



# PETFOOD FORUM 2013

**April 15-17, 2013**

Renaissance Schaumburg Hotel & Convention Center  
1551 N. Thoreau Drive  
Schaumburg, IL 60173

Produced by:

**Petfood**Industry

**WATT**  
KNOWLEDGE | SOLUTIONS | SUCCESS



Dear Petfood Forum Partner,

Thanks for continuing to help make Petfood Forum a success for you and your clients and prospects each year. We truly cherish our partnership with your organization, and hope you'll offer suggestions for how we can continue to improve future Petfood Forum events so they meet your expectations. Working together as partners to provide an educational and informational Petfood Forum to the global industry is one way we believe we can help you make a very positive impact on this growing industry's future.

As an Exhibitor at Petfood Forum 2013, we look forward to welcoming you back for our third year at the **Renaissance Schaumburg Hotel & Convention Center**.

Exhibiting at Petfood Forum 2013 will be a great opportunity to meet with present and new clients. We're very excited to work with your team to make it the most successful show for you yet. And know, too, that we are here to help, so please contact me or Viper Tradeshow Services with any specific questions or requests. I hope you know that we are honored to be partners with you and your team. It is extremely exciting to be working with you and to be part of such a dynamic and growing global petfood industry. I look forward to continuing our successful partnership with you in 2013!

See you in Schaumburg!

Steve Akins  
Vice President/Publisher  
Petfood Industry & Petfood Forum



## QUICK REFERENCE

SHOW NAME:

SHOW CODE:

SHOW CITY:

SHOW FACILITY:

SHOW DATES:



## MARK YOUR CALENDAR!



## YOUR SHOW OUTLINE

### FORCE

MATERIAL HANDLING RATES

ADVANCED (2CWT MINIMUM):

SHOWSITE (2CWT MINIMUM):

ADVANCE WAREHOUSE

SHOW SITE FACILITY

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than \_\_\_\_\_ to avoid force, as well as exhibitors must start their dismantle by \_\_\_\_\_ in order to avoid forced labor. If you use Fed Ex or UPS we suggest you stay with your shipment until they arrive.

**Be sure to include Company Name & Booth Number on your freight.**



## ITEMS THAT COME STANDARD IN YOUR BOOTH FOR THIS SHOW ARE:

Order Online @

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

Show Code:

VIPER SHOW COORDINATOR

SHOW MANAGEMENT CONTACT



# VIPER ONLINE ORDERING INSTRUCTIONS

## FIRST TIME USERS:

- 1) Create an Account: (This is a one-time step!) By creating an account with Viper a history of your orders on various shows is accessible and moving forward all you'll need is the Show code.
- 2) Go to [www.vipertradeshowonline.com](http://www.vipertradeshowonline.com) click "do you need to create an account" in the top right corner.
- 3) Complete your information on the CREATE ACCOUNT page.
- 4) Use the Show Code found in the lower left hand corner of the Quick Reference Page (page 1).
- 5) Enter your booth number or all zero's (0000) if you don't know it. We can update it later as necessary.
- 6) Read the Terms and Conditions and then check the box to agree to them.
- 7) Click 'Create Account'. Now you are at the ordering page...see below.

## RETURN USERS:

- 1) Sign in using your email and password.
- 2) Should you have forgotten your password, there is a link that will resend it necessary.
- 3) Click on the shopping cart icon and on the next screen enter the show code in the gray box.
- 4) As you enter the show code, this show will pop up.
- 5) Enter your booth number or all zero's (0000).
- 6) Click "Add Show".
- 7) A list of all the shows you have in ordered from will appear, and you simply click "Purchase Items for Show" on the right side of the page for this show in particular.

## ORDERING AND CHECKING OUT:

- From here simply click on the various departments, products, quantities and colors you would like.
- You have the ability to save your order to your cart and come back to it.  
HOWEVER, be sure to come back and actually check out! Orders cannot be placed unless your transaction is complete.
- Checkout! (Credit Card information via our secure network required for order to be processed)
- A confirmation/receipt is emailed to you immediately.

## TERMS/WORKSHEETS:

If you have any questions about terms, regulations or guidelines, click on "Terms/Worksheets" at the top right hand corner of the web site. Included in these pages are all the terms you agreed to upon creating your account with Viper and the descriptions of terms and services, as well as EAC information and forms.

It is your obligation to review and familiarize with the material handling guidelines provided online, as you have accepted the terms as soon as you created an account.

For your convenience, we've also provided in these pages Labor and Material Handling worksheets should you like to work out estimates for these services before you order them online.

**PLEASE DON'T HESITATE TO CALL YOUR EXHIBITOR COORDINATOR SHOULD YOU HAVE QUESTIONS OR NEED ASSISTANCE WALKING THROUGH THESE STEPS!**



# SHIPPING ORDER FORM

If you would like to use the shipping services of Viper Tradeshow Services please complete the following form and fax it to 847-426-3111. You will receive a confirmation of receipt and bookings.

