



*HDXMS
April 21 - 24, 2024
Monterey Conference Center
Monterey, CA*

TriCord Introduction Letter

Dear Exhibitor,

TriCord is pleased to advise you that we have been selected by Show Management to serve as your Official Service Contractor.

Your Exhibitor Kit contains all of the information and service order forms to ensure a successful marketing presentation.

TriCord will accept orders via email or fax. All orders need to be submitted with payment and exhibitor information. We do not accept orders over the phone.

To receive discounted rates, full payment must be submitted with your order, and received by the "Rental Discount Deadline" noted on the Show Information page. Orders received after that date, or without full payment will be processed at "standard pricing" as listed on the order forms. Orders paid via check or wire transfer will require a credit card on file to cover any variances with regards to material handling, labor and show site orders.

Please review our payment policies on the Payment and Exhibitor Information page. TriCord requires payment in full at the time you place your order, along with a completed credit card authorization form. Please notify your company representative scheduled to be on show site of our payment policy. No credits will be issued after the close of the show. Stop by the service desk prior to show close for concerns with charges.

We look forward to serving you from start to finish. If you need additional information or assistance with ordering, please contact our Exhibitor Services at:

Email: orders@tricord.net

Phone: (831) 883-8600

Fax: (831) 883-8686

**738 Neeson Road
Marina, CA 93933
www.tricord.net**

Thank you,

TriCord Exhibitor Service Team

[View our Privacy Policy HERE](#)

Need more help? Please email us with any questions or concerns, orders@tricord.net or call (831) 883-8600

Show Information

SHOW: **4TH INTERNATIONAL CONFERENCE ON HYDROGEN DEUTERIUM EXCHANGE MASS SPECTROMETRY**

BOOTH PACKAGE: **Each Table Top Includes:**
 (1) 6' Skirted Table - Black
 (2) Side Chairs
 (1) Waste Basket
 7" x 44" Identification Sign
 (1) 500 Watt Electrical Drop

EXHIBIT HALL CARPETED: **Yes - Standard Ballroom Type**

DEADLINES:

Rental Discount Deadline: April 2, 2024
Advance Freight Receiving Dates: March 18, 2024 - April 18, 2024
Cartload Service Drop off Date: April 21, 2024 Between 12:00 pm - 3:00pm

SHOW SCHEDULE:

Exhibitor Move In:	Sunday	April 21, 2024	2:00 pm - 3:30 pm
Exhibit Open:	Sunday	April 21, 2024	Times Pending Final Program
	Monday	April 22, 2024	*Booths are to be manned during all coffee breaks, lunches and poster sessions listed in the final program
	Tuesday	April 23, 2024	
	Wednesday	April 24, 2024	
Exhibitor Move Out:	Wednesday	April 24, 2024,	2:00 pm - 4:00 pm

Note:

- All exhibitor ordered freight carriers must be checked in by **3:00 pm** for freight pick-up.
- All advance freight will be delivered to your booth space prior to exhibitor move in to expedite your set up.
- **All inbound shipments and install labor will be charged overtime rates due to the show schedule.**
- All orders received before the discount deadline will receive the discount rates. Orders that are not sent by the discount deadline will receive the standard rates.

Need more help? Please email us with any questions or concerns, orders@tricord.net or call (833) 883-8600

Pre-Show Checklist

- Please review this Exhibitor Kit and Limits of Liability & Responsibility (pg. 12)
- Review Show Information page (pg. 3) to see booth inclusions, ordering deadlines, material handling schedule, and show schedule. Please note: payment is required to confirm all orders.
- Arrange your inbound/outbound shipment and place order for material handling.
 - You have the option to ship either to our advance warehouse or directly to the showsite. We typically recommend that you ship to our warehouse if you have the ability to do so. This ensures your freight is in your booth by the time you arrive. If you ship directly to the showsite, please ensure that your freight arrives during the time frame that we have established. Any freight received outside of this window may be refused by the facility.
 - Overtime is considered to be any Saturday, Sunday, holiday, or arrival prior to 8:00 am and after 4:30 pm Monday - Friday. If a show sets or dismantles during these days or times, Overtime rates will apply.
 - Prior to shipping your freight, complete the Material Handling form, Authorization to Provide Material Handling form, and Outbound Shipping form (if needed). Print the applicable labels and adhere them to each of your items. Submit the forms and Payment form to your representative.
 - After your freight has been shipped, you will want to track your freight to ensure it's arrival. Bring your tracking numbers for all materials to the show.
- Place your order for furnishings, labor, and other miscellaneous items
 - Keep in mind, your booth space will come with the items listed on the Show Information page.
 - Any additional items may be ordered. Please make note of the rental discount deadline prior to submitting your order to ensure that you receive our discounted pricing. Any orders placed after the rental discount deadline will be billed at the standard rate.
- Once done, submit all forms along with your Payment form (pg. 6)
 - A form of payment is required with ALL orders.
 - If paying by check, or wire transfer, a credit card is required to hold on file in the event of any variances.
- Any questions? We're here to help!

On-Site Checklist

We will have a TriCord Service Desk available to exhibitors during move in and move out. If you require assistance at any time, please visit us and our team will be happy to help.

