



California
WALNUT
CONFERENCE

JANUARY 5-6, 2023

YUBA-SUTTER FAIRGROUNDS

442 FRANKLIN AVE, YUBA CITY, CA 95991

**EXHIBITOR
INFORMATION**

EXHIBITS/TRADESHOW HOURS: JAN 5, 2023 7:00AM - 2:30PM

JAN 5: EXHIBITS AND CEU | JAN 6: CEU (NO EXHIBITS)



HOSTED BY:

WEST COAST NUT

IN COLLABORATION WITH:





MARKETING

PO BOX 27772 | FRESNO CA | 93729
Phone: (559) 352-4456

Dear Exhibitor,

On behalf of our team, I would like to thank you for choosing to exhibit at our annual California Walnut Conference, hosted by **West Coast Nut Magazine** in collaboration with the **California Walnut Board**.

Enclosed you will find information for the conference. Please refer to this exhibitor kit regarding move-in / move-out information, digital guide ad, liability insurance certificate, tote bag items and order options for rentals / service not included with your booth package.

Sacramento Stage Lighting (SSL) will be assisting us this year to meet all of your exhibitor needs. If you have any questions after reviewing these forms, please contact SSL by phone: (916)447-3258 or by email: orders@sacstagelight.com.

We also have arranged for your travel needs and have partnered with the Hampton Inn & Suites Yuba City, for those who need overnight accommodation.

We look forward to working with you and moving the industry forward together.

