



Exhibitor Information

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

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

Show Information

Show Colors

Booth Drape: Green, yellow, blue
Exhibit Hall Carpet: Ballroom is carpeted

Booth Standard:

Each 10' x 10' booth package includes:

- 8' High Back Drape
- 3' High Side Rails
- (1) 7"x44" ID Sign

* **Limit one discounted furniture package (limit one) per 10' space (includes a 6' or 8' table and (2) side chairs) is available through management.**

- (1) 6' table will be provided automatically if no size preference is made when booth package is ordered

* **Limit one discounted electrical package (limit one) per 10' space (includes (1) 500w electrical service) is available through show management.**

Deadlines

Rental Discount Deadline: October 30, 2013

Advance Freight Receiving Deadline: November 8, 2013

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

Exhibit Hall Hours

Exhibitor Move In

Thursday	November 14	8:00am – 5:00pm
Friday	November 15	7:00am – 10:00am

Show Hours

Friday	November 15	10:30am – 3:00pm
Saturday	November 16	10:00am – 1:30pm

Exhibitor Move Out

Saturday	November 16	1:30pm – 6:00pm
----------	-------------	-----------------

** Note: All exhibitor ordered freight carriers must be checked in by 4:00pm for freight pick up*



Payment Form

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

Services Ordered

Totals

Material handling -----	\$	<input style="width:90%;" type="text"/>
Booth packages -----	\$	<input style="width:90%;" type="text"/>
Carpet -----	\$	<input style="width:90%;" type="text"/>
Furnishings -----	\$	<input style="width:90%;" type="text"/>
Labor -----	\$	<input style="width:90%;" type="text"/>
Electrical -----	\$	<input style="width:90%;" type="text"/>
Electrical Labor -----	\$	<input style="width:90%;" type="text"/>
Cleaning -----	\$	<input style="width:90%;" type="text"/>
Signage -----	\$	<input style="width:90%;" type="text"/>
Plants -----	\$	<input style="width:90%;" type="text"/>
Total: \$		<input style="width:90%;" type="text"/>

Credit & Payment Policies

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

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

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

Method of Payment

Company Check

- Please make checks payable to Tricord Tradeshows
(Checks must be in U.S. Funds)
Mail to:
Tricord Tradeshows
738 Neeson Road
Marina, CA 93933

Company Card

- Credit Card Information

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

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



Shipping: Advance to Warehouse

Advance Shipment Deadline

Friday November 8, 2013

Advance Crated Shipments

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

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

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

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

Overtime:

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

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

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

Exhibiting Company Name	Booth#
CSNA	
YRC c/o Tricord Tradeshows	
1500 W Rialto Ave	
San Bernardino, CA 92410	

Advance Shipment Rates (200lb min)

\$70.00

For each 100 lbs. or fraction thereof.

Overtime on Advance Shipments (200lb min)

\$18.00

For each 100 lbs. or fraction thereof.

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

Important information

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

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



RUSH! EXHIBIT MATERIAL
MUST ARRIVE BY NOV. 8, 2013

TO: _____
(EXHIBITOR NAME)
BOOTH # _____
EVENT: CSNA 2013

YRC c/o Tricord Tradeshows
1500 W Rialto Ave
San Bernardino, CA 92410

WAREHOUSE

NO. _____ OF _____ PIECES



RUSH! EXHIBIT MATERIAL
MUST ARRIVE BY NOV. 8, 2013

TO: _____
(EXHIBITOR NAME)
BOOTH # _____
EVENT: CSNA 2013

YRC c/o Tricord Tradeshows
1500 W Rialto Ave
San Bernardino, CA 92410

WAREHOUSE

NO. _____ OF _____ PIECES



Shipping: Direct to Exhibit Site

Direct Shipments to the Exhibit Site

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

Special Handling

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

Overtime

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

Outgoing Shipments

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

Important Information

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

Payment

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

Shipment must arrive:

Thursday November 14, 2013 Between 8am - 5pm

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

TriCord Tradeshows Booth #
Palm Springs Convention Center
277 N Avenida Caballeros
Palm Springs, CA 92262

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

\$70.00

For each 100 lbs. or fraction thereof

Overtime Rates & Special Handling

\$18.00

For each 100 lbs. or fraction thereof.

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



RUSH! EXHIBIT MATERIAL

CAN ONLY ARRIVE ON NOV. 13 & 14, 2013

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

EVENT: CSNA 2013

Palm Springs Convention Center
c/oTriCord Tradeshow
277 N Avenida Caballeros
Palm Springs, CA 92262

SHOWSITE

NO. _____ OF _____ PIECES



RUSH! EXHIBIT MATERIAL

CAN ONLY ARRIVE ON NOV. 13 & 14, 2013

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

EVENT: CSNA 2013

Palm Springs Convention Center
c/oTriCord Tradeshow
277 N Avenida Caballeros
Palm Springs, CA 92262

SHOWSITE

NO. _____ OF _____ PIECES



CALIFORNIA
SCHOOL NUTRITION
ASSOCIATION

RUSH! COLD STORAGE

CAN ONLY ARRIVE ON NOV. 14, 2013

TO: _____

(EXHIBITOR NAME)

BOOTH # _____

EVENT: CSNA 2013

Palm Springs Convention Center
c/oTriCord Tradeshows
277 N Avenida Caballeros
Palm Springs, CA 92262

SHOWSITE

NO. _____ OF _____ PIECES



CALIFORNIA
SCHOOL NUTRITION
ASSOCIATION

RUSH! COLD STORAGE

CAN ONLY ARRIVE ON NOV. 14, 2013

TO: _____

(EXHIBITOR NAME)

BOOTH # _____

EVENT: CSNA 2013

Palm Springs Convention Center
c/oTriCord Tradeshows
277 N Avenida Caballeros
Palm Springs, CA 92262

SHOWSITE

NO. _____ OF _____ PIECES



CALIFORNIA
SCHOOL NUTRITION
ASSOCIATION

RUSH! EXHIBIT EQUIPMENT

CAN ONLY ARRIVE ON NOV. 13 & 14, 2013

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

EVENT: CSNA 2013

Palm Springs Convention Center
c/oTriCord Tradeshows
277 N Avenida Caballeros
Palm Springs, CA 92262

SHOWSITE

NO. _____ OF _____ PIECES



CALIFORNIA
SCHOOL NUTRITION
ASSOCIATION

RUSH! EXHIBIT EQUIPMENT

CAN ONLY ARRIVE ON NOV. 13 & 14, 2013

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

EVENT: CSNA 2013

Palm Springs Convention Center
c/oTriCord Tradeshows
277 N Avenida Caballeros
Palm Springs, CA 92262

SHOWSITE

NO. _____ OF _____ PIECES



Material Handling

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

Important Information

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

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

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

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

Overtime:

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

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

Check One:

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

Calculation of Order

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

Advance Crated Shipments to the Warehouse (200 lb minimum)

We will ship lbs. @ \$70.00 per 100 lbs = \$140.00 minimum =

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

We will ship lbs. @ \$70.00 per 100 lbs = \$140.00 minimum =

Equipment only crated or uncrated (Items must be labeled correctly)

No overtime will apply. @ \$56.00 per crate = \$112.00 minimum =

**Some rates as direct.*

Shipments or Equipment Requiring Special Handling at the Exhibit Site

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

Overtime Charges (200 lb. Minimum)

(See overtime charges on Shipping Instruction Order Form)

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



Authorization to Provide Material Handling Services

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

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

Company Name	Booth Number
Signature	Date



Limits of Liability and Responsibility

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



Display Installation & Dismantling

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

Service A-Tricord Supervision

Installation

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

Dismantling

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

Service B- Exhibitor Supervision

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

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

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

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

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

Display labor

- Straight Time- 8:00am-4:30pm, Monday-Friday
\$ 80.00/per man/per hour Discount Rate
- Overtime- Before 8:00am & after 4:30pm weekdays and all day Saturday, Sunday, & Holidays
\$ 150.00/per man/per hour Discount Rate

	Date & Time		# of Men		# Hours		Hourly Rate		Total
Installation	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>

	Date & Time		# of Men		# Hours		Hourly Rate		Total
Dismantle	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>

Total: \$



Outbound Shipping

Company Name:	Booth #
Authorized By:	Phone #

Outbound Shipping Instructions

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

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

Ship To:

Company Name:	Booth #
Attention:	Show:
Address: (Street)	City/State/Zip:

Select Shipping Carrier →

Select Shipping Carrier

Ship Via Official Show Freight Carrier
*Charges will go on exhibitor's master bill

Ship Via carrier of Exhibitor's Choice

Name of Carrier →

Name of Carrier →	
Shipper Name:	Signature:
Freight Charges Bill to: (Company)	Show:
Billing Address: (Street)	City/State/Zip:
Telephone:	Attention:
SHIPPING ACCOUNT NUMBER:	

Billing Information

Please complete if you are arranging a pick-up with a carrier other than the Official Show Freight Carrier

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

Select Shipping Method →

Select Shipping Method

- Ground**
- Air:** Select Service Preferred

Additional Notes and/Or Requests

I.E. = Inside Delivery Requested, Overnight Shipping, Saturday Delivery

Please Write Within Box:



CALIFORNIA
SCHOOL NUTRITION
ASSOCIATION

61th Annual CSNA Conference
November 13-17, 2013
Palm Springs Convention Center
Palm Springs, CA

Union Rules & Regulations

Union Information

To assist you in planning your participation in your Palm Springs area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Decorator's Union

Members of this union claim jurisdiction over all set up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools. If your exhibit preparation, installation or dismantling requires more than one-half (1/2) hour, or exceeds ten feet you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Palm Springs on a one-to-one basis.

