



service contractors--conventions & expositions

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

Dear Exhibitor:

We are pleased to announce that we have been selected as the official service contractor for the

**WESTERN STATES HORSE EXPO**  
**June 11 - 13, 2010**  
**at Cal Expo**

**SERVICE FORMS**

Enclosed please find order forms for furniture, electrical and other services you may require. If you wish to place an order for equipment or services, please fill out the forms completely and return, with payment, to our office.

**ELECTRICAL SERVICE**

Electrical service is not included with your exhibit space. Building utility outlets and outdoor electrical panels are not part of your exhibit space and may not be accessed directly by any exhibitor. If you require electrical service for your exhibit or demonstration items please return the Electrical order form from this packet. **Orders received, with payment, by June 1, are eligible for the 25% discounted price.**

**MATERIAL HANDLING**

Cal Expo has no facilities for receiving and handling advance shipments. If you would like to ship materials for the show please return the Material Handling order form from this packet. Refer to the Material Handling Instructions sheet for more information. Inbound freight must be shipped PREPAID and labeled per the instructions shown. Refer to the rate schedule on the order form to determine the charges for handling your shipment. **Please ship materials to arrive no later than June 3.**

**FORKLIFT SERVICE**

Forklift service will be available on an hourly basis to outdoor vendors. Please refer to the Forklift Service Order in this kit for more information.

**ADDITIONAL ITEMS AND SERVICES**

Modular exhibits and plants are also available; please refer to the enclosed forms for these items and services. Any orders or payments for these services should be forwarded directly to the company providing the service. Telephone lines may be ordered through AT&T Temporary Services by calling (800) 339-3204.

**PAYMENT**

Payment is required when all orders are placed. Orders may be faxed if accompanied by a completed payment policy/credit card authorization form. If you must add to your order, or if you are a late registrant, you may order at the show site. Please be prepared to pay with cash, check, or for your convenience, VISA, MasterCard or American Express. Please note that a \$25.00 fee will be charged for declined credit cards and returned checks. **Any mailed or faxed orders received, with payment, by June 1, are entitled to the discount price.**

**QUESTIONS AND ADJUSTMENTS**

Any questions or concerns regarding items or services ordered **MUST BE REPORTED** to the STL service desk at the show, or by phoning our office at (916) 447-5000 prior to show opening. Your problem will be solved and/or any valid adjustment will be made to your account at that time. **CREDITS AND ADJUSTMENTS WILL NOT BE MADE BASED ON SUCH INFORMATION RECEIVED AFTER THE SHOW OPENS**

**IF YOU HAVE ANY QUESTIONS OR SPECIAL NEEDS AND REQUIREMENTS, PLEASE CALL AN EXHIBITOR SERVICE REPRESENTATIVE AT OUR OFFICE. WE ARE DEDICATED TO ASSISTING YOU IN MAKING THIS A MOST SUCCESSFUL SHOW.**



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**SHOW INFORMATION AND DUE DATES**

**WESTERN STATES HORSE EXPO**

*June 11 - 13, 2010  
 at Cal Expo*

**EXHIBITOR MOVE-IN:**

**Monday, June 7, 2010 – Yellow Group**  
 The Ranch spaces greater than 400 sq. ft.  
 Rigs & Digs stage horse trailers in Lot D  
 11:00 a.m. – 7:00 p.m.

**Tuesday, June 8, 2010 – Green Group**  
 The Ranch spaces greater than 400 sq. ft.  
 Rigs & Digs stage horse trailers in Lot D  
 9:00 a.m. – 7:00 p.m.\*

*\*All barn structures must be completed by 7:00 p.m.*

**Wednesday, June 9, 2010 – Red Group**  
 The Ranch 400 sq. ft. or less  
 Rigs & Digs place trailers  
 (Except North side of Bldg. A)  
 8:00 a.m. – 7:00 p.m.

**Thursday, June 10, 2010 – Blue Group**  
 Rigs & Digs finish placing trailers, All Horses  
 Bark Avenue and Truck Display  
 8:00 a.m. – 9:00 p.m.

