Dear Exhibitor,

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

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

Online ordering is now available. Log-in information will be automatically emailed to the email address on file with the association at the time of registration. If you do not receive log-in information, or are not a registered contact, please contact us at (831)883-8600 or orders@tricord.net. To place your order online, log-in and follow the instructions. A credit card is required to complete your order. An email will be sent confirming TriCord has received your order. The charges on your confirmation are not considered final until the show closes *(material handling fees are added once freight is received and floor orders may be added.)*

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

To receive "discount pricing," full payment must be submitted with your order, and received by the "Rental Discount Deadline" noted on page 2. Orders received after that date, or without full payment will be processed at "standard pricing" as listed on the order forms. Orders paid via check or wire transfer will require a credit card on file to cover any variances with regards to material handling, labor and show site orders.

Please review our payment policies on page 3. TriCord requires payment in full at the time you place your order, along with a completed credit card authorization form. Please notify your company representative whom will be on showsite of our payment policy. No credits will be issued after the close of the show. Stop by the service desk prior to show close for concerns with charges.

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

Email: orders@tricord.net
Phone: (831) 883-8600
Fax: (831) 883-8686
738 Neeson Road
Marina, CA 93933
www.tricord.net

Thank you,

TriCord Exhibitor Service Team

View our Privacy Policy ***HERE***

ACFSA
September 25-26, 2017
San Diego Town & Country Resort
& Convention Center
San Diego, CA

Show Information

SHOW: ACFSA 2017

BOOTH DRAPE COLORS: Green and Beige

BOOTH PACKAGES:

10' x 10' Booth Includes:
8' High Back Drape
3' High Side Rail
(1) 6' Skirted Table
(2) Side Chairs
(1) Waste Basket
(1) 7" x 44" ID Sign

Tabletop Includes:
8' High Back Drape
(1) 6' Skirted Table
(2) Side Chairs
(1) Waste Basket
(1) 7" x 44" ID Sign

EXHIBIT HALL CARPET: Standard Hotel Type

DEADLINES:

Rental Discount Deadline:	September 13, 2017	
Graphics Deadline:	September 6, 2017	
Advance Freight Receiving Deadline:	September 21, 2017	
Direct to Showsite Date:	September 25, 2017	8:00 am - 8:00 pm

SHOW SCHEDULE:

Exhibitor Move In:	Monday,	September 25, 2017	1:00 pm - 8:00 pm
	Tuesday,	September 26, 2017	7:30 am - 9:30 am
Exhibits Open:	Tuesday,	September 26, 2017	10:00 am - 2:00 pm
Exhibitor Move Out:	Tuesday,	September 26, 2017	3:00 pm - 7:00 pm

NOTE:

-All exhibitor ordered freight carriers must be checked in by 6:00pm for freight pick up.

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

- All orders received before the discount deadline will receive the discount rates. Orders that are not sent in by the discount deadline will receive the standard rates.

TRICORD TRADESHOW SERVICES

ACFSA
September 25-26, 2017
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& Convention Center
San Diego, CA

Exhibitor Information & Payment Form

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

Would you like your receipt**.....** ☐ **Emailed** ☐ **Faxed**

Submission of order forms subject exhibitors to Tricord's Limits of Liabilities Policy

☐ **COMPANY CREDIT CARD**

A credit card is required for all material handling, labor, signage, and custom booth orders.

☐ **COMPANY CHECK**

Please make checks payable to:
TriCord Tradeshow Services

- Mail Checks to: 738 Neeson Road, Marina, CA 93933
- Checks will only be accepted for furniture and electrical orders without labor.
- A credit card authorization is required with check payment for any variances, material handling, labor and signage costs.

SERVICES ORDERED

Material Handling	**$**	
Booth Packages	**$**	
Flooring	**$**	
Furnishings	**$**	
Labor	**$**	
Electrical Labor	**$**	n/a
Electrical	**$**	n/a
Cleaning	**$**	
Signage	**$**	
Plants	**$**	
Other	**$**	
TOTAL	**$**	

CREDIT CARD INFORMATION

Account Number		
Card Type	Expiration	CCID
Billing Address		
City	State	Zip
Signature	Print Name	

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

CREDIT AND PAYMENT POLICIES

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

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

Shipping: Advance to Warehouse

ADVANCE SHIPMENT DEADLINE

Thursday, September 21, 2017

SHIPMENTS SHOULD BE CONSIGNED AND THE BILL OF LADING MADE OUT AS FOLLOWS:

Company Name **Booth #**
ACFSA 2017
TriCord Tradeshow Services
c/o YRC Freight
9525 Padgett St.
San Diego, CA 92126

ADVANCE SHIPMENT RATES (200lb minimum) *For each 100lbs. or fraction thereof.* **$82.00**

OVERTIME ON ADVANCE SHIPMENTS (200lb minimum) *For each 100lbs. or fraction thereof.*
Invoiced in addition to above rates on all shipments subject to overtime charges.* **$20.00

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

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise.

*For tracking purposes, please send copies to the TriCord address and 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 and after 4:30pm; all day Saturday, Sunday and observed union holidays; after the warehouse deadline delivery date.

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

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

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

WAREHOUSE

RUSH - EXHIBIT MATERIAL

MUST ARRIVE BY SEPTEMBER 21, 2017

COMPANY NAME _____

BOOTH # _____

EVENT ACFSA 2017

TriCord Tradeshow Services
c/o YRC Freight
9525 Padgett St.
San Diego, CA 92126

NO._____OF _____PIECES

WAREHOUSE

RUSH - EXHIBIT MATERIAL

MUST ARRIVE BY SEPTEMBER 21, 2017

COMPANY NAME _____

BOOTH # _____

EVENT ACFSA 2017

TriCord Tradeshow Services
c/o YRC Freight
9525 Padgett St.
San Diego, CA 92126

NO._____OF _____PIECES

ACFSA
September 25-26, 2017
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San Diego, CA

Shipping: Direct to Exhibit Site

SHIPMENT MUST ARRIVE

Monday, September 25, 2017, between 8:00 am - 8:00 pm

SHIPMENTS SHOULD BE CONSIGNED AND THE BILL OF LADING MADE OUT AS FOLLOWS:

Company Name	Booth #
ACFSA 2017	
TriCord Tradeshow Services	
c/o San Diego Town & Country Resort	
& Convention Center	
500 Hotel Circle N	
San Diego, CA 92108	

DIRECT SHIPMENT TO EXHIBIT SITE(200lb minimum) *For each 100lbs. or fraction thereof.* **$82.00**

OVERTIME RATES & SPECIAL HANDLING (200lb minimum) *For each 100lbs. or fraction thereof.* **$20.00**

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

DIRECT SHIPMENTS TO THE EXHIBIT SITE

Material will be unloaded from the exhibitor's carrier onsite, delivered to the exhibitor's booth, and reloaded on a carrier at the rate listed above.

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 to 20 assorted pieces, etc.).

OVERTIME

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

OUTGOING SHIPMENTS

-TriCord Service Desk located in the Exhibitor Service Center will have labels, bill of ladings, and shipping information available.
-At the close of the show, if 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 or payment, must accompany the order form(s). Payment for all labor and services whether ordered by the exhibitor, display builders or other parties, shall be the responsibility of the exhibitor. Please make payments in United States funds.

SHOWSITE

RUSH - EXHIBIT MATERIAL

CAN ONLY ARRIVE ON SEPTEMBER 25, 2017, BETWEEN 8:00 AM- 8:00 PM

COMPANY NAME _____

BOOTH # _____

EVENT ACFSA 2017 _____

TriCord Tradeshow Services
c/o San Diego Town & Country Resort &
Convention Center
500 Hotel Circle N
San Diego, CA 92108

NO._____OF _____PIECES

SHOWSITE

RUSH - EXHIBIT MATERIAL

CAN ONLY ARRIVE ON SEPTEMBER 25, 2017, BETWEEN 8:00 AM - 8:00 PM

COMPANY NAME _____

BOOTH # _____

EVENT ACFSA 2017 _____

TriCord Tradeshow Services
c/o San Diego Town & Country Resort &
Convention Center
500 Hotel Circle N
San Diego, CA 92108

NO._____OF _____PIECES

TRICORD TRADESHOW SERVICES

ACFSA
September 25-26, 2017
San Diego Town & Country Resort
& Convention Center
San Diego, CA

Material Handling

Company Name	Booth #

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 100 lbs. (i.e.: 265 lbs. = 300 lbs., = 3 x rate = Dollars or Minimum)

ADVANCE CRATED SHIPMENTS TO THE WAREHOUSE (200 lb. minimum)
We will ship _____ lbs. @ **$82.00** per 100 lbs. = _____ (***200# minimum charge*** **$164.00**)

DIRECT CRATED SHIPMENTS TO THE EXHIBIT SITE (200 lb. minimum)
We will ship _____ lbs. @ **$82.00** per 100 lbs. = _____ (***200# minimum charge*** **$164.00**)

EQUIPMENT ONLY CRATED OR UNCRATED (Items must be labeled correctly)
We will ship _____ lbs. @ **$68.00** per 100 lbs. = _____ (***200# minimum charge*** **$ 136.00**)

SHIPMENTS REQUIRING SPECIAL HANDLING AT THE EXHIBIT SITE
We will ship _____ lbs. @ **$20.00** per 100 lbs. = _____ (***200# minimum charge*** **$ 40.00**)

OVERTIME CHARGES (200 lb. minimum) *See overtime charges on Shipping Instruction Order Form*
$20.00 per 100 lbs. = _____ (***200# minimum charge*** **$ 40.00**)

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

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

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 builder, or other parties shall be THE RESPONSIBILITY OF THE EXHIBITOR. Please make payments in United States funds.

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

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

Union Rules and Regulations

SAN DIEGO TOWN & COUNTRY RESORT & CONVENTION CENTER IS A UNION REGULATED FACILITY. THANK YOU IN ADVANCE FOR YOUR SUPPORT AND UNDERSTANDING!

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.

TEAMSTER 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 mechanical equipment.

ELECTRICAL UNION

Members of this union claim jurisdiction for hardwiring ordered outlets to the line side of the exhibitor's equipment and wiring of caps over 120 volts, to the raw cord feeding exhibitor's 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.

TRICORD TRADESHOW SERVICES

ACFSA
September 25-26, 2017
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San Diego, CA

Cartload Service Order Form

Company Name	Booth #

SMALL FREIGHT SERVICES

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

DOCK TO BOOTH	PRICE	TOTAL
One Way Service	**$50.00**	**$**
BOOTH TO DOCK	**PRICE**	**TOTAL**
One Way Service	**$50.00**	**$**

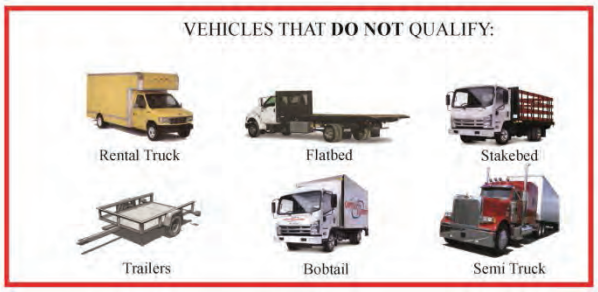
CARTLOAD SERVICES TOTAL $

SMALL FREIGHT SERVICE QUALIFICATIONS

- This service is for exhibitors who have small hand carry items.
-All items must fit on a 3' x 4' push cart, in one trip ONLY.
- A cartload is eight (8) pieces or less, with a ***total weight of 200 LBS. or less***.
-One cartload will be allowed per booth.

