

Official Service Contractor

Important Information and Service Order Forms



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

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

www.sourceoneevents.com

NanoTechnology for Defense Conference

November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

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934 N. Church Road	Fax: (708) 344.3050
Elmhurst, IL 60126	Toll Free: (877) SOE.EXPO (877.763.3976)
Kelsey Francis	
Email: kelsey@sourceoneevents.com	

Booth Equipment

Booth Size:	10' x 10'	
Back wall Drape:	8' High Back wall	Color: Black & Silver
Sidewall Drape:	3' High Sidewall	Color: Black
Table:	1 – 6' Skirted Table	Color: Silver
Chairs:	2 – Chairs	
Wastebasket:	1 – Wastebasket	
ID Sign:	1 – Line ID Sign (Info Provided By Show Management)	

Exhibit Hall Carpet

Exhibit Hall: The exhibit hall is carpeted.
Aisle Carpet Color: The aisles are carpeted.
Please Note: Carpet is available to you if you would like to enhance the look of your booth space. (Please see page 19.)

Important Dates

Discount Deadline Date	Friday	October 18, 2013	Orders Must Be Received by 5:00PM CST
Begin Advance Shipments	Friday	September 27, 2013	0800 – 1600
Last Day For Advance Shipments	Friday	October 25, 2013	0800 – 1600
Last Day For LATE Shipments	Friday	November 1, 2013	0800 – 1600
Exhibitor Move-in	Monday	November 4, 2013	1000 - 1630
Exhibit Hours			
Exhibit Kick-Off & Poster Technical Interchange & Welcome Reception	Monday	November 4, 2013	1700 – 1830
Exhibits & Posters Open	Tuesday	November 5, 2013	0700 - 0900
Exhibits Open	Tuesday	November 5, 2013	1130 - 1700
Exhibits & Posters Open	Wednesday	November 6, 2013	0700 – 0900
Exhibits Open	Wednesday	November 6, 2013	1130 – 1530
Exhibit & Poster Technical Interchange & Evening Reception	Wednesday	November 6, 2013	1700 - 1830
Exhibitor Move-out	Wednesday	November 6, 2013	1830 – 2130 (Overtime charges may apply if labor &/or drayage are required)
	Thursday	November 7, 2013	0800 – 0930 Exhibitor Carrier pick up if needed.

- All exhibitor materials must be removed from the exhibit facility by **Thursday, November 7, 2013 at 9:30AM.**
- To ensure that your freight is expedited and removed from the facility by a designated carrier, please have your carrier check in no later than **Thursday, November 7, 2013 at 9:00AM.**
- Please Note: Overtime rates apply for drayage and labor after **4:30PM Monday through Friday and all day Saturday and Sunday.**

SourceOne Service Center Dates and Times

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

Exhibitor Service Center	Monday	November 4, 2013	0100 - 1700
	Wednesday	November 5, 2013	1830 - 2130
	Thursday	November 7, 2013	0800 - 1600

Shipping Address

Advance Shipments to Warehouse Address – Please use provided freight labels.

NanoTechnology for Defense Conference Exhibiting Company Name Booth Number # _____ UPS Freight c/o SourceOne Events 1871 W. Grant Rd Tucson, AZ 85745	Advance shipments should begin arriving on: Last day shipments accepted at warehouse: Phone: (708) 344.4111 Fax: (708) 344.3050 Toll Free: (877) SOE.EXPO (877.763.3976)	September 27, 2013 November 1, 2013
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Direct Shipments to Exhibit Address – Please use provided freight labels. Shipments are received ONLY during exhibitor move-in hours.

NanoTechnology for Defense Conference Exhibiting Company Name Booth Number # _____ c/o SourceOne Events Hilton El Conquistador 10000 N Oracle Rd. Tucson, AZ 85704	Direct shipments will be accepted on: Phone: (708) 344.4111 Fax: (708) 344.3050 Toll Free: (877) SOE.EXPO (877.763.3976)	November 4, 2013 10:30AM- 3:00PM
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SourceOne does not accept shipments that are not consigned to SourceOne Events. Such shipments will be refused.

Material Handling Information

There will be a charge for material handling based on CWT (per 100 lbs.) which is applicable if freight is handled by SourceOne Events. This applies when SourceOne has labor move freight from show site dock to the exhibitor’s booth, providing empty stickers, storing empties, returning empties at the close of the show and loading onto the exhibitor appointed show carrier. (See Material Handling Form for Charges)

Please be sure to see our Exhibitor Service Center located on the show floor to assist you with your outbound material handling preparation. Make sure you identify your company name and booth number when making arrangements with an outside carrier for shipping your exhibit at close of the show.

Shipping in Advance to Show Site

Should any freight be received by the Exhibit Center or Hotel it will be consigned to SourceOne Events and subject to the prevailing drayage rate plus an additional fee charged by the Exhibit Center or Hotel for handling.

The unloading and delivery of all display related materials from the Exhibit Center or Hotel docks to the exhibitor’s booth, and loading out from the exhibitor’s booth to trucks at the docks, falls under the jurisdiction of SourceOne Events and will be performed exclusively by SourceOne Events. The only exception to this rule is that exhibitors may “Hand Carry” items into the exhibit area, provided they do not go through the dock or loading area at the facility and they do not use material handling equipment to assist them in either the loading or unloading of their materials.

We urge you to ship your materials in advance.

By shipping in advance, your materials will be in your booth for you to begin set-up at your designated move-in time. We realize that exhibiting in a convention can be complicated. If you need further assistance or additional information not covered in our Exhibitor Service Manual, please contact our office and speak to one of our Exhibitor Service Representatives at 708.344.4111 or email us at exhibitorservices@sourceoneevents.com

NanoTechnology for Defense Conference
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10000 N Oracle Rd.
Tucson, AZ 85704

IMPORTANT PLEASE READ

All freight shipped in advance of show must be shipped....

TO: Exhibitor's Firm Name _____ **Booth Number:** _____
FOR: NanoTechnology for Defense Conference
UPS Freight
c/o: SourceOne Events, Inc.
1871 W Grant Rd
Tucson, AZ 85745
Toll Free: (877) SOE.EXPO (877.763.3976) Email: exhibitorservices@sourceoneevents.com

**DO NOT SHIP ADVANCE FREIGHT TO
Hilton El Conquistador**

Should any freight be received by **Hilton El Conquistador**, it will be consigned to **SourceOne Events, Inc.** and subject to the prevailing drayage rate plus an additional fee for handling.

Jurisdiction Information:

The unloading and delivery of all display related materials from the show site receiving area to the exhibitor's booth, and unloading out from the exhibitor's booth to trucks at the receiving area, falls under the jurisdiction of SourceOne Events, Inc. and will be performed exclusively by SourceOne Events, Inc. The only exception to this rule is that exhibitors may "hand carry" items into the exhibit area, provided they do not go through the dock or loading area at the facility and they do not use material handling equipment to assist them in either the loading or unloading of their materials.

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

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

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Union Information

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

TEAMSTERS UNION

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

MACHINERY MOVERS & RIGGERS UNION

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

CARPENTERS UNION

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

DECORATORS UNION

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

ELECTRICAL UNION

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

PLUMBERS UNION

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

WHAT AN EXHIBITOR CAN DO WITHOUT UNIONS IN THE ARIZONA AREA

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

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



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 e-mail: kelsey@sourceoneevents.com

Order Recap & Payment

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Discount Deadline Date: **October 18, 2013**

Order Recap

Furnishings & Accessories	\$
Display Equipment	\$
Graphics & Signs	\$
Labor	\$
Carpet & Cleaning	\$
Specialty Furniture	\$
Exhibit Rental	\$
Material Handling – Drayage	\$
Audio Visual	\$
Electrical	\$ N/A
Internet & Telecommunications	\$ N/A
Amount Due	\$
Charge my credit card in the amount of	\$
Enclosed is a check in the amount of	\$

Payment Policy

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

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.

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.

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Telephone: (708) 344.4111 ~ Toll Free: (877) SOE.EXPO (877.763.3976) ~ Fax (708) 344.3050 ~ e-mail: exhibitorservices@sourceoneevents.com



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Telephone: (708) 344.4111 ~ Fax (708) 344.3050
e-mail: kelsey@sourceoneevents.com

Payment & Labor Terms & Conditions

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

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

DEFINITIONS

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

PAYMENT TERMS

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

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

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

INDEMNIFICATION:

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

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

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

INDEMNIFICATION:

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

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



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Third Party Authorization

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Discount Deadline Date: **October 18, 2013**

Third Party Information

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)				
Third Party Company Name	Third Party Phone		Ext.:	Third Party Fax		
Third Party Billing Address (Please Print)	(Street)	(P.O. Box)	City	State	Zip/Postal Code	

Payment Policy

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

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.

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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.

MasterCard VISA Discover American Express Corporate Card Personal Card Wire Transfer – call for form

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.

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.

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**Exhibitor
 Appointed
 Contractor**

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Notification of Intent to use an Exhibitor Appointed Contractor

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail to the address listed above.

Company Name: _____

Booth #: _____

Exhibitor Appointed Contractor: _____

Address of Contractor: _____

Type of Service to be Performed: _____

Inform your Exhibitor Appointed Contractor that they **MUST** send a copy of their General Liability Insurance Certificate no later than 10 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

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

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

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Booth Construction – Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL type approved.

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

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (*special requirements available upon request*).
- 5) Use of compressed gases. (Permit available for 32CF bottles ½ full or less).

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

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

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

Storage behind booth back wall drape is strictly prohibited.

