



Official Service Contractor

Important Information and
Service Order Forms



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

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

www.sourceoneevents.com

2018 IHHC Annual Conference

March 14-15, 2018

The Westin Chicago Northwest Itasca
400 Park Blvd
Itasca, IL 60143

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

Show Details
 Page 2

2018 IHHC Annual Conference
 March 14-15, 2018

Booth Equipment

Booth Size: 8' x 8'
Back Wall Drape: 8' High Back Wall Color: Royal & White
Sidewall Drape: 3' High Sidewall Color: Royal & White
Table: 1 - 6' Skirted Table Color: Royal
Chairs: 2 - Chairs
Wastebasket: 1 - Wastebasket
ID Signs: 1 - Line ID Sign
Internet: Complimentary WiFi Provided by IHHC
 (Hard Wired Internet Must Be Ordered Through the Facility)

Exhibit Hall Carpet

Exhibit Hall: The exhibit hall is carpeted.
Aisle Carpet Color: The aisles are carpeted.
Please Note: To order carpet, see page 24.

Shipping Address

To Warehouse – Please use provided freight labels.

2018 IHHC Annual Conference
 Exhibiting Company Name
 Booth Number # _____
 c/o SourceOne Events
 160 Eisenhower Lane N.
 Lombard, IL 60148

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

Important Dates

Discount Deadline Date	Wednesday	February 28, 2018	Orders Must Be Received by 5:00PM CST
Begin Advance Shipments	Monday	February 12, 2018	8:00AM – 4:00PM
Last Day for Advance Shipments	Friday	March 2, 2018	8:00AM – 4:00PM
Last Day for LATE Shipments	Friday	March 9, 2018	8:00AM – 4:00PM
Exhibitor Move-In	Wednesday	March 14, 2018	11:00AM – 4:00PM;

****Please Note: Lunch will be held on Wednesday, March 14, 2018 from 12:00PM – 1:30PM****

Exhibitor Hours	Thursday	March 15, 2018	7:30AM – 2:00PM
Exhibitor Move-Out	Thursday	March 15, 2018	2:00PM – 3:00PM

- All exhibitor materials must be removed from the exhibit facility by **Thursday, March 15, 2018 at 3:00PM.**
- 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 **Thursday, March 15, 2018 at 2:30PM.**
- Please Note: Overtime rates apply for drayage and labor after **4:30PM Monday through Friday and all day Saturday and Sunday.**

SourceOne Service Center Dates and Times

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

Exhibitor Services Center	Wednesday	March 14, 2018	11:00AM – 4:00PM
	Thursday	March 15, 2018	12:00PM – 3:00PM



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Order Recap
Page 3

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Itasca, IL 60143

Discount Deadline Date: February 28, 2018

Payment Policy

Payment for Services – SourceOne requires full payment prior to the time services are ordered. SourceOne requires a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment. We understand that your calculation is only an estimate of charges, and may not reflect the balance of the final invoice, which may include labor and material handling. **Services rendered during the exhibitor move-in will be added to your final invoice, included but not limited to Material Handling, Labor, Furnishings, Shipping Logistics, etc.**

Method of Payment – SourceOne Events, Inc. accepts MasterCard, VISA, Discover, American Express, checks, cash and wire transfers. We do not accept purchase orders as forms of payments. All payments are to be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$35.00 fee for returned NSF checks. Any charge totaling over \$10,000 that is to be paid by credit card in one transaction will be charged a 3% surcharge.

Third Party Billing – SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf. If third party does not pay for services SourceOne reserves the right to collect full payment from exhibitor.

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

Show Discount – SourceOne offers a discount price for orders received with full payment on or before the discount deadline(s). If orders are received after discount deadline(s) date then standard pricing applies. Any orders placed onsite are subject to onsite pricing.

Method of Payment – Requires credit card with initial order

Mastercard Visa Discover American Express

Corporate Card Personal Card Check Wire Transfer – Call for more information

Account #: - - -

Exp. Date: / CVV2 Number:

In a card-not-present environment such as the Fax or Internet, CVV2 lets a merchant verify that the cardholder does in fact have the card in his or her possession.

Payment Information – By signing I agree to all terms and conditions of the contract.

Order Recap

Material Handling - Advance	\$
Furnishings & Accessories	\$
Specialty Furniture	\$
Audio Visual	\$
Carpet & Cleaning	\$
Labor	\$
Display Equipment	\$
Graphics & Signs	\$
Exhibit Rentals	\$
Electrical – Send order to facility	N/A

Amount Due \$

Charge my credit card this amount

\$

Enclosed is a check for this amount

\$

Check No

--

Dated

--

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
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Third Party Information

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Method of Payment – SourceOne Events, Inc. accepts MasterCard, VISA, Discover, American Express, checks, cash and wire transfers. We do not accept purchase orders as forms of payments. All payments are to be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$35.00 fee for returned NSF checks. Any charge totaling over \$10,000 that is to be paid by credit card in one transaction will be charged a 3% surcharge.

Third Party Billing – SourceOne requires that the exhibiting firm is responsible for all charges incurred on its behalf. If third party does not pay for services SourceOne reserves the right to collect full payment from exhibitor.

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

Show Discount – SourceOne offers a discount price for orders received with full payment on or before the discount deadline(s). If orders are received after discount deadline(s) date then standard pricing applies. Any orders placed onsite are subject to onsite pricing.

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
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Cardholder Billing Address	City	State	Zip
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Cardholders Phone	Ext	Fax
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Third Party Company Name	Third Party Phone	Ext:	Third Party Fax
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Third Party Billing Address	City	State	Zip
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Authorization Signature	Authorized By – Please Print	Date
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Payment & Labor
Terms & Conditions
Page 5

2018 IHHC Annual Conference March 14-15, 2018

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

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

DEFINITIONS

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

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance for advance orders or at show site for onsite orders. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of SOE except where specifically identified as a sale. All SOE rentals include delivery, installation and removal from exhibitor's booth. Orders cancelled by the Exhibitor prior to SourceOne move-in are subject to a cancellation fee of 50% of the total order. Orders cancelled after SourceOne begins moving in are subject to a cancellation fee of 100% of the total order. It is Exhibitor's responsibility to advise SourceOne Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If exhibitor is exempt from payment of sales tax, SOE requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For exhibitors, SOE requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. In the event of any dispute between exhibitor and SOE relative to any loss, damage, or claim, such exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, or any partial payment, due to SOE relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against SOE shall be considered a separate transaction, and shall be resolved on its own merits. SOE reserves the right to charge exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by exhibitor, or for any charges that SOE may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges.

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

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

INDEMNIFICATION:

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

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

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

INDEMNIFICATION:

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

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



PLEASE MAIL OR FAX ORDERS TO:
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160 Eisenhower Lane N.
Lombard, IL 60148
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Email: exhibitorservices@sourceoneevents.com

2018 IHHC Annual Conference
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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.

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

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

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

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

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

Storage behind booth back wall drape is strictly prohibited.



