



GTC West
May 17-19, 2006
at the Sacramento Convention Center

EXHIBITOR SERVICE KIT



GTC WEST 2006
EXHIBITOR SERVICE KIT

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STL, Ltd.
950 Richards Blvd.
Sacramento, CA 95814
(916) 447-5000
FAX (916) 447-1133

STL, Ltd. is pleased to announce that we have been selected as the official service contractor for:

GOVERNMENT TECHNOLOGY CONFERENCE WEST

May 17-19, 2006

at the Sacramento Convention Center

This exhibitor service kit is designed to provide you with the information necessary to make your show participation a success. Please contact STL Exhibitor Services with any questions. If you have a special request just call! We will do our best to assist you with all your show needs and appreciate the opportunity to serve you.

STANDARD BOOTH EQUIPMENT

- 10' x 10' booth with 8' high backwall and 3' high side dividers draped in blue, white, and lime green.
- Exhibitor ID sign including name and booth number.
- Blue aisle carpet. (*Booths are not carpeted.*)

SERVICE FORMS

Enclosed you will find order forms for booth carpet, furnishings, and electrical service as well as other services you may require. ***Take advantage of our advance order prices! Return your order, with payment, by May 8 to qualify for significant discounts.***

For your convenience this packet also includes order forms for services provided by other official specialty contractors. Please direct all inquiries, orders, and payments directly to those vendors.

MATERIAL HANDLING

STL, Ltd. is the official material handling contractor for GTC West. Refer to the "Freight/Schedules" section in this kit for information on freight delivery, set-up, and tear-down. *Remember to complete and return the Material Handling order form before shipping your materials.*

PAYMENT

Payment is required when all orders are placed, we will fill all advance orders, first. Orders may be faxed if they are accompanied by the completed credit card charge authorization form. For your convenience we accept cash, check, Visa, MasterCard or American Express. Purchase orders are not considered payment. A Payment Policy must accompany each order. 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 May 8, are entitled to the discount price.***

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 prior to show closing. Credits and adjustments will not be made after the show closes.



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EVENT DUE DATES AND DEADLINES CHECKLIST

All requirements should be forwarded directly to the company providing the service

✓	DATE	COMPANY	SERVICE	REQUIREMENTS
	April 10	Wombo	Internet Services	Deadline to request dedicated circuits for T1/DSL
	April 17	STL, Ltd.	General Contractor	Last day to return Notification of Intent to use Non-Official Service Contractor form, with contractor's Certificate of Insurance
	April 24	STL, Ltd.	General Contractor	Deadline for custom furnishing and special request orders
	May 1	Advantage	Audio/Visual Equipment	Last day to order equipment at pre-show rates
	May 8	Plants by Muranaka	Plant and Floral Rental	Last day to receive 10% discount on prepaid advance orders
	May 8	STL, Ltd.	General and Electrical Contractor	Last day to order equipment at discount prices Last day to order electrical service at discount prices
	May 8	STL, Ltd.	General Contractor	Last day to submit sign/banner hanging requests
	May 8	Wombo	Telecommunications, Internet Services	Last day to order without an additional late fee
	May 8	CES	Modular Displays	Last day to reserve modular displays at discount prices
	May 10	STL, Ltd.	Material Handling Contractor	Last day for advance shipments to be received at the STL, Ltd. warehouse without late fee
	May 12	GTC	Lead Retrieval	Last day to reserve lead retrieval equipment at early advance prices
	May 14-19	STL, Ltd.	Material Handling Contractor	Receipt of on site shipments at the Convention Center



- 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



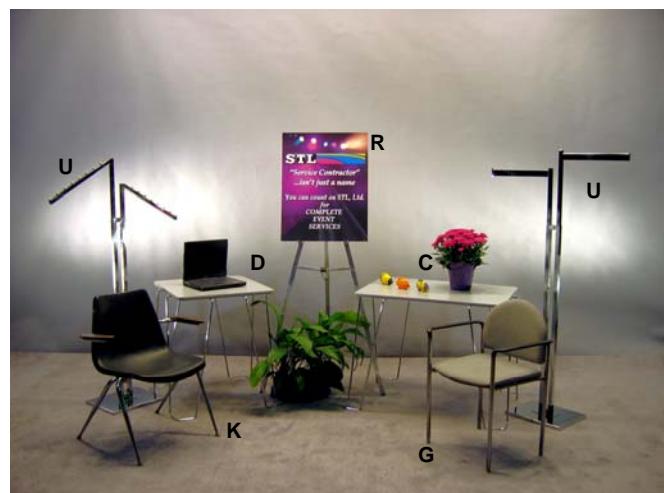
- C** 24"x36"x30" side table
- D** 24"x24"x30" side table
- G** Upholstered arm chair
- K** Black plastic arm chair
- R** Easel
- U** Bag holder/Coat tree

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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



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





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GTC Optional Furniture Package

OPTIONAL FURNITURE PACKAGE

STL, Ltd. is pleased to offer GTC exhibitors a choice of complete carpet and furniture packages at a significant savings from the normal prices.

PLEASE CHOOSE ONE OF THE FOLLOWING PACKAGES:

Package #1

- 9' x 10' booth carpet (select color)
 Blue Grey Black
 (If no color is indicated, grey carpet will be installed.)
- 2 grey contour chairs
- Your choice of one: (please check)
 6' draped table (30" high) 8' draped table (30" high)
 Select Drape Color (includes white top): Blue White Black Silver
 (If no color is indicated, white draped will be installed.)

PRICE PER FURNITURE PACKAGE IF RECEIVED BY MAY 8: **\$210.00**

PRICE PER FURNITURE PACKAGE IF RECEIVED AFTER MAY 8: **\$280.00**

Package #2

- 9' x 10' booth carpet (select color)
 Blue Grey Black
 (If no color is indicated, grey carpet will be installed.)
- 2 black stools
- Your choice of one: (please check)
 6' draped counter (40" high) 8' draped counter (40" high)
 Select Drape Color (includes white top): Blue White Black Silver
 (If no color is indicated, white drape will be installed.)

PRICE PER FURNITURE PACKAGE IF RECEIVED BY MAY 8: **\$260.00**

PRICE PER FURNITURE PACKAGE IF RECEIVED AFTER MAY 8: **\$330.00**

Substitutions are not available.

PAYMENT POLICY <i>FULL PAYMENT MUST ACCOMPANY ALL ORDERS.</i> <i>DISCOUNT PRICING IS VALID THROUGH MAY 8 ONLY.</i>	QTY OF PACKAGE #1 _____ = \$ QTY OF PACKAGE #2 _____ = \$ TOTAL AMOUNT PAID _____ = \$
---	---

EXHIBITOR _____	BOOTH# _____
ADDRESS S _____	ORDER DATE _____
CITY, STATE, ZIP _____	PHONE () _____
AUTHORIZED _____	SIGNATURE _____ PRINT NAME _____
CANCELLATION POLICY: Items cancelled will be charged 100% of original price after installation.	



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GTC 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				
					If no color is selected, white drape will be installed				
					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				
40" dia. x 30" high starbase table (A) 150.00 180.00 40" dia. X 40" high starbase table (B) 175.00 205.00 24"x36"x30" side table (C) 50.00 65.00 24"x24"x30" side table (D) 45.00 70.00 24"x36"x17" cocktail table (E) 35.00 45.00 Upholstered side chair (F) 55.00 75.00 Upholstered arm chair (G) 65.00 80.00 Upholstered counter stool (H) 70.00 90.00					4' table, Draped 4 sides (N) 60.00 75.00 6' table, Draped 3 sides 79.00 95.00 8' table, Draped 3 sides 89.00 105.00 4th side draping (6' or 8') 25.00 40.00				
					DRAPED DISPLAY COUNTERS 24" WIDE X 40" HIGH				
STANDARD CHAIRS AND STOOLS					If no color is selected, white drape will be installed				
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) 40.00 50.00 Black padded counter stool (M) 58.00 73.00					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) 75.00 90.00 6' counter, Draped 3 sides 89.00 105.00 8' counter, Draped 3 sides 99.00 115.00 4th side draping (6' or 8') 30.00 45.00				
ACCESSORIES					TABLETOP RISERS 12" WIDE X 12" HIGH				
30" dia. X 40" high cocktail round (Q) 120.00 155.00 Linen Color: <input type="checkbox"/> Black <input type="checkbox"/> White					4' Riser, with white cover 25.00 30.00 6' Riser, with white cover 30.00 35.00 8' Riser, with white cover 35.00 40.00				
					SPECIAL DRAPING				
24"x36"x17" woodgrain cocktail table Easel (R) Chrome sign stand, 22"x28" vertical (S) Literature rack (T) Bag holder/Coat tree (U) Wastebasket Wood Platforms 4'x8' with black skirt Check One: 12" High <input type="checkbox"/> 24" High <input type="checkbox"/>					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 ft. 8' high drapes (per linear foot), Installed 4.50/ft. 6.00/ft. ft. 3' high drapes (per linear foot), Installed 3.50/ft. 5.00/ft.				
					MISCELLANEOUS SPECIAL REQUESTS (Call for availability / rates)				
Platform Carpeting 4'x8' Circle Color: Red Blue Grey Burg									
DISPLAY PANELS									
4'X8' bulletin board (P) Double faced, Velcro receptive, Grey 55.00 70.00 <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical					PAYMENT POLICY: To obtain the discount price, we must receive your order, with payment, by May 8				
4'x8' pegboard Single faced, woodgrain 55.00 70.00 <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical					Qualified Discount Total _____ Regular Total _____				
EXHIBITOR _____					BOOTH# _____				
ADDRESS _____					ORDER DATE _____				
CITY, STATE & ZIP _____					PHONE: () _____				
AUTHORIZED _____					Signature _____ Print Name _____				
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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GTC Carpet Order Form

