

# AUTO GLASS WEEK™



**Making Connections that Drive Profit**

## SPONSOR/EXHIBITOR SCHEDULE:

### Reno-Sparks Convention Center

#### Exhibition Hours – Hall 4

Wednesday, September 30	2:00 p.m. – 6:00 p.m.
Thursday, October 1	2:00 p.m. – 6:00 p.m.
Friday, October 2	*9:00 a.m. – 2:00 p.m.

\*9:00 a.m. – 10:00 a.m. is optional for Sponsors.  
Competitions begin at 9:00 a.m. on Friday.

#### Exhibitor Booths – Hall 4

##### Booth Set-up

Tuesday, September 29	12:00 p.m. – 5:00 p.m.
Wednesday, September 30	8:00 a.m. – 12:00 p.m.

##### Booth Tear-down

Friday, October 2	2:00 p.m. – 5:00 p.m.
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#### Registration Hours – F10 Room

Tuesday, September 29	8:00 a.m. – 5:00 p.m.
Wednesday, September 30	7:00 a.m. – 6:00 p.m.
Thursday, October 1	7:00 a.m. – 6:00 p.m.
Friday, October 2	7:00 a.m. – 2:00 p.m.

[CLICK HERE](#) for the complete Schedule at a Glance. Please make sure you have reviewed and are familiar with the Auto Glass Week Rules and Regulations.



## CONVENTION CENTER:

### Reno-Sparks Convention Center

4590 South Virginia Street, Reno, NV 89502

# Auto Glass Week™ 2015

**Conference and Exhibition: September 30 – October 2, 2015  
at the Reno-Sparks Convention Center**

## GENERAL INFORMATION

### SHOW MANAGEMENT:

**AGRR™** magazine

P.O. Box 569, Garrisonville, VA 22463

Contact: Tina Czar

Tel: 540/602-3261; Fax: 540/720-5687

Email: [tczar@glass.com](mailto:tczar@glass.com)

### CO-SPONSORED BY:

The Auto Glass Safety Council™ (AGSC), Independent Glass Association (IGA), National Glass Association (NGA), National Windshield Repair Association (NWRA) and **AGRR™** magazine.

### SERVICE CONTRACTOR:

SourceOne Events, Inc.

934 N. Church Road, Elmhurst, IL 60126

Tel: 708/344-4111; Fax: 708/344-3050

### SERVICE MANUAL:

Many of the individual service providers have special numbers and addresses (printed on their order forms) that you should use to fax or mail your forms. Please pay attention to these. If you have any questions concerning SourceOne Events, Inc., you may call their customer service department at 708/344-4111. They will be happy to assist you. The service manual starts on the next page.

### RENO TRANSPORTATION INFORMATION:

<b>Reno-Tahoe International Airport</b>	<a href="#">CLICK HERE</a>
<b>Car Rentals</b>	<a href="#">CLICK HERE</a>
<b>Public Transportation</b>	<a href="#">CLICK HERE</a>
<b>Taxis</b>	<a href="#">CLICK HERE</a>
<b>Train Service</b>	<a href="#">CLICK HERE</a>

### HOST HOTEL:

#### Atlantis Casino Resort Spa

3800 South Virginia Street, Reno, NV 89502

A discounted room rate of \$94 USD per night, plus tax is available until September 8, 2015 or until the room block is sold out. [CLICK HERE](#) to book your hotel room now or call 800/723-6500 and be sure to ask for the Auto Glass Week block and give code SAGWF. Complimentary internet access is offered in each hotel guest room. No resort fee will be billed but each guest does receive full access to amenities. Rooms are going quickly, so book early!

Thank you for joining the Auto Glass Safety Council™ (AGSC), Independent Glass Association (IGA), National Glass Association (NGA), National Windshield Repair Association (NWRA) and **AGRR™** magazine for Auto Glass Week™ 2015 in Reno, NV co-located with the International Window Film Conference and Tint-Off™ 2015.



## Official Service Contractor

### Important Information and Service Order Forms



Mailing Address:  
SourceOne Events, Inc.  
934 N. Church Road  
Elmhurst, IL 60126

Phone: (708) 344.4111  
Toll Free: (877) SOE.EXPO (877.763.3976)  
Fax: (708) 344.3050  
[exhibitorservices@sourceoneevents.com](mailto:exhibitorservices@sourceoneevents.com)

[www.sourceoneevents.com](http://www.sourceoneevents.com)

**Auto Glass Week™ 2015**  
September 30 - October 2, 2015  
Reno-Sparks Convention Center  
4590 South Virginia Street  
Reno, NV 89502

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Elmhurst, IL 60126  
Telephone: (708) 344.4111 Fax (708) 344.3050  
Email: exhibitorservices@sourceoneevents.com

Show Details  
Page 2

Auto Glass Week™ 2015  
September 30 - October 2, 2015

### **Booth Equipment**

#### **Included in your booth:**

**Booth Size:** Standard Booth is 10' x 10'  
**Back Wall Drape:** 8' High Back Wall Color: Black & Charcoal  
**Sidewall Drape:** 3' High Sidewall Color: Black & Charcoal

#### **One booth package per company to include:**

**Table:** 1 – 6' Skirted Table Color: Black or Charcoal  
**Chairs:** 2 – Chairs  
**Wastebasket:** 1 - Wastebasket  
**ID Sign:** 1 – Line Identification Sign

### **\*Important:**

If a Sponsor plans to install a completely constructed display of its own, no part, thereof shall so project as to obstruct the view of adjacent booths. No display may exceed a height of eight (8) feet on the back wall, nor be higher than three (3) feet side wall specifications, without the consent of Show Management in writing prior to the start of the Event. Exhibit properties over three (3) feet high may not be placed in the forward five (5) feet of the display area of an in-line display. For more details on exhibit booths and display visit the event Rules & Regulations at :  
[www.autoglassweek.com/sponsors/rules.pdf](http://www.autoglassweek.com/sponsors/rules.pdf)

### **Convention Hall Carpet**

**Convention Hall:** The convention hall is NOT carpeted.  
**Aisle Carpet Color:** The aisles are carpeted in Grey.  
**Please Note:** To order carpet, see page 27.

### **\*Important:**

No one is allowed to hand carry items through the dock entrance. Hand carried items may be brought in through the facilities main doors. Items coming through the dock are subjected to Material Handling charges.

