



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

Dear Exhibitor:

TriCord is pleased to advise you that we have been chosen as the Official Contractor for the **Association of Correctional Food Service Affiliates 2010 International Conference** be held at the **Town and Country Resort & Convention Center, in San Diego, CA**. In this capacity, we will assist you in every way possible to ensure a successful and pleasant marketing experience

The Exhibitors Service Kit contains information and forms for you to complete and return to us as soon as possible. Please review this information carefully. Following the enclosed instructions will save you time and money, and contribute to a successful presentation.

Most services include a discount rate for Advance Order Pricing. To take advantage of these discount rates your order must be fully paid and received in the TriCord office on or before **Monday August 16<sup>th</sup>, 2010**. Orders not received and paid by this cut-off date will be subject to the higher Floor Order pricing.

**OUR POLICY IS THAT ALL ORDERS FOR ADDITIONAL SERVICES MUST BE PAID IN ADVANCE. WE ACCEPT VISA, MASTERCARD, AMERICAN EXPRESS, COMPANY CHECKS, OR CASH.**

**Each 10' x10' Pipe & Draped Exhibit Space Includes:**

- (1) 6' Skirted Table**
- (2) Side Chairs**
- (1) Waste Basket**
- (1) 7' x 44" Identification Sign**

**THE SHOW COLORS ARE: BLUE & WHITE  
THE EXHIBIT HALL IS CARPETED**

<b>EXHIBITOR MOVE-IN:</b>	<b>Monday August 23, 2010</b>	<b>1:00pm to 8:00pm</b>
<b>EXHIBITOR MOVE-IN:</b>	<b>Tuesday August 24, 2010</b>	<b>6:30am to 8:30am</b>
<b>EXHIBITS OPEN:</b>	<b>Tuesday August 24, 2010</b>	<b>10:00am to 3:00pm</b>
<b>EXHIBITOR MOVE OUT:</b>	<b>Tuesday August 24, 2010</b>	<b>3:00pm to 10:00pm</b>

Shipping Information: TriCord Tradeshow Services, c/o Yellow Freight 9525 Padgett Street San Diego, Ca. 92126 is the Official Freight Contractor for this show and will accept all Advance Freight. **The Town & County Resort & Convention Center does not accept exhibitor freight, nor do they have the capabilities for material handling and storage services.** If you require material handling services, please follow the instructions on the shipping service order forms in the online exhibitor kit. TriCord does not maintain insurance covering on exhibitor's property. It is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance. **Deadline Date to Receive Advance Freight is Thursday August 19th, 2010.**

For additional information, please contact our Customer Service Department at (831) 883-8600, or visit our Service Center at the show site during exhibitor move in and move out times.

**We look forward to working with you!**

See you in San Diego.

TriCord



# Payment Form

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

Event or Show: Association of Correctional Food Service Affiliates

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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

Ordered By: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

## CREDIT AND PAYMENT POLICIES

1. Payment must be included with all advance orders to obtain the discount rates.
2. The exhibiting firm is ultimately responsible for payment or charges.
3. All charges must be settled at our service desk prior to show closing.
4. No credit or adjustments will be made after the close of the show.
5. 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

## Submission of order forms subject exhibitors to TriCords' Limits of Liabilities Policy .

### CREDIT CARD CHARGE AUTHORIZATION

If you wish to charge the amount of your advance order to your credit card account, please complete the information requested below and return this form with your order:

CHARGE TO:

Master Card\*     Visa     American Express

\*If you are using Master Card please enter the four numbers above your name

--	--	--	--

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Exp. Date

--	--	--	--

Cardholders Name: \_\_\_\_\_

Signature: \_\_\_\_\_



# Shipping Instructions

**CONTRACTOR: TriCord Tradeshow Services**

**All Shipments must be forwarded with all charges prepaid. Collect shipments will not be accepted. TriCord assumes no responsibility for collect shipments which are not accepted.**

**BILL OF LADING**

All Shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. A copy should be mailed immediately to the Tricord address listed above.

Also send a copy to the person in charge of installing your display for assistance in tracing shipments.

Drivers will be required to record their shipments at the Exhibit Site Check-in Area and then they will be assigned a priority and the proper freight door for unloading.

**Note:** 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 for such shipments.

**Note:** 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.

**VAN SHIPMENTS**

Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS when recording their shipment at the Exhibit Site Check-In Area. TriCord reserves the right to refuse to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented.

**INSURANCE**

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.

**ADVANCE CRATED SHIPMENTS**

Advance crated shipments will be accepted at the TriCord warehouse and allowed (30) days free storage, if delivered by the DATE of:

**Thursday August 19<sup>th</sup>, 2010**

These shipments should be consigned and the bill of lading made out as follows:

**Exhibiting Company Name** Booth# \_\_\_\_\_  
**ACFSA**  
**Yellow Freight**  
**C/o TriCord Tradeshows**  
**9525 Padgett Street**  
**San Diego, CA. 92126**

**RATES FOR ADVANCE CRATED SHIPMENTS RECEIVED AT THE WAREHOUSE**

Exhibitors who wish to have their materials arrive in advance can do so by shipping direct to the warehouse.

Materials will be unloaded at the warehouse stored free for (30) days, delivered to the unloading dock at the exhibit site, unloaded, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE:

**For each 100 lbs. or fraction thereof.**

**Per shipment, the rate is** **\$72.00**  
**(200 lb minimum)**

**OVERTIME CHARGES ON ADVANCE SHIPMENTS**

Shipments unloaded at the warehouse after 3:00 pm weekdays, anytime Saturday, Sunday or Holidays or after the DEADLINE DATE specified above will be subject to overtime charges.

Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflict beyond the control of Exhibition Contractors, overtime charges will apply.

An overtime surcharge based on the above rate, for each 100 lbs., will be invoiced in addition to those rates on all shipments subject to overtime charges.

**The surcharge applicable to overtime shipments is** **\$18.00**  
**(200 lb. minimum)**

**See page 3 for Direct Shipment Information.**



**RUSH! EXHIBIT MATERIAL**  
***MUST ARRIVE BY Thursday August 19th, 2010***

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

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

EVENT: \_\_\_\_\_ ACFSA

Yellow Freight  
c/o TRICORD TRADESHOWS  
9525 Padgett Street  
San Diego, CA.92126

**WAREHOUSE**

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

This Label is provided for

Your convenience. Please use it.

Copies are acceptable.

## **DIRECT SHIPMENTS TO THE EXHIBIT SITE**

Shipments for direct delivery to the Exhibit Site Should be scheduled to arrive beginning:

**Monday August 23<sup>rd</sup>, 2010 9:00am to**

And to arrive no later than:

**Monday August 23<sup>rd</sup>, 2010 4:00pm**

These shipments should be consigned and the bill of lading made out as follows:

<b>Exhibiting Company Name</b>	<b>Booth #</b> _____
<b>ACFSA</b>	
<b>TriCord Tradeshows</b>	
<b>c/o Town and Country Resort &amp; Convention Center</b>	
<b>500 Hotel Circle North</b>	
<b>San Diego, Ca. 92108</b>	

### **RATES FOR CRATED MATERIALS AND EQUIPMENT RECEIVED AT THE EXHIBIT SITE**

Material will be unloaded from exhibitor's trucks, or trucks of others, at the exhibit site, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE.

