



STL, Ltd.
950 Richards Blvd.
Sacramento, CA 95811
(916) 447-5000
FAX (916) 447-1133
expo@stlltd.com

STL, Ltd. is pleased to serve as the official service contractor for the

SACRAMENTO BOAT SHOW & OFF ROAD EXPOSITION
March 7 – 10, 2013
at Cal Expo

DEALER “BULK” SPACES ARE PROVIDED WITH THE FOLLOWING

- One 2-sided hanging sign with dealer name prominently displayed
- Each space is fully carpeted, including aisles
- One 1000w/120v duplex electrical outlet per 2,000 sq. ft. (*1000w max. provided per exhibit space*)

DISPLAY BOOTH ARE PROVIDED WITH THE FOLLOWING

- 8' high backwall and 3' high side draping
- ID sign including name and booth number
- Each space is fully carpeted, including aisles
- One 1000 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 spotlighting.
- *Please research you power requirements for lights and other items and be sure to order additional electrical service as required.*
- Orders received, with payment, by February 25 qualify for the discounted rates on additional electrical service.

MATERIAL HANDLING

- STL, Ltd. can receive your shipment at either our advance warehouse or directly at Cal Expo during exhibitor move in. Please call an Exhibitor Services Representative at our office for more information on this service.
- 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.

PAYMENT

- Payment in full must be submitted with all orders. Emailed or faxed orders must be accompanied by the completed credit card charge authorization form.
- **Any orders received, with payment, by February 25, are entitled to the discount prices on booth furnishings and additional electrical service.**

Please contact an Exhibitor Services Representative at our office if you have any questions or special needs after reviewing this information.

We are dedicated to assisting you in creating a successful show experience.

PAYMENT POLICY

THIS FORM MUST BE COMPLETED

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

PAYMENT TERMS

Full payment must accompany all orders. In order to obtain discount prices we must receive your order, *with payment*, no later than 10 days prior to show opening. For your convenience we accept cash, check, Visa, MasterCard, or American Express. Purchase orders are not considered payment. A completed credit card authorization must be submitted with your orders. This authorization will be used to cover any charges, which may include labor and material handling, not included with your initial payment. **NOTE: A \$25.00 fee will be charged for declined credit cards and returned checks.**

THIRD PARTY BILLING

If your company contracts work to a display house, and requires services from STL, Ltd., the above terms will apply. Each exhibiting company is ultimately responsible for any charges incurred on its behalf. In the event that your display house does not remit payment to STL, charges will become the responsibility of the exhibiting company.

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 below. 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

Adjustments to your charges will not be made after the show closes. Any questions or concerns regarding items or services ordered must be reported to the show-site service desk. Some items are subject to cancellation fees; refer to each order form for more information.

CREDIT CARD CHARGE AUTHORIZATION

Charge to: VISA MASTERCARD AMERICAN EXPRESS

Account #: Exp. Date: _____

Customer Code #: (The 3 digit code is located on the back of Visa and MasterCard)
(The 4 digit code is located on the front of American Express cards)