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Furnishing (Tables) Price List



Skirted Tables	Code	Qty	Discount	Standard	Total
Please indicate specific skirt color other than show colors. If skirt color is not selected show color will prevail. Table includes white plastic top and skirted on 3 sides.					
2' x 4' x 30"	430ST	X	\$96.00	\$124.00	
2' x 6' x 30"	630ST	X	\$124.00	\$162.00	
2' x 8' x 30"	830ST	X	\$155.00	\$201.00	
2' x 4' x 42"	442ST	X	\$125.00	\$163.00	
2' x 6' x 42"	642ST	X	\$151.00	\$196.00	
2' x 8' x 42"	842ST	X	\$183.00	\$238.00	
4 th side skirted on any of the table sizes		X	\$50.00	\$72.00	
Vinyl White Top (4', 6', or 8')		X	\$8.00	\$10.00	

Skirted Table Risers	Code	Qty	Discount	Standard	Total
1' x 4' x 10" Wide x 12"	4STR	X	\$70.00	\$91.00	
1' x 6' x 10" Wide x 12"	6STR	X	\$80.00	\$105.00	

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

Skirt Color: _____

Unskirted Tables	Code	Qty	Discount	Standard	Total
2' x 4' x 30"	430UT	X	\$65.00	\$87.00	
2' x 6' x 30"	630UT	X	\$76.00	\$99.00	
2' x 8' x 30"	830UT	X	\$87.00	\$113.00	
2' x 4' x 42"	442UT	X	\$76.00	\$99.00	
2' x 6' x 42"	642UT	X	\$87.00	\$113.00	
2' x 8' x 42"	842UT	X	\$98.00	\$128.00	

Unskirted Table Risers	Code	Qty	Discount	Standard	Total
1' x 4' x 10" Wide x 12"	4UTR	X	\$50.00	\$72.00	
1' x 6' x 10" Wide x 12"	6UTR	X	\$61.00	\$83.00	

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.

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Please Note: These are Bare Wood Tables. If you would like to skirt the table it will be an additional cost. The skirts colors are listed below the table options.



Miscellaneous Bare Wood Tables	Code	Qty	Discount	Standard	Total
40" Round x 30" High Round Table	4030	X	\$56.00	\$74.00	
40" Round x 42" High Round Table	4042	X	\$68.00	\$89.00	
30" Round x 30" High Round Table	3030	X	\$45.00	\$62.00	
30" Round x 42" High Round Table	3042	X	\$57.00	\$74.00	
36" Square x 30" High Square Table	3630	X	\$40.00	\$58.00	
36" Square x 42" High Square Table	3642	X	\$52.00	\$69.00	
60" Round x 30" High Round Table	6030	X	\$76.00	\$104.00	
Any of the table sizes skirted (Add additional)		X	\$52.00	\$75.00	

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



Skirted Table Example

Skirt Color: _____



Chairs	Code	Qty	Discount	Standard	Total
Plastic Folding Side Chair	PFC	X	\$23.00	\$32.00	
Plastic Side Chair	PC	X	\$40.00	\$52.00	
Upholstered Arm Chair	UAC	X	\$98.00	\$128.00	
Leather Swivel Desk Chair	SD	X	\$110.00	\$144.00	
Director Chair	DC	X	\$86.00	\$115.00	
Ergo Armless Side Chair	EC	X	\$86.00	\$115.00	
Ergo Arm Chair	EAC	X	\$110.00	\$144.00	
Padded Gray Bar Stool with Back	PGBS	X	\$110.00	\$144.00	
Padded Chrome Bar Stool with Back	PCBS	X	\$168.00	\$213.00	
Padded Chrome Bar Stool w/out Back	PCS	X	\$110.00	\$144.00	

Company Name _____ Email Address _____ Booth Number _____

Authorization Signature _____ Authorized By – Please Print _____ Date _____

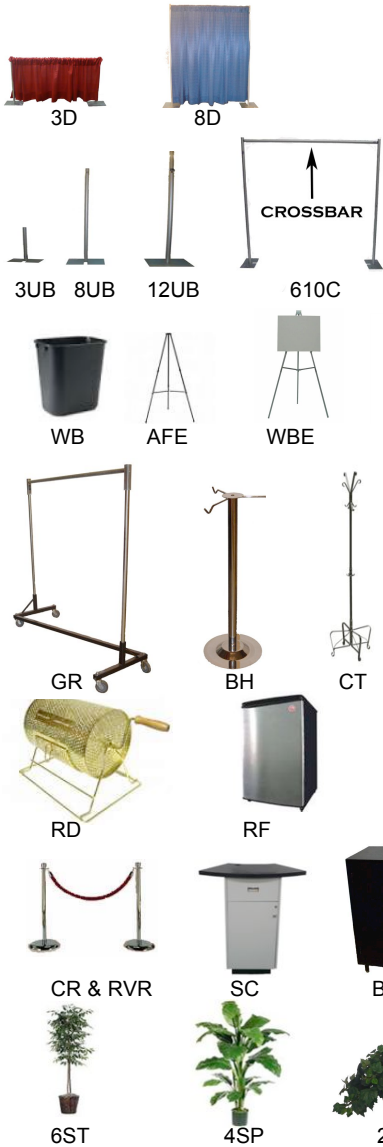
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Standard Furnishing Price List



Special Booth Drape & Equipment	Code	Qty	Discount	Standard	Total
This is booth drape & equipment other than what is provided in your booth package.					
3' High Drape Per Linear Foot (6' min.)	3D	X	\$10.50	\$14.00	
8' High Drape Per Linear Foot (6' min.)	8D	X	\$14.00	\$18.00	
3' Upright and Base	3UB	X	\$20.00	\$26.00	
8' Upright and Base	8UB	X	\$25.00	\$33.00	
12' Upright and Base	12UB	X	\$49.00	\$64.00	
6' to 10' Crossbar	610C	X	\$20.00	\$26.00	

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

Drape Color: _____

Accessories	Code	Qty	Discount	Standard	Total
Wastebasket	WB	X	\$18.00	\$23.00	
Aluminum Floor Easel	AFE	X	\$37.00	\$48.00	
2' x 3' White Board on Easel	WBE	X	\$72.00	\$94.00	
Chrome Sign Holder (22" x 28")	CSH	X	\$79.00	\$103.00	
Garment Rack (Holds 25 Coats)	GR	X	\$110.00	\$143.00	
Chrome Bag Holder	BH	X	\$64.00	\$83.00	
Coat Tree	CT	X	\$52.00	\$68.00	
Collapsible Literature Rack	CLR	X	\$104.00	\$135.00	
Raffle Drum (19.5" L x 15" W)	RD	X	\$60.00	\$78.00	
Refrigerator (4 cubic foot)	RF	X	\$165.00	\$215.00	
Fish Bowl	FB	X	\$40.00	\$52.00	
Chrome Stanchion	CR	X	\$43.00	\$56.00	
6' Red Velour Rope	RVR	X	\$35.00	\$46.00	
Security Cabinet – with counter (36"W x 18"D x 30" H)	SC	X	\$273.00	\$355.00	
Black Square Cabinets (33.5"W x 37"H x 17.5"D)	BC	X	\$241.00	\$313.00	

Foliage	Code	Qty	Discount	Standard	Total
6' Silk Tree	6ST	X	\$59.00	\$77.00	
4' Silk Plant	4SP	X	\$55.00	\$72.00	
2'-3' Silk Floor Plant	23FP	X	\$40.00	\$52.00	

Company Name _____ Email Address _____ Booth Number _____

Authorization Signature _____ Authorized By – Please Print _____ Date _____

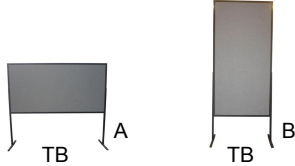
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Tack Board / Poster Board	Code	Qty	Discount	Standard	Total
4' x 8' Velcro Panels	TB	_____ X	\$150.00	\$195.00	

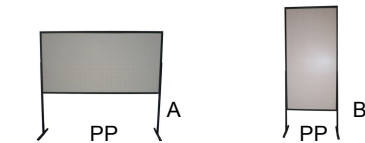
Both sides of these panels are covered in gray fabric. You can only use push pins to adhere items to board.

Please choose A or B. Style A – Horizontal _____ Style B – Vertical _____



Tack Board / Poster Board Accessories	Code	Qty	Discount	Standard	Total
Box of Push Pins (quantity 100)	PN	_____ X	\$8.00	\$11.00	
Halogen Display Stem Lights	HL	_____ X	\$45.00	\$65.00	

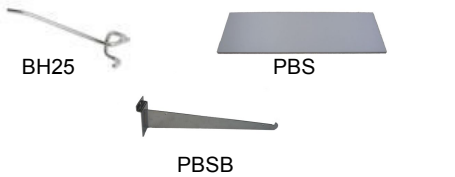
Electricity is not provided. Electricity needs to be order through the electrical order form and sent to the Electrical Department of the Facility.



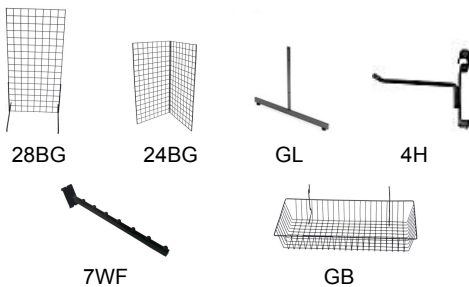
Perforated / Peg Board	Code	Qty	Discount	Standard	Total
4' x 8' White Painted Panels	PP	_____ X	\$150.00	\$195.00	

These boards are one sided. You can use either hooks or shelving to Showcase items on board.

Please choose A or B. Style A – Horizontal _____ Style B – Vertical _____



Perforated / Peg Board Accessories	Code	Qty	Discount	Standard	Total
Board Hooks – Box of 25	BH25	_____ X	\$25.00	\$35.00	
Shelves 36" Long x 8" Deep – white	PBS	_____ X	\$15.00	\$25.00	
8" Peg Board Shelf Brackets	PBSB	_____ X	\$10.00	\$20.00	



Metal Wire Grid	Code	Qty	Discount	Standard	Total
2' x 8' Black Grid Panels	28BG	_____ X	\$55.00	\$75.00	
2' x 4' Black Grid Panels	24BG	_____ X	\$35.00	\$55.00	
Grid Legs	GL	_____ X	\$15.00	\$25.00	
4" Hooks	4H	_____ X	\$1.50	\$3.00	
7 Ball Water Fall 16" Length	7WF	_____ X	\$15.00	\$25.00	
Grid Basket	GB	_____ X	\$20.00	\$40.00	

Grids need to be in a "V" shape to stand up if legs are not ordered.