FAILURE TO QUALIFY

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



HOW TO RECEIVE SERVICE 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 Tricord's Exhibitor Service Desk on the show floor.

WHERE TO LOAD AND UNLOAD

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

Authorized Signature
Print Name

TriCord Tradeshow Services | 738 Neeson Road, Marina, CA. 93933 | Phone: 831-883-8600 | Fax: 831-883-8686
Need more help? Please email us with any questions or concerns, orders@tricord.net

Limits of Liability & Responsibility

1. TriCord, and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.

2. TriCord, and its subcontractors are not and cannot be, responsible for loss or disappearance of the Exhibitor's booth materials after they have been delivered to the Exhibitor's booth.

3. Similarly, TriCord and its subcontractors cannot be responsible for the disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to TriCord by the Exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist.

4. TriCord, and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. TriCord, and its subcontractors shall not be responsible for ordinary wear and tear in the handling of equipment, or for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond our control.

6. TriCord, and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to TriCord in time to obtain the proper equipment.

7. It is understood that TriCord and its subcontractors are not insurers. Insurance if any shall be obtained by the Exhibitor and that the amounts payable to TriCord hereunder are based on the value of the material handling services and the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by TriCord, TriCord and its subcontractors do not provide 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 sum equal to $.25 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy: and that provisions of this paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, of TriCord, its subcontractors or employees.

8. TriCord, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.

9. Claims for loss or damage which are not submitted to TriCord within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against TriCord, or its subcontractors, more that one (1) year after the action of the cause of action therefore.

10. The consignment or delivery of a shipment to TriCord, or its subcontractors, by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 thru 9.

***BE SURE YOUR MATERIALS ARE INSURED from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by "riders" to existing policies. Contact your insurance representative.**

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

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Authorization to Provide Material Handling Services

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

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

B. We accept the responsibility for the payment of all the TriCord charges in connection with the handling of our shipment(s) and we guarantee payment to TriCord in the event any third party who acts on our behalf shall fail to pay such charges within thirty (30) days of the receipt of the TriCord invoice for such charges.

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

D. We agree that TriCord or its subcontractors' liability shall be limited to any loss or damage which results solely from TriCord or its subcontractors, negligence, the actual physical handling of the items comprising shipment(s) and not for any other type of loss or damage.

E. With particular reference to paragraphs "c" and "d" above, we agree in connection with the receipt, handling, and temporary storage and reloading of our materials that TriCord and its subcontractors, will provide their services as our agent, and not as bailee or shipper. If any employee of TriCord, or its subcontractors, shall sign a delivery receipt bill of lading or other documents we agree that TriCord, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

> *(1) Relative to inbound shipments, we recognize that there may be a lapse of time between delivery of our shipment(s) to our booth by TriCord subcontractors, and the arrival of our representative at the booth and during such time our shipment(s)will be unattended at our booth. We agree that TriCord 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 sub-contractors, 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.*

F. We agree, in the event of a dispute with TriCord, or its subcontractors, related to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to TriCord for material handling service or any other service provided by TriCord, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay TriCord within thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against TriCord, or its subcontractors, will be pursued independently by us as a completely separate transaction to be resolved on its own merits.

G. In order to expedite removal of materials from the show site, TriCord shall have the authority to change designated carriers, 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 the classification freight of the Exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the TriCord office indicated on the invoice thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name	Booth #
Signature	Date

TRICORD TRADESHOW SERVICES

ACFSA
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San Diego Town & Country Resort
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San Diego, CA

Pre Order ONLY - Furniture Packages

Company Name	Booth #

Conference Table

Bar Stool

Skirted Table

Bistro Table

Side Chair

Arm Chair

IMPORTANT INFORMATION - ***Discount packages are available for pre-orders only.***

☐ **PACKAGE 1 - *$320.00***
3 Arm Chairs
1 Round Conference Table
1 Waste Basket

☐ **PACKAGE 1A - *$450.00***
3 Arm Chairs
1 Round Conference Table
1 Waste Basket
Standard 10'x10' Carpet

☐ **PACKAGE 2 - *$300.00***
2 Bar Stools
1 Bistro Table
1 Waste Basket

☐ **PACKAGE 2A - *$430.00***
2 Bar Stools
1 Bistro Table
1 Waste Basket
Standard 10'x10' Carpet

☐ **PACKAGE 3 - *$200.00***
1 6' Skirted Counter
1 Bar Stool
1 Waste Basket

☐ **PACKAGE 3A - *$330.00***
1 6' Skirted Counter
1 Bar Stool
1 Waste Basket
Standard 10'x10' Carpet

☐ **PACKAGE 4 - *$190.00***
1 6' Skirted Table
2 Side Chairs
1 Waste Basket

☐ **PACKAGE 4A - *$320.00***
1 6' Skirted Table
2 Side Chairs
1 Waste Basket
Standard 10'x10' Carpet

TABLE/COUNTER SKIRT COLOR SELECTION

☐ *Blue* ☐ *Yellow* ☐ *White* ☐ *Burgundy* ☐ *Black* ☐ *Green* ☐ *Red* ☐ *Silver* ☐ *Teal* ☐ *Orange*

CARPET COLOR SELECTION

☐ *Blue* ☐ *Toast* ☐ *Grey* ☐ *Black* ☐ *Burgundy* ☐ *Green* ☐ *Red*

☐ **ADD CARPET PADDING - *$125.00***

PACKAGE ORDER TOTAL

TriCord Tradeshow Services | 738 Neeson Road, Marina, CA. 93933 | Phone: 831-883-8600 | Fax: 831-883-8686
Need more help? Please email us with any questions or concerns, orders@tricord.net

TRICORD TRADESHOW SERVICES

ACFSA
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Furniture Form

Company Name	Booth #

CHAIRS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Side Chairs		$45	$60	$
Padded Arm Chairs		$65	$80	$
Black Leather Executive Chairs		$120	$150	$
Padded Bar Stools		$80	$95	$
TABLES (30" HIGH)	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
4 ft Draped Table		$100	$125	$
6 ft Draped Table		$110	$135	$
8 ft Draped Table		$135	$160	$
4 ft Undraped Table		$85	$110	$
6 ft Undraped Table		$95	$120	$
8 ft Undraped Table		$120	$150	$
Color Selection	☐ *Blue* ☐ *Yellow* ☐ *White* ☐ *Burgundy* ☐ *Black* ☐ *Green* ☐ *Red* ☐ *Silver* ☐ *Teal* ☐ *Orange*			
COUNTERS (42" HIGH)	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
4 ft Draped Counter		$120	$145	$
6 ft Draped Counter		$130	$155	$
8 ft Draped Counter		$155	$180	$
4 ft Undraped Counter		$100	$125	$
6 ft Undraped Counter		$110	$135	$
8 ft Undraped Counter		$130	$160	$
Color Selection	☐ *Blue* ☐ *Yellow* ☐ *White* ☐ *Burgundy* ☐ *Black* ☐ *Green* ☐ *Red* ☐ *Silver* ☐ *Teal* ☐ *Orange*			
TABLE RISERS (12"H x 12" W)	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
4 ft Riser		$50	$70	$
6 ft Riser		$60	$80	$
8 ft Riser		$75	$100	$
Color Selection	☐ *Blue* ☐ *White* ☐ *Black* ☐ *Green* ☐ *Silver*			
MISC	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
Waste Basket With Liner		$12	$16	$
Easel		$35	$45	$
Bistro Table		$135	$160	$
Poster Board *(4x8 Velcro Tack Board)*		$110	$135	$
Round Conference Table		$135	$160	$
4th Side Table, Skirted/Drape Color Change		$25	$35	$
5 - Panel Literature Rack		$90	$110	$
Bag Tree		$55	$70	$
			FURNITURE RENTAL TOTAL	$

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TRICORD TRADESHOW SERVICES

ACFSA

ACFSA
September 25-26, 2017
San Diego Town & Country Resort
& Convention Center
San Diego, CA

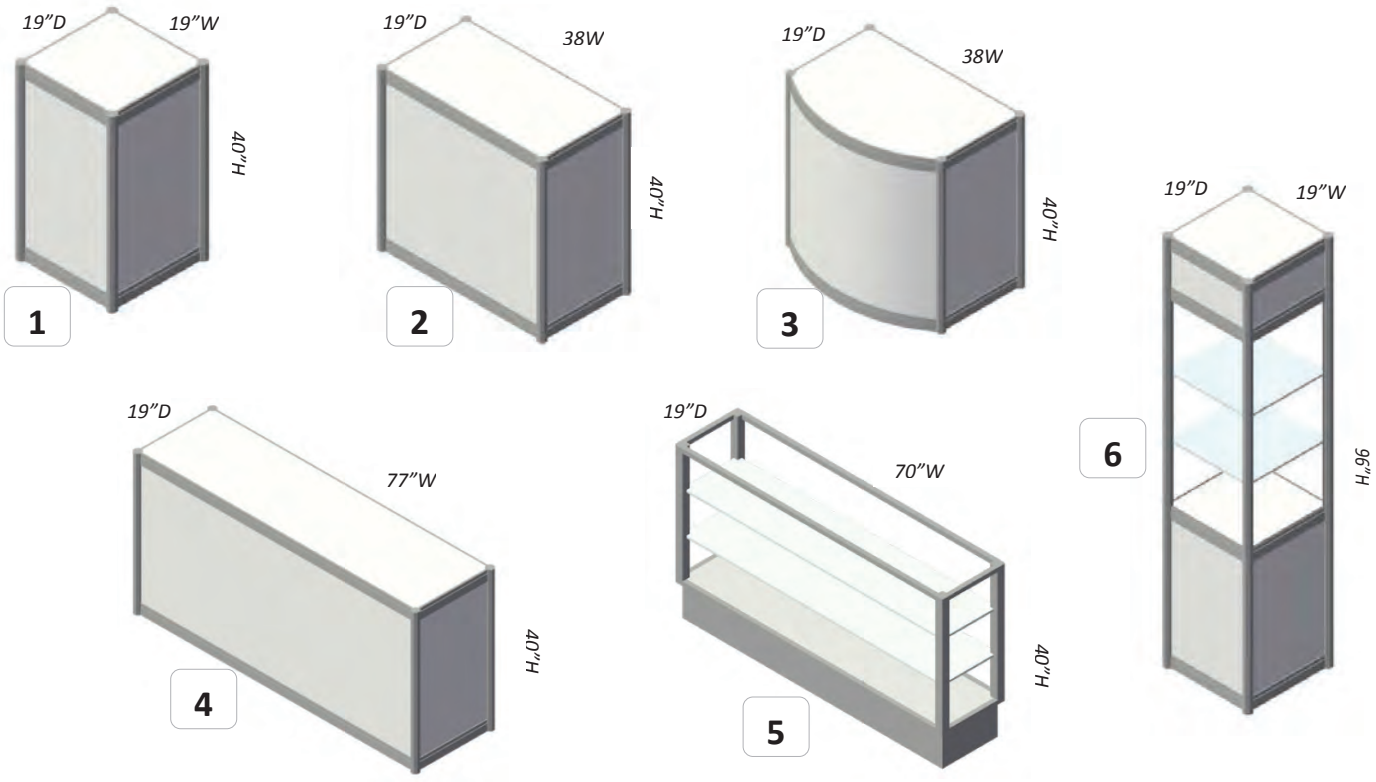
Custom Furniture Form

Company Name	Booth #

Custom Furnishings	Graphic Panel Dimensions ***(W x H)***	Regular Price	Option to Add Graphic	Color: *White, Black, Blue or Grey*	Quantity	Total
1. Pedestal	18.75” x 36.675”	$200	$75			$
2. One Meter Counter	38.25” x 36.625”	$275	$150			$
3. One Meter Counter *(Curved)*	42.5” x 36.625”	$300	$175			$
4. Two Meter Counter	77.25” x 36.625”	$325	$250			$
5. Glass Showcase *(Horizontal)*	N/A	$350	$N/A	N/A		$
6. Glass Showcase *(Vertical)*	*Top Panel:* 18.75” x 8” *Bottom Panel:* 18.75” x 32”	$300	$125	Black		$