## PRICING

Viper offers door to door 5-7 day ground shipping from this show anywhere in the contiguous United States regardless of destination at a flat rate of \$2.50/lb. on shipments under 1,000 pounds and \$2.00/lb for shipments over 1,000 pounds. Dimensional weight may apply, and a \$475.00 minimum applies for each shipment (destination/or leg). Please call for pricing for Next Day, 2 Day or 3-4 Day Service. Material Handling charges still apply for all shipments. Please call 847.426.3100 with any questions.

## SHIPPING INFORMATION

COMPANY NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

Do you have a dock? \_\_\_\_\_ When will freight be ready for pickup? \_\_\_\_\_

Estimated Number of Pieces: \_\_\_\_\_ Estimated Total Weight: \_\_\_\_\_ When do you close? \_\_\_\_\_

## DESTINATION

SHOW: \_PetFood Forum 2013\_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

EXHIBITOR NAME (IF DIFFERENT THAN ABOVE)  
\_\_\_\_\_

Check one: ADVANCE WAREHOUSE: \_\_\_\_\_ SHOW SITE: \_\_\_\_\_ OUTBOUND ONLY: \_\_\_\_\_

Is this a round trip shipment? \_\_\_\_\_ If so, are we returning to same address above? \_\_\_\_\_

Address if different than above: \_\_\_\_\_

5-7 Day Ground Service? \_\_\_\_\_ If other, please call & arrange as a different rate will apply.

## ACCEPTANCE & PAYMENT

Please call I understand that in the absence of added protection and accompanying itemized valuation, the maximum liability for loss or damage is limited to \$50.00 per shipment \$0.50 per pound, whichever is greater. I accept responsibility for coverage for my products during shipping otherwise, and acknowledge i am purchasing only supplemental insurance protection (up to \$5,000.00) at \$10.00 for every \$1,000.00 declared value by entering a declared value on this form. Declared value \$ \_\_\_\_\_

**All shipment orders must be accompanied by a completed exhibitor information/method of payment form and pick ups will only be scheduled upon Receipt of both forms.** A confirmation email will be sent when your shipment is officially scheduled, including a tracking number for your reference.

Signature to officially place this order and acceptance of terms: \_\_\_\_\_

Name printed: \_\_\_\_\_ date: \_\_\_\_\_



## SHIPPING LABELS

SHOW NAME:

SHOW CODE:

SHOW CITY:

SHOW FACILITY:

SHOW DATES:

For your convenience labels are provided below for advance warehouse and show site delivery.  
We encourage you to make copies and fill in your specific information and tape one on each piece of your freight.

### ADVANCE WAREHOUSE LABELS

#### SHIPPER INFORMATION

Company:

Address:

Phone:

Contact:

#### SHIPPER INFORMATION

Company:

Address:

Phone:

Contact:

#### DELIVERY INFORMATION

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

#### DELIVERY INFORMATION

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

### SHOW SITE LABELS

#### SHIPPER INFORMATION

Company:

Address:

Phone:

Contact:

#### SHIPPER INFORMATION

Company:

Address:

Phone:

Contact:

#### DELIVERY INFORMATION

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_

#### DELIVERY INFORMATION

Exhibiting Company: \_\_\_\_\_

Booth Number: \_\_\_\_\_



## MOVE-OUT INFORMATION FOR:

This information will also be distributed before the start of the last day of show hours, however, we highly recommend reading these instructions carefully in order to know what to expect and plan in advance. Please share this information with your show site staff in advance of the show along with any arrangements for shipping you may make.

Exhibit Hall Officially Closes

Stored empty crates and containers returned.

Labor Force: all exhibitors should be started dismantle by now.

Exhibitors may now check in at the Viper Service Desk to sign out dismantle labor hired.

Freight Force: deadline for carriers to check in.

***All outbound shipments loading onto a contracted carrier or personally owned vehicle require a Viper Tradeshow Services Bill of Lading (BOL). Please follow these instructions:***

1. Pick up a Bill of Lading at the Viper Service Desk and completely fill out the gray shaded areas, making sure to write in your carrier name.
2. Call your common carrier or freight forwarder to make sure they are scheduled to come by \_\_\_\_\*. We suggest telling them \_\_\_\_\_, giving them room to fail without failing you! Here's the address for your convenience:
3. For liability reasons, and ensuring exhibitors freight is loaded properly, all carriers MUST check in at the Viper Service Desk able to request your shipment by booth and company name. Please be sure to instruct your carrier to do so.
4. UPS and Fed Ex are not the most reliable carriers for our industry so we highly suggest exhibitor's using FedEx or UPS remain in the hall until their shipments are picked up. Do not leave these shipments in the hall with only the shipping labels. If you have any questions please ask your Viper Service Desk representative.
5. Once you have packed up all your materials please hand in the BOL to the Viper Service Desk. Do not leave it in your booth! We will sign it and give you a copy, keep a copy and give the driver a copy! Please note, material handling must be paid in full.

