



*IFPA - The Foodservice Conference  
July 31 - August 1, 2025  
Monterey Conference Center  
Monterey, CA*

Discount Deadline: Wednesday, July 9, 2025

## TriCord Introduction Letter

Dear Exhibitor,

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

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

Online ordering is now available. Log-in information will be automatically sent 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](mailto:orders@tricord.net). To place your order online, log-in and follow the instructions. Be advised that 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 discounted rates, full payment must be submitted with your order, and received by the "Rental Discount Deadline" noted on the Show Information page. Orders received after that date, or without full payment will be processed at "standard pricing" as listed on the order forms. Orders paid via check or wire transfer will require a credit card on file to cover any variances with regards to material handling, labor and show site orders.

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

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

**Email:** [orders@tricord.net](mailto:orders@tricord.net)

**Phone:** (831) 883-8600

**Fax:** (831) 883-8686

**738 Neeson Road  
Marina, CA 93933  
[www.tricord.net](http://www.tricord.net)**

Thank you,

TriCord Exhibitor Service Team

**View our Privacy Policy [HERE](#)**

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## Show Information

**SHOW:** International Fresh Produce Association - The Foodservice Conference

**BOOTH DRAPE COLORS:** Black

**BOOTH PACKAGE:** Each 10x10 Booth Space Includes:  
8' High Back Drape  
3' High Side Rails  
7" x 44" ID Sign

**EXHIBIT HALL CARPET:** YES (Standard multi-colored hotel ballroom carpet)

## DEADLINES:

**Rental Discount Deadline:** Wednesday, July 9, 2025

**Graphics Deadline - Print Ready Artwork:** Wednesday, July 9, 2025

**Advance Freight Receiving Window:** Monday, June 23, 2025 - Thursday, July 24, 2025

**Direct To Showsite Receiving Date:** Wednesday, July 30, 2025, Between 8:00am & 4:30pm  
Thursday, July 31, 2025, Between 8:00am & 4:30pm  
Friday, August 1, 2025, Between 8:00am & 10:00am

## SHOW SCHEDULE:

**Exhibitor Set-Up:** Thursday, July 31, 2025 - 9:00am - 5:00pm  
Friday, August 1, 2025 - 7:00am - 10:00am

**Trash Removal:** Friday, August 1, 2025 - 10:00am - 10:45am

**Exhibits Open:** Friday, August 1, 2025 - 11:00am - 4:30pm

**Exhibitor Move Out:** Friday, August 1, 2025 - 4:30pm - 6:30pm

## Note:


- All exhibitor ordered freight carriers must be checked in by 5:30pm 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 by the discount deadline will receive the standard rates.

## Online Ordering Information


TriCord Tradeshow Services offers online ordering through our secure storefront - Boomer Commerce. Boomer offers a user friendly Online shopping platform for exhibitors, EAC's and third party vendors to place orders for their booth space.

## What can exhibitors do through the Online storefront?

- Order exhibit products and services for multiple booths
- View and copy previous orders
- Print customer receipts
- View important event information
- Access, download and print shipping labels and vendor forms
- Attach documents to orders such as, electrical diagrams, booth schematics, and Certificates of Insurance



Welcome to Online Ordering



TRICORD's Exhibitor Services provide all you need to successfully decorate your exhibit space. From here you can learn about the goods and services we offer to maximize your impact at your event. View the options of furniture and custom displays, carpeting, electricity, plants, skirted tables and counters, material handling and everything else you need for an effective exhibit.

Remember, we are here Monday to Friday 8:00 am to 4:30 pm Pacific Standard Time to answer any questions and assist you in the ordering process. By giving a means of "single source shopping" we are able to let our clients order more efficiently, effectively and easily. We look after the details so you don't have to. When you order services with us, you can be sure that the best will be set and waiting for you in your booth when you arrive.

738 Neeson Road • Marina, CA 93933  
Phone: 831-883-8600 • Email: [orders@tricord.net](mailto:orders@tricord.net)

Login to place new orders, modify existing orders and manage your account.

E-Mail Address

Password

[Forgot Password](#)

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When your event storefront officially opens, individual login information is emailed directly to you, containing a unique username and password to guarantee your security. For more information about our storefront and a step-by-step tutorial on how to place orders, copy orders, find and print receipts, please [click here](#).



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## Pre-Show Checklist

- Please review this Exhibitor Kit and Limits of Liability & Responsibility (pg. 18)
- Review Show Information page (pg. 3) to see booth inclusions, ordering deadlines, material handling schedule, and show schedule. Please note: payment is required to confirm all orders.
- Arrange your inbound/outbound shipment and place order for material handling.
  - You have the option to ship either to our advance warehouse or directly to the showsite. We typically recommend that you ship to our warehouse if you have the ability to do so. This ensures your freight is in your booth by the time you arrive. If you ship directly to the showsite, please ensure that your freight arrives during the time frame that we have established. Any freight received outside of this window may be refused by the facility.
  - Overtime is considered to be any Saturday, Sunday, holiday, or arrival prior to 8:00 am and after 4:30 pm Monday - Friday. If a show sets or dismantles during these days or times, Overtime rates will apply.
  - Prior to shipping your freight, complete the Material Handling form, Authorization to Provide Material Handling form, and Outbound Shipping form (if needed). Print the applicable labels and adhere them to each of your items. Submit the forms and Payment form to your representative.
  - After your freight has been shipped, you will want to track your freight to ensure it's arrival. Bring your tracking numbers for all materials to the show.
- Place your order for furnishings, labor, and other miscellaneous items
  - Keep in mind, your booth space will come with the items listed on the Show Information page.
  - Any additional items may be ordered. Please make note of the rental discount deadline prior to submitting your order to ensure that you receive our discounted pricing. Any orders placed after the rental discount deadline will be billed at the standard rate.
- Place your order for graphics and submit files
  - If you are ordering graphics or signage, please upload these order forms and files by the graphics deadline published in the Exhibitor Kit to secure the discounted rates. A 25% late fee will be applied to graphics submitted after the deadline. The graphics upload link can be found on the Digital File Preparation form (pg. 37) along with suitable file formats for submission. Please note, submitted graphic files that are not print ready and require design assistance may incur additional fees.
- Once done, submit all forms along with your Payment form (pg. 7)
  - A form of payment is required with ALL orders.
  - If paying by check, or wire transfer, a credit card is required to hold on file in the event of any variances.
- Any questions? We're here to help!

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## On-Site Checklist

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

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



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### Payment and Exhibitor Information

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

### Services Ordered

Material Handling \$		<p>Submission of order forms subject exhibitors to TriCord's Limits of Liability Policy</p> <p><input type="checkbox"/> <b>COMPANY CREDIT CARD</b> (Visa, Master Card, American Express) A credit card is required for all material handling, labor, signage, and custom booth orders.</p> <p><input type="checkbox"/> <b>COMPANY CHECK</b> (Payable to: TriCord Tradeshow Services) Mail Checks to: 738 Neeson Rd., Marina, CA 93933</p> <p><b>NOTE:</b> Checks will only be accepted for furniture and electrical orders.</p> <p>A credit card authorization is required with check payment for any variances, material handling, labor and signage costs.</p>
Booth Packages \$		
Flooring \$		
Furnishings \$		
Labor \$		
Electrical Labor \$		
Electrical \$		
Cleaning \$		
Signage + 9.25% Tax \$		
Plants \$		
Other \$		
<b>TOTAL \$</b>		

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

### Credit Card Policies

- Payment must be included with all advance orders to obtain the discount rates.
- The exhibiting firm is ultimately responsible for payment of all charges.
- No credit or adjustments will be made after the close of the show.
- Any services not settled by close of the show are subject to a 25% service charge.
- Cancellations must be made 48 hours prior to Exhibitor Move In to receive credit. Credit will only be given for standard furniture and standard cut carpet.

