



69th Annual Convention and Marketplace
October 23-25, 2012
Sacramento Convention Center

EXHIBITOR SERVICE KIT



service contractors • conventions & expositions
(916) 447-5000 • expo@stlltd.com

NCAI Annual Convention & Marketplace
Exhibitor Service Kit

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

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

**NATIONAL CONGRESS OF AMERICAN INDIANS
69th ANNUAL CONVENTION AND MARKETPLACE
October 23-25, 2012
at the Sacramento Convention Center**

BOOTH SPECIFICATIONS

- Each 10'x10' booth will be provided with the following:
 - 8' high backwall and 3' high side dividers, draped in burgundy and white
 - Grey aisle carpeting
 - One 6' skirted table
 - Two plastic contour chairs
 - One wastebasket
 - ID sign including name and booth number

ELECTRICAL SERVICE

- Electrical service is not provided with your booth space. If your exhibit requires electrical service please complete and return the Electrical Order Form from this kit.

MATERIAL HANDLING

- STL, Ltd. can receive your shipment at either our advance warehouse or directly at the Convention Center, during exhibitor move in. Please refer to the Material Handling information included in this kit for detailed instructions.
- Remember to complete and return the Material Handling order form prior to shipping your materials.
- Review the outbound shipping instructions prior to scheduling your carrier for your return shipment.

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 October 12, are entitled to the discount prices on standard furniture, carpet, and 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.



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SHOW SCHEDULE

***National Congress of American Indians
69th Annual Convention and Marketplace***

October 23-25, 2012

Sacramento Convention Center

EXHIBITOR MOVE IN

Monday, October 22, 2012
1:00 p.m. – 5:00 p.m.

SHOW HOURS

Tuesday, October 23, 2012
9:00 a.m. – 5:00 p.m.

Wednesday, October 24, 2012
9:00 a.m. – 5:00 p.m.

Thursday, October 25, 2012
9:00 a.m. – 5:00 p.m.

EXHIBITOR MOVE-OUT

Thursday, October 25, 2012
5:00 p.m. – 9:00 p.m.



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NATIONAL CONGRESS OF AMERICAN INDIANS 69TH ANNUAL CONVENTION AND MARKETPLACE DUE DATES & DEADLINES CHECKLIST

X	DATE	COMPANY	SERVICE	REQUIREMENTS
	Sept. 21	<i>STL, Ltd.</i>	General Contractor	Last day to return Notification of Intent to use Non-Official Service Contractor form, with contractor's Certificate of Insurance.
	Oct. 1	<i>STL, Ltd.</i>	General Contractor	Last day to order specialty booth furnishings without a late fee.
	Oct. 1	Wombo	Telecommunications /Internet	Last day to order phone line/internet access at advance order prices
	Oct. 8	Corporate Staging & Events	Audio/Visual Rentals	Last day to order AV equipment at pre-show rates.
	Oct. 12	<i>STL, Ltd.</i>	General Contractor	Last day to order standard booth furnishings at discount prices.
	Oct. 12	<i>STL, Ltd.</i>	Electrical Contractor	Last day to order electrical service at discount prices.
	Oct. 12	Creative Exhibit Systems	Modular Exhibits	Deadline to reserve a modular display.
	Oct. 12	Plants by Muranaka	Plant and Floral Rental	Discount deadline for decorative plants and floral.
	Oct. 18	<i>STL, Ltd.</i>	General Contractor	Deadline for advance shipments to be received at the STL warehouse without 25% late fee.
	Oct. 22	<i>STL, Ltd.</i>	General Contractor	Receipt of on-site shipments at the Convention Center.



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SACRAMENTO CONVENTION CENTER - TRADE SHOW & EXHIBIT REGULATIONS

FOOD AND BEVERAGE

- Classique Catering is the exclusive caterer for the Sacramento Convention Center. Food or beverages (including alcohol) may not be distributed from your booth unless you have purchased from, or made arrangements with, Classique (916) 446-1215, www.classiquecatering.com.

SACRAMENTO FIRE DEPARTMENT'S FIRE SAFETY REQUIREMENTS

BUILDING FIRE FIGHTING EQUIPMENT

- Fire extinguishers are to be maintained in a readily accessible and visible location. A three foot path shall be maintained by direct access.
- Wet standpipe hose cabinets, fire extinguisher locations, exits, exit lights, and fire alarm sending stations shall not be concealed, in whole or part, by any decorative material.

ELECTRICAL

- All electrical hook-ups are to conform to the National Electrical Code.
- Facility policy dictates that the exhibit contractor must provide all electrical service and distribution.

VEHICLE EXHIBITS

- Batteries shall be removed, or battery cables shall be disconnected from all motor powered vehicles displayed, and vehicles shall contain only 1/4 tank of fuel. All fuel tanks shall be furnished with a locking type gas cap or sealed with tape. Garden tractors, chain saws, power plants, and other fuel powered equipment shall be safeguarded in a similar manner.

ENCLOSED DISPLAYS

- All tents, awnings, canopies and/or other enclosed structures must display a "California State Fire Marshal" seal indicating that the material(s) used are flame retardant. Additionally, a fire extinguisher must be prominently displayed within the confines of the exhibit. Any/all exceptions to this must have advanced specific written authorization from the Sacramento Fire Department.



FLAME RETARDANT TREATMENT

- All decorations, drapes, curtains, signs, banners, acoustical material, moss, split bamboo, plastic cloth, Christmas trees, and similar decorative materials shall be rendered flame retardant. **Hay and straw bales must be rendered flame retardant.**
- Table coverings must be treated with a flame retardant chemical, unless they lie flat with an overhang of not greater than six inches. Oil cloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant and their use is prohibited.
- Documentation of fire retardation must be present on-site.

FLAMMABLE LIQUIDS

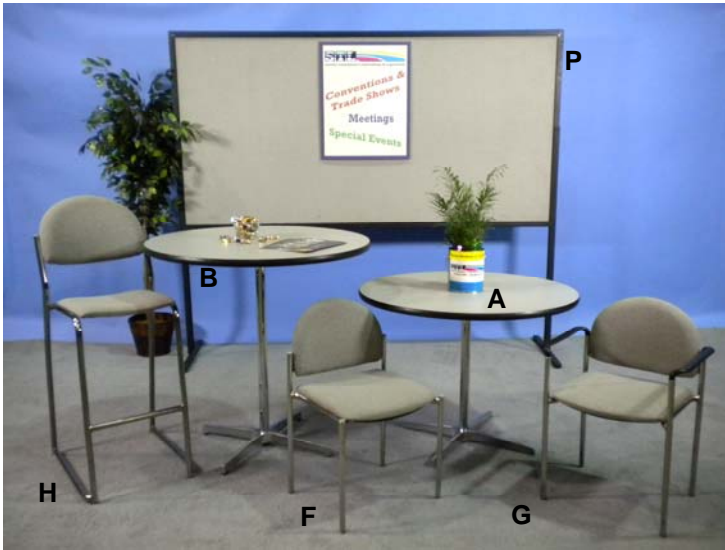
- No open flames are allowed anywhere without prior approval.
- A person shall not use within the facility any heating, lighting, or cooling appliance which uses a class 1 liquid (gasoline, white gas, alcohol, etc.)
- A person shall not store any flammable liquid inside the facility.

PERMITS

- Permits for the following shall be requested not less than ten days in advance of the show. Requests are to be directed to Facility Management in conjunction with the Sacramento City Fire Department:
 - Display and operate any heater, barbecue, heat producing device, lanterns, torches, pyrotechnics, etc.
 - To display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Sacramento City Fire Department.

PAPER PRODUCTS

- Literature on display must be limited to reasonable quantities. Reserve supplies must be kept in closed containers and stored in a neat and compact manner.



- 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

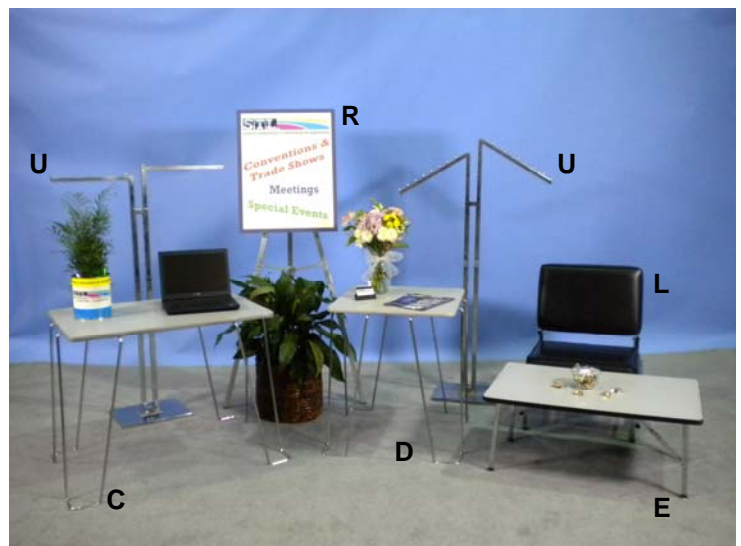
- I** Grey contour chair
- J** Black plastic side chair
- K** Black plastic arm chair
- N** Draped display table
- O** Draped display counter
- S** 22"x28" vertical sign stand
- T** Literature rack (7 slots)



- 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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Standard Furniture Order Form