TOTAL: **$**

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



TRICORD TRADESHOW SERVICES

ACFSA
September 25-26, 2017
San Diego Town & Country Resort
& Convention Center
San Diego, CA

10 x 10 Custom Booth Rentals

*To receive pricing listed below, TriCord requires full payment information, order forms, and graphic files provided by the Graphics Deadline specified on page 2. Any graphic orders placed after the deadline specified will be charged with a late fee of 25%.

Company Name	Booth #

NO SHIPPING - NO DRAYAGE - TURNKEY SET UP
READY WHEN YOU ARRIVE - INSTALLATION INCLUDED

☐ Package #1

Includes:
10' Hardwall Backwall
Backlit Header**(116.25"W x 11.75"H)
Choice of Standard Carpet Color
Two Lights *(Must Purchase Electricity)*

* *Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

* *Select Carpet Color:*
☐ Black ☐ Blue ☐ Grey ☐ Toast
☐ Green ☐ Red ☐ Burgundy

☐ ***Package Pricing = $1,450.00***

☐ ***Add Full Graphics = $1485.00*** ***(Click Here for graphic specs)***

☐ Package #2

Includes:
10' Hardwall Backwall
Backlit Header**(116.25"W x 11.75"H)
1 Meter Built in Counter
Choice of Standard Carpet Color
Two Lights *(Must Purchase Electricity)*

* *Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

* *Select Carpet Color:*
☐ Black ☐ Blue ☐ Grey ☐ Toast
☐ Green ☐ Red ☐ Burgundy

☐ ***Package Pricing = $1,750.00***

☐ ***Add Full Graphics = $1855.50*** ***(Click Here for graphic specs)***

☐ Package #3

Includes:
10' Hardwall Backwall
Backlit Header**(85.75"W x 11.75"H)
2 Half Meter Built-in Counters
Choice of Standard Carpet Color
Two Lights *(Must Purchase Electricity)*

* *Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

* *Select Carpet Color:*
☐ Black ☐ Blue ☐ Grey ☐ Toast
☐ Green ☐ Red ☐ Burgundy

☐ ***Package Pricing = $1,950.00***

☐ ***Add Full Graphics = $1525.00*** ***(Click Here for graphic specs)***

☐ Package #4

Includes:
10' Tension Fabric Backwall
Full Graphics
Choice of Standard Carpet Color
Two Lights *(Must Purchase Electricity)*

* *Select Carpet Color:*
☐ Black ☐ Blue ☐ Grey ☐ Toast
☐ Green ☐ Red ☐ Burgundy

☐ ***Package Pricing = $2140.00***
(Click Here for graphic specs)

IMPORTANT INFORMATION:

****If custom artwork is not provided by the graphic deadline listed on page 2 of the exhibitor kit, backlit header graphic will consist of company name as as provided on this form, in all caps. Black text on white background only.***

*****See digital file preparation page for artwork submission instructions.***

******Additional counters and shelves can be ordered on the custom furniture page.***

PACKAGE TOTAL:

TRICORD TRADESHOW SERVICES

ACFSA

ACFSA
September 25-26, 2017
San Diego Town & Country Resort
& Convention Center
San Diego, CA

10 x 20 Custom Booth Rentals

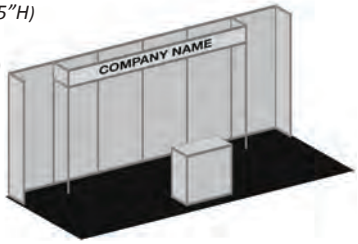
**To receive pricing listed below, TriCord requires full payment information, order forms, and graphic files provided by the Graphics Deadline specified on page 2. Any graphic orders placed after the deadline specified will be charged with a late fee of 25%.*

Company Name	Booth #

NO SHIPPING - NO DRAYAGE - TURNKEY SET UP
READY WHEN YOU ARRIVE - INSTALLATION INCLUDED

☐ Package #6

Includes:
20' Hardwall Backwall
Header Graphic ***(155.25"W x 11.75"H)*
Choice of Standard Carpet Color
Two Lights *(Must Purchase Electricity)*



** Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

** Select Carpet Color:*
☐ Black ☐ Blue ☐ Grey ☐ Toast
☐ Green ☐ Red ☐ Burgundy

☐ ***Package Pricing = $2,595.00***

☐ ***Add Full Graphics = $2,970.00*** ***(Click Here for graphic specs)***

☐ Package #7

Includes:
20' Hardwall Backwall
Backlit Header***(155.25"W x 11.75"H)*
1 Meter Built in Counter, 2 Shelves
Choice of Standard Carpet Color
Two Lights *(Must Purchase Electricity)*

** Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

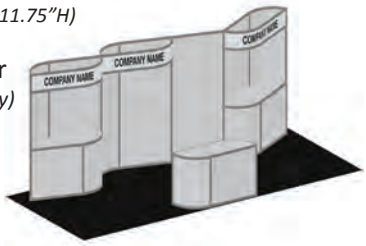
** Select Carpet Color:*
☐ Black ☐ Blue ☐ Grey ☐ Toast
☐ Green ☐ Red ☐ Burgundy

☐ ***Package Pricing = $2,695.00***

☐ ***Add Full Graphics = $2,784.00*** ***(Click Here for graphic specs)***

☐ Package #8

Includes:
20' Curved Hardwall Backwall
(3) Header Graphics***(70.25"W x 11.75"H)*
(3) Double Curve Counters
Choice of Standard Carpet Color
Four Lights *(Must Purchase Electricity)*



** Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

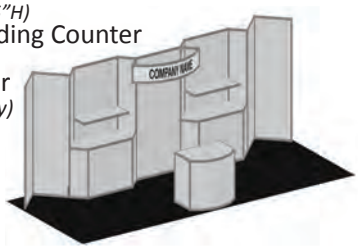
** Select Carpet Color:*
☐ Black ☐ Blue ☐ Grey ☐ Toast
☐ Green ☐ Red ☐ Burgundy

☐ ***Package Pricing = $3,895.00***

☐ ***Add Full Graphics = $2,942.72*** ***(Click Here for graphic specs)***

☐ Package #9

Includes:
20' Zig Zagged Hardwall Backwall
Curved Header ***(85.75"W x 11.75"H)*
2 Built in Counters, 1 Free Standing Counter
2 Shelves
Choice of Standard Carpet Color
Two Lights *(Must Purchase Electricity)*



** Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

** Select Carpet Color:*
☐ Black ☐ Blue ☐ Grey ☐ Toast
☐ Green ☐ Red ☐ Burgundy

☐ ***Package Pricing = $3,695.00***

☐ ***Add Full Graphics = $2,643.93*** ***(Click Here for graphic specs)***

☐ Package #10

Includes:
20' Tension Fabric Backwall
Full Graphics
Choice of Standard Carpet Color
Two Lights *(Must Purchase Electricity)*

** Select Carpet Color:*
☐ Black ☐ Blue ☐ Grey ☐ Toast
☐ Green ☐ Red ☐ Burgundy

☐ ***Package Pricing = $4,680.00***
(Click Here for graphic specs)

IMPORTANT INFORMATION:

*****If custom artwork is not provided by the graphic deadline listed on page 2 of the exhibitor kit, backlit header graphic will consist of company name as provided on this form, in all caps. Black text on white background only.***

******See digital file prep page for artwork submission instructions***

PACKAGE TOTAL:

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TRICORD TRADESHOW SERVICES

ACFSA
September 25-26, 2017
San Diego Town & Country Resort
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San Diego, CA

Carpet Rental Form

Company Name	Booth #

Prices include installation and taping of front edge only.

STANDARD CUT CARPET *For Inline Booths ONLY

CARPET SIZE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
10 x 10		$140.00	$165.00	$
10 x 20		$280.00	$330.00	$
10 x 30		$420.00	$520.00	$
10 x 40		$590.00	$690.00	$

TOTAL

PADDING

Booth Size _____ **X** _____ **= square feet @ $1.25 square foot** **$** _____

VISQUEEN

Booth Size _____ **X** _____ **= square feet @ $0.75 square foot** **$** _____

COLOR SELECTION

☐ *Blue* ☐ *Toast* ☐ *Grey* ☐ *Black* ☐ *Burgundy* ☐ *Green* ☐ *Red*

SPECIAL CUT PLUSH CARPET & ISLAND BOOTHS

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

Example: 10 x 20 booth = 200 sq. ft. x $3.00 =

- Rental price includes installation and removal.
- If you are in need of a color not listed, please call (831)-883-8600.

PER SQUARE FOOT

DISCOUNT RATE	STANDARD RATE
$3.50	$4.50

COLOR SELECTION

☐ *Blue* ☐ *Toast* ☐ *Grey* ☐ *Black* ☐ *Burgundy* ☐ *Green* ☐ *Red* ☐ *White*

TOTAL

CARPET

Booth Size _____ **X** _____ **= square feet @ $3.50/$4.50 square foot** **$** _____

PADDING

Booth Size _____ **X** _____ **= square feet @ $1.25 square foot** **$** _____

VISQUEEN

Booth Size _____ **X** _____ **= square feet @ $0.75 square foot** **$** _____

TOTAL **$** _____

TRICORD TRADESHOW SERVICES

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Now Offering - Wood Grain Vinyl Flooring

Company Name	Booth #

Prices include installation and taping of front edge only. *Wood Grain Vinyl Flooring may not be available on show site.