\*In the event you fail to turn in your BOL or your carrier does not check-in by the \_\_\_\_\_ deadline, your freight will be re-consigned to the house carrier, Viper Tradeshow Transportation. No liability will be assumed by Viper as a result of such rerouting or handling and exhibitor will be charged standard shipping rates of \$2.00/pound for shipments 1000 lbs. or more, \$2.50/pound for shipments 999 pounds or less; with a \$475.00 minimum. Charges will be applied to the credit card on file, or sent Cash on Delivery (COD). Any freight left on the floor without proper paperwork or return labels will be deemed as trash and will be discarded.

***Viper is the Official Carrier for the show.*** If you would like Viper to be your carrier, simply complete and fax the attached form to the office. Your BOL and labels will be delivered to your booth before last days exhibit hours.

If you decide to choose Viper as your carrier at show site turn in the Viper Shipping Order Form provided into the Viper Service Desk by \_\_\_\_\_ (1 hour before closing) and we'll write up your Bill of Lading (BOL) and labels and deliver them to your booth. Once you are packed, sign the BOL turn it into us, you'll get a copy, we'll get a copy, and the driver will get a copy! No worries about late carriers and writing numerous labels. Pack, turn in your BOL, and go!

ANY QUESTIONS PLEASE CONTACT YOUR SHOW COORDINATOR, OR COME TO THE VIPER SERVICE DESK. WE'RE HAPPY TO ASSIST YOU AND HELP YOUR MOVE-OUT GO AS SMOOTHLY AS POSSIBLE.



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

# Electrical Order Form

Petfood Forum  
 April 16-17, 2013  
 Renaissance Schaumburg Convention Center  
 1551 North Thoreau Drive  
 Schaumburg, IL 60173

Discount Deadline: 15 days in advance of show

## Electrical Service Rental Order Form

120 Volt Single Phase Price includes labor for service	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	Important Information and Ordering Instructions
5 Amps/500 Watts		\$139.00	\$187.00		\$278.00	\$368.00		
10 Amps/1000 Watts		\$171.00	\$230.00		\$348.00	\$458.00		
15 Amps/1500 Watts		\$189.00	\$255.00		\$378.00	\$510.00		
20 Amps/2000Watts		\$209.00	\$313.00		\$418.00	\$626.00		
208 Volt Single Phase Price DOES NOT include labor	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	
30 Amps		\$375.00	\$515.00		\$750.00	\$1030.00		
60 Amps		\$425.00	\$625.00		\$850.00	\$1250.00		
208 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	
20 Amps		\$425.00	\$640.00		\$850.00	\$1280.00		
30 Amps		\$475.00	\$665.00		\$950.00	\$1330.00		
60 Amps		\$750.00	\$1025.00		\$1500.00	\$2050.00		
100 Amps		\$950.00	\$1350.00		\$1900.00	\$2800.00		
200 Amps		\$2400.00	\$3350.00		\$4800.00	\$6700.00		
400 Amps		\$3400.00	\$4775.00		\$6800.00	\$9550.00		
480 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	
30 Amps		\$625.00	\$875.00		\$1250.00	\$1750.00		
60 Amps		\$850.00	\$1190.00		\$1700.00	\$2380.00		
100 Amps		\$1675.00	\$2350.00		\$3350.00	\$4700.00		
Electrical Labor	Labor is charged at a minimum of one hour each for install and dismantle. Labor over one hour is charged at 1/2 hour intervals. All electrical layout must be provided.			Quantity	Hourly	Total		
ST (Mon-Fri, 8am-4:30pm, excluding Holidays)				X	\$79.00			
OT (Mon-Fri, 4:30pm-12:00am, Saturday from 8:00am – 4:30pm)				X	\$118.50			
DT (All other times Monday through Saturday. All day Sunday & Holidays)				X	\$158.00			
Type of Labor (Please Check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Under Carpet		Equipment Hook-up		Hang Lights		AV - Monitor	Other
Accessories (Price does not include power)	Quantity	Discount	Standard	Total				
15' Extension Cord (Price does not include power)		\$20.00	\$30.00					
30' Flat Extension Cord (Price does not include power)		\$45.00	\$69.00					
Power Strip (Price does not include power)		\$40.00	\$50.00					
Armlight – Halogen Bulbs – 150watts – Silver Finish		\$55.00	\$75.00					
Armlight – Halogen Bulbs – 200watts – Silver Finish		\$60.00	\$80.00					
Armlight – Halogen Bulbs – 300watts – Silver Finish		\$65.00	\$85.00					
<i>*Armlights have an adjustable clamp that can be placed on hard wall booth systems or separate pole with adjustable arms can be ordered separately.</i>								
Equipment	Quantity	Discount	Standard	Total				
Scissor Lift (Per Hour)		\$150.00	\$175.00					
High Lift (Per Hour)		\$175.00	\$225.00					
					<b>Total Items Ordered:</b>	\$		

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



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# Electrical Recap Order Form

Petfood Forum  
 April 16-17, 2013  
 Renaissance Schaumburg Convention Center  
 1551 North Thoreau Drive  
 Schaumburg, IL 60173

**Discount Deadline:** 15 days in advance of show

## Electrical Order Recap

### Payment Policy

**Payment for Services** – SourceOne requires full payment prior to the time services are ordered. SourceOne requires a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment. We understand that your calculation is only an estimate of charges, and may not reflect the balance of the final invoice, which may include additional labor and/or power.

