Online Password

Dear Exhibitor,

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

Your exhibitor service kit contains all of the information and service order forms to ensure a successful marketing presentation. The exhibitor service kit can be accessed online through our website.

Go to: www.tricord.net
Click on: Exhibitor Resource Tab
Click on: Show Logo
Once Prompted Enter the Password: **2015csna**

To receive "discount pricing,"”full payment must be submitted with your order, and received by the "Rental Discount Deadline" noted on page 2. Orders received after that date, or without full payment will be processed at “standard pricing” as listed on the order forms.

If you need additional information or assistance with ordering, please contact our Exhibitor Services at:

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

Thank you,

TriCord Exhibitor Services

PLEASE NOTE: Payment for all orders and services must be received prior to the close of the show. We accept Visa, Mastercard and American Express, as well as company checks and cash. *If your company has any outbound shipping a company credit card on file is required. A payment form with credit card authorization is located in the exhibitor service kit and must accompany all orders regardless off preferred payment method before any orders will be filled or any services will be rendered..

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Show Information

SHOW: CSNA

BOOTH DRAPE COLORS: Blue/Red/Orange

BOOTH PACKAGE: ***10' x 10' Booth Includes***
8' High Back Drape
3' High Side Rails
10' x 10' Grey Carpet
(1) 7"x44" ID Sign

Ontarion Convention Center is handling all electrical needs. Order forms are on page 38.

CSNA Exhibitors will be offered one discounted furniture package per 10'x10' space and will consist of (2) side chairs and their choice of a 6' or 8' table. This package will be provided at the discounted price of $75.00 per package and will require a credit card on file by the discount deadline.

*** Select One:** 6' Table ☐ 8' Table ☐ ***(6' Table will be provided if no selection is made)***

Skirt Color Options: ☐ Blue ☐ Red ☐ Black

EXHIBIT HALL CARPET: Black Aisle

DEADLINES:

Rental Discount Deadline:		October 22, 2015	
Graphics Deadline:		October 22, 2015	
Advance Freight Receiving Deadline:		November 3, 2015	
Direct to Showsite Date:	Thursday	November 5, 2015	***Between*** 8:00 am - 5:00 pm
	Friday	November 6, 2015	7:00 am - 9:00 am

SHOW SCHEDULE:

Exhibitor Move In:	Thursday	November 5, 2015	8:00 am - 5:00 pm
	Friday	November 6, 2015	7:00 am - 10:00 am
Exhibits Open:	Friday	November 6, 2015	10:30 am - 3:00 pm
	Saturday	November 7, 2015	10:00 am - 1:30 pm
Exhibitor Move Out:	Saturday	November 7, 2015	1:30 pm - 6:00 pm

NOTE:

-All exhibitor ordered freight carriers must be checked in by 5:00pm for freight pick up.

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

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

CSNA
November 5-8, 2015
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Ontario, CA

Exhibitor Information & Payment Form

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

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

☐ **COMPANY CHECK**

Please make checks payable to
TriCord Tradeshows
(Checks must be in United States Funds)

Mail To:

TriCord Tradeshows
738 Neeson Road
Marina, CA 93933

☐ **COMPANY CREDIT CARD**

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

SERVICES ORDERED

Material Handling	**$**	
Booth Packages	**$**	
Carpet	**$**	
Furnishings	**$**	
Labor	**$**	
Electrical Labor	**$**	
Electrical	**$**	
Cleaning	**$**	
Signage	**$**	
Plants	**$**	
Other	**$**	
TOTAL	**$**	

CREDIT CARD INFORMATION

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

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

CREDIT AND PAYMENT POLICIES

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

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

Shipping: Advance to Warehouse

ADVANCE SHIPMENT DEADLINE

TUESDAY NOVEMBER 3, 2015

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

Company Name **Booth #**
CSNA 2015
TriCord Tradeshow Services
c/o YRC Freight
18298 Slover Avenue
Bloomington, CA 92316

ADVANCE SHIPMENT RATES (200lb minimum) *For each 100lbs. or fraction thereof.* **$70.00**

OVERTIME ON ADVANCE SHIPMENTS (200lb minimum) *For each 100lbs. or fraction thereof.*
Invoiced in addition to above rates on all shipments subject to overtime charges.* **$18.00

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

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

*For tracking purposes, please send copies to the TriCord address and to the person in charge of installing your display.

STRAIGHT TIME: M-F 8am-4:30pm

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

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

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

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

WAREHOUSE

RUSH - EXHIBIT MATERIAL

MUST ARRIVE BY NOVEMBER 3, 2015

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2015

TriCord Tradeshow Services

c/o YRC Freight

18298 Slover Avenue

Bloomington, CA 92316

NO._____OF _____PIECES

WAREHOUSE

RUSH - EXHIBIT MATERIAL

MUST ARRIVE BY NOVEMBER 3, 2015

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2015

TriCord Tradeshow Services

c/o YRC Freight

18298 Slover Avenue

Bloomington, CA 92316

NO._____OF _____PIECES

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Shipping: Direct to Exhibit Site

SHIPMENT MUST ARRIVE
THURSDAY NOVEMBER 5, 2015 BETWEEN 8:00 am - 5:00 pm or
FRIDAY NOVEMBER 6, 2015 BETWEEN 7:00 am - 9:00 am
***SHIPMENTS SHOULD BE CONSIGNED AND THE BILL OF LADING MADE OUT AS FOLLOWS*:**