STANDARD CUT WOOD GRAIN VINYL - For Inline Booths ONLY

BOOTH SIZE	QUANTITY	DISCOUNT RATE	*STANDARD RATE	TOTAL
10 x 10		$200.00	$300.00	$
10 x 20		$400.00	$500.00	$
10 x 30		$600.00	$800.00	$
10 x 40		$800.00	$1000.00	$

PADDING

					TOTAL
Booth Size		**X**		**= square feet @ $1.50 square foot**	**$**

SPECIAL CUT WOOD GRAIN VINYL - ISLAND BOOTHS

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

  Example: 10 x 20 booth = 200 sq. ft. x $3.00 = $600

- Rental price includes installation and removal.

PER SQUARE FOOT

DISCOUNT RATE	STANDARD RATE
$4.00	$5.00

VINYL

					TOTAL
Booth Size		**X**		**= square feet @ $4/$5 square foot**	**$**

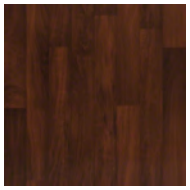
PADDING

Booth Size		**X**		**= square feet @ $1.50 square foot**	**$**

TOTAL **$**

COLOR SELECTION

☐ Natural Cherry



☐ Dark Cherry

☐ Fog

☐ Espresso

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ACFSA
September 25-26, 2017
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Display Installation & Dismantling

Company Name	Booth #

DISPLAY LABOR

Straight Time - 8:00am - 4:30pm, Monday - Friday
$90.00/per man/per hour

Overtime - Before 8:00am & after 4:30pm weekdays and all Saturday, Sunday and Holidays
$150.00/per man/ per hour

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 blue prints, a photo or instructions and shipping information to you shortly and you will immediately contact our representative for instructions in the event of shortages in shipment or damage. We understand that all work will be done on straight time when possible. We understand a supervision service charge will be added to our bill of labor furnished at the above rate. Supervision service charge (25% of total installation and dismantling).

☐ DISMANTLING

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

SERVICE B - EXHIBITOR SUPERVISION

☐ INSTALLATION

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

☐ DISMANTLING

We would like ____ man (men) available to 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 it.

DATE & TIME		# OF MEN		# HOURS		HOURLY RATE		TOTAL
	x		x		x		=	
	x		x		x		=	

DATE & TIME		# OF MEN		# HOURS		HOURLY RATE		TOTAL
	x		x		x		=	
	x		x		x		=	

***ONE HOUR MINIMUM ON ALL LABOR CALLS.**

ACFSA
September 25-26, 2017
San Diego Town & Country Resort
& Convention Center
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Outbound Shipping

Company Name	Booth #
Authorized By	Phone #

OUTBOUND SHIPPING

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

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 #
Attention	Show
Address	
City/State/Zip	

SELECT SHIPPING CARRIER

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

Carrier Name of Exhibitor's Choice	
Carrier Contact	Phone Number

SELECT SHIPPING METHOD

- ☐ GROUND
- ☐ AIR: Select Service Preferred

☐ *1 Day* ☐ *2 Day* ☐ *3 Day* ☐ *Deferred*

-Prepaid labels must be provided for each piece.
-TriCord cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at TriCord's discretion.
-Freight that falls under the previous description will be either forced on the official show freight carrier or brought back to warehouse for a fee.

ADDITIONAL NOTES OR REQUESTS (*i.e. Inside Delivery Requested, Residential, Overnight Shipping, Saturday Delivery, etc.)*

ACFSA
September 25-26, 2017
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In Booth - Forklift Form

Company Name	Booth #

FORKLIFT LABOR

Straight Time - 8:00am - 4:30pm, Monday - Friday
$185.00/per man/per hour

Overtime - Before 8:00am & after 4:30pm weekdays and all Saturday, Sunday and Holidays
$240.00/per man/ per hour

DESCRIPTION OF ITEM(S) TO BE LIFTED *(Include weight)*

INSTALLATION	DATE & TIME		# HOURS		HOURLY RATE		TOTAL
Forklift & Operator		x		x		=	
OVERTIME		x		x		=	

DISMANTLE	DATE & TIME		# HOURS		HOURLY RATE		TOTAL
Forklift & Operator		x		x		=	
OVERTIME		x		x		=	
					FORKLIFT TOTAL:		

IMPORTANT INFORMATION

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

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

-Get tools and report to booth.
-Have work checked by the exhibitor.
-Return to the service desk with exhibitor to be signed out upon completion.
-Half hour minimum for removal.

Orders subject to Limits of Liability and Responsibility as set forth in the exhibitor kit.

TRICORD TRADESHOW SERVICES

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San Diego, CA

Cleaning Form

Company Name	Booth #

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. 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.

VACUUM CARPET - **Before Show Opens ONLY**
Cost per square foot is **$ 0.35**

PORTER SERVICE - **Hourly Trash Pick Up/ Minimum Cleaning** ***Cost per day is*** **$ 80.00**

BOOTH SIZE [ ] **X** [ ] **=** [ ] **SQUARE FEET**

VACUUMING

[ ] **X** [1] **X** [ ] **=** [ ]

(Square Feet) **(Number of Days)** **(Rate)** **(TOTAL)**

PORTER SERVICE

[1] **X** [$ 80.00] **=** [ ]

(Number of Days) **(Rate)** **(TOTAL)**

Digital File Preparation

We want your graphics to look their best. In order to ensure 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.

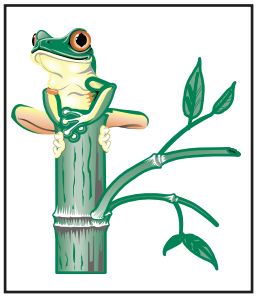
Suitable Formats for images and/or logos	
Program	**Preferred Format**
Adobe Illustrator CS6	.ai, .eps, .pdf (press quality)
Adobe Photoshop CS6	.pdf (press quality), jpeg (high res.)
Adobe Acrobat	.pdf (press quality)
ALL FONTS MUST BE CONVERTED TO OUTLINES	

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	With 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 in a design program at 50-100% of actual size. If you have very large files please contact us for options. To avoid additional costs, please send files using the guidelines below.

.gif @ 400%



.ai / .eps vector @ 400%

VECTOR ARTWORK

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

* All fonts within the artwork need to be converted to outlines.

High Resolution (300 dpi)

Low Resolution (72 dpi)

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 to outlines. Artwork must be set to the proper proportions @ 50-100% of final size. Any images in the file must be high resolution and/or (300dpi) These steps will ensure good print quality output.
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 be vector based or high resolution 300dpi in order to have the best possible print quality output.
See Visual

FTP (File Transfer Protocol) Instructions:

FTP Host Address is: ftp.tricord.net
User Name: graphics@tricord.net
Password: 19875621
* Only upload your graphic files after you have submitted your order forms and have received confirmation.
* Files must be named as: Show Name_Company Name_Booth #_File Name
Email *signs@tricord.net* when your upload is complete.

TRICORD TRADESHOW SERVICES

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Signs & Banners

Company Name	Booth #

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, 300dpi for photos. FTP is available for large files.

STANDARD SIZE SIGNS

Sizes	Quantity		Cost		Total
22” x 28”		x	$60	=	
24” x 36”		x	$100	=	
30” x 40”		x	$135	=	
36” x 48”		x	$180	=	
36” x 60”		x	$250	=	
38” x 94”		x	$400	=	

STANDARD SIZE BANNERS

Sizes	Quantity		Cost		Total
2’ x 6’		x	$180	=	
2’ x 8’		x	$240	=	
3’ x 6’		x	$270	=	
2’ x 10’		x	$300	=	
3’ x 8’		x	$360	=	
3’ x 10’		x	$450	=	

CUSTOM SIZE SIGN OPTIONS

Color print and mount	$15 per square foot
Lamination	$3 per square foot
Graphic Design Time	$95 per hour

DEADLINE DATE: SEE SHOW INFORMATION PAGE

-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:

☐ 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.

Total of all Signs ordered	$
Set Up Fee	$ 25.00
Add 25% late charge (if applicable)	$
Rush Fee (if applicable)	$
TOTAL AMOUNT ENCLOSED	$

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Third Party Authorization

Company Name	Booth #

IMPORTANT INFORMATION

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

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

Both firms must complete this form, including the Third Party Credit Card Charge Authorization below and return the form by the deadline of: **September 13, 2017**

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

Company Name	Date
Signature	
Address	
City	State/Zip/Country
Telephone	Fax
Email	Print Name

THIRD PARTY - CREDIT CARD AUTHORIZATION

Company Name	Date
Address	
City	State/Zip/Country
Telephone	Fax
Email	Print Name
Signature	
Account Number	
Expiration Date	CCID#
Cardholder Name	Card Type

ACFSA
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& Convention Center
San Diego, CA

Exhibitors Only - EAC Information Form

If an exhibitor plans to use a firm other than the "Official Show Vendor" please list below the non-official vendor's company name, contact name, phone number and email. After completing this form please fax it to TriCord Tradeshows at the number listed below.

PLEASE FAX OR MAIL TO TRICORD TRADESHOWS BY: SEPTEMBER 13, 2017

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 and dismantling booths) or
-Contractors - EAC form (all other vendors including AV, INTERNET, booth designer, etc.)
-A copy of the EAC certificate of insurance with a minimum of $1,000,000.00 liability coverage, including property damage, and workers compensation to show management and TriCord Tradeshow at least 10 DAYS before the show opening.

All EAC's must be aware and abide by all union rules and regulations.

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

Exhibitor Appointed Contractor Information
Please list below your exhibitor appointed contractors information:

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

Logistics

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

Dear ACFSA Exhibitors,

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

As the official Service Contractor for the upcoming ACFSA conference to be held at the San Diego Town & Country Resort & Convention Center, TriCord would like to offer you help by arranging your freight logistics at a discounted rate to our Advanced Warehouse. TriCord's 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 and sent to you for pick-up.
2. Special labels emailed to you for shipment/bill of lading (BOL).
3. Dispatcher and truck coordination.
4. Freight Tracking.
5. Confirmation of delivery.
6. Drop off location and time.
7. Assistance with claims against carrier if shipment is damaged or late.

**If you and your company are interested in receiving discounted freight rates to the advanced warehouse, please fill out the following form and fax or email it back to TriCord as soon as possible.

TRICORD TRADESHOW SERVICES

ACFSA
September 25-26, 2017
San Diego Town & Country Resort
& Convention Center
San Diego, CA

Logistics

Company Name	Booth #
Address	
City/State/Zip	
Do you require a lift gate?	Date shipment can pick up?
Contact Name	Hours of Operation
Email	
Telephone	Fax

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 (831)-883-8686 or email it to orders@tricord.net

AIRWAYS FREIGHT
LAND • AIR • SEA

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For Domestic Shipments Call: 800-929-1085

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

Email: tricord@airwaysfreight.com

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

The Airways Advantage:

- Over 30 years in the exhibit industry.

