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Quilt, Craft & Sewing
CalExpo - Sacramento
March 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 one week 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 cash, check or credit card.

**PHONE ORDERS NOT ACCEPTED – PLEASE FAX ORDERS TO US AT (510) 430-0511
or Email to..... Orders@WesternEventService.com**

PLEASE TOTAL YOUR ORDER HERE:

FURNISHINGS \$ _____ ELECTRICAL \$ _____ ELECTRICAL LABOR \$ _____

THE LAST DAY WE WILL HONOR ADVANCE ORDER PRICING FOR THIS SHOW IS: Tuesday, March 12th.
Orders received after that date or at show site, will be charged at Late Order rates.

NO CREDITS WILL BE ISSUED AFTER CLOSE OF SHOW! TOTAL DUE \$ _____

☐ 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 →

Security Numbers Printed on Card →

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.

Please Check all of the Following Boxes that Apply:

☐ DO NOT Use this account for additional services at this show.

☐ Allow the following people to sign for services: _____

Exhibitor Company: _____ Tel.: _____ Date: _____

Address: _____

By (Signature): _____ Print Name: _____

Email address for primary contact: _____

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Furniture, Carpet & Accessory Order Form

For any Additional Services you may need, please call us at 510-430-0510

The last day we will honor Advance Pricing is Tuesday, March 12th.

Quantity	Chairs	Advance Price	Standard Price	Total
	Plastic Side Chair	10.00	15.00	
	Padded Arm Chair	25.00	37.50	
	Padded Stool With Back	45.00	63.00	
Quantity	Accessories	Advance Price	Standard Price	Total
	Wastebasket	12.00	18.00	
	Poster Board / Peg Board	75.00	112.00	
	Aluminum Easel	20.00	25.00	
	8' Upright & Base	15.00	20.00	
	6' - 10' Crossbar	10.00	15.00	
	Wire Display Grid - 2' x 8' (Minimum 2)	25.00	37.50	
	3' Masking Drape: How Long _____	3.00 per linear foot	4.50 per linear foot	
	8' Masking Drape: How Long _____	5.00 per linear foot	7.50 per linear foot	
Quantity	Tables & Counters	Advance Price	Standard Price	Total
	4' x 24" Table ~ No Cover & No Drape	35.00	50.00	
	4' x 24" Table Covered & Draped	45.00	60.00	
	6' x 24" Table ~ No Cover & No Drape	45.00	60.00	
	6' x 24" Table Covered & Draped	55.00	70.00	
	8' x 24" Table ~ No Cover & No Drape	55.00	70.00	
	8' x 24" Table Covered & Draped	65.00	80.00	
	4' x 24" Counter ~ No Cover & No Drape	45.00	60.00	
	4' x 24" Counter Covered & Draped	55.00	70.00	
	6' x 24" Counter ~ No Cover & No Drape	55.00	70.00	
	6' x 24" Counter Covered & Draped	65.00	80.00	
	8' x 24" Counter ~ No Cover & No Drape	75.00	90.00	
	8' x 24" Counter Covered & Draped	85.00	100.00	
Quantity	Carpet			TOTAL
	10' x 10' Carpet	125.00	Advance Order Only	
	9' x 20' Carpet	225.00	Advance Order Only	
	9' x 30' Carpet	325.00	Advance Order Only	
	10' x 40' Carpet	425.00	Advance Order Only	
TOTAL ORDER	ORDER TOTAL			

Exhibitor Company _____ Phone _____ Date _____

Address _____ City/ST _____ Zip _____

By (Signature) _____ Print Name _____

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ELECTRICAL

ELECTRICAL OUTLETS - 120V/208V A.C. 60 Cycle.

All Prices include Labor for Install and Dismantle and are for the entire event.

ELECTRICAL	QUANTITY (Show Hour use only)	24 Hour Use (Double the listed price)	ADVANCE	REGULAR	TOTAL COST
120 VOLT					
0 - 500 Watts			87.00	122.00	
501 - 1000 Watts			132.00	184.00	
1001 - 1500 Watts			174.00	244.00	
1501 - 2000 Watts			208.00	291.00	
208 VOLT SINGLE PHASE					
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	
100 AMPS			870.00	1305.00	
208 VOLT THREE PHASE					
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	
100 AMPS			1129.00	1694.00	
ADDITIONAL EQUIPMENT					
25 Foot Extension Cord			20.00	25.00	
Multi Outlet Strip			20.00	25.00	
100 Watt Arm Light			20.00	25.00	
120 Watt Flood Light			66.00	82.00	
120 Watt DBL Flood Light			92.00	124.00	
LABOR					
Straight-time		Mon to Fri ~ 8 AM - 4 PM		82.00	
Over-time		All Other Hours		138.00	
PLEASE USE ATTACHED LABOR ORDER FORM TO ORDER LABOR			TOTAL DUE \$		

ADVANCE PAYMENT PRICING

In order for Advance Pricing to apply,
we must receive your order and full
payment no later than:

**TUESDAY
March 12, 2024**

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: _____

Email Address: _____

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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: \$82.00 per hour = 8:00 a.m. – 4:00 p.m. Monday through Friday.
- Overtime: \$138.00 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: _____

Western Event Service ELECTRICAL Terms & Conditions

- 1 Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. **Orders received after the deadline date will be charged at the Late Order rate.** A purchase order or photocopy of a check is not considered a valid form of payment for securing advanced rates.
- 2 In the event that the totals are calculated incorrectly on the front of this form, WES reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
- 3 Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to WES move-in date, WES will bring the main power to a convenient location at WES's discretion. Please refer to item #6.
- 4 Outlet rates listed **Do Not** include the connection of any equipment, special wiring, and distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space regardless of booth type requires labor and is performed on a time and material basis. Exhibitors are invited to contact the local WES office to discuss any additional costs that may be incurred.
- 5 A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- 6 Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
- 7 In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will be applied to hang the lights as requested. Please contact our office to determine if any additional charges will apply.
- 8 WES employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 9 WES is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors' booth space. This material is provided on a rental basis ONLY and remains the property of WES. It shall be removed only by WES employees.
- 10 Any extension cords or power strips ordered on the front of this form should be picked up at the service desk unless they are integral to the installation of electrical services ordered for placement under carpeting.
- 11 Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through WES.
- 12 All equipment regardless of source of power, must comply with federal, state and local codes. WES reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. WES is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 13 All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 14 All Exhibitor's cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
- 15 Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- 16 Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by WES within 14 calendar days prior to show opening. Claims will not be considered or adjustments made unless filed by Exhibitor prior to the close of the event.
- 17 Exhibitor shall hold WES harmless for any and all losses of power beyond WES's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 18 It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay WES its attorney fees or applicable agency fees.
- 19 A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and and/or declined credit cards. Exhibitor agrees to reimburse WES for all applicable rental taxes where applicable.
- 20 By submitting an Electrical or Labor Order Form, exhibitor agrees to all terms and conditions on this form.