



Exhibitor Information

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

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

Show Information

Show Colors

Booth Drape: Green & Silver

Exhibit Hall Carpet: Included in booth (multicolored: red, gold, blue, black)

Booths:

Each 10' x 10' booth space includes:

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

Deadlines

Rental Discount Deadline: July 29th, 2013

Advance Freight Receiving Deadline: August 8th, 2013

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

Exhibit Hall Hours

Exhibitor Move In

Monday	August 12 th	1:00pm-8:00pm
Tuesday	August 13 th	6:30am-8:00am

Exhibits Open

Tuesday	August 13 th	10:00am-3:00pm
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Exhibitor Move Out

Tuesday	August 13 th	3:00pm-7:00pm
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*Note: All exhibitor ordered freight carriers must be checked in by 5:30pm for freight pick up

Assistance

If you have any questions please call the office at (831) 883-8600



Estimated Totals & Payment Form

Services Ordered

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

Credit & Payment Policies

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

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

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

Method of Payment

Company Check

- Please make checks payable to Tricord Tradeshows
 (Checks must be in U.S. Funds)

Mail to:

TriCord
Tradeshows 738
Neeson Road
Marina, CA 93933

Company Card

- Credit Card Information



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

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

Company Name	Booth Number
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Shipping: Advance to Warehouse

Advance Shipment Deadline

Thursday August 8th, 2013

Advance Crated Shipments

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

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

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

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

Overtime:

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

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

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

Exhibiting Company Name	Booth#
ACFSA	
YRC c/o Tricord Tradeshows	
1650 Kleppe Ln.	
Sparks, NV. 89431	

Advance Shipment Rates (200lb min)

\$72.00

For each 100 lbs. or fraction thereof.

Overtime on Advance Shipments (200lb min)

\$18.00

For each 100 lbs. or fraction thereof.

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

Important information

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

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



RUSH! EXHIBIT MATERIAL

MUST ARRIVE BY AUGUST 8th, 2013

TO: _____
(EXHIBITOR NAME)
BOOTH # _____
EVENT: _____

YRC c/o Tricord Tradeshows
1650 Kleppe Ln.
Sparks, NV 89431.

WAREHOUSE

NO. _____ OF _____ PIECES



RUSH! EXHIBIT MATERIAL

MUST ARRIVE BY AUGUST 8th, 2013

TO: _____
(EXHIBITOR NAME)
BOOTH # _____
EVENT: _____

YRC c/o Tricord Tradeshows
1650 Kleppe Ln.
Sparks, NV 89431.

WAREHOUSE

NO. _____ OF _____ PIECES



Shipping: Direct to Exhibit Site

Direct Shipments to the Exhibit Site

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

Special Handling

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

Overtime

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

Outgoing Shipments

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

Important Information

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

Payment

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

Shipment must arrive:

Monday August 12, 2013 Between 8am – 5pm

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

Tricord Tradeshows c/o Exhibiting
 Company Name Booth#
 Peppermill Resort & Spa
 2707 S. Virginia St, Tuscany Ballroom
 Reno, NV 89502

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

\$72.00

For each 100 lbs. or fraction thereof

Overtime Rates & Special Handling

\$18.00

For each 100 lbs. or fraction thereof.

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



RUSH! EXHIBIT MATERIAL

CAN ONLY ARRIVE ON AUGUST 12th, 2013

TO: _____

(EXHIBITOR NAME)

BOOTH # _____

EVENT: _____

TriCord Tradeshows c/o
Peppermill Resort & Spa
2707 S. Virginia St, Tuscany Ballroom
Reno, NV 89502

SHOWSITE

NO. _____ OF _____ PIECES



RUSH! EXHIBIT MATERIAL

CAN ONLY ARRIVE ON AUGUST 12th, 2013

TO: _____

(EXHIBITOR NAME)

BOOTH # _____

EVENT: _____

TriCord Tradeshows c/o
Peppermill Resort & Spa
2707 S. Virginia St, Tuscany Ballroom
Reno, NV 89502

SHOWSITE

NO. _____ OF _____ PIECES



Material Handling

Important Information

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

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

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

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

Overtime:

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

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

Check One:

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

Calculation of Order

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

Advance Crated Shipments to the Warehouse (200 lb minimum)