### **Shipping Address**

#### **To Warehouse – Please use provided freight labels.**

Auto Glass Week™ 2015  
Sponsor Company Name  
Booth Number # \_\_\_\_\_  
c/o SourceOne Events  
UPS Freight  
8900 Terabyte Dr.  
Reno, NV 89521

#### **To Show Site – Please use provided freight labels.**

Auto Glass Week™ 2015  
Sponsor Company Name  
Booth Number # \_\_\_\_\_  
c/o SourceOne Events: Roll Up Door 20  
Reno-Sparks Convention Center  
4590 South Virginia Street  
Reno, NV 89502

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



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Show Details  
Page 3

Auto Glass Week™ 2015  
September 30 - October 2, 2015

### Important Dates

<b>Discount Deadline Date</b>	Friday	September 11, 2015	Orders Must Be Received by 5:00PM CST
<b>Begin Advance Shipments</b>	Monday	August 24, 2015	8:00AM – 4:00PM
<b>Last Day for Advance Shipments</b>	Friday	September 18, 2015	8:00AM – 4:00PM
<b>Last Day for LATE Shipments</b>	Friday	September 25, 2015	8:00AM – 4:00PM
<b>LAST DAY TO PLACE an ORDER</b>	Monday	September 21, 2015	Orders Must be Received by 5:00PM CST
<b>Sponsor Move-In</b>	Tuesday Wednesday	September 29, 2015 September 30, 2015	12:00PM – 5:00PM Shipments to Show Site may 8:00AM – 12:00PM arrive during Move In Only
<b>Exhibition Hours</b>	Wednesday Thursday Friday	September 30, 2015 October 1, 2015 October 2, 2015	2:00PM – 6:00PM 2:00PM – 6:00PM *9:00AM – 2:00PM
*9:00AM – 10:00AM is optional for Sponsors. Competitions begin at 9:00AM on Friday			
<b>Sponsor Move-Out</b>	Friday	October 2, 2015	2:00PM – 5:00PM

- All sponsor materials must be removed from the exhibit facility by **Friday, October 2 by 5:00PM.**
- 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 **Friday, October 2 by 4:00PM.**
- Please Note: Overtime rates apply for drayage and labor **before 8:00AM & 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.

<b>Sponsor Services Center</b>	Tuesday	September 29, 2015	12:00PM – 5:00PM
	Wednesday	September 30, 2015	8:00AM – 12:00PM
	Friday	October 2, 2015	2:00PM – 5:00PM



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## Order Recap Page 4

Auto Glass Week™ 2015  
September 30 - October 2, 2015  
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Discount Deadline Date: September 11, 2015

### Order Recap

Material Handling - Advance	\$
Material Handling - Onsite	\$
Furnishings & Accessories	\$
Audio Visual	\$
Carpet & Cleaning	\$
Labor	\$
Display Equipment	\$
Graphics & Signs	\$
Exhibit Rentals	\$
Electrical	\$
Internet & Telecommunications	Send Order to Facility
Audio Visual Orders	Send Order to Facility

### 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 sponsor 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. Sponsors will be charged a \$35.00 fee for returned NSF checks.

**Third Party Billing** – SourceOne requires that the sponsoring 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 sponsor.

**Cancellation of Order** – Orders cancelled by the Sponsor 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.

Amount Due \$

Charge my credit card this amount \$

Enclosed is a check for this amount \$

### 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

Check No

Dated

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	Zip
Cardholders Phone	Fax	Authorized Signature	Authorized By
			Date



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## Third Party Authorization Page 5

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Discount Deadline Date: September 11, 2015

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☐ 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	Zip
Authorization Signature	Authorized By – Please Print	Date	





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Payment & Labor  
Terms & Conditions  
Page 6

Auto Glass Week™ 2015  
September 30 - October 2, 2015

The terms and conditions set forth below become a part of the contractual agreement between SourceOne Events, Inc. and you, the Sponsor. 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 A SPONSOR WITH THE SOURCEONE EVENTS, INC.; OR WHEN WORK IS PERFORMED ON BEHALF OF SPONSOR 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 Sponsor shall be construed within the meaning of this contract as the sponsor and/or its employees, agents, representatives, and/or any Sponsor 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 sponsor's booth. Orders cancelled by the Sponsor 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 Sponsor'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 a sponsor 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 the sponsor is rebilling these charges to its customers. For sponsors, 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 sponsor and SOE relative to any loss, damage, or claim, such sponsor 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 a sponsor for the difference between the Sponsor's estimate of charges and the actual charges incurred by sponsor, or for any charges that SOE may be obligated to pay on behalf of sponsor, 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 sponsor 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 sponsor 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 sponsor exercises direction and/or control over the work being performed.

#### OPTION B: LABOR PROVIDED UNDER THE SUPERVISION OF SPONSOR RESPONSIBILITIES:

Sponsor shall be responsible for the performance of labor provided under this section. It is the responsibility of the sponsor 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 the sponsor 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:

Sponsor 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 sponsor. Further, Sponsor'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 SPONSOR THROUGH SOE. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH SOE.



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## Fire Regulations Page 7

Auto Glass Week™ 2015  
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**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. Extension cords must be a 3-wire, be 14-gauged and grounded.

**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 ½ 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.

**Cars** - All cars must have ¼ tank of gas or less, have the battery disconnected and each end taped. The gas tanks must be sealed and taped from the outside after inspection.

***Storage behind booth back wall drape is strictly prohibited.***





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Important  
Please Read  
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Auto Glass Week™ 2015  
September 30 - October 2, 2015

# IMPORTANT PLEASE READ

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

To: Sponsor's Firm Name \_\_\_\_\_ Booth Number \_\_\_\_\_  
For: Auto Glass Week™ 2015  
UPS Freight  
c/o: SourceOne Events, Inc.: Roll Up Door 20  
8900 Terabyte Dr.  
Reno, NV 89521  
Toll Free: (877) SOE.EXPO (877.763.3976) Email: [exhibitorservices@sourceoneevents.com](mailto:exhibitorservices@sourceoneevents.com)

**DO NOT SHIP ADVANCE FREIGHT TO  
Reno-Sparks 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 sponsor's booth, providing empty stickers, storing empties, returning empties at the close of the show and loading onto the sponsor 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 **Reno-Sparks 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 sponsor's booth, and unloading out from the sponsor'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 sponsors 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 Do's & Don'ts Page 9

Auto Glass Week™2015  
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### Material Handling Do's & Don'ts.

**This is intended to help the sponsor save money. Please contact SourceOne Events if there are any questions.**

#### DO:

1. Shop your rates: if you have a freight carrier and are happy with their deals, please use them to ship Inbound & Outbound, be sure to schedule the times for pickup at show site in ADVANCE. If you need help determining rates, please fill out page 15 & 16 of the Sponsor Services Manual (SOE Log Inbound & SOE Log Outbound). Please check the box that says "Quote". We will be able to give you a cost comparison of what it would cost to ship through SourceOne.
2. Shipping through SourceOne both Inbound and Outbound will save you **10% off the Material Handling Charges.**
3. Shipping Outbound through SourceOne will allow you to fill out one form and leave the show floor without worrying if your carrier showed up and the additional costs of having your carrier NOT show up.
4. Ship all your items together. If you have multiple boxes, it is more cost effective if you put them all on a skid. #1 It's cheaper in the cost of Material Handling charges, and #2 it ensures that all your items arrive on the same day avoiding multiple minimum charges.

Example: When total weight is less than minimum 200lbs:

#### 3 Separate Shipments on different days:

All small package separate shipments charged at Special Handling Pricing

60lbs charged at 200lbs.	\$278.00
30lbs charged at 200lbs.	\$278.00
70lbs charged at 200lbs.	<u>\$278.00</u>
Total:	\$834.00

#### 1 Consolidated Shipment on 1 day:

3 pieces (1 shipment on skid)	
160lbs charged at 200lbs.	<u>\$258.00</u>
Total:	\$258.00

**Savings: \$506.00**

5. Ship as crated/skidded.
6. Pay attention to when your items will arrive at the Advance Warehouse, get them in before they are considered 'LATE SHIPMENTS' (please see page 2 & 3 Details) and the cost will be cheaper.

