



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 service contractor for the

SACRAMENTO BOAT SHOW & OFF ROAD EXPOSITION
March 12 – 15, 2020 at Cal Expo

DEALER “BULK” SPACES ARE PROVIDED WITH THE FOLLOWING

- **Pavilion and Tent** exhibit spaces are fully carpeted, including aisles.
- **In Building C** only the aisles will be carpeted, *exhibit spaces are not carpeted.*
- One 1000w/120v duplex electrical outlet per numbered exhibit space

DISPLAY BOOTHS ARE PROVIDED WITH THE FOLLOWING

- 8' high backwall and 3' high side draping
- ID sign including name and booth number
- Each space is fully carpeted, including aisles
- One 500 watt/120 volt duplex electrical outlet

ELECTRICAL SERVICE

- Each booth is provided with limited electrical service as part of your contracted space. This power is adequate for items such as calculators, video monitors, illuminated signs, and low wattage spotlighting.
- *Please research you power requirements for lights and other items and be sure to order additional electrical service as required.*
- We are pleased to offer a selection of special overhead lighting packages again this year, please refer to the Lighting Order Form included in this kit.
- **Orders must be received, with payment, by February 27 qualify for the discounted rates on additional electrical service and overhead lighting.**

MATERIAL HANDLING AND BANNER HANGING

- STL, Ltd. can receive your shipment at either our advance warehouse or directly at Cal Expo during exhibitor move in. Please refer to the information and order form in this kit for detailed instructions.
- Hourly forklift service is also available to unload your product or demonstration materials from your company or personal vehicle. Refer to the Forklift Service Order Form in this kit for more information.
- STL, Ltd. will provide a personnel lift, with a two man crew, to install exhibitor banners overhead. A one hour minimum applies to all installation orders, however removal charges will be waived on all orders that require less than one hour to install.

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 February 27, are entitled to the discount prices on booth furnishings, additional electrical service, and overhead lighting.**

*Please contact an Exhibitor Services Representative at our office if you have any questions.
We are dedicated to assisting you in creating a successful show experience.*



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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 STL, Ltd., 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 STL, Ltd. prior to show closing. Some items are subject to cancellation fees; refer to each order form for more information.

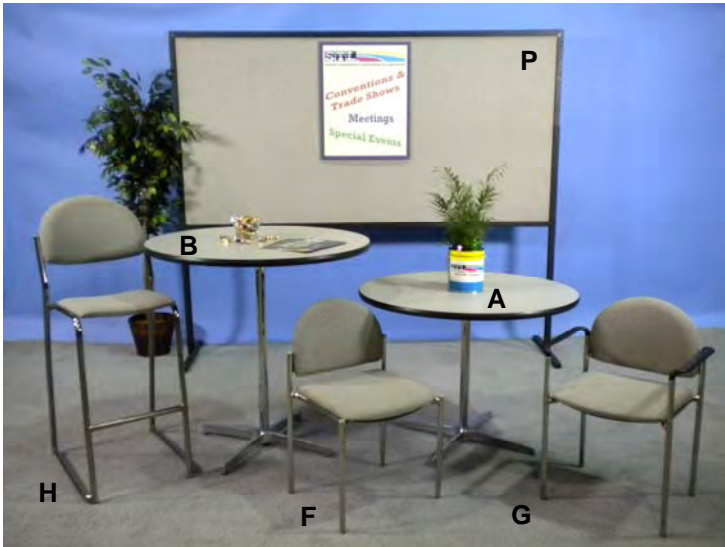
| FOR OFFICE USE ONLY – DO NOT WRITE HERE | | | | | |
|---|--------|----------------------|--------|----------------------|--------|
| DATE: | AMOUNT | DATE: | AMOUNT | DATE: | AMOUNT |
| Standard Furn (210) | | Standard Furn (210) | | Standard Furn (210) | |
| Specialty Furn (212) | | Specialty Furn (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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- 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