We will ship lbs. @ per 100 lbs = minimum =

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

We will ship lbs. @ per 100 lbs = minimum =

Shipments or Equipment Requiring Special Handling at the Exhibit Site

We will ship lbs. @ an additional \$21.00 cwt. each way minimum =

Overtime Charges (200 lb. Minimum)

(See overtime charges on Shipping Instruction Order Form)

per 100 lbs = minimum =

Company Name	Booth Number
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Authorization to Provide Material Handling Services

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

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

Company Name	Booth Number
Signature	Date



Limits of Liability & Responsibility

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



Display Installation & Dismantling

Service A-Tricord Supervision

Installation

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

Dismantling

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

Service B- Exhibitor Supervision

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

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

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

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

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

Display labor

- Straight Time- 8:00am-4:30pm, Monday-Friday
 \$ **90.00/per man/per hour** Discount Rate
 \$ **126.00/per man/per hour** Floor Order
- Overtime- Before 8:00am & after 4:30pm weekdays and all day Saturday, Sunday, & Holidays
 \$ **135.00/per man/per hour** Discount Rate
 \$ **189.00/per man/per hour** Floor Order

	Date & Time	# of Men	# Hours	Hourly Rate	Total
Installation	[] x [] x [] x [] = []				
	[] x [] x [] x [] = []				

	Date & Time	# of Men	# Hours	Hourly Rate	Total
Dismantle	[] x [] x [] x [] = []				
	[] x [] x [] x [] = []				

Total: \$ []

Company Name

Booth Number



Outbound Shipping

Outbound Shipping Instructions

Please complete this section if Tricord will be supervising booth labor

Select Carrier/Shipping Method →

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

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

Select Shipping Carrier

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

Name of Carrier →

Ship Via carrier of official show freight carrier

Select Shipping Method

Ground

Air: Select Service Preferred

Please note:

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

Billing Information

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

Bill Shipping Charges to (if different from above)

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



ACFSA
August 12th-13th, 2013
Peppermill Resort & Spa
Reno, NV

Union Rules & Regulations

Union Information

To assist you in planning your participation in your Reno 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 Reno on a one-to-one basis.

Teamsters Union

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

Electrical Union

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

Tipping

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



Third Party Authorization

Important Information

You may arrange for a third party to handle your display and be charged for services.

**Tricord Tradeshows will agree to this arrangement if the third party has a credit card on file.

Both firms must complete this form, including **Third Party Credit Card Charge Authorization** below, & **Return form by the deadline date of: Monday July 29th, 2013**

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

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Firm

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

Third Party

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

Third Party Credit Card Authorization



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



EXHIBITOR'S ONLY-EAC INFORMATION FORM

If an exhibitor plans to use a firm other than the "official Show Vendor" please list below the non-official vendor's company name, contact name, phone number and email. After completing this form please fax it to TriCord Tradeshows at the number listed below. The **Exhibitor Appointed Contractor Information Form** must be completed and returned no later **Monday July 29th, 2013.**

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

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

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

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

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

Exhibitor Appointed Contractor Information

Please list below your exhibitor appointed contractors information:

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

Please fax or mail this form to TriCord Tradeshows by: **Monday July 29th, 2013**

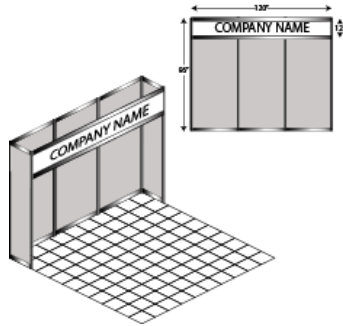


10x10 CUSTOM BOOTH RENTALS

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

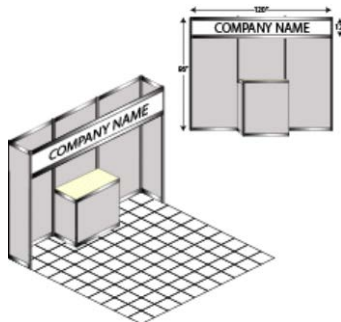
Package #1

- 10' Hardwall Backwall
- Matching Carpet
- Two Lights (Electricity Required)
- Color Options:
 Black White Gray Blue
- Package Pricing \$ 1250.00**
 (25% off listed prices)