### Credit Card Information

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



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## Shipping: Advance to Warehouse

### ADVANCE SHIPMENT DEADLINE

Shipments must arrive between: *Monday, June 23, 2025 - Thursday, July 24, 2025*

*\*Our warehouse will be CLOSED Friday, July 4th in observance of Independence Day*

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

Company Name

Booth#:

IFPA - The Foodservice Conference  
TriCord Tradeshow Services  
738 Neeson Road  
Marina, CA 93933

**ADVANCE SHIPMENT RATES** (200 lb minimum) For each 100 lbs. or fraction thereof. **\$115.00**

**OVERTIME ON ADVANCE SHIPMENTS** (200 lb minimum) For each 100 lbs. or fraction thereof.

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

## Advance Crated Shipments

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

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

## Special Handling

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

## Straight Time vs. Overtime

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

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

## Important Information

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

In the event no weight is indicated on the documents present, TriCord shall estimate the weight and charges will be based on these estimates. Such charges will not be subject to an adjustment.

## Payment

All accounts must be settled at the service desk prior to the close of the show unless advance credit approval has been obtained. A purchase order, if required for payment, must accompany the order form(s). Payment for all labor and services whether ordered by the exhibitor, display builders or other parties, shall be the responsibility of the exhibitor. Please make payments in United States funds.



## WAREHOUSE - RUSH EXHIBIT MATERIAL

### MUST ARRIVE BETWEEN:

Monday, June 23, 2025 - Thursday, July 24, 2025

**COMPANY NAME:** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

**SHOW NAME:** \_\_\_\_\_

**TriCord Tradeshow Services**  
**738 Neeson Road**  
**Marina, CA 93933**

*\*Our warehouse will be CLOSED Friday, July 4th in observance of Independence Day*

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



## WAREHOUSE - RUSH EXHIBIT MATERIAL

### MUST ARRIVE BETWEEN:

Monday, June 23, 2025 - Thursday, July 24, 2025

**COMPANY NAME:** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

**SHOW NAME:** \_\_\_\_\_

**TriCord Tradeshow Services**  
**738 Neeson Road**  
**Marina, CA 93933**

*\*Our warehouse will be CLOSED Friday, July 4th in observance of Independence Day*

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



Discount Deadline: Wednesday, July 9, 2025

## Shipping: Direct to Exhibit Site

### DIRECT SHIPMENT DEADLINE

Shipments can ONLY arrive on: *Wednesday, July 30, 2025 & Thursday, July 31, 2025 between 8:00am & 4:30pm, OR Friday, August 1, 2025, Between 8:00am & 10:00am*

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

Company Name:	Booth#:
IFPA - The Foodservice Conference TriCord Tradeshow Services c/o Monterey Conference Center 1 Portola Plaza Monterey, CA 93933	

**DIRECT SHIPMENT RATES** (200 lb minimum) For each 100 lbs. or fraction thereof. **\$120.00**

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

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

**INCLUDED**

## Direct Shipments to the Exhibit Site

Materials 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

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

## Straight Time vs. Overtime

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

## Outbound Shipments

- TriCord Service Desk located in the Exhibitor Service Center will have labels, bills of lading and shipping information available.
- At the close of the show, if a carrier fails to pick up or refuses shipments, TriCord reserves the right to reroute the shipment.
- If no destination is provided, materials may be taken back to the warehouse at the exhibitor's expense, pending direction from the exhibitor.
- No liability will be assumed by TriCord.

## Important Information

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

## Payment

All accounts must be settled at the service desk prior to the close of the show unless advance credit approval has been obtained. A purchase order, if required for 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.





## SHOW SITE - RUSH EXHIBIT MATERIAL

### CAN ONLY ARRIVE:

Wednesday, July 30, 2025 & Thursday, July 31, 2025 between 8:00am & 4:30pm,  
OR Friday, August 1, 2025, Between 8:00am & 10:00am

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**COMPANY NAME:** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

**SHOW NAME:** \_\_\_\_\_

**TriCord Tradeshow Services**  
**c/o Monterey Conference Center**  
**1 Portola Plaza**  
**Monterey, CA 93940**

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



## SHOW SITE - RUSH EXHIBIT MATERIAL

### CAN ONLY ARRIVE:

Wednesday, July 30, 2025 & Thursday, July 31, 2025 between 8:00am & 4:30pm,  
OR Friday, August 1, 2025, Between 8:00am & 10:00am

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**COMPANY NAME:** \_\_\_\_\_

**BOOTH #:** \_\_\_\_\_

**SHOW NAME:** \_\_\_\_\_

**TriCord Tradeshow Services**  
**c/o Monterey Conference Center**  
**1 Portola Plaza**  
**Monterey, CA 93940**

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



Discount Deadline: Wednesday, July 9, 2025

### Shipping: Perishable Product Direct to Show Site

#### PERISHABLE PRODUCT/ COLD STORAGE MAY ONLY ARRIVE ON

Shipments can ONLY arrive on:

*Thursday, Jul31, 2025, Between 8:00am & 4:00pm AND Friday August 1, 2025 Between 8:00am & 10:00am*

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

Company Name:

Booth#:

IFPA - The Foodservice Conference  
TriCord Tradeshow Services  
c/o Monterey Conference Center  
1 Portola Plaza  
Monterey, CA 93940

**DIRECT SHIPMENT RATES** (100 lb minimum) For each 100 lbs. or fraction thereof.

**\$85.00**

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

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

**INCLUDED**

### Perishable Product to the Exhibit Site

Material will be unloaded from the exhibitor's carrier onsite, stored in cold storage trailer, delivered to the exhibitor's booth on Friday morning, and reloaded on carrier (if needed) at the rate listed above.

### Special Handling

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

### Straight Time vs. Overtime

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

### Outbound Shipments

- TriCord Service Desk located in the Exhibitor Service Center will have labels, bills of lading and shipping information available.
- At the close of the show, if a carrier fails to pick up or refuses shipments, TriCord reserves the right to reroute the shipment.
- If no destination is provided, materials may be taken back to the warehouse at the exhibitor's expense, pending direction from the exhibitor.
- No liability will be assumed by TriCord.

### Important Information

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

### Payment

All accounts must be settled at the service desk prior to the close of the show unless advance credit approval has been obtained. A purchase order, if required for 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.