**Method of Payment** – SourceOne Events, Inc. accepts MasterCard, VISA, Discover, American Express, checks, cash and wire transfers. We do not accept purchase orders as forms of payments. All payments are to be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$35.00 fee for returned NSF checks.

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

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

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

<b>Electrical</b>	\$
<b>Electrical Labor</b>	\$
<b>Amount Due</b>	\$
<b>Charge my credit card in the amount of</b>	\$
<b>Enclosed is a check in the amount of</b>	\$

### Method of Payment – Requires credit card with initial order

- MasterCard  
  VISA  
  Discover  
  American Express  
  Personal Check  
 Corporate Card  
  Personal Card  
  Wire Transfer – Call for more information

Check No.  Dated

Account #:  -  -  -

Exp. Date:  /     CVV2 number:

CVV2 (also known as CVC2 or CID) is a three or four digit value that is uniquely derived for each credit card account. On Visa and MasterCard cards, it is a three digit value printed in reverse italic characters on the signature panel following the last 4 digits of the account number. On American Express cards, it is a four digit value printed on the front of the card, usually on the right side. In a card-not-present environment such as the Fax or Internet, CVV2 lets a merchant verify that the cardholder does in fact have the card in his or her possession.

Cardholder's Name (Please Print)		Email Address (If Different Than Below)			
Cardholder's Billing Address (Please Print)	(Street)	(P.O. Box)	City	State	Zip/Postal Code
Cardholder's Phone (If Different Than Below)	Ext.:	Cardholder's Fax (If Different Than Below)			

### Payment Information

Company Name	Email Address			Booth Number
Address	(Street)	(P.O. Box)	City	State    Zip/Postal Code
Phone	Ext.:	Fax		
Authorization Signature	Authorized By – Please Print			Date

By signing, I agree to all terms and conditions of the contract. Be sure to make copies of all forms you send to SourceOne Events, Inc.

PLEASE MAIL OR FAX TO: SourceOne Events, Inc. ~ 934 N. Church Rd. Elmhurst, IL 60126  
 Telephone: (708) 344.4111 ~ Toll Free: (877) SOE.EXPO (877.763.3976) ~ Fax (708) 344.3050 ~ e-mail: [exhibitorservices@sourceoneevents.com](mailto:exhibitorservices@sourceoneevents.com)



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# Electrical Layout Form

Petfood Forum  
 April 16-17, 2013  
 Renaissance Schaumburg Convention Center  
 1551 North Thoreau Drive  
 Schaumburg, IL 60173

**HOW TO USE THE GRID FORM:**

1. Use bold lines to indicate the outline of your booth.
2. Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
3. Mark the adjacent booth numbers or aisle numbers.

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: \_\_\_\_\_)


Adjacent Booth or  
Aisle Number:

\_\_\_\_\_

Adjacent Booth or  
Aisle Number:

\_\_\_\_\_

FRONT OF BOOTH (indicate adjacent booth or aisle number: \_\_\_\_\_)

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

*Please return to SourceOne Events along with all your information pertaining to your electrical order.*



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# Rigging Order Form

Petfood Forum  
 April 16-17, 2013  
 Renaissance Schaumburg Convention Center  
 1551 North Thoreau Drive  
 Schaumburg, IL 60173

Discount Deadline: 21 days in advance of show

## Rigging / Hanging Sign Service Order Form

SourceOne Events is the Exclusive Overhead Rigging / Hanging Signs Service provider at the Renaissance Schaumburg Convention Center. No outside rigging service provider will be Allowed on the show floor at any time.

### Rigging Rules and Guidelines

- All ceiling rigging must conform to Show Management rules and regulations as well as the facility limitations.
- All overhead rigging / hanging must be assembled, installed, and removed by SourceOne Events certified riggers.
- If Electrical is required for the sign it must be in working order and in accordance with the National Electrical Code. Electrical services can be ordered through the electrical order form.
- Overhead hanging signs must be sent in a separate container directly to the advance warehouse indicating Hanging Signage on the shipping container. The container must be in your booth prior to your scheduled labor. If this is not followed, SourceOne Events cannot guarantee the hanging of your sign during your scheduled labor request time and the exhibitor will be subject to additional labor fees due to the delay.

### Hourly Labor Rate

	Labor Schedule	Price Per Hour	Minimum
Straight Time	Monday through Friday 8:00 AM to 4:30 PM	\$125.00	\$ 500.00
Overtime	Monday through Friday 4:30 PM to 12:00 AM; All Day Saturday	\$187.50	\$750.00
Double Time	Monday through Friday 12:00 AM to 8:00 AM; All Day Sundays & Holidays	\$250.00	\$1,000.00

NOTE: There will be a four (4) hour labor call for install (2 hour each laborer) and a four (4) hour laborer call for dismantle (2 hour each laborer). This is a labor minimum. If labor exceeds the minimum call the Exhibitor will be charge for the additional time. If the scissor lift is used longer than the required time during the install and dismantle then the Exhibitor will be billed for the additional time. All additional time for the labor or lift is charged at one hour increments.

