



service contractors--conventions & expositions

STL, Ltd.

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

Dear Exhibitor:

We are pleased to announce that we have been selected as the official service contractor for the

NEW DIRECTIONS TRAVEL GREEN CONFERENCE & TRADESHOW
January 14, 2009
at the Sacramento Convention Center

The sponsors are providing you with the following:

1. Exhibit booth 10' x 10' including 8' high backwall and 3' high side dividers, draped in green and blue.
2. Exhibitor ID sign including name and booth number
3. One 6' draped table and two chairs
4. Grey booth carpeting

SERVICE FORMS

Enclosed please find order forms for additional furniture, electrical and other services you may require. **No Electrical Service is provided, so remember to order power if you require it.** If you wish to place an order for equipment or services, please fill out the forms completely and return, with payment, to our office.

MATERIAL HANDLING

The Sacramento Convention Center has no facilities for receiving and handling advance shipments. If you would like to ship materials for the show, please return the Material Handling order form from this packet. Inbound freight must be shipped PREPAID and labeled per the instructions shown. Refer to the rate schedule on the order form to determine the charges for handling your shipment. **Please ship materials to arrive no later than January 9.**

ADDITIONAL ITEMS AND SERVICES

A.V. equipment, telephone lines, modular exhibits and plants are also available; please refer to the enclosed forms for these items and services. Any orders or payments for these services should be forwarded directly to the company providing the service.

PAYMENT

Payment is required when all orders are placed. Orders may be faxed if accompanied by a completed payment policy/credit card authorization form. If you must add to your order, or if you are a late registrant, you may order at the show site. Please be prepared to pay with cash, check, or for your convenience, VISA, MasterCard or American Express. Please note that a \$25.00 fee will be charged for declined credit cards and returned checks. **Any mailed or faxed orders received, with payment, by January 5, are entitled to the discount price.**

QUESTIONS AND ADJUSTMENTS

Any questions or concerns regarding items or services ordered MUST BE REPORTED to the STL service desk at the show, or by phoning our office at (916) 447-5000 prior to show opening. Your problem will be solved and/or any valid adjustment will be made to your account at that time. CREDITS AND ADJUSTMENTS WILL NOT BE MADE BASED ON SUCH INFORMATION RECEIVED AFTER THE SHOW OPENS

IF YOU HAVE ANY QUESTIONS OR SPECIAL NEEDS AND REQUIREMENTS, PLEASE CALL AN EXHIBITOR SERVICE REPRESENTATIVE AT OUR OFFICE. WE ARE DEDICATED TO ASSISTING YOU IN MAKING THIS A MOST SUCCESSFUL SHOW.



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SHOW INFORMATION AND DUE DATES

NEW DIRECTIONS TRAVEL GREEN CONFERENCE & TRADESHOW

January 14, 2009

Sacramento Convention Center

EXHIBITOR MOVE-IN: Tuesday, January 13, 2009
1:00 p.m. – 6:00 p.m.

Wednesday, January 14, 2009
8:00 a.m. – 11:00 a.m.
Light carry-in only

SHOW HOURS: Wednesday, January 14, 2009
1:45 p.m. – 4:30 p.m.

EXHIBITOR MOVE-OUT: Wednesday, January 14, 2009
4:30 p.m. – 7:00 p.m.

STANDARD BOOTH EQUIPMENT: Each 10' x 10' booth will be provided with the following:

- 8' high backwall and 3' high side dividers draped in green and blue
- Exhibitor ID sign including name and booth number
- One 6' draped table and 2 chairs
- Grey booth carpeting

DUE DATES & DEADLINES CHECKLIST

X	DATE	COMPANY	SERVICE	REQUIREMENTS
	January 5	STL, Ltd.	General Contractor	Discount deadline for furniture & electrical orders
	January 5	Plants by Muranaka	Plant and Floral Rental	Deadline for 10% discount on advance orders
	January 5	Creative Exhibit Systems	Modular displays	Deadline to reserve a modular exhibit
	January 5	Wombo	Telecommunications/ Internet	Deadline to order phone line/ internet access
	January 7	Advantage Presentations	AV Rental	Deadline to order AV equipment
	January 9	STL, Ltd.	Material Handling contractor	Last day for advance shipments to be received at the STL warehouse.



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Dear Exhibitor,

In keeping with the theme for this event STL, Ltd. has made the following eco-friendly commitments:

- ♻️ Our Exhibitor Service Kit will be available exclusively in pdf format, no hard copies will be provided. Forms may be filled out, signed electronically, and emailed to us, eliminating the need for printed copies to be returned.
- ♻️ Exhibit booth ID signs will be printed on recycled content card stock and will be recycled after the event.
- ♻️ We will work with the Sacramento Convention Center to sort cardboard and other recyclable material to ensure the smallest possible amount of waste goes into our landfill.

Now we challenge you to do your part. Following are some suggestions you may want to utilize in order to make your exhibit as "green" as possible.

- ♻️ **Use printed materials sparingly.** Many attendees pick up brochures and promotional materials simply because they are there. Unfortunately, these materials are often tossed in the trash once the event is over. By emailing information only to those attendees that request it you will not only reduce the amount of printed material wasted, you will also save money on your shipping and handling costs.
- ♻️ When it is necessary to ship, **package wisely.** Instead of purchasing bubble wrap or Styrofoam, use crumpled newspaper, used plastic bags, or crumpled scrap paper from your office. Reuse packing materials when possible and use durable containers made of recycled materials whenever possible.
- ♻️ Include **energy efficient fluorescent lighting** wherever possible within your exhibit.
- ♻️ Provide **eco-friendly giveaways** to attendees. The following online retailers have a large selection of green products:

www.branders.com

www.factorydirectpromos.com

www.onsalepromos.com

www.selectivepremiums.com

(The inclusion of these retailers is for your reference only and does not constitute an endorsement by STL, Ltd.)

We hope you'll share our commitment to eliminate waste, conserve natural resources, and protect our environment.

Sincerely,
STL, Ltd.

STL, Ltd.