Cardholder's Name (Please Print): _____

Cardholder's Address: _____ Cardholder's Phone # _____

City/State/Zip: _____ Email: _____

Cardholder's Signature: _____

FOR OFFICE USE ONLY - DO NOT WRITE HERE

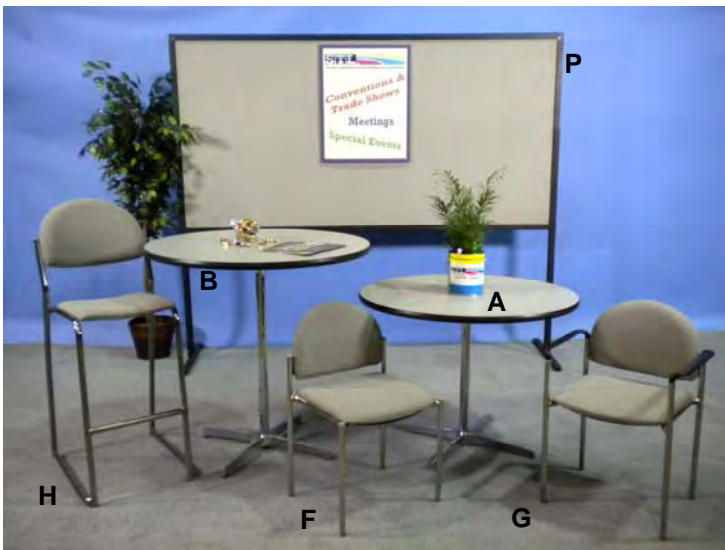
DATE:	AMOUNT	DATE:	AMOUNT	DATE:	AMOUNT
Furniture - 210		Furniture - 210		Furniture - 210	
Carpet - 211		Carpet - 211		Carpet - 211	
Electrical - 213		Electrical - 213		Electrical - 213	
Elec Labor - 214		Elec Labor - 214		Elec Labor - 214	
I&D Labor - 214		I&D Labor - 214		I&D Labor - 214	
Rigging - 214		Rigging - 214		Rigging - 214	
BC - 215		BC - 215		BC - 215	
Sign - 216		Sign - 216		Sign - 216	
MH - 217		MH - 217		MH - 217	
Other - 218		Other - 218		Other - 218	
TOTAL		TOTAL		TOTAL	



service contractors • conventions & expositions

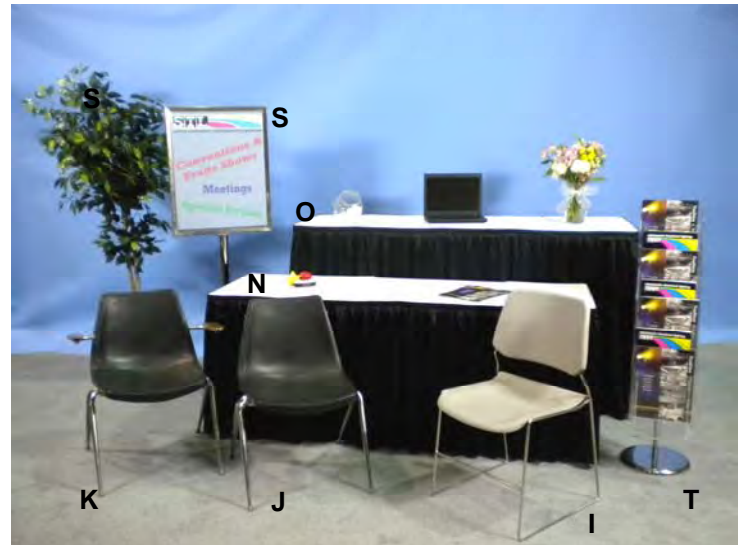
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- A** 40" diameter x 30" high starbase table
- B** 40" diameter x 40" high starbase table
- F** Upholstered side chair
- G** Upholstered arm chair
- H** Upholstered counter stool
- P** 4'x8' bulletin board

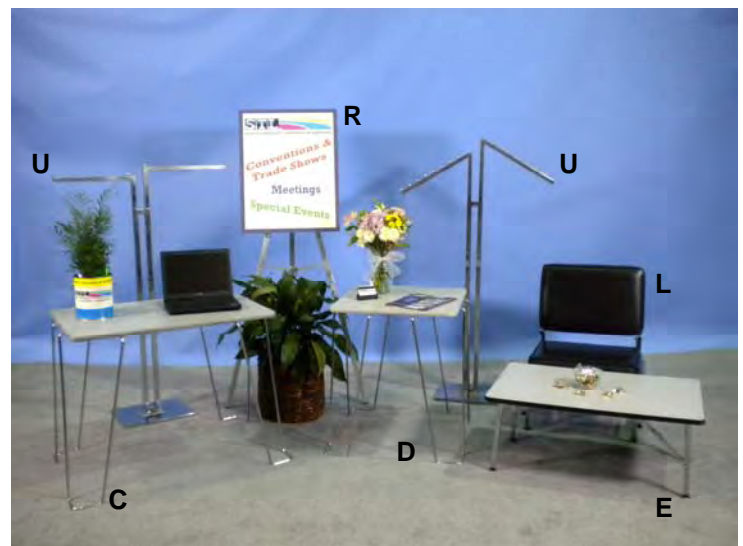
- I** Grey contour chair
- J** Black plastic side chair
- K** Black plastic arm chair
- N** Skirted display table
- O** Skirted display counter
- S** 22"x28" vertical sign stand
- T** Literature rack (7 slots)