**For each 100 lb or fraction thereof.**

**\$72.00**

**Per shipment, the rate is (200 lb minimum)**

### **RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT THE EXHIBIT SITE**

This classification shall be applied to, but not limited to moving van shipments, or shipment by any truck which because of the height of the truck bed, cannot be unloaded at the docks, and/or the shipment is "packed" in such a manner as to require special handling (i.e. loose display parts; uncrated equipment, etc.), regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.) Material will be unloaded from moving vans, exhibitors trucks, or trucks of others, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE.

**The surcharge applicable to special handling is**

**(200 lb minimum)**

**\$18.00**

NOTE: In the event crated materials are combined in a shipment with materials "packed" in such a manner as to require special handling (see above). Tricord will invoice such shipments at the rates applicable to the "classification" of the materials. PROVIDED the bill of lading clearly identifies the weight of the crated materials and the weight of the other materials. 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.

## **OVERTIME CHARGES AT THE EXHIBIT SITE**

Overtime charges on Inbound Shipments will ONLY be in effect if a vehicle checks in at the Exhibit Site Check-in Area after 3:00 PM on weekdays, or anytime on Saturday, Sunday or Holidays. Overtime charges on Outbound Shipments will be in effect IF:

1. Your shipment is loaded on the day the exhibit closes after the time specified below:

**Tuesday August 24<sup>th</sup>, 2010 4:30pm**

2. Your carrier checks in at the Exhibit Site Check-in Area after 3:00 PM on weekdays, or anytime Saturday, Sunday or Holidays, OR
3. Your equipment is not packed and ready for shipment AND your bill of lading has not been received by Tricord at the Service Center prior to the time and date specified below:

**Tuesday August 24<sup>th</sup>, 2010 4:30pm**

4. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of Tricord overtime charges will apply.

An overtime surcharge based on the exhibit site rates, for each 100 lbs., will be invoiced in addition to those rates on all shipments subject to overtime charges.

**The surcharge applicable to overtime shipments is**

**(200 lb minimum)**

**\$18.00**

## **LABOR AND EQUIPMENT**

Labor will be available for uncrating, un-skidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment of exhibitors. Place your orders for this labor in the "Labor" order form section in this exhibitor service kit.

## **OUTGOING SHIPMENTS**

To assist you in setting up your outgoing shipments, Tricord will have a service desk located at the Exhibitor Service Center where labels, bill of lading and shipping information will be available.

At the close of the show, where carriers fail to pick up or refuse to accept shipments, Tricord reserves the right to reroute shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling.

## **PAYMENT TERMS:**

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.



**RUSH! EXHIBIT MATERIAL**

***CANNOT DELIVER BEFORE Monday August 23<sup>rd</sup>, 2010***

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

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

EVENT: ACFSA

Town and Country Resort and Convention Center  
C/O TRICORD TRADESHOWS  
500 Hotel Circle  
San Diego, CA. 92108

**SHOW SITE**

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



# TRICORD *Material Handling*

TRADESHOW SERVICES

- 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.  
(Please attach copies of your bills of lading, if available)

We plan to ship on (date):	Number of Pieces	Weight
Our material should arrive on (date):	_____ Crate(s) _____	
Carrier:	_____ Carton(s) _____	
Pro # (if available):	_____ Case(s) _____	
Origin of shipment (city):	_____ Misc. _____	
(state):	Total Weight: _____	

**Rates:** For complete information and descriptions, refer to the sheet in this service manual titled "Shipping Instructions and Material Handling."

### Calculation of Order

When ordering weight, round up to the next 100 lbs. (Example: 265 lbs = 300 lbs., 3 x rate = Dollars or minimum, whichever is greater.)

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

We will ship \_\_\_\_\_ lbs. @ \$72.00 per 100 lbs = \$144.00 minimum = \$ \_\_\_\_\_

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

We will ship \_\_\_\_\_ lbs. @ \$72.00 per 100 lbs = \$144.00 minimum = \$ \_\_\_\_\_

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

We will ship \_\_\_\_\_ lbs. @ an additional \$18.00 cwt. each way minimum = \$ \_\_\_\_\_

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

(See overtime charges on Shipping Instruction Order Form)

\$18.00 per 100 lbs = \$36.00 minimum = \$ \_\_\_\_\_

**TOTAL = \$ \_\_\_\_\_**

**Note:** We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as 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 above.

**Payment Terms:** ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW unless advance credit approval has been obtained. 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.

Show Name: <u>ACFSA</u>	Company Name: _____	Booth# _____
Address: _____	City: _____	State: _____ Zip Code: _____
Phone: ( ) _____	Auth. Signature: _____	

# 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:

- A. 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.
- B. We accept the responsibility for the payment of all the Tricord charges in connection with the handling of our shipment(s) and we Tricord guarantee payment to in the event any third party who acts in our behalf shall fall to pay such charges within thirty (30) days of the receipt of the Tricord invoice for such charges.
- C. We agree to Tricord "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 our 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 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
- F. 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 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 Fount of such items in the booth at the time of pickup.
- F. 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, 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, 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.
- H. We agree that all questions relating to classification 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.

Show Name: <u>ACFSA</u>	Company Name: _____
Address: _____	City: _____ State: _____ Zip Code: _____
Phone: ( ) _____	Booth #: _____ Auth. Signature: _____



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## *Limits of Liability and Responsibility*

SHOW NAME: ACFSA COMPANY NAME: \_\_\_\_\_

### Limits of Liability and 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 Exhibitors materials after same 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 Exhibitor's, will be checked at the time of pickup from the booth and corrections 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 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.
  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, that 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.
  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 than 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 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 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 "riders" to existing policies. Contact your insurance representative.**
- BE SURE YOUR LIABILITY INSURANCE is in effect at the show site. Contact your insurance representative.**



## *Union Rules & Regulations*

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### **Union Information**

To assist you in planning your participation in your San Diego, 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 Diego 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.

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738 Neeson Road, Marina CA 93933  
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# 3<sup>rd</sup> Party Request Form

Event or Show: ACFSA Booth# \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Ordered By: \_\_\_\_\_ Phone : ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

You may arrange for a third party to handle your display and be charged for services. TriCord Tradeshows will agree to do 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 **Monday, August 16<sup>th</sup>, 2010**.

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 Firm

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

### **Credit Card Authorization**

Card # \_\_\_\_\_ ex \_\_\_\_\_ Cardholder name \_\_\_\_\_  
Cardholder address: \_\_\_\_\_ Cardholder phone:( ) \_\_\_\_\_ Ext: \_\_\_\_\_  
Cardholder signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

### Third Party

Company Name: \_\_\_\_\_ Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_  
Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

### **Credit Card Authorization**

Card # \_\_\_\_\_ ex \_\_\_\_\_ Cardholder name \_\_\_\_\_  
Cardholder address: \_\_\_\_\_ Cardholder phone:( ) \_\_\_\_\_ Ext: \_\_\_\_\_  
Cardholder signature: \_\_\_\_\_ Print Name: \_\_\_\_\_



**EXHIBITORS ONLY-EAC INFORMATION FORM**  
**ACFSA**

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 **Monday August 16<sup>th</sup>, 2010.**

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**

**Exhibitor Information**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Booth: \_\_\_\_\_ Total Sq Ft: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**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: Monday August 16<sup>th</sup>, 2010**



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

# Display Installation & Dismantling

## Part 1 – Labor Supervision

### Straight Time Hourly Charge

8:00 am to 4:30 pm Monday thru Friday \$85.00

### Overtime Hourly Charge

Before 8:00 am & after 4:30 pm weekdays  
 and all day Saturday, Sunday & Holidays \$150.00

**NOTE:** Starting time can be guaranteed only when men are requested for the start of the working day at 8:00 am

Minimum charges for labor is one (1) hour, per man and includes time necessary for workmen to:

- get tools and report to the booth,
  - have work checked by the exhibitor and
  - Return to the Service Center with the exhibitor to be signed out.
- Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by Tricord. All rates subject to change if necessitated by increased labor and material costs.

