



TransWorld's Jewelry, Fashion & Accessories Show  
December 5-8, 2013

Phone 847.426.3100  
Fax 847.426.3111

# Show-At-A-Glance

## Advance Warehouse\*\*:

TransWorld's Jewelry, Fashion & Accessories Show

Exhibitor Name & Booth #  
c/o Viper Tradeshow Services  
2575 Northwest Parkway  
Elgin, IL 60124

**\*\*There is a material handling fee if sent to the Warehouse**

## Show Site Facility:

TransWorld's Jewelry, Fashion & Accessories Show

Exhibitor Name & Booth #  
Renaissance Schaumburg Convention Center  
c/o Viper Tradeshow Services  
1551 North Thoreau Drive  
Schaumburg, IL 60173

**Standard Equipment Provided to Exhibitors: 10 x 10 Booth Space - Hall is NOT carpeted**

**Please choose your Complimentary Furniture Package (See Page #3 )  
You must return this form to Viper Tradeshow Services**

### Booth Package A:

8' Back Drape & 3' Side Drape  
One (1) 7" x 44" Booth ID Sign  
Two (2) Folding Side Chairs  
Four (4) Undraped Tables in 4', 6' or 8' lengths  
Three (3) Undraped Table Risers in 6' or 8' lengths  
One (1) Wastebasket

### Booth Package B:

8' Back Drape & 3' Side Drape  
One (1) 7" x 44" Booth ID Sign  
Two (2) Folding Side Chairs  
Two (2) Undraped Tables in 4', 6' or 8' length  
Two (2) 8' Uprights & Bases  
Three (3) 10' Crossbars  
One (1) Wastebasket

## Exhibitor Set Up and Show Site Delivery Hours:

Tuesday, December 3th 8:00 AM - 6:00 PM  
Wednesday, December 4th 8:00 AM - 6:00 PM

## Exhibit Hours:

Thursday, December 5th 9:30 AM - 5:30 PM  
Friday, December 6th 9:30 AM - 5:30 PM  
Saturday, December 7th 9:30 AM - 5:30 PM  
Sunday, December 8th 9:30 AM - 5:30 PM

## Exhibitor Tear Down and Move-Out Hours:

Sunday, December 8th 5:30 PM- 10:00 PM  
**Force: 9:00 PM**

Viper Transportation is the Official Carrier for this show. All other carriers must check in no later than 9:00 PM in order to avoid force, as well as exhibitors must start their dismantle by 8:30 PM in order to avoid forced labor.

## Viper Exhibitor Services Contact:

**Krista D'Amico**

Director, Exhibitor Services  
Viper Tradeshow Services

**Phone:** 847.426.3100 \* **Fax:** 847.426.3111

**Email:** krista@vipertradeshow.com

## Mark your calendar for these important dates!

**Shipments Delivered to the Advance Warehouse\*\*:**

Freight must be received at the warehouse no later than November 26th to avoid late charges. Materials will be accepted at the Warehouse until December 2nd with a late fee added. **\*\*A FEE IS CHARGED FOR THIS SERVICE**

**Shipments Delivered to Show Site:**

Show Site deliveries must arrive ON Tuesday, Dec. 3rd and Wednesday, Dec. 4th ONLY (NO fee will be applied if received on these dates. If freight is received before or after 12/3-12/4 the Show Site Material Handling rate applies.)

**Deadline for Electrical, Furniture, Accessories & Floral Discount:**

Forms must be received at the above fax number, with full payment, no later than November 19, 2013.



# **TransWorld's Jewelry, Fashion & Accessories Show Renaissance Schaumburg Hotel & Convention Center December 7-8, 2013**

**\*\*\* PLEASE READ \*\*\***

## **Check In Procedure for Booth Package Tables and Risers**

- Upon arrival, please check in at the Viper Service Desk to retrieve **your booth package tables and risers**. (If you selected Package B with crossbars and uprights those will be in your booth space.)
- A laborer will then deliver your tables and risers to your booth space.
- Once delivered, the laborer will request your signature to confirm you have been given the correct size and amount of tables and risers ordered.
- **You will be responsible for your tables and risers once you receive them!** Please begin your set-up immediately and **do not** leave your tables and risers unattended until you are completely set-up to avoid theft. Thank you -

## **New Products Available!**

We are now offering white plastic vinyl sheets to cover the top of your unskirted tables as well as plastic table skirting. The plastic table skirt is the draping that falls from the rim of your table to the floor. Please see the Furniture & Accessories order form included in this kit to place your order.

## **On Site Storage Procedure**

If you have materials that you will need stored during the event, please check in at the Viper Service Desk to obtain an Empty Storage Sticker. One sticker must be placed on each item to be stored, to include skids, crates, cartons, etc. If there is not an Empty Storage Sticker on each piece, with your company name and booth number, we can not guarantee delivery back to your booth after the close of the show. Please also keep in mind that you will not have access to these materials while they are being stored.

**Thank you!**

**Should you have questions or concerns about this information, please contact  
Krista D'Amico at 847.426.3100 or e-mail [krista@vipertradeshow.com](mailto:krista@vipertradeshow.com)**

# Complimentary Furniture Package Form\*

**\*THIS FORM MUST BE FILLED OUT & FAXED BACK TO VIPER TRADESHOW SERVICES!**

IF YOU DO NOT SEND THIS FORM BACK, YOU WILL NOT RECEIVE YOUR FURNITURE PACKAGE.

