



# Sacramento Stage Lighting

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

DO NOT WRITE IN THIS SPACE  
 FOR OFFICE USE ONLY

## Furniture Order Form

9dX

Description	Qty	Discount Price	Regular Price	Amount	Description	Qty	Discount Price	Regular Price	Amount
<b>SKIRTED DISPLAY TABLES 24" WIDE X 30" HIGH</b>					<b>CHAIRS AND STOOLS</b>				
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 <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Purple					Grey plastic contour chair				
4' table, Skirted 4 sides					Grey plastic folding chair				
6' table, Skirted 3 sides					Padded counter stool				
8' table, Skirted 3 sides									
4th side skirting ( <input type="checkbox"/> 6' or <input type="checkbox"/> 8')									
Deduct 25% for UNKSIRTED table: < >									
<b>SKIRTED DISPLAY COUNTERS 24" WIDE X 40" HIGH</b>					<b>ACCESSORIES</b>				
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 <input type="checkbox"/> Burgundy <input type="checkbox"/> Teal <input type="checkbox"/> Silver <input type="checkbox"/> Green <input type="checkbox"/> Purple					Bag/Coat Stand <input type="checkbox"/> Slant <input type="checkbox"/> Straight				
4' counter, Skirted 4 sides					Retractable stanchion w/ 7' belt				
6' counter, Skirted 3 sides					Wastebasket				
8' counter, Skirted 3 sides									
4th side skirting ( <input type="checkbox"/> 6' or <input type="checkbox"/> 8')									
Deduct 25% for UNSKIRTED counter: < >									
<b>TABLETOP RISERS 12" WIDE X 12" HIGH</b>					<b>DISPLAY STANDS &amp; BOARDS</b>				
4' Riser, with white cover					Easel				
6' Riser, with white cover					Chrome sign stand, 22"x28" vertical				
8' Riser, with white cover					4'X8' bulletin board				
					Double faced, Velcro receptive, Grey <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				
					4'x8' pegboard				
					Single faced, woodgrain <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical				
					1m wide x 8' high display board				
					Double faced, Velcro receptive, Grey, Accommodates graphics up to 36"w x 84"h				
<b>MEETING &amp; ACCENT TABLES</b>					<b>CUSTOM BOOTH DRAPING &amp; BARE PIPE FRAMES</b>				
40" dia. x 30" high starbase table					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				
40" dia. X 40" high starbase table					8' high drapes (per linear foot)				
Optional linen for starbase table					3' high drapes (per linear foot)				
Linen Selection: <input type="checkbox"/> 30" high table <input type="checkbox"/> 40" high table <input type="checkbox"/> Black <input type="checkbox"/> White					8' high bare pipe frame (per linear foot)				
30" dia. X 40" tall hiboy with linen					3' high bare pipe frame (per linear foot)				
Linen Color: <input type="checkbox"/> Black <input type="checkbox"/> White									
Daily linen change for any of the above									
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									
24"x36"x30" side table									
24"x24"x30" side table									
24"x36"x17" cocktail table									
17"x17"x17" cocktail table									
<b>MISCELLANEOUS SPECIAL REQUESTS</b> (Call for availability / rates)					<b>PAYMENT POLICY:</b> To obtain the discount price we must receive your order, with payment, no later than fourteen (14) days prior to the first show day.				
					Qualified Discount Total _____				
					Regular Total _____				

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

**CANCELLATION CHARGE:** Items ordered and delivered to booth but subsequently cancelled are subject to a 100% cancellation fee.



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## 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	Size	Qty	Disc Price	Reg Price	Amount
10' x 10'		\$110.00	\$150.00		9' x 10'		\$100.00	\$140.00	
10' x 20'		\$200.00	\$230.00		9' x 20'		\$190.00	\$220.00	
10' x 30'		\$300.00	\$350.00		9' x 30'		\$290.00	\$320.00	
10' x 40'		\$400.00	\$460.00						

Two carpets ordered for island & peninsula booths require additional taping, dye lots do not match

9' carpet is installed at the front edge leaving 1' uncarpeted at the rear of the booth. Two carpets ordered for island & peninsula booths equal 18' width, not 20', and require additional taping, dye lots do not match.

### ADDITIONAL TAPING

Required on all standard size carpets ordered for corner, island, and peninsula booths.

Description	Qty	Discount price	Regular price	Amount
Additional taping per foot		\$.55/ft.	\$.65/ft.	

### CUSTOM CUT TO FIT CARPET

Rental includes installation, all taping, and removal at show closing. **If no color is indicated, grey carpet will be installed.**

**SELECT CARPET COLOR:**  Red  Blue  Black  Grey  Green  Pepper

Description	Qty	Discount price	Regular price	Amount
Size _____ x _____ Cut to fit carpeting	_____ sq. ft.	\$1.85/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.	\$.70/sq. ft.	\$1.10/sq. ft.	
Size _____ x _____ Double layer padding	_____ sq. ft.	\$1.30/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.



**service contractors  
conventions & expositions**

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Lighting**  
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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 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.

<b>FOR OFFICE USE ONLY – DO NOT WRITE HERE</b>					
<b>DATE:</b>	<b>AMOUNT</b>	<b>DATE:</b>	<b>AMOUNT</b>	<b>DATE:</b>	<b>AMOUNT</b>
Standard Furn (210)		Standard Furn (210)		Standard Furn (210)	
Specialty Furn (212)		Specialty Furn (212)		Specialty Furn (212)	
Carpet (211)		Carpet (211)		Carpet (211)	
Electrical (213)		Electrical (213)		Electrical (213)	
Elec Labor (214)		Elec Labor (214)		Elec Labor (214)	
I&D Labor (214)		I&D Labor (214)		I&D Labor (214)	
Rigging (214)		Rigging (214)		Rigging (214)	
Cleaning (215)		Cleaning (215)		Cleaning (215)	
Graphics (216)		Graphics (216)		Graphics (216)	
Mat Handling (217)		Mat Handling (217)		Mat Handling (217)	
Other (218)		Other (218)		Other (218)	
<b>TOTAL</b>		<b>TOTAL</b>		<b>TOTAL</b>	