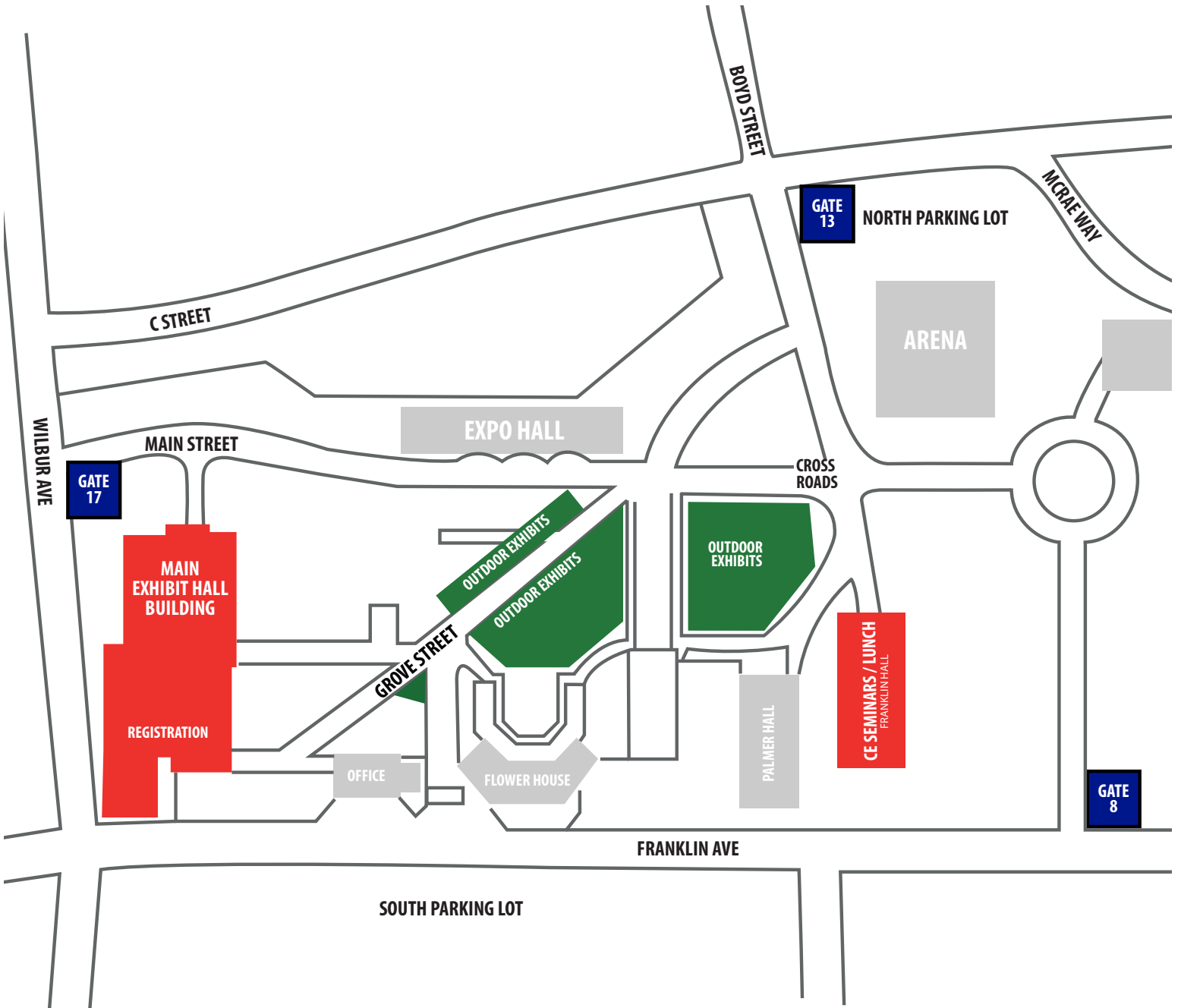
Sincerely,

Jason Scott

Jason Scott | Publisher



JANUARY 5-6, 2023
YUBA-SUTTER FAIRGROUNDS



JANUARY 5-6, 2023

YUBA-SUTTER FAIRGROUNDS



NEW! REGISTER YOUR EXHIBITOR STAFF

You asked and we listened! Register your exhibitor staff today to save time at your check-in:

<https://myaglife.com/exhibitor-event-registration/>

MOVE-IN: Use Gate# 17 or Gate# 8 - see map for details. Gates close at 5PM.

Outdoor/Equipment: Jan 3, 2023 noon – 4PM and Jan 4, 2023 7AM – 11AM

Indoor: Jan 4, 2023 noon – 4PM

EXHIBITS/TRADESHOW HOURS: Park in South or North Parking Lots

Jan 5, 2023 7AM – 2:30PM

(Jan 6: CEU seminars, no exhibits/tradeshow)

MOVE-OUT: Use Gate# 17 or Gate# 8 - see map for details. Gates close at 5PM.

Indoor: Jan 5, 2023 2:30PM – 4:30PM

Outdoor/Equipment: Jan 5, 2023 2:30PM – 4:30PM and Jan 6, 2023 7AM – 11AM

LIABILITY INSURANCE Due by Dec 20, 2022

All exhibitors are required to have Comprehensive General Liability Insurance of not less than \$1,000,000 for bodily injury and/or property damage, with the following listed as additionally insured: JCS Marketing, Inc., California Walnut Conference and Yuba-Sutter Fairgrounds. While all exhibitors are required to have this insurance coverage, only those exhibitors with booths larger than a 10x10 booth must provide proof of a copy of that insurance by uploading the certificate of insurance by the due date. Exhibitors who fail to provide proof of insurance will not be allowed to move-in until coverage is provided. Sample certificate of insurance to send to your insurance company is included in this document. Upload <https://www.wcngg.com/upload-proof-of-insurance/>

TOTE BAG ITEM Due by Dec 20, 2022

Mail/deliver: JCS Marketing Inc., Attn: Jay Visser, 8469 N. Millbrook Ave, Suite 101, Fresno, CA 93720

DIGITAL AD AND SPONSOR FILE Due by Dec 20, 2022

Specs: 8.5in by 11in vertical digital file in RGB format, resolution set at min. 72dpi, 792px by 612px, full color, full page, digital ad, no crop/registration marks necessary. Will be sent in “thank you” email following the conference. Upload <https://mediakit.jcsmarketinginc.com/advertiser-upload/>

HAVE QUESTIONS ABOUT YOUR SPONSORSHIP / EXHIBIT?