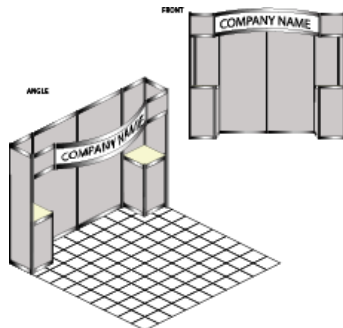
Package #2

- 10' Hardwall Back wall
- 1 Meter Counter
- Matching Carpet
- Two Lights (Electricity Required)
- Color Options:
 Black White Gray Blue
- Package Pricing \$ 1550.00**



Package #3

- 10' Hardwall Backwall
- (2) 1/2 meter counters
- Curved Header
- Matching Carpet
- Shelves not Available
- Two Lights (Electricity Required)
- Color Options:
 Black White Gray Blue
- Package Pricing \$ 1750.00**



Package #4

- Tabletop Backwall
- One Stem Light (Electricity Required)
- Package Pricing \$ 750.00**
 (8' table is required)



Package #5

- Velcro Compatible Pop-up Booth
- 8' High x 10' Wide
- Black Only
- Two Stem Lights (Electricity Required)
- Carpet Not Included
- Package Pricing \$ 1000**
- W/Full Color Header \$1050.00



Additional Options

Custom Graphics for Backlit Headers:

(10 days advance ordering required)

<input type="checkbox"/> Black & White Header	x \$150.00	-----	\$	<input type="text"/>	Total
<input type="checkbox"/> Color Print w/ Logo	x \$200.00	-----	\$	<input type="text"/>	
Header Copy to Read:				<input type="text"/>	
<input type="checkbox"/> Will Send Artwork					

Options:

Matching Counters/Pedestals

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

Add Custom Graphics to Counters:

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

*Doors & Shelves not available for pedestal

Total: \$

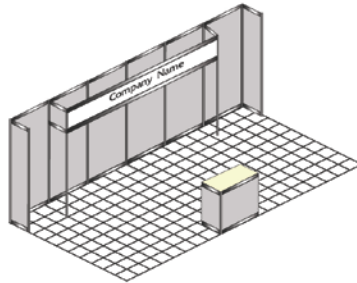
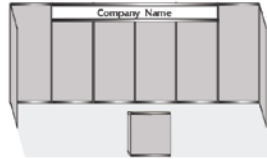
Company Name	Booth Number
--------------	--------------

10x20 CUSTOM BOOTH RENTALS

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

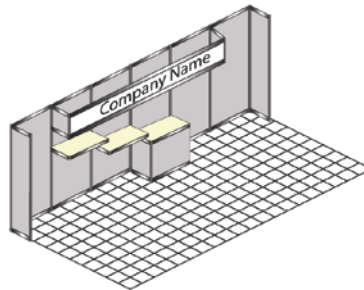
Package # 6

20' Hardwall Backwall
(1) Meter Counter
10x20 Carpet
Two Lights (electricity required)
Black **White** **Gray** **Blue**
Package Pricing \$ 2445.00



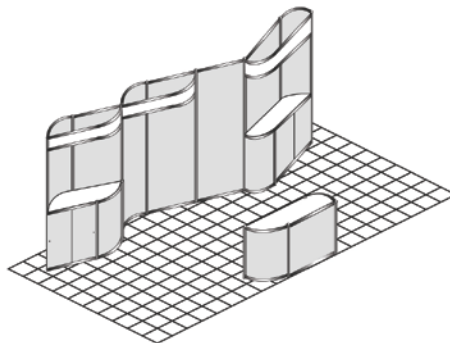
Package # 7

20' Hardwall Backwall
(1) Meter Counter
(2) Meter Shelves
10x20 Carpet
Two Lights (electricity required)
Black **White** **Gray** **Blue**
Package Pricing \$ 2545.00



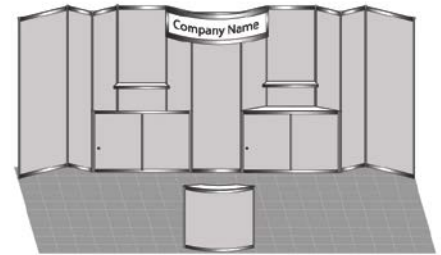
Package # 8

20' Curved Hardwall Backwall
(3) Double Curve Counters
10x20 Carpet
Four Lights (electricity required)
Black **White** **Gray** **Blue**
Package Pricing \$3645.00
**Graphics Optional*