Teamsters Union

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

Electrical Union

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

Tipping

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



Third Party Authorization

Important Information

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

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

Both firms must complete this form, including **Third Party Credit Card Charge Authorization** below, & **Return form by the deadline date of October 30, 2013.**

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

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Firm

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

Third Party

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

Third Party Credit Card Authorization



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



EXHIBITORS ONLY-EAC INFORMATION FORM

If an exhibitor plans to use a firm other than the "official Show Vendor" please list below the non-official vendor's company name, contact name, phone number and email. After completing this form please fax it to TriCord Tradeshows at the number listed below. The **Exhibitor Appointed Contractor Information Form** must be completed and returned no later than **October 30, 2013**.

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

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

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

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

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

Exhibitor Appointed Contractor Information

Please list below your exhibitor appointed contractors information:

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

Please fax or mail this form to TriCord Tradeshows by: October 30, 2013

10x10 CUSTOM BOOTH RENTALS

Company Name: _____

Booth # _____

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

Package #1

10' Hardwall Backwall Matching Carpet

Two Lights (Electricity Required)

Package Color Options:

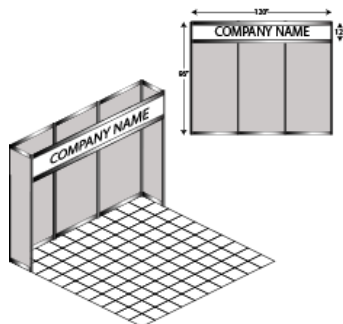
Black White Gray Blue

Carpet Color Options:

Black White Gray Blue

(25% off listed prices)

Package Pricing \$ 1050.00



Package #2

10' Hardwall Back wall

1 Meter Counter

Matching Carpet

Two Lights (Electricity Required)

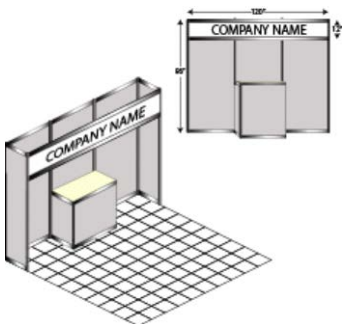
Package Color Options:

Black White Gray Blue

Carpet Color Options:

Black White Gray Blue

Package Pricing \$ 1250.00



Package #3

10' Hardwall Backwall

(2) ½ meter counters

Curved Header

Matching Carpet

Shelves not Available

Two Lights (Electricity Required)

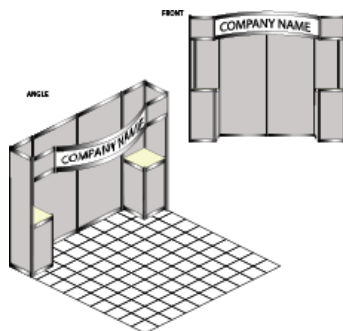
Package Color Options:

Black White Gray Blue

Carpet Color Options:

Black White Gray Blue

Package Pricing \$ 1450.00



Package #4

Tabletop Backwall

One Stem Light (Electricity Required)

Package Pricing \$600.00

(8' table is required)



Package #5

Velcro Compatible Pop-up Booth
8' High x 10' Wide

Black Only

Two Stem Lights (Electricity Required) Carpet Not Included

Package Pricing \$ 800.00

W/Full Color Header \$950.00



Additional Options

Custom Graphics for Backlit Headers:

(10 days advance ordering required)

		Total
<input type="checkbox"/> Black & White Header	x \$150.00-----\$	<input type="text"/>
<input type="checkbox"/> Color Print w/ Logo	x \$200.00-----\$	<input type="text"/>

Header Copy to Read:

Will Send Artwork

Options:

Matching Counters/Pedestals

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

(Curved)

Add Custom Graphics to Counters:

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

*Doors & Shelves not available for pedestal

Total: \$

10x20 CUSTOM BOOTH RENTALS

Company Name:

Booth #

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

Package # 6

20' Hardwall Backwall
(1) Meter Counter
10x20 Carpet
Two Lights (electricity required)

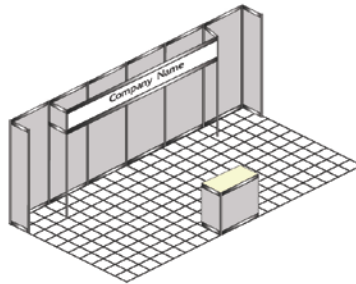
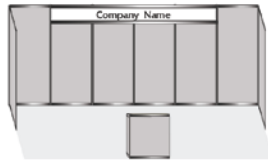
Package Color Options:

Black White Gray Blue

Carpet Color Options:

Black White Gray Blue

Package Pricing \$ 1895.00



Package # 7

20' Hardwall Backwall
(1) Meter Counter
(2) Meter Shelves
10x20 Carpet
Two Lights (electricity required)

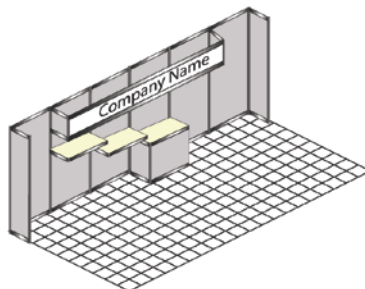
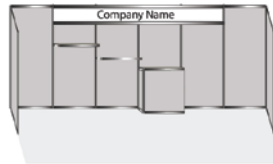
Package Color Options:

Black White Gray Blue

Carpet Color Options:

Black White Gray Blue

Package Pricing \$ 2095.00



Package # 8

20' Curved Hardwall Backwall
(3) Double Curve Counters
10x20 Carpet
Four Lights (electricity required)

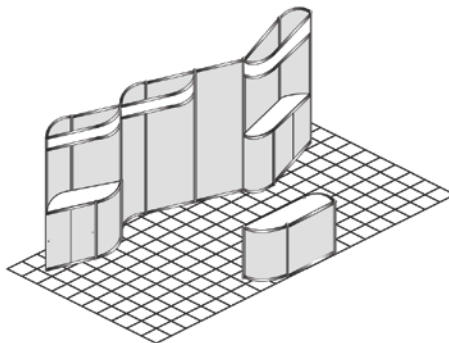
Package Color Options:

Black White Gray Blue

Carpet Color Options:

Black White Gray Blue

Package Pricing \$2895.00



Package # 9

20' Zig Zagged Hardwall Backwall
(2) Built in Counters W/doors in front
(2) Shelves
(1) Free Standing Curved Meter Counter
10x20 Carpet
Two Lights (electricity required)

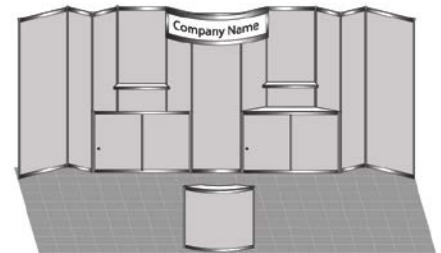
Package Color Options:

Black White Gray Blue

Carpet Color Options:

Black White Gray Blue

Package Pricing \$ 2695.00



Package # 10

20' Hardwall Backwall W/Horizontal Panels
(2) Built in 2 Meter Counters
10x20 Carpet
Four Lights (electricity required)

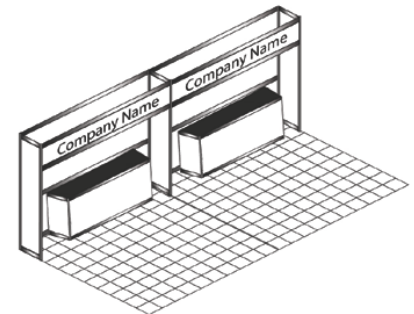
Package Color Options:

Black White Gray Blue

Carpet Color Options:

Black White Gray Blue

Package Pricing \$ 2695.00



Graphics Optional

For Booth Header & Additional Options refer to previous page.

**** Full Graphics are available**



Signs & Banners

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

TriCord produces full color digital prints mounted on sign board or banner material. We can mount your sign to your display, hang it overhead or place it on a stand. We will print your art or help create custom signage. Send disk or Email all artwork and logos to signs@tricord.net for quotes, design and proofing. Save files as vector .PDF or .EPS, 300 dpi for photos. FTP is available for large files.