STANDARD BOOTH CARPET

Rental includes installation, front edge taping, and removal at show closing. Corner and island booths require additional side aisle taping.

If no color is indicated, grey carpet will be installed

SELECT CARPET COLOR: Red Blue Grey Burgundy Black Teal Green

Qty	Description	Discount price	Regular price	Amount
	9' x 10'	\$100.00	\$125.00	
	9' x 20'	\$200.00	\$250.00	
	9' x 30'	\$300.00	\$375.00	
	9' x 40'	\$400.00	\$500.00	

ADDITIONAL AISLE TAPING

Required on all carpets with exposed edges. Price includes installation.

Qty	Description	Discount price	Regular price	Amount
ft.	Additional taping per foot	.50/ft.	.60/ft.	

FULL EXHIBIT CARPETING CUT-TO-FIT SPACE

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 Grey Burgundy Black Teal Green

BOOTH SIZE X = SQ. FT.

Qty	Description	Discount price	Regular price	Amount
	Cut to fit carpeting	1.50/sq. ft.	1.95/sq. ft.	

CARPET PADDING

Add a layer of comfort with 1/2" foam padding. Rental includes installation and removal at show closing.

CARPET SIZE X = SQ. FT.

Qty	Description	Discount price	Regular price	Amount
	Carpet padding	.90/sq. ft.	1.25/sq. ft.	

PROTECTIVE PLASTIC COVERING

Protect your booth carpet from the mess of set-up with a protective layer of visqueen. Price includes installation and removal for show opening.

CARPET SIZE X = SQ. FT.

Qty	Description	Discount price	Regular price	Amount
	Plastic covering	.40/sq. ft.	.60/sq. ft.	

PAYMENT POLICY: To obtain the discount price, we must

Qualified Discount Total _____

receive your order, with payment, no later than May 8.

Regular Total _____

EXHIBITOR _____

BOOTH# _____

ADDRESS _____

DATE _____

CITY, STATE & ZIP _____

PHONE: () _____

AUTHORIZED _____

Signature _____

Print Name _____

CANCELLATION POLICY: 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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ELECTRICAL INFORMATION

Review your electrical requirements carefully.

- ✓ ***Check equipment to determine wattage or amps, voltage, and phasing.***

STL, Ltd. is not responsible for voltage fluctuation or power failure because of temporary conditions.

- ✓ ***Install a surge protector or over/under voltage sensor on your equipment.***

The exhibit hall at the Sacramento Convention Center is equipped with a combination of floor pocket electrical service and overhead drops, depending on the location. **This condition dictates the manner in which STL, Ltd. can deliver your electrical service.**

- Electrical outlets for in-line and peninsula booths will be installed on the floor, in the center of the draped back wall.
- Electrical outlets and service panels for island exhibit spaces will be delivered to one location, at our discretion, included in the basic electrical charge.
-

✓ ***Draped, in-line and peninsula booths should complete the Outlet Location Plan on page 10 only if you require your outlets placed somewhere other than the center back wall of your booth.***

✓ ***Exhibitors with island booths should complete the Outlet Location Plan on page 10 and return it with your Electrical order.***

✓ ***Distribution is charged on a time and materials basis.***

Note: No move-in power turn-on time can be guaranteed due to last minute changes and the demands from late orders.



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GTC Electrical Order Form

120 VOLT ELECTRICAL OUTLETS

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	\$77.50	\$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 floodlight on stanchion*	\$64.00	\$85.00	
	Duplex Outlet up to 1500 watts or 15 amps	\$119.00	\$150.00			300 watt floodlight*	\$56.00	\$75.00	
	Duplex Outlet up to 2000 watts or 20 amps	\$134.50	\$170.50			500 watt hanging floodlight**	\$82.50	\$110.00	
<i>Above Duplex Outlets provided are standard type straight blade 3-wire grounding NEMA #5-20R</i>						1000 watt hanging floodlight**	\$97.50	\$130.00	
Distribute Electrical Under Carpet? <input type="checkbox"/> YES <input type="checkbox"/> NO					Above prices include power and installation.				
IF YOU NEED DISTRIBUTION UNDER YOUR CARPET, YOU MAY BRING YOUR OWN EXTENSION CORDS OR RENT THEM HERE. LABOR IS ADDITIONAL.					<i>* In-line booths only **Not available in some locations</i>				
MATERIALS									
					25' Edison extension cord	\$20.00	\$25.00		
					Power strip	\$40.00	\$50.00		

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.

IMPORTANT: Please check voltage/phase requirements

POWER & MOTOR ELECTRICAL SERVICE

		208v 1Ø		208v 3Ø		AMOUNT
QTY	SERVICE	DISC PRICE	REG PRICE	DISC PRICE	REG PRICE	
	5 amps or 1/4 H.P.	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	
	10 amps or 1/2 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 is calculated at a 5% increase for each 10 amp increment – Please call our office.

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

✓ Remember to return the Outlet Location Plan on page 10 if you require special distribution.

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 May 8.

Electrical Service

\$

Labor

\$

Materials

\$

TOTAL \$

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

EXHIBITOR _____

BOOTH# _____

ADDRESS _____

DATE _____

CITY, STATE & ZIP _____

PHONE: ()

AUTHORIZED _____

Signature

Print Name

CANCELLATION POLICY: ITEMS ORDERED AND INSTALLED ARE SUBJECT TO A 100% CANCELLATION CHARGE.

Electrical Conditions and Regulations

1. Advance orders must be received, with payment, no later than May 8 to qualify for 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 minimum outlet for dedicated electrical line for computers is 2000 watts or 20 amps
4. Building utility outlets are not part of booth space and are not to be used by the exhibitors unless specifically designated by STL, Ltd.
5. All exhibitors' equipment shall meet N.E.C. and be clearly labeled as to type of current, voltage, phase, cycle, horsepower, etc.
6. All equipment, regardless of source of power, must comply with all federal, state, and city safety codes.
7. The use of open clip sockets, latex or lamp cord wire is prohibited.
8. Under no circumstances shall anyone other than "house electrician" make special or direct wiring electrical connections.
9. 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.
10. All exhibitor's cords must be of the 3 wire grounded type. All exposed noncurrent-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.
11. All outlets will be installed on the floor near the center backwall of the booth, unless special distribution is requested.
12. 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.
13. Island and peninsula space exhibitors should provide diagrams indicating location of outlets. Labor charges may apply to these booths.
14. Claims/complaints will not be considered unless filed by exhibitor prior to close of exposition.
15. Credit will NOT be given for outlets or lights installed and not used.
16. Unauthorized use of power not paid for will result in shut-down of electrical service.
17. STL, Ltd. is not responsible for voltage fluctuations or power failure because of temporary conditions.



