



**service contractors  
conventions & expositions**

**Sacramento Stage  
Lighting**  
410 N. 10th Street  
Sacramento, CA 95811  
(916) 447-3258  
orders@sacstagelight.com

SSL is pleased to serve as the official service contractor for the

**SACRAMENTO BOAT SHOW & OFF ROAD EXPOSITION  
March 7 – 10, 2024 at Cal Expo**

**DEALER “BULK” SPACES ARE PROVIDED WITH THE FOLLOWING**

- **Pavilion and Building C Spaces Are Fully Carpeted**
- **In Tent Spaces Are Not Carpeted Only Aisles**
- One 1000w/120v duplex electrical outlet per numbered bulk exhibit space.

**DISPLAY BOOTHS ARE PROVIDED WITH THE FOLLOWING**

- 8' high backwall and 3' high side draping
- ID sign including name and booth number
- One 500 watt/120 volt duplex electrical outlet

**ELECTRICAL SERVICE**

- Each booth is provided with limited electrical service as part of your contracted space. This power is adequate for items such as calculators, video monitors, illuminated signs, and low wattage spot lighting.
- *Please research your power requirements for lights and other items and be sure to order additional electrical service as required.*
- We are pleased to offer a selection of special overhead lighting packages again this year, please refer to the Lighting Order Form included in this kit.
- **Orders must be received, with payment, by February 23 to qualify for the discounted rates on additional electrical service and overhead lighting.**

**MATERIAL HANDLING AND BANNER HANGING**

- SSL can receive your shipment at either our advance warehouse or directly at Cal Expo during exhibitor move in. Please refer to the information and order form in this kit for detailed instructions.
- Hourly forklift service is also available to unload your product or demonstration materials from your company or personal vehicle. Refer to the Forklift Service Order Form in this kit for more information.
- SSL will provide a personnel lift, with a two man crew, to install exhibitor banners overhead. A one hour minimum applies to all installation orders, however removal charges will be waived on all orders that require less than one hour to install.

**PAYMENT**

- Payment in full must be submitted with all orders. Emailed orders must be accompanied by the completed credit card authorization form.
- **Any orders received, with payment, by February 23, are entitled to the discount prices on booth furnishings, additional electrical service, and overhead lighting.**

*Please contact an Exhibitor Services Representative at our office if you have any questions.  
We are dedicated to assisting you in creating a successful show experience.*



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**CREDIT CARD AUTHORIZATION & PAYMENT POLICY**

**THIS FORM MUST BE COMPLETED**

Event Name: \_\_\_\_\_ Booth Number(s): \_\_\_\_\_  
 Exhibiting Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Exhibitor Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_

Visa       MasterCard       American Express

Account #: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]      Exp. Date: [ ][ ][ ][ ][ ]

Security Code: [ ][ ][ ][ ] (3 digit code on the back of Visa / MCard, 4 digit code on the front of AmEx)

Cardholder's Name (Please Print): \_\_\_\_\_  
 Cardholder's Address: \_\_\_\_\_ Cardholder's Phone # \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Email: \_\_\_\_\_  
 Cardholder's Signature\*: \_\_\_\_\_  
*This form must be signed here in order to process payment to your card.*

**PAYMENT TERMS**

Full payment must accompany all orders (purchase orders are not considered payment). In order to obtain "Discount Prices" we must receive your order, *with payment*, no later than 14 days prior to show opening. A completed credit card authorization must be submitted with your orders, even if you are paying by check. This authorization will be used to cover any outstanding balances, which may include on-site additions, labor and material handling, at the conclusion of the event. **NOTE: A \$35.00 fee will be charged for declined credit cards and returned checks.**

**THIRD PARTY BILLING**

If your company contracts work to a display house (EAC), and requires services from SSL, the above terms also apply. Each exhibiting company is ultimately responsible for any charges incurred on its behalf. Your EAC should submit a separate Credit Card Authorization indicating the services for which they should be charged.

**ELECTRONIC SIGNATURE**

Completion and electronic submission of this form represents an acceptance of the following policy. Any and all charges incurred on behalf of the exhibiting company will be applied to the credit card provided above. It is understood that the electronic signature and email time and date stamp will stand in place of a physical signature on all forms.

**ADJUSTMENTS**

Any questions or concerns regarding items or services ordered must be reported to SSL prior to show closing. Some items are subject to cancellation fees; refer to each order form for more information.