NCAI

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)	120.00	160.00		If no color is selected, we will match the show colors				
	40" dia. X 40" high starbase table (B)	150.00	190.00		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)	60.00	70.00			4' table, Skirted 4 sides (N)	65.00	85.00	
	24"x24"x30" side table (D)	50.00	60.00			6' table, Skirted 3 sides	80.00	105.00	
	24"x36"x17" cocktail table (E)	40.00	50.00			8' table, Skirted 3 sides	95.00	120.00	
	Upholstered side chair (F)	45.00	55.00			4th side skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8')	30.00	40.00	
	Upholstered arm chair (G)	50.00	65.00		SKIRTED DISPLAY COUNTERS 24" WIDE X 40" HIGH				
	Upholstered counter stool (H)	75.00	90.00		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)	35.00	45.00			4' counter, Skirted 4 sides (O)	80.00	100.00	
	Black plastic side chair (J)	35.00	45.00			6' counter, Skirted 3 sides	100.00	125.00	
	Black plastic arm chair (K)	40.00	50.00			8' counter, Skirted 3 sides	120.00	145.00	
	Black padded lounge chair (L)	45.00	60.00			4th side skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8')	35.00	45.00	
	Padded counter stool (M)	50.00	65.00		TABLETOP RISERS 12" WIDE X 12" HIGH				
ACCESSORIES						4' Riser, with white cover	30.00	40.00	
	30" dia. X 40" high cocktail round (Q)	90.00	120.00			6' Riser, with white cover	35.00	45.00	
	Linen Color: <input type="checkbox"/> Black <input type="checkbox"/> White					8' Riser, with white cover	40.00	50.00	
	30" dia. x 30" high bistro table (V)	155.00	185.00		SPECIAL DRAPING				
	Black bistro chair (W)	110.00	130.00		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	35.00	45.00			8' high drapes (per linear foot), Installed	4.00/ft.	8.00/ft.	
	Easel (R)	30.00	45.00			3' high drapes (per linear foot), Installed	2.50/ft.	5.00/ft.	
	Chrome sign stand, 22"x28" vertical (S)	50.00	70.00		PAYMENT POLICY				
	Literature rack (T)	85.00	100.00		To obtain the discount price, full payment must be included with your order and must be received by October 12.				
	Bag holder/Coat tree (U)	60.00	80.00		Qualified Discount Total _____				
	Wastebasket	15.00	18.00		Regular Total _____				
DISPLAY PANELS									
	4'X8' bulletin board (P)	60.00	90.00						
	Double faced, Velcro receptive, Grey								
	<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical								
	4'x8' pegboard	60.00	90.00						
	Single faced, woodgrain								
	<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical								
MISCELLANEOUS SPECIAL REQUESTS									
(Call for availability / rates)									

EXHIBITOR _____ SHOW NCAI Convention 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.

Sofas & Sectionals



SO1



SOC



SOQ



SON



SOK



SOM



MPS



SO2



SED

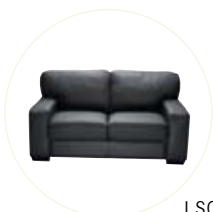
Loveseats



LSD



LSM



LSC

Club Chairs



CHD



COD



CHC



MPC



CHK



CHQ



CHN

Sofas & Sectionals

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Cream
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
84"L 37"D 34"H

SOK Rio Sofa
Blue Suede
76"L 34"D 33"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa (Mini Size)
Black
55"L 31"D 28"H

SO2 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

Club Chairs

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair (Mini Size)
Black
27.25"L 31.75"D 27.5"H

CHK Rio Chair
Blue Suede
39"L 34"D 33"H

CHQ Astro Chair
Cream
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Cocktail Tables



C1E



C1D



C1K



C1F



C1C



C1M



C1W



C1Y

Occasional End Tables



E1E



E1D



E1K



E1F



E1C



E1M



E1W



E1Y

Occasional Cocktail Tables

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1M Visions Table
Cherry
48"L 28"D 17"H

C1W Sydney Table
White
27"L 23"D 22v"H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1M Visions End Table
Cherry
22"L 24"D 21"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H



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Specialty Furniture Order Form (Page 1 of 2)

SOFAS, SECTIONALS, LOVESEATS, & CHAIRS

Table with 5 columns: QTY, ITEM, DESCRIPTION, PRICE, TOTAL. Lists various furniture items like SOFA (ONLY) SOUTH BEACH, 3 PIECE SECTIONAL SOUTH BEACH, etc.

OCCASIONAL COCKTAIL & END TABLES

Table with 5 columns: QTY, ITEM, DESCRIPTION, PRICE, TOTAL. Lists various tables like COCKTAIL TABLE SYDNEY, COCKTAIL TABLE SILVERADO, etc.

Additional items may be available, please call our office with your special request.

Specialty furniture orders must be received, with payment, by October 1 or a 30% late fee will apply.

No cancellations will be accepted after October 1.

Summary table with rows: SUBTOTAL: \$, 30% LATE FEE: (if applicable) \$, ORDER TOTAL: \$

Form fields for EXHIBITOR, SHOW, ADDRESS, CITY, STATE & ZIP, PHONE, AUTHORIZED, NCAI Convention, BOOTH#, ORDER DATE, E-MAIL, Signature, Print Name

Café Tables

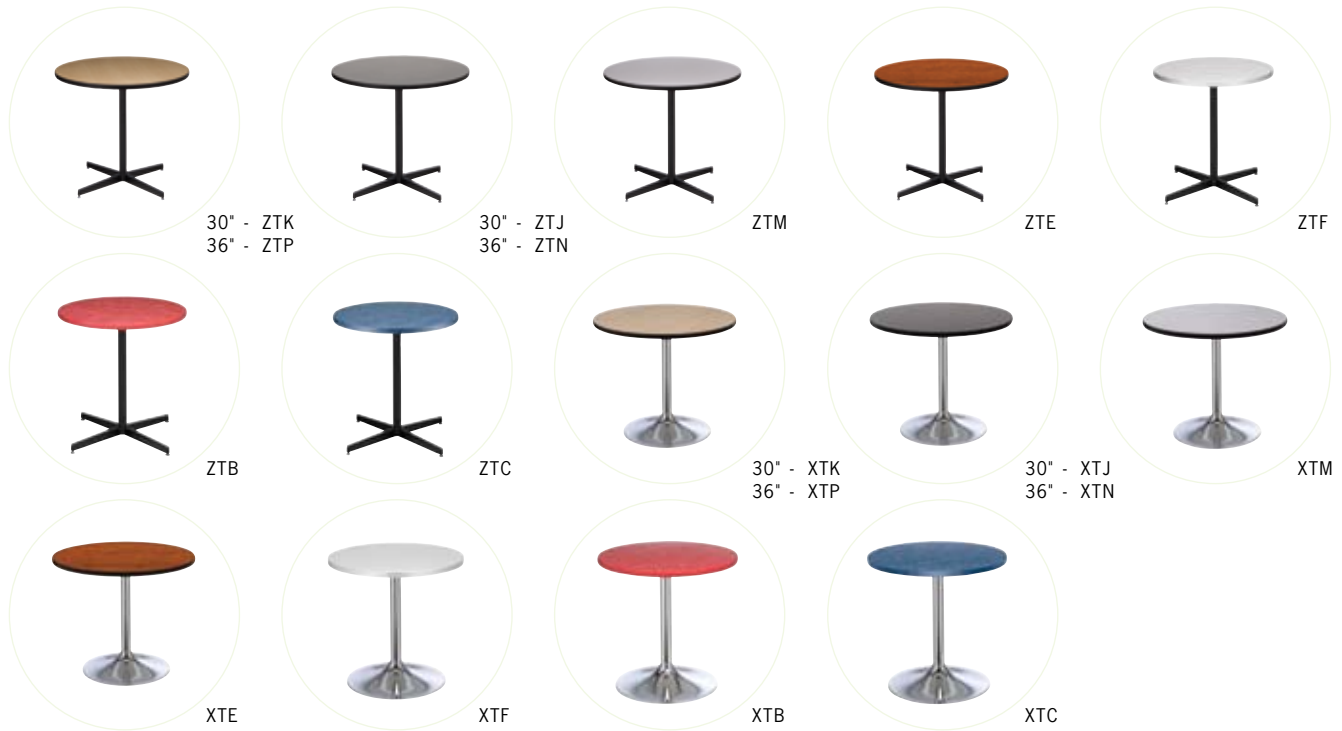
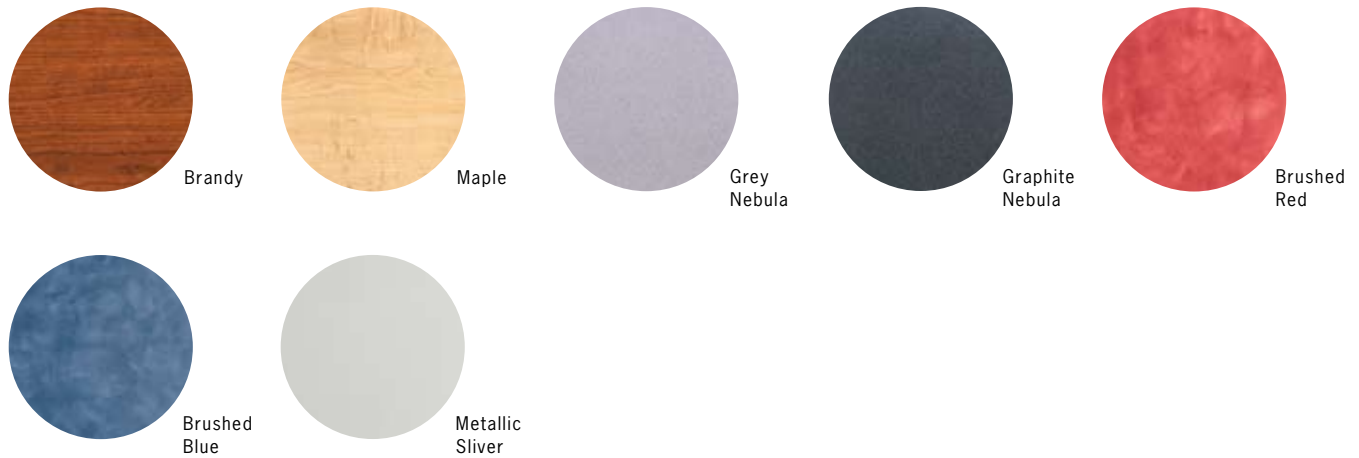