Company Name **Booth #**
CSNA 2015
TriCord Tradeshow Services
c/o Ontario Convention Center
2000 E. Convention Center Way
Ontario, CA 91764

DIRECT SHIPMENT TO EXHIBIT SITE(200lb minimum) *For each 100lbs. or fraction thereof.* **$70.00**

OVERTIME RATES & SPECIAL HANDLING (200lb minimum) *For each 100lbs. or fraction thereof.* **$18.00**
**Invoiced in addition to above rates on all shipments subject to overtime charges.*

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

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

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

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

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

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

SHOWSITE

RUSH - EXHIBIT MATERIAL

CAN ONLY ARRIVE ON THURSDAY NOVEMBER 5, 2015 BETWEEN 8:00 am - 5:00 pm OR FRIDAY NOVEMBER 6, 2015 BETWEEN 7:00 am - 9:00 am

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2015

TriCord Tradeshow Services
c/o Ontario Convention Center
2000 E. Convention Center Way
Ontario, CA 91764

NO._____OF _____PIECES

SHOWSITE

RUSH - EXHIBIT MATERIAL

CAN ONLY ARRIVE ON THURSDAY NOVEMBER 5, 2015 BETWEEN 8:00 am - 5:00 pm OR FRIDAY NOVEMBER 6, 2015 BETWEEN 7:00 am - 9:00 am

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2015

TriCord Tradeshow Services
c/o Ontario Convention Center
2000 E. Convention Center Way
Ontario, CA 91764

NO._____OF _____PIECES

SHOWSITE

RUSH ! COLD STORAGE

CAN ONLY ARRIVE ON NOVEMBER 5 & 6, 2015

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2015

TriCord Tradeshow Services
c/o Ontario Convention Center
2000 E. Convention Center Way
Ontario, CA 91764

NO._____OF _____PIECES

SHOWSITE

RUSH! COLD STORAGE

CAN ONLY ARRIVE ON NOVEMBER 5 & 6, 2015

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2015

TriCord Tradeshow Services
c/o Ontario Convention Center
2000 E. Convention Center Way
Ontario, CA 91764

NO._____OF _____PIECES

SHOWSITE

RUSH ! EXHIBIT EQUIPMENT

CAN ONLY ARRIVE ON NOVEMBER 5 & 6, 2015

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2015

TriCord Tradeshow Services
c/o Ontario Convention Center
2000 Convention Center Way
Ontario, CA 91764

NO._____OF _____PIECES

SHOWSITE

RUSH! EXHIBIT EQUIPMENT

CAN ONLY ARRIVE ON NOVEMBER 5 & 6, 2015

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2015

TriCord Tradeshow Services
c/o Ontario Convention Center
2000 E. Convention Center Way
Ontario, CA 91764

NO._____OF _____PIECES

TRICORD TRADESHOW SERVICES

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Material Handling

Company Name	Booth #

CHECK ONE:

☐ We plan to ship our crated material to the **ADVANCE SHIPMENT WAREHOUSE**.

☐ We plan to ship our materials direct to the **EXHIBIT SITE**.

CALCULATION OF ORDER
*When calculation weight, round up to the next 100 lbs. (i.e.: 265 lbs. = 300 lbs., = 3 x rate = Dollars or Minimum)

ADVANCE CRATED SHIPMENTS TO THE WAREHOUSE (200 lb. minimum)
We will ship _____ lbs. @ **$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)
We will ship _____ lbs. @ **$56.00** per 100 lbs. = **$112.00** minimum = _____

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING AT THE EXHIBIT SITE
We will ship _____ lbs. @ **$18.00** per 100 lbs. = **$36.00** minimum = _____

OVERTIME CHARGES (200 lb. minimum) *See overtime charges on Shipping Instruction Order Form*
$18.00 per 100 lbs. = **$36.00** minimum = _____

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

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

All of the materials are on a rental basis and remain the property of TriCord. Payment for all labor and services whether ordered by exhibitor, display builder, or other parties shall be THE RESPONSIBILITY OF THE EXHIBITOR. Please make payments in United States funds.

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

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

Union Rules and Regulations

ONTARIO CONVENTION CENTER IS A UNION REGULATED FACILITY.
THANK YOU IN ADVANCE FOR YOUR SUPPORT AND UNDERSTANDING!

UNION INFORMATION

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

TEAMSTER UNION

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

ELECTRICAL UNION

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

TIPPING

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

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Cartload Service Order Form

Company Name	Booth #

SMALL FREIGHT SERVICES

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

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

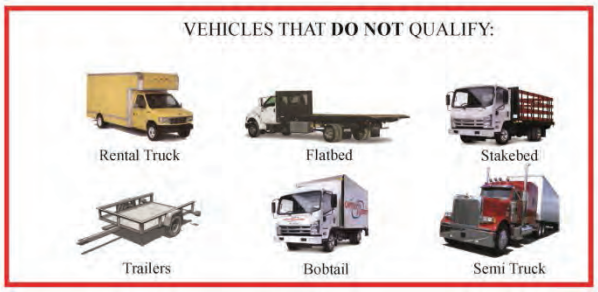
CARTLOAD SERVICES TOTAL $

SMALL FREIGHT SERVICE QUALIFICATIONS

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

FAILURE TO QUALIFY

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



HOW TO RECEIVE SERVICE ONSITE

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

WHERE TO LOAD AND UNLOAD

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

Authorized Signature
Print Name

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

Limits of Liability & Responsibility

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

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

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

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

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

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

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

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

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

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

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

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

CSNA
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Ontario, CA

Authorization to Provide Material Handling Services

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

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

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

C. We Agree to TriCords "Limits of Liability and Responsibility" as set forth above.

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

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

> *(1) Relative to inbound shipments, we recognize that there may be a lapse of time between delivery of our shipment(s) to our booth by TriCord subcontractors, and the arrival of our representative at the booth and during such time our shipment(s)will be unattended at our booth. We agree that TriCord and its subcontractors shall not be responsible for any loss or damage which may occur during such period.*
>
> *(2) Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and during such time our shipment(s) will be left unattended in our booth. We agree that TriCord and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize TriCord or its sub-contractors, to adjust the quantities of times on any bill of lading submitted by us to TriCord or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.*