- M** Padded counter stool
- Q** 30" dia. x 40" high cocktail round w/ linen
- V** 30" dia. x 30" high wood bistro table
- W** Black bistro chair



- C** 24"x36"x30" side table
- D** 24"x24"x30" side table
- E** 24"x36"x17" cocktail table
- L** Black padded lounge chair
- R** Easel
- U** Bag holder/Coat tree





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Furniture Order Form

X9b

Qty	Description	Discount Price	Regular Price	Amount	Qty	Description	Discount Price	Regular Price	Amount
GREY/CHROME EXECUTIVE FURNISHINGS					SKIRTED DISPLAY TABLES 24" WIDE X 30" HIGH				
40" dia. x 30" high starbase table (A)					If no color is selected, we will match the show colors				
40" dia. X 40" high starbase table (B)					Select Color: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
24"x36"x30" side table (C)					4' table, Skirted 4 sides (N)				
24"x24"x30" side table (D)					6' table, Skirted 3 sides				
24"x36"x17" cocktail table (E)					8' table, Skirted 3 sides				
Upholstered side chair (F)					4th side skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8')				
Upholstered arm chair (G)					SKIRTED DISPLAY COUNTERS 24" WIDE X 40" HIGH				
Upholstered counter stool (H)					If no color is selected, we will match the show colors				
STANDARD CHAIRS AND STOOLS					Select Color: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
Grey plastic contour chair (I)					4' counter, Skirted 4 sides (O)				
Black plastic side chair (J)					6' counter, Skirted 3 sides				
Black plastic arm chair (K)					8' counter, Skirted 3 sides				
Black padded lounge chair (L)					4th side skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8')				
Padded counter stool (M)					TABLETOP RISERS 12" WIDE X 12" HIGH				
ACCESSORIES					4' Riser, with white cover				
30" dia. X 40" high cocktail round (Q)					6' Riser, with white cover				
Linen Color: <input type="checkbox"/> Black <input type="checkbox"/> White					8' Riser, with white cover				
30" dia. x 30" high bistro table (V)					SPECIAL DRAPING				
Black bistro chair (W)					SELECT COLOR: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
24"x36"x17" woodgrain cocktail table					8' high drapes (per linear foot),Installed				
Easel (R)					3' high drapes (per linear foot),Installed				
Chrome sign stand, 22"x28" vertical (S)					PAYMENT POLICY To obtain the discount price, full payment must be included with your order and must be received no later than ten days prior to show opening.				
Literature rack (T)					Qualified Discount Total _____ Regular Total _____				
Bag holder/Coat tree (U)									
Wastebasket									
DISPLAY PANELS									
4'X8' bulletin board (P)									
Double faced, Velcro receptive, Grey									
<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical									
4'x8' pegboard									
Single faced, woodgrain									
<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical									
MISCELLANEOUS SPECIAL REQUESTS									
(Call for availability / rates)									

EXHIBITOR _____ SHOW _____ BOOTH# _____
 ADDRESS _____
 CITY, STATE & ZIP _____ ORDER DATE _____
 PHONE _____ E-MAIL _____
 AUTHORIZED _____ Signature _____ Print Name _____

CANCELLATION CHARGE: Items ordered and delivered to booth but subsequently cancelled are subject to 100% of the above charges to cover labor involved.