### SERVICE A

Installation and Dismantling of Display Under TRICORD Supervision.

- 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)
- 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 as described above 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

Installation and Dismantling of Display Under 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 made.

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.

### Calculate Labor

	Date	Time	# of Men	Total Hours	Rate per Man	Total Cost
Installation.....	_____	_____	_____	_____ X _____	X _____	= \$ _____
Dismantle.....	_____	_____	_____	_____ X _____	X _____	= \$ _____
<b>(One-hour minimum) Total Labor Cost: \$</b>						_____

Tricord Labor Supervision (25% of total I&D).....Total Labor Cost: \$ \_\_\_\_\_ X 25%: \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Note: We understand that your calculation is only an estimate. Invoicing will be done from the actual hours worked. Adjustments will be made accordingly

### All Orders subject to LIMITS OF LIABILITY AND RESPONSIBILITY.

**Payment Terms: ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW unless advance credit approval has been obtained. All of the materials provided 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.**

Show Name: ACFSA Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Booth # \_\_\_\_\_ Auth. Signature: \_\_\_\_\_



# Display Installation & Dismantling

## Part 2 - Outbound Shipping Instructions

738 Neeson Road, Marina CA 93933

Phone: (831) 883-8600 Fax: (831) 883-8686

### Outbound Shipping Instructions

Please complete this section if Tricord will be supervising booth labor.

**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/Show:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_

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

**City/ State/ Zip:** \_\_\_\_\_

**Attention:** \_\_\_\_\_

Select Carrier ➡

▪ **Select Shipping Method:**

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

**Name of Carrier:** \_\_\_\_\_

Ship Via **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 than above.**

**Bill Shipping Charges to ( if different from above):**

**Shipper (signature):** \_\_\_\_\_ **Shipper (print name):** \_\_\_\_\_

**Freight Charges Billed To (Company/Show):** \_\_\_\_\_

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

**City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Attention:** \_\_\_\_\_

**Payment Terms:** ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW unless advance credit approval has been obtained. All of the materials provided are on a rental basis only 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.

Show Name: ACFSA Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Booth # \_\_\_\_\_ Auth. Signature: \_\_\_\_\_



## *Limits of Liability & Responsibility*

1. Tricord and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Tricord and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Tricord or its subcontractors except when tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Tricord or its subcontractors.
3. 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, injury or damage to an exhibitors materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.
4. Claims or loss, injury or damage which are not submitted to Tricord within thirty (30) days of the close of the show, on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Tricord or its subcontractors more than one year after the accrual of the cause of action thereof.
5. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in Sections 1 through 4 above.

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



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

## Cartload Service Order Form



Attention: This service is available to exhibitors who have *less than 200 pounds* of show material to move into, or out of their exhibit space *from their private vehicle*. Shipments exceeding 200lbs. will be charged the standard drayage rates.

**DATE TIME    NUMBER OF TRIPS                    x 50.00                    TOTAL**

DATE	TIME	Number of Trips	X 50.00	TOTAL
			X 50.00	
			X 50.00	
			X 50.00	

Show Name: <u>ACFSA</u>		Company Name: _____	
Address: _____		City: _____	State: _____ Zip: _____
Phone: (    )	Booth #: _____	Auth. Signature _____	



738 Neeson Road, Marina CA 93933

Phone: (831) 883-8600 Fax: (831) 883-8686

## CUSTOM BOOTH RENTALS

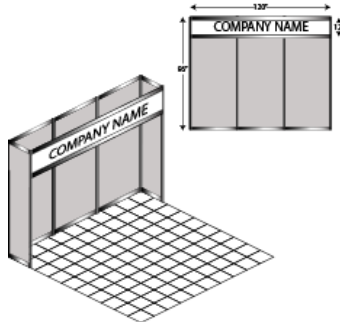
*No shipping Costs! No Drayage! Turnkey Setup!  
Ready When You Arrive! Installation Included!*

### Package #1

- 10' Hardwall Backwall
- Matching Carpet
- Two Lights
- Color Options (Black, White, Gray, or Blue)

**Package Pricing \$ 1250.00**

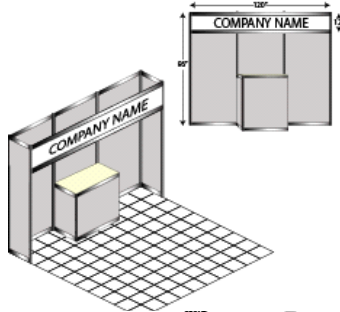
(25% off listed prices)



### Package #2

- 10' Hardwall Backwall
- 1 Meter Counter
- Matching Carpet
- Two Lights
- Color Options (Black, White, Gray, or Blue)

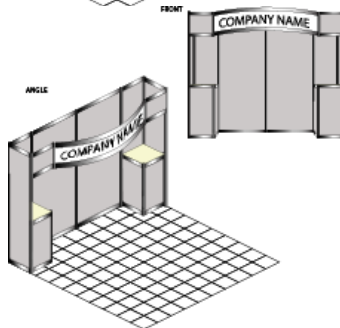
**Package Pricing \$ 1350.00**



### Package #3

- 10' Hardwall Backwall
- (2) 1/2 meter counters
- Curved header
- Matching Carpet
- Two Lights
- Color Options (Black, White, Gray, or Blue)

**Package Pricing \$ 1500.00**



### Package #4

- Tabletop Backwall
  - One Stem Light
  - Choice of Colors
- Package Pricing \$ 600.00**  
(8' table is required)



### Package #5

- Velcro Compatible Signage Board
  - 8' High x 3' Wide
  - Gray or Black
  - One Stem Light
- Package Pricing \$290.00  
W/Full Signage \$590.00



### Custom Graphics for Backlit Headers:

*(10 days advance ordering required)*

Black & White Header **\$150.00**  
Color Print w/ Logo **\$200.00**

Header Copy To Read: \_\_\_\_\_

### Options:

#### Matching Counters/Pedestals

19" x 19" x 42" High **\$110.00**  
19" x 38" x 42" High **\$135.00**  
19" x 76" x 42" High **\$205.00**  
19" x 38" x 42" High Curved **\$190.00**

#### Add Custom Graphics to Counters:

38" counter **\$200.00**  
76" counter **\$360.00**  
Add doors to counters **\$60.00**  
Add shelves to backwall **\$25.00**

*(Doors and shelves not available for 19" pedestal)*

Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Name of Show: ACFSA

Ordered By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Package Choice Number: \_\_\_\_\_ Panel Color: \_\_\_\_\_ Carpet Color: \_\_\_\_\_ Need Electricity: Y  N

Counter Options: \_\_\_\_\_

Graphic Options: \_\_\_\_\_

Email graphics information to: [signs@tricord.net](mailto:signs@tricord.net)

