

# **WESTERN EVENT SERVICE**

1970 Williams Street ~ San Leandro, CA 94577

Phone (510) 430-0510 FAX (510) 430-0511

**CONVENTION SERVICE • SPECIAL EVENT DECOR • SET DESIGN • PRODUCTION**

## **California Stormwater Quality Association**

**Sacramento Convention Center**

**October 21 – 23, 2024**

### **Dear Exhibitors:**

Western Event Service is pleased to have been selected to serve as your Official Service Contractor for this show. In this capacity we will assist you in every way possible to promote a successful and effective marketing presentation.

This Exhibitor Service Kit contains information and order forms for your use. Please take the time to read over the entire Exhibitor Service Kit carefully and select the proper forms for your needs. Please fill out the forms carefully and completely, errors or omissions may result in higher than expected fees for services or rentals. To avoid 30%, or higher, later order charges, all orders must be received at least 2 weeks prior to the first day of Exhibitor move-in for this show.

**The last day we will honor Advance Order prices for this show is Monday, October 7<sup>th</sup>.**

Full payment must be included with your order to take advantage of pre-order prices. All orders received without payment will be processed at the Late Order price rates and services will not be provided at the show until payment is received.

The standard booth for this show will be 10' wide by 8' deep, with 8' backwall & 3' siderail drapery. The floor of the booth is a polished concrete surface. Each 10' wide booth space will include the following standard equipment (Super Premium Booths will contain 2 sets and are 18' wide x 10' deep):

- |                                |                     |
|--------------------------------|---------------------|
| 1 - Exhibitor ID Sign          | 1 - 6' Draped Table |
| 2 - Chairs                     | 1 - Wastebasket     |
| 1 - 500 watt Electrical Outlet |                     |

### **SHOW HOURS:** Please note that all times are subject to final program agenda.

Exhibitor setup:	Monday,	October 21 <sup>st</sup> - 8:00 a.m. to 11:30 a.m.
Show open:	Monday,	October 21 <sup>st</sup> - 12:00 p.m. to 6:00 p.m.
Show open:	Tuesday,	October 22 <sup>nd</sup> - 8:00 a.m. to 7:00 p.m.
Show open:	Wednesday,	October 23 <sup>rd</sup> - 8:00 a.m. to 12:15 p.m.
Show close:	Wednesday,	October 23 <sup>rd</sup> - 12:15 p.m.
Dismantle complete by:	Wednesday,	October 23 <sup>rd</sup> - 3:00 p.m.

**IMPORTANT SETUP INFORMATION:** All freight move-in and major exhibit setup must occur on Monday, October 21<sup>st</sup>, before 11:30 AM in order to provide adequate time for final Exhibit Hall cleaning prior to the opening of the show at 12:00 PM.

### **IMPORTANT SHIPPING DEADLINES:**

- September 1<sup>st</sup> - Earliest date Advance Freight can arrive at our warehouse.
- October 7<sup>th</sup> - Last date for Advance Freight to arrive without surcharges.
- October 17<sup>th</sup> - Last date we can receive Advance Freight for the show.
- October 21<sup>st</sup> - Earliest date Show-site Freight can arrive at Sacramento Conv Ctr

**California Stormwater Quality Association**  
Exhibitor Information

**DECORATOR UNION INFORMATION:**

In order to conform with current union contract rules and regulations, it will be required that all exhibitors utilize qualified union personnel for all display installation and dismantle labor as well as all material handling during the show. The handling or setting out of merchandise to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantle of an exhibit, which does not require the use of tools, or more than one person and which can be accomplished in 30 minutes or less, may be performed by the Exhibitor.

**SHIPPING INFORMATION:**

Western Event Service will be responsible for control of all freight in and out of the show and will have priority at the loading dock at all times. Please see the attached rate sheet for freight service options and charges. With the short time frame available for move-in, and the limited loading facilities, we strongly suggest that all freight be sent to the Advance Freight Warehouse to be included with our delivery to the show.

Advance Freight will be received and stored for up to 30 days prior to the show at no additional charge. Please send all advance shipments as per the enclosed freight forwarding information and mark all pieces as follows:

**ADVANCE FREIGHT shipping address:**

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TO:	<b>CASQA 2024 Exhibits</b>
FOR:	Exhibitor Name    Booth #

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Western Event Service  
1970 Williams St  
San Leandro, CA 94577

**To Arrive No Later Than:**

<b>Thursday, October 17<sup>th</sup></b>
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Freight sent to the above address must arrive on or before Friday, October 11<sup>th</sup> to avoid late freight handling surcharges. Freight, which arrives after this date, will be accepted, but will be assessed late freight handling surcharges as outlined in the attached rate sheet.

**The last day we can accept Advance Freight for this show is Thursday, October 17<sup>th</sup>.**

**TEAMSTER UNION INFORMATION**

Union regulations do not allow Exhibitors the use of hand trucks, dollies or push carts while on the show floor without teamster assistance. Exhibitors may hand carry items on and off of the show floor, limited to what one person can carry in one trip, per booth.

Do not ship your Advance Freight directly to the Sacramento Convention Center, they are unable to accept and store advance exhibitor freight and will refuse exhibit materials or freight unless delivered during the scheduled move-in times for the show. Should Advance Freight be delivered to the facility prior to the show, there will be additional charges for locating it and delivering it to your booth.