Company Name _____ Email Address _____ Booth Number _____

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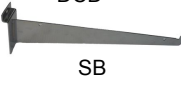
DCB



DCD



DCC



SB



SW



4SWH



6SWH



LH



HL

View Cases	Code	Qty	Discount	Standard	Total
Display Case 6' Full View - Includes 1-8" and 1-10" glass shelf with adjustable brackets.	DCA	X	\$395.00	\$525.00	
Display Case 6' Half View- Includes 1-10" glass shelf with adjustable brackets.	DCB	X	\$395.00	\$525.00	
Display Case 6' Quarter View – No glass shelf adjustable brackets.	DCC	X	\$395.00	\$525.00	
Square Tower Case – Includes four adjustable glass shelves.	DCD	X	\$595.00	\$774.00	

All display cases are 20" D x 38" H, with lights, locks, sliding mirror doors, and off white interior aluminum frames. Electrical hook-up is not included. Please order the electrical outlet through appropriate electrical contractor. All keys must be left with showcase or a charge of \$20.00 will incur.

Slat Wall	Code	Qty	Discount	Standard	Total
Slat Wall – Includes white back panel 38" Wide x 8' Tall. Accessories rented separately.	SLW	X	\$395.00	\$514.00	
12" Shelf Brackets	SB	X	\$15.00	\$25.00	
Shelves 36" Long x 12" Deep – White	SW	X	\$15.00	\$25.00	
4" Slat Wall Hooks – Black, Box of 25	4SWH	X	\$25.00	\$35.00	
6" Slat Wall Hooks – Black, Box of 25	6SWH	X	\$25.00	\$35.00	
7 Ball Water Fall 16" Length	7WF	X	\$15.00	\$25.00	
Flush Mount Hook – Box of 25	FMH	X	\$25.00	\$35.00	
Leaflet Holder	LH	X	\$29.00	\$39.00	
Halogen Display Stem Lights	HL	X	\$45.00	\$65.00	

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Graphics and Signs

All signs prices are digitally produced with color copy, mounted on white foam board. Standard signs include up to 10 words and a selection of colors.



TTB



PUB



FS



6TTO



8TTO

Sign	Circle View	Qty	Discount	Standard	Total
7" x 11"	Vertical or Horizontal	X	\$39.00	\$58.00	
7" x 22"	Vertical or Horizontal	X	\$46.00	\$64.00	
7" x 44"	Vertical or Horizontal	X	\$48.00	\$72.00	
11" x 14"	Vertical or Horizontal	X	\$51.00	\$76.00	
14" x 22"	Vertical or Horizontal	X	\$56.00	\$84.00	
22" x 28"	Vertical or Horizontal	X	\$79.00	\$119.00	
28" x 44"	Vertical or Horizontal	X	\$113.00	\$169.00	
36" x 24"	Vertical or Horizontal	X	\$123.00	\$175.00	

Additional Signs	Code	Qty	Discount	Standard	Total
Table Top Banner	TTB	X	\$295.00	\$384.00	
Pull-up Banners – Includes Nylon Bag	PUB	X	\$495.00	\$644.00	
36"x84" Free Standing Sign – ½" Gator Board with Wedge Plate	FS	X	\$395.00	\$515.00	
6' Tablethrow – 30"H x 72"W x 30"D	6TTO	X	\$395.00	\$515.00	
8' Tablethrow – 30"H x 96"W x 30"D	8TTO	X	\$475.00	\$620.00	

Additional Services	Qty	Discount	Standard	Total
Easel Back	X	\$6.00	\$9.00	
Adjustable Easel	X	\$26.00	\$37.00	
Arrows with Velcro	X	\$10.00	\$15.00	

Design Time	Hrs	Per Hour	Total
Graphic Design Time	X	\$95.00	

SourceOne Events offers a full service graphics department that offers many different types of applications. From vinyl graphics, large format printing, pop-up display graphics to banners we have the ability to service all your custom graphic needs. Please call SourceOne to receive a full quote on your custom graphic work. All graphics need to be submitted 10 business days prior to event. If received after that deadline there will be a 30% upcharge in your graphic price. If customer provided graphic files are not to exact specifications/ requirements, a design-time surcharge will incur.

Sign Submission Form

Please follow these requests, so SourceOne can provide high quality signs for your event.

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

Company Name _____ Email Address _____ Booth Number _____

Authorization Signature _____ Authorized By – Please Print _____ Date _____

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 Elmhurst, IL 60126
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 e-mail: kelsey@sourceoneevents.com

Labor Order Form

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

Hourly Labor Rate

Labor Rates As Follows – 1 hr min. (1 hr increments)

Labor Schedule	Discount	Standard
Straight Time Monday through Friday 8:00 AM to 4:30 PM	\$ 55.00	\$ 66.00
Overtime All other times outside of Straight Time	\$90.00	\$108.00

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

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

Will the Exhibitor be present for labor supervision? Yes No

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

Show Labor Schedule

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

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

Set-up Information for Installation

Please check all that apply and provide information where requested.

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

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

Instructions/Drawings are: Faxed to SourceOne Shipped with exhibit

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

On-site Exhibitor Contact Information

Name: _____ Phone #: _____ Hotel: _____

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

Company Name _____ Email Address _____ Booth Number _____

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



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 SourceOne Events, Inc.
 934 N. Church Road
 Elmhurst, IL 60126
 Telephone: (708) 344.4111 ~ Fax (708) 344.3050
 e-mail: kelsey@sourceoneevents.com

Carpet Rental & Carpet Cleaning

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

Discount Deadline Date: **October 18, 2013**

Carpet Price List

Our Standard and Custom Cut Carpet is available in standard colors listed below. Please be sure to indicate your color choice. If a color is not selected then gray will be selected. Price includes delivery, installation, carpet tape, and removal. Price does not include carpet padding or visqueen covering. No MATERIAL HANDLING charges on carpet ordered from SourceOne Events.

This carpet is NOT designed to cover complete booth areas since the rental cost does not include seaming and the carpets are not guaranteed to be of the same dye lot. **If complete exhibit area carpet is desired, see the Custom Cut Carpet section below the Standard Carpet Section.**

Standard Carpet	Qty	Discount	Standard	Total
9' x 10'	X	\$161.00	\$211.00	
9' x 20'	X	\$321.00	\$418.00	
9' x 30'	X	\$484.00	\$629.00	
9' x 40'	X	\$643.00	\$837.00	

Select color:

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

Custom Cut Carpet	Qty	Discount	Standard	Total
100 sq. ft. minimum	X	\$2.70 sq. ft.	\$3.85 sq. ft.	

Booth Size: X = sq. ft. @ \$2.70 = \$

Carpet Color: _____

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

Our carpet padding is the finest in the industry. We use a 1/2" netted rebond pad. SourceOne guarantees your satisfaction. Price includes delivery, installation, and removal. No MATERIAL HANDLING charges on carpet padding or visqueen covering ordered from SourceOne Events.

Carpet Padding 1/2" (100 sq. ft. minimum)	Quantity	Discount	Standard	Total
	X	\$1.45 sq. ft.	\$1.80 sq. ft.	

Booth Size: X = sq. ft. @ \$1.45 = \$

Visqueen Covering (100 sq. ft. minimum)	Quantity	Discount	Standard	Total
	X	\$1.10 sq. ft.	\$1.45 sq. ft.	

Booth Size: X = sq. ft. @ \$1.10 = \$

Carpet Cleaning

To ensure your booth will be show ready, please specify which requirements your booth needs below. SourceOne Events is the exclusive cleaning contractor. No other cleaning service contractor will be allowed on the exhibit floor. Price is based on the total booth area, with 100 square feet minimum. Service includes vacuuming booth and emptying your wastebasket nightly.

Vacuuming – 100 sq. ft. minimum	Qty	Discount	Standard	Total
Vacuuming for Duration of Show price per sq ft per day of show	X	\$.54	\$.70	
Vacuum Daily price per sq ft per day	X	\$.58	\$.74	
Vacuum Before Show Opens price per sq ft	X	\$.63	\$.83	

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

(Example - Vacuum for Duration of Show – Booth Sizes 10' x 10' = 100 sq. ft. x Price 0.54 per sq. ft. = Cost \$54.00 x 2 days = \$108.00)

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

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NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

Discount Deadline Date: **October 18, 2013**

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

Sofas and Chairs



BLS



WLS



BLS2



WLS2



BLS3



WLS3



BFS



BLL



WLL



BLL2



WLL2

Sofas	Qty	Discount	Standard	Total
BLS – Black Leather Sofa	X	\$575.00	\$750.00	
WLS – White Leather Sofa	X	\$575.00	\$750.00	
BLS2 – Black Leather Sofa	X	\$575.00	\$750.00	
WLS2 – White Leather Sofa	X	\$575.00	\$750.00	
BLS3 – Black Leather Sofa	X	\$575.00	\$750.00	
WLS3 – White Leather Sofa	X	\$575.00	\$750.00	
BFS – Black Fabric Sofa	X	\$395.00	\$515.00	
BLL – Black Leather Loveseat	X	\$475.00	\$625.00	
WLL – White Leather Loveseat	X	\$475.00	\$625.00	
BLL2 – Black Leather Loveseat	X	\$475.00	\$625.00	
WLL2 – White Leather Loveseat	X	\$475.00	\$625.00	