**SHOW HOURS:**

**Friday, June 11, 2010**  
 9:00 a.m. – 7:00 p.m.

**Saturday, June 12, 2010**  
 9:00 a.m. – 7:00 p.m.

**Sunday, June 13, 2010**  
 10:00 a.m. – 5:00 p.m.

**EXHIBITOR MOVE-OUT:**

**Sunday, June 13, 2010**  
 5:00 p.m. – 12:00 Midnight

**Monday, June 14, 2010**  
 8:00 a.m. – 12:00 Noon

**DUE DATES & DEADLINES CHECKLIST**

<b>X</b>	<b>DATE</b>	<b>COMPANY</b>	<b>SERVICE</b>	<b>REQUIREMENTS</b>
	June 1	<b>STL, Ltd.</b>	General Contractor	Discount deadline for furniture & electrical orders
	June 1	Plants by Muranaka	Plant and Floral Rental	Deadline for 10% discount on advance orders
	June 1	Creative Exhibit Systems	Modular displays	Deadline to reserve a modular exhibit
	June 3	<b>STL, Ltd.</b>	Drayage contractor	Last day for advance shipments to be received at the STL warehouse.



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

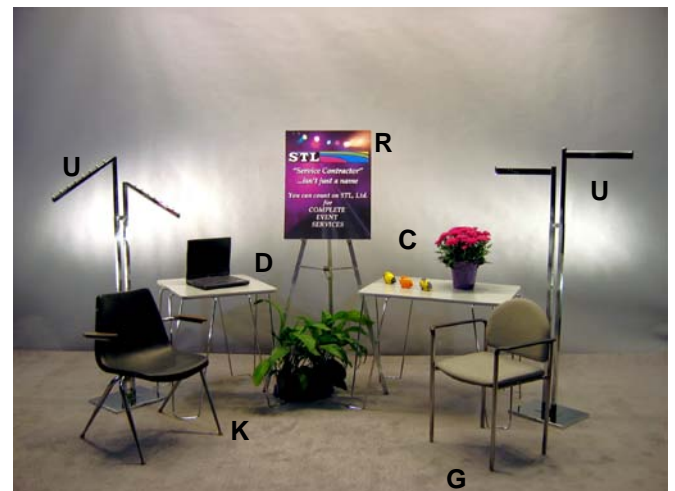
- I** Grey contour chair
- J** Black plastic side chair
- M** Black padded counter stool
- N** Draped display table
- O** Draped display counter
- S** 22"x28" vertical sign stand
- T** Literature rack



- E** 24"x36"x17" cocktail table
- H** Upholstered counter stool
- L** Black padded lounge chair
- Q** 30" diameter x 40" high cocktail round



- C** 24"x36"x30" side table
- D** 24"x24"x30" side table
- G** Upholstered arm chair
- K** Black plastic arm chair
- R** Easel
- U** Bag holder/Coat tree