**SHOW SITE FREIGHT shipping address is:**

TO: Western Event Service  
FOR: Exhibitor Name      Booth #  
**CASQA 2024 Exhibits**

C/O: Sacramento Convention Center  
1401 K Street  
Loading Dock  
Sacramento, CA 95814

To Arrive No Earlier Than: October 21st

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**INSURANCE:** Neither Show Management, any Show Management Contractor or the facility assumes or accepts any responsibility for any merchandise or display material which may become lost, stolen or damaged, under any circumstances. You must carry your own insurance to protect your property from the time it leaves your facility until its return.

All orders, including labor, furnishings and material handling must be paid prior to close of the show. We will accept cash, check or credit card. Exhibitor must advise our service desk immediately of any services not performed satisfactorily.

***NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!***

Staff from Western Event Service will be available on the setup days of the show to resolve any problems or to answer any questions concerning decorating or freight services. We will be located at the Service Desk on the show floor. We will also be on hand each morning for the opening of the show and at the close of show on the final day to assist with your outbound freight arrangements.

Please visit us at our web site at [www.WesternEventService.com](http://www.WesternEventService.com) for additional information. Should you have additional questions, please feel free to call us at (510) 430-0510.

Sincerely,

***WESTERN EVENT SERVICE***

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CASQA 2024 Exhibits  
Sacramento Conv Ctr  
October 21-23, 2024

**WESTERN  
EVENT SERVICE**

1970 Williams Street  
San Leandro, CA 94577  
(510) 430-0510 • FAX (510) 430-0511

Booth #

## PAYMENT

THIS FORM, ALONG WITH YOUR PAYMENT (CHECK OR CREDIT CARD INFORMATION)  
MUST BE RETURNED TO US TO ENSURE PROCESSING OF YOUR ORDER.

PAYMENT IN FULL of all rental, service and labor charges must accompany your orders to qualify for ADVANCE ORDER rates. All orders must be received at least 30 days prior to move-in, including payment, to qualify for Advance Order rates. **All orders received without payment will be collected at the show and will be charged at LATE ORDER rates.** All orders placed at the show are due and payable at the time the order is placed. Show site orders may be paid by check or credit card.

**PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511**  
or email only the completed forms and payment page to [Orders@WesternEventService.com](mailto:Orders@WesternEventService.com)

### PLEASE TOTAL YOUR ORDER HERE:

FURNITURE: \$ \_\_\_\_\_ ELECTRIC: \$ \_\_\_\_\_ LABOR: \$ \_\_\_\_\_  
CARPET: \$ \_\_\_\_\_ CLEANING: \$ \_\_\_\_\_ PLUMBING: \$ \_\_\_\_\_  
FREIGHT: \$ \_\_\_\_\_

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! TOTAL DUE: \$ \_\_\_\_\_**

*The Last Date We Will Honor Advance Order Pricing Will Be Monday, October 7<sup>th</sup>*

☐ Check Enclosed for Total Amount Due. Check #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THE FOLLOWING:

CHARGE TO: ☐ Am Express ☐ Discover Card ☐ Master Card ☐ Visa

Account Number

Expiration Date →

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Security Numbers printed on rear of card (front for AmEx) →

Please Print: Cardholder's Name: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

UNLESS ADVISED OTHERWISE, WE WILL USE THIS AUTHORIZATION TO BILL YOUR ACCOUNT FOR ADDITIONAL GOODS OR SERVICES INCURRED DURING THIS SHOW. EXHIBITOR MUST ADVISE SERVICE DESK OF ANY DISCREPANCIES PRIOR TO THE CLOSE OF SHOW.

☐ Use this account for additional services at this show. ☐ No additional people are allowed to sign on this account.

☐ The Cardholder hereby authorizes the following people to sign on the above account for any additional charges incurred at show site: \_\_\_\_\_

Exhibitor Company: \_\_\_\_\_ Tel: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

Contact Person E-mail Address: \_\_\_\_\_

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Sacramento Conv Ctr  
October 21-23, 2024

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Booth #

## BOOTH FURNISHINGS

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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### TABLES - 24" WIDE x 30" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Table	\$106.00	\$138.00	\$ _____
_____ 4' Long Undraped Table	\$ 63.00	\$ 82.00	\$ _____
_____ 6' Long Draped Table	\$136.00	\$176.00	\$ _____
_____ 6' Long Undraped Table	\$ 78.00	\$102.00	\$ _____
_____ 8' Long Draped Table	\$166.00	\$215.00	\$ _____
_____ 8' Long Undraped Table	\$ 93.00	\$120.00	\$ _____
_____ Drape 4 <sup>th</sup> side 4' - 6' - 8'	\$ 55.00	\$ 72.00	\$ _____

Colors: ☐Blue ☐Gold ☐Red ☐Gray ☐Black ☐Plum  
☐Forest Green ☐White ☐Teal ☐Burgundy ☐Show Color

### COUNTERS - 24" WIDE x 42" HIGH

Tables are covered with white vinyl top and draped on three sides.

