



# Supervised Labor Instruction Form

Show Name: Glass Expo West™ '25 | Show Date: February 5-6, 2025 | Location: Ontario Convention Center

Discount Deadline Date: January 13, 2025

Standard Deadline Date: January 27, 2025

## SourceOne Events Supervised Labor Instruction Form

NOTE: Complete and return this form only if your display is to be set up and/or dismantled by SourceOne Events and there will not be a supervisor, (e.g., Exhibitor representative) present.

### Inbound Shipping Information

Freight is being shipped to Advance Warehouse      Freight is being shipped Direct to Show Site      Date Shipped: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_ Name of Carrier: \_\_\_\_\_ Carrier Phone: \_\_\_\_\_

Piece Breakdown - # Crates: \_\_\_\_\_ # Boxes: \_\_\_\_\_ # Display Cases: \_\_\_\_\_ # Skids: \_\_\_\_\_ # Carpet \_\_\_\_\_

### Set-up Information for Installation

Booth Size: \_\_\_\_\_ X \_\_\_\_\_ *Based on booth size if forklift is required.*

A rendering of and/or instructions for my exhibit is enclosed with this order:    Yes    No    If yes, in what crate number? \_\_\_\_\_

A rendering of and/or instructions for my exhibit is packed in the display case(s):    Yes    No    Display case number or color: \_\_\_\_\_

Does your exhibit have a key?    Yes    No    If yes, where is it located? \_\_\_\_\_

Type of Display:    Pop-up/Portable    Hardwall System    Metal Extrusion    Two Story    Custom    Other: \_\_\_\_\_

Booth Carpet:    with exhibit    rented from SourceOne    What Size? \_\_\_\_\_    What Color? \_\_\_\_\_

Booth Padding:    with exhibit    rented from SourceOne    How many Sq. Ft.? \_\_\_\_\_

Electrical Placement:    drawing attached    drawing with exhibit    Install under carpet/padding?    Yes    No

(Please place your order for electrical services through appropriate service provider and include a copy of your order with this form)

Booth Contact Name (in case of emergency): \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### Outbound Shipping Information

Ship to (Company Name): \_\_\_\_\_ Attn: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

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

Carrier Name: \_\_\_\_\_ Carrier Phone: \_\_\_\_\_

Is the shipment going to another show?    Yes    No    If yes, Show Name? \_\_\_\_\_ Booth #: \_\_\_\_\_

This shipment must arrive no later than:    Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM    PM

Date & Time of Scheduled Pick-Up:    Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM    PM  
(Exhibitor is responsible for contacting the carrier and scheduling the pick-up)

NOTE: If outbound shipping is to be a split shipment, check here    and attach specific instructions and addresses.

Freight Charges:    Collect    Prepaid    Bill to: \_\_\_\_\_

### Supervision Labor Terms & Conditions

*I understand that SourceOne Events, Inc. shall not be responsible for loss, theft or damage to any display installed or dismantled under SourceOne Events supervision of labor as ordered above, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide SourceOne with complete and accurate written instructions for the installation, dismantling, packing and/or shipping of said display by SourceOne supervised labor. Payment of all labor services supervised by SourceOne will be my/our responsibility as the Exhibitor.*

Company Name      Email      Phone Number      Booth Number

**Please Sign**    **X** \_\_\_\_\_  
Authorized Signature

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

Authorized Name - Please Print      Date

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

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

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