



Chicagoland Fishing, Travel & Outdoor Expo
January 25-28, 2024
Schaumburg Convention Center
Schaumburg, IL

Exhibitor Kit

Welcome to the Exhibitor Information Manual for Chicagoland Fishing, Travel & Outdoor Expo in Schaumburg, IL. Please take time to review the details enclosed to ensure a successful show. Take note of the show deadlines and discounts to save time and money! Use the Exhibitor Checklist to keep track of tasks and deadlines.

We are looking forward to working with you to make the 2024 show a success!

If you have any questions, please contact:

Tod Alberto - Show Manager: tod@sportshows.com, (603) 276-4111 x1

Sara Hege - Show Operations: sara@sportshows.com, (603) 276-4111 x2

Kristen Monroe – Customer Relations Manager: kristen@sportshows.com, (603) 276-4111 x3

Show Info

Location

[Schaumburg Convention Center](#)

1551 N. Thoreau Drive
Schaumburg, Illinois 60173
Phone: 847-303-4100

Show Days & Hours

Move In

Tuesday, January 23:	1:00 p.m. - 5:00 p.m.
Wednesday, January 24:	9:00 a.m. - 5:00 p.m.
Thursday, January 25:	9:00 a.m. - 12:00 p.m. (No Drive In Permitted)

Show

Thursday, January 25:	12:00 p.m. - 8:00 p.m.	*Exhibitor entry allowed 1.5 hours before opening.
Friday, January 26:	*12:00 p.m. - 8:00 p.m.	
Saturday, January 27:	*10:00 a.m. - 7:00 p.m.	
Sunday January 28:	* 9:00 a.m. - 3:00 p.m.	

Move Out

Sunday, January 28:	3:00 p.m. - 10:00 p.m.
---------------------	------------------------

Exhibitor Checklist

[] Sportshows Documents

Exhibitor's Certificate of Insurance January 15, 2024

Badge Registration January 15, 2024

[] Schaumburg Convention Center Forms

Exhibitor Approval Application (if necessary) January 4, 2024

Audio/Visual and Computer order form January 4, 2024

[] Source One Events Services Order Forms - Discount Rates thru December 21, 2023 **RATES INCREASE IF NOT ORDERED BY JANUARY 12**

Furniture Rental Order Form January 12, 2024

Carpet Rental and Cleaning Order Form January 12, 2024

Electrical Service Order Form January 12, 2024

Labor and Rigging Service Order Form January 12, 2024

Advanced Discount Shipments - to be received at warehouse by January 5, 2024

Advanced Shipments (no discount) - to be received at warehouse by January 12, 2024

[] Illinois Department of Revenue

Special Events Tax Collection Report and Payment Coupon
(For all exhibitors making sales, this form is due within 10 days of the close of the show)

[] Midwest Outdoors - Advertising

Ad in the Show Program Contact Mark Hunkeler January 3, 2022
mhunkeler@midwestoutdoors.com

[] Hotel Bookings

Renaissance – January 2, 2024 Homewood Suites – January 10, 2024

-Rentals/Drayage - Order forms can be found at the back of the manual.

- Cleaning - Decorator/Drayage Form - Source One
- Decorator - Furniture Rental, display work - Decorator/Drayage Form- Source One
- Hanging sign, labor and equipment - Decorator/Drayage Form - Source One
- Audio-Visual - Encore
- Electrical Service – Encore
- Telephone Service - Encore
- Internet/WIFI service – Encore

Encore Orders – Email forms to: ren.schaumburg@encoreglobal.com

Source One Orders: Order Online [Here](#), Call Brittini Leenheer at 708.344.4111 or email brittini@sourceoneevents.com

-Booth Equipment

The following are included with your booth space:

- 8' high drape backwall | -32' high drape side walls (Forest green and white)
- 6" x 24" identification sign listing your company name and booth number

-Certificate of insurance

As an exhibitor, you are required to carry commercial general liability insurance including products and completed operations, contractor's personal injury and blanket contractual liability insurance at limits of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. These coverages must be evidenced by a Certificate of Insurance with a 30-day notice of cancellation provision to the holder. Coverage should begin from your first move-in day (January 23, 2024) and last through your last move-out day (January 28, 2024) and name SportShows LLC, Chicagoland Fishing, Travel, and Outdoor Expo, and Schaumburg Convention Center as additional insureds. Sportshows, 2810 N Church St Ste 98602, Wilmington, DE 19802 - Email your certificate to Sara Hege sara@sportshows.com; 603-276-4111; ext 2.

-Exhibitor Regulations

Please see Guidelines at the end of the manual

-Exhibitor Approval Application

Exhibitors must complete this form (end of manual) if displays include the following:

- | | |
|---|----------------------------------|
| Laser displays | Food |
| Vehicle displays | Animals |
| Open flames or candles | Flammable/combustible liquids |
| Cooking/heat producing appliances | Tents or canopies |
| Sale of merchandise to the public | Sale of food or products |
| Hazardous Materials | Fundraisers or charitable events |
| Services performed on a person (massage, etc) | Raffles, prizes, or giveaway |
| Display/storage of LPG/flammable and/or compressed gasses | |

Exhibitor Application Guidelines found in the RSCC Event Planning Guide at the end of manual.
Email form to chrsexhapp@marriott.com.

-EXHIBITOR CREDENTIALS

Badges will be picked up at the show. Badge allotment is determined by the company's total square footage of contracted exhibit space. We will let you know when badge registration is open.

For questions, please contact Sara Hege - sara@sportshows.com, 603-276-4111 x2

Reminder—Enhanced Security Protocol

Anyone using an exhibitor badge to enter the show site will be required to present government-issued identification (ID) along with their badge. This will enhance show security and:

- Ensure only authorized personnel have access to the show outside of show hours
- Protect exhibitor's products and displays
- Husbands, wives, children, friends and clients are not eligible to use exhibitor badges to gain admission to the show. Any violation of this regulation will mean automatic forfeiture of exhibit space.

Our credential allotment policy is:

- 199 Sq. Ft. or less = 6 Credentials
- 200 – 399 Sq. Ft. = 10 Credentials
- 400 – 2000 Sq. Ft. = 15 Credentials
- 2001 – 3500 Sq. Ft. = 20 Credentials
- 3501 – 5000 Sq. Ft. = 25 Credentials

-FIRE & SAFETY INFORMATION

See RSCC Event Planning Guide at the end of the manual

-FLOORPLAN

The floorplan can be viewed or printed [here](#). Please find your booth location before you arrive for move-in. A site map of the convention center shows parking and entrance locations and can be found at the back of the manual.

-HOTELS AND ACCOMMODATIONS

The following hotels are listed only as a convenience and should not be considered recommendations by show management. Please be sure to identify yourself as an exhibitor at the Chicagoland Fishing & Outdoor Expo and confirm the rate, when making your reservation.

Renaissance Schaumburg Convention Center Hotel -

****Connected to Convention Center (Headquarters Hotel)**

1551 North Thoreau Drive, Schaumburg, IL 60173 Telephone: (866)204-0549

Rates: \$126 per night plus tax. Maximum occupancy 4 - double rooms are limited.

[Click Here to Book](#)

*****Reservations must be made by Tues, January 2*****

Homewood Suites by Hilton Chicago - Schaumburg

815 American Lane, Schaumburg, IL 60173

Rates: \$119-129 per night, plus tax.

[Click Here to Book](#)

*****Book by January, 10*****

-LOCATION OF EXPOSITION

[Schaumburg Convention Center](#)

1551 N. Thoreau Drive

Schaumburg, Illinois 60173

Phone: 847-303-4100

-MANAGEMENT

Tod Alberto - Show Manager: tod@sportshows.com, (603) 276-4111 x1

Sara Hege - Show Operations: sara@sportshows.com, (603) 276-4111 x2

Kristen Monroe – Customer Relations Manager: kristen@sportshows.com, (603) 276-4111 x3

-Microphones/Loud Speakers/Public Address Systems, use of

The use of megaphones, loud speakers, or sound projection or amplification equipment or any other type of sound or noise making apparatus is strictly forbidden.

-MOVE IN

All exhibits must be paid in full with a signed contract before exhibitors will be permitted to set up or obtain exhibitor badges.

Please refer to the [floorplan](#) for the location of all booths and freight doors.

Move in Days and hours:

Tuesday, January 23: 1p.m. – 5p.m.

Wednesday, January 24: 9a.m. – 5p.m.

Thursday, January 25: 9a.m. – 12p.m.

**IMPORTANT: ALL EXHIBITS MUST BE COMPLETELY SET UP BY SHOW OPENING AT 12:00 PM
THURSDAY, JANUARY 25TH!**

Please note:

- Vehicles with studded snow tires will not be permitted to drive into the Convention Center.
- Show management reserves the right to refuse vehicular access onto the show floor due to weather conditions.
- All exhibitors must load-in/out through the designated door(s) at the back of the Convention Center.
- Only items that can be hand carried may be brought onto the show floor through the public/lobby entrance.
- No items with wheels may be brought into the Convention Center through the public/lobby entrance.