Table Tops



Café Tables

ZTK Table
Standard Black Base
Maple Top
30" Round 29"H

ZTP Table
Standard Black Base
Maple Top
36" Round 29"H

ZTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 29"H

ZTN Table
Standard Black Base
Graphite Nebula Top
36" Round 29"H

ZTM Table
Standard Black Base
Grey Nebula Top
36" Round 29"H

ZTE Table
Standard Black Base
Brandy Top
36" Round 29"H

ZTF Table
Standard Black Base
Metallic Silver Top
30" Round 29"H

ZTB Table
Standard Black Base
Brushed Red Top
30" Round 29"H

ZTC Table
Standard Black Base
Brushed Blue Top
30" Round 29"H

XTK Table
Tulip Chrome Base
Maple Top
30" Round 29"H

XTP Table
Tulip Chrome Base
Maple Top
36" Round 29"H

XTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 29"H

XTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 29"H

XTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTE Table
Tulip Chrome Base
Brandy Top
36" Round 29"H

XTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 29"H

XTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 29"H

XTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 29"H

Table Top Options

Brandy

Maple

Grey Nebula

Graphite Nebula

Brushed Red

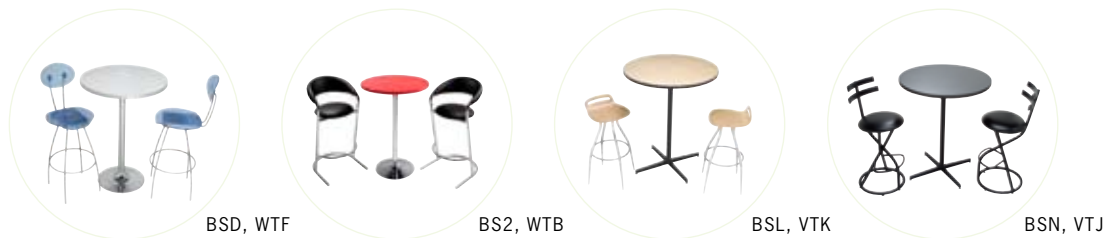
Brushed Blue

Metallic Silver

Bar Tables



Sample Bar Table Sets



Bar Tables

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

VTP Table
Standard Black Base
Maple Top
36" Round 42"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

VTN Table
Standard Black Base
Graphite Nebula Top
36" Round 42"H

VTM Table
Standard Black Base
Grey Nebula Top
36" Round 42"H

VTE Table
Standard Black Base
Brandy Top
36" Round 42"H

VTF Table
Standard Black Base
Metallic Silver Top
30" Round 42"H

VTB Table
Standard Black Base
Brushed Red Top
30" Round 42"H

VTC Table
Standard Black Base
Brushed Blue Top
30" Round 42"H

WTK Table
Tulip Chrome Base
Maple Top
30" Round 42"H

WTP Table
Tulip Chrome Base
Maple Top
36" Round 42"H

WTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 42"H

WTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 42"H

WTM Table
Tulip Chrome Base
Tulip Chrome Base
Grey Nebula Top
36" Round 42"H

WTE Table
Tulip Chrome Base
Tulip Chrome Base
Brandy Top
36" Round 42"H

WTF Table
Tulip Chrome Base
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

WTB Table
Tulip Chrome Base
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

WTC Table
Tulip Chrome Base
Tulip Chrome Base
Brushed Blue Top
30" Round 42"H

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BS2 Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H



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Specialty Furniture Order Form (Page 2 of 2)

CAFÉ TABLES

Table with 5 columns: QTY, ITEM, DESCRIPTION, PRICE, TOTAL. Lists various café table models like ZT K, ZT P, ZT J, etc.

BAR TABLES

Table with 5 columns: QTY, ITEM, DESCRIPTION, PRICE, TOTAL. Lists various bar table models like VT K, VT P, VT J, etc.

Additional items may be available, please call our office with your special request.

Specialty furniture orders must be received, with payment, by October 1 or a 30% late fee will apply.

No cancellations will be accepted after October 1.

Summary section with fields for SUBTOTAL, 30% LATE FEE, and ORDER TOTAL, each followed by a dollar sign and a line for the amount.

Order information section with fields for EXHIBITOR, SHOW, ADDRESS, CITY, STATE & ZIP, PHONE, AUTHORIZED, NCAI Convention, BOOTH#, ORDER DATE, E-MAIL, Signature, and Print Name.



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Carpet Order Form

NCAI

STANDARD BOOTH CARPET

Rental includes installation, front edge taping, and removal at show closing. Corner and island booths require additional side aisle taping.

If no color is indicated, grey carpet will be installed

SELECT CARPET COLOR: [] Red [] Blue [] Grey [] Burgundy [] Black [] Teal [] Green

Table with 5 columns: Qty, Description, Discount price, Regular price, Amount. Rows for 9' x 10', 9' x 20', 9' x 30', 9' x 40'.

ADDITIONAL AISLE TAPING

Required on all carpets with exposed edges. Price includes installation.

Table with 5 columns: Qty, Description, Discount price, Regular price, Amount. Row for Additional taping per foot.

FULL EXHIBIT CARPETING CUT-TO-FIT SPACE

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 [] Grey [] Burgundy [] Black [] Teal [] Green

CARPET SIZE _____ X _____ = _____ SQ. FT.

Table with 5 columns: Qty, Description, Discount price, Regular price, Amount. Row for Cut to fit carpeting.

CARPET PADDING

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

CARPET SIZE _____ X _____ = _____ SQ. FT.

Table with 5 columns: Qty, Description, Discount price, Regular price, Amount. Row for Carpet padding.

PROTECTIVE PLASTIC COVERING

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

CARPET SIZE _____ X _____ = _____ SQ. FT.

Table with 5 columns: Qty, Description, Discount price, Regular price, Amount. Row for Plastic covering.

PAYMENT POLICY: To obtain the discount price, we must receive your order, with payment, by October 12.

Qualified Discount Total _____

Regular Total _____

EXHIBITOR _____ SHOW NCAI Convention BOOTH# _____

ADDRESS _____

CITY, STATE & ZIP _____ ORDER DATE _____

PHONE _____ E-MAIL _____

AUTHORIZED _____

Signature

Print Name

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

ELECTRICAL INFORMATION

Review your electrical requirements carefully.

- ✓ ***Check equipment to determine wattage or amps, voltage, and phasing.***

STL, Ltd. is not responsible for voltage fluctuation or power failure because of temporary conditions.

- ✓ ***Install a surge protector or over/under voltage sensor on your equipment.***

The exhibit hall at the Sacramento Convention Center is equipped with overhead electrical service. **This condition dictates the manner in which STL, Ltd. can deliver your electrical service.**

- **Electrical outlets for in-line and peninsula booths will be installed on the floor, in the center of the draped back wall.**
 - **Electrical outlets and service panels for island exhibit spaces will be delivered to one location, at our discretion, included in the basic electrical charge.**
- ✓ ***Exhibitors with island booths should complete the enclosed Outlet Location Plan and return it with your Electrical order.***
 - ✓ ***Draped, in-line and peninsula booths should complete the Outlet Location Plan only if you require your outlets placed somewhere other than the center back wall of your booth.***
 - ✓ ***Distribution is charged on a time and materials basis.***

Note: No *move-in* power turn-on time can be guaranteed due to last minute changes and the demands from late orders.



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Electrical Order Form

NCAI

120 VOLT ELECTRICAL OUTLETS

LIGHTING

QTY	POWER REQUIRED	Discount Price	Regular Price	AMT
	Duplex Outlet up to 500 watts or 5 amps	\$85.00	\$106.00	
	Duplex Outlet up to 1000 watts or 10 amps	\$110.00	\$137.50	
	Duplex Outlet up to 1500 watts or 15 amps	\$140.00	\$175.00	
	Duplex Outlet up to 2000 watts or 20 amps	\$180.00	\$225.00	

QTY	ITEM DESCRIPTION	Discount Price	Regular Price	AMT
	150 watt floodlight on stanchion*	\$70.00	\$87.50	
	Double 150w floodlight on stanchion*	\$100.00	\$125.00	
	300 watt floodlight*	\$85.00	\$106.50	
	500 watt hanging floodlight**	\$150.00	\$187.50	
	1000 watt hanging floodlight**	\$175.00	\$220.00	

Above Duplex Outlets provided are standard type straight blade 3-wire grounding NEMA #5-20R

Above prices include power and installation.

* In-line booths only **Not available in some locations. additional rigging charges may apply

Distribute Electrical Under Carpet? YES NO

MATERIALS

IF YOU NEED DISTRIBUTION UNDER YOUR CARPET, YOU MAY BRING YOUR OWN EXTENSION CORDS OR RENT THEM HERE. LABOR IS ADDITIONAL.

	25' Edison extension cord	\$15.00	\$20.00	
	Power strip	\$30.00	\$40.00	

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 & MOTOR ELECTRICAL SERVICE

QTY		208v 1Ø		208v 3Ø		AMOUNT
		DISC PRICE	REG PRICE	DISC PRICE	REG PRICE	
	10 amps or ½ H.P.	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$198.00	<input type="checkbox"/> \$210.00	<input type="checkbox"/> \$262.00	
	15 amps or 1 H.P.	<input type="checkbox"/> \$200.00	<input type="checkbox"/> \$240.00	<input type="checkbox"/> \$245.00	<input type="checkbox"/> \$306.00	
	20 amps or 2 H.P.	<input type="checkbox"/> \$255.00	<input type="checkbox"/> \$306.00	<input type="checkbox"/> \$320.00	<input type="checkbox"/> \$398.00	
	30 amps or 3 H.P.	<input type="checkbox"/> \$300.00	<input type="checkbox"/> \$360.00	<input type="checkbox"/> \$375.00	<input type="checkbox"/> \$468.00	
	40 amps or 5 H.P.	<input type="checkbox"/> \$345.00	<input type="checkbox"/> \$415.00	<input type="checkbox"/> \$430.00	<input type="checkbox"/> \$537.00	
	50 amps or 6 H.P.	<input type="checkbox"/> \$395.00	<input type="checkbox"/> \$475.00	<input type="checkbox"/> \$500.00	<input type="checkbox"/> \$625.00	

Quotations for service over 50 amps is calculated at a 5% increase for each 10 amp increment – Please call our office for prices.

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

✓ Remember to return the Outlet Location Plan if you require special distribution.

Double electric rates for outlets requiring 24-hour service.

LABOR RATES
\$68.50/hr. ST / \$102.75/hr. OT

PAYMENT POLICY

To obtain the discount price we must receive your order, with payment no later than October 12.