Authorized Signature X \_\_\_\_\_ Date \_\_\_\_\_

**Total Amount of Order \$ \_\_\_\_\_**



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

# Furniture Rental Form

Show Name: ACFSA Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Order By: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Qty.	Description	Discount Price	Floor Price	Amt
	FURNITURE			
	Side Chair	35.00	50.00	
	Padded Arm Chair	60.00	75.00	
	Black Leather Exec. Chair	100.00	115.00	
	Padded Bar Stool	65.00	80.00	

Qty.	Description	Discount Price	Floor Price	Amt
	TABLE WITH DRAPES			
	4' Draped Table	75.00	95.00	
	6' Draped Table	85.00	105.00	
	8' Draped Table	95.00	125.00	

Color (Circle one): Blue, Yellow, White, Black, Burgundy, Green, Red

Qty.	Description	Discount Price	Floor Price	Amt
	COUNTERS 42" HIGH			
	4' Draped Counter	90.00	110.00	
	6' Draped Counter	100.00	125.00	
	8' Draped Cntr.	105.00	135.00	

Color (Circle one): Blue, Yellow, White, Black, Burgundy, Green, Red

Qty.	Description	Discount Price	Floor Price	Amt
	TABLE RISERS			
	4' Riser (12" high x 12" wide)	40.00	50.00	
	6' Riser (12" high x 12" wide)	50.00	60.00	
	8' Riser (12" H x 12" Wide)	60.00	70.00	

Custom Furnishings Package		Pre-Orders Only	Total Amt Due.
	3 Arm Chairs & 1 Round Conf. Table 36"	220.00	
	2 Bar Stools, 1 36" Bistro Table	220.00	

Qty.	ACCESSORIES	Discount Price	Floor Price	Amt
	Waste Basket w/Liner	12.00	18.00	
	Easel	35.00	45.00	
	36" Bistro Table	110.00	140.00	
	Velcro Tack Board 4x8	95.00	125.00	
	Glass Showcase	275.00	N/A	
	40" Round Conf. Table	90.00	110.00	
	4 <sup>th</sup> Side Table, Skirted or Drape Color Change	15.00	25.00	
	5-Panel Literature Rack	85.00	105.00	
	Bag Tree	45.00	65.00	

Total Amount \$ \_\_\_\_\_

Important: To obtain the discount price, full payment must be included with order.  
**Cancellation Policy:** Items cancelled after installation will be charged at 100% of original price

## Electrical Order Checklist

- Save money!** Place your order before the advance rate deadline date and save up to one-third on your electrical order.
- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24-Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form. **Listed rates do not include labor and material for hookups, disconnects, and/or distribution.**
- If distribution is required, include a detailed electrical floor plan. Indicate **both** main power location(s) and distribution location(s). You may use the Outlet Location Grid Form for this purpose, or provide your own floorplan. **Labor must be ordered for all under carpet distribution of electrical wiring.**
- You may provide your own power panel distribution system, grounded extension cords, grounded plug strips and/or grounded cube taps within your display area.
- You may pre-wire your equipment to match our receptacles. Plug configuration information is available on the back of the Electrical Rental Order Form. **Labor is required to inspect equipment pre-wired to plug into our system / one half-hour minimum.**
- Avoid code violations. Check the electrical code requirements on the back of the Electrical Rental Order Form.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Payment must be included with your order to secure the advance rate. Include check or credit card authorization.**
- If you require electrical labor, you must provide your credit card information on the electrical rental order form before labor will be performed.**

 **If you have any questions, please call us at: 800/842-2517**

## Electrical Code

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- 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 trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.  
**Please leave all 2-wire cords at home!**

## Use Timesaving Wiring Methods and a Distribution System

Whenever possible, in conformance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. Here is a list of the plugs that match our equipment receptacles:

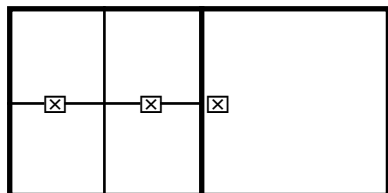
- 15 amp 120 volt: Standard U-ground plug
- 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 plug or equivalent
- 60 amp 208 volt 1Ø or 3Ø: Aero J560P plug or equivalent
- 100 amp 208 volt 1Ø or 3Ø: J-Tech J5100P plug or equivalent

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact our staff if you need more information. **Labor is required to inspect equipment pre-wired to plug into our system.**

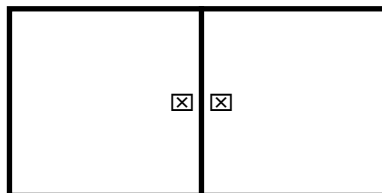
## Commonly Asked Questions

*Where will my outlet be located?*

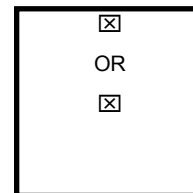
There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets:



**Line Booths**



**Back-to-Back Peninsula Booths**



**Island Booths**

*One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.*

**Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:** Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drupe line.

**Island Booths:** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and materials basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

*How much power do I need?*

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.

V120 PH1	120 Volt Single Phase
Hz60	60 Cycle
W1000	1000 Watts

V230	230 volts
A30	30 Amps
PH3	3 Phase



# Electrical Rental Order Form

RETURN TO: Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437  
 International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520

**ADVANCE RATE DEADLINE DATE:**

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ PURCHASE ORDER NUMBER \_\_\_\_\_

AUTHORIZED CONTACT \_\_\_\_\_ DATE \_\_\_\_\_

MASTERCARD 
  VISA 
  DISCOVER 
  DINERS CLUB 
  AMERICAN EXPRESS

AUTHORIZED CARDHOLDER SIGNATURE \_\_\_\_\_ AUTHORIZED CARDHOLDER - PLEASE PRINT \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

**X**

**BY SIGNING AND DELIVERING THIS FORM TO TRADE SHOW ELECTRICAL, CUSTOMER AGREES TO ALL TERMS & CONDITIONS PRINTED ON THIS FORM. TO RECEIVE THE ADVANCE RATE, WE MUST RECEIVE YOUR ORDER, WITH FULL PAYMENT, BY THE DEADLINE DATE ABOVE. ALL OTHER ORDERS WILL BE PROCESSED AT THE REGULAR RATE. NO CREDITS WILL BE ISSUED ON SERVICES INSTALLED AS ORDERED EVEN THOUGH NOT USED.**

ITEM #	QUANTITY	*QUANTITY 24 HR/DED.	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL PRICE
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**MOTOR & EQUIPMENT OUTLETS**

<b>120V</b>	6001		5 Amp/500 Watts	\$ 150.00	\$ 200.00	
	6002		10 Amp/1000 Watts	\$ 210.00	\$ 280.00	
	6003		15 Amp/1500 Watts	\$ 260.00	\$ 335.50	
	6004		20 Amp/2000 Watts	\$ 310.00	\$ 400.50	
	6005		30 Amp	Call For Quote		
<b>208V 1Ø</b>	6006		10 Amp	\$ 344.50	\$ 459.00	
	6007		20 Amp	\$ 475.00	\$ 633.50	
	6008		30 Amp	\$ 619.50	\$ 826.00	
	6009		60 Amp	\$ 826.00	\$ 1,101.50	
	6010		100 Amp	\$ 1,067.00	\$ 1,422.50	
	6012		200 Amp	\$ 1,720.50	\$ 2,294.00	
<b>208V 3Ø</b>	6013		10 Amp	\$ 461.50	\$ 615.00	
	6014		20 Amp	\$ 636.50	\$ 848.50	
	6015		30 Amp	\$ 830.00	\$ 1,107.00	
	6016		60 Amp	\$ 1,107.00	\$ 1,475.50	
	6017		100 Amp	\$ 1,429.50	\$ 1,906.00	
	6019		200 Amp	\$ 2,305.50	\$ 3,074.00	