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Important
Please Read
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2018 IHHC Annual Conference
March 14-15, 2018

IMPORTANT PLEASE READ

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

To: Exhibitor's Firm Name _____ Booth Number _____
For: 2018 IHHC Annual Conference
c/o: SourceOne Events, Inc.
160 Eisenhower Lane N.
Lombard, IL 60148
Toll Free: (877) SOE.EXPO (877.763.3976) Email: exhibitorservices@sourceoneevents.com

**DO NOT SHIP ADVANCE FREIGHT TO
The Westin Chicago Northwest Itasca**

Material Handling Information

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

Jurisdiction Information:

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

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

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



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Material Handling
 Rates
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2018 IHHC Annual Conference
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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 12 and the SourceOne Logistics Services – Outbound form on page 13. 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	\$124.00	\$248.00
<input type="checkbox"/> Special Handling Material	\$147.00	\$294.00
Advance Shipments to Warehouse received after March 2, 2018!	Price Per CWT	Minimum
<input type="checkbox"/> Crated or Skidded	\$140.00	\$280.00
<input type="checkbox"/> Special Handling Materials	\$163.00	\$326.00
Onsite Empty Storage	Price per Piece	Minimum
<input type="checkbox"/> Charge per crate, skid or carton from shipment not received by SourceOne Events	\$13.00	\$52.00
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	\$130.00	\$130.00
<input type="checkbox"/> SourceOne Events will band materials for outbound shipments includes 1/2 hour labor	\$130.00	\$130.00
Shipments Returned to Warehouse	Price Per CWT	Minimum
<input type="checkbox"/> Advance or Onsite Crated or Skidded Shipments Returned to Warehouse for Carrier Pickup	\$33.00	\$198.00
<input type="checkbox"/> Advance or Onsite Special Handling Shipments Returned to Warehouse for Carrier Pickup	\$33.00	\$132.00
Mobile Equipment Spots	Price Per Trip	Minimum
<input type="checkbox"/> Mobile equipment will be handled into and out of the facility – Charge Per Vehicle	\$195.00	\$390.00
<input type="checkbox"/> 50ft of Plastic Covering during mobile spot – Charge Per Roll	\$98.00	\$98.00

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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2018 IHHC Annual Conference
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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 The Westin Chicago Northwest Itasca 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) for advance warehouse or arriving on show site after the show has opened.

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

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

Return to Warehouse Service Fee: **Surcharge: \$33 per CWT, Minimum \$198**
 Crated or Skidded Materials will be accepted at warehouse.

Return to Warehouse Service Fee: **Surcharge: \$33 per CWT, Minimum \$132**
 Special Handling Materials will be accepted at warehouse.

Storage Fee: **Surcharge: \$20 per CWT, Minimum \$200**
 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: \$390 Round Trip**
 Only vehicles operated by exhibitors that are being charged in their booth space on the exhibit hall floor will be allowed to be brought onto the show floor. All vehicles brought to display on the exhibit hall floor must be escorted by SourceOne Events personnel. In such cases, a MOBILE SPOTTING FEE will be charged. If an exhibitor brings in more than one vehicle that will be displayed in their booth space, a Mobile Spotting fee will be charged per vehicle. All local fire marshal rules and regulations apply. Please call Exhibitor Services 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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2018 IHHC Annual Conference
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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

2018 IHHC Annual Conference
 Exhibiting Company Name _____
 Booth Number # _____
 c/o SourceOne Events
 160 Eisenhower Lane N.
 Lombard, IL 60148

Advance shipments should begin arriving on: February 12, 2018
Last day for advance shipments: March 2, 2018
Last day shipments accepted at warehouse: March 9, 2018
 Phone: (708) 344.4111
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	Number of Pieces	Estimated Weight	Carrier(s)	Tracking Numbers
Advance Shipments (Warehouse)				

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 11

2018 IHHC Annual Conference
 March 14-15, 2018

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

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

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

2018 IHHC Annual Conference

Exhibiting 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 exhibitor materials must be removed from the exhibit facility by **Thursday, March 15, 2018 at 3:00PM.**
- 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 **Thursday, March 15, 2018 at 2:30PM.**
- **OUTBOUND BILLS OF LADING** must be completed and turned in at the SourceOne Service Desk. **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- A CREDIT CARD IS REQUIRED FOR MATERIAL HANDLING SERVICES. Please complete credit card information on the “ORDER RECAP & PAYMENT” form on page 3.
- Local cartage and storage services are available ~ rates furnished upon request.
- Any shipment left behind without a Bill of Lading being turned into the SourceOne Service Desk will be brought back to SourceOne Events warehouse at the Exhibitor’s expense. Your shipment will be routed through SourceOne and shipped at the Exhibitor’s expense.

Company Name _____ Email Address _____ Booth Number _____

Authorized Signature _____ Authorized By – Please Print _____ Date _____



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

SourceOne
 Logistic Services –
 Inbound
 Page 12

2018 IHHC Annual Conference
 March 14-15, 2018

COMPLETE THIS FORM & PAGE 13 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 exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00

Size of largest piece: L _____ W _____ H _____

Loading Dock: Yes No

Lift Gate: Yes No

Residential Pick-up _____ Inside Pick-up _____

Special Instructions: _____

Ship to Information

I will be shipping to the SourceOne Events **WAREHOUSE** by **Match 9, 2018** between the hours of **8:00AM – 4:00PM.**

Company Name: _____

Booth#: _____

2018 IHHC Annual Conference

c/o: SourceOne Events
 160 Eisenhower Lane N.

Lombard, IL 60148

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

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

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



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 SourceOne Events Inc.
 160 Eisenhower Lane N.
 Lombard, IL 60148
 Telephone: (708) 344.4111 Fax (708) 344.3050
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2018 IHHC Annual Conference
 March 14-15, 2018

COMPLETE THIS FORM & PAGE 12 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 exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00
Pallet / Skid	_____	_____	
Trucks / Cases	_____	_____	Size of largest piece: L _____ W _____ H _____
Box #1	_____	_____	Loading Dock: <input type="checkbox"/> Yes <input type="checkbox"/> No
Box #2	_____	_____	Lift Gate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Box #3	_____	_____	Residential Pick-up _____ Inside Pick-up _____
Box #4	_____	_____	Special Instructions: _____
Box #5	_____	_____	
Box #6	_____	_____	

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

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

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



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160 Eisenhower Lane N.
Lombard, IL 60148

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Email: exhibitorservices@sourceoneevents.com