	ADVANCE ORDER	SHOW ORDER	
_____ 4' Long Draped Counter	\$136.00	\$176.00	\$ _____
_____ 4' Long Undraped Counter	\$ 78.00	\$101.00	\$ _____
_____ 6' Long Draped Counter	\$166.00	\$215.00	\$ _____
_____ 6' Long Undraped Counter	\$ 93.00	\$120.00	\$ _____
_____ 8' Long Draped Counter	\$196.00	\$250.00	\$ _____
_____ 8' Long Undraped Counter	\$108.00	\$140.00	\$ _____
_____ Drape 4 <sup>th</sup> side 4' - 6' - 8'	\$ 55.00	\$ 72.00	\$ _____

Colors: ☐Blue ☐Gold ☐Red ☐Gray ☐Black ☐Plum  
☐Forest Green ☐White ☐Teal ☐Burgundy ☐Show Color

### SPECIAL BOOTH DRAPE

	ADVANCE ORDER	SHOW ORDER	
_____ Special color backwall drape: 8' high - price per linear foot	\$10.00	\$12.00	\$ _____
_____ Special color side-rail drape: 3' high - price per linear foot	\$ 8.00	\$10.00	\$ _____

Colors: ☐Blue ☐Gold ☐Red ☐Gray ☐Black ☐Plum  
☐Forest Green ☐White ☐Teal ☐Burgundy ☐Show Color

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!

QUANTITY	DESCRIPTION	RENTAL PRICE	TOTAL DUE
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### CHAIRS & STOOLS

	ADVANCE ORDER	SHOW ORDER	
_____ Stacking Side Chair (Gray)	\$ 42.00	\$ 55.00	\$ _____
_____ Molded Side Chair	\$ 59.00	\$ 76.00	\$ _____
_____ Color: Charcoal or White			
_____ Molded Arm Chair	\$ 69.00	\$ 90.00	\$ _____
_____ Color: Charcoal or White			
_____ Deluxe Chrome Padded chair	\$ 74.00	\$ 96.00	\$ _____
_____ Padded Stool with Back	\$ 85.00	\$110.00	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

### SPECIALTY ITEMS

	ADVANCE ORDER	SHOW ORDER	
_____ Chrome Easel	\$ 22.00	\$ 28.00	\$ _____
_____ Waste Basket	\$ 9.00	\$ 12.00	\$ _____
_____ 36" Round Table w/Linen	\$ 72.00	\$100.00	\$ _____
_____ 36" Tall Round Table w/Linen	\$ 82.00	\$115.00	\$ _____
_____ 4' x 4' Tackboard	\$ 94.00	\$132.00	\$ _____
_____ 4' x 8' Tackboard	\$ 140.00	\$196.00	\$ _____
_____ Bag Stand	\$ 52.00	\$ 72.00	\$ _____
_____ Literature Stand	\$ 52.00	\$ 72.00	\$ _____
_____ Velcro 1m x 8' Panels - Gray	\$140.00	\$196.00	\$ _____
_____ Velcro Panels - with lights	\$160.00	\$224.00	\$ _____
_____ Showcases (48' Wide)			
_____ <input type="checkbox"/> 1/2 view <input type="checkbox"/> Full view	\$355.00	\$455.00	\$ _____
_____ One tier Riser for:			
_____ 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 40.00	\$ 52.00	\$ _____
_____ Two tier Riser for:			
_____ 4' <input type="checkbox"/> 6' <input type="checkbox"/> 8' <input type="checkbox"/> Table	\$ 50.00	\$ 65.00	\$ _____
_____	\$ _____	\$ _____	\$ _____

Total Due: \$ \_\_\_\_\_

Late Order Rates Will Apply To All Orders Received  
Less Than Two Weeks Prior to Exhibitor Installation

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_ 9

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CASQA 2024 Exhibits  
Sacramento Conv Ctr  
October 21-23, 2024

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1970 Williams Street  
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(510) 430-0510 • FAX (510) 430-0511

Booth #

## CARPET

### STANDARD CARPET

#### STANDARD CARPET

Price includes complete installation and removal.

STANDARD SIZES	ADVANCE ORDER	LATE ORDER	
_____ 9' x 10'	\$250.00	\$325.00	\$ _____
_____ 9' x 20'	\$450.00	\$585.00	\$ _____
_____ 9' x 30'	\$650.00	\$845.00	\$ _____
_____ 9' x 40'	\$850.00	1105.00	\$ _____
_____ For longer lengths, add \$180 per 10'			\$ _____

Colors (Check One): ☐ Blue ☐ Red ☐ Gray ☐ Black  
☐ Teal ☐ Burgundy ☐ Show Color

NOTE: Matching color shades cannot be guaranteed  
with multiple lengths of standard carpet sizes.

#### STANDARD CARPET - CUSTOM CUT TO FIT BOOTH SPACE

Price includes complete installation and removal.

Please Note: May not be available as floor order.

Booth size = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ square feet.

RENTAL PRICE: \$3.00 sq.ft. x \_\_\_\_\_ sq.ft. = \$ \_\_\_\_\_

#### CARPET PADDING

STANDARD SIZES	ADVANC ORDER	LATE ORDER	
_____ 9' x 10'	\$150.00	\$195.00	\$ _____
_____ 9' x 20'	\$300.00	\$390.00	\$ _____
_____ 9' x 30'	\$450.00	\$585.00	\$ _____
_____ 9 x 40'	\$600.00	\$780.00	\$ _____
_____ For longer than 40', add \$100 per 10'			\$ _____

#### CARPET PADDING – Custom Sizes

Booth size = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ square feet.

