



Exhibitor Service Manual

New York Transcatheter Valves
The Mount Sinai Hospital | December 7, 2023
100th Street & 5th Avenue
New York, NY 10029

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General Information



Show Name: New York Transcatheter Valves | **Show Date:** December 7, 2023 | **Location:** The Mount Sinai Hospital
Discount Deadline Date: November 14, 2023
Standard Deadline Date: November 22, 2023

Service Contractor Contact Information

SourceOne Events, Inc.
 596 Lamont Rd.
 Elmhurst, IL 60126

Office: 708.344.4111
Fax: 708.344.3050
Toll Free: 877.SOE.EXPO
 877.763.3976

Booth Equipment

	Specifications	Color(s)
Booth Size	8' x 6'	
Backwall Drape	8' High Back Wall	Silver
Sidewall Drape	3' High Side Wall	Silver
Table	1- 6'x30" Skirted Table	White
Chairs	2- Chairs	
Wastebasket	1- Wastebasket	
ID Sign	1- Line ID Sign	
ELECTRICAL OUTLET	1- 5 Amp	

Aisle & Booth Carpet

	Yes or No	Color / Style
Exhibit Hall Carpeted:	No	
Booth(s) Carpeted:	No	
Aisle(s) Carpeted:	No	

Service Order Discount Deadline Date

Order early to take advantage of advance order discount rates by sending in payment.

Wednesday, November 14, 2023 by 4:00 CST

Exhibitor Move-In

Day	Date	Time
Wednesday	December 6, 2023	2:00pm - 6:00pm

Exhibit & Show Hours

Day	Date	Time
Thursday	December 7, 2023	7:00am - 4:30pm

Exhibitor Move-Out

Day	Date	Time
Thursday	December 7, 2023	4:30pm - 5:30pm

Exhibitor Service Center Hours

Day	Date	Time
Wednesday	December 6, 2023	1:00pm - 6:00pm
Thursday	December 7, 2023	4:00pm - 6:00pm

NOTE(S): Our Exhibitor Service Team will be on-site to assist you in coordinating any last minute services, ordering additional products, and to answer any questions you may have.

Show Name: New York Transcatheter Valves | **Show Date:** December 7, 2023 | **Location:** The Mount Sinai Hospital
Discount Deadline Date: November 14, 2023
Standard Deadline Date: November 22, 2023

Advance Shipments to Warehouse

New York Transcatheter Valves
 YOUR COMPANY NAME
 YOUR BOOTH NUMBER _____
 Demers c/o Gaffney Events - NYTV
 SourceOne Events
 151A Park Ave
 East Hartford, CT 06108

SourceOne receiving hours are Monday through Friday between 8:00AM to 4:00PM.

Drivers must check-in with Advance Warehouse prior to 3:00PM to be ensured same day unloading

NOTE(S): Any charges incurred due to freight received early at the facility are the responsibility of the exhibitor.

Begin Advance Shipments

Day	Date	Time
Monday	October 30, 2023	8:00AM - 3:30PM

NOTE(S): Shipments arriving before this date may be refused or subject to a early shipment surcharge.

Advance MH Discount Deadline

Day	Date	Time
Wednesday	November 22, 2023	8:00AM - 4:00PM

NOTE(S): Shipments arriving after the published timeline will incur a 30% surcharge (which is assessed to the advance material handling rates). Shipments received after December 1, 2023 will not be accepted.

Direct Shipping Address

Day	Date	Time
Tuesday	December 5, 2023	11:00AM - 4:00PM
Wednesday	December 6, 2023	11:00AM - 4:00PM

New York Transcatheter Valves
 YOUR COMPANY NAME
 YOUR BOOTH NUMBER _____
 The Mount Sinai Hospital
 c/o SourceOne Events
 100th Street & 5th Avenue
 New York, NY 10029

Shipments will only be accepted during the Move-In hours listed above.

Empty Container Return

Day	Date	Time
Thursday	December 7, 2023	4:30pm Start

Facility Clear

Day	Date	Time
Thursday	December 7, 2023	By 6:00pm

NOTE(S): All exhibit materials must be removed.

IMPORTANT PLEASE READ

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

Name of Show: _____

To: _____ Booth Number: _____

SourceOne Events, Inc.
151A Park Ave
East Hartford, CT 06108

Questions? Just Ask!

Call Exhibitor Services at 708.344.4111 or email exhibitorservices@sourceoneevents.com
Contact us online at www.sourceoneevents.com/exhibitor-services

DO NOT SHIP ADVANCE FREIGHT TO The Mount Sinai Hospital

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.
- Each shipment incurs a 200 lb. minimum charge. 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.
- Any shipments received outside of the outlined shipping instructions are subject to a 10% increase to the advance material handling rates.

Jurisdiction Information

Should any freight be received by The Mount Sinai Hospital, it will be consigned to SourceOne Events, Inc. and subject to the prevailing drayage rate plus any additional handling fees.

- 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. The use of material handling equipment to assist them in either the loading or unloading of their materials is prohibited on the show floor.

We urge you to ship your materials in advance to the designated material handling/drayage warehouse.

Benefits of Shipping to Advance Warehouse

- Storage of your freight for 30 days prior to show.
- Tracking and notification of freight arriving at advance warehouse or missing items prior to show.
- Materials will not be refused due to lack of space for your exhibit prior to show.
- Peace of mind your materials will be in your booth for you to begin set-up at your assigned set-up time.
- Storage of empties during show and returning of empties at the close of show.