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

TRICORD TRADESHOW SERVICES

ACFSA
September 25-26, 2017
San Diego Town & Country Resort
& Convention Center
San Diego, CA

Plant Form

Company Name	Booth #

Areca

Neanthe Bella

Palm

Dracaena

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

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

Flowering Plants ***$50/Plant***	**Quantity**	**Total**
Chrysanthemums		
Kalanchoe		
Cyclamen		
Seasonal Flowering Plants ***$50/Plant***	**Quantity**	**Total**
Azalea		
Lily		
Poinsettia		
Green Foliage Plants- ***2 1/2 to 3 1/2 ft. $55/Plant***	**Quantity**	**Total**
Neanthe Bella		
Palm		
Draecena		
Arbicola		
Boston Fern		
Green Foliage Plants- ***4 1/2 to 5 1/2 ft. $60/Plant***	**Quantity**	**Total**
Ficus Benjamina		
Ficus Lyrata		
Areca		
Palm		
Draecena		
Green Foliage Plants- ***6 ft. plus $65/Plant***	**Quantity**	**Total**
Ficus		
Benjamina		
Draecena		
Marginata		
Palms		
Floral Arrangement ***$85/Arrangement***	**Quantity**	**Total**
Floral Arrangement		
	PLANT ORDER TOTAL	

TriCord Tradeshow Services | 738 Neeson Road, Marina, CA. 93933 | Phone: 831-883-8600 | Fax: 831-883-8686
Need more help? Please email us with any questions or concerns, orders@tricord.net

TRICORD TRADESHOW SERVICES

ACFSA
September 25-26, 2017
San Diego Town & Country Resort
& Convention Center
San Diego, CA

Audio-Visual/Computer Equipment Rental Form

Company Name	Booth #

VIDEO WALLS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
NEC x462un 3x3 Video Wall		$12,000	N/A	$
NEC x462un 4x4 Video Wall		$16,500	N/A	$
Video Wall Tech		$900	N/A	$

LCD & SCREENS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
90” LED HDTV		$3,200	$3,800	$
80” LED HDTV		$2,150	$2,550	$
70” LED HDTV		$1,650	$2,050	$
65” LED HDTV		$1,450	$1,800	$
60” LED HDTV		$1,250	$1,550	$
55” LED HDTV		$1,050	$1,300	$
47” LED HDTV		$800	$1,000	$
43” LED HDTV		$600	$750	$
32” LED HDTV		$350	$435	$
24” LED HDTV		$170	$210	$

TOUCH SCREENS - INCLUDES TABLE STAND OR WALL MOUNT	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
55” TOUCHSCREEN		$1,500	$1,875	$
42” TOUCHSCREEN		$1,100	$1,375	$
27” TOUCHSCREEN		$650	$800	$

ACCESSORIES	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Premier Pole Stand w/ Shelf		$150	$185	$
Pole Stand w/ Shelf & Wall Mount		$180	$225	$
Blu-Ray Player w/ HDMI Out		$80	$100	$
Seamless Looping Media Player		$90	$110	$

25% Delivery Charge on Total Order with minimum of $125/ Delivery Charge	$
AV RENTAL TOTAL	$

Note: Orders not cancelled within 48 hours of TriCord’s move in will be billed at 100%.

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& Convention Center
San Diego, CA

Audio-Visual/Computer Equipment Rental Form

Company Name	Booth #

LAPTOPS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
i5 Laptop w/ Office		$220	$275	$
i7 Laptop w/ Office		$300	$375	$

APPLE EQUIPMENT	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
IPAD		$200	$250	$
MacBook Pro i5		$350	$435	$
MacBook Pro i7		$450	$560	$
Mac Mini i5		$350	$435	$
Mac Mini i7		$390	$485	$
IMAC 21.5” i5		$350	$435	$
IMAC 27” i7		$650	$800	$

PROJECTORS, SCREENS & PERIPHERALS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
8K Lumens Projector		$1,500	$1,875	$
7K Lumens Projector		$1,300	$1,625	$
2.5K Lumens Projector		$250	$310	$
Pro Grade Wireless Presenter		$50	$62	$
7.5x10 Fast Fold Screen w/ Dress Kit		$900	$1,035	$
9.5x12 Fast Fold Screen w/ Dress Kit		$1,400	$1,610	$
84” Tripod Projector Screen		$250	$310	$

AUDIO	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Shure Wireless Mic Kit (Headset, Lav or Handheld Option)		$200	$250	$
15” Speakers		$200	$250	$
Bose L1 Speakers		$500	$625	$
Basic Speaker Set Up (2 Speakers w/ Mixer)		$300	$350	$

25% Delivery Charge on Total Order with minimum of $125/ Delivery Charge	$
AV RENTAL TOTAL	$

Note: Orders not cancelled within 48 hours of TriCord’s move in will be billed at 100%.

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DELIVERY INFORMATION			
Show Name:			
Contractor:			
Booth Number(s):		**Show Date:**	
Venue:			

S. CALIFORNIA DISTRICT
SERVICE AREA: CA (SW), HI
CORT Trade Show Furnishings
1170 N. Anaheim Blvd
Anaheim, CA 92801
714-517-7400
Please email both pages to:
TSAnaheim@cort.com

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION			
		Order Total:	
	Late Order Fee: (Add 30%) 0%		
	State Tax: (excluding NV, CA & OR) 0.00%		
		TOTAL DUE:	
Credit Card:			
Exp Date:		**BILLING ZIP CODE:**	
Name (Print):			
Signature:			

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.
LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.
CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
POWERED					
BNQTL7		Center Cone, Powered	White Vinyl	$ 597	
ADAPTB		Charging Adapter	Black	$ 21	
ADAPTW		Charging Adapter	White	$ 20	
BNQ417		Full Banquette, Powered	White Vinyl	$ 1,895	
G30BWP		G30 Bar Table, Powered	White Top	$ 655	
G30DWP		G30 Café Table, Powered	White Top	$ 518	
G30CWP		G30 Cocktail Table, Powered	White Top	$ 372	
NPLCHP		Naples Chair, Powered	Black Vinyl	$ 536	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	$ 746	
NPLSOP		Naples Sofa, Powered	Black Vinyl	$ 859	
PWRUSB		Powered Conference Table Module	Black	$ 63	
CHRPWR		Roma Chair, Powered	White Vinyl	$ 536	
SFAPWR		Roma Sofa, Powered	White Vinyl	$ 859	
C1YP		Sydney Powered Cocktail Table	Black, Brushed Steel	$ 304	
C1WP		Sydney Powered Cocktail Table	White, Brushed Steel	$ 304	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric	$ 417	
SFA002		Allegro Sofa	Blue Fabric	$ 595	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	$ 292	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	$ 404	
HCH08		Heathrow Chair	Black Vinyl	$ 435	
HC008		Heathrow Corner Chair	Black Vinyl	$ 472	
HS008		Heathrow Sectional	Black Vinyl, 3 Pieces	$ 1,495	
HEA08		Heathrow Sofa	Black Vinyl	$ 570	
HOPCH		Hopi Chair	Gray Linen	$ 197	
HOPLV		Hopi Loveseat	Gray Linen	$ 308	
KEYCHR		Key Largo Chair	Black, Fabric	$ 264	
KEYLOV		Key Largo Loveseat	Black, Fabric	$ 310	
KEYSOF		Key Largo Sofa	Black, Fabric	$ 407	
NPLCHR		Naples Chair	Black Vinyl	$ 496	
NPLLOV		Naples Loveseat	Black Vinyl	$ 595	
NPLSOF		Naples Sofa	Black Vinyl	$ 712	
CHR003		Roma Chair	White Vinyl	$ 464	
SFA003		Roma Sofa	White Vinyl	$ 680	
SO2		South Beach Sectional, 3pcs	Platinum Suede	$ 1,353	
SO1		South Beach Sofa	Platinum Suede	$ 567	
TANCHR		Tangiers Chair	Beige Textured	$ 366	
TANSOF		Tangiers Sofa	Beige Textured	$ 570	
ACCENT CHAIRS					
CCE		Ice Chair	Transparent, Chrome	$ 187	
OCB		Key West Chair	Black	$ 340	
LABREA		La Brea Swivel Chair	Charcoal Gray, Fabric	$ 352	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	$ 363	
OCH		Madrid Chair	Black	$ 618	
BCW		Madrid Chair	White	$ 549	
SWAN		Swanson Swivel Chair	White Vinyl	$ 306	

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso	$ 235	
OCMTAU		Meeting Chair	Taupe Fabric	$ 232	
OCMWHT		Meeting Chair	White Vinyl	$ 213	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	$ 263	
CS8		Berlin Chair	Black, White	$ 105	
CS9		Berlin Chair	Red, White	$ 105	
SC3		Brewer Chair	Onyx, Black	$ 144	
XCHR		Christopher Chair	White Vinyl, Chrome	$ 87	
DUET		Duet Chair	Black, Chrome	$ 61	
LMCHR		Laguna Chair	Maple, Chrome	$ 122	
XC3		Luxor Guest Chair	Black Vinyl	$ 287	
MALGRY		Malba Chair	Gray	$ 94	
MALGRN		Malba Chair	Green	$ 94	
SC10		Razor Armless Chair	White	$ 72	
RSTDIN		Rustique Chair w/ arms	Gunmetal	$ 124	
CS4		Syntax Chair	Black, Chrome	$ 171	
CH002		Wendy Chair	Clear Acrylic	$ 98	
ZENCHR		Zenith Chair	White, Chrome	$ 138	
OTTOMANS					
BNO08		Bench Ottoman	Black Vinyl	$ 351	
BNO75		Bench Ottoman	White Vinyl	$ 351	
CUBL20		Edge LED Cube Ottoman	White, Plastic	$ 163	
END01B		Endless Curved Ottoman	Black	$ 355	
END01W		Endless Curved Ottoman	White	$ 355	
END02B		Endless Square Ottoman	Black	$ 305	
END02W		Endless Square Ottoman	White	$ 305	
WHT12		Half Bench Ottoman	White Vinyl	$ 310	
MAR010		Marche Swivel Ottoman	Blue Fabric	$ 154	
MAR002		Marche Swivel Ottoman	Gray Fabric	$ 154	
MAR003		Marche Swivel Ottoman	Linen Fabric	$ 154	
MAR008		Marche Swivel Ottoman	Meadow Green	$ 154	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	$ 154	
MAR007		Marche Swivel Ottoman	Plum Fabric	$ 154	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	$ 154	
MAR005		Marche Swivel Ottoman	Red Fabric	$ 154	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	$ 154	
MAR001		Marche Swivel Ottoman	White Vinyl	$ 154	
BNQR17		Ottoman Ring	White Vinyl	$ 1,458	
BNQ7		Quarter Curve Ottoman	White Vinyl	$ 407	
SAL		Sally Stool/Ottoman	White	$ 76	
OTS		South Beach Wedge Ottoman	Platinum Suede	$ 270	

Additional Ottomans On Pg 2

Page 1 TOTAL

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To View the 2017 catalog please click here

SHOW NAME:		BOOTH:	