Company Name _____ Email Address _____ Booth Number _____

Authorization Signature _____ Authorized By – Please Print _____ Date _____

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Chairs



Chairs	Qty	Discount	Standard	Total
BLC – Black Leather Chair	X	\$375.00	\$490.00	
WLC – White Leather Chair	X	\$375.00	\$490.00	
BLC2 – Black Leather Chair	X	\$375.00	\$490.00	
WLC2 – White Leather Chair	X	\$375.00	\$490.00	
BLAC – Black Leather Armless Chair	X	\$350.00	\$455.00	
WLAC – White Leather Armless Chair	X	\$350.00	\$455.00	
BLTC – Black Leather Tub Chair	X	\$300.00	\$400.00	
WLTC – White Leather Tub Chair	X	\$300.00	\$400.00	
CLC – Cream Leather Chair	X	\$325.00	\$425.00	
BLTC2 – Black Leather Tub Chair	X	\$250.00	\$325.00	
NFTC – Navy Fabric Tub Chair	X	\$175.00	\$230.00	

Company Name _____ Email Address _____ Booth Number _____

Authorization Signature _____ Authorized By – Please Print _____ Date _____

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Ottomans



BLO



WLO



BLO2



WLO2



BLO3



BFO

Ottomans	Qty	Discount	Standard	Total
BLO – Black Leather Ottoman	X	\$165.00	\$215.00	
WLO – White Leather Ottoman	X	\$165.00	\$215.00	
BLO2 – Black Leather Ottoman	X	\$165.00	\$215.00	
WLO2 – White Leather Ottoman	X	\$165.00	\$215.00	
BLO3 – Black Leather Ottoman	X	\$100.00	\$135.00	
BFO – Black Fabric Ottoman	X	\$75.00	\$100.00	

Company Name

Email Address

Booth Number

Authorization Signature

Authorized By – Please Print

Date

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Coffee and End Tables



Coffee and End Tables	Qty	Discount	Standard	Total
BCTS – Black Vinyl Coffee Table with Tinted Glass Top and 4 mini stools	X	\$225.00	\$300.00	
WCTS – White Vinyl Coffee Table with Tinted Glass Top and 4 mini stools	X	\$225.00	\$300.00	
BGCT – Black Coffee Table with Clear Glass Top	X	\$125.00	\$165.00	
ECT – Espresso Coffee Table	X	\$95.00	\$125.00	
WCT – White Coffee Table	X	\$95.00	\$125.00	
BCT – Black Coffee Table	X	\$95.00	\$125.00	
BFET – Stainless Steel Black Frosted End Table	X	\$145.00	\$190.00	
WFET – Stainless Steel White Frosted End Table	X	\$145.00	\$190.00	
BGET – Black End Table with Clear Glass Top	X	\$95.00	\$125.00	
WET – White End Table	X	\$70.00	\$95.00	
BET – Black End Table	X	\$70.00	\$95.00	

Company Name _____ Email Address _____ Booth Number _____

Authorization Signature _____ Authorized By – Please Print _____ Date _____

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Bar Stools



BLB



WLB



BLB2



WLB2



BLB3



WLB3



BLB4



WLB4



BLB5



WLB5



BLB6



WLB6

Bar Stools	Qty	Discount	Standard	Total
BLB – Adjustable Black Leather Barstool	X	\$145.00	\$190.00	
WLB – Adjustable White Leather Barstool	X	\$145.00	\$190.00	
BLB2 – Adjustable Black Leather Barstool	X	\$145.00	\$190.00	
WLB2 – Adjustable White Leather Barstool	X	\$145.00	\$190.00	
BLB3 – Black Leather Barstool	X	\$155.00	\$205.00	
WLB3 – White Leather Barstool	X	\$155.00	\$205.00	
BLB4 – Black Leather Bar Stool	X	\$195.00	\$255.00	
WLB4 – White Leather Bar Stool	X	\$195.00	\$255.00	
BLB5 – Adjustable Black Leather Bar Stool	X	\$165.00	\$215.00	
WLB5 – White Leather Bar Stool	X	\$165.00	\$215.00	
BLB6 – Adjustable Black Leather Bar Stool	X	\$165.00	\$215.00	
WLB6 – Adjustable White Leather Bar Stool	X	\$165.00	\$215.00	

Company Name

Email Address

Booth Number

Authorization Signature

Authorized By – Please Print

Date

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Cafe Tables



RFCT



SCT

Café Tables	Qty	Discount	Standard	Total
RFCT – Round Formica Café Table – 30” High	X	\$155.00	\$205.00	
SCT – Square Café Table – 30” High	X	\$225.00	\$300.00	

Bar Tables



GBT



RFBT



MCBT



BBT



BCBT

Bar Tables	Qty	Discount	Standard	Total
GBT – Tempered Glass Bar Table w/ Chrome Structure – 40” High	X	\$195.00	\$255.00	
RFBT – Round Formica Bar Table – 40” High	X	\$185.00	\$245.00	
MCBT – Maple and Chrome Bar Table – 40” High	X	\$165.00	\$215.00	
BBT – Black Bar Table – 40” High	X	\$165.00	\$215.00	
BCBT – Black and Chrome Bar Table – 40” High	X	\$165.00	\$215.00	

Company Name

Email Address

Booth Number

Authorization Signature

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Conference Chairs, Book Cases, Mirrors, Lamps



HBC



HBC2



BSC



ABDS



STC



PSC



EC



EAC



WBC



GBC



CFM



WFL



BFL



WTL

Conference Chairs, Book Cases, Mirror, Lamps	Qty	Discount	Standard	Total
HBC – High Back Black Conference Chair	X	\$165.00	\$215.00	
HBC2 – High Back Black Conference Chair	X	\$175.00	\$230.00	
BSC – Mid Back Black Sled Chair	X	\$155.00	\$205.00	
ABDS – Black Armless Drafting Stool	X	\$160.00	\$210.00	
STC – Black Steno Chair	X	\$75.00	\$100.00	
PSC – Black Padded Side Chair	X	\$50.00	\$65.00	
EC – Ergo Armless Side Chair	X	\$75.00	\$100.00	
EAC – Ergo Arm Side Chair	X	\$95.00	\$125.00	
WBC – Walnut Book Case with 5 shelves	X	\$425.00	\$555.00	
GBC – Grey Book Case with 5 shelves	X	\$310.00	\$405.00	
CFM – Cherry Wood Floor Mirror	X	\$75.00	\$100.00	
WFL – White and Chrome Floor Lamp	X	\$135.00	\$180.00	
BFL – Black Metal Floor Lamp	X	\$135.00	\$180.00	
WTL – White and Chrome Table Lamp	X	\$95.00	\$125.00	

Company Name _____ Email Address _____ Booth Number _____

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Conference Environments



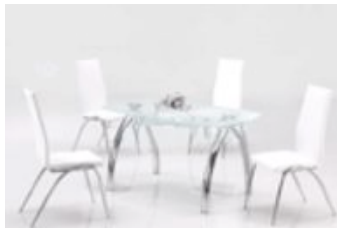
GT4BC



GT4WC



GT4BC2



GT4WC2



GT6BC



GT6WC

Conference Environments	Qty	Discount	Standard	Total
GT4BC – Glass Table & 4 Black Chairs	X	\$995.00	\$1295.00	
GT4WC – Glass Table & 4 White Chairs	X	\$995.00	\$1295.00	
GT4BC2 – Glass Table & 4 Black Chairs	X	\$995.00	\$1295.00	
GT4WC2 – Glass Table & 4 White Chairs	X	\$995.00	\$1295.00	
GT6BC – Adjustable Glass Table & 6 Black Chairs	X	\$1295.00	\$1685.00	
GT6WC – Adjustable Glass Table & 6 White Chairs	X	\$1295.00	\$1685.00	

Company Name _____ Email Address _____ Booth Number _____

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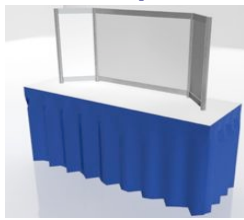
PLEASE MAIL OR FAX TO: **SourceOne Events, Inc.** ~ 934 N. Church Road, Elmhurst, IL 60126
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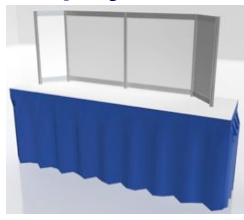
Discount Deadline Date: **October 18, 2013**

Table Top and Exhibit Booth Displays: All table top displays include installation / dismantling, opening day cleaning, and white display panels. Color panels are available at an additional cost. Additional furnishings such as stools, computers, LCD monitors, tables, plants, graphic panels, company headers, and halogen lights are available at an additional cost. Please contact SourceOne Events for pricing options at our Customer Service Department at (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).

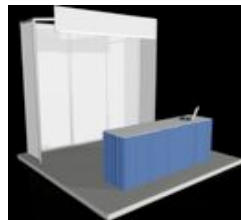
Table Top and 10'x10' Displays



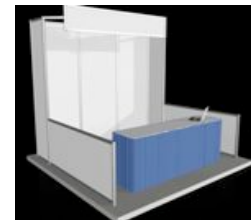
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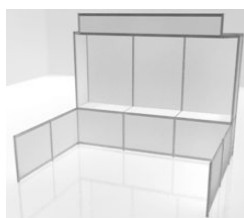
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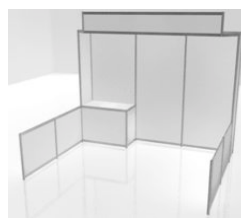
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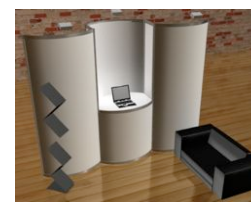
OE



OF



OG



OH

Table Top and 10'x10' Displays	Qty	Discount	Standard	Total
OA – 6 Ft Table Top Exhibit	X	\$650.00	\$845.00	
OB – 8 Ft Table Top Exhibit	X	\$750.00	\$975.00	
OC – 10'x10' Exhibit Display	X	\$1700.00	\$2210.00	
OD – 10'x10' Exhibit Display	X	\$2100.00	\$2730.00	
OE – 10'x10' Exhibit Display	X	\$3200.00	\$4160.00	
OF – 10'x10' Exhibit Display	X	\$2700.00	\$3510.00	
OG – 10'x10' Exhibit Display	X	\$2400.00	\$3120.00	
OH – 10'x10' Exhibit Display	X	\$1900.00	\$2470.00	