RENTAL PRICE: \$1.50 sq.ft. X \_\_\_\_\_ sq.ft. = \$ \_\_\_\_\_

#### VISQUEEN Carpet Covering/Protection

Booth size = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ square feet.

RENTAL PRICE: \$0.75 sq.ft. X \_\_\_\_\_ sq.ft. = \$ \_\_\_\_\_

### DELUXE CARPET

#### DELUXE CARPET – 30 oz. Plush, Heavy-cut Polyester Pile Carpet

Price includes installation, poly covering and removal.

Deluxe Carpet is not available for order on site.

Booth size = \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ square feet.

RENTAL PRICE: \$4.00 sq.ft. x \_\_\_\_\_ sq.ft. = \$ \_\_\_\_\_

#### DELUXE CARPET COLOR

- |                                      |                                       |                                       |
|--------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Berry       | <input type="checkbox"/> Charcoal     | <input type="checkbox"/> Peacock      |
| <input type="checkbox"/> Black       | <input type="checkbox"/> Emerald      | <input type="checkbox"/> Plum         |
| <input type="checkbox"/> Blue Mist   | <input type="checkbox"/> French Beige | <input type="checkbox"/> Red          |
| <input type="checkbox"/> Burgundy    | <input type="checkbox"/> Grey Pearl   | <input type="checkbox"/> Silver Cloud |
| <input type="checkbox"/> Crème       | <input type="checkbox"/> Navy         | <input type="checkbox"/> White        |
| <input type="checkbox"/> Colony Blue |                                       |                                       |

### PAYMENT POLICY

All Deluxe Carpet orders MUST be received no later  
than 30 DAYS prior to show opening date.

Deluxe Carpet orders cancelled after 30 DAYS prior  
to show opening date will be charged 100% of order.

**TOTAL CARPET ORDER \$ \_\_\_\_\_**

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!**

**LATE ORDER RATES APPLY FOR ALL ORDERS  
NOT PAID IN FULL 2 WEEKS PRIOR TO SHOW!**

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

**ELECTRICAL**

ELECTRICAL OUTLETS – 120V/208V A.C. 60 Cycle. Prices include Labor for Install and Dismantle and are for the entire event.					
ELECTRICAL SERVICE	QUANTITY (Show Hour use only)	24 Hour Use (Double the listed price)	ADVANCE	REGULAR	TOTAL COST
<b>STANDARD OUTLETS</b>					
500 Watts or Less	_____	_____	176.00	208.00	_____
1000 Watts or Less	_____	_____	248.00	298.00	_____
2000 Watts or Less	_____	_____	320.00	416.00	_____
<b>208 VOLT SINGLE PHASE</b>					
5 AMPS	_____	_____	191.00	287.00	_____
10 AMPS	_____	_____	290.00	435.00	_____
15 AMPS	_____	_____	328.00	492.00	_____
20 AMPS	_____	_____	411.00	617.00	_____
30 AMPS	_____	_____	501.00	752.00	_____
60 AMPS	_____	_____	650.00	975.00	_____
<b>208 VOLT THREE PHASE</b>					
5 AMPS	_____	_____	297.00	287.00	_____
10 AMPS	_____	_____	391.00	435.00	_____
15 AMPS	_____	_____	451.00	492.00	_____
20 AMPS	_____	_____	550.00	617.00	_____
30 AMPS	_____	_____	675.00	752.00	_____
60 AMPS	_____	_____	881.00	975.00	_____
<b>ADDITIONAL EQUIPMENT</b>					
15 Foot Extension Cord	_____	_____	20.00	28.00	_____
25 Foot Extension Cord	_____	_____	25.00	35.00	_____
Multi Outlet Strip	_____	_____	25.00	35.00	_____
100 Watt Arm Light	_____	_____	66.00	82.00	_____
120 Watt Flood Light	_____	_____	92.00	124.00	_____
<b>LABOR</b>					
Straight-time	_____ (Mon – Fri 8 AM – 4 PM)		184.00		_____
Over-time	_____ (All Other Hours)		255.00		_____
			<b>TOTAL DUE \$</b> _____		

**We must receive your order no later than:**  
**October 7, 2024**

In order to take advantage of ADVANCE ORDER pricing.

**INLINE BOOTHS**  
Outlets will be located at the rear of the booth on the floor. Should relocation of any outlets be required, there will be a minimum labor charge of 1 hour to deliver power to specific locations within the booth. Additional material charges may also apply.

**ISLAND BOOTHS**  
Power will be located within the booth at WES discretion. Should relocation of any outlets be required, there will be a minimum labor charge of 1 hour to deliver power to specific locations within the booth. Additional material charges may also apply.

**208volt & HIGHER VOLTAGES**  
There is a minimum labor charge of 1 hour for installation & ½ hour for removal of all high voltage services. Material charges may also apply.

**DEDICATED OUTLETS**  
Dedicated outlets require a minimum 2000 watt service.

**24 HOUR SERVICES**  
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing. If you need power at any other time, please order 24 Hour service

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

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(510) 430-0510 • FAX (510) 430-0511

Booth #

## ***ELECTRICAL LABOR***

☐ **NO Labor Needed** – Place Electrical Along Booth Backwall Line.

