



## Exhibitor Information

|                |       |               |         |
|----------------|-------|---------------|---------|
| Company Name   |       |               | Booth # |
| Street Address |       |               |         |
| City           | State | Zip           | Country |
| Ordered by     |       | Email Address |         |
| Telephone      |       | Fax           |         |

Please complete the above information and send this form with all orders. Fax to: 831-883-8686 or Email to orders@tricord.net

### Show Information

#### Show Colors & Carpet Information

**Booth Drape:** Gold, Blue & White

**Exhibit Hall Carpet:** Ballroom is carpeted

#### Booth Standard:

Each 10' x 10' booth package includes:

- 8' High Back Drape
- 3' High Side Rails
- (1) 7"x44" ID Sign
- (1) 6 Foot Table
- (2) Side Chairs
- (1) Waste Basket

### Deadlines

**Rental Discount Deadline:** December 6, 2013

**Advance Freight Receiving Deadline:** December 12, 2013

*\*All advance freight will be delivered to your booth space prior to exhibitor move in to expedite your set up.*

### Exhibit Hall Hours

#### Exhibitor Move In

Sunday                      December 15                      9:00am-12:00pm

#### Show Hours

Sunday                      December 15                      12:00pm-6:00pm

Monday                      December 16                      10:00am-5:00pm

#### Exhibitor Move Out

Monday                      December 16                      5:00pm-8:00pm

*\*Note: All exhibitor ordered freight carriers must be checked in by 6:30pm for freight pick up*



CASFAA  
 December 14-16, 2013  
 San Francisco Marriott  
 San Francisco, CA

## Estimated Totals & Payment Form

|              |              |
|--------------|--------------|
| Company Name | Booth Number |
|--------------|--------------|

### Services Ordered

| Services Ordered        | Totals                                |
|-------------------------|---------------------------------------|
| Material handling ----- | \$ <input type="text"/>               |
| Booth packages -----    | \$ <input type="text"/>               |
| Carpet -----            | \$ <input type="text"/>               |
| Furnishings -----       | \$ <input type="text"/>               |
| Labor -----             | \$ <input type="text"/>               |
| Electrical -----        | \$ <input type="text"/>               |
| Electrical Labor -----  | \$ <input type="text"/>               |
| Cleaning -----          | \$ <input type="text"/>               |
| Signage -----           | \$ <input type="text"/>               |
| Plants -----            | \$ <input type="text"/>               |
|                         | <b>Total: \$</b> <input type="text"/> |

### Credit & Payment Policies

- Payment must be included with all advance orders to obtain the discount rates.
- The exhibiting firm is ultimately responsible for payment or charges.
- All charges must be settled at our service desk prior to show closing.
- No credit or adjustments will be made after the close of the show.
- Any services not settled by close of the show are subject to a 25% service charge.

*Should you have any questions regarding credit procedures, please contact:*

TriCord  
 738 Neeson Road  
 Marina, Ca. 93933  
 Phone: (831) 883-8600  
 Fax: (831) 883-8686

### Method of Payment

#### Company Check

- Please make checks payable to Tricord Tradeshows  
 (Checks must be in U.S. Funds)  
 Mail to:  
**Tricord Tradeshows**  
**738 Neeson Road**  
**Marina, CA 93933**

#### Company Card

- Credit Card Information   

Submission of order forms subject exhibitors to Tricords' Limits of liabilities Policy

|                 |                  |            |
|-----------------|------------------|------------|
| Account Number  | Expiration Date: | CCID #     |
| Cardholder Name | Company Name     | Card Type: |
| Signature       | Print Name       |            |
| Billing Address |                  |            |
| Telephone       | Fax              |            |



## Shipping: Advance to Warehouse

### Advance Shipment Deadline

**Thursday December 12, 2013**

### Advance Crated Shipments

Advance crated shipments will be accepted at the Tricord warehouse and allowed (30) days free storage

All shipments must have a BOL or delivery slip showing the number of pieces, weight & type of merchandise.

**\*For tracing purposes, please send copies to the Tricord address & to the person in charge of installing your display**

### Straight Time M-F 8am-4:30pm

#### Overtime:

Overtime is Monday through Friday prior to 8:00am-4:30pm; all day Saturday, Sunday and observed union holidays; after the deadline date.

If warehouse freight must be moved into the exhibit site on overtime due to scheduling conflict beyond the control of Exhibition Contractors

### Shipments should be consigned and the bill of lading made out as follows:

| Exhibiting Company Name | Booth# |
|-------------------------|--------|
| CASFAA                  |        |
| Tricord Tradeshows      |        |
| 738 Neeson Road         |        |
| Marina, CA 93933        |        |

### Advance Shipment Rates (200lb min)

**\$84.00**

For each 100 lbs. or fraction thereof.

### Overtime on Advance Shipments (200lb min)

**\$22.00**

For each 100 lbs. or fraction thereof.

\*invoiced in addition to those rates on all shipments subject to overtime charges.

### Important information

Shipments received without receipts, freight bills, or specified unit count 6 on receipts or freight bills (i.e. one lot 800 cu. ft., etc.), such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by for such shipments.

In the event no weight is indicated on the documents presented. Tricord shall estimate the weight and charges will be based on the estimates and such charges will not be subject to adjustment.



**RUSH! EXHIBIT MATERIAL**

**MUST ARRIVE BY DECEMBER 12, 2013**

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

EVENT: CASFAA 2013

Tricord Tradeshows  
738 Neeson Road  
Marina CA, 93933

**WAREHOUSE**

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES



**RUSH! EXHIBIT MATERIAL**

**MUST ARRIVE BY DECEMBER 12, 2013**

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

EVENT: CASFAA 2013

Tricord Tradeshows  
738 Neeson Road  
Marina CA, 93933

**WAREHOUSE**

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES



## Shipping: Direct to Exhibit Site

### Direct Shipments to the Exhibit Site

-Material will be unloaded from the exhibitor's carrier onsite, delivered to the exhibitor's booth & reloaded on a carrier at the rate listed on the right hand side.

### Special Handling

-Shipment by any truck that cannot be unloaded at the docks (including moving vans)  
-Shipments "packed" in a way that special handling is required (i.e. loose display parts; uncrated equipment, etc.)  
-If material or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.)

### Overtime

-After 4:30pm on weekdays; all day Saturday, Sunday; observed union holidays; after the designated dates & times on the right; Scheduling conflicts beyond the control of Tricord.

### Outgoing Shipments

-Tricord Service Desk-located in the Exhibitor Service Center will have labels, BOLs, and shipping info available.  
-At the close of the show, where carriers fail to pick up or refuse shipments, Tricord reserves the right to reroute shipments  
-If no destination is provided, material may be taken back to the warehouse, at exhibitor's expense, pending advice from the exhibitor. No liability will be assumed by Tricord.

### Important Information

If the bill of lading does NOT identify the weight of the various classifications, the entire shipment will be invoiced at the Special Handling rate and will not be subject to adjustment.

### Payment

All accounts must be settled at the service desk prior to the close of the show unless advance credit approval has been obtained. A purchase order, if required for or payment, must accompany the order form(s). All of the materials are on a rental basis and remain the property of Tricord. Payment for all labor and services, whether ordered by the exhibitor, display builders or other parties, shall be the responsibility of the exhibitor. Please make payments in U.S. Funds.

### Shipment must arrive:

Sunday December 15, 2013 Between 8:00am - 11:00am

### Shipments should be consigned and the bill of lading made out as follows:

TriCord Tradeshows Booth #  
c/o San Francisco Marriott  
780 Mission St,  
San Francisco, CA 94103

### Rates for Direct Shipments to Exhibit Site (200lb min)

\$88.00

For each 100 lbs. or fraction thereof

### Overtime Rates & Special Handling

\$22.00

For each 100 lbs. or fraction thereof.

\*invoiced in addition to those rates on all shipments subject to overtime charges.



## RUSH! EXHIBIT MATERIAL

**CAN ONLY ARRIVE ON DECEMBER 15, 2013**

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

EVENT: CASFAA 2013

San Francisco Marriott  
c/o TriCord Tradeshows  
780 Mission St  
San Francisco, CA 94103

## **SHOWSITE**

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES



## RUSH! EXHIBIT MATERIAL

**CAN ONLY ARRIVE ON DECEMBER 15, 2013**

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

EVENT: CASFAA 2013

San Francisco Marriott  
c/o TriCord Tradeshows  
780 Mission St  
San Francisco, CA 94103

## **SHOWSITE**

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES



## Material Handling

|              |              |
|--------------|--------------|
| Company Name | Booth Number |
|--------------|--------------|

### Important Information

**Note:** We understand that your calculation is only an estimate. Your shipment will be invoiced based on the actual weight listed on the inbound bills of lading. Adjustments will be made accordingly.