<b>FOR OFFICE USE ONLY – DO NOT WRITE HERE</b>					
<b>DATE:</b>	<b>AMOUNT</b>	<b>DATE:</b>	<b>AMOUNT</b>	<b>DATE:</b>	<b>AMOUNT</b>
Standard Furn (210)		Standard Furn (210)		Standard Furn (210)	
Specialty Furn (212)		Specialty Furn (212)		Specialty Furn (212)	
Carpet (211)		Carpet (211)		Carpet (211)	
Electrical (213)		Electrical (213)		Electrical (213)	
Elec Labor (214)		Elec Labor (214)		Elec Labor (214)	
I&D Labor (214)		I&D Labor (214)		I&D Labor (214)	
Rigging (214)		Rigging (214)		Rigging (214)	
Cleaning (215)		Cleaning (215)		Cleaning (215)	
Graphics (216)		Graphics (216)		Graphics (216)	
Mat Handling (217)		Mat Handling (217)		Mat Handling (217)	
Other (218)		Other (218)		Other (218)	
<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>	



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## Furniture Order Form

9dX

Description	Qty	Discount Price	Regular Price	Amount	Description	Qty	Discount Price	Regular Price	Amount
<b>SKIRTED DISPLAY TABLES 24" WIDE X 30" HIGH</b>					<b>CHAIRS AND STOOLS</b>				
If no color is selected, we will match the show colors					Upholstered side chair				
Select Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Black <input type="checkbox"/> White					Grey plastic contour chair				
<input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Purple					Black plastic side chair				
4' table, Skirted 4 sides		85.00	105.00		Black bistro chair		110.00	130.00	
6' table, Skirted 3 sides		100.00	125.00		Upholstered arm chair		80.00	95.00	
8' table, Skirted 3 sides		120.00	150.00		Black padded lounge chair		50.00	65.00	
4th side skirting ( <input type="checkbox"/> 6' or <input type="checkbox"/> 8')		35.00	45.00		Upholstered counter stool		80.00	95.00	
Deduct 25% for UNKSIRTED table: < >					Padded counter stool				
<b>SKIRTED DISPLAY COUNTERS 24" WIDE X 40" HIGH</b>					<b>ACCESSORIES</b>				
If no color is selected, we will match the show colors					Literature rack				
Select Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Black <input type="checkbox"/> White					Bag/Coat Stand <input type="checkbox"/> Slant <input type="checkbox"/> Straight				
<input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Purple					Retractable stanchion w/ 7' belt				
4' counter, Skirted 4 sides		95.00	118.00		Wastebasket		20.00	25.00	
6' counter, Skirted 3 sides		115.00	142.00		<b>DISPLAY STANDS &amp; BOARDS</b>				
8' counter, Skirted 3 sides		138.00	172.00		Easel		30.00	45.00	
4th side skirting ( <input type="checkbox"/> 6' or <input type="checkbox"/> 8')		45.00	55.00		Chrome sign stand, 22"x28" vertical		50.00	70.00	
Deduct 25% for UNSKIRTED counter: < >					4'X8' bulletin board				
<b>TABLETOP RISERS 12" WIDE X 12" HIGH</b>					Double faced, Velcro receptive, Grey <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				
4' Riser, with white cover		30.00	40.00		4'x8' pegboard		100.00	125.00	
6' Riser, with white cover		40.00	50.00		Single faced, woodgrain <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				
8' Riser, with white cover		45.00	50.00		1m wide x 8' high display board		200.00	260.00	
<b>MEETING &amp; ACCENT TABLES</b>					Double faced, Velcro receptive, Grey, Accommodates graphics up to 36"w x 84"h				
40" dia. x 30" high starbase table		180.00	210.00		24" sq x 36"h powered locking pedestal		456.50	593.50	
40" dia. X 40" high starbase table		200.00	230.00		24" sq x 42"h powered locking pedestal		544.50	708.00	
Optional linen for starbase table		45.00	55.00		Select pedestal color <input type="checkbox"/> Black <input type="checkbox"/> White				
Linen Selection: <input type="checkbox"/> 30" high table <input type="checkbox"/> 40" high table <input type="checkbox"/> Black <input type="checkbox"/> White	<b>CUSTOM BOOTH DRAPING &amp; BARE PIPE FRAMES</b>								
30" dia. X 40" tall hiboy with linen		130.00	160.00		Select Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Black				
Linen Color: <input type="checkbox"/> Black <input type="checkbox"/> White	<input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green								
Daily linen change for any of the above		45.00	55.00		8' high drapes (per linear foot)		5.00/ft.	8.00/ft.	
Linen Selection: <input type="checkbox"/> 30" high table <input type="checkbox"/> 40" high table <input type="checkbox"/> Black <input type="checkbox"/> White	3' high drapes (per linear foot)								
30" dia. x 30" high bistro table		155.00	185.00		8' high bare pipe frame (per linear foot)		3.50/ft.	5.50/ft.	
24"x36"x30" side table		70.00	85.00		3' high bare pipe frame (per linear foot)		2.00/ft.	\$3.00/ft.	
24"x24"x30" side table		60.00	75.00		<b>PAYMENT POLICY:</b> To obtain the discount price we must receive your order, with payment, no later than fourteen (14) days prior to the first show day.				
24"x36"x17" cocktail table		50.00	62.00		<p>Qualified Discount Total _____</p> <p>Regular Total _____</p>				
17"x17"x17" cocktail table		45.00	56.50						
<b>MISCELLANEOUS SPECIAL REQUESTS</b> (Call for availability / rates)									

EXHIBITOR _____	SHOW _____	BOOTH# _____
PHONE _____	E-MAIL _____	
CONTACT NAME _____	ORDER DATE _____	

**CANCELLATION CHARGE:** Items ordered and delivered to booth but subsequently cancelled are subject to a 100% cancellation fee.