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Sac Boat Indoor Electrical Order Form

STANDARD 120 VOLT ELECTRICAL OUTLETS					LIGHTING				
QTY	POWER REQUIRED	Discount Price	Regular Price	AMT	QTY	ITEM DESCRIPTION	Discount Price	Regular Price	AMT
	Duplex Outlet up to 500 watts or 5 amps	\$75.00	\$90.00			150 watt floodlight on stanchion*	\$50.00	\$65.00	
	Duplex Outlet up to 1000 watts or 10 amps	\$95.00	\$115.00			Double 150w flood on stanchion*	\$69.00	\$90.00	
	Duplex Outlet up to 1500 watts or 15 amps	\$115.00	\$140.00			300 watt floodlight on stanchion*	\$61.00	\$80.00	
	Duplex Outlet up to 2000 watts or 20 amps	\$130.00	\$160.00			500 watt flood hanging overhead**	\$87.00	\$115.00	
Above Duplex Outlets provided are standard type straight blade 3-wire grounding NEMA #5-20R						1000 watt flood hanging overhead**	\$102.00	\$135.00	
MATERIALS					Above prices include power and installation.				
	25' Edison extension cord	\$12.00	\$15.00		* In-line booths only				
	Power Strip (not surge protected)	\$24.00	\$30.00		** Not available in some locations, additional rigging charges may apply				

POWER & MOTOR ELECTRICAL PANELS

The following service includes a panel with a circuit breaker disconnect or fuse disconnect & will require labor & materials for final connection to exhibitor's equipment.

IMPORTANT: Please check voltage/phase requirements

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"/> \$140.00	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$190.00	<input type="checkbox"/> \$230.00	
	15 amps or 1 H.P.	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$210.00	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$270.00	
	20 amps or 2 H.P.	<input type="checkbox"/> \$215.00	<input type="checkbox"/> \$260.00	<input type="checkbox"/> \$290.00	<input type="checkbox"/> \$350.00	
	30 amps or 3 H.P.	<input type="checkbox"/> \$260.00	<input type="checkbox"/> \$315.00	<input type="checkbox"/> \$340.00	<input type="checkbox"/> \$415.00	
	40 amps or 5 H.P.	<input type="checkbox"/> \$295.00	<input type="checkbox"/> \$360.00	<input type="checkbox"/> \$395.00	<input type="checkbox"/> \$480.00	
	50 amps or 6 H.P.	<input type="checkbox"/> \$335.00	<input type="checkbox"/> \$410.00	<input type="checkbox"/> \$455.00	<input type="checkbox"/> \$550.00	
	amps (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Quotations for service over 50 amps are calculated at a 5% increase for each 10-amp increment.
Please call our office for any service over 50 amps.

We are not responsible for problems arising from unlabeled or mislabeled equipment, or the use of non-standard wiring practices on exhibitor's

Double electric rates for outlets requiring 24-hour service.

<p>*LABOR RATES: \$65.00/hr. ST - \$97.50/hr. OT</p> <p>PAYMENT POLICY</p> <p>Payment is required when orders are placed. You are eligible for the "Discount prices" only if we receive your order, with payment, by February 25</p>	<p>Electrical Service \$ _____</p>
	<p>Labor, if required \$ _____</p>
	<p>Materials, if required \$ _____</p>
	<p>TOTAL \$ _____</p>