Standard Size Signs

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

Sizes	Quantity	Cost	Total
*22" x 28"-----	<input type="text"/> x	\$60-----	\$ <input type="text"/>
24" x 36"-----	<input type="text"/> x	\$100-----	\$ <input type="text"/>
30" x 40"-----	<input type="text"/> x	\$135-----	\$ <input type="text"/>
36" x 48"-----	<input type="text"/> x	\$180-----	\$ <input type="text"/>
36" x 60"-----	<input type="text"/> x	\$250-----	\$ <input type="text"/>
**38" x 94"-----	<input type="text"/> x	\$400-----	\$ <input type="text"/>
Total: \$			<input type="text"/>

We will send ready to print artwork

We require design assistance

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

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

Standard Size Banners

*Includes Grommets or Sleeve for rod

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

Custom Size Sign Options:

- Color prints on gloss-----\$12 per Square
- Foot Mount on Sintra-----\$3 per Square
- Foot Graphic Design Time-----\$90 per Hour

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

Special Instructions:

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

Total Amount Enclosed \$

Digital File Preparation

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

Suitable Formats for images and/or logos

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

-All fonts must be converted to outlines-

Suitable Media for images and/or logos

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

AVOIDING ADDITIONAL COSTS

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

Vector Artwork

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

See Visual

* All fonts within artwork need to be converted to outlines

PDF

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

See Visual

JPEG

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

See Visual

Vector Artwork Example:



.gif @ 400%



.ai / .eps vector @ 400%

PDF & JPG Example:



Low Resolution (72dpi) .jpg 23KB



High Resolution (300dpi) .jpg 3.1MB



FTP (File Transfer Protocol) Instructions

The FTP host address: ftp://207.111.210.13

User Name: tricorduser

Password: shows

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

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

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

Cartload Service Order Form

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

Small Freight Service Qualifications

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

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







VEHICLES THAT QUALIFY:

	
Sedan	Van
	
Sports Utility Vehicle	Pickup

Failure to Qualify

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

VEHICLES THAT DO NOT QUALIFY:

		
Rental Truck	Flatbed	Stakebed
		
Trailers	Bobtail	Semi Truck

How to Receive Service Onsite

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

Where to Load and Unload

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

Small Freight Services

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

<u>Dock to Booth</u>	Price	Total
One way service	\$40.00 x -----	\$ <input style="width: 50px;" type="text"/>

<u>Booth to Dock</u>	Price	Total
One way service	\$40.00 x -----	\$ <input style="width: 50px;" type="text"/>

Total: \$

Authorized Signature:

Print Name:



Limit one discounted furniture package per 10' space (includes a 6' or 8' table and (2) side chairs) can be ordered through show management. Please use this form for additional furniture.

Furniture Rental Form	Company Name: <input style="width: 95%;" type="text"/>	Booth # <input style="width: 95%;" type="text"/>
------------------------------	--	--

Chairs	Quantity	Discount Rate	Standard Rate	Total
Side Chairs-----	<input style="width: 50px;" type="text"/>	x \$35	x \$50 -----	\$ <input style="width: 50px;" type="text"/>
Padded Arm Chairs-----	<input style="width: 50px;" type="text"/>	x \$60	x \$80 -----	\$ <input style="width: 50px;" type="text"/>
Black Leather Exec. Chairs-----	<input style="width: 50px;" type="text"/>	x \$100	x \$150 -----	\$ <input style="width: 50px;" type="text"/>
Padded Bar Stools-----	<input style="width: 50px;" type="text"/>	x \$70	x \$90 -----	\$ <input style="width: 50px;" type="text"/>

Tables 30" High	Quantity	Discount Rate	Standard Rate	Total
4' Draped Table-----	<input style="width: 50px;" type="text"/>	x \$90	x \$105 -----	\$ <input style="width: 50px;" type="text"/>
6' Draped Table-----	<input style="width: 50px;" type="text"/>	x \$100	x \$115 -----	\$ <input style="width: 50px;" type="text"/>
8' Draped Table-----	<input style="width: 50px;" type="text"/>	x \$140	x \$175 -----	\$ <input style="width: 50px;" type="text"/>
Undraped 4' Table-----	<input style="width: 50px;" type="text"/>	x \$70	x \$85 -----	\$ <input style="width: 50px;" type="text"/>
Undraped 6' Table-----	<input style="width: 50px;" type="text"/>	x \$80	x \$95 -----	\$ <input style="width: 50px;" type="text"/>
Undraped 8' Table-----	<input style="width: 50px;" type="text"/>	x \$90	x \$105 -----	\$ <input style="width: 50px;" type="text"/>

Color Selection

➔ Blue Yellow White Black Burgundy Green Red

Counters 42" High	Quantity	Discount Rate	Standard Rate	Total
4' Draped Counter-----	<input style="width: 50px;" type="text"/>	x \$100	x \$120 -----	\$ <input style="width: 50px;" type="text"/>
6' Draped Counter-----	<input style="width: 50px;" type="text"/>	x \$115	x \$135 -----	\$ <input style="width: 50px;" type="text"/>
8' Draped Counter-----	<input style="width: 50px;" type="text"/>	x \$165	x \$200 -----	\$ <input style="width: 50px;" type="text"/>
Undraped 4' Counter-----	<input style="width: 50px;" type="text"/>	x \$80	x \$95 -----	\$ <input style="width: 50px;" type="text"/>
Undraped 6' Counter-----	<input style="width: 50px;" type="text"/>	x \$90	x \$105 -----	\$ <input style="width: 50px;" type="text"/>
Undraped 8' Counter-----	<input style="width: 50px;" type="text"/>	x \$100	x \$115 -----	\$ <input style="width: 50px;" type="text"/>

Color Selection

➔ Blue Yellow White Black Burgundy Green Red

Table Risers	Quantity	Discount Rate	Standard Rate	Total
4' Risers-----	<input style="width: 50px;" type="text"/>	x \$40	x \$55 -----	\$ <input style="width: 50px;" type="text"/>
6' Riser-----	<input style="width: 50px;" type="text"/>	x \$50	x \$65 -----	\$ <input style="width: 50px;" type="text"/>
8' Riser-----	<input style="width: 50px;" type="text"/>	x \$60	x \$75 -----	\$ <input style="width: 50px;" type="text"/>

Color Selection

➔ Blue Yellow White Black Burgundy Green Red

Accessories	Quantity	Discount Rate	Standard Rate	Total
Waste Basket w/ Liner-----	<input style="width: 50px;" type="text"/>	x \$12	x \$18 -----	\$ <input style="width: 50px;" type="text"/>
Easel-----	<input style="width: 50px;" type="text"/>	x \$35	x \$45 -----	\$ <input style="width: 50px;" type="text"/>
Bistro Table-----	<input style="width: 50px;" type="text"/>	x \$120	x \$150 -----	\$ <input style="width: 50px;" type="text"/>
Velcro Tack Board-----	<input style="width: 50px;" type="text"/>	x \$95	x \$125 -----	\$ <input style="width: 50px;" type="text"/>
Glass Showcase-----	<input style="width: 50px;" type="text"/>	x \$275	x N/A -----	\$ <input style="width: 50px;" type="text"/>
Round Conf. Table-----	<input style="width: 50px;" type="text"/>	x \$120	x \$150 -----	\$ <input style="width: 50px;" type="text"/>
4 th Side Table, Skirted/Drape Color Change-----	<input style="width: 50px;" type="text"/>	x \$15	x \$25 -----	\$ <input style="width: 50px;" type="text"/>
5-Panel Literature Rack-----	<input style="width: 50px;" type="text"/>	x \$85	x \$105 -----	\$ <input style="width: 50px;" type="text"/>
Bag Tree-----	<input style="width: 50px;" type="text"/>	x \$55	x \$75 -----	\$ <input style="width: 50px;" type="text"/>

Furniture Total: \$

Custom Furnishing Packages (Pre-Orders Only)

Company Name:

Booth #



Conference Table



Bar Stool



Skirted Counter



Bistro Table

Important Information

These furniture packages are created to save YOU money

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

Package 1

Price \$ 150

- 1 6' Table
- 2 Padded Side Chairs

Quantity-----

Package 2

Price \$225

- 1 6' Draped Counter
- 2 Bar Stool

Quantity-----

Package 3

Price \$ 275

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

Quantity-----

Package 4

Price \$250

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

Quantity-----

Package Order Total \$



Limit one discounted electrical package per 10' space (includes (1) 500w electrical service) can be ordered through show management. Please use this form for additional electrical.

Electrical Services

Company Name: [] Booth # []

- Labor is required for: All under-carpet distribution of electrical wiring, all overhead distribution of wiring & all hardwiring motor installation will require electrical labor. (1 hour minimum install, 1/2 hour minimum dismantle)
ATTACH DIAGRAMS TO ENSURE ADVANCED PLACEMENT OF WIRING

Electrical Outlets

Price per Double Outlet

Table with columns: (Watts Required (120v Single Phase), Discount, Floor Order, # Outlets Required, Total Due. Rows include 500 Watts, 1200 Watts, 2400 Watts, 3000 Watts, and a Total row.