Please Note: Overtime/Double Time rates apply for labor and material handling rates before **8AM** and after **4:30PM Monday through Friday, Saturday and Sunday, and Holidays** during either delivery/pickup of freight or during the load-in/load-out of exhibitors freight.

Required Forms



Show Name: New York Transcatheter Valves | **Show Date:** December 7, 2023 | **Location:** The Mount Sinai Hospital

Discount Deadline Date: November 14, 2023

Standard Deadline Date: November 22, 2023

Company Name: _____ **Booth Number:** _____

Address: _____

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

Primary Contact: _____ **Email:** _____

Phone: _____ **Cell/Mobile:** _____ **Fax:** _____

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

Phone: _____ **Cell/Mobile:** _____ **Fax:** _____

Payment Policy

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

Payment for Services

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

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

Method of Payment

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

Third Party Billing

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

Cancellation of Order

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

Calculation of Orders

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

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

Total Due to SourceOne Events Inc.

\$

Method of Payment

- Requires credit card with initial order

Credit Card on File:



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

Credit Card Number: _____

Exp. Date: _____ / _____

CVV2: _____

Cardholder's Billing Address: _____

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

Cardholder's Name: _____ **Email:** _____

Authorized Signature: X _____ **Date:** _____

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

Order Payment Method:

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

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

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

Questions? Just Ask!

Call Exhibitor Services at 708.344.4111 or email exhibitorservices@sourceoneevents.com

Contact us online at www.sourceoneevents.com/exhibitor-services



Third Party Billing Authorization

Show Name: New York Transcatheter Valves | Show Date: December 7, 2023 | Location: The Mount Sinai Hospital

Discount Deadline Date: November 14, 2023

Standard Deadline Date: November 22, 2023

Exhibiting Company Name: _____ Booth Number: _____

Address: _____

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

Exhibitor Primary Contact: _____ Email: _____

Phone: _____ Cell/Mobile: _____ Fax: _____

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

Authorized Signature: _____ Date: _____

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

Payment Policy

Payment for Services

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

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

Method of Payment

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

Third Party Billing

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

Cancellation of Order

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

Method of Payment

- Requires credit card with initial order

Credit Card on File:



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

3rd Party Credit Card Number: _____

Exp. Date: _____ / _____ CVV2: _____

3rd Party Cardholder's Billing Address: _____

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

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

3rd Party Authorized Signature: _____ X _____ Date: _____

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

Order Payment Method:

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

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

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

Questions? Just Ask!

Call Exhibitor Services at 708.344.4111 or email exhibitorservices@sourceoneevents.com

Contact us online at www.sourceoneevents.com/exhibitor-services

Booth Furnishings



Show Name: New York Transcatheter Valves | **Show Date:** December 7, 2023 | **Location:** The Mount Sinai Hospital

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Standard Deadline Date: November 22, 2023

Skirt Color Options:

Please indicate a skirt color. If no color is selected, show color will prevail. Table includes white vinyl top and skirting on 3 sides:



Skirted Table Color: _____

Skirted Table Riser Color: _____



4' x 2' x 30" | ST



6' x 2' x 30" | ST



8' x 2' x 30" | ST



4' x 2' x 42" | ST



6' x 2' x 42" | ST



8' x 2' x 42" | ST

Skirted Tables

	Code	Qty	Discount	Standard	Late	Total
4' W x 2' D x 30" H – Skirted Table	430ST	X	\$119.70	\$143.64	\$172.37	\$
6' W x 2' D x 30" H – Skirted Table	630ST	X	\$154.32	\$185.19	\$222.23	\$
8' W x 2' D x 30" H – Skirted Table	830ST	X	\$193.27	\$231.92	\$278.30	\$
4' W x 2' D x 42" H – Skirted Table	442ST	X	\$155.86	\$187.03	\$224.44	\$
6' W x 2' D x 42" H – Skirted Table	642ST	X	\$188.28	\$225.93	\$271.12	\$
8' W x 2' D x 42" H – Skirted Table	842ST	X	\$228.18	\$273.81	\$328.58	\$
4th side skirted – 30" H – Skirted Table		X	\$64.84	\$77.81	\$93.37	\$
4th side skirted – 42" H – Skirted Table		X	\$93.52	\$112.22	\$134.66	\$

Total Payment
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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

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

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

Standard Booth Furniture | 11



4' x 2' x 30" | UT



6' x 2' x 30" | UT



8' x 2' x 30" | UT



4' x 2' x 42" | UT



6' x 2' x 42" | UT



8' x 2' x 42" | UT

Unskirted Tables

	Code	Qty	Discount	Standard	Late	Total
4' W x 2' D x 30" H – Unskirted Table	430UT	X	\$81.05	\$97.26	\$116.71	\$
6' W x 2' D x 30" H – Unskirted Table	630UT	X	\$94.50	\$113.40	\$136.08	\$
8' W x 2' D x 30" H – Unskirted Table	830UT	X	\$108.48	\$130.17	\$156.21	\$
4' W x 2' D x 42" H – Unskirted Table	442UT	X	\$94.76	\$113.72	\$136.46	\$
6' W x 2' D x 42" H – Unskirted Table	642UT	X	\$108.48	\$130.17	\$156.21	\$
8' W x 2' D x 42" H – Unskirted Table	842UT	X	\$122.19	\$146.63	\$175.96	\$
Vinyl White Top – 4' W – Skirted Table		X	\$9.98	\$11.97	\$14.36	\$
Vinyl White Top – 6' W – Skirted Table		X	\$18.70	\$22.44	\$26.93	\$
Vinyl White Top – 8' W – Skirted Table		X	\$29.93	\$35.91	\$43.09	\$