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GTC OUTLET LOCATION PLAN

For island booths

In line and peninsula booths need only return this form if you require your outlets anywhere other than the center back wall of your booth

Exhibitor Name: _____

Contact: _____ Booth Number: _____

Phone Number: _____ Fax Number: _____

To ensure that your electrical outlets are placed properly please use the table below to indicate where power should be installed. Remember to indicate the scale of the grid (e.g. one square = 2 feet), orientation, and the dimensions of your booth space. Mark outlet locations in watts or amps and be sure this corresponds with the requirements on your Electrical order form. **Distribution is charged on a time and material basis.**

Scale: _____ Booth dimensions: _____

Adjacent booth number or landmark

Adjacent booth number or landmark _____



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GTC 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 _____

DISMANTLE

Number of Workers _____

Hours per Worker _____

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 _____

DISMANTLE

Date _____

Start time _____

Start Time _____

Number of Workers _____

Number of Workers _____

Hours per Worker _____

Hours per Worker _____

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

PAYMENT POLICY: A completed Payment Policy/ Credit Card Authorization must accompany all orders.	INSTALL SUBTOTAL	\$ _____
	DISMANTLE SUBTOTAL	\$ _____
	25% SUPERVISOR FEE	\$ _____
	MATERIALS	\$ _____
	TOTAL	\$ _____

EXHIBITOR _____ **BOOTH#** _____

ADDRESS _____ **DATE** _____

CITY, STATE & ZIP _____ **PHONE:** () _____

AUTHORIZED _____ Signature _____ Print Name _____



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GTC Sign Hanging/Rigging Order Form

HANGING SIGN RATES

RATES INCLUDE CREW AND LIFT ONLY, MATERIALS EXTRA, ONE HOUR MINIMUM

MINIMUM INSTALLATION: \$220.00/HOUR

MINIMUM REMOVAL: \$165.00/HOUR

Overhead signs **should be shipped in advance** and clearly labeled "HANGING SIGN".

Installation of signs received on site will be done on a "first-come, first-serve" basis.

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

- All signs must conform to Show Management rules and regulations, as well as facility limitations.
- Hanging sign anchor points must be pre-fabricated and ready for use.
- For any sign requiring electrical service a separate power source, electrical labor and materials must be ordered, in advance, on the enclosed Electrical order form.

DESCRIPTION OF SIGN

Type: Banner Wood Metal Other

Shape: Square Rectangle Triangle Circle Other _____

Dimensions: _____ high x _____ wide x _____ deep

Weight: _____

Number of hanging points: _____ **Type of hanging points:** _____

PLACEMENT DIAGRAM

- Use the diagram to the right to indicate placement of your sign.
- Indicate how far in from each boundary you would like your sign placed.
- The ceiling structure and support beams may require your sign to be moved from the specified location.

BACK OF BOOTH
Adjacent booth or aisle # _____ / # feet in from this side _____

Adjacent booth or aisle # _____ # feet in from this side _____	Adjacent booth or aisle # _____ # feet in from this side _____
---	---

FRONT OF BOOTH
Adjacent booth or aisle # _____ / # feet in from this side _____

FORKLIFT RIGGING – TOWER ASSEMBLY RATES

RATES INCLUDE FORKLIFT AND OPERATOR ONLY, ONE HOUR MINIMUM

\$85.00/HOUR STRAIGHT TIME \$127.50/HOUR OVERTIME

Exhibitors requiring forklifts to assemble displays should estimate their needs below. Start times can be guaranteed for advance orders only. Please check in at the STL service Center 15 minutes to 1/2 hour before your requested start time. Labor cancelled without 24 hour notice, or failure to call for workers at the requested time will result in a one hour "No Show" charge.

INSTALLATION	Date	Time	# Hours	# Lifts
REMOVAL	Date	Time	# Hours	# Lifts

Describe work to be done:

PAYMENT POLICY: A completed Payment Policy/ Credit Card Authorization form must accompany all orders.	INSTALL SUBTOTAL	\$ _____
	DISMANTLE SUBTOTAL	\$ _____
	MATERIALS	\$ _____
	TOTAL	\$ _____

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



service contractors--conventions & exhibitions

STL, Ltd.
950 Richards Blvd.
Sacramento, CA 95814
(916) 447-5000
FAX (916) 447-1133

NOTIFICATION OF INTENT TO USE NON-OFFICIAL SERVICE CONTRACTOR

DEADLINE DATE: APRIL 17, 2006

GTC WEST 2006

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to STL, Ltd.

Local #50 of the IATSE Union has jurisdiction for all display labor in this facility. Non-Official contractors who order union labor from STL, Ltd. may be eligible for early set-up and contractor discounts. Please contact STL Exhibitor Services for more information.

The following is the NON-OFFICIAL CONTRACTOR we will be using:

Company Name: _____

Address _____

City _____ State _____ Zip _____

Phone # (____) _____ Contact: _____

Type of service to be performed: _____

Exhibiting Firm: _____

Address _____

City _____ State _____ Zip _____

Phone # (____) _____ Contact _____

Booth # _____

Inform your **“Non-Official” Service Contractor** that they must send a copy of a General Liability Insurance Certificate no later than **April 17** or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of a Non-Official contractor abides by the official rules and regulations of this event.

No permission to use a non-official contractor will be given for the performance of the following services: Electrical, plumbing, telephone, rigging, booth cleaning or catering.

RETURN TO: STL, Ltd.



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DO NOT WRITE IN THIS SPACE-FOR OFFICE USE ONLY

GTC Booth Cleaning Order Form

VACUUMING 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. booth space x \$/per sq. ft.) x # of days = Total

CLEAN/ VACUUM ONCE BEFORE OPENING ONLY	SQ FT _____ 100 sq ft MINIMUM	X \$.20 per sq. ft.	= \$	X 1 day	= \$
CLEAN/VACUUM DAILY	SQ FT _____ 100 sq ft MINIMUM	X \$.16 per sq. ft.	= \$	X 3 days	= \$
CLEAN/VACUUM ONCE BEFORE OPENING ONLY - <i>QTY DISCOUNT</i>	SQ FT _____ 400 sq ft MINIMUM	X \$.16 per sq. ft.	= \$	X 1 day	= \$
CLEAN/VACUUM DAILY - <i>QTY DISCOUNT</i>	SQ FT _____ 400 sq ft MINIMUM	X \$.13 per sq. ft.	= \$	X 3 days	= \$

PERIODIC PORTER SERVICES DURING SHOW HOURS

*STL will empty wastebaskets and wipe down counters every 2 hours during show.
Vacuuming is not included.*

DATE	SHOW HOURS	TOTAL
<input type="checkbox"/> Wednesday, May 17	9:30 a.m. – 4:00 p.m.	\$60.00
<input type="checkbox"/> Thursday, May 18	9:30 a.m. – 4:00 p.m.	\$60.00
<input type="checkbox"/> Friday, May 19	9:30 a.m. – 1:00 p.m.	\$40.00

SPECIAL _____

BOOTH CLEANING TOTAL: \$

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



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DO NOT WRITE IN THIS SPACE-FOR OFFICE USE ONLY

GTC Sign & Banner Order Form

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.

VINYL LETTERED SIGNS

Produced on cardstock

QTY	DESCRIPTION	PRICE	TOTAL
	11" x 14"	\$30.00	
	14" x 22"	\$35.00	
	14" x 28"	\$45.00	
	22" x 28"	\$60.00	
	22" x 44"	\$75.00	
	7" x 44" I.D. Style sign with black printed letters	\$7.00	
	Easel backs	\$3.00	
(#)	ADD'L WORDS @ \$1.50/ea.	\$	
	*LATE CHARGE	()	
	7.75 % SALES TAX		
	SIGN TOTAL	\$	

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

RED BLUE BLACK TEAL
 BURGUNDY YELLOW PURPLE

Above sizes include 10 words per sign. Each additional word is \$1.50.
 Above signs include up to two vinyl colors. Additional copy colors are available. Double-sided signs are charged as two signs.

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 on request)

QTY	DESCRIPTION	PRICE	TOTAL
	2' x 10'	\$80.00	
	3' x 10'	\$120.00	
	3' x 20'	\$200.00	
	4' x 20'	\$300.00	
(#)	ADD'L WORDS @ \$1.50/ea.	\$	
	*LATE CHARGE	()	
	7.75 % SALES TAX		
	BANNER TOTAL	\$	

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

RED BLUE BLACK TEAL
 BURGUNDY YELLOW PURPLE

FULL COLOR GRAPHICS

The following prices are for digital signs and graphics, mounted and laminated on foam core or for full color banner up to 4' high. 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.