950 Richards Blvd.

Sacramento, CA 95811

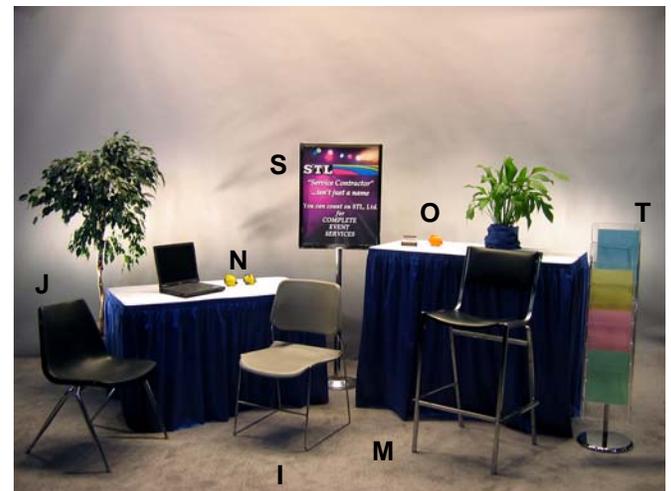
(916) 447-5000 • (916) 447-1133 Fax

expo@stlltd.com



- A** 40" diameter x 30" high starbase table
- B** 40" diameter x 40" high starbase table
- F** Upholstered side chair
- H** Upholstered counter stool
- P** 4'x8' bulletin board

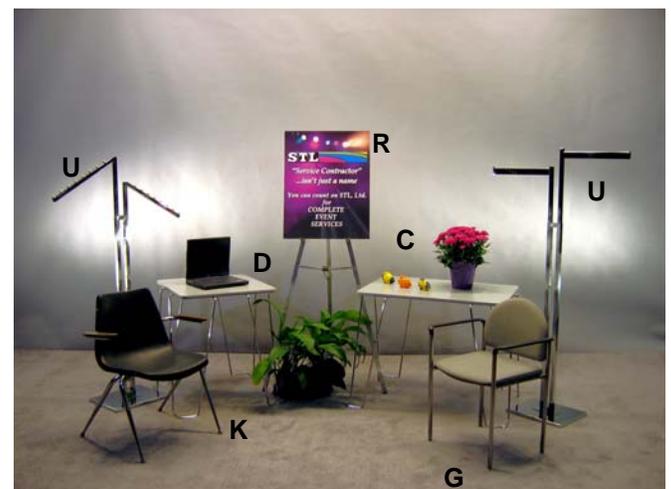
- I** Grey contour chair
- J** Black plastic side chair
- M** Black padded counter stool
- N** Draped display table
- O** Draped display counter
- S** 22"x28" vertical sign stand
- T** Literature rack



- E** 24"x36"x17" cocktail table
- H** Upholstered counter stool
- L** Black padded lounge chair
- Q** 30" diameter x 40" high cocktail round



- C** 24"x36"x30" side table
- D** 24"x24"x30" side table
- G** Upholstered arm chair
- K** Black plastic arm chair
- R** Easel
- U** Bag holder/Coat tree





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DGS Furniture Order Form

Qty	Description	Discount Price	Regular Price	Amount	Qty	Description	Discount Price	Regular Price	Amount
GREY/CHROME EXECUTIVE FURNISHINGS					DRAPED DISPLAY TABLES 24" WIDE X 30" HIGH				
40" dia. x 30" high starbase table (A)					If no color is selected, we will match the show colors				
40" dia. X 40" high starbase table (B)					Select Color: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black				
24"x36"x30" side table (C)					<input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
24"x24"x30" side table (D)					4' table, Draped 4 sides (N)				
24"x36"x17" cocktail table (E)					6' table, Draped 3 sides				
Upholstered side chair (F)					8' table, Draped 3 sides				
Upholstered arm chair (G)					4th side draping (6' or 8')				
Upholstered counter stool (H)					DRAPED DISPLAY COUNTERS 24" WIDE X 40" HIGH				
STANDARD CHAIRS AND STOOLS					If no color is selected, we will match the show colors				
Grey plastic contour chair (I)					Select Color: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black				
Black plastic side chair (J)					<input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
Black plastic arm chair (K)					4' counter, Draped 4 sides (O)				
Black padded lounge chair (L)					6' counter, Draped 3 sides				
Black padded counter stool (M)					8' counter, Draped 3 sides				
ACCESSORIES					4th side draping (6' or 8')				
30" dia. X 40" high cocktail round (Q)					TABLETOP RISERS 12" WIDE X 12" HIGH				
Linen Color: <input type="checkbox"/> Black <input type="checkbox"/> White					4' Riser, with white cover				
24"x36"x17" woodgrain cocktail table					6' Riser, with white cover				
Easel (R)					8' Riser, with white cover				
Chrome sign stand, 22"x28" vertical (S)					SPECIAL DRAPING				
Literature rack (T)					SELECT COLOR: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black				
Bag holder/Coat tree (U)					<input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
Wastebasket					ft. 8' high drapes (per linear foot), Installed				
DISPLAY PANELS					ft. 3' high drapes (per linear foot), Installed				
4'X8' bulletin board (P)					PAYMENT POLICY				
Double faced, Velcro receptive, Grey					To obtain the discount price, we must receive your order, with payment, by January 5.				
<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical									
4'x8' pegboard					Qualified Discount Total _____				
Single faced, woodgrain									
<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical					Regular Total _____				
MISCELLANEOUS SPECIAL REQUESTS									
(Call for availability / rates)									

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 50% of the above charges to cover labor involved.



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DGS Electrical Order Form

STANDARD 120 VOLT ELECTRICAL OUTLETS					LIGHTING				
QTY	POWER REQUIRED	Discount Price	Regular Price	AMT	QTY	ITEM DESCRIPTION	Discount Price	Regular Price	AMT
	Duplex Outlet up to 500 watts or 5 amps	\$80.00	\$98.00	\$		150 watt floodlight on stanchion*	\$45.00	\$60.00	\$
	Duplex Outlet up to 1000 watts or 10 amps	\$98.00	\$124.00	\$		Double 150w flood on stanchion*	\$64.00	\$85.00	\$
	Duplex Outlet up to 1500 watts or 15 amps	\$120.00	\$150.00	\$		300 watt floodlight on stanchion*	\$56.00	\$75.00	\$
	Duplex Outlet up to 2000 watts or 20 amps	\$148.00	\$175.00	\$		500 watt flood hanging overhead**	\$82.50	\$110.00	\$
Above Duplex Outlets provided are standard type straight blade 3-wire grounding NEMA #5-20R						1000 watt flood hanging overhead**	\$97.50	\$130.00	\$
MATERIALS					Above prices include power and installation.				
	25' Edison extension cord	\$25.00	\$30.00	\$	* In-line booths only				
	Power Strip (not surge protected)	\$40.00	\$50.00	\$	** Not available in some locations, additional rigging charges may apply				

POWER & MOTOR ELECTRICAL PANELS

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. Refer to separate Labor order for prevailing rates.