#### DON'T:

1. If you ship multiple days, you will be charged the 200lb minimum for each day we receive an item.
2. If you use your own carrier for Outbound Shipments, please call the carrier before you leave for the show with the day and time for pickup, call again the morning of the show to confirm, & call before you leave show floor and confirm pick up time, take down the name of who you talked to. Pick up time is located on Page 2 & 3 Details page, in the sponsor kit, at the very bottom in red. Please inquire with Customer Services if there are any questions.
3. If your carrier fails to show up on time additional fees will be applied to your final invoice.



PLEASE MAIL OR FAX ORDERS TO:  
 SourceOne Events Inc.  
 934 N. Church Road  
 Elmhurst, IL 60126  
 Telephone: (708) 344.4111 Fax (708) 344.3050  
 Email: exhibitorservices@sourceoneevents.com

# Material Handling Rates

Page 10

Auto Glass Week™ 2015  
 September 30 - October 2, 2015

Material Handling Rates – 200 pound minimum charge applies to each shipment SourceOne Events receives.

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

To set up your Roundtrip Shipping, please call 877-763-3976, or complete the SourceOne Logistics Services Inbound order form included in this manual on page 15 and the SourceOne Logistics Services – Outbound form on page 16. 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:** 8:00 AM to 4:30 PM Monday through Friday

**Overtime Delivery to Show Site:** 5:00 PM to 8:00 AM 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:** 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	\$119.00	\$238.00
<input type="checkbox"/> Special Handling Material	\$129.00	\$258.00
Advance Shipments to Warehouse received after September 18, 2015!	Price Per CWT	Minimum
<input type="checkbox"/> Crated or Skidded	\$124.50	\$249.00
<input type="checkbox"/> Special Handling Materials	\$139.50	\$279.00
Onsite Shipments to Show Site (200 Pound Minimum Per Shipment)	Price Per CWT	Minimum
<input type="checkbox"/> Crated or Skidded	\$135.00	\$270.00
<input type="checkbox"/> Special Handling Materials	\$150.00	\$300.00
<input type="checkbox"/> Uncrated or Pad Wrapped Shipment	\$164.00	\$328.00
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	\$100.00
<input type="checkbox"/> Advance or Onsite Special Handling Shipments Returned to Warehouse for Carrier Pickup	\$25.00	\$100.00
Mobile Equipment Spots	Price Per CWT	Minimum
<input type="checkbox"/> Mobile equipment will be handled into and out of the facility – Charge Per Vehicle	\$250.00	\$250.00
<input type="checkbox"/> 50ft of Plastic Covering during mobile spot – Charge Per Roll	\$75.00	\$75.00

lbs	/	100	=		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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Mobile Spot Form  
 Page 11

Auto Glass Week™ 2015  
 September 30 - October 2, 2015

## Mobile Equipment Spot Order Form

**Deadline to Return Form: September 11, 2015**

Cartload Service Order Form	Number of Cars		Price Per Round Trip	Total
Round Trip – One Trip from the Dock to Booth during the install & One Trip from the Booth to Dock during the dismantle		X	\$250.00	
50ft Plastic Covering during Mobile Spot when required at facilities		X	\$75.00	

## Vehicles that are approved for Show Floor



Sedan



Sports Utility Vehicle



Pickup – single/double cab  
and/or short bed trucks

### Mobile Spotting Fee:

### Surcharge:

**\$250 Round Trip**

Vehicles operated by sponsors 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.

### Guidelines:

- Vehicles which drip oil or other staining solutions must have drip pans or dry absorption powder under the parked vehicles & engines.
- Only gas and electric motorized vehicles are allowed in the Center. Propane is prohibited.
- No vehicle operator shall leave operating motor vehicles unattended.
- Gasoline tanks must maintain ¼ take of fuel or 5 gallons, whichever is less.
- Fuel tank caps must be locked and taped shut.
- Battery cables must be disconnected, and the connecting leads wrapped with electrical tape.
- Fueling or fuel removal on the Convention Center premises is prohibited.
- Ignition keys for vehicles on display shall be kept in a designated location determined by Reno-Sparks Convention Center and Show Management for removal of such vehicles in the event of an emergency.

When you arrive at the loading dock, proceed to ramp at Exhibit Hall 4. **Please in the attached parking lot** until you are escorted by SourceOne Events personnel to ensure safety. You will only be allowed during your specified move in time dependent on your booth placement on the floor plan. At the end of the show, please pack all of your items and let the SourceOne Exhibitor Services know you are ready to leave. A representative from SourceOne Events will come to your booth and escort you out of the building.

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

Onsite Contact:  
 Phone Number:

Driver Name:  
 Phone Number:

## For Office Use Only:

Company Name:  
 Booth Number:

Number of Cars:  
**CAR MOVE IN TIME:**



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## Material Handling Information Page 12

Auto Glass Week™ 2015  
September 30 - October 2, 2015

### 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.

#### 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 Reno-Sparks 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 surcharge will apply to shipments not arriving within the published dates (refer to Show Details page for dates on page 2 & 3) 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 sponsors must adhere to the Fire Regulations as described in this manual on page 7 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 sponsor'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 \$100

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: \$250 Round Trip

Vehicles operated by sponsors 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  
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Auto Glass Week™ 2015  
September 30 - October 2, 2015

**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**

Auto Glass Week™ 2015  
Sponsoring Company Name  
Booth Number # \_\_\_\_\_  
c/o SourceOne Events  
UPS Freight  
8900 Terabyte Dr.  
Reno, NV 89521

**Advance shipments should begin arriving on: August 24, 2015-  
September 18, 2015**

**Last day shipments accepted at warehouse: September 25, 2015**  
Phone: (708) 344.4111  
Fax: (708) 344.3050  
Toll Free: (877) SOE.EXPO (877.763.3976)

**Direct Shipments to Show Site Address – Please use provided freight labels. Shipments received ONLY during move-in hours.**

Auto Glass Week™ 2015  
Sponsoring Company Name  
Booth Number # \_\_\_\_\_  
c/o SourceOne Events: Roll Up Door 20  
Reno-Sparks Convention Center  
4590 South Virginia Street  
Reno, NV 89502

**Direct shipments will be accepted on: September 29, 2015 from 12:00PM-5:00PM  
September 30, 2015 from 8:00AM-12:00PM**  
Phone: (708) 344.4111  
Fax: (708) 344.3050  
Toll Free: (877) SOE.EXPO (877.763.3976)

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

Auto Glass Week™ 2015  
September 30 - October 2, 2015

**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 sponsor move-out hours.*

**Auto Glass Week™ 2015**

Sponsoring Company Name: \_\_\_\_\_

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

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

Onsite Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Ship To Information**

Company Name: \_\_\_\_\_

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

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

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

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Carrier: \_\_\_\_\_

- All sponsor materials must be removed from the exhibit facility by **Friday, October 2 by 5:00PM.**
- 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 **Friday, October 2 by 4:00PM.**
- **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 4.
- 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 Sponsor's expense. Your shipment will be routed through SourceOne and shipped at the Sponsor's expense.