If you have any questions about material handling, please contact our Customer Service Department listed below.

All of the materials are on a rental basis and remain the property of Tricord. Payment for all labor and services whether ordered by exhibitor, display builders or other parties, shall be THE RESPONSIBILITY OF THE EXHIBITOR. PLEASE MAKE PAYMENTS IN U.S. FUNDS.

### Straight Time M-F 8am-4:30pm

#### Overtime:

Overtime is Monday through Friday prior to 8:00am-4:30pm; all day Saturday, Sunday and observed union holidays; after the deadline date.

If warehouse freight must be moved into the exhibit site on overtime due to scheduling conflict beyond the control of Exhibition Contractors

### Check One:

- We plan to ship our crated material to the Advance shipment Warehouse
- We plan to ship our materials direct to the exhibit site

### Calculation of Order

**\*\*When calculating weight, round up to the next 100lbs. (example: 265 lbs=300lbs, 3 x rate= Dollars or Minimum**

#### Advance Crated Shipments to the Warehouse (200 lb minimum)

We will ship lbs.  @  \$84.00 per 100 lbs =  \$168.00 minimum =

#### Direct Crated Shipments to the Exhibit Site (200 lb minimum)

We will ship lbs.  @  \$88.00 per 100 lbs =  \$176.00 minimum =

#### Shipments or Equipment Requiring Special Handling at the Exhibit Site

We will ship lbs.  @ an additional \$22.00 cwt. each way minimum =

#### Overtime Charges (200 lb. Minimum)

(See overtime charges on Shipping Instruction Order Form)

\$22.00 per 100 lbs =  \$44.00 minimum =



**Authorization to Provide Material Handling Services**

We hereby authorize Tricord to provide such services as necessary to handle our shipment(s) in accordance with the information set forth in the "LIMITS OF LIABILITY AND RESPONSIBILITY" above and we further agree to the following:

- We have examined and reviewed the "Material Handling Classification and Rates" page which were forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.
- We accept the responsibility for the payment of all the Tricord charges in connection with the handling of our shipment(s) and we guarantee payment to Tricord in the event any third party who acts in our behalf shall fail to pay such charges within thirty (30) days of the receipt of the Tricord invoice for such charges.
- We agree to Tricord "Limits of Liability and Responsibility" as set forth above.
- We agree that Tricord, or its subcontractors', liability shall be limited to any loss or damage which results solely from Tricord or its subcontractors', NEGLIGENCE the actual physical handling of the items comprising our shipment(s) and not for any other type of loss or damage.
- With particular reference to paragraphs "c" and "d" above, we agree in connection with the receipt, handling, and temporary storage and reloading of our materials that Tricord and its subcontractors, will provide their services as our agent, and not as bailee or shipper. If any employee of Tricord, or its subcontractors, shall sign a delivery receipt bill of lading or other documents we agree that Tricord, or its subcontractors, will do so as our agent and we accept the responsibility therefore. (1) Relative to inbound shipments, we recognize that there may be a lapse of time between the delivery of our shipment(s) to our booth by Tricord subcontractors, and the arrival of our representative at the booth and during such time our shipment(s) will be unattended in our booth. We agree that Tricord and its subcontractors shall not be responsible for any loss or damage which may occur during such period.
- (2) Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and during such time our shipment(s) will be left unattended in our booth. We agree that Tricord, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize Tricord or its subcontractors, to adjust the quantities of times on any bill of lading submitted by us to Tricord or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.
- We agree, in the event of a dispute with Tricord, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Tricord for material handling service or any other services provided by Tricord, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Tricord thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against Tricord, or its subcontractors, will be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- In order to expedite removal of materials from the show site, Tricord shall have the authority to change designated carriers, as such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to wait the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.
- We agree that all questions relating to classification freight of the Exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the Tricord office indicated on the invoice thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

|              |              |
|--------------|--------------|
| Company Name | Booth Number |
| Signature    | Date         |





## Limits of Liability & Responsibility

- Tricord, and its subcontractors, shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
  - Tricord, and its subcontractors are not, and cannot be, responsible for loss or disappearance of the Exhibitor's materials after same have been delivered to the Exhibitor's booth.
  - Similarly, Tricord and its subcontractors cannot be responsible for the disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to Tricord by the Exhibitor's, will be checked at the time of pickup from the booth and corrections made where discrepancies exist.
  - Tricord, and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
  - Tricord and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond its control.
  - Tricord and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to Tricord in time to obtain the proper equipment.
  - It is understood that Tricord, and its subcontractors, are not insurers. Insurance if any shall be obtained by the Exhibitor and that the amounts payable to Tricord hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by Tricord, or as subcontractors, it is understood that Tricord, and its subcontractors, do not provide for full liability should loss or damage occur. It is agreed that if Tricord, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.25 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy: and that provisions of this paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, of Tricord, its subcontractors or employees.
  - Tricord, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
  - Claims for loss or damage which are not submitted to Tricord within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Tricord, or its subcontractors, more than one (1) year after the action of the cause of action therefore.
  - The consignment or delivery of a shipment to Tricord, or its subcontractors, by an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in the previous sections.
- **BE SURE YOUR MATERIALS ARE INSURED from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by "riders" to existing policies. Contact your insurance representative.**
- **BE SURE YOUR LIABILITY INSURANCE is in effect at the show site. Contact your insurance representative.**



## Display Installation & Dismantling

|              |              |
|--------------|--------------|
| Company Name | Booth Number |
|--------------|--------------|

### Service A-Tricord Supervision

**Installation**

We would like our display unpacked and installed under Tricord supervision prior to our arrival at the exhibit site. We are forwarding blueprints, a photo or instructions and shipping information to you shortly and you will immediately contact our representative for instructions in the event of shortages in shipment or damage. We understand that all work will be done on straight time where possible. We understand a supervision service charge will be added to our bill of labor furnished at the above rate. **Supervision service charge (25% of total I&D)**

**Dismantling**

We would like our display dismantled and packed under Tricord Supervision. We will leave instructions for shipping, address and waybill at the Service Center before the end of the show. We understand the supervision service charge will apply. An additional surcharge will be applicable when displays are dismantled under Tricord Supervision when no installation labor is provided under Tricord Supervision. **Supervision service charge (25% of total I&D)**

### Service B- Exhibitor Supervision

We would like  man (men) available to unpack and install our display under the supervision of our representative on (date)  at (time)  am/pm for approximately  hour(s).

We would like  man (men) available to dismantle and pack our display under the supervision of our representative on (date)  at (time)  am/pm for approximately  hour(s).

Please confirm Dismantling Labor at the exhibit site and allow time for return of any empty crates and containers.

**Note:** If the exhibitor fails to pick up the man (men) at the time confirmed, a one (1) hour charge per man "NO SHOW CHARGE" will be incurred.

The exhibitors representative will return the crew to the Service Center upon completion of the work, check the work order and approve the work order by signing.

### Display labor

- Straight Time- 8:00am-4:30pm, Monday-Friday  
**\$ 95.00/per man/per hour**
- Overtime- Before 8:00am & after 4:30pm weekdays and all day Saturday, Sunday, & Holidays  
**\$ 180.00/per man/per hour**

|              | Date & Time          |   | # of Men             |   | # Hours              |   | Hourly Rate          |   | Total                |
|--------------|----------------------|---|----------------------|---|----------------------|---|----------------------|---|----------------------|
| Installation | <input type="text"/> | x | <input type="text"/> | x | <input type="text"/> | x | <input type="text"/> | = | <input type="text"/> |
|              | <input type="text"/> | x | <input type="text"/> | x | <input type="text"/> | x | <input type="text"/> | = | <input type="text"/> |

|           | Date & Time          |   | # of Men             |   | # Hours              |   | Hourly Rate          |   | Total                |
|-----------|----------------------|---|----------------------|---|----------------------|---|----------------------|---|----------------------|
| Dismantle | <input type="text"/> | x | <input type="text"/> | x | <input type="text"/> | x | <input type="text"/> | = | <input type="text"/> |
|           | <input type="text"/> | x | <input type="text"/> | x | <input type="text"/> | x | <input type="text"/> | = | <input type="text"/> |

**Total: \$**



## Outbound Shipping

|              |              |
|--------------|--------------|
| Company Name | Booth Number |
|--------------|--------------|

### Outbound Shipping Instructions

Please complete this section if you will be shipping materials out after the show

Select Carrier/Shipping Method →

**Exhibitor Outbound Shipping Instructions:** At close of show, exhibitor freight will be shipped to the following address. If your freight is being forwarded to another show be sure to include the name of show and your booth number.

|                |       |         |         |
|----------------|-------|---------|---------|
| Company Name   |       | Booth # |         |
| Street Address |       |         |         |
| City           | State | Zip     | Country |
| Attention:     |       |         |         |

### Select Shipping Carrier

Ship Via carrier of exhibitor's choice. *(Exhibitor Must Schedule pick up with carrier)*

Name of Carrier →

Ship Via carrier of official show freight carrier

### Select Shipping Method

Ground

Air: Select Service Preferred

### Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at the close of the show.
- Tricord cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Tricord's discretion.