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

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

Company Name _____ Email Address _____ Booth Number _____

Authorization Signature _____ Authorized By – Please Print _____ Date _____

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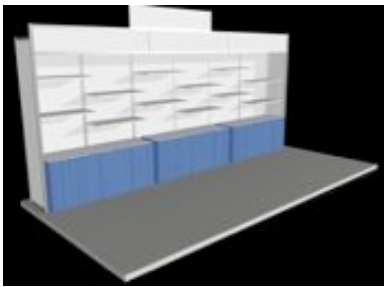
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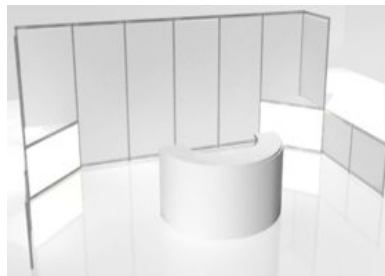
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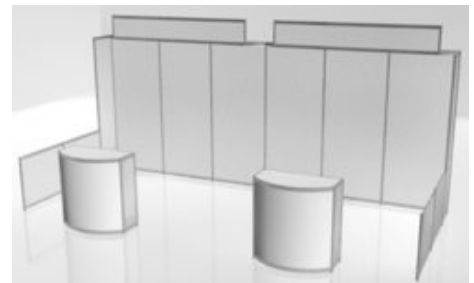
10'x20' and 10'x30' Booths



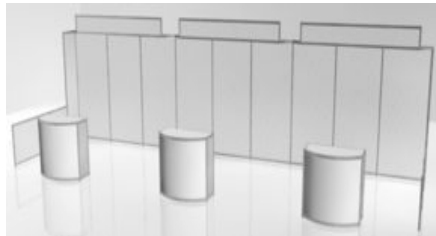
OJ



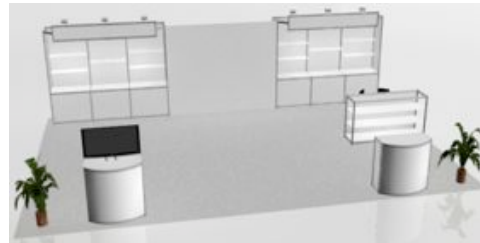
OK



OL



OM



ON

Exhibit Displays	Qty	Discount	Standard	Total
OJ – 10'x20' Exhibit Display	X	\$3800.00	\$4940.00	
OK – 10'x20' Exhibit Display	X	\$4200.00	\$5460.00	
OL – 10'x20' Exhibit Display	X	\$4900.00	\$6370.00	
OM – 10'x30' Exhibit Display	X	\$6900.00	\$8970.00	
ON – 10'x30' Exhibit Display	X	\$5800.00	\$7540.00	

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

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

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

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

Discount Deadline Date: **October 18, 2013**

Display Additions: This equipment can be added to your booth space or your exhibit rental for an additional cost. The Reception Counters also have the option of coming in colored panels at an additional cost. If you have any questions regarding this equipment, please contact our Customer Service Department at (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).

Reception Counters and Podiums



RC1

RC2

RC3

P1

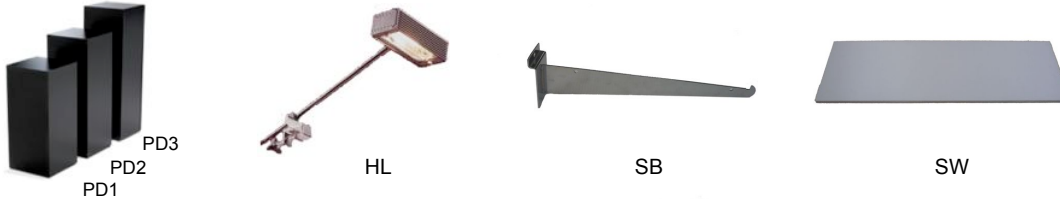
K1

K2

K3

K4

Accessories



PD3
PD2
PD1

HL

SB

SW

Reception Counters and Podiums	Qty	Discount	Standard	Total
RC1 – 6' Long Curved Reception Counter	X	\$475.00	\$620.00	
RC2 – 6' Long Rounded Reception Counter	X	\$525.00	\$685.00	
RC3 – 6' Long Rectangular Reception Counter	X	\$425.00	\$555.00	
P1 – Frosted Plexi Glass Podium	X	\$295.00	\$385.00	
K1 – 40" High Curved Podium	X	\$375.00	\$490.00	
K2 – 40" High Square Podium	X	\$275.00	\$360.00	
K3 – 40" High Round Podium	X	\$350.00	\$455.00	
K4 – 40" High Rectangular Podium	X	\$325.00	\$425.00	

Accessories	Qty	Discount	Standard	Total
PD1 – Black Square Pedestal (14"L x 14"W x 30"H)	X	\$175.00	\$230.00	
PD2 – Black Square Pedestal (14"L x 14"W x 36"H)	X	\$190.00	\$250.00	
PD3 – Black Square Pedestal (14"L x 14"W x 42"H)	X	\$225.00	\$295.00	
HL – Halogen Light	X	\$45.00	\$65.00	
SB – 12" Shelf Bracket	X	\$15.00	\$25.00	
SW – Shelves 36" Long x 12" Deep – White	X	\$15.00	\$25.00	

Company Name _____ Email Address _____ Booth Number _____

Authorization Signature _____ Authorized By – Please Print _____ Date _____

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NanoTechnology for Defense Conference
November 4-6, 2013
Hilton El Conquistador
10000 N Oracle Rd.
Tucson, AZ 85704

Discount Deadline Date:

October 18, 2013

Environment Booths: Environment Booths are designed if you have a specific idea in mind of how you want your booth space to look using various custom furniture, audio visual equipment and graphics to help create the environment you envision. If you do not see exactly what you are looking for, please contact our Customer Service Department at (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).

Option A:



Option B:



Option C:



Option D:



For pricing and quotes please call our Customer Service Department to discuss your environment needs. Our phone number is (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).

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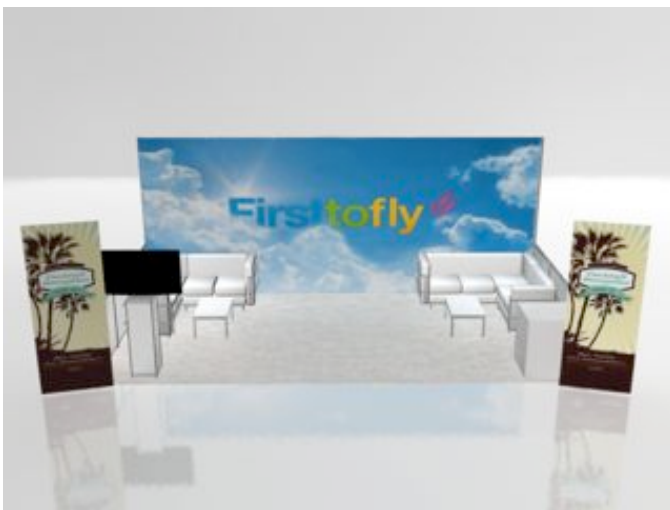
Option E:



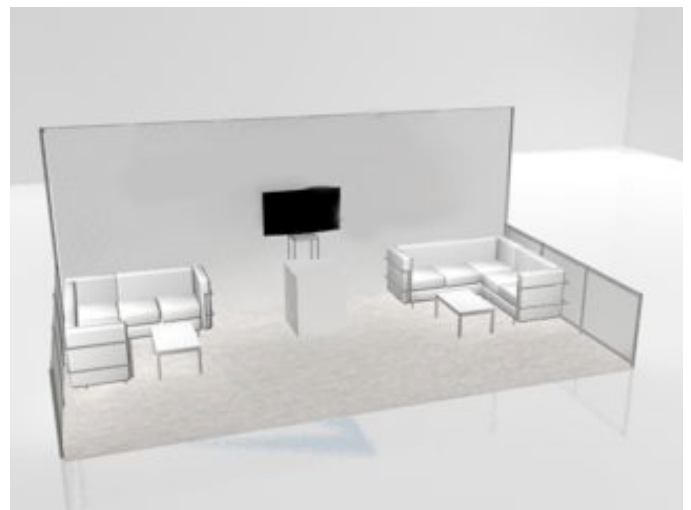
Option F:



Option G:



Option H:



For pricing and quotes please call our Customer Service Department to discuss your environment needs. Our phone number is (708) 344.4111 or Toll Free at (877) SOE.EXPO (877.763.3976).



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 Elmhurst, IL 60126
 Telephone: (708) 344.4111 ~ Fax (708) 344.3050
 e-mail: kelsey@sourceoneevents.com

Material Handling Authorization

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

Material Handling Rates

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

To set up your Roundtrip Shipping, please call 877-763-3976, or complete the SourceOne Logistics Services - Inbound order form included in this manual on page 37 and the SourceOne Logistics Services - Outbound form on page 38. Roundtrip shipping does not apply to shipments to be considered small packages, local shipments, or shipments over 10,000 lbs. Roundtrip shipping is required to qualify for discount.

Receiving hours for Advance Freight to Warehouse: 8:00 AM to 4:30 PM Monday through Friday. Saturday, Sunday and Holidays are excluded for deliveries.

Straight Time Delivery to Show Site: 8:00 AM to 4:30 PM Monday through Friday

Overtime Delivery to Show Site: 5:00 PM to 8:00 AM Monday through Friday and all day Saturday. This applies to freight received onsite during move-in and move-out as well as freight received at the advance warehouse. If this service is needed please notify SourceOne Events of your additional needs.

Double Time Delivery to Show Site: All day Sunday and Holidays. This applies to freight received onsite during move-in and move-out as well as freight received at the advance warehouse.

Please check the service that applies to your shipment.