Call our office (559) 352-4456 or email Jay Visser jay@jcsmarketinginc.com

ONSITE POINT OF CONTACT

Jay Visser (559) 289-1980 and

Rita Edwards (916) 792-2308

HOST HOTEL

Hampton Inn & Suites Yuba City

1375 Sunsweet Blvd, Yuba City, CA 95991

Phone (530) 751-1714



JANUARY 5-6, 2023

YUBA-SUTTER FAIRGROUNDS


California
WALNUT
 CONFERENCE

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
CURRENT DATE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER INSURANCE AGENT NAME AND ADDRESS	CONTACT NAME:	
	PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID:	CONTACT INFORMATION FAX (A/C, No):
INSURED INSURED NAME AND ADDRESS	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	INSURANCE COMPANY NAME
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: W02036242

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	MINIMUM LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR MUST BE SELECTED GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			POLICY NUMBER		CURRENT POLICY PERIOD MUST COVER	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea Occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG PROFESSIONAL LIABILITY LEGAL LIAB TO PARTICIPANTS	\$1,000,000 \$1,000,000 \$5,000 \$1,000,000 \$2,000,000 \$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> NOT PROVIDED WHILE IN HAWAII						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	
	MEDICAL PAYMENTS FOR PARTICIPANTS						PRIMARY MEDICAL EXCESS MEDICAL	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

JCS MARKETING, INC.
ADD EVENT NAME, DATES AND ENDORSEMENT FORM# - FORM TO BE ATTACHED
THIS INSURANCE SHALL BE PRIMARY AND NON-CONTRIBUTORY.

CERTIFICATE HOLDER
CANCELLATION

 JCS Marketing, Inc.
 P.O. Box 27772
 Fresno, CA 93729

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SIGNATURE

POLICY NUMBER: POLICY NUMBER

**COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
JCS Marketing, Inc. P.O. Box 27772 Fresno, CA 93729
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



**service contractors
conventions & expositions**

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

SSL is pleased to serve as the official service contractor for the:

***California Walnut Conference
Jan 5th - 6th, 2023
at the Yuba-Sutter Fairgrounds***

BOOTH SPECIFICATIONS

- Each 8'x10' booth will be provided with the following:
 - 8' high backwall and 3' high side dividers, draped in black
 - One 8' table skirted in black
 - Two plastic folding chairs
 - ID sign including name and booth number

ELECTRICAL SERVICE

- Electrical service is not provided with your exhibit. If your display requires electrical service please complete and return the Electrical Order Form from this kit.

MATERIAL HANDLING

- SSL can receive your shipment at either our advance warehouse beginning December 5th, or directly at the Yuba-Sutter County Fairgrounds, during exhibitor move in Jan 3rd & 4th. Please refer to the Material Handling information included in this kit for detailed instructions.
- Remember to complete and return the Material Handling order form prior to shipping your materials.
- Review the outbound shipping instructions prior to scheduling your carrier for your return shipment.

PAYMENT

- Payment in full must be submitted with all orders. Emailed or faxed orders must be accompanied by the completed credit card charge authorization form.
- **Any orders received, *with payment*, by December 23rd, are entitled to the discount prices on additional booth furnishings, carpet, and electrical service.**

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.



service contractors
conventions & expositions

**Sacramento Stage
Lighting**
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SHOW INFORMATION AND DUE DATES

California Walnut Conference
Jan 5th - 6th, 2023
at the Yuba-Sutter Fairgrounds

EXHIBITOR MOVE-IN:

Outdoor/Equipment:
Jan 3, 2023 noon – 4PM and Jan 4, 2023 7AM – 11AM

Indoor: Jan 4, 2023 noon – 4PM

SHOW HOURS:

Jan 5, 2023 7AM – 2:30PM
(Jan 6: CEU seminars, no exhibits/tradeshow)

EXHIBITOR MOVE-OUT:

Indoor: Jan 5, 2023 2:30PM – 4:30PM
Outdoor/Equipment: Jan 5, 2023 2:30PM – 4:30PM
and Jan 6, 2023 7AM – 11AM

STANDARD BOOTH EQUIPMENT:

Each 8'x10' booth will be provided with the following:

- 8' high backwall and 3' high side dividers, draped in black
- One 8' table skirted in black
- Two plastic folding chairs
- ID sign including name and booth number