### Billing Information

Please indicate billing information for carrier charges if different from above listing

### Bill Shipping Charges to ( if different from above)

|  |       |                      |         |
|--|-------|----------------------|---------|
| Shipper (signature)                      |       | Shipper (print name) |         |
| Freight Charges Billed to (Company/Show) |       |                      |         |
| Address:                                 |       |                      |         |
| City                                     | State | Zip                  | Country |
| Telephone                                |       | Attention:           |         |
| Shipping Account Number:                 |       |                      |         |



CASFAA  
December 14-16, 2013  
San Francisco Marriott  
San Francisco, CA

## Union Rules & Regulations

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### Union Information

To assist you in planning your participation in your San Francisco area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

### Decorator's Union

Members of this union claim jurisdiction over all set up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools. If your exhibit preparation, installation or dismantling requires more than one-half (1/2) hour, or exceeds ten feet you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in San Francisco on a one-to-one basis.

### Teamsters Union

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

### Electrical Union

Members of this union claim jurisdiction for hardwiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts, to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

### Tipping

Our work rules prohibit the Solicitation and/or acceptance of tips by any of our employees. Our employees are paid excellent hourly wages, denoting a professional status and tipping is not allowed.



### Third Party Authorization

|              |              |
|--------------|--------------|
| Company Name | Booth Number |
|--------------|--------------|

#### Important Information

You may arrange for a third party to handle your display and be charged for services.  
 \*\*Tricord Tradeshows will agree to this arrangement if the third party has a credit card on file.

**Both firms** must complete this form, including **Third Party Credit Card Charge Authorization** below, & **Return form by the deadline date of December 6, 2013.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

#### Exhibiting Company Authorization of Third Party Billing

|                      |       |
|----------------------|-------|
| Exhibitor Name:      | Date: |
| Exhibitor Signature: |       |

#### Exhibiting Firm

|                |       |               |         |
|----------------|-------|---------------|---------|
| Company Name   |       | Booth #       |         |
| Street Address |       |               |         |
| City           | State | Zip           | Country |
| Ordered by     |       | Email Address |         |
| Telephone      |       | Fax           |         |

#### Third Party

|                |       |            |         |
|----------------|-------|------------|---------|
| Company Name   |       | Booth #    |         |
| Street Address |       |            |         |
| City           | State | Zip        | Country |
| Signature      |       | Print Name |         |
| Telephone      |       | Fax        |         |

#### Third Party Credit Card Authorization



|                 |                  |            |
|-----------------|------------------|------------|
| Account Number  | Expiration Date: | CCID #     |
| Cardholder Name |                  | Card Type: |
| Signature       |                  | Print Name |
| Telephone       |                  | Fax        |



## EXHIBITORS ONLY-EAC INFORMATION FORM

If an exhibitor plans to use a firm other than the "official Show Vendor" please list below the non-official vendor's company name, contact name, phone number and email. After completing this form please fax it to TriCord Tradeshows at the number listed below. The **Exhibitor Appointed Contractor Information Form** must be completed and returned no later than **December 6, 2013**.

After completing this form please give each of your non-official vendors one of the following appropriate forms.

- The Contractors-I&D EAC Form (for installing or dismantling booths) or
- Contractors-EAC form (all other vendors including AV, internet, booth designer etc.)
- A copy of the Exhibitor Appointed Contractor certificate of insurance with a minimum of \$1,000,000.00 liability coverage, including property damage, to show management and TriCord Tradeshows at least 10 days before the show opening.

\*\* Please note that an EAC form is not required from exhibitors who plan to set up & dismantle their own booth with their own full-time bonafide employees.

\*\* All EAC's must be aware of and abide by all union rules & regulations

|                |               |         |
|----------------|---------------|---------|
| Company Name   |               | Booth # |
| Street Address |               |         |
| Ordered by     | Email Address |         |
| Telephone      | Fax           |         |

### Exhibitor Appointed Contractor Information

Please list below your exhibitor appointed contractors information:

| Company  | Contact Name | Phone | Email |
|----------|--------------|-------|-------|
| 1. _____ | _____        | _____ | _____ |
| 2. _____ | _____        | _____ | _____ |
| 3. _____ | _____        | _____ | _____ |
| 4. _____ | _____        | _____ | _____ |
| 5. _____ | _____        | _____ | _____ |

**Please fax or mail this form to TriCord Tradeshows by: December 6, 2013**

## 10x10 CUSTOM BOOTH RENTALS

Company Name

Booth Number

No Shipping Costs! No Drayage! Turnkey Setup!  
Ready When You Arrive! Installation Included!

**Package #1**

10' Hardwall Backwall Matching Carpet

Two Lights (Electricity Required)

**Package Color Options:**

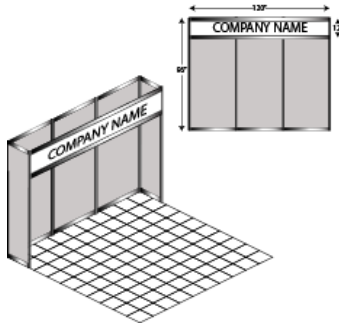
Black  White  Gray  Blue

**Carpet Color Options:**

Black  White  Gray  Blue

(25% off listed prices)

**Package Pricing \$ 1250.00**



**Package #2**

10' Hardwall Back wall

1 Meter Counter

Matching Carpet

Two Lights (Electricity Required)

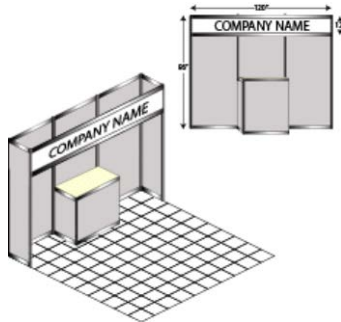
**Package Color Options:**

Black  White  Gray  Blue

**Carpet Color Options:**

Black  White  Gray  Blue

**Package Pricing \$ 1550.00**



**Package #3**

10' Hardwall Backwall

(2) 1/2 meter counters

Curved Header

Matching Carpet

*Shelves not Available*

Two Lights (Electricity Required)

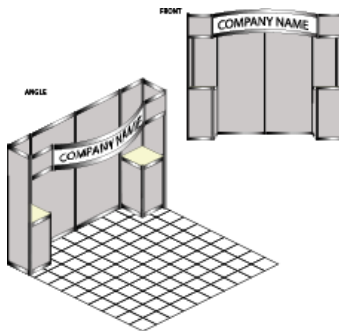
**Package Color Options:**

Black  White  Gray  Blue

**Carpet Color Options:**

Black  White  Gray  Blue

**Package Pricing \$ 1750.00**



**Package #4**

Tabletop Backwall

One Stem Light (Electricity Required)

**Package Pricing \$750.00**

(8' table is required)



**Package #5**

Velcro Compatible Pop-up Booth

8' High x 10' Wide

Black Only

Two Stem Lights (Electricity Required) Carpet Not Included

**Package Pricing \$ 1000.00**

W/Full Color Header \$1050.00



### Additional Options

#### Custom Graphics for Backlit Headers:

(10 days advance ordering required)

|   |            | Total  |
|---|------------|--------|
| <input type="checkbox"/> Black & White Header | x \$150.00 | \$ [ ] |
| <input type="checkbox"/> Color Print w/ Logo  | x \$200.00 | \$ [ ] |

Header Copy to Read:

[ ]

Will Send Artwork

#### Options:

##### Matching Counters/Pedestals

|  | Price    | Quantity | Total  |
|--|----------|----------|--------|
| <input type="checkbox"/> Pedestal          | \$140.00 | x [ ]    | \$ [ ] |
| <input type="checkbox"/> 1 m Cntr          | \$280.00 | x [ ]    | \$ [ ] |
| <input type="checkbox"/> 2m Cntr           | \$325.00 | x [ ]    | \$ [ ] |
| <input type="checkbox"/> 1 m Cntr (Curved) | \$290.00 | x [ ]    | \$ [ ] |