QTY	DESCRIPTION	PRICE	TOTAL
	8 1/2" x 11"	\$30.00	
	8" x 70"	\$50.00	
	12" x 24"	\$50.00	
	14" x 22"	\$50.00	
	22" x 28"	\$80.00	
	24" x 36"	\$90.00	
	28" x 44"	\$100.00	
	36" x 48"	\$145.00	
	30" x 70"	\$170.00	
	40" x 60"	\$195.00	
	40" x 96"	\$300.00	
	48" x 96"	\$384.00	
	Easel Backs	\$3.00	
	LABOR, if required	\$	
	*LATE CHARGE	()	
	7.75 % SALES TAX		
	GRAPHICS TOTAL	\$	

Graphics wall panels available. Please call for quotation.

EXHIBITOR NAME _____
 SHOW GTC West 2006
 ORDER DATE _____ BOOTH # _____
 ADDRESS _____
 CITY, STATE, ZIP _____
 PHONE _____ FAX _____
 EMAIL _____
 PRINT NAME _____
 SIGNATURE _____

ADVANCE PAYMENT IN FULL IS REQUIRED ON ALL ORDERS

*A late charge of 30% may apply to orders received after May 8.

GTC WEST 2006

Show Schedule

SHOW HOURS

Wednesday, May 17: 9:30 a.m. - 4:00 p.m.
Thursday, May 18: 9:30 a.m. - 4:00 p.m.
Friday, May 19: 9:30 a.m. - 1:00 p.m.

✓ *The floor opens to exhibitors at 8:30 a.m. each day*

EXHIBITOR BOOTH SET-UP

✓ *There is NO self-unloading dock access on Monday. Self-unloading dock access will begin Tuesday at 10:00 a.m.*

✓ *Ship freight consigned to STL so your exhibit is on the show floor prior to your booth set-up time. Refer to the Material Handling Rates and order information on pages 23 and 24 for shipping options.*

✓ *Read the freight delivery information that relates to your booth based on size and Material Handling needs on pages 17, 18, and 19.*

Exhibits 300 sq. ft. or larger (10'x30', 20'x20', or larger)

Exhibits Numbered	Date	Scheduled Time
All Exhibits	Monday, May 15	8:00 a.m. – 5:00 p.m. (or upon freight arrival)
All exhibits	Tuesday, May 16	8:00 a.m. – 7:00 p.m.

Exhibits less than 300 sq. ft. (10'x10', 10'x20', or smaller)

Exhibits Numbered	Date	Scheduled Time
All exhibits	Monday, May 15	1:00 p.m. - 5:00 p.m.
All exhibits	Tuesday, May 16	8:00 a.m. - 7:00 p.m.

✓ All empty containers must be labeled and placed in the aisles for pick up no later than 6:00 p.m. Tuesday night.

BOOTH TEARDOWN

Friday, May 19: 1:30 p.m. – 8:00 p.m.
Saturday, May 20: 8:00 a.m. – 12:00 Noon

✓ *Read the Move Out Schedule and Procedures on page 20.*



service contractors--conventions & expositions

STL, Ltd.

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GTC WEST 2006 MATERIAL HANDLING INSTRUCTIONS

STL, Ltd. is the official material handling contractor for GTC West.

The Convention Center's downtown location requires special attention to traffic flow during move-in and move-out.

STL, Ltd. is responsible for scheduling incoming and outgoing freight at the Sacramento Convention Center loading dock, keeping aisles clear, and maintaining efficient operation for the show as a whole.

There is NO Exhibitor self-unloading at the dock on Monday and none until after 10:00 a.m. on Tuesday.

The Sacramento Convention Center has no facilities for receiving and handling advance shipments. STL will store freight up to 30 days prior to GTC 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 section.

For outbound service, ABF is the designated house carrier for your convenience. If you plan to use an alternate carrier, you are responsible for making arrangements with that carrier for Friday* or Saturday morning pick-up. All outbound shipments must be accompanied by an STL bill of lading. In the event that your designated carrier fails to check-in by noon Saturday or refuses to accept a shipment, STL, Ltd. reserves the right to re-route such shipments in order to clear the hall. STL, Ltd. will assume no liability as a result of such re-routing or handling. All associated charges are the exhibitor's responsibility.

✓ ***Review the freight delivery schedule that has been assigned to you based on your booth size and Material Handling needs.***

- Exhibits 300 sq. ft. or larger requiring assistance
refer to page 18.
- Exhibits less than 300 sq. ft. requiring assistance
refer to page 19.
- Exhibits requiring no unloading assistance
refer to page 20.

✓ ***Review the Show Schedule on page 16 for set-up hours based on your booth size.***

✓ ***Review the Move Out Schedule on page 21 for IMPORTANT move out procedures.***

✓ ***Forward the freight delivery information pertaining to your booth to your carrier along with the map on page 22.***

*Refer to the "Hot Shipments" section on page 21

GTC WEST 2006

Freight delivery for exhibits 300 sq. ft. or larger

STL, Ltd. will receive your materials, either in advance or on site, and deliver them to your booth space. The Sacramento Convention Center has no facilities for receiving and handling advance shipments.

- ✓ Refer to the Material Handling information and order forms on pages 23 and 24.**
- ✓ Read and follow these shipping and labeling instructions carefully in order to ensure your freight is delivered to your booth.**

ADVANCE SHIPPING ADDRESS

To: (Exhibitor Name)
Booth #: (Optional)
For GTC West
c/o STL, Ltd.
950 Richards Blvd.
Sacramento, CA 95814
To arrive no later than May 10.

- ✓ Complete and return the Material Handling order form to STL before shipping.**

DIRECT SHIPPING ADDRESS

To: (Exhibitor Name)
Booth #: (Optional)
For GTC West
c/o STL, Ltd.
Sacramento Convention Center Loading Docks
1401 K St.
Sacramento, CA 95814

- ✓ Complete and return the Material Handling order form to STL before shipping.**
- ✓ Send this schedule to your carrier along with the map on page 22.**

NOTE: Carriers with freight consigned to STL for direct shipment to the Convention Center on Sunday, May 14 do not need to check in at the Miller Park marshaling area. Go directly to the loading docks, at 1401 K Street on Sunday only.

On Monday, May 15, all van lines, air freight, and couriers must check in at the Miller Park marshaling area no later than 12:00 Noon. Unloading assignments will be made at that time.

- ✓ Refer to the map on page 22 for the location of the marshaling area.**

**Direct shipments must be consigned to STL
and scheduled to arrive according to the following schedule**

Exhibits Numbered	Date	Scheduled Time
1000 - 1800	Sunday, May 14	11:00 a.m. – 1:00 p.m.
400 - 900	Sunday, May 14	1:00 p.m. - 3:00 p.m.
100 – 300 and	Monday, May 15	8:00 a.m. – 12:00 Noon
Late arrivals (previously scheduled)		

FEDEX, UPS, AND OTHER COMMON CARRIER DELIVERIES

All shipments must be consigned to STL, Ltd. and will be received any time beginning Monday, May 15 at the Sacramento Convention Center.

- ✓ FedEx, UPS, and other common carriers are not required to check in at the marshaling area, but must be cleared through dock security.**

GTC WEST 2006

Freight delivery for exhibits less than 300 sq. ft.

STL, Ltd. will receive your materials, either in advance or on site, and deliver them to your booth space. The Sacramento Convention Center has no facilities for receiving and handling advance shipments.

- ✓ Refer to the Material Handling information and order forms on pages 23 and 24.**
- ✓ Read and follow these shipping and labeling instructions carefully in order to ensure your freight is delivered to your booth.**

ADVANCE SHIPPING ADDRESS

To: (Exhibitor Name)
Booth #: (Optional)
For GTC West
c/o STL, Ltd.
950 Richards Blvd.
Sacramento, CA 95814
To arrive no later than May 10.

- ✓ Complete and return the Material Handling order form to STL before shipping.**

DIRECT SHIPPING ADDRESS

To: (Exhibitor Name)
Booth #: (Optional)
For GTC West
c/o STL, Ltd.
Sacramento Convention Center Loading Docks
1401 K St.
Sacramento, CA 95814

- ✓ Complete and return the Material Handling order form to STL before shipping.**
- ✓ Send this schedule to your carrier along with the map on page 22.**

On Monday, May 14, all van lines, air freight, and couriers must check in at the Miller Park marshaling area no later than 12:00 Noon. Unloading assignments will be made at that time.

- ✓ Refer to the map on page 22 for the location of the marshaling area.**

All direct shipments must be consigned to STL
and scheduled to arrive according to the following schedule

Exhibits Numbered	Date	Scheduled Time
All Exhibits	Monday, May 15	9:00 a.m. - 5:00 p.m.
<i>All on a "first come, first serve" basis</i>		
<i>NOTE: This schedule is for freight delivery only, booth set-up does not begin until 1:00 p.m.</i>		

FEDEX, UPS, AND OTHER COMMON CARRIER DELIVERIES

All shipments must be consigned to STL, Ltd. and will be received any time beginning Monday, May 15 at the Sacramento Convention Center.