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



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SourceOne  
Logistic Services –  
Inbound  
Page 15

Auto Glass Week™ 2015  
September 30 - October 2, 2015

**COMPLETE THIS FORM & PAGE 16 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:** \_\_\_\_\_ **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 sponsor's 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 **September 25, 2015** between the hours of **8:00AM – 4:00PM**.

Company Name: \_\_\_\_\_

Booth#: \_\_\_\_\_

Auto Glass Week™ 2015

c/o: SourceOne Events

UPS Freight

8900 Terabyte Dr.

Reno, NV 89521

☐ I will be shipping to the **SHOW SITE c/o SOURCEONE EVENTS** **September 29, 2015** between the hours of **12:00PM – 5:00PM**, and **September 30, 2015** between the hours of **8:00AM – 12:00PM**

Company Name: \_\_\_\_\_

Booth#: \_\_\_\_\_

Auto Glass Week™ 2015

c/o: SourceOne Events: Roll Up Door 20

Reno-Sparks Convention Center

4590 South Virginia Street

Reno, NV 89502

**Type of Service:** Choose One ☐ Next Day Air ☐ 2<sup>nd</sup> 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

Auto Glass Week™ 2015  
September 30 - October 2, 2015

**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 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: \_\_\_\_\_ 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 sponsor's 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 ☐ 2<sup>nd</sup> 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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Email: exhibitorservices@sourceoneevents.com

Material Handling  
Terms & Conditions  
Page 17

## Auto Glass Week™ 2015 September 30 - October 2, 2015

- 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 "Sponsor" means the Sponsor, its employees, agents, representatives, and any Sponsor Appointed Contractors ("SAC"). Further, the Sponsor 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 Sponsor 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 Sponsor 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 SPONSOR'S MATERIALS AFTER SAME HAS BEEN DELIVERED TO SPONSOR'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 SPONSOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELAODING 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 Sponsor 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 Sponsor 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 Sponsor in amounts and for perils determined by Sponsor. Sponsor 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.
  4. 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 SPONSOR'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 SPONSOR 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 Sponsor 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 Sponsor and SourceOne relative to any loss, damage, or claim, such Sponsor 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 Sponsor's materials and Sponsor'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 Sponsor'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 Sponsor 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 Sponsor's failure to perform Sponsor'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:** Sponsor 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:
- Sponsor's negligent supervision of any labor secured through SourceOne, or the negligent supervision of such labor by any of Sponsor's employees, agents, representative, customers, invitees and/or Sponsor Appointed Contractor (SAC).
  - Sponsor's negligence, willful misconduct, or deliberate act of Sponsor's employees, agents, representatives, customers, invitees and/or any Sponsor Appointed Contractor (SAC) at the show or exposition to which this contract relates.
  - Sponsor'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.
  - Sponsor'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:** Sponsor, 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 SPONSOR 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



PLEASE MAIL OR FAX ORDERS TO:  
SourceOne Events Inc.  
934 N. Church Road  
Elmhurst, IL 60126  
Telephone: (708) 344.4111 Fax (708) 344.3050  
Email: exhibitorservices@sourceoneevents.com

Advance Shipment  
Label  
Page 18

Auto Glass Week™ 2015  
September 30 - October 2, 2015

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: \_\_\_\_\_  
(Sponsor Name)

Event: Auto Glass Week™ 2015

C/O:



UPS Freight  
8900 Terabyte Dr.  
Reno, NV 89521

Carrier: \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

Must Be Delivered By **Friday, September 25, 2015**



PLEASE MAIL OR FAX ORDERS TO:  
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Elmhurst, IL 60126  
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Direct Shipment  
Label  
Page 19

Auto Glass Week TM 2015  
September 30 - October 2, 2015

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: \_\_\_\_\_  
(Sponsor Name)

Event: Auto Glass Week™ 2015

C/O: 

Roll Up Door 20  
Reno-Sparks Convention Center  
4590 South Virginia Street  
Reno, NV 89502

Carrier: \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

Must Be Delivered By

Tuesday, Sept. 29, 2015 between 12:00PM-5:00PM OR  
Wednesday, Sept. 30, 2015 between 8:00AM-12:00PM.





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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](http://www.sourceoneevents.com)



Sponsor: \_\_\_\_\_

Name of Show: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

To - Company Name: \_\_\_\_\_

C/O: \_\_\_\_\_ Name of Show: \_\_\_\_\_

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

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

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Piece Number: \_\_\_\_\_ Of: \_\_\_\_\_ Pro #: \_\_\_\_\_



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Furnishings - Tables  
 Page 21

Auto Glass Week™ 2015  
 September 30 - October 2, 2015

Discount Deadline Date: **September 11, 2015**

**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.**



Skirt color options: Royal Blue Hunter Green Red  
 Navy Teal Silver Burgundy  
 Charcoal Black Plum  
 Purple Beige Gold White

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	
Vinyl White Top			X	\$8.00	\$10.00	

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	

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	
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	

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



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Furnishings – Chairs  
 & Accessories  
 Page 22

Auto Glass Week™ 2015  
 September 30 - October 2, 2015

Discount Deadline Date:

September 11, 2015

### 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



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Specialty Furniture  
 Page 23

Auto Glass Week™ 2015  
 September 30 - October 2, 2015

Discount Deadline Date: **September 11, 2015**

**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
			WLS4		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

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Date

Auto Glass Week™ 2015  
September 30 - October 2, 2015

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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.

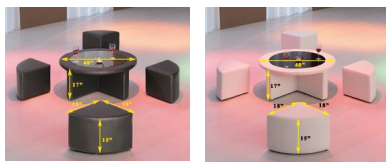
## Ottomans, Coffee & End Tables



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

Auto Glass Week™ 2015  
September 30 - October 2, 2015

Discount Deadline Date: **September 11, 2015**

**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
				Adjustable Black Leather Barstool	BLB	X	\$145.00	\$190.00	
				Adjustable White Leather Barstool	WLB	X	\$145.00	\$190.00	
				Adjustable Black Leather Barstool	BLB2	X	\$145.00	\$190.00	
				Adjustable White Leather Barstool	WLB2	X	\$145.00	\$190.00	
				Black Leather Barstool	BLB3	X	\$155.00	\$205.00	
				White Leather Barstool	WLB3	X	\$155.00	\$205.00	
				Black Leather Barstool	BLB4	X	\$195.00	\$255.00	
				White Leather Barstool	WLB4	X	\$195.00	\$255.00	
				Adjustable Black Leather Barstool	BLB5	X	\$165.00	\$215.00	
				Adjustable White Leather Barstool	WLB5	X	\$165.00	\$215.00	
				Adjustable Black Leather Barstool	BLB6	X	\$165.00	\$215.00	
				Adjustable White Leather Barstool	WLB6	X	\$165.00	\$215.00	
				Round Formica Café Table – 30" High	RFCT	X	\$155.00	\$205.00	
				Square Café Table – 30" High	SCT	X	\$225.00	\$300.00	
				Glass Bar Table w/ Chrome Structure	GBT	X	\$195.00	\$255.00	
				Round Formica Bar Table	RFBT	X	\$185.00	\$245.00	
				Mable and Chrome Bar Table	MCBT	X	\$165.00	\$215.00	
				Black Bar Table	BBT	X	\$165.00	\$215.00	
				Black and Chrome Bar Table	BCBT	X	\$165.00	\$215.00	