### Show Labor Schedule

	Schedule Date(s)	Start Time	End Time	Minimum Hrs.	Rate	=	Total
Install		AM	AM	4 hours		=	\$
		PM	PM				
Removal		AM	AM	4 hours		=	\$
		PM	PM				

### Hanging Sign Equipment

Equipment	Quantity	Advance Rate	Onsite Rate	Sub - Total
Plan Submission (mandatory)	1	\$ 65.00	\$ 85.00	\$
Wire (mandatory) – 60 lbs. max	1	\$ 40.00	\$ 55.00	\$
Shackles (each)		\$ 45.00	\$ 70.00	\$
Cabling (per foot) all signs over 60 lbs.		\$ 20.00	\$ 40.00	\$
Scissor Lift (per hour) – (mandatory)	2	\$ 145.00	\$ 175.00	\$
Condor Lift (per hour) – Requires 3 person crew		\$ 230.00	\$ 255.00	\$

### Please indicate Service

SourceOne Events Supervised (Ok to Proceed) Exhibitor will not be present for labor supervision?  Yes  No

If YES, please note you will be billed a supervisory fee of 30% of the total cost of the labor charges.

Exhibitor Supervised (Do Not Proceed) Exhibitor will supervise not be present for labor supervision?  Yes  No

Exhibitor will supervise – If Exhibitor does not arrive by the scheduled time, Exhibitor will be charged an additional hour for labor.

Type of Sign (select one sign type per order)

Banner  Structural Signage  Systems

Shape of Sign (Select one sign type per order)

Square  Rectangle  Triangle  Circle  Other \_\_\_\_\_

Dimensions & Weight of Sign

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_

Does your sign require electrical  Yes  No

(If yes, please be sure to order electrical on the Electrical Services Order Form)

Weight \_\_\_\_\_ lbs. Number of Pick Points \_\_\_\_\_ Pounds per Point \_\_\_\_\_ lbs.

Does your sign require assembly  Yes  No

Please include your engineer stamped assembly and hanging instructions with the order. SourceOne Events accepts no liability for any work completed without such instructions. Work is done at Exhibitors risk and Exhibitor shall indemnify and defend SourceOne Events and the Show Organizer from any and all bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

### On-site Exhibitor Contact Information

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

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



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# Rigging Rules and Guidelines

Petfood Forum  
 April 16-17, 2013  
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**Discount Deadline:** 21 days in advance of show

**SourceOne Events is the Exclusive Overhead Rigging / Hanging Sign Service provider at the Renaissance Schaumburg Convention Center. No outside rigging service provider will be allowed on the show floor at any time.**

### Rigging Rules and Guidelines

1. All ceiling rigging must conform to Show Management rules and regulations as well as the facility limitations.
2. All overhead rigging / hanging must be assembled, installed, and removed by SourceOne Events certified riggers.
3. If Electrical is required for the sign it must be in working order and in accordance with the National Electrical Code. Electrical services can be ordered through the electrical order form.
4. Overhead hanging signs must be sent in a separate container directly to the advance warehouse indicating Hanging Signage on crate or container. The container must be in your booth prior to your scheduled labor time. If this is not followed, SourceOne Events cannot guarantee the hanging of your sign during your scheduled labor request time and the exhibitor will be subject to additional labor fees due to the delay.
5. Make sure all signs, with the exception of cloth banners, are under 100 lbs.
6. All hang points supporting in excess of 200 lbs. may be verified on site at Exhibitor's expense.

### Rigging Supervisory Fees and Approval

1. SourceOne Events is the **exclusive provider for Rigging** in the Renaissance Schaumburg Convention Center. In order to provide the proper space for the overhead signage suspended from the ceiling of the Convention Center, SourceOne Events must approve all plans prior to suspending the sign from the ceiling. Failure to obtain the proper approval(s) prior to install could and will result in the item(s) being terminated from the booth design and will not be allowed to be suspended.
2. The fee for the approval service is \$65.00 per submission. If the plans are submitted after the cut off date of 21 days prior to the first day of show move-in, the supervisory and approval fee is increased to \$85.00 per submission. To avoid more than one submission fee please be sure to include all information with your initial submission of your plans.
3. **All signs and banners must have structurally engineered rigging points as well as blueprints displaying a current structural engineers stamp.**
4. Exhibitors are **REQUIRED** to include hanging sign setup instructions and orientation diagrams in advance. Please submit with all other rigging forms by either fax or email.

### Location of Sign

1. Use the Hanging Sign Layout Form to diagram your booth indicating the boundaries and how and where you would like your sign placed.