MOVE OUT

Early teardown is prohibited. Under no circumstances can exhibitor displays be removed or dismantled before doors close to the public at 3:00 PM, Sunday, January 28. Any exhibitor who removes their exhibit prior to show closing may forfeit future exhibit space in SportShows events. For security purposes, identification badges are required during move out.

Freight doors will be opened for move out as soon as possible once the show closes. Vehicles will be allowed onto the show floor once traffic allows. Packing crates and boxes will be set out by the drayage company Source One as quickly as possible.

MOVE-OUT

Sunday, January 28

3:00 PM – 10:00PM

Show management must be made aware of any exhibits that will not be completely removed by Sunday night

MUSIC, COPYRIGHTED: PLAYING OF

Playing of music by exhibitors during the show will not be permitted unless the exhibitor is in compliance with all copyright and/or other laws applicable to the playing of such music. Exhibitors are solely liable for any music played regardless of whether such music is contained on a video/audio tape, compact disc or electronically transmitted by radio or television or by other means.

PARKING

Please refer to the site plan (appendix c) for the location of the South Lot, reserved for exhibitor parking. With the exception of vehicles belonging to hotel guests, campers, motorhomes and recreation vehicles are not permitted to park in the Convention Center/Hotel parking lot.

RAFFLES

Please contact show management for information regarding raffles.

SALES TAX

Exhibitors may sell merchandise directly from their booth. All exhibitors selling merchandise must comply with the State of Illinois rules and regulations governing collection of sales tax. Exhibitors with an Illinois business and Illinois Business Tax (IBT) number would report tax through their normal procedure. Out-of-state transient exhibitors and hobbyists without a permanent place of business in Illinois must report their sales via IDOR-6-SETR. An IDOR-6-SETR form can be found at the back of this service kit. You should return the completed form and sales tax within 10 days after the end of the show.

If you have any questions relative to sales tax, please contact the Illinois Department of Revenue Special Events Unit, at 847-294-4475 or <http://tax.illinois.gov/individuals/salesandrelated/fairs.htm>

SHIPMENTS TO THE SHOW

Please refer to Decorator/drayage forms.

SHOW DAYS AND HOURS

January 25 (Thursday)	12:00 PM – 8:00 PM
January 26 (Friday)	12:00 PM* - 8:00 PM
January 27 (Saturday)	10:00 AM* - 7:00 PM
January 28 (Sunday)	10:00 AM* - :00 PM

VIDEO EQUIPMENT, USE OF

Video equipment may be used only under the following conditions:

1. If the video monitor is positioned in the front half of the booth, the table or platform on which it is located may not exceed 42" in height.
2. If the video monitor is positioned in the rear half of the booth, the top edge of the monitor may not exceed 96" in height.

If your video is positioned or directed in such a manner as to create a disadvantaged effect for other exhibitors, you will be required to locate your video. Also, a video which, in the judgement of show management, impairs aisle traffic must be relocated.

1. Conduct Between Exhibitors

Exhibitors agree that they will not disrupt the show by harassing other exhibitors, or by disrupting other exhibitors' ability to conduct normal business activity at the show. In its sole discretion, SPORTSHOWS LLC may physically remove from the exhibitor's booth space any person who is engaged in threatening, disruptive, or offensive behavior.

2. Rules and Regulations

SPORTSHOWS LLC shall have the power to adopt, amend, interpret, and enforce all shows terms, rules and regulations with respect to the operation and conduct of the Show, including but not limited to those regarding the kind, nature, and eligibility of all exhibitors and exhibits at the Show and the marketing activities of exhibitors with respect to the Show.

3. Non-Current Product/Boats

Boat exhibitors may display up to 20% of new and unused previous model year boats in their display. A new boat is defined as a boat that has not been registered with the State.

A. Installation:

1. Specific instructions regarding loading in/out (i.e., dates, times, and directions, etc.) will be sent to each exhibitor, and must be strictly observed. Exhibitors will be billed for extra rigging services required because of delays caused by unprepared exhibits, including carpet installation, lack of appropriate cradling equipment, etc.; lateness; or any special/unusual handling of boats or equipment. Late exhibitors arriving after their scheduled installation time can be relocated to any location specified by SPORTSHOWS LLC or, if no alternative is available may forfeit their show participation rights.
2. Exhibitors are required to comply with all labor practices and union agreements in effect at the show site.
3. Any equipment, signs or display units provided by the show will not become the property of the exhibitor.
4. No signs, walls, product, or any part of a display shall be set up so as to block off or otherwise interfere with the view of any other display. Exhibits are limited to the space provided in the contract. Product, personnel and/or display material may not extend into the aisles or adjoining space (including trailer tongues, wheels,

stairs, stern drives, display/literature racks, etc.).

5. Products may be suspended from the ceiling in some shows; however, permission of the show facility and SPORTSHOWS LLC must be received in writing prior to show move-in.
6. No damage of any nature may be done to booth structures or to any part of the exhibit hall or show grounds. Exhibitors will be held responsible for damages. No signs may be placed on columns or walls except within exhibitor's space (building regulations permitting). No nails or screws may be driven into the floor. Exhibitors are responsible for filling holes from tent stakes or from other structures not provided by SPORTSHOWS LLC, for removing tape from floors, and for removing carpet, including whatever's used to secure it.
7. No exhibitor may bring into the show any explosives, flares, gasoline, kerosene, acetone, LPG or other flammable or combustibles. No fuel may be stored in containers, boats, RVs, or authorized vehicles. All gas tanks must have locking gas caps or be taped closed. Batteries must be disconnected from ignition systems.

B. Construction:

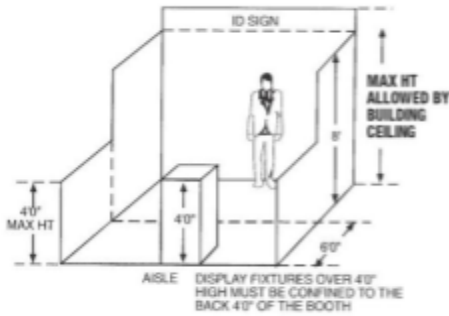
1. All structures must conform to local fire, safety and building codes, and are subject to inspection. Ramps, platforms, and stairs must have adequate handrails.
2. All decorations or building materials must be flameproof, and an affidavit or certificate evidencing such flame proofing must be available for potential inspection by Fire Department representatives. Open flames of any sort are prohibited without advance approval by show management.
3. All electrical wiring and equipment must meet appropriate municipal/governmental electrical codes.
4. Exhibitors are required to finish and decorate any unfinished partitions, walls or backs of signs, which are visible to the public. Two-sided identification signs along the back wall of an exhibit that detract from the adjoining exhibit must be removed or covered up. Exposed exhibit back walls will be draped or finished at exhibitor's expense.

C. Standard Booth Exhibits:

One or more standard units (10' x 10', 10' x 9', etc.) in a straight line.

Height: Exhibit fixtures and components will be permitted to a maximum height of 8'0", plus 2'0" for back wall identification signs—overall acceptable height is ten feet (building construction permitting). Sidewalls may extend 4'0" or 1/3 the depth (whichever is greater) from the back line at a height of 8'0", but then must drop to a 4'0" height.

Depth: All display fixtures over 4'0" in height and placed within 10 lineal feet of an adjoining exhibit, must be confined to that area of the exhibitor's space that is within 0" of the back line (towers included).



D. Perimeter Wall Exhibits:

Standard booth or bulk exhibits located on the outer perimeter wall of the exhibit floor.

Height: Exhibit back walls may rise continuously to a maximum height permitted by building ceiling(s), (with SPORTSHOWS LLC approval) but nothing may be attached directly to walls.

Depth: All display fixtures over 4'0" in height and placed within 10 lineal feet of an adjoining exhibit, must be confined to that area of the exhibitor's space that is within 4'0" of the black line (towers included).

E. Peninsula:

An exhibit space open on three sides that has a neighboring exhibitor or wall on the fourth side.

Height: Exhibit fixtures, components and identification signs will be permitted along the following guidelines (hall construction and space size permitting):

No wall/walled structure may be positioned along space edge. Any walls must be set at least 5'0" from any

aisle(s).

Display fixtures placed within 5 lineal feet of an adjoining aisle must not exceed 4'0" in height. Display fixtures placed within 10 lineal feet of an adjoining aisle must not exceed 10'0" in height.

F. Island Exhibits:

An island exhibit is a space that is open on all four sides.

Height: Exhibit fixtures, components and identification signs will be permitted along the following guidelines (hall construction and space size permitting):

Display fixtures placed within 5 lineal feet of an adjoining aisle must not exceed 4'0" in height. Display fixtures placed within 10 lineal feet of an adjoining aisle must not exceed 10'0" in height.

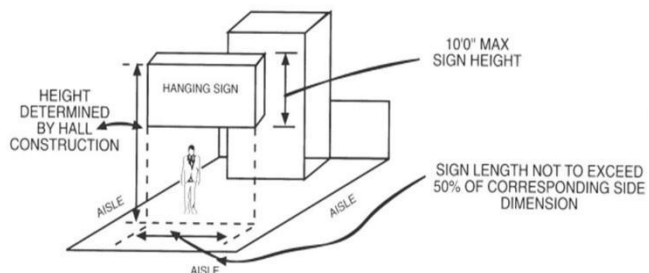
G. Hanging Signs:

An exhibit component suspended above an exhibit (standard booths excepted) for the purpose of displaying graphics or identification.