Lighting

Price per Double Outlet

Table with columns: (Electrical not included for lights), Discount, Floor Order, Quantity, Total Due. Rows include 200 Watts Halogen Stem Light, 500 Watt Floodlight, Extension Cord, Plugstrip, and a Total row.

Motor/Power Requirements

208V Single Phase

208/120V 3 Phase

Total Due

Table with columns: Motor/Power Requirements, 208V Single Phase, 208/120V 3 Phase, Total Due. Rows include 10 Amps, 20 Amps, 30 Amps, and a Total row.

Electrical Labor

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

Table with columns: Hours, Total Due. Rows include Straight Time and Overtime.

Electrical Services Total: \$ []

- All motors over one (1) HP must have a Magnetic Starter and Manual Disconnect Switch (wired) furnished by the exhibitor.
All wiring, motors, electrical installations, etc., will be inspected. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage, except upon ordering same.
Special electrical hook-ups or wiring incurring additional electrical labor charge must be taken care of prior to the close of the show.
Price includes two (2) connections per outlet box for lighting and one (1) connection for power and motors. Additional outlets or power needed must be ordered through Tricord.
Exhibitors found using power where no outlets have been ordered are subject to 1 1/2 times normal rate for outlets used.



Booth Electrical Layout

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

- Electrical drops are placed in the back center of the booth for no additional labor cost.
- If you would like the electrical drop to be placed elsewhere in the booth, please mark the locations and wattage amounts on the grid below. Labor charges will apply.

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____



Carpet Rental Form

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

Standard Cut Carpet

*For inline booths only

Carpet Size	Quantity	Discount Rate	Standard Rate	Total
<input type="checkbox"/> 10x10-----	<input style="width: 50px;" type="text"/>	\$ 125.00	x \$150.00-----	\$ <input style="width: 50px;" type="text"/>
<input type="checkbox"/> 10x20-----	<input style="width: 50px;" type="text"/>	\$ 250.00	x \$300.00-----	\$ <input style="width: 50px;" type="text"/>
<input type="checkbox"/> 10x30-----	<input style="width: 50px;" type="text"/>	\$ 375.00	x \$475.00-----	\$ <input style="width: 50px;" type="text"/>
<input type="checkbox"/> 10x40-----	<input style="width: 50px;" type="text"/>	\$ 500.00	x \$600.00-----	\$ <input style="width: 50px;" type="text"/>

Color Selection →

Blue <input type="checkbox"/>	Toast <input type="checkbox"/>	Gray <input type="checkbox"/>	Black <input type="checkbox"/>	Burgundy <input type="checkbox"/>	Green <input type="checkbox"/>	Red <input type="checkbox"/>
-------------------------------	--------------------------------	-------------------------------	--------------------------------	-----------------------------------	--------------------------------	------------------------------

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

Visqueen
Booth size: x = Sq. Ft. @ \$.50 SQ Ft. -----\$

Total: \$

Special Cut Carpet & Island Booths

- Must be ordered in 10' increments (Minimum of 100 square feet)
Example: 10x20 booth= 200sq. ft X \$2.75 = \$550)
- Rental Price includes installation & removal
- If you are in need of a color not listed, please call (831) 883-8600

Per Square Foot:

Advance

Floor

\$ 2.65

\$ 3.75

Color Selection →

Blue <input type="checkbox"/>	Toast <input type="checkbox"/>	Gray <input type="checkbox"/>	Black <input type="checkbox"/>	Burgundy <input type="checkbox"/>	Green <input type="checkbox"/>	Red <input type="checkbox"/>	Bright White <input type="checkbox"/>
-------------------------------	--------------------------------	-------------------------------	--------------------------------	-----------------------------------	--------------------------------	------------------------------	---------------------------------------

Carpet
Booth size: x = Sq. Ft. @ \$2.65/\$3.75 SQ Ft. -----\$

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

Visqueen
Booth size: x = Sq. Ft. @ \$.50 SQ F50 -----\$

Total: \$



Special Cleaning

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

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

Vacuuming and Refuse Removal

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

Which is x = square feet

Vacuum Carpet
Every night (*see below). Cost per square foot per night is

Vacuuming Carpet
Before show opens ONLY. Cost per square foot is
Orders less than every night but more than once are calculated at this rate.

Calculation of Order:

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

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

Total: \$

CLEANING SERVICES TOTAL: \$



CALIFORNIA
SCHOOL NUTRITION
ASSOCIATION

61th Annual CSNA Conference
November 13-17, 2013
Palm Springs Convention Center
Palm Springs, CA

HEARTY PLANTS AND MORE



Fax Orders To: 858-451-1873 or email to heartyplant@cox.net

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

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

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

Bubble Bowl	\$15.00		
--------------------	---------	--	--

Floral	One Sided	All Around	Quantity	Total
\$40.00				
\$60.00				
\$80.00				

Plant Containers	Mark Preferred Container
Black Pots	
Wicker Baskets	

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

***Form of Payment**

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

Check Visa Mastercard Discover American Express

Card Number: _____ Exp. Date _____

Name on Card: _____ Authorized Signature: _____

*** Show Name: CSNA Location: Palm Springs Convention Center Date of Event: 11/13-17/9/13**

Exhibitor: _____ Booth #: _____

Contact Name: _____ Today's Date: _____

Phone #: _____ Fax#: _____



CALIFORNIA
SCHOOL NUTRITION
ASSOCIATION

61th Annual CSNA Conference
November 13-17, 2013
Palm Springs Convention Center
Palm Springs, CA

Logistics

TriCord Offering Discounted Freight Rates to our Advanced Warehouse

Dear Exhibitors,

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

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

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

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



Logistics

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

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

Special Handling Description:

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

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

Food & Beverage Menus and Rules and Regulations

FOOD AND BEVERAGE POLICY

DUE TO CURRENT HEALTH DEPARTMENT REQUIREMENTS, LIQUOR ORDINANCES AND LIABILITY INSURANCE POLICIES IT IS REQUIRED THAT ALL FOOD AND BEVERAGES BE PURCHASED THROUGH THE PALM SPRINGS CONVENTION CENTER'S (PSCC'S) CATERING DEPARTMENT. SAVOURY'S, INC. IS THE LICENSED CATERER AND HAS THE EXCLUSIVE RIGHT TO PROVIDE ALL FOOD AND BEVERAGE FOR ALL EVENTS HELD AT THE PSCC.

- GUESTS TO THE PSCC MAY BRING NO FOOD OR BEVERAGE ONTO THE FACILITY PREMISES, INCLUDING BUT NOT LIMITED TO PROMOTIONAL LOGO WATER, CANDIES AND TABLE MINTS.
- EXHIBITORS WITH BOOTHS IN THE TRADE SHOW MAY GIVE AWAY SAMPLE PORTIONS, BUT ONLY OF THE PRODUCTS THEY MANUFACTURE, PRODUCE OR DISTRIBUTE. SAMPLE SIZE IS 4 OZ OF BEVERAGE AND 3 OZ OF FOOD.
- ALL FOOD AND BEVERAGES THAT ARE PURCHASED FROM THE PSCC CATERING DEPARTMENT MUST BE CONSUMED ON THE PSCC PROPERTY. AT NO TIME MAY FOOD OR BEVERAGE BE REMOVED FROM THE PREMISES.
- TO COMPLY WITH HEALTH AND SAFETY REGULATIONS, ONLY EMPLOYEES OF SAVOURY'S AND THE PSCC ARE PERMITTED IN THE KITCHEN AREA. ALL ORDERS WILL BE DELIVERED TO CLIENT'S BOOTH SPACE OR MEETING ROOM FIFTEEN (15) MINUTES PRIOR TO REQUESTED STARTING TIME.
- ALL MENU PACKAGES PRESENTED WITHIN INCLUDE HIGH GRADE DISPOSABLE SERVICEWARE. CHINA SERVICE MAY BE AVAILABLE FOR AN ADDITIONAL FEE.

ORDERING DEADLINES

OUR PREPRINTED MENUS DO NOT INCLUDE ALL ITEMS THAT ARE AVAILABLE, THEY ARE OFFERED AS SUGGESTIONS. THE CATERING SALES DEPARTMENT WILL BE HAPPY TO CUSTOMIZE MENUS TO FILL YOUR SPECIFIC NEEDS.