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

Booth Number(s): \_\_\_\_\_

How many 10x10 spaces do you have? \_\_\_\_\_ (You receive one package per 10x10 space purchased.)

Contact Person: \_\_\_\_\_ Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## STANDARD EQUIPMENT PROVIDED TO EACH EXHIBITOR

Please indicate which package you would like and fax this form to 847.426.3111 or email to [krista@vipertradeshow.com](mailto:krista@vipertradeshow.com)

(You receive one package per 10x10 space purchased.)

### Package A

- 8' Back Wall Pipe & Drapes
- 3' Side Wall Pipe & Drapes
- (4) Undraped Tables in 4', 6' or 8' Length
- (2) Side Chairs
- (3) Undraped Table Risers in 4', 6' or 8' Length
- (1) Wastebasket
- (1) 7" x 44" Booth ID Sign

### Package B

- 8' Back Wall Pipe & Drapes
- 3' Side Wall Pipe & Drapes
- (2) Undraped Table in 4', 6' or 8' Length
- (2) Side Chairs
- (2) Additional 8' Uprights & Bases
- (3) 10' Crossbars
- (1) 7" x 44" Booth ID Sign
- (1) Wastebasket

Please check (x) which package you would like to order:

Package A

OR

Package B

Please list quantity:

4' Table - \_\_\_\_\_

6' Table - \_\_\_\_\_

8' Table - \_\_\_\_\_

Please list quantity:

4' Risers - \_\_\_\_\_

6' Risers - \_\_\_\_\_

8' Risers - \_\_\_\_\_

I do not want ANY Risers \_\_\_\_\_

Please list quantity:

4' Table - \_\_\_\_\_

6' Table - \_\_\_\_\_

8' Table - \_\_\_\_\_

## Reminder...

For vinyl covering or plastic skirts for the tables in the above packages, or for additional furniture please refer to the furniture order form in the Exhibitor Kit. You must order these items from Viper!

The **deadline** date for ordering additional furniture at the lower advance rate is **November 19, 2013**.



# Showcase Order Form

Send Orders and Payment To:  
VU Case Rentals, Inc.

Transworld's Jewelry, Fashion, & Accessories Show  
 December 5th - 8th, 2013  
 Renaissance Schaumburg Hotel & Convention Center  
 Deadline Date: November 21st, 2013

P.O. Box 743  
 Wood Dale, IL 60191  
 Office: 630-766-7443  
 Fax: 630-766-6113  
 Web: www.vucase.com  
 Email: orders@vucase.com

Style	Showcase Description	Size/Length	Quantity	Advanced Price	Show Site Price	Total
Full Vision Case	Includes 1-8" and 1-10" glass Shelf with adjustable brackets and a 26" glass display front.	4' Case		\$230.00	\$280.00	
		5' Case		\$230.00	\$280.00	
		6' Case		\$245.00	\$295.00	
Half Vision Case	Includes 1-10" shelf with adjustable brackets and a 18" glass display front.	4' Case		\$230.00	\$280.00	
		5' Case		\$230.00	\$280.00	
		6' Case		\$245.00	\$295.00	
Quarter Vision/ Jewelers Case	Has a 12" glass display Front	4' Case		\$230.00	\$280.00	
		5' Case		\$230.00	\$280.00	
		6' Case		\$245.00	\$295.00	

All of the above showcases are 20"D x 38"H with a light gray exterior, off-white interior, brushed aluminum frames and open storage beneath the case. They also include fluorescent lights and lockable sliding mirrored doors.  
4' showcases and Corner cases are limited in supply and customers will be notified if we cannot fulfill their order.

Corner Case	Rear Access, with glass shelves the same as the above cases.	Full		\$265.00	\$310.00	
		Half		\$265.00	\$310.00	
		Quarter		\$265.00	\$310.00	
Wall Case	Dimensions are 48"L x 20"D x 72"H and include 4 - 12" glass shelves, adjustable brackets, fluorescent lighting, and locking 60" high sliding glass doors	See-Thru		\$265.00	\$310.00	
		Solid		\$265.00	\$310.00	
Tower Case	Dimensions are 20"L x 20"D x 80"H, with 3 adjustable glass shelves, halogen lights and locks.			\$270.00	\$315.00	

### General Terms & Conditions

- ◇ We are not liable for content, damage breakage and general liability after the cases have been delivered.
- ◇ We are not responsible for setting up shelves or supplying extension cords.
- ◇ Electrical hook-up is not included. Please order the outlet from the electrical contractor.
- ◇ There is a %100 cancellation fee and a \$50.00 charge will be assessed for any changes made at show site.
- ◇ A \$10.00 fee will be assessed for keys that are not returned.
- ◇ Show Site Price refers to all orders placed after delivery.

