



Sacramento Stage Lighting

410 N. 10th Street

Sacramento, CA 95811

(916) 447-3258 orders@sacstagelight.com

FOR OFFICE USE ONLY

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) 447-5000 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 _____
	_____ hrs. Forklift and Operator – Out <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. 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 \$ _____
PAYMENT POLICY A completed Payment Policy/ Credit Card Authorization must accompany all orders. Final charges will be based on the actual time required.	ORDER TOTAL: \$ _____
	EXHIBITOR _____ BOOTH # _____ PHONE _____ E-MAIL _____ CONTACT NAME _____ ORDER DATE _____



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SACRAMENTO BOAT SHOW & OFF ROAD EXPOSITION MATERIAL HANDLING INSTRUCTIONS

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 Tuesday, 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 13th .**

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 13th it will be re-routed, via SSL's choice of carrier or returned to the warehouse for pick up on Tuesday, March 14th.
- “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 3rd

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 3rd

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: _____





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Material Handling Rates & Order Form ^{70/}200FL (Page 1 of 2)

INBOUND SHIPMENT DETAIL

# OF PIECES	ESTIMATED WEIGHT	CARRIER
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ADVANCE WAREHOUSE RECEIVING

\$70.00 / 100# - 200# / \$140.00 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

\$65.00 / 100# - 200# / \$130.00 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

\$125.00/hr. ST / \$187.50/hr. OT (*Up to 5,000# forklift capacity)

MATERIAL HANDLER

\$75.00/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 \$70.00 per 100# (200# / \$140 min. / shipment)	\$
Weight of Direct Freight	_____	# x \$65.00 per 100# (200# / \$130 min. / shipment)	\$
Small Vehicle Unloading / Cartload	_____	x \$65.00 per trip	\$
One Small Package	_____	x \$50.00	\$
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 \$35.00 per 100# (\$105 minimum)	\$
Surcharges / Discounts	_____	To be calculated by SSL.	\$
TOTAL DUE:			\$

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.



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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.



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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.

FOR OFFICE USE ONLY – DO NOT WRITE HERE

DATE:	AMOUNT	DATE:	AMOUNT	DATE:	AMOUNT
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)	
TOTAL		TOTAL		TOTAL	