DUE DATES & DEADLINES CHECKLIST

X	DATE	COMPANY	SERVICE	REQUIREMENTS
	December 5th	SSL	Material Handling Contractor	First day for advance shipments to be received at the SSL warehouse
	December 23rd	SSL	General Contractor	Discount deadline for furniture, carpet, and electrical orders
	December 30th	SSL	Material Handling Contractor	Last day for advance shipments to be received at the SSL warehouse without a late fee
	January 2nd	SSL	Material Handling Contractor	Last day for advance shipments to be received at the SSL warehouse (with a late fee)
	January 6th	SSL	Material Handling Contractor	Receipt of on-site shipments at the Yuba-Sutter Fairgrounds



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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 Sacramento Stage Lighting, 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	



Sacramento Stage Lighting

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Sacramento, CA 95811

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DO NOT WRITE IN THIS SPACE-FOR OFFICE USE ONLY

Furniture Order Form

Display Tables and Counters

Each 8'x10' booth includes one 8' table with black skirting on three sides.

The following options and additions are available.

Qty	Description	Discount Price	Regular Price	Amount
-----	-------------	----------------	---------------	--------

DISPLAY TABLES, 24" WIDE X 30" HIGH

If no color is selected, black skirting will be installed

Select Color: ☐ Red ☐ Blue ☐ Gold ☐ Black ☐ White

☐ Burgundy ☐ Teal ☐ Silver ☐ Green ☐ Purple

4' table, Skirted 4 sides, Substituted for provided 8'			N/C
Additional 4' Table, Skirted 4 Sides	55.00	75.00	
6' table, Skirted 3 sides, Substituted for provided 8'			N/C
Additional 6' Table, Skirted 3 Sides	65.00	80.00	
Additional 8' Table, Skirted 3 Sides	75.00	90.00	
4th Side Skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8')	25.00	35.00	

You may deduct 25% if table is NOT skirted < >

*Requests for table substitutions must be received by December 27th

DISPLAY COUNTERS, 24" WIDE X 40" HIGH

If no color is selected, black skirting will be installed

Select Color: ☐ Red ☐ Blue ☐ Gold ☐ Black ☐ White

☐ Burgundy ☐ Teal ☐ Silver ☐ Green ☐ Purple

4' Counter, Skirted 4 Sides	60.00	85.00	
6' Counter, Skirted 3 Sides	70.00	95.00	
8' Counter, Skirted 3 Sides	80.00	105.00	
4th Side Skirting (<input type="checkbox"/> 6' or <input type="checkbox"/> 8')	35.00	45.00	

You may deduct 25% if table is NOT skirted < >

Chairs, Stools, and Accessories

Each 8'x10' booth includes two gray folding chairs.

The following options and additions are available

Qty	Description	Discount Price	Regular Price	Amount
-----	-------------	----------------	---------------	--------

CHAIRS AND STOOLS

	Grey Contour Side Chair	35.00	45.00	
	Grey padded counter stool	65.00	75.00	

Additional furniture options are available please call or email for details.

ACCESSORIES

	Wastebasket	10.00	18.00	
	Easel	25.00	35.00	

SPECIAL DRAPING

	8' High Drapes (per linear ft) installed	5.00/ft	8.00/ft	
	3' High Drapes (per linear ft) installed	3.00/ft	6.00/ft	

Select Color: ☐ Blue ☐ Red ☐ Gold ☐ Black

☐ White ☐ Burgundy ☐ Teal ☐ Green ☐ Silver

PAYMENT POLICY:

To obtain the discount price, full payment must be included with your order and must be received by December 23rd.

Qualified Discount Total: _____

Regular Total: _____

EXHIBITOR _____ SHOW _____ BOOTH# _____

ADDRESS _____

CITY, STATE & ZIP _____

PHONE _____ E-MAIL _____

CONTACT NAME _____ ORDER DATE _____

CANCELLATION CHARGE: Items ordered and delivered to booth but subsequently cancelled are subject to 100% of the above charges to cover labor involved.