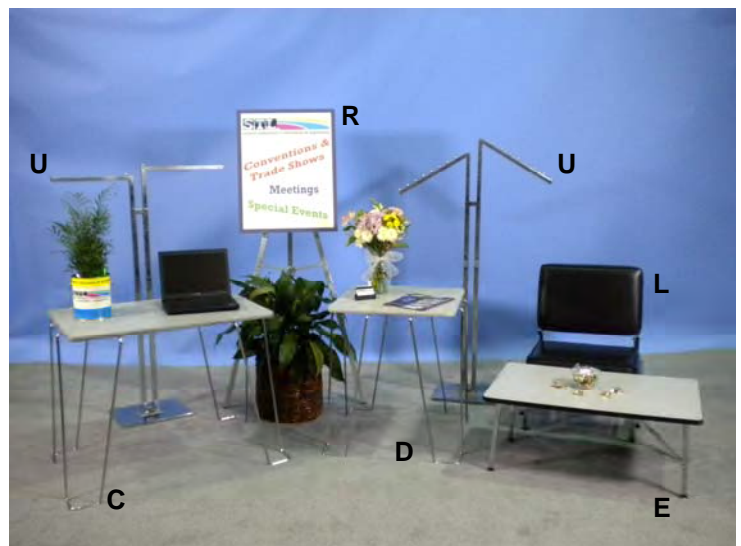
- I** Grey contour chair
- J** Black plastic side chair
- K** Black plastic arm chair
- N** Skirted display table
- O** Skirted display counter
- S** 22"x28" vertical sign stand
- T** Literature rack (7 slots)



- 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

9dX

| Description | Qty | Discount Price | Regular Price | Amount | Description | Qty | Discount Price | Regular Price | Amount |
|--|-----|----------------|---------------|--------|----------------------------|-----|----------------|---------------|--------|
| SKIRTED DISPLAY TABLES 24" WIDE X 30" HIGH | | | | | CHAIRS AND STOOLS | | | | |
| If no color is selected, we will match the show colors Select Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Purple | | | | | Upholstered side chair | | | | |
| 4' table, Skirted 4 sides | | 85.00 | 105.00 | | Grey plastic contour chair | | 50.00 | 60.00 | |
| 6' table, Skirted 3 sides | | 100.00 | 125.00 | | Black plastic side chair | | 45.00 | 55.00 | |
| 8' table, Skirted 3 sides | | 120.00 | 150.00 | | Black bistro chair | | 110.00 | 130.00 | |
| 4th side skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8') | | 35.00 | 45.00 | | Upholstered arm chair | | 80.00 | 95.00 | |
| Deduct 25% for UNKSIRTED table: < > | | | | | Black padded lounge chair | | 50.00 | 65.00 | |
| | | | | | Upholstered counter stool | | 80.00 | 95.00 | |
| | | | | | Padded counter stool | | 70.00 | 85.00 | |

| SKIRTED DISPLAY COUNTERS 24" WIDE X 40" HIGH | | | | |
|--|--|--------|--------|--|
| If no color is selected, we will match the show colors Select Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Purple | | | | |
| 4' counter, Skirted 4 sides | | 95.00 | 118.00 | |
| 6' counter, Skirted 3 sides | | 115.00 | 142.00 | |
| 8' counter, Skirted 3 sides | | 138.00 | 172.00 | |
| 4th side skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8') | | 45.00 | 55.00 | |
| Deduct 25% for UNSKIRTED counter: < > | | | | |

| ACCESSORIES | | | | |
|---|--|-------|--------|--|
| Literature rack | | 95.00 | 115.00 | |
| Bag/Coat Stand <input type="checkbox"/> Slant <input type="checkbox"/> Straight | | 60.00 | 80.00 | |
| Retractable stanchion w/ 7' belt | | 25.00 | 35.00 | |
| Wastebasket | | 20.00 | 25.00 | |

| TABLETOP RISERS 12" WIDE X 12" HIGH | | | | |
|--|--|-------|-------|--|
| 4' Riser, with white cover | | 30.00 | 40.00 | |
| 6' Riser, with white cover | | 40.00 | 50.00 | |
| 8' Riser, with white cover | | 45.00 | 50.00 | |

| DISPLAY STANDS & BOARDS | | | | |
|--|--|--------|--------|--|
| Easel | | 30.00 | 45.00 | |
| Chrome sign stand, 22"x28" vertical | | 50.00 | 70.00 | |
| 4'X8' bulletin board | | 100.00 | 125.00 | |
| Double faced, Velcro receptive, Grey <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical | | | | |
| 4'x8' pegboard | | 100.00 | 125.00 | |
| Single faced, woodgrain <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical | | | | |
| 1m wide x 8' high display board | | 200.00 | 260.00 | |
| Double faced, Velcro receptive, Grey, Accommodates graphics up to 36"w x 84"h | | | | |
| 24" sq x 36"h powered locking pedestal | | 456.50 | 593.50 | |
| 24" sq x 42"h powered locking pedestal | | 544.50 | 708.00 | |
| Select pedestal color <input type="checkbox"/> Black <input type="checkbox"/> White | | | | |