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## Furniture Order Form

## X9a

Qty	Description	Discount Price	Regular Price	Amount	Qty	Description	Discount Price	Regular Price	Amount
<b>GREY/CHROME EXECUTIVE FURNISHINGS</b>					<b>DRAPED DISPLAY TABLES 24" WIDE X 30" HIGH</b>				
	40" dia. x 30" high starbase table (A)	135.00	170.00		If no color is selected, we will match the show colors				
	40" dia. X 40" high starbase table (B)	160.00	195.00		Select Color: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black				
	24"x36"x30" side table (C)	60.00	70.00		<input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
	24"x24"x30" side table (D)	50.00	60.00			4' table, Draped 4 sides (N)	65.00	80.00	
	24"x36"x17" cocktail table (E)	40.00	50.00			6' table, Draped 3 sides	80.00	100.00	
	Upholstered side chair (F)	65.00	80.00			8' table, Draped 3 sides	100.00	110.00	
	Upholstered arm chair (G)	70.00	85.00			4th side draping (6' or 8')	30.00	40.00	
	Upholstered counter stool (H)	75.00	90.00		<b>DRAPED DISPLAY COUNTERS 24" WIDE X 40" HIGH</b>				
<b>STANDARD CHAIRS AND STOOLS</b>					If no color is selected, we will match the show colors				
	Grey plastic contour chair (I)	40.00	50.00		Select Color: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black				
	Black plastic side chair (J)	35.00	45.00		<input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
	Black plastic arm chair (K)	40.00	50.00			4' counter, Draped 4 sides (O)	75.00	90.00	
	Black padded lounge chair (L)	45.00	60.00			6' counter, Draped 3 sides	90.00	110.00	
	Black padded counter stool (M)	55.00	65.00			8' counter, Draped 3 sides	110.00	130.00	
<b>ACCESSORIES</b>						4th side draping (6' or 8')	35.00	45.00	
	30" dia. X 40" high cocktail round (Q)	110.00	150.00		<b>TABLETOP RISERS 12" WIDE X 12" HIGH</b>				
	Linen Color: <input type="checkbox"/> Black <input type="checkbox"/> White					4' Riser, with white cover	30.00	35.00	
	24"x36"x17" woodgrain cocktail table	35.00	45.00			6' Riser, with white cover	35.00	40.00	
	Easel (R)	30.00	45.00			8' Riser, with white cover	40.00	45.00	
	Chrome sign stand, 22"x28" vertical (S)	50.00	70.00		<b>SPECIAL DRAPING</b>				
	Literature rack (T)	85.00	100.00		SELECT COLOR: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black				
	Bag holder/Coat tree (U)	60.00	80.00		<input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
	Wastebasket	15.00	18.00			8' high drapes (per linear foot),Installed	5.00/ft.	8.00/ft.	
<b>DISPLAY PANELS</b>						3' high drapes (per linear foot),Installed	3.50/ft.	5.00/ft.	
	4'X8' bulletin board (P)	60.00	90.00		<b>PAYMENT POLICY</b>				
	Double faced, Velcro receptive, Grey				To obtain the discount price, full payment must be included				
	<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				with your order and must be received no later than ten days				
	4'x8' pegboard	60.00	90.00		prior to show opening.				
	Single faced, woodgrain								
	<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical								
<b>MISCELLANEOUS SPECIAL REQUESTS</b>					Qualified Discount Total _____				
(Call for availability / rates)					Regular Total _____				

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

ADDRESS \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_ ORDER DATE \_\_\_\_\_

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

AUTHORIZED \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**CANCELLATION CHARGE:** Items ordered and delivered to booth but subsequently cancelled are subject to 50% of the above charges to cover labor involved.



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**WSHE Electrical Order Form**

STANDARD 120 VOLT ELECTRICAL OUTLETS					LIGHTING				
QTY	POWER REQUIRED	Discount Price	Regular Price	AMT	QTY	ITEM DESCRIPTION	Discount Price	Regular Price	AMT
	Duplex Outlet up to 500 watts or 5 amps	\$65.00	\$85.00			150 watt floodlight on stanchion*	\$45.00	\$60.00	
	Duplex Outlet up to 1000 watts or 10 amps	\$85.00	\$115.00			Double 150w flood on stanchion*	\$64.00	\$85.00	
	Duplex Outlet up to 1500 watts or 15 amps	\$110.00	\$137.50			300 watt floodlight on stanchion*	\$56.00	\$75.00	
	Duplex Outlet up to 2000 watts or 20 amps	\$125.00	\$155.00			500 watt flood hanging overhead**	\$82.50	\$110.00	
<b>Above Duplex Outlets provided are standard type straight blade 3-wire grounding NEMA #5-20R</b>						1000 watt flood hanging overhead**	\$97.50	\$130.00	
<b>MATERIALS</b>					<b>Above prices include power and installation.</b>				
	25' Edison extension cord	\$12.00	\$16.00		* In-line booths only				
	Power Strip (not surge protected)	\$20.00	\$30.00		** Not available in some locations, additional rigging charges may apply				