Electrical Service \$ _____
 Labor (if required) \$ _____
 Materials (if required) \$ _____
TOTAL \$ _____

NOTE: ALL PRICES INCLUDE POWER USAGE AND SURCHARGE PAID TO THE FACILITIES

EXHIBITOR _____ SHOW NCAI Convention BOOTH# _____

ADDRESS _____

CITY, STATE & ZIP _____ ORDER DATE _____

PHONE _____ E-MAIL _____

AUTHORIZED _____
 Signature _____ Print Name _____

CANCELLATION CHARGE: ITEMS ORDERED AND INSTALLED ARE SUBJECT TO A 100% CANCELLATION CHARGE.

Electrical Conditions and Regulations

1. **Advance orders must be received, *with payment*, no later than October 12, 2013 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.

STL, Ltd. is not responsible for voltage fluctuations or power failure because of temporary conditions.



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National Congress of American Indians
Outlet Location Plan

For island or peninsula booths

In line and peninsula booths need only return this form if you require your electrical outlets anywhere other than the center back wall of your booth.

Exhibitor Name: _____

Contact: _____ Booth Number: _____

Phone Number: _____ Email: _____

To ensure that your electrical outlets and plumbing service are placed properly please use the table below to indicate where power should be installed. Remember to indicate the scale of the grid (e.g. one square = 2 feet), and the dimensions of your booth space. Mark outlet locations in watts or amps and be sure this corresponds with the requirements on your Electrical order form. Distribution is charged on a time and material basis.

Scale: _____ Booth dimensions: _____

Adjacent booth number or landmark _____

Grid table for marking outlet locations

Adjacent booth number or landmark _____



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Labor Order Form

NCAI

INSTALLATION AND DISMANTLING RATES

Straight Time: \$68.50/ Hour (8:00 a.m. - 5:00 p.m. Monday-Friday)
Overtime: \$102.75/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

\$85.50/hour ST - \$128.25/hour OT

SUPERVISION BY EXHIBITOR ORDER TOTAL

\$68.50/hour ST - \$102.75/hour OT

INSTALL SUBTOTAL \$ _____

DISMANTLE SUBTOTAL \$ _____

MATERIALS \$ _____

TOTAL \$ _____

INSTALL SUBTOTAL \$ _____

DISMANTLE SUBTOTAL \$ _____

MATERIALS \$ _____

TOTAL \$ _____

EXHIBITOR _____ SHOW **NCAI Convention** 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 NCAI (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 - \$85.00/hour (8:00 a.m. – 5:00 p.m. Monday – Friday)

Overtime - \$127.50/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 \$85.00/hour ST - \$127.50/hour OT	
INSTALL SUBTOTAL	\$ _____	INSTALL SUBTOTAL	\$ _____
DISMANTLE SUBTOTAL	\$ _____	DISMANTLE SUBTOTAL	\$ _____
MATERIALS	\$ _____	MATERIALS	\$ _____
TOTAL	\$ _____	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 NCAI Convention 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

NCAI (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 NCAI Convention BOOTH# _____

ON SITE SUPERVISOR _____ PHONE _____



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NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

DEADLINE DATE: September 21, 2012

SHOW NAME: National Congress of American Indians Annual Convention and Marketplace

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to STL, Ltd.

Non-Official contractors who order installation from STL, Ltd. may be eligible for early set-up. Please contact STL Exhibitor Services for more information.

The following is the NON-OFFICIAL CONTRACTOR we will be using:

Company Name: _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Contact: _____

Type of service to be performed: _____

Exhibiting Firm: _____

Address _____

City/State/Zip _____

Phone # _____ Contact _____

Booth # _____

Inform your "Non-Official" Service Contractor that they must send a copy of a General Liability Insurance Certificate no later than September 21 or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of a Non-Official contractor abides by the official rules and regulations of this event.

No permission to use a non-official contractor will be given for the performance of the following services: electrical, plumbing, telephone, rigging, booth cleaning or catering.

RETURN TO: STL, Ltd.



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Booth Cleaning Order Form

NCAI

VACUUMING OR SWEEPING OF BOOTHS, AND THE EMPTYING OF WASTEBASKETS, IS NOT INCLUDED IN YOUR SPACE RENTAL FOR THIS EVENT.

PLEASE CALCULATE AND ORDER YOUR BOOTH CLEANING REQUIREMENTS BELOW

Use this formula to determine cleaning total: (sq ft x \$/per sq ft) x # of days = total

Clean/ Vacuum once before opening only		sq ft	X	\$.25 per sq. ft. MINIMUM 100 sq. ft.	= \$	X	1 day	= \$
--	--	-------	---	--	------	---	-------	------

Clean/Vacuum daily		sq ft	X	\$.20 per sq. ft. MINIMUM 100 sq. ft.	= \$	X	3 days	= \$
--------------------	--	-------	---	--	------	---	--------	------

Clean/Vacuum once before opening only - Qty discount		sq ft	X	\$.20 per sq. ft. MINIMUM 600 sq. ft.	= \$	X	1 day	= \$
--	--	-------	---	--	------	---	-------	------

Clean/Vacuum daily - Qty discount		sq ft	X	\$.16 per sq. ft. MINIMUM 600 sq. ft.	= \$	X	3 days	= \$
-----------------------------------	--	-------	---	--	------	---	--------	------

PERIODIC PORTER SERVICES DURING SHOW HOURS

Specify Dates & Times for Service

\$20.00/hr ST(4 hr. min. per day; one service per hour) \$ _____

\$30.00/hr OT(4 hr. min. per day; one service per hour) \$ _____

All times before 8:00 a.m. and after 5:00 p.m. Monday through Friday, and all hours Saturday, Sunday and Holidays will be charged at overtime rates

SPECIAL ATTENTION: _____

Please return this form, with payment to: **STL, Ltd.**

BOOTH CLEANING TOTAL: \$

EXHIBITOR _____ SHOW NCAI Convention BOOTH # _____

ADDRESS _____

CITY, STATE & ZIP _____ ORDER DATE _____

PHONE _____ E-MAIL _____

AUTHORIZED _____

Signature

Print Name



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Sign & Banner Order Form

FULL COLOR GRAPHICS

The following prices are for single sided, digital reprographics, mounted and gloss laminated on foam core.
Banner material, gatorboard, and other substrates are available by quotation.

The following prices are based on STL receiving high resolution (300 dpi or better) digital artwork in .ai, .eps, .jpg, or .pdf format.
A design charge of \$85.00/hour will apply if files need to be converted to a workable format, or if you require STL to design graphics.
STL will provide a proof prior to production of all graphics.

Small Format Signs

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	14" X 22"	\$40.00	_____
_____	22" X 28"	\$75.00	_____
_____	24" X 36"	\$90.00	_____
_____	Easel backs	\$5.00	_____

Large Format Signs

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	36" X 48"	\$160.00	_____
_____	36" X 96"	\$312.00	_____
_____	40" X 90"	\$325.00	_____
_____	48" X 96"	\$385.00	_____

Custom sizes are available by quotation.

DESIGN TIME (if required) \$ _____

OTHER \$ _____

GRAPHICS SUBTOTAL \$ _____

VINYL LETTERED SIGNS

The following prices are for single sided signs produced on cardstock. Prices include 10 words, in up to two vinyl colors.

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	11" x 44"	\$30.00	_____
_____	14" x 22"	\$35.00	_____
_____	22" x 28"	\$50.00	_____
_____	24" x 36"	\$65.00	_____
_____	28" x 44"	\$75.00	_____
_____	Easel backs	\$5.00	_____
_____	Additional words	\$1.50/each	_____
_____	Substitute foamcore	Add 20%	_____

Custom sizes are available by quotation.

OTHER \$ _____

VINYL SIGN SUBTOTAL \$ _____

COLORS: Additional colors may be available, please call with your request.

- BLUE
 RED
 TEAL
 BURGUNDY
 PURPLE
 YELLOW
 BLACK

**ADVANCE PAYMENT IN FULL IS
REQUIRED ON ALL ORDERS.**

*A late charge of 30% may apply to orders received
less than ten days prior to your event.

ORDER CALCULATION

FULL COLOR GRAPHICS SUBTOTAL	\$ _____
VINYL LETTERED SIGN SUBTOTAL	\$ _____
*30% LATE CHARGE	\$ _____
7.75% SALES TAX	\$ _____
TOTAL	\$ _____

EXHIBITOR NAME _____ SHOW NCAI Convention BOOTH # _____

ADDRESS _____ ORDER DATE _____

CITY, STATE ZIP _____

PHONE _____ EMAIL _____

AUTHORIZED _____

Signature

Print Name



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

NATIONAL CONGRESS OF AMERICAN INDIANS 69TH ANNUAL CONVENTION AND MARKETPLACE MATERIAL HANDLING INSTRUCTIONS

INBOUND SHIPMENTS

- STL, Ltd. is the official material handling contractor for this event.
- STL, Ltd. is responsible for coordinating incoming and outgoing freight at the show site, keeping aisles clear, and maintaining efficient operation for the show as a whole.