Hanging signs, banners and graphics are only allowed (building design permitting) over bulk space exhibits (i.e., islands, peninsulas or some perimeter wall exhibits). Hanging signs are prohibited in standard (linear) booth Spaces. Signs may not contain or allude to discounts or prices. Signs in a manufacturer's display will not be permitted to refer to another manufacturer except (with SPORTSHOWS LLC's approval) for component identification purposes. Inflatable signs or forced air or helium balloons for identification purposes must be approved in advance by SPORTSHOWS LLC due to variances in facility requirements. Helium balloons are not to be handed out to show visitors.

Height: Signs must be hung at a height determined by hall construction. This height limit will be noted in the exhibitor kit.

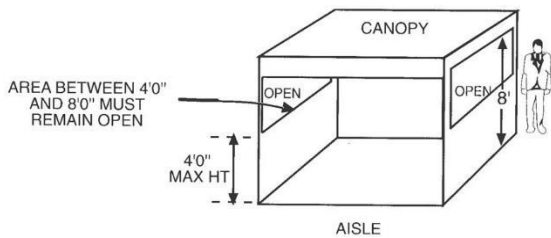
Placement: Signs are to be positioned so as not to hang over/into neighboring exhibits or aisles.



H. Canopies, Umbrellas, Ceilings & Headers:

Height: False ceilings, canopies, headers and umbrellas are permitted to a height that corresponds to the height regulations for the exhibit component of which they are a part; however, that area between 4'0" and 8'0" high must remain open and free of obstruction.

Depth: Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3'0" in width when placed within 10 lineal feet of an adjoining exhibit and not



confined to that area of the exhibitor's space, which is at least 5'0" from the aisle line.

I. Vehicles on Display:

The SPORTSHOWS LLC Shows policy specifically prohibits any literature, signs, sales staff and financial consideration from the vehicle supplier, manufacturers, or their dealers. Any proposal for the display of an automobile, truck, or other vehicle must be presented to SPORTSHOWS LLC for approval for consideration at least 8 weeks in advance of the show.

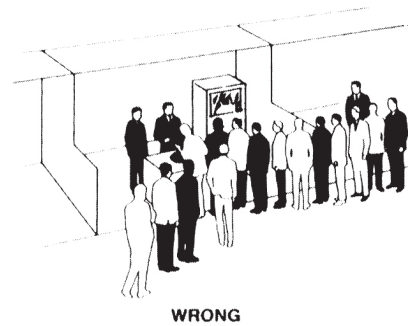
Some facilities have exclusive sponsorship agreements that may prohibit the display of automotive vehicles.

J. Demonstrations:

Any part of the exhibitor's presentation involving the interaction of exhibit personnel and their audience through demonstrations, corporate presentations, or sampling.

Demonstration areas must be organized within the exhibitor's space so as not to interfere with any aisle traffic. Sampling or demonstration tables must be placed a minimum of 2'0" from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow

into neighboring exhibits, SPORTSHOWS LLC will have no alternative but to request that the presentation or sampling be stopped, or the exhibit rearranged to contain the spectators or samplers within the exhibit space.



K. On-Site Marketing:

Marketing (advertising, branding, promoting) must be confined to an exhibitor's contracted space. Marketing in common areas including but not limited to interior/exterior walls, doors, stairs, elevators, escalators, aisles, ceilings, restrooms, information booths, literature bins, and concession areas is prohibited unless pre-approval, in writing, is granted by the SPORTSHOWS LLC. The SPORTSHOWS LLC reserves the right to revoke this approval at any time.

L. Additional Display Information:

1. If copyrighted music is to be played in display, Exhibitor must obtain all necessary licenses.
2. Any bow thruster features on a boat must be disengaged while on display.
3. Signs used within an exhibit space should be produced in a professional manner.
4. Dimensions of all exhibit area are believed to be accurately stated on the floor plans. If there is a discrepancy or error, SPORTSHOWS LLC will attempt to correct the situation once it is brought to our attention.

5. Facility lighting may not illuminate all areas evenly and effectively. SPORTSHOWS LLC assumes no responsibility for providing additional lighting. If available, Exhibitor may order additional lighting at its expense (see Exhibitor Kit).
6. SPORTSHOWS LLC assumes no responsibility for temperature levels at any time.

Sound: Noise levels from demonstrations or sound systems must be kept to a minimum so as not to interfere with other exhibitors on a continual basis. SPORTSHOWS LLC will make final decision on volume levels and frequency.

Safety: All product demonstrations involving any moving and potentially hazardous machines, display or parts, must be approved in advance by SPORTSHOWS LLC at least 45 days in advance of the show opening.

M. Character of Exhibits:

1. SPORTSHOWS LLC encourages the use of creative, innovative exhibits; however, SPORTSHOWS LLC does reserve the right to decline or prohibit any activity, exhibit, or component which, in its opinion, is either not suitable or not contractually permitted in the show. This reservation concerns persons, objects, decorations, conduct, printed matter, advertising, souvenirs, catalogues, and all other items that affect the character of the show.
2. Exhibits must be set up and staffed during all open hours of the show. Exhibit removal prior to the final day's close of the show is strictly forbidden. Exhibitors that do not comply with these regulations will not be offered renewal of their space in the following year's show.
3. Exhibitors have the right to distribute their catalogues and other approved printed matter (i.e., only information related to items displayed), but only within their space(s), not in the aisles or lobby.
4. Exhibitors are not permitted to use or distribute any sale device(s) which contributes to an annoying atmosphere, some of which may include public address systems, raised dais, stage-type lighting, flashing lights, beacons, loud machinery, helium balloons, ribbons, inflated signs, alarms, horns, bells (whether part of boat equipment or separate components), etc. If you are considering one of these elements in your exhibit, please contact SPORTSHOWS LLC for approval.
5. Video or audio equipment is permitted but must be operated so as not to create a disturbance.
6. Drawings, guessing games and prize contests of any kind sponsored by individual exhibitors are subject to the prior approval of SPORTSHOWS LLC, and must also adhere to local lottery laws.
7. No alcoholic beverages or food may be served on the show floor without the consent of SPORTSHOWS LLC and the facility concessionaire.
8. SPORTSHOWS LLC will arrange for the sweeping of aisles, but exhibitors must, at their own expense, keep their space clean: boats dusted, carpet vacuumed; and exhibits in good order.
9. Exhibits are required to maintain the outdoor theme of the show and should be set up in a professional manner so as not to relay a "flea market" atmosphere. Exhibit spaces should be inviting to attendees, free of clutter and garbage. Boxes may not be visibly stored within the display and should be stored under skirted tables or behind partitions.
10. All products offered for display must be deemed acceptable by SPORTSHOWS LLC.



VILLAGE OF SCHAUMBURG

**RENAISSANCE SCHAUMBURG CONVENTION
CENTER HOTEL
EVENT PLANNING GUIDE
FIRE SAFETY GUIDELINES AND OTHER REGULATIONS**
1551 Thoreau Drive, Schaumburg, IL 60173
Phone 847.303.4100 Fax 847.303.4323

The following information is provided to assist in preparation for your application and review of your proposed event.

All trade shows and exhibits must conform to the requirements of the adopted codes and ordinances of the Village of Schaumburg including the International Fire Code and applicable National Fire Protection Association (NFPA) standards.

All exhibits, **trade shows, seminars, consumer events, and well attended** shows require 'Floor Plan' review and approval, **whether being held in the hotel ballroom or convention center**. These events will be required to fill out a Floor Plan Approval Application, and have a floor plan **diagram** attached showing the layout of the event in relation to the fire exits, restrooms, and concessions. In addition, an Exhibitor Approval Application will also need to be filled out for those individual booths needing additional review and approval if any are proposed to have compressed and flammable gases, cooking and open flames, hazardous materials, vehicle displays, enclosed and two story exhibits and other conditions that increase the risk to fire and life safety. Written approval may be issued to those booths and exhibits based on satisfactory review of the application

An Exhibitor Approval Application is also required for certain Building/Electrical, Health, and Finance/Revenue exhibit and/or trade show activities and services as indicated herein.

Prohibited Events

Certain types of events are prohibited from contracting with the RSCCH. These may include, but are not limited to adult entertainment-oriented event such as ultimate fighting, mixed martial arts, gambling, pornographic materials, and tattooing.

Submittals

Floor plans of all exhibit and trade shows are to be submitted to the Renaissance Schaumburg Convention Center Hotel (RSCCH) for review and approval. The RSCCH will submit the floor plans and event planning documents to the Village of Schaumburg for approval. A copy will be retained by the Village of Schaumburg Fire Marshal. An approved copy will be provided to the event client. A copy of the approved plans must be available on site. Floor plans should be submitted for approval prior to the commitment of booth or exhibit space; **a minimum of sixty (60) days** prior to the beginning date of the event is preferred. Subsequent changes in the floor plan require additional review and approval.