Material Handling
Terms & Conditions
Page 14

2018 IHHC Annual Conference
March 14-15, 2018

- 1. DEFINITIONS:** For purposes of this contract, SourceOne Events, Inc. (SOE), and their employees, officers, directors, agents, assigns, affiliated companies, and related entities including but not limited to any subcontractors SourceOne may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, the Exhibitor is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained herein to the contrary.
- 2. PACKAGING AND CRATES:** SourceOne shall not be responsible for damage to loose, uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, SourceOne shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
- 3. EMPTY CONTAINERS:** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or his representative. All previous labels must be removed or obliterated. SourceOne assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without SourceOne labels; or improper information on empty labels. SOURCEONE WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
- 4. INBOUND SHIPMENT(S):** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or his representative, and during such time the materials will be left unattended. SOURCEONE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAS BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. SourceOne highly recommends the securing of security services from Facility or Show Management.
- 5. OUTBOUND SHIPMENT(S):** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. SOURCEONE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. SourceOne highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to SourceOne by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of times listed by Exhibitor and the actual count of such items in the booth at the time of pickup.
- 6. SOURCEONE'S RESPONSIBILITIES:** SourceOne shall be responsible only for those services which it directly provides. SourceOne assumes no responsibility for any persons, parties, or other contracting firms not under SourceOne's direct supervision and control. SourceOne shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond SourceOne's reasonable control, nor for ordinary wear & tear in the handling of materials.
- 7. INSURANCE:** It is understood that SourceOne is not an insurer. Insurance on exhibit materials, if any, shall be obtained by Exhibitor in amounts and for perils determined by Exhibitor. Exhibitor agrees to provide SourceOne with a release of subrogation to the extent of any insurance settlement received.
- 8. DECLARED VALUE:** Declared value is available only on AIR SHIPMENTS. The value per pound for applying valuation charges shall be determined by dividing the shipper's declared value for carriage by the actual weight of the shipment.
 - (a) GROUND SHIPMENTS.** No declared value is available for ground shipments. If the shipper elects to declare a value, they must Ship by Air.
 - (b) DOMESTIC & INTERNATIONAL AIR SHIPMENTS.** When the shipper declares a value that exceeds \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less, an additional charge of \$0.85 (USD) for each \$100.00 (USD) of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 (USD) per shipment, will be assessed on the declared value shown on the front of this form.
 - (c)** Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):
 - 1. Artworks and objects of art, namely original paintings, drawings, etchings, water colors, tapestries or sculptures.
 - 2. Clocks, jewelry, including costume jewelry, furs and fur trimmed clothing.
 - 3. Personal effects, including without limitation papers and documents.
 - (d)** Liability for damage to shipments containing glass shall be limited to \$50.00 (USD) will not be accepted. If inadvertently accepted, liability will be limited to \$50.00 (USD). Glass shipments include without limitation, windshields, plate glass, ceramics, chinaware and light bulbs. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO SOURCEONE'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH SOURCEONE EVENTS IS THE OFFICIAL SHOW CONTRACTOR; OR WHEN AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH SOURCEONE EVENTS.
- 9. CLAIM(S) FOR LOSS:** Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against SourceOne more than nine (9) months and one day from the day when written notice is given by SourceOne to Exhibitor that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent without written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.
 - (a) PAYMENT FOR SERVICES MAY NOT BE WITHHELD:** In the event of any dispute between the Exhibitor and SourceOne relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to SourceOne for its services, as an offset against the amount of any alleged loss or damage.
 - (b) MAXIMUM RECOVERY:** If found liable for any loss, SourceOne's sole and exclusive MAXIMUM liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$.50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less, unless shipper makes a declaration of value in the space designated on the front of this form and pays the appropriate valuation charge. When a declaration is made, liability shall in no event exceed the declared value of the shipment.
 - (c) BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY:** SourceOne's liability shall be limited to any loss or damage which results solely from SourceOne's NEGLIGENCE in the actual physical handling of the items comprising Exhibitor's shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss damage. In no event shall SourceOne be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of SourceOne or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if SourceOne has been advised or has notice of the possibility of such damages, or for any damages caused by Exhibitor's failure to perform Exhibitor's responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss (es).
- 10. JURISDICTION:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF ILLINOIS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DUPAGE COUNTY, ILLINOIS.
- 11. INDEMNIFICATION:** Exhibitor agrees to indemnify, forever hold harmless and defend SourceOne, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - Exhibitor's negligent supervision of any labor secured through SourceOne, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - Exhibitor's negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - Exhibitor's violation of Federal, State, County or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - Exhibitor's inclusion of illegal substances, hazardous materials or waste in any shipments placed with SourceOne and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
- 12. MISCELLANEOUS:** Exhibitor, as a material part of the consideration to SourceOne for material handling and transportation services, waives and releases all claims against SourceOne, its employees, agents, officers, and directors, with respect to all matters for which SourceOne has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

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



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

Advance Shipment
Label
Page 15

2018 IHHC Annual Conference
March 14-15, 2018

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

Advance Shipment for Exhibition Freight

To: _____ Booth Number: _____
(Exhibitor Name)

Event: 2018 IHHC Annual Conference

C/O: 
160 Eisenhower Lane N.
Lombard, IL 60148

Carrier: _____

Number _____ of _____ pieces

Must Be Delivered By **March 9, 2018.**



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 Lombard, IL 60148
 Telephone: (708) 344.4111 Fax (708) 344.3050
 Email: exhibitorservices@sourceoneevents.com

Outbound
 Shipping Labels
 Page 16

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



Outbound Exhibition Freight



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

Exhibitor: _____

Name of Show: _____ Booth #: _____

Contact Name: _____ Phone #: _____

To – Company Name: _____

C/O: _____ Name of Show: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone #: _____

Cell #: _____ Email: _____

Piece Number: _____ Of: _____ Pro #: _____



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 160 Eisenhower Lane N.
 Lombard, IL 60148
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2018 IHHC Annual Conference
 March 14-15, 2018

Discount Deadline Date: **February 28, 2018**

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	\$125.00	\$161.00	
2' x 6' x 30"	630ST		X	\$161.00	\$211.00	
2' x 8' x 30"	830ST		X	\$202.00	\$261.00	
2' x 4' x 42"	442ST		X	\$163.00	\$212.00	
2' x 6' x 42"	642ST		X	\$196.00	\$255.00	
2' x 8' x 42"	842ST		X	\$238.00	\$309.00	
4th side skirted on table			X	\$68.00	\$98.00	
Vinyl White Top			X	\$10.00	\$13.00	

Skirted Table Risers	Code	Qty		Discount	Standard	Total
10" x 4' x 1'	4STR		X	\$91.00	\$118.00	
10" x 6' x 1'	6STR		X	\$104.00	\$137.00	

*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	\$73.00	\$96.00	
40" Round x 42" High	4042		X	\$88.00	\$116.00	
30" Round x 30" High	3030		X	\$59.00	\$81.00	
30" Round x 42" High	3042		X	\$74.00	\$96.00	
36" Square x 30" High	3630		X	\$52.00	\$75.00	
36" Square x 42" High	3642		X	\$68.00	\$90.00	
60" Round x 30" High	6030		X	\$99.00	\$135.00	
Skirting for Bare Wood Tables			X	\$68.00	\$98.00	

Unskirted Tables	Code	Qty		Discount	Standard	Total
2' x 4' x 30"	430UT		X	\$85.00	\$113.00	
2' x 6' x 30"	630UT		X	\$99.00	\$129.00	
2' x 8' x 30"	830UT		X	\$113.00	\$147.00	
2' x 4' x 42"	442UT		X	\$99.00	\$129.00	
2' x 6' x 42"	642UT		X	\$113.00	\$147.00	
2' x 8' x 42"	842UT		X	\$127.00	\$166.00	

Unskirted Table Risers	Code	Qty		Discount	Standard	Total
10" x 4' x 1'	4UTR		X	\$65.00	\$94.00	
10" x 6' x 1'	6UTR		X	\$79.00	\$108.00	

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

2018 IHHC Annual Conference
 March 14-15, 2018

Discount Deadline Date:

February 28, 2018

Standard Chair Price List



Chairs	Code	Qty	Discount	Standard	Total
Plastic Folding Side Chair	PFC	X	\$30.00	\$42.00	
Plastic Side Chair	PC	X	\$52.00	\$68.00	
Black Padded Side Chair	PSC	X	\$78.00	\$94.00	
Upholstered Arm Chair	UAC	X	\$127.00	\$161.00	
Leather Swivel Desk Chair	SD	X	\$143.00	\$187.00	
Director Chair	DC	X	\$112.00	\$150.00	
Padded Gray Bar Stool with Back	PGBS	X	\$143.00	\$187.00	
Padded Chrome Bar Stool w/out Back	PCS	X	\$143.00	\$187.00	
Padded Chrome Bar Stool w/out Back	PSCW	X	\$143.00	\$187.00	