- ✓ FedEx, UPS, and other common carriers are not required to check in at the marshaling area, but must be cleared through dock security.**

GTC WEST 2006

Freight delivery for exhibits requiring no unloading assistance

There will be NO J Street unloading on Monday or Tuesday.

STL, Ltd is responsible for maintaining in and out traffic at the Convention Center loading docks. Very limited space at the docks will be available for exhibitors who require no unloading assistance during specified hours.

Exhibitors will be directed by guards into the dock area located at 14th and K Streets (Enter 14th St. from L St.)

***TUESDAY ONLY, BEGINNING AT 10:00 AM,
SELF UNLOADING DOCK ACCESS IS ON A
“FIRST COME, FIRST SERVE” BASIS***

**Exhibitor self-unloading will ONLY be allowed during the following times,
regardless of booth size or number**

Exhibits Numbered	Date	Scheduled Time
All Exhibits	Tuesday, May 16	10:00 a.m. - 6:00 p.m.

All on a “first come, first serve” basis

- ✓ ***Dock access is limited to twenty minutes.***
- ✓ ***Guards will issue you an unloading pass when you are parked at the dock.***
- ✓ ***Remember to bring your own dollies, carts, and hand trucks.***

**EXHIBITORS WHO REQUIRE MORE SET-UP TIME
ARE REQUESTED TO USE THE ASSISTED UNLOADING SERVICES
OFFERED BY STL, LTD.**

- ✓ ***Refer to the Material Handling information and order forms included in this kit on Pages 23 and 24.***

FED EX, UPS, AND OTHER COMMON CARRIER DELIVERIES

All shipments must be consigned to STL, Ltd. and will be received any time beginning Monday, May 15 at the Sacramento Convention Center.

To: (Exhibitor Name)
Booth #: (Optional)
For GTC West
c/o STL, Ltd.
Sacramento Convention Center Loading Docks
1401 K St.
Sacramento, CA 95814

- ✓ ***Refer to the Material Handling information and order forms on pages 23 and 24.***
- ✓ ***Complete and return the Material Handling order form to STL before shipping.***
- ✓ ***FedEx, UPS, and other common carriers are not required to check in at the marshaling area, but must be cleared through dock security.***

GTC WEST 2006
Move Out Schedule and Procedures
Friday, May 19: 1:30 p.m. – 8:00 p.m.
Saturday, May 20: 8:00 a.m. – 12:00 Noon

RETURN OF EMPTIES

Empty containers will be stored by STL and returned following the show.

- ✓ **Pick up empty labels at the STL freight desk that are color coded for your booth location.**
- ✓ **Consolidate your empties and complete your empty labels accurately to expedite return following the show.**

The return of all the empty containers after show closing on Friday will take between one and four hours to complete. This process begins *after the attendees have cleared the hall and the aisle carpets are rolled.*

FREIGHT MOVE OUT PROCEDURES

Exhibitor self load out

There is no exhibitor self loading access at the loading docks until Saturday, May 20.

Exhibitors who are not waiting for empties and who are loading out into a small vehicle on Friday may do so by exiting through the northeast doors only onto J St. (An overhead sign will be posted Friday afternoon.) Proceed to the small vehicle marshalling area first.

*** “Hot shipments”**

Assisted load out on Friday night will be restricted to “Hot Shipments” (freight that *must travel Friday night*).

- ✓ **Refer to the rate sheet for “Hot Shipment” premiums.**
- ✓ **Order “Hot Shipment” handling in advance, or at the STL service desk BEFORE LABELING YOUR EMPTY CONTAINERS.**
- ✓ **Attach special “Hot Shipment” empty labels to ensure that your pieces are stored for first return.**
- ✓ **Inform your carrier that “Hot Shipments” will load out between 4:00 p.m. and 7:00 p.m. Friday.**
- ✓ **All van lines, air freight, and couriers must check in at the Miller Park marshaling area beginning at 12:00 Noon through 5:00 p.m. Friday only.**
- ✓ **Refer to the map on page 22 for the location of the marshaling area.**

Assisted load out (NOT “HOT SHIPMENTS”)

All standard shipments will load out on Saturday. There is no overtime premium charge for Saturday service.

- ✓ **FedEx and other common carriers are not required to check in at the marshaling area, but must be cleared through dock security.**

NOTE FOR SATURDAY LOAD OUT:

- ✓ **Carriers do not need to check-in at the Miller Park marshaling area. On Saturday only, go directly to the Convention Center loading docks at 14th and K Streets.**

ABF is the designated house carrier for your convenience. If you plan to use an alternate carrier, you are responsible for making arrangements with that carrier for Friday* or Saturday morning pick-up. In the event that your designated carrier fails to check-in by noon Saturday or refuses to accept a shipment, STL, Ltd. reserves the right to re-route such shipments in order to clear the hall. STL, Ltd. will assume no liability as a result of such re-routing or handling. All associated charges are the exhibitor's responsibility.

**DIRECTIONS TO THE SACRAMENTO CONVENTION CENTER
“MILLER PARK” Marshaling Area for the Government Technology Conference West**

For security purposes, semi-trucks will not be allowed in the loading dock area without a pass. You must get your pass at the staging area. The Security Guard at the staging area in Miller Park will issue the passes.

COMING FROM SAN FRANCISCO, DAVIS, VALLEJO, OAKLAND)

Take Business 80/Capitol City Freeway to 15th Street Exit
Continue straight on X Street; stay in left lane for one block
Left turn on 16th Street and left turn next block on W Street; stay in middle lane
Left turn on 6th Street to Broadway
Right turn on Broadway and continue all the way to Miller Park GTC Marshaling area.

COMING FROM 99 NORTH (STOCKTON, FRESNO, MODESTO, ELK GROVE)

Take the Business 80/Capitol City Freeway turn-off toward San Francisco
Immediately get over to the right and take the 10th Street exit
Take W Street to 6th
Left turn on 6th Street to Broadway
Right turn on Broadway to Miller Park GTC Marshaling area.

COMING FROM HWY 50 , (SOUTH LAKE TAHOE, FOLSOM, PLACERVILLE)

Take Highway 50 to Sacramento where it merges with Business 80/Capitol City Freeway
Take the 10th Street exit
Go straight ahead on W Street to 6th
Left turn on 6th Street to Broadway
Right turn on Broadway to Miller Park GTC Marshaling area.

COMING FROM INTERSTATE 5 SOUTH (REDDING, WOODLAND, ETC.)

Take Interstate 5 South to Hwys 50/99 interchange toward Fresno (this is the next exit after P St.)
Take X Street Exit
Right turn at the bottom of the ramp to Broadway
Right turn on Broadway to Miller Park GTC Marshaling area.

COMING FROM I-80 WEST (RENO, ROSEVILLE, AUBURN)

Take the I-80 San Francisco route to I-5 South
Follow the directions for I-5 South shown above.

COMING FROM INTERSTATE 5 NORTH (LA, STOCKTON, MODESTO, ELK GROVE)

Take Interstate 5 North to Hwy 50 interchange toward South Lake Tahoe
Stay in right lane and Exit at Broadway (just 500' into the interchange)
Left turn on Broadway to Miller Park GTC Marshaling area