☐ **Exhibitor Will Supervise Electrical Installation** (Do Not Proceed)

Exhibitor will call of labor at Date: \_\_\_\_\_ Time: \_\_\_\_\_

All electrical labor ordered for 8:00 a.m. will be dispatched directly to booth space. For all other starting times, call for labor ½ hour prior to requested time. Labor cancelled without 24-hour notice will be charged a one (1) hour minimum per man. The minimum charge for labor is one hour per electrician. Thereafter, labor will be billed in one-half (½) hour increments.

☐ **OK to Proceed – Complete No Later Than** Date: \_\_\_\_\_ Time: \_\_\_\_\_

All labor performed under the supervision of Western Event Service. In order to perform labor without Exhibitor present, please provide us with detailed booth layouts showing outlet location and quantity.

☐ **Floor Plan is Included with this Order**


☐ Carpet has been ordered from Decorator.

☐ Carpet is arriving with Exhibit Freight.

Please note adjacent booth numbers and or aisle locations along with any display materials to be included in your booth space.

Please attach a full set of booth plans for multiple booth or island booth configurations.

Please indicate the location of all outlets along with any 24-hour service locations.

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **HOURLY RATES**

- Straight-Time: \$184.00 per hour = 8:00 a.m. – 4:30 p.m. Monday through Friday.
- Overtime: \$255.00 per hour = All other times, including observed union holidays.

### **LABOR CALCULATOR**

INSTALLATION: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
# of Men # of Hours Hourly Rate

DISMANTLE: \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_  
# of Men # of Hours Hourly Rate

**TOTAL ESTIMATED LABOR COST = \$ \_\_\_\_\_**

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

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**AUDIO VISUAL EQUIPMENT**

Quantity	EQUIPMENT	Rental	TOTAL
	DVD Player	\$ 100.00	\$
	Blu-Ray Player	\$125.00	\$
			\$
			\$
	32" LED Monitor on Table Stand	\$220.00	\$
	50" LED Monitor on Table Stand	\$240.00	\$
	60" LED Monitor on Table Stand	\$470.00	\$
	70" LED Monitor on Table Stand	\$655.00	\$
			\$
	Deluxe Monitor Floor Stand	\$125.00	\$
	Monitor Wall Mount	\$80.00	\$
	LCD Projector Package (3200 Lumens) with Tripod Screen	\$640.00	\$
	AV Cart & Skirt - Height (circle one) - 34" 42" 48" 54"	\$ 65.00	\$
EQUIPMENT TOTAL \$			

For 2 Day Rental Multiply by 2 = \$ \_\_\_\_\_

For 3 Day Rental Multiply by 2.5 = \$ \_\_\_\_\_

For orders placed less than 2 week prior to show add a 30% Surcharge \$ \_\_\_\_\_

**TOTAL DUE \$** \_\_\_\_\_

"This order for goods/services constitutes a contract of rental (Contract) between Western Event Services and customer designated below. The additional terms and conditions set-forth on the reverse side of this form are a part of this contract. The acceptance of your order is subject to all of the terms and conditions included therein, all of which are accepted by customer; it will supersede customer's order form or Purchase Order, if any."

**PAYMENT POLICY:** PAYMENT IN FULL IS REQUIRED ON ALL ADVANCE AND FLOOR ORDERS WHEN THE ORDER IS PLACED.

**IMPORTANT NOTE:** IF ELECTRICITY IS NOT PROVIDED AS PART OF YOUR BOOTH PACKAGE, YOU SHOULD ORDER IT ON THE INCLUDED FORM.

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_ Email: \_\_\_\_\_ 14

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Booth #

## DISPLAY LABOR

SKILLED DISPLAY LABOR FOR INSTALLATION AND DISMANTLING OF EXHIBITS

**LABOR RATES** \$148.00 per hour straight-time (One hour minimum per person)  
\$207.00 per hour overtime (One hour minimum per person)  
\$266.00 per hour double-time (One hour minimum per person)

Straight-time = All hours between 8:00 AM and 5:00 p.m. weekdays

Overtime = All hours between 5:00 PM and 10:00 PM weekdays and 8:00 AM - 12:00 PM Saturday

Double-time = All other hours

☒ **O.K. TO PROCEED** – *Exhibitor need not be present, please begin as soon as possible.*

Western Event Service will proceed with your display set up unless instructed otherwise.

Every effort will be made to set your display on straight time hours, unless show schedule does not permit.

☒ Plans included with this order, proceed without exhibitor.

☒ Plans with exhibit, proceed without exhibitor. Plans in case / crate # \_\_\_\_\_.

☒ Executive supervision is available on request for an additional charge of 25% of the total labor charges.

☒ **DO NOT PROCEED** – *Exhibitor will call for labor and supervise workers.*

All work is to be performed *ONLY* under the supervision of the exhibitor representative:

Exhibitor will check in at the service desk to pick up labor on: Date: \_\_\_\_\_ At: \_\_\_\_\_ ☐ AM ☐ PM

**PLEASE NOTE:** A minimum charge of one hour per person will apply; time will commence in accordance with exhibitors' request.