**POWER & MOTOR ELECTRICAL PANELS**

*The following service includes a panel with a circuit breaker disconnect or fuse disconnect & will require labor & materials for final connection to exhibitor's equipment. Refer to separate Labor order for prevailing rates.*

IMPORTANT: Please check  voltage/phase requirements

**POWER REQUIRED**

QTY		208v 1Ø		208v 3Ø		AMOUNT
		DISC PRICE	REG PRICE	DISC PRICE	REG PRICE	
	5 amps or ¼ H.P.	N/A	N/A	N/A	N/A	
	10 amps or ½ H.P.	<input type="checkbox"/> \$124.00	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$169.00	<input type="checkbox"/> \$225.00	
	15 amps or 1 H.P.	<input type="checkbox"/> \$154.00	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$199.00	<input type="checkbox"/> \$265.00	
	20 amps or 2 H.P.	<input type="checkbox"/> \$191.00	<input type="checkbox"/> \$255.00	<input type="checkbox"/> \$259.00	<input type="checkbox"/> \$345.00	
	30 amps or 3 H.P.	<input type="checkbox"/> \$232.50	<input type="checkbox"/> \$310.00	<input type="checkbox"/> \$307.50	<input type="checkbox"/> \$410.00	
	40 amps or 5 H.P.	<input type="checkbox"/> \$266.00	<input type="checkbox"/> \$355.00	<input type="checkbox"/> \$356.00	<input type="checkbox"/> \$475.00	
	50 amps or 6 H.P.	<input type="checkbox"/> \$304.00	<input type="checkbox"/> \$405.00	<input type="checkbox"/> \$409.00	<input type="checkbox"/> \$545.00	

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

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

**Note: Some RVs and Trailers require 30 amps 120v service. Deduct 25% from 208v 1Ø pricing.**

PAYMENT POLICY	Electrical Service	\$
<p>A labor charge is assessed on outdoor service based on your location, with a one hour minimum charge of \$60.00. Some locations will require additional labor and are subject to additional charges in one-half hour increments.</p> <p>In order to qualify for the "Discount Price" we must receive your order, with payment, by June 1.</p>	Labor @ \$60.00/hour	\$ _____
	_____ Hours estimate	\$ _____
	Materials, if required	\$ _____
	<b>TOTAL</b>	<b>\$ _____</b>

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

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

## Electrical Conditions and Regulations

1. Advance orders must be received, *with payment*, by June 1, 2010 to qualify for the discount price.
2. *The charge for outlets will be made on the basis of maximum wattage in use at the time of inspection.*
3. The charge for 24 hour service is double the normal rate.
4. The minimum outlet for dedicated electrical line for computers is 2000 watts or 20 amps.
5. **Building utility outlets are not part of booth space and are not to be used by the exhibitors unless specifically designated by STL, Ltd.**
6. All exhibitors' equipment shall meet N.E.C. and be clearly labeled as to type of current, voltage, phase, cycle, horsepower, etc.
7. All equipment, regardless of source of power, must comply with all federal, state, and city safety codes.
8. The use of open clip sockets, latex or lamp cord wire is prohibited.
9. Under no circumstances shall anyone other than "house electrician" make special or direct wiring electrical connections.
10. All material and equipment furnished by STL, Ltd. for this service order shall remain the property of STL, Ltd. and shall be removed only by STL, Ltd. at the close of the show.
11. All exhibitors' cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. All power and motor outlets over 3 HP or 20 amps, must have magnetic starters and disconnecting switch furnished by the exhibitor. **Local ordinances prohibit more than two (2) connections per outlet box.**
12. **All outlets will be installed on the floor near the center backwall of the booth.**
13. **Rates quoted for all connections cover only bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Any special or direct wiring will be done on a time plus materials basis.**
14. **Island and peninsula space exhibitors should provide diagrams indicating location of outlets. Labor charges may apply to these booths.**
15. Claims/complaints will not be considered unless filed by exhibitor prior to close of exposition.
16. Credit will **NOT** be given for outlets or lights installed and not used.
17. Unauthorized use of power not paid for will result in shut-down of electrical service.
18. STL, Ltd. is not responsible for voltage fluctuations or power failure because of temporary conditions.