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## Carpet Order Form

9d10

### STANDARD SIZE BOOTH CARPET

Rental includes installation, front edge taping, and removal at show closing. If no color is indicated, grey carpet will be installed.

SELECT CARPET COLOR:  Red  Blue  Black  Grey  Green  Pepper

Size	Qty	Disc Price	Reg Price	Amount	Size	Qty	Disc Price	Reg Price	Amount
10' x 10'		\$200.00	\$255.00		9' x 10'		\$175.00	\$225.00	
10' x 20'		\$350.00	\$405.00		9' x 20'		\$225.00	\$275.00	
10' x 30'		\$525.00	\$580.00		9' x 30'		\$300.00	\$350.00	
10' x 40'		\$700.00	\$755.00						

Two carpets ordered for island & peninsula booths require additional taping, dye lots do not match

9' carpet is installed at the front edge leaving 1' uncarpeted at the rear of the booth. Two carpets ordered for island & peninsula booths equal 18' width, not 20', and require additional taping, dye lots do not match.

### ADDITIONAL TAPING

Required on all standard size carpets ordered for corner, island, and peninsula booths.

Description	Qty	Discount price	Regular price	Amount
Additional taping per foot		\$.75/ft.	\$.85/ft.	

### CUT TO FIT CARPET MAX ORDER SIZE 40'X40'

Rental includes installation, all taping, and removal at show closing. If no color is indicated, grey carpet will be installed.

SELECT CARPET COLOR:  Red  Blue  Black  Grey  Green  Pepper

Description	Qty	Discount price	Regular price	Amount
Size _____ x _____ Cut to fit carpeting	_____ sq. ft.	\$2.25/sq. ft.	\$3.25/sq. ft.	

### CARPET PADDING

Add a layer of comfort with 1/2" foam padding. Rental includes installation and removal at show closing.

Description	Qty	Discount price	Regular price	Amount
Size _____ x _____ Single layer padding	_____ sq. ft.	\$1.10/sq. ft.	\$1.45/sq. ft.	
Size _____ x _____ Double layer padding	_____ sq. ft.	\$2.00/sq. ft.	\$2.70/sq. ft.	

### PROTECTIVE PLASTIC COVERING

Protect your booth carpet from the mess of set-up with a protective layer of visqueen. Price includes installation.

Description	Qty	Discount price	Regular price	Amount
Size _____ x _____ Plastic Covering	_____ sq. ft.	\$.60/sq. ft.	\$.80/sq. ft.	

**PAYMENT POLICY:** To obtain the discount price we must receive your order, with payment, no later than fourteen (14) days prior to the first show day.

Qualified Discount Total \_\_\_\_\_

Regular Total \_\_\_\_\_

EXHIBITOR \_\_\_\_\_ SHOW \_\_\_\_\_ BOOTH# \_\_\_\_\_  
 PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ ORDER DATE \_\_\_\_\_

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## Sac Boat Electrical Order Form

CE19

### 120 VOLT ELECTRICAL OUTLETS

Power Required	Qty	Discount Price	Regular Price	Amt
Duplex Outlet up to 500 watts or 5 amps		\$125.00	\$150.00	
Duplex Outlet up to 1000 watts or 10 amps		\$145.00	\$170.00	
Duplex Outlet up to 1500 watts or 15 amps		\$180.00	\$225.00	
Duplex Outlet up to 2000 watts or 20 amps		\$230.00	\$290.00	

### SUPPLEMENTAL LIGHTING

Description	Qty	Discount Price	Regular Price	Amt
150 watt floodlight on stanchion		\$120.00	\$140.00	
Double 150w floodlight on stanchion		\$170.00	\$205.00	

### MATERIALS

Description	Qty	Discount Price	Regular Price	Amt
25' Edison extension cord		\$25.00	\$30.00	
Power strip		\$35.00	\$40.00	

### ELECTRICAL PLACEMENT

**Island Booths:** Undraped island booths must submit a distribution diagram indicating outlet placement. If your distribution diagram is not received prior to show move-in SSL will install one drop at our discretion. Relocation of service after initial installation will be subject to additional labor charges.

**Inline / Peninsula Booths:** Service is installed on the floor near the center backwall for all inline and peninsula booths.

If you require distribution somewhere other than the standard placement described above you must provide a distribution diagram with your order (additional labor charges apply).