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
OTTOMANS (continued)					
VIB07		Vibe Cube Ottoman	Beige Vinyl, Waterproof	$ 116	
VIB10		Vibe Cube Ottoman	Black Vinyl, Waterproof	$ 116	
VIB02		Vibe Cube Ottoman	Blue Vinyl, Waterproof	$ 116	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl, Waterproof	$ 116	
VIB01		Vibe Cube Ottoman	Green Vinyl, Waterproof	$ 116	
VIB08		Vibe Cube Ottoman	Orange Vinyl, Waterproof	$ 116	
VIB03		Vibe Cube Ottoman	Pink Vinyl, Waterproof	$ 116	
VIB04		Vibe Cube Ottoman	Red Vinyl, Waterproof	$ 116	
VIB09		Vibe Cube Ottoman	White Vinyl, Waterproof	$ 116	
VIB05		Vibe Cube Ottoman	Yellow Vinyl, Waterproof	$ 116	
ACCENT TABLES					
ALC100		Alondra Cocktail Table	Glass, Chrome	$ 276	
ALC200		Alondra Cocktail Table	Wood, Chrome	$ 276	
ALE100		Alondra End Table	Glass, Chrome	$ 199	
ALE200		Alondra End Table	Wood, Chrome	$ 199	
AURA		Aura Round Table	White Metal	$ 123	
ETBL		E Table	Wood	$ 152	
CUBTBL		Edge LED Cube Table	White, Plastic, Plexi Top	$ 164	
C1C		Geo Cocktail Table	Glass, Chrome	$ 215	
C1FWB		Geo Cocktail Table	Wood, Black	$ 242	
E1C		Geo End Table	Glass, Chrome	$ 210	
E1FWB		Geo End Table	Wood, Black	$ 210	
NEMSAC		Mosaic Tables	Set of 3	$ 241	
COLI		Oliver Cocktail Table	Walnut Finish	$ 204	
EOLI		Oliver End Table	Walnut Finish	$ 176	
REGBEN		Regis Bench/Table	Brushed Metal	$ 244	
REGOTT		Regis End Table	Brushed Metal	$ 175	
C1E		Silverado Cocktail Table	Glass, Chrome	$ 239	
E1E		Silverado End Table	Glass, Chrome	$ 219	
C1Y		Sydney Cocktail Table	Black, Brushed Steel	$ 240	
C1W		Sydney Cocktail Table	White, Brushed Steel	$ 240	
E1Y		Sydney End Table	Black, Brushed Steel	$ 210	
E1W		Sydney End Table	White, Brushed Steel	$ 210	
TMBTBL		Timber Table	Wood	$ 146	
CAFÉ TABLES W/ STANDARD BLACK BASE					
ZTJ		30" Round Café Table	Graphite Nebula Top	$ 191	
ZTH		30" Round Café Table	Liquid Steel Blue Top	$ 191	
LIQ004		30" Round Café Table	Liquid White Top	$ 305	
ZTK		30" Round Café Table	Maple Top	$ 191	
ZTB		30" Round Café Table	Red Top	$ 191	
ZTG		30" Round Café Table	Silver Textured Top	$ 191	
ZTA		30" Round Madison Café Table	Gray Acajou	$ 191	
ZTN		36" Round Café Table	Graphite Nebula Top	$ 206	
ZTP		36" Round Café Table	Maple Top	$ 206	
ZTQ		36" Round Café Table	White Laminate Top	$ 206	
CAFÉ TABLES W/ HYDRAULIC BASE					
30GRHC		30" Round Café Table	Graphite Nebula Top	$ 254	
30SBHC		30" Round Café Table	Liquid Steel Blue Top	$ 283	
LIQ009		30" Round Café Table	Liquid White Top	$ 384	
30MTHC		30" Round Café Table	Maple Top	$ 254	
30BRHC		30" Round Café Table	Red Top	$ 254	
30STHC		30" Round Café Table	Silver Textured Top	$ 254	
30MAHC		30" Round Madison Café Table	Gray Acajou	$ 248	
36GRHC		36" Round Café Table	Graphite Nebula Top	$ 279	
36MTHC		36" Round Café Table	Maple Top	$ 279	
36WTHC		36" Round Café Table	White Laminate Top	$ 279	
BAR TABLES W/ STANDARD BLACK BASE					
VTJ		30" Round Bar Table	Graphite Nebula Top	$ 209	
VTH		30" Round Bar Table	Liquid Steel Blue Top	$ 210	
LIQ003		30" Round Bar Table	Liquid White Top	$ 286	
VTK		30" Round Bar Table	Maple Top	$ 209	
VTB		30" Round Bar Table	Red Top	$ 209	
VTG		30" Round Bar Table	Silver Textured Top	$ 209	
VTA		30" Round Madison Bar Table	Gray Acajou	$ 204	
VTN		36" Round Bar Table	Graphite Nebula Top	$ 227	
VTP		36" Round Bar Table	Maple Top	$ 227	
VTW		36" Round Bar Table	White Laminate Top	$ 227	
BAR TABLES W/ HYDRAULIC BASE					
30GRHB		30" Round Bar Table	Graphite Nebula Top	$ 255	
30SBHB		30" Round Bar Table	Liquid Steel Blue Top	$ 255	
LIQ010		30" Round Bar Table	Liquid White Top	$ 384	
30MTHB		30" Round Bar Table	Maple Top	$ 255	
30BRHB		30" Round Bar Table	Red Top	$ 255	
30STHB		30" Round Bar Table	Silver Textured Top	$ 255	
30MAHB		30" Round Madison Bar Table	Gray Acajou	$ 248	
36GRHB		36" Round Bar Table	Graphite Nebula Top	$ 277	
36MTHB		36" Round Bar Table	Maple Top	$ 277	
36WTHB		36" Round Bar Table	White Laminate Top	$ 277	
BARSTOOLS					
APS08		Apex Barstool	Black Vinyl	$ 189	
APS12		Apex Barstool	Blue Ultra Suede	$ 189	
APS59		Apex Barstool	Red Vinyl	$ 189	
APS75		Apex Barstool	White Vinyl	$ 189	
BSS		Banana Barstool	Black, Chrome	$ 210	
BST		Banana Barstool	White, Chrome	$ 210	

CODE	QTY	ITEM	DESCRIPTION	2017	TOTAL
BARSTOOLS (continued)					
XBAR		Christopher Barstool	White Vinyl, Chrome	$ 152	
BSL		Gin Barstool	Maple, Chrome	$ 164	
BCE		Ice Barstool	Transparent, Chrome	$ 227	
LMBAR		Laguna Barstool	Maple, Chrome	$ 154	
ROLLBL		Lift Barstool	Black Vinyl	$ 182	
ROLLGY		Lift Barstool	Gray Vinyl	$ 182	
ROLLRD		Lift Barstool	Red Vinyl	$ 182	
ROLLWH		Lift Barstool	White Vinyl	$ 182	
BSD		Oslo Barstool	Blue	$ 223	
BSC		Oslo Barstool	White	$ 223	
RSTSTL		Rustique Barstool	Gunmetal	$ 113	
BS001		Shark Barstool	White, Chrome	$ 271	
BSR		Syntax Barstool	Black, Chrome	$ 186	
ZENBAR		Zenith Barstool	White, Chrome	$ 136	
BS003		Zoey Barstool	Black, Chrome	$ 249	
BS002		Zoey Barstool	White, Chrome	$ 249	
CONFERENCE TABLES					
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	$ 294	
WD3		Work Table	White Laminate, White	$ 282	
CB8		42" Rnd Madison Conference Table	Gray Acajou	$ 141	
CB1		42" Round Table	Graphite Nebula	$ 327	
CONF42		42" Round Table	White Laminate	$ 327	
CB2		6' Conference Table	Graphite Nebula	$ 391	
CT06GR		6' Table	Granite	$ 400	
CB3		8' Conference Table	Graphite Nebula	$ 461	
C508GR		8' Table	Granite	$ 461	
CT10GR		10' Table	Granite	$ 692	
CF2		Geo Table, Rectangle	Glass, Black	$ 384	
CE2		Geo Table, Rectangle	Glass, Chrome	$ 384	
CF1		Geo Table, Rounded Square	Glass, Black	$ 271	
CE1		Geo Table, Rounded Square	Glass, Chrome	$ 271	
MADC05		Madison 5' Table	Gray Acajou	$ 397	
MADC08		Madison 8' Table	Gray Acajou	$ 793	
MADC10		Madison 10' Table	Gray Acajou	$ 793	
EXECUTIVE CHAIRS					
SY1		Altura Steno Chair	Black Crepe	$ 171	
XC1		Luxor High Back Executive Chair	Black Vinyl	$ 342	
XC2		Luxor Mid Back Executive Chair	Black Vinyl	$ 320	
PROGB		Pro Executive Guest Chair	Black Vinyl	$ 215	
PROEXB		Pro Executive High Back Chair	Black Vinyl	$ 307	
PROEXE		Pro Executive High Back Chair	White Classic Vinyl	$ 307	
PROMDB		Pro Executive Mid Back Chair	Black Vinyl	$ 200	
PROMID		Pro Executive Mid Back Chair	White Classic Vinyl	$ 200	
G30 COMMUNAL TABLES W/ SOLID TOPS					
G30BMS		G30 Communal Bar Table	Maple Top	$ 567	
G30BWS		G30 Communal Bar Table	White Top	$ 567	
G30DMS		G30 Communal Café Table	Maple Top	$ 453	
G30DWS		G30 Communal Café Table	White Top	$ 453	
G30CMS		G30 Communal Cocktail Table	Maple Top	$ 317	
G30CWS		G30 Communal Cocktail Table	White Top	$ 317	
G30 COMMUNAL TABLES W/ GROMMET HOLES					
G30BMW		G30 Communal Bar Table	Maple Top	$ 567	
G30BWW		G30 Communal Bar Table	White Top	$ 567	
G30DMW		G30 Communal Cafe Table	Maple Top	$ 453	
G30DWW		G30 Communal Cafe Table	White Top	$ 453	
G30CMW		G30 Communal Cocktail Table	Maple Top	$ 317	
G30CWW		G30 Communal Cocktail Table	White Top	$ 317	
OFFICE & PRODUCT DISPLAY					
TECH3		3 Drawer File Cabinet on Castors	Black Metal, Laminate	$ 123	
CR8		Madison Credenza	Gray Acajou	$ 424	
JD8		Madison Executive Desk	Gray Acajou	$ 501	
TECH		Tech Desk, Powered	Black Metal, Laminate	$ 387	
TECH3B		Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Laminate	$ 474	
BC8		Madison Bookcase	Gray Acajou	$ 362	
PDL36B		Powered Locking Pedestal, 36"	Black	$ 428	
PDL36W		Powered Locking Pedestal, 36"	White	$ 428	
PDL42B		Powered Locking Pedestal, 42"	Black	$ 509	
PDL42W		Powered Locking Pedestal, 42"	White	$ 509	
LAMPS					
LA15		Mason Floor Lamp	Brushed Silver	$ 187	
LA14		Mason Table Lamp	Brushed Silver	$ 122	
BARS					
BR1		Martini Bar	Gray Metal, Frosted Glass Top	$ 1,112	
BRC		Martini Bar Circle	3 Martini Bars	$ 3,202	
MOBILE TABLET STANDS					
TBSTND		Mobile Tablet Stand	Black	$ 116	
TBSTDW		Mobile Tablet Stand	White	$ 116	
TBBCHR		Brochure Holder	Black	$ 54	
TBSHLF		Charging Shelf	Black	$ 54	
TBPNTR		Wireless Printer Holder	Black	$ 54	
REFRIGERATORS					
R1R		Refrigerator, Large	White, 14.0 cubic feet	$ 739	
R1Q		Refrigerator, Small	White, 4.0 cubic feet	$ 260	

Page 2 TOTAL

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Town & Country, San Diego, CA

September 24 - 27, 2017

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What is the iLeads App?