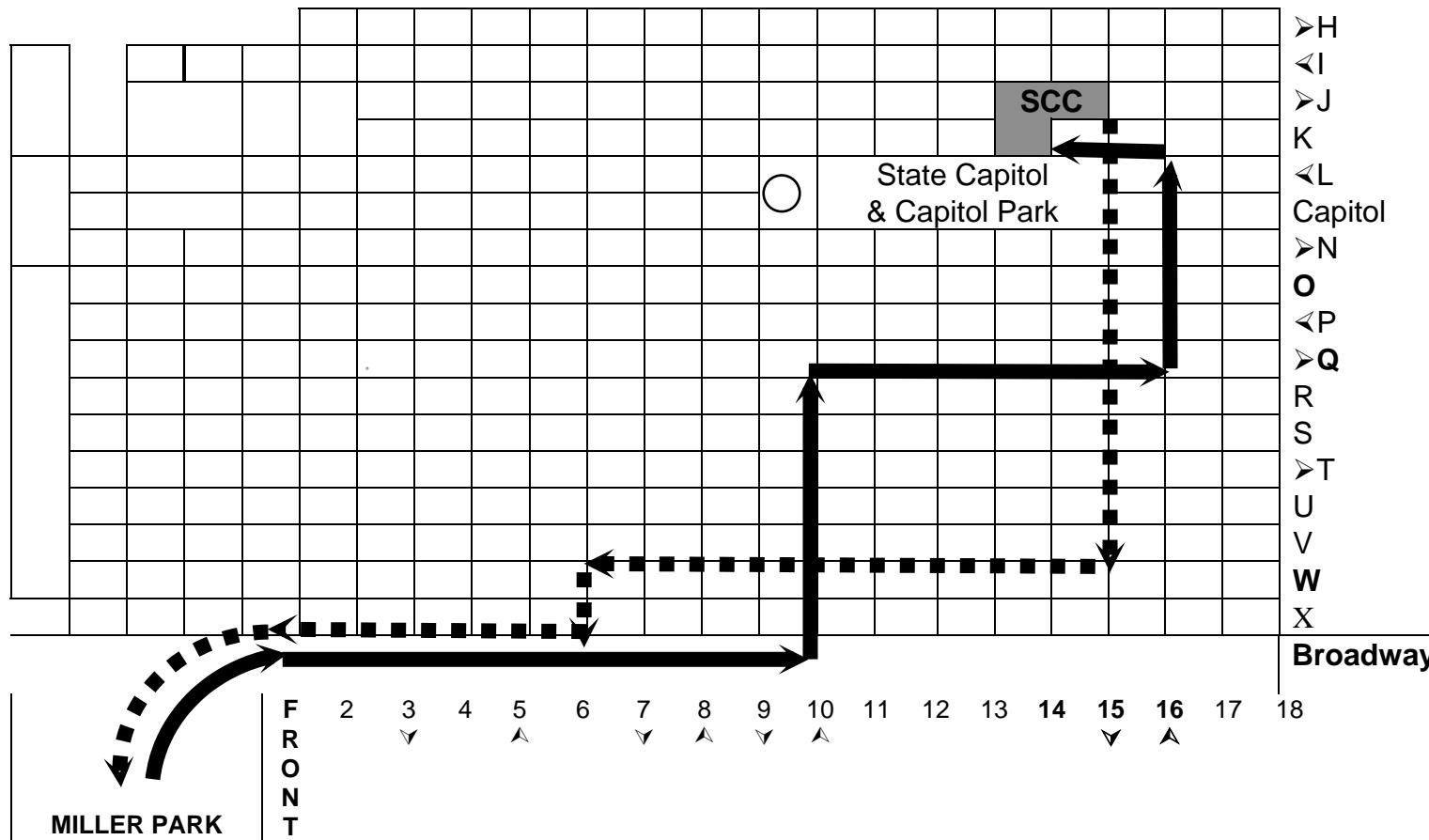
TO EXIT STAGING AREA:

From Miller Park, take Broadway to 10th St.
Left turn on 10th St.
Right turn on Q St.
Left turn on 16th St.
Left turn on L Street to 14th Street
Right turn on 14th Street to loading docks
The Security Guard at the main entrance on the loading dock will direct you to the appropriate loading bay.

Trailers must be emptied as soon as possible.

After trailers are emptied, they must be removed from the loading dock area.

**SACRAMENTO CONVENTION CENTER
TRUCK MARSHALING / STAGING AREA**



■■■ ➔ **Truck Route from SCC to Staging Area**

From 15th St. ➔ Right on W St. ➔ Left on 6th St. ➔ Right on Broadway ➔ Left into Miller Park

➡ **Truck Route from Staging Area to SCC**

From Miller Park ➔ Left on 10th St. ➔ Right on Q St. ➔ Left on 16th St. ➔ Left on L St. ➔ Right on 14th St.





service contractors--conventions & expositions

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Sacramento, CA 95814
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GTC Material Handling Information

SHIPPING INFORMATION

ALL INBOUND FREIGHT MUST BE PREPAID, NO COLLECT SHIPMENTS WILL BE ACCEPTED

1. Please fill out the order completely and return it to our office as soon as you know the number of pieces and total weight of your order. This form is used to trace and coordinate inbound freight shipments. We must have correct information for billing and forwarding arrangements. Please label all boxes and consign shipments as follows:

TO:	(NAME OF EXHIBITOR)	BOOTH# _____
FOR:	GTC WEST	
C/O:	STL, LTD., 950 RICHARDS BOULEVARD, SACRAMENTO, CA 95814	
TO ARRIVE NO LATER THAN MAY 10		

2. Freight received at the warehouse after May 10 may be subject to an additional 25% fee for late arrival (\$25.00 minimum).
3. Freight received at the showsite prior to May 14 is subject to a 25% premium (\$25.00 minimum).

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, Federal Express or RPS, 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. The Exhibitor will be charged accordingly for this service. 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. Special handling rates apply for all mixed crated/uncrated shipments.
3. Rates are based on the carrier's estimated weight unless a weight certificate is provided.
4. Dimensional weights will be calculated when no weight certificate is provided.



service contractors--conventions & expositions

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DO NOT WRITE IN THIS SPACE-FOR OFFICE USE ONLY

GTC 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 _____ TOTAL WEIGHT _____ LBS.
SIZE OF LARGEST ITEM _____ L x _____ W x _____ H _____ WGHT. OF LARGEST ITEM _____ LBS.

RATE INFORMATION

RATE A: ADVANCE SHIPMENTS TO THE STL, LTD. WAREHOUSE (\$49.00/100#, 300 lb./\$147 minimum.)

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 (\$45.00/100#, 300 lb./\$135 minimum.)

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 AND "HOT" OUTBOUND SHIPMENTS

(Add \$7.50/100#, 1000 lb./\$75 minimum)

For equipment requiring special handling, and/or return to warehouse for outbound shipping via specified carrier.

RATE D: SMALL PACKAGE SHIPMENT (\$25.00 for the first piece, \$10.00 each add'l piece, 4 piece maximum)

One carton received at the show site with no bill of lading not exceeding 50 pounds.

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, unskidding, dismantling, crating, skidding in booth or blocking or bracing cars. For such services, the following rates apply and advance notice is required.

Forklift & Operator (Up to 4,000 capacity) **\$85.00 ST / \$127.50 OT** (Over 4,000 lbs. may be subject to a daily fee)

Material Handler - **\$65.00/hr ST - \$97.50/hr OT** Stretch Wrap - **\$25.00/pallet (plus tax)** Banding - **\$1.00/ft (plus tax)**

ORDER TOTALS

Total Weight of Freight-Rate A* _____ # x \$49.00 per 100# (\$147/300 lb. min.) \$

**Freight received at the warehouse after May 10 may be subject to an additional 25% fee for late arrival (\$25.00 minimum).* # x 25% (\$25 min.) \$

Total Weight of Freight-Rate B** _____ # x \$45.00 per 100# (\$135/300 lb. min.) \$

***Freight received at the show site prior to May 14 is subject to an additional 25% premium (\$25.00 minimum).* # x 25% (\$25 min.) \$

Total Weight of Freight-Rate C _____ # x \$7.50 per 100# (\$75/1000 lb. min.) \$

Total Number of Pieces-Rate D _____ x \$25.00 first piece, \$10.00 add'l pieces \$

Total Number of Trips-Rate E _____ x \$50.00 per trip \$

Forklift and Operator - In _____ hours x hourly rate (1 hr. min.) \$

Forklift and Operator - Out _____ hours x hourly rate (1 hr. min.) \$

Material Handler _____ hours x hourly rate (1 hr. min) \$

Banding _____ footage x \$1.00/ft. \$

Stretch Wrap _____ pallet x \$25.00 \$

Applicable Sales Tax (**banding/stretch wrap only**) \$

TOTAL DUE:

EXHIBITOR _____

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.



service contractors--conventions & expositions

STL, Ltd.
950 Richards Blvd.
Sacramento, CA 95814
(916) 447-5000
FAX (916) 447-1133

OFFICIAL CONTRACTORS

STL, LTD.