Company Name

Email Address

Booth Number

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Date





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Specialty Furniture  
Page 26

Auto Glass Week™ 2015  
September 30 - October 2, 2015







Discount Deadline Date: **September 11, 2015**

**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
				HBC	X	\$165.00	\$215.00	
				HBC2	X	\$175.00	\$230.00	
				BSC	X	\$155.00	\$205.00	
				ABDS	X	\$160.00	\$210.00	
				STC	X	\$75.00	\$100.00	
				EC	X	\$86.00	\$115.00	
				EAC	X	\$110.00	\$144.00	
				WBC	X	\$425.00	\$555.00	
				GBC	X	\$310.00	\$405.00	
				CFM	X	\$75.00	\$100.00	
				WFL	X	\$135.00	\$180.00	
				BFL	X	\$135.00	\$180.00	
				WTL	X	\$95.00	\$125.00	
				6ST	X	\$59.00	\$77.00	
				4SP	X	\$55.00	\$72.00	
				23FP	X	\$40.00	\$52.00	

## Conference Environments

Conference Environments				Code	Qty	Discount	Standard	Total
				GT4BC	X	\$995.00	\$1295.00	
				GT4WC	X	\$995.00	\$1295.00	
				GT4BC2	X	\$995.00	\$1295.00	
				GT4WC2	X	\$995.00	\$1295.00	
				GT6BC	X	\$1295.00	\$1685.00	
				GT6WC	X	\$1295.00	\$1685.00	

Company Name

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Carpet Rental  
 & Carpet Cleaning  
 Page 27

Auto Glass Week™ 2015  
 September 30 - October 2, 2015

Discount Deadline Date: **September 11, 2015**

## Convention Hall Carpet

**Convention Hall:** The convention hall is NOT carpeted.  
**Aisle Carpet Color:** The aisles are carpeted in Grey.

### 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
<b>100 sq. ft. minimum</b>		X	\$2.70 sq. ft.	\$3.85 sq. ft.	
Booth Size:	X	=	sq. ft. @ \$2.70	=	

Carpet color options:

	Red		Silver / Gray
	Purple		Hunter Green
	White		Black
	Burgundy		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
<b>100 sq. ft. minimum</b>		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
<b>100 sq. ft. minimum</b>		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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Labor Order  
Form  
Page 28

Auto Glass Week™ 2015  
September 30 - October 2, 2015

Discount Deadline Date: **September 11, 2015**

**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 sponsor 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 sponsor property. **Please Note: Onsite labor requests that are made after the sponsor 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	Discount	Standard
Straight Time	Monday through Friday 8:00AM to 4:30PM	\$99.00	\$119.00
Overtime	Saturday 8:00AM to 4:30PM	\$148.50	\$178.00
Double Time	Monday through Friday 4:30PM to 8:00AM, All Day Sundays & Holidays	\$198.00	\$238.00

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

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

Will the Sponsor 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 Sponsor Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Hotel: \_\_\_\_\_

Arrival Date/Time: \_\_\_\_\_ Departure Date/Time: \_\_\_\_\_

Company Name Email Address Booth Number

Authorized Signature Authorized By – Please Print Date



PLEASE MAIL OR FAX ORDERS TO:  
SourceOne Events Inc.  
934 N. Church Road  
Elmhurst, IL 60126  
Telephone: (708) 344.4111 Fax (708) 344.3050  
Email: exhibitorservices@sourceoneevents.com

Sponsor Appointed  
Contractor  
Page 29

Auto Glass Week™ 2015  
September 30 - October 2, 2015

## Notification of Intent to use an Sponsor 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 Sponsor 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 sponsor 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 sponsor to see that each representative of an Sponsor Appointed Contractor abides by the official rules and regulations of this event.

### Appointed Contractor Information:

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Sponsor 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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Liability &  
Insurance  
Page 30

Auto Glass Week™ 2015  
September 30 - October 2, 2015

## 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 Sponsor'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 Sponsor's freight after the same has been delivered to Sponsor's booth, nor shall SourceOne be liable for any loss or damage to Sponsor's freight before it is picked up from the Sponsor's booth for loading after the show. Consequently, all material handling forms covering outgoing shipment(s) submitted to SourceOne by Sponsor 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 Sponsor, 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 Sponsor'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 Sponsor'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 Sponsors 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 SPONSOR'S MATERIALS OR SPONSOR PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL TO EXHIBIT THE SPONSOR'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 Sponsor agrees, in connection with the receipt, handling, temporary storage, accessible storage and reloading of its freight, that SourceOne will provide these services as Sponsor'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 Sponsor's agent, and the Sponsor 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 Sponsor 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 Sponsor, freight will be taken to a warehouse to await Sponsor's shipping instructions, and the Sponsor 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 Sponsor agrees, in the event of a dispute with SourceOne relative to any loss or damage to any of the Sponsor's freight or equipment, that the Sponsor 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 Sponsor agrees to pay SourceOne prior to the close of the show for all such charges and further agrees that any claim the Sponsor may have against SourceOne shall be pursued independently by the Sponsor 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 a sponsor or any agent of the sponsor 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 Sponsor and its agents shall be bound by the terms and conditions set forth above. Likewise, once SourceOne has accepted and approved the Sponsor's offer, any shipper consigning or delivering a shipment to SourceOne on behalf of Sponsor shall be bound by the terms and conditions set forth above.

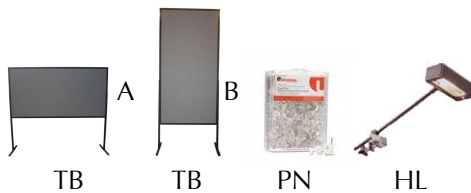
Auto Glass Week™ 2015  
September 30 - October 2, 2015

Discount Deadline Date: **September 11, 2015**

## Display Equipment & Accessories

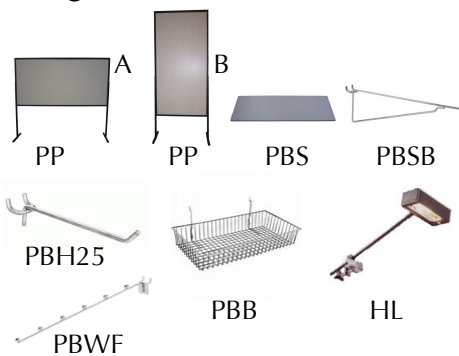
*If you cannot find an accessory you are looking for, please contact the Customer Services Department for additional accessory items.*