SHIPPING IN ADVANCE TO THE STL WAREHOUSE

- The Sacramento Convention Center has no facilities for receiving and handling advance shipments. STL will store freight up to 30 days prior to the show and deliver your freight to your booth space to be ready for your arrival. Please refer to the Material Handling Rates and Order Form included in this packet. Inbound freight must be shipped PREPAID and labeled per the sample labels included in this kit.
- **SHIPMENTS SHOULD ARRIVE NO LATER THAN OCTOBER 18 TO QUALIFY FOR THE BEST PRICING.**
- **Freight will still be accepted at the STL warehouse through October 19, but will be subject to an additional 25% surcharge for late arrival after October 18.**

SHIPPING DIRECTLY TO SHOW SITE

- Freight shipped directly to the Sacramento Convention must be consigned to STL and scheduled for delivery no earlier than Monday, October 22. Please refer to the Material Handling Rates and Order Form included in this packet. Inbound freight must be shipped PREPAID and labeled per the sample labels included in this kit.
- **SHIPMENTS SHOULD ARRIVE NO EARLIER THAN MONDAY, OCTOBER 22.**
- **Shipments delivered to the Sacramento Convention Center prior to October 22 may be refused by the facility. Freight that is received at the show site prior to October 22 is subject to an additional 25% surcharge for early arrival.**

RUSH

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

**FOR: NCAI
C/O STL, LTD.
950 RICHARDS BLVD.
SACRAMENTO, CA 95811**

CARRIER: _____

PIECE # _____ OF _____

RUSH

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

**FOR: NCAI
C/O STL, LTD.
950 RICHARDS BLVD.
SACRAMENTO, CA 95811**

CARRIER: _____

PIECE # _____ OF _____

RUSH

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

**FOR: NCAI
C/O STL, LTD.
950 RICHARDS BLVD.
SACRAMENTO, CA 95811**

CARRIER: _____

PIECE # _____ OF _____

RUSH

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

**FOR: NCAI
C/O STL, LTD.
950 RICHARDS BLVD.
SACRAMENTO, CA 95811**

CARRIER: _____

PIECE # _____ OF _____

RUSH
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

FOR: NCAI - C/O STL, LTD.
SAC CC LOADING DOCKS
1401 K STREET
SACRAMENTO, CA 95814
TO ARRIVE NO EARLIER THAN OCTOBER 22

CARRIER: _____

PIECE # _____ OF _____

RUSH
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

FOR: NCAI - C/O STL, LTD.
SAC CC LOADING DOCKS
1401 K STREET
SACRAMENTO, CA 95814
TO ARRIVE NO EARLIER THAN OCTOBER 22

CARRIER: _____

PIECE # _____ OF _____

RUSH
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

FOR: NCAI - C/O STL, LTD.
SAC CC LOADING DOCKS
1401 K STREET
SACRAMENTO, CA 95814
TO ARRIVE NO EARLIER THAN OCTOBER 22

CARRIER: _____

PIECE # _____ OF _____

RUSH
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO: _____
EXHIBITING COMPANY

BOOTH #: _____

FOR: NCAI - C/O STL, LTD.
SAC CC LOADING DOCKS
1401 K STREET
SACRAMENTO, CA 95814
TO ARRIVE NO EARLIER THAN OCTOBER 22

CARRIER: _____

PIECE # _____ OF _____



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expo@stilltd.com

**NATIONAL CONGRESS OF AMERICAN INDIANS
69TH ANNUAL CONVENTION AND MARKETPLACE
MATERIAL HANDLING INSTRUCTIONS**

OUTBOUND SHIPMENTS

- Immediately following show closing at 5:00 p.m. Thursday please allow attendees to clear the show floor before moving out your materials. Once the hall is clear STL will begin returning the empty containers we have stored during the show. Please pack up within your booth space until the aisle carpets have been rolled.
- STL, Ltd. will be on site to assist with outbound shipments for exhibitors who shipped inbound utilizing our Material Handling service.
- You are responsible for labeling your packages, completing your outbound shipping information, and making arrangements with your carrier for **pick up prior to 9:00 p.m., Thursday, October 25.**
- Please contact your carrier and schedule pick up from the Sacramento Convention Center between 5:30 p.m. – 9:00 p.m. Thursday, October 25. The pick up address is as follows:

EXHIBITOR NAME/BOOTH #
NCAI CONVENTION
c/o STL, Ltd.
SACRAMENTO CONVENTION CENTER LOADING DOCK
1401 K STREET, SACRAMENTO, CA 95814

- **All carriers must check in no later than 8:30 p.m.**
- **All outbound shipments must be accompanied by a completed STL Bill of Lading even if you have a bill of lading from your carrier.** You may pick up your bill of lading at the STL service desk on site during exhibitor move in, or after 3:00 p.m. Thursday, October 25.
- In the event that your designated carrier fails to check in by 8:30 p.m. Thursday, or refuses to accept your shipment, your materials will be returned to our warehouse for outbound shipping on Friday, October 26. There is a minimum charge of \$90.00 for this service, refer to the Material Handling Rates and Order form for more information.
- Shipments left on the show floor without a completed Bill of Lading or proper labeling will be returned to our warehouse for outbound shipping on Friday, October 26. There is a minimum charge of \$140.00 for this service, refer to the Material Handling Rates and Order form for more information.

FED EX & UPS SHIPMENTS: *Fed Ex Express* shipments must be properly labeled with Fed Ex bills. *FedEx Ground and UPS* shipments must be labeled with bar coded labels on each piece.

Fed Ex pick up number: (800) 654-0920

UPS pick up number: (800) PICK-UPS (742-5877)

NOTE: It is not common for either FedEx or UPS to pick up after 5:00 p.m. In the event that your carrier does not pick up prior to 9:00 p.m. Thursday, October 25, or refuses to accept your shipment, we will return your materials to our warehouse for pick up on Friday, October 26. A minimum charge of \$90.00 applies for this service. The Friday pick up address is as follows:

EXHIBITOR NAME/BOOTH #
NCAI CONVENTION
c/o STL, LTD.
950 RICHARDS BLVD., SACRAMENTO, CA 95811



service contractors--conventions & expositions

STL, Ltd. ♦ 950 RICHARDS BLVD ♦ SACRAMENTO, CA 95811 ♦ (916) 447-5000 ♦ FAX (916) 447-1133 ♦ expo@stlltd.com

Material Handling Rates & Order Form

NCAI

PLEASE LIST FOLLOWING INFORMATION FOR YOUR SHIPMENT TO THE SHOW

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

TOTAL NO. OF PIECES _____ WEIGHT OF LARGEST ITEM _____ LBS.

RATE INFORMATION

RATE A: ADVANCE SHIPMENTS TO THE STL, LTD. WAREHOUSE (\$60.00/cwt., 200 lb./\$120 min. per shipment*)
Receipt of **shipments*** at our warehouse, thirty (30) days storage prior to your event, delivery of material to booth, removal and storage of empty containers, assistance with outbound shipments. Shipments over 4,000# may qualify for additional discounts.

RATE B: SHIPMENTS DIRECTLY TO THE EXHIBIT HALL (\$58.00/cwt., 200 lb./\$116 min. per shipment*)
Receipt of **shipments*** at the exhibit hall during installation period only (from outside carrier or owner's vehicle). Services include unloading and delivery to booth, removal and storage of empty containers, assistance with outbound shipments. Shipments over 4,000# may qualify for additional discounts.

RATE D: ONE PACKAGE SHIPMENT DIRECT TO SHOW SITE (\$60.00)
One carton received **at the show site** with no bill of lading not exceeding 50 pounds, and not requiring outbound assistance.

RATE E: SMALL VEHICLE UNLOADING AND LOADING (\$90.00 per vehicle, round trip, 200# maximum)
Auto, APV and pickup trucks which do not require a forklift and can be done by one man and one 3'x4' flat cart. Service includes delivery from loading dock to booth and return to dock after show closing.

SPECIAL HANDLING SERVICES (Refer to detail in "ORDER TOTALS" section for rates)

- *For equipment requiring special handling, and/or return to warehouse for outbound shipping via specified carrier.
- *Shipments without an individual bill of lading, such as UPS and FedEx, which may not arrive all at once may be subject to "multiple shipment premiums" or daily "weight minimums".
- *Shipments loaded in such a manner as to require special handling (such as, but not limited to, ground unloading, shipments mixed on the truck, uncrated, or pad wrapped items) may also incur special handling charges.

OTHER SPECIAL SERVICES At show closing, all empty containers, crates, and oversized debris must be removed by the exhibitor or additional charges will apply. The foregoing rates **do not** include any erection, uncrating, unskidding, dismantling, crating, skidding in booth or blocking or bracing cars. For such services, the following rates apply, advance notice is required.

Forklift & Operator (Up to 5,000 capacity) \$90.00 ST/ \$135.00 OT Material Handler \$60.00 ST / \$90.00 OT

ORDER TOTALS

<input type="checkbox"/> Total Weight of Freight-Rate A _____ # x \$60.00 per 100# (200 lb./\$120 min., per shpmt.*)	\$
<i>Freight received at the warehouse within three days prior to move-in day may be subject to an additional 25% fee for late arrival.</i> _____ # x 25%	\$
<input type="checkbox"/> Total Weight of Freight-Rate B _____ # x \$58.00 per 100# (200 lb./\$116 min., per shpmt.*)	\$
<i>Freight received at the show site prior to the first move-in day may be subject to an additional 25% fee for early arrival.</i> _____ # x 25%	\$
<input type="checkbox"/> Large shipment discount _____ To be calculated by STL, Ltd.	\$ < >
<input type="checkbox"/> Rate D – Small Package _____ x \$60.00	\$
<input type="checkbox"/> Rate E – Cartload _____ x \$90.00 per vehicle, round trip	\$
<input type="checkbox"/> Multiple Shipment Premium # Advance _____ # Direct _____ # x \$12.50 per 100# (200# min.)	\$
<input type="checkbox"/> Special Handling Services _____ # x \$12.50 per 100# (400 lb./\$50 min./per shpmt.)	\$
<input type="checkbox"/> Outbound Return to Warehouse _____ # x \$30.00 per 100# (300 lb./\$90 min./per shpmt.)	\$
<input type="checkbox"/> Material Handler/Labor _____ ST/OT _____ hours x hourly rate (1 hr. min.)	\$
<input type="checkbox"/> Forklift and Operator ST _____ OT _____ hours x hourly rate (1 hr. min.)	\$
<input type="checkbox"/> Stretch Wrap <input type="checkbox"/> Banding _____ pallet x \$30.00/ea.	\$
TOTAL DUE:	\$

EXHIBITOR _____ SHOW _____ NCAI Convention _____ BOOTH # _____

ADDRESS _____

CITY, STATE & ZIP _____ ORDER DATE _____

PHONE _____ E-MAIL _____

AUTHORIZED _____ Signature _____ Print Name _____

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

MATERIAL HANDLING INFORMATION

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. **STL, Ltd. 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 STL, Ltd.'s maximum limit of liability will be fifty cents (\$.50) per pound per article.**
4. STL 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, STL, Ltd. reserves the right to re-route materials, or transport materials to a warehouse pending advice from the Exhibitor. All associated charges will be the responsibility of the Exhibitor. No liability will be assumed as a result of such re-routing or handling.**

RATE CALCULATION

1. In and out rates are based on incoming weight only. All weights are rounded up to the next 100 pound increment.
2. Rates are based on the carrier's estimated weight unless a weight certificate is provided.
3. Dimensional weights will be calculated when no weight certificate is provided.
4. Shipments without an individual bill of lading, such as UPS and FedEx, which may not arrive all at once may be subject to "multiple shipment premiums" or daily "weight minimums". Shipments loaded in such a manner as to require special handling (such as, but not limited to, ground unloading, shipments mixed on the truck, or pad wrapped items) may also incur special handling charges.
5. Additional labor charges may apply to shipments left on the show floor without proper labeling or completed outbound shipping information.