### Cancellations

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

### Terms and Conditions

1. I agree in placing this order that I have accepted SourceOne Events payment policy and the terms and conditions of contract.
2. SourceOne Events accepts no liability for any work completed without such instructions. Work is done at Exhibitors risk and Exhibitor shall indemnify and defend SourceOne Events and the Show Organizer from any and all bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

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

**Order Recap and Method of Payment MUST accompany this order. All payment terms and conditions have been outlined on the Order Recap and Payment sheet. Please be sure to review all sheets and understand them.**

**PLEASE MAIL OR FAX TO: SourceOne Events, Inc. ~ 934 N. Church Road - Elmhurst, IL 60126**  
 Telephone: (708) 344.4111 ~ Toll Free: (877) SOE.EXPO (877.763.3976) ~ Fax (708) 344.3050 ~ e-mail: [exhibitorservices@sourceoneevents.com](mailto:exhibitorservices@sourceoneevents.com)



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 SourceOne Events, Inc.  
 934 N. Church Rd.  
 Elmhurst, IL 60126  
 Telephone: (708) 344.4111 ~ Fax (708) 344.3050  
 e-mail: [exhibitorservices@sourceoneevents.com](mailto:exhibitorservices@sourceoneevents.com)

# Rigging Recap Order Form

Petfood Forum  
 April 16-17, 2013  
 Renaissance Schaumburg Convention Center  
 1551 North Thoreau Drive  
 Schaumburg, IL 60173

Discount Deadline: 21 days in advance of show

## Rigging / Hanging Sign Order Recap

### Payment Policy

**Payment for Services** – SourceOne requires full payment prior to the time services are ordered. SourceOne requires a credit card authorization with initial order. For your convenience, we will only use this authorization to charge your account if indicated below by checking Method of Payment. We understand that your calculation is only an estimate of charges, and may not reflect the balance of the final invoice, which may include additional labor and/or equipment charges.

**Method of Payment** – SourceOne Events, Inc. accepts MasterCard, VISA, Discover, American Express, checks, cash and wire transfers. We do not accept purchase orders as forms of payments. All payments are to be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$35.00 fee for returned NSF checks.

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

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

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

<b>Rigging/Hanging Sign Labor</b>	\$
<b>Hanging Sign Equipment</b>	\$
<b>Amount Due</b>	\$
<b>Charge my credit card in the amount of</b>	\$
<b>Enclosed is a check in the amount of</b>	\$

### Method of Payment – Requires credit card with initial order

- MasterCard  
  VISA  
  Discover  
  American Express  
  Personal Check  
 Corporate Card  
  Personal Card  
  Wire Transfer – Call for more information

Check No.  Dated

Account #:  -  -  -

Exp. Date:  /     CVV2 number:

CVV2 (also known as CVC2 or CID) is a three or four digit value that is uniquely derived for each credit card account. On Visa and MasterCard cards, it is a three digit value printed in reverse italic characters on the signature panel following the last 4 digits of the account number. On American Express cards, it is a four digit value printed on the front of the card, usually on the right side. In a card-not-present environment such as the Fax or Internet, CVV2 lets a merchant verify that the cardholder does in fact have the card in his or her possession.

Cardholder's Name (Please Print)				Email Address (If Different Than Below)			
Cardholder's Billing Address (Please Print)		(Street)	(P.O. Box)	City		State	Zip/Postal Code
Cardholder's Phone (If Different Than Below)			Ext.:	Cardholder's Fax (If Different Than Below)			

### Payment Information

Company Name			Email Address			Booth Number	
Address		(Street)	(P.O. Box)	City		State	Zip/Postal Code
Phone		Ext.:		Fax			
Authorization Signature				Authorized By – Please Print			Date

By signing, I agree to all terms and conditions of the contract. Be sure to make copies of all forms you send to SourceOne Events, Inc.

**PLEASE MAIL OR FAX TO: SourceOne Events, Inc. ~ 934 N. Church Rd. Elmhurst, IL 60126**  
**Telephone: (708) 344.4111 ~ Toll Free: (877) SOE.EXPO (877.763.3976) ~**  
**Fax (708) 344.3050 ~ e-mail: [exhibitorservices@sourceoneevents.com](mailto:exhibitorservices@sourceoneevents.com)**



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# Hanging Sign Layout Form

Petfood Forum  
 April 16-17, 2013  
 Renaissance Schaumburg Convention Center  
 1551 North Thoreau Drive  
 Schaumburg, IL 60173

**Discount Deadline:** 21 days in advance of show

**HOW TO USE THE GRID FORM:**

1. Use bold lines to indicate the outline of your booth.
2. Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
3. Mark the adjacent booth numbers or aisle numbers.

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: \_\_\_\_\_)


Adjacent Booth or  
Aisle Number:  
\_\_\_\_\_

Adjacent Booth or  
Aisle Number:  
\_\_\_\_\_

FRONT OF BOOTH (indicate adjacent booth or aisle number: \_\_\_\_\_)

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

*Please return to SourceOne Events along with all your information pertaining to your rigging order.*



## AUDIO VISUAL EQUIPMENT RENTAL EXHIBITOR ORDER FORM

*EMAIL or FAX TO:*

[bwilson@swankav.com](mailto:bwilson@swankav.com)

(847)303-4323

**In order to take advantage of our advance rate, please allow your order to reach us 10 days in advance. A 15% fee on regular rate will apply to 72 hours or less notice. 72 hours or less cancellations are subject to Full Charge.**