## SHOW SITE - RUSH COLD STORAGE

### CAN ONLY ARRIVE:

Thursday, July 31, 2025 Between 8:00am & 4:30pm, AND  
Friday, August 1, 2025 Between 8:00am & 10:00am

COMPANY NAME: \_\_\_\_\_

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

SHOW NAME: \_\_\_\_\_

**TriCord Tradeshow Services**  
**c/o Monterey Conference Center**  
**1 Portola Plaza**  
**Monterey, CA 93940**

SHIPMENT CAN ONLY ARRIVE ON OR BETWEEN:  
Thursday, July 31, 2025 after 8:00am - Friday, August 1, 2025, before 10:00am

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



## SHOW SITE - RUSH COLD STORAGE

### CAN ONLY ARRIVE:

Thursday, July 31, 2025 Between 8:00am & 4:30pm, AND  
Friday, August 1, 2025 Between 8:00am & 10:00am

COMPANY NAME: \_\_\_\_\_

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

SHOW NAME: \_\_\_\_\_

**TriCord Tradeshow Services**  
**c/o Monterey Conference Center**  
**1 Portola Plaza**  
**Monterey, CA 93940**

SHIPMENT CAN ONLY ARRIVE ON OR BETWEEN:  
Thursday, July 31, 2025, after 8:00am - Friday, August 1, 2025, before 10:00am

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



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## 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 SHIPMENTS TO THE WAREHOUSE (100 lb minimum)

We will ship \_\_\_\_\_ lbs. @ **\$115.00** per 100 lbs. = \_\_\_\_\_

### DIRECT SHIPMENTS TO THE EXHIBIT SITE (100 lb minimum)

We will ship \_\_\_\_\_ lbs. @ **\$120.00** per 100 lbs. = \_\_\_\_\_

### PERISHABLE PRODUCT TO EXHIBIT SITE (100 lb minimum)

We will ship \_\_\_\_\_ lbs. @ **\$85.00** per 100 lbs. = \_\_\_\_\_

## Important Information

There is a 200# minimum charge for each shipment received at the advanced warehouse or direct to showsite. We understand that your calculation is only an estimate. Your shipment will be invoiced based on the actual weight listed on the inbound bills of lading. Adjustments will be made accordingly.

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

## Overtime

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

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

## Empty Storage Information

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

## International Shipments

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

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



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## TriCord Rules & Regulations

***THANK YOU IN ADVANCE FOR YOUR SUPPORT AND UNDERSTANDING!***

### Decorator

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

### Material Handling

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

### Electrical

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

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

## Fire Rules and Regulations

### DECORATIVE MATERIALS

- All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth or similar decorative materials must be flame retardant to the specification of the Fire Department and State Fire Marshal.
- A Certificate of Flame Resistance shall be available for Fire Marshal review or shall be filled with the State Fire Marshal.
- The following items cannot be rendered flame retardant and their use is prohibited: oilcloth, tarpaper, sisal paper, nylon and orlon.
- Nothing may be taped, nailed, stapled, tacked or otherwise affixed to ceilings, walls, painted surfaces, fire sprinklers, columns or windows of the facility.

### OBSTRUCTIONS

- Fire fighting equipment, fire extinguishers, fire hose cabinets, exits and or exit signs may not be hidden or obstructed.
- Aisles as shown on the approved floor plan shall not be obstructed.
- Booth materials and structures are limited to your booth space and shall not be placed beyond the booth area into aisles.

### VEHICLES

- Any autos, trucks, motorcycles or other motorized vehicles on display must follow the following rules:
  - No more than 1/4 tank of gas.
  - A locking gas cap or tape over the gas cap.
  - Batteries shall be disconnected in an approved manner.
  - A drip pan under the vehicle's drive train (motor to differential).
  - The vehicle shall not be moved during show hours.
  - Refueling is prohibited in the facility.
- Other gasoline powered equipment such as garden tractors, chainsaws, power plants, etc. shall be safeguarded in a similar manner.
- All autos, trucks, and vehicles of any kind must be shown on Fire Marshall approved floor plan.

### COMBUSTIBLES

- Any literature on display shall be limited to reasonable quantities and all extras shall be kept in closed containers.
- No cardboard boxes may be stored on top of or next to any electrical wiring behind the booth backwall drapery or behind any display.

### COMPRESSED GASES

- All compressed gases must be contained in an approved cylinder, which must be properly secured to prevent tipping or falling over.
- No liquefied petroleum gases or compressed flammable gases are allowed in the facility for display or exhibit.
- Non-flammable gas bottles must be securely fastened to a carriage or to a fixed location at all times.

### COOKING AND WARMING DEVICES

- Cooking and/or warming devices shall be electric.
- Sterno may be used for warming trays.
- All cooking devices shall be approved by recognized testing laboratories.
- All cooking and/or warming devices shall be a minimum of four feet from the front of the booth space or provide a plexiglass shield of 18 inches high, 1/4" thick across the front, and down both sides of the demonstration area.

### HEAT PRODUCING EQUIPMENT

- Any open flame devices such as welding or soldering devices are prohibited.
- Decorative candles are prohibited.



Discount Deadline: Wednesday, July 9, 2025

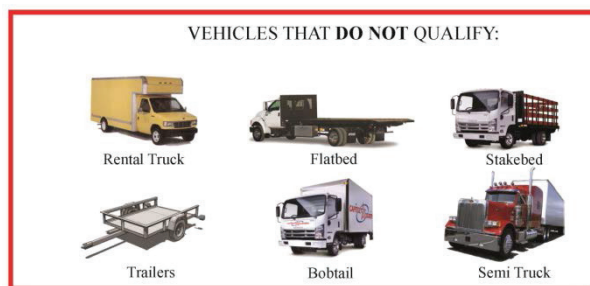
## Cartload Service Order Form

Company Name	Booth #
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## Small Freight Services

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

CARTLOAD SERVICE	PRICE	TOTAL
Dock to Booth One Way Service	<b>\$75.00</b>	\$
Booth to Dock One Way Service	<b>\$75.00</b>	\$
<b>CARTLOAD SERVICES TOTAL</b>		\$



## Small Freight Qualifications

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

## Failure to Qualify

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

## How to Receive Service On-site

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

## Where to Load & Unload

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

Authorized Signature
Print Name

Discount Deadline: Wednesday, July 9, 2025

## Limits of Liability & Responsibility

1. TriCord, and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. TriCord, and its subcontractors are not and cannot be, responsible for loss or disappearance of the Exhibitor's booth materials after they have been delivered to the Exhibitor's booth.
3. Similarly, TriCord and its subcontractors cannot be responsible for the disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to TriCord by the Exhibitors, will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist.
4. TriCord, and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
5. TriCord, and its subcontractors shall not be responsible for ordinary wear and tear in the handling of equipment, or for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond our control.
6. TriCord, and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload, unless advance notice has been given to TriCord in time to obtain the proper equipment.
7. It is understood that TriCord and its subcontractors are not insurers. Insurance if any shall be obtained by the Exhibitor and that the amounts payable to TriCord hereunder are based on the value of the material handling services and the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by TriCord, TriCord and 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 adding "riders" to existing policies. Contact your insurance representative.***

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



Discount Deadline: Wednesday, July 9, 2025

## Authorization to Provide Material Handling

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

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

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

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

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

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

(1) Relative to inbound shipments, we recognize that there may be a lapse of time between delivery of our shipment(s) to our booth by TriCord subcontractors, and the arrival of our representative at the booth and during such time our shipment(s) will be unattended at our booth. We agree that TriCord, or its subcontractors shall not be responsible for any loss or damage which may occur during such period.