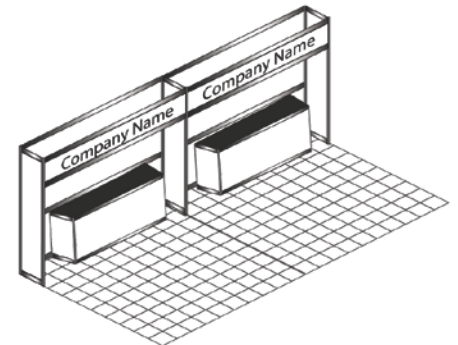
Package # 9

20' Zig Zagged Hardwall Backwall
(2) Built in Counters W/doors in front
(2) Shelves
(1) Free Standing Curved Meter Counter
10x20 Carpet
Two Lights (electricity required)
Black **White** **Gray** **Blue**
Package Price 3445.00



Package # 10

20' Hardwall Backwall W/Horizontal Panels
(2) Built in 2 Meter Counters
10x20 Carpet
Four Lights (electricity required)
Black **White** **Gray** **Blue**
Package Pricing \$3045.00



For Booth Header & Additional Options refer to previous page.

**** Full Graphics are available**

Company Name

Booth Number



Signs & Banners

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 for quotes, design and proofing. Save files as vector .PDF or .EPS, 300 dpi for photos. FTP is available for large files.

Standard Size Signs

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

Sizes	Quantity	Cost	Total
*22" x 28"-----	<input type="text"/>	x \$60-----	\$ <input type="text"/>
24" x 36"-----	<input type="text"/>	x \$85-----	\$ <input type="text"/>
30" x 40"-----	<input type="text"/>	x \$120-----	\$ <input type="text"/>
36" x 48"-----	<input type="text"/>	x \$175-----	\$ <input type="text"/>
36" x 60"-----	<input type="text"/>	x \$220-----	\$ <input type="text"/>
**38" x 94"-----	<input type="text"/>	x \$375-----	\$ <input type="text"/>
Total: \$			<input type="text"/>

We will send ready to print artwork

We require design assistance

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

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

Standard Size Banners

*Includes Grommets or Sleeve for rod

Sizes	Quantity	Cost	Total
2' x 6'-----	<input type="text"/>	x \$180-----	\$ <input type="text"/>
2' x 8'-----	<input type="text"/>	x \$240-----	\$ <input type="text"/>
3' x 6'-----	<input type="text"/>	x \$270-----	\$ <input type="text"/>
2' x 10'-----	<input type="text"/>	x \$300-----	\$ <input type="text"/>
3' x 8'-----	<input type="text"/>	x \$360-----	\$ <input type="text"/>
3' x 10'-----	<input type="text"/>	x \$450-----	\$ <input type="text"/>
Total: \$			<input type="text"/>

Custom Size Sign Options:

Color prints on gloss-----\$15 per square foot
 Mount on Sintra-----\$3 per square foot
 Graphic Design Time-----\$95 per Hour

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

Special Instructions:

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

Total Amount Enclosed \$

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

Digital File Preparation

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

Suitable Formats for images and/or logos

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

-All fonts must be converted to outlines-

Suitable Media for images and/or logos

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

AVOIDING ADDITIONAL COSTS

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

Vector Artwork

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

See Visual

* All fonts within artwork need to be converted to outlines

PDF

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

See Visual

JPEG

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

See Visual

Vector Artwork Example:



.gif @ 400%



.ai / .eps vector @ 400%

PDF & JPG Example:



Low Resolution (72dpi) .jpg 23KB



High Resolution (300dpi) .jpg 3.1MB



FTP (File Transfer Protocol) Instructions

The FTP host address: ftp://207.111.210.13

User Name: tricorduser

Password: shows

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

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

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



Cartload Service Order Form

Small Freight Service Qualifications

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

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

VEHICLES THAT QUALIFY:



Sedan



Van



Sports Utility Vehicle



Pickup

Failure to Qualify

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

VEHICLES THAT DO NOT QUALIFY:



Rental Truck



Flatbed



Stakebed



Trailers



Bobtail



Semi Truck

How to Receive Service Onsite

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

Where to Load and Unload

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

Small Freight Services

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

<u>Dock to Booth</u>	Price	Quantity	Total
One way service	\$40.00	x <input type="text"/>	-----\$ <input type="text"/>

<u>Booth to Dock</u>	Price	Quantity	Total
One way service	\$40.00	x <input type="text"/>	-----\$ <input type="text"/>

Total: \$

Authorized Signature:

Print Name:

Company Name

Booth Number



Furniture Rental Form

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

Tables 30" High	Quantity	Discount Rate	Standard Rate	Total
4' Draped Table-----	<input type="text"/>	x \$ 90	x \$ 125-----	\$ <input type="text"/>
6' Draped Table-----	<input type="text"/>	x \$ 100	x \$ 135-----	\$ <input type="text"/>
8' Draped Table-----	<input type="text"/>	x \$ 110	x \$ 145-----	\$ <input type="text"/>
Undraped 4' Table-----	<input type="text"/>	x \$ 70	x \$ 85-----	\$ <input type="text"/>
Undraped 6' Table-----	<input type="text"/>	x \$ 80	x \$ 95-----	\$ <input type="text"/>
Undraped 8' Table-----	<input type="text"/>	x \$ 90	x \$ 105-----	\$ <input type="text"/>

Color Selection ➔ Blue Yellow White Black Burgundy Green Red

Counters 42" High	Quantity	Discount Rate	Standard Rate	Total
4' Draped Counter-----	<input type="text"/>	x \$ 105	x \$ 130-----	\$ <input type="text"/>
6' Draped Counter-----	<input type="text"/>	x \$ 115	x \$ 140-----	\$ <input type="text"/>
8' Draped Counter-----	<input type="text"/>	x \$ 125	x \$ 150-----	\$ <input type="text"/>
Undraped 4' Counter-----	<input type="text"/>	x \$ 80	x \$ 95-----	\$ <input type="text"/>
Undraped 6' Counter-----	<input type="text"/>	x \$ 90	x \$ 105-----	\$ <input type="text"/>
Undraped 8' Counter-----	<input type="text"/>	x \$ 100	x \$ 115-----	\$ <input type="text"/>

Color Selection ➔ Blue Yellow White Black Burgundy Green Red

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

Color Selection ➔ Blue Yellow White Black Burgundy Green Red

Accessories	Quantity	Discount Rate	Standard Rate	Total
Waste Basket w/ Liner-----	<input type="text"/>	x \$ 12	x \$ 18-----	\$ <input type="text"/>
Easel-----	<input type="text"/>	x \$ 35	x \$ 45-----	\$ <input type="text"/>
Bistro Table-----	<input type="text"/>	x \$ 125	x \$ 150-----	\$ <input type="text"/>
Velcro Tack Board-----	<input type="text"/>	x \$ 100	x \$ 125-----	\$ <input type="text"/>
Glass Showcase-----	<input type="text"/>	x \$ 250	x N / A-----	\$ <input type="text"/>
Round Conf. Table-----	<input type="text"/>	x \$ 125	x \$ 150-----	\$ <input type="text"/>
4 th Side Table, Skirted/Drape Color Change-----	<input type="text"/>	x \$ 20	x \$ 30-----	\$ <input type="text"/>
5-Panel Literature Rack-----	<input type="text"/>	x \$ 85	x \$ 105-----	\$ <input type="text"/>
Bag Tree-----	<input type="text"/>	x \$ 50	x \$ 70-----	\$ <input type="text"/>

Furniture Total: \$

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



Custom Furnishing Packages (Pre-Orders Only)



Conference Table



Bar Stool



Skirted Counter



Bistro Table

Important Information

These furniture packages are created to save YOU money

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

Package 1

Price \$ 150

- 1 6' Table
- 2 Padded Side Chairs

Quantity-----

Package 2

Price \$225

- 1 6' Draped Counter
- 2 Bar Stool

Quantity-----

Package 3

Price \$ 275

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

Quantity-----

Package 4

Price \$250

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

Quantity-----

Package Order Total \$

Company Name

Booth Number



Electrical Services

- Labor is required for: All under-carpet distribution of electrical wiring, all overhead distribution of wiring & all hardwiring motor installation will require electrical labor. **(1 hour minimum install, ½ hour minimum dismantle)**
- ATTACH DIAGRAMS TO ENSURE ADVANCED PLACEMENT OF WIRING