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## Sign Hanging/Rigging Order Form

# A

### HANGING SIGN RATES

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

MINIMUM INSTALLATION/REMOVAL: \$185.00/HOUR

Overhead signs *should be shipped in advance* and clearly labeled "HANGING SIGN". Installation of signs received on site will be done on a "first-come, first-serve" basis.

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

- 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.
- For any sign requiring electrical service a separate power source, electrical labor and materials must be ordered, in advance, on the enclosed Electrical order form.

### DESCRIPTION OF SIGN

**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 to the right 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 \_\_\_\_\_

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

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

#### FRONT OF BOOTH

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

### FORKLIFT RIGGING RATES

**RATES INCLUDE FORKLIFT AND OPERATOR ONLY, ONE HOUR MINIMUM**

\$65.00/HOUR STRAIGHT TIME \$85.00/HOUR OVERTIME

Exhibitors requiring forklifts to assemble displays should estimate their needs below. Start times can be guaranteed for advance orders only. Please check in at the STL service Center 15 minutes to 1/2 hour before your requested start time. Labor cancelled without 24 hour notice, or failure to call for workers at the requested time will result in a one hour "No Show" charge.

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

Describe work to be done:

**PAYMENT POLICY: A completed Payment Policy/ Credit card authorization must accompany all orders.**

<b>INSTALL SUBTOTAL</b>	\$	_____
<b>DISMANTLE SUBTOTAL</b>	\$	_____
<b>MATERIALS</b>	\$	_____
<b>TOTAL</b>	\$	_____

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

**ADDRESS** \_\_\_\_\_ **ORDER DATE** \_\_\_\_\_

**CITY, STATE & ZIP** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**AUTHORIZED** \_\_\_\_\_  
Signature \_\_\_\_\_ Print Name \_\_\_\_\_



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# Sign & Banner Order Form

# G\*

Please submit copy or design on separate page. Layout is at the discretion of STL unless specific instructions are included with order. STL will provide a proof prior to production.

## FULL COLOR GRAPHICS

The following prices are for digital signs and graphics, mounted and gloss laminated on foam core. Large format prints and logo reproduction are also available. Digital files must be provided to STL specifications. A computer charge of \$65.00/hr will be added if files need to be made workable.

If compatible artwork cannot be provided STL will design graphics @ \$65.00/hr.

Gatorboard and other substrates are available by quotation.

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	8½" X 11"	\$20.00	_____
_____	14" X 22"	\$40.00	_____
_____	22" X 28"	\$75.00	_____
_____	24" X 36"	\$90.00	_____
_____	28" X 44"	\$125.00	_____
_____	36" X 48"	\$160.00	_____
_____	40" X 90"	\$325.00	_____
_____	48" X 96"	\$385.00	_____
_____	Easel backs	\$5.00	_____
		<b>LABOR (if required) \$</b>	_____
		<b>OTHER \$</b>	_____
		<b>GRAPHICS SUBTOTAL \$</b>	_____

## VINYL LETTERED SIGNS

Produced on cardstock. Listed sizes include 10 words per sign. Each additional word is \$1.50. Above signs include up to two vinyl colors. Double-sided signs are charged as two signs.