- Once you arrive at your booth, check to ensure that all of your freight has arrived
 - If you're unable to locate any of your boxes, first check the tracking information to make sure it has been delivered.
 - If your tracking information confirms that it was delivered, please provide this information to our Service Desk so they can assist with locating your freight.
- Start your booth set up
 - Unload your materials and set your display. If you have empty containers that require storage for the duration of the show, please visit our Service Desk and grab the "Empty" stickers. Our team will remove this from your booth, and bring the empties back to you after the close of show.
- Display Labor Information
 - If you have ordered TriCord supervised Display Labor, our team will visit your booth at the time requested. Please ensure you have provided your service representative with instructions, diagram or photos needed to help us set your display.
 - If you have ordered exhibitor supervised Display Labor, please visit our Service Desk upon arrival to begin your set up.
 - In the event labor is required but was not ordered prior to the show, please visit our Service Desk and one of our team members will assist you.
- After the close of show
 - After the show closes, you are welcome to start tear down. If you have stored empty containers, these will be returned to you. For larger shows, please expect these to be returned approximately 30 minutes - 2 hours after the show floor closes.
 - If you have already completed and submitted the Outbound Shipping form, you can pick up the Bill of Lading (BOL) from our Service Desk.
 - If you have not completed this but have an outbound shipment, please complete a Bill of Lading on site.
 - You will note your delivery address, carrier name, and delivery service. You will also note the piece count and description.
 - If you are using our preferred carrier, labels will be provided. If you are using your own private carrier, you will supply these labels. Please note, private carriers must be scheduled ahead of time.
 - Once your items are packaged, labeled, and ready to go, you will return the BOL to our service desk. Our team will review it to ensure it's completed correctly. Please do not leave this BOL in your booth space.
 - If any items are left in your booth and a BOL is not completed, you will incur additional fees.



Payment and Exhibitor Information

Company Name		Booth #	
Street Address			
City	State	Zip	Country
Ordered By		Email Address	
Phone #		Fax #	

Services Ordered

<table style="width: 100%;"> <tr><td>Material Handling</td><td>\$</td><td><input type="text"/></td></tr> <tr><td>Furnishings</td><td>\$</td><td><input type="text"/></td></tr> <tr><td>Labor</td><td>\$</td><td><input type="text"/></td></tr> <tr><td>Electrical Labor</td><td>\$</td><td><input type="text"/></td></tr> <tr><td>Electrical</td><td>\$</td><td><input type="text"/></td></tr> <tr><td>Cleaning</td><td>\$</td><td><input type="text"/></td></tr> <tr><td>Plants</td><td>\$</td><td><input type="text"/></td></tr> <tr><td>Other</td><td>\$</td><td><input type="text"/></td></tr> <tr><td>TOTAL</td><td>\$</td><td><input type="text"/></td></tr> </table>	Material Handling	\$	<input type="text"/>	Furnishings	\$	<input type="text"/>	Labor	\$	<input type="text"/>	Electrical Labor	\$	<input type="text"/>	Electrical	\$	<input type="text"/>	Cleaning	\$	<input type="text"/>	Plants	\$	<input type="text"/>	Other	\$	<input type="text"/>	TOTAL	\$	<input type="text"/>	<p style="text-align: center;">Submission of order forms subject exhibitors to TriCord's Limits of Liability Policy</p> <p><input type="checkbox"/> COMPANY CREDIT CARD (Visa, Master Card, American Express)</p> <p>A credit card is required for all material handling, labor, signage, and custom booth orders.</p> <p><input type="checkbox"/> COMPANY CHECK (Payable to: TriCord Tradeshow Services)</p> <p>Mail Checks to: 738 Neeson Rd., Marina, CA 93933</p> <p>NOTE: Checks will only be accepted for furniture and electrical orders.</p> <p>A credit card authorization is required with check payment for any variances, material handling, labor and signage costs.</p>
Material Handling	\$	<input type="text"/>																										
Furnishings	\$	<input type="text"/>																										
Labor	\$	<input type="text"/>																										
Electrical Labor	\$	<input type="text"/>																										
Electrical	\$	<input type="text"/>																										
Cleaning	\$	<input type="text"/>																										
Plants	\$	<input type="text"/>																										
Other	\$	<input type="text"/>																										
TOTAL	\$	<input type="text"/>																										

Please complete the credit card information below and send the form with all order forms.
Forms can be emailed to orders@tricord.net

Credit Card Policies

- Payment must be included with all advance orders to obtain the discount rates.
- The exhibiting firm is ultimately responsible for payment of all charges.
- 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.
- Cancellations must be made 48 hours prior to Exhibitor Move In to receive credit. Credit will only be given for standard furniture and standard cut carpet.

Credit Card Information

Credit Card Number		
Card Type	Expiration	CCID/Security Code
Billing Address		
City	State	Zip Code
Authorized Signature		
Print Name		

Need more help? Please email us with any questions or concerns, orders@tricord.net or call (831) 883-8600



Shipping: Advance to Warehouse

ADVANCE SHIPMENT DEADLINE

Shipments must arrive between: Monday, March 18, 2024 - Thursday, April 18, 2024

**Warehouse hours: Monday to Friday from 8:00 am - 4:30 pm - Closed on Weekends & Holidays
SHIPMENTS SHOULD BE CONSIGNED AND THE BILL OF LADING MADE OUT AS FOLLOWS:*

Company Name	Booth #
HDXMS c/o TriCord Tradeshow Services 738 Neeson Road Marina, CA 93933	

ADVANCE SHIPMENT RATES (200 lb minimum) For each 100 lbs. or fraction thereof. **\$121.00**

OVERTIME ON ADVANCE SHIPMENTS (200 lb minimum) For each 100 lbs. or fraction thereof.
Already included in Advance Rate.