**Special Distribution / Under Carpet Installation Required?**

YES  NO

*The following service will require labor & materials for final connection to exhibitor's equipment.*

### 208 VOLT POWER & MOTOR ELECTRICAL SERVICE

Power Required	Qty	208v / 1Ø		208v / 3Ø		Amount
		Disc Price	Reg Price	Disc Price	Reg Price	
10 amps or ½ H.P.		<input type="checkbox"/> \$315.00	<input type="checkbox"/> \$370.00	<input type="checkbox"/> \$385.00	<input type="checkbox"/> \$470.00	
20 amps or 2 H.P.		<input type="checkbox"/> \$420.00	<input type="checkbox"/> \$500.00	<input type="checkbox"/> \$500.00	<input type="checkbox"/> \$620.00	
30 amps or 3 H.P.		<input type="checkbox"/> \$510.00	<input type="checkbox"/> \$615.00	<input type="checkbox"/> \$605.00	<input type="checkbox"/> \$755.00	
amps (see below)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional service options are available by quote.

Double electric rates for outlets requiring 24-hour service.

Exhibitors may not use outlets unless ordered or provided by show management as part of your booth package. Exhibitors found utilizing power without an order will be charged the regular rates based on the maximum wattage in use at the time of inventory. Sharing power or use of facility outlets is prohibited.

### ELECTRICAL LABOR RATES

Standard / Ground Labor	Labor with Personnel Lift
\$85.00/hr. ST	\$285.00/hr. ST
\$112.50/hr. OT	\$352.50/hr. OT

**PAYMENT POLICY:** To obtain the discount price we must receive your order, with payment, by February 23.

Electrical Service \$ \_\_\_\_\_

Standard Labor \$ \_\_\_\_\_

Labor with Lift (where required) \$ \_\_\_\_\_

Materials (if required) \$ \_\_\_\_\_

**ORDER TOTAL** \$ \_\_\_\_\_

EXHIBITOR \_\_\_\_\_ SHOW Sac Boat BOOTH \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ ORDER DATE \_\_\_\_\_

**CANCELLATION CHARGE:** Items ordered and installed are subject to a 100% cancellation fee.

## **Electrical Conditions and Regulations**

- 1. Exhibitors may not use outlets unless ordered or provided by show management as part of your booth package. Exhibitors found utilizing power without an order will be charged the regular rates based on the maximum wattage in use at the time of inventory. Sharing power is prohibited,**
- 2. Building utility outlets are not part of booth space and are not to be used by the exhibitors unless specifically designated by SSL.**
- 3. Unauthorized use of power not paid for will result in shut-down of electrical service.**
- 4. The charge for 24 hour service is double the normal rate.**
- 5. The minimum outlet for dedicated electrical line for computers is 2000 watts or 20 amps.**
6. All exhibitors' equipment shall meet N.E.C. and be clearly labeled as to type of current, voltage, phase, cycle, horsepower, etc. We are not responsible for problems arising from unlabeled or mislabeled equipment, or the use of non-standard wiring practices on exhibitor's equipment.
7. All equipment, regardless of source of power, must comply with all federal, state, and city safety codes.
8. The use of open clip sockets, latex or lamp cord wire is prohibited.
9. Under no circumstances shall anyone other than the "house electrician" make special or direct wiring electrical connections.
10. All material and equipment furnished by SSL for this service order shall remain the property of SSL and shall be removed only by SSL at the close of the show.
11. All exhibitors' cords must be of the 3 wire grounded type. All electrical service over 120 volts or 20 amps must have a disconnect switch furnished by the exhibitor or provided by SSL. Local ordinances prohibit more than two (2) connections per disconnect.
12. Claims/complaints will not be considered unless filed by exhibitor prior to close of exposition.
13. SSL is not responsible for voltage fluctuations or power failure because of temporary conditions.



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## Lighting Package Order Form

**SSL IS PLEASED TO OFFER EXHIBITORS A CHOICE OF OVERHEAD LIGHTING PACKAGES, AT A SIGNIFICANT SAVINGS.**

### 1000 WATT OVERHEAD LIGHTS

**Includes fixtures, electrical service, and labor to install and remove.**

QTY

**Package #1**

Order two at \$200.00 each and get two free (four total) = \$400.00  
*(\$500.00 after discount deadline)*

**Package #2**

Order four at \$200.00 each and get four free (eight total) = \$800.00  
*(\$1000.00 after discount deadline)*

Additional 1000 watt lights @ \$150.00 (must be ordered with one of the above packages) *(\$200.00 after discount deadline)*

**PAYMENT POLICY**

To obtain the discount price we must receive your order, with payment, 14 days before opening

TOTAL # OF PACKAGE #1: \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL # OF PACKAGE #2: \_\_\_\_\_ \$ \_\_\_\_\_

ADDITIONAL 1000w LIGHTS: \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL AMOUNT PAID:** \$ \_\_\_\_\_