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	_____
_____	7" x 44" I.D. style sign with black printed letters	\$10.00	_____
_____	Easel backs	\$5.00	_____
		<b>Additional words @ \$1.50/each \$</b>	_____
		<b>Substitute foamcore - Add 20% \$</b>	_____
		<b>VINYL SIGN SUBTOTAL \$</b>	_____

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.**

## VINYL BANNERS

Standard banners include up to ten words of one or two color copy on white banner material with grommets top and bottom. (Pipe pockets available - call for quote)

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	2' x 10'	\$100.00	_____
_____	3' x 10'	\$150.00	_____
_____	3' x 20'	\$300.00	_____
		<b>Additional words @ \$1.50/each \$</b>	_____
		<b>Pipe pockets (if required) \$</b>	_____
		<b>VINYL BANNER SUBTOTAL \$</b>	_____

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

- BLUE    BLACK    TEAL    BURGUNDY
- PURPLE    YELLOW    RED

## ORDER CALCULATION

<b>FULL COLOR GRAPHICS SUBTOTAL</b>	\$	_____
<b>VINYL LETTERED SIGN SUBTOTAL</b>	\$	_____
<b>VINYL BANNER SUBTOTAL</b>	\$	_____
<b>*30% LATE CHARGE</b>	\$	_____
<b>8.75% SALES TAX</b>	\$	_____
<b>TOTAL</b>	\$	_____

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

ADDRESS \_\_\_\_\_ ORDER DATE \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

AUTHORIZED \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

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



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## **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.
- Cal Expo 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 as follows:

TO: (EXHIBITOR NAME) BOOTH #:  
FOR: WESTERN STATES HORSE EXPO  
C/O: STL, LTD., 950 RICHARDS BLVD., SACRAMENTO, CA 95811  
**TO ARRIVE NO LATER THAN JUNE 3, 2010**

- **Shipments will still be accepted at the warehouse after June 3 but will be subject to an additional 25% surcharge for late arrival (\$25.00 minimum).**
- Freight shipped directly to Cal Expo must be consigned to STL and scheduled for delivery no earlier than Monday, June 7. Inbound freight must be shipped PREPAID and labeled as follows:

TO: (EXHIBITOR NAME) BOOTH #:  
FOR: WESTERN STATES HORSE EXPO  
C/O: STL, LTD.  
CAL EXPO  
1600 EXPOSITION BLVD., SACRAMENTO, CA 95815  
ENTER GATE #12

**TO ARRIVE NO EARLIER THAN JUNE 7, 2010**

- **Shipments delivered to Cal Expo prior to June 7 may be refused by the facility. Freight that is received at the show site prior to June 7 is subject to an additional 25% surcharge for early arrival (\$25.00 minimum).**

## **OUTBOUND SHIPMENTS**

- For your convenience STL has designated ABF as the official carrier for this show. If you plan to use an alternate carrier, you are responsible for making arrangements with that carrier for pick-up prior to 12:00 p.m. on Monday, June 14. STL, Ltd. will be on-site to assist with such shipments. Shipments left on the show floor without proper labeling or completed outbound shipping information may be subject to additional charges.
- In the event that your designated carrier fails to check-in by 12:00 p.m. Monday or refuses to accept a shipment, STL, Ltd. reserves the right to re-route or return your shipment to our warehouse for outbound shipping on Tuesday, June 15. There is a minimum charge of \$90.00 for this service, refer to "Rate C" on the Material Handling order form for more information. We must have your completed outbound bill of lading on file in order to ship your materials. STL, Ltd. will assume no liability as a result of such re-routing or handling. All associated charges are the exhibitor's responsibility.



FOR OFFICE USE ONLY

**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****F\***

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.

**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.

**RATE C:** 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, or pad wrapped items) may also incur special handling charges.

**RATE D:** ONE PACKAGE SHIPMENT DIRECT TO SHOW SITE (**\$50.00**)  
 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 (**\$50.00 per vehicle, each service**)  
 Auto, APV and pickup trucks which do not require a forklift and can be done by one man and a dolly.

**SPECIAL SERVICES**

The foregoing rates **do not** include any erection, uncrating, skidding in booth, etc... For such services, the following rates apply and advance notice is required.

Forklift & Operator (Up to 4,000 capacity) **\$85.00 ST/ \$127.50 OT** (Over 4,000 lbs. may be subject to a daily fee)

Outbound shipments left on the show floor without proper labeling or completed outbound shipping information may be subject to additional labor charges at the prevailing rate.