4' x 1' x 10" | UTR



6' x 1' x 10" | UTR

Unskirted Table Risers

	Code	Qty	Discount	Standard	Late	Total
4' W x 1' D x 10" H – Unskirted Table Riser	410UTR	X	\$59.85	\$71.82	\$86.18	\$
6' W x 1' D x 10" H – Unskirted Table Riser	610UTR	X	\$73.02	\$87.62	\$105.14	\$
Vinyl White Top – 4' W – Skirted Table		X	\$9.98	\$11.97	\$14.36	\$
Vinyl White Top – 6' W – Skirted Table		X	\$18.70	\$22.44	\$26.93	\$

Total Payment
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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

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

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



40" x 30" | URT



40" x 42" | URT



30" x 30" | URT



30" x 42" | URT

Unskirted Round Tables

	Code	Qty	Discount	Standard	Late	Total
40" W x 30" H – Unskirted Round Table	4030URT	X	\$70.62	\$84.75	\$101.70	\$
40" W x 42" H – Unskirted Round Table	4042URT	X	\$86.18	\$103.42	\$124.10	\$
30" W x 30" H – Unskirted Round Table	3030URT	X	\$57.46	\$68.95	\$82.74	\$
30" W x 42" H – Unskirted Round Table	3042URT	X	\$71.82	\$86.18	\$103.42	\$
Vinyl White Top - 40" Round Table		X	\$19.96	\$23.95	\$28.74	\$
Vinyl White Top - 30" Round Table		X	\$9.98	\$11.98	\$14.37	\$

Skirt Color Options:

Please indicate a skirt color. If no color is selected, show color will prevail. Table includes white vinyl top and skirted on all sides:



Skirted Table Color:



40" x 30" | SRT



40" x 42" | SRT



30" x 30" | SRT



30" x 42" | SRT

Skirted Round Tables

	Code	Qty	Discount	Standard	Late	Total
40" W x 30" H – Skirted Round Table	4030SRT	X	\$136.46	\$163.75	\$196.50	\$
40" W x 42" H – Skirted Round Table	4042SRT	X	\$150.82	\$180.99	\$217.18	\$
30" W x 30" H – Skirted Round Table	3030SRT	X	\$122.09	\$146.51	\$175.82	\$
30" W x 42" H – Skirted Round Table	3042SRT	X	\$137.66	\$165.19	\$198.22	\$

Total Payment
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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

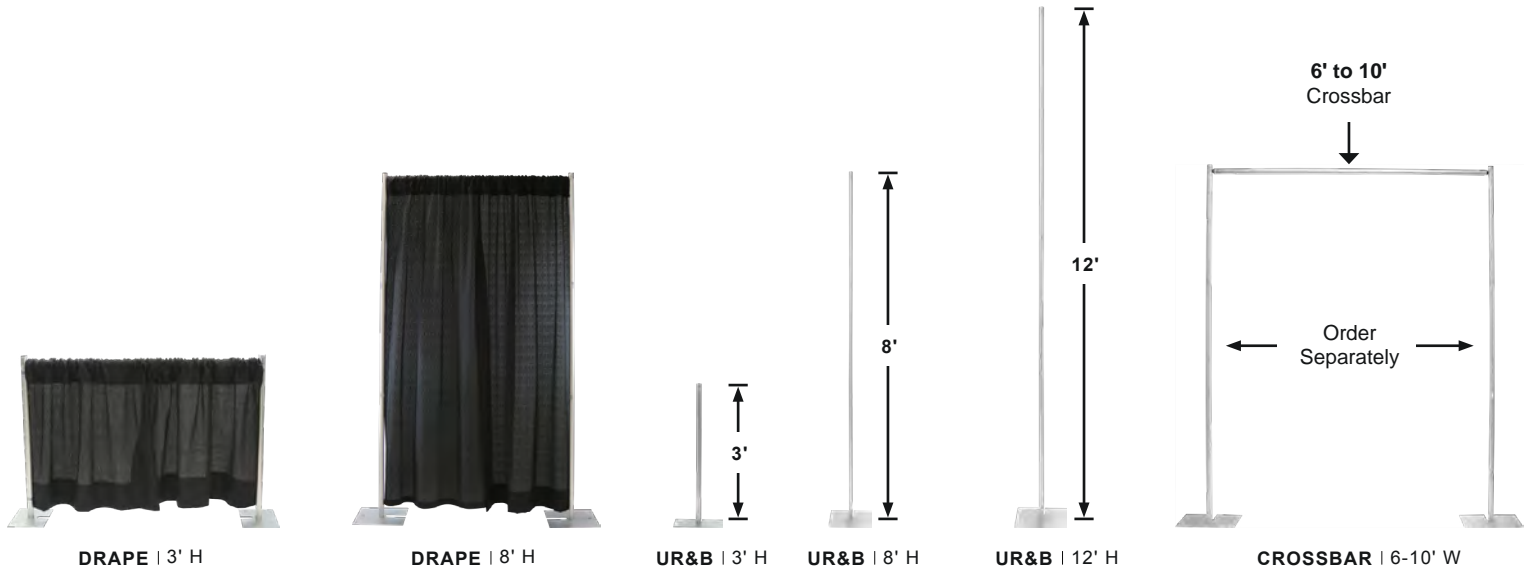
Please Mail, Email, or Fax Completed Forms to SourceOne Events:

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

Drape Color Options:



Drape color: _____



Drape Equipment

This is booth drape & equipment other than what is provided in your booth package.