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	\$14.00	\$18.00	
8' High Drape Per Linear Foot (6' Min.)	8D	X	\$18.00	\$23.00	
3' Upright and Base	3UB	X	\$26.00	\$34.00	
8' Upright and Base	8UB	X	\$33.00	\$43.00	
12' Upright and Base	12UB	X	\$64.00	\$83.00	
6' to 10' Crossbar	610C	X	\$26.00	\$34.00	
Wastebasket	WB	X	\$23.00	\$30.00	
Aluminum Floor Easel	AFE	X	\$48.00	\$62.00	
2' x 3' White Board on Easel	WBE	X	\$94.00	\$122.00	
Chrome Sign Holder (22" x 28")	CSH	X	\$103.00	\$134.00	
Garment Rack (Holds 25 Coats)	GR	X	\$143.00	\$186.00	
Chrome Bag Holder	BH	X	\$83.00	\$108.00	
Coat Tree	CT	X	\$68.00	\$88.00	
Collapsible Literature Rack	CLR	X	\$135.00	\$176.00	
Raffle Drum (19.5" L x 15" W)	RD	X	\$78.00	\$101.00	
Refrigerator (4 cubic feet)	RF	X	\$215.00	\$280.00	
Fish Bowl	FB	X	\$52.00	\$68.00	
Chrome Stanchion	CR	X	\$56.00	\$73.00	
6' Red Velour Rope	RVR	X	\$46.00	\$60.00	
Locking Kiosk (36" W x 18" D x 30" H)	SC	X	\$355.00	\$462.00	
Locking Cabinet (33.5" W x 37" H x 17.5" D)	BC	X	\$313.00	\$407.00	



Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



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2018 IHHC Annual Conference
 March 14-15, 2018

Discount Deadline Date: **February 28, 2018**

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	\$748.00	\$975.00	
			WLS	X	\$748.00	\$975.00	
			BLS2	X	\$748.00	\$975.00	
			WLS2	X	\$748.00	\$975.00	
			BLS3	X	\$748.00	\$975.00	
			WLS4	X	\$748.00	\$975.00	
			BFS	X	\$514.00	\$670.00	
			BLL	X	\$618.00	\$813.00	
			WLL	X	\$618.00	\$813.00	
			BLL2	X	\$618.00	\$813.00	
			WLL2	X	\$618.00	\$813.00	
			BLC	X	\$488.00	\$637.00	
			WLC	X	\$488.00	\$637.00	
			BLC2	X	\$488.00	\$637.00	
			WLC2	X	\$488.00	\$637.00	
			BLAC	X	\$455.00	\$592.00	
			WLAC	X	\$455.00	\$592.00	
			BLTC	X	\$390.00	\$520.00	
			WLTC	X	\$390.00	\$520.00	
			CLC	X	\$423.00	\$553.00	
			BLTC2	X	\$325.00	\$423.00	
			NFTC	X	\$228.00	\$299.00	

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



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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



BGCT ECT WCT



BCT BFET WFET



BGET WET BET

Ottomans, Coffee & End Tables	Code	Qty	Discount	Standard	Total
Black Leather Ottoman	BLO	X	\$215.00	\$280.00	
White Leather Ottoman	WLO	X	\$215.00	\$280.00	
Black Leather Ottoman	BLO2	X	\$215.00	\$280.00	
White Leather Ottoman	WLO2	X	\$215.00	\$280.00	
Black Leather Square Ottoman	BLO3	X	\$130.00	\$176.00	
Black Fabric Ottoman	BFO	X	\$98.00	\$130.00	
Black Coffee Table with Clear Glass Top	BGCT	X	\$163.00	\$260.00	
Espresso Coffee Table	ECT	X	\$124.00	\$163.00	
White Coffee Table	WCT	X	\$124.00	\$163.00	
Black Coffee Table	BCT	X	\$124.00	\$163.00	
Stainless Steel Black Frosted End Table	BFET	X	\$189.00	\$247.00	
Stainless Steel White Frosted End Table	WFET	X	\$189.00	\$247.00	
Black End Table with Clear Glass Top	BGET	X	\$124.00	\$163.00	
White End Table	WET	X	\$91.00	\$124.00	
Black End Table	BET	X	\$91.00	\$124.00	

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date



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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.

Bar Stools and Round Tables



Bars Stools and Round Tables	Code	Qty	Discount	Standard	Total
Adjustable Black Leather Barstool	BLB	X	\$189.00	\$247.00	
Adjustable White Leather Barstool	WLB	X	\$189.00	\$247.00	
Adjustable Black Leather Barstool	BLB2	X	\$189.00	\$247.00	
Adjustable White Leather Barstool	WLB2	X	\$189.00	\$247.00	
Black Leather Barstool	BLB3	X	\$202.00	\$267.00	
White Leather Barstool	WLB3	X	\$202.00	\$267.00	
Black Leather Barstool	BLB4	X	\$254.00	\$332.00	
White Leather Barstool	WLB4	X	\$254.00	\$332.00	
Adjustable Black Leather Barstool	BLB5	X	\$215.00	\$280.00	
Adjustable White Leather Barstool	WLB5	X	\$215.00	\$280.00	
Adjustable Black Leather Barstool	BLB6	X	\$215.00	\$280.00	
Adjustable White Leather Barstool	WLB6	X	\$215.00	\$280.00	
Round Formica Café Table – 30" High	RFCT	X	\$202.00	\$267.00	
Square Café Table – 30" High	SCT	X	\$293.00	\$390.00	
Glass Bar Table w/ Chrome Structure	GBT	X	\$254.00	\$332.00	
Round Formica Bar Table	RFBT	X	\$241.00	\$319.00	
Mable and Chrome Bar Table	MCBT	X	\$215.00	\$280.00	
Black Bar Table	BBT	X	\$215.00	\$280.00	
Black and Chrome Bar Table	BCBT	X	\$215.00	\$280.00	

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

2018 IHHC Annual Conference
 March 14-15, 2018

Discount Deadline Date: **February 28, 2018**

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

Conference Chairs & Accessories



Conference Chairs & Accessories	Code	Qty	Discount	Standard	Total
High Back Black Conference Chair	HBC	X	\$215.00	\$280.00	
High Back Black Conference Chair	HBC2	X	\$228.00	\$299.00	
Mid Back Black Sled Chair	BSC	X	\$202.00	\$267.00	
Black Armless Drafting Stool	ABDS	X	\$208.00	\$273.00	
Black Steno Chair	STC	X	\$98.00	\$130.00	
Ergo Armless Side Chair	EC	X	\$112.00	\$150.00	
Ergo Arm Side Chair	EAC	X	\$143.00	\$187.00	
Walnut Book Case with 5 shelves	WBC	X	\$553.00	\$722.00	
Grey Book Case	GBC	X	\$403.00	\$527.00	
Cherry Wood Floor Mirror	CFM	X	\$98.00	\$130.00	
White and Chrome Floor Lamp	WFL	X	\$176.00	\$234.00	
Black Metal Floor Lamp	BFL	X	\$176.00	\$234.00	
White and Chrome Table Lamp	WTL	X	\$124.00	\$163.00	
6' Silk Tree	6ST	X	\$77.00	\$100.00	
4' Silk Tree	4SP	X	\$72.00	\$94.00	
2-3' Silk Floor Plant	23FP	X	\$52.00	\$68.00	

Conference Environments



Conference Environments	Code	Qty	Discount	Standard	Total
Glass Table & 4 Black Chairs	GT4BC	X	\$1294.00	\$1684.00	
Glass Table & 4 White Chairs	GT4WC	X	\$1294.00	\$1684.00	
Glass Table & 4 Black Chairs	GT4BC2	X	\$1294.00	\$1684.00	
Glass Table & 4 White Chairs	GT4WC2	X	\$1294.00	\$1684.00	
Adjustable Glass Table & 6 Black Chairs	GT6BC	X	\$1684.00	\$2191.00	
Adjustable Glass Table & 6 White Chairs	GT6WC	X	\$1684.00	\$2191.00	

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



PLEASE MAIL OR FAX ORDERS TO:
 SourceOne Events Inc.
 160 Eisenhower Lane N.
 Lombard, IL 60148
 Telephone: (708) 344.4111 Fax (708) 344.3050
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2018 IHHC Annual Conference
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Audio Visual Price List: Rental includes delivery and setup in your booth, use during exposition and removal. Please note all Audio Visual Rentals are based on a per day rate. All Monitors and Flat screen TVs come with one table top stand. If you want to order a Dual Post Stand, it is an additional cost. If other equipment is needed to mount the Audio Visual Equipment, please contact the Exhibitor Services Department.