(2) Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and during such time our shipment(s) will be left unattended in our booth. We agree that TriCord and its subcontractors shall not be responsible for any loss or damage which may occur during such period. We authorize TriCord, or its subcontractors to adjust the quantities and times on any bill of lading submitted by us to TriCord, or its subcontractors to confirm to the actual count of materials in the booth at the time of pickup.

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

G. In order to expedite removal of materials from the show site, TriCord shall have the authority to change designated carriers, such carriers do not pick up on time. Where no disposition is made by the exhibitor, materials will be taken to a warehouse to wait the exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.

H. We agree that all questions relating to the classification freight of the exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the TriCord office indicated on the invoice thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name	Booth #
Signature	Date

Discount Deadline: Wednesday, July 9, 2025

**Pre Order ONLY - Furniture Packages**

Company Name

Booth #

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

☐ **PACKAGE 1 - \$210.00**

1 6' Skirted Table  
2 Side Chairs  
1 Waste Basket

☐ **PACKAGE 1A - \$400.00**

1 6' Skirted Table  
2 Side Chairs  
1 Waste Basket  
Standard 8'x10' Carpet

☐ **PACKAGE 2 - \$400.00**

3 Arm Chairs  
1 Round Conference Table  
1 Waste Basket

☐ **PACKAGE 2A - \$590.00**

3 Arm Chairs  
1 Round Conference Table  
1 Waste Basket  
Standard 8'x10' Carpet

☐ **PACKAGE 3 - \$330.00**

2 Bar Stools  
1 Bistro Table  
1 Waste Basket

☐ **PACKAGE 3A - \$520.00**

2 Bar Stools  
1 Bistro Table  
1 Waste Basket  
Standard 8'x10' Carpet



Conference Round  
(40"D x 30"H)



Skirted Table (30"H)  
Skirted Counter (42"H)



Bar Stool



Bistro  
(30"D x 42"H)



Side Chair

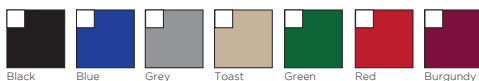


Arm Chair

☐ **Standard Carpet Option**

(Package A selection ONLY)

Carpet - Select Color Below:



Black Blue Grey Toast Green Red Burgundy

☐ **Upgrade to Vinyl Flooring - \$100.00**

(Package A selection ONLY)

Vinyl - Select Color Below:

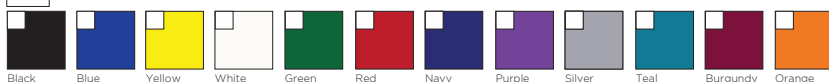


Natural Cherry Dark Cherry Fog Espresso

☐ **Add Carpet Padding - \$150.00**

☐ **Add Vinyl Padding - \$175.00**

☐ **Table/Counter Skirt Color Selection**



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

**PACKAGE ORDER TOTAL**

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

Discount Deadline: Wednesday, July 9, 2025

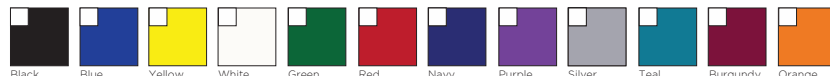
## Furniture Form

Company Name	Booth #
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CHAIRS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Side Chairs		50.00	\$65.00	
Padded Arm Chairs		\$85.00	\$110.00	
Padded Bar Stools		100.00	\$120.00	
TABLES (30"H x 24"W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 foot Skirted Table		\$120.00	\$150.00	
6 foot Skirted Table		\$130.00	\$160.00	
8 foot Skirted Table		\$160.00	\$200.00	
4 foot Unskirted Table		\$105.00	\$130.00	
6 foot Unskirted Table		\$115.00	\$140.00	
8 foot Unskirted Table		\$150.00	\$190.00	
COUNTERS (42"H x 24"W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 foot Skirted Counter		\$140.00	\$170.00	
6 foot Skirted Counter		\$150.00	\$180.00	
8 foot Skirted Counter		\$180.00	\$210.00	
4 foot Unskirted Counter		\$120.00	\$150.00	
6 foot Unskirted Counter		\$130.00	\$160.00	
8 foot Unskirted Counter		\$150.00	\$200.00	

### TABLE/COUNTER SKIRT COLOR SELECTION

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

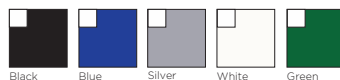


\*If a color is not selected TriCord will select for you based on show colors.

TABLE RISERS (12"H x 12"W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 foot Riser		\$60.00	\$75.00	
6 foot Riser		\$70.00	\$85.00	
8 foot Riser		\$110.00	\$140.00	

### TABLE RISER COLOR SELECTION

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



ADDITIONAL FURNITURE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Waste Basket with Liner		\$15.00	\$18.00	
Easel		\$35.00	\$45.00	
Bistro Table (30"Dx42"H)		\$150.00	\$175.00	
Bistro Spandex - BLACK ONLY		\$40.00	\$50.00	
Round Conference Table (40"Dx30"H)		\$150.00	\$175.00	
Poster Board (8'Wx4' H Velcro Tackboard)		\$110.00	\$150.00	
Bag Tree		\$55.00	\$70.00	
5 - Panel Literature Rack		\$95.00	\$110.00	
4th Side Table Skirt/Drape Color Change		\$35.00	\$45.00	

\*select color above on table skirts

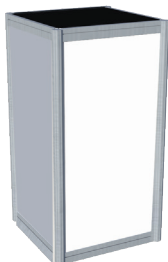
## FURNITURE RENTAL TOTAL

## Custom Furniture

Company Name

Booth #

*\*All Counters come with locking doors. Option to add graphics is for the front panel.  
There is a 9.25% tax added to all graphic costs.*



**Pedestal: \$200.00**

Quantity:

**STRUCTURE DIMENSIONS:**

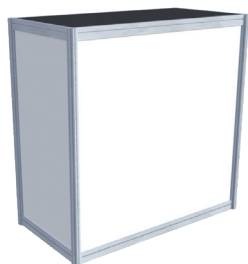
19"D x 19"W x 40"H

**FRONT & SIDE PANEL GRAPHIC DIMENSIONS:**

18.75"W x 36.675"H (Front) - 18.75"W x 36.675"H (Sides)

☐ Front Graphic ONLY \$100.00 + 9.25% Tax

☐ Front & Side Graphics \$225.00 + 9.25% Tax



**1M Counter: \$275.00**

Quantity:

**STRUCTURE DIMENSIONS:**

19"D x 38"W x 40"H

**FRONT & SIDE PANEL GRAPHIC DIMENSIONS:**

38.25"W x 36.625"H (Front) - 18.75"W x 36.625"H (Sides)

☐ Front Graphic ONLY \$150.00 + 9.25% Tax

☐ Front & Side Graphics \$300.00 + 9.25% Tax



**1M Curved Counter: \$300.00**

Quantity:

**STRUCTURE DIMENSIONS:**

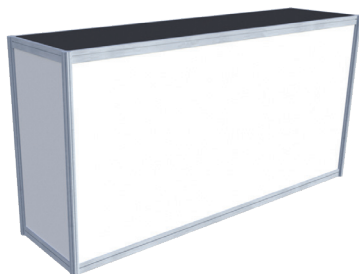
19"D x 38"W x 40"H

**FRONT & SIDE PANEL GRAPHIC DIMENSIONS:**

42.5"W x 36.625"H (Front) - 18.75"W x 36.625"H (Sides)

☐ Front Graphic ONLY \$175.00 + 9.25% Tax

☐ Front & Side Graphics \$325.00 + 9.25% Tax



**2M Counter: \$350.00**

Quantity:

**STRUCTURE DIMENSIONS:**

19"D x 77"W x 40"H

**FRONT & SIDE PANEL GRAPHIC DIMENSIONS:**

77.25"W x 36.625"H (Front) - 18.75"W x 36.625"H (Sides)

☐ Front Graphic ONLY \$300.00 + 9.25% Tax

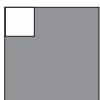
☐ Front & Side Graphics \$450.00 + 9.25% Tax

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

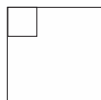
Select Panel Color:



Black



Grey



White



Blue

CONTINUE TO ADDITIONAL CUSTOM FURNITURE OPTIONS ►

**CUSTOM FURNITURE TOTAL**



## Custom Furniture

Company Name

Booth #

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

There is a 9.25% tax added to all graphic costs.



Glass Showcase: \$400.00

Quantity:

### STRUCTURE DIMENSIONS:

19"D x 70"W x 40"H

\*Interior Lighting - Electricity Required



Panel A

Panel C2

Panel C1

Panel B

1M Curved Kiosk: \$750.00

Quantity:

### STRUCTURE DIMENSIONS:

25"D x 40"W x 98"H

\*Interior Lighting - Electricity Required

### PANEL GRAPHIC DIMENSIONS:

Header Graphic - **INCLUDED**: 42.5"W x 11.75"H - Header is Backlit

Panel A: 38.25"W x 56.25"H (top 15" will be covered by header)

Panel B: 42.5"W x 36.625"H

Panel C1: 18.75"W x 36.625"H Panel C2: 17.625"W x 35.875"H - DOOR SIDE

☐

Panel A ONLY: \$285.00 + 9.25% Tax

☐

Panel B ONLY: \$185.00 + 9.25% Tax

☐

Panel C1 or C2 ONLY: \$75.00 + 9.25% Tax

☐

Full Kiosk Graphics: \$620.00 + 9.25% Tax

Quantity:



Vertical Showcase: \$350.00

Quantity:

### STRUCTURE DIMENSIONS:

19"D x 19"W x 96"H

\*Interior Lighting - Electricity Required

### PANEL GRAPHIC DIMENSIONS:

Top Panel: 18.75"W x 8"H

Bottom Panel: 18.75"W x 32"H

☐

Top Panel Graphic \$50.00 + 9.25% Tax

☐

Bottom Panel Graphic \$75.00 + 9.25% Tax

☐

Full Graphics: \$500.00 + 9.25% Tax

(Includes All Four Sides, Top & Bottom)

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

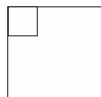
Select Panel Color:



Black



Grey



White



Blue

CUSTOM FURNITURE TOTAL

Discount Deadline: Wednesday, July 9, 2025

## 8x10 Custom Booth Rental

Company Name	Booth #
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**NO SHIPPING • NO DRAYAGE • READY WHEN YOU ARRIVE • INSTALLATION INCLUDED**

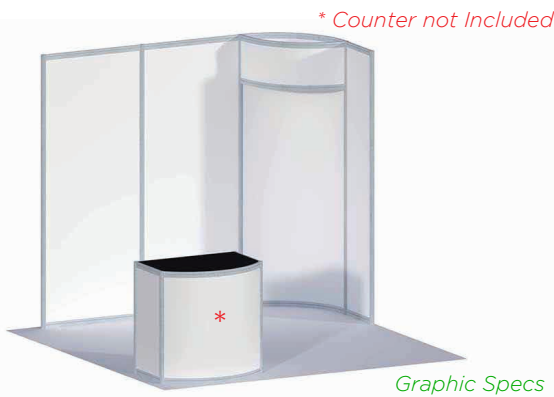


### Package 1: \$1,450.00

#### INCLUDES:

10' Hardwall Backwall  
Backlit Header (Must Purchase Electricity)  
Carpet Or Vinyl (Vinyl is a \$100.00 upgrade)

- ☐ Add Full Backwall Graphics \$1,485.00 + 9.25% Tax
- ☐ Add 1M Counter \$275.00
- ☐ Add Counter Graphics \$300.00 + 9.25% Tax



### Package 2: \$1,650.00

#### INCLUDES:

10' Hardwall Backwall  
Header Graphic  
Carpet Or Vinyl (Vinyl is a \$100.00 upgrade)

- ☐ Add Full Backwall Graphics \$1,400.00 + 9.25% Tax
- ☐ Add 1M Curved Counter \$300.00
- ☐ Add Counter Graphics \$325.00 + 9.25% Tax



### Package 3: \$1,950.00

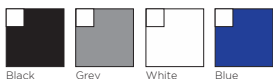
#### INCLUDES:

10' Hardwall Backwall  
Backlit Header (Must Purchase Electricity)  
(2) Half Meter Built In Counters  
Carpet Or Vinyl (Vinyl is a \$100.00 upgrade)

- ☐ Add Full Graphics \$1,525.00 + 9.25% Tax
- ☐ Add 1M Curved Counter \$300.00
- ☐ Add Counter Graphics \$325.00 + 9.25% Tax

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

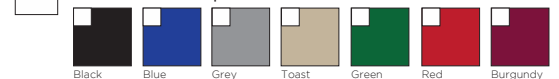
Select Panel Color:



Select Vinyl Color: **\$100.00 Upgrade**



Select Carpet Color:



**8x10 CUSTOM BOOTH TOTAL**

Discount Deadline: Wednesday, July 9, 2025

## 8x10 Custom Booth Rentals

Company Name

Booth #

**NO SHIPPING • NO DRAYAGE • READY WHEN YOU ARRIVE • INSTALLATION INCLUDED**



Graphic Specs

### Package 4: \$2,150.00

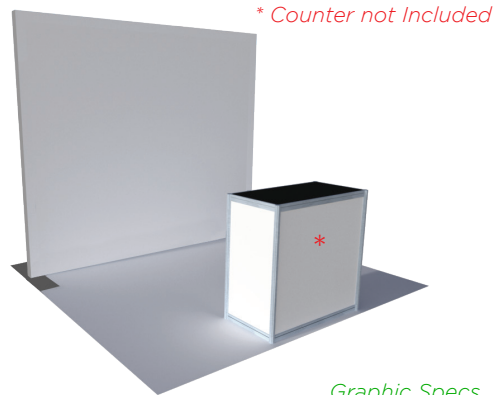
#### INCLUDES:

10' Curved Backwall With Storage

(2) Header Graphics

Carpet or Vinyl (*Vinyl is a \$100.00 upgrade*)

- ☐ Add Full Graphics \$1,600.00 + 9.25% Tax
- ☐ Add Double Curve Counter \$400.00
- ☐ Add Counter Graphics \$400.00 + 9.25% Tax



Graphic Specs

### Package 5: \$3,500.00

#### INCLUDES:

10' Tension Fabric Backwall Graphic - Framed

(2) Stem Lights (Must Purchase Electricity)

Carpet or Vinyl (*Vinyl is a \$100.00 upgrade*)

- ☐ Add 1M Counter \$275.00
- ☐ Add Counter Graphics \$300.00 + 9.25% Tax



Graphic Specs

### Package 6: \$4,250.00

#### INCLUDES:

10' **Backlit** Tension Fabric Backwall Graphic - Seamless

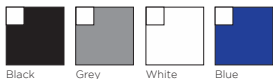
Carpet or Vinyl (*Vinyl is a \$100.00 upgrade*)

(Must Purchase Electricity)

- ☐ Add 1M Counter \$275.00
- ☐ Add Counter Graphics \$300.00 + 9.25% Tax

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

Select Panel Color:



Select Vinyl Color: **\$100.00 Upgrade**



Select Carpet Color:



**8x10 CUSTOM BOOTH TOTAL**



Discount Deadline: Wednesday, July 9, 2025

## Carpet Rental Form

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

Prices include installation and taping of front edge only.

### Standard Cut Carpet \*For Inline Booths ONLY

BOOTH SIZE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
8 x 10		\$210.00	\$250.00	
8 x 20	N/A	\$400.00	\$500.00	N/A
8 x 30	N/A	\$600.00	\$750.00	N/A
8 x 40	N/A	\$800.00	\$950.00	N/A

### Padding TOTAL

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

### Visqueen TOTAL

Booth Size  X  = square feet @ \$0.75 square foot

### Special Cut Plush Carpet & Island Booths \*Priced per square foot

<ul style="list-style-type: none"><li>- Must be ordered in 10' increments (minimum of 100 square feet) <i>Example: 10 x 20 booth = 200 sq. ft. x \$3.50 = \$700.00</i></li><li>- Rental price includes installation and removal.</li><li>- If you are in need of a color not listed, please call (831)-883-8600.</li></ul>	DISCOUNT RATE	STANDARD RATE
	\$4.25	\$5.50

### Carpet TOTAL

Booth Size  X  = square feet @ \$4.00/\$5.50 square foot

### Padding TOTAL

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

### Visqueen TOTAL

Booth Size  X  = square feet @ \$0.75 square foot

## CARPET COLOR OPTIONS

Select Color Below:



CARPET ORDER TOTAL



Discount Deadline: Wednesday, July 9, 2025

## Wood Grain Vinyl Flooring

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

Prices include installation and taping of front edge only.

### Standard Cut Wood Grain Vinyl \*For Inline Booths ONLY

BOOTH SIZE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
8 x 10		\$270.00	\$320.00	
8 x 20	N/A	\$520.00	\$570.00	N/A
8 x 30	N/A	\$780.00	\$880.00	N/A
8 x 40	N/A	\$1,040.00	\$1,100.00	N/A

### Padding TOTAL

Booth Size  X  = square feet @ \$1.75 square foot

### Special Cut Wood Grain Vinyl - Island Booths \*Priced per square foot

- Must be ordered in 10' increments (minimum of 100 square feet) Example: 10 x 20 booth = 200 sq. ft. x \$4.50 = \$900.00 - Rental price includes installation and removal.	DISCOUNT RATE	STANDARD RATE
	\$4.50	\$6.00

### Vinyl TOTAL

Booth Size  X  = square feet @ \$4.50/\$6.00 square foot

### Padding TOTAL

Booth Size  X  = square feet @ \$1.75 square foot

## VINYL COLOR OPTIONS

Select Color Below:



\*Colors subject to supplier availability

VINYL ORDER TOTAL



Discount Deadline: Wednesday, July 9, 2025

## Electrical Form

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

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

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

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

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

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

- Price includes two (2) outlets per electrical drop and (1) outlet for power and motors.

- Additional electrical drops, outlets or power needed must be ordered through TriCord.

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

## Electrical

WATTS REQUIRED (120v Single Phase)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
500 Watts (5 amps) or less		\$195.00	\$225.00	
1200 Watts (10 amps) or less		\$240.00	\$275.00	
2400 Watts (20 amps) or less		\$395.00	\$455.00	
3000 Watts (30 amps) or less		Call For Quote	Call For Quote	

## Lighting

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

## Accessories

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

## 208V Single Phase

MOTOR/POWER REQUIREMENTS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
1200watts (10 amps)		\$550.00	\$650.00	
2400watts (20 amps)		\$700.00	\$800.00	
3000watts (30 amps)		\$850.00	\$950.00	

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

## Electrical Labor - Requires a diagram to be submitted with order

LABOR REQUEST	HOUR/HOURS	DISCOUNT RATE	STANDARD RATE	TOTAL
Straight Time Labor		\$150.00 per hour	\$180.00 per hour	
Overtime Labor		\$225.00 per hour	\$250.00 per hour	
ELECTRICAL SERVICES TOTAL				



Discount Deadline: Wednesday, July 9, 2025

### Booth Electrical Layout

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

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

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

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

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


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

Discount Deadline: Wednesday, July 9, 2025

## Electrical Rules & Regulations

### Electrical Code

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

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

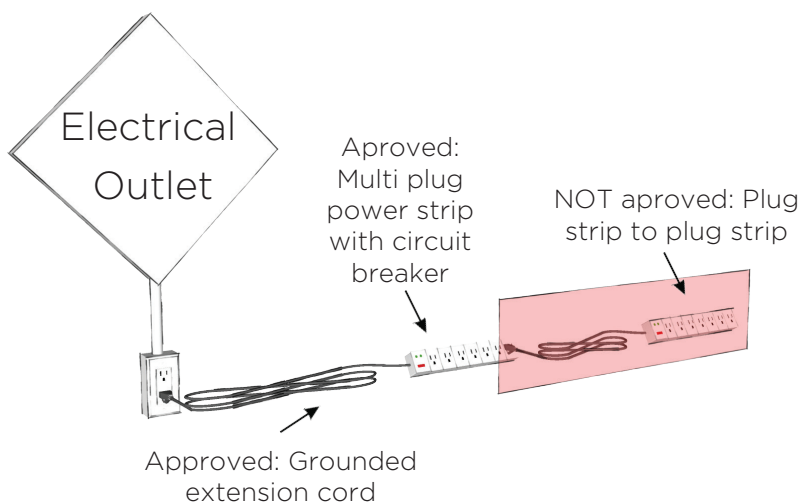
The following guidelines are available to assist our exhibitors in understanding TriCord's basic electrical requirements, and to ensure we are upholding our highest safety standards.