EXHIBITOR _____ SHOW **Sac Boat** BOOTH# _____

ADDRESS _____

CITY, STATE & ZIP _____ ORDER DATE _____

PHONE _____ E-MAIL _____

AUTHORIZED _____ Signature _____ Print Name _____

Electrical Conditions and Regulations

1. Advance orders must be received, *with payment*, a minimum of ten (10) days prior to the first day of the show to qualify for the discount price.
2. *The charge for outlets will be made on the basis of maximum wattage in use at the time of inspection.*
3. The charge for 24 hour service is double the normal rate.
4. The minimum outlet for dedicated electrical line for computers is 2000 watts or 20 amps.
5. **Building utility outlets are not part of booth space and are not to be used by the exhibitors unless specifically designated by STL, Ltd.**
6. All exhibitors' equipment shall meet N.E.C. and be clearly labeled as to type of current, voltage, phase, cycle, horsepower, etc.
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 "house electrician" make special or direct wiring electrical connections.
10. All material and equipment furnished by STL, Ltd. for this service order shall remain the property of STL, Ltd. and shall be removed only by STL, Ltd. at the close of the show.
11. All exhibitors' cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. All power and motor outlets over 3 HP or 20 amps, must have magnetic starters and disconnecting switch furnished by the exhibitor. **Local ordinances prohibit more than two (2) connections per outlet box.**
12. **All outlets will be installed on the floor near the center backwall of the booth.**
13. **Rates quoted for all connections cover only bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Any special or direct wiring will be done on a time plus materials basis.**
14. **Island and peninsula space exhibitors should provide diagrams indicating location of outlets. Labor charges may apply to these booths.**
15. Claims/complaints will not be considered unless filed by exhibitor prior to close of exposition.
16. Credit will **NOT** be given for outlets or lights installed and not used.
17. Unauthorized use of power not paid for will result in shut-down of electrical service.
18. STL, Ltd. is not responsible for voltage fluctuations or power failure because of temporary conditions.



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Sac Boat Outdoor Electrical Order Form

STANDARD 120 VOLT ELECTRICAL OUTLETS					LABOR	
QTY	POWER REQUIRED	Discount Price	Regular Price	AMT	<p>A labor charge will be assessed on all additional <i>outdoor electrical</i> orders, based on your location, with a one hour minimum charge. Some locations require additional labor and will be subject to additional charges.</p>	
	Duplex Outlet up to 500 watts or 5 amps	\$75.00	\$90.00			
	Duplex Outlet up to 1000 watts or 10 amps	\$95.00	\$115.00			
	Duplex Outlet up to 1500 watts or 15 amps	\$115.00	\$140.00			
	Duplex Outlet up to 2000 watts or 20 amps	\$130.00	\$160.00			
<p>Above Duplex Outlets provided are standard type straight blade 3-wire grounding NEMA #5-20R</p>					<p>LABOR RATES</p> <p>\$65.00/hour ST \$97.50/hour OT</p>	

POWER & MOTOR ELECTRICAL PANELS

The following service includes a panel with a circuit breaker disconnect or fuse disconnect & will require labor & materials for final connection to exhibitor's equipment.

IMPORTANT: Please check voltage/phase requirements

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"/> \$140.00	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$190.00	<input type="checkbox"/> \$230.00	
	15 amps or 1 H.P.	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$210.00	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$270.00	
	20 amps or 2 H.P.	<input type="checkbox"/> \$215.00	<input type="checkbox"/> \$260.00	<input type="checkbox"/> \$290.00	<input type="checkbox"/> \$350.00	
	30 amps or 3 H.P.	<input type="checkbox"/> \$260.00	<input type="checkbox"/> \$315.00	<input type="checkbox"/> \$340.00	<input type="checkbox"/> \$415.00	
	40 amps or 5 H.P.	<input type="checkbox"/> \$295.00	<input type="checkbox"/> \$360.00	<input type="checkbox"/> \$395.00	<input type="checkbox"/> \$480.00	
	50 amps or 6 H.P.	<input type="checkbox"/> \$335.00	<input type="checkbox"/> \$410.00	<input type="checkbox"/> \$455.00	<input type="checkbox"/> \$550.00	
	amps (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Quotations for service over 50 amps are calculated at a 5% increase for each 10-amp increment.
Please call our office for any service over 50 amps.