- CATERING ORDERS SHOULD BE RECEIVED IN THE CATERING OFFICE FOUR (4) WEEKS PRIOR TO THE START OF SHOW
- THERE WILL BE A 10% CHARGE ADDED TO ORDERS RECEIVED TWO (2) TO FOUR (4) WEEKS PRIOR TO THE START OF THE SHOW.
- ANY ORDERS PLACED WITHIN TWO (2) WEEKS OF THE START OF THE SHOW WILL BE SUBJECT TO A 25% SURCHARGE.
- ANY NEW ORDERS PLACED ON SITE WILL BE SUBJECT TO A 50% SURCHARGE.
- A \$25.00 DELIVERY CHARGE WILL APPLY TO ALL ORDERS LESS THAN \$75.00.
- A TWENTY-ONE (21) PERCENT SERVICE CHARGE WILL BE ADDED TO ALL FOOD AND BEVERAGE ORDERS. TO THIS TOTAL, CALIFORNIA STATE TAX, CURRENTLY AT SEVEN AND THREE-QUARTERS (7.75) PERCENT, WILL BE ADDED. IN ACCORDANCE WITH CALIFORNIA STATE LAWS, TAX IS ADDED TO THE TOTAL COST OF THE FUNCTION, INCLUDING SERVICE CHARGE.
- ALL PUBLISHED PRICES, SERVICE CHARGES, LABOR FEES AND TAXES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CATERING PAYMENT POLICY

PAYMENT IN FULL IS REQUIRED ONE (1) WEEK PRIOR TO COMMENCEMENT OF SERVICES. PSCC CURRENTLY ACCEPTS COMPANY CHECKS MADE PAYABLE TO PALM SPRINGS CONVENTION CENTER, VISA, MASTERCARD AND AMERICAN EXPRESS. A CREDIT CARD AUTHORIZATION FORM MUST BE SUBMITTED WITH ALL ORDERS AND IT WILL REMAIN ON FILE TO COVER ANY ON-SITE INCIDENTALS. SINCE THE PSCC HAS A MAXIMUM CHARGE AMOUNT OF \$5000.00, ANY ORDER(S) THAT TOTAL MORE THAN \$5000.00 MUST BE PREPAID WITH A COMPANY CHECK.

GUARANTEES

THE FINAL GUARANTEE IS REQUIRED ONE (1) WEEK PRIOR TO THE EVENT, ALONG WITH FULL PAYMENT. IF NO GUARANTEE IS RECEIVED AT THE APPROPRIATE TIME, THE ESTIMATED AMOUNT AS SHOWN ON THE BANQUET EVENT ORDER WILL BE USED AND CHARGES WILL BE MADE ACCORDINGLY. THIS GUARANTEED NUMBER IS NOT SUBJECT TO REDUCTION. THE PSCC CATERING DEPT. WILL BE PREPARED TO SERVE 5% OVER THE GUARANTEE.

CANCELLATION POLICY

CANCELLATIONS MADE WITHIN SEVEN (7) DAYS OF THE EVENT SHALL RESULT IN FORFEITURE OF ALL PAYMENTS AND CLIENT SHALL BE RESPONSIBLE FOR, AND MAKE IMMEDIATE PAYMENT OF ANY OUTSTANDING BALANCE.

MENU SELECTIONS NEED TO BE SUBMITTED 4 WEEKS PRIOR TO EVENTS OR PENALTIES MAY APPLY. A \$25.00 DELIVERY CHARGE WILL BE ADDED TO ALL ORDERS AND REORDERS OF LESS THAN \$75.00. ALL PRICES ARE SUBJECT TO 21% SERVICE CHARGE AND 7.75% SALES TAX.

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

SNACK BAR

OH SO SWEET

RICE KRISPY BARS	\$2.50++ / EACH
CANDY BARS	\$3.50++ / EACH
GRANOLA BARS	\$2.50++ / EACH
INDIVIDUAL MINI YOGURT CUPS	\$2.50++ / EACH
LARGE HOT PRETZELS.....	\$3.50++ / EACH
MUFFINS.....	\$36.00++ / DOZ
BREAKFAST PASTRIES	\$36.00++ / DOZ
FRESH DOUGHNUTS.....	\$33.00++ / DOZ
BROWNIES.....	\$36.00++ / DOZ
COOKIES	\$36.00++ / DOZ
LEMON BARS	\$40.00++ / DOZ
BLENDED DELUXE NUTS	\$25.00++ / LB
MINTS & HARD CANDIES	\$15.00++ / LB

CHIPS & DIPS &.....

POTATO CHIPS

WITH ONION DIP	\$175.00++
SERVES 50	

TORTILLA CHIPS

WITH SALSA	\$225.00++
SERVES 50	

TORTILLA CHIPS

WITH GUACAMOLE & SALSA	\$350.00++
SERVES 50	

TRAIL MIX

BOWLS OF DRIED FRUITS & NUTS	\$25.00++ / LB
------------------------------------	----------------

PRETZELS

BOWLS OF MINI TWISTS	\$10.00 ++ / LB
Yogurt Covered Pretzels.....	\$15.00++ / lb

DISPLAYS & TRAYS

CHEESE BOARDS

IMPORTED AND DOMESTIC CHEESE DISPLAY WITH COCKTAIL BREADS & CRACKERS, GARNISHED WITH GRAPE BUNCHES AND SEASONAL FRESH FRUIT	
SERVES 25	\$175.00++

CRUDITE PLATTER

DISPLAY OF FRESH GARDEN VEGETABLES WITH A PEPPERCORN RANCH DIP	
SERVES 25	\$175.00++

FRUIT DISPLAY

ELABORATE DISPLAY OF SLICED SEASONAL FRUITS, MELONS & BERRIES WITH YOGURT DIP	
SERVES 25	\$175.00++

DELI DELIGHT

THINLY SLICED ROAST BEEF, TURKEY AND HAM WITH SLICES OF CHEDDAR, SWISS AND AMERICAN CHEESES, ALONG WITH PICKLE SPEARS, LETTUCE, TOMATOES AND ONIONS AND SERVED WITH MUSTARD, MAYONNAISE AND OUR BAKER'S SELECTION OF BREAD.

SERVES 25	\$450.00++
-----------------	------------

JUST FOR YOU

PERSONALIZED BOTTLED WATER

YOUR COMPANY NAME / LOGO PRINTED ON THE LABEL. CALL FOR SPECIFIC ARTWORK SPECS.

ONE TIME SET UP CHARGE	\$250.00++
12 CASES (MINIMUM ORDER)	\$84.00++ / CASE

****ORDERS MUST BE PLACED 30 DAYS PRIOR TO SHOW****

PERSONALIZED SHEET CAKE

ONE TIME SET UP CHARGE	\$100.00++
FULL SHEET (SERVES 80-100).....	\$200.00++
HALF SHEET (SERVES 40-50)	\$110.00++

****ORDERS MUST BE PLACED 30 DAYS PRIOR TO SHOW****

MENU SELECTIONS NEED TO BE SUBMITTED 4 WEEKS PRIOR TO EVENTS OR PENALTIES MAY APPLY. A \$25.00 DELIVERY CHARGE WILL BE ADDED TO ALL ORDERS AND REORDERS OF LESS THAN \$75.00. ALL PRICES ARE SUBJECT TO 21% SERVICE CHARGE AND 7.75% SALES TAX.

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

BEVERAGE CART

HOT BEVERAGES

PREMIUM BREWED REGULAR COFFEE, DECAF
COFFEE & HOT TEA SERVICE

SERVED IN AN INSULATED URN WITH APPROPRIATE CONDIMENTS YIELDS 16 CUPS PER GALLON

10 GALLONS.....**\$450.00++**

5 GALLONS.....**\$225.00++**

2.5 GALLONS..... **\$112.50++**

COLD DRINKS

BEVERAGES WILL BE DELIVERED IN A TUB OF ICE, WITH DISPOSABLE GLASSWARE AND BEVERAGE NAPKINS.

COCA COLA, DIET COKE AND SPRITE

24 - 12 OZ CANS **\$72.00++/CASE**

BOTTLED WATER

24 - 16 OZ. BOTTLES/CASE **\$72.00++/CASE**

PERRIER WATER

11 OZ. BOTTLES..... **\$84.00++/CASE**

SPARKLING MINERAL WATER

ASSORTED FLAVORS 12 OZ. **\$84.00++/CASE**

INDIVIDUAL BOTTLED JUICES

ASSORTED FLAVORS **\$90.00++/CASE**

FRESH ICED TEA

1 GALLON YEILDS 16 CUPS **\$45.00++/GAL**

LEMONADE/ TROPICAL PUNCH

1 GALLON YEILDS 16 CUPS **\$35.00++/GAL**

OFFSITE EVENTS

WITH GOLD MEDAL WINNING CUISINE AND PREFERRED CATERING STATUS AT VIRTUALLY ALL OF THE DESERT'S MOST POPULAR VENUES, SAVOURY'S PRODUCES THE MOST OUTSTANDING SPECIAL EVENT EXPERIENCE. LET OUR EVENT PROFESSIONALS COORDINATE ALL ASPECTS OF YOUR OFFSITE FUNCTION, IN ADDITION TO YOUR CONFERENCE NEEDS.