	Code	Qty	Discount	Standard	Late	Total
Drape – 3' H Per 10ft	DRAPE-3FT	X	\$110.00	\$132.00	\$158.40	\$
Drape – 8' H Per 10ft	DRAPE-8FT	X	\$150.00	\$180.00	\$216.00	\$
Upright and Base – 3' H	3UB	X	\$24.15	\$28.98	\$34.78	\$
Upright and Base – 8' H	8UB	X	\$29.90	\$35.88	\$43.06	\$
Upright and Base – 12' H	12UB	X	\$59.80	\$71.76	\$86.11	\$
Crossbar – 6' to 10' W	610C	X	\$24.15	\$28.98	\$34.78	\$

Total Payment
for Selections

\$

Company Name

Email

Phone Number

Booth Number

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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

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

Labor





Installation & Removal Order Form

Display Labor Order Form

Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.

Show Name: New York Transcatheter Valves | Show Date: December 7, 2023 | Location: The Mount Sinai Hospital

Discount Deadline Date: November 14, 2023

Standard Deadline Date: November 22, 2023

Important Information - Please Read

- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- SourceOne Events, Inc. will not be responsible for any loss or damage arising from the installation, unpacking, dismantling, or packing of exhibitor property.
- On-site labor requests that are made during the exhibitor move-in are subjected to a 4 hour minimum per laborer ordered. Example: 1 man would be 4 hours and 2 men would be 8 hours.
- Price is per person/per hour.
- Start time guaranteed only at start of working day.
- Show Site prices will apply to all labor orders placed at show site.
- One hour minimum per person (1 hour increments).
- 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.
- SourceOne Events supervised jobs will be completed at our discretion prior to show opening and before the hall must be cleared. Please include setup plan/photo, special instructions, & inbound shipping information with this order.
- Orders placed at show site will be completed in the order in which they are received.

Installation & Removal Labor Rates

Labor Schedule	Description	Discount	Standard	Late
Straight Time (ST)	Monday through Friday from 8:00AM to 4:30PM.	\$128.50	\$154.20	\$200.46
Overtime (OT)	Monday through Friday from 4:30PM to 12:00AM. All day Saturday.	\$192.75	\$231.30	\$300.69
Double Time (DT)	Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.	\$257.00	\$308.40	\$400.92

What is Display Labor Supervision?

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

Choose Type of Labor

Exhibitor Supervised (DO NOT proceed without exhibitor)

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

Exhibitor Contact: _____

Phone Number: _____

SourceOne Events Supervised (OK to proceed without exhibitor)

- Unpack and install display before Exhibitor arrival at show site.
- SourceOne Events will determine if additional workers are needed for installation and dismantling.
- Dismantle and pack the display after close of show.
- A 30% surcharge will be added to the labor rates above for this supervision service.

Note: Exhibitor Supervisor must check in at the SourceOne Service Desk to pick up labor

Exhibitor Contact: _____

Phone Number: _____

Installation Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$

Sub Total: \$

SourceOne Supervision adds 30% to Sub Total (if applicable): \$

Total Installation Labor: \$

Removal Labor

Date	Start Time	End Time	No. of Laborers	Est. Hrs. per Laborer	Total Hrs.	Hourly Rate	Est. Total Cost
			x	=	@	\$	= \$
			x	=	@	\$	= \$

Sub Total: \$

SourceOne Supervision adds 30% to Sub Total (if applicable): \$

Total Removal Labor: \$

Total Payment
for Selections

\$

Company Name

Email

Please
Sign

X

Authorized Signature

Phone Number

Booth Number

Authorized Name - Please Print

Date

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

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

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

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

Installation & Dismantle Order Form | 16

Exhibitors who plan to have an exhibit service firm other than the Official Labor Contractor, (i.e., SourceOne Events, Inc.) supervise their labor, unpack, erect, assemble, dismantle, and/or pack display/equipment **MUST** abide by the following:

Rules & Regulations

- A. Exhibitor must notify Show Management and SourceOne Events, Inc. in writing no later than .
- B. Exhibitor must ensure their contractor provides SourceOne Events, Inc. with a Certificate of Insurance indicating a minimum of coverage, including property damage by .
 1. Commercial General Liability, including contractual liability, with limits of no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 2. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
 3. Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 4. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
- C. Exhibitor is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals, labor, etc.
- D. The EAC must have all business licenses, permits, and Workers' Compensation insurance required by the State and/or City governments and the facility management prior to beginning work. Contractor shall provide evidence of compliance upon request.
- E. The EAC shall share with SourceOne Events, Inc. all reasonable costs incurred as a result of/relating to the EAC's operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
- F. Smoking/Vaping in any form is prohibited in most facilities. Smoking/Vaping shall only be allowed in designated areas.
- G. If the EAC fails to provide the documentation required, the exhibitor will be required to use SourceOne Events, Inc. for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- H. EAC agrees that they must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- I. EAC agrees to indemnify, defend, and hold the Show Management, the Facility, and SourceOne Events, Inc. harmless from and against any and all claims, lawsuits, demands, liability, costs, and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of SourceOne provided labor. EAC also agrees to reimburse SourceOne for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- J. The EAC must provide SourceOne Events, Inc. and Show Management with the names of all personnel who will be working on the show floor. All personnel are required to wear identification badges at all times.
- K. The EAC may not, under any circumstances, solicit business on the show floor.
- L. The EAC must confine its operations to the exhibit area of its clients. No Service Desk, storage areas, or other work facilities shall be located within the building. Show aisles and public space are not part of the booth area.
- M. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
- N. The Official Contractor has total control of all areas of the exhibit hall, (e.g., aisles, loading docks, storage areas, etc.) The EAC must coordinate all of its activities with SourceOne Events, Inc.
- O. The Official Contractor has total control over such services as electrical, plumbing, telephone, cleaning, drayage, etc. Exhibitors shall provide only the material they own and is to be used in their exhibit space.
- P. All EAC personnel must have proper identification during the installation and dismantling of the show. Anyone without proper ID will be asked to leave the show floor.
- Q. EAC agrees SourceOne Events, Inc. is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
- R. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- S. EAC/exhibitor may not move freight from one booth to another booth, or to meeting rooms. SourceOne Events, Inc. must provide labor if this is requested.
- T. The exhibitor or its EAC should order services required from SourceOne Events, Inc. and the Exhibit Hall in advance. Ordering labor or services on-site (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
- U. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If SourceOne Events, Inc. is required to rearrange any material situated in a clearly identified "No Freight Aisle", the exhibitor or the EAC, depending upon the billing arrangements with SourceOne Events, Inc. will be charged a one hour minimum for forklift rental and labor.
- V. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the SourceOne Service Desk at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
- W. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by SourceOne Events, Inc.

Name of EAC/Service Company: _____ Booth Number: _____

EAC Address: _____

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

EAC Contact Name: _____ EAC Email: _____

EAC Phone: _____ EAC Mobile: _____ EAC Fax: _____

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Show Name: New York Transcatheter Valves | **Show Date:** December 7, 2023 | **Location:** The Mount Sinai Hospital
Discount Deadline Date: November 14, 2023
Standard Deadline Date: November 22, 2023

- PRODUCER:** Insurance Agent/Broker who issues certificate.
- NAME OF INSURED:** Must be the legal name of contracting party.
- TYPES OF INSURANCE:** Must include types required by contract.
- FORM OF COVERAGE:** Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSURED:** SourceOne Events (Official Service Provider), Show Management, Name of Show, Show Dates, Exhibiting Company Name and Booth Number and Facility as additional insured on a primary and non-contributory basis.
- CERTIFICATE HOLDER:** Must be SourceOne Events, Inc.
- POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE:** Must be the same or greater than required by contract. See Section B on Agreement under EAC Rules and Regulations between SourceOne and EAC.
- AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) November 14, 2023	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
1	PRODUCER Executive Insurance Agency 1234 Corporate Lane Chicago, IL 60611 Attn: John Agent Phone: (312) 555-0000 Ext. 411 Fax: (312) 555-1234	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):				
2	INSURED ABC Company, Inc. 1234 Expo Lane Chicago, IL 60611 Attn: Tom Smith Phone: (312) 555-4111 Fax: (708) 444-1234	INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual INSURER B: Travelers Insurance INSURER C: INSURER D: INSURER E: INSURER F:		NAIC #			
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:							
3	<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
4	5	6	7	8	9		
A	X	X	10/12/2018	10/12/2019	EACH OCCURRENCE	\$1,000,000	
						DAMAGE TO RENTED PREMISES (Ea occurrence)	
						\$1,000,000	
						MED EXP (Any one person)	
						\$15,000	
						PERSONAL & ADV INJURY	
						\$1,000,000	
						GENERAL AGGREGATE	
						\$2,000,000	
						PRODUCTS - COM/OP AGG	
						\$2,000,000	
A	X				COMBINED SINGLE LIMIT (Ea accident)		\$2,000,000
						BODILY INJURY (Per person)	
						\$	
						BODILY INJURY (Per accident)	
						\$	
						PROPERTY DAMAGE (Per accident)	
						\$	
A	X				EACH OCCURRENCE		\$1,000,000
						AGGREGATE	
						\$1,000,000	
						PER STATUTE	
						OTHER	
						E.L. EACH ACCIDENT	
						\$1,000,000	
						E.L. DISEASE - EA EMPLOYEE	
						\$1,000,000	
						E.L. DISEASE - POLICY LIMIT	
						\$1,000,000	
<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <p>Add as Additional Insured:</p> <p>List the following: SourceOne Events, Inc. (Official Service Provider), Show Management, Facility, and Show Name are hereby names as additional insured, except for Workers' Compensation. SourceOne Events, Inc. and/or the consignor are included as Loss Payee. The insurance provided for the benefit of SourceOne Events, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by SourceOne shall be excess and non contributory. Show Dates & City are: (List Show Dates Here & Name of City)</p>							
<p>CERTIFICATE HOLDER</p> <p>SourceOne Events, Inc. 596 Lamont Rd. Elmhurst, IL 60126</p>							
<p>CANCELLATION</p> <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>							
<p>AUTHORIZED REPRESENTATIVE</p>							

Logistics & Material Handling



Receiving Hours

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

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

Overtime Delivery to Show Site: Monday through Friday from 4:00PM to 12:00AM. All day Saturday.

Double Time Delivery to Show Site: Monday through Friday from 12:00AM to 8:00AM. All day Sunday & Holidays.

The above schedule applies to freight received on-site during move-in and move-out as well as freight received at the advance warehouse.