The submittal shall include a floor plan drawn to scale and shall also include the following information: Name of show, date(s) of the event, type of show, square footage, floor plan developer and date of initial drawing. Indicate the estimated total, peak, and per day attendance, size and location of all aisles, exits (clearly identified), booths, food concessions, prefunction and registration areas, drapes (indicate height) and other displays. All pertinent data regarding flame retardant treatment used on combustible materials must be included with the plans. Exhibits required to have 'special approval' as indicated herein are to be specified.

Life Safety

Fire lanes, fire hydrants and fire department connections shall not be obstructed at any time.

The occupant load of the exhibit hall and any meeting rooms and ancillary areas may not be exceeded.

All required exits as well as exit access and discharge areas shall be maintained free from obstructions and impediments. No display or exhibit shall be installed or operated as to obstruct exits, interfere with access to or with the visibility of any required exit sign. The exit access width in the pre-function area from the exhibit hall exit doors to the pre-function exit corridor shall be kept clear and no narrower than the width of the exhibit hall exit doors.

Exits and aisles shall be located so that the maximum travel distance to an exit shall not exceed 250 feet. Dead end aisles shall not exceed 20 feet in length.

A twenty foot clear width is required in front of all exits. All perimeter and cross aisles shall be a minimum of 10 ft. wide. Aisles shall be completely clear and unobstructed during show hours. No obstructions of any sort including tables, chairs, or portable concessions shall be permitted to reduce the clear width of the aisles. A minimum 20 ft. clearance to include the ten foot aisle width must be maintained in front of the concession stands.

Fire fighting and emergency equipment shall not be hidden or obstructed, including fire extinguishers, fire hose cabinets, fire alarm pull stations and horn/strobe devices, emergency gas shutoffs, and emergency phones.

The Renaissance Schaumburg Convention Center Hotel is a smoke free environment. No smoking is permitted within the hotel, convention center exhibit areas or any associated areas at any time, including during set-up and take-down procedures. RSHCC shall designate outdoor smoking areas as needed. The smoking areas shall be at least 15 feet from public access doors. The smoking areas shall also be supplied with ashtray(s).

Exhibits

All curtains, drapes, decorations and decorative or construction materials are to be non-combustible or flame retardant. Documentation of same must be provided on site. These requirements are subject to field verification.

Exposed foam plastic materials and unprotected materials containing foam plastics used for decorative materials or exhibits shall have a maximum heat release of 100 kilowatts (kW) when tested in accordance with UL 1975.

Plans for multi-level exhibits must be submitted no later than 60 days prior to load-in. The plans must be sealed and certified by a licensed structural engineer or architect.

Single level exhibit booths exceeding 300 square feet and covered with a ceiling and all multi-level exhibit booths covered with a ceiling require an automatic extinguishing system.

The upper deck of multi-level exhibits exceeding 300 sq. ft. shall have not less than two remote means of egress.

The travel distance within an exhibit booth or exhibit enclosure to an exit access shall not exceed 50 feet.

All exhibit booths must maintain clear and appropriate exits from the booth. Any enclosed booth of 750 square feet or more must have a minimum of two exits as remote from each other as possible.

Combustible materials within the exhibit booth shall be limited to a one day supply. Storage of combustible materials behind the exhibit booth shall be prohibited.

The storage of combustible material in the exhibit hall is limited to an area no greater than 100 ft.² of floor area, and 12 feet in height. Storage of combustible material in the ballroom is also limited to no more than 100 ft² of area, but cannot be stored higher than 8 ft.

Storage of combustible materials shall be orderly and separated from heaters, heating devices, or open flames. The materials shall not be stored in exits or exit enclosures.

Booths or exhibits must be cleared of combustible trash or rubbish as necessary no less than once per day.

All electrical equipment used or exhibited must be listed by an approved agency.

All temporary wiring must meet the requirements of the Village of Schaumburg Electrical Code. All extension cords must be 14 gauge, 3-wire minimum. Multi-plug connectors must be UL listed with built-in overload protection. The installation of extension cords beneath carpeting, where permitted, must be performed by the RSCCH authorized personnel.

Hardback booths must have nine inch (9") clearance from rear booth boundary line and eighteen (18") from solid walls.

All gas appliances shall be AGA approved and installed in accordance with the International Fuel Gas Code (IFGA) and the International Mechanical Code (IMC).

No hazardous displays shall be permitted in the exhibit area without special approval issued by the Fire Marshal.

Except where permitted for cooking exhibits, open-flame devices shall be prohibited.

Cooking Exhibits

Cooking and food warming devices used in exhibit booths shall comply with the following:

- The use of LP gas shall be limited to (1) 12-lb water capacity (5-lb LP-Gas capacity) cylinder to be used for cooking demonstration purposes only. A 20' separation is required from other LPG containers. Spare cylinders shall be inaccessible to the public and stored in a caged container. The number of spare cylinders stored at one time shall not exceed ten.
- Butane-fueled portable cooking appliances are allowed subject to the following restrictions:
 - Cylinders and appliances shall be listed;
 - The cooking appliance shall not have more than two 10-oz. non-refillable butane gas cylinders, each having a maximum capacity of 1.08 lb.;
 - Cylinders shall comply with UL 147B;
 - Cylinders shall be connected directly to the appliance and shall not be manifolded;
 - Cylinders shall be an integral part of the listed, approved commercial food service device and shall be connected without the use of a rubber hose.
 - Spare cylinders shall be inaccessible to the public and stored in a caged container. The number of spare cylinders stored at one time shall not exceed 24.
- Deep Frying guidelines:
 - Single-well cooking equipment using combustible oils or solids shall meet the following criteria;
 - They shall have lids available for immediate use;
 - Deep fryers shall be thermostatically controlled;
 - They shall be limited to 288 in.² (12 in. x 24 in.) of cooking surface;
 - They shall be placed on noncombustible surface materials;
 - They shall be separated from each other by a horizontal distance of not less than 2 ft.

- They shall be kept at a horizontal distance of not less than 2 ft. from any combustible material;
- Multiple well cooking equipment using combustible oils or solids shall comply with NFPA Pamphlet 96.
- A K-class portable fire extinguisher shall be provided within the booth.
- Cooking devices shall be separated from the public by not less than four feet or by a barrier.
- A 10 lbs., 4A:60BC, portable fire extinguisher shall be provided for all cooking appliances other than deep fryers.
- Chafing dishes are to be designed with a shelf or holder for the fuel or the dish is to be placed on a sheet pan or similar type of noncombustible surface.

In addition to the above, all requirements of the Schaumburg Community Development Department/Environmental Health Services as applicable must be met.

Vehicles

Vehicles and motorized equipment on display within the exposition facility must comply with the following requirements:

- Batteries are to be disconnected.
- Fuel in the fuel tanks shall not exceed one-quarter tank or 5 gallons, whichever is least.
- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- Vehicles, boats or other motorized equipment are not to be fueled or defueled within the building.
- Vehicles shall not be moved during exhibit hours.
- The position of vehicles is subject to approval

All vehicles and motorized equipment will be given a display checklist when brought into the building. When all checklist items are completed and the vehicle/equipment is in place on the exhibit floor, a colored sticker will be affixed to the checklist to indicate that the vehicle has been properly prepared for display. The completed checklist will be kept with each vehicle or piece of equipment until the start of the event.

Vehicles, trailers, boats and similar exhibited equipment that have over 100 square feet of roofed area shall be provided with smoke alarms acceptable to the Fire Official.

Machinery and Equipment

Operating machinery and equipment within the exhibit area must have necessary safeguards to protect the public from injury.

Pyrotechnics

The use of pyrotechnics will require a separate permit from the Schaumburg Fire Department and must be conducted in accordance with all applicable codes. The use of pyrotechnics must be in accordance with the State of Illinois Pyrotechnics Use Act, which prohibits the use of most consumer fireworks. Firework displays must be performed by companies and personnel with current Pyrotechnic Distributor and Operator licenses.

Drones

The use of a drone on RSCCH property is subject to approval on case by case basis by the RSCCH.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability and list the below parties as the additional insured.

Village of Schaumburg
Marriott International
Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Balance Boards

The use of balance boards (also known as hoover boards, Segway's, etc.) is prohibited anywhere on the RSCCH property.

Special Approval

Written approval by the Village of Schaumburg Fire Marshal is required for the display and/or use of the following. (The Exhibitor Approval Application shall be filled out for each booth or exhibit)

- Smoke, fog and haze machines (Require Fire Watch through VOS)
- Laser displays
- Vehicle displays
- Display or storage of LPG/Flammable and/or Compressed gases
- Flammable or combustible liquids
- Open flames and candles
- Any cooking or heat producing appliances
- Enclosed and/or multi-story exhibit booths
- Hazardous materials (MSDS required)
- Any other equipment/process that increases the risk to fire and life safety

Tents/Canopies/Bleachers

The installation of any tent or bleacher outside the facility will require a Special Event Permit application to be submitted to the Village of Schaumburg Community Development Department for review and approval in accordance with IFC and ICC/ANSI 300 as applicable.

The use of tents, canopies, or similar items within the convention center shall be prohibited unless they are non-combustible or flame retardant. An automatic extinguishing system is required under any item or combination of items that exceed 300 square feet. Items shall be considered combined if they are separated by less than 10 ft.

The use of tents, canopies, or similar items is prohibited in the foyer space of the RSCCH.