PLEASE CALL SAVOURY'S AT (760) 778-2740 FOR MORE INFORMATION

MENU SELECTIONS NEED TO BE SUBMITTED 4 WEEKS PRIOR TO EVENTS OR PENALTIES MAY APPLY. A \$25.00 DELIVERY CHARGE WILL BE ADDED TO ALL ORDERS AND REORDERS OF LESS THAN \$75.00. ALL PRICES ARE SUBJECT TO 21% SERVICE CHARGE AND 7.75% SALES TAX.

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

SPECIALTY SHOW STOPPERS

Exhibitors are responsible to order all tables and electrical hook ups required for any rental equipment from the show decorator.

OTIS SPUNKMEYER FRESH BAKED COOKIES

OTIS'S OVEN RENTAL - \$100.00++ / DAY
PRE-PORTIONED COOKIE DOUGH - \$250.00++ / CASE
(2 OZ SIZE - 160 PIECES /CASE @ \$250.00++ / CASE)
3 CASE MINIMUM

CHOCOLATE FOUNTAIN

FOUNTAIN RENTAL COST - \$9.50 PP++
INCLUDES ATTENDANT & YOUR CHOICE OF MILK CHOCOLATE,
DARK CHOCOLATE OR WHITE CHOCOLATE
CHOICE OF 5 DIPPING ITEMS - \$5.50 PP++
MARSHMALLOWS, RICE KRISPY BARS, BROWNIE BITES, POUND
CAKE, GRAHAM CRACKERS, PRETZELS, STRAWBERRIES,
APPLE SLICES, BANANA CHUNKS & COOKIES
* REQUIRES 110 VOLT, 20 AMP ELECTRICAL HOOK-UP

SLUSHIE MACHINE RENTAL

STRAWS, BEVERAGE NAPKINS & 8 OZ.
PLASTIC CUPS ARE INCLUDED - NO ICE IS REQUIRED
MACHINE RENTAL - \$300.00++ / DAY

SLUSHIE DRINK MIX

FLAVORS: LEMON-LIME, BLUE RASPBERRY, TROPICAL PUNCH
CHERRY, ORANGE, BANANA OR STRAWBERRY
ONE BATCH = 70 DRINKS @ \$140.00/BATCH

MIXES MUST BE ORDERED IN FULL BATCHS ONLY

CAPPUCCINO CART

PRICING INCLUDES UP TO 4 HOURS OF SERVICE AND A MAXIMUM
OF 300 CUPS OF COFFEE, CAPPUCCINOS, ESPRESSOS, MOCHAS
AND LATTES. ALL CREAMERS, SWEETENERS, PAPER CUPS AND
STIR STICKS WILL BE SUPPLIED, AS WELL AS AN ATTENDANT

\$800.00 ++ /4 HR

\$1.75++ EACH ADD'L SERVING AFTER 300
\$125.00 / HR FOR EACH ADD'L HOUR

SPACE / POWER REQUIREMENTS:

CLIENT IS RESPONSIBLE FOR PROVIDING TABLE SPACE OF AT
LEAST 4 FT X 3 FT AND STORAGE UNDER THE TABLE FOR WATER
SUPPLY. CLIENT TO SUPPLY (1) 120, / 208 30 AMP OUTLET 3
PHASE W/GROUND

SMOOTHIE MAKER

INCLUDES UP TO 200 SERVINGS.....**\$400.00/DAY**
ADD'L SERVINGS IN 100 INCREMENTS.....**\$150.00 / 100**
* REQUIRES 110 VOLT, 20 AMP ELECTRICAL HOOK-UP

PRETZEL MACHINE

HEATED CASE RENTAL**\$100.00 / DAY**
PRETZELS (48 PER CASE).....**\$96.00 / CASE**
* REQUIRES 110 VOLT, 20 AMP ELECTRICAL HOOK-UP

POPCORN MACHINE

INCLUDES UP TO 300 SERVINGS, SCOOP, BAGS & NAPKINS
\$350.00++ / DAY
* REQUIRES 110 VOLT, 20 AMP ELECTRICAL HOOK-UP

BOOTH ATTENDANTS / SERVER

AN ATTENDANT MAY BE HIRED TO OPERATE ANY OF THE RENTAL EQUIPMENT FOR YOU.
HOURLY RATE – (4 HOUR MINIMUM) - **\$26.00++/HR**

MENU SELECTIONS NEED TO BE SUBMITTED 4 WEEKS PRIOR TO EVENTS OR PENALTIES MAY APPLY. A \$25.00 DELIVERY CHARGE WILL BE ADDED TO ALL
ORDERS AND REORDERS OF LESS THAN \$75.00. ALL PRICES ARE SUBJECT TO 21% SERVICE CHARGE AND 7.75% SALES TAX.

ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

CONVENTION NAME: _____
 COMPANY NAME: _____
 PERSON ORDERING: _____
 ADDRESS: _____
 CITY, STATE, ZIP: _____
 PHONE: _____
 E-MAIL: _____

CATERING ORDER FORM



MEETING ROOM OR BOOTH #: _____
 ONSITE CONTACT: _____
 CONTACT'S CELL NUMBER: _____

DELIVER DATE	DELIVERY TIME	QUANTITY	ITEM DESCRIPTION	ITEM PRICE	TOTAL

Any tables or electrical hook ups needed for your food and beverage must be ordered from the show decorator

PAYMENT INFORMATION:

CHECK MASTERCARD VISA AMEX

NAME ON CARD _____

**STREET _____

CITY, STATE, ZIP _____

**BILLING ADDRESS AS SHOWN ON CREDIT CARD STATEMENT

CARD NUMBER _____

(PLEASE INCLUDE 3-4 DIGIT SECURITY CODE ON BACK OF CARD)

EXP. DATE: _____

SIGNATURE _____

(SIGNATURE MUST MATCH THE NAME ON THE CARD)

ESTIMATED SUBTOTAL _____

TAXABLE SERVICE CHARGE OF 21% _____

SUBTOTAL _____

7.75% SALES TAX _____

ESTIMATED TOTAL _____

PLEASE FAX COMPLETED FORM TO 760-778-4103 OR E-MAIL TO: LTOLES@PALMSPRINGSCC.COM OR GSCHMIDT@PALMSPRINGSCC.COM

- ▶ TO EXECUTE THIS ORDER A COPY OF THE FRONT & BACK OF THE CARD MUST ACCOMPANY THIS FORM
- ▶ THE MAXIMUM AMOUNT ALLOWED TO BE CHARGED TO YOUR CREDIT CARD IS \$5000.00

▶ THE ESTIMATED TOTAL AMOUNT CALCULATED ABOVE OR AS SHOWN ON BEO'S MUST BE PAID IN FULL PRIOR TO THE FIRST SHOW DATE OR SECURED WITH A CREDIT CARD PRE-AUTHORIZATION. WE WILL PRE-AUTHORIZE FOR 20% MORE THAN THE ESTIMATED TOTAL ABOVE

▶ THE FINAL INVOICED AMOUNT MAY BE DIFFERENT THAN SHOWN ABOVE BASED ON ACTUAL CONSUMPTION TOTALS. YOU WILL RECEIVE AN INVOICE WORKSHEET WITH THE FINAL TOTAL AT THE CONCLUSION OF YOUR LAST SCHEDULED CATERED EVENT. AT WHICH TIME WE WILL SETTLE YOUR CREDIT CARD FOR THE ACTUAL AMOUNT SPECIFIED BY SIGNED INVOICE WORKSHEETS OR SIGNED BEO'S.



Convention Center

Like no place else.™

TELECOMMUNICATIONS TERMS AND CONDITIONS

1. PSAV is the exclusive provider of telecommunication services for the Center. Outside vendors are not permitted to install equipment in the facility.
2. Rates listed for all services include bringing the requested communication services to the specified location or booth in the most convenient manner and does not include special wiring, over-head drops or installation and configuration of computer equipment. Relocation of lines will result in additional charges.
3. Telecommunication services are only provided inside the Center and outside exhibit areas. No services will be extended to other adjacent buildings such as hotels or business centers in the surrounding area.
4. Telephone, network and miscellaneous equipment not returned in the same condition as received will incur additional charges for remediation and or replacement.
5. PSAV is not liable or held responsible for any damage occurring to any customer supplied equipment or computers brought into the Center whether by physical damage or software such as viruses, worms or other attacks. Current anti-virus, anti-spyware and operating system patches are strongly recommended.
6. The choice of Internet Service Provider (ISP) is at the sole discretion of PSAV. PSAV does not guarantee the performance, routing, throughput of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond our gateway.
7. Only PSAV personnel or designated providers are authorized to modify system wiring or cabling.
8. Internet connections are not available on standard telephone lines (modems) due to trucking limitations. Failure to comply with this requirement may result in termination of service during event hours.
9. Any device which adversely impacts PSAV's network whether by virus activity or physical networking issues may be disconnected with or without prior notice at PSAV's discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. Additional charges may apply for issue diagnosis and/or problem resolution. Interruption of service for this reason will not result in any credits or refunds.
10. Use of any non-PSAV or outside wireless equipment is not allowed unless pre-approved by PSAV. Rogue access points will be disconnected **immediately**.
- 11. Technical questions or billing inquiries, please call (760) 322-8455.**