Advance Crated Shipments

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

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise. **Shipments received after the advance receiving deadline or without material handling forms, authorization to provide material handling and payment on file will be charged special handling.**

Special Handling

- Shipments by any truck that cannot be unloaded at the docks (including moving vans).
- Shipments "packed" in a way that requires special handling (i.e. loose display parts, uncrated equipment, etc.).
- If material or equipment cannot be determined (i.e. 1 to 20 assorted pieces, etc.).
- Shipments received without material handling forms, authorization to provide material handling and payment on file or after the delivery deadline.

Straight Time vs. Overtime

Straight time is Monday through Friday from 8:00 am to 4:30 pm. Overtime is Monday through Friday prior to 8:00 am and after 4:30 pm; all day Saturday, Sunday and observed Union Holidays.

When warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts that are beyond TriCord's control, overtime charges will apply.

Important Information

Shipments received without receipts, freight bills, or specified unit count 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 TriCord for such shipments.

In the event no weight is indicated on the documents present, TriCord shall estimate the weight and charges will be based on these estimates. Such charges will not be subject to an 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 payment, must accompany the order form(s). 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 United States funds.

Need more help? Please email us with any questions or concerns, orders@tricord.net or call (831) 883-8600



WAREHOUSE - RUSH EXHIBIT MATERIAL

MUST ARRIVE BETWEEN:

Monday, March 18, 2024 - Thursday, April 18, 2024

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

**c/o TriCord Tradeshow Services
738 Neeson Road
Marina, CA 93933**

NO. _____ OF _____ PIECES



WAREHOUSE - RUSH EXHIBIT MATERIAL

MUST ARRIVE BETWEEN:

Monday, March 18, 2024 - Thursday, April 18, 2024

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

**c/o TriCord Tradeshow Services
738 Neeson Road
Marina, CA 93933**

NO. _____ OF _____ PIECES



**-Overtime Rates Apply to all Inbound Shipments-
Rate Already Included in Advance Warehouse Pricing**

**HDXMS
April 21 - 24, 2024
Monterey Conference Center
Monterey, CA**

Material Handling	
Company Name	Booth #
CHECK ONE: <input type="checkbox"/> We plan to ship our crated material to the ADVANCE SHIPMENT WAREHOUSE.	

CALCULATION OF ORDER

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

ADVANCE SHIPMENTS TO THE WAREHOUSE (200 lb minimum)

We will ship _____ lbs. @ **\$121.00** per 100 lbs. = _____ (200 lb minimum charge **\$242.00**)
Overtime Rates Already Included

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING AT THE EXHIBIT SITE

We will ship _____ lbs. @ **\$25.00** per 100 lbs. = _____ (200 lb minimum charge **\$50.00**)

Important Information

There is a 200# minimum charge for each shipment received at the advanced warehouse or direct to showsite. 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.

Shipments received without material handling forms, authorization to provide material handling and payment on file will be charged special handling. Overtime and special handling fees are in addition to advance and/or direct material handling fees.

Overtime

Overtime is Monday through Friday prior to 8:00 am and after 4:30 pm; all day Saturday, Sunday and observed Union Holidays. Special handling is charged to exhibitors who ship after the shipping deadlines.

When warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts that are beyond TriCord’s control, overtime charges will apply.

Empty Storage Information

TriCord will store any empty containers for the duration of the show. Please adhere the “Empty” label to each of your items, noting your company name and booth number. Labels can be found at our TriCord Service Desk during exhibitor move in. After the close of show, all empty containers will be returned. Please be advised, this process can take between 30 minutes and two hours. TriCord assumes no liability for damage to items sent to empty storage.

International Shipments

All international shipments must be cleared through US Customs. TriCord or any of our advanced warehouses will not clear shipments through US Customs. Exhibitors shipping into the USA are responsible for obtaining a Customs Broker to clear shipments through US Customs. If you have any questions, please contact your shipping company.

Need more help? Please email us with any questions or concerns, orders@tricord.net or call (831) 883-8600



TriCord Rules & Regulations

THANK YOU IN ADVANCE FOR YOUR SUPPORT AND UNDERSTANDING!

Decorator

TriCord is the decorator for this event and will be responsible for the overall set up and dismantling of exhibits, including signage and carpet installation. This does not include the unpacking and placement of your merchandise. You may set up your display if one person can accomplish the task in less than one-half hour without the use of tools. If your exhibit preparation, installation or dismantling requires more than one-half hour, or exceeds ten feet, you must use TriCord personnel.

Material Handling

TriCord is responsible for bringing all freight and materials onto the trade show floor. If items are shipped to the TriCord advance warehouse they will be placed in your booth space prior to exhibitor move in. If items are shipped direct to showsite they will be placed in your booth space once TriCord has received them. If you arrive in a personal vehicle and cannot bring the materials in without the use of a cart or dolly, a cartload will be required. No bellman, drivers, carts or dollies will be permitted on the tradeshow floor for security reasons. All items will be brought into the show hall by TriCord staff.

Electrical

TriCord is responsible for providing all electrical services. Exhibitors accessing power that has not been pre-ordered will be charged on their final invoice. TriCord will audit the show floor prior to show open and bill for any booth found assessing power. All electrical drops are placed at the back center of the booth for no additional labor charge. Electrical drops placed somewhere other than the back center of the booth will require a one hour minimum install and half hour minimum dismantle labor. Please provide a diagram.