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

OFFICIAL CONTRACTORS

STL, LTD.

Your general contractor, providing the following services:

- Standard and Specialty Furnishings
- Carpeting
- Electrical Service
- Booth Cleaning
- Labor
- Signs & Banners
- Material Handling
- Sign and Banner Hanging/Rigging

The following companies are your official specialty contractors for
the NCAI Convention and Marketplace

TELECOMMUNICATIONS/ INTERNET CONNECTIVITY

Wombo, Inc.
8733 Magnolia Avenue, Ste. 100
Santee, CA 92071
(877) 722-4108
(877) 996-6846 Fax
support@wombo.com

AUDIO VISUAL

Corporate Staging & Events
1030 15th Street, Ste. 100
Sacramento, CA 95814
(877) 789-SHOW (7469)
(916) 379-5285 Fax
www.corporate-staging.com

MODULAR EXHIBITS

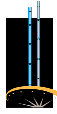
Creative Exhibit Systems
1767 Tribute Road, Ste. C
Sacramento, CA 95815
(916) 920-1388
(916) 920-1389 Fax
info@creativeexhibits.com

PLANT AND FLORAL RENTAL

Plants by Muranaka
PO Box 277847
Sacramento, CA 95827
(916) 429-8900
(916) 648-9936 Fax
marshamel@sbcglobal.net

FOOD AND BEVERAGE

Classique Catering
1100 14th Street
Sacramento, CA 95814
(916) 446-1215
(916) 446-1302 Fax
www.classiquecatering.com
**All outside food or beverage samples must
be pre-approved by Classique.*



Sacramento
Convention Center

Telecommunications, Internet & Equipment Rental Order Form

~ 2012 Calendar Year Edition ~

(Updated 10/2011)



Please complete this Order Form and fax back to: 1.877.996.6846

Questions? Please contact our office at: 1.877.722.4108

Event: _____ Date(s): _____ Booth/ Rm #(s): _____

Company: _____ Address: _____

City/ State/ Country, Zip: _____

(On Site) Contact: _____ Phone : _____

E-mail: _____ Fax : _____

COMMUNICATIONS SERVICES	QTY	*ADVANCED (21 days)	STANDARD	TOTAL
Standard Phone Line - Includes a non-refundable \$25 Toll/ Long distance Fee. Charges incurred over that amount will be billed separately. Please indicate use: <input type="checkbox"/> Calls <input type="checkbox"/> Credit Card Machine <input type="checkbox"/> Both		\$200	\$250	
Phone Instruments & System Features:				
• Single Line Phone Handset		_____	\$25	
• Cordless Phone Handset		_____	\$50	
• Polycom Full Duplex Conference Phone		_____	\$125	
2-Way Radio - Includes 1 Radio and Charging Accessory.		_____	\$45	
HIGH-SPEED INTERNET SERVICES	QTY	*ADVANCED (21 days)	STANDARD	TOTAL
Shared High-Speed Internet Connection (1) Wired 1.54Mbps burstable, 10Mbps Shared Internet Connection. NO SERVERS OR STREAMING ALLOWED ON SHARED NETWORK - CALL FOR DETAILS -		\$656	\$820	
Wireless Shared High-Speed Internet Connection (1) Wireless 512Kbps burstable, 3Mbps Shared Internet Connection. NO SERVERS OR STREAMING ALLOWED ON SHARED NETWORK - CALL FOR DETAILS -		\$400	\$500	
Group Wi-Fi Access Available (3MB, 6MB or 10MB dedicated Internet connection required)		<i>Call for Pricing & Quote</i>		
UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR. "Exhibitors" If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast must be terminated, WEP, WPA encryption enabled and each device accessing the wireless MUST purchase an IP address below.				
Additional Wired –or– Wireless Shared High-Speed Internet Connection Existing Shared Internet Connection orders only! (1) Internet Connection (10) Additional connections <u>MAX</u> may be added, Switch and Cables not included.		_____	\$150	
1.5MB Dedicated High-Speed Internet Connection (1) Private wired 1.54Mbps upload/ 512Kbps download Internet drop, (3) Devices max, Switch & Cables not included.		\$2,280	\$2,850	
3MB Dedicated High-Speed Internet Connection (1) Private wired 1.5Mbps Synchronous Internet drop, (29) Devices max, Switch & Cables not included.		\$3,080	\$3,850	
6MB Dedicated High-Speed Internet Connection (1) Private wired 3.0Mbps Synchronous Internet drop, (29) Devices max, Switch and Cables not included.		\$4,400	\$5,500	
10MB Dedicated High-Speed Internet Connection (1) Private wired 5.0Mbps Synchronous Internet drop, (29) Devices max, Switch and Cables not included.		\$6,600	\$8,250	
VLAN Connection		\$1,200	\$1,500	
8 Port Switch and Cable Package (required)		_____	\$125	
24 Port Switch and Cable Package (required)		_____	\$175	
50' of Cat5 Ethernet Cable		_____	\$50	
SPECIAL SERVICES	QTY	*ADVANCED (21 days)	STANDARD	TOTAL
Dry Pair Order & Extension of 3rd Party Circuit:				
• Extension of 3rd Party Lines from Demarc		_____	\$1,500	
• Fiber Runs & Cross Connects		_____	Call for Pricing	

COMPUTER & SOFTWARE	QTY		**STANDARD	TOTAL
Desktop Systems			<i>Call for Discount Pricing & Quote</i>	
Microsoft Office (<i>Includes: Word, Excel, PowerPoint, Access & Outlook</i>)			<i>Included</i>	
Cybercafé or Kiosks (<i>5 or more Systems</i>)			<i>Call for Discount Pricing & Quote</i>	
Laptop Computer (<i>call for processor and memory specs</i>)		—	\$125	
MONITORS	QTY		**STANDARD	TOTAL
20" Flat Panel Monitor		—	\$75	
23" Flat Panel Monitor		—	\$150	
32" - 65" Flat Panel Monitor				
6' Flat Panel Stationary Pole Stand		—	\$100	
Flat Panel Monitor Wall Mount		—	\$50	
FAXES & PRINTERS	QTY		**STANDARD	TOTAL
Network Laser Printer		—	\$100	
Printer/ Fax/ Copier/ Scanner All-In-One		—	\$150	
MISCELLANEOUS	QTY		**STANDARD	TOTAL
Keyboard & Mouse		—	\$35	
Computer Speakers		—	\$50	
AC Power Strip		—	\$15	
10' VGA Cable		—	\$15	
10' RCA to 1/8" Headphone Jack		—	\$15	
Labor Rate <i>Additional Shared High-Speed Internet, Dedicated High-Speed Internet Connection orders and Event/ Show orders are all minimum 1hr labor.</i>		—	\$125/hr <i>(1 hr Minimum)</i>	
Expedite Fee <i>All orders placed on-site</i>	—	—	\$100	
* ADVANCED RATE: ALL ORDERS PLACED 21 DAYS PRIOR TO EVENT MOVE-IN DATE.			7.75% Sales Tax <i>(Equipment Only)</i>	
** RENTAL SERVICES: PRICING IS A PER DAY CHARGE FOR ALL RENTAL EQUIPMENT. DISCOUNTS BASED ON QUANTITY & DAYS. CALL TODAY FOR A QUOTE!				
CALL TODAY FOR GROUP RATE DISCOUNTING!!!			Add \$75 Delivery <i>(Equipment Only)</i>	
			GRAND TOTAL	

TERMS AND CONDITIONS

WIRELESS DECLARATION

- A. **UNAUTHORIZED WIRELESS DEVICES ARE STRICTLY PROHIBITED ON THE SHOW FLOOR.** If wireless is necessary for demonstration purposes it must be approved by Wombo Inc., in advance. SSID Broadcast must be terminated, WEP, WPA encryption enabled and each device accessing the wireless MUST purchase an IP address.
- B. No Customer provided access points (Routers, Mi-Fi Devices etc.) are authorized for use with in the Sacramento Convention Center with out prior approval (wireless access points with out adjustable power outputs can not be authorized under any circumstance). Customer provided access points can interfere with The Wombo Inc. Wireless Network.
- C. Wombo Inc. requires all customers showcasing their wireless product(s) to contact Wombo Inc. 21 days prior to show move in date in order to approve their wireless device(s) (All approvals will incur a site survey fee).

TELECOMMUNICATIONS AND INTERNET SERVICES

- 1. Wombo Inc. is the exclusive provider and installer of all Telecommunications, High Speed Internet Access and Networks with in the Sacramento Convention Center Complex. All orders are based on availability and will be accessible **on the day of show.**
- 2. Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier) and/or Long Distance Carriers or ISP (Internet Service Providers).
- 3. All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
- 4. Only Wombo personnel are authorized to modify system wiring or cabling.
- 5. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc Replacement charges maybe incurred for misuse or loss of equipment.
- 6. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

TERMS AND CONDITIONS
(Continued)

EQUIPMENT RENTALS

7. All Rental Orders are based on availability at time of order.
8. Wombo, Inc. reserves the right to choose product brand. You may request a specific brand or product, which may result in a higher charge.
9. Only Wombo personnel are authorized to modify equipment.
10. Please report any equipment malfunction to Wombo, Inc immediately. Credit will not be given if reported after the event.
11. Wombo, Inc is not responsible for software compatibility issues. Customer will be charged a \$75 fee for troubleshooting customer installed software.
12. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges will be billed for misuse or loss of equipment.
13. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

ORDERING INFORMATION:

14. Please provide all information requested on the form for speedy processing of your order.
15. An Onsite contact **MUST** be given to receive your items on show site.
16. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
17. Facility cannot be held liable for services provided by Wombo, Inc.
18. Exhibitor must be present in booth to accept delivery or a repeat delivery charge will apply.
19. Any long distance charges for phone or ISDN services will be billed separately.
20. All prices are subject to change, Wombo Inc. will provide notice of change at time of your order.
21. Wireless Internet Services requires us to install software on your computer. Wombo, Inc. cannot be held liable for lost data or if card is not compatible with your system. Card must be returned to Wombo.