**TRANSFORMER(S) TO BOOST 208V TO 230V**

6020	TOTAL AMPS	TOTAL AMPS	Circle Outlets Requiring Boost	@ \$4.00/AMP (20 AMP MIN.)	
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**MOTOR & EQUIPMENT OUTLETS**

<b>480V 3Ø</b>	6021		20 Amp	\$ 764.00	\$ 1,018.50	
	6022		30 Amp	\$ 996.00	\$ 1,328.00	
	6023		60 Amp	\$ 1,328.00	\$ 1,771.00	
	6024		100 Amp	\$ 1,715.50	\$ 2,287.50	
	6025		200 Amp	\$ 2,767.00	\$ 3,689.00	

**Also Available: 380V/220V 3Ø MOTOR & EQUIPMENT OUTLETS**

CALL FOR QUOTE					
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**LIGHTS** Price includes Outlet & Labor for Light Only.

6026			150 Watt <sup>1</sup>	\$ 150.00	\$ 200.00	
6027			Dbl. 150 Watt <sup>1</sup>	\$ 255.00	\$ 340.00	
6028			250 Watt Krypton <sup>1</sup>	\$ 195.00	\$ 260.00	
6029			Overhead Quartz <sup>2</sup>	\$ 600.00	\$ 800.00	

Payment Enclosed

**PLEASE READ CAREFULLY**

- \*Dedicated and 24-hour power will be at double the listed price. Please indicate these requirements in the 24 hour column at double the appropriate rate.
- Trade Show Electrical (TSE) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your equipment. All electrical installations and connections to all electrical service should be made by a TSE electrician. TSE will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by person other than a TSE electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
- OUTLET LOCATION & DISTRIBUTION** — All electrical outlets will be installed on the floor at the draped backwall 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. If no plan is provided, the outlets will be installed at our discretion. **Any additional power drops or locations are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis.**
- TSE JURISDICTION (Requires labor and/or material)** — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**
- ELECTRICAL LABOR (See Electrical Labor Order Form)** — Labor rates are subject to labor contract effective at time of show. Labor before 8:00 a.m. and after 4:30 p.m. and Saturdays, Sundays, and holidays will be at the Overtime Rate. A 25% supervision fee will be charged for all electrical labor when exhibitor or exhibitor's supervisor is not present, with a \$50.00 minimum. Starting time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (½) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

<sup>1</sup>ON STANCHION, IN-LINE BOOTHS ONLY.  
<sup>2</sup>MAY REQUIRE LABOR AND/OR LIFT AT ADDITIONAL CHARGE  
 NOT AVAILABLE AT SOME LOCATIONS.

RETURN TO: Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437  
International Exhibitors Only: Phone: 702.515.5970 • FAX: 702.263.1520

**ADVANCE RATE DEADLINE DATE:**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**YOU MUST INCLUDE YOUR CREDIT CARD INFORMATION ON THE ELECTRICAL RENTAL ORDER FORM BEFORE LABOR WILL BE PERFORMED.**

**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.  
TO DETERMINE IF YOU NEED ELECTRICAL LABOR, PLEASE READ THIS FORM CAREFULLY.**

- All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. **Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.**

**Important Information & Rates**

**Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM.** All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) hour before time requested. **Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per electrician. If exhibitor fails to use the electricians at the time confirmed, a one (1) hour "No-Show" charge per electrician will apply.**

The minimum charge for labor and equipment is one (1) hour per electrician and equipment. Labor thereafter is charged in half (1/2) hour increments per electrician and equipment. **GRATUITIES IN ANY FORM, INCLUDING CASH, GIFTS, OR LABOR HOURS FOR WORK NOT ACTUALLY PERFORMED ARE PROHIBITED BY TSE.** All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Electrician, Per Hour	Advance	Regular	Show-Site
Straight Time	\$ 92.00	\$ 115.00	\$ 138.00
Overtime	\$ 184.00	\$ 230.00	\$ 276.00

Electrician w/Lift, Per Hour	Advance	Regular	Show-Site
Straight Time	\$ 344.00	\$ 430.00	\$ 516.00
Overtime	\$ 436.00	\$ 545.00	\$ 654.00

- Straight Time: Monday through Friday 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday, and all day on Saturdays, Sundays & Holidays.
- Advance Rate: Rate applies to orders placed on or before the above advance deadline date.
- Regular Rate: Rate applies to orders placed after the above advance deadline date, but before the first day of exhibitor move-in.
- Show-Site: Rate applies to orders placed at show site.

**Please Indicate Service** **Place Order Here**

- TSE SUPERVISED (OK TO PROCEED)**  
*Requires floor plan. Please complete "Outlet Location Grid" form (E-5), or provide your own detailed floor plan, including drop and outlet locations and orientation to adjacent booths.*  
TSE will supervise labor to:
- Distribute power under carpet.
- A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*
- EXHIBITOR SUPERVISED (DO NOT PROCEED)**  
Exhibitor will supervise.
- Indicate electricians needed for installation and dismantling

LABOR TYPE	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	# OF HOURS	# OF ELECTRICIANS	LABOR RATE/HR	TOTAL
		AM	AM				\$
		PM	PM				\$
		AM	AM				\$
		PM	PM				\$
		AM	AM				\$
		PM	PM				\$
		AM	AM				\$
		PM	PM				\$

<b>I AGREE TO ALL TERMS &amp; CONDITIONS PRINTED ON THE ELECTRICAL RENTAL AND LABOR ORDER FORMS (E-3 &amp; E-4).</b>	1. Total Labor Ordered	\$
	2. 25% (\$50.00) TSE Supervision	\$
	3. Payment Enclosed	\$

**TSE IS RESPONSIBLE FOR THE FOLLOWING. PLEASE SPECIFY, AS REQUIRED, IN THE "LABOR TYPE" COLUMN ABOVE:**

- Power Distribution**  
E1 - Concealed wiring in walls, headers, or displays  
E2 - In front of hard walls at the back of booth  
E3 - Above tile floor  
E4 - Distribution from outlets to equipment
- Equipment Connections**  
E5 - Electrical motors and/or controls  
E6 - Breaker panels or power distribution panels  
E7 - Interconnection between equipment  
E8 - Electrical apparatus equipment wiring

- Lights**  
E9 - Separately attached light tracks  
E10 - Track light heads
- General Lighting**  
E11 - Fluorescent/Incandescent  
E12 - Overhead  
E13 - Lighting mounted separate to exhibit structure  
E14 - Light boxes  
E15 - Neon
- Other Electrical**  
E19 - Specify:

**Authorized Signature:** X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Please estimate the number of electricians and hours per electrician needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

**RETURN TO:** Trade Show Electrical • 7050 Lindell Road, Las Vegas, NV 89118-4702 • Phone: 800.842.2517 • FAX: 866.329.1437  
**International Exhibitors Only:** Phone: 702.515.5970 • FAX: 702.263.1520