IMPORTANT: Please check voltage/phase requirements

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"/> \$135.00	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$185.00	<input type="checkbox"/> \$230.00	\$
	15 amps or 1 H.P.	<input type="checkbox"/> \$165.00	<input type="checkbox"/> \$205.00	<input type="checkbox"/> \$220.00	<input type="checkbox"/> \$275.00	\$
	20 amps or 2 H.P.	<input type="checkbox"/> \$210.00	<input type="checkbox"/> \$260.00	<input type="checkbox"/> \$285.00	<input type="checkbox"/> \$355.00	\$
	30 amps or 3 H.P.	<input type="checkbox"/> \$255.00	<input type="checkbox"/> \$320.00	<input type="checkbox"/> \$335.00	<input type="checkbox"/> \$420.00	\$
	40 amps or 5 H.P.	<input type="checkbox"/> \$290.00	<input type="checkbox"/> \$365.00	<input type="checkbox"/> \$390.00	<input type="checkbox"/> \$490.00	\$
	50 amps or 6 H.P.	<input type="checkbox"/> \$330.00	<input type="checkbox"/> \$415.00	<input type="checkbox"/> \$450.00	<input type="checkbox"/> \$560.00	\$
	amps (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$

Quotations for service over 50 amps are calculated at a 5% increase for each 10-amp increment.
Please call our office for any service over 50 amps.

We are not responsible for problems arising from unlabeled or mislabeled equipment, or the use of non-standard wiring practices on exhibitor's

Double electric rates for outlets requiring 24-hour service.

LABOR RATES \$65.00/hr. ST / \$97.50/hr. OT PAYMENT POLICY To obtain the discount price we must receive your order, with payment, no later than January 5.	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 _____	ORDER DATE _____	
CITY, STATE & ZIP _____	PHONE: () _____	
AUTHORIZED _____		
Signature		Print Name

Electrical Conditions and Regulations

1. Advance orders must be received, *with payment*, no later than January 5 to qualify for the discount prices.
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.
18. STL, Ltd. is not responsible for voltage fluctuations or power failure because of temporary conditions.



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DGS Labor Order Form

INSTALLATION AND DISMANTLING RATES

Straight Time: \$65.00/ Hour (8:00 a.m. - 5:00 p.m. Monday-Friday)

Overtime: \$97.50/Hour (Before 8:00 a.m., after 5:00 p.m., Saturdays, Sundays, and Holidays)

One hour minimum per worker.

Supervision by STL, Ltd. - Exhibitor/display house representative need not be present

A 25% supervisor's fee will be added to the labor rates above for this professional supervision

All set-up instructions, should be provided Plans attached or Plans in cases/crates

Inbound freight will be shipped In advance to the STL warehouse or Direct to showsite

✓ **Refer to the Material Handling information in this kit for shipping instructions.**

Please provide emergency phone/pager number () _____

INSTALLATION

Number of Workers _____

Hours per Worker _____

DISMANTLE

Number of Workers _____

Hours per Worker _____

Supervision by Exhibitor Personnel - Representative must be present

Check in at the STL Service Center 15 minutes to 1/2 hour prior to your requested start time.

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, however, it is impossible to estimate completion of previously assigned jobs.

Labor canceled 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.

On site supervisor: _____ Phone () _____

INSTALLATION

Date _____

Start time _____

Number of Workers _____

Hours per Worker _____

DISMANTLE

Date _____

Start Time _____

Number of Workers _____

Hours per Worker _____

Please check workers in at the STL Service Center at the completion of the job or the end of the day.

SUPERVISION BY STL, LTD. ORDER TOTAL \$81.25/hour ST - \$122.00/hour OT		SUPERVISION BY EXHIBITOR ORDER TOTAL \$65.00/hour ST - \$97.50/hour OT	
INSTALL SUBTOTAL	\$ _____	INSTALL SUBTOTAL	\$ _____
DISMANTLE SUBTOTAL	\$ _____	DISMANTLE SUBTOTAL	\$ _____
MATERIALS	\$ _____	MATERIALS	\$ _____
TOTAL	\$ _____	TOTAL	\$ _____

EXHIBITOR _____ BOOTH# _____
 ADDRESS _____ DATE _____
 CITY, STATE & ZIP _____ PHONE: () _____
 AUTHORIZED _____
 Signature _____ Print Name _____

A completed Payment Policy/Credit Card Authorization must accompany all orders.



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DGS Booth Cleaning Order Form

VACUUMING OR SWEEPING OF BOOTHS, AND THE EMPTYING OF WASTEBASKETS, IS NOT INCLUDED IN YOUR SPACE RENTAL FOR THIS EVENT.

PLEASE CALCULATE AND ORDER YOUR BOOTH CLEANING REQUIREMENTS BELOW

Use this formula to determine cleaning total: (sq ft x \$/per sq ft) x # of days = total

Clean/ Vacuum once before opening only	sq ft	<input checked="" type="checkbox"/> \$.25 per sq. ft. MINIMUM 100 sq. ft.	= \$	<input checked="" type="checkbox"/> 1 day	= \$
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Clean/Vacuum daily	sq ft	<input checked="" type="checkbox"/> \$.20 per sq. ft. MINIMUM 100 sq. ft.	= \$	<input checked="" type="checkbox"/> # DAYS	= \$
---------------------------	-------	--	------	--	------

Clean/Vacuum once before opening only - Qty discount	sq ft	<input checked="" type="checkbox"/> \$.20 per sq. ft. MINIMUM 400 sq. ft.	= \$	<input checked="" type="checkbox"/> 1 day	= \$
---	-------	--	------	--	------

Clean/Vacuum daily - Qty discount	sq ft	<input checked="" type="checkbox"/> \$.15 per sq. ft. MINIMUM 400 sq. ft.	= \$	<input checked="" type="checkbox"/> # DAYS	= \$
--	-------	--	------	--	------

PERIODIC PORTER SERVICES DURING SHOW HOURS

Specify Dates & Times for Service

\$20.00/hr ST(4 hr. min. per day; one service per hour) \$

\$30.00/hr OT(4 hr. min. per day; one service per hour) \$

All times before 8:00 a.m. and after 5:00 p.m. Monday through Friday, and all hours Saturday, Sunday and Holidays will be charged at overtime rates

SPECIAL ATTENTION: _____

Please return this form, with payment
to: **STL, Ltd.**

BOOTH CLEANING TOTAL: \$ _____

EXHIBITOR _____	SHOW _____	BOOTH# _____
ADDRESS _____	DATE _____	
CITY, STATE & ZIP _____	PHONE () _____	
AUTHORIZED _____	Signature _____	Print Name _____



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DGS Sign & Banner Order Form **G***

Please submit copy or design on separate page. Layout is at the discretion of STL unless specific instructions are included with order. STL will provide a proof prior to production.