EXHIBITOR \_\_\_\_\_ SHOW Sac Boat BOOTH# \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ ORDER DATE \_\_\_\_\_

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## Sign Hanging Order Form

C75 (Page 1 of 2)

### HOURLY RATES

**Crew includes two riggers and lift, One hour minimum install and removal, materials extra.**

**Straight Time: \$285.00/hr.**  
(8:00 a.m. – 5:00 p.m. Monday – Friday)

**Overtime: \$427.50/hr.**  
(Before 8:00 a.m., after 5:00 p.m., weekends, and holidays)

### SIGN HANGING LABOR REQUIRED

<b>INSTALLATION</b>	Date	Time	Estimated # Hours
<b>REMOVAL</b>	Date	Time	Estimated # Hours

On site supervisor: \_\_\_\_\_ Phone \_\_\_\_\_

**\* Please complete the Hanging Sign Specifications and Placement Diagram on page 2.**

### ADDITIONAL SERVICES

#### SIGN ASSEMBLY / DISASSEMBLY

If you require assistance assembling or disassembling your signage the following rates apply. One hour minimum per worker.

#### SSL Supervised: \$115.00/hr. ST, \$172.50/hr. OT

#### Exhibitor Supervised: \$85.00/hr. ST, \$127.50/hr. OT

# of workers	Hours per worker	# of workers	Hours per worker
<input checked="" type="checkbox"/> Exhibitor representative need not be present <input checked="" type="checkbox"/> Provide emergency contact name & number: _____		Date _____ Time _____ <input checked="" type="checkbox"/> Exhibitor must be present during all work hours <input checked="" type="checkbox"/> Provide on site supervisor name & number: _____	

*Signs assembled by exhibitor or EAC personnel, without assistance from SSL, are subject to inspection by the SSL Rigging Foreman prior to hanging. One hour minimum labor rate will apply for this pre-rigging evaluation.*

#### FORKLIFT RIGGING / SPOTTER

In the event a forklift or additional spotter is required, due to sign size and/or weight, additional charges will apply at the following rates. One hour minimum per worker.

Forklift and Operator: \$175.00/hr. ST, \$262.50/hr. OT     Additional Ground Spotter: \$85.00/hr. ST, \$127.50/hr. OT

#### PAYMENT POLICY / TERMS

A completed Credit Card Authorization must accompany all orders.

Starting time can only be guaranteed when workers are requested to start at 8:00 a.m. We will make every effort to accommodate later starting times.

The minimum labor charge is one hour per crew or worker, additional time required will be charged in ½ hour increments.

#### ORDER TOTALS

<b>SIGN HANGING INSTALL SUBTOTAL:</b>	\$ _____
<b>SIGN HANGING REMOVAL SUBTOTAL:</b>	\$ _____
<b>SIGN ASSEMBLY/FOREMAN INSPECTION SUBTOTAL:</b>	\$ _____
<b>SIGN DISASSEMBLY SUBTOTAL:</b>	\$ _____
<b>FORKLIFT RIGGING/SPOTTER SUBTOTAL:</b>	\$ _____
<b>MATERIALS SUBTOTAL:</b>	\$ _____
<b>ORDER TOTAL:</b>	\$ _____

EXHIBITOR \_\_\_\_\_ SHOW \_\_\_\_\_ BOOTH# \_\_\_\_\_  
PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_ ORDER DATE \_\_\_\_\_

**CANCELLATION CHARGE:** Labor cancelled without 24 hour notice, or failure to call for workers at the requested time will result in a one hour "No Show" charge per worker.





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## Sign Hanging/Rigging Order Form

C75 (Page 2 of 2)

### HANGING SIGN DESCRIPTION

Describe work to be done: \_\_\_\_\_

**Type:**  Banner  Structural Signage  Moss  Other \_\_\_\_\_

**Shape:**  Square  Rectangle  Triangle  Circle  Other \_\_\_\_\_

**Dimensions:** \_\_\_\_\_ high x \_\_\_\_\_ wide x \_\_\_\_\_ deep **Weight:** \_\_\_\_\_

**Number of hanging points:** \_\_\_\_\_ **Type of hanging points:** \_\_\_\_\_

### PLACEMENT DIAGRAM

Use the diagram below to indicate placement of your sign. Please complete a separate diagram for each hanging sign.

Indicate how far in from each boundary you would like your sign placed.

The ceiling structure and support beams may require your sign to be moved from the specified location.