| MEETING & ACCENT TABLES | | | | |
|--|--|--------|--------|--|
| 40" dia. x 30" high starbase table | | 180.00 | 210.00 | |
| 40" dia. X 40" high starbase table | | 200.00 | 230.00 | |
| 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 | | | | |
| 30" dia. X 40" tall hiboy with linen | | 130.00 | 160.00 | |
| Linen Color: <input type="checkbox"/> Black <input type="checkbox"/> White | | | | |
| Daily linen change for any of the above | | 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 | | | | |
| 30" dia. x 30" high bistro table | | 155.00 | 185.00 | |
| 24"x36"x30" side table | | 70.00 | 85.00 | |
| 24"x24"x30" side table | | 60.00 | 75.00 | |
| 24"x36"x17" cocktail table | | 50.00 | 62.00 | |
| 17"x17"x17" cocktail table | | 45.00 | 56.50 | |

| CUSTOM BOOTH DRAPING & BARE PIPE FRAMES | | | | |
|--|--|----------|------------|--|
| Select Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Gold <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green | | | | |
| 8' high drapes (per linear foot) | | 5.00/ft. | 8.00/ft. | |
| 3' high drapes (per linear foot) | | 3.50/ft. | 5.00/ft. | |
| 8' high bare pipe frame (per linear foot) | | 3.50/ft. | 5.50/ft. | |
| 3' high bare pipe frame (per linear foot) | | 2.00/ft. | \$3.00/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.

| MISCELLANEOUS SPECIAL REQUESTS | | | | |
|---------------------------------------|--|--|--|--|
| (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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Sac Boat Electrical Order Form

CE19

120 VOLT ELECTRICAL OUTLETS

Table with 5 columns: Power Required, Qty, Discount Price, Regular Price, Amt. Rows include Duplex Outlet up to 500 watts or 5 amps, 1000 watts or 10 amps, 1500 watts or 15 amps, 2000 watts or 20 amps.

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 STL 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

Table with 5 columns: Description, Qty, Discount Price, Regular Price, Amt. Rows include 150 watt floodlight on stanchion, Double 150w floodlight on stanchion.

MATERIALS

Table with 5 columns: Description, Qty, Discount Price, Regular Price, Amt. Rows include 25' Edison extension cord, Power strip.

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

208 VOLT POWER & MOTOR ELECTRICAL SERVICE

Table with 7 columns: Power Required, Qty, 208v / 1Ø (Disc Price, Reg Price), 208v / 3Ø (Disc Price, Reg Price), Amount. Rows include 10 amps or 1/2 H.P., 20 amps or 2 H.P., 30 amps or 3 H.P., amps (see below).

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

Table with 2 columns: Standard / Ground Labor, Labor with Personnel Lift. Rates include \$75.00/hr. ST, \$112.50/hr. OT, \$235.00/hr. ST, \$352.50/hr. OT.

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

PAYMENT POLICY: To obtain the discount price we must receive your order, with payment, by February 27.

EXHIBITOR _____ SHOW Sac Boat 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 STL, Ltd.**
- 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 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 electrical service over 120 volts or 20 amps must have a disconnect switch furnished by the exhibitor or provided by STL. 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. STL, Ltd. is not responsible for voltage fluctuations or power failure because of temporary conditions.



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Lighting Package Order Form

**STL, LTD. IS PLEASED TO OFFER
SACRAMENTO BOAT SHOW & OFF ROAD EXPOSITON
EXHIBITORS A CHOICE OF OVERHEAD LIGHTING PACKAGES,
AT A SIGNIFICANT SAVINGS.**

1000 WATT OVERHEAD LIGHTS

Includes fixtures, electrical service, and labor to install and remove.

QTY

Package #1

Order two at \$150.00 each and get two free (four total) = \$300.00
(\$360.00 after February 27)

Package #2

Order four at \$150.00 each and get four free (eight total) = \$600.00
(\$720.00 after February 27)

Additional 1000 watt lights @ \$100.00 (must be ordered with one of the above packages)
(\$120.00 after February 27)

PAYMENT POLICY

To obtain the discount price we must receive your order, with payment, no later than **February 27.**

TOTAL # OF PACKAGE #1: _____ \$ _____

TOTAL # OF PACKAGE #2: _____ \$ _____

ADDITIONAL 1000w LIGHTS: _____ \$ _____

TOTAL AMOUNT PAID: \$ _____

EXHIBITOR _____ SHOW Sac Boat 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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Sign Hanging Order Form

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HOURLY RATES

Crew includes two riggers and lift, One hour minimum install and removal, materials extra.