Your general contractor, providing the following services:

- Standard and Specialty Furnishings
- Carpeting
- Electrical Service
- Booth Cleaning
- Labor
- Signs and Banners
- Material Handling
- Sign and Banner Hanging/Rigging

You may reach an STL Service Representative at: (916) 447-5000, (916) 447-1133 Fax, expo@stlltd.com

The following companies are your official specialty contractors for GTC West:

AUTOMATED LEAD RETRIEVAL

GTC
Chris Lyon
100 Blue Ravine
Folsom, CA 95630
(916) 932-1352 phone
(916) 932-1470 fax
clyon@govtech.net

AUDIO VISUAL

Advantage Presentations
1030 15th Street, Ste 100
Sacramento, Ca 95814
(888) 544-6338 phone
(916) 984-7622 phone
(916) 446-3891 fax
jhess@advantagepresentations.com

TELECOMMUNICATIONS/ INTERNET CONNECTIVITY/ COMPUTER RENTAL

Wombo, Inc.
8733 Magnolia Ave., Suite 100
Santee, CA 92071
(619) 596-2141 phone
(619) 596-2144 fax
support@wombo.com

PLANT AND FLORAL RENTAL

Plants by Muranaka
PO Box 277847
Sacramento, CA 95827
(916) 429-8900 phone
(916) 648-9936 fax
marshamel@sbcglobal.net

DISPLAY RENTALS & MODULAR EXHIBITS

Creative Exhibit Systems
1767 Tribute Road, Ste. C
Sacramento, CA 95815
(916) 920-1388 phone
(916) 920-1389 fax
john@creativeexhibits.com

FOOD SERVICE & IN-BOOTH CATERING

Exclusive Contractor for the Convention Center
Classique Catering
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Sacramento, CA 95814
(916) 446-1215 phone
(916) 446-1302 fax
www.classiquecatering.com

Refer to order information on the following pages.

How Will You Manage Your Sales Leads at GTC West 2006?

May 17-19
Sacramento Convention Center

Don't miss a single sales lead.

Scan and store your leads with the official GTC lead capture system.

Symbol CS 2000

Point and Scan Technology Makes Lead Capture Easier!



The revolutionary CS 2000 Scanner from Symbol Technologies makes electronic lead capture the ultimate in speed and convenience.

The world leader in automated data management, Symbol created an easy-to-use, bar code data capture system for trade show lead capture and management.

The Badge:

- Each attendee has a large, easy to read badge with contact and demographic information encoded.

The Process--Quick and Easy:

- Scan the attendee's badge
- Qualify your sales lead
- Upload data on-site or later on any PC
- Access data on-line, print or export to file.

The Cost:

• Early advance (by May 12, 2006)	\$250 + tax
• On-site	\$300 + tax

To order:

- Call Chris Lyon @ 916-932-1352
- or email him at: clyon@govtech.net
- or fax completed form to him @ 916-932-1470

Lead Capture System Rental Form for GTC WEST 2006

Company Name: _____ Booth Number: _____ Booth Size: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-MAIL (ALL orders/receipts will be confirmed by email only): _____

Contact: _____ Title: _____

Order Deadlines:

QTY TOTAL

Early Advance Deadline: May 12, 2006	\$250.00		
On-Site: May 17 & 19, 2006	\$300.00		
Subtotal:			
Sales tax:	7.75%		\$19.38
Security Deposit: * * * *			

Total:

* * * * If paying by check, a refundable \$500 Deposit is required OR to waive the Deposit complete the Credit Card information below. Refer to article #2 & #3 on reverse side for deposit conditions.

Payment:

CHECK: *Make check payable to: Government Technology Conference, 100 Blue Ravine Road, Folsom, CA 95630*

AMEX: Acct #: _____ EXP _____

VISA/M\C Acct #: _____ EXP _____

DSC/DNR Acct #: _____ EXP _____

Print Card Holder Name

Signature of Card Holder

Credit card users please note: Government Technology Conference is a subsidiary of e.Republic, Inc. Your credit card statement will reference e.Republic, Inc. FEDERAL ID# 68-002-0714

Advance orders must be received on or before the deadline. **On-site orders may be limited and will be handled on a first-come, first-served basis. **NO REFUNDS ON ADVANCE ORDERS.** Units must be picked up at the Lead Management service desk, next to Exhibitor Registration..

The undersigned understands and agrees to all terms and conditions stated on front and back of this order form:

Authorized Signature

Date

Terms and Conditions

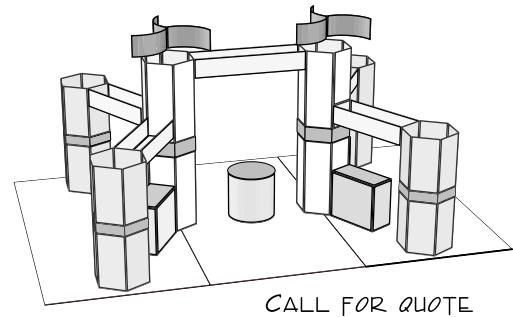
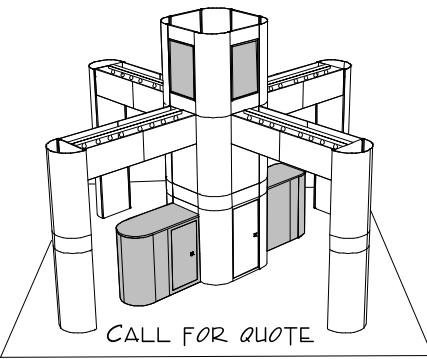
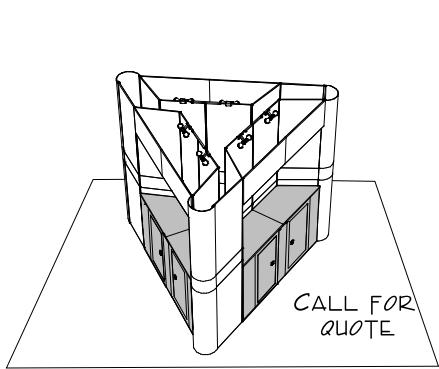
1. Government Technology Conference hereinafter called "The Company" agrees to provide electronic lead retrieval services to the customer for the agreed upon fee, listed on the reverse side. The service will include the use of the CS 2000 for the duration of conference.
2. The method of payment shall be in United States dollars and submitted with the order for service. The Company will accept checks drawn on banks located in the United States of America or certified funds. **ALL ORDERS REQUIRE A \$500.00 DEPOSIT. THIS DEPOSIT MUST BE EITHER a) PAID BY COMPANY CHECK (Deposit will be refunded 4-6 weeks after the show) -OR- b) SECURED BY A VALID CREDIT CARD ACCOUNT NUMBER** (Account will only be charged for the amount of the sale or as stated in topic 3 in this article). Payment to The Company will not be refunded for any reason.
3. The Company will furnish its equipment to the customer in good working order and the customer agrees to return the equipment to The Company in the same condition. The customer agrees to the immediate payment, upon request by The Company for all damages or loss of The Company's equipment, except such as may result from normal operation thereof: and the customer acknowledges and understands that the total replacement cost of the CS 2000 will be applicable as follows: CS 2000 unit: \$500.00. **THE CUSTOMER AUTHORIZES THE COMPANY TO CHARGE THE CREDIT CARD \$500 FOR FAILURE TO RETURN THE EQUIPMENT WITHIN TWO HOURS AFTER THE OFFICIAL HALL CLOSING. THE CUSTOMER AUTHORIZES THE COMPANY TO CHARGE THE CREDIT CARD THE COSTS INDICATED ABOVE FOR EITHER THE FAILURE TO RETURN THE EQUIPMENT TO THE GTC HEADQUARTERS WITHIN 72 HOURS FROM MIDNIGHT OF THE OFFICIAL HALL CLOSING OR FOR ANY DAMAGED EQUIPMENT.**
4. The Company will use all reasonable care in handling the CS 2000; however, **THE COMPANY SHALL NOT BE RESPONSIBLE FOR ANY SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES** arising from the loss of such information, for any reason, arising from or relating to The Company's equipment. The Company's liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by The Company as listed on the reverse side.
5. Customer agrees to return all equipment to The Company's service desk within two hours of the show closing and must obtain a written receipt for the equipment. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
6. It is agreed that the governing law pertaining to this contract will be the laws of the State of California, with venue exclusively in Sacramento County.

Government Technology Conference, 100 Blue Ravine Road, Folsom, CA 95630. Tel: 916-932-1300; Fax: 916-932-1470; www.govtech.net/gtc

GTC DISPLAY RENTALS

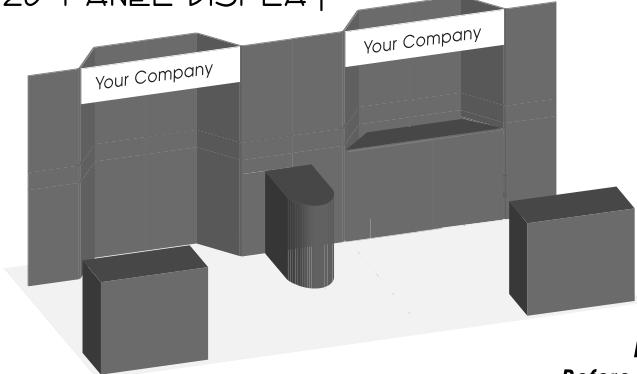
BY CREATIVE EXHIBIT SYSTEMS
916 920-1388

Order
before
May 8th
and Save!