Advance Shipments to Warehouse (100 Pound Minimum Per Shipment)		Price per Pound	Minimum
<input type="checkbox"/>	Crated or Skidded	\$0.55	\$55.00
<input type="checkbox"/>	Special Handling Material	\$0.70	\$70.00
Advance Shipments Received at Warehouse after October 25, 2013!		Price per Pound	Minimum
<input type="checkbox"/>	Crated or Skidded	\$0.65	\$65.00
<input type="checkbox"/>	Special Handling Material	\$0.80	\$80.00
Onsite Shipments to Show Site (100 Pound Minimum Per Shipment)		Price per Pound	Minimum
<input type="checkbox"/>	Crated or Skidded	\$0.75	\$75.00
<input type="checkbox"/>	Special Handling Material	\$0.90	\$90.00
<input type="checkbox"/>	Uncrated or Pad Wrapped Shipment	\$0.95	\$95.00
Onsite Empty Storage		Price per piece	Minimum
<input type="checkbox"/>	Charge per crate, skid or carton from shipments not received by SourceOne Events	\$10.00	\$40.00
Onsite Shrink Wrapping / Banding Fee		Price per 1/2 hour	Minimum
<input type="checkbox"/>	SourceOne Events will shrink wrap materials for outbound shipments includes 1/2 hour labor	\$55.00	\$55.00
<input type="checkbox"/>	SourceOne Events will band materials for outbound shipments includes 1/2 hour labor	\$55.00	\$55.00
Shipments Returned to Warehouse		Price per CWT	Minimum
<input type="checkbox"/>	Advance or Onsite Crated or Skidded Shipments Returned to Warehouse for Carrier Pickup	\$25.00	\$150.00
<input type="checkbox"/>	Advance or Onsite Special Handling Shipments Returned to Warehouse for Carrier Pickup	\$25.00	\$100.00
Mobile Equipment Spots		Price per CWT	Minimum
Mobile equipment will be handled into and out of the convention facility.			
<input type="checkbox"/>	50ft Plastic Covering during mobile spot when required at facilities – Charge Per Roll	\$75.00	\$75.00
<input type="checkbox"/>			

100 pound minimum, and then exact weight charge applies to each shipment SourceOne Events receives.

Example: You shipped two boxes together via UPS weighing 75 lbs. each. The packages arrive as one shipment. This entire shipment will result in one minimum 200 lb. charge.
Example: You shipped the same two boxes via UPS weighing 75 lbs. each. The packages arrive separately, at two separate times. This will result in TWO minimum 200 lb. charge.

	lbs.	÷	100	=		x	\$	=	\$	+	\$	=	\$
Total Weight (Rounded to next 100 lbs.)	÷	100	=	Total C.W.T.	x	Price per C.W.T.	=	Additional Charges if Applicable	=	Total Charges			

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



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

Material Handling Information

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

Material Handling Information

Advance Shipments to Warehouse:

Rate as shown on Material Handling Authorization Form

Rates include unloading freight, storing shipment at warehouse for up to 30 days (material stored beyond 30 days will incur additional storage fees), reloading onto trucks and delivered to the show site, labor will unload freight and delivery to booth, picking up your empty containers, storing, and returning empty shipping containers, and reloading freight onto carrier for return to your specified destination from exhibit site.

Onsite Shipments to Show Site:

Rate as shown on Material Handling Authorization Form

Rates include unloading freight and delivery to your booth location. Once your booth is setup our labor will pick up your empty containers, store them, and return empty shipping containers, and reload freight onto carrier for return to your specified destination from exhibit site.

Crated Material:

Rate as shown on Material Handling Authorization Form

This type of shipment is either skidded or in any type of shipping container. This shipment can be loaded or unloaded at the dock and requires no additional handling.

Uncrated Material:

Rate as shown on Material Handling Authorization Form

This type of shipment is either shipped loose, pad-wrapped, and/or unskidded materials or machinery. This shipment needs extra labor and equipment to handle.

Special Handling Material:

Rate as shown on Material Handling Authorization Form

This type of shipment is delivered by a carrier which requires additional handling, such as ground unloading, side door unloading, constricted space unloading, designated piece loading, and stacked shipments. UPS, DHL, Federal Express, etc. are included in this category due to their delivery procedures. If your freight is too tall to fit through the Hilton El Conquistadors dock, doors, or elevators, and SourceOne Events has to break down your materials down

Late Shipments:

Rate as shown on Material Handling Authorization Form

A surcharge will apply to shipments not arriving within the published dates (refer to Show Details page for dates on page 2) for advance warehouse or arriving on show site after the show has opened.

Empty Storage:

Rate as shown on Material Handling Authorization Form

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

Warehouse Storage:

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

Return to Warehouse Service Fee: **Surcharge:** **\$25 per CWT, Minimum \$150**
 Crated or Skidded Materials will be accepted at warehouse.

Return to Warehouse Service Fee: **Surcharge:** **\$25 per CWT, Minimum \$100**
 Special Handling Materials will be accepted at warehouse.

Storage Fee: **Surcharge:** **\$15 per CWT, Minimum \$150**
 This fee goes into effect when the materials have been in our warehouse for more than 30 days before or after a show or event.

Mobile Spotting Fee:

Surcharge: **\$150 Round Trip**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if SourceOne Events determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by SourceOne Events personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

Shrink Wrap and/or Banding Fee:

Rate as shown on Material Handling Authorization Form

A surcharge for SourceOne shrink wrapping and/or banding your materials will incur for outbound shipments if this service is requested.

If you have any questions regarding material handling, please contact SourceOne Events Customer Service department.

Company Name	Contact Name	Email Address
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



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 934 N. Church Road
 Elmhurst, IL 60126
 Telephone: (708) 344.4111 ~ Fax (708) 344.3050
 e-mail: kelsey@sourceoneevents.com

**Shipping
 Notification
 Inbound**

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

Complete and Return to SourceOne Events along with your Material Handling Authorization Form

Retain copy for your files.

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

Advance Shipments to Warehouse Address – *Please use provided freight labels*

NanoTechnology for Defense Conference Exhibiting Company Name	Advance shipments should be arriving on:	September 27, 2013
Booth Number # _____	Last day shipments accepted at warehouse:	November 1, 2013
UPS Freight c/o SourceOne Events 1871 W. Grant Rd Tucson, AZ 85745	Phone: (708) 344.4111 Fax: (708) 344.3050 Toll Free: (877) SOE.EXPO (877.763.3976)	

Direct Shipments to Exhibit Address – *Please use provided freight labels. Shipments are received ONLY during exhibitor move-in hours.*

NanoTechnology for Defense Conference Exhibiting Company Name	Direct shipments will be accepted on:	November 4, 2013 10:30AM- 3:00PM
Booth Number # _____	Phone: (708) 344.4111 Fax: (708) 344.3050 Toll Free: (877) SOE.EXPO (877.763.3976)	
Hilton El Conquistador 10000 N Oracle Rd. Tucson, AZ 85704		

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

	Number of Pieces	Estimated Weight	Carrier(s)	Tracking Number (please provide pro number)	Estimated Cost (Of Material Handling based on 200lbs. min. per shipment)
Advance Shipments (Warehouse)					
Direct Shipments (Show Site/Exhibit Hall)					

Shipped From City _____ State _____
 Date Shipped _____ Estimated Date & Time of Arrival _____

I have read and understand the "Shipping Instructions and Material Handling Rate Schedule" as well the "Material Handling Limits of Liability" and hereby agree to the conditions as set forth therein.

Company Name _____	Contact Name _____	Email Address _____
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



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 SourceOne Events, Inc.
 934 N. Church Road
 Elmhurst, IL 60126
 Telephone: (708) 344.4111 ~ Fax (708) 344.3050
 e-mail: kelsey@sourceoneevents.com

Shipping Notification Outbound

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

Complete and Return to SourceOne Events along with your Material Handling Authorization Form

Retain copy for your files.

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

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

NanoTechnology for Defense Conference

Exhibiting Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Ship To Information

Company Name: _____

Delivery Address: _____

City: _____ State: _____ Zip: _____

Attn: _____ Phone Number: _____

Cell Phone: _____ Email: _____

Carrier: _____

- All exhibitor materials must be removed from the exhibit facility by **Thursday, November 7, 2013 at 4PM.**
- To ensure that your freight is expedited and removed from the facility by a designated carrier, please have your carrier check in no later than **Thursday, November 7, 2013 at 2PM.**
- **OUTBOUND BILLS OF LADING** must be completed and turned in at the SourceOne Service Desk. **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- A CREDIT CARD IS REQUIRED FOR MATERIAL HANDLING SERVICES. Please complete credit card information on the “ORDER RECAP & PAYMENT” form on page 6.
- Local cartage and storage services are available ~ rates furnished upon request.
- Any shipment left behind without a Bill of Lading being turned into the SourceOne Service Desk will be brought back to SourceOne Events warehouse at the Exhibitor’s expense. Your shipment will be routed through SourceOne and shipped at the Exhibitor’s expense.

I have read and understand the “Shipping Instructions and Material Handling Rate Schedule” as well the “Material Handling Limits of Liability” and hereby agree to the conditions as set forth therein.

 Company Name Contact Name Email Address

 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.

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Telephone: (708) 344.4111 ~ Toll Free: (877) SOE.EXPO (877.763.3976) ~ Fax (708) 344.3050 ~ e-mail: exhibitorservices@sourceoneevents.com



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 e-mail: kelsey@sourceoneevents.com

**SourceOne
 Logistics
 Services -
 Inbound**

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

COMPLETE THIS FORM & PAGE 38 IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BOTH INBOUND & OUTBOUND WITH SOURCEONE EVENTS LOGISTIC SERVICES

Inbound Pick-up Location Information

Requested Pick-up Date: _____ **Hours of Operation:** _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone #: _____

Special Instructions: _____

Shipping Information

Items to be Shipped In	Qty	Est. Weight
Crates (Wooden)	_____	_____
Pallet / Skid	_____	_____
Trunks / Cases	_____	_____
Box #1	_____	_____
Box #2	_____	_____
Box #3	_____	_____
Box #4	_____	_____
Box #5	_____	_____
Box #6	_____	_____

Declared Value: \$ _____
 *Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared. Minimum charge of \$10.00.