FULL COLOR GRAPHICS

The following prices are for digital signs and graphics, mounted and gloss laminated on foam core. Large format prints and logo reproduction are also available. Digital files must be provided to STL specifications. A computer charge of \$65.00/hr will be added if files need to be made workable.

If compatible artwork cannot be provided STL will design graphics @ \$65.00/hr.

Gatorboard and other substrates are available by quotation.

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	8½" X 11"	\$20.00	_____
_____	14" X 22"	\$40.00	_____
_____	22" X 28"	\$75.00	_____
_____	24" X 36"	\$90.00	_____
_____	28" X 44"	\$125.00	_____
_____	36" X 48"	\$160.00	_____
_____	40" X 90"	\$325.00	_____
_____	48" X 96"	\$385.00	_____
_____	Easel backs	\$5.00	_____
		LABOR (if required) \$	_____
		OTHER \$	_____
		GRAPHICS SUBTOTAL \$	_____

VINYL LETTERED SIGNS

Produced on cardstock. Listed sizes include 10 words per sign. Each additional word is \$1.50. Above signs include up to two vinyl colors. Double-sided signs are charged as two signs.

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	11" x 44"	\$30.00	_____
_____	14" x 22"	\$35.00	_____
_____	22" x 28"	\$50.00	_____
_____	24" x 36"	\$65.00	_____
_____	28" x 44"	\$75.00	_____
_____	7" x 44" I.D. style sign with black printed letters	\$10.00	_____
_____	Easel backs	\$5.00	_____
		Additional words @ \$1.50/each \$	_____
		Substitute foamcore - Add 20% \$	_____
		VINYL SIGN SUBTOTAL \$	_____

COLORS: Additional colors may be available. Please call with your request.

- BLUE BLACK TEAL BURGUNDY
 PURPLE YELLOW RED

ADVANCE PAYMENT IN FULL IS REQUIRED ON ALL ORDERS.

VINYL BANNERS

Standard banners include up to ten words of one or two color copy on white banner material with grommets top and bottom. (Pipe pockets available - call for quote)

QUANTITY	DESCRIPTION	PRICE	TOTAL
_____	2' x 10'	\$100.00	_____
_____	3' x 10'	\$150.00	_____
_____	3' x 20'	\$300.00	_____
		Additional words @ \$1.50/each \$	_____
		Pipe pockets (if required) \$	_____
		VINYL BANNER SUBTOTAL \$	_____

COLORS: Additional colors may be available. Please call with your request.

- BLUE BLACK TEAL BURGUNDY
 PURPLE YELLOW RED

ORDER CALCULATION

FULL COLOR GRAPHICS SUBTOTAL \$	_____
VINYL LETTERED SIGN SUBTOTAL \$	_____
VINYL BANNER SUBTOTAL \$	_____
*30% LATE CHARGE \$	_____
7.75% SALES TAX \$	_____
TOTAL \$	_____

EXHIBITOR NAME _____ SHOW _____ BOOTH # _____
 ADDRESS _____ ORDER DATE _____
 CITY, STATE ZIP _____
 PHONE _____ EMAIL _____
 AUTHORIZED _____
 _____ Signature _____ Print Name

*A late charge of 30% may apply to orders received less than ten days prior to your event.



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Sacramento, CA 95811

(916) 447-5000

FAX (916) 447-1133

expo@stlltd.com

MATERIAL HANDLING INSTRUCTIONS

INBOUND SHIPMENTS

- STL, Ltd. is the official material handling contractor for this event.
- STL, Ltd. is responsible for coordinating incoming and outgoing freight at the show site, keeping aisles clear, and maintaining efficient operation for the show as a whole.
- The Convention Center has no facilities for receiving and handling advance shipments. STL 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. Please refer to the Material Handling Rates and Order Form included in this packet. Inbound freight must be shipped PREPAID and labeled as follows:

TO: (EXHIBITOR NAME) BOOTH #
FOR: NEW DIRECTIONS TRAVEL GREEN CONFERENCE
C/O: STL, LTD., 950 RICHARDS BLVD., SACRAMENTO, CA 95811
TO ARRIVE NO LATER THAN JANUARY 9

- **Freight will still be accepted at the STL warehouse after January 9 but will be subject to an additional 25% surcharge for late arrival.**
- Freight shipped directly to the Convention Center must be consigned to STL and scheduled for delivery no earlier than Tuesday, January 13. Inbound freight must be shipped PREPAID and labeled as follows:

TO: (EXHIBITOR NAME) BOOTH #
FOR: NEW DIRECTIONS TRAVEL GREEN CONFERENCE
C/O: STL, LTD.
SACRAMENTO CONVENTION CENTER LOADING DOCKS
1401 K STREET, SACRAMENTO, CA 95814
TO ARRIVE NO EARLIER THAN JANUARY 13

- **Shipments delivered to the Convention Center prior to January 13 may be refused by the facility. Freight that is received at the show site prior to January 13 is subject to an additional 25% surcharge for early arrival (\$25.00 minimum).**

OUTBOUND SHIPMENTS

- You are responsible for labeling your packages, completing your outbound shipping information, and making arrangements with your carrier for pick-up prior to 6:00 p.m., January 14. STL, Ltd. will be on-site to assist with such shipments. Shipments left on the show floor without proper labeling or completed outbound shipping information may be subject to additional charges.
- In the event that your designated carrier fails to check-in by 5:00 p.m. Wednesday or refuses to accept a shipment, STL, Ltd. reserves the right to re-route or return your shipment to our warehouse for outbound shipping on Thursday, January 15. There is a minimum charge of \$90.00 for this service, refer to "Rate C" on the Material Handling order form for more information. We must have your completed outbound bill of lading on file in order to ship your materials. STL, Ltd. will assume no liability as a result of such re-routing or handling. All associated charges are the exhibitor's responsibility.



FOR OFFICE USE ONLY

service contractors--conventions & expositions

STL, Ltd. ♦ 950 RICHARDS BLVD ♦ SACRAMENTO, CA 95811 ♦ (916) 447-5000 ♦ FAX (916) 447-1133 ♦ expo@stlltd.com

DGS Material Handling Rates & Order Form

PLEASE LIST FOLLOWING INFORMATION FOR YOUR SHIPMENT TO THE SHOW

COLLECT SHIPMENTS WILL NOT BE ACCEPTED

TOTAL NO. OF PIECES

WEIGHT OF LARGEST ITEM

LBS.