Monitors & Flat Screen TV's	Qty	Discount	Standard	No. of Days	Total
19" Flat Panel Monitor	X	\$202.00	\$263.00	X	=
20" Flat Panel Monitor	X	\$228.00	\$296.00	X	=
32" Flat Panel LED TV / Monitor	X	\$644.00	\$839.00	X	=
42" Flat Panel LED TV / Monitor	X	\$774.00	\$1008.00	X	=
50" Flat Panel LED TV / Monitor	X	\$1034.00	\$1344.00	X	=
60" Flat Panel LED TV / Monitor	X	\$1164.00	\$1513.00	X	=
46" BENQ Touch Screen Monitor	X	\$1424.00	\$1851.00	X	=

To ensure the installation of your equipment is successful, please choose which cable is compatible with your equipment and whether you are using a MAC or PC

VGA HDMI PC MAC – Exhibitor to provide MAC adaptor



DPS



CCS



RCS



MSS

Flat Screen Stands	Qty	Discount	Standard	No. of Days	Total
DPS – Dual Post Stand (Used with 42" or 50" Plasma Display)	X	\$215.00	\$280.00	X	=
CCS – Curved Counter Stand	X	\$514.00	\$668.00	X	=
RCS – Rectangular Counter Stand	X	\$514.00	\$668.00	X	=
MSS – Monitor Surround Stand	X	\$644.00	\$837.00	X	=
Graphic for Flat Screen Stand (Only for CCS, RCS, MSS Stands)	X	\$130.00	\$169.00	X	=

Video Equipment	Qty	Discount	Standard	No. of Days	Total
DVD Player (Requires video monitor)	X	\$137.00	\$189.00	X	=
Blu Ray Player (Requires video monitor)	X	\$195.00	\$254.00	X	=

Audio Equipment	Qty	Discount	Standard	No. of Days	Total
Sound System (Anchor Speaker, Amp Speaker and two stands)	X	\$293.00	\$384.00	X	=
Wired Microphone w/ Stand (Requires Sound System)	X	\$85.00	\$124.00	X	=
Wireless Mic (Clip-on or Handheld & Requires Sound System)	X	\$228.00	\$325.00	X	=
CD Player	X	\$65.00	\$98.00	X	=

Computer Rental	Qty	Discount	Standard	No. of Days	Total
Laptop Rental – Please call for specs	X	\$254.00	\$330.00	X	=

Company Name _____ Email Address _____ Booth Number _____

Authorized Signature _____ Authorized By – Please Print _____ Date _____



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Carpet Rental
 & Carpet Cleaning
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2018 IHHC Annual Conference
 March 14-15, 2018

Discount Deadline Date: **February 28, 2018**

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	\$209.00	\$274.00	
9' x 20'	X	\$417.00	\$543.00	
9' x 30'	X	\$629.00	\$818.00	
Custom Cut Carpet	Qty	Discount	Standard	Total
100 sq. ft. minimum	X	\$3.51 sq. ft.	\$5.01 sq. ft.	

Carpet color options:

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

Booth Size: X = sq. ft. @ \$3.51 =

Vinyl Wood Flooring

Carpet Color: _____

Custom Vinyl Wood Flooring	Qty	Discount	Standard	Total
100 sq. ft. minimum	X	\$3.51 sq. ft.	\$5.01 sq. ft.	

Booth Size: X = sq. ft. @ \$3.51 =

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

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

Carpet Padding 1/2" (100 sq. ft. minimum)	Qty	Discount	Standard	Total
100 sq. ft. minimum	X	\$1.89 sq. ft.	\$2.34 sq. ft.	

Booth Size: X = sq. ft. @ \$1.89 =

Visqueen Covering (100 sq. ft. minimum)	Qty	Discount	Standard	Total
100 sq. ft. minimum	X	\$1.43 sq. ft.	\$1.89 sq. ft.	

Booth Size: X = sq. ft. @ \$1.43 =

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	\$.70	\$.91	
Vacuum Daily (price per sq. ft. per day)	X	\$.75	\$.96	
Vacuum Before Show Opens (price per sq. ft.)	X	\$.82	\$1.08	

Booth Size: _____ x _____ = _____ sq. ft. x _____ Price per sq. ft. = \$ _____ Total Per Day x _____ No. of Days = \$ _____ Total Square Footage

Example – Vacuum for Duration of Show – Booth Sizes 10' x 10' = 100 sq. ft. x Price 0.70 per sq. ft. = Cost \$70.00 x 2 days = \$140.00

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



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Labor Order
 Form
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2018 IHHC Annual Conference
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Discount Deadline Date: **February 28, 2018**

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

Please complete the form for all of your labor needs. Labor cancelled without a 24 hour notice will be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the worker(s) at the time confirmed, SourceOne will charge one (1) hour per worker. SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling or packing of exhibitor property. **Please Note: Onsite labor requests that are made after the exhibitor move-in is subject to a 4 hour minimum per laborer ordered. Example: 1 man would be 4 hours and 2 men would be 8 hours.**

	Labor Schedule	Discount	Standard
Straight Time	Monday through Friday 8:00AM to 4:30PM	\$129.00	\$155.00
Overtime	Monday through Friday from 4:30PM – Midnight; Saturday 8:00AM to 4:30PM	\$193.00	\$231.00
Double Time	All other hours; All Day Sundays & Holidays	\$257.00	\$309.00

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

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

Will the Exhibitor be present for labor supervision? Yes No

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

Show Labor Schedule

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

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

Set-up Information for Installation

Please check all that apply and provide information where requested.

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

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

Instructions/Drawings are: Faxed to SourceOne Shipped with exhibit

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

On-site Exhibitor Contact Information

Name: _____ Phone #: _____ Hotel: _____

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

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



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Labor Union
Guidelines
Page 26

2018 IHHC Annual Conference
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Union Information

To assist in the planning stages of your participation in Chicago, we have listed all the unions labor guidelines that are required for certain aspects of your exhibit handling. There are six major unions that have jurisdiction over trade shows in the Chicagoland area. The following guidelines will help you in preparing your exhibit to conform to union jurisdiction and adherence to them can save you a substantial amount of money.

TEAMSTERS UNION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles, deliver the materials to your booth, and remove and reload materials at the close of the show. ***NO BELLMEN ARE ALLOWED ON EXHIBIT FLOOR. BELLMEN CAN DELIVERY OUTSIDE SHOW ENTRANCE AND TEAMSTERS WILL DELIVER FREIGHT AT EXHIBITORS EXPENSE TO EXHIBITORS BOOTH AREA.***

MACHINERY MOVERS & RIGGERS UNION

Riggers handle all machinery. This includes the unloading of the machines from the trucks, moving the materials to your booth, and a one-time spotting of display ready equipment, which the exhibitor must supervise at the time of unloading. Riggers also remove skids and re-skid machines, uncrate machines, and re-spot machines in the booth if needed. This service must be ordered as needed, at exhibitor's expense.