***PLEASE CONTACT YOUR TRICORD EXHIBITOR SERVICE REPRESENTATIVE
IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE INFORMATION.***

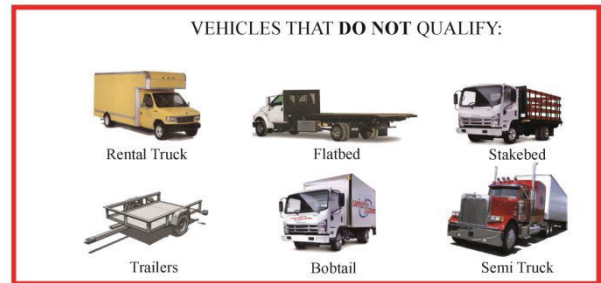
Cartload Service Order Form

Company Name	Booth #
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Small Freight Services

To assist 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:

CARTLOAD SERVICE	PRICE	TOTAL
Dock to Booth One Way Service	\$70.00	\$
Booth to Dock One Way Service	\$70.00	\$
CARTLOAD SERVICES TOTAL		\$



Small Freight Qualifications

- This service is for exhibitors who have small hand carry items.
- All items must fit on a 3' x 4' 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.

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 200 lbs. will be charged direct drayage rates.

How to Receive Service On-site

- Go to either the facility's main entrance or dock and look for the cartload service area.
- You may also order this service at TriCord's Exhibitor Service Desk on the show floor.

Where to Load & Unload

- Your vehicle must be unloaded or loaded in the cartload service area which will be marked with signs.
- Carts are not authorized to enter or go to any parking structures.
- 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 and loading area.

Authorized Signature
Print Name

Limits of Liability & Responsibility

1. TriCord, and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. TriCord, and its subcontractors are not and cannot be, responsible for loss or disappearance of the Exhibitor's booth materials after they have been delivered to the Exhibitor's booth.
3. 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 Exhibitors, will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist.
4. TriCord, and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
5. TriCord, and its subcontractors shall not be responsible for ordinary wear and tear in the handling of equipment, or for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond our control.
6. 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.
7. 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 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, TriCord and it's subcontractors do not provide full liability should loss or damage occur. It is agreed that if TriCord, or it's 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 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.
8. 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.
9. 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 that one (1) year after the action of the cause of action therefore.
10. The consignment or delivery of a shipment to TriCord, or its subcontractors, 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 Sections 1 thru 9.

****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 adding "riders" to existing policies. Contact your insurance representative.***

****BE SURE YOUR LIABILITY INSURANCE is in effect at the show site. Contact your insurance representative.***



Authorization to Provide Material Handling

We hereby authorize TriCord to provide such services 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:

A. We have examined and reviewed the "Material Handling Classification and Rates" page which were forwarded to our firm and we understand that we will be charged Material Handling Services in accordance with the published rates for such services as are provided.

B. 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 on our behalf shall fail to pay such charges within thirty (30) days of the receipt of the TriCord invoice for such charges.

C. We Agree to TriCord's "Limits of Liability and Responsibility" as set forth above.

D. 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 shipment(s) and not for any other type of loss or damage.

E. 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 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 at our booth. We agree that TriCord, or 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. We authorize TriCord, or its subcontractors to adjust the quantities and times on any bill of lading submitted by us to TriCord, or its subcontractors to confirm to the actual count of materials in the booth at the time of pickup.

F. We agree, in the event of a dispute with TriCord, or its subcontractors, related 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 service provided by TriCord, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay TriCord within 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.

G. In order to expedite removal of materials from the show site, TriCord shall have the authority to change designated carriers, 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.

H. We agree that all questions relating to the 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 #
Signature	Date

Need more help? Please email us with any questions or concerns, orders@tricord.net or call (831) 883-8600



Furniture Form

Company Name	Booth #
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CHAIRS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Side Chairs		\$45.00	\$60.00	
Padded Arm Chairs		\$70.00	\$90.00	
Padded Bar Stools		\$85.00	\$100.00	

TABLE RISERS (12"H x 12"W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 foot Riser		\$50.00	\$70.00	
6 foot Riser		\$60.00	\$80.00	

TABLE RISER COLOR SELECTION

Please note below - if more than one color is needed.

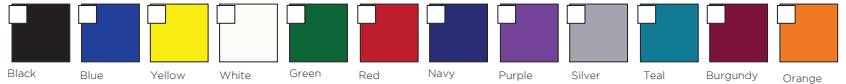


Black
 Blue
 Silver
 White
 Green

ADDITIONAL FURNITURE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Waste Basket with Liner		\$14.00	\$18.00	
Easel		\$35.00	\$45.00	
Bag Tree		\$55.00	\$70.00	
5 - Panel Literature Rack		\$90.00	\$110.00	
4th Side Table Skirt/Drape Color Change		\$30.00	\$40.00	

TABLE/COUNTER SKIRT COLOR SELECTION

Please note below - if more than one color is needed.



Black
 Blue
 Yellow
 White
 Green
 Red
 Navy
 Purple
 Silver
 Teal
 Burgundy
 Orange

**If a color is not selected TriCord will select for you based on show colors.*

FURNITURE RENTAL TOTAL



Electrical Form

Company Name	Booth #
--------------	---------

Labor is required for: All under-carpet distribution of electrical wiring, all overhead distribution of wiring and all hardwiring motor installation.

1 HOUR MINIMUM INSTALL/ 1/2 HOUR MINIMUM DISMANTLE
ATTACH DIAGRAMS TO ENSURE ADVANCED PLACEMENT OF WIRING

All motors over one (1) HP must have a Magnetic Starter and Manual Disconnect Switch (wired) furnished by the exhibitor.

All wiring, motors, electrical installations, etc., will be inspected. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage, except upon ordering. Please review the electrical rules and regulations.

Special electrical hook-ups or wiring incurring additional electrical labor charge must be taken care of prior to the close of the show.