**FORM DEADLINE DATE:**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
AUTHORIZED CONTACT SIGNATURE <b>X</b>	AUTHORIZED CONTACT—PLEASE PRINT	DATE

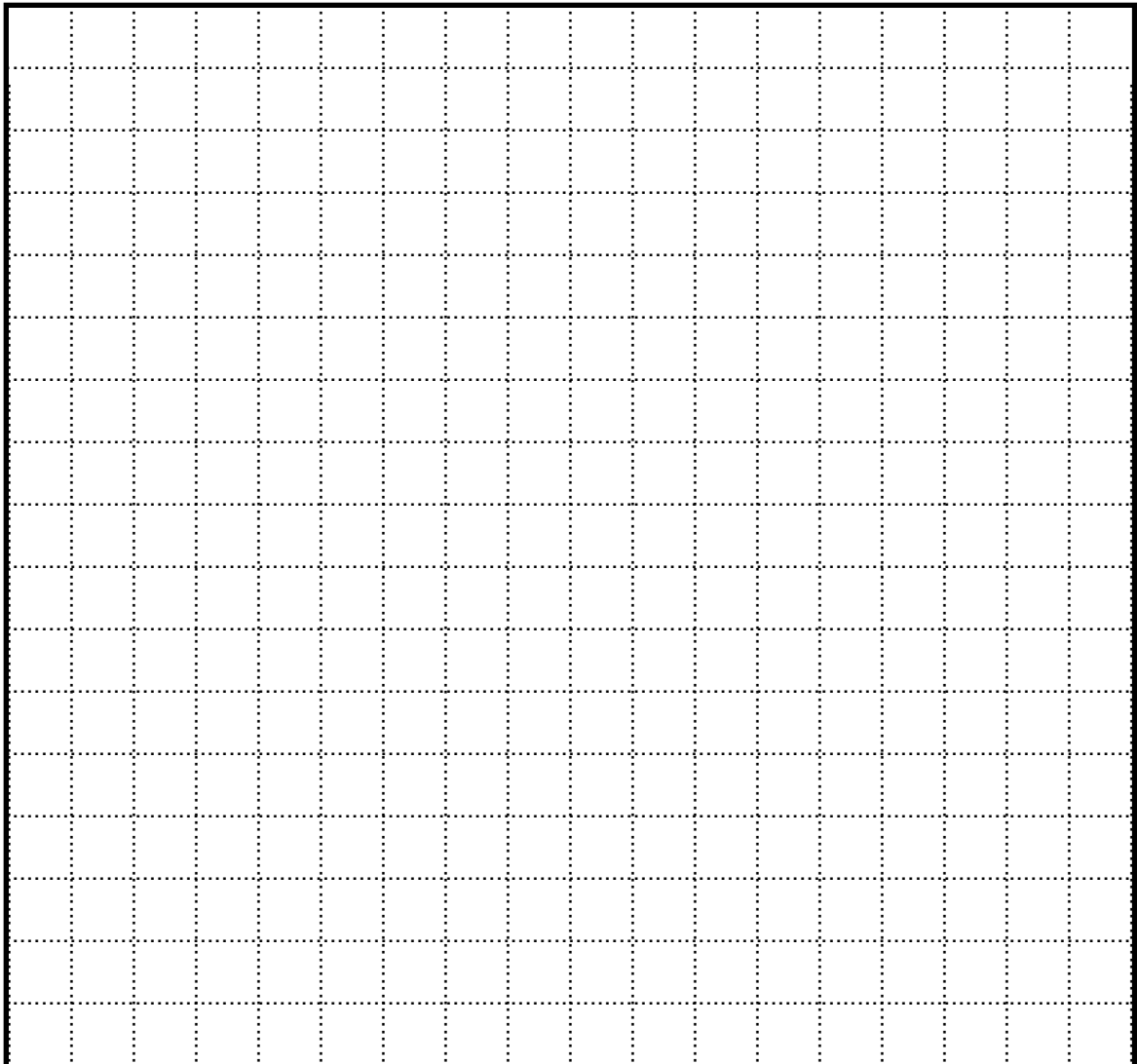
If you have an island booth and/or require electrical distribution, you must submit a booth floor plan with your Electrical Service Order Form to ensure that your outlets and lighting are properly placed. If you do not have a booth floor plan, please use the grid on this page and submit it with your electrical order. (See the Electrical Service Information Sheet for additional information).

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (e.g. 1 square = 10 feet) or indicate the dimensions of your booth.
- **Mark the adjacent booth numbers or aisle numbers.** This will help us orient your service correctly.
- Mark outlet locations, expressed in watts or amps and voltage in each location.
- Mark main power location.
- Detach this form and send it with your prepaid Electrical Service Order Form.
- Credit card information must be provided on the electrical rental order form before labor will be performed.

Adjacent Booth or Aisle Number: \_\_\_\_\_

Adjacent Booth or Aisle Number: \_\_\_\_\_



Adjacent Booth or Aisle Number: \_\_\_\_\_

Adjacent Booth or Aisle Number: \_\_\_\_\_

**FORM DEADLINE DATE:**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

You may arrange for a third party to handle your display and be billed for services. TSE will agree to this arrangement if the third party has a satisfactory payment record with us. **Both Firms** must complete this form, including **Third Party Credit Card Charge Authorization below**. Return form by the deadline date. **TSE reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

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. TSE Terms & Conditions apply to both the Exhibiting Firm and Third Party Representative.

**Exhibiting Firm**

EXHIBITING FIRM
STREET ADDRESS
CITY STATE ZIP
PHONE FAX

*The items checked below are to be invoiced to the Exhibiting Firm:*

- Outlets  Material
- Lighting  Labor
- All Items
- Other (Please Specify) \_\_\_\_\_

**I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions.**

**PLEASE SIGN**  \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

**Exhibiting Firm Credit Card Charge Authorization**  
*(All Information Must Be Provided)*

**PROVIDE EXPIRATION DATE**  **EXPIRATION DATE**

- MasterCard
- VISA
- Diners Club
- Discover
- American Express

Corporate  Personal

**Account Number**  -  -  -

CARDHOLDER'S NAME PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS CITY
STATE ZIP COUNTRY

**PLEASE SIGN**  \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

\_\_\_\_\_  
DATE

**Third Party**

THIRD PARTY
STREET ADDRESS
CITY STATE ZIP
PHONE FAX

*The items checked below are to be invoiced to the Third Party:*

- Outlets  Material
- Lighting  Labor
- All Items
- Other (Please Specify) \_\_\_\_\_

**I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions.**

**PLEASE SIGN**  \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

**Third Party Credit Card Charge Authorization**  
*(All Information Must Be Provided)*

**PROVIDE EXPIRATION DATE**  **EXPIRATION DATE**

- MasterCard
- VISA
- Diners Club
- Discover
- American Express

Corporate  Personal

**Account Number**  -  -  -

CARDHOLDER'S NAME PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS CITY
STATE ZIP COUNTRY

**PLEASE SIGN**  \_\_\_\_\_  
CARDHOLDER'S SIGNATURE

\_\_\_\_\_  
DATE



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

## Special Cleaning

ORDER:

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

**\$0.29**

- Vacuuming Carpet

Before show opens ONLY. Cost per square foot is

**\$0.33**

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.