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Carpet Order Form

9d10

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'		\$155.00	\$200.00		9' x 10'		\$120.00	\$147.50	
10' x 20'		\$300.00	\$390.00		9' x 20'		\$230.00	\$285.00	
10' x 30'		\$445.00	\$580.00		9' x 30'		\$340.00	\$422.50	
10' x 40'		\$590.00	\$770.00						

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.	\$1.95/sq. ft.	\$2.85/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.	\$1.10/sq. ft.	\$1.45/sq. ft.	
Size _____ x _____ Double layer padding	_____ sq. ft.	\$2.00/sq. ft.	\$2.70/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.	\$.60/sq. ft.	\$.80/sq. ft.	

PAYMENT POLICY: To obtain the discount price we must receive your order, with payment, no later than December 23rd.

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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Electrical Order Form

SCA717C

120 VOLT ELECTRICAL OUTLETS

Power Required	Qty	Discount Price	Regular Price	Amt
Duplex Outlet up to 500 watts or 5 amps		\$125.00	\$155.00	
Duplex Outlet up to 1000 watts or 10 amps		\$160.00	\$200.00	
Duplex Outlet up to 1500 watts or 15 amps		\$215.00	\$270.00	
Duplex Outlet up to 2000 watts or 20 amps		\$270.00	\$335.00	

SUPPLEMENTAL LIGHTING

Description	Qty	Discount Price	Regular Price	Amt
150 watt floodlight on stanchion*		\$100.00	\$130.00	
Double 150w floodlight on stanchion*		\$150.00	\$195.00	
1000 watt overhead floodlight**		\$250.00	\$320.00	

* In-line booths only

**Not available in some locations, additional rigging charges apply

ELECTRICAL PLACEMENT

Island Booths: Undraped island booths must submit a distribution diagram indicating outlet placement. If your distribution diagram is not received prior to show move-in SSL will install one drop at our discretion. Relocation of service after initial installation will be subject to additional labor charges.

Inline / Peninsula Booths: Service is installed on the floor near the center backwall for all inline and peninsula booths.

If you require distribution somewhere other than the standard placement described above you must provide a distribution diagram with your order (additional labor charges apply).

Special Distribution / Under Carpet Installation Required?

☐ YES ☐ NO

MATERIALS

Description	Qty	Discount Price	Regular Price	Amt
25' Edison extension cord		\$25.00	\$30.00	
Power strip		\$35.00	\$40.00	

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

208 VOLT POWER & MOTOR ELECTRICAL SERVICE

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"/> \$215.00	<input type="checkbox"/> \$270.00	<input type="checkbox"/> \$285.00	<input type="checkbox"/> \$370.00	
20 amps or 2 H.P.		<input type="checkbox"/> \$320.00	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$520.00	
30 amps or 3 H.P.		<input type="checkbox"/> \$410.00	<input type="checkbox"/> \$515.00	<input type="checkbox"/> \$505.00	<input type="checkbox"/> \$655.00	
amps (see below)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional service options are available by quote.

Double electric rates for outlets requiring 24-hour service.

Exhibitors may not use outlets unless ordered or provided by show management as part of your booth package. Exhibitors found utilizing power without an order will be charged the regular rates based on the maximum wattage in use at the time of inventory. Sharing power or use of facility outlets is prohibited.

ELECTRICAL LABOR RATES

Standard / Ground Labor	Labor with Personnel Lift
\$75.00/hr. ST	\$235.00/hr. ST
\$112.50/hr. OT	\$352.50/hr. OT

PAYMENT POLICY: To obtain the discount price we must receive your order, with payment, December 23rd.

Electrical Service \$ _____

Standard Labor \$ _____

Labor with Lift (where required) \$ _____

Materials (if required) \$ _____

ORDER TOTAL \$ _____

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

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

CANCELLATION CHARGE: Items ordered and installed are subject to a 100% cancellation fee.