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Supported devices:

- √ iPod touch®, iPhone®, iPad®
  (Minimum Operating System required is 9.0 or higher)
- √ Android™ Smartphone, tablet or Android based Kindle
  (Minimum Operating System required is 4.2.X)

- √ Contact Management.
- √ Works Offline
- √ Capture sales leads anywhere, any time.
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- √ Backed up and synched on a secure website.

Marketing Extras, included, no extra charge

- **Attendee Notification**

  Bartizan e-mails each attendee with an interactive list of the booths they visited.

  Lets attendees follow up on you.

- **Lead Management Software**

  Using LeadsLightning, track the attendees who stopped by your booth. View, sort, print and download leads.

  Identify best leads by filtering and prioritizing.

  Access anywhere, anytime up to 12 months after the show.

- **Exhibitor Education**

  Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.

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Mobile Lead Management Packages

All Lead App Packages Include:

- √ **iLeads App Data Licenses for Your Booth**
- √ **Exhibitor Education:** Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.
- √ **Attendee Notification:** E-mail with the list of booth visited.

Lead Retrieval Options	QTY	ORDER BY 8/25/2017	ORDER BY 9/8/2017	ONSITE	TOTAL
Capture leads by typing Badge ID # or scan the Barcode when available by using your own device.					
Booth Price Packages:					
1 License: ……..		$199.00	$209.00	$219.00	_____
2 Licenses: ……..		$299.00	$309.00	$319.00	_____
3 Licenses: ……..		$349.00	$359.00	$369.00	_____
Additional Licenses available for $50.00 per license	☐				_____
iPod touch® Rental: Includes iLeads lead retrieval app pre-loaded.	☐	$299.00	$319.00	N/A	_____
iPad® Rental: Includes iLeads lead retrieval app pre-loaded.	☐	$399.00	$429.00	N/A	_____
3G Service is available for an additional $80.00	☐	$479.00	$509.00	N/A	_____

Company Name _____ → **GRAND TOTAL** _____

Please Note: Upon placing this order you agree to the full Terms & Conditions on the attached document.
All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please click the link in the email you will receive to provide your info. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

ACFSA 2017 Annual International Conference & Vendor Showcase

Town & Country, San Diego, CA

September 24 - 27, 2017

CONTACT INFORMATION

COMPANY: _____BOOTH #: _____

ADDRESS: _____

CITY: _____STATE: _____ZIP:_____COUNTRY:_____

PHONE#: _____ FAX #: _____

ORDER CONTACT: _____ EMAIL: _____

ONSITE CONTACT: _____CELL #: _____

iLeads Only:

Please provide First Name, Last Name and Email address of person to receive the Event Access Code.

Recipient will also receive the User Name & Password to access your company's leads on LeadsLightning.

Name:

_____

Email:

_____

ORDER ONLINE:
http://shop.bartizan.com/ACFSA.html

Mail Checks to:
Bartizan Connects,
Attn: Customer Service
P.O. Box 327
Jefferson Valley, NY 10535
Phone: 800.899.2278 **Order by Fax:** 914-965-7746

Please Note: Upon placing this order you agree to the full Terms & Conditions listed below. For those exhibitors who choose to rent an iPod touch® or iPad® please return device to Bartizan Connects within 4 business days using the FedEx label provided.

My Tradeshow Connections:
All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please click on the link you will receive by email to provide your info online. Without your complete company contact information, the list sent to attendees will contain only your name and booth number

TERMS AND CONDITIONS

1. **Cancellations made 7 or more days prior to the event are subject to a $50.00 cancellation fee. Cancellations made less than 7 days prior to the event will result in forfeiture of the entire rental fee.**
2. **Limitation of Liability: Bartizan bears no responsibility for any consequential damages suffered by the exhibitor. Its liability is limited to the cost of the goods and services it provides. Bartizan is not responsible for events beyond its control such as power failures, erratic electrical power, exhibitor's failure to comply with instructions or force majeure.**
3. **It is the Exhibitors responsibility to ensure that the device they use at the show meets the minimum requirements to run the iLeads app. Exhibitor is responsible for returning the rental device to Bartizan Connects within 4 business days using the FedEx label provided.**

PAYMENT

Check# _____

_____ _____

Cardholder Name Authorized Signature

(Card holder & signature represents above company and authorizes this credit card to be used as payment for this contract)

_____ _____ _____

Card Number Expiration Date Security Code

Electrical Checklist

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

ACFSA 2017
Town and Country Resort and Convention Center
September 26, 2017

☐ Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
☐ Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call TSE for assistance.
☐ Completed Labor Order Forms (Floor Work, Booth Work and Equipment Rental)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
☐ Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
☐ Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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E-1a 042116

TSE TRADE SHOW ELECTRICAL

Electrical Safety and Regulation

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Town and Country Resort and Convention Center
September 26, 2017

1. Trade Show Electrical (TSE) Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All facility overhead and floor distribution of electrical wiring. All materials for floor distribution must be supplied by TSE. 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.

2. Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our systems. 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. Sharing power or plugging into facility outlets is strictly prohibited.

3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

4. 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 the risks involved. 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 the convention facilities.

5. 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 and to avoid code violations, 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.
   - Cube taps and multi-headed extension cords are not allowed.
   - 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.
   - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. TSE is not responsible for loss or damage resulting from power surges. Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
   - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
     - 5 amp 120 volt: Standard U-ground cord cap
     - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
     - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
     - 100 amp 208 volt 1phase or 3phase: Litton-Veam Plug CIR01GRH

6. 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. A fee of $300.00 may be assessed for the safety and rules violation.

TSE TRADE SHOW ELECTRICAL

7. TSE is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. TSE is not responsible for loss or damage resulting from power surges. Furthermore, TSE's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. 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 bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a TSE Electrician.

Reminder:

- 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.

TSE TRADE SHOW ELECTRICAL

Electrical Services Frequently Asked Questions

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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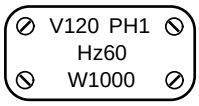
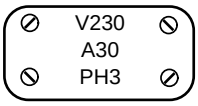
September 26, 2017

How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical appparatus with a minimum of 5 amp at each location.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

Is this price listed for power per day?

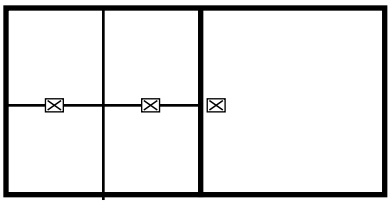
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

Where does the power come from?

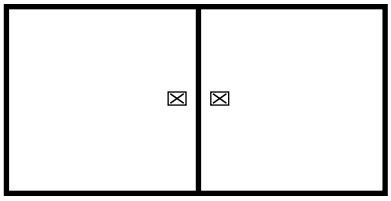
The power sources come from different areas depending on the halls. Halls may have catwalks available which means the power will drop from the ceiling. In other halls, the power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

Where will my power be located?

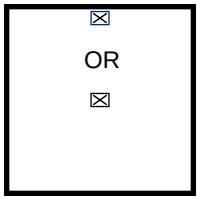
For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If TSE does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis.
In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.



Inline Booths **Peninsula Booths**



Back-to-Back Peninsula Booths



Island/Pavillion Booths

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

What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

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Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the TSE Department pre-show. Once on-site, please visit the TSE Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. TSE has different lighting options available. Contact TSE department pre-show for suggestions and recommendations.

Can I hang my own lights?

Exhibitors (not EAC's) may hang up to four (4) arm lights per total booth space as long as the power does not exceed 2000 watts/20 amps.

Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, TSE is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous TSE invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise TSE service desk. Equipment used for dismantle is billed at one (1) hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. TSE does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – TSE Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for TSE lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the four (4) arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by TSE for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). TSE must also receive an electrical floor plan for placements of the 1000 watt overhead lights.

How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Hanging Signs require lift equipment to reach the ceiling and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to TSE office by the discount deadline date.

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Electrical Outlets Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

ACFSA 2017
Town and Country Resort and Convention Center
September 26, 2017

Discount Deadline Date:
September 19, 2017

Company Name	Email	Phone Number	Booth Number

Show Site Contact	Show Site Email	Show Site Phone Number

Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a Main Drop Location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount ($)	Regular ($)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	**150.00**	200.00		$
700002	010 Amp/1000 Watts, 1/4 HP 120V	**210.00**	280.00		$
700003	015 Amp/1500 Watts, 1/4 HP 120V	**260.00**	335.50		$
700004	020 Amp/2000 Watts, 1/4 HP 120V	**310.00**	400.50		$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount ($)	Regular ($)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	☐	**461.50**	615.00		$
700024	020 Amp, 3 HP 208V / 3Phase	☐	**636.50**	848.50		$
700025	030 Amp, 5 HP 208V / 3Phase	☐	**830.00**	1,107.00		$
700026	060 Amp, 10 HP 208V / 3Phase	☐	**1,107.00**	1,475.50		$
700027	100 Amp, 20 HP 208V / 3Phase	☐	**1,429.50**	1,906.00		$
700028	200 Amp, 50 HP 208V / 3Phase	☐	**2,305.50**	3,074.00		$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount ($)	Regular ($)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	**3.50**	4.75		$

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. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X _____
Authorized Signature

_____
Authorized Name - Please Print Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed $ _____

By signing and delivering the Electrical Outlets Order Form to TSE, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

TSE TRADE SHOW ELECTRICAL

24 Hour Electrical Outlets Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

ACFSA 2017
Town and Country Resort and Convention Center
September 26, 2017

Discount Deadline Date:
September 19, 2017

Company Name	Email	Phone Number	Booth Number

Show Site Contact	Show Site Email	Show Site Phone Number

Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a Main Drop Location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount ($)	Regular ($)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	**300.00**	400.00		$
700002	010 Amp/1000 Watts, 1/4 HP 120V	**420.00**	560.00		$
700003	015 Amp/1500 Watts, 1/4 HP 120V	**520.00**	671.00		$
700004	020 Amp/2000 Watts, 1/4 HP 120V	**620.00**	801.00		$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount ($)	Regular ($)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	☐	**923.00**	1,230.00		$
700024	020 Amp, 3 HP 208V / 3Phase	☐	**1,273.00**	1,697.00		$
700025	030 Amp, 5 HP 208V / 3Phase	☐	**1,660.00**	2,214.00		$
700026	060 Amp, 10 HP 208V / 3Phase	☐	**2,214.00**	2,951.00		$
700027	100 Amp, 20 HP 208V / 3Phase	☐	**2,859.00**	3,812.00		$
700028	200 Amp, 50 HP 208V / 3Phase	☐	**4,611.00**	6,148.00		$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount ($)	Regular ($)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	**3.50**	4.75		$

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. Sharing power or plugging into facility outlets is strictly prohibited.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original after installation.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X
Authorized Signature

Authorized Name - Please Print Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed $

By signing and delivering the 24 Hour Electrical Outlets Order Form to TSE, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

025695118 030217 E-2a 122216

TSE TRADE SHOW ELECTRICAL

Lighting Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

ACFSA 2017
Town and Country Resort and Convention Center
September 26, 2017

Discount Deadline Date:
September 19, 2017

Company Name	Email	Phone Number	Booth Number

Show Site Contact	Show Site Email	Show Site Phone Number

Easy Ordering Tips:

- TSE offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 1000 Watt Overhead Floodlight (700361): This is a catwalk mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.