We are not responsible for problems arising from unlabeled or mislabeled equipment, or the use of non-standard wiring practices on exhibitor's

<p>PAYMENT POLICY Payment is required when orders are placed. You are eligible for the "Discount prices" only if we receive your order, with payment, by February 25</p>	<p>Electrical Service \$ _____</p>
	<p>Labor, One hour minimum \$ _____</p>
	<p>Materials, if required \$ _____</p>
	<p>TOTAL \$ _____</p>
<p>EXHIBITOR _____ SHOW Sac Boat BOOTH# _____</p>	
<p>ADDRESS _____</p>	
<p>CITY, STATE & ZIP _____ ORDER DATE _____</p>	
<p>PHONE _____ E-MAIL _____</p>	
<p>AUTHORIZED _____</p>	
<p>Signature _____</p>	<p>Print Name _____</p>

Electrical Conditions and Regulations

1. Advance orders must be received, **with payment**, a minimum of ten (10) days prior to the first day of the show to qualify for the discount price.
2. *The charge for outlets will be made on the basis of maximum wattage in use at the time of inspection.*
3. The charge for 24 hour service is double the normal rate.
4. The minimum outlet for dedicated electrical line for computers is 2000 watts or 20 amps.
5. **Building utility outlets are not part of booth space and are not to be used by the exhibitors unless specifically designated by STL, Ltd.**
6. All exhibitors' equipment shall meet N.E.C. and be clearly labeled as to type of current, voltage, phase, cycle, horsepower, etc.
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 "house electrician" make special or direct wiring electrical connections.
10. All material and equipment furnished by STL, Ltd. for this service order shall remain the property of STL, Ltd. and shall be removed only by STL, Ltd. at the close of the show.
11. All exhibitors' cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. All power and motor outlets over 3 HP or 20 amps, must have magnetic starters and disconnecting switch furnished by the exhibitor. **Local ordinances prohibit more than two (2) connections per outlet box.**
12. **All outlets will be installed on the floor near the center backwall of the booth.**
13. **Rates quoted for all connections cover only bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Any special or direct wiring will be done on a time plus materials basis.**
14. **Island and peninsula space exhibitors should provide diagrams indicating location of outlets. Labor charges may apply to these booths.**
15. Claims/complaints will not be considered unless filed by exhibitor prior to close of exposition.
16. Credit will **NOT** be given for outlets or lights installed and not used.
17. Unauthorized use of power not paid for will result in shut-down of electrical service.
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Labor Order Form

X

INSTALLATION AND DISMANTLING RATES

Straight Time: \$65.00/ Hour (8:00 a.m. - 5:00 p.m. Monday-Friday)

Overtime: \$97.50/Hour (Before 8:00 a.m., after 5:00 p.m., Saturdays, Sundays, and Holidays)

One hour minimum per worker.

Supervision by STL, Ltd. - Exhibitor/display house representative need not be present

A 25% supervisor's fee will be added to the labor rates above for this professional supervision

All set-up instructions, should be provided Plans attached or Plans in cases/crates

Inbound freight will be shipped In advance to the STL warehouse or Direct to showsite

✓ Refer to the Material Handling information in this kit for shipping instructions.

Please provide emergency phone/pager number _____

INSTALLATION

Number of Workers _____

Hours per Worker _____

DISMANTLE

Number of Workers _____

Hours per Worker _____

Supervision by Exhibitor Personnel - Representative must be present

Check in at the STL Service Center 15 minutes to 1/2 hour prior to your requested start time.

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, however, it is impossible to estimate completion of previously assigned jobs.

Labor canceled 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.

On site supervisor: _____ Phone _____

INSTALLATION

Date _____

Start time _____

Number of Workers _____

Hours per Worker _____

DISMANTLE

Date _____

Start Time _____

Number of Workers _____

Hours per Worker _____

Please check workers in at the STL Service Center at the completion of the job or the end of the day.