RATE INFORMATION

RATE A: ADVANCE SHIPMENTS TO THE STL, LTD. WAREHOUSE (\$60.00/cwt., 200 lb./\$120 min. per shipment*)
Receipt of shipments* at our warehouse, thirty (30) days storage prior to your event, delivery of material to booth, removal and storage of empty containers, assistance with outbound shipments.

RATE B: SHIPMENTS DIRECTLY TO THE EXHIBIT HALL (\$58.00/cwt., 200 lb./\$116 min. per shipment*)
Receipt of shipments* at the exhibit hall during installation period only (from outside carrier or owner's vehicle). Services include unloading and delivery to booth, removal and storage of empty containers, assistance with outbound shipments.

RATE C: SPECIAL HANDLING SERVICES (Refer to detail in "ORDER TOTALS" section for rates)
For equipment requiring special handling, and/or return to warehouse for outbound shipping via specified carrier.

*Shipments without an individual bill of lading, such as UPS and FedEx, which may not arrive all at once may be subject to "multiple shipment premiums" or daily "weight minimums". Shipments loaded in such a manner as to require special handling (such as, but not limited to, ground unloading, shipments mixed on the truck, or pad wrapped items) may also incur special handling charges.

RATE D: ONE PACKAGE SHIPMENT DIRECT TO SHOW SITE (\$50.00)
One carton received at the show site with no bill of lading not exceeding 50 pounds, and not requiring outbound assistance.

RATE E: SMALL VEHICLE UNLOADING AND LOADING (\$50.00 per vehicle, each service)
Auto, APV and pickup trucks which do not require a forklift and can be done by one man and a dolly.

SPECIAL SERVICES

The foregoing rates **do not** include any erection, uncrating, skidding in booth, etc... For such services, the following rates apply and advance notice is required.

Forklift & Operator (Up to 4,000 capacity) **\$80.00 ST/ \$120.00 OT** (Over 4,000 lbs. may be subject to a daily fee)

Outbound shipments left on the show floor without proper labeling or completed outbound shipping information may be subject to additional labor charges at the prevailing rate.

ORDER TOTALS

<input type="checkbox"/> Total Weight of Freight-Rate A _____ # x \$60.00 per 100# (\$120/200 lb. min., per shpmt.*)	\$
<i>Freight received at the warehouse within three days prior to move-in day may be subject to an additional 25% fee for late arrival (\$25.00 minimum).</i> _____ # x 25% (\$25 min.)	\$
<input type="checkbox"/> Total Weight of Freight-Rate B _____ # x \$58.00 per 100# (\$116/200 lb. min., per shpmt.*)	\$
<i>Freight received at the show site prior to the first move-in day may be subject to an additional 25% fee for early arrival (\$25.00 minimum).</i> _____ # x 25% (\$25 min.)	\$
<input type="checkbox"/> Multiple Shipment Premium _____ # x \$12.50 per 100# (\$25 min.)	\$
# Advance _____ # Direct _____	
<input type="checkbox"/> Outbound Return to Warehouse _____ # x \$15.00 per 100# (\$90/600 lb. min./per shpmt.)	\$
<input type="checkbox"/> Other Special Handling Services _____ # x \$12.50 per 100# (\$50/400 lb. min./per shpmt.)	\$
<input type="checkbox"/> Rate D _____ x \$50.00	\$
<input type="checkbox"/> Total Number of Trips-Rate E _____ x \$50.00 per trip	\$
<input type="checkbox"/> Forklift and Operator ST _____ OT _____ hours x hourly rate (1 hr. min.)	\$
<input type="checkbox"/> Additional Labor ST _____ OT _____ hours x hourly rate (1 hr. min.)	\$
<input type="checkbox"/> Stretch Wrap <input type="checkbox"/> Banding _____ pallet x \$25.00/ea. Sales Tax _____	\$
TOTAL DUE:	\$

EXHIBITOR _____ SHOW _____ BOOTH# _____

ADDRESS _____ ORDER DATE _____

CITY, STATE & ZIP _____ PHONE: () _____

AUTHORIZED _____

Signature _____ Print Name _____

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

MATERIAL HANDLING INFORMATION

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. **STL, Ltd. 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 STL, Ltd.'s maximum limit of liability will be fifty cents (\$.50) per pound per article.**
4. STL 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, STL, Ltd. reserves the right to re-route materials, or transport materials to a warehouse pending advice from the Exhibitor. All associated charges will be the responsibility of the Exhibitor. No liability will be assumed as a result of such re-routing or handling.**

RATE CALCULATION

1. In and out rates are based on incoming weight only. All weights are rounded up to the next 100 pound increment.
2. Rates are based on the carrier's estimated weight unless a weight certificate is provided.
3. Dimensional weights will be calculated when no weight certificate is provided.
4. Shipments without an individual bill of lading, such as UPS and FedEx, which may not arrive all at once may be subject to "multiple shipment premiums" or daily "weight minimums". Shipments loaded in such a manner as to require special handling (such as, but not limited to, ground unloading, shipments mixed on the truck, or pad wrapped items) may also incur special handling charges.
5. Additional labor charges may apply to shipments left on the show floor without proper labeling or completed outbound shipping information.



Sacramento Convention Center



Return this form directly to Wombo

Telecommunications & Internet Service Order Form

Please complete order form and fax back to **1.877.996.6846**

Should you have any questions about our services, please call **1.877.WOMBO.INC(1-877-966-2646)**



Wombo™ provides Computer Rental Services. Call for details & save on your next order!

Event Name: _____ Event Date(s): _____
 Company: _____ Booth Number: _____
 Billing Contact: _____ Contact Email: _____
 Phone Number: _____ Fax Number: _____
 Address: _____ City: _____ State/Zip: _____
 Onsite Technical Contact: _____ Phone: _____