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

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

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

Company Name	Booth #
Signature	Date

CSNA
November 5-8, 2015
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Ontario, CA

Furniture Form

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

Company Name	Booth #

CHAIRS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Side Chairs		$40	$50	$
Padded Arm Chairs		$60	$80	$
Black Leather Executive Chairs		$100	$150	$
Padded Bar Stools		$75	$90	$
TABLES (30" HIGH)	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
4 ft Draped Table		$90	$115	$
6 ft Draped Table		$100	$125	$
8 ft Draped Table		$140	$175	$
4 ft Undraped Table		$75	$90	$
6 ft Undraped Table		$85	$100	$
8 ft Undraped Table		$105	$125	$
Color Selection	☐ *Blue* ☐ *Yellow* ☐ *White* ☐ *Burgundy* ☐ *Black* ☐ *Green* ☐ *Red* ☐ *Silver* ☐ *Teal* ☐ *Orange*			
COUNTERS (42" HIGH)	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
4 ft Draped Counter		$110	$135	$
6 ft Draped Counter		$120	$145	$
8 ft Draped Counter		$165	$200	$
4 ft Undraped Counter		$90	$120	$
6 ft Undraped Counter		$100	$130	$
8 ft Undraped Counter		$115	$145	$
Color Selection	☐ *Blue* ☐ *Yellow* ☐ *White* ☐ *Burgundy* ☐ *Black* ☐ *Green* ☐ *Red* ☐ *Silver* ☐ *Teal* ☐ *Orange*			
TABLE RISERS (12"H x 12" W)	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
4 ft Riser		$40	$50	$
6 ft Riser		$50	$60	$
8 ft Riser		$65	$80	$
Color Selection	☐ *Blue* ☐ *White* ☐ *Black* ☐ *Green* ☐ *Silver*			
MISC	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
Waste Basket With Liner		$12	$18	$
Easel		$35	$45	$
Bistro Table		$125	$150	$
Poster Board *(4x8 Velcro Tack Board)*		$100	$125	$
Round Conference Table		$125	$150	$
4th Side Table, Skirted/Drape Color Change		$20	$30	$
5 - Panel Literature Rack		$85	$105	$
Bag Tree		$55	$75	$
			FURNITURE RENTAL TOTAL	$

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

TRICORD TRADESHOW SERVICES

EAT WELL & PROSPER — CSNA 2015 — BOLDLY SERVING HEALTHY MEALS!

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Pre Order ONLY - Furniture Packages

Company Name	Booth #

Conference Table

Bar Stool

Skirted Table

Bistro Table

Side Chair

Arm Chair

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

☐ **PACKAGE 1 - *$270.00***
3 Arm Chairs
1 Round Conference Table
1 Waste Basket

☐ **PACKAGE 1A - *$395.00***
3 Arm Chairs
1 Round Conference Table
1 Waste Basket
Standard 10'x10' Carpet

☐ **PACKAGE 2 - *$245.00***
2 Bar Stools
1 Bistro Table
1 Waste Basket

☐ **PACKAGE 2A - *$370.00***
2 Bar Stools
1 Bistro Table
1 Waste Basket
Standard 10'x10' Carpet

☐ **PACKAGE 3 - *$175.00***
1 6' Skirted Counter
1 Bar Stool
1 Waste Basket

☐ **PACKAGE 3A - *$300.00***
1 6' Skirted Counter
1 Bar Stool
1 Waste Basket
Standard 10'x10' Carpet

☐ **PACKAGE 4 - *$165.00***
1 6' Skirted Table
2 Side Chairs
1 Waste Basket

☐ **PACKAGE 4A - *$290.00***
1 6' Skirted Table
2 Side Chairs
1 Waste Basket
Standard 10'x10' Carpet

TABLE/COUNTER SKIRT COLOR SELECTION

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

CARPET COLOR SELECTION

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

☐ **ADD CARPET PADDING - *$100.00***

PACKAGE ORDER TOTAL

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TRICORD TRADESHOW SERVICES

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

10 x 10 Custom Booth Rentals

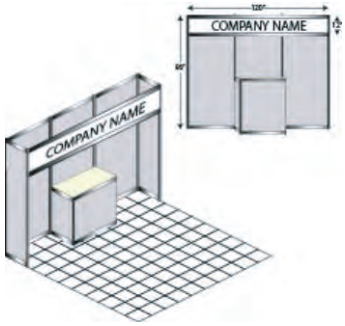
Company Name	Booth #

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

☐ **Package #1**
10' Hardwall Backwall
Matching Carpet
Two Lights (Electricity Required)
Panel Color Options:
☐ Black ☐ White ☐ Grey ☐ Blue

