



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

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

CALIFORNIA INTERNATIONAL MARATHON
December 6-7, 2013
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 black
 - One 8' table skirted in black
 - Two plastic side chairs
 - ID sign including name and booth number

ELECTRICAL SERVICE

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

MATERIAL HANDLING

- STL, Ltd. can receive your shipment at our advance warehouse prior to exhibitor move in. Please contact an Exhibitor Services Representative at our office for more information.

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 November 26, are entitled to the discount prices on 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.



service contractors--conventions & expositions

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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 and bottled water) 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

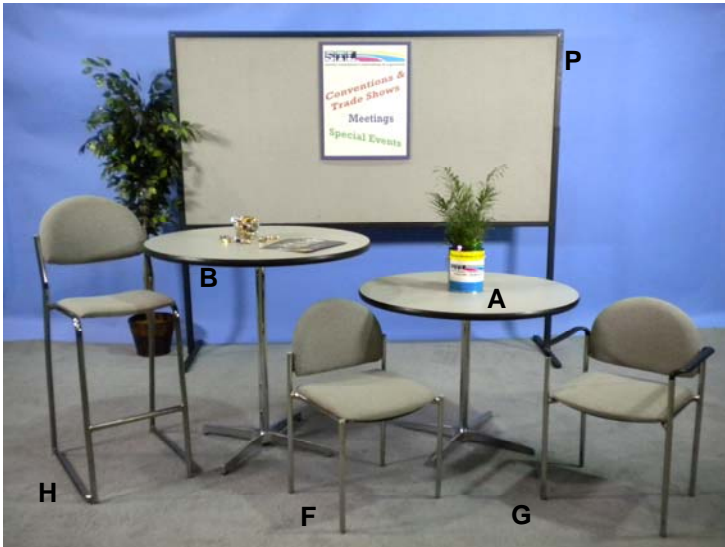
- Literature on display must be limited to reasonable quantities. Reserve supplies must be kept in closed containers and stored in a neat and compact manner.



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- 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

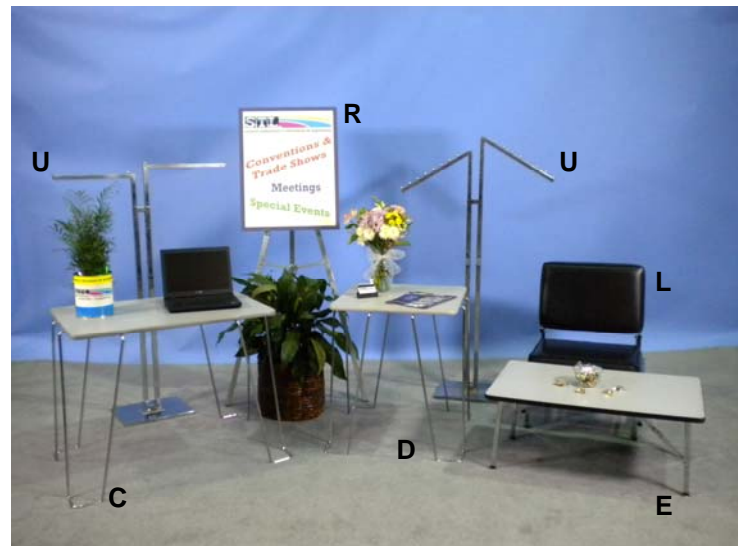
- I** Grey contour chair
- J** Black plastic side chair
- K** Black plastic arm chair
- N** Skirted display table
- O** Skirted display counter
- S** 22"x28" vertical sign stand
- T** Literature rack (7 slots)



- 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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Furniture Order Form

C13

Qty	Description	Discount Price	Regular Price	Amount
DISPLAY TABLES, 24" WIDE X 30" HIGH				
If no color is selected, we will match the show colors				
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				
	4' Table, Skirted 4 Sides	70.00	85.00	
	6' Table, Skirted 3 Sides	85.00	105.00	
	8' Table, Skirted 3 Sides	105.00	115.00	
	4th Side Skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8')	30.00	40.00	
You may deduct 25% if table is NOT skirted < >				

Qty	Description	Discount Price	Regular Price	Amount
DISPLAY COUNTERS, 24" WIDE X 40" HIGH				
If no color is selected, we will match the show colors				
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				
	4' Counter, Skirted 4 Sides	80.00	95.00	
	6' Counter, Skirted 3 Sides	95.00	115.00	
	8' Counter, Skirted 3 Sides	115.00	135.00	
	4th Side Skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8')	35.00	45.00	
You may deduct 25% if table is NOT skirted < >				

Qty	Description	Discount Price	Regular Price	Amount
STANDARD CARPETING				
	9' x 10'	90.00	105.00	
	9' x 20'	180.00	210.00	
	9' x 30'	270.00	315.00	

If no color is selected, grey carpet will be installed				
Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Burg <input type="checkbox"/> Teal <input type="checkbox"/> Black <input type="checkbox"/> Green				
Standard Carpets include front aisle taped only.				
Corner and Island booths require additional taping				
	Additional aisle taping (per linear foot)	.50/ft	.60/ft	

FULL EXHIBIT CARPETING CUT TO FIT SPACE				
To calculate square feet: _____ LENGTH X _____ WIDTH = _____ SQ FT				
	Cut to fit carpeting	1.35/sq ft	1.65/sq ft	
Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Burg <input type="checkbox"/> Teal <input type="checkbox"/> Black <input type="checkbox"/> Green				
Price includes installation and all taping				

CARPET PADDING & PLASTIC COVERING				
To calculate square feet: _____ LENGTH X _____ WIDTH = _____ SQ FT				
	Carpet Padding	.65/sq ft	.85/sq ft	
	Plastic Covering	.30/sq ft	.45/sq ft	

Qty	Description	Discount Price	Regular Price	Amount
CHAIRS AND STOOLS				
	Molded Arm Chair	40.00	50.00	
	Molded Side Chair	35.00	45.00	
	Folding Chair	8.00	10.00	
	Upholstered Lounge Chair (Black)	45.00	60.00	
	Black padded counter stool	55.00	65.00	

Qty	Description	Discount Price	Regular Price	Amount
ACCESSORIES				
	Wastebasket	15.00	18.00	
	Easel	30.00	45.00	
	Cocktail Table 24"x36"x17" high	35.00	45.00	
	Pegboard 4' x 8' (woodgrain, on stand)	60.00	90.00	
	Check One: Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>			
	Bulletin Board 4' x 8'	60.00	90.00	
	Check One: Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>			

Qty	Description	Discount Price	Regular Price	Amount
TABLETOP RISERS - 12" Wide x 12" High				
	4' Table Riser, with white cover	30.00	35.00	
	6' Table Riser, with white cover	35.00	40.00	
	8' Table Riser, with white cover	40.00	45.00	

Qty	Description	Discount Price	Regular Price	Amount
BARE PIPE FRAMES				
	8' high bare pipe frame (per linear foot)	3.50/ft.	5.50/ft.	
	12' high bare pipe frame (per linear foot)	6.00/ft.	8.00/ft.	

NOTE: Exhibitors may not strip booth drape in order to use the pipe.

Qty	Description	Discount Price	Regular Price	Amount
SPECIAL DRAPING				
	8' High Drapes (per linear ft) installed	6.00/ft	8.00/ft	
	3' High Drapes (per linear ft) installed	3.50/ft	5.00/ft	

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				

PAYMENT POLICY: To obtain the discount price, full payment must be included with your order and all orders must be received no later than ten days prior to show.

Qualified Discount Total: _____

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 100% of the above charges to cover labor involved.



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Electrical Order Form

SC15

STANDARD 120 VOLT ELECTRICAL OUTLETS LIGHTING

Table with columns: QTY, POWER REQUIRED, Discount Price, Regular Price, AMT, QTY, ITEM DESCRIPTION, Discount Price, Regular Price, AMT. Rows include Duplex Outlet up to 500 watts or 5 amps, 150 watt floodlight on stanchion*, etc.

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

Distribute Electrical Under Carpet? [] YES [] NO (Include distribution diagram with your order, labor charge applies)

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

Above prices include power and installation. * In-line booths only **Not available in some locations. additional rigging charges apply

MATERIALS table with columns: QTY, ITEM DESCRIPTION, Discount Price, Regular Price, AMT. Rows include 25' Edison extension cord, Power strip.

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

Table with columns: QTY, 208v 1Ø, 208v 3Ø, AMOUNT. Sub-columns for DISC PRICE and REG PRICE. Rows include 10 amps or 1/2 H.P., 15 amps or 1 H.P., etc.

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: \$65.00/hr. ST / \$97.50/hr. OT

PAYMENT POLICY

Payment is required when orders are placed. You are eligible for the "Discount Prices" only if we receive your order, with payment, no later than ten (10) days prior to the first show day.

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

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

EXHIBITOR SHOW 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*, a minimum of ten (10) days prior to the first day of the show 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.