TELEPHONE SERVICES	QUANTITY	RATE	TOTAL
Standard Phone Line - Includes a non-refundable \$25 Toll/ Long Distance Fee. Charges incurred over that amount will be billed separately. Please indicate use: <input type="checkbox"/> Calls <input type="checkbox"/> Modem <input type="checkbox"/> Both <input type="checkbox"/> Credit Card Machine		\$ 250.00	
Phone Instruments & System Features:			
• Single Line Phone Handset	_____	\$ 30.00	
• Cordless Phone Handset	_____	\$ 50.00	
• Multi-line Phone Handset w/ Speakerphone	_____	\$ 75.00	
• Polycom Full Duplex Conference Phone	_____	\$ 150.00	
• Voice Mail or Call Hunting (per location)	_____	\$ 25.00	
HIGH-SPEED & WIRELESS INTERNET SERVICES	QUANTITY	RATE	TOTAL
Shared High-Speed Internet Connection (System requires Ethernet Card, includes one IP Address)		\$ 500.00	
Additional IP Addresses (Must accompany Shared High-Speed Internet Connection Order). Hub/Cables Required		\$ 150.00	
Wireless Internet Service and Rental of Network Card (Laptop use only) VISTA BASIC NOT SUPPORTED		\$ 300.00	
Wireless Internet Service with Personal Wireless Card (Requires password access) VISTA BASIC NOT SUPPORTED		\$ 250.00	
Additional Wireless Network Connection (Must accompany Wireless Internet Service Order)		\$ 100.00	
Dedicated T-1 or DSL Lines (Requires 45 days notice to order. Includes 12 IP Add., Router & 8 Port Hub)		\$ 4,000.00 (T-1) \$ 1,500.00 (DSL)	
ISDN Line - 2B +D (Requires 30 days notice to order.)		\$ 550.00	
EQUIPMENT RENTAL & SPECIAL SERVICES	QUANTITY	RATE	TOTAL
Desktops and Laptops		From \$225 - Call for pricing and information	
LCD and Plasma Displays		From \$200 - Call for pricing and information	
Printers and Fax Machines		From \$100 - Call for pricing and information	
Dry Pair Order & Extension of 3 rd Party Circuit:			
- Extension of 3 rd Party Lines from Demarc	_____	\$1,500.00	
- VLANs, Fiber Runs & Cross Connects	_____	CALL	
Labor Rate (In booth networking or booth to booth cabling. Price includes cables and termination.)		\$ 125/hr (1 hr min)	
Late fee (if order is placed less than 2 business days before start date)		\$ 100.00	
		GRAND TOTAL	

TERMS AND CONDITIONS

1. All Telecommunication and Internet orders are based on availability.
2. Wombo, Inc. is not responsible for loss of communication services caused by the LEC (Local Exchange Carrier) and/or Long Distance Carriers or ISP (Internet Service Providers).
3. All ISDN Lines (2B+D) will be provisioned "Intel Blue" unless otherwise specified.
4. Only Wombo personnel are authorized to modify system wiring or cabling.
5. All materials and equipment furnished by Wombo, Inc. remains the property of Wombo, Inc. Replacement charges maybe incurred for misuse or loss of equipment.
6. All equipment rented from Wombo, Inc. must be returned at the end of the event to a Wombo Representative. Any equipment lost, stolen or damaged will be charged back to customer.

ORDERING INFORMATION:

1. Please provide all information requested on the form for speedy processing of your order.
2. For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
3. Facility cannot be held liable for services provided by Wombo, Inc.
4. Any long distance charges for phone or ISDN services will be billed separately.
5. All prices are subject to change without notice
6. Wireless Internet Services requires us to install software on your computer. Wombo, Inc. cannot be held liable for lost data or if card is not compatible with your system. Card must be return to Wombo.

PAYMENT TERMS:

1. Full payment **MUST** accompany all orders.
2. Credit will not be given for service installed and not used.
3. Wombo, Inc. accepts payment in US dollars, Checks drawn on a US Bank, Wire Transfers, or the following credit cards: (AMEX, VISA, MC). Make all checks payable to: **Wombo, Inc.**
4. There will be a \$30.00 service charge for returned checks.
5. There is a late fee of \$100 if services are ordered within 2 business days for event start date.
6. All Wire Transfers must include Bank Transfer Fee of \$45.00
7. When paying by check, credit card information must be provided for incidentals.

CANCELLATION & REFUNDS:

1. Cancellations must be in writing on company letterhead. A \$75 cancellation charge applies to all processed orders. Additional fees may apply if services have been ordered to the MPOE before cancellation request have been received.
2. Refunds will be processed within two weeks of show closing.

PAYMENT INFORMATION:	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Company Check
Credit Card #: _____	CVV2: _____	Exp. Date: _____
Name on Card: _____	Signature: _____	
Billing Address for Card: _____	City/State/ZIP: _____	
Company Name: _____	Booth #: _____	

*By signing above, you have agreed to the terms and conditions of this contract. Any late charges or additional fees will be billed directly to this credit card. **Federal Tax ID #: 77-0485659***

- **Questions regarding services – Call 1.877.WOMBO.INC(1-877-966-2646)**

Faxing orders - Please dial 1.877.996.6846

- **Mailing payment – 8733 Magnolia Avenue, Suite 100, Santee, CA 92071**

- Email us – support@wombo.com

FOR OFFICE USE ONLY:		
Check Number: _____	Approval #: _____	Date: _____

Return this form directly to Advantage

Show or event name: _____

Date of show or event: _____

Exhibitor Audio-visual Form

This order form is designed strictly for events at the **SACRAMENTO CONVENTION CENTER**. If you require services at another venue, additional labor or delivery costs may apply. All pricing below is effective for the event named above only. ***Rates are PER DAY**. All orders must be received no later than **7 days prior to event** in order to guarantee equipment. For additional equipment or questions, please call **Advantage Presentations at 916-984-7622 or 888-544-MEET**

Quantity		*DAILY RATE	TOTAL	Quantity		*DAILY RATE	TOTAL
							
							
	VIDEO						
_____	VHS or DVD Player /27" Video Monitor w/54" Draped Cart Package	\$225	\$ -		DATA DISPLAYS & PROJECTORS		
_____	VHS <input type="checkbox"/> or DVD <input type="checkbox"/> (please select) Video Player/Recorder	\$100	\$ -		19" Flat Screen Data Monitor	\$200	\$ -
_____	Beta SP or DV-Cam Video Player	\$300	\$ -		37" Plasma Monitor	\$400	\$ -
_____	Video Cart or Stand w/ Power & Local 5' VGA	\$45	\$ -		Chrome Pole Stand (For Monitors from our inventory ONLY!)	\$125	\$ -
					2,100 Lumen LCD Projector	\$450	\$ -
					3,000 Lumen LCD Projector	\$650	\$ -
					AUDIO		
_____	Slide Projector/Wireless Remote/ 4-8" Lens/Stand Package	\$90	\$ -		Wired Handheld or Lavalier Mic w/4 Channel Mixer & powered Speaker	\$150	\$ -
_____	Overhead Projector	\$85	\$ -		Wireless HH or Lav Mic (UHF) w/4 Channel Mixer & powered Speaker	\$235	\$ -
_____	6' Tripod Screen	\$55	\$ -		4 Channel Mixer	\$40	\$ -
_____	8' Tripod Screen	\$60	\$ -		Mono Cassette Deck	\$40	\$ -
_____	Laser Pointer	\$50	\$ -		CD Player	\$100	\$ -
_____	Flip Chart Easel, Pad & Pens	\$35	\$ -		JBL SRM450 Powered Speaker	\$85	\$ -
_____	AC Power Extension Cable, 25'	\$15	\$ -		COMPUTER RENTALS		
_____	VGA Extension Cable, 25'	\$15	\$ -		Laptop or Desktop Computers	Please Call	