700361

700350

700352

Lighting Options

Item Code	Description	Discount ($)	Regular ($)	Qty	Total
700361	Floodlight, 1000 Watt Overhead**	**600.00**	800.00		$
700350	Floodlight, 120 Watt*	**150.00**	200.00		$
700352	Floodlight, 120 Watt Double*	**255.00**	340.00		$

Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

* On Stanction, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

** May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed $

By signing and delivering the Lighting Order Form to TSE, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

025695118 030217 E-2l 013117

TSE TRADE SHOW ELECTRICAL

Electrical Floorwork Labor Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

ACFSA 2017
Town and Country Resort and Convention Center
September 26, 2017

Discount Deadline Date:
September 19, 2017

Company Name	Email	Phone Number	Booth Number

Show Site Contact	Show Site Email	Show Site Phone Number

Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by TSE for safety reasons.
- Straight Time: null
- Overtime: null
- 15 minute breaks commence at 10:00 AM and 2:30 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	**Discount ($)**	Regular ($)	Show Site ($)	# Electricians	# Hours	Total
705060	Electrical, ST	**128.50**	161.00	193.00			$
705060	Electrical, OT	**193.00**	241.00	290.00			$

Step 2. Please Indicate Service

What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A scheduled date and time is necessary for this option.

What is TSE Supervision? An exhibitor chooses TSE Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Floor Work (Under Carpet Electrical Distribution)

Option 1

◯ Exhibitor Supervised

- You must schedule date & time below as well as # of electricians and estimated hours.
- TSE assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by TSE provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
- Labor cannot be scheduled prior to assigned target date.
- If an electrical floor plan has been received with distribution points, TSE floor work labor is required. If no floor work labor is received, TSE will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Option 2

◯ TSE Supervised (OK to proceed without exhibitor.)

- A % surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) main drop location?
_____ Yes _____ No
If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

Form Continues on Next Page

Electrical Floorwork Labor Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
September 19, 2017

Company Name	Email	Phone Number	Booth Number

Show Site Contact	Show Site Email	Show Site Phone Number

Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. 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. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the TSE Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE. TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed $

By signing and delivering the Electrical Floorwork Labor Order Form to TSE, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

TSE TRADE SHOW ELECTRICAL

Electrical Booth Work Labor Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Discount Deadline Date:
September 19, 2017

Company Name	Email	Phone Number	Booth Number

Show Site Contact	Show Site Email	Show Site Phone Number

Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: null
- Overtime: null
- 15 minute breaks commence at 10:00 AM and 2:30 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	**Discount ($)**	Regular ($)	Show Site ($)	# Electricians	# Hours	Total
705061	Electrical, ST	**128.50**	161.00	193.00			$
705061	Electrical, OT	**193.00**	241.00	290.00			$

Item Code	Description	**Discount ($)**	Regular ($)	Show Site ($)	# Equipment	# Hours	Total
705300	High Lift, ST	**489.50**	612.00	734.25			$
705300	High Lift, OT	**636.25**	795.25	954.50			$

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

◯ Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.

◯ Lighting

- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
- Assembly, installation and dismantle of electrical headers and/or light boxes.

◯ Miscellaneous

- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
- Changes to or the addition of electrical connectors to electrical apparatus.

Form Continues on Next Page

TSE TRADE SHOW ELECTRICAL

Electrical Booth Work Labor Order Form

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
September 19, 2017

Company Name	Email	Phone Number	Booth Number

Show Site Contact	Show Site Email	Show Site Phone Number

Step 3. Schedule Electrical Labor for Booth Work

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in the booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. 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. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the TSE Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE. TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign X

Authorized Signature

Authorized Name - Please Print Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Total Payment Enclosed $

By signing and delivering the Electrical Booth Work Labor Order Form to TSE, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

025695118 030217 E-4 100315

TSE TRADE SHOW ELECTRICAL

Booth Layout - Electrical

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

ACFSA 2017
Town and Country Resort and Convention Center
September 26, 2017

Form Deadline Date:
September 19, 2017

Company Name | Email | Phone Number | Booth Number

Show Site Contact | Show Site Email | Show Site Phone Number

- Main Drop Location
- 208 V Three Phase _____ AMPS
- 120 V _____ AMPS
- 480 V Three Phase _____ AMPS
- 208 V Single Phase _____ AMPS

Form Tips:

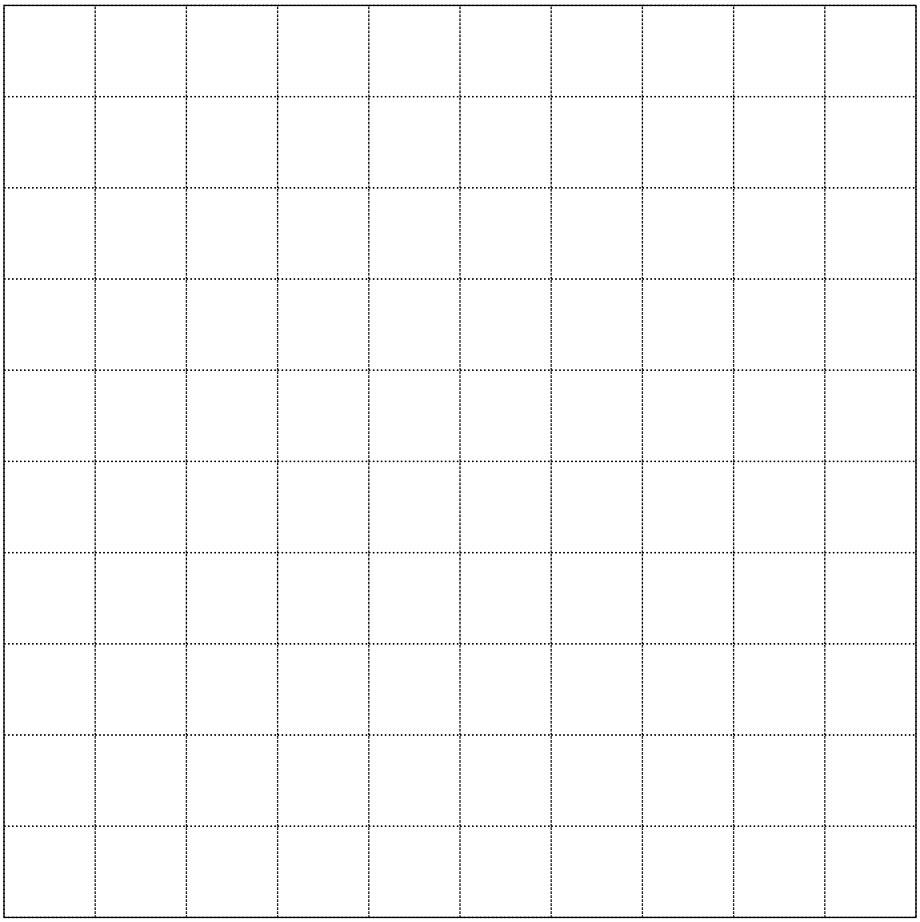
- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e.refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Step 1. Booth Information

Each square is _____ feet square since my booth is_____ feet wide by_____ feet long.

Step 2. Draw Your Booth Layout

Back of Booth Number (indicate adjacent booth or aisle number: _____)



Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Indicate Adjacent Booth or Aisle Number: _____

Indicate Adjacent Booth or Aisle Number: _____

Front of (indicate adjacent booth or aisle number: _____)

Review and Return:

Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

E-5 033016 030217 025695118

TSE TRADE SHOW ELECTRICAL

Payment and Credit Card Charge Authorization

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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September 26, 2017

Form Deadline Date:
September 19, 2017

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone	Email

Please indicate if you will be using a Third Party for billing of services:
☐ No ☐ Yes - Please return Third Party Billing Request form

TSE invoice Sent to:
☐ Primary Contact ☐ Secondary Contact

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with TSE.
  Only submitting your Credit Card Authorization? Do it online: http://e.tseordering.com/025695118/item/2222
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- TSE will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with TSE payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary:
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 702-263-2795 or 702-914-5112

Global Experience Specialists, Inc. (GES)
Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.
- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print

Billing Address

City | State | Zip/Country

Account Number | Expiration Date (MM/YY)

☐ MasterCard ☐ VISA ☐ American Express

☐ Corporate Card ☐ Personal Card

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Please Sign X

Cardholder Signature

Cardholder Name - Please Print | Date (MM/DD/YY)

Check Number | Check Dated

Total Check Payment $

Total Credit Card Payment $

Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Check Payments Return to Trade Show Electrical • Bank of America P.O. Box 96174, Chicago, IL 60693

Domestic Third Party Billing Request

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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September 26, 2017

Form Deadline Date:
September 19, 2017

Company Name | Email | Phone Number | Booth Number

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address | City | State | Zip/Country

Phone | Fax | Contact's Email Address

Please Sign

X _____
Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print | Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

☐ Electrical Outlets ☐ Electrical Labor
☐ Other *(Please Specify)* _____

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address | City | State | Zip/Country

Phone | Fax | Contact's Email Address

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address | City | State | Zip/Country

Account Number

Expiration Date
MM/YY

☐ MasterCard
☐ VISA
☐ American Express
☐ Corporate Card
☐ Personal Card

Please Sign

X _____
Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print | Date

I agree in placing this order that I have accepted TSE Payment Policy and TSE Terms & Conditions of Contract, including authorization for TSE to retain personal information to better serve my need for TSE services at future events.

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 Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. Terms & Conditions of Contract, and TSE's Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return:

Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

TSE TRADE SHOW ELECTRICAL

Payment Policy

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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Payment for Services

TSE requires payment in full at the time services are ordered. Further, TSE requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

TSE accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a $50.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. TSE reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the TSE office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or TSE set-up costs or expenses.

A minimum non-refundable deposit of $25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, TSE retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Terms and Conditions of Contract

All orders are governed by the TSE Payment Policy and TSE Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as “off limits to exhibitors”; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.

VI. No Liability for Loss or Damage to Goods

a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less.
b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

a. Insurance. GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.
In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

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IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to $.60 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at http://www.ges.com/us/legal/privacy-policy.

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---------- ATTENTION ----------

PER THE FIRE MARSHAL

The following is a list of things not allowed at the Town & Country Resort...

- No daisy-chaining of power strips
- No 2-wire zip cords (service ground is required)
- No cube taps
- All cords need a (3-prong) ground
- No exhibitor cords run under carpet unless approved
  Visit the TSE service desk to order labor to run cords
- No cords smaller than 14 gauge
- No multi-headed extension cords
- No daisy-chaining of lights
- No cables may be placed in front of facility doors (preventing operation)
- Working on or modifying of facility electrical equipment must be done by facility staff only

If TSE has to fix the issue onsite, labor will be charged accordingly to your booth.

Thank you for your cooperation.

TSE
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