#### BACK OF BOOTH

Adjacent booth or aisle # \_\_\_\_\_ / # feet in from this side \_\_\_\_\_

#### LEFT OF BOOTH

Adjacent booth or aisle # \_\_\_\_\_

# feet in from this side \_\_\_\_\_



#### RIGHT OF BOOTH

Adjacent booth or aisle # \_\_\_\_\_

# feet in from this side \_\_\_\_\_

#### FRONT OF BOOTH

Adjacent booth or aisle # \_\_\_\_\_ / # feet in from this side \_\_\_\_\_

Preferred # feet from bottom of sign to floor \_\_\_\_\_

- All signs must conform to Show Management rules and regulations, as well as facility limitations.
- Hanging sign anchor points must be pre-fabricated and ready for use.
- Overhead signs *should be shipped in advance* and clearly labeled "HANGING SIGN". Refer to the Material Handling information in this kit for shipping instructions.
- Installation of signs received on site will be done on a "first-come, first-serve" basis.
- For any sign requiring electrical service or separate power source, electrical labor and materials must be ordered, in advance. Refer to the enclosed Electrical order form for more information.

EXHIBITOR \_\_\_\_\_ SHOW \_\_\_\_\_ BOOTH# \_\_\_\_\_

ON SITE SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_



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## Forklift Service Order Form



**SSL is pleased to offer Sacramento Boat Show & Off Road Exposition exhibitors hourly forklift service to unload and reload your product or demonstration materials, provided they are transported in exhibitor company trucks. (Commercial carrier shipments are not eligible for this discounted rate.)**

\$125.00/hour straight time (8:00 a.m. – 5:00 p.m. Monday - Friday)

\$187.50/hour overtime (Before 8:00 a.m., after 5:00 p.m., weekends & holidays)

*One hour minimum per lift, per day.*

Service includes 4,000# capacity forklift and operator.  
If a second man is required additional handling rates will also apply.

One hour minimum charge may be split into two separate services,  
provided that both occur on the same day.

If more than two services per day are required additional charges will apply,  
in half-hour increments, based on the actual time required.

Please call an Exhibitor Services Representative at (916) 447-3547 if you need additional information.

Every effort is made to accommodate requested start times for forklift service, however service is provided on a first come, first served basis and availability is based on completion of previously scheduled jobs.	_____ hrs. Forklift and Operator – In <input type="checkbox"/> \$125.00/hr – ST <input type="checkbox"/> \$187.50/hr. – OT   \$ _____
	Date / Time Requested _____
Failure to call for service at the requested time may result in additional wait time charges.	_____ hrs. Forklift and Operator – Out <input type="checkbox"/> \$125.00/hr – ST <input type="checkbox"/> \$187.50/hr. – OT   \$ _____
	Date / Time Requested _____
<b>PAYMENT POLICY</b> A completed Payment Policy/ Credit Card Authorization must accompany all orders.  Final charges will be based on the actual time required.	_____ hrs. Additional Handler – In <input type="checkbox"/> \$75.00/hr – ST <input type="checkbox"/> \$112.50/hr. – OT   \$ _____
	_____ hrs. Additional Handler – Out <input type="checkbox"/> \$75.00/hr – ST <input type="checkbox"/> \$112.50/hr. – OT   \$ _____
<b>ORDER TOTAL: \$ _____</b>	
<b>EXHIBITOR</b> _____	<b>BOOTH #</b> _____
<b>PHONE</b> _____	<b>E-MAIL</b> _____
<b>CONTACT NAME</b> _____	<b>ORDER DATE</b> _____



service contractors  
conventions & expositions

**Sacramento Stage  
Lighting**  
410 N. 10th Street  
Sacramento, CA 95811  
(916) 447-3258  
orders@sacstagelight.com

## **SACRAMENTO BOAT SHOW & OFF ROAD EXPOSITION MATERIAL HANDLING INSTRUCTIONS**

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SSL is the official material handling contractor for this event, responsible for coordinating incoming and outgoing freight on the show floor.

- Complete and return the Material Handling Rates and Order Form, indicating Advance or Direct shipment, with completed Credit Card Authorization so SSL is prepared for your freight arrival.
- Refer to the provided Material Handling Information, including Rate Calculations and Liability Information before you ship.

### **ADVANCE WAREHOUSE SHIPMENTS ACCEPTED FEBRUARY – MARCH**

- Ship your materials, prepaid, to the SSL warehouse and we will deliver them to your booth space prior to your arrival.
- Shipments will be accepted at the SSL warehouse through March , *but will be subject to an additional 25% surcharge for arrival after March .*
- Refer to the Advance Shipment labels provided in this kit for proper labeling.

### **DIRECT TO SHOW SITE SHIPMENTS ACCEPTED MARCH**

- Ship your materials, prepaid, consigned to SSL at Cal Expo, and schedule for delivery no earlier than Thursday, March 7th.
- “Off target” freight is subject to a 25% surcharge.
- Refer to the Direct Shipment labels provided in this kit for proper labeling.