Authorized Signature _____

Date _____

Office Use Only

Date Order Received _____ Accepted By _____ Event
Number _____

Payment Processed Date _____ Authorization Code _____ Customer ID



Convention Center
Like no place else.™



Convention Center

Like no place else.™

Revised 5-1-11

Event Information:

Group Name: _____
 Company Name: _____
 Dates of Conference: _____
 On Site Contact: _____
 Telephone: _____
 Fax: _____
 Email address: _____
 Room & Booth No: _____

Billing Information:

Credit Card No: _____
 Expiration Date: _____
 Name on Card: _____
 Billing address: _____
 City, State: _____
 Country, Zip: _____
 Authorized signature: _____

*Discount Price applies only if payment is received 14 Days in advance of event dates

QTY	High Speed Connection Services	*Discount Price (14 Days in advance of event dates)	Standard Price	Amount
	Initial Wireless High-Speed Internet Connection	\$200	\$235	
	Additional Wireless Connections	\$55	\$75	
	Initial Wired Internet Connection	\$325	\$375	
	Additional Wired Internet Connection (In same location)	\$75	\$100	
	Additional IP address at same location (booth)	\$100 per IP	\$125 per IP	
	Telephone Services			
	Analog DID phone line (includes usage)	\$200	\$225	
	Polycom Speaker Phone	\$150	\$175	
	Additional Services			
	4 Port Wired Network Hub	\$45	\$65	
	8 Port Wired Network Hub	\$75	\$100	
	16 Port Wired Network Hub	\$100	\$125	
	24 Port Wired Network Hub	\$125	\$150	
	Wireless Network Router	\$100	\$125	
	Personalized Wireless Network SSID	\$500	\$575	
	Private VLAN	\$500	\$575	
	VPN	Please Call	Please Call	
	Dedicated Bandwidth (Please call for specific pricing.)	Please Call	Please Call	
	Personalized Splash Page	Please Call	Please Call	
	Public IP Address (Block of five)	\$125	\$150	
	Labor			
	On-Site Engineer	\$1,250 per day (up to 10 hours)		
	On-Site Dedicated Technician	\$70/hour (5 hour minimum)		
	TOTAL CHARGE			

*Damaged and lost equipment billed at cost +25%
 *All orders must be accompanied with CC info or advance payment.
 *Pricing is per day

Fax or Mail Form with booth number and layout to:

Palm Springs Convention Center
 PSAV - Joe Hamner
 277 N. Avenida Caballeros
 Palm Springs, CA 92262
 Phone: 760-322-8455 - Fax: 760-778-4102
jhamner@PSAV.com

Please see terms and conditions on next tab.



CALIFORNIA
SCHOOL NUTRITION
ASSOCIATION

61th Annual CSNA Conference
November 13-17, 2013
Palm Springs Convention Center
Palm Springs, CA



EXHIBITOR AUDIO VISUAL RENTAL ORDER FORM



If you have a special request or need additional equipment, please call. A fax confirmation will be sent once your order is received and processed

Video Equipment	Qty	DAILY RATE		Days Used	Total
		Advanced	On Site		
Wii System		\$175.00	\$250.00		
VHS/DVD Combo Unit		\$50.00	\$75.00		
Blue-Ray DVD Player		\$200.00	\$275.00		
DVD Player		\$75.00	\$90.00		
Projection Stand w/skirt		\$20.00	\$25.00		
30" AV Cart w/skirt		\$20.00	\$24.00		
42" AV Cart w/skirt		\$22.00	\$26.40		
54" AV Cart w/skirt		\$24.00	\$28.80		
Audio Equipment	Qty	DAILY RATE		Days Used	Total
PC Audio		\$20.00	\$25.00		
CD Player		\$50.00	\$60.00		
Wired Microphone		Handheld	Lavalier	\$25.00	\$30.00
UHF Wireless Microphone		Handheld	Lavalier	\$125.00	\$150.00
Powered Speaker w/stand				\$50.00	\$60.00
4 Channel Audio Mixer				\$45.00	\$55.00
Sound System with (2) powered speakers, (2) stands Package				\$250.00	\$300.00
Computers & Display Equipment	Qty	DAILY RATE		Days Used	Total
PC Laptop		\$200.00	\$275.00		
PC Desktop		\$285.00	\$350.00		
Laser Printer B/W Printer		\$200.00	\$300.00		
17" Flat Screen Monitor		Table Stand	\$100.00	\$120.00	
19" Flat Screen Monitor		Table Stand	\$125.00	\$150.00	
32" Flat Panel (16:9) Video & Data Monitor		Wall Mount	Table Stand	\$250.00	\$325.00
42" Plasma Monitor w/ 70" Rolling Stand		Wall Mount	Table Stand	\$375.00	\$475.00
50" Plasma Monitor w/ 70" Rolling Stand		Wall Mount	Table Stand	\$500.00	\$650.00
61" Plasma Monitor		Wall Mount	Table Stand	Call	
LCD Projector (XGA, 1024x768 Resolution) w/cart				\$295.00	\$450.00
Presentation Accessories	Qty	DAILY RATE		Days Used	Total
Laser Pointer		\$25.00	\$30.00		
Wireless Mouse		\$50.00	\$60.00		
Flipchart Easel w/ pad & pens		\$50.00	\$60.00		
Printers & Accessories	Qty	DAILY RATE		Days Used	Total
HP LaserJet 4XXX Printer (25 PPM)					
HP LaserJet 5XXX Printer (24 PPM) Tabloid					
Keyboard and Mouse Wired					
Keyboard and Mouse Wireless					
Computer Speakers with Subwoofer					
Projection Screen			Call for Quote		
Rental Equipment Total					



EXHIBITOR AUDIO VISUAL RENTAL ORDER FORM



RENTAL EQUIPMENT TOTAL (FROM PREVIOUS PAGE) _____
 IF WALL MOUNTING, PLEASE ADD \$120.00 PER MONITOR _____
 SALES TAX (8.75% of line 1) _____
 DELIVERY/SETUP/PICKUP (25% of line 1 or \$75 minimum) _____
TOTAL DUE _____

Company Name: _____
 Address: _____
 City: _____
 State: _____ Zip: _____
 Ordered By: _____
 Phone #: _____
 Fax #: _____
 Email: _____

Method of Payment		PLEASE CHECK ONE	
Card Number: _____	Exp Date _____	AMEX <input type="checkbox"/>	
Cardholder's Name (as appears on card): _____		VISA <input type="checkbox"/>	
Cardholders Signature: * _____		MASTER CARD <input type="checkbox"/>	
		CHECK <input type="checkbox"/>	

* We will use this authorization to charge your credit card account for the full amount of the advance order and any additional amounts incurred as a result of all show site changes made by representatives.

Delivery Information			
ON-SITE CONTACT MUST BE PRESENT			On-Site Contact: _____
Delivery Date	Delivery Window: (Please Circle One)		Cell Phone / Pager #: _____
	9am-11am 11am-1pm 1pm-3pm 3pm-5pm		
Pick-Up Date	Pick-Up Window: (Please Circle One)		HALL / ROOM _____
	9am-11am 11am-1pm 1pm-3pm 3pm-5pm End of Show		BOOTH # _____

Ordering Instructions	Return for Processing
The total charge per item is determined by multiplying the quantity by the daily rate by the number of days to be used.	Palm Springs Convention Center Attention: 277 N. Avenida Caballeros Palm Springs, CA 92262 (760) 322-8455 (direct) (760) 322-8426 (direct line 2) jhamner@PSAV.COM

Terms & Conditions

- * To guarantee equipment availability, this order should reach us **7 days prior** to delivery.
- * If you are exempt from payment of sales tax, we require you to forward an exemption certificate to the state of California along with this order form.
- * **Labor** - Operator labor, if requested, is subject to the prevailing rate at a 4 hour minimum
- * UNION labor, if applicable, is not included and is considered a sole and separate entity
- * Cancellations: Received within 48 hours of the scheduled delivery are subject to 50% of the equipment and tax.
- * Received the day of scheduled delivery or "no-shows" are subject to the full amount, including delivery charges, installation and tax.
- * Sales tax is due on all equipment and labor where applicable
- * Equipment cannot be delivered to an empty booth. An authorized representative must sign for all equipment
- * A fee of \$100.00 per remote will be charged in the event of a lost or damaged remote
- * Your card will be charged upon receipt of your order
- * Signing this form constitutes acceptance of these terms
- * Chrome floor stands are available for rent with PSAV 30" or higher LCD's and any size plasma monitor only. We do not rent stands without a monitor.
- * Wall mounting requires 2 hours of additional labor per monitor. Minimums have been calculated for you. OT and DT will incur additional fees.
- * **On-Site Daily Rate** - Rate takes effect 10 business days prior to the opening of the show.