Representative's name: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

### LABOR RECAP

Number of laborers to install on straight-time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ ST

Number of laborers to install on overtime: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ OT

Number of laborers to install on double-time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ DT

Number of laborers to dismantle on straight-time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ ST

Number of laborers to dismantle on overtime: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ OT

Number of laborers to dismantle on double-time: \_\_\_\_\_ x Estimated hours: \_\_\_\_\_ = \_\_\_\_\_ hours @ DT

Total ST Hours \_\_\_\_\_ x \$148.00 = \$ \_\_\_\_\_ + 25% supervision (if applicable) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total OT Hours \_\_\_\_\_ x \$207.00 = \$ \_\_\_\_\_ + 25% supervision (if applicable) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Total DT Hours \_\_\_\_\_ x \$266.00 = \$ \_\_\_\_\_ + 25% supervision (if applicable) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Your final bill will be for the total hours actually provided.

Hours will be billed in ¼ hour increments after the 1<sup>st</sup> hour.

**NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW!**

**Total Due for Labor** \$ \_\_\_\_\_

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

## CASQA 2024 Exhibits Sacramento Convention Center October 21 - 23, 2024

Trade Show Freight Service Options & Rates	Per 100 Lbs. (cwt)
1. Shipments of common freight and crated exhibits will be received at warehouse and stored up to 30 days prior to set-up date, delivered to booth and returned to loading dock for forwarding via common carrier at close of show. <b>THERE IS A 200 POUND MINIMUM (\$288.00)</b>	\$144.00
2. Receipt of common freight and crated exhibits at exhibit hall (during installation period only), unloading, delivery to booth, and return to loading dock for common shipment at close of show. <b>THERE IS A 200 POUND MINIMUM (\$308.00)</b>	\$154.00
3. Shipments consigned to our warehouse which arrive after our published late freight receiving date of <b>Friday, October 11th</b> or which arrive without proper identification or paperwork on file, will be assessed an additional surcharge per CWT.	\$16.00
4. Small Package Rates: Cartons and envelopes received without paperwork will be delivered without guarantee of piece count or condition. Maximum weight is 100 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. First piece will be billed at \$55.00 with subsequent pieces billed at \$25.00 each.	\$55.00 \$25.00
5. For handling of uncrated, padded van, or specialized equipment, additional per CWT.	\$18.00
6. For delivery of shipments, at close of show, back to our warehouse for loading to outbound carriers, THERE IS A \$200.00 MINIMUM CHARGE FOR THIS SERVICE.	\$40.00

Special Services	Straight Time	Over Time	Double Time
7. Material Handler for banding, shrink wrapping, etc. plus materials.	\$128.00	\$162.00	\$208.00
8. Vehicle spotting charge.	\$166.00	\$249.00	\$332.00
9. Forklift with driver, up to 3,000 pounds.	\$158.00	\$192.00	\$258.00
10. Valet service provides for one worker and a 3' x 4' flat cart and one round trip from loading dock to exhibitor's booth and return to dock at close of show.	\$96.00 per round trip, POV		

The above rates cover freight handling service for both incoming and outgoing freight. All charges are based on incoming weight only. Where weight tickets or freight bills are not available, our estimated weights will be used. For special services such as uncrating, unskidding, spotting in booth, local pick-up and delivery, special trips, late freight handling or special handling of materials required because of excessive weight or size, the above rates will apply. Rates are per hour, with a one-hour minimum.

**Insurance:** Neither show management, any show management contractor or the facility assumes responsibility under any circumstances for any merchandise or display material which may become lost, stolen or damaged. You must carry your own insurance to protect your property.

**Return Copy →**

CASQA 2024 Exhibits  
Sacramento Conv Ctr  
October 21-23, 2024

**WESTERN  
EVENT SERVICE**

1970 Williams Street  
San Leandro, CA 94577  
(510) 430-0510 • FAX (510) 430-0511

Booth #

## Order For Freight Handling Service

**Please return a completed Payment form along with this Order for Freight Handling Service.**

Exhibitor:		<input type="checkbox"/> <b>No freight will be sent.</b>
Carrier:	Ship Date:	
Number of Pieces:	Largest Piece:	
Total Weight of Shipment:	Tracking (Pro) Number:	
Shipped From:		
To arrive at: <input type="checkbox"/> Advance Freight Whs. <input type="checkbox"/> Show Site Expected arrival date: / /		
<b>Advance Freight Total Weight:</b>	<b>lbs. @ \$144.00 per CWT = \$</b>	<b>due (\$288 minimum).</b>
<b>Show Site Freight Total Weight:</b>	<b>lbs. @ \$154.00 per CWT = \$</b>	<b>due (\$308 minimum).</b>
<b>Additional services:</b>	<b>= \$</b>	<b>Total Due.</b>
<b>NOTE:</b> Advance or Show Site Freight received without complete paperwork on file, will be charged an additional \$12.00 per CWT.		<b>Total Freight Charges = \$</b>

**Advance Freight** Western Event Service  
**Shipping Address:** 1970 Williams St  
San Leandro, CA 94577

Mark for: **CASQA 2024**  
Add Your Company Name  
Add Your Booth Number

***Please complete and return this form even if you will not be sending freight for the show!***

***The last date we can receive Advance Freight for this show is: Thursday, October 17th***

### Forwarding Instructions at Close of Show

Exhibitor must complete outbound bill of lading prior to the close of show. Exhibit material or freight left without proper paperwork on file will be returned to the Official Freight Service warehouse at owner's expense. Unless otherwise arranged, all shipments will be sent directly from show site at the close of show via the freight service specified by the Exhibitor. Exhibitors must make their own ship-out arrangements for any shipments being shipped out directly from show site by their own designated carrier(s). Any shipments not picked up by the end of dismantle will be sent via the freight service specified as the Official Freight Service for this show.

At the close of show, Exhibitor is responsible for making all freight ready for outbound shipment. Outbound shipment Bill of Lading must specify type of service and specific carrier selected, or one will be assigned. Unless using the Official Freight Service designated for this show, it is the Exhibitor's responsibility to contact the carrier they have selected for their outbound shipment(s) and schedule their pick-up at the close of show.

Please be aware that any material left on the show floor remains your responsibility, until picked up by your designated carrier. Neither Show Management, Western Event Service or the Facility accepts any responsibility for any material left unattended on the show floor. Freight left on the show floor without proper instructions, will be returned to our warehouse and additional handling, transportation and storage charges will accrue.

Regardless of selected carrier, all outbound shipments must be written up on a Western Event Service *Outbound Shipping Instruction* form and returned to the Service Desk, prior to outbound handling.

## ADVANCE WAREHOUSE FREIGHT

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To WESTERN EVENT SERVICE

1970 Williams St.  
San Leandro, CA 94577

For **CASQA 2024 Exhibits**

Exhibitor: \_\_\_\_\_

Booth No: \_\_\_\_\_

**To Arrive No Later Than 10/17/2024**

## ADVANCE WAREHOUSE FREIGHT

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To WESTERN EVENT SERVICE

1970 Williams St.  
San Leandro, CA 94577

For **CASQA 2024 Exhibits**

Exhibitor: \_\_\_\_\_

Booth No: \_\_\_\_\_

**To Arrive No Later Than 10/17/2024**

## SHOW-SITE FREIGHT

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To WESTERN EVENT SERVICE  
c/o Sacramento Convention Center  
1401 K Street - Loading Dock  
Sacramento, CA 95814

For **CASQA 2024 Exhibits**

Exhibitor: \_\_\_\_\_

Booth No: \_\_\_\_\_

**To Arrive No Earlier Than 10/21/2024**

## SHOW-SITE FREIGHT

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To WESTERN EVENT SERVICE  
c/o Sacramento Convention Center  
1401 K Street - Loading Dock  
Sacramento, CA 95814

For **CASQA 2024 Exhibits**

Exhibitor: \_\_\_\_\_

Booth No: \_\_\_\_\_

**To Arrive No Earlier Than 10/21/2024**

## Outbound Shipping Procedures

### NECESSARY OUTBOUND PAPERWORK

An Outbound Bill of Lading must be prepared for each outbound shipment you have from the show and must be turned into our service desk prior to your leaving the exhibit area at the close of the show. This is in addition to any Freight Bills provided to you by your shipper

### DESIGNATED OUTBOUND CARRIER FOR THIS SHOW

YRC Freight Service has been chosen as the designated freight carrier for this show and will be available at the close of the show to pick-up any outbound freight you may have.

### EXHIBITOR SELECTED CARRIERS

Should you prefer to use a carrier other than Yellow, you, the Exhibitor, are responsible to make the necessary arrangements for them to pick-up your materials at the close of the show. In the event your designated carrier fails to make the pick-up at show site during the designated break down time, Western Event Service reserves the right to force any shipment onto Yellow trailers in order to be able to clear the facility by the required deadline. As part of the material handling charges, we will gladly load other carriers, but we are not able to make pick-up arrangements on your behalf with other carriers. Carriers should arrive prepared with the company name, number of pieces, and destination for any shipment they have been designated to pick-up. All material handling, return to warehouse, and/or storage charges must be settled before a shipment will be released to any carrier.

### UPS or Fed Exp– Special Information

We do not provide UPS or Fed Exp shipping services from the Show Floor or from our Warehouse. Should you wish to use UPS or Fed Exp, it is required for you to provide and affix any necessary UPS or Fed exp shipping labels to each item being returned. **UPS or Fed Exp have very specific requirements for this type of service and it is your responsibility to make sure they are met.** After contacting UPS or Fed Exp and confirming the pick-up arrangements, either at the show site or at our warehouse, **you must inform the service desk personnel of the scheduled arrangements** along with confirmation numbers and a completed Bill of Lading. There is a minimum \$100.00 charge for having us return your materials to our Warehouse for UPS or Fed Exp pick-up.

### MATERIALS LEFT ON EXHIBIT FLOOR AT CLOSE OF SHOW

Any materials abandoned without proper paperwork on file or for shipments not picked up at the show site by your designated carrier, will either be forced on Yellow or returned to our warehouse (our choice). Materials returned to our warehouse will incur a return to warehouse fee (minimum \$100.00), along with storage charges when applicable.

## Outbound Shipping Instructions

As an authorized representative of the company listed below, I have selected the following **outbound** carrier for our freight at close of show.

- ✓ ☐ Official Freight Service designated for this show (**YRC Freight Service**).
- ✓ ☐ Exhibitor will hand carry or Exhibitor vehicle will pick-up at loading dock (**POV**).
- ✓ ☐ Exhibitor selected carrier: \_\_\_\_\_  
(Name of Selected Carrier)

I have notified my carrier and requested a pick-up. In the event my selected carrier does not arrive at show site prior to the deadline for show dismantle, or should they refuse to accept my shipment, I hereby authorize Western Event Service, to:

- ✓ ☐ **RETURN MY SHIPMENT TO THEIR WAREHOUSE:** The shipment(s) will be returned to the warehouse for picked up by your designated carrier. The charges for returning the shipment to the warehouse are as follows:  
\$25.00 per CWT (hundred pounds) with a 400-pound minimum = \$100.00 minimum charge.  
*Please note that your shipment must be accompanied by a complete Bill of Lading.*
- ✓ ☐ **REASSIGNMENT of CARRIER:** Load my shipment onto the designated Official Freight Service carrier for this show (Yellow Freight Service). Freight charges to be marked COD.

Exhibiting Company _____
Ship to _____
Address _____
City/State/Zip _____
Phone _____ FAX _____
Emergency Phone or Local Number _____

**NOTE:** It is the responsibility of the Exhibitor representative to fill out outbound Bills of Lading at the close of show and present them to the Exhibitor Service Desk prior to the end of dismantle. Freight left without proper paperwork on file will be returned to our warehouse and stored until proper information is received and will be subject to additional handling and transportation charges.

Return Copy →

CASQA 2024 Exhibits  
Sacramento Conv Ctr  
October 21-23, 2024

**WESTERN  
EVENT SERVICE**

1970 Williams Street  
San Leandro, CA 94577  
(510) 430-0510 • FAX (510) 430-0511

Booth #

## Guidelines for Exhibitor Appointed Contractors

We propose to use the following contractor to perform services (for installation and dismantle labor only) in connection with our exhibit at the forthcoming show. We understand and agree that they will abide by all of the regulations required by Show Management and the Official Service Contractor and those outlined below.

### **Rules and Regulations for other than Official Service Contractor**

Persons or organizations, other than the designated Official Service Contractor for the show, who are proposed for the performance of any services within the exhibit hall for an exhibitor will:

1. Abide by the same rules and regulations as an exhibitor, pertaining to exhibit rules and regulations.
2. Have all exhibits for which they are responsible dismantled and ready for shipping by the deadline set forth by the show manager.
3. Furnish to the Official Service Contractor an insurance certificate for Commercial General Liability showing them as additional insured, limits of liability of at least \$2,000,000 and it must include waiver of subrogation clause, as well as an insurance certificate for Workers Compensation and Employers' Liability, accompanying this form.
4. Secure through official contractors all services required other than installation and dismantling.
5. Secure through official contractors any additional labor needed over and above those normally considered regular employees.
6. Abide by all rules as listed under "Guidelines for Exhibitor Appointed Contractors" provided within this information.

---

### **I & D CONTRACTOR, EXHIBIT COMPANY OR ORGANIZATION**

(Please print or type)

I & D Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Contact Email: \_\_\_\_\_

---

Exhibitor Company: \_\_\_\_\_ Tel.: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/St.: \_\_\_\_\_ Zip: \_\_\_\_\_

By (Signature): \_\_\_\_\_ Print Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

## CASQA 2024 Exhibits

Show Management, acting in behalf of all Exhibitors and in the best interest of the exposition, has selected Western Event Service, as the Official Service Contractor to perform and provide necessary services and equipment required for this exposition.

**Official Service Contractors are appointed to**

1. Insure the orderly and efficient installation and dismantle of the overall exposition.
2. Assure the distribution of labor to all Exhibitors according to need.
3. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the exposition itself.
4. See that the proper type and limits of insurance are in force.
5. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

**The Official Service Contractors will provide all usual trade show services, including labor. Allowed exceptions are**

1. The Exhibitor may provide supervision.
2. The Exhibitor may appoint an exhibit installation contractor or display builder.

**Exhibitor may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements**

1. The Exhibitor must notify Western Event Service of the intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has issued a proper certificate of insurance with a minimum of \$2,000,000 in liability coverage, including property damage, as well as a minimum of \$1,000,000 of Workers Compensation and Employers' Liability insurance to Western Event Service at least 10 days before the show's installation.
3. The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
4. The Exhibitor Appointed Contractor must have all business licenses, permits and Workers' Compensation insurance required by the State and City governments and the convention facility management prior to commencing work.
5. The Exhibitor Appointed Contractor will share with Western Event Service all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc.
6. The Exhibitor Appointed Contractor must furnish Western Event Service with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges.
7. The Exhibitor Appointed Contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other facilities will be located anywhere in the building. The show aisles and public space are not part of the Exhibitor's booth space.
8. The Exhibitor Appointed Contractor shall provide, if requested, evidence to Western Event Service that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
9. The exposition floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor, Western Event Service. The Exhibitor Appointed Contractor must coordinate all of its activities with Western Event Service.
10. A signed copy of this page, indicating your understanding of the rules and regulations covering the use of Exhibitor Appointed contractors, must be returned to us along with the additional required information.