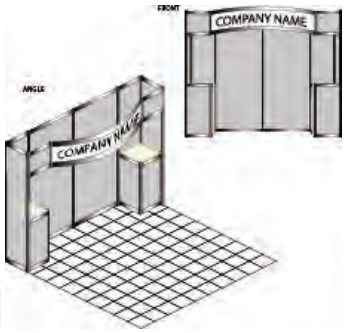
Package Pricing $1,250.00
Carpet Color : ☐

☐ **Package #2**
10' Hardwall Backwall
1 Meter Counter
Matching Carpet
Two Lights (Electricity Required)
Panel Color Options:
☐ Black ☐ White ☐ Grey ☐ Blue



Package Pricing $1,550.00
Carpet Color : ☐

☐ **Package #3**
10' Hardwall Backwall
Two 1/2 Meter Counters
Curved Header
Matching Carpet
Two Lights (Electricity Required)
Panel Color Options:
☐ Black ☐ White ☐ Grey ☐ Blue



Package Pricing $1,750.00
Carpet Color : ☐

☐ **Package #4**
Tabletop backwall
One Stem Light (Electricity Required)

Packaging Price $750.00
(8 ft Table Required)

☐ **Package #5**
Velcro Compatible Pop-Up Booth
8' High x 10' Wide
Black Only
Two Stem Lights (Electrical Required)
Carpet NOT included

☐ ***Package Pricing $1,000.00***
☐ ***Add Full Color Header $200.00 (NON-BACKLIT)***

ADDITIONAL OPTIONS

BACKLIT HEADER
☐ Black & White Header x $150.00
☐ Color Print w/ Logo x $200.00

Header Copy to Read: ☐

☐ Will Send Artwork:

BACK WALL GRAPHICS:

		Quantity	Total
Full Panel	x $375.00 x		=
Half Panel	x $187.50 x		=

*Additional counters and pedestals can be ordered on custom furnishing page.

ADD SHELVES TO BACKWALL:

		Quantity	Total
Shelf	x $25.00 x		=

PACKAGE TOTAL:

Carpet Color Options:

Blue *Toast* *Grey* *Black*

Burgundy *Green* *Red*

TRICORD TRADESHOW SERVICES

EAT WELL & PROSPER — CSNA 2015 — BOLDLY SERVING HEALTHY MEALS!

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

10 x 20 Custom Booth Rentals

Company Name	Booth #

☐ Package #6

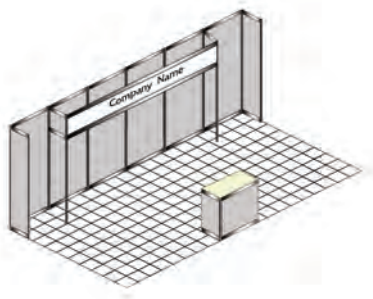
20' Hardwall Backwall
1 Meter Counter
10 x 20 Carpet
Two Lights (electricity required)

Panel Color Options:

☐ Black ☐ White ☐ Grey ☐ Blue

Package Pricing $2,445.00

Carpet Color : ☐



☐ Package #7

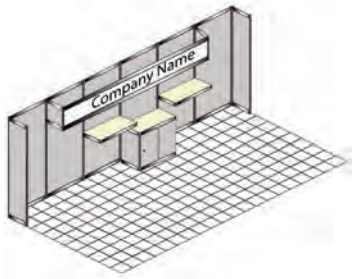
20' Hardwall Backwall
(1) Meter Counter
(2) Meter Shelves
10 x 20 Carpet
Two Lights (electricity required)

Panel Color Options:

☐ Black ☐ White ☐ Grey ☐ Blue

Package Pricing $2,545.00

Carpet Color : ☐



☐ Package #8

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

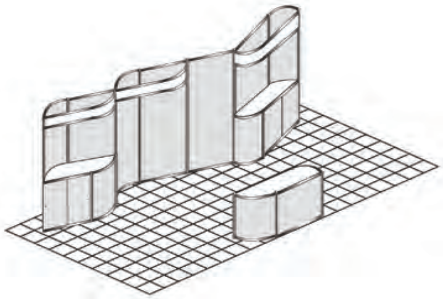
Panel Color Options:

☐ Black ☐ White ☐ Grey ☐ Blue

Package Pricing $3,645.00

***Graphics Optional**

Carpet Color : ☐



***Additional counters, pedestals and shelves can be ordered on custom furnishing page.**

☐ Package #9

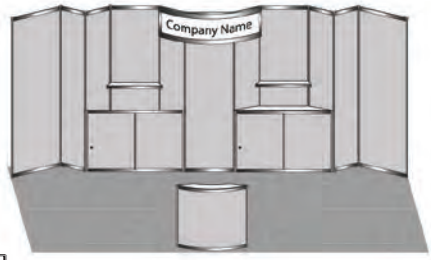
20' Zig Zagged Hardwall Backwall
(2) Built in Counters with Doors in Front
(2) Shelves
(1) Free Standing Curved Meter Counter
10 x 20 Carpet
Two Lights (electricity required)

Panel Color Options:

☐ Black ☐ White ☐ Grey ☐ Blue

Package Pricing $3,445.00

Carpet Color : ☐



☐ Package #10

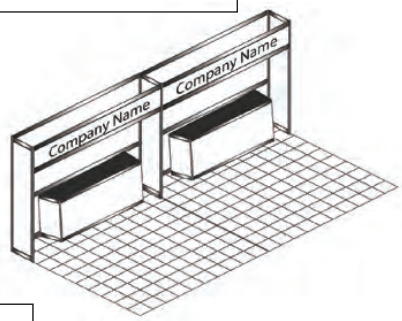
20' Hardwall Backwall with Horizontal Panels
(2) Built in 2 Meter Counters
10 x 20 Carpet
Four Lights (electricity required)

Panel Color Options:

☐ Black ☐ White ☐ Grey ☐ Blue

Package Pricing $3,045.00

Carpet Color : ☐



BACKLIT HEADER

☐ Black & White Header	x $150.00	
☐ Color Print w/ Logo	x $200.00	

BACK WALL GRAPHICS:

			Quantity		Total
Full Panel	x $375.00	x		=	
Half Panel	x $187.50	x		=	

Header Copy to Read: ☐

☐ Will send artwork.