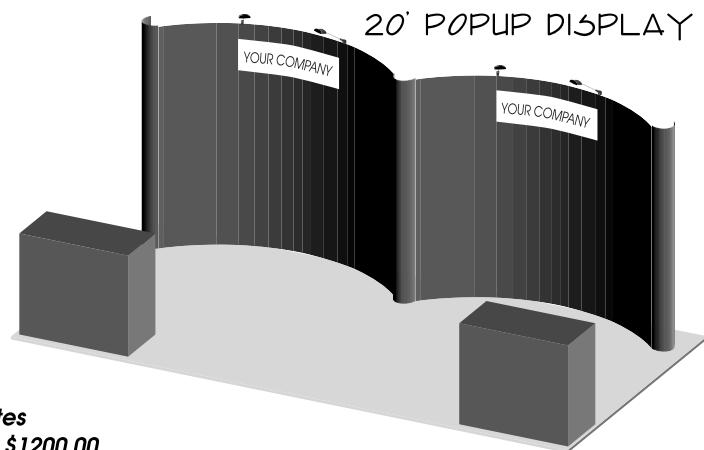
Creative Exhibit Systems offers a wide variety of exhibits, graphics and accessories to meet all your trade show needs. From a complete 20' x 30' island to a simple table-top display, we handle it all. For best selection, call today to arrange a showroom tour.

20' PANEL DISPLAY



- Available in Grey, Black, Dark Blue, Teal
- 2 -70" x 16" backlit headers with your company name - add \$100.00

20' POPUP DISPLAY



Rental Rates

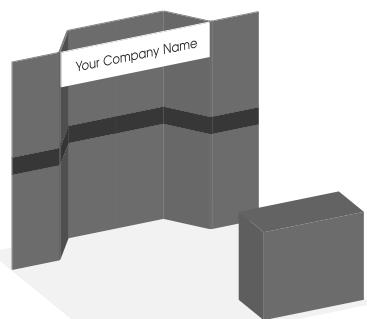
Before May 8th - \$1200.00

After May 8th - \$1400.00

Includes set-up & tear down

Optional counters - \$100.00 each

- Available in Grey, Black, Dark Blue
- 2 -60" x 10" company name signs - add \$100.00



10' PANEL DISPLAY

- Available in Grey, Black, Dark Blue, Teal, Green
- 70" x 16" backlit header with your company name - add \$50.00

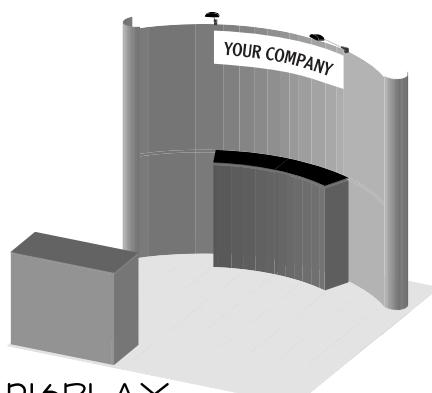
Rental Rates

Before May 8th - \$600.00

After May 8th - \$700.00

Includes set-up & tear down

Optional counters - \$100.00 each



POPUP DISPLAY

- Available in Grey, Black, Dark Blue
- 60" x 10" company name sign - add \$50.00



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EXHIBIT
SYSTEMS

DISPLAY SYSTEMS • RENTALS • GRAPHICS • PHOTO PRINTS • DESIGN
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(916) 920-1388 PH • (916) 920-1388 FAX • www.creativeexhibits.com



Sacramento Convention Center



GTC West 2006

May 17th -19th

Telecommunications & Internet Service Order Form

Please complete order form and fax back to 619-596-2144

Should you have any questions about our services, please call 619-596-2141



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

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 checked="" type="checkbox"/> Calls <input checked="" type="checkbox"/> Modem <input checked="" type="checkbox"/> Both <input checked="" type="checkbox"/> Credit Card Machine		\$ 250.00	
Phone Instruments & System Features:			
<ul style="list-style-type: none"> • Single Line Phone Handset • Cordless Phone Handset • Multi-line Phone Handset w/ Speakerphone • Polycom Full Duplex Conference Phone • Voice Mail or Call Hunting (per location) 		\$ 30.00 \$ 50.00 \$ 75.00 \$ 150.00 \$ 25.00	
ISDN Line - 2B +D (Requires 15 days notice to order.)		<i>Call for availability & pricing</i>	
HIGH-SPEED & WIRELESS INTERNET SERVICES	QUANTITY	RATE	TOTAL
Shared High-Speed Internet Connection (System requires Ethernet Card, includes one IP Address)		\$ 750.00	
Additional IP Addresses (Must accompany Shared High-Speed Internet Connection Order). Hub/Cables Required		\$ 150.00	
Wireless Internet Service – throughout exhibit hall area only (Order includes rental of Wireless Network Card. Laptop use only)		\$ 500.00	
Join Wireless Network with Personal Wireless Card (Unlimited Access for duration of event. Requires password access)		\$ 450.00	
Additional Wireless Network Connection (Must accompany Wireless Internet Service Order)		\$ 250.00	
Dedicated T-1 or DSL Lines (Requires 45 days notice to order. Includes 12 IP Add., Router & 8 Port Hub)		\$ 4,500.00 (T-1) \$ 2,500.00 (DSL)	
EQUIPMENT RENTAL & SPECIAL SERVICES	QUANTITY	RATE	TOTAL
Desktop Computer Systems and Laptops		<i>From \$225 - Call for pricing and information</i>	
LCD and Plasma Displays		<i>From \$200 - Call for pricing and information</i>	
Printers and Fax Machines		<i>From \$100 - Call for pricing and information</i>	
Dry Pair Order & Extension of 3 rd Party Circuit:			
<ul style="list-style-type: none"> - Extension of 3rd Party T-1/DSL Line from Demarc - Extension of 3rd Party ISDN/Analog Line from Demarc - Fiber Runs & Cross Connect between Meeting Rooms 		\$1,500.00 \$ 200.00 CALL	
Labor Rate (In booth networking or booth to booth cabling. Price includes cables and termination.)		\$ 125/hr (1 hr min)	
		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:

- ❖ Please provide all information requested on the form for speedy processing of your order.
- ❖ For In booth cabling, please provide a scaled drawing of your booth indicating line placement.
- ❖ Facility cannot be held liable for services provided by Wombo, Inc.
- ❖ Any long distance charges for phone or ISDN services will be billed separately.
- ❖ All prices are subject to change without notice
- ❖ 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:

- ❖ Full payment MUST accompany all orders.
- ❖ Credit will not be given for service installed and not used.
- ❖ 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.**
- ❖ There will be a \$30.00 service charge for returned checks.
- ❖ All Wire Transfers must include Bank Transfer Fee of \$45.00
- ❖ When paying by check, credit card information must be provided for incidentals.

CANCELLATION & REFUNDS:

- ❖ 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.
- ❖ 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 619-596-2141**

○ **Faxing orders - Please dial 619-596-2144**

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

○ **Email us – support@wombo.com**

FOR OFFICE USE ONLY:

Check Number: _____ Approval #: _____ Date: _____

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

GOVERNMENT TECHNOLOGY CONFERENCE

SHORT TERM RENTAL FORM

EXHIBITOR NAME: _____ Booth #: _____

<u>SIZE/HGT.</u>	<u>VARIETIES OF PLANTS/QUANTITY OF EACH</u>	<u>COST</u>	<u>TOTAL</u>
6 inch pot	BOSTON FERNS ____ IVY ____ PHOTROS ____ ASSORTED ____	\$10.00 EA	
8 inch pot	BOSTON FERNS ____ IVY ____ PHOTROS ____ 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), NO LATER	- DISCOUNT	
	THAN MAY 8 ARE ELIGIBLE FOR A 10%	7.75% TAX	
	DISCOUNT FROM LIST PRICES.	GRAND TOTAL	\$

Company Contact: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Area Code/Phone: _____

Area Code/Fax: _____