#### Add Custom Graphics to Counters:

|  | Price    | Quantity | Total  |
|--|----------|----------|--------|
| <input type="checkbox"/> 1 m Cntr                | \$170.00 | x [ ]    | \$ [ ] |
| <input type="checkbox"/> 2 m Cntr                | \$320.00 | x [ ]    | \$ [ ] |
| <input type="checkbox"/> Add doors (Cntr)        | \$60.00  | x [ ]    | \$ [ ] |
| <input type="checkbox"/> Add shelves (Back wall) | \$25.00  | x [ ]    | \$ [ ] |

\*Doors & Shelves not available for pedestal

**Total: \$** [ ]

## 10x20 CUSTOM BOOTH RENTALS

Company Name

Booth Number

*No Shipping costs! No Drayage! Turnkey Setup!  
Ready When You Arrive! Installation Included!*

### Package # 6

20' Hardwall Backwall  
(1) Meter Counter  
10x20 Carpet  
Two Lights (electricity required)

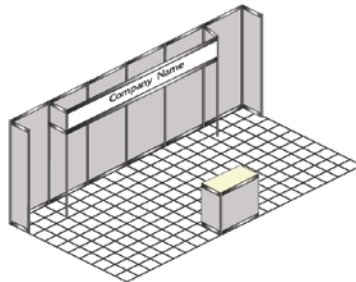
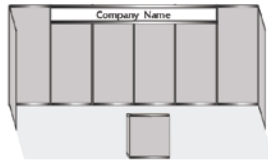
#### Package Color Options:

Black  White  Gray  Blue

#### Carpet Color Options:

Black  White  Gray  Blue

Package Pricing \$ 2445.00



### Package # 7

20' Hardwall Backwall  
(1) Meter Counter  
(2) Meter Shelves  
10x20 Carpet  
Two Lights (electricity required)

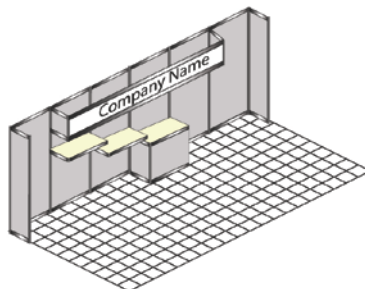
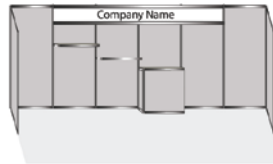
#### Package Color Options:

Black  White  Gray  Blue

#### Carpet Color Options:

Black  White  Gray  Blue

Package Pricing \$ 2545.00



### Package # 8

20' Curved Hardwall Backwall  
(3) Double Curve Counters  
10x20 Carpet  
Four Lights (electricity required)

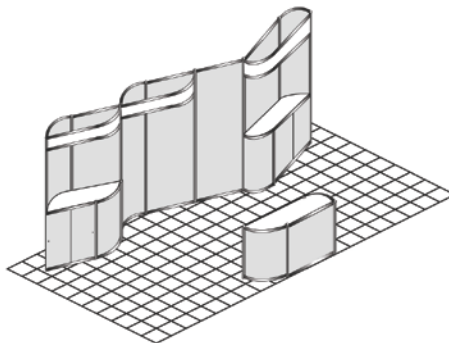
#### Package Color Options:

Black  White  Gray  Blue

#### Carpet Color Options:

Black  White  Gray  Blue

Package Pricing \$3645.00



### Package # 9

20' Zig Zagged Hardwall Backwall  
(2) Built in Counters W/doors in front  
(2) Shelves  
(1) Free Standing Curved Meter Counter  
10x20 Carpet  
Two Lights (electricity required)

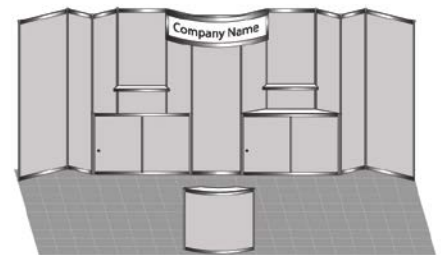
#### Package Color Options:

Black  White  Gray  Blue

#### Carpet Color Options:

Black  White  Gray  Blue

Package Pricing \$ 3445.00



### Package # 10

20' Hardwall Backwall W/Horizontal Panels  
(2) Built in 2 Meter Counters  
10x20 Carpet  
Four Lights (electricity required)

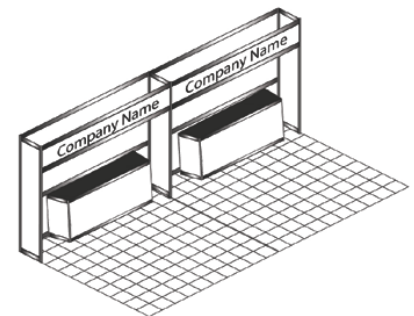
#### Package Color Options:

Black  White  Gray  Blue

#### Carpet Color Options:

Black  White  Gray  Blue

Package Pricing \$ 3045.00



*Graphics Optional*

**For Booth Header & Additional Options refer  
to previous page.**

**\*\* Full Graphics are available**



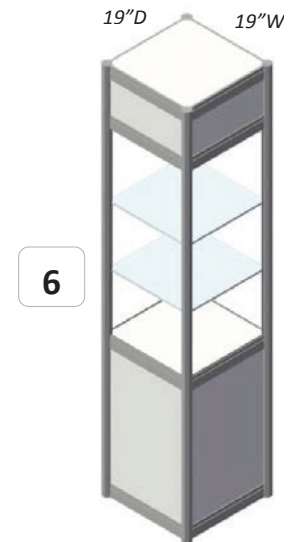
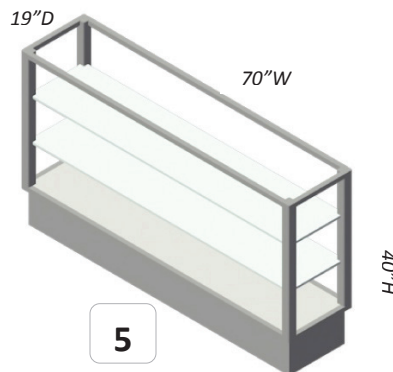
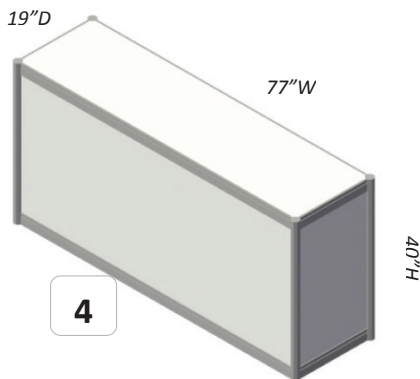
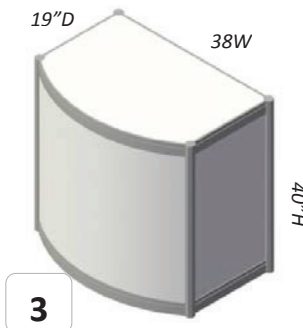
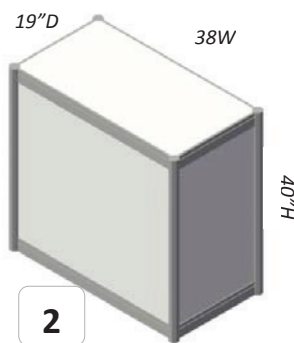
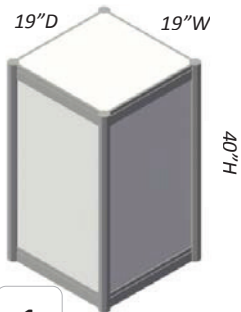
### Custom Furnishings

|               |          |
|---------------|----------|
| Company Name: | Booth #: |
|---------------|----------|

| Custom Furnishings                       | Graphic Panel Dimensions:<br><i>W X H</i>                    | Regular Price | Option to Add Graphic | Color:<br><i>White, Black, Blue, Gray or Call</i> | Quantity | Total |
|--|--|---------------|-----------------------|---|----------|-------|
| 1. Pedestal                              | 18.75" x 36.625"   | \$200         | \$75                  |   |          | \$    |
| 2. One Meter Counter                     | 38.25" x 36.625"   | \$250         | \$150                 |   |          | \$    |
| 3. One Meter Counter<br><i>(Curved)</i>  | 42.5" x 36.625"  | \$280         | \$175                 |   |          | \$    |
| 4. Two Meter Counter                     | 77.25" x 31.75"  | \$300         | \$250                 |   |          | \$    |
| 5. Glass Showcase<br><i>(Horizontal)</i> | <i>N/A</i>   | \$325         | <i>N/A</i>            | <i>N/A</i>  |          | \$    |
| 6. Glass Showcase<br><i>(Vertical)</i>   | <i>Top Panel 18.75"x8"</i><br><i>Bottom Panel 18.75"x32"</i> | \$275         | \$125                 | Black   |          | \$    |

*All counters come with locking doors. Option to add graphics is for the front panel.*

**TOTAL:** \$





## Signs & Banners

|              |              |
|--------------|--------------|
| Company Name | Booth Number |
|--------------|--------------|

TriCord produces full color digital prints mounted on sign board or banner material. We can mount your sign to your display, hang it overhead or place it on a stand. We will print your art or help create custom signage. Send disk or Email all artwork and logos to [signs@tricord.net](mailto:signs@tricord.net) for quotes, design and proofing. Save files as vector .PDF or .EPS, 300 dpi for photos. FTP is available for large files.