Rate Classifications

Advance Shipments to Warehouse: Rates include unloading freight, storing shipment at warehouse for up to 30 days (material stored beyond 30 days will incur additional storage fees), reloading on to trucks, and delivery to the Show Site. Labor to then unload freight and deliver to booth, picking up your empty containers, storing, returning empty shipping containers, and reloading freight onto carrier for return to your specified destination from exhibit site.

Direct Shipments to Show Site: 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, return empty shipping containers, and reload freight onto carrier for return to your specified destination from exhibit site.

Type of Shipment

Crated Material: 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: This type of shipment is either shipped loose, pad-wrapped, and/or un-skidded materials or machinery. This shipment needs extra labor and equipment to handle. Typically this shipment comes direct to show site rather than to the advance warehouse.

Special Handling Material: 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 unloading, or stacked shipments. UPS, DHL, and Fedex are included in this category due to their delivery procedures. If your freight is too tall to fit through the show location's dock, doors, or elevators, and SourceOne Events has to break down your materials down then additional fees may apply.

Small Package: A small package shipment is a shipment totaling any number of pieces with a combined weight below 30 lbs. that is received on the same day, from the same shipper, and delivered by the same carrier.

Shipment Surcharges

Late Shipments: A 30% surcharge will apply to shipments not arriving within the published discount pricing deadline date for advance warehouse or arriving on Show Site after the show has opened.

Off-Target Delivery/Pickups Direct to Show Site Surcharge: A flat rate per CWT will apply to shipments; see following page Material Handling Rates. This applies to targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge of 30% will apply if shipment is not delivered/picked up or carrier has not checked in during assigned target date/time.

On-site Empty Storage: 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 regarding the storage of empty containers behind booth back wall drape which is strictly prohibited.

Warehouse Storage: Shipments arriving at the warehouse more than 30 days before the last receiving 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: Crated or Skidded (600lb minimum) and Special Handling (400lb minimum) will be accepted at warehouse at exhibitor expense if carrier does not show up during designated move out time. Forced freight will be assessed a surcharge if carrier does not show during designated driver check-in time.

Shrink Wrap and/or Banding Fee: A fee for ½ hour labor to perform the task of shrink wrapping and/or banding your materials. The fees will be charged if you request this service during the move out process for your outbound shipments.

Disposal Fee: A disposal fee, or minimum 1 hour labor will, be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

Disposal Fee Rates: \$.75 per lb., minimum \$200.00, plus applicable labor rate based on ST, OT, or DT.

Show Site Over Time:

Published rates are based on Straight Time move-in and move-out. If the move-in or move-out occurs during Overtime the following surcharges will apply.

- Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be placed in line for loading ONLY after a bill of lading is submitted to the SourceOne Service Desk and the driver has checked in.

Advance Warehouse Over Time:

Published rates are based on Straight Time move-in and move-out. If the move-in or move-out occurs during Overtime the following surcharges will apply.

- Advanced shipments may be received during straight time hours at the warehouse location, however, an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move-out hours beyond our control or if freight was received outside of standard hours at the advance warehouse.

Straight Time, Over Time:

- ST/ST: Straight Time, Straight Time rate applies if the shipment is handled Inbound AND Outbound, Monday – Friday between 8:00AM – 4:30PM
- ST/OT: Straight Time, Overtime rate applies if the shipment is handled Inbound OR Outbound, Monday – Friday between 8:00AM – 4:30PM and After 4:30PM Monday – Friday/ All Day Saturday – Sunday and Holidays
- OT/OT: Overtime, Overtime rate applies if the shipment is handled Inbound AND Outbound, After 4:30PM Monday – Friday/All Day Saturday – Sunday and Holidays

Reweigh of Shipments Surcharge: An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

Reweigh Fee Rate: \$30.00 per forklift load

Marshalling Yard Surcharge: When SourceOne Events must lease space for Marshalling yard operations because no space is provided by the facility, SourceOne Events may charge a one time fee per shipment traveling inbound and/or outbound through the Marshalling yard.

Marshalling Yard Rate: \$50.00 per shipment

Ship With SourceOne Logistics and Receive a 10% Discount On Material Handling

To set up round trip shipping, please call 877-763-3976.

How to Calculate Material Handling Services

When estimating weight, round up to the next 100 lbs. **Example:** 367 lbs. round up to next hundred pounds = 400 lbs. ÷ 100 lbs. = 4 x Material Handling Rate = \$ Amount or minimum charge, whichever is greater.

Rate Calculator

$$\frac{\text{lbs.}}{\text{Rounded up weight to nearest hundred lbs.}} \div 100 = \text{Total CWT} \times \$ \text{Price per CWT} = \$ \text{Additional Surcharges if Applicable} = \$ \text{Total Charges}$$

Advance Warehouse Shipment (200 lbs. min.)

Advance Shipment Dates

October 30, 2023 - November 22, 2023

Late Shipment Dates

November 27, 2023 - December 1, 2023

Rate Classification	Actual CWT Weight	Price per CWT	200 lbs. Minimum	
Crated or Skidded Shipment	X	\$166.25	\$332.50	= \$
Special Handling Shipment	X	\$201.25	\$402.50	= \$
Late Crated or Skidded Shipment Received after November 22, 2023	X	\$216.13	\$432.25	= \$
Late Special Handling Shipment Received after November 22, 2023	X	\$261.63	\$523.25	= \$

Total: \$

Direct Shipment to Show Site (200 lbs. min.)