- Price includes two (2) outlets per electrical drop and (1) outlet for power and motors.
- Additional electrical drops, outlets or power needed must be ordered through TriCord.

Exhibitors found using power where no outlets have been ordered are subject to 1 1/2 times normal rate for outlets used.

Electrical				
WATTS REQUIRED <i>(120v Single Phase)</i>	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
500 Watts (5 amps) or less		\$165.00	\$200.00	
1200 Watts (10 amps) or less		\$230.00	\$265.00	
2400 Watts (20 amps) or less		\$395.00	\$455.00	
3000 Watts (30 amps) or less		Call For Quote	Call For Quote	

Lighting				
LIGHTING <i>*Electrical not included</i>	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
200 Watt Halogen Stem Light		\$85.00	\$95.00	
300 Watt Floodlight on Stanchion		\$110.00	\$145.00	

Accessories				
MISC. ACCESSORIES	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Extension Cord		\$30.00	\$40.00	
Plugstrip		\$30.00	\$40.00	

208V Single Phase				
MOTOR/POWER REQUIREMENTS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
1200 Watts (10 amps)		\$300.00	\$365.00	
2400 Watts (20 amps)		\$450.00	\$550.00	
3000 Watts (30 amps)		\$550.00	\$630.00	

Electrical drops are placed at the back center of the booth for no additional labor cost. All island booths require electrical labor and an electrical diagram for placement. If you need more power than listed email for quote.

Electrical Labor - Requires a diagram to be submitted with order				
LABOR REQUEST	HOUR/HOURS	DISCOUNT RATE	STANDARD RATE	TOTAL
Straight Time Labor		\$120.00 per hour	\$140.00 per hour	
Overtime Labor		\$180.00 per hour	\$200.00 per hour	
ELECTRICAL SERVICES TOTAL				



Booth Electrical Layout

Company Name	Booth #
--------------	---------

Electrical drops are placed in the back center of the booth for no additional labor costs.

If you would like the electrical drop to be placed elsewhere in the booth, please mark the locations and wattage amounts on the grid below. Labor charges will apply.

*Island booths require a main drop location. Please note accordingly.

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Electrical Rules & Regulations

Electrical Code

TriCord views the safety of all exhibitors and attendees of our shows as a highly important matter. Because of this, TriCord's standards & requirements for any exhibit at the convention hall or chosen venue are based on national electrical codes and local ordinances.

In order to uphold our safety standards, all exhibits are subject to inspection to determine if any rules and regulations are being violated. If any problems exist, TriCord electricians will correct them and the exhibitor will be charged accordingly for electrical labor and/or materials used. If the exhibitor does not want the violation corrected, TriCord will not supply power to the booth space. If an exhibitor is having trouble understanding the electrical safety standards prior to a show, a professional electrician should be spoken to before sending or bringing in equipment.

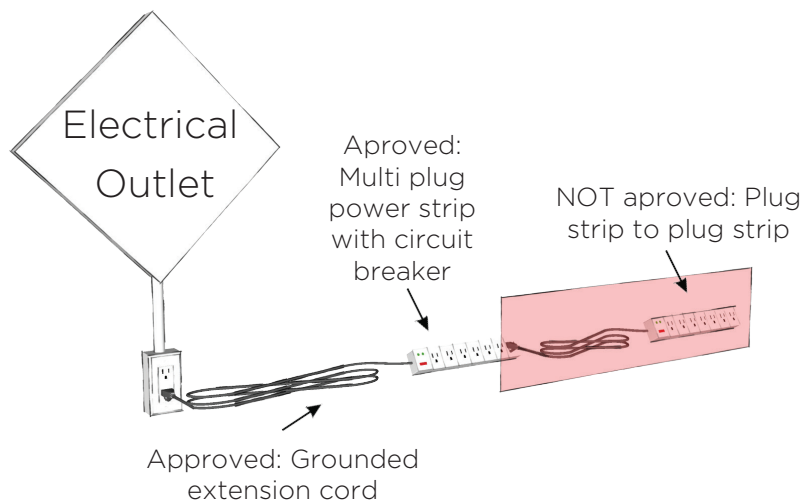
The following guidelines are available to assist our exhibitors in understanding TriCord's basic electrical requirements, and to ensure we are upholding our highest safety standards.

1. All wiring must have a 3-wire grounded cord with a minimum of #12 gauge.
2. Spot or flood lighting is a hazard when lamps are too close to fabrics or other materials that can be affected by heat.
3. The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures is PROHIBITED by order of Fire Prevention Bureaus at all trade shows and conventions.
4. Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please do not bring them to the venue.
5. Electrical cables, transformers and boxes must not be covered or concealed in an un-safe manor.

TriCord encourages exhibitors to use multi-conductor interconnecting cables with approved quick-connect plugs or fittings, only if all materials are in conformance with the electrical code. The following list of plugs match our equipment receptacles:

- 15 amp 120 volt: Standard U-ground plug
- 20 amp 208 volt 1O or 3O: plug or equivalent L-21-20 30 amp 208 volt 1O or 3O: plug or equivalent L-21-30

Exhibitors who need multiple standard outlets may choose to use a power distribution system for their booth. Please contact TriCord's electrical department for more information. Labor is required to check all pre-wired equipment before plugging into our electrical system.



Frequently Asked Questions

Where will my electrical drop be placed?

For all in-line, peninsula, and back-to-back peninsula booths, TriCord will place electrical drops in the back center of the booth at no additional labor charge.

Any exhibitor wishing to have their drop placed elsewhere inside the booth must fill out and return the electrical diagram BEFORE the show begins, or TriCord will default to standard placement.