Wall Mount - Labor Rates ST Hours (1.0X) \$ 50.00 (M-F 8 am - 5 pm) OT Hours (1.5X) \$ 75.00 (5 pm - 12 am & Sat & after 8 hrs) DT Hours (2.0X) \$ 100.00 (12 - 8 am M-Sun; all day Sun; after 14 hrs)
--

DRIVING DIRECTIONS

From Los Angeles, San Diego or Northern California

- Head eastbound on Interstate 10 past the cities of Banning and Cabazon
- From Cabazon, go 6 miles and take the Palm Springs / Highway 111 exit
- Go 11 miles into downtown Palm Springs to Amado Road*
- Turn left (east) on Amado and go 4 blocks to the Convention Center
- Our parking lot is located on Amado across from the Center. The main entrance is on Alvarado Road.

From Arizona and Points East

- Take Interstate 10 westbound
- Go 12 miles past Indio and exit at Date Palm
- Turn left (south) on Date Palm and cross over the freeway
- Turn right (west) on Vista Chino at the end of the overpass
- Go 4 miles to Sunrise Way
- Turn left (south) on Sunrise and go one mile to Amado Road
- Turn right (west) on Amado and go 4 blocks to the Convention Center. Our parking lot is located on Amado across from the Center. The main entrance is on Alvarado Road.

From other Local Resort Cities

- Head west via Highway 111 and E. Palm Canyon Drive into Palm Springs
- Turn right (north) on Sunrise Way
- Go 2 miles and turn left (west) on Amado Road
- Go 4 blocks to the Convention Center. Our parking lot is located on Amado, across from the Center. The main entrance is on Alvarado Road.

***Alternate for semi-trucks with trailers:** Trucks with trailers may not travel through downtown Palm Springs. From Highway 111 go 6 ½ miles, turn left (east) on Vista Chino, right (south) on Avenida Caballeros, enter loading dock on Avenida Caballeros immediately past Amado Road.

For more information please contact the Palm Springs Convention Center at 760-325-6611 or visit our website at www.palmspringscc.com

EXHIBITOR FAQ's

The following information is provided for your convenience and is comprised of excerpts from our complete Facility Guidelines.

ANIMALS:

Service and/or guide animals are permitted at all times. Non service animals are not permitted in the facility except as part of an exhibit, activity, or performance requiring their use. Prior approval is required by the Event Manager.

AUDIO VISUAL SERVICES:

PSAV is the preferred provider of A/V equipment and services for the Palm Springs Convention Center. Please contact a PSAV representative to discuss your audio visual needs at 760-322-8455. For your convenience, an order form has been included in your exhibitor kit.

BALLOONS/GLITTER:

Helium, balloons, confetti and glitter are strictly prohibited. Balloons may be used for display purposes with prior approval. Any loose balloons will be subject to a per balloon retrieval fee. Adhesive backed decals may not be distributed or used within the facility.

CHILDREN

No one under the age of 16 is permitted in the exhibit halls or on the loading dock during load in/load out hours.

DECORATIONS:

Decorations, signage, banners, etc, **MAY NOT** be taped, nailed, or otherwise attached to any ceiling, window, painted surface or wall of the facility. The location and method of installation of special decor or signage requires prior approval from the Event Manager.

FIRE CODE REQUIREMENTS:

Drapes, curtains, table coverings and skirts, carpet or any materials used in exhibits or as props, must be flame retardant and be accompanied by a Fire Certificate of Flame Resistance. All such materials are subject to inspection and on site testing by the Fire Marshal.

Sisal paper, tar paper, nylon, oilcloth, etc. cannot be rendered flame retardant and are prohibited.

Fire fighting equipment, fire extinguishers, fire hose cabinets, exits and/or exit signage may not be hidden or obstructed.

The following instances may require further approval from the Fire Marshal to ensure public safety. Please contact the Tradeshow Contractor for further details.

- Booths containing closed rooms, multi-level structures
- Booths requiring floorplans showing specific details
- Booths requirements for smoke alarms & fire extinguishers
- Booths requiring fire watch personnel
- Exhibitors utilizing cooking devices
- Vehicles on display in exhibit halls (please refer to "Vehicles on Display" on page 3)

To access a complete version of the City of Palm Springs Fire Regulations, please visit our website at www.palmspringscc.com.

FOOD & BEVERAGE:

All food, alcoholic and non-alcoholic beverages, and concessions services are operated and controlled by the Palm Springs Convention Center.

Savoury's provides exclusive food & beverage service for the Palm Springs Convention Center. You may order food & beverage for your booth by contacting Savoury's at 760-322-8432. Exhibitors who wish to exhibit/distribute sample food or beverage items must contact Savoury's for prior authorization.

Outside food or beverage is not permitted at any time.

INTERNET/TELECOMMUNICATIONS:

Internet or telecommunications services are provided exclusively by PSAV. In some cases free internet connectivity is provided by Show Management, in which case you will be issued an access code. We also offer two levels of wifi service which may be purchased by credit card by clicking on internet explorer once you are on site. A splash screen will appear that will allow you to place an order. Individual services for hardwire connection may be requested in advance by completing the appropriate form(s). Payment is required prior to installation.

LOAD-IN AND LOAD-OUT:

Exhibitors may load in/load out of the facility through designated loading dock areas only. The main lobbies are not to be utilized for this purpose. Please verify load in/load out times prior to your arrival through the Tradeshow Contractor.

The Palm Springs Convention Center does not provide lifts, carts, or other equipment for public use.

Hallways and doors may not be blocked with freight, equipment, display material, etc. at any time.

PARKING:

Parking in loading dock areas except for load in/load out, is prohibited. The loading dock marshal will direct exhibitors and control the flow of vehicles in all dock areas and driveways. Vehicles in violation of this policy will be towed at the owner's expense.

The Palm Springs Convention Center has a primary lot located to the north of the facility and a secondary lot southwest of the facility. Handicapped parking is available in both parking areas with drop off areas at the main entrance located on Alvarado Road.

PERMITS & LICENSES

The City of Palm Springs requires a temporary business license for the general sale of any merchandise at the facility. It is your Show Manager's responsibility to file proper paperwork and pay related fees directly to the City of Palm Springs. Please contact Show Management to ensure that they have your correct merchant information.

RIGGING/BANNER HANGING

The Tradeshow Contractor must provide a licensed contractor who is certified to hang banners and/or signage from the Oasis 1 & Oasis 4 steel beams and Oasis 2 & Oasis 3 floating grid. The contractor must use proper hanging equipment for safety measures, and must provide a secondary safety in case of failure.

- **Banners and/or signage that weigh less than 50 lbs.** and do not require a motor to hang, can be hung from the floating grid in Oasis 2 & 3.

- **Banners and/or signage that weigh over 50 lbs.** must obtain PSAV's & PSCC's approval to hang the elements and must complete the PSAV rigging form <http://riggingadvance.psav.com>. PSAV must supply all steel and/or motors used for rigging from the ceiling.

- **PSAV's rigging supervisor** will determine rig call and crew, based upon client needs.

Other rigging within the Facility

- **For productions and/or galas**, all rigging is exclusive to PSAV

- **Hanging items from the ceiling** of the Primrose Ballrooms is exclusive to PSAV

- **For hanging light weight banners/signage** in any other areas of the PSCC, please contact your Event Manager for details.

SHIPPING

Please follow the instructions regarding shipping as stated in your exhibitor kit. **The Palm Springs Convention Center does not accept advance exhibitor freight.** If you find the need to ship directly to the Palm Springs Convention Center, your freight must be addressed to the Tradeshow Contractor. The freight may not arrive prior to the occupancy date or said freight will be refused. Please make prior arrangements through the Tradeshow Contractor for shipping your freight from the Convention Center. Freight remaining on the show floor will be shipped through the Tradeshow Contractor's carrier of choice, as they are required to clear the exhibit hall by contracted time.

UTILITIES:

Special arrangements for access to water from restroom faucets or janitorial closets for exhibit purposes can be confirmed with the Tradeshow Contractor.

VEHICLES ON DISPLAY

Please note the following rules for vehicles on display inside the PSCC. If you have any questions or special conditions please contact your Event Manager for consultation. City of Palm Springs Fire Regulations, under the current code, regarding display of vehicles are as follows:

- Batteries shall be disconnected in an approved manner
- Vehicles or equipment shall not be fueled or defueled within the building or on the surrounding property
- Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or five (5) gallons, whichever is less
- Fuel systems shall be inspected for leaks
- Fuel tank openings shall be locked and sealed to prevent the escape of vapors
- The location of vehicles or equipment shall not obstruct or block exits or exit signage
- Contractor to place visqueen & masonite along the vehicle path to protect the carpet during load in/load out
- Once vehicle is placed, visqueen to remain under the vehicle as carpet protection
- PSCC Facility Security will receive keys with a cell phone number and name of a responsible party. The keys will remain with PSCC security until the conclusion of the event.
- Vehicle may not be relocated during show hours

WATER SERVICE

Water fill/drain service is available and may be requested by completing the appropriate form. There is a fee for this service.