### Standard Size Signs

\*Fits in Sign Holder \*\*Custom booth back wall panel

| Sizes            | Quantity | Cost       | Total  |
|------------------|----------|------------|--------|
| *22" x 28"-----  | [ ] x    | \$60-----  | \$ [ ] |
| 24" x 36"-----   | [ ] x    | \$100----- | \$ [ ] |
| 30" x 40"-----   | [ ] x    | \$135----- | \$ [ ] |
| 36" x 48"-----   | [ ] x    | \$180----- | \$ [ ] |
| 36" x 60"-----   | [ ] x    | \$250----- | \$ [ ] |
| **38" x 94"----- | [ ] x    | \$400----- | \$ [ ] |
| <b>Total: \$</b> |          |            | [ ]    |

**We will send ready to print artwork**

**We require design assistance**

-Please give us a general idea of what you are looking for below

Draw your sign. Please specify copy and indicate PMS colors, fonts, materials, size, orientation, etc.

### Standard Size Banners

\*Includes Grommets or Sleeve for rod

| Sizes            | Quantity | Cost       | Total  |
|------------------|----------|------------|--------|
| 2' x 6'-----     | [ ] x    | \$180----- | \$ [ ] |
| 2' x 8'-----     | [ ] x    | \$240----- | \$ [ ] |
| 3' x 6'-----     | [ ] x    | \$270----- | \$ [ ] |
| 2' x 10'-----    | [ ] x    | \$300----- | \$ [ ] |
| 3' x 8'-----     | [ ] x    | \$360----- | \$ [ ] |
| 3' x 10'-----    | [ ] x    | \$450----- | \$ [ ] |
| <b>Total: \$</b> |          |            | [ ]    |

### Custom Size Sign Options:

Color prints on gloss-----\$12 per Square  
Foot Mount on Sintra-----\$3 per Square  
Foot Graphic Design Time-----\$90 per Hour

- Deadline Date:** 10 days prior to exhibition
- Orders submitted after are subject to a 25% late fee
- Cancellation Policy:** Signs cancelled or changed after order is received will be charged original price

### Special Instructions:

|  |
|--|
|  |
|  |
|  |
|  |

|                                     |          |
|-------------------------------------|----------|
| Total of all Signs Ordered          | \$       |
| Set Up Fee                          | \$ 25.00 |
| Add 25% late charge (if applicable) | \$       |
| Rush Fee (if applicable)            | \$       |

**Total Amount Enclosed \$** [ ]

## Digital File Preparation

We want your graphics and images to look their best. In order to insure the best quality of graphics and images from your digital files, and to make file transfers as easy and seamless as possible, please follow these guidelines for submission of your artwork to Graphics Production. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply. Please contact TriCord for details.

### Suitable Formats for images and/or logos

| Program               | Preferred Format                       |
|-----------------------|--|
| Adobe Illustrator CS5 | .ai, .eps, .pdf (press quality)        |
| Adobe Photoshop CS5   | .pdf (press quality), jpeg (high res.) |
| Adobe InDesign CS5    | InD (include all links)                |
| Adobe Acrobat         | PDF (press quality)                    |

**-All fonts must be converted to outlines-**

### Suitable Media for images and/or logos

| Media             | Preferred Format            |
|-------------------|-----------------------------|
| Email Attachments | Limited to max size of 10MB |
| FTP               | See info below              |
| CD-ROM or DVD-ROM | Send hard copy color proofs |

## AVOIDING ADDITIONAL COSTS

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, PowerPoint, Publisher, Excel, etc.) are not suitable for high quality output, and require additional hourly charges. Artwork should be created at actual size, however, if you have a very large file please contact us for options. To avoid any additional costs. Please send files using the guidelines below.

### Vector Artwork

For the best quality, artwork should be created in vector format (.ai or vector .eps) Logos taken from websites are generally .gif files. These files are not acceptable as they will not print clearly.

See Visual

\* All fonts within artwork need to be converted to outlines

### PDF

Artwork that is created in almost any design program can be saved as or exported to a .pdf. When doing so the press quality setting must be used and all fonts must be converted into outlines. Artwork must be set to the proper proportions @100 of final size. Any images in the file must be saved as high resolution (300dpi) These steps will ensure good quality printing.

See Visual

### JPEG

We will accept this file type, but only if it is used to compress a file for ease of sending, the original artwork should have been created high resolution 300dpi or vector format in order to print at the best possible quality.

See Visual

### Vector Artwork Example:

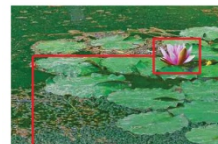


.gif @ 400%

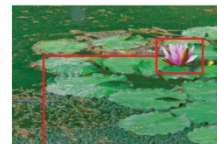


.ai / .eps vector @ 400%

### PDF & JPG Example:



Low Resolution (72dpi) .jpg 23KB



High Resolution (300dpi) .jpg 3.1MB



### FTP (File Transfer Protocol) Instructions

The FTP host address: ftp://207.111.210.13

User Name: tricorduser

Password: shows

**Only upload your graphic once you have a confirmed order from signs@tricord.net**

**File Name: Show name, Co. Name & Booth #**

Email signs@tricord.net when your upload is complete.

## Cartload Service Order Form

Company Name

Booth Number

### Small Freight Service Qualifications

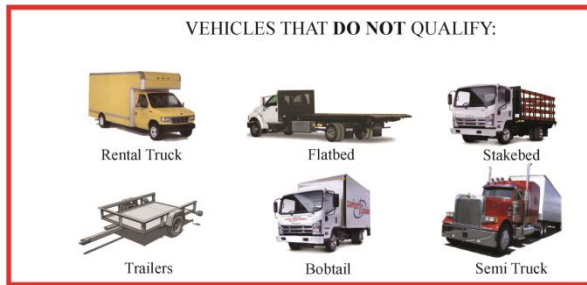
- This service is for exhibitors who have **small hand carry items**.
- All items must fit on a 3'x4' push cart, in one trip only.
- A cartload is eight (8) pieces or less, with a total weight of 200 lbs. or less. One cartload will be allowed per booth.

**\*\* Exhibitors may not use carts without signed authorization from a TriCord account manager**



### Failure to Qualify

- If you arrive with a **rental truck, trailer, personal truck, or bobtail** full of exhibit material, you **will not qualify** for this service and will be charged the standard direct drayage rates.
- Freight that is **too large** for one cart or has a total weight of **more than 200lbs** will be charged direct drayage rates.



### How to Receive Service Onsite

- Go to either the facility's main entrance or dock and ask about or look for the cartload service area.
- You may also order this service at the TriCord exhibitor services desk on the show floor.

### Where to Load and Unload

- Your vehicle must be unloaded / loaded in the cartload service area which will be marked with signs.
- Carts are not authorized to enter or go to any parking structure.
- There must be two (2) people with the vehicle;** one person to go with your items to your booth, and one person to remove your vehicle from the unloading / loading area.