### **OUTBOUND SHIPMENTS**

- SSL will be on-site to assist with outbound shipments. You are responsible for labeling your freight, completing an SSL outbound Bill of Lading, and making arrangements with your carrier for pick-up prior to **12:00 p.m. Monday, March 11th .**

#### **SHOW SITE PICK UP ADDRESS:**

Exhibitor Name / Booth #  
Sacramento Boat Show  
c/o SSL  
1600 Exposition Blvd.  
Sacramento, CA 95815  
**ENTER GATE #12**

- **Please note that it is not common for FedEx or UPS to guarantee a morning pick up.** In the event your shipment is not picked up from the show site by 12:00 p.m. Monday, March 11th it will be re-routed, via SSL's choice of carrier or returned to the warehouse for pick up on Tuesday, March 12th.
- “Special Handling” and/or “Return to Warehouse” charges will apply to shipments left on the show floor without proper labeling or a completed BOL. SSL will assume no liability as a result of such re-rerouting or special handling and all associated charges will be added to the credit card on file.

# RUSH EXHIBITION FREIGHT

## ADVANCE WAREHOUSE SHIPMENT

TO ARRIVE BY MARCH 1st

TO: \_\_\_\_\_

EXHIBITING COMPANY

**FOR: SAC BOAT  
C/O SSL  
410 N. 10th Street  
SACRAMENTO, CA 95811**

BOOTH #: \_\_\_\_\_

PIECE # \_\_\_\_\_ OF \_\_\_\_\_

CARRIER: \_\_\_\_\_



# RUSH EXHIBITION FREIGHT

## ADVANCE WAREHOUSE SHIPMENT

TO ARRIVE BY MARCH 1st

TO: \_\_\_\_\_

EXHIBITING COMPANY

**FOR: SAC BOAT  
C/O SSL  
410 N. 10th Street  
SACRAMENTO, CA 95811**

BOOTH #: \_\_\_\_\_

PIECE # \_\_\_\_\_ OF \_\_\_\_\_

CARRIER: \_\_\_\_\_



# RUSH EXHIBITION FREIGHT

## DIRECT SHOWSITE SHIPMENT

TO ARRIVE NO EARLIER THAN MARCH 7th

TO: \_\_\_\_\_  
EXHIBITING COMPANY

FOR: SAC BOAT SHOW  
C/O SSL  
1600 EXPOSITION BLVD.  
SACRAMENTO, CA 95815  
**ENTER GATE #12**

BOOTH #: \_\_\_\_\_

PIECE # \_\_\_\_\_ OF \_\_\_\_\_

CARRIER: \_\_\_\_\_



# RUSH EXHIBITION FREIGHT

## DIRECT SHOWSITE SHIPMENT

TO ARRIVE NO EARLIER THAN MARCH 7th

TO: \_\_\_\_\_  
EXHIBITING COMPANY

FOR: SAC BOAT SHOW  
C/O SSL  
1600 EXPOSITION BLVD.  
SACRAMENTO, CA 95815  
**ENTER GATE #12**

BOOTH #: \_\_\_\_\_

PIECE # \_\_\_\_\_ OF \_\_\_\_\_

CARRIER: \_\_\_\_\_





# Sacramento Stage Lighting

410 N. 10th Street  
Sacramento, CA 95811  
(916) 447-3258  
orders@sacstagelight.com

FOR OFFICE USE ONLY

## Material Handling Rates & Order Form <sup>70/</sup>200FL (Page 1 of 2)

### INBOUND SHIPMENT DETAIL

# OF PIECES	ESTIMATED WEIGHT	CARRIER
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#### ADVANCE WAREHOUSE RECEIVING

**\$85.00 / 100# - 200# / \$170.00 minimum per shipment**

Includes receipt of **shipments\*** at our warehouse, thirty (30) days storage prior to your event, delivery to booth, storage of empty containers, and assistance with outbound shipments.

#### DIRECT TO SHOWSITE RECEIVING

**\$80.00 / 100# - 200# / \$160.00 minimum per shipment**

Includes unloading at the exhibit hall during installation period only, delivery to booth, storage of empty containers, and assistance with outbound shipments.

### ADDITIONAL SERVICES

#### SMALL VEHICLE UNLOADING/LOADING/CARTLOAD

**\$65.00 / trip, 200# maximum**

Service includes delivery from loading dock to booth, or return to dock after show closing, that can be done by one man and one flat cart. Small vehicles include cars, pickups, and SUV's.

#### SMALL PACKAGE SHIPMENT DIRECT TO SHOWSITE

**\$50.00 / piece, Direct Only**

Service includes receipt of one package **at the show site only**, not exceeding 30 pounds, and not requiring outbound assistance.

#### FORKLIFT\* AND OPERATOR

**\$135.00/hr. ST / \$187.50/hr. OT (\*Up to 5,000# forklift capacity)**

#### MATERIAL HANDLER

**\$85.00/hr. ST / \$112.50/hr. OT**

Forklift or material handling labor may be required for uncrating, unskidding, reskidding, positioning, or booth assembly. Such services are not included in the above freight receiving rates.