**Total**

Company Name: \_\_\_\_\_ Booth# \_\_\_\_\_  
 Billing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 City/State \_\_\_\_\_ Fax #: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Credit Card#(AMEX, Visa, M/C) \_\_\_\_\_ Exp. Date: \_\_\_ / \_\_\_ / \_\_\_  
 Name on Card: \_\_\_\_\_ Security Code \_\_\_\_\_  
 Check #: \_\_\_\_\_



TransWorld's Jewelry, Fashion & Accessories Show  
December 5-8, 2013

Phone 847.426.3100  
Fax 847.426.3111

## Exhibitor Information / Method of Payment

Exhibitor: \_\_\_\_\_  
Booth Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email\*: \_\_\_\_\_

*\*Invoices are emailed within 3-5 days of show closing*

**\*\*Note that there is a 3.5% surcharge applied to all orders paid by credit card\*\***

Show Site Contact if Different Than Above: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

### For Use of an Exhibitor Appointed Contractor / Third Party

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this Service Kit. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Authorized Signature for Exhibiting Company \_\_\_\_\_

### Viper Tradeshow Services Orders

Complimentary Furniture Package **NO COST! Please fax form to Viper!**  
Rental Furnishings, Carpet & Accessories \$ \_\_\_\_\_  
Advance Freight and/or off target Material Handling \$ \_\_\_\_\_  
Cleaning & Porter \$ \_\_\_\_\_  
Shipping (to or from the show) **\$2.50 per lb. / \$475.00 minimum (each way)**  
**Total Viper Tradeshow Service Orders \$ \_\_\_\_\_**

### Method of Payment / Credit Card Charges: NOTE: 3.5% surcharge is applied to all cc orders.

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative, including labor, material handling and shipping. Please sign below to accept our terms. Thank you -

*Please circle appropriate credit card*

*Please provide credit card number ~*

MasterCard    Visa    American Express    Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Name Printed: \_\_\_\_\_

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

Company Check - Please note show name on check! \_\_\_\_\_ Date check being mailed: \_\_\_\_\_

**Made payable to: Viper Tradeshow Services Mail to: 2575 Northwest Parkway, Elgin, IL 60124**



TransWorld's Jewelry, Fashion & Accessories Show  
December 5-8, 2013

Phone 847.426.3100  
Fax 847.426.3111

## Payment Terms & Definitions

Viper Tradeshow Services has established the following terms and conditions for all services rendered:

<b>In order to receive a discount:</b>	<b>Outstanding Payments:</b>
Payment must accompany your advance order and be received prior to the early deadline date and with completed Payment Authorization Form. All payments to be in US currency.	Viper Tradeshow Services <u>requires</u> payment for all services upon presentation of an invoice statement at the exhibit site.

**It is the responsibility of the Exhibitor to advise the Viper Tradeshow Services Service Center representative of any problems with any orders before the start of the show. No credits will be issued after the exhibition closing.**

Government Agencies please note: If your firm or agency requires a purchase order be issued for any services rendered such purchase order must accompany the order forms.	All materials and equipment are on a rental basis, except where specifically identified as a sale, and remain the property of Viper Tradeshow Services.
---	---

Exhibitors with a history of delinquent payments and/or open balances will be required to settle their past due accounts and forward an advance deposit to cover the estimated costs of service and, if such deposit is not sufficient, will be required to settle their accounts prior to the close of the exhibition.	Viper Tradeshow Services will accept payment by cash, company check, or Method of Payment for Visa, MasterCard or American Express. Viper Tradeshow Services reserves the right to check the credit available on any card presented. If the exhibitor fails to pay their invoice prior to the close of the show, the charges will automatically be applied to the credit card on file. <b>*A 3.5% surcharge will be added to all orders paid by credit card*</b>
---	---

International Exhibitors will be required to settle their accounts in full prior to the close of the exhibition. Payments must be made in US Funds or by credit card, cash, check, or bank wire transfer, when previously arranged by Viper Tradeshow Services.	Tax Exemption Status- If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be used. Resale certificates are not valid unless you are rebilling these charges to your customers.
---	---

Payment for all labor, equipment and services, whether ordered by the exhibitor, display builder, non-official contractor or other parties, shall be the responsibility of the exhibitor at the event.	<b>Insurance:</b> Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by "riders" to existing policies.
--	---

<b>Material Handling Form (MHA) aka Bill of Lading (BOL):</b> Each exhibitor is responsible for turning in a Bill of Lading to the Exhibitor Service desk after dismantling and completion of packing and labeling all boxes, crates, etc. The Bill of Lading is the official "permission" of the exhibitor allowing removal of freight from the booth to the carrier of choice (personal vehicle, truck, van line, airfreight, etc.) <b><u>Any unconsigned shipment left in the exhibit hall after dismantling hours will be shipped via the Official Show Carrier Viper Transportation at the expense of the exhibitor!</u></b>	<b>Small Package Shipments:</b> Includes cartons received without documentation and delivered to the booth without guarantee of piece count and documentation, including but not limited to FedEx, UPS, Airborne, and DHL.
--	--

Your bill of lading must be turned in no later than the force times listed on the Show-At-A-Glance Page	<b>Final Show Audit:</b> Viper Tradeshow Services reserves the right to perform a Final Audit of this event for up to 120 days after the move out date of the event. (Also an end of the year review in December). If additional charges for any service, labor or equipment are found, it will be added to the Exhibitor's invoice and the credit card on file will be charged. A Final Audit Invoice with explanation of any additional charges will be sent to the Exhibitor. If Viper does not have payment information, the invoice sent to the Exhibitor will be due upon receipt.
---	--



**TransWorld's Jewelry, Fashion & Accessories Show**  
**December 5-8, 2013**

**Phone 847.426.3100**  
**Fax 847.426.3111**

Example labels are provided below for advance warehouse delivery. We encourage you to fill in your specific information and tape one on each piece of your freight. A fee will be added for all advance warehouse deliveries.