CARPENTERS UNION

Carpenters handle the erection and dismantling of display and exhibit booths. This includes all display work with the exception of machinery, signs lighted headers, unless the sign or header is a permanently attached part of the display. Carpenters also re-crate machines for outbound loading. Millwrights, a division of the carpenters union, handle the assembly and the leveling of machinery, as well as the attachment of all guards and shields.

DECORATORS UNION

Decorators handle the installation of signs, drape background, table skirting, and all other items of decorative nature that must be done after a display background is erected.

ELECTRICAL UNION

Electricians handle all electrical work, which includes supplying power lines to your booth, connecting equipment to the proper outlets, installing signs or headers that are lighted, unless they are permanently attached to the exhibit back wall, and the running of cable within the exhibitor's booth.

PLUMBERS UNION

Plumbers handle all plumbing work such as compressed air, water/drain, or natural gas.

WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS IN THE CHICAGOLAND AREA

Exhibitors may perform several functions as long as they are a full-time employee of the exhibiting company. List below are the following tasks:

1. Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment provided it can be done without the use of a fork-lift, flat-cart or dolly, only from a designated parking area.
2. Exhibitors may set up and dismantle their own booth displays provided their exhibit space is 100 square feet (e.g. 10' x 10') in size and does not require power tools. This needs to be accomplished by one person and in less than ½ hour.
3. Exhibitors may un-pack, re-pack and set out their own product line within the booth for display purposes, provided the product is not machinery.
4. Exhibitors may affix clamp-on lights to the top of their booth displays provided no tools, ladders, chairs or furniture are required to do so. This applies to booths up to 100 square feet in size or less only.
5. Exhibitors may calibrate and do repair work on internal circuit boards, do interconnecting of peripheral computer equipment, provided cable does not exceed 10' in length, and do the programming of machinery.
6. Exhibitors may do the connection of lighting, video equipment and light bulbs to an electrical outlet when the outlet has been ordered by the exhibitor.
7. Exhibitors may hang up to ten small pictures, graphics, logos, etc. onto a back wall display when such items are designed to be affixed by pre-set Velcro strips, permanently mounted hooks, or snaps.
8. Exhibitors may skirt tables provided they do so with their own custom fit skirts, without the use of staples, Velcro or snaps.
9. Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.



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Exhibitor Appointed
 Contractor
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 March 14-15, 2018

Notification of Intent to use an Exhibitor Appointed Contractor

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

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

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event. For a complete list of the rules, please see the previous page, the Labor Union Guidelines, page 26.

Appointed Contractor Information:

Company Name: _____

Booth #: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be Performed: _____

Company Name	Email Address	Booth Number
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Authorized Signature	Authorized By – Please Print	Date
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Liability &
Insurance
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2018 IHHC Annual Conference
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Liability and Insurance Information

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

2018 IHHC Annual Conference
 March 14-15, 2018

Discount Deadline Date: **February 28, 2018**

Display Equipment & Accessories

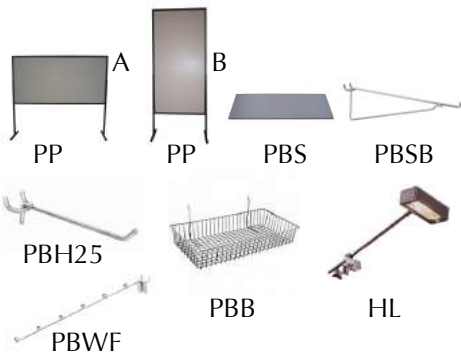
If you cannot find an accessory you are looking for, please contact the Exhibitor Services Department for additional accessory items.

Poster Boards



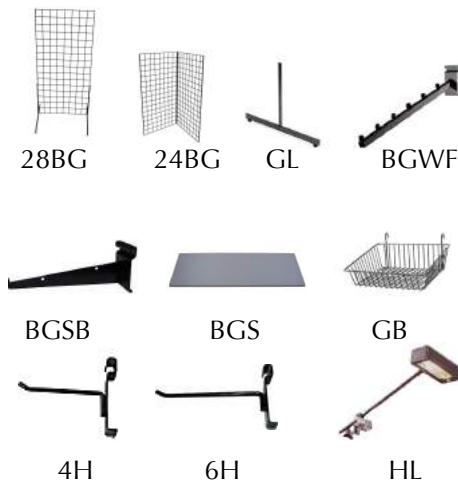
Poster Boards & Accessories	Code	Qty	Discount	Standard	Total
Poster Board – 4' x 8' Gray Panels	TB	_____ X	\$195.00	\$254.00	
Both sides of these panels are covered in gray fabric. You can only use push pins to adhere items to the board.					
Please choose A or B. Style A – Horizontal <input type="checkbox"/> Style B - Vertical <input type="checkbox"/>					
Box of Push Pins (quantity 100)	PN	_____ X	\$10.00	\$14.00	
Halogen Light	HL	_____ X	\$59.00	\$85.00	

Peg Boards



Perforated Peg Board & Accessories	Code	Qty	Discount	Standard	Total
Peg Board – 4' x 8' White Panel Board	PP	_____ X	\$195.00	\$254.00	
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	\$20.00	\$33.00	
8" Chrome Peg Board Shelf Brackets	PBSB	_____ X	\$13.00	\$26.00	
8" Chrome Peg Board Hooks – Box of 25	PBH25	_____ X	\$33.00	\$46.00	
12" Chrome 6-Ball Waterfall Hook	PBWF	_____ X	\$20.00	\$33.00	
Black Basket (12" L x 12" W x 4" D)	PBB	_____ X	\$26.00	\$52.00	
Halogen Light	HL	_____ X	\$59.00	\$85.00	

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	\$72.00	\$98.00	
2' x 4' Black Grid Panel	24BG	_____ X	\$46.00	\$72.00	
Grid Legs – Black	GL	_____ X	\$20.00	\$33.00	
6-Ball Waterfall – Black	BGWF	_____ X	\$20.00	\$33.00	
12" Grid Wall Shelf Bracket – Black	BGSB	_____ X	\$13.00	\$26.00	
Grid Wall Shelves – Black 24" L x 12" D	BGS	_____ X	\$20.00	\$33.00	
Black Basket (12" L x 12" W x 4" D)	GB	_____ X	\$26.00	\$52.00	
4" Grid Wall Hooks – Black	4H	_____ X	\$2.00	\$4.00	
6" Grid Wall Hooks – Black	6H	_____ X	\$2.50	\$4.50	
Halogen Light	HL	_____ X	\$59.00	\$85.00	

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date

2018 IHHC Annual Conference
 March 14-15, 2018

Discount Deadline Date: **February 28, 2018**

Display Equipment & Accessories

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

Slat Wall



Slat Wall & Accessories	Code	Qty	Discount	Standard	Total
Slat Wall – Includes white back panel 38" W x 8' T. Accessories rented separately.	SLW	X	\$514.00	\$668.00	
12" Shelf Brackets – Chrome	SB	X	\$20.00	\$33.00	
Slat Wall Shelves – White 36" L x 12" D	SW	X	\$20.00	\$33.00	
4" Slat Wall Hook – Chrome, Box of 25	4SWH	X	\$33.00	\$46.00	
6" Slat Wall Hook – Chrome, Box of 25	6SWH	X	\$33.00	\$46.00	
White Basket (12" L x 12" W x 8" D)	SWB	X	\$33.00	\$46.00	
6-Ball Waterfall Hook – Chrome	SWWF	X	\$20.00	\$33.00	
Halogen Light	HL	X	\$59.00	\$85.00	