PAYMENT TERMS:

22. Full payment **MUST** accompany all orders.
23. Credit will not be given for service installed and not used.
24. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (VISA, MC, AMEX) Make all checks payable to: **Wombo, Inc.**
25. There will be a \$30.00 service charge for returned checks.
26. There is a expedite fee of \$100 if services are ordered within **3 business days** for event start date.
27. All Wire Transfers must include Bank Transfer Fee of \$45.00
28. When paying by check, credit card information must be provided for incidentals.

CANCELLATION & REFUNDS:

29. Cancellations must be in writing on company letterhead with-in **72hrs.** of event move-in date in order to receive a refund.
30. A \$150 cancellation fee applies to all processed orders under \$1,000. All processed orders exceeding \$1500 will be charged a 15% cancellation fee. Additional fees may apply if services have been ordered to the MPOE before any cancellation request has been received and/ or special item orders have been filled.
31. Refunds will be processed within **30 days** of show closing.
32. No credits will be issued after delivery or attempted delivery of rented equipment.

PAYMENT INFORMATION:	<input type="checkbox"/> Credit Card (VISA / MC / AMEX)	<input type="checkbox"/> Company Check / PO#
Credit Card #/ PO #:	_____	CVV2 #: _____ Expiration: _____ / _____
Billing Address on Card:	_____	
City/ State/ Zip:	_____	
Name on Card:	_____	Signature: _____
Company Contact (if other than name on card):	_____	Phone: _____
E-mail Contact:	_____	Fax : _____

*By signing above you have agreed to the terms and conditions of this contract . Any late charges or additional fees will be billed directly to this credit card. **Federal Tax ID # 77-0485659***

- **Questions regarding services — Please Call 1.877.722.4108**
- **Email us — support@wombo.com**
- **Mailing Payment — 8733 Magnolia Ave., Suite 100, Santee, CA 92071**
- **Faxing orders — Please dial 1.877.996.6846**

FOR OFFICE USE ONLY:

Check Number: _____ **Approval Number:** _____ **Date:** ____/____/____

On Site Audio-Visual Order Form

NOTE: All rates and pricing below are for the Dates and Event Referenced Below ONLY Rates are Per Room-Per Day. * "Pre-Show" Discounts will apply only for orders received 14 days or more before the "Set By Date & Time" listed below. Otherwise all pricing is at "On Site" Rate.



AUDIO

Qty.		*PRE-SHOW RATE	On Site Rate	TOTAL
	Powered PA Speaker on stand (w/ 1-wired mic & 4 Ch. Audio Mixer)	\$121.50	\$145.80	
	Additional Powered PA Speaker on stand (booths larger than 10x10)	\$76.50	\$91.80	
	Please Circle Type Needed			
	Wired Handheld or Lavalier Mic	\$22.50	\$27.00	
	Please Circle Type Needed			
	Wireless Handheld or Lavalier Mic	\$112.50	\$135.00	
	Wireless Headset Mic (Countryman Style)	\$162.00	\$194.40	
	Wireless Headset Mic (Shure SM10 Style)	\$112.50	\$135.00	
	CD Player	\$45.00	\$54.00	
	PC Audio Adapter (1/8" Mini headset jack)	\$31.50	\$37.80	
	External Bookshelf Powered Speakers	\$40.50	\$48.60	



DATA & MULTISYNC DISPLAY

Qty.		*PRE-SHOW RATE	On Site Rate	TOTAL
	Dual Post Stand For Plasmas (All monitors below come with feet unless this stand is ordered).	\$112.50	\$135.00	
	20" Flat Screen Display (Computer Only)	\$180.00	\$216.00	
	26" Flat Screen Display	\$202.50	\$243.00	
	32" Multi-Sync Flat Panel Monitor	\$270.00	\$324.00	
	42" Multi-Sync Flat Panel Monitor	\$360.00	\$432.00	
	50" Multi-Sync Plasma Monitor	\$450.00	\$540.00	
	60" Multi-Sync Plasma Monitor	\$720.00	\$864.00	
	3,000 Lumen LCD Projector	\$270.00	\$324.00	
	5,200 Lumen LCD Projector	\$450.00	\$540.00	
	10,000 Lumen LCD Projector	\$900.00	\$1,080.00	



VIDEO

Qty.		*PRE-SHOW RATE	On Site Rate	TOTAL
	Please Circle Type Needed			
	DVD or VHS Player	\$58.50	\$70.20	
	26" Flat Screen, DVD & VHS Player, on 54" Draped Cart Pkg	\$301.50	\$361.80	
	27" CRT Monitor-DVD Player Combo (sits on table top...for stands see presentation support)	\$202.50	\$243.00	
	DV CAM Player/Recorder	\$270.00	\$324.00	
	Visualizer / Document Camera (Overhead Transparencies to video)	\$270.00	\$324.00	
	35mm Slide to Video Converter	\$495.00	\$594.00	



COMPUTERS

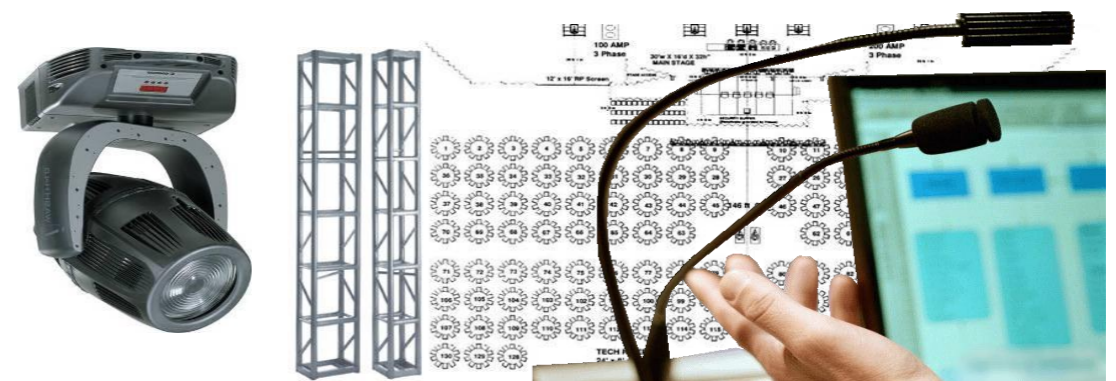
	Basic Presentation Laptop + Not For Internet Access +	\$125.00	
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+ For Computer rentals connected to the internet at the Sacramento Convention Center, please contact the venue's exclusive telecommunications provider, Wombo Incorporated at: 916-492-9710 OR sac-info@wombo.com



PRESENTATION SUPPORT

Qty.		*PRE-SHOW RATE	On Site Rate	TOTAL
	6' Tripod Screen w/Cart or Stand	\$67.50	\$81.00	
	Please Circle Type Needed			
	7' or 8' Tripod Screen w/Cart or Stand	\$72.00	\$86.40	
	Flip Chart Easel, Pad & Pen	\$31.50	\$37.80	
	Overhead Transparency Projector	\$36.00	\$43.20	
	Please Circle Type Needed			
	34" or 54" Cart / Stand	\$40.50	\$48.60	
	Wireless USB PowerPoint Remote	\$67.50	\$81.00	



EVENT PRODUCTION AND CONFERENCE MANAGEMENT

Corporate Staging & Events is a full service live event production company. We specialize in conferences, conventions, and the management of live corporate events. CSE specializes in production quality Audio, Lighting, Video, Scenic Staging, and Content Management. This form was designed in order to assist the attendees our events which contain an exhibition element and for last minute on-site direct-bill clients. If you require services not listed on this menu of most frequently requested exhibitor items, or your needs are more complex, please call us at the number below and one of our project managers will be happy to consult with you and generate a custom order.

www.corporate-staging.com
877-789-SHOW

ALL ORDERS MUST BE PREPAID. PLEASE SEE PAGE 2 FOR ORDERING AND PAYMENT INFORMATION

INSTRUCTIONS:

Please fill in the information below, sign your order, and fax it to the number listed below. Please remember to call to verify your order was received!

CONTACT INFORMATION

Ordered By	Phone

Show or Event And Exhibitor/ Booth Name

BILLING ADDRESS - REQUIRED FOR ALL ORDERS

* No orders will be processed without a specific "Set-By" OR "Removal" Time AND Date

Street Address & Building or Suite

City	State	zip code

()	()
Phone	Fax

Email Address

Booth Number	Room or Hall

SET BY (Date & Time) * BOTH REQUIRED	REMOVAL (Date & Time) * BOTH REQUIRED


On Site Contact Name	On Site Contact Cell Phone number

METHOD OF PAYMENT

Company Check++
REQUIRES GUARANTEE CREDIT CARD


MasterCard


Visa


AMEX

Equipment Total:

X Quantity of Days Used:

DAYS USED : Rentals are per-room, per-day. If equipment is moved from one room to another, this counts as another rental day. Otherwise, "Quantity of Days Used" are calculated from set-by date to removal date (Example: Set-Up 1/1/13, Removal 1/3/13 = 3 rental days). CSE may be able to set-up your equipment the day prior based on our schedule, but if you REQUIRE day prior set-up, it will count as a rental day.

+ ** Delivery Fee:

***GRAND TOTAL:

***To Calculate Grand Total :
Multiply Grand Total x Days Used,
then add delivery fee.

Credit Card Number

Card Expiration Date	Card Security Code (CVV2 or CID)

Name on Card (please print)

X Signature of Cardholder

** Delivery fee includes: Standard delivery, installation, and removal at the anchor venue for the show named above. Additional charges may apply for custom installations or deliveries to other venues than the event's anchor venue. Rental and labor costs guarantee equipment to be set 1 hour prior to "set-by" time. Additional charges may apply for earlier set-ups.