Size of largest piece: L _____ W _____ H _____

Loading Dock: Yes No Lift Gate Required: Yes No

Residential Pick-up _____ Inside Pick-up _____

Special Instructions: _____

Ship to Information

I will be shipping to the SourceOne Events **WAREHOUSE** by **November 1, 2013** between the hours of **8:00AM - 4:00PM**.

Company Name: _____ Booth #: _____
 NanoTechnology for Defense Conference
 UPS Freight
 c/o: SourceOne Events
 1871 W Grant Rd
 Tucson, AZ 85745

I will be shipping to the **SHOW SITE c/o SOURCEONE EVENTS** on **November 4, 2013** between the hours of **10:30AM- 3:00PM**.

Company Name: _____ Booth #: _____
 NanoTechnology for Defense Conference
 c/o: SourceOne Events
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

Type of Service: Choose One Next Day Air 2nd Day Air Standard Ground Other (Truck Load, Specialized)
Please Note: Service via Air Transportation is charged based on Dimensional weight or Actual weight, whichever is greater.

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.
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 e-mail: kelsey@sourceoneevents.com

**SourceOne
 Logistics
 Services -
 Outbound**

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

COMPLETE THIS FORM & PAGE 37 IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BOTH INBOUND & OUTBOUND WITH SOURCEONE EVENTS LOGISTIC SERVICES

Outbound Shipping Information

I would like to schedule Outbound Transportation with SourceOne Events. Please provide me with a Material Handling Agreement at the show site for my shipping instructions and signature.

So we may deliver your Outbound Material Handling Agreement and labels, please complete the information listed below.

Company Name: _____

Delivery Address: _____

City: _____ State: _____ Zip: _____

Attn: _____ Phone Number: _____

Cell Phone: _____ Email: _____

Must Arrive to Shipping Location By: _____

Special Instructions: _____

Number of desired shipping labels: _____

Items to be Shipped Out	Qty	Est. Weight
Crates (Wooden)	_____	_____
Pallet / Skid	_____	_____
Trunks / Cases	_____	_____
Box #1	_____	_____
Box #2	_____	_____
Box #3	_____	_____
Box #4	_____	_____
Box #5	_____	_____
Box #6	_____	_____

Declared Value: \$ _____
 *Available at exhibitors' expense at the rate of \$1.00 per \$100.00 of value declared.
 Minimum charge of \$10.00.

Size of largest piece: L _____ W _____ H _____

Loading Dock: Yes No Lift Gate Required: Yes No

Residential Delivery _____ Inside Delivery _____

Special Instructions: _____

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

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

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.

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 Telephone: (708) 344.4111 ~ Toll Free: (877) SOE.EXPO (877.763.3976) ~ Fax (708) 344.3050 ~ e-mail: exhibitorservices@sourceoneevents.com**



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 e-mail: kelsey@sourceoneevents.com

Material Handling Terms & Conditions

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

- 1. DEFINITIONS:** For purposes of this contract, SourceOne Events, Inc. (SOE), and their employees, officers, directors, agents, assigns, affiliated companies, and related entities including but not limited to any subcontractors SourceOne may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC"). Further, the Exhibitor is in fact the "Shipper" for all purposes and circumstances, notwithstanding anything contained herein to the contrary.
- 2. PACKAGING AND CRATES:** SourceOne shall not be responsible for damage to loose, uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, SourceOne shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
- 3. EMPTY CONTAINERS:** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of Exhibitor or his representative. All previous labels must be removed or obliterated. SourceOne assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without SourceOne labels; or improper information on empty labels. SOURCEONE WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
- 4. INBOUND SHIPMENT(S):** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of Exhibitor or his representative, and during such time the materials will be left unattended. SOURCEONE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAS BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. SourceOne highly recommends the securing of security services from Facility or Show Management.
- 5. OUTBOUND SHIPMENT(S):** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. SOURCEONE WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. SourceOne highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to SourceOne by Exhibitor will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of times listed by Exhibitor and the actual count of such items in the booth at the time of pickup.
- 6. SOURCEONE'S RESPONSIBILITIES:** SourceOne shall be responsible only for those services which it directly provides. SourceOne assumes no responsibility for any persons, parties, or other contracting firms not under SourceOne's direct supervision and control. SourceOne shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond SourceOne's reasonable control, nor for ordinary wear & tear in the handling of materials.
- 7. INSURANCE:** It is understood that SourceOne is not an insurer. Insurance on exhibit materials, if any, shall be obtained by Exhibitor in amounts and for perils determined by Exhibitor. Exhibitor agrees to provide SourceOne with a release of subrogation to the extent of any insurance settlement received.
- 8. DECLARED VALUE:** Declared value is available only on AIR SHIPMENTS. The value per pound for applying valuation charges shall be determined by dividing the shipper's declared value for carriage by the actual weight of the shipment.
 - (a) **GROUND SHIPMENTS.** No declared value is available for ground shipments. If the shipper elects to declare a value, they must Ship by Air.
 - (b) **DOMESTIC & INTERNATIONAL AIR SHIPMENTS.** When the shipper declares a value that exceeds \$50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less, an additional charge of \$0.85 (USD) for each \$100.00 (USD) of excess valuation or fraction thereof, subject to a minimum charge of \$3.25 (USD) per shipment, will be assessed on the declared value shown on the front of this form.
 - (c) Notwithstanding the above limitations, all shipments, domestic and international, containing the following items of extraordinary value are limited to a maximum declared value of \$500.00 (USD):
 1. Artworks and objects of art, namely original paintings, drawings, etchings, water colors, tapestries or sculptures.
 2. Clocks, jewelry, including costume jewelry, furs and fur trimmed clothing.
 3. Personal effects, including without limitation papers and documents.
 - (d) Liability for damage to shipments containing glass shall be limited to \$50.00 (USD) will not be accepted. If inadvertently accepted, liability will be limited to \$50.00 (USD). Glass shipments include without limitation, windshields, plate glass, ceramics, chinaware and light bulbs. Acceptance of said terms and conditions will be construed when any of the following conditions are met:
THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED; OR WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO SOURCEONE'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH SOURCEONE EVENTS IS THE OFFICIAL SHOW CONTRACTOR; OR WHEN AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH SOURCEONE EVENTS.
- 9. CLAIM(S) FOR LOSS:** Claims for loss or damage must be filed within nine (9) months after the delivery of the property, except that claims for failure to make delivery must be filed within nine (9) months after a reasonable time for delivery has elapsed. In no event shall a suit or action be brought against SourceOne more than nine (9) months and one day from the day when written notice is given by SourceOne to Exhibitor that the claim is disallowed. Receipt of shipment by consignee or the consignee's agent without written notification of damage or loss will be prima facie evidence that the shipment was delivered in good condition.
 - (a) **PAYMENT FOR SERVICES MAY NOT BE WITHHELD:** In the event of any dispute between the Exhibitor and SourceOne relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to SourceOne for its services, as an offset against the amount of any alleged loss or damage.
 - (b) **MAXIMUM RECOVERY:** If found liable for any loss, SourceOne's sole and exclusive MAXIMUM liability for loss or damage to Exhibitor's materials and Exhibitor's sole and exclusive remedy is limited to \$50 per pound per article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment, whichever is less, unless shipper makes a declaration of value in the space designated on the front of this form and pays the appropriate valuation charge. When a declaration is made, liability shall in no event exceed the declared value of the shipment.
 - (c) **BREACH OF CONTRACT AND/OR NEGLIGENCE ONLY:** SourceOne's liability shall be limited to any loss or damage which results solely from SourceOne's NEGLIGENCE in the actual physical handling of the items comprising Exhibitor's shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss damage. In no event shall SourceOne be liable to the Exhibitor or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of SourceOne or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if SourceOne has been advised or has notice of the possibility of such damages, or for any damages caused by Exhibitor's failure to perform Exhibitor's responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss (es).
- 10. JURISDICTION:** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF ILLINOIS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN DUPAGE COUNTY, ILLINOIS.
- 11. INDEMNIFICATION:** Exhibitor agrees to indemnify, forever hold harmless and defend SourceOne, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - Exhibitor's negligent supervision of any labor secured through SourceOne, or the negligent supervision of such labor by any of Exhibitor's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - Exhibitor's negligence, willful misconduct, or deliberate act of Exhibitor's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - Exhibitor's violation of Federal, State, County or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - Exhibitor's inclusion of illegal substances, hazardous materials or waste in any shipments placed with SourceOne and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
- 12. MISCELLANEOUS:** Exhibitor, as a material part of the consideration to SourceOne for material handling and transportation services, waives and releases all claims against SourceOne, its employees, agents, officers, and directors, with respect to all matters for which SourceOne has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

Company Name	Email Address	Booth Number
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



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

**Advance
 Shipment
 Labels**

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

 Please cut along this line and secure one completed label to each piece to ensure proper delivery to our Warehouse.

Advance Shipment for Exhibition Freight

To: _____ Booth Number: _____
(Exhibitor Name)

Event: NanoTechnology for Defense Conference

C/O: 

UPS Freight
 1871 W Grant Rd
 Tucson, AZ 85745

Carrier: _____

Number _____ of _____ pieces

Must Be Delivered By Friday, November 1, 2013

 Please cut along this line and secure one completed label to each piece to ensure proper delivery to our Warehouse.

Advance Shipment for Exhibition Freight

To: _____ Booth Number: _____
(Exhibitor Name)

Event: NanoTechnology for Defense Conference

C/O: 

UPS Freight
 1871 W Grant Rd
 Tucson, AZ 85745

Carrier: _____

Number _____ of _____ pieces

Must Be Delivered By Friday, November 1, 2013

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



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

**Direct
 Shipment
 Labels**

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

 Please cut along this line and secure one completed label to each piece to ensure proper delivery to the Venue.