### Poster Boards



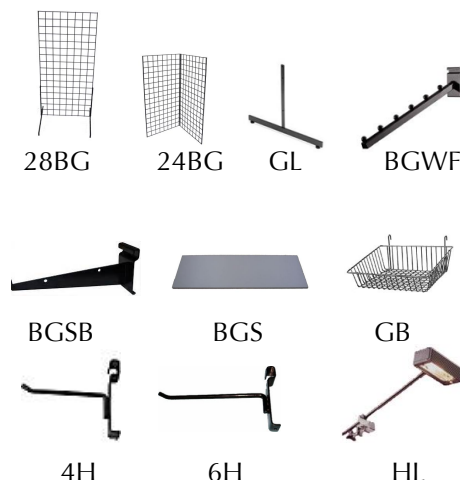
Poster Boards & Accessories	Code	Qty	Discount	Standard	Total
Poster Board – 4' x 8' Gray Panels	TB	X	\$150.00	\$195.00	
Both sides of these panels are covered in gray fabric. You can only use push pins to adhere items to the board.					
Please choose A or B. Style A – Horizontal <input type="checkbox"/> 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

Authorized Signature

Authorized By – Please Print

Date



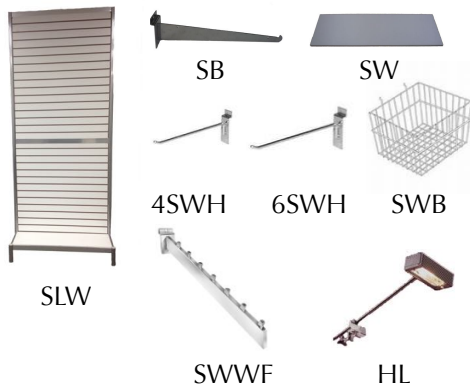
Auto Glass Week™ 2015  
September 30 - October 2, 2015

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## Display Equipment & Accessories

*If you cannot find an accessory you are looking for, please contact the Customer 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	\$395.00	\$525.00	

Company Name

Email Address

Booth Number

Authorized Signature

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Date



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Graphics & Signs  
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Auto Glass Week™ 2015  
 September 30 - October 2, 2015

Discount Deadline Date: **September 11, 2015**

## 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"> <li>CD-ROM</li> <li>Email attachment: 7 mgs or smaller only</li> <li>FTP: .zip compression (Call for FTP Information)</li> <li>When sending disks, please label them with the following:               <ul style="list-style-type: none"> <li>Sponsor Co, Name, Booth #, Name of Show, Show Date</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)</li> <li>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)</li> </ul>
Acceptable Software & Formats	Other Graphic Services Available
<ul style="list-style-type: none"> <li>Adobe Illustrator (AI/EPS), InDesign, Photoshop &amp; Acrobat</li> <li>Files should be formatted in high-resolution quality, 100-300 dpi</li> <li>Vector-based artwork preferred with fonts converted to outline</li> </ul>	<ul style="list-style-type: none"> <li>Artwork / graphic design services</li> <li>Logo reproduction</li> <li>Special artwork mounting</li> </ul>

Company Name \_\_\_\_\_ Email Address \_\_\_\_\_ Booth Number \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Authorized By – Please Print \_\_\_\_\_ Date \_\_\_\_\_



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Exhibit Rental  
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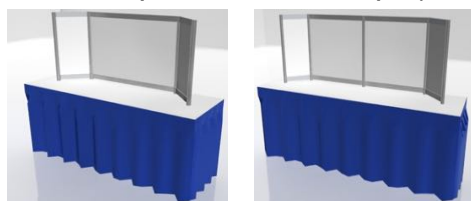
Auto Glass Week™ 2015  
 September 30 - October 2, 2015

Discount Deadline Date: **September 11, 2015**

### 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 (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).*

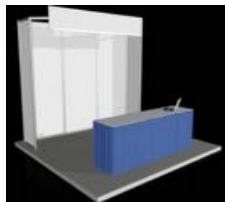
#### Table Top & 10' x 10' Displays



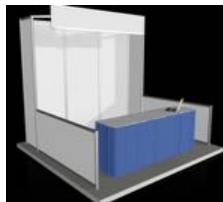
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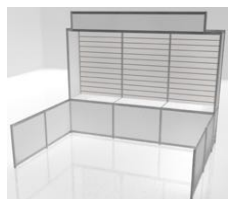
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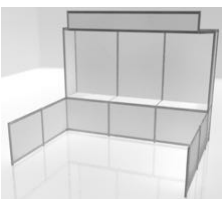
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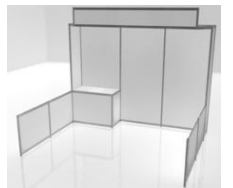
OD



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



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Exhibit Rental  
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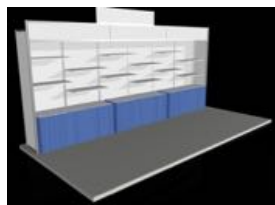
Auto Glass Week™ 2015  
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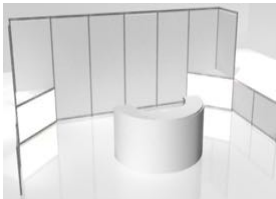
## Exhibit Booth Displays

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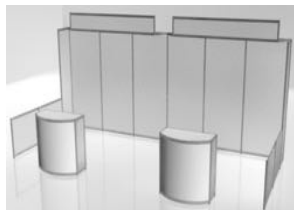
### 10' x 20' & 10' x 30' Displays



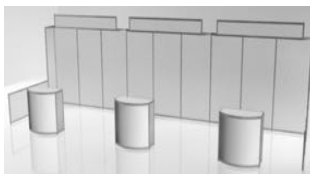
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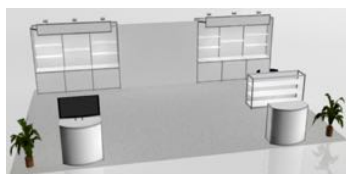
OK



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	\$5800.00	\$7540.00	

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Exhibit Rental  
 Accessories  
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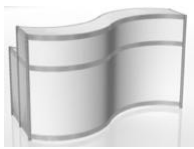
Auto Glass Week™ 2015  
 September 30 - October 2, 2015

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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 (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	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





PLEASE MAIL OR FAX ORDERS TO:  
SourceOne Events Inc.  
934 N. Church Road  
Elmhurst, IL 60126  
Telephone: (708) 344.4111 Fax (708) 344.3050  
Email: exhibitorservices@sourceoneevents.com

Environment Rental  
Page 37

Auto Glass Week™ 2015  
September 30 - October 2, 2015

Discount Deadline Date: September 11, 2015

### 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 (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 (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).