Rate Classification	Actual CWT Weight	Price per CWT	200 lbs. Minimum	Total
Crated or Skidded Shipment	X	\$162.50	\$325.00	= \$
Special Handling Shipment	X	\$197.50	\$395.00	= \$
Uncrated or Pad Wrapped Shipment	X	\$246.88	\$493.76	= \$

Total: \$

*Small Package Shipment (30 lbs. or less)

See [page 20](#) for details.

Rate Classification	Combined Weight	Price	Minimum	Total
Advance Warehouse - Small Package Shipment - 30 lbs. or less	X	\$50 per box	\$50.00 per box	= \$
Direct to Show Site - Small Package Shipment - 30 lbs. or less	X	\$50 per box	\$50.00 per box	= \$

Total: \$

Total Payment
for Selections

\$

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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

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

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



Advance Warehouse Shipping Labels

Use these shipping labels as they will expedite handling.
Copies of these labels are acceptable if additional labels are needed.
Please print this label on a color printer if possible.

Show Name: New York Transcatheter Valves | **Show Date:** December 7, 2023 | **Location:** The Mount Sinai Hospital
Discount Deadline Date: November 14, 2023
Standard Deadline Date: November 22, 2023



Advance Shipment

FROM: _____

New York Transcatheter Valves

TO: _____ Full Exhibiting Company Name at Show _____ Booth Number

Demers c/o Gaffney Events - NYTV
SourceOne Events
151A Park Ave
East Hartford, CT 06108

SourceOne receiving hours are Monday through Friday between 8:00AM to 4:00PM. Closed 12:00PM - 1:00PM & Holidays. Drivers must check-in with Advance Warehouse prior to 3:00PM to be ensured same day unloading.

Shipments should arrive on or between:
October 30, 2023 - December 1, 2023

Shipments received after **November 22, 2023** are subject to a 30% surcharge.

Carrier Name: _____ Number _____ of _____ pieces

A

RUSH SHIPMENT

A D V A N C E W A R E H O U S E



PLEASE CUT ALONG DASHED LINES AND AFFIX LABEL(S) TO PACKAGE.
PLEASE MAKE ADDITIONAL COLORED COPIES OF THESE LABELS AS NEEDED.



Advance Shipment

FROM: _____

New York Transcatheter Valves

TO: _____ Full Exhibiting Company Name at Show _____ Booth Number

Demers c/o Gaffney Events - NYTV
SourceOne Events
151A Park Ave
East Hartford, CT 06108

SourceOne receiving hours are Monday through Friday between 8:00AM to 4:00PM. Closed 12:00PM - 1:00PM & Holidays. Drivers must check-in with Advance Warehouse prior to 3:00PM to be ensured same day unloading.

Shipments should arrive on or between:
October 30, 2023 - December 1, 2023

Shipments received after **November 22, 2023** are subject to a 30% surcharge.

Carrier Name: _____ Number _____ of _____ pieces

A

RUSH SHIPMENT

A D V A N C E W A R E H O U S E




Direct to Show Site Shipping Labels

Use these shipping labels as they will expedite handling.
Copies of these labels are acceptable if additional labels are needed.
Please print this label on a color printer if possible.

Show Name: New York Transcatheter Valves | **Show Date:** December 7, 2023 | **Location:** The Mount Sinai Hospital
Discount Deadline Date: November 14, 2023
Standard Deadline Date: November 22, 2023





Direct Shipment

FROM: _____

New York Transcatheter Valves

TO: _____
Full Exhibiting Company Name at Show Booth Number

**The Mount Sinai Hospital
c/o SourceOne Events
100th Street & 5th Avenue
New York, NY 10029**

Drivers must check-in with Show Site Dock Supervisor.

NOTE: Shipments not consigned to SourceOne Events
will not be accepted at Show Site and will be refused.

Shipments should arrive ONLY during the following day(s) and time(s):

Tuesday	December 5, 2023	11:00AM - 4:00PM
Wednesday	December 6, 2023	11:00AM - 4:00PM

Certified Weight Tickets are Required for all shipments.


Carrier Name: _____ Number _____ of _____ pieces

D RUSH SHIPMENT
D I R E C T T O S H O W S I T E



PLEASE CUT ALONG DASHED LINES AND AFFIX LABEL(S) TO PACKAGE.
PLEASE MAKE ADDITIONAL COLORED COPIES OF THESE LABELS AS NEEDED.





Direct Shipment

FROM: _____

New York Transcatheter Valves

TO: _____
Full Exhibiting Company Name at Show Booth Number

**The Mount Sinai Hospital
c/o SourceOne Events
100th Street & 5th Avenue
New York, NY 10029**

Drivers must check-in with Show Site Dock Supervisor.

NOTE: Shipments not consigned to SourceOne Events
will not be accepted at Show Site and will be refused.

Shipments should arrive ONLY during the following day(s) and time(s):

Tuesday	December 5, 2023	11:00AM - 4:00PM
Wednesday	December 6, 2023	11:00AM - 4:00PM

Certified Weight Tickets are Required for all shipments.

Carrier Name: _____ Number _____ of _____ pieces

D RUSH SHIPMENT
D I R E C T T O S H O W S I T E



Outbound Shipping Labels

Use these shipping labels as they will expedite handling.
Copies of these labels are acceptable if additional labels are needed.
Please print this label on a color printer if possible.