ADD SHELVES TO BACKWALL:

		Quantity		Total
☐ Shelf	x $25.00 x		=	

Booth Package Total: ☐

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Ontario Convention Center
Ontario, CA

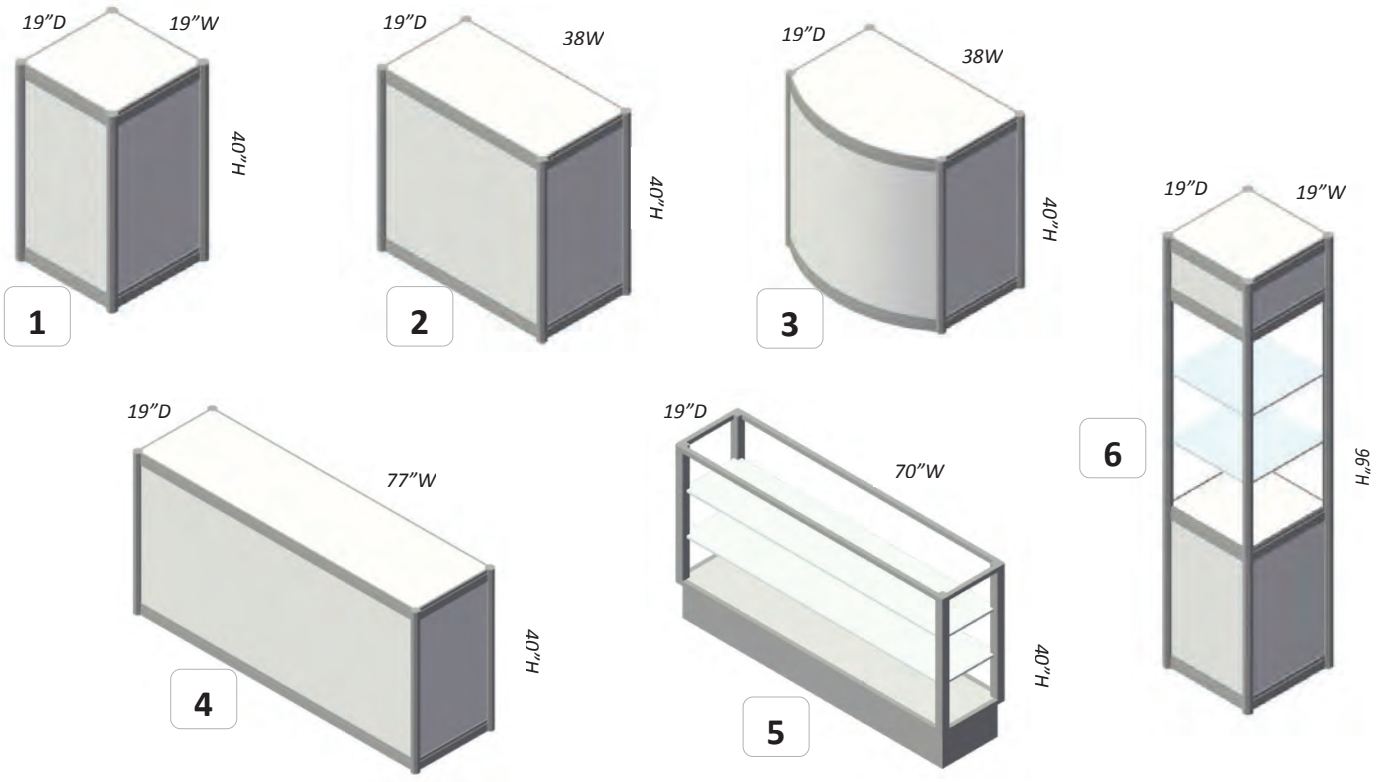
Custom Furniture Form

Company Name	Booth #

Custom Furnishings	Graphic Panel Dimensions ***(W x H)***	Regular Price	Option to Add Graphic	Color: *White, Black, Blue or Grey*	Quantity	Total
1. Pedestal	18.75” x 36.675”	$200	$75			$
2. One Meter Counter	38.25” x 36.625”	$250	$150			$
3. One Meter Counter *(Curved)*	42.5” x 36.625”	$280	$175			$
4. Two Meter Counter	77.25” x 36.625”	$300	$250			$
5. Glass Showcase *(Horizontal)*	N/A	$325	$N/A	N/A		$
6. Glass Showcase *(Vertical)*	*Top Panel:* 18.75” x 8” *Bottom Panel:* 18.75” x 32”	$275	$125	Black		$

TOTAL: **$**

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



TRICORD TRADESHOW SERVICES

CSNA
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Ontario, CA

Carpet Rental Form

Company Name	Booth #

Prices include installation and taping of front edge only.