*** 72 hour prior cancellation required to avoid charges. Cancellations must be confirmed by an authorized Corporate Staging and Events Account Manager.

++ Payable to: **Corporate Staging & Events**
1030 15th Street, Suite 100
SACRAMENTO, CA 95814

COMPANY CHECKS REQUIRE A CREDIT CARD NUMBER FOR GUARANTEE!

FAX PAYMENT INFORMATION & FORM TO:

Fax (916) 379-5285

Please Call at 877-789-SHOW to verify that we have received your fax!

X Above signature indicates acceptance of responsibility for any loss, damage, or theft up to and including the full replacement value of the rented equipment and any freight or labor charges associated with the replacement cost. This custom price schedule is intended for use only by registered attendees of the event named above and the party named under "Billing Address." Corporate Staging & Events seeks to protect our customers' confidential information, and moreover strictly **FORBIDS THE DISTRIBUTION OF THE ENCLOSED TRADE SECRET PRICING INFORMATION TO POTENTIAL COMPETITORS**. Failure to adhere to this legal privacy policy will be subject to prosecution under the fullest extent of the law. All information contained herein, including but not limited to pricing, graphic data, and intellectual property is exclusively the property of Corporate Staging & Events. Duplication, distribution, dissemination, or alteration of the aforementioned information by any party is hereby prohibited without the expressed written consent of an authorized Corporate Staging & Events officer. (c) 12/14/11 Corporate Staging & Events All Rights Reserved.

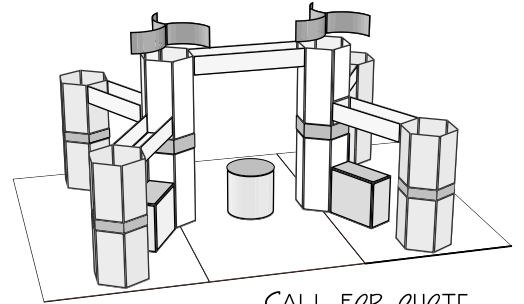
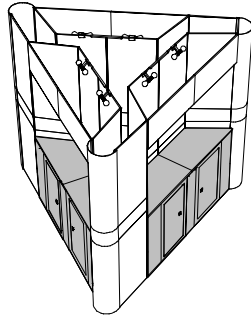
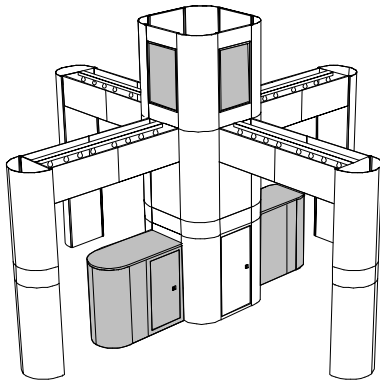


For questions. Please call us at: **877-789-SHOW**

DISPLAY RENTALS

BY CREATIVE EXHIBIT SYSTEMS

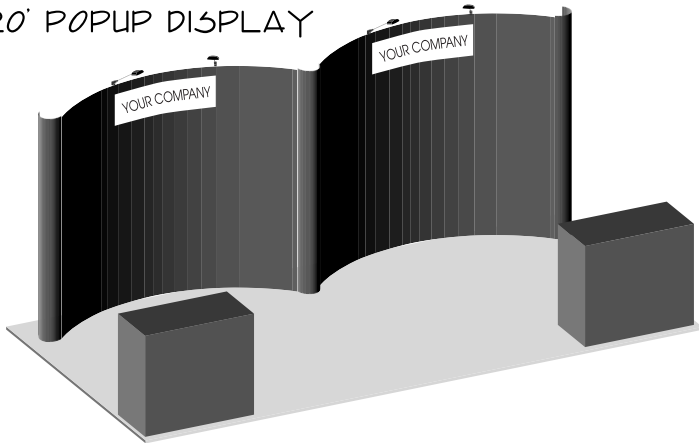
Set-up & tear down service available



CALL FOR QUOTE

Creative Exhibit Systems offers a wide variety of exhibits, graphics and accessories to meet all your trade show needs. From a complete 20' x 30' island to a simple table-top display, we can handle it all. For best selection, call today to arrange a showroom tour - 916 920-1388.

20' POPUP DISPLAY



- Available in Grey, Black, Dark Blue
- 2 -60" x 10" company name signs- add \$100.00
- 4 Shipping cases - UPS/FedEx shippable

20' Rental Rates	
1 day - \$500	2 days - \$700
3 days - \$900	4 days - \$1100
5 - 7 days - \$1300	
Refundable Deposit - \$1000	

Optional counters - \$75.00 each

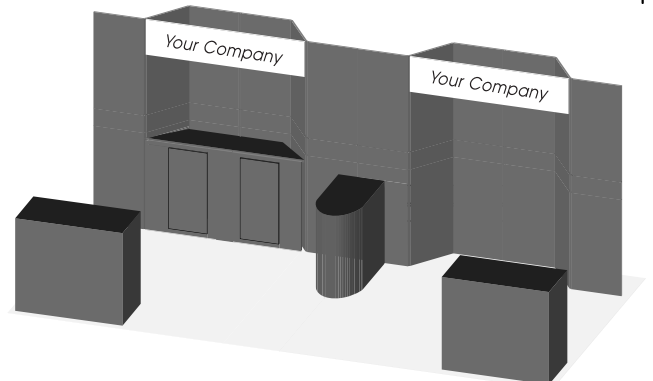
GRAPHICS

- SIGNS
- TRANSPARENCIES
- BANNERS
- PHOTO PRINTS

ACCESSORIES

- LIGHTS
- TABLE COVERS
- COUNTERS
- BROCHURE HOLDERS

20' PANEL DISPLAY



- Available in Grey, Black, Dark Blue, Teal, Green
- 2 -70" x 16" backlit headers with your company name - add \$100.00
- 4 Shipping cases - UPS/FedEx shippable



CREATIVE
EXHIBIT
SYSTEMS

(916) 920-1388 PH
(916) 920-1389 FAX
www.creativeexhibits.com

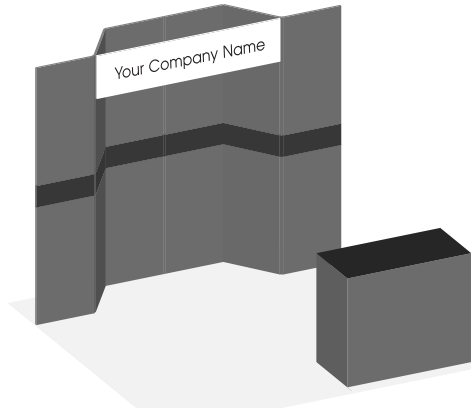
1767 Tribute Road
Suite C
Sacramento, CA 95815

• DISPLAY SYSTEMS
• RENTALS
• GRAPHICS

DISPLAY RENTALS

BY CREATIVE EXHIBIT SYSTEMS

10' PANEL DISPLAY

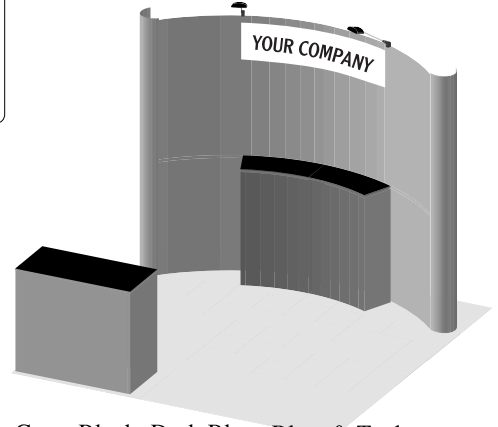


- Available in Grey, Black, Dark Blue, Teal, Green
- 70" x 16" backlit header with your company name - add \$50.00
- 2 Shipping cases - UPS/FedEx shippable

10' Rental Rates	
1 day - \$250	2 days - \$350
3 days - \$450	4 days - \$550
5 - 7 days - \$650	
Refundable Deposit - \$500	

Optional counters - \$75.00 each

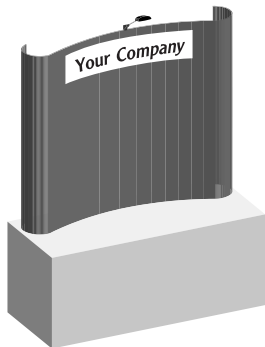
10' POPUP DISPLAY



- Available in Grey, Black, Dark Blue, Blue, & Teal
- 60" x 10" company name sign - add \$50.00
- 2 Shipping cases - UPS/FedEx shippable

The displays shown here are only a portion of our display rental fleet. There are a variety of display styles, colors and accessories from which to choose. Please call for more information - 916 920-1388.

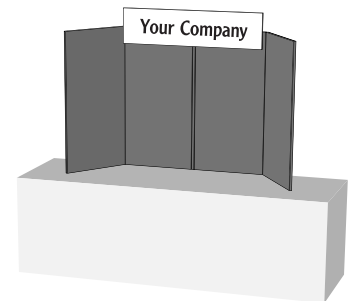
6' TABLE-TOP DISPLAYS



- Available in Dark Blue, Black
- 48" x 10" company sign - add \$25.00
- 1 Shipping case - UPS/FedEx shippable

(The draped table is not included in the table-top rental)

Table-top Rental Rates	
1 day - \$125	2 days - \$175
3 days - \$225	4 days - \$275
5 - 7 days - \$325	
Refundable Deposit - \$250	



- Available in Grey, Black, & Green
- 44" x 11" backlit header with your company name - add \$25.00
- 1 Shipping case - UPS/FedEx shippable

GRAPHICS

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- LIGHTS
- TABLE COVERS
- COUNTERS
- BROCHURE HOLDERS



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PLANTS

by Muranaka

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 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	
	DISCOUNT FROM LIST PRICES.	7.75% TAX	
		GRAND TOTAL	\$

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