Direct Shipment for Exhibition Freight

To: _____ Booth Number: _____
(Exhibitor Name)

Event: NanoTechnology for Defense Conference

C/O: 

Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

Carrier: _____

Number _____ of _____ pieces

Must Be Delivered On Monday, November 4, 2013 Between 10:30AM- 3:00PM

 Please cut along this line and secure one completed label to each piece to ensure proper delivery to the Venue.

Direct Shipment for Exhibition Freight

To: _____ Booth Number: _____
(Exhibitor Name)

Event: NanoTechnology for Defense Conference

C/O: 

Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

Carrier: _____

Number _____ of _____ pieces

Must Be Delivered On Monday, November 4, 2013 Between 10:30AM- 3:00PM

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



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

**Outbound
Shipping
Labels**



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



Exhibitor: _____

Name of Show: _____ Booth#: _____

Contact Name: _____ Phone#: _____

To – Company Name: _____

C/O: _____ Name of Show: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone #: _____

Cell #: _____ Email: _____

Piece Number: _____ Of: _____ Pro #: _____



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



Exhibitor: _____

Name of Show: _____ Booth#: _____

Contact Name: _____ Phone#: _____

To – Company Name: _____

C/O: _____ Name of Show: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone #: _____

Cell #: _____ Email: _____

Piece Number: _____ Of: _____ Pro #: _____

NanoTechnology for Defense Conference
 November 4-6, 2013
 Hilton El Conquistador
 10000 N Oracle Rd.
 Tucson, AZ 85704

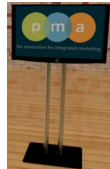
Discount Deadline Date: **October 18, 2013**

Audio Visual Price List: Rental includes delivery and setup in your booth, use during exposition and removal. Please note all Audio Visual Rentals are based on a per day rate.

Monitors and Flat Screen TV's	Qty	Discount	Standard	No. of Days	Total
19" Flat Panel Monitor	X	\$175.00	\$228.00	X	=
20" Flat Panel Monitor	X	\$205.00	\$355.00	X	=
23" Flat Panel LCD TV	X	\$395.00	\$514.00	X	=
26" Flat Panel LCD TV	X	\$450.00	\$585.00	X	=
32" Flat Panel LCD TV	X	\$495.00	\$645.00	X	=
42" Flat Panel LCD TV	X	\$595.00	\$774.00	X	=
50" Flat Panel LCD TV	X	\$795.00	\$1034.00	X	=
60" Flat Panel LCD TV	X	\$895.00	\$1164.00	X	=

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

VGA HDMI PC MAC – Exhibitor to provide MAC adaptor



DPS



CCS



RCS



MSS

Flat Screen Stands	Qty	Discount	Standard	No. of Days	Total
DPS - Dual Post Stand (Used w/ 42" or 50" Plasma Display)	X	\$165.00	\$215.00	X	=
CCS - Curved Counter Stand	X	\$595.00	\$775.00	X	=
RCS - Rectangular Counter Stand	X	\$495.00	\$645.00	X	=
MSS - Monitor Surround Stand	X	\$595.00	\$775.00	X	=

LCD Data Projectors and Equipment	Qty	Discount	Standard	No. of Days	Total
1000 Lumens XGA	X	\$450.00	\$585.00	X	=
70" x 70" Tripod Screen	X	\$105.00	\$137.00	X	=
96" x 96" Tripod Screen	X	\$135.00	\$176.00	X	=

Video Equipment	Qty	Discount	Standard	No. of Days	Total
DVD Player (Requires video monitor)	X	\$105.00	\$145.00	X	=
Blu Ray Player (Requires video monitor)	X	\$150.00	\$195.00	X	=

Audio Equipment	Qty	Discount	Standard	No. of Days	Total
Sound System (Anchor Speaker, Amp Speaker and two stands)	X	\$225.00	\$295.00	X	=
Wired Microphone w/ Stand (Requires Sound System)	X	\$65.00	\$95.00	X	=
Wireless Mic. (Clip-on or Handheld & Requires Sound System)	X	\$175.00	\$250.00	X	=
CD player	X	\$50.00	\$75.00	X	=

Computer Rental	Qty	Discount	Standard	No. of Days	Total
Laptop Rental – Please call for Specs	X	\$195.00	\$254.00	X	=

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

HILTON TUCSON EL CONQUISTADOR ELECTRICAL POWER & EQUIPMENT ORDER

EVENT/SHOW:	BOOTH # or ROOM:
COMPANY NAME:	CONVENTION DATES:
ORDERED BY:	PHONE NUMBER:

ELECTRICAL CURRENT AVAILABLE:
 '1) 120 Volt, A.C. single phase 2) 208 Volt, A.C. single phase 3) 208 Volt, A.C. three phase

ALL CHARGES LISTED ARE BASED ON A 24 HOUR USAGE

QTY.	ELECTRICAL NEEDS	UNIT COST	EXTENDED AMOUNT	QTY.	EQUIPMENT NEEDS	UNIT COST	EXTENDED AMOUNT
EA.					Distribution pigtail 3-20 Amp outlets	\$ 75.00	\$ -
	20 Amps/120V/1 phase	\$ 40.00	\$ -		Power Strip (15 amp) No Surge Protection	\$ 30.00	\$ -
	20 amps/208V/1 phase	\$ 50.00	\$ -		25 or 50 ft. extension cord	\$ 25.00	\$ -
	20 Amps/208V/3 phase	\$ 55.00	\$ -		Remove & Re-Install Each Chandelier	\$ 400.00	\$ -
	30 Amps/120V/1 phase	\$ 55.00	\$ -		Cam-Lok - Tee Fittings - Turn Arounds	\$ 25.00	\$ -
	30 Amps/208V/1 phase	\$ 60.00	\$ -		Cam-Lok 50ft. 2/0 cable (\$ 50.00	\$ -
	30 Amps/208V/3 phase	\$ 70.00	\$ -		50 ft. 5 wire extension cord	\$ 90.00	\$ -
	40 Amps/120V/1 phase	\$ 70.00	\$ -		100 ft. 5 wire extension cord	\$ 125.00	\$ -
	40 Amps/208V/1 phase	\$ 75.00	\$ -		Cable protectors 3 foot section	\$ 50.00	\$ -
	40 Amps/208V/3 phase	\$ 80.00	\$ -		Remote lighting dimmer	\$ 100.00	\$ -
	50 Amps/120V/1 phase	\$ 80.00	\$ -		45 KVA transformer 120V/208V/3 phase	\$ 300.00	\$ -
	50 Amps/208V/1 phase	\$ 85.00	\$ -		75 KVA transformer 120V/208V/3 phase	\$ 400.00	\$ -
	50 Amps/208V/3 phase	\$ 90.00	\$ -		Hydraulic Forklift or Lift	\$ 300.00	\$ -
	See comments regarding additional power				200 AMP 3ph Distribution Box-24cir.	\$ 200.00	\$ -
			\$ -		100 ft. exhibit cord (12 outlets, 3 circuits)	\$ 150.00	\$ -

We do not stock cord ends for your equipment. Please call in advance to make arrangements for your needs. (520) 544-1730

(A) TOTAL ELECTRICAL CHARGES:	\$ -
(B) TOTAL EQUIPMENT CHARGES*:	\$ -
(C) SUBTOTAL A + B:	\$ -
(D) NUMBER OF DAYS: >>>>>	
(E) C x D:	\$ -
(F) Remove & Re-Install Chandelier	\$ -
(G) LABOR: >>>>> HRS.	\$ -
(H) SUBTOTAL E, F, G:	\$ -
(I) TAX 9.1%	\$ -
(J) TOTAL	\$ -

<p>COMMENTS: Power over 30 Amps may require the rental of a transformer. Electrical fees over 50 amps will be calculated at \$30.00 per every 10 amps requested over our 50 amp fees. Please contact Engineering for a pricing quote.</p> <p>EXHIBITORS: Hilton provides power to the back of the booth only. Any request for power cords under the carpet please contact the company that provided your booth. Electrical charges, power cords, and power strips are not included with your booth fees.</p>
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GENERAL CONDITIONS:
 Labor will be billed at \$50.00 per hour per engineer required for set-up and tear-down, or during the function while an engineer is required on site. Electrical work not shown above shall be charged on a time plus materials basis. All equipment must conform to all National Electric Codes. The Hilton Tucson El Conquistador reserves the right to refuse connections to any and all hazardous wiring and equipment.
 NOTE: The Hilton Tucson El Conquistador assumes no liability for failure of electrical current, supply or output, and makes no warranties that the electrical sources located at the hotel are suitable for any particular purpose.

PLEASE CHECK ONE OF THE FOLLOWING METHODS OF PAYMENT:

ROOM CHARGE ROOM NUMBER _____ REGISTERED NAME _____
 CASH CHECK CREDIT CARD: _____
 CARD NUMBER

EXP. DATE
 /

CARDHOLDERS SIGNATURE _____

RETURN ORDER FORM AND CHECK MADE PAYABLE TO:

Hilton Tucson El Conquistador Golf & Tennis Resort
 10000 N. Oracle Road
 Tucson, AZ 85704

ATTN: Engineering Department

ORDER FORMS MAY ALSO BE FAXED TO (520)544-1227



Hilton
Tucson El Conquistador
Golf & Tennis Resort

Internet Access Request Form

Date: _____ Hotel Contact: _____

Group/Event: _____ Group/Event Contact: _____

Booth Number or Name: _____

Meeting Room/Location: _____

Install Date: _____ Meeting Start Time: _____

Removal Date: _____ Meeting End Time: _____

Custom Package:

Total: _____

Internet Access Request for Exhibit Hall Vendors:

Wireless Connect @ \$25.00 per Device for Days = \$0.00

Wired Connect @ \$300.00 per Jack for Days = \$0.00

Total Charges:

Subnet Charges: \$ \$0.00
 0% Tax \$0.00
Total Charges: \$ \$0.00

Billing Instructions:

Bill to Master Bill to Room Charge to Credit Card
 (Please attach Credit Card Authorization Form)
 Room #