**ORDER TOTALS**

<input type="checkbox"/> Total Weight of Freight-Rate A _____ # x \$60.00 per 100# (\$120/200 lb. 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 (\$25.00 minimum).</i> _____ # x 25% (\$25 min.)	\$
<input type="checkbox"/> Total Weight of Freight-Rate B _____ # x \$58.00 per 100# (\$116/200 lb. 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 (\$25.00 minimum).</i> _____ # x 25% (\$25 min.)	\$
<input type="checkbox"/> Multiple Shipment Premium _____ # x \$12.50 per 100# (\$25 min.)	\$
# Advance _____ # Direct _____	
<input type="checkbox"/> Outbound Return to Warehouse _____ # x \$15.00 per 100# (\$90/600 lb. min./per shpmt.)	\$
<input type="checkbox"/> Other Special Handling Services _____ # x \$12.50 per 100# (\$50/400 lb. min./per shpmt.)	\$
<input type="checkbox"/> Rate D _____ x \$50.00	\$
<input type="checkbox"/> Total Number of Trips-Rate E _____ x \$50.00 per trip	\$
<input type="checkbox"/> Forklift and Operator ST _____ OT _____ hours x hourly rate (1 hr. min.)	\$
<input type="checkbox"/> Additional Labor ST _____ OT _____ hours x hourly rate (1 hr. min.)	\$
<input type="checkbox"/> Stretch Wrap <input type="checkbox"/> Banding _____ pallet x \$25.00/ea. Sales Tax _____	\$
<b>TOTAL DUE:</b>	<b>\$</b>

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

ADDRESS \_\_\_\_\_ ORDER DATE \_\_\_\_\_

CITY, STATE &amp; ZIP \_\_\_\_\_ PHONE: \_\_\_\_\_

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.



# PLANTS

## by Muranaka

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

### SHORT TERM RENTAL FORM

EXHIBITOR NAME: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Name of Show: \_\_\_\_\_ Show Date: \_\_\_\_\_  
 Location of Show: \_\_\_\_\_

<u>SIZE/HGT.</u>	<u>VARIETIES OF PLANTS/QUANTITY OF EACH</u>	<u>COST</u>	<u>TOTAL</u>
6 inch pot	BOSTON FERNS ___ IVY ___ PHOTHOS ___ ASSORTED ___	\$10.00 EA	
8 inch pot	BOSTON FERNS ___ IVY ___ PHOTHOS ___ ASSORTED ___	\$20.00 EA	
6 inch pot	FLORIST MUMS – LAVENDER ___ WHITE ___ YELLOW ___	\$15.00 EA	
6 inch pot	FLORIST AZALEAS – PINK ___ RED ___ WHITE ___	\$25.00 EA	
2 foot tall	SPATHIPHYLLUM (PEACE LILY)	\$30.00 EA	
2-3 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$35.00 EA	
3-4 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$45.00 EA	
4-5 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$55.00 EA	
5-6 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$65.00 EA	
7-8 foot tall	FICUS ___	\$95.00 EA	
	FRESH FLORAL ARRANGEMENTS: \$45.00 <input type="checkbox"/> \$60.00 <input type="checkbox"/> \$75.00 <input type="checkbox"/>	\$	
	COLORS DESIRED:		
	LISTED PRICES INCLUDE, BLACK CONTAINERS, DELIVERY, SET-UP, MAINTENANCE, AND REMOVAL OF PLANTS.		
		SUB-TOTAL	\$
	ORDERS RECEIVED, WITH PAYMENT (CHECKS ONLY), 10 DAYS PRIOR TO THE FIRST SHOW DAY ARE ELIGIBLE FOR A 10%	- DISCOUNT	
		8.75% TAX	
	DISCOUNT FROM LIST PRICES.	GRAND TOTAL	\$

Company Contact: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Area Code/Phone: \_\_\_\_\_

Area Code/Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_