Straight Time: \$235.00/hr.
(8:00 a.m. – 5:00 p.m. Monday – Friday)

Overtime: \$352.50/hr.
(Before 8:00 a.m., after 5:00 p.m., weekends, and holidays)

SIGN HANGING LABOR REQUIRED

| | | | |
|---------------------|------|------|-------------------|
| INSTALLATION | Date | Time | Estimated # Hours |
| REMOVAL | Date | Time | Estimated # Hours |

On site supervisor: _____ Phone _____

*** Please complete the Hanging Sign Specifications and Placement Diagram on page 2.**

ADDITIONAL SERVICES

SIGN ASSEMBLY / DISASSEMBLY

If you require assistance assembling or disassembling your signage the following rates apply. One hour minimum per worker.

STL Supervised: \$97.50/hr. ST, \$146.25/hr. OT

Exhibitor Supervised: \$75.00/hr. ST, \$112.50/hr. OT

| | | | |
|---|------------------|--|------------------|
| # of workers | Hours per worker | # of workers | Hours per worker |
| <input checked="" type="checkbox"/> Exhibitor representative need not be present <input checked="" type="checkbox"/> Provide emergency contact name & number: _____ | | Date _____ Time _____ <input checked="" type="checkbox"/> Exhibitor must be present during all work hours <input checked="" type="checkbox"/> Provide on site supervisor name & number: _____ | |

Signs assembled by exhibitor or EAC personnel, without assistance from STL, are subject to inspection by the STL Rigging Foreman prior to hanging. One hour minimum labor rate will apply for this pre-rigging evaluation.

FORKLIFT RIGGING / SPOTTER

In the event a forklift or additional spotter is required, due to sign size and/or weight, additional charges will apply at the following rates. One hour minimum per worker.

Forklift and Operator: \$125.00/hr. ST, \$187.50/hr. OT

Additional Ground Spotter: \$75.00/hr. ST, \$112.50/hr. OT

PAYMENT POLICY / TERMS

A completed Credit Card Authorization must accompany all orders.

Starting time can only be guaranteed when workers are requested to start at 8:00 a.m. We will make every effort to accommodate later starting times.

The minimum labor charge is one hour per crew or worker, additional time required will be charged in ½ hour increments.

ORDER TOTALS

| | |
|---|----------|
| SIGN HANGING INSTALL SUBTOTAL: | \$ _____ |
| SIGN HANGING REMOVAL SUBTOTAL: | \$ _____ |
| SIGN ASSEMBLY/FOREMAN INSPECTION SUBTOTAL: | \$ _____ |
| SIGN DISASSEMBLY SUBTOTAL: | \$ _____ |
| FORKLIFT RIGGING/SPOTTER SUBTOTAL: | \$ _____ |
| MATERIALS SUBTOTAL: | \$ _____ |
| ORDER TOTAL: | \$ _____ |

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

CANCELLATION CHARGE: 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 per worker.



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Sign Hanging/Rigging Order Form

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HANGING SIGN DESCRIPTION

Describe work to be done: _____

Type: Banner Structural Signage Moss 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 below to indicate placement of your sign. Please complete a separate diagram for each hanging 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 _____

LEFT OF BOOTH

Adjacent booth or aisle # _____

feet in from this side _____



RIGHT OF BOOTH

Adjacent booth or aisle # _____

feet in from this side _____

FRONT OF BOOTH

Adjacent booth or aisle # _____ / # feet in from this side _____

Preferred # feet from bottom of sign to floor _____

- 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.
- Overhead signs *should be shipped in advance* and clearly labeled "HANGING SIGN". Refer to the Material Handling information in this kit for shipping instructions.
- Installation of signs received on site will be done on a "first-come, first-serve" basis.
- For any sign requiring electrical service or separate power source, electrical labor and materials must be ordered, in advance. Refer to the enclosed Electrical order form for more information.

EXHIBITOR _____ SHOW _____ BOOTH# _____

ON SITE SUPERVISOR _____ PHONE _____