All island booths require an electrical diagram noting each drop ordered for the booth space, and labor charges will apply. Multiple outlet locations within the booth must be designated on the booth diagram BEFORE the show begins. If no diagram is received, TriCord will default to placing the outlet in the "back center." The "back center" is the furthest perimeter facing the entrance of the hall.

How much power do I need?

Please calculate your lighting needs by calculating the wattage required in each location. For other equipment, read the ratings from the metal plates attached to each unit.

Electrical Rules & Regulations

Electrical Limits of Liability & Responsibility

1. TriCord is not responsible for voltage fluctuations or any failure in power caused by temporary conditions. The exhibitor is responsible for providing surge protectors for their equipment and materials.
2. TriCord will not be held responsible for any damage or loss caused by power surges. Additionally, TriCord's liability for any and all loss or damage will not be held greater than the value of the electrical services that were provided or the decreased value of materials and equipment, whichever is less.
3. All electrical installations and connections must be made by a TriCord electrician. TriCord will not be held responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet provided by persons other than a TriCord electrician.
4. All electrical outlets will be installed on the floor at the back wall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan/diagram. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are also chargeable on a time and material basis.
5. TriCord electricians can change the wattage of an order on site if the amount of power ordered is deemed insufficient or unsafe. The exhibitor is financially responsible for all adjustments made.

TriCord Jurisdiction (Required Labor and/or Materials)

1. Electrical wire distribution beneath all flooring.
2. Electrical wire distribution from overhead and booth to booth, including hard wired cable, but not limited to: fiber optics, twisted pair, etc.
3. All connections for motor and equipment hook-ups.
4. Electrical fixtures requiring installation or repair.
5. All electrical motor and energized electrical device installation.
6. 150 volts and over, or any outlets 20 amps and over, require for electrical labor.
7. If a pre-wired exhibitor equipment connection is used, labor will be enforced to inspect it before allowing the exhibitor to plug into our system.
8. The use of power without ordering is not permitted. All exhibitors found using outlets without a previous order will be charged with the standard electrical rates. Use of facility outlets and sharing power between booths is not permitted.

Electrical Labor

1. Labor rates will directly reflect the labor contract in effect at the time of each show.
2. The start of electrical labor cannot be guaranteed unless it is requested for the start of the working day at 8:00am. All labor calls will be charged a minimum of (1) hour installation labor, and (1/2) hour dismantling labor.
Labor time will begin at the time requested by the exhibitor.
3. Onsite orders without a 24 hour advance notice will be charged on a case to case basis, determined by time, materials used, and equipment required.
4. Electrical labor may require the use of extension cords. If needed, these will be added to your order once the labor is performed.



Labor Form

Company Name	Booth #
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Straight Time - \$110.00/per man/per hour
 8:00am - 4:30pm, Monday to Friday

Overtime - \$165.00/per man/per hour
 Before 8:00am & after 4:30pm weekdays and
 all Saturday, Sunday and Holidays

Service A - TriCord Supervised Labor

INSTALLATION

We would like our display unpacked and installed under TriCord supervision prior to our arrival at the exhibit site. We are forwarding blue prints, 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 when possible. We understand a 25 % service charge will be added to our bill of labor for TriCord's supervision of labor. Supervision service charge (25% of total installation and dismantling).

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 was provided by TriCord supervision. Supervision service charge (25% of total installation and dismantling).

Service B - Exhibitor Supervised Labor

INSTALLATION - *Exhibitor must visit service desk to start labor*

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).

DISMANTLING

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

Labor Estimate

DATE & TIME	# OF MEN	# HOURS	HOURLY RATE	TOTAL
Total Labor Estimate + (25% if TriCord Supervised Labor)				

REMINDER: *If you're ordering TriCord Supervised Labor, you must include booth building instructions with order form*
**ONE HOUR MINIMUM CALL ON LABOR ORDERS*

ADDITIONAL NOTES:

Need more help? Please email us with any questions or concerns, orders@tricord.net or call (831) 883-8600



Outbound Shipping

Company Name	Booth #
Authorized By	Phone #

Outbound Shipping Information

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

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 the show and your booth number.

Company Name	Booth #		
Attention	Show		
Address			
City	State	Zip	Country

Select Shipping Carrier

- Ship via Official Show Freight Carrier * Charges will go on exhibitor's master bill.
- Ship via Preferred Air & Expedited Freight Carrier * Exhibitors will be billed directly.
- Ship via carrier of Exhibitor's Choice * Exhibitors must schedule their own pick-up.

Carrier of Exhibitor's Choice	
Carrier Contact	Phone #

- GROUND SHIPPING (Not time sensitive)
- AIR: Select Service Preferred Below
 - 1 DAY
 - 2 DAY
 - 3 DAY
 - DEFERRED

Outbound Shipping Policies

- Prepaid labels must be provided for each piece unless you are shipping via the Preferred Show Carrier.
- TriCord cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at TriCord's discretion.
- Freight that falls under the previous description will either be re-routed onto the official show carrier or brought back to the warehouse for an additional fee.

Additional Notes or Requests

(i.e. Inside Delivery Requested, Residential, Overnight Shipping, Saturday Delivery, Upstairs, etc.)



Cleaning Form

Company Name	Booth #
--------------	---------

Vacuum Carpet - **Before Show Opens ONLY** - Cost per square is **\$0.35**

Vacuum Carpet - **DAILY** - Cost per square foot per night is **\$0.30**

Calculating Booth Size

Booth Size X = Square Feet

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

Calculating Booth Cleaning

SERVICE	SQUARE FEET	# OF DAYS	RATE	TOTAL
Vacuuming				
Booth Cleaning Total				

Important Information

Cost of vacuuming will be invoiced on the total area of your booth. To avoid misunderstanding regarding these services, please bring discrepancies to our attention at the show site. To avoid misunderstanding regarding these services and to ensure your satisfaction, please bring discrepancies to our attention at show site or before the close of the show.