ALL ORDERS MUST BE PREPAID

Contact Information:

Ordered By _____ Phone _____

Exhibitor/ Booth Name _____

Credit Card Billing Address

Street Address & Building or Suite _____

City _____ State _____ zip code _____

() _____ () _____
Phone _____ Fax _____

Email Address _____

Booth Number _____ Room or Hall _____

SET BY (Date & Time) * _____ REMOVAL (Date & Time) * _____

On Site Contact Name & Cell Phone number _____

Method of Payment:

Company Check++
REQUIRES GUARANTEE CREDIT CARD

MasterCard 

Visa 

AMEX 

Credit Card Number _____ CID or CVV2 Number _____

Card Expiration Date _____

Name on Card (please print) _____

Signature of Cardholder _____

Daily Equip. total:	\$ -
+ Tax @ 7.75%:	\$ -
X Days Used *:	
+ Delivery Fee**:	\$80.00
GRAND TOTAL***:	\$ -

* **"X Days Used"** = Unless Otherwise noted, charges apply for each day equipment is on show floor. If equipment must be set the day prior by a specific time, daily charges apply.
** Delivery fee includes: Standard delivery, installation, and removal at the Sacramento Convention Center. Additional charges may apply for custom installations or deliveries to other venues than the Sacramento Convention Center.

*** 72 hour prior cancellation required to avoid charges. Cancellations must be confirmed by an authorized Advantage Presentations representative.

++ Payable to: **Advantage Presentations 1030 15th Street, Suite 100, Sacramento, CA 95814**
COMPANY CHECKS REQUIRE A CREDIT CARD NUMBER FOR GUARANTEE!

FAX PAYMENT INFORMATION & FORM TO:

Advantage Presentations
Fax (916) 446-3891

Please Call Toll Free **888-544-MEET** to verify that we have received your fax!

For questions. Please call: Advantage Presentations at 888-544-MEET

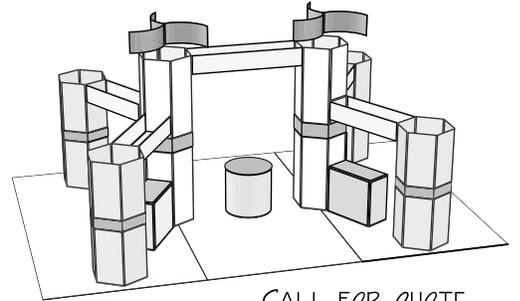
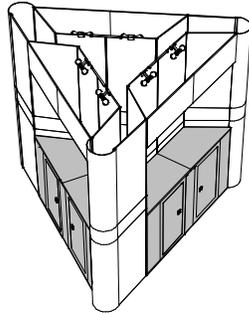
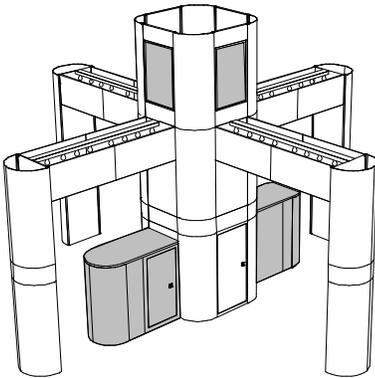
The equipment listed on this form represents our most frequently requested items. For equipment not listed above, please call. We stock a complete inventory of audio-visual and production equipment.

X Above signature indicates acceptance of responsibility for any loss, damage, or theft up to and including the full replacement value of the rented equipment and any freight or labor charges associated with the replacement cost.

DISPLAY RENTALS

BY CREATIVE EXHIBIT SYSTEMS

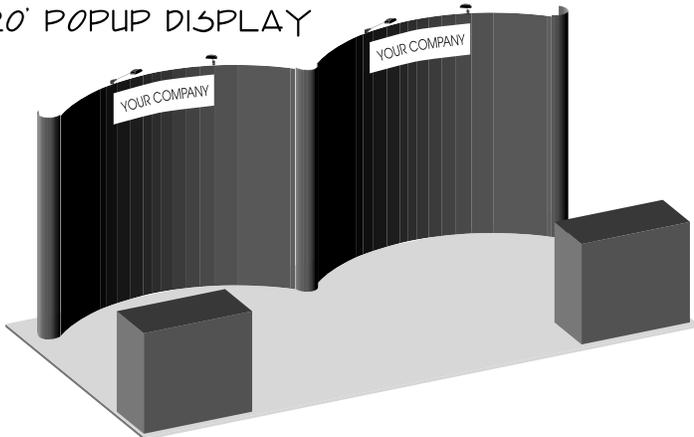
Set-up & tear down service available



CALL FOR QUOTE

Creative Exhibit Systems offers a wide variety of exhibits, graphics and accessories to meet all your trade show needs. From a complete 20' x 30' island to a simple table-top display, we can handle it all. For best selection, call today to arrange a showroom tour - 916 920-1388.

20' POPUP DISPLAY

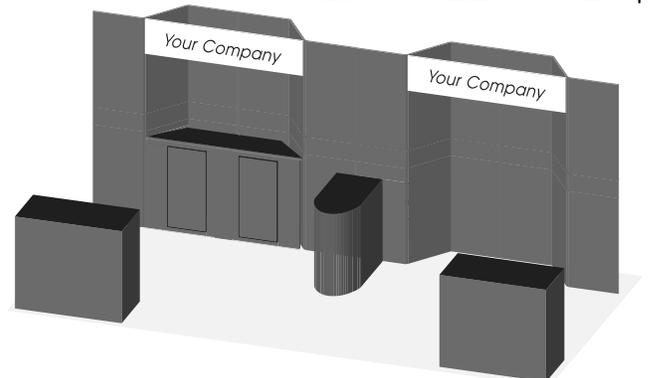


- Available in Grey, Black, Dark Blue
- 2 -60" x 10" company name signs- add \$100.00
- 4 Shipping cases - UPS/FedEx shippable

20' Rental Rates	
1 day - \$500	2 days - \$700
3 days - \$900	4 days - \$1100
5 - 7 days - \$1300	
Refundable Deposit - \$1000	

Optional counters - \$75.00 each

20' PANEL DISPLAY



- Available in Grey, Black, Dark Blue, Teal, Green
- 2 -70" x 16" backlit headers with your company name - add \$100.00
- 4 Shipping cases - UPS/FedEx shippable