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

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

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

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



### Frequently Asked Questions

#### Where will my electrical drop be placed?

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

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

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

#### How much power do I need?

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

## Electrical Rules & Regulations

### Electrical Limits of Liability & Responsibility

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

### TriCord Jurisdiction (Required Labor and/or Materials)

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

### Electrical Labor

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



Discount Deadline: Wednesday, July 9, 2025

## Labor Form

Company Name

Booth #

**Straight Time - \$120.00/per man/per hour**

8:00am - 4:30pm, Monday to Friday

**Overtime - \$180.00/per man/per hour**

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

## Service A - TriCord Supervised Labor

### ☐ INSTALLATION

We would like our display unpacked and installed under TriCord supervision prior to our arrival at the exhibit site. We are forwarding blue prints, a photo or instructions and shipping information to you shortly and you will immediately contact our representative for instructions in the event of shortages in shipment or damage. We understand that all work will be done on straight time when possible. We understand a 25 % service charge will be added to our bill of labor for TriCord's supervision of labor. Supervision service charge (25% of total installation and dismantling).

### ☐ DISMANTLING

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

## Service B - Exhibitor Supervised Labor

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

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

### ☐ DISMANTLING

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

## Labor Estimate

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

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

## ADDITIONAL NOTES:



Discount Deadline: Wednesday, July 9, 2025

### Outbound Shipping

Company Name	Booth #
Authorized By	Phone #

### Outbound Shipping Information

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

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

Company Name			Booth #
Attention			Show
Address			
City	State	Zip	Country

### Select Shipping Carrier

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

Carrier of Exhibitor's Choice

Carrier Contact	Phone #
-----------------	---------

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

### Outbound Shipping Policies

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

### Additional Notes or Requests

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



Discount Deadline: Wednesday, July 9, 2025

### Cleaning Form

Company Name

Booth #

Vacuum Carpet - **Before Show Opens ONLY - 40.00 per booth**

Porter Service - **HOURLY Trash Pick Up/Minimum Cleaning** - Cost per day is \$80.00

### Calculating Booth Size

Booth Size  X  = Square Feet

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

### Calculating Booth Cleaning

SERVICE	SQUARE FEET	# OF DAYS	RATE	TOTAL
Vacuuming				
Porter Service	N/A		80.00	
Booth Cleaning Total				

### Important Information

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

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

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



Discount Deadline: Wednesday, July 9, 2025

## Signs & Banners

Company Name	Booth #
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TriCord offers a full in-house signage shop to assist you with your exhibit signage needs. We will produce your print ready artwork, or we can assist you with your artwork design for an additional fee. If you are looking for signs that are not listed below, please email [orders@tricord.net](mailto:orders@tricord.net) for a custom quote.

## Rigid Sign Options

Foam Core Signs	QUANTITY	RATE	TOTAL
8" x 11" x .25" Foam Core with Easelback		\$25.00	
11" x 14" x .25" Foam Core with Easelback		\$35.00	
22" x 28" x .25" Foam Core		\$70.00	
24" x 36" x .25" Foam Core		\$100.00	
20" x 72" x .50" Gator Board - Freestanding with base		\$200.00	
38" x 94" x .50" Gator Board - Freestanding with base		\$400.00	

## Banner Options

Single Sided 13 oz Vinyl Banners	QUANTITY	RATE	TOTAL
2' x 6' - 13 oz Vinyl Banner		\$214.00	
2' x 8' - 13 oz Vinyl Banner		\$282.00	
3' x 6' - 13 oz Vinyl Banner		\$316.00	
2' x 10' - 13 oz Vinyl Banner		\$350.00	
3' x 8' - 13 oz Vinyl Banner		\$418.00	
3' x 10' - 13 oz Vinyl Banner		\$520.00	

Single Sided Black Backed Fabric Banners	QUANTITY	RATE	TOTAL
2' x 6' - Black Backed Fabric Banner		\$238.00	
2' x 8' - Black Backed Fabric Banner		\$314.00	
3' x 6' - Black Backed Fabric Banner		\$352.00	
2' x 10' - Black Backed Fabric Banner		\$390.00	
3' x 8' - Black Backed Fabric Banner		\$476.00	
3' x 10' - Black Backed Fabric Banner		\$580.00	

## Banner Finishing Options - Please Select One

<input type="checkbox"/> Grommets Across Top & Bottom	<input type="checkbox"/> Grommets Across Top & Pole Pocket Bottom	<input type="checkbox"/> Pole Pocket Top & Bottom
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## Artwork Information - Please Select One

<input type="checkbox"/> We will send print ready artwork <small>(See next pg. for instructions)</small>	<input type="checkbox"/> We require design assistance <small>(Please give us a general idea of what you are looking for below.)</small>
---	--

Please specify size, copy, colors, fonts, and include any other important instructions:

Total of All Sign Orders	
Add 25% late charge <i>(if applicable)</i>	
Rush Fee <i>(if applicable)</i>	
Graphic Design Time <i>(if applicable)</i>	
Graphic Tax 9.25% <i>(all orders)</i>	
<b>Sign &amp; Banner Total</b>	

## Important Information

- All pricing listed is for print ready artwork submitted by the graphic deadline date listed on the Show Information page.
- Orders submitted after the graphic deadline date are subject to a 25% late fee. Graphic Design Time is \$120/per hour.
- CANCELLATION POLICY: Signs cancelled or changed after order is printed will be charged original price.



Discount Deadline: Wednesday, July 9, 2025

## Fresh Ideas Showcase Branding

Company Name

Booth #



## Panel Options

### Showcase Branding

Back Panel: 37" x 17" H

Side Panel: 13" W x 17" H

Bottom Panel: 36.5" W x 12.5" H

### QUANTITY

### RATE

### TOTAL

\$80.00

\$35.00/each

\$80.00

## Artwork Information - Please Select One

- ☐ We will send print ready artwork (See next pg. for instructions) ☐ We require design assistance (Please give us a general idea of what you are looking for below.)

Please specify size, copy, colors, fonts, and include any other important instructions:

Total of All Panels

Add 25% late charge (if applicable)

Rush Fee (if applicable)

Graphic Design Time (if applicable)

Graphic Tax 9.25% (all orders)

Showcase Branding Total:

## Important Information

- All pricing listed is for print ready artwork submitted by the graphic deadline date listed on the Show Information page.
- Orders submitted after the graphic deadline date are subject to a 25% late fee. Graphic Design Time is \$120/per hour.
- CANCELLATION POLICY: Signs cancelled or changed after order is printed will be charged original price.