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Electrical  
 Order Form  
 Page 39

Auto Glass Week™ 2015

September 30 - October 2, 2015

Discount Deadline Date: **September 11, 2015**

### Electrical Service Rental Order Form

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			
5 Amps/500 Watts		\$145.00	\$187.00		\$278.00	\$368.00					
10 Amps/1000 Watts		\$215.00	\$230.00		\$348.00	\$458.00					
15 Amps/1500 Watts		\$245.00	\$255.00		\$378.00	\$510.00					
20 Amps/2000 Watts		\$295.00	\$313.00		\$418.00	\$626.00					
208 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Qty 24 Hrs	Discount	Standard	Total	<p><b>SourceOne Events is the Exclusive Electrical Service provider at the Reno-Sparks Convention Center. No outside electrical service provider will be allowed on the show floor at any time.</b></p> <p><b>120 Volt Power Services</b>            - In-Line &amp; 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.</p> <p>- 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.</p> <p><b>208/480 Volt Power Service and Connections</b>            - 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.</p> <p><b>Island Booths</b>            - 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.</p> <p><b>24 Hour Services</b>            - 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.</p> <p><b>Distribution of Power</b>            - 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.</p>			
20 Amps		Please Call	Please Call		Please Call	Please Call					
30 Amps		Please Call	Please Call		Please Call	Please Call					
60 Amps		Please Call	Please Call		Please Call	Please Call					
100 Amps		Please Call	Please Call		Please Call	Please Call					
200 Amps		Please Call	Please Call		Please Call	Please Call					
400 Amps		Please Call	Please Call		Please Call	Please Call					
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		\$95.00				
OT (Mon-Fri, 4:30pm-12am, Saturday from 8am-4:30pm)					X		\$175.00				
DT (All other times Monday-Saturday. All day Sunday & Holidays)					X		\$218.00				
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
Accessories (Price DOES NOT include power)			Quantity		Discount		Standard		Total		
15' Extension Cord (Price DOES NOT include power)					\$35.00		\$40.00				
30' Flat Extension Cord (Price DOES NOT include power)					\$35.00		\$69.00				
Power Strip (Price DOES NOT 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:							\$				

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



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## Electrical Order Form & Layout Page 40

Auto Glass Week™ 2015

September 30 - October 2, 2015

Discount Deadline Date: **September 11, 2015**

### Electrical Service Rental Order Form

#### Electrical Layout Form

HOW TO USE THE GRID FORM:

1. Use bold lines to indicate the outline of your booth.
2. 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.
3. "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.
4. Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
5. Mark the adjacent booth numbers or aisle numbers.  
Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

#### Important Information and Ordering Instructions

SourceOne Events is the Exclusive Electrical Service provider at the Reno-Sparks 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.

**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



# AUDIO VISUAL ORDER SHEET

**RENO-SPARKS CONVENTION CENTER AUDIO/VISUAL ORDER FORM**  
**Set-up Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **M T W Th F SA SU**

**Mail to:**  
**RENO-SPARKS CONVENTION CENTER**  
**775-827-7679, FAX 827-7701**  
**4590 S. VIRGINIA STREET**  
**RENO, NV 89502**  
**Date:** \_\_\_\_\_  
**By:** \_\_\_\_\_

**Room / Booth #** \_\_\_\_\_ **SHOW NAME:** \_\_\_\_\_  
**COMPANY:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

QTY	DESCRIPTION	PRICE	TOTAL	QTY	DESCRIPTION	PRICE	TOTAL
<b>PACKAGES</b>				<b>LIGHTING AND ELECTRICAL</b>			
	Overhead Projector Package	\$90.00			A/C Cable ONLY	\$15.00	
	35mm Slide Package	\$125.00			Power Strip ONLY	\$15.00	
	LCD Package (2000 Lumen)	\$400.00			Booth Spot Light	\$125.00	
	LCD Package (3000 Lumen)	\$725.00			<b>VIDEO</b>		
	27" TV/VCR/DVD Package	\$200.00			VHS VCR	\$75.00	
	19" LCD/DVD Package	\$150.00			DVD Player (Basic)	\$75.00	
	<b>PROJECTION</b>				8" Video Monitor	\$50.00	
	6 x 6 Tripod Screen	\$55.00			13" Video Monitor	\$50.00	
	8 x 8 Tripod Screen	\$55.00			19" TV/VCR Combo w/Cart	\$145.00	
	12 x 12 Cradle Screen	\$95.00			LCD Projector (2000 Lumen)	\$350.00	
	Fast Fold Screens	CALL			LCD Projector (3000 Lumen)	\$600.00	
	<b>SOUND</b>				LCD Projector (5000 Lumen)	\$1,000.00	
	Floor/Table or Lav. Mic	\$35.00			House Cable/Satellite Patch	\$300.00	
	Wireless Hand or Lav. Mic	\$125.00			<b>CONFERENCE ACCESSORIES</b>		
	PC Audio Patch	\$35.00			Flip Chart w/Pens and Pad	\$30.00	
	Background Music Patch	\$50.00			Flip Chart w/POST-IT Pads	\$65.00	
	Cassette Recorder	\$50.00			Tripod Easels	\$10.00	
	CD Changer	\$65.00			Gaffers Tape	\$32.00	
	Audio Distribution Box	\$65.00			Polycom Conference Phone	\$100.00	
	4 Channel Audio Mixer	\$35.00			Fax Machine	\$65.00	
	House Audio Patch	\$35.00			Wireless USB Mouse	\$35.00	
	Recording Audio Patch	\$35.00			Laser Pointer	\$25.00	
	Small Sound System	\$175.00			Projection Stand w/Skirt	\$30.00	
	Medium Sound System	\$325.00			<b>COMPUTER RENTAL</b>		
	<b>TV DISPLAYS</b>				Desktop PC w/Monitor	\$175.00	
	19" Computer Monitor	\$125.00			Laptop PC w/DVD	\$200.00	
	21" LCD Monitor	\$250.00			Small Laser Printer	\$45.00	
	32" LCD Monitor	\$275.00			High Volume Laser Printer	\$75.00	
	37" LCD Monitor	\$300.00			4 Port Network Switch	\$25.00	
	42" LCD Monitor	\$350.00			8 Port Network Switch/Router	\$45.00	
	47" LCD Monitor	\$450.00					
	50" Plasma Monitor	\$500.00					
	25' VGA Data Cable	\$25.00			<b>Equipment Sub total</b>		
	50' VGA Data Cable	\$35.00			<b>(X) Days of Rental</b>		
	VGA Distro (1 in, 2 out)	\$75.00			<b>Equipment Total</b>		
	34" Cart w/Drape	\$30.00			<b>Set-up/Strike Charge</b>	\$45.00	
	48" Cart w/Drape	\$35.00			<b>Total A/V Order</b>		

I hereby authorize my account to be charged for services rendered by the Reno-Sparks Convention Center.  
 Payment Type (circle one) VISA Mastercard AMEX  
 Account Number \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name as on card: \_\_\_\_\_  
 EXP: \_\_\_\_/\_\_\_\_ Billing Zip Code: \_\_\_\_\_

\*All prices are subject to change without notice.

\*\*Rental fee will apply if cancelled less than 48 hours from set-up time.

Revised 12/5/12

# Smart City Wireless Services | Reno-Sparks Convention Center

## WIFI QUICK ACCESS GUIDE



*Please note: Username and password are case sensitive.*

Wireless services are now a self-service option you may purchase at any time.

- Open your browser (Internet Explorer, Firefox, Safari, or other standard browser). You should see a page resembling the graphic shown.\*
- If this is your initial purchase, enter your username (email address) and password in the area shown on the left and click **BUY NOW**. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- If you have already created an account and are returning for an additional session, click **LOGIN**.