Crowd Managers

Trained crowd managers shall be required at the determination of the Fire Marshal for events when the occupant load is anticipated to be at or near the maximum posted occupant load. All applicable fees are payable directly to the Village of Schaumburg

Fire Watch

Whenever, in the opinion of the fire code official or their designee, it is essential for public safety, a fire watch shall be required as approved by the Village of Schaumburg Fire Department. Refer to the RSHCC Fire Watch Procedures Handout. When required, a Fire Watch Detail Request Form must be completed

and submitted as indicated on the form. This form must be submitted no less than 7 days prior to the start of the event requiring the fire watch.

- A Floor Plan Approval Application is required to be submitted for any event requiring a fire watch
- Fire Watch Request Form should be obtained from Event Manager
- All applicable fees are payable directly to the Village of Schaumburg

Traffic or Security Detail

Whenever, in the opinion of a designated police department official it is essential for public safety, a traffic or security extra paid detail shall be required as approved by the Village of Schaumburg Police Department. When required, a Police Department Detail Request Form must be submitted as far in advance as possible, but no less than 72 hours prior to the start of the event requiring an extra paid police detail. All applicable fees are payable directly to the Village of Schaumburg

First Aid

Staffing of the first aid room may be required based on the nature and anticipated attendance of the event. Paramedic services, when provided, shall be required to meet the requirements of the Northwest Community Hospital Emergency Medical System.

Building / Electrical

Permits will be required for any alteration made to building systems such as electrical, mechanical, plumbing, etc. Plans for the alterations shall be submitted with the permit application for review and approval prior to work starting. All permitted work shall be inspected by the Village of Schaumburg Community Development Department / Building Division. Exhibits requiring electric services greater than 60 AMPS, and/or 480 Volts or greater will require an electric permit and a site inspection.

Consumable Goods

Food being prepared for giveaway or sale by an exhibitor shall fill out an Exhibitor Approval Application. The exhibitor may be interviewed and the booth may be inspected by the Village of Schaumburg Community Development Department / Environmental Health Services Division. The following is a list of requirements:

- All food shall be obtained from approved sources complying with applicable State of Illinois Rules and Regulations. Home canned and home prepared foods are prohibited.
- If potentially hazardous foods are sold or served, they shall be prepared and packaged in an approved facility that complies with applicable State Rules and Regulations. Internal temperature of potentially hazardous foods shall be maintained at 41 degrees F or below, or 135 degrees F or above.
- Potentially hazardous foods shall be cooked to the required internal temperature:
- Poultry – internal temperature of 165 degrees F for 15 seconds.
- Pork, ham, and all ground meats – internal temperature of 155 degrees F for 15 seconds
- All other potentially hazardous foods – internal temperature of 145 degrees F of 15 seconds.
- The menu should be planned to avoid having any leftover food. Prepare perishable foods in small quantities. Leftover potentially hazardous foods shall be discarded and not be offered for sale on the following day.
- Ice, which will be consumed or will come into contact with food, shall be obtained from an approved source.
- Handling of food shall be minimized by the appropriate use of utensils such as deli tissue, scoops, tongs, spoons, forks, spatulas, or single-use gloves.

- All food on display shall be adequately covered and be protected from cross contamination. Effective shielding may also be provided.
- Condiments shall be individually packaged or dispensed from an approved dispenser.
- All equipment to be kept clean and sanitary.
- Strict attention shall be given to personal hygiene. Conveniently located hand washing stations are required for individuals handling and preparing food.
- Depending upon the event, centralized areas may be established for the storage of food, hand washing, and other food related activities.
- Food handlers shall have taken an approved food safety course and be certified.

Service Performed on People

All exhibitors and vendors performing services on people which may include but not be limited to facials, hair styling, and massage shall follow State of Illinois rules and possess appropriate certifications or licenses for conducting the specific activity. The certification or license shall be posted and be on display for inspection. The exhibitor shall also practice good hygienic methods to prevent communicable disease. An Exhibitor Approval Application shall be filled out by the exhibitor. The exhibitor may be interviewed and the booth may be inspected by the Village of Schaumburg Community Development Department / Environmental Health Services Division.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability and list the below parties as the additional insured.

Village of Schaumburg
Marriott International
Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Animal Exhibits

All animal exhibitors shall follow state and federal rules for animal handling and care. Proper certificates, licenses, vaccines, and documentation shall be available for review.

An Exhibitor Approval Application shall be filled out by the exhibitor. The exhibitor may be interviewed and the booth may be inspected by the Village of Schaumburg Community Development Department / Environmental Health Services Division. When animals are exhibited, the floor plan shall be reviewed for placement of additional hand washing stations and to restrict contact and cross contamination of any food service areas with the animals. Animal exhibits shall be located at least 15 feet from any human consumable food source.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability and list the below parties as the additional insured.

Village of Schaumburg
Marriott International
Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Service Animals

The Illinois General Assembly defines Service Animal as a dog or miniature horse trained or being trained as a hearing animal, a guide animal, an assistance animal, a seizure alert animal, a mobility animal, a

psychiatric service animal, an autism service animal, or an animal trained for any other physical, mental, or intellectual disability.

Service animals shall be allowed to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Service animals shall be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work. In that case, the individual shall maintain control of the animal through voice, signal, or other effective means.

When it is not obvious what service an animal provides, staff may ask two questions: (1) is the service animal required because of a disability?, and (2) what work or task has the service animal been trained to perform? Staff cannot ask about the person's disability, medical documentation, service animal certification, or ask to have the service animal perform their work or task.

A person cannot be asked to remove their service animal from the premises unless: (1) the service animal is out of control and the handler does not take effective action to control it, or (2) the service animal is not housebroken. Specific to miniature horses also includes: (3) whether the facility can accommodate the animal's type, size, and weight; and (4) whether the miniature horse's presence will compromise legitimate safety requirements necessary for the operation of the facility.

When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain the goods or services without the animal's presence.

Amusement Surcharge / Admittance Fees

Sales tax on merchandise sold in the Village of Schaumburg is 10%. Any vendors who will be selling merchandise on the premises must be registered with the State of Illinois and have a valid IBT number.

All Illinois taxpayers, whether they are Illinois residents or not, must register with the Illinois Department of Revenue for each tax type they will collect or for any tax they are required to pay. Register by calling 217.785.3707. Vendors are required to remit Illinois sales tax to the Department of Revenue by completing Form IDOR-6-SETR, Special Event Tax Collection Report and Payment Coupon. To obtain Form IDOR-6-SETR contact the Special Events Coordinator via email at Rev.SpecialEvents@Illinois.gov or by calling weekdays during normal business hours at 1.847.294.4475.

Sale of Merchandise

Sales tax on merchandise sold in the Village of Schaumburg is 10%. Any vendors who will be selling merchandise on the premises must be registered with the State of Illinois and have a valid IBT number.

Sales Tax Exempt

A vendor/exhibitor who is exempt from state sales tax must provide verification from the state regarding their status. An exemption from state sales tax is not an exemption for the food & beverage tax.

Sampling of Alcoholic Beverages

If an exhibitor plans to sample alcohol at an exhibit booth in the convention center, they must COME INTO THE VILLAGE PRESIDENT'S OFFICE at 101 Schaumburg Court, Schaumburg, IL to obtain a one day license. The following is a list of requirements that the exhibitor must comply with when wanting to sell or give away samples of liquor.

- The exhibitor that will be selling or giving away alcohol must come to the Village Hall to purchase a Class D One Day Liquor License for \$40.00 (Fee may be subject to change). If the event is a two day event, 2 Class D One Day Liquor Licenses shall be purchased, and so on.

- The exhibitor needs to put the request on their company's letterhead and the license will be processed in the name of the company.
- The exhibitor needs to provide the date, hours, and reason for the event, a contact name and phone number and the name and location of the event on that letter.
- There is also a half page form that must be completed in the office of the Liquor Commissioner/Village President. After the form is filled out, a copy will be provided to the Finance Department and the Mayor's office.
- The exhibitor requesting the one day liquor license will be provided a page containing the main points of the ordinance that they must comply with for their reference.
- The exhibitor will also be required to sign another copy that will be maintained in the Mayor's office.
- The exhibitor will be given a liquor license that must be displayed at their booth during the duration of their event. The booth may be inspected by the Schaumburg Police Department.
- Up to 3 samples, consisting of no more than (i) 1/4 ounce of distilled spirits, (ii) one ounce of wine, or (iii) 2 ounces of beer may be served to a consumer in one day.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability as well as host liquor liability and list the below parties as the additional insured.

Village of Schaumburg
Marriott International
Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Outdoor Special Events

A Special Event Permit is required for activities conducted outside of the RSCCH. There is no fee for a special event permit. Permit fees apply to signs, electric generators, tents, stage and other structures, and may apply to food. Licensing fees apply to one day liquor or one day entertainment licenses. Fees also apply to use of village services such as but not limited to police, fire, or other village employee assistance. The following documents are required:

- Municipal Property/ROW Use application.
- Description letter explaining all details relating to the event.
- Letter from RSCCH authorizing use of the property.
- Site plan to show location of the event including any parking, tents, structures, etc.
- Required permits for electrical and signs, if necessary.
- Other documents as determined by the type of event.
- Certificate of Insurance and endorsements are required for use of the public right-of-way.