[IFPA - Graphic Upload Link](#)

## 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 artwork and/or logos	
Program	Preferred Format
Adobe Illustrator CC	.ai, .eps, .pdf (press quality)
Adobe Photoshop CC	.pdf (press quality), .jpeg (high res.)
Adobe Acrobat	.pdf (press quality)
<b>ALL FONTS MUST BE CONVERTED TO OUTLINES</b>	

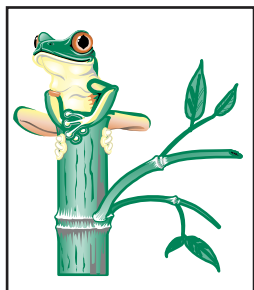
Suitable Media for artwork and/or logos	
Media	Preferred Format
Direct Upload	See info below
Email Attachments	Limited to max size of 5MB
<b>ALL FONTS MUST BE CONVERTED TO OUTLINES</b>	

### 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 a minimum of 150dpi at full size, 300dpi at half size. 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

## GRAPHIC FILE UPLOAD INSTRUCTIONS:

1. Submit Booth Graphic Order
2. Zip all files together into one file and name it "Show Name\_Booth #\_Company Name"
3. Click the link below to upload files - *You will receive a "files uploaded successfully" message when files are done uploading*  
[IFPA - Graphic Upload Link](#)



Discount Deadline: Wednesday, July 9, 2025

### Third Party Authorization

Company Name	Booth #
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### IMPORTANT INFORMATION

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

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

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

Wednesday, July 9, 2025

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

### Exhibiting Company Authorization of Third Party Billing

Company Name	Main Contact
Signature	Date
Phone #	Email

### Credit Card Information

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

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



Discount Deadline: Wednesday, July 9, 2025

### Exhibitors Only - EAC Information Form

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

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

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

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

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

**30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE IN**

### Exhibiting Company Authorization of Third Party Billing

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

### Exhibit Appointed Contractor Information

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

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/15/2024

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

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

<b>PRODUCER</b> ABC Insurance Agency 123 Main St License # Monterey CA 93940	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:  <b>INSURER(S) AFFORDING COVERAGE</b>  <b>INSURER A:</b> <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
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**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (per person) \$ 5,000 PERSONAL ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> <b>UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIABILITY</b> CLAIMS-MADE DED RETENTION \$					COMBINED SINGLE LIMIT EACH OCCURRENCE \$ AGGREGATE \$
	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/ OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 Limit \$50,000

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

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

Show Dates:

<b>CERTIFICATE HOLDER</b>  Tricord Tradeshows Services, Inc. 738 Neeson Road  Marina CA 93933	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE
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IFPA - The Foodservice Conference  
July 31 - August 1, 2025  
Monterey Conference Center  
Monterey, CA

Discount Deadline: Wednesday, July 9, 2025

## Logistics Letter from TriCord

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

Dear IFPA Exhibitors,

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

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

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

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

Thank you,

Team TriCord





Discount Deadline: Wednesday, July 9, 2025

### Logistics Quote

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

### Shipment Information

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

### Special Handling Description/Inside Delivery Notes or Information

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### OFFICE USE ONLY

TriCord Quote:

Service:

TriCord Signature:

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





*Delivering Performance*

Airways Freight offers customized logistic services designed to address the specific needs of various industries. Their approach ensures that both shipping and timing are finely tuned to meet the demands of different sectors.

***Flexible Timing:*** Adaptable schedules and expedited options to meet tight deadlines.

***Custom Solutions:*** Tailored shipping methods and routes to optimize efficiency and cost-effectiveness.

## ***SERVICES:***

**DOMESTIC AND INTERNATIONAL  
GROUND / ECONOMY  
LTL / PARTIAL AND FULL TRUCK LOADS  
EXPRESS / OVERNIGHT SERVICE  
SECOND DAY SERVICE  
SHOW TO SHOW DIRECT SERVICE  
CANADIAN / TRANS-BORDER SERVICE  
CUSTOMS BROKERAGE  
24 HOUR CUSTOMS SERVICE**



For Domestic shipments / Call: 800-929-1085  
For International quotes, Air, Ocean and Brokage Services / Call: 479-442-6301  
or email: [tricord@airwaysfreight.com](mailto:tricord@airwaysfreight.com)

To facilitate your inbound, outbound, or roundtrip shipments,  
please complete the logistics quote request form on the previous pages.

**800-643-3525**

# Official Transportation Provider

via the ABF Freight® network

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

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

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

*For personalized quotes, please email*

**orders@tricord.net**

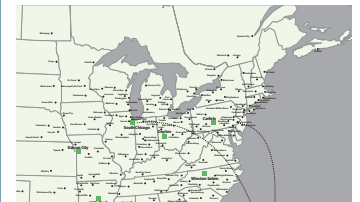
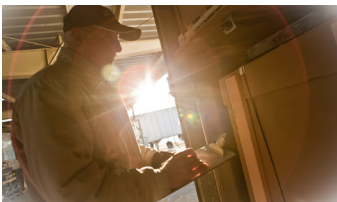
## Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL ground transportation

International transportation



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

**ArcBest®**



Discount Deadline: Wednesday, July 9, 2025

## Plant & Floral Form

Company Name	Booth #
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SAMPLE PICS



ARECA



NEANTHE BELLA



PALM



DRACAENA

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

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

## Flowering Plants

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

## Seasonal Flowering Plant

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

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

PLANT TYPE 2 ft - 3ft	QUANTITY	RATE	TOTAL
Neanthe Bella		\$115.00	
Palm		\$115.00	
Draecena		\$115.00	
Arbicola		\$115.00	
Boston Fern		\$115.00	
PLANT TYPE 4ft - 5ft	QUANTITY	RATE	TOTAL
Ficus Benjamina		\$125.00	
Ficus Lyrata		\$125.00	
Areca		\$125.00	
Palm		\$125.00	
Draecena		\$125.00	

## Floral Arrangements

PLANT TYPE	QUANTITY	RATE	TOTAL
Seasonal Floral Arrangement - QUOTE REQUIRED		Market Value	
Custom Floral Arrangement - QUOTE REQUIRED		Market Value	

Notes for Custom Orders:

Plant Order Total

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



Discount Deadline: Wednesday, July 9, 2025

Audio-Visual/Computer Equipment Rental Form				
Company Name			Booth #	
Televisions- <i>*Please make sure laptop/computers are compatible with NEW TV Technology</i>				
LCD & SCREENS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
65" LED HDTV		\$1,100.00	\$1,375.00	
60" LED HDTV		\$900.00	\$1,125.00	
55" LED HDTV		\$850.00	\$1,060.00	
50" LED HDTV		\$750.00	\$940.00	
40-43" LED HDTV		\$600.00	\$750.00	
32" LED HDTV		\$300.00	\$375.00	
24" LED HDTV		\$150.00	\$190.00	
Accessories - <i>Below pricing does not include the monitor. Mounting brackets and supply fees may apply. *Please provide monitor mounting location to your exhibitor representative.</i>				
EQUIPMENT/SERVICE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Premier Dual Pole Stands w Shelf		\$180.00	\$225.00	
Seamless Looping Media Player		\$100.00	\$125.00	
24" - 32" Monitor - Side Mount		\$85.00	\$115.00	
24" - 43" - Wall Mount		\$135.00	\$165.00	
Monitor Larger than 43" - Wall Mount		\$235.00	\$265.00	
25% Delivery Charge on Total Order with minimum \$125.00/Delivery Charge				
AUDIO VISUAL SERVICES TOTAL				

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

## Contemporary Furniture - Online Ordering Information

TriCord offers CORT contemporary furniture for your booths space.

Login to our BOOMER storefront to search for items and pictures.

***LINK TO BOOMER STOREFRONT TO ORDER***



***LINK TO CORT CATALOG***