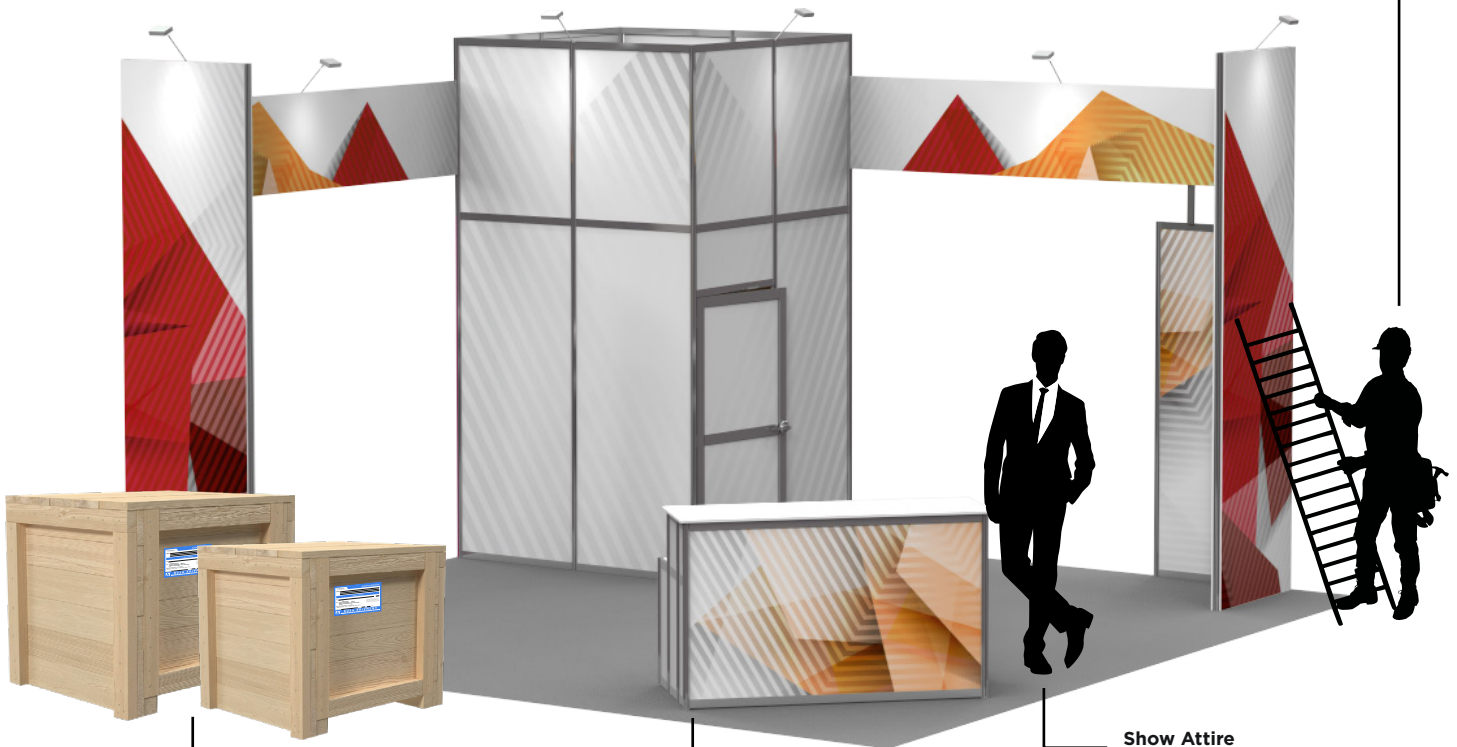
SourceOne Exhibitor Service Representatives are available to answer any questions and to provide any additional services you may need.

Empty Stickers

Available at the Exhibitor Service Center. Be sure to place one sticker with your company name and booth number on each piece to be stored.

Booth Labor

Check in with the Exhibitor Service Center prior to your labor start time to ensure you are on the schedule.



Freight Delivery

Make sure your shipment has been delivered to your booth space and that it is complete.

Freight Emptying & Removal

Remove contents of containers prior to applying empty stickers. No access is available during show hours.

Furniture & Carpet

Check your booth space and make sure your order has been fulfilled.

Show Attire

Bring proper clothing for setup, show duration and move-out. Temperatures can fluctuate depending on the facility.