All special event permit applications shall be submitted to the village a minimum of twenty-one (21) days prior to the date of the event. Should the village right-of-way (public streets) be used, the applicant shall submit the application and related documents sixty (60) days prior to the event, as these permits need standing committee and Village Board approval. A fifty dollar (\$50.00) late fee is charged for late submittals. In addition, a refundable deposit of \$250.00 may also be charged for use of public right-of-way permits.

A certificate of insurance will need to be placed on file and will need to include the following information. The certificate will need to carry two million dollars in general liability and list the below parties as the additional insured.

Village of Schaumburg
Marriott International
Renaissance Hotel Management Company, LLC

Above legal names must be correct or certificate will not be accepted.

Contact Information

Michael Rons, Fire Marshal
847.923.6742
mrons@schaumburg.com
Fire Department 847.885.6300

Jayne Sanne, Permit Clerk
847-923-3967
jsanne@schaumburg.com
Community Development Department
(Special Event Permit questions)

Nick Abdallah, Environmental Health Field Supervisor
847.923.3710
nabdallah@schaumburg.com
Community Development Department 847.923.3700
(All Food and Public Health questions)

Scott Flanagan, Building Official
847.923.3962
Sflanagan@schaumburg.com
Community Development Department 847.923.4420
(All Building/electrical questions)

Alex Thorpe, Assistant Director
847-923-4532
athorpe@schaumburg.com
Finance Department
(Admission fee and taxes)

Kristine Provenzano, Deputy Police Chief
847-348-7226
kprovenzano@schaumburg.com
Police Department

Joe Dugan, Police Commander
847-348-7006
jdugan@schaumburg.com
Police Department / Traffic Detail

Karyn Robles, Director of Transportation
(847) 923-3859
krobles@schaumburg.com

Carmen Selke, Executive Secretary
847.923.4402
cselke@schaumburg.com
Mayor's Office/Liquor Commissioner
(Class D One Day Liquor License)



VILLAGE OF SCHAUMBURG

RENAISSANCE SCHAUMBURG CONVENTION CENTER HOTEL

EXHIBITOR APPROVAL APPLICATION
1551 Thoreau Drive, Schaumburg, IL 60173
Phone 847.303.4135
Email Form: chrsexhapp@marriott.com

Name of Exhibit: _____ Exhibit Booth Number _____

Name & Date of Event/Show: _____ Date _____

Contact Person: _____

Contact Info: _____ Telephone _____ E-mail Address _____

Type of Goods or Services on Display: _____

Explain: _____

IBT # _____ Tax Exempt: Yes _____ No _____ If yes, proof of exempt status required.
IL Business Tax Number

Check all that apply (refer to Event Planning Guide for explanation and details):

Fire Prevention

- Machinery and Equipment - Type: _____
Smoke, Fog and Haze Machines (Fire Watch Required)
Laser Displays
Vehicle Displays
Display or Storage of LPG/Flammable and/or Compressed Gases
Flammable or Combustible Liquids (MSDS required)
Open Flames prohibited, except where permitted for Cooking Exhibits
Any Cooking or Heat Producing Appliances - Type: _____
Enclosed and/or Multi-Story Exhibit Booths
Hazardous Materials (MSDS required)
Any other equipment/process that increases the risk to fire and life safety - Explain: _____
Tents/Canopies/Bleachers

Building

- Permit required for temporary alterations made to the electric system
Electrical Service in excess of 60 AMPS/480 Volts. Temporary Power Permit is required. Inspection required.

Health

- Food - Sampling
Food Truck - Food Truck Sales Require Convention Center Approval
Alcohol Sampling (requires a Class D One Day Liquor License & it must be displayed at the booth) - 2 oz. Sample size only
Animals - Exhibits or Service Animal (Specify by circling one or both) - Vet Records Required
Service performed on person (massage, facial, etc.)

Finance/Revenue

- Sale of any Merchandise to the public (IBT Required)
Sale of Food
Amusements/Admission Charge
Fundraiser/Charitable Event
Raffles/Prizes/Give away

Special Event Tax Collection Report and Payment Coupon

Form IDOR-6-SETR (R-03/16)



Read this first

Exhibitors: All exhibitors making sales in Illinois are required to report and pay all tax due based on their total receipts within ten (10) days of the close of the exhibit. The current tax rate for the location of the special event is printed on the coupon to assist you in calculating your tax due. If you have questions, call us at (847)294-4475 .

Event coordinators: Please distribute this form to each exhibitor making sales at your special event.

Special Event Information

CHICAGOLAND FISHING TRAVEL & OUTDOOR EXPO -
RENAISSANCE SCHAUMBURG CONVENTION CENTER -
SCHAUMBURG
1551 THOREAU DR N
SCHAUMBURG IL 60173-4146

Start Date: January 25, 2024

End Date: January 28, 2024

01601164

13899-84768

The current tax rate for this event is 10%.

Please complete the following coupon and send it with your payment to:

COLLECTION SUPPORT
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19035
SPRINGFIELD IL 62794-9035

Make your payment payable to the Illinois Department of Revenue.



Illinois Department of Revenue Special Event Tax Payment Coupon

Form IDOR-6-SETR (R-12/20)

(133)

Mail completed form to:
COLLECTION SUPPORT
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19035
SPRINGFIELD IL 62794-9035

01601164

CHICAGOLAND FISHING TRAVEL & OUTDOOR EXPO -
RENAISSANCE SCHAUMBURG CONVENTION CENTER -
SCHAUMBURG

13899-84768

January 25, 2024 - January 28, 2024



Step 1: Identify yourself

Business name: _____

Name: _____

Address: _____

Email address: _____

Telephone no. (____) _____ - _____

Social Security no. _____ - _____ - _____

FEIN: _____ - _____

<Other no.> _____

Step 2: Figure your tax due

Sales Related Taxes \$ _____ X 0.1 = \$ _____
Total receipts Current Tax Rate for this Location Amount tax due

005 005 001389984768 730 013124 5 00000000000000

NAME OF CONFERENCE	START DATE	END DATE
ORGANIZATION NAME	ONSITE CONTACT NAME	ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	ST/ZIP
TELEPHONE NUMBER	SET DATE	TIME
EMAIL ADDRESS	STRIKE DATE	TIME
ORDERED BY		

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of. Operator labor, if requested, is subject to the prevailing hourly rate with a 5-hour minimum. An electronic receipt will be emailed to you. The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental. **PLEASE DO NOT PROVIDE CREDIT CARD INFORMATION. ENCORE WILL CONTACT YOU DIRECTLY FOR PAYMENT. EQUIPMENT PRICING IS PER DAY.**

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage, and tax. Labor and/or service charges may apply and/or loss damage waiver.

YOUR FINAL BILL WILL BE PROCESSED AND CHARGED TO YOUR HOTEL MASTER. PLEASE NOTE, WHEN THE CHARGE IS PROCESSED A 25% SERVICE CHARGE AND APPLICABLE TAXES WILL BE APPLIED TO RENTAL EQUIPMENT AND HSIA.

PROJECTION EQUIPMENT	QTY.	DAILY RATE
LCD Projector		\$515
Projector Support Package (8ft tripod screen, HDMI, and dress kit)		\$237
24" Monitor – tabletop		\$230
55" Monitor – dual post floor stand		\$1,285
70" Monitor – dual post floor stand		\$1,800
AUDIO EQUIPMENT	QTY	DAILY RATE
Wireless Microphone <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$235
PC Audio Package with Speakers (two speakers, dual post stands, DI, and mixer)		\$520
Powered Speaker (up to 5 people)		\$160
10-Channel Mixer		\$155
MISCELLANEOUS EQUIPMENT	QTY	DAILY RATE
Laptop Computer		\$280
Post-It Flip Chart		\$103

INTERNET SERVICES	QTY	DAILY RATE
Wireless Internet Connection		\$32/device
Wired Internet Connection		\$200
Dedicated Bandwidth (please contact Encore for more information)		----
LIGHTING/SCENIC	QTY	DAILY RATE
LED Wash Light		\$100
Pin Spotlight		\$60
10' Décor Drapery		\$24 per foot
SPECIAL REQUESTS/INFO: Please add any items or instructions not listed above that you require.		

BOOTH DIAGRAM

Internet – Please indicate on the grid the location of your internet drop(s) using W to signify a wired internet drop and T to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Adjacent Booth No. _____

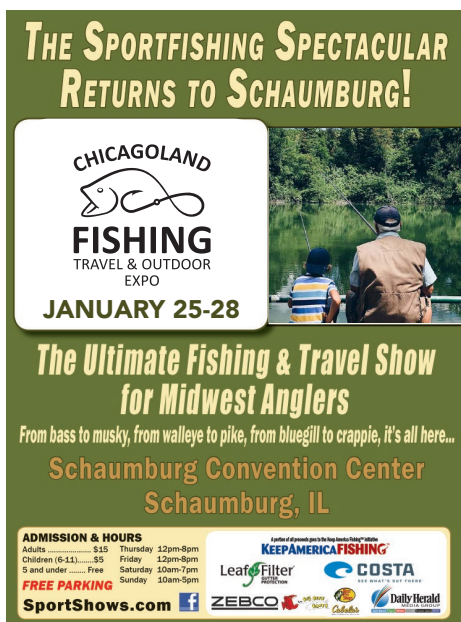
Form Submission – Email completed forms to ren.schaumburg@encoreglobal.com.