***Grey carpet is included in your booth, please select from the following if you would like to add padding or choose a different carpet color.**

STANDARD CUT CARPET *For Inline Booths ONLY

CARPET SIZE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
10 x 10		$125.00	$150.00	$
10 x 20		$250.00	$300.00	$
10 x 30		$400.00	$500.00	$
10 x 40		$550.00	$650.00	$

PADDING

				TOTAL
Booth Size		X	= square feet @ $1.00 square foot	$

VISQUEEN

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

COLOR SELECTION

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

SPECIAL CUT PLUSH CARPET & ISLAND BOOTHS

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

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

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

PER SQUARE FOOT

DISCOUNT RATE	STANDARD RATE
$3.00	$4.50

COLOR SELECTION

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

CARPET

				TOTAL
Booth Size		X	= square feet @ $3/$4.50 square foot	$

PADDING

Booth Size		X	= square feet @ $1.00 square foot	$

VISQUEEN

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

TOTAL $

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Ontario, CA

Now Offering - Wood Grain Vinyl Flooring

Company Name	Booth #

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

STANDARD CUT WOOD GRAIN VINYL - For Inline Booths ONLY

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

PADDING

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

SPECIAL CUT WOOD GRAIN VINYL - ISLAND BOOTHS

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

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

- Rental price includes installation and removal.

PER SQUARE FOOT

DISCOUNT RATE	STANDARD RATE
$3.00	$4.00

VINYL

					TOTAL
Booth Size		**X**		**= square feet @ $3/$4 square foot**	**$**

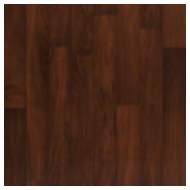
PADDING

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

TOTAL **$**

COLOR SELECTION

☐ Natural Cherry



☐ Dark Cherry

☐ Fog

☐ Expresso

TRICORD TRADESHOW SERVICES

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Display Installation & Dismantling

Company Name	Booth #

DISPLAY LABOR

Straight Time - 8:00am - 4:30pm, Monday - Friday
$115.00/per man/per hour

Overtime - Before 8:00am & after 4:30pm weekdays and all Saturday, Sunday and Holidays
$180.00/per man/ per hour

SERVICE A - TRICORD SUPERVISION

☐ INSTALLATION

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

☐ DISMANTLING

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

SERVICE B - EXHIBITOR SUPERVISION

☐ INSTALLATION

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

☐ DISMANTLING

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

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

NOTE: If the exhibitor fails to pick up the man (men) at the time confirmed, a one (1) hour charge per man "NO SHOW CHARGE" will be incurred. The exhibitors representative will return the crew to the Service Center upon completion of the work, check the work order and approve the work order by signing it.

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

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

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

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Outbound Shipping

Company Name	Booth #
Authorized By	Phone #

OUTBOUND SHIPPING

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

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

Company Name	Booth #
Attention	Show
Address	
City/State/Zip	

SELECT SHIPPING CARRIER

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

☐ Ship via carrier of Exhibitor's Choice *Exhibitors must schedule their own pick up

Carrier Name of Exhibitor's Choice	
Carrier Contact	Phone Number

SELECT SHIPPING METHOD

☐ GROUND

☐ AIR: Select Service Preferred

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

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

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

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Hanging Sign Form

Company Name	Booth #

SIGN HANGING LABOR

Straight Time - 8:00am - 4:30pm, Monday - Friday
(1 Operator, 1 Spotter, and 1 High Lifter)
$425.00/per hour DISCOUNT RATE
$530.00/per hour STANDARD RATE

Overtime - Before 8:00am & after 4:30pm weekdays and all Saturday, Sunday and Holidays
$540.00/per hour DISCOUNT RATE
$625.00/per hour STANDARD RATE

NOTE

-Starting time can be guaranteed only when men are requested for the start of the working day at 8:00am.
-We understand that your calculation is only an estimate. Invoicing will be done from the actual hours worked. Any adjustments will be made accordingly.

DESCRIPTION OF ITEM(S) TO BE HUNG *(Include weight and attached diagram of sign location.)*

HEIGHT *(Floor to top of sign.)*

INSTALLATION

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

DISMANTLE

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

HANGING SIGN TOTAL:

IMPORTANT INFORMATION

Minimum charges for labor is (1) hour per man (high lift) and includes time necessary for workmen to:
-Get tools and report to booth.
-Have work checked by the exhibitor.
-Return to the service desk with exhibitor to be signed out upon completion.
-Half hour minimum for removal.

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

In Booth - Forklift Form

Company Name	Booth #

FORKLIFT LABOR

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

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

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

INSTALLATION

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

DISMANTLE

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

IMPORTANT INFORMATION

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

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

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

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

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Need more help? Please email us with any questions or concerns, orders@tricord.net

CSNA
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Ontario Convention Center
Ontario, CA

Cleaning Form

Company Name	Booth #

Cost of vacuuming will be invoiced on the total area of your booth. To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the show site. This way we will be able to assure your satisfaction with our service.