Electrical Conditions and Regulations

- 1. Exhibitors may not use outlets unless ordered or provided by show management as part of your booth package. Exhibitors found utilizing power without an order will be charged the regular rates based on the maximum wattage in use at the time of inventory. Sharing power is prohibited,**
- 2. Building utility outlets are not part of booth space and are not to be used by the exhibitors unless specifically designated by Sacramento Stage Lighting.**
- 3. Unauthorized use of power not paid for will result in shut-down of electrical service.**
- 4. The charge for 24 hour service is double the normal rate.**
- 5. The minimum outlet for dedicated electrical line for computers is 2000 watts or 20 amps.**
6. All exhibitors' equipment shall meet N.E.C. and be clearly labeled as to type of current, voltage, phase, cycle, horsepower, etc. We are not responsible for problems arising from unlabeled or mislabeled equipment, or the use of non-standard wiring practices on exhibitor's equipment.
7. All equipment, regardless of source of power, must comply with all federal, state, and city safety codes.
8. The use of open clip sockets, latex or lamp cord wire is prohibited.
9. Under no circumstances shall anyone other than the "house electrician" make special or direct wiring electrical connections.
10. All material and equipment furnished by SSL for this service order shall remain the property of SSL and shall be removed only by SSL at the close of the show.
11. All exhibitors' cords must be of the 3 wire grounded type. All electrical service over 120 volts or 20 amps must have a disconnect switch furnished by the exhibitor or provided by SSL. Local ordinances prohibit more than two (2) connections per disconnect.
12. Claims/complaints will not be considered unless filed by exhibitor prior to close of exposition.
13. Sacramento Stage Lighting is not responsible for voltage fluctuations or power failure because of temporary conditions.



**service contractors
conventions & expositions**

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

California Walnut Conference MATERIAL HANDLING INSTRUCTIONS INBOUND SHIPMENTS

Sacramento Stage Lighting is the official material handling contractor for this event, responsible for coordinating loading dock traffic and managing incoming and outgoing freight on the show floor.

- Complete and return the Material Handling Rates and Order Form, indicating Advance or Direct shipment, with completed Credit Card Authorization so SSL is prepared for your freight arrival.
- Refer to the provided Material Handling Information, including Rate Calculations and Liability Information before you ship.

SHIPPING IN ADVANCE TO THE SSL WAREHOUSE ACCEPTED December 5th - December 30th

- SSL will store freight prior to the show and deliver your freight to your booth space to be ready for your arrival. Inbound freight must be shipped PREPAID and labeled per the sample labels included in this kit.
- **SHIPMENTS SHOULD ARRIVE AT THE SSL WAREHOUSE NO LATER THAN DECEMBER 30TH TO QUALIFY FOR THE BEST PRICING.**
- **Freight will still be accepted at the SSL warehouse through JANUARY 2ND, but will be subject to an additional 25% surcharge for late arrival, plus additional labor charges will apply to deliver your late freight to the showsite.**
- Standard freight receiving hours are:

Monday – Thursday: 8:00 a.m. 12:00 p.m. and 1:00 p.m. – 4:30 p.m.
Friday: 8:00 a.m. – 12:00 p.m.
- *For the best pricing, consolidate shipments as much as possible to avoid multiple shipment premiums. Multiple pieces received at varying times may be subject to daily weight minimums. Shipments received at one time avoid these charges.*

SHIPPING DIRECTLY TO SHOW SITE ACCEPTED January 3rd

- Freight shipped directly to the Yuba-Sutter Fairgrounds must be consigned to SSL and scheduled for delivery no earlier than Tuesday, January 3rd. Inbound freight must be shipped PREPAID and labeled per the sample labels included in this kit.
- “Off target” freight is subject to a 25% surcharge.
- Refer to the Direct Shipment labels provided in this kit for proper labeling.

