



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

SMALL SCHOOL DISTRICTS' ASSOCIATION
April 13-15, 2011
at the Radisson Hotel, Sacramento

The sponsors are providing you with the following:

1. Exhibit booth, 7' deep x 10' wide, including 8' high backwall and 3' high side dividers draped in blue and white, in a carpeted display area
2. Exhibitor ID sign including name and booth number
3. One 6' draped table, two chairs, and a wastebasket

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

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 April 8.**

PAYMENT

Payment is required when all orders are placed. Orders may be faxed or emailed 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 April 4 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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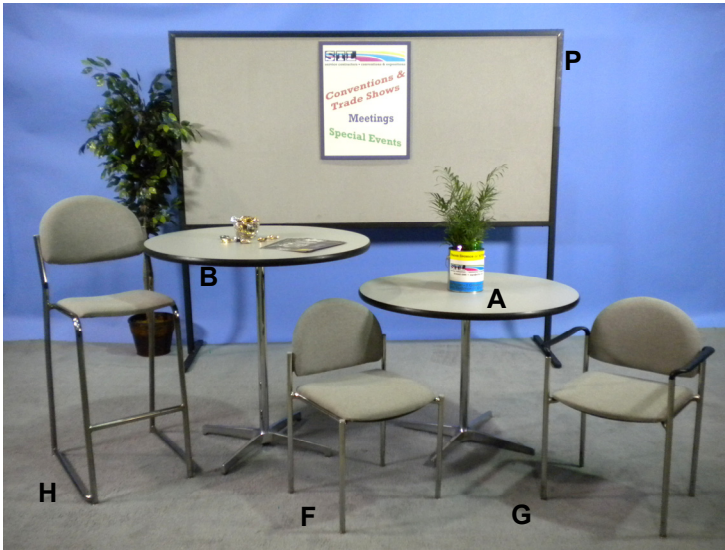
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950 Richards Blvd.

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expo@stilltd.com



- 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

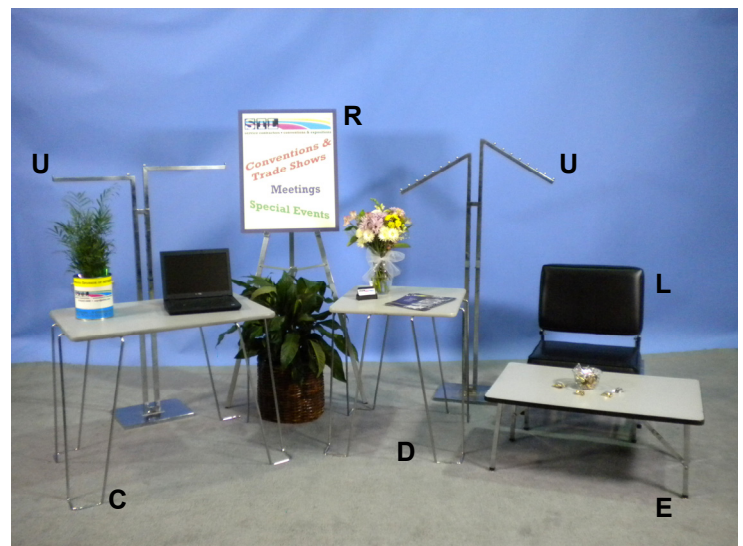
- I** Grey contour chair
- J** Black plastic side chair
- K** Black plastic arm chair
- N** Draped display table
- O** Draped display counter
- S** 22"x28" vertical sign stand
- T** Literature rack (7 slots)



- M** Black 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

X9bcpta

Qty	Description	Discount Price	Regular Price	Amount	Qty	Description	Discount Price	Regular Price	Amount
GREY/CHROME EXECUTIVE FURNISHINGS					STANDARD CARPETING				
	40" dia. x 30" high starbase table (A)	135.00	170.00			9'X10'	85.00	100.00	
	40" dia. x 40" high starbase table (B)	160.00	195.00			9'X20'	170.00	200.00	
	24"x36"x30" side table (C)	60.00	70.00			9'X30'	255.00	300.00	
	24"x24"x30" side table (D)	50.00	60.00		If no color is selected, grey carpet will be installed				
	24"x36"x17" cocktail table (E)	40.00	50.00		Select Color: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Burgundy <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> Teal				
	Upholstered side chair (F)	65.00	80.00		Standard Carpets include front aisle taped only.				
	Upholstered arm chair (G)	70.00	85.00		Corner and Island booths require additional taping.				
	Upholstered counter stool (H)	75.00	90.00			Additional taping	.50/ft	.60/ft	

STANDARD CHAIRS AND STOOLS				
	Grey plastic contour chair (I)	40.00	50.00	
	Black plastic side chair (J)	35.00	45.00	
	Black plastic arm chair (K)	40.00	50.00	
	Black padded lounge chair (L)	45.00	60.00	
	Black padded counter stool (M)	60.00	70.00	