### Small Freight Services

To assist with the move-in and move out of Exhibitors with small amounts of exhibit materials, TriCord Tradeshow Services is pleased to offer, one (1) laborer with one (1) pushcart, for one (1) trip at the costs listed below:

**Dock to Booth**      **Price**      **Total**  
One way service      \$65.00      x      -----\$     

**Booth to Dock**      **Price**      **Total**  
One way service      \$65.00      x      -----\$     

**Total: \$**

Authorized Signature:

Print Name:



## Furniture Rental Form

|              |            |              |
|--------------|------------|--------------|
| Company Name | Ordered By | Booth Number |
|--------------|------------|--------------|

| Chairs                          | Quantity             | Discount Rate | Standard Rate | Total                   |
|---------------------------------|----------------------|---------------|---------------|-------------------------|
| Side Chairs-----                | <input type="text"/> | x \$ 40       | x \$ 50-----  | \$ <input type="text"/> |
| Padded Arm Chairs-----          | <input type="text"/> | x \$ 60       | x \$ 75-----  | \$ <input type="text"/> |
| Black Leather Exec. Chairs----- | <input type="text"/> | x \$ 100      | x \$ 125----- | \$ <input type="text"/> |
| Padded Bar Stools-----          | <input type="text"/> | x \$ 75       | x \$ 90-----  | \$ <input type="text"/> |

| Tables 30" High        | Quantity             | Discount Rate | Standard Rate | Total                   |
|------------------------|----------------------|---------------|---------------|-------------------------|
| 4' Draped Table-----   | <input type="text"/> | x \$ 90       | x \$ 115----- | \$ <input type="text"/> |
| 6' Draped Table-----   | <input type="text"/> | x \$ 100      | x \$ 125----- | \$ <input type="text"/> |
| 8' Draped Table-----   | <input type="text"/> | x \$ 120      | x \$ 150----- | \$ <input type="text"/> |
| Undraped 4' Table----- | <input type="text"/> | x \$ 75       | x \$ 90-----  | \$ <input type="text"/> |
| Undraped 6' Table----- | <input type="text"/> | x \$ 85       | x \$ 100----- | \$ <input type="text"/> |
| Undraped 8' Table----- | <input type="text"/> | x \$ 105      | x \$ 125----- | \$ <input type="text"/> |

Color Selection ➔ Blue  Yellow  White  Black  Burgundy  Green  Red

| Counters 42" High        | Quantity             | Discount Rate | Standard Rate | Total                   |
|--------------------------|----------------------|---------------|---------------|-------------------------|
| 4' Draped Counter-----   | <input type="text"/> | x \$ 110      | x \$ 135----- | \$ <input type="text"/> |
| 6' Draped Counter-----   | <input type="text"/> | x \$ 120      | x \$ 145----- | \$ <input type="text"/> |
| 8' Draped Counter-----   | <input type="text"/> | x \$ 140      | x \$ 165----- | \$ <input type="text"/> |
| Undraped 4' Counter----- | <input type="text"/> | x \$ 90       | x \$ 120----- | \$ <input type="text"/> |
| Undraped 6' Counter----- | <input type="text"/> | x \$ 100      | x \$ 130----- | \$ <input type="text"/> |
| Undraped 8' Counter----- | <input type="text"/> | x \$ 115      | x \$ 145----- | \$ <input type="text"/> |

Color Selection ➔ Blue  Yellow  White  Black  Burgundy  Green  Red

| Table Risers (12" high x 12" wide) | Quantity             | Discount Rate | Standard Rate | Total                   |
|------------------------------------|----------------------|---------------|---------------|-------------------------|
| 4' Risers-----                     | <input type="text"/> | x \$ 40       | x \$ 50-----  | \$ <input type="text"/> |
| 6' Riser-----                      | <input type="text"/> | x \$ 50       | x \$ 60-----  | \$ <input type="text"/> |
| 8' Riser-----                      | <input type="text"/> | x \$ 60       | x \$ 70-----  | \$ <input type="text"/> |

Color Selection ➔ Blue  Yellow  White  Black  Burgundy  Green  Red

| Accessories   | Quantity             | Discount Rate | Standard Rate | Total                   |
|---|----------------------|---------------|---------------|-------------------------|
| Waste Basket w/ Liner-----                                  | <input type="text"/> | x \$ 12       | x \$ 15-----  | \$ <input type="text"/> |
| Easel-----  | <input type="text"/> | x \$ 35       | x \$ 45-----  | \$ <input type="text"/> |
| Bistro Table-----   | <input type="text"/> | x \$ 125      | x \$ 150----- | \$ <input type="text"/> |
| Velcro Tack Board-----                                      | <input type="text"/> | x \$ 100      | x \$ 125----- | \$ <input type="text"/> |
| Glass Showcase-----   | <input type="text"/> | x \$ 275      | x N / A-----  | \$ <input type="text"/> |
| Round Conf. Table-----                                      | <input type="text"/> | x \$ 125      | x \$ 150----- | \$ <input type="text"/> |
| 4 <sup>th</sup> Side Table, Skirted/Drape Color Change----- | <input type="text"/> | x \$ 20       | x \$ 30-----  | \$ <input type="text"/> |
| 5-Panel Literature Rack-----                                | <input type="text"/> | x \$ 85       | x \$ 105----- | \$ <input type="text"/> |
| Bag Tree-----   | <input type="text"/> | x \$ 50       | x \$ 65-----  | \$ <input type="text"/> |

Furniture Total: \$

## Custom Furnishing Packages (Pre-Orders Only)

|              |              |
|--------------|--------------|
| Company Name | Booth Number |
|--------------|--------------|



Conference Table



Bar Stool



Skirted Counter



Bistro Table

### Important Information

These furniture packages are created to save YOU money

- Each group of furniture adds up to a cheaper price than buying each item individually
- This deal will not be available at this price the day of the show.

#### Package 1

Price \$ 150

- 1 6' Table
- 2 Padded Side Chairs

Quantity-----

#### Package 2

Price \$225

- 1 6' Draped Counter
- 2 Bar Stool

Quantity-----

#### Package 3

Price \$ 275

- 3 Arm Chairs
- 1 Round Conference Table (40")

Quantity-----

#### Package 4

Price \$250

- 2 Bar Stools
- 1 Bistro Table (30")

Quantity-----

Package Order Total \$



## Carpet Rental Form

Company Name

Booth Number

### Standard Cut Carpet

- For In-Line Booths Only

| Carpet Size                      | Quantity             | Discount Rate | Standard Rate | Total                   |
|----------------------------------|----------------------|---------------|---------------|-------------------------|
| <input type="checkbox"/> 10 x 10 | <input type="text"/> | \$ 125.00 x   | \$150.00      | \$ <input type="text"/> |
| <input type="checkbox"/> 10 x 20 | <input type="text"/> | \$ 250.00 x   | \$300.00      | \$ <input type="text"/> |
| <input type="checkbox"/> 10 x 30 | <input type="text"/> | \$ 400.00 x   | \$500.00      | \$ <input type="text"/> |
| <input type="checkbox"/> 10 x 40 | <input type="text"/> | \$ 550.00 x   | \$650.00      | \$ <input type="text"/> |

**Color Selection** →

|                               |                                |                               |                                |                                   |                                |                              |
|-------------------------------|--------------------------------|-------------------------------|--------------------------------|-----------------------------------|--------------------------------|------------------------------|
|                               |                                |                               |                                |                                   |                                |                              |
| Blue <input type="checkbox"/> | Toast <input type="checkbox"/> | Gray <input type="checkbox"/> | Black <input type="checkbox"/> | Burgundy <input type="checkbox"/> | Green <input type="checkbox"/> | Red <input type="checkbox"/> |

**Padding**  
 Booth size:  x  = Sq. Ft. @ \$1.00 SQ Ft. =-----\$

**Visqueen**  
 Booth size:  x  = Sq. Ft. @ \$.75 SQ Ft. =-----\$

**Total: \$**

### Special Cut Carpet & Island Booths (26 oz.)

- Must be ordered in 10' increments (Minimum of 100 square feet)  
*Example:* 10x20 booth= 200sq. ft X \$3.00 = \$600
- Rental Price includes installation & removal
- If you are in need of a color not listed, please call (831) 883-8600

**Per Square Foot:**

|                |                |
|----------------|----------------|
| <b>Advance</b> | <b>Floor</b>   |
| <b>\$ 3.00</b> | <b>\$ 4.50</b> |

**Color Selection** →

|                               |                                |                               |                                |                                   |                                |                              |                                       |
|-------------------------------|--------------------------------|-------------------------------|--------------------------------|-----------------------------------|--------------------------------|------------------------------|---------------------------------------|
|                               |                                |                               |                                |                                   |                                |                              |                                       |
| Blue <input type="checkbox"/> | Toast <input type="checkbox"/> | Gray <input type="checkbox"/> | Black <input type="checkbox"/> | Burgundy <input type="checkbox"/> | Green <input type="checkbox"/> | Red <input type="checkbox"/> | Bright White <input type="checkbox"/> |

**Carpet**  
 Booth size:  x  = Sq. Ft. @ \$3.00/\$4.50 SQ Ft. =-----\$

**Padding**  
 Booth size:  x  = Sq. Ft. @ \$1.00 SQ Ft. =-----\$

**Visqueen**  
 Booth size:  x  = Sq. Ft. @ \$.75 SQ Ft. =-----\$

**Total: \$**



## Special Cleaning

- Cost of Vacuuming will be invoiced on the total area of your booth. To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the show site. In this way, we will be able to assure your satisfaction with our service.
- Adjustments cannot be made after the close of the show. All rates are subject to change if necessitated by increase in labor or material cost.