**RUSH
EXHIBITION FREIGHT**

**ADVANCE WAREHOUSE
SHIPMENT**

TO ARRIVE BY JANUARY 2ND

TO: _____

EXHIBITING COMPANY

**FOR: CA WALNUT CONF
C/O SSL
410 N 10TH STREET
SACRAMENTO, CA 95811**

BOOTH #: _____

PIECE # _____ **OF** _____

CARRIER: _____



**RUSH
EXHIBITION FREIGHT**

**ADVANCE WAREHOUSE
SHIPMENT**

TO ARRIVE BY JANUARY 2ND

TO: _____

EXHIBITING COMPANY

**FOR: CA WALNUT CONF
C/O SSL
410 N 10TH STREET
SACRAMENTO, CA 95811**

BOOTH #: _____

PIECE # _____ **OF** _____

CARRIER: _____



**RUSH
EXHIBITION FREIGHT**

**ADVANCE WAREHOUSE
SHIPMENT**

TO ARRIVE BY JANUARY 3RD

TO: _____

EXHIBITING COMPANY

**FOR: CA WALNUT CONF
C/O SSL
442 FRANKLIN AVE.
YUBA CITY, CA 95991**

BOOTH #: _____

PIECE # _____ **OF** _____

CARRIER: _____



**RUSH
EXHIBITION FREIGHT**

**ADVANCE WAREHOUSE
SHIPMENT**

TO ARRIVE BY JANUARY 3RD

TO: _____

EXHIBITING COMPANY

**FOR: CA WALNUT CONF
C/O SSL
442 FRANKLIN AVE.
YUBA CITY, CA 95991**

BOOTH #: _____

PIECE # _____ **OF** _____

CARRIER: _____





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**California Walnut Conference
OUTBOUND SHIPMENT INSTRUCTIONS**

Plan ahead for outbound service after the event, it will save you time and money!

- Sacramento Stage Lighting will be on site to assist with your outbound shipments.
- You are responsible making arrangements with your carrier for **pick up prior to 1:00 p.m. Friday, January 6th.**

QUICK SERVICE GUIDE

- A. Notify your carrier of the pick up times in advance, refer to the schedule and pick up address below.
- B. Print your outbound shipping labels in advance and send them to the show with your materials.
- C. Notes regarding proper labeling for UPS and FedEx shipments:
 - a. UPS will only accept pre-printed, bar coded labels.
 - b. FedEx will only accept pre-printed, bar coded labels for Ground service shipments.
FedEx Express or 3 Day Saver shipments can be labeled with hand completed airbills, which must include your FedEx account number.
- D. Once on site, pick up an SSL Bill of Lading from our Service Desk.
- E. When you are packed up, and all pieces are properly labeled, leave your shipment in your booth and return the completed SSL Bill of Lading, with accurate piece count and description to the Service Desk (This is in addition to any carrier Bill of Lading you have for your freight).
- F. SSL will handle it from there!

SHOW CLOSING: Friday, January 6th, 1 p.m.	

MATERIALS LEFT ON THE SHOW FLOOR AFTER SHOW CLOSING

- In the event your designated carrier fails to pick up your shipment by 1:00 p.m. Friday, January 6th, or refuses to accept a shipment, SSL reserves the right to re-route your shipment or return it to our warehouse for outbound shipping. SSL will assume no liability as a result of such re-routing or special handling. Shipments left on the show floor without proper labeling or a completed BOL may be subject to "Special Handling" or "Return to Warehouse" charges.



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FOR OFFICE USE ONLY

Material Handling Rates & Order Form

200L (Page 1 of 2)

INBOUND SHIPMENT DETAIL

OF PIECES

ESTIMATED WEIGHT

CARRIER

☐ ADVANCE WAREHOUSE RECEIVING

\$80.00 / 100lbs. / \$160.00 minimum per shipment

Includes receipt of **shipments*** at our warehouse, thirty (30) days storage prior to your event, delivery to booth, storage of empty containers, and assistance with outbound shipments.

☐ DIRECT TO SHOWSITE RECEIVING

\$75.00 / 100lbs. / \$150.00 minimum per shipment

Includes unloading at the exhibit hall during installation period only, delivery to booth, storage of empty containers, and assistance with outbound shipments.

ADDITIONAL SERVICES

☐ SMALL VEHICLE UNLOADING/LOADING/CARTLOAD

\$95.00 / trip, 200lbs. maximum

Service includes delivery from loading dock to booth, or return to dock after show closing, that can be done by one man and one flat cart. Small vehicles include cars, pickups, and SUV's.

☐ SMALL PACKAGE SHIPMENT DIRECT TO SHOWSITE

\$50.00 / piece, Direct Only

Service includes receipt of one package **at the show site only**, not exceeding 30 pounds, and not requiring outbound assistance.