SUPERVISION BY STL, LTD. ORDER TOTAL

\$81.25/hour ST - \$122.00/hour OT

SUPERVISION BY EXHIBITOR ORDER TOTAL

\$65.00/hour ST - \$97.50/hour OT

INSTALL SUBTOTAL \$ _____

DISMANTLE SUBTOTAL \$ _____

MATERIALS \$ _____

TOTAL \$ _____

INSTALL SUBTOTAL \$ _____

DISMANTLE SUBTOTAL \$ _____

MATERIALS \$ _____

TOTAL \$ _____

EXHIBITOR _____ SHOW _____ BOOTH # _____

ADDRESS _____

CITY, STATE & ZIP _____ ORDER DATE _____

PHONE _____ E-MAIL _____

AUTHORIZED _____

Signature

Print Name

A completed Payment Policy/Credit Card Authorization must accompany all orders.



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Sign Hanging/Rigging Order Form

A (Page 1 of 2)

HANGING SIGN / OVERHEAD RIGGING RATES

Straight Time - \$185.00/hour (8:00 a.m. – 5:00 p.m. Monday – Friday)

Overtime - \$277.50/hour (Before 8:00 a.m. or after 5:00 p.m. Monday – Friday, Saturdays, Sundays, and Holidays)

RATES INCLUDE CREW AND LIFT ONLY, MATERIALS EXTRA, ONE HOUR MINIMUM INSTALL AND REMOVAL

Describe work to be done: _____

INSTALLATION	Date	Time	Estimated # Hours
REMOVAL	Date	Time	Estimated # Hours

On site supervisor: _____ Phone _____

All orders for Sign Hanging must complete the Hanging Sign Specifications and Placement Diagram on page 2 of this form.

FORKLIFT RIGGING RATES

Straight Time - \$90.00/hour (8:00 a.m. – 5:00 p.m. Monday – Friday)

Overtime - \$135.00/hour (Before 8:00 a.m. or after 5:00 p.m. Monday – Friday, Saturdays, Sundays, and Holidays)

RATES INCLUDE FORKLIFT AND OPERATOR ONLY, ONE HOUR MINIMUM

Describe work to be done: _____

INSTALLATION	Date	Time	# Hours	# Lifts
REMOVAL	Date	Time	# Hours	# Lifts

On site supervisor: _____ Phone _____

HANGING SIGN / OVERHEAD RIGGING ORDER TOTAL
\$185.00/hour ST - \$277.50/hour OT

FORKLIFT RIGGING ORDER TOTAL
\$90.00/hour ST - \$135.00/hour OT

INSTALL SUBTOTAL	\$	_____
DISMANTLE SUBTOTAL	\$	_____
MATERIALS	\$	_____
TOTAL	\$	_____

INSTALL SUBTOTAL	\$	_____
DISMANTLE SUBTOTAL	\$	_____
MATERIALS	\$	_____
TOTAL	\$	_____

Start times can be guaranteed for advance orders only. Please check in at the STL Service Center 1/2 hour before your requested start time. Labor cancelled without 24 hour notice, or failure to call for workers at the requested time may result in a one hour "No Show" charge.

EXHIBITOR _____ SHOW _____ BOOTH # _____

ADDRESS _____

CITY, STATE & ZIP _____ ORDER DATE _____

PHONE _____ EMAIL _____

AUTHORIZED _____

Signature Print Name

A completed Payment Policy/Credit Card Authorization must accompany all orders.



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Sign Hanging/Rigging Order Form

A (Page 2 of 2)

HANGING SIGN DESCRIPTION

Type: Banner Wood Metal 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.