QTY	VIDEO/ DATA/ DISPLAY EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	20" DATA/Computer Monitor w/cart		\$175.00	\$210.00	
	42" PLASMA Monitor (data/video)		\$450.00	\$540.00	
	50" PLASMA Monitor (data/video)		\$525.00	\$630.00	
	DVD Player		\$95.00	\$114.00	
QTY	OFFICE/ COMPUTER EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	Desktop Computer		\$400.00	\$480.00	
	Laptop Computer		\$350.00	\$420.00	
	Wireless Mouse		\$75.00	\$90.00	
	Laser Jet Printer B&W		\$175.00	\$210.00	
	Laser Jet Printer Color		\$285.00	\$342.00	
	Fax Machine		\$125.00	\$150.00	
QTY	AUDIO EQUIPMENT	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	Wired Microphone (with stand)		\$65.00	\$78.00	
	Wireless Lavalier or Handheld Microphone		\$200.00	\$240.00	
	4 channel mixer		\$60.00	\$72.00	
	12 channel mixer		\$175.00	\$210.00	
	Baby Anchor Powered Speaker		\$50.00	\$60.00	
	EV SXA250 Powered Speakers (pair)		\$270.00	\$324.00	
QTY	PRODUCTION UTILITIES	# SHOW DAYS/PER DAY CHARGE	ADV. RATE	REG. RATE	EXT. TOTAL
	High speed internet - Wired Connection		\$225	\$270.00	
	Each add'l high speed connection		\$75	\$90.00	
	Wireless Internet (Wi-Fi - (1) code per wireless device, non-transferrable)		\$75	\$90.00	
	Exit Signs		\$50	\$60.00	
	Various Cables		\$10	\$12.00	
	House Phone (no outside calls)		\$25	\$30.00	
	Phone line for CC Machine (toll free calls only)		\$100	\$120.00	
	Outside phone line with phone		\$200	\$240.00	
	Various Cables		\$10	\$12.00	
	House Phone (no outside calls)		\$25	\$30.00	
	Phone line for CC Machine (toll free calls only)		\$100	\$120.00	
	Outside phone line with phone		\$200	\$240.00	
					EQUIPMENT TOTAL
					24% SERVICE CHARGE
					SUB-TOTAL
					13.50% TAX ON INTERNET AND PHONE ONLY
					\$20 ONSITE DELIVERY CHARGE(SAME DAY ONLY)
					TOTAL

**Feel free to contact us regarding our complete inventory not listed above.**

\*\*\*\*\*ALL PRICES ARE DAILY\*\*\*\*\*

**Prepayment required on all equipment rental and services.**

Credit Card Information: Type \_\_\_\_\_ CCN# \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Exp. Date \_\_\_\_\_ Cardholder's Signature \_\_\_\_\_

Email \_\_\_\_\_

COMPANY INFORMATION	DELIVERY INFORMATION
COMPANY NAME _____	SHOW NAME _____
ADDRESS _____	BOOTH # _____
	DELIVERY DATE _____ TIME _____
	PICK-UP DATE _____ TIME _____
PHONE _____ FAX _____	ON-SITE CONTACT _____
CONTACT _____	ON-SITE CONTACT'S CELL or PAGER # _____

\*\*\*ORDER IS NOT CONFIRMED UNTIL YOU RECEIVE AN ACKNOWLEDGEMENT FROM SWANK AV.

**Contact: Billy Wilson, 847.303.4335 or [bwilson@swankav.com](mailto:bwilson@swankav.com)**



## Renaissance Schaumburg Convention Center Hotel Utility Service Order Form

Event Name: \_\_\_\_\_ Order Number: \_\_\_\_\_  
 Company Name: \_\_\_\_\_ Event Dates: \_\_\_\_\_  
 Ordered By: \_\_\_\_\_ Booth/Space #: \_\_\_\_\_  
 On-Site Contact: \_\_\_\_\_ Address: \_\_\_\_\_  
 Date Utility Installed: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**\*ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCED RATE  
 (THREE WEEKS PRIOR TO THE FIRST DAY OF SHOW)\***

Description		Qty.	Advance Rate Per Unit	Standard Rate per Unit	Total
<b>WATER 1"IPS</b>	NUMBER OF CONNECTIONS _____ <i>Hotel Will Provide Hose Only</i>		\$410.00	\$615.00	
<b>1 ½ " FLOOR DRAIN</b>	NUMBER OF CONNECTIONS _____		\$410.00	\$615.00	
<b>WATER FILLING AND DRAINING</b>	1 TO 50 GALLONS		\$60.00	\$90.00	
	51 TO 149 GALLONS		\$160.00	\$250.00	
	150 TO 299 GALLONS		\$390.00	\$480.00	
	300 TO 999 GALLONS		\$600.00	\$700.00	
	1000 TO 4999 GALLONS		\$750.00	\$1000.00	
	OVER 14,000 GALLONS		CALL	CALL	

**ALL WATER HOOK UP'S REQUIRE A DRAIN UNLESS PREMISSION IS GRANTED OTHERWISE BY THE EVENT MANAGER  
 ALL WATER HEATERS REQUIRE AN ELECTRICAL CONNECTION. CONTACT YOUR EVENT MANAGER TO IDENTIFY THE  
 CORRECT REQUIRED ELECTRICAL SERVICE.**