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	\$514.00	\$683.00	
6' Half View – Includes 1-10" glass shelf with adjustable brackets	DCB	X	\$514.00	\$683.00	
6' Quarter View – No glass shelf or any adjustable brackets	DCC	X	\$514.00	\$683.00	
Square Tower Case – Includes four glass shelves with adjustable brackets	DCD	X	\$774.00	\$1006.00	

Company Name

Email Address

Booth Number

Authorized Signature

Authorized By – Please Print

Date

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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	\$51.00	\$75.00	
7" x 22"	Vertical or Horizontal	X	\$60.00	\$83.00	
7" x 44"	Vertical or Horizontal	X	\$62.00	\$94.00	
11" x 14"	Vertical or Horizontal	X	\$66.00	\$99.00	
14" x 22"	Vertical or Horizontal	X	\$73.00	\$109.00	
22" x 28"	Vertical or Horizontal	X	\$103.00	\$155.00	
28" x 44"	Vertical or Horizontal	X	\$147.00	\$220.00	
36" x 24"	Vertical or Horizontal	X	\$160.00	\$228.00	

Additional Signs & Services	Code	Qty	Discount	Standard	Total
Table Top Banner	TTB	X	\$384.00	\$499.00	
Pull-up Banners – Includes Nylon Bag	PUB	X	\$644.00	\$837.00	
36" W x 84" T Free Standing Sign – 1/2" Gator Board with Wedge Plate	FS	X	\$514.00	\$670.00	
6' Table throw – 30" H x 72" W x 30" D	6TTO	X	\$514.00	\$670.00	
8' Table throw – 30" H x 96" W x 30" D	8TTO	X	\$618.00	\$670.00	
Easel Back		X	\$8.00	\$12.00	
Adjustable Easel		X	\$34.00	\$48.00	
Arrows with Velcro		X	\$13.00	\$20.00	

Additional Services	Hrs	Standard	Total
Graphic Design Time	X	\$124.00	

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

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

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



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

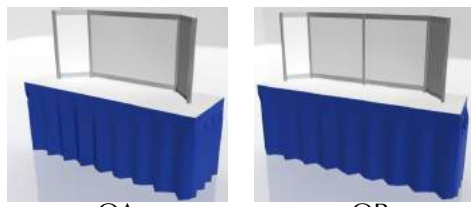
2018 IHHC Annual Conference
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Table Top & Exhibit Booth Displays

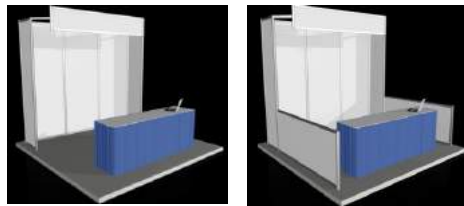
All table top and exhibit booth displays include installation / dismantling, opening day cleaning, and white display panels. Color panels are available at an additional cost. Additional furnishings such as stools, computers, LCD monitors, tables, plants, graphic panels, company headers, and halogen lights 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



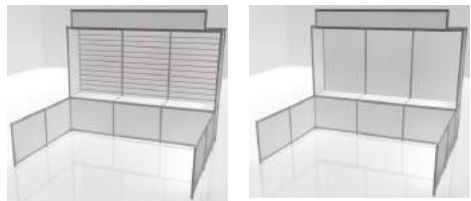
OA

OB



OC

OD



OE

OF



OG

OH

Table Top & 10'x10' Displays	Code	Qty	Discount	Standard	Total
6 Ft Table Top Exhibit	OA	X	\$845.00	\$1099.00	
8 Ft Table Top Exhibit	OB	X	\$975.00	\$1268.00	
10' x 10' Display – (3) 8' panels along the back wall, (2) 8' panels along the sides, and (1) Company Header	OC	X	\$2210.00	\$2873.00	
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	\$2730.00	\$3549.00	
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	\$4160.00	\$5408.00	
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	\$3510.00	\$4563.00	
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	\$3120.00	\$4056.00	
10' x 10' Display – (3) 8' Curved panels with one kiosk in the center curve	OH	X	\$2470.00	\$3211.00	

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

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

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



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

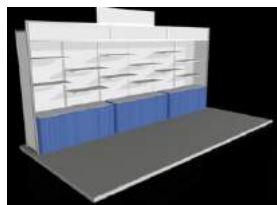
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Exhibit Booth Displays

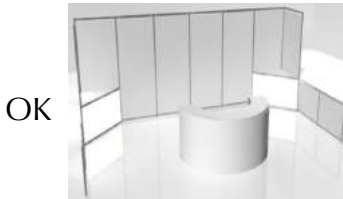
All exhibit booth displays include installation / dismantling, opening day cleaning, and white display panels. Color panels are available at an additional cost. Additional furnishings such as stools, computers, LCD monitors, tables, plants, graphic panels, company headers, and halogen lights are available 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).

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

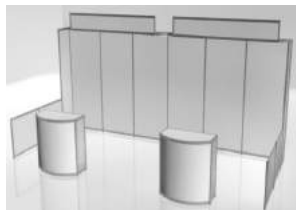


OJ

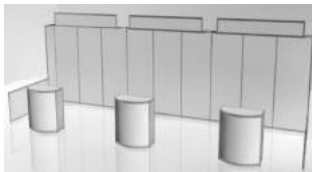
Exhibit Displays	Code	Qty	Discount	Standard	Total
10' x 20' Display – (6) 8' panels along the back wall, (2) 8' panels along the sides, and (4) Company Headers	OJ	X	\$4940.00	\$6422.00	
10' x 20' Display – (6) 8' panels along the back wall, (2) corner kiosks along the back wall corners of display, (2) 8' panels along the sides, (2) 3' panels along each side for a total of (4) panels, and (1) Curved Counter	OK	X	\$5460.00	\$7098.00	
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	\$6370.00	\$8281.00	
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	\$8970.00	\$11661.00	
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	\$7540.00	\$9802.00	



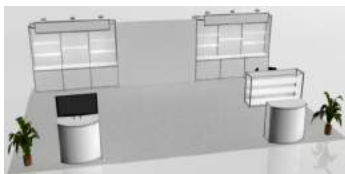
OK



OL



OM



ON

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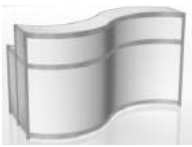
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Display Additions

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	\$618.00	\$806.00	
6' Long Rounded Reception Counter	RC2	X	\$683.00	\$891.00	
6' Long Rectangular Reception Counter	RC3	X	\$553.00	\$722.00	
Frosted Plexi Glass Podium	P1	X	\$384.00	\$501.00	
40" High Curved Podium	K1	X	\$488.00	\$637.00	
40" High Square Podium	K2	X	\$358.00	\$468.00	
40" High Round Podium	K3	X	\$455.00	\$592.00	
40" High Rectangular Podium	K4	X	\$423.00	\$553.00	

Accessories	Code	Qty	Discount	Standard	Total
12" Shelf Brackets – Chrome	SB	X	\$20.00	\$33.00	
White Shelves 36" Long x 12" Deep	SW	X	\$20.00	\$33.00	
Black Pedestal – 14" L x 14" W x 30" H	PD1	X	\$228.00	\$299.00	
Black Pedestal – 14" L x 14" W x 36" H	PD2	X	\$247.00	\$325.00	
Black Pedestal – 14" L x 14" W x 42" H	PD3	X	\$293.00	\$384.00	