Electrical Outlets

(Watts Required (120v Single Phase))	Discount	Floor Order		# Outlets Required	Total Due
500 Watts (5 amps) or less-----	\$120.00	\$170.00	x	<input type="text"/>	\$ <input type="text"/>
1200 Watts (10 amps) or less -----	\$170.00	\$210.00	x	<input type="text"/>	\$ <input type="text"/>
2400 Watts (20 amps) or less -----	\$250.00	\$310.00	x	<input type="text"/>	\$ <input type="text"/>
3000 Watts (30 amps) or less -----	Call for quote		x	<input type="text"/>	\$ <input type="text"/>
Total:					\$ <input type="text"/>

Lighting

(Electrical not included for lights)	Discount	Floor Order		Quantity	Total Due
200 Watts Halogen Stem Light-----	\$50.00	\$60.00	x	<input type="text"/>	\$ <input type="text"/>
500 Watt Floodlight on stanchion-----	\$90.00	\$125.00	x	<input type="text"/>	\$ <input type="text"/>
Extension Cord-----	\$25.00	\$35.00	x	<input type="text"/>	\$ <input type="text"/>
Plugstrip -----	\$25.00	\$35.00	x	<input type="text"/>	\$ <input type="text"/>
Total:					\$ <input type="text"/>

Motor/Power Requirements

	208V Single Phase	208/120V 3 Phase	Total Due
<input type="text"/> 10 Amps or ½ HP	<input type="text"/> \$300.00	<input type="text"/> \$350.00-----	\$ <input type="text"/>
<input type="text"/> 20 Amps or 2 HP	<input type="text"/> \$450.00	<input type="text"/> \$500.00-----	\$ <input type="text"/>
<input type="text"/> 30 Amps or 3 HP	<input type="text"/> \$550.00	<input type="text"/> \$600.00-----	\$ <input type="text"/>
Total:			\$ <input type="text"/>

Electrical Labor

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

	Hours	Total Due
Straight Time	<input type="text"/> @ \$95.00 per hour-----	\$ <input type="text"/>
Overtime	<input type="text"/> @ \$142.50 per hour-----	\$ <input type="text"/>

Electrical Services Total: \$

- 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 same.
- 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) connections per outlet box for lighting and one (1) connection for power and motors. Additional outlets or power needed must be ordered through Tricord.
- Exhibitors found using power where no outlets have been ordered are subject to 1 ½ times normal rate for outlets used.

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



Booth Electrical Layout

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

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Company Name	Booth Number
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Carpet Rental Form

Standard Cut Carpet

- 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.

Carpet Size	Quantity	Discount Rate	Standard Rate	Total
<input type="checkbox"/> 10 x 10 -----	<input type="text"/>	\$ 125.00 x	\$150.00-----	\$ <input type="text"/>
<input type="checkbox"/> 10 x 20-----	<input type="text"/>	\$ 250.00 x	\$275.00-----	\$ <input type="text"/>
<input type="checkbox"/> 10 x 30-----	<input type="text"/>	\$ 375.00 x	\$425.00-----	\$ <input type="text"/>
<input type="checkbox"/> 10 x 40-----	<input type="text"/>	\$ 500.00 x	\$550.00-----	\$ <input type="text"/>

Color Selection → 

Blue Toast Gray Black Burgundy Green Red

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

Additional Taping
Booth size: x = Sq. Ft. @ \$.75 SQ Ft. =-----\$

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

Total: \$

Special Cut Carpet & Island Booths (26 oz.)

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

Per Square Foot:

Advance	Floor
\$ 3.00	\$ 4.50

Color Selection → 

Blue Toast Gray Black Burgundy Green Red Bright White

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

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

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

Total: \$

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



Special Cleaning

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

Vacuumping and Refuse Removal

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

Which is x = square feet

Vacuumping Carpet

Before show opens ONLY. Cost per square foot is

Orders less then 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.