## Advance Warehouse Labels\*\*

**A material handling fee (see below) will apply on all Advance Warehouse deliveries**

Shipper Information		Shipper Information	
Company:		Company:	
Address:		Address:	
Contact:		Contact:	
Delivery Information		Delivery Information	
<b>TransWorld's Jewelry, Fashion &amp; Accessories Show</b> c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 Telephone: 847.426.3100		<b>TransWorld's Jewelry, Fashion &amp; Accessories Show</b> c/o Viper Tradeshow Services 2575 Northwest Parkway Elgin, IL 60124 Telephone: 847.426.3100	
Exhibiting Company: _____		Exhibiting Company: _____	
Booth Number: _____		Booth Number: _____	

### \*\*Material Handling Rates

**Crated & Skidded to Advance Warehouse: \$67.00 / cwt.**

**Crated & Skidded to Site (off target) or Late to Warehouse: \$87.00 / cwt.**

Advance shipments will be accepted at the **Viper Tradeshow Services** warehouse beginning on Nov. 12th. The material handling fee includes delivering freight direct to the exhibitor's booth, storage of empties during the show, delivery of empties at the end of the show to exhibitor's booth, removal from exhibitor's booth upon completion of packing, and turning in Bill of Lading to service desk and loading of materials onto outbound transportation carrier.

**200 pound minimum applies for every shipment received to the Advance Warehouse & Off-Target Show Site Deliveries.**

**Shipments Delivered  
to the Advance  
Warehouse:**

**Freight must be received at the warehouse no later than Nov. 26th to avoid late charges. Materials will be accepted at the Warehouse until Dec. 2nd with a late fee added.**



Viper Tradeshow Services  
2575 Northwest Parkway  
Elgin, IL 60124

TransWorld's Jewelry, Fashion & Accessories Show  
December 5-8, 2013

Phone 847.426.3100  
Fax 847.426.3111

## Material Handling Order Form

If you have any questions or would like assistance calculating your material handling estimate **please contact us at 847.426.3100**

Rates for this show are on actual or dimensional weight, whichever is greater, for every hundred pounds (cwt or hundred-weight) rounded up. A 200 pound minimum applies to every shipment, whether received at the Advance Warehouse or Show

Example: 452 lb. shipment is rounded up to 500 lbs. 500 lbs. is 5 cwt. 5 x rate = total material handling rate.

<b>Shipments to Advance Warehouse:</b>	<b>\$67.00 / cwt.</b>
<b>Shipments to Show Site via Off Target or Late to Whse:</b>	<b>\$87.00 / cwt.</b>
<b>Shipments to Show Site delivering on Thursday, August 23rd (ONLY)</b>	<b>No charge (\$0.00)</b>
<p><b># 1. Calculate your CWT (hundred weight)</b>          Estimated Weight of Shipment: _____ Pounds          Pounds Divided by 100 = _____ Your CWT. (No Less Than 2)</p>	
<p><b># 2. Calculate Your Estimated Sub-Total</b>          Your CWT x 67.00 (for Advance Warehouse Delivery) = \$ _____ Sub Total (No Less Than \$134.00)          Your CWT x 87.00 (for OFF TARGET Show Site Delivery) = \$ _____ Sub Total (No Less Than \$174.00)</p>	
<p><b># 3. Add On Required or Applicable Special Charges</b>          Add Another 30% for Small Package Carrier IF you are using FedEx, UPS, DHL, Airborne, etc. \$ _____ ONLY if you will be utilizing these carriers.</p>	
<p><b># 4. Add the Sub Total Charges with all Special Charges for your Estimated Total Material Handling:</b> \$ _____ <b>ESTIMATED TOTAL</b></p>	

Exhibitor: \_\_\_\_\_

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

### Shipments Delivered to the Advance Warehouse:

Freight must be received at the advance warehouse no later than Nov. 26th to avoid late charges. Materials will be accepted at the warehouse until Dec. 2nd with a late fee added.

### Shipments Delivered to Show Site:

Show Site deliveries must arrive ON Tues. 12/3, or Wed. 12/4 ONLY (NO Fee will be applied if received on this date. If freight is received before or after 12/3-12/4 the Material Handling rate applies.)

You can hand carry your freight into the facility for free. The rates listed on this page are for materials shipped to the Advance Warehouse and/or Off Target deliveries ONLY.





**TransWorld's Jewelry, Fashion & Accessories Show**  
**December 5-8, 2013**

**Phone 847.426.3100**  
**Fax 847.426.3111**

Example labels are provided below for show site delivery. We encourage you to fill in your specific information and tape one on each piece of your freight.