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

DRAPED DISPLAY TABLES 24" WIDE X 30" HIGH				
If no color is selected, we will match the show colors				
Select Color: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black				
<input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
	4' table, Draped 4 sides (N)	70.00	85.00	
	6' table, Draped 3 sides	85.00	105.00	
	8' table, Draped 3 sides	105.00	115.00	
	4th side draping (6' or 8')	30.00	40.00	

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

DRAPED DISPLAY COUNTERS 24" WIDE X 40" HIGH				
If no color is selected, we will match the show colors				
Select Color: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black				
<input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
	4' counter, Draped 4 sides (O)	80.00	95.00	
	6' counter, Draped 3 sides	95.00	115.00	
	8' counter, Draped 3 sides	115.00	135.00	
	4th side draping (6' or 8')	35.00	45.00	

DISPLAY PANELS				
	4'X8' bulletin board (P)	60.00	90.00	
Double faced, Velcro receptive, Grey				
<input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				

TABLETOP RISERS 12" WIDE X 12" HIGH				
	4' Riser, with white cover	30.00	35.00	
	6' Riser, with white cover	35.00	40.00	
	8' Riser, with white cover	40.00	45.00	

ACCESSORIES				
	30" dia. X 40" high cocktail round (Q)	110.00	150.00	
Linen Color: <input type="checkbox"/> Black <input type="checkbox"/> White				
	30" dia. x 30" high bistro table (V)	155.00	185.00	
	Black bistro chair (W)	110.00	130.00	
	24"x36"x17" woodgrain cocktail table	35.00	45.00	
	Easel (R)	30.00	45.00	
	Chrome sign stand, 22"x28' vertical (S)	50.00	70.00	
	Literature rack (T)	85.00	100.00	
	Bag holder/Coat tree (U)	60.00	80.00	
	Wastebasket	15.00	18.00	

SPECIAL DRAPING				
SELECT COLOR: <input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Gold <input type="checkbox"/> Black				
<input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Green <input type="checkbox"/> Silver				
	8' high drapes (per linear foot),Installed	5.00/ft.	8.00/ft.	
	3' high drapes (per linear foot),Installed	3.50/ft.	5.00/ft.	

PAYMENT POLICY: To obtain the discount price, full payment must be included with your order, and must be received no later than 10 days prior to show opening.	QUALIFIED DISCOUNT TOTAL

	REGULAR TOTAL
_____	_____

EXHIBITOR _____ SHOW _____ BOOTH# _____

ADDRESS _____ ORDER DATE _____

CITY, STATE & ZIP _____ PHONE: _____

AUTHORIZED _____

Signature _____ Print Name _____

CANCELLATIONS: 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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Electrical Order Form

V

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	\$75.00	\$90.00			150 watt floodlight on stanchion*	\$50.00	\$65.00	
	Duplex Outlet up to 1000 watts or 10 amps	\$95.00	\$115.00			Double 150w flood on stanchion*	\$69.00	\$90.00	
	Duplex Outlet up to 1500 watts or 15 amps	\$115.00	\$140.00			300 watt floodlight on stanchion*	\$61.00	\$80.00	
	Duplex Outlet up to 2000 watts or 20 amps	\$130.00	\$160.00			500 watt flood hanging overhead**	\$87.00	\$115.00	
Above Duplex Outlets provided are standard type straight blade 3-wire grounding NEMA #5-20R						1000 watt flood hanging overhead**	\$102.00	\$135.00	
MATERIALS					Above prices include power and installation.				
	25' Edison extension cord	\$12.00	\$15.00		* In-line booths only				
	Power Strip (not surge protected)	\$24.00	\$30.00		** 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"/> \$140.00	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$190.00	<input type="checkbox"/> \$230.00	
	15 amps or 1 H.P.	<input type="checkbox"/> \$170.00	<input type="checkbox"/> \$210.00	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$270.00	
	20 amps or 2 H.P.	<input type="checkbox"/> \$215.00	<input type="checkbox"/> \$260.00	<input type="checkbox"/> \$290.00	<input type="checkbox"/> \$350.00	
	30 amps or 3 H.P.	<input type="checkbox"/> \$260.00	<input type="checkbox"/> \$315.00	<input type="checkbox"/> \$340.00	<input type="checkbox"/> \$415.00	
	40 amps or 5 H.P.	<input type="checkbox"/> \$295.00	<input type="checkbox"/> \$360.00	<input type="checkbox"/> \$395.00	<input type="checkbox"/> \$480.00	
	50 amps or 6 H.P.	<input type="checkbox"/> \$335.00	<input type="checkbox"/> \$410.00	<input type="checkbox"/> \$455.00	<input type="checkbox"/> \$550.00	
	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.