Adjustments cannot be made after the close of the show. All rates are subject to change if necessitated by increase in labor or material handling cost.

If you do not order cleaning before show open and your booth area is unkept. TriCord reserves the right to clean the space and invoice for it accordingly. This allows us to maintain a clean and safe show floor for show management.



Third Party Authorization

Company Name	Booth #
--------------	---------

IMPORTANT INFORMATION

Exhibitors may arrange for a third party to handle their display and be charged for services.

TriCord Tradeshow Services will agree to this arrangement if the third party has a credit card on file.

Both firms must complete this form, including the Third Party Credit Card Charge Authorization below, and return the form by the deadline of:

April 2, 2024

It is understood and agreed that the exhibiting company 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 default to the exhibiting company. All invoices are due and payable upon receipt.

Exhibiting Company Authorization of Third Party Billing

Company Name	Main Contact
Signature	Date
Phone #	Email

Credit Card Information

Company Name	Main Contact	
Signature	Date	
Phone #	Email	
Credit Card Number		
Card Type	Expiration	CCID/Security Code
Billing Address		
City	State	Zip Code
Authorized Signature		
Print Name		

Please note that TriCord is not responsible for any change or mark ups to our pricing from third party companies. Our prices are all listed in the Exhibitor Kit and all exhibitors have access to review our pricing.



Exhibitors Only - EAC Information Form

Company Name	Booth #
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If an exhibitor plans to use an outside contractor other than the “Official Service Contractor” please list below the non-official contractor’s company name, contact name, phone number and email.

The Exhibitor Appointed Contractor (EAC) must have all business licenses, permits and Workman’s Compensation insurance required by the State and City governments and the facility prior to commencing work, and shall provide TriCord evidence of compliance.

The Exhibitor Appointed Contractor (EAC) must carry a minimum insurance coverage of \$1,000,000.00 in commercial general liability insurance, \$500,000.00 in property damage, and \$1,000,000.00 in worker’s compensation coverage and must provide TriCord with a certificate of insurance (COI) showing coverage and amounts 30 days prior to the first day of exhibitor move in.

Please make sure the show name, dates, facility and client’s name are listed on the Certificate of Insurance as well as TriCord Tradeshow Services named as additional insured. See the sample COI on the following page. All Exhibitor Appointed Contractors must be aware and abide by all union rules and regulations.

**PLEASE EMAIL OR MAIL TO TRICORD TRADESHOW SERVICES -
 orders@tricord.net or 738 Neeson Road, Marina, CA 93933**

30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE IN

Exhibiting Company Authorization of Third Party Billing

Address	City
State/Zip	Phone #
Email	Main Contact
Signature	Print Name

Exhibit Appointed Contractor Information

Please list below your Exhibitor Appointed Contractors (EAC) information:

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

Please note that TriCord is not responsible for any change or mark ups to our pricing from EAC companies. Our prices are all listed in the Exhibitor Kit and all exhibitors have access to review our pricing.

Need more help? Please email us with any questions or concerns, orders@tricord.net or call (831) 883-8600



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2018

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

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

PRODUCER ABC Insurance Agency 123 Main St License #0567141 Monterey CA 93940	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr><td>INSURER A :</td><td></td></tr> <tr><td>INSURER B :</td><td></td></tr> <tr><td>INSURER C :</td><td></td></tr> <tr><td>INSURER D :</td><td></td></tr> <tr><td>INSURER E :</td><td></td></tr> <tr><td>INSURER F :</td><td></td></tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** CL1892505456 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
3	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y			8	9	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 10,000	Y					EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Tricord Tradeshow Services, Inc, Tricord Management, LLC and Tricord Sales South Bay, Inc are hereby named as additional insured for General Liability, Business Auto and Umbrella and Certificate Holder for Workers' Compensation. The insurance provided for the benefit of Tricord Tradeshow Services, Inc, Tricord Management, LLC and Tricord Sales South Bay, Inc, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Tricord Tradeshow Services, Inc, Tricord Management, LLC and Tricord Sales South Bay, Inc shall be excess and non-contributory.

Show Dates: 6 5

CERTIFICATE HOLDER 7 Tricord Tradeshow Services, Inc. 738 Neeson Road Marina CA 93933	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 11
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Logistics Letter from TriCord

*TRICORD IS OFFERING DISCOUNTED FREIGHT RATES
TO OUR ADVANCE WAREHOUSE*

Dear HDXMS Exhibitors,

TriCord is offering discounted freight services. The following information will assist you with logistics to and from Monterey, California. We can help make your shipping experience smooth and easy! Complete the following form and we will provide you with a quote right away.

As the official Service Contractor for the upcoming HDXMS conference to be held at the Monterey Conference Center, TriCord would like to offer you help by arranging your freight logistics at a discounted rate to our Advance Warehouse. TriCord's knowledgeable staff is experienced in the challenging world of freight and transportation logistics. With this service, you will realize the following benefits as we manage the transportation of your freight.

1. Pick up appointments/paperwork completed and sent to you for pick-up.
2. Special labels emailed to you for shipment/bill of lading (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 conference, please fill out the following form and fax or email it back to TriCord as soon as possible.