Show Name: New York Transcatheter Valves | **Show Date:** December 7, 2023 | **Location:** The Mount Sinai Hospital
Discount Deadline Date: November 14, 2023
Standard Deadline Date: November 22, 2023



Outbound Shipment

FROM: _____

New York Transcatheter Valves

TO: _____ **Booth Number** _____
Full Exhibiting Company Name at Show

c/o: _____ **Name of Show:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Name: _____ **Phone:** _____

Piece Number: _____ **of** _____ **Product Number:** _____



RUSH SHIPMENT



PLEASE CUT ALONG DASHED LINES AND AFFIX LABEL(S) TO PACKAGE.
PLEASE MAKE ADDITIONAL COLORED COPIES OF THESE LABELS AS NEEDED.



Outbound Shipment

FROM: _____

New York Transcatheter Valves

TO: _____ **Booth Number** _____
Full Exhibiting Company Name at Show

c/o: _____ **Name of Show:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Name: _____ **Phone:** _____

Piece Number: _____ **of** _____ **Product Number:** _____



RUSH SHIPMENT

How are rates determined?

Drayage charges are based on a number of factors including labor rates, facility dock access, and the show schedule. These rates vary from city to city.

Small Shipments vs. Large Shipments

Most all General Service Contractors have a minimum charge of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you may be charged the minimum on each shipment if they arrive on different days.

If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the General Service Contractor's warehouse or show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment. This often happens when using carriers such as UPS, FedEx, DHL or any Air Freight Carrier who handles small packages.

Pros to Advance Shipments vs Cons to Direct Shipments

Pros to Advance Shipments to Warehouse:

1. You are able to confirm if materials arrived well in advance to show installation.
2. If there is a problem with the shipment you can address the issue prior to the show.
3. Your materials will be in your booth when you arrive on show site and you can begin installation immediately, saving yourself time and frustration.

Cons to Shipping Direct to Show Site:

1. If there is a problem with your shipment, there is rarely time to resolve the problem prior to show opening.
2. Delayed setup due to drivers delivering your items to the wrong location in a facility.

Should I insure my exhibit prior to shipping?

The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. Add a rider to your existing policy to do this. Check with your insurance carrier for details.

How should my freight be labeled?

- The label should contain the exhibiting company name, the booth number, and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Show Information Pages – [General Information Section](#).

What can I do with my empty containers and where do they go during the show?

STEP 1. Pick up "Empty Labels" at the SourceOne Events Service Desk. Be sure to know the number of empties you will have and label/priority label each one.

STEP 2. Once the container is completely empty, place a label on each container individually.

STEP 3. When containers are labeled empty they will be picked up periodically and stored in non-accessible storage during the event. **NOTE:** A non-accessible area is an area that is not available during the show.

STEP 4. At the close of the show, the empty containers will be returned to the booth in random order, unless priority labels are preordered, after aisle carpet is removed.

NOTE: Any unlabeled empties will be considered trash

How do I protect my materials after delivered to the show or before pick-up after the show?

1. Avoid listing the contents of crates and cartons on your shipping labels or on the crates and cartons (a label that reads "50" LED color monitor" is an open invitation for thieves).
2. Be sure to have someone remain in your booth during the hectic and heavily populated move-in and move-out times.
3. Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them.
4. Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
5. Never store items in containers marked "Empty".
6. Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.

Rules & Regulations



Union Information

To assist in the planning stages of your participation in New York City, we have listed all the unions labor guidelines that are required for certain aspects of your exhibit handling. There are six major unions that have jurisdiction over trade shows in the New York City 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 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 Unions

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 the 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 New York City Area

Exhibitors may perform several functions as long as they are full-time employee of the exhibiting company. Listed below are these functions:

1. Exhibitors may hand carry small packages, pop-up displays and desktop computer equipment, provided it can be done without the use of a fork-lift, flat-cart or dolly, only from a designated parking area.
2. Exhibitors may set up and dismantle their own booth displays provided their exhibit space is 100 square feet (e.g. 10'x10') in size and does not require power tools. This needs to be accomplished by one person and in less than 1/2 hour.
3. Exhibitors may unpack, 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. on to a back wall display when such items are designed to be affixed by pre-set Velcro strips, permanently mounted hooks, or snaps.
8. Exhibitors may skirt tables provided they do so with their own custom fit skirts, without the use of staples, Velcro or snaps.
9. Video taping may be done by exhibitors within the confines of their own booths using equipment owned or rented by the exhibiting company, provided such taping does not conflict with show management regulations, and does not require tools or ladders.

Gratuities/Tipping

SourceOne Events requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional stature, and we feel that tipping is not necessary. This applies to all SourceOne Events employees. Any request for tip should be brought to the attention of a SourceOne Events representative at the SourceOne Service Desk or concerns may be directed to the attention of the Manager at the local office address.

Safety

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables, or other rental equipment is prohibited. This equipment is not engineered to support your weight. SourceOne Events cannot be responsible for injuries or falls caused by the improper use of this equipment. If assistance is required in assembling your booth, please order labor in the Installation and Removal Labor on page 16 in the Exhibitor Kit and the necessary ladders and/or tools will be provided.

Show Site Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Important Note:

- If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this to the attention of the SourceOne Service Desk and the appropriate Manager will address any and all issues immediately. Please refrain from voicing complaints directly to labor personnel.
- The person in charge of your exhibit should carefully inspect and sign all work order forms. If there are any questions about any bills, bring the bill to the appropriate Service Desk and discuss it with the person in charge.
- Bellmen are not allowed on the exhibit floor. Bellmen can deliver outside show entrance and teamsters will deliver freight at exhibitors expense to exhibitor booth area.