\*If you do not see the above screenshot when you open your browser, please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs to look for are "Exhibitor Internet" or "Instant Internet."

## AVAILABLE WIRELESS OPTIONS

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Choose the option which best suits your requirements.

- **Exhibitor Internet:** Available in *Entire Facility*. Price is \$79.99/24 hrs; \$159.99/3 day; \$239.99/5 day (up to 1.54 Mbps up/1.54Mbps down).
- **Instant Internet:** Available in *Entire Facility*. \$12.95 per 24 clock hours per device (up to 256k up/512k down).
- **Complimentary WiFi:** Available in Main Lobby. Limited to one session per calendar day (up to 128k up/256k down).

*All wireless services have private IP addresses.*

## HAVE QUESTIONS?

For questions regarding wireless services or any of the other wired Internet and telephone services we provide, please call Smart City at **775-827-7674** or visit **www.smartcitynetworks.com**



**IN A HECTIC WORLD, WE PROVIDE  
PEACE OF MIND**



Exhibitor Company Name:		Booth / Room #:	Show Name:
Billing Company Name:		Show Dates: / / To / /	
Billing Company Address:		Incentive Order Deadline: <b>14 Days Prior 1st Day Show Move-in</b>	
City, State / Country, Zip:		Phone Number: ( ) -	
Contact:		Email:	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		Expire Date(MM/YY): <div style="border: 1px solid black; width: 50px; height: 20px;"></div> / <div style="border: 1px solid black; width: 50px; height: 20px;"></div>	Cell Number: ( ) -
Credit Card Billing Address:		Credit Card Billing City, State / Country, Zip:	
Print Credit Card Holder Name(as it appears on card):		Card Holder Signature:	

A valid credit card number with signature must be on file regardless of payment method. Total payment must accompany order.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=026](http://orders.smartcitynetworks.com/tc.aspx?center=026)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
--	---

<b>Dedicated Wired Internet Routers Allowed</b> Connection speeds of 3Mbps and up <b>Required for:</b> <ul style="list-style-type: none"> <li>Web Casting</li> <li>HD Streaming</li> <li>Routers(wired or wireless)</li> </ul> <b>Includes 5 Static Public IP Addresses</b>	<b>Premium Wired Internet No wired or wireless routers</b> Shared Connection speeds up to 10Mbps <b>Recommended for:</b> <ul style="list-style-type: none"> <li>Wired Cyber Cafe</li> <li>Social Media Feeds</li> <li>Multi Media Downloads</li> </ul> <b>Includes 1 Static Private IP Address</b>	<b>Basic Wired Internet No wired or wireless routers</b> Shared Connection speeds up to 1.54Mbps <b>Recommended for:</b> <ul style="list-style-type: none"> <li>Email</li> <li>Surfing the Internet</li> </ul> <b>Supports 1 device only</b>
---	--	--

**Important! All online orders will receive a 5% discount.**

**ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](http://orders.smartcitynetworks.com/ordering.aspx)**

\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\*

1. Shared Internet Services – Routers Prohibited		QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service			\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service			\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service			\$199	\$299	\$358	
d. Basic Internet Service			\$595	\$745	\$894	
2. Dedicated Internet Services – Routers Supported						
a. Dedicated 3Mbps			\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps			\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps			\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses			\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.						
3. Internet Equipment & Labor						
a. Switch Rental – up to 24 ports			\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e			\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour			\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included						
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD			\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line			\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument			\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)						
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)						
For extension of 3 <sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.						
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>			SUBTOTAL			
			ESTIMATED 10% TAX / FEES			
			GRAND TOTAL			
Effective January 1, 2015 – December 31, 2015			Customer No: 2015 - 026 -			



# Network Security Declaration

Center: Reno - Sparks CC (026) - NV

Show: \_\_\_\_\_

Company Name: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2015 - 026 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_

Total # of Devices  
Connecting to Smart  
City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

# Floor Plan – Communications Cable

Center: Reno - Sparks CC (026) - NV  
 Show: \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2015 - 026 -

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle# _____											

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.

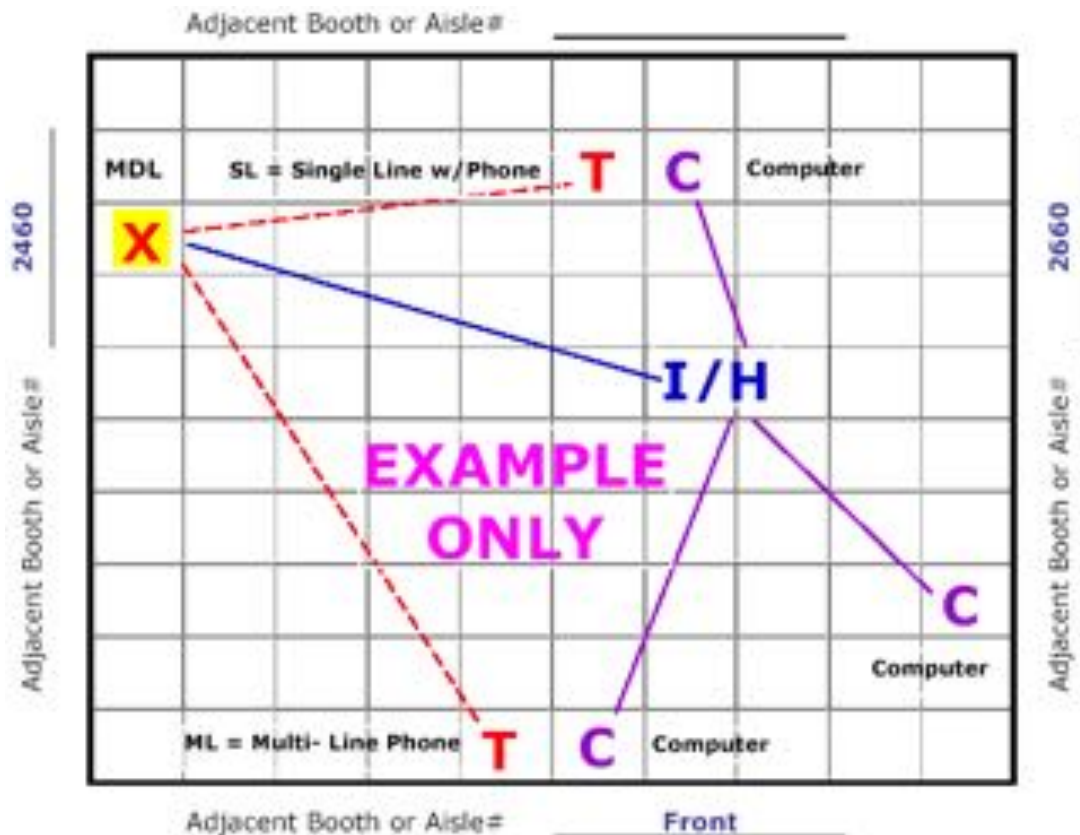
# Floor Plan – Communications Cable

Center: Reno - Sparks CC (026) - NV  
 Show: A B C E X A M P L E S H O W

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1 2 3 4  
 Customer / Ref #: 2015 - 026 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**I** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.