PAYMENT POLICY Payment is required when orders are placed. You are eligible for the "Discount prices" only if we receive your order, with payment, no later than ten (10) days prior to the first show day.	Electrical Service	\$ _____
	Labor, if required	\$ _____
	Materials, if required	\$ _____
	TOTAL	\$ _____

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

EXHIBITOR _____ SHOW _____ BOOTH# _____
 ADDRESS _____
 CITY, STATE & ZIP _____ ORDER DATE _____
 PHONE _____ E-MAIL _____
 AUTHORIZED _____
 Signature _____ Print Name _____

Electrical Conditions and Regulations

1. Advance orders must be received, *with payment*, a minimum of ten (10) days prior to the first day of the show to qualify for the discount price.
2. *The charge for outlets will be made on the basis of maximum wattage in use at the time of inspection.*
3. The charge for 24 hour service is double the normal rate.
4. The minimum outlet for dedicated electrical line for computers is 2000 watts or 20 amps.
5. **Building utility outlets are not part of booth space and are not to be used by the exhibitors unless specifically designated by STL, Ltd.**
6. All exhibitors' equipment shall meet N.E.C. and be clearly labeled as to type of current, voltage, phase, cycle, horsepower, etc.
7. All equipment, regardless of source of power, must comply with all federal, state, and city safety codes.
8. The use of open clip sockets, latex or lamp cord wire is prohibited.
9. Under no circumstances shall anyone other than "house electrician" make special or direct wiring electrical connections.
10. All material and equipment furnished by STL, Ltd. for this service order shall remain the property of STL, Ltd. and shall be removed only by STL, Ltd. at the close of the show.
11. All exhibitors' cords must be of the 3 wire grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded. All power and motor outlets over 3 HP or 20 amps, must have magnetic starters and disconnecting switch furnished by the exhibitor. **Local ordinances prohibit more than two (2) connections per outlet box.**
12. **All outlets will be installed on the floor near the center backwall of the booth.**
13. **Rates quoted for all connections cover only bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring. Any special or direct wiring will be done on a time plus materials basis.**
14. **Island and peninsula space exhibitors should provide diagrams indicating location of outlets. Labor charges may apply to these booths.**
15. Claims/complaints will not be considered unless filed by exhibitor prior to close of exposition.
16. Credit will **NOT** be given for outlets or lights installed and not used.
17. Unauthorized use of power not paid for will result in shut-down of electrical service.
18. STL, Ltd. is not responsible for voltage fluctuations or power failure because of temporary conditions.



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Labor Order Form

V

INSTALLATION AND DISMANTLING RATES

Straight Time: \$60.00/ Hour (8:00 a.m. - 5:00 p.m. Monday-Friday)
Overtime: \$90.00/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

\$75.00/hour ST - \$112.50/hour OT

INSTALL SUBTOTAL \$ _____

DISMANTLE SUBTOTAL \$ _____

MATERIALS \$ _____

TOTAL \$ _____

SUPERVISION BY EXHIBITOR ORDER TOTAL

\$60.00/hour ST - \$90.00/hour OT

INSTALL SUBTOTAL \$ _____

DISMANTLE SUBTOTAL \$ _____

MATERIALS \$ _____

TOTAL \$ _____

EXHIBITOR _____ SHOW _____ 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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Booth Cleaning Order Form

U

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	X \$.17 per sq. ft. MINIMUM 100 sq. ft.	= \$	X 1 day	= \$
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Clean/Vacuum daily		sq ft	X \$.16 per sq. ft. MINIMUM 100 sq. ft.	= \$	X # DAYS _____	= \$
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Clean/Vacuum once before opening only - Qty discount		sq ft	X \$.14 per sq. ft. MINIMUM 600 sq. ft.	= \$	X 1 day	= \$
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Clean/Vacuum daily - Qty discount		sq ft	X \$.13 per sq. ft. MINIMUM 600 sq. ft.	= \$	X # 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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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.
- 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)
FOR: SMALL SCHOOL DISTRICTS ASSN.
C/O: STL, LTD., 950 RICHARDS BLVD., SACRAMENTO, CA 95811
TO ARRIVE NO LATER THAN APRIL 8, 2011

- **Freight will still be accepted at the STL warehouse after April 8 but will be subject to an additional 25% surcharge for late arrival.**

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 11:00 a.m. on Friday, April 15. 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 11:00 a.m. Friday or refuses to accept a shipment, STL, Ltd. reserves the right to return your shipment to our warehouse for outbound shipping on Monday, April 18. 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.



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Material Handling Rates & Order Form**I***

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 (**\$55.00/cwt., 200 lb./\$110 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 (**\$53.00/cwt., 200 lb./\$106 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 \$55.00 per 100# (\$110/200 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 \$53.00 per 100# (\$106/200 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.