## Show Site Delivery Labels

**Must deliver on Tues. Dec. 3rd or Wed. Dec. 4th ONLY!**

Shipper Information		Shipper Information	
Company:		Company:	
Address:		Address:	
Contact:		Contact:	
Delivery Information		Delivery Information	
<b>TransWorld's Jewelry, Fashion &amp; Accessories Show</b> Renaissance Schaumburg Convention Center c/o Viper Tradeshow Services 1551 North Thoreau Drive Schaumburg, IL 60173		<b>TransWorld's Jewelry, Fashion &amp; Accessories Show</b> Renaissance Schaumburg Convention Center c/o Viper Tradeshow Services 1551 North Thoreau Drive Schaumburg, IL 60173	
Exhibiting Company: _____		Exhibiting Company: _____	
Booth Number: _____		Booth Number: _____	
<b>To be delivered ON Dec. 3/4 8:00am - 6:00pm - ONLY</b>		<b>To be delivered ON Dec. 3/4 8:00am - 6:00pm - ONLY</b>	

**Shipments Delivered to Show Site:** Deliveries must arrive ON Tues. 12/3 or Wed. 12/4 ONLY (NO Fee will be applied if received on this date. If freight is received before or after 12/3- 12/4 the Show Site Material Handling rate applies.)

**Do not ship your materials to the Hotel! If you do, you will be charged a fee from the Hotel. You must address your labels exactly as outlined above for delivery on Dec. 3rd or 4th ONLY.**



TransWorld's Jewelry, Fashion & Accessories Show  
December 5-8, 2013

Phone 847.426.3100  
Fax 847.426.3111

## Furniture & Accessories

Item - Quantity Discount Deadline = November 19, 2013

**If you order three of the same item you will receive 10% off the list price!  
(This applies to Advance Orders Only.)**

### Chairs

Side Chair - _____	\$38.40 Discount / \$52.80 Standard
Arm Chair - _____	\$75.60 Discount / \$119.70 Standard
Counter Stool - _____	\$85.00 Discount / \$132.30 Standard

### Tables & Counters *(please circle drape color)*

Tables are 30" High **Blue Red White Green Black**

4' Table - _____	\$95.76 Discount / \$151.20 Standard
6' Table - _____	\$120.96 Discount / \$170.10 Standard
8' Table - _____	\$131.04 Discount / \$182.70 Standard
Optional 4th Side Draped - _____	\$30.00 Discount / \$42.00 Standard
Undraped Table - (4ft., 6ft., 8ft. - <i>circle size</i> ) - _____	\$30.00 less than listed price above

Counters are 42" High **Blue Red White Green Black**

4' Counter - _____	\$115.92 Discount / \$176.40 Standard
6' Counter - _____	\$141.12 Discount / \$207.90 Standard
8' Counter - _____	\$161.28 Discount / \$233.10 Standard
Optional 4th Side Draped - _____	\$28.80 Discount / \$48.00 Standard
Undraped Table - (4ft., 6ft., 8ft. - <i>circle size</i> ) - _____	\$30.00 less than listed price above

**\*\*\* NEW ITEM!! \*\*\***

White Vinyl Table Covering - per sheet - _____	\$6.00 per sheet <b>(for tables provided in pkg)</b>
Plastic Table Skirting - _____	\$26.00 per skirt <b>(for tables provided in pkg)</b>

### Accessories

4' Single Tier Draped Table Riser - _____	\$64.12 Discount / \$105.84 Standard
6' Single Tier Table Riser - _____	\$81.04 Discount / \$132.30 Standard
8' Single Tier Table Riser - _____	\$96.77 Discount / \$149.69 Standard
Garment Rack - _____	\$116.12 Discount / \$189.00 Standard
Wastebasket - _____	\$21.17 Discount / \$36.54 Standard
Tripod Easel - _____	\$38.70 Discount / \$61.99 Standard
Sign Frame/Holder - _____	\$118.54 Discount / \$189.00 Standard
Rope & Stanchion Sets - _____	\$90.72 Discount / \$148.18 Standard
4' x 8' Poster Board - _____	\$185.07 Discount / \$264.60 Standard
Bag Rack - _____	\$65.52 Discount / \$113.40 Standard
3' Upright and Base - _____	\$24.19 Discount / \$45.36 Standard
8' Upright and Base - _____	\$30.24 Discount / \$52.92 Standard
Crossbar - _____	\$18.14 Discount / \$37.80 Standard
3' Masking (per foot) - _____	\$14.51 Discount / \$27.22 Standard
8' Masking (per foot) - _____	\$19.35 Discount / \$33.26 Standard

### Carpet

10' x 10' Carpet _____	\$145.92 Discount / \$234.00 Standard
10' x 20' Carpet _____	\$328.32 Discount / \$468.00 Standard
1/2" padding, per square foot - # of ft : _____	\$1.45 Discount / \$2.64 Standard
Visqueen, per square foot - # of ft : _____	\$0.50 Discount / \$0.62 Standard

**Select a Carpet Color Choice**

Blue \_\_\_\_\_ Black \_\_\_\_\_ Red \_\_\_\_\_ Charcoal Gray \_\_\_\_\_

**30% surcharge is applicable on all show site orders. Items cancelled within 14 days of move-in are charged at full value.  
Please call 888-458-9760 for special requests or items you do not find on this form.**

**\*A 3.5% surcharge will be applied to all orders paid by credit card\***

**Total All Items Ordered: \$ \_\_\_\_\_**

**Exhibitor: \_\_\_\_\_ Booth Number: \_\_\_\_\_**



TransWorld's Jewelry, Fashion & Accessories Show  
December 5-8, 2013

Phone 847.426.3100  
Fax 847.426.3111

## Vacuuming

(Discount Deadline = November 19, 2013)

Number of Booth Units - \_\_\_\_\_ X \_\_\_\_\_ \$70.00 Discount / \$85.00 Standard (per10x10)

\_\_\_\_\_ SubTotal

SubTotal X Number of Days - \_\_\_\_\_ Total

## Porter Service

Emptying refuse from containers as necessary throughout the show hours.