Accessories



SB



SW



PD1

PD2

PD3

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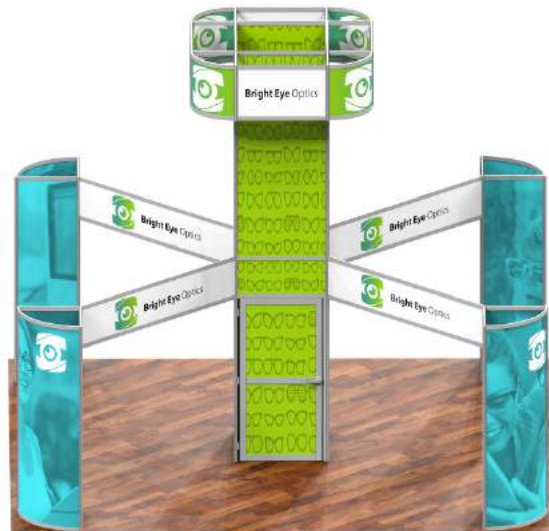
Company Name	Email Address	Booth Number
Authorized Signature	Authorized By – Please Print	Date

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Environment Booths

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

RETURN SERVICE REQUEST FORM TO:

Westin Chicago Northwest

Attn: Engineering Department

400 Park Boulevard

Itasca, IL 60143

630-773-4000 (Phone), 630-73-4088 (Fax)

Please read and sign this form.

All requests for electrical service(s) must be complete at least

(2) Weeks prior to the date of event.

**** We cannot guarantee service or price on electrical requests made on the day of the event ****

Dates of Use: _____ Group Name: _____
 Location: _____ Hotel Contact: _____

ELECTRICAL CHARGES:

Quantity	Item	Charge	Late Charge (applicable for orders made the day of the event)	# of days	Total
	General plug in to wall outlet(cords provided by client done by client) Laptop, LCD Projectors, TV's	\$35.00/ea (per day)	\$35.00/ea (per day)		
	Power strip installed by hotel for Laptop, LCD Projectors etc.	\$50.00/ea (per day) includes cord and power strip	\$65.00/ea (per day) includes cord and power strip		
	20 amp circuit for lighting, machinery, copiers or high amp use up to 20 amps. Quad Box installed by hotel	\$75.00/ea (per day)	\$90.00/ea (per day)		
	60amp show box for multiple use. 120V/208V	\$350.00/ea (per day)	\$385.00/ea (per day)		
	100 amp service with or without show box. Tails to be provided by client and installed by hotel. 120V/208V 3 phase	\$450.00/ea (per day)	\$500.00/ea (per day)		
	200 amp service. Tails to be provided by client and installed by hotel. 120V/208V 3 phase	\$450.00/ea (per day)	\$550.00/ea (per day)		
	Banner Hanging. Hotel must approve location prior to set up.	\$75.00/per banner	\$90.00/per banner		
	Lift and Engineer rental Lift is NOT allowed separate. Min of 1hour. Must call prior to event to make arrangement.	\$150.00/per hour	\$175.00/per hour		
	Engineering Labor	\$75.00 per hour	\$90.00/per hour		
	Room Re-key(internal form must be used)	\$75.00 each	\$90.00 each		
				Total Charge s:	

**** All prices for electricity and equipment are subject to change. ****

- All electrical apparatus and splices must be installed in metal enclosure to prevent emission of sparks.
- All metal raceways, metal lighting fixtures, and metal housing of electrically powered equipment must be grounded.
- Flexible cords and cables less than #14 gauge wire are not permitted.
- The use of lamp cords, cube taps, or similar devices are not permitted.
- All above charges have labor inclusive.

Please fill in the following information:

Contact Person _____ Company _____ Phone No. _____ Address _____ Location _____
--

Fill in your payment option below:

<input type="checkbox"/> 1. Company Check enclosed with this form <input type="checkbox"/> 2. Credit Card: (Circle One) AMEX VISA M/C DC DIS CB JCB Card No. _____ Exp. Date _____ Member Name _____ <input type="checkbox"/> 3. Charge to Guest Room with Confirmed Reservation. Room # _____ <input type="checkbox"/> 4. Direct Bill to Master Account if there is a Company Master and Authorization
--

**** Payment is required (2) weeks prior to the event.**

**** Electrical Requests submitted without payment will not be processed.**

Client Signature: _____

**** By Signing this form I agree to the conditions and agreements contained on the back.**

Westin Chicago Northwest
Attn: Engineering Department
400 Park Boulevard
Itasca, IL 60143
630-773-4000 (Phone) 630-773- 4087 (Fax)

SAFETY CONDITIONS FOR EXHIBITS AND DISPLAYS

NON-INFLAMMABLE MATERIALS: All materials used in the Exhibit Room, or any other room in the hotel, **MUST** be non-inflammable to conform with local Fire Regulations. Electrical wiring and equipment installation must conform to appropriate local codes. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors, or any kind of equipment may be operated only with the consent of the Meeting Service Manager at the Hotel.

SPECIAL NOTICES: No nails or bracing wires used in erecting displays may be attached to buildings without written consent of the Meeting Services Manager at the hotel. All property destroyed or damaged by exhibitors must be replaced to its original condition by the exhibitor or at the exhibitor's expense.

AGREEMENT, INDEMNIFICATION, AND RELEASE FOR DISPLAY AND EXHIBITION:

For good and valuable consideration, the undersigned, _____ ("Exhibitor"), agrees that its use of the premises, property, equipment, and facilities of The Westin Chicago Northwest ("Hotel") on the date and for the purpose hereinafter specified, will be governed by the following terms and conditions:

1. The Exhibitor agrees to indemnify and hold The Westin Chicago Northwest, and their respective officers, employees, and agents, harmless and blameless from and against any and all claims of liability, fees, expenses, costs, damages, suits, or injury of any kind and nature, or threat of the same, brought by any third party which may have originated at or on, or resulted from, or which may otherwise be incurred by the Exhibitor's presence, equipment, or other use of the premises, property, enjoyment, or facilities of the Hotel.
2. The Exhibitor agrees that The Westin Chicago Northwest, and their respective officers, employees, and agents are now and hereafter relieved of any and all responsibility and liability for any and all injury, loss, or damage that the Exhibitor or its employees, agents, and invitees, or their property may incur as a result of or during the Exhibitor's use of said premises, property, equipment, and facilities of the Hotel, provided said injury, or loss, or damage is not the sole and direct result of the gross negligence of the Hotel employee. Therefore, the Exhibitor on its own behalf and on behalf of its members, employees, agents, and invitees, hereby releases and indemnifies The Westin Chicago Northwest, and their respective officers, employees, and agents from and against any and all costs, damages, fees, expenses, or liability of any type or nature related to the same.
3. The Exhibitor further covenants and agrees to indemnify and to fully pay and reimburse the Hotel any and all costs of replacement of damaged Hotel property, and for the restoration and repair of the premises, property, equipment, and facilities of the Hotel, which are in any way damaged, destroyed, or otherwise defaced or injured by the Exhibitor's use, including its members, employees, agents, and invitees, or the same.

Fire Department Enforced Regulations:
All doors and openings on official floor plan must be kept clear.

Type of Exhibit, Display or Equipment Usage:

Exhibitor/Client **Date(s) of Use**

Signature: _____