Porter service (Square feet) x (number of days)-----\$

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

Total: \$

CLEANING SERVICES TOTAL: \$

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



ACFSA
August 12th-13th, 2013
Peppermill Resort & Spa
Reno, NV

Logistics

TriCord Offering Discounted Freight Rates to our Advanced Warehouse

Dear Exhibitors,

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

As the official Service Contractor for the upcoming **ACFSA** Conference to be held at the Peppermill Resort & Spa, in Reno NV. TriCord would like to offer our services to you in another way, and help in handling your freight logistics at a discounted rate to our Advanced Warehouse. TriCords' knowledgeable staff is experienced in the sometimes confusing world of freight and transportation logistics. With this service, a number of difficulties can be easily taken off your mind, including but not limited to:

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

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

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



ACFSA
 August 12th-13th, 2013
 Peppermill Resort & Spa
 Reno, NV

ACFSA Logistics

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

Piece Description:	# of Pieces	Lbs. (Estimate)	Dimensions
Crates			
Cartons			
Fiber Cases			
Skids/Pallets			
Carpets			
Other			
Totals:			

Special Handling Description:

Office use only:	
TriCord Quote:	Service:
TriCord Signature:	

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

PEPPERMILL RENO



Peppermill Audio Visual
2707 S. Virginia St.
Reno, NV 89502
Megan Costanza
775.689.7262 or 800.648.6992
(f) 775.689.7615

Date: _____ **Room/Booth Number:** _____ **Event:** _____

Item	Quant	Daily Rate	# Days	Total
PROJECTION PACKAGES (Incl. Cart & Screen)				
Overhead Projector		\$50.00		
Slide Projector		\$75.00		
LCD Projector		\$500.00		
Video Monitor		\$205.00		
31" DVD/VHS Monitor		\$205.00		
31" TV W/ Cart		\$145.00		
8" Color Monitor		\$45.00		
PROJECTION SCREENS				
6x6 Screen W/Tripod		\$20.00		
8x8 Screen W/Tripod		\$25.00		
12x12 Screen-Cradle		\$30.00		
9x12 or 10x14 w/Drape*		\$230.00		
9x16 w/Drape*		\$300.00		
11x21 w/Drape*		\$500.00		
PRESENTATION MATERIALS				
Laser Pointer		\$25.00		
Podium W/ Mic		\$50.00		
Podium W/O Mic		\$20.00		
Navigator Presentation Remote		\$25.00		
VIDEO AND COMPUTER EQUIPMENT				
Laptop Computer		\$230.00		
PC Audio Patch		\$25.00		
DA (5 Wire)		\$25.00		
25' VGA Extension Cable		\$25.00		
Sony PWD 350 XDCam**		\$650.00		
Sony DSR 200 DVCam**		\$300.00		
Sony EVI-D70 PTZ Kit**		\$300.00		
Screen Pro II HD Switcher**		\$500.00		
Image Pro HD Image Processor		\$350.00		
HTX 9004 Video Conference Pkg***	Per Hr	\$250.00		
MICROPHONES				
Floor-Table-(Wired)		\$25.00		
Wireless Mics-HH or Lav)		\$100.00		
SOUND SYSTEMS				
Small Sound System		\$125.00		
8 Ch. Mixer		\$50.00		
24 Ch. Mixer		\$175.00		
CARTS				
34" 42" 48" 54"		\$25.00		
AUDIO ACC PATCHES				
Audio/Record Patch		\$25.00		
Press Box		\$40.00		

Item	Quant	Daily Rate	# Days	Total
CD/VCR/DVD				
1/2" VCR`		\$50.00		
DVD Player		\$50.00		
CD Player		\$50.00		
Cassette Player		\$50.00		
EXPENDABLES				
3M Non-Residue Tape		\$15.00		
Carpet Tape		\$25.00		
DVD Stock		Market		
VHS Stock		Market		
Beta Stock		Market		
LABOR RATES				
All Labor: Per Hour		\$45.00		
OT Rate: Per Hour		\$67.50		
Holiday Rate: Per Hour		\$67.50		
ENTERTAINMENT				
Piano (Baby Grand) -Tuned		\$250.00		
LCD'S				
12,000 Lumens S12 DLP**		\$3,000.00		
10,000 Lumens		\$800.00		
3000 Lumens		\$450.00		
Telecommunications and Telephone Lines				
Analog Phone Line		\$75.00		
High Speed Internet Drop		\$255.00		
Polycom Teleconference Unit		\$75.00		
Comrex Digital Hybrid Interface		\$200.00		
Flat Screen Displays				
50" Plasma Flat Screen		\$300.00		
40" LCD Flat Screen		\$250.00		
36" Dual Pole Stand		\$50.00		
72" Dual Pole Stand		\$65.00		
DATES OF USE:				