Monday - Friday 8:00 am - 4:30 pm \$57.60 per day

Monday - Friday after 4:30 pm \$69.60 per day

Any time Saturday, Sunday & Holidays \$78.00 per day

Number of Booth Units - \_\_\_\_\_ X \_\_\_\_\_ (use appropriate rates from above)

\_\_\_\_\_ SubTotal

SubTotal X Number of Days - \_\_\_\_\_ Total

**Total of All Cleaning & Porter Services: \$ \_\_\_\_\_**

*30% surcharge is applicable on all show site orders. Services cancelled within 14 days of move-in are charged at full value. Please call 888-458-9760 for special requests or items you do not find on this form.*

Exhibitor: \_\_\_\_\_

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



TransWorld's Jewelry, Fashion & Accessories Show  
December 5-8, 2013

Phone 847.426.3100  
Fax 847.426.3111

## Limits of Liability & Responsibility

**Viper Tradeshow Services** and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind.

**Viper Tradeshow Services** and its subcontractors shall not be responsible for loss, injury, or damage caused by tradesmen or equipment furnished by **Viper Tradeshow Services**, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designed by **Viper Tradeshow Services**, or its subcontractors.

**Viper Tradeshow Services** and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials.

Upon discovery, all apparent loss, injury, or damage to you or your property must be left in its undisturbed condition and immediately reported to a **Viper Tradeshow Services** representative for documentation. Claims for discovered and reported loss; injury or damage must be submitted to **Viper Tradeshow Services** by the close of the show. No suite or action shall be brought against **Viper Tradeshow Services**, or its subcontractors, more than one year after the incident giving rise to the cause of action.

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 acceptance by such exhibitor or agent of the terms and conditions set form in Sections 1 through 4 above.

**Viper Tradeshow Services** and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury, or damage is unknown or undeterminable.

**\*\* Be sure your Liability Insurance is in effect at the exhibit site. Contact your insurance representative.\*\***



TransWorld's Jewelry, Fashion & Accessories Show  
December 5-8, 2013

Phone 847.426.3100  
Fax 847.426.3111

## Dismantle Instructions

**Exhibitors will receive additional instructions before the start of the last day of show hours and we highly recommend reading these instructions carefully in order to help you plan in advance and know what to expect and how to proceed for a smooth and quick tear down.**

Please share this information with your show site staff in advance of the show as well.
All accounts must be settled before the end of the show.
<b>The exhibits officially close at 5:30 PM on December 8, 2013.</b>
Exhibitors with unpaid accounts at the end of the show will not be provided with a Bill of Lading/Material Handling form until they have gone to the Service Desk and paid their balance in full.
Delivery of empty crates for the dismantling of exhibits will occur after the removal of the aisle carpet (if applicable) at the end of the show. Please keep the aisles clear of debris to help expedite this process.
All outbound shipments, loading onto Privately Owned Vehicles, or local courier/agent require a <b>Viper Tradeshow Services</b> Bill of Lading(BOL) /Material Handling Form (MHA)
Shipping is NOT an automatic process. If you plan on using an alternate carrier other than <b>Viper Transportation</b> you are responsible for making arrangements with that carrier for your pick up, and confirm they make the pick up before the force. <b>Force is at 9:00 PM.</b>
ONLY return your BOL/MHA to the Service Center when your materials are packed, labeled, ready to be shipped and you are ready to leave the floor. Do not leave your BOL/MHA in the booth, it needs to be signed off and you will be given a receipt. This is how we know you are ready to be loaded on the truck.
In the event that your designated carrier fails to pick up or refuses to accept shipments, <b>Viper Tradeshow Services</b> reserves the right to reassign such shipments where no disposition is provided. No liability will be assumed by <b>Viper Tradeshow Services</b> as a result of such rerouting or handling.
To assist you in setting up your outgoing shipments <b>Viper Tradeshow Service</b> representatives will be on site for your shipping convenience. If you have not pre-booked your outbound shipping before the show with <b>Viper Transportation</b> , you welcome to do so with our representative on site at the Service Center. Shipping via Viper Transportation is done at class 125 (exhibition tariff) common carrier rates, which is standard for shipping trade show material.
Carriers that do not check in by <b>9:00 PM</b> , freight for those exhibitors consigned to that carrier will be forced to the house carrier, Viper Transportation. For liability reasons, and ensuring exhibitors freight is loaded properly, <b>freight is ONLY tendered to carriers able to request your shipment by your booth number (if applicable) and exhibiting name. Please be sure to instruct your carrier to do so.</b>
Should you have any questions or concerns regarding the above information, please call Krista D'Amico at 847.426.3100. Advance planning is always the easiest for everyone at show site and we're happy to help.
<b><i>Thank you for reading and following the guidelines in this service manual. We look forward to working with you on this event!</i></b>