**Daily:** Vacuuming / Porter service \_\_\_\_\_ (Square feet) x \_\_\_\_\_ (number of days) = \$ \_\_\_\_\_  
(please circle service required)

**Total Due = \$ \_\_\_\_\_**

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.

Orders subject to LIMITS AND OF LIABILITY AND RESPONSIBILITY  
as set forth elsewhere in Exhibitor Services Manual

**Payment Terms:** All accounts must be settled at our service desk prior to the close of the show unless advance credit approval has been obtained. Purchase Order, if required for payment, must accompany order form. All of the materials are on a rental basis and remain the property of Tricord.

**\*NOTE 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.**

Show: <u>ACFSA</u>	Company Name: _____
Address: _____	City: _____ State: _____ Zip: _____
Phone: (     ) _____	Booth #: Auth. Signature _____



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

## *Carpet Rental Form*

### Standard Cut Carpet

In Line Booths Only

Amount	Size	Advance Rate	Floor Rate	Total
	10'x10'	\$125.00	\$150.00	
	10'x20'	\$250.00	\$300.00	
	10'x30'	\$400.00	\$500.00	
	10'x40'	\$600.00	\$700.00	

Prices Include installation and taping of front edge only. Additional taping at \$.75 per foot must be ordered if booth space has more than one entrance/exit point.

Circle Carpet Color Choice:    Gray, Blue, Red, Green, Black, Burgundy, Toast

Padding Under Carpet:	\$.85/Sq.Ft. x (size of booth)	\$
Additional Taping:	\$.75/Ft.	\$
Visqueen	\$.65/Ft	\$

### Special Cut Carpet & Island Booths

Must be ordered in 10' increments (Minimum of 100 square feet)

Per Square Foot:                      Advance                      Floor                      (Rental price includes installation & removal )  
    \$ 2.75                                      \$ 5.00

Colors:    Royal Blue, Red, Burgundy, Hunter Green, Gray, Black, Toast.    ( Please circle color choice )  
 ((If you are in need of a color that not listed, please call for a quote (831) 883-8600)

Carpet Color : \_\_\_\_\_ Booth Size: \_\_\_\_\_

Formula:    Booth size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$2.75 / \$5.00 per Sq Ft. \$ \_\_\_\_\_

Carpet Padding: Booth size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ Sq. Ft. @ \$ .85 per Sq Ft    =    \$ \_\_\_\_\_

Total For This Page: \$ \_\_\_\_\_

Show Name: ACFSA    Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# HEARTY PLANTS AND MORE

ACFSA 2010  
Aug 23<sup>rd</sup>-Aug 24<sup>th</sup>, 2010



Fax Orders To: 760-568-3035

Blooming Color Plants Six Inch	Price Each	Quantity	Total
Azaleas (seasonal)	\$22.00		
Bromeliads	\$20.00		
Chrysanthemums	\$18.00		
Kalanchoes	\$16.00		

Green Plants Eight Inch	Price Each	Quantity	Total
Boston Ferns	\$18.00		
Pothos	\$18.00		

Floor Plants	Price Each	Quantity	Total
2 Foot	\$20.00		
3 Foot	\$30.00		
4 Foot	\$40.00		
5 Foot	\$50.00		
6 Foot	\$60.00		
7 Foot	\$70.00		

<b>Bubble Bowl</b>	\$15.00		
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Floral	One Sided	All Around	Quantity	Total
\$40.00				
\$60.00				
\$80.00				

Plant Containers	Mark Preferred Container
Black Pots	
Wicker Baskets	

Order Subtotal:	_____
CA Sales Tax 8.75%:	_____
Delivery Charge and Pick Up:	<u>      \$10.00      </u>
Order Main Total:	_____

**\*Form of Payment**

**Mail Checks To: 71-601 Gardess Road, Rancho Mirage, CA 92270 \*Ph: 760-346-5592**

Check  Visa  Mastercard  Discover  American Express

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

\*\*\*\*\*

Show Name: ACFSA c/o TriCord Location: Town & Country Resort San Diego, CA. Date of Event: 8/23 & 24, 2010

Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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



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

# Signs & Banners

Show Name: ACFSA Exhibiting Company: \_\_\_\_\_ Booth# \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

*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

Quantity	Size	Cost	Total
	22" x 28"*	\$60	
	24" x 36"	\$100	
	30" x 40"	\$135	
	36" x 48"	\$180	
	36" x 60"	\$250	
	38" x 94"**	\$400	

\*Fits in Sign Holder \*\*Fits in Meter Board Frame

## Standard Size Banners\*

Quantity	Size	Cost	Total
	2' x 6'	\$180	
	3' x 6'	\$240	
	2' x 8'	\$340	
	3' x 8'	\$380	
	2' x 10'	\$360	
	3' x 10'	\$450	

\*Includes Grommets or Sleeve for rod.

## Custom Size Sign Options:

Color prints on gloss                    \$12 per square foot  
 Mount on Sintra:                         \$3 per square foot  
 Laminate:                                    \$3 per square foot  
 Graphic Design Time:                    \$90 per Hour

**Deadline Date:** 7 days prior to exhibition. Jobs submitted after deadline are subject to 25% late fee.

**Cancellation Policy:** Signs cancelled or changed after order is received will be charged at 100% of the original price.

Special Instructions: \_\_\_\_\_

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

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

Ordered By: \_\_\_\_\_

Phone #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Audio Visual Services

## Order Form

### Town and Country Resort & Convention Center

SHOW NAME: \_\_\_\_\_  
 SHOW DATES: \_\_\_\_\_  
 DELIVERY DATE: \_\_\_\_\_  
 PICKUP DATE: \_\_\_\_\_

ROOM NAME: \_\_\_\_\_  
 BOOTH NAME: \_\_\_\_\_  
 BOOTH CONTACT: \_\_\_\_\_  
 CONTACT INFO: \_\_\_\_\_

#### EQUIPMENT RENTALS

Qty	VIDEO	Total
	Tripod Screen 6' or 8'	\$45.00
	10' x 10' C Screen (Table Top)	\$65.00
	6' x 8' Screen w/Black Dress Kit	\$135.00
	7.5' x 10' Screen w/Black Dress Kit	\$150.00
	9' x 12' Screen w/Black Dress Kit	\$180.00
	10.5' x 14' Screen w/Black Dress Kit	\$225.00
	12' x 16' Screen w/Black Dress Kit	\$325.00
	LCD Projector (2K Lumens)	\$300.00
	LCD Projector (4K Lumens)	\$400.00
	LCD Projector (7K Lumens)	\$750.00
	DVD Player	\$50.00
	VHS Player	\$50.00
	Scan Converter (Switch Computer and DVD)	\$300.00
	Projector Cart Package (includes all cables)	\$35.00

Qty	AUDIO	Total
	Wired Lectern or Standing Microphone	\$40.00
	Wireless Microphone - Lavalier	\$125.00
	Wireless Microphone - Handheld on Stand	\$125.00
	4 Channel Audio Mixer	\$40.00
	6 Channel Audio Mixer	\$60.00
	8 Channel Audio Mixer	\$80.00
	12 Channel Audio Mixer	\$150.00
	Self Powered Speaker w/Stand	\$75.00
	CD Player	\$25.00
	Computer Audio Interface	\$15.00
	Set of Two Small Computer Speakers	\$40.00