Client Information: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Address: _____

**Items require set up labor*

***Items require Peppermill Operator. Labor pricing policy is subject to change if contract labor is required to support your event.*

**** Items part of installed Boardroom system and require Peppermill Operator*

TOTAL CHARGES: _____

METHOD OF PAYMENT

Room: _____ **Hotel Acct.** _____

M/C | Visa | Amex _____

Exp. _____ **CVV2#** _____

Please Print Name as it appears on card:

Signature:

PEPPERMILL RENO



Peppermill Audio Visual
2707 S. Virginia St.
Megan Costanza
Reno, NV 89502
800.648.6992 or 775.689.7262
(f) 775.689.7615

Date: _____ **Room:** _____ **Event:** _____

Item	Qty	Daily Rate	# Days	Total	Weekly Rate	Total	Description
Data Services							
Wired Data Port (Min 256K)		\$255.00			\$500.00		DHCP Nat'd IP address with a minimum of 256 kbs internet connection speed
Additional Wired Location		\$100.00			\$200.00		
Switch Rental		\$150.00			\$300.00		
Extra Ethernet patch cable		\$15.00			\$30.00		
Dedicated T1 Connection		\$2,500.00			\$2,500.00		Dedicated Static Block of 29 Public IP addresses on a wired private LAN. Package includes interconnects to 5 other facility locations.
Event Packages							
Presenter Plus		\$1,500.00			\$1,500.00		Custom internet FTP portal with unique URL and Login. FTP Site to be put online 30 days prior to event and housed in a TIA-942 compliant Tier 4 Datacenter . Package includes optional NAS server onsite, local VLAN and network interconnects between meeting rooms.
Presenter Plus Projector Package		\$500.00			\$1,500.00		
Internet Café		\$750.00			\$1,500.00		
Telecommunications and Telephone Lines							
Analog Phone Line		\$75.00			\$225.00		
Polycom Teleconference Unit		\$75.00			\$225.00		
Deluxe Polycom Unit		\$100.00			\$300.00		
Comrex Digital Hybrid Interface**		\$200.00			\$600.00		
HTX 9004 Video Conference Pkg***	Per Hr	\$250.00					
Presentation Materials							
Laser Pointer		\$25.00			\$75.00		
Podium W/ Mic		\$50.00			\$150.00		
Podium W/O Mic		\$20.00			\$60.00		
Navigator Presentation Remote		\$25.00			\$75.00		
Flat Screen Displays							
50" Plasma Flat Screen		\$300.00			\$900.00		
40" LCD Flat Screen		\$250.00			\$750.00		
36" Dual Pole Stand		\$50.00			\$150.00		
72" Dual Pole Stand		\$65.00			\$195.00		
Video and Computer Equipment							
Laptop Computer		\$230.00			\$690.00		
PC Audio Patch		\$25.00			\$75.00		
DA (5 Wire)		\$25.00			\$75.00		
25' VGA Extension Cable		\$25.00			\$75.00		
Image Pro HD Image Processor		\$350.00			\$1,050.00		
LCD & DLP Projectors							
12,000 Lumens S12 DLP**		\$3,000.00			\$9,000.00		
10,000 Lumens		\$800.00			\$2,400.00		
3000 Lumens		\$450.00			\$1,350.00		

DATES OF USE:

TOTAL CHARGES:

Client Information:

Contact: _____
Phone: _____
Fax: _____
Email: _____
Address: _____

METHOD OF PAYMENT

Room: _____ Hotel Acct. _____

M/C | Visa | Amex _____

Exp. _____ CVV2# _____

Please Print Name as it appears on card: _____

Signature:

*Items require set up labor

**Items require Peppermill Operator. Labor pricing policy is subject to change if contract labor is required to support your event.

*** Items part of installed Boardroom system and require Peppermill Operator