☐ MATERIAL HANDLER

\$85.00 ST / \$122.50 OT

SURCHARGES (Refer to "Rate Calculations" on page 2 for detailed information)

Late Shipments and "Off target" freight: Add 25%

Oversize crates: Add 25%

Shipments received without a bill of lading: Add 30%

Shipments requiring special handling: Add 30%

Shipments left on the show floor without proper labeling or completed bill of lading: Add 30%

ORDER TOTALS

Weight of Advance Freight	_____	# x \$80.00 per 100# (200# / \$160 min. / shipment)	\$ _____
Weight of Direct Freight	_____	# x \$75.00 per 100# (200# / \$150 min. / shipment)	\$ _____
Small Vehicle Unloading / Cartload	_____	x \$95.00 per trip	\$ _____
One Small Package	_____	x \$50.00	\$ _____
ST	_____	OT _____ hours x hourly rate (1 hr. min.)	\$ _____
Material Handler / Labor	ST _____	OT _____ hours x hourly rate (1 hr. min.)	\$ _____
<input type="checkbox"/> Shrink Wrap <input type="checkbox"/> Banding	_____	pallet x \$35.00/ea.	\$ _____
Outbound Return to Warehouse	_____	# x \$45.00 per 100# (\$125 minimum)	\$ _____
Surcharges / Discounts	_____	To be calculated by Sacramento Stage Lighting	\$ _____
TOTAL DUE:			\$ _____

EXHIBITOR _____

SHOW _____

BOOTH # _____

PHONE _____

E-MAIL _____

CONTACT NAME _____

ORDER DATE _____

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



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Material Handling Rates & Order Form

70/
200L

(Page 2 of 2)

MATERIAL HANDLING INFORMATION

RATE CALCULATIONS

1. In and out rates are based on incoming weight only. All weights are rounded up to the next 100 pounds.
2. A **shipment** includes any number of pieces arriving at the same time, from the same shipper, delivered by the same carrier.
3. **Shipments without an individual bill of lading, such as UPS and FedEx, will incur surcharges. Shipments which do not arrive all at once may also be subject to "multiple shipment premiums" or "daily weight minimums".**
4. Rates are based on the carrier's estimated weight unless a weight certificate is provided.
5. Dimensional weights will be calculated when no weight certificate is provided.
6. **Late warehouse** shipments and **"Off target" direct** shipments will incur a **25% surcharge**.
7. **Oversized crates:** Any crate that exceeds the measurements of 4' x 4' x 4', by one or more of these dimensions, will be considered oversized and is subject to a **25% surcharge**.
8. Shipments loaded in such a manner as to require special handling such as, but not limited to, stacked shipments, improperly packed skids, shipments mixed on the truck, uncrated or loose items, ground unloading and multiple shipments will incur **special handling charges**.
9. Delivery to booths that require elevator access, or shipments that do not fit through the freight doors via forklift or pallet jack, will incur **special handling charges**.
10. Shipments left on the show floor without proper labeling or a completed SSL Bill of Lading will incur a **30% surcharge**.
11. Shipments that must be **returned to the SSL warehouse** for proper labeling and/or pick up, will incur **"Return to warehouse" charges**.
12. At show closing, all empty containers, crates, and oversized debris must be removed by the exhibitor or **additional disposal charges will apply**.
13. Every effort is made to accommodate requested start times for forklift service, however service is provided on a first come, first served basis and availability is based on completion of previously scheduled jobs.
14. Straight time rates apply Monday – Friday, 8:00 a.m. – 5:00 p.m. Overtime rates apply before 8:00 a.m., after 5:00 p.m., weekends, and holidays. One hour minimum charge per lift/handler, additional time required will be charged in ½ hour increments.
15. Failure to call for forklift service at the requested time may result in **additional wait time charges**.

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. SSL 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 SSL's maximum limit of liability will be fifty cents (\$.50) per pound per article.
4. SSL 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, SSL reserves the right to re-route materials via SSL's choice of carrier, or transport materials to a warehouse pending instructions from the Exhibitor. All associated charges, including storage fees, will be the responsibility of the Exhibitor. No liability will be assumed as a result of such re-routing or handling.