Qty	MONITORS	Total
	17" Flat Panel Monitor w/Table Stand	\$50.00
	20" Flat Panel Monitor w/Table Stand	\$100.00
	26" Sharp LCD Monitor w/Table Stand	\$175.00
	32" Sharp LCD Monitor w/Table Stand	\$250.00
	42" Sharp LCD Monitor w/Table Stand	\$375.00
	52" Sharp LCD Monitor w/Table Stand	\$450.00
	7' Dual Pole Stand	\$50.00

Qty	MEETING SUPPORT	Total
	Overhead Projector with Stand	\$50.00
	Flipchart w/Pad & Pens	\$40.00
	Flipchart w/POST IT Pads	\$60.00
	Whiteboard w/Markers	\$45.00
	Laser Pointer "Red"	\$30.00
	USB Wireless Mouse	\$50.00
	Black Pipe & Drape	\$14/ft.
	Lectern Lighting Package (Four Instruments)	\$250.00

Qty	COMPUTERS & PRINTERS	Total
	PC Laptop Computer with Windows 7 <small>1.5Ghz with 15" Screen, 1Gb RAM, 64M Video, DVD/CDW, WiFi Card, and wired Mouse.</small>	\$150.00
	PC Desktop with Windows 7 <small>2.8Ghz, 1Gb RAM, 64M Video, DVD/CDW, 17" flat screen Monitor, Keyboard, and wired Mouse.</small>	\$150.00
	iMac Desktop Computer w/OS 10.6, Windows 7 <small>Includes 21" Flat Screen Monitor, Keyboard and Mouse</small>	\$200.00
	B&W Desktop Printer (16 ppm)	\$150.00



#### PAYMENT INFORMATION

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

#### PAYMENT INFORMATION

Check Enclosed (Payable to MSI)  
 VISA    Mastercard    American Express    Discover  
 Cardholder's Name: \_\_\_\_\_  
 Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CVV2 #: \_\_\_\_\_ (3 digits on back of Visa/MC - 4 digits on front of AMEX)  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. SUBTOTAL OF CHARGES \$ \_\_\_\_\_  
 2. NUMBER OF RENTAL DAYS \_\_\_\_\_  
 3. MULTIPLY **LINE 1** x **LINE 2** \$ \_\_\_\_\_  
 4. CALCULATE SALES TAX  
 MULTIPLY **LINE 3** x 8.75%: \$ \_\_\_\_\_  
 5. CALCULATE SERVICE CHARGE\*  
 MULTIPLY **LINE 3** x 19%: \$ \_\_\_\_\_  
**TOTAL CHARGES \$ \_\_\_\_\_**

(\* 19% service charge covers: Equipment Preparation, Setup, and Removal.  
 For additional audio visual or labor needs, please contact us for an estimate.

Cancellation of equipment and services must be received 72 hours prior to delivery date to avoid a one day minimum charge.

**Please email, mail or fax this form to:**  
**Meeting Services, Inc.**  
 500 Hotel Circle North  
 San Diego, CA 92108  
 TEL 619.291.8770 • FAX 619.574.6712 • tcoffice@msjprod.com

# Internet and Telephone Services

## Order Form

Town and Country Resort & Convention Center

SHOW NAME: \_\_\_\_\_  
 SHOW DATES: \_\_\_\_\_  
 DELIVERY DATE/TIME: \_\_\_\_\_  
 PICKUP DATE/TIME: \_\_\_\_\_

ROOM NAME: \_\_\_\_\_  
 BOOTH NAME/NUMBER: \_\_\_\_\_  
 BOOTH CONTACT: \_\_\_\_\_  
 CONTACT PHONE: \_\_\_\_\_

### EQUIPMENT RENTALS

INTERNET SERVICES	Total
-------------------	-------

Wired Internet (Show Rate)			
Shared Wired Internet Connection <small>Includes 1 DHCP device connection</small>	\$250.00		
5-Port 10/100/1000 Gigabit Ethernet Switch <small>Allows 5 devices to share an internet connection</small>	\$50.00		
8-Port 10/100/1000 Gigabit Ethernet Switch <small>Allows 8 devices to share an internet connection</small>	\$75.00		
Each additional device connection	\$10.00		

Wireless Internet (Show Rate)			
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Shared Wireless Access Point Connection <small>Includes 1 DHCP device connection</small>	\$250.00		
---	----------	--	--

Internet Protocol (IP) Address Options			
--	--	--	--

Private Static IP Address <small>Device to Device Connectivity on Internal Network (No Internet access)</small>	\$50.00		
Public Static IP Address <small>Device to Device Connectivity over the Ethernet (Must Purchase Shared Internet Connection Above)</small>	\$50.00		

Virtual Local Area Network (VLAN)			
-----------------------------------	--	--	--

<small>Must Purchase Shared Wired Internet Connection Above</small>			
VLAN (two port configuration)	\$200.00		
Additional Port Configured	\$100.00		

Please contact us for greater bandwidth needs and/or other custom options.

COMPUTER RENTAL	Total
-----------------	-------

PC Laptop Computer with Windows 7 <small>1.5Ghz with 15" Screen, 1Gb RAM, 64M Video, DVD/CDW, WIFI Card, and wired Mouse.</small>	\$150.00		
PC Desktop with Windows 7 <small>2.8Ghz, 1Gb RAM, 64M Video, DVD/CDW, 17" flat screen Monitor, Keyboard, and wired Mouse.</small>	\$150.00		
iMac Desktop Computer, OS 10.6, Windows 7 <small>Includes 21" Flat Screen Monitor, Keyboard and Mouse</small>	\$200.00		

### TELEPHONE SERVICES

Basic Telephone Line and Instrument	\$200.00		
Direct Dial Telephone Line <small>For use with Credit Card Machine or Fax</small>	\$250.00		
Polycom Speaker Phone      days _____ x	\$50.00		

Telephone prices listed above **DO NOT** include local or long distance charges. Those charges will be assessed by the Town & Country PBX Center.



Resort and Convention Center

### PAYMENT INFORMATION

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

1. SUBTOTAL OF CHARGES: \$ \_\_\_\_\_  
 2. CALCULATE SALES TAX  
 MULTIPLY LINE 1 x 8.75%: \$ \_\_\_\_\_  
 3. CALCULATE SERVICE CHARGE\*  
 MULTIPLY LINE 1 x 19%: \$ \_\_\_\_\_

#### PAYMENT INFORMATION

Check Enclosed (Payable to MSI)  
 VISA    Mastercard    American Express    Discover

Cardholder's Name: \_\_\_\_\_  
 Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 CVV2 #: \_\_\_\_\_ (3 digits on back of visa/mc - 4 digits on front of AMEX)  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TOTAL CHARGES:** \$ \_\_\_\_\_

(\*) 19% service charge covers: Equipment Preparation, Setup, and Removal.  
 For additional audio visual or labor needs, please contact us for an estimate.

ALL CHARGES ARE PAYABLE IN ADVANCE  
Cancellation Policy  
 Cancellation of equipment and services must be received 72 hours prior to delivery date to avoid a one day minimum charge.

**Please email, mail or fax this form to:**  
**Meeting Services, Inc.**  
 500 Hotel Circle North  
 San Diego, CA 92108  
 TEL 619.291.8770 • FAX 619.574.6712 • tcoffice@msiprod.com