If you are experiencing technical difficulties onsite, please contact Encore at **312.296.7970**.

THIS PHONE NUMBER IS FOR ONSITE SUPPORT ONLY!

Target your message to Chicagoland fishermen!

An ad in the **Show Program** for the **CHICAGOLAND FISHING EXPO** will reach thousands of fishing diehards!



Advertising Rates

		4-color	Black & white
Cover (outside)	7 1/2" x 10"	\$1299	N/A
Cover (inside)	10" x 16"	1299	N/A
Full Page	10" x 16"	1099	\$850
One-half Page	7 1/2" x 10" or 10" x 8"	775	495
One-third Page	7 1/2" x 7 1/2"	675	395
One-quarter Page	4 7/8" x 8" or 7 1/2" x 5"	595	295
One-sixth Page	4 7/8" x 5" or 2 1/4" x 10"	499	250

Closing Date: Tuesday, January 3, 2023

Advertise in the Official Show Program
Reserve your premium position today!

- **Target thousands of attendees during the show**
The Program is handed out to thousands of attendees at the door.
- **Reach attendees long after the show**
The Program is saved and is a year-round resource for purchasing!
- **Receive a FREE highlighted booth listing when you place an ad**
Plus receive a FREE enhanced entry (company name, phone, website and a 30-word description) in the Resource Directory.

CHICAGOLAND FISHING, TRAVEL & OUTDOOR EXPO

Jan 25-28, 2024 • Schaumburg, IL

produced by **MIDWEST OUTDOORS**

For information contact Dan Ferris

(630) 882-0418 • dferris@midwestoutdoors.com

Required Forms





Payment & Credit Card Authorization

Show Name: Chicagoland Fishing, Travel & Outdoor Expo 2024 | Show Date: January 25-28, 2024 | Location: Renaissance Schaumburg Convention Center
Discount Deadline Date: December 21, 2023
Standard Deadline Date: January 12, 2024
Booth Number: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Primary Contact: _____ Email: _____

Phone: _____ Cell/Mobile: _____ Fax: _____

Secondary/Contact at Booth/Show Site: _____ Email: _____

Phone: _____ Cell/Mobile: _____ Fax: _____

Payment Policy

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

Payment for Services

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

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

Method of Payment

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

Third Party Billing

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

Cancellation of Order

- Orders cancelled by the Exhibitor prior to SourceOne Events Inc. move-in, or cancelled because of reasons beyond the exhibitor's control, please reference **Exhibitor Terms & Conditions on page 103**, located in the green section of the kit. Reference item number 4 under Payment Terms.
- Orders Cancelled after installation are subject to a cancellation fee of 100% of the total order.

Method of Payment

- Requires credit card with initial order

Credit Card on File:



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

Credit Card Number: _____

Exp. Date: _____ / _____

CVV2: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Cardholder's Name: _____ Email: _____

Authorized Signature: X _____ Date: _____

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

Order Payment Method:

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

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

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

Questions? Just Ask!

Call Brittni Leenheer at 708.344.4111 or email brittni@sourceoneevents.com
Contact us online at www.sourceoneevents.com/exhibitor-services



Third Party Billing Authorization

Show Name: Chicagoland Fishing, Travel & Outdoor Expo 2024 | Show Date: January 25-28, 2024 | Location: Renaissance Schaumburg Convention Center
Discount Deadline Date: December 21, 2023
Standard Deadline Date: January 12, 2024

Exhibiting Company Name: _____ Booth Number: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Exhibitor Primary Contact: _____ Email: _____

Phone: _____ Cell/Mobile: _____ Fax: _____

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

Authorized Signature: _____ Date: _____

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

Payment Policy

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

Payment for Services

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

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

Method of Payment

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

Third Party Billing

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

Cancellation of Order

- For orders cancelled by the Exhibitor prior to SourceOne Events Inc. move-in, or cancelled because of reasons beyond the exhibitor's control, please reference [Exhibitor Terms & Conditions on page 103](#), located in the green section of the kit. Reference item number 4 under Payment Terms.
- Orders Cancelled after installation are subject to a cancellation fee of 100% of the total order.

Calculation of Orders

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

Booth Furnishings & Accessories	\$
Rental Exhibits & Graphics	\$
Labor	\$
Logistics & Material Handling	\$
Electrical	\$
Facility Forms - Send order to facility	N/A

Total Due to SourceOne Events Inc.

\$

Method of Payment

- Requires credit card with initial order

Credit Card on File:



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

3rd Party Credit Card Number: _____

Exp. Date: _____ / _____ / _____

CVV2: _____

3rd Party Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____ Country: _____

3rd Party Cardholder's Name: _____ Email: _____

3rd Party Authorized Signature: X Date: _____

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

Order Payment Method:

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

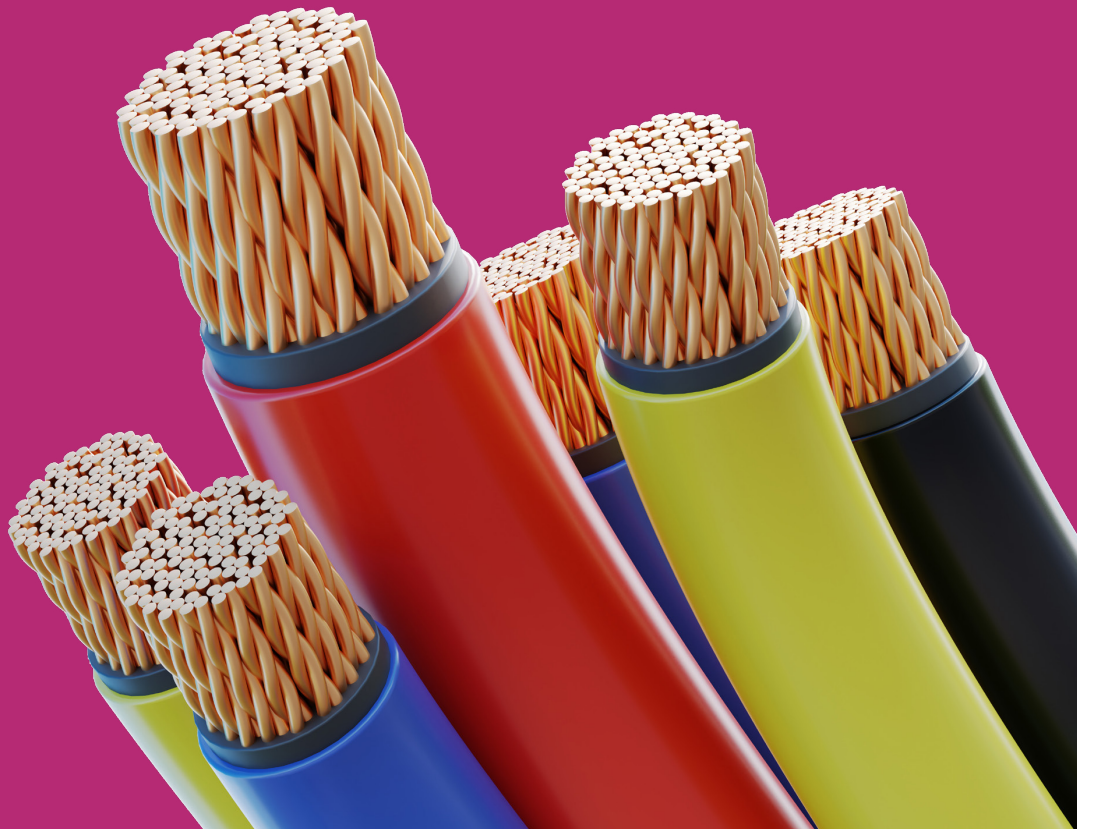
Check Enclosed # _____ Dated: _____ / _____ / _____ Amount: _____
(Credit Card required on file)

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

Questions? Just Ask!

Call Brittni Leenheer at 708.344.4111 or email brittni@sourceoneevents.com
Contact us online at www.sourceoneevents.com/exhibitor-services

Electrical





Electrical Labor Order Form

Please complete this form for all electrical labor needs. **Show Name:** Chicagoland Fishing, Travel & Outdoor Expo 2024 | **Show Date:** January 25-28, 2024 | **Location:** Renaissance Schaumburg Convention Center
 To determine if you need electrical labor, please read the Show Site work rules carefully. **Discount Deadline Date:** December 21, 2023
Standard Deadline Date: January 12, 2024

Important Information - Please Read

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, special placement of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures, and installation of electrical motors and electrical apparatus.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system.
- Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.
- Dismantle labor and equipment (lifts) will be charged as a percentage of the installation labor (40%)
- Don't forget to order electrical labor for Move In and Move Out.
- SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling, or packing of exhibitor property.
- Onsite labor requests that are made during the exhibitor move-in is subject to a 4 hour minimum per laborer ordered. Example: 1 man would be 4 hours and 2 men would be 8 hours.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- One hour minimum per person.
- Labor must be cancelled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- SourceOne Events supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared.
- Orders placed at Show Site will be completed in the order in which they are received. Show Site prices will apply to all labor orders placed at Show Site.