### SURCHARGES (Refer to "Rate Calculations" on page 2 for detailed information)

Late Shipments and "Off target" freight: Add 25%

Oversize crates: Add 25%

Shipments received without a bill of lading: Add 30%

Shipments requiring special handling: Add 30%

Shipments left on the show floor without proper labeling or completed bill of lading: Add 30%

### ORDER TOTALS

Weight of Advance Freight	_____	# x <b>\$85.00 per 100# (200# / \$170 min. / shipment)</b>	\$
Weight of Direct Freight	_____	# x <b>\$80.00 per 100# (200# / \$160 min. / shipment)</b>	\$
Small Vehicle Unloading / Cartload	_____	x <b>\$65.00 per trip</b>	\$
One Small Package	_____	x <b>\$50.00</b>	\$
Forklift and Operator	ST _____	OT _____ hours x hourly rate (1 hr. min.)	\$
Material Handler / Labor	ST _____	OT _____ hours x hourly rate (1 hr. min.)	\$
<input type="checkbox"/> Shrink Wrap <input type="checkbox"/> Banding	_____	pallet x \$35.00/ea.	\$
Outbound Return to Warehouse	_____	# x <b>\$45.00 per 100# (\$90 minimum)</b>	\$
Surcharges / Discounts	_____	To be calculated by SSL.	\$
<b>TOTAL DUE:</b>			<b>\$</b>

EXHIBITOR _____	SHOW _____	Sac Boat _____	BOOTH # _____
PHONE _____	E-MAIL _____		
CONTACT NAME _____	ORDER DATE _____		

Signed order indicates acceptance of the SSL conditions and limits of liability as stated on the reverse Material Handling Information. All orders must be accompanied by a completed credit card authorization.



## Sacramento Stage Lighting

410 N. 10th Street  
Sacramento, CA 95811  
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## MATERIAL HANDLING INFORMATION

### RATE CALCULATIONS

1. In and out rates are based on incoming weight only. All weights are rounded up to the next 100 pounds.
2. A **shipment** includes any number of pieces arriving at the same time, from the same shipper, delivered by the same carrier.
3. **Shipments without an individual bill of lading, such as UPS and FedEx, will incur surcharges. Shipments which do not arrive all at once may also be subject to "multiple shipment premiums" or "daily weight minimums".**
4. Rates are based on the carrier's estimated weight unless a weight certificate is provided.
5. Dimensional weights will be calculated when no weight certificate is provided.
6. **Late warehouse** shipments and **"Off target" direct** shipments will incur a **25% surcharge**.
7. **Oversized crates:** Any crate that exceeds the measurements of 4' x 4' x 8', by one or more of these dimensions, will be considered oversized and is subject to a **25% surcharge**.
8. Shipments loaded in such a manner as to require special handling such as, but not limited to, stacked shipments, improperly packed skids, shipments mixed on the truck, uncrated or loose items, ground unloading and multiple shipments will incur **special handling charges**.
9. Delivery to booths that require elevator access, or shipments that do not fit through the freight doors via forklift or pallet jack, will incur **special handling charges**.
10. Shipments left on the show floor without proper labeling or a completed SSL Bill of Lading will incur a **30% surcharge**.
11. Shipments that must be **returned to the SSL warehouse** for proper labeling and/or pick up, will incur **"Return to warehouse" charges**.
12. At show closing, all empty containers, crates, and oversized debris must be removed by the exhibitor or **additional disposal charges will apply**.
13. Every effort is made to accommodate requested start times for forklift service, however service is provided on a first come, first served basis and availability is based on completion of previously scheduled jobs.
14. Straight time rates apply Monday – Friday, 8:00 a.m. – 5:00 p.m. Overtime rates apply before 8:00 a.m., after 5:00 p.m., weekends, and holidays. One hour minimum charge per lift/handler, additional time required will be charged in ½ hour increments.
15. Failure to call for forklift service at the requested time may result in **additional wait time charges**.

### LIABILITY INFORMATION

1. All shipments should be insured by the Exhibitor, from the time it leaves your firm until it is returned from the event. Be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site.
2. Shipments received without receipts or freight bills, such as, but not limited to, UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.
3. SSL will not be responsible for damage to uncrated materials improperly packed, concealed damage, loss, or theft of material after they have been delivered to the booth or before we have picked up. In all instances SSL, SSL's maximum limit of liability will be fifty cents (\$.50) per pound per article.
4. SSL is not responsible for shipments left in the booth by the Exhibitor. We will count and ship pieces as we find the shipment when we remove it from the show site.
5. At the close of the show, if carriers fail to pick up, or refuse to accept a shipment, SSL reserves the right to re-route materials via SSL's choice of carrier, or transport materials to a warehouse pending instructions from the Exhibitor. All associated charges, including storage fees, will be the responsibility of the Exhibitor. No liability will be assumed as a result of such re-routing or handling.