



**service contractors
conventions & expositions**

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

Sacramento Stage Lighting is pleased to be the official service contractor for the:

***Fresno Fall Home Improvement Show
November 3rd, 4th, 5th, 2023
at the Fresno Fairgrounds***

BOOTH SPECIFICATIONS

- Ⓢ Each 10'x10' booth will be provided with the following:
 - Ⓢ 8' high backwall and 3' high side dividers, draped in blue.

ELECTRICAL SERVICE

- Ⓢ Each booth is provided with one 500 watt electrical outlet. If your exhibit requires more than the provided electrical service please complete and return the Electrical Order Form from this kit.
- Ⓢ All outdoor exhibits will be required to have an inspection by the on-site electrician prior to show opening. All 208v spa installations done by the exhibitor will be charged a \$100.00 electrical installation fee. (This fee is on the Electrical Order Form)

PIPE FRAMES AND ADDITIONAL DRAPING

- Ⓢ Bare pipe frames and additional 8' high draping are available on the Furniture Order Form included in this kit.
- Ⓢ Please *do not* strip the existing drape from the booth backwall or siderails in order to use the bare pipe for your display items on site.
- Ⓢ There is a seven pound total weight limit for hanging items on the pipe and drape frame, additional weight may cause the frame to become unstable.

PAYMENT

- Ⓢ Payment in full must be submitted with all orders. Emailed must be accompanied by the completed credit card charge authorization form.
- Ⓢ **Any orders received, *with payment*, by October 20th, are entitled to the discount prices on booth furnishings, carpet, and additional electrical service.**

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

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



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SHOW INFORMATION AND DUE DATES

Fresno Fall Home Improvement Show
November 3rd - 5th, 2023
Fresno Fairgrounds

EXHIBITOR MOVE-IN:

Thursday, November 2nd, 2023
8:00 a.m. – 8:00 p.m.

SHOW HOURS:

Friday, November 3rd, 2023
10:00 a.m. – 5:00 p.m.

Saturday, November 4th, 2023
10:00 a.m. – 5:00 p.m.

Sunday, November 5th, 2023
10:00 a.m. – 5:00 p.m.

EXHIBITOR MOVE-OUT:

Sunday, November 5th, 2023
5:15 p.m. – 8:00 p.m.

Monday, November 6th, 2023
8:00 a.m. – 12:00 p.m.

DUE DATES & DEADLINES CHECKLIST

X	DATE	COMPANY	SERVICE	REQUIREMENTS
	October 20th	SSL	General Contractor	Discount deadline for furniture, carpet, and electrical orders



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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 Sacramento Stage Lighting 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	



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ATTENTION EXHIBITORS

Please *do not* strip the drape from the booth backwall or siderails in order to use the pipe for your exhibit or display items.

If you would like to order 8' high bare pipe frames for your display you may do so on the enclosed Furniture Order Form at a cost of \$2.50 per linear foot.

Thank you for your cooperation.





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Furniture Order Form

9dX

Description	Qty	Discount Price	Regular Price	Amount	Description	Qty	Discount Price	Regular Price	Amount
SKIRTED DISPLAY TABLES 24" WIDE X 30" HIGH					CHAIRS AND STOOLS				
If no color is selected, we will match the show colors					Upholstered side chair				
Select Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Purple					Grey plastic contour chair				
4' table, Skirted 4 sides					Grey plastic folding chair				
6' table, Skirted 3 sides					Padded counter stool				
8' table, Skirted 3 sides									
4th side skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8')									
Deduct 25% for UNKSIRTED table: < >									
SKIRTED DISPLAY COUNTERS 24" WIDE X 40" HIGH					ACCESSORIES				
If no color is selected, we will match the show colors					Literature rack				
Select Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Purple					Bag/Coat Stand <input type="checkbox"/> Slant <input type="checkbox"/> Straight				
4' counter, Skirted 4 sides					Retractable stanchion w/ 7' belt				
6' counter, Skirted 3 sides					Wastebasket				
8' counter, Skirted 3 sides									
4th side skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8')									
Deduct 25% for UNSKIRTED counter: < >									
TABLETOP RISERS 12" WIDE X 12" HIGH					DISPLAY STANDS & BOARDS				
4' Riser, with white cover					Easel				
6' Riser, with white cover					Chrome sign stand, 22"x28" vertical				
8' Riser, with white cover					4'X8' bulletin board				
					Double faced, Velcro receptive, Grey <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				
					4'x8' pegboard				
					Single faced, woodgrain <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				
					1m wide x 8' high display board				
					Double faced, Velcro receptive, Grey, Accommodates graphics up to 36"w x 84"h				
MEETING & ACCENT TABLES					CUSTOM BOOTH DRAPING & BARE PIPE FRAMES				
40" dia. x 30" high starbase table					Select Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green				
40" dia. X 40" high starbase table					8' high drapes (per linear foot)				
Optional linen for starbase table					3' high drapes (per linear foot)				
Linen Selection: <input type="checkbox"/> 30" high table <input type="checkbox"/> 40" high table <input type="checkbox"/> Black <input type="checkbox"/> White					8' high bare pipe frame (per linear foot)				
30" dia. X 40" tall hiboy with linen					3' high bare pipe frame (per linear foot)				
Linen Color: <input type="checkbox"/> Black <input type="checkbox"/> White									
Daily linen change for any of the above									
Linen Selection: <input type="checkbox"/> 30" high table <input type="checkbox"/> 40" high table <input type="checkbox"/> Black <input type="checkbox"/> White									
30" dia. x 30" high bistro table									
24"x36"x30" side table									
24"x24"x30" side table									
24"x36"x17" cocktail table									
17"x17"x17" cocktail table									
MISCELLANEOUS SPECIAL REQUESTS (Call for availability / rates)					PAYMENT POLICY: To obtain the discount price we must receive your order, with payment, no later than fourteen (14) days prior to the first show day.				
					Qualified Discount Total _____				
					Regular Total _____				