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 _____

- 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 a 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 _____



FOR OFFICE USE ONLY

service contractors ♦ conventions & expositions

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Forklift Service Order Form



STL, Ltd. is pleased to offer Sacramento Boat Show exhibitors hourly forklift service to unload and reload your product or demonstration materials, provided they are transported in exhibitor company trucks. (Common carrier shipments are not eligible for this discounted rate.)

\$85.00/hour straight time (8:00 a.m. – 5:00 p.m.)

\$127.50/hour overtime (Before 8:00 a.m. or after 5:00 p.m.)

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) 447-5000 if you need additional information.

PAYMENT POLICY A completed Payment Policy/Credit Card Authorization must accompany all orders. Final charges will be based on the actual time required.	_____ hrs. Forklift and Operator – In <input type="checkbox"/> \$85.00/hr – ST <input type="checkbox"/> \$127.50/hr. – OT \$ _____
	_____ hrs. Forklift and Operator – Out <input type="checkbox"/> \$85.00/hr – ST <input type="checkbox"/> \$127.50/hr. – OT \$ _____
	_____ hrs. Additional Handler – In <input type="checkbox"/> \$60.00/hr – ST <input type="checkbox"/> \$90.00/hr. – OT \$ _____
	_____ hrs. Additional Handler – Out <input type="checkbox"/> \$60.00/hr – ST <input type="checkbox"/> \$90.00/hr. – OT \$ _____
	ORDER TOTAL: \$ _____

EXHIBITOR _____	BOOTH # _____
ADDRESS _____	ORDER DATE _____
CITY, STATE, ZIP _____	PHONE _____
AUTHORIZED _____	
SIGNATURE	PRINT NAME

RETURN TO STL, LTD.

PLANTS

by Muranaka

P.O. BOX 277847
 Sacramento, CA 95827
 916-429-8900
 FAX 916-648-9936
 CELLULAR 916-201-6499
 EMAIL marshamel@sbcglobal.net

SHORT TERM RENTAL FORM

EXHIBITOR NAME: _____ Booth #: _____
 Name of Show: _____ Show Date: _____
 Location of Show: _____

<u>SIZE/HGT.</u>	<u>VARIETIES OF PLANTS/QUANTITY OF EACH</u>	<u>COST</u>	<u>TOTAL</u>
6 inch pot	BOSTON FERNS ___ IVY ___ PHOTHOS ___ ASSORTED ___	\$10.00 EA	
8 inch pot	BOSTON FERNS ___ IVY ___ PHOTHOS ___ ASSORTED ___	\$20.00 EA	
6 inch pot	FLORIST MUMS – LAVENDER ___ WHITE ___ YELLOW ___	\$15.00 EA	
6 inch pot	FLORIST AZALEAS – PINK ___ RED ___ WHITE ___	\$25.00 EA	
2 foot tall	SPATHIPHYLLUM (PEACE LILY)	\$30.00 EA	
2-3 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$35.00 EA	
3-4 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$45.00 EA	
4-5 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$55.00 EA	
5-6 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$65.00 EA	
7-8 foot tall	FICUS ___	\$95.00 EA	
	FRESH FLORAL ARRANGEMENTS: \$45.00 <input type="checkbox"/> \$60.00 <input type="checkbox"/> \$75.00 <input type="checkbox"/>	\$	
	COLORS DESIRED:		
	LISTED PRICES INCLUDE, BLACK CONTAINERS, DELIVERY, SET-UP, MAINTENANCE, AND REMOVAL OF PLANTS.		
		SUB-TOTAL	\$
	ORDERS RECEIVED, WITH PAYMENT (CHECKS ONLY), 10 DAYS PRIOR TO THE FIRST SHOW DAY ARE ELIGIBLE FOR A 10%	- DISCOUNT	
		7.75% TAX	
	DISCOUNT FROM LIST PRICES.	GRAND TOTAL	\$

Company Contact: _____
 Company Name: _____
 Company Address: _____
 City/State/Zip: _____
 Area Code/Phone: _____
 Area Code/Fax: _____
 Email Address: _____