



**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:

***Tri County Home & Garden Show
August 16th, 17th & 18th 2024
at the Roebbelen Center***

BOOTH SPECIFICATIONS

- Ⓜ Each 10'x10' booth will be provided with the following:
- Ⓜ 8' high backwall and 3' high side dividers, draped in blue.

PIPE FRAMES AND ADDITIONAL DRAPING

- Ⓜ Bare pipe frames and additional 8' high draping are available on the Furniture Order Form included in this kit.
- Ⓜ Please *do not* strip the existing drape from the booth backwall or siderails in order to use the bare pipe for your display items on site.
- Ⓜ There is a seven pound total weight limit for hanging items on the pipe and drape frame, additional weight may cause the frame to become unstable.

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 August 2nd, are entitled to the discount prices on booth furnishings, and carpet.**

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

Tri County Home & Garden Show

August 16, 17 & 18, 2024
at the Roebbelen Center

EXHIBITOR MOVE-IN:
Wednesday, August 14, 2024
8:00 a.m.– 8:00 p.m.
Thursday, August 15, 2024
8:00 a.m. – 8:00 p.m.
Friday, August 16, 2024
8:00 a.m. – 10:00 a.m.

SHOW HOURS:
Friday, August 16, 2024
12:00 p.m. – 8:00 p.m.
Saturday, August 17, 2024
10:00 a.m. – 5:00 p.m.
Sunday, August 18, 2024
10:00 a.m. – 4:00 p.m.

EXHIBITOR MOVE-OUT:
Sunday, August 18, 2024
5:00 p.m. – 8:00 p.m.
Monday, August 19, 2024
8:00 a.m.– 12:00 p.m.

DUE DATES & DEADLINES CHECKLIST

X	DATE	COMPANY	SERVICE	REQUIREMENTS
	August 2nd	SSL	General Contractor	Discount deadline for furniture, carpet, and electrical orders



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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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ATTENTION EXHIBITORS

Please *do not* strip the drape from the booth backwall or siderails in order to use the pipe for your exhibit or display items.

If you would like to order 8' high bare pipe frames for your display you may do so on the enclosed Furniture Order Form at a cost of \$2.50 per linear foot.

Thank you for your cooperation.





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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					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: < >									
SKIRTED DISPLAY COUNTERS 24" WIDE X 40" HIGH					ACCESSORIES				
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		DISPLAY STANDS & BOARDS				
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				
TABLETOP RISERS 12" WIDE X 12" HIGH					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	
MEETING & ACCENT TABLES					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					CUSTOM BOOTH DRAPING & BARE PIPE FRAMES				
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 drapes (per linear foot)		4.00/ft.	5.00/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 drapes (per linear foot)				
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		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.				
24"x36"x17" cocktail table		50.00	62.00						
17"x17"x17" cocktail table		45.00	56.50						
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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Carpet Order Form

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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
10' x 10'		\$130.00	\$150.00	
10' x 20'		\$260.00	\$380.00	
10' x 30'		\$440.00	\$570.00	
10' x 40'		\$580.00	\$760.00	

Size	Qty	Disc Price	Reg Price	Amount
9' x 10'		\$110.00	\$137.50	
9' x 20'		\$220.00	\$275.00	
9' x 30'		\$330.00	\$412.50	

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.	\$1.85/sq. ft.	\$2.65/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.	\$.80/sq. ft.	\$1.10/sq. ft.	
Size _____ x _____ Double layer padding	_____ sq. ft.	\$1.50/sq. ft.	\$2.10/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.	\$.40/sq. ft.	\$.60/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.