EXHIBITOR _____ SHOW _____ BOOTH# _____

PHONE _____ E-MAIL _____

CONTACT NAME _____ ORDER DATE _____

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



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Carpet Order Form

9d10

STANDARD SIZE BOOTH CARPET

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

SELECT CARPET COLOR: Red Blue Black Grey Green Pepper

Size	Qty	Disc Price	Reg Price	Amount	Size	Qty	Disc Price	Reg Price	Amount
10' x 10'		\$130.00	\$150.00		9' x 10'		\$110.00	\$137.50	
10' x 20'		\$260.00	\$380.00		9' x 20'		\$220.00	\$275.00	
10' x 30'		\$440.00	\$570.00		9' x 30'		\$330.00	\$412.50	
10' x 40'		\$580.00	\$760.00						

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

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

ADDITIONAL TAPING

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

Description	Qty	Discount price	Regular price	Amount
Additional taping per foot		\$.55/ft.	\$.65/ft.	

CUSTOM CUT TO FIT CARPET

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

SELECT CARPET COLOR: Red Blue Black Grey Green Pepper

Description	Qty	Discount price	Regular price	Amount
Size _____ x _____ Cut to fit carpeting	_____ sq. ft.	\$1.85/sq. ft.	\$2.65/sq. ft.	

CARPET PADDING

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

Description	Qty	Discount price	Regular price	Amount
Size _____ x _____ Single layer padding	_____ sq. ft.	\$.80/sq. ft.	\$1.10/sq. ft.	
Size _____ x _____ Double layer padding	_____ sq. ft.	\$1.50/sq. ft.	\$2.10/sq. ft.	

PROTECTIVE PLASTIC COVERING

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

Description	Qty	Discount price	Regular price	Amount
Size _____ x _____ Plastic Covering	_____ sq. ft.	\$.40/sq. ft.	\$.60/sq. ft.	

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

Qualified Discount Total _____

Regular Total _____

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

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



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Electrical Order Form

SCA717A

120 VOLT ELECTRICAL OUTLETS

Power Required	Qty	Discount Price	Regular Price	Amt
Duplex Outlet up to 500 watts or 5 amps		\$70.00	\$100.00	
Duplex Outlet up to 1000 watts or 10 amps		\$95.00	\$125.00	
Duplex Outlet up to 1500 watts or 15 amps		\$120.00	\$175.00	
Duplex Outlet up to 2000 watts or 20 amps		\$160.00	\$210.00	

ELECTRICAL PLACEMENT

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

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

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

Special Distribution / Under Carpet Installation Required?

YES NO

SUPPLEMENTAL LIGHTING

Description	Qty	Discount Price	Regular Price	Amt
150 watt floodlight on stanchion*		\$70.00	\$100.00	
Double 150w floodlight on stanchion*		\$100.00	\$150.00	
1000 watt overhead floodlight**		\$250.00	\$320.00	

* In-line booths only

**Not available in some locations, additional rigging charges apply

MATERIALS

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

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

208 VOLT POWER & MOTOR ELECTRICAL SERVICE

Power Required	Qty	208v / 1Ø		208v / 3Ø		Amount
		Disc Price	Reg Price	Disc Price	Reg Price	
20 amps or 2 H.P.		<input type="checkbox"/> \$215.00	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$285.00	<input type="checkbox"/> \$370.00	
30 amps or 2 H.P.		<input type="checkbox"/> \$320.00	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$520.00	
50 amps or 3 H.P.		<input type="checkbox"/> \$410.00	<input type="checkbox"/> \$515.00	<input type="checkbox"/> \$505.00	<input type="checkbox"/> \$655.00	
amps (see below)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional service options are available by quote.

Double electric rates for outlets requiring 24-hour service.

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

ELECTRICAL LABOR RATES

Standard / Ground Labor
 \$75.00/hr. ST
 \$112.50/hr. OT

PAYMENT POLICY: To obtain the discount price we must receive your order, with payment, no later than **October 20th.**

Electrical Service \$ _____
 Standard Labor \$ _____
 208v inspection fee \$100.00 \$ _____
 Materials (if required) \$ _____
ORDER TOTAL \$ _____

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

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

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

Electrical Conditions and Regulations

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