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

☐ **VACUUM CARPET - Before Show Opens ONLY**

Cost per square foot per night is **$ 0.30**

☐ **VACUUM CARPET - DAILY**

Cost per square foot is **$ 0.25**

BOOTH SIZE _____ **X** _____ **= SQUARE FEET**

When ordering one of the following daily services, please calculate for 2 **days.**

Vacuuming _____ (square feet) X _____ (number of days) X _____ (rate) = **$** _____ **TOTAL**

Digital File Preparation

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

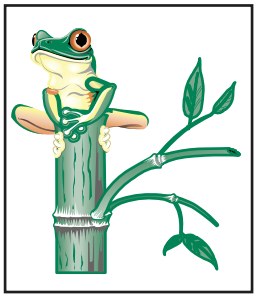
Suitable Formats for images and/or logos	
Program	**Preferred Format**
Adobe Illustrator CS6	.ai, .eps, .pdf (press quality)
Adobe Photoshop CS6	.pdf (press quality), jpeg (high res.)
Adobe Acrobat	.pdf (press quality)
ALL FONTS MUST BE CONVERTED TO OUTLINES	

Suitable Media for images and/or logos	
Media	**Preferred Format**
Email Attachments	Limited to max size of 10MB
FTP	See info below
CD-ROM or DVD ROM	With hard copy color proofs

AVOIDING ADDITIONAL COSTS

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, PowerPoint, Publisher, Excel, etc.) are not suitable for high quality output, and require additional hourly charges. Artwork should be created in a design program at 50-100% of actual size. If you have very large files please contact us for options. To avoid additional costs, please send files using the guidelines below.

.gif @ 400%



.ai / .eps vector @ 400%

VECTOR ARTWORK

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

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

High Resolution (300 dpi)

Low Resolution (72 dpi)

PDF

Artwork that is created in almost any design program can be saved as or exported to a .pdf. When doing so, the press quality setting must be used and all fonts must be converted to outlines. Artwork must be set to the proper proportions @ 50-100% of final size. Any images in the file must be high resolution and/or (300dpi) These steps will ensure good print quality output.
See Visual

JPEG

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

FTP (File Transfer Protocol) Instructions:

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

TRICORD TRADESHOW SERVICES

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Ontario, CA

Signs & Banners

Company Name	Booth #

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

STANDARD SIZE SIGNS

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

STANDARD SIZE BANNERS

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

CUSTOM SIZE SIGN OPTIONS

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

DEADLINE DATE: SEE SHOW INFORMATION PAGE

-Orders submitted after are subject to a 25% late fee.
-CANCELLATION POLICY: Signs cancelled or changed after order is received will be charged original price.

SPECIAL INSTRUCTIONS:

☐ We will send ready to print artwork.

☐ We require design assistance.

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

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

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

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

TRICORD TRADESHOW SERVICES

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Third Party Authorization

Company Name	Booth #

IMPORTANT INFORMATION

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

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

Both firms must complete this form, including the Third Party Credit Card Charge Authorization below and return the form by the deadline of: **OCTOBER 22, 2015**

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

THIRD PARTY - CREDIT CARD AUTHORIZATION

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

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Exhibitors Only - EAC Information Form

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

PLEASE FAX OR MAIL TO TRICORD TRADESHOWS BY: OCTOBER 22, 2015

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

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

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

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

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

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

Logistics

TRICORD IS OFFERING DISCOUNTED FREIGHT RATES
TO OUR ADVANCED WAREHOUSE

Dear CSNA Exhibitors,

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

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

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

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

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Logistics

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

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

SPECIAL HANDLING DESCRIPTION

OFFICE USE ONLY

TriCord Quote: ***Service:***

TriCord Signature:

THANK YOU, for your quote please fax completed page to TriCord (831)-883-8686 or email it to orders@tricord.net

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

HEARTY PLANTS AND MORE

Floral & Hearty

email orders to
heartyplants@gmail.com

Blooming Color Plants Six Inch	Price Each	Quantity	Total
Azaleas (seasonal)	$24.00		
Bromeliads	$22.00		
Chrysanthemums	$20.00		
Kalanchoes	$18.00		

Green Plants Eight Inch	Price Each	Quantity	Total
Boston Ferns	$20.00		
Pothos	$20.00		

Floor Plants	Price Each	Quantity	Total
2 Foot	$22.00		
3 Foot	$32.00		
4 Foot	$42.00		
5 Foot	$52.00		
6 Foot	$62.00		
7 Foot	$72.00		

Bubble Bowl	$15.00		

Floral	One Sided	All Around	Quantity	Total
$50.00				
$75.00				
$100.00				

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: _____ Location:_____ Date of Event:_____
Exhibiting Company_____ Booth #_____
Name:_____ Today's Date:_____
Phone #:_____ Fax#:_____

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

S. CALIFORNIA DISTRICT
SERVICE AREA: CA (SW), HI
Please fax or mail both pages to:
CORT Trade Show Furnishings
1170 N. Anaheim Blvd.
Anaheim, CA 92801
Phone: 714-517-7400
Fax: 714-517-7474