<b>COMPRESSED AIR (125 MAX PSI) Unregulated</b>	NUMBER OF CONNECTIONS _____ PSI NEEDED _____ RATE OF AIR IN CFM's _____ <i>3/8" or 1/2" SHUT OFF VALVE WILL BE PRESENT IN THE BOOTH **VENDOR SUPPLIES CONNECTION FROM THE VALVE TO THE EQUIPMENT**</i>		\$460.00	\$685.00	
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**COMPRESSED AIR IS NOT CONDITIONED OR DRIED; PLEASE CONTACT YOUR EVENT MANAGER FOR DRIED OR  
 CONDITIONED AIR. ADDITIONAL CHARGES APPLY.**

<b>NATURAL GAS 1"= 1 LB.</b>	NUMBER OF CONNECTIONS _____ CFM's/BTU's _____		\$410.00	\$615.00	
<b>VENTING TO ATMOSPHERE</b>	SIZE OF FLUE PIPES _____ DRAFT INDUCER REQUIRED? Y N		CALL	CALL	

**UTILITIES WILL BE RUN TO YOUR BOOTH FROM THE CLOSEST SOURCE, CHARGE TO RUN THE UTILITIES TO THE BOOTH ARE IN  
 ADDITION TO THE PRICES LISTED FOR THE UTILITY SERVICE. ALL UTILITIES ARE TURNED OFF 1 HOUR AFTER THE POSTED SHOW  
 HOURS; 24 HOUR UTILITIES ARE AVAILABLE AT TWICE THE LISTED RATES.**

**A 24% service charge and applicable sales taxes will be applied to all service orders.**

Please call the Renaissance Schaumburg Convention Center Hotel for information regarding all other available services at  
 (847) 303-4100

**IMPORTANT:**

**Refer to the Floor Plan template. Submit one floor plan with location of utility to be installed  
 See Attached credit card authorization form for payment information.**

**All utility requests must be meet fire department and Village of Schaumburg Approval.**

**PLEASE FAX ALL ORDERS BACK TO 847-303-4323**

**Credit Card Authorization Form**

Dear Sir/Madam,

This form has been created in order to allow you to have third party expenses charged to your credit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form at 847-303-4323.

**Cardholder Information**

Name as it appears on the credit card: \_\_\_\_\_

Card type:  Visa  MC  Amex  Diners/CB  Discover  JCB

Account type:  Individual (personal credit card)

Corporate | Company Name: \_\_\_\_\_

Account number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Address: \_\_\_\_\_  
(where statement is mailed)

City, State and Zip: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

**Guest Information**

Guest name: \_\_\_\_\_

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

Phone number: \_\_\_\_\_ Fax or alternate number: \_\_\_\_\_

Confirmation number: \_\_\_\_\_

Arrival date: \_\_\_\_\_ Departure date: \_\_\_\_\_

Relation to cardholder:  Relative  Friend  Business Associate  Other: \_\_\_\_\_

**Rate Information and Approved Charges**

Room rate:\* \_\_\_\_\_ Taxes:\* \_\_\_\_\_ Total daily rate:\* \_\_\_\_\_ Number of nights: \_\_\_\_\_

\*(Rate and tax amount must be provided by a hotel representative in order to complete this form)

All Charges  Room & Tax  Telephone (LD)  Telephone (Local)  Restaurant

Room Service  Valet (Laundry)  Parking  HS Internet Access  Movies

Other: \_\_\_\_\_

I certify that all information is complete and accurate. I hereby authorize Renaissance Schaumburg Hotel and Convention Center to collect payment for all charges as indicated in the Rate Information and Approved Charges section of this form by processing a charge to the credit card listed above. Charges must not exceed \_\_\_\_\_ for the entire stay/event. I understand that a new form will have to be completed if guest wishes to extend his/her stay. I certify that I am the authorized signer of the credit card listed above.

Cardholder name: (Printed) \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_



VILLAGE OF SCHAUMBURG

RENAISSANCE SCHAUMBURG HOTEL AND CONVENTION CENTER EXHIBITOR APPROVAL APPLICATION 1551 Thoreau Drive, Schaumburg, IL 60173 Phone 847.303.4120 Fax 847.303.4323

Name of Exhibit: \_\_\_\_\_ Exhibit Booth Number \_\_\_\_\_

Name & Date of Event/Show: \_\_\_\_\_

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.

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

Fire Prevention

- Machinery and Equipment
Smoke, Fog and Haze Machines
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

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. Inspections will be required.

Health

- Food
Alcohol (requires a Class D One Day Liquor License & it must be displayed at the booth)
Animal Exhibits
Service performed on person (massage, facial, etc.)

Finance/Revenue

- Sale of any Merchandise to the public
Raffles / Prizes / Give away
Sale of Food
Sale of Alcohol (requires a Class D One Day Liquor License & it must be displayed at the booth)
Amusements / Admission Charge
Fundraiser / Charitable Event