## Vacuuming and Refuse Removal

We require the following service(s) for our booth number:

Which is  x  = square feet

**Vacuum Carpet**  
Every night (\*see below). Cost per square foot per night is

**Vacuuming Carpet**  
Before show opens ONLY. Cost per square foot is   
Orders less than every night but more than once are calculated at this rate.

## Calculation of Order:

- When ordering one of the following **daily** services, please calculate for  days.

Vacuuming  (Square feet) x  (number of days)-----\$

**Total: \$**

**CLEANING SERVICES TOTAL: \$**





CASFAA  
December 14-16,2013  
San Francisco Marriott  
San Francisco, CA

## Logistics

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### TriCord Offering Discounted Freight Rates to our Advanced Warehouse

Dear Exhibitors,

TriCord is offering discounted freight services. Attached is the information that will assist you with your logistics to and from San Francisco, CA. We will assist in making your CASFAA experience smooth and easy! Complete the attached form and we will provide you with a quote right away.

As the official Service Contractor for the upcoming CASFAA to be held at the San Francisco Marriott, in San Francisco, CA. TriCord would like to offer our services to you, and help in handling your freight logistics at a discounted rate to our Advanced Warehouse. TriCords' knowledgeable staff is experienced in the sometimes confusing world of freight and transportation logistics. With this service, a number of difficulties can be easily taken off your mind, including but not limited to:

1. Pick up appointments/paperwork completed & sent to you for pick up
2. Special Labels emailed to you for shipment/BOL
3. Dispatcher and truck coordination
4. Freight tracking
5. Confirmation of delivery
6. Drop off location and time
7. Assistance with claims against carrier if shipment is damaged or late

**\*\*If you and your company are interested in receiving discounted freight rates to the advanced warehouse, please fill out the following, and fax back to TriCord at 831-883-8686 as soon as possible.**



CASFAA  
 December 14-16,2013  
 San Francisco Marriott  
 San Francisco, CA

## Logistics

|                                    |              |                                   |                            |
|------------------------------------|--------------|-----------------------------------|----------------------------|
| <b>Company Name</b>                |              |                                   | <b>Booth #</b>             |
| <b>Street Address</b>              |              |                                   |                            |
| <b>City</b>                        | <b>State</b> | <b>Zip</b>                        | <b>Hours of Operation:</b> |
| <b>Do you require a lift gate?</b> |              | <b>Date shipment can pick up:</b> |                            |
| <b>Contact Name:</b>               |              |                                   |                            |
| <b>Contact Phone:</b>              |              |                                   |                            |
| <b>Contact Fax:</b>                |              |                                   | <b>E-mail</b>              |

| Piece Description: | # of Pieces | Lbs.<br>(Estimate) | Dimensions |
|--------------------|-------------|--------------------|------------|
| Crates             |             |                    |            |
| Cartons            |             |                    |            |
| Fiber Cases        |             |                    |            |
| Skids/Pallets      |             |                    |            |
| Carpets            |             |                    |            |
| Other              |             |                    |            |
| <b>Totals:</b>     |             |                    |            |

**Special Handling Description:**

|                           |                 |
|---------------------------|-----------------|
| <b>Office use only:</b>   |                 |
| <b>TriCord Quote:</b>     | <b>Service:</b> |
| <b>TriCord Signature:</b> |                 |

Thank you, for your quote please fax completed page to TriCord at 831-883-8686

## Plant Order Form

Prices are based on a one to three day event, which includes: installation, removal, and matching baskets or pots. An additional charge of twenty (20%) will be added for an event that goes over a three day period.



**Areca**



**Neanthe Bella**



**Ficus**



**Dracaena**

**Flowering Plants----- \$40.00/ Plant**

- Chrysanthemums
- Kalanchoe
- Cyclamen

Quantity-----

**Seasonal Flowering Plants-----\$40.00/plant**

\*Please inquire about prices on seasonal flowering plants  
(Choice of color for all flowering plants is subject to availability)

- Azalea
- Lily
- Poinsettia

Quantity-----

**GREEN FOLIAGE PLANTS**

**2 ½ to 3 feet----- \$55.00/ Plant**

- Neanthe Bella
- Palm
- Draecena
- Arbicola
- Boston Fern

Quantity-----

**4 ½ to 5 ½ feet-----\$60.00/plant**

- Ficus Benjamina
- Ficus Lyrata
- Areca
- Palm
- Draecena

Quantity-----

**6 plus feet ----- \$65.00/plant**

- Ficus
- Benjamina
- Draecena
- Marginata
- Palms

Quantity-----

**Plant Order Total \$**



**2013 Exhibits/Affiliates  
PSAV**

**VIDEO/DATA DISPLAY PACKAGES**

| Equipment  | Quantity | Daily Rate | Days | Extension |
|--|----------|------------|------|-----------|
| 20" LCD Flat Panel Monitor                         |          | \$175.00   |      |           |
| 24" LCD Flat Panel Monitor                         |          | \$350.00   |      |           |
| 32" LCD Flat Panel Monitor                         |          | \$500.00   |      |           |
| 50" Plasma Video/Computer Monitor w/ Rolling Stand |          | \$1,020.00 |      |           |
| VHS/DVD Player/Recorder                            |          | \$100.00   |      |           |
| Desktop or Laptop Computer Systems                 |          | \$350.00   |      |           |

**PROJECTION PACKAGES**

| Equipment   | Quantity | Daily Rate     | Days | Extension |
|---|----------|----------------|------|-----------|
| Tripod Screen (up to 8') w/ Projector Stand, VGA Cable and Extension Cord (client to provide projector) |          | \$230.00       |      |           |
| LCD Projector- 3,300 Lumens Brightness w/ Screen, Stand, and Appropriate Cables                         |          | \$940.00       |      |           |
| Various Large Format Screens and Projectors are available   |          | Call for Quote |      |           |

**AUDIO PACKAGES**

| Equipment  | Quantity | Daily Rate     | Days | Extension |
|--|----------|----------------|------|-----------|
| Podium Microphone Package  |          | \$350.00       |      |           |
| Table Top or Standing Microphone (circle type requested)           |          | \$355.00       |      |           |
| Wireless Microphone- Handheld, or Lavalier (circle type requested) |          | \$515.00       |      |           |
| CD Player, Cassette Player Package (circle type requested)         |          | \$275.00       |      |           |
| Small Booth Sound System- 1-powered speakers w/stands              |          | \$380.00       |      |           |
| Complete Sound Systems from small venue to General Session         |          | Call for Quote |      |           |

**HIGH SPEED INTERNET**

| Services  | Quantity | Daily Rate | Days | Extension |
|---|----------|------------|------|-----------|
| Network Access Fee (Required for network access: <b>ONE</b> time fee) <b>[No Connection Included]</b> |          | \$350.00   | 1    |           |
| Wired User/IP Address   |          | \$125.00   |      |           |
| Wireless User/IP Address  |          | \$75.00    |      |           |

| EVENT INFORMATION          |             |                  | TOTAL CHARGES                       |    |
|----------------------------|-------------|------------------|-------------------------------------|----|
| Booth Number or Room Name: | Event Name: |                  | Equipment Total                     | \$ |
| Delivery Date:             | Time:       | Event Location:  | Service Charge (23% of Equip Total) | \$ |
| Show Dates:                | Show Hours: |                  | Tax (8.75%)                         | \$ |
| Pick Up Date:              | Time:       | On Site Contact: | <b>Total</b>                        | \$ |

| EXHIBITOR/AFFILIATE INFORMATION |                              |                |                      |  |
|---------------------------------|------------------------------|----------------|----------------------|--|
| Company:                        |                              | Attention:     |                      |  |
| Address:                        | City:                        | State:         | Zip:                 |  |
| Phone #                         | Fax#                         | Email Address: |                      |  |
| Credit Card #                   | Circle One: AMEX / MC / VISA |                | Exp. Date: ____/____ |  |
| Cardholder:                     | Cardholder's Signature:      |                |                      |  |

\*\*\*PSAV maintains a complete on-site inventory of basic and high end equipment. Please contact us if this form does not meet your needs. To confirm this order, please fill in the event & exhibitor information boxes completely, and fax to PSAV at the San Francisco Marriott Marquis. Full charges will apply if order is canceled within 48 hours of event start time.

# ELECTRICAL ORDER FORM

**Advance Payment Deadline Date: 12/01/13**



**ELECTRICAL EXHIBITION SERVICES**  
 129 Sylvester Road, So. San Francisco, CA 94080  
 Ph: (650) 225-0900 Fax: (650) 225-0950  
 sanfrancisco@edlen.com

|                  |                                       |               |                 |
|------------------|---------------------------------------|---------------|-----------------|
| <b>COMPANY:</b>  |                                       | <b>BTH #</b>  |                 |
| <b>EVENT:</b>    | <b>CASFAA</b>                         |               |                 |
| <b>FACILITY:</b> | <b>San Francisco Marriott Marquis</b> |               |                 |
| <b>DATES:</b>    | <b>December 15 - 16, 2013</b>         | <b>EVENT#</b> | <b>123072SF</b> |

**FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM**

### ORDER INSTRUCTIONS

#### 120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

#### ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

#### 208/480VOLT SERVICES

If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

#### 24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

#### LIGHTING

Overhead lights are installed on time and material basis. Call for quote. Arm lights can only be installed on a hard wall structure. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.

Form 120V-022213

### ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

|                           | QTY<br>Show<br>Hours Only | QTY<br>24hrs/day<br>Double rate | ADVANCE<br>PAYMENT<br>PRICE | REGULAR<br>PAYMENT<br>PRICE | TOTAL<br>COST |
|---------------------------|---------------------------|---------------------------------|-----------------------------|-----------------------------|---------------|
| <b>120 VOLT</b>           |                           |                                 |                             |                             |               |
| 500 WATTS (5 AMPS)        | _____                     | _____                           | 136.00                      | 204.00                      | _____         |
| 1000 WATTS (10 AMPS)      | _____                     | _____                           | 229.00                      | 344.00                      | _____         |
| 2000 WATTS (20 AMPS)      | _____                     | _____                           | 344.00                      | 516.00                      | _____         |
| <b>MISC. REQUIREMENTS</b> |                           |                                 |                             |                             |               |
| _____                     | _____                     | _____                           | .00                         | .00                         | _____         |
| _____                     | _____                     | _____                           | .00                         | .00                         | _____         |
| _____                     | _____                     | _____                           | .00                         | .00                         | _____         |

### LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

|   |       |       |        |        |       |
|---|-------|-------|--------|--------|-------|
| 1000 WATT OVERHEAD LIGHT (Call for quote)       | _____ | _____ | .00    | .00    | _____ |
| ARM LIGHT (Only mounts to hard wall structures) | _____ | _____ | 101.00 | 152.00 | _____ |
| 8' POLE LIGHT WITH 1 FIXTURE                    | _____ | _____ | 120.00 | 179.00 | _____ |
| 8' POLE LIGHT WITH 2 FIXTURES                   | _____ | _____ | 157.00 | 235.00 | _____ |

### MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

|                     |       |       |       |       |
|---------------------|-------|-------|-------|-------|
| 15' EXTENSION CORDS | _____ | _____ | 25.00 | _____ |
| POWER STRIPS        | _____ | _____ | 25.00 | _____ |

### ELECTRICAL LABOR

|   |       |       |        |       |
|---|-------|-------|--------|-------|
| ST (Mon-Fri, 8am-3:30pm, excluding holidays)  | _____ | _____ | 120.00 | _____ |
| OT (Mon-Fri, 3:30pm-8am, Sat, Sun & holidays) | _____ | _____ | 240.00 | _____ |

### PLACE TOTAL HERE

PRINT NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

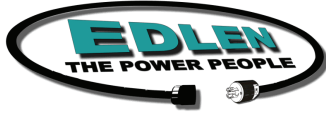
EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**TERMS & CONDITIONS:** I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

**The "Method of Payment" form must be completed and returned with this order form.**

# METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 12/01/13



**ELECTRICAL EXHIBITION SERVICES**  
 129 Sylvester Road, So. San Francisco, CA 94080  
 Phone: (650) 225-0900 Fax: (650) 225-0950  
 sanfrancisco@edlen.com

|                  |                                       |               |                 |
|------------------|---------------------------------------|---------------|-----------------|
| <b>COMPANY:</b>  |                                       | <b>BTH #</b>  |                 |
| <b>EVENT:</b>    | <b>CASFAA</b>                         |               |                 |
| <b>FACILITY:</b> | <b>San Francisco Marriott Marquis</b> |               |                 |
| <b>DATES:</b>    | <b>December 15 - 16, 2013</b>         | <b>EVENT#</b> | <b>123072SF</b> |

## EXHIBITOR INFORMATION

|                      |            |               |  |
|----------------------|------------|---------------|--|
| <b>COMPANY NAME:</b> |            | <b>PHONE:</b> |  |
| <b>ADDRESS:</b>      |            | <b>FAX:</b>   |  |
| <b>CITY:</b>         | <b>ST:</b> | <b>ZIP:</b>   |  |
| <b>COUNTRY:</b>      |            | <b>CELL:</b>  |  |
| <b>EMAIL:</b>        |            |               |  |

## METHOD OF PAYMENT

**All transactions require a credit card on file with proper authorization.** In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

|  |   |
|--|---|
| <input type="checkbox"/> <b>COMPANY CHECK</b><br>Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance. | <input type="checkbox"/> <b>BANK WIRE TRANSFER INFORMATION *</b><br>Bank transfer to Bank of America<br><u>Wire Transfer:</u><br>ABA#: 026009593 Acct: 33855214<br><u>International Wire Transfer:</u><br>Swift Code: BOFAUS3N Acct: 33855214<br><br>* \$25 processing fee <b>MUST</b> be included with transfer.   |
| <input type="checkbox"/> <b>CREDIT CARD</b><br>For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.    | <input type="checkbox"/> <b>ACH ELECTRONIC PAYMENT TRANSFER</b><br><u>Bank of America</u> ABA# 125000024 Acct: 33855214<br>6900 Westcliff Drive, Las Vegas, NV 89145<br>Phone: 888.852.5000 Ext 6007<br><br>Please note the financial institution <b>MUST</b> be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer. |

**VISA**  
  **MASTER CARD**  
  **AMX**  
  **DISCOVER**

## CHECK AND CREDIT CARD INFORMATION

|  |  |  |  |              |                    |  |                               |                  |             |
|--|--|--|--|--------------|--------------------|--|-------------------------------|------------------|-------------|
| <b>CHECK #</b>   |  |  |  |              |                    |  |                               |                  |             |
| <b>CREDIT CARD NUMBER:</b>   |  |  |  |              |                    |  |                               | <b>EXP DATE:</b> |             |
| <b>CARD HOLDER SIGN:</b>   |  |  |  |              | <b>PRINT NAME:</b> |  |                               |                  |             |
| <b>EMAIL ADDRESS:</b>  |  |  |  |              |                    |  | <b>THIRD PARTY: YES or NO</b> |                  |             |
| <b>CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE</b> |  |  |  |              |                    |  |                               |                  |             |
| <b>ADDRESS:</b>  |  |  |  | <b>CITY:</b> |                    |  | <b>ST:</b>                    |                  | <b>ZIP:</b> |

**By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.**

|                    |  |
|--------------------|--|
| <b>PLEASE SIGN</b> |  |
|                    | AUTHORIZED SIGNATURE                               |
|                    | PRINT NAME <span style="float: right;">DATE</span> |

## SERVICE TOTALS

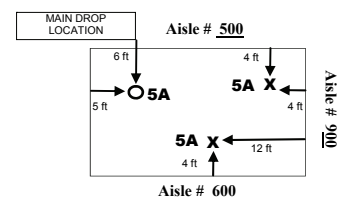
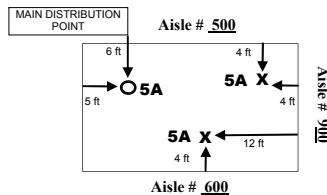
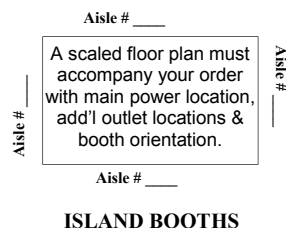
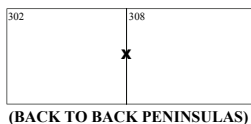
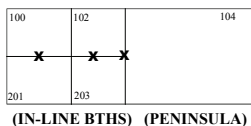
|                           |  |
|---------------------------|--|
| ELECTRICAL/LABOR/MATERIAL |  |
| PLUMBING                  |  |
| LIGHTING                  |  |
| <b>TOTAL DUE</b>          |  |

# TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than 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 regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen 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. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. 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.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and 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 Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. 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.
15. All Exhibitors' 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.
16. 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.
17. 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 Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen'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.
20. 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 Edlen its attorney fees or applicable agency fees.
21. 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 credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

## COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ [WWW.EDLEN.COM](http://WWW.EDLEN.COM)  
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**