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

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

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
PREMIER COLLECTIONS					
CHR003		Roma Chair	White Vinyl	$ 409	
SFA003		Roma Sofa	White Vinyl	$ 599	
CHR001		Mirabel Chair	Brown Leather	$ 386	
SFA001		Mirabel Sofa	Brown Leather	$ 592	
CHR002		Allegro Chair	Blue Fabric	$ 369	
SFA002		Allegro Sofa	Blue Fabric	$ 525	
OCB		Key West Chair	Black	$ 299	
LSM		Key West Loveseat	Black	$ 369	
SOM		Key West Sofa	Black	$ 423	
OTS		South Beach Ottoman	Platinum Suede	$ 239	
SO1		South Beach Sofa	Platinum Suede	$ 499	
SO2		South Beach Sectional	Platinum Suede, 3pc	$ 1,198	
TANCHR		Tangiers Chair	Beige Textured	$ 324	
TANSOF		Tangiers Sofa	Beige Textured	$ 499	
NPLCHR		Naples Chair	Black Vinyl	$ 439	
NPLLOV		Naples Loveseat	Black Vinyl	$ 529	
NPLSOF		Naples Sofa	Black Vinyl	$ 629	
HC008		Heathrow Corner Chair	Black Vinyl	$ 419	
HCH08		Heathrow Chair	Black Vinyl	$ 389	
HEA08		Heathrow Sofa	Black Vinyl	$ 499	
HS008		Heathrow Sectional	Black Vinyl, 3pc	$ 1,309	
OCCASIONAL CHAIRS					
CCE		Ice Chair	Transparent, Chrome	$ 165	
LABREA		La Brea Swivel Chair	Charcoal Gray	$ 309	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	$ 319	
BCW		Madrid Chair	White Leather	$ 562	
OCH		Madrid Chair	Black Leather	$ 562	
SWAN		Swanson Swivel Chair	White Vinyl	$ 269	
OCA		T-Vac Chair	Translucent, Chrome	$ 209	
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso Leather	$ 209	
OCMTAU		Meeting Chair	Taupe Fabric	$ 205	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	$ 232	
CS8		Berlin Chair	Black, White	$ 95	
CS9		Berlin Chair	Red, White	$ 95	
SC3		Brewer Chair	Onyx, Black	$ 131	
XCHR		Christopher Chair	White Vinyl, Chrome	$ 79	
DUET		Duet Chair	Black, Chrome	$ 49	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
SC8		Flex Chair w/ Wheels	Black	$ 129	
SCC		Fusion Chair	Clear, White	$ 105	
SCD		Fusion Chair	Green, White	$ 105	
SCE		Fusion Chair	Red, White	$ 105	
SCF		Fusion Chair	Black, White	$ 105	
CO4		Iso Mesh Chair	Black	$ 221	
SC4		Jetson Chair	Black	$ 145	
XC3		Luxor Guest Chair	Black Leather	$ 261	
SC1		New York Chair	Black, Maple	$ 145	
SC9		Panton Chair	White	$ 149	
SC10		Razor Armless Chair	White	$ 59	
RSTDIN		Rustique Chair w/ arms	Gunmetal	$ 109	
CH002		Wendy Chair	Clear Acrylic	$ 89	
EXECUTIVE CHAIRS					
OTO		Perth High Back	Black	$ 318	
PROEXE		Pro Executive High Back	White Classic Vinyl	$ 279	
XC1		Luxor High Back	Black Leather	$ 302	
XC2		Luxor Mid Back	Black Leather	$ 284	
XC4		Altura High Back	Black Crepe	$ 278	
XC5		Altura Mid Back	Black Crepe	$ 255	
UTILITY CHAIRS					
DF1		Altura Drafting Stool	Black Crepe	$ 229	
SY1		Altura Steno Chair	Black Crepe	$ 149	
BARSTOOLS					
BCE		Ice Barstool	Transparent, Chrome	$ 199	
BS001		Shark Barstool	White, Chrome	$ 239	
BS002		Zoey Barstool	White, Chrome	$ 219	
BS003		Zoey Barstool	Black, Chrome	$ 219	
BSC		Oslo Barstool	White	$ 197	
BSD		Oslo Barstool	Blue	$ 197	
BSL		Gin Barstool	Maple, Chrome	$ 149	
BSN		Jetson Barstool	Black	$ 200	
BSS		Banana Barstool	Black, Chrome	$ 187	
BST		Banana Barstool	White, Chrome	$ 187	
ROLLBL		Lift Barstool	Black Vinyl	$ 159	
ROLLGY		Lift Barstool	Gray Vinyl	$ 159	
ROLLRD		Lift Barstool	Red Vinyl	$ 159	
ROLLWH		Lift Barstool	White Vinyl	$ 159	
RSTSTL		Rustique Barstool	Gunmetal	$ 99	

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SHOW NAME:		BOOTH:	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
BARS					
BR1		Martini Bar	Gray Metal, Frosted Glass Top	$ 1,011	
BRC		Martini Bar Circle	3 Martini Bars	$ 2,911	
OTTOMANS					
BNO08		Bench Ottoman	Black Vinyl	$ 309	
BNO75		Bench Ottoman	White Vinyl	$ 309	
CCB		Circle Ottoman	Black Leather	$ 479	
CCW		Circle Ottoman	White Leather	$ 479	
CCZ		Circle Ottoman	Black/White Leather	$ 479	
CUBL20		Edge LED Cube Ottoman	White, Plastic	$ 148	
END02B		Endless Square Ottoman	Black	$ 269	
END02W		Endless Square Ottoman	White	$ 269	
OSC		Milano Cube Ottoman	White Leather	$ 95	
OTH		Milano Cube Ottoman	Black Leather	$ 95	
OTK		Half Round Ottoman	Black Leather	$ 290	
OTL		Half Round Ottoman	White Leather	$ 290	
PUZ2SW		Puzzle Bench Ottoman	White	$ 232	
SAL		Sally Stool/Ottoman	White	$ 69	
VIB01		Vibe Cube Ottoman	Green Vinyl	$ 105	
VIB02		Vibe Cube Ottoman	Blue Vinyl	$ 105	
VIB03		Vibe Cube Ottoman	Pink Vinyl	$ 105	
VIB04		Vibe Cube Ottoman	Red Vinyl	$ 105	
VIB05		Vibe Cube Ottoman	Yellow Vinyl	$ 105	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	$ 105	
VIB07		Vibe Cube Ottoman	Beige Vinyl	$ 105	
VIB08		Vibe Cube Ottoman	Orange Vