



**service contractors  
conventions & expositions**

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

SSL is pleased to serve as the official electrical contractor for the:

***CALIFORNIA INTERNATIONAL MARATHON  
December 1st & 2nd, 2023  
at the Safe Credit Union 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***

- SSL can receive your shipment at either our advance warehouse beginning November 1st, or directly at the Safe Credit Union Convention Center, during exhibitor move in November 30th - December 1st. 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 November 17th, are entitled to the discount prices on additional booth furnishings, 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 INFORMATION AND DUE DATES

**CALIFORNIA INTERNATIONAL MARATHON**  
**December 1st & 2nd, 2023**  
**at the Safe Credit Union Convention Center**

**EXHIBITOR MOVE-IN:** *Thursday, November 30, 2023*  
12:00 p.m. – 5:00 p.m.

*Friday, December 1, 2023*  
8:00 a.m. – 11:00 a.m.

**SHOW HOURS:** *Friday, December 1, 2023*  
12:00 p.m. – 7:00 p.m.

*Saturday, December 2, 2023*  
9:00 a.m. – 5:00 p.m.

**EXHIBITOR MOVE-OUT:** *Saturday, December 2, 2023*  
5:00 p.m. – 10:00 p.m.

**STANDARD BOOTH EQUIPMENT:** 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

## DUE DATES & DEADLINES CHECKLIST

<b>X</b>	<b>DATE</b>	<b>COMPANY</b>	<b>SERVICE</b>	<b>REQUIREMENTS</b>
	November 1	SSL	Material Handling Contractor	First day for advance shipments to be received at the SSL warehouse
	November 17	SSL	General Contractor	Discount deadline for furniture, carpet, and electrical orders
	November 27	SSL	Material Handling Contractor	Last day for advance shipments to be received at the SSL warehouse without a late fee
	November 29	SSL	Material Handling Contractor	Last day for advance shipments to be received at the SSL warehouse (with a late fee)
	November 30	SSL	Material Handling Contractor	Receipt of on-site shipments at the Safe Credit Union Convention Center



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## SAFE CREDIT UNION CONVENTION CENTER - TRADE SHOW & EXHIBIT REGULATIONS

### FOOD AND BEVERAGE

- Centerplate is the exclusive caterer for the Safe Credit Union 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, Centerplate (916) 446-1215.

### 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.

#### CANOPIES / ENCLOSED DISPLAYS

- Canopies, tents, awnings or any other open sided structures up to 10'x10' are permitted provided your exhibit does not consist of any cooking device or open flame. All exhibits consisting of cooking devices or open flame, *as well as any open sided structure over 10'x10', and all enclosed displays* must display a "California State Fire Marshall" 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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**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 Sacramento Stage Lighting, 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)	
<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>	



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## CIM Furniture Order Form

### Display Tables and Counters

Each 10'x10' booth includes one 8' table with black skirting on three sides.

The following options and additions are available.

### Chairs, Stools, and Accessories

Each 10'x10' booth includes two grey contour side chairs.

The following options and additions are available

Qty	Description	Discount Price	Regular Price	Amount	Qty	Description	Discount Price	Regular Price	Amount
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#### DISPLAY TABLES, 24" WIDE X 30" HIGH

If no color is selected, black skirting will be installed

Select Color:  Red  Blue  Gold  Black  White

Burgundy  Teal  Silver  Green  Purple

4' table, Skirted 4 sides, Substituted for provided 8'			N/C
Additional 4' Table, Skirted 4 Sides	55.00	75.00	
6' table, Skirted 3 sides, Substituted for provided 8'			N/C
Additional 6' Table, Skirted 3 Sides	65.00	80.00	
Additional 8' Table, Skirted 3 Sides	75.00	90.00	
4th Side Skirting ( <input type="checkbox"/> 6' or <input type="checkbox"/> 8')	25.00	30.00	
You may deduct 25% if table is NOT skirted < >			

\*Requests for table substitutions must be received by November 16

#### DISPLAY COUNTERS, 24" WIDE X 40" HIGH

If no color is selected, black skirting will be installed

Select Color:  Red  Blue  Gold  Black  White

Burgundy  Teal  Silver  Green  Purple

4' Counter, Skirted 4 Sides	55.00	65.00	
6' Counter, Skirted 3 Sides	65.00	75.00	
8' Counter, Skirted 3 Sides	75.00	90.00	
4th Side Skirting ( <input type="checkbox"/> 6' or <input type="checkbox"/> 8')	40.00	50.00	
You may deduct 25% if table is NOT skirted < >			

#### CHAIRS AND STOOLS

Grey Contour Side Chair	30.00	35.00	
Grey padded counter stool	60.00	70.00	

#### ACCESSORIES

Wastebasket	10.00	18.00	
Easel	25.00	35.00	

#### SPECIAL DRAPING

8' High Drapes (per linear ft) installed	5.00/ft	8.00/ft	
3' High Drapes (per linear ft) installed	3.00/ft	5.00/ft	

Select Color:  Blue  Red  Gold  Black

White  Burgundy  Teal  Green  Silver

#### PAYMENT POLICY:

To obtain the discount price, full payment must be included with your order and must be received by November 17th.

Qualified Discount Total: \_\_\_\_\_

Regular Total: \_\_\_\_\_

EXHIBITOR \_\_\_\_\_ SHOW CA International Marathon BOOTH# \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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

CONTACT NAME \_\_\_\_\_ ORDER DATE \_\_\_\_\_

**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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## 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'		\$165.00	\$210.00		9' x 10'		\$130.00	\$157.50	
10' x 20'		\$310.00	\$400.00		9' x 20'		\$240.00	\$295.00	
10' x 30'		\$455.00	\$590.00		9' x 30'		\$350.00	\$432.50	
10' x 40'		\$600.00	\$780.00						

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.	\$1.95/sq. ft.	\$2.85/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.	\$1.10/sq. ft.	\$1.45/sq. ft.	
Size _____ x _____ Double layer padding	_____ sq. ft.	\$2.00/sq. ft.	\$2.70/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.	\$.60/sq. ft.	\$.80/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

SCA717C

### 120 VOLT ELECTRICAL OUTLETS

Power Required	Qty	Discount Price	Regular Price	Amt
Duplex Outlet up to 500 watts or 5 amps		\$135.00	\$165.00	
Duplex Outlet up to 1000 watts or 10 amps		\$170.00	\$210.00	
Duplex Outlet up to 1500 watts or 15 amps		\$225.00	\$280.00	
Duplex Outlet up to 2000 watts or 20 amps		\$280.00	\$345.00	

### 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*		\$100.00	\$130.00	
Double 150w floodlight on stanchion*		\$150.00	\$195.00	
1000 watt overhead floodlight**		\$250.00	\$320.00	

### MATERIALS

Description	Qty	Discount Price	Regular Price	Amt
25' Edison extension cord		\$25.00	\$30.00	
Power strip		\$35.00	\$40.00	

\* In-line booths only

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

**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	
10 amps or ½ H.P.		<input type="checkbox"/> \$215.00	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$285.00	<input type="checkbox"/> \$370.00	
20 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	
30 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	Labor with Personnel Lift
\$75.00/hr. ST	\$235.00/hr. ST
\$112.50/hr. OT	\$352.50/hr. OT

Electrical Service	\$ _____
Standard Labor	\$ _____
Labor with Lift (where required)	\$ _____
Materials (if required)	\$ _____

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

**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 SSL for this service order shall remain the property of SSL and shall be removed only by SSL 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.





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## CALIFORNIA INTERNATIONAL MARATHON MATERIAL HANDLING INSTRUCTIONS

### INBOUND SHIPMENTS

Sacramento Stage Lighting is the official material handling contractor for this event, responsible for coordinating loading dock traffic and managing incoming and outgoing freight on the show floor.

- Complete and return the Material Handling Rates and Order Form, indicating Advance or Direct shipment, with completed Credit Card Authorization so SSL is prepared for your freight arrival.
- Refer to the provided Material Handling Information, including Rate Calculations and Liability Information before you ship.

#### SHIPPING IN ADVANCE TO THE SSL WAREHOUSE ACCEPTED NOVEMBER 1 – NOVEMBER 29

- The Safe Credit Union Convention Center has no facilities for receiving and handling exhibitor shipments. SSL 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. Inbound freight must be shipped PREPAID and labeled per the sample labels included in this kit.
- **SHIPMENTS SHOULD ARRIVE AT THE SSL WAREHOUSE NO LATER THAN NOVEMBER 29 TO QUALIFY FOR THE BEST PRICING.**
- **Freight will still be accepted at the SSL warehouse through November 29, but will be subject to an additional 25% surcharge for late arrival, plus additional labor charges will apply to deliver your late freight to the showsite.**
- Standard freight receiving hours are:  
Monday – Thursday: 8:00 a.m. 12:00 p.m. and 1:00 p.m. – 4:30 p.m.  
Friday: 8:00 a.m. – 12:00 p.m.
- *For the best pricing, consolidate shipments as much as possible to avoid multiple shipment premiums. Multiple pieces received at varying times may be subject to daily weight minimums. Shipments received at one time avoid these charges.*

#### SHIPPING DIRECTLY TO SHOW SITE ACCEPTED NOVEMBER 30 - DECEMBER 1

- Freight shipped directly to the Safe Credit Union Convention Center must be consigned to SSL and scheduled for delivery no earlier than Thursday, November 30. Inbound freight must be shipped PREPAID and labeled per the sample labels included in this kit.
- “Off target” freight is subject to a 25% surcharge.
- Refer to the Direct Shipment labels provided in this kit for proper labeling.

**RUSH  
EXHIBITION FREIGHT  
SSL WAREHOUSE  
SHIPMENT**

**TO ARRIVE NO EARLIER THAN NOV 1**

**TO:** \_\_\_\_\_

EXHIBITING COMPANY

**FOR: CIM EXPO  
C/O Sac. Stage Light.  
SSL WAREHOUSE  
410 N. 10TH STREET  
SACRAMENTO, CA 95811**

**BOOTH #:** \_\_\_\_\_

**PIECE #** \_\_\_\_\_ **OF** \_\_\_\_\_

**CARRIER:** \_\_\_\_\_



**RUSH  
EXHIBITION FREIGHT  
SSL WAREHOUSE  
SHIPMENT**

**TO ARRIVE NO EARLIER THAN NOV 1**

**TO:** \_\_\_\_\_

EXHIBITING COMPANY

**FOR: CIM EXPO  
C/O Sac. Stage Light.  
SSL WAREHOUSE  
410 N. 10TH STREET  
SACRAMENTO, CA 95811**

**BOOTH #:** \_\_\_\_\_

**PIECE #** \_\_\_\_\_ **OF** \_\_\_\_\_

**CARRIER:** \_\_\_\_\_



**RUSH  
EXHIBITION FREIGHT  
DIRECT SHOWSITE  
SHIPMENT**

**TO ARRIVE NO EARLIER THAN NOV 30**

**TO:** \_\_\_\_\_  
EXHIBITING COMPANY

**FOR: CIM EXPO  
C/O Sac. Stage Light.  
SAFE CC LOADING DOCK  
1401 K STREET  
SACRAMENTO, CA 95814**

**BOOTH #:** \_\_\_\_\_

**PIECE #** \_\_\_\_\_ **OF** \_\_\_\_\_

**CARRIER:** \_\_\_\_\_



**RUSH  
EXHIBITION FREIGHT  
DIRECT SHOWSITE  
SHIPMENT**

**TO ARRIVE NO EARLIER THAN NOV 30**

**TO:** \_\_\_\_\_  
EXHIBITING COMPANY

**FOR: CIM EXPO  
C/O Sac. Stage Light.  
SAFE CC LOADING DOCK  
1401 K STREET  
SACRAMENTO, CA 95814**

**BOOTH #:** \_\_\_\_\_

**PIECE #** \_\_\_\_\_ **OF** \_\_\_\_\_

**CARRIER:** \_\_\_\_\_





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## **CALIFORNIA INTERNATIONAL MARATHON OUTBOUND SHIPMENT INSTRUCTIONS**

***Plan ahead for outbound service after the event, it will save you time and money!***

- Sacramento Stage Lighting will be on site to assist with your outbound shipments.
- You are responsible making arrangements with your carrier for **pick up prior to 8:00 p.m. Saturday, December 2.**

### **QUICK SERVICE GUIDE**

- A. Notify your carrier of the pick up times in advance, refer to the schedule and pick up address below.
- B. Print your outbound shipping labels in advance and send them to the show with your materials.
- C. Notes regarding proper labeling for UPS and FedEx shipments:
  - a. UPS will only accept pre-printed, bar coded labels.
  - b. FedEx will only accept pre-printed, bar coded labels for Ground service shipments. FedEx Express or 3 Day Saver shipments can be labeled with hand completed airbills, which must include your FedEx account number.
- D. Once on site, pick up an SSL Bill of Lading from our Service Desk.
- E. When you are packed up, and all pieces are properly labeled, leave your shipment in your booth and return the completed SSL Bill of Lading, with accurate piece count and description to the Service Desk (This is in addition to any carrier Bill of Lading you have for your freight).
- F. SSL will handle it from there!

<b>SHOW CLOSING:</b> Saturday, December 2 – 5:00 p.m.	<b>SHOW SITE PICK UP ADDRESS:</b> Exhibitor Name / Booth #
<b>SHOW CLOSING:</b> Saturday, December 2 – 5:00 p.m.	California International Marathon c/o Sacramento Stage Lighting Safe Convention Center Loading Docks
<b>CARRIER CHECK-IN:</b> Saturday, December 2 – 5:00 p.m.	1401 K Street Sacramento, CA 95814

### **MATERIALS LEFT ON THE SHOW FLOOR AFTER SHOW CLOSING**

- **Please note that it is not common for FedEx or UPS to pick up on Saturday.** In the event your designated carrier fails to pick up your shipment by 8:00 p.m. Saturday 3rd, or refuses to accept a shipment, SSL reserves the right to re-route your shipment or return it to our warehouse for outbound shipping on Monday, December 5th. SSL will assume no liability as a result of such re-rerouting or special handling. Shipments left on the show floor without proper labeling or a completed BOL may be subject to “Special Handling” or “Return to Warehouse” charges.

**WAREHOUSE PICK UP ADDRESS**

Exhibitor Name/Booth #  
California International Marathon  
c/o Sac Stage Light  
410 N. 10th Street, Sacramento, CA 95811



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

FOR OFFICE USE ONLY

**Material Handling Rates & Order Form**

200L (Page 1 of 2)

**INBOUND SHIPMENT DETAIL**

# OF PIECES

ESTIMATED WEIGHT

CARRIER

**ADVANCE WAREHOUSE RECEIVING**

**\$90.00 / 100lbs. / \$180.00 minimum per shipment**

Includes receipt of shipments\* at our warehouse, thirty (30) days storage prior to your event, delivery to booth, storage of empty containers, and assistance with outbound shipments.

**DIRECT TO SHOWSITE RECEIVING**

**\$85.00 / 100lbs. / \$170.00 minimum per shipment**

Includes unloading at the exhibit hall during installation period only, delivery to booth, storage of empty containers, and assistance with outbound shipments.

**ADDITIONAL SERVICES**

**SMALL VEHICLE UNLOADING/LOADING/CARTLOAD**

**\$95.00 / trip, 200lbs. maximum**

Service includes delivery from loading dock to booth, or return to dock after show closing, that can be done by one man and one flat cart. Small vehicles include cars, pickups, and SUV's.

**SMALL PACKAGE SHIPMENT DIRECT TO SHOWSITE**

**\$50.00 / piece, Direct Only**

Service includes receipt of one package **at the show site only**, not exceeding 30 pounds, and not requiring outbound assistance.

**FORKLIFT\* AND OPERATOR**

**\$130.00 ST / \$195.00 OT (\*Up to 5,000# forklift capacity)**

**MATERIAL HANDLER**

**\$85.00 ST / \$122.50 OT**

Forklift or material handling labor may be required for uncrating, unskidding, reskidding, positioning, or booth assembly. Such services are not included in the above freight receiving rates.

**SURCHARGES (Refer to "Rate Calculations" on page 2 for detailed information)**

Late Shipments and "Off target" freight: Add 25%

Oversize crates: Add 25%

Shipments received without a bill of lading: Add 30%

Shipments requiring special handling: Add 30%

Shipments left on the show floor without proper labeling or completed bill of lading: Add 30%

**ORDER TOTALS**

Weight of Advance Freight	_____	# x \$80.00 per 100# (200# / \$160 min. / shipment)	\$
Weight of Direct Freight	_____	# x \$75.00 per 100# (200# / \$150 min. / shipment)	\$
Small Vehicle Unloading / Cartload	_____	x \$95.00 per trip	\$
One Small Package	_____	x \$50.00	\$
Forklift and Operator	ST _____ OT _____	hours x hourly rate (1 hr. min.)	\$
Material Handler / Labor	ST _____ OT _____	hours x hourly rate (1 hr. min.)	\$
<input type="checkbox"/> Shrink Wrap <input type="checkbox"/> Banding	_____	pallet x \$35.00/ea.	\$
Outbound Return to Warehouse	_____	# x \$45.00 per 100# (\$125 minimum)	\$
Surcharges / Discounts	_____	To be calculated by Sacramento Stage Lighting	\$
<b>TOTAL DUE:</b>			<b>\$</b>

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

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



## Sacramento Stage Lighting

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

## MATERIAL HANDLING INFORMATION

### RATE CALCULATIONS

1. In and out rates are based on incoming weight only. All weights are rounded up to the next 100 pounds.
2. A **shipment** includes any number of pieces arriving at the same time, from the same shipper, delivered by the same carrier.
3. **Shipments without an individual bill of lading, such as UPS and FedEx, will incur surcharges. Shipments which do not arrive all at once may also be subject to "multiple shipment premiums" or "daily weight minimums".**
4. Rates are based on the carrier's estimated weight unless a weight certificate is provided.
5. Dimensional weights will be calculated when no weight certificate is provided.
6. **Late warehouse** shipments and **"Off target" direct** shipments will incur a **25% surcharge**.
7. **Oversized crates:** Any crate that exceeds the measurements of 4' x 4' x 4', by one or more of these dimensions, will be considered oversized and is subject to a **25% surcharge**.
8. Shipments loaded in such a manner as to require special handling such as, but not limited to, stacked shipments, improperly packed skids, shipments mixed on the truck, uncrated or loose items, ground unloading and multiple shipments will incur **special handling charges**.
9. Delivery to booths that require elevator access, or shipments that do not fit through the freight doors via forklift or pallet jack, will incur **special handling charges**.
10. Shipments left on the show floor without proper labeling or a completed SSL Bill of Lading will incur a **30% surcharge**.
11. Shipments that must be **returned to the SSL warehouse** for proper labeling and/or pick up, will incur **"Return to warehouse" charges**.
12. At show closing, all empty containers, crates, and oversized debris must be removed by the exhibitor or **additional disposal charges will apply**.
13. Every effort is made to accommodate requested start times for forklift service, however service is provided on a first come, first served basis and availability is based on completion of previously scheduled jobs.
14. Straight time rates apply Monday – Friday, 8:00 a.m. – 5:00 p.m. Overtime rates apply before 8:00 a.m., after 5:00 p.m., weekends, and holidays. One hour minimum charge per lift/handler, additional time required will be charged in ½ hour increments.
15. Failure to call for forklift service at the requested time may result in **additional wait time charges**.

### 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. SSL 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 SSL's maximum limit of liability will be fifty cents (\$.50) per pound per article.
4. SSL 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, SSL reserves the right to re-route materials via SSL's choice of carrier, or transport materials to a warehouse pending instructions from the Exhibitor. All associated charges, including storage fees, will be the responsibility of the Exhibitor. No liability will be assumed as a result of such re-routing or handling.