Installation & Removal Electrical Labor Rates

Labor Schedule	Description	Discount	Standard	Late
Straight Time (ST)	Monday through Friday from 8:00AM to 4:30PM.	\$101.97	\$122.36	\$159.07
Overtime (OT)	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$152.96	\$183.55	\$238.61
Double Time (DT)	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$203.94	\$244.73	\$318.15

What is Electrical Labor Supervision?

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

Please choose which type of electrical labor applies:

- Exhibitor Supervised (DO NOT proceed without exhibitor)**
- Exhibitor Supervision allows you to instruct the laborer. Exhibitor is required to be in the booth and there will not be supervision fees added.
 - Indicate workers needed for installation and dismantling.
 - SourceOne Events assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by SourceOne Events provided required area jurisdiction for labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by required area jurisdiction for labor under Exhibitor's supervision.
 - Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the Show Site rate.
- SourceOne Supervised (OK to proceed without exhibitor)**
- SourceOne Events will determine if additional workers are needed for installation and removal.
 - Disconnect after close of show.
 - A 30% surcharge will be added to the labor rates above for this supervision service.
 - Location of electrical in Booth: Please use the provided Electrical Booth Layout Form to represent your booth, indicate how you would like your electrical placed in your booth. Indicate what power sources are to go where using the symbols provided on form.

Emergency Contact: _____
 Phone Number: _____

Emergency Contact: _____
 Phone Number: _____

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

- | | |
|--|--|
| <input type="checkbox"/> Distribution of electrical overhead (more than one drop location in your booth) | <input type="checkbox"/> Wiring a machine or transformer |
| <input type="checkbox"/> Distribution of electrical through booth structure | <input type="checkbox"/> Wiring or installation of overhead signs or electrical headers and/or light boxes |
| <input type="checkbox"/> Connection or hard wiring of all exhibitor equipment | <input type="checkbox"/> Hooking up AV Monitors |
| <input type="checkbox"/> Connecting display lighting | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Under carpet wiring | |

Installation Electrical Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Installation Labor:							\$

Removal Electrical Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$
Sub Total:							\$
SourceOne Supervision adds 30% to Sub Total (if applicable):							\$
Total Removal Labor:							\$

Company Name _____ Email _____

Please Sign Authorized Signature _____ Phone Number _____ Booth Number _____

Total Payment for Selections

Authorized Name - Please Print _____ Date _____

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

Cancellation Policy: A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | **Email:** brittni@sourceoneevents.com | **Fax:** 708.344.3050 | **Phone:** 708.344.4111



Electrical Order Form

Show Name: Chicagoland Fishing, Travel & Outdoor Expo 2024 | Show Date: January 25-28, 2024 | Location: Renaissance Schaumburg Convention Center
 Discount Deadline Date: December 21, 2023
 Standard Deadline Date: January 12, 2024

Electrical Helpful Tips

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

120 Volt Single Phase

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

Rate Classification (Price includes labor)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
10 Amps / 1000 Watts	X	\$203.32	\$243.98	X	\$406.64	\$487.97	= \$
20 Amps / 2000 Watts	X	\$248.75	\$298.49	X	\$497.49	\$596.99	= \$
							\$

208 Volt Single Phase

- Price does not include labor, materials, e.g., extension cords, powerstrips, and cord caps and/or equipment for installation and removal.
- Labor is required to inspect and hook up equipment that is pre-wired.
- Labor is subject to a 4 hour minimum for installation and removal.

Rate Classification (Price DOES NOT include labor)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
30 Amps	X	\$489.20	\$587.04	X	\$977.21	\$1,172.66	= \$
60 Amps	X	\$554.35	\$665.22	X	\$1,107.51	\$1,329.01	= \$
							Total: \$

Miscellaneous

Accessories – Below items do not include power. All items are used with 120 V	Quantity	Discount	Standard	Total
Halogen Arm Light – (includes adjustable clamp for mounting on booth systems)	X	\$71.50	\$85.80	= \$
LED Arm Light – (includes adjustable clamp for mounting on booth systems)	X	\$104.50	\$125.40	= \$
15' Extention Cord (Price does not include power)	X	\$27.50	\$33.00	= \$
30' Flat Extension Cord (Price does not include power)	X	\$49.50	\$59.40	= \$
Power Strip (Price does not include power)	X	\$44.00	\$52.80	= \$
				Total: \$

Total Payment for Selections **\$**

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please Sign **X**
 Authorized Signature _____
 Authorized Name - Please Print _____ Date _____

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

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

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: brittini@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111



Electrical Overhead Power Labor Order Form

Show Name: Chicagoland Fishing, Travel & Outdoor Expo 2024 | Show Date: January 25-28, 2024 | Location: Renaissance Schaumburg Convention Center
 Discount Deadline Date: December 21, 2023
 Standard Deadline Date: January 12, 2024

Scissor Lift Rates (with crew)

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

Labor Schedule	Description	Discount	Standard	Late
ST - Straight Time	Monday through Friday from 8:00AM to 4:30PM.	\$422.30	\$506.76	\$658.79
OT - Overtime	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$633.45	\$760.14	\$988.18
DT - Double Time	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$844.60	\$1,013.52	\$1,317.58

What is Electrical Labor Supervision?

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

Please choose which type of electrical labor applies:

Exhibitor Supervised (DO NOT proceed without exhibitor)

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

Emergency Contact: _____

Phone Number: _____

SourceOne Supervised (OK to proceed without exhibitor)

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

Emergency Contact: _____

Phone Number: _____

Scissor Lift Installation Labor

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

Scissor Lift Removal Labor

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

Total Payment for Selections

\$

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please Sign

X _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Cancellation Policy: A 24-hour notice is required to cancel labor. Labor ordered and not used will be charged as a one-hour "no show" charge. This policy applies to installation and dismantling labor orders.

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

Address: 596 Lamont Rd. Elmhurst, IL 60126 | Email: brittini@sourceoneevents.com | Fax: 708.344.3050 | Phone: 708.344.4111



Electrical Overhead Power Order Form

Show Name: Chicagoland Fishing, Travel & Outdoor Expo 2024 | **Show Date:** January 25-28, 2024 | **Location:** Renaissance Schaumburg Convention Center
Discount Deadline Date: December 21, 2023
Standard Deadline Date: January 12, 2024

208 Volt Three Phase

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

Rate Classification (Price DOES NOT include labor or lift)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
20 Amps / 3 phase	_____ X	\$718.75	\$862.50	_____ X	\$1,437.50	\$1,725.00	= \$
30 Amps / 3 phase	_____ X	\$808.45	\$970.14	_____ X	\$1,616.90	\$1,940.28	= \$
60 Amps / 3 phase	_____ X	\$948.75	\$1,138.50	_____ X	\$1,897.50	\$2,277.00	= \$
100 Amps / 3 phase	_____ X	\$1,431.75	\$1,718.10	_____ X	\$2,863.50	\$3,436.20	= \$
200 Amps / 3 phase	_____ X	\$2,633.50	\$3,160.20	_____ X	\$5,267.00	\$6,320.40	= \$
400 Amps / 3 phase	_____ X	\$4,887.50	\$5,865.00	_____ X	\$9,775.00	\$11,730.00	= \$
							Total: \$

480 Volt Three Phase

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

Rate Classification (Price DOES NOT include labor or lift)	Quantity (Show Hours Only)	Discount	Standard	Quantity (24 hours/day)	Discount	Standard	Total
30 Amps / 3 phase	_____ X	\$808.45	\$970.14	_____ X	\$1,616.90	\$1,940.28	= \$
60 Amps / 3 phase	_____ X	\$948.75	\$1,138.50	_____ X	\$1,897.50	\$2,277.00	= \$
100 Amps / 3 phase	_____ X	\$1,431.75	\$1,718.10	_____ X	\$2,863.50	\$3,436.20	= \$
200 Amps / 3 phase	_____ X	\$2,633.50	\$3,160.20	_____ X	\$5,267.00	\$6,320.40	= \$
400 Amps / 3 phase	_____ X	\$5,267.00	\$6,320.40	_____ X	\$10,534.00	\$12,640.80	= \$
							Total: \$

Total Payment for Selections \$

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please Sign **X** _____
 Authorized Signature

 Authorized Name - Please Print Date _____

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

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

Step 1. Booth Information

Each square is _____ feet, my booth is _____ feet wide by _____ feet long.

Step 2. Indicate Adjacent Booth or Aisle Number

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

Step 3. Draw Booth Layout

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

Step 4. Indicate location of the main power drop

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

Step 5. Location and load of all outlets

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

Indicate Booth Type:

- In-line**
 Peninsula
 Island
 Provide aisle or adjacent booth #'s for orientation

Electrical Symbols

= Main Power Drop Location

= 120 V-20 amps/2000 watt

= 208 V Three Phase _____ amps

= 208 V Single Phase _____ amps

= 480 V Three Phase _____ amps

Grid Example:

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

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

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

Front Adjacent Booth or Aisle Number: _____

Back Adjacent Booth or Aisle Number: _____