Thank you,

Team TriCord



Logistics Quote

Company Name		Booth #	
Address			
City	State	Zip	Country
Contact Name for Order		Email Address	
Phone #		Contact Name for Pick-up	
Do you require a lift gate?		Date & Time Shipment Can Pick-up	
Hours of Operation		Date Shipment Must Arrive	
Service Level		Round Trip	

Shipment Information

PIECE DESCRIPTION	# OF PIECES	LBS. ESTIMATE	DIMENSIONS
Crates			
Cartons			
Fiber Cases			
Skids/Pallets			
Carpets			
Other			
TOTALS			

Special Handling Description/Inside Delivery Notes or Information

OFFICE USE ONLY

<i>TriCord Quote:</i>	<i>Service:</i>
<i>TriCord Signature:</i>	

NOTE: The quote provided is based on the weight and dimensions provided by exhibitor. If the weight is more or less the cost of service is subject to change.

Air & Expedited Freight Carrier



If you'd like TriCord to facilitate your inbound, outbound, or roundtrip shipment(s), please complete the Logistics Quote Request form on the previous page. TriCord will connect you to an Airways representative that will provide you with a shipping quote. Please note that if you decide to use Airways Freight, they will bill you directly for the cost of the shipment(s).

The Preferred Air & Expedited Freight Carrier for TriCord

For Domestic Shipments Call: 800-929-1085

For International Shipments Call: 001-479-442-6301

Email: tricord@airwaysfreight.com

**OFFERING NEXT DAY, 2-DAY & DEFERRED OPTIONS
VIA LAND-AIR-SEA**

The Airways Advantage:

-Over 30 years in the exhibit industry.

-24/7/365 complete service by experienced professionals.

Official Transportation Provider

via the ABF Freight® network

Let ArcBest® make your next trade show the easiest you have attended!

We have over 100 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please email

orders@tricord.net



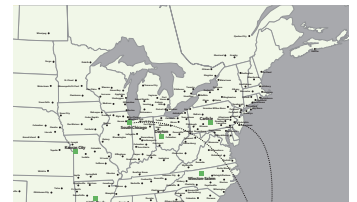
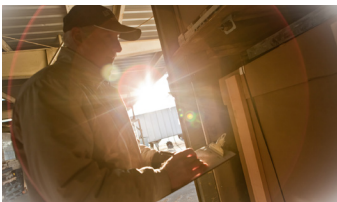
Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL ground transportation

International transportation



Trust your important trade show shipment to the leader in exhibition transportation services

ArcBest®

Plant & Floral Form

Company Name	Booth #
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SAMPLE PICS



ARECA



NEANTHE BELLA



PALM



DRACAENA

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

**Please inquire about prices on seasonal flowering plants.
 (All Plant orders are subject to availability.)*

Flowering Plants

PLANT TYPE	QUANTITY	RATE	TOTAL
Chrysanthemums		\$85.00	
Kalanchoe		\$85.00	
Cyclamen		\$85.00	

Seasonal Flowering Plant

PLANT TYPE	QUANTITY	RATE	TOTAL
Azalea		\$85.00	
Poinsettia		\$85.00	
Lily		\$85.00	

Green Foilage Plants - Plants over 6ft require a quote email orders@tricord.net

PLANT TYPE 2 ft - 3ft	QUANTITY	RATE	TOTAL
Neanthe Bella		\$115.00	
Palm		\$115.00	
Draecena		\$115.00	
Arbicola		\$115.00	
Boston Fern		\$115.00	

PLANT TYPE 4ft - 5ft	QUANTITY	RATE	TOTAL
Ficus Benjamina		\$125.00	
Ficus Lyrata		\$125.00	
Areca		\$125.00	
Palm		\$125.00	
Draecena		\$125.00	

Floral Arrangements

PLANT TYPE	QUANTITY	RATE	TOTAL
Seasonal Floral Arrangement - <i>QUOTE REQUIRED</i>		Market Value	
Custom Floral Arrangement - <i>QUOTE REQUIRED</i>		Market Value	

Notes for Custom Orders:

Plant Order Total

PLANT ORDERS MUST BE PLACED BY THE DISCOUNT DEADLINE LISTED ON SHOW INFORMATION PAGE.

Need more help? Please email us with any questions or concerns, orders@tricord.net or call (831) 883-8600



Audio-Visual/Computer Equipment Rental Form

Company Name	Booth #
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Televisions- **Please make sure laptop/computers are compatible with NEW TV Technology*

LCD & SCREENS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
65" LED HDTV		\$1,100.00	\$1,375.00	
60" LED HDTV		\$900.00	\$1,125.00	
55" LED HDTV		\$850.00	\$1,060.00	
50" LED HDTV		\$750.00	\$940.00	
40-43" LED HDTV		\$600.00	\$750.00	
32" LED HDTV		\$300.00	\$375.00	
24" LED HDTV		\$150.00	\$190.00	

Accessories - *Below pricing does not include the monitor. Mounting brackets and supply fees may apply. *Please provide monitor mounting location to your exhibitor representative.*

EQUIPMENT/SERVICE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Premier Dual Pole Stands w Shelf		\$180.00	\$225.00	
Seamless Looping Media Player		\$100.00	\$125.00	
24" - 32" Monitor - Side Mount		\$65.00	\$95.00	
24" - 32" - Wall Mount		\$135.00	\$165.00	
Monitor Larger than 32" - Wall Mount		\$235.00	\$265.00	

25% Delivery Charge on Total Order with minimum \$125.00/Delivery Charge

AUDIO VISUAL SERVICES TOTAL

NOTE: Orders not cancelled within 48 hours of TriCord's move in will be billed at 100%. All items are subject to availability.