GRAPHICS

- SIGNS
- TRANSPARENCIES
- BANNERS
- PHOTO PRINTS

ACCESSORIES

- LIGHTS
- TABLE COVERS
- COUNTERS
- BROCHURE HOLDERS



CREATIVE
EXHIBIT
SYSTEMS

(916) 920-1388 PH
(916) 920-1389 FAX
www.creativeexhibits.com

1767 Tribute Road
Suite C
Sacramento, CA 95815

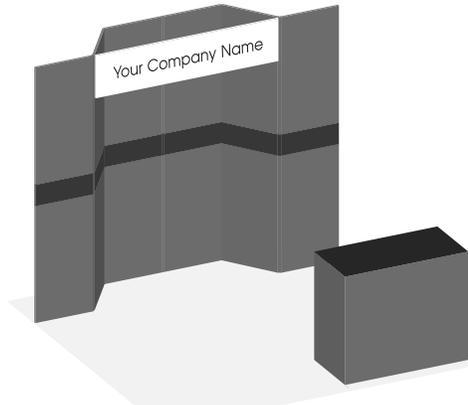
• DISPLAY SYSTEMS
• RENTALS
• GRAPHICS

Contact Creative Exhibit Systems directly for more information

DISPLAY RENTALS

BY CREATIVE EXHIBIT SYSTEMS

10' PANEL DISPLAY

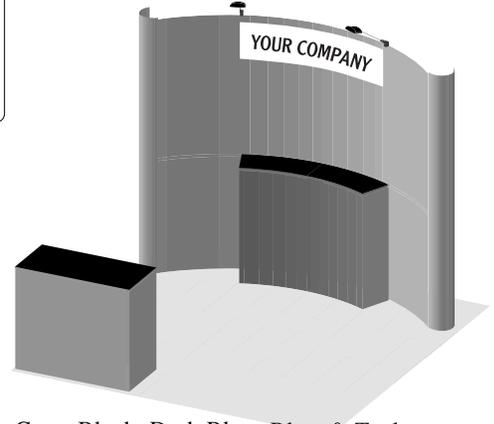


- Available in Grey, Black, Dark Blue, Teal, Green
- 70" x 16" backlit header with your company name - add \$50.00
- 2 Shipping cases - UPS/FedEx shippable

10' Rental Rates
1 day - \$250 2 days - \$350
3 days - \$450 4 days - \$550
5 - 7 days - \$650
Refundable Deposit - \$500

Optional counters - \$75.00 each

10' POPUP DISPLAY



- Available in Grey, Black, Dark Blue, Blue, & Teal
- 60" x 10" company name sign - add \$50.00
- 2 Shipping cases - UPS/FedEx shippable

The displays shown here are only a portion of our display rental fleet.
There are a variety of display styles, colors and accessories from which to choose.
Please call for more information - 916 920-1388.

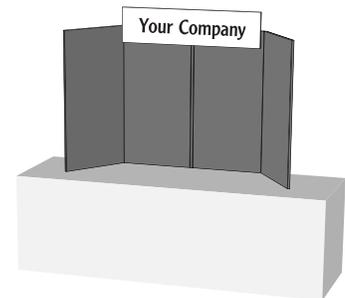
6' TABLE-TOP DISPLAYS



- Available in Dark Blue, Black
- 48" x 10" company sign - add \$25.00
- 1 Shipping case - UPS/FedEx shippable

(The draped table is not included
in the table-top rental)

Table-top Rental Rates
1 day - \$125 2 days - \$175
3 days - \$225 4 days - \$275
5 - 7 days - \$325
Refundable Deposit - \$250



- Available in Grey, Black, & Green
- 44" x 11" backlit header with your company name - add \$25.00
- 1 Shipping case - UPS/FedEx shippable

GRAPHICS

- SIGNS • TRANSPARENCIES
- BANNERS • PHOTO PRINTS

ACCESSORIES

- LIGHTS • TABLE COVERS
- COUNTERS • BROCHURE HOLDERS



CREATIVE
EXHIBIT
SYSTEMS

DISPLAY SYSTEMS • RENTALS • GRAPHICS • PHOTO PRINTS • DESIGN
1767 Tribute Road • Suite C • Sacramento, CA • 95815
(916) 920-1388 PH • (916) 920-1389 FAX • www.creativeexhibits.com

PLANTS

by Muranaka

Return this form
directly to Plants by
Muranaka

P.O. BOX 277847
Sacramento, CA 95827
916-429-8900
FAX 916-648-9936
CELLULAR 916-201-6499
EMAIL marshamel@sbcglobal.net

SHORT TERM RENTAL FORM

EXHIBITOR NAME: _____ Booth #: _____
Name of Show: _____ Show Date: _____
Location of Show: _____

SIZE/HGT.	VARIETIES OF PLANTS/QUANTITY OF EACH	COST	TOTAL
6 inch pot	BOSTON FERNS ___ IVY ___ PHOTHOS ___ ASSORTED ___	\$10.00 EA	
8 inch pot	BOSTON FERNS ___ IVY ___ PHOTHOS ___ ASSORTED ___	\$20.00 EA	
6 inch pot	FLORIST MUMS – LAVENDER ___ WHITE ___ YELLOW ___	\$15.00 EA	
6 inch pot	FLORIST AZALEAS – PINK ___ RED ___ WHITE ___	\$25.00 EA	
2 foot tall	SPATHIPHYLLUM (PEACE LILY)	\$30.00 EA	
2-3 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$35.00 EA	
3-4 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$45.00 EA	
4-5 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$55.00 EA	
5-6 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$65.00 EA	
7-8 foot tall	FICUS ___	\$95.00 EA	
	FRESH FLORAL ARRANGEMENTS: \$45.00 <input type="checkbox"/> \$60.00 <input type="checkbox"/> \$75.00 <input type="checkbox"/>	\$	
	COLORS DESIRED:		
	LISTED PRICES INCLUDE, BLACK CONTAINERS, DELIVERY, SET-UP, MAINTENANCE, AND REMOVAL OF PLANTS.		
		SUB-TOTAL	\$
	ORDERS RECEIVED, WITH PAYMENT (CHECKS ONLY), 10 DAYS PRIOR TO THE FIRST SHOW DAY ARE ELIGIBLE FOR A 10% DISCOUNT FROM LIST PRICES.	- DISCOUNT	
		7.75% TAX	
		GRAND TOTAL	\$

Company Contact: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Area Code/Phone: _____

Area Code/Fax: _____

Email Address: _____