



**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:

***Western States Horse Expo Show  
June 7 - 9, 2024  
at the Murieta Equestrian Center***

### ***ELECTRICAL SERVICE***

- Ⓢ If your exhibit requires electrical service please complete and return the Electrical Order Form from this kit.

### ***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 May 24th, 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

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### ***Western States Horse Expo Show***

**June 7 - 9, 2024**

**at the Murieta Equestrian Center**

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#### **EXHIBITOR MOVE-IN:**

**Wednesday, June 5, 2024 8:00 a.m.- 8:00 p.m.**

**Thursday, June 6, 2024 8:00 a.m.- 8:00 p.m.**

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#### **SHOW HOURS:**

**Friday, June 7, 2024 9:00 a.m.- 6:00 p.m.**

**Saturday, June 8, 2024 9:00 a.m. – 6:00 p.m.**

**Sunday, June 9, 2024 9:00 a.m. – 5:00 p.m.**

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#### **EXHIBITOR MOVE-OUT:**

**Sunday, June 9, 2024 5:30 p.m. – 11:00 p.m.**

**Monday, June 10, 2024 7:00 a.m.– 10:00 a.m.**

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## DUE DATES & DEADLINES CHECKLIST

<b>X</b>	<b>DATE</b>	<b>COMPANY</b>	<b>SERVICE</b>	<b>REQUIREMENTS</b>
	May 24th	SSL	General Contractor	Discount deadline for furniture, carpet, and electrical orders

## CREDIT CARD AUTHORIZATION & PAYMENT POLICY

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**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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# Furniture Order Form

9dX

Description	Qty	Discount Price	Regular Price	Amount	Description	Qty	Discount Price	Regular Price	Amount
<b>SKIRTED DISPLAY TABLES 24" WIDE X 30" HIGH</b>					<b>CHAIRS AND STOOLS</b>				
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					Grey plastic contour chair				
<input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Purple					Grey plastic folding chair				
4' table, Skirted 4 sides		45.00	65.00		Padded counter stool		60.00	70.00	
6' table, Skirted 3 sides		55.00	75.00						
8' table, Skirted 3 sides		65.00	85.00						
4th side skirting ( <input type="checkbox"/> 6' or <input type="checkbox"/> 8')		15.00	25.00						
Deduct 25% for UNKSIRTED table: < >									
<b>SKIRTED DISPLAY COUNTERS 24" WIDE X 40" HIGH</b>					<b>ACCESSORIES</b>				
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					Bag/Coat Stand <input type="checkbox"/> Slant <input type="checkbox"/> Straight				
<input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Purple					Retractable stanchion w/ 7' belt				
4' counter, Skirted 4 sides		55.00	75.00		Wastebasket		10.00	15.00	
6' counter, Skirted 3 sides		65.00	85.00		<b>DISPLAY STANDS &amp; BOARDS</b>				
8' counter, Skirted 3 sides		75.00	95.00		Easel		20.00	30.00	
4th side skirting ( <input type="checkbox"/> 6' or <input type="checkbox"/> 8')		15.00	25.00		Chrome sign stand, 22"x28" vertical		50.00	70.00	
Deduct 25% for UNSKIRTED counter: < >					4'X8' bulletin board		100.00	125.00	
<b>TABLETOP RISERS 12" WIDE X 12" HIGH</b>					Double faced, Velcro receptive, Grey <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				
4' Riser, with white cover		20.00	30.00		4'x8' pegboard		100.00	125.00	
6' Riser, with white cover		30.00	40.00		Single faced, woodgrain <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				
8' Riser, with white cover		40.00	50.00		1m wide x 8' high display board		200.00	260.00	
<b>MEETING &amp; ACCENT TABLES</b>					Double faced, Velcro receptive, Grey, Accommodates graphics up to 36"w x 84"h				
40" dia. x 30" high starbase table		100.00	120.00						
40" dia. X 40" high starbase table		120.00	140.00						
Optional linen for starbase table		45.00	55.00						
Linen Selection: <input type="checkbox"/> 30" high table <input type="checkbox"/> 40" high table <input type="checkbox"/> Black <input type="checkbox"/> White					<b>CUSTOM BOOTH DRAPING &amp; BARE PIPE FRAMES</b>				
30" dia. X 40" tall hiboy with linen		80.00	100.00		Select Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Black				
Linen Color: <input type="checkbox"/> Black <input type="checkbox"/> White					<input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green				
Daily linen change for any of the above		45.00	55.00		8' high plastic drapes (per linear foot)		6.00/ft.	8.00/ft.	
Linen Selection: <input type="checkbox"/> 30" high table <input type="checkbox"/> 40" high table <input type="checkbox"/> Black <input type="checkbox"/> White					3' high plastic drapes (per linear foot)		4.50/ft.	6.50/ft.	
30" dia. x 30" high bistro table		155.00	185.00		8' high bare pipe frame (per linear foot)		2.50/ft.	3.50/ft.	
24"x36"x30" side table		70.00	85.00		3' high bare pipe frame (per linear foot)		2.00/ft.	\$3.00/ft.	
24"x24"x30" side table		60.00	75.00		<b>PAYMENT POLICY:</b> To obtain the discount price we must receive your order, with payment, no later than fourteen (14) days prior to the first show day.				
24"x36"x17" cocktail table		50.00	62.00						
17"x17"x17" cocktail table		45.00	56.50						
<b>MISCELLANEOUS SPECIAL REQUESTS</b> (Call for availability / rates)					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	

### 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

### 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

### 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 **May 24th**.

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.**