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

# Electrical Order Form

TransWorld JFA  
 December 5-8, 2013  
 Renaissance Schaumburg Convention Center  
 1551 North Thoreau Drive  
 Schaumburg, IL 60173

Discount Deadline: 15 days in advance of show

## Electrical Service Rental Order Form

120 Volt Single Phase Price includes labor for service	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	Important Information and Ordering Instructions
5 Amps/500 Watts		\$139.00	\$187.00		\$278.00	\$368.00		
10 Amps/1000 Watts		\$171.00	\$230.00		\$348.00	\$458.00		
15 Amps/1500 Watts		\$189.00	\$255.00		\$378.00	\$510.00		
20 Amps/2000Watts		\$209.00	\$313.00		\$418.00	\$626.00		<p><b>SourceOne Events is the Exclusive Electrical Service provider at the Schaumburg Convention Center. No outside electrical service provider will be allowed on the show floor at any time.</b></p> <p><b>120 Volt Power Services</b>            - In-Line &amp; Peninsula Booths – Power includes labor and materials to one location at the rear of the booth. If you require the outlets to be distributed to any other location, materials and labor charges will apply. There is a minimum charge of 1 hour for installation and removal. Complete and return the Electrical Labor Order Form along with the Electrical Layout Form of your booth space indicating outlet locations.</p> <p>- Island Booths – All Electrical outlets will be installed to one main location per the electrical layout form provided by the exhibitor. Any change in location, or additional distribution of power will be charged on a labor and material basis.</p> <p><b>208/480 Volt Power Service and Connections</b>            - Delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation and 1 hour for the removal. Please complete the SourceOne Events Electrical labor form to schedule your estimated connection time and return it with this order.</p> <p><b>Island Booths</b>            - Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, SourceOne will deliver to the most convenient location.</p> <p><b>24 Hour Services</b>            - Electricity will be turned on within 30 minutes of show opening and off 30 minutes after the show closes. If you require power outside the show hours please make arrangements in advance of show by indicating 24 hour power on the electrical order form.</p> <p><b>Distribution of Power</b>            - For distribution of power within your booth space, prices DO NOT include equipment (lifts) and materials (extension cords, power strips, and/or cord caps).            - If carpet is installed prior to electrical installation, additional labor charges will apply.            - Exhibitors are not allowed to use power unless it is ordered. Exhibitors found using outlets without an order will be subject to the regular rates for outlets used – no discounts will be given. Sharing power or plugging into facility outlets is strictly prohibited.</p> <p><b>Accessories</b>            - Accessories requested on this form DO NOT include power. Please see Service Desk prior to show opening to pickup items ordered. If the accessories are not either in your booth or turned in at the end of the show, you will be charged for the misplaced items.</p> <p><b>Cancellations</b>            - 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.</p> <p><b>Terms and Conditions</b>            - I have read and agree to the terms, conditions and payment policy for the electrical services to be provided by SourceOne Events.</p>
208 Volt Single Phase Price DOES NOT include labor	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	
30 Amps		\$375.00	\$515.00		\$750.00	\$1030.00		
60 Amps		\$425.00	\$625.00		\$850.00	\$1250.00		
208 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	
20 Amps		\$425.00	\$640.00		\$850.00	\$1280.00		
30 Amps		\$475.00	\$665.00		\$950.00	\$1330.00		
60 Amps		\$750.00	\$1025.00		\$1500.00	\$2050.00		
100 Amps		\$950.00	\$1350.00		\$1900.00	\$2800.00		
200 Amps		\$2400.00	\$3350.00		\$4800.00	\$6700.00		
400 Amps		\$3400.00	\$4775.00		\$6800.00	\$9550.00		
480 Volt Three Phase Price DOES NOT include labor or lift	Quantity Show Hours Only	Discount	Standard	Quantity 24 Hrs./day	Discount	Standard	Total	
30 Amps		\$625.00	\$875.00		\$1250.00	\$1750.00		
60 Amps		\$850.00	\$1190.00		\$1700.00	\$2380.00		
100 Amps		\$1675.00	\$2350.00		\$3350.00	\$4700.00		
Electrical Labor	Labor is charged at a minimum of one hour each for install and dismantle. Labor over one hour is charged at 1/2 hour intervals. All electrical layout must be provided.			Quantity	Hourly	Total		
ST (Mon-Fri, 8am-4:30pm, excluding Holidays)					X	\$79.00		
OT (Mon-Fri, 4:30pm-12:00am, Saturday from 8:00am – 4:30pm)					X	\$118.50		
DT (All other times Monday through Saturday. All day Sunday & Holidays)					X	\$158.00		
Type of Labor (Please Check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Under Carpet		Equipment Hook-up		Hang Lights		AV - Monitor	Other
Accessories (Price does not include power)	Quantity	Discount	Standard	Total				
15' Extension Cord (Price does not include power)		\$20.00	\$30.00					
30' Flat Extension Cord (Price does not include power)		\$45.00	\$69.00					
Power Strip (Price does not include power)		\$40.00	\$50.00					
Armlight – Halogen Bulbs – 150watts – Silver Finish		\$55.00	\$75.00					
Armlight – Halogen Bulbs – 200watts – Silver Finish		\$60.00	\$80.00					
Armlight – Halogen Bulbs – 300watts – Silver Finish		\$65.00	\$85.00					
<i>*Armlights have an adjustable clamp that can be placed on hard wall booth systems or separate pole with adjustable arms can be ordered separately.</i>								
Equipment	Quantity	Discount	Standard	Total				
Scissor Lift (Per Hour)		\$150.00	\$175.00					
High Lift (Per Hour)		\$175.00	\$225.00					
				<b>Total Items Ordered:</b>	\$			

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



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

# Electrical Payment

TransWorld JFA  
 December 5-8, 2013  
 Renaissance Schaumburg Convention Center  
 1551 North Thoreau Drive  
 Schaumburg, IL 60173

Discount Deadline: 15 days in advance of show

## Electrical Order Recap

### Payment Policy

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

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

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

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

Check No.  Dated

Account #:  -  -  -

Exp. Date:  /       CVV2 number:

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

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

## Payment Information

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

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

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



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

# Electrical Layout Form

TransWorld JFA  
 December 5-8, 2013  
 Renaissance Schaumburg Convention Center  
 1551 North Thoreau Drive  
 Schaumburg, IL 60173

**HOW TO USE THE GRID FORM:**

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

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

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


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

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

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

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

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





# RENAISSANCE®

SCHAUMBURG CONVENTION CENTER HOTEL

## PSAV® Presentation Services

Renaissance Schaumburg Convention Center Hotel

1551 North Thoreau Drive • Schaumburg, IL 60173

Phone: 847-303-4165 • Fax: 847-303-4323

www.psav.com

### EVENT:

Company/Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I authorize Renaissance Schaumburg Convention Center Hotel to charge the following equipment services to the credit card listed below.

VISA       MASTERCARD       AMEX       DISCOVER

Card # : \_\_\_\_\_

Exp.: \_\_\_\_\_

Signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

## EXHIBIT EQUIPMENT ORDER

	ADVANCE RATE	ON-SITE RATE	QUANTITY*	DAYS*	TOTAL
<b>Video Equipment</b>					
20" Flat-Screen Monitor	\$175	\$210			
42" Flat-Panel Monitor	\$450	\$540			
50" Plasma Monitor	\$525	\$630			
DVD Player	\$95	\$114			
<b>Audio Equipment</b>					
Wired Microphone (with stand)	\$65	\$78			
Wireless Microphone (hand-held or lavalier)	\$200	\$240			
Four-Channel Mixer	\$60	\$72			
12-Channel Mixer	\$175	\$210			
Small Anchor Powered Speaker	\$50	\$60			
EV SXA250 Powered Speakers (2)	\$270	\$324			
<b>Office Equipment</b>					
Desktop Computer	\$400	\$480			
Laptop Computer	\$350	\$420			
Wireless Remote Presenter	\$75	\$90			
B/W Laser Printer	\$175	\$210			
Color Laser Printer	\$285	\$342			
Fax Machine	\$125	\$150			
<b>Internet, Phones and Miscellaneous</b>					
Wired High-Speed Internet (first connection)	\$225	\$270			
Each Additional Wired Connection	\$75	\$90			
Wireless Internet (per device, non-transferable)	\$75	\$90			
House Phone (no outside calls)	\$25	\$30			
Phone Line for Credit Cards (toll-free only)	\$100	\$120			
Outside Phone/Line	\$200	\$240			
Exit Signs	\$50	\$60			
Additional Cables	\$10	\$12			
<b>*Quantity x Days = Total</b>					
Orders received 10 days prior to the event or earlier are eligible for our Advance Rate. Orders received 72 hours or less before an event are subject to the On-Site Rate. Cancellations within 72 hours of your event will be billed in full.  Fax orders to: 847-303-4323 or email: <a href="mailto:dziegenhagen@psav.com">dziegenhagen@psav.com</a> Please contact us for equipment or services not listed.				EQUIPMENT TOTAL	
				24% HOTEL SERVICE CHARGE	
				SUB-TOTAL	
				13.5% TAX INTERNET/PHONE	
				\$20 SAME DAY ON-SITE DELIVERY	
				<b>GRAND TOTAL</b>	



VILLAGE OF SCHAUMBURG

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

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

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

Contact Person: \_\_\_\_\_

Contact Info: \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Type of Goods or Services on Display: \_\_\_\_\_

Explain: \_\_\_\_\_

IBT # \_\_\_\_\_ Tax Exempt Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, proof of exempt status required.

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

Fire Prevention

- Machinery and Equipment
Smoke, Fog and Haze Machines
Laser Displays
Vehicle Displays.
Display or Storage of LPG/Flammable and/or Compressed Gases
Flammable or Combustible Liquids
Open Flames and Candles
Any Cooking or Heat Producing Appliances
Enclosed and/or Multi-Story Exhibit Booths
Hazardous Materials (MSDS required)
Any other equipment/process that increases the risk to fire and life safety
Tents/Canopies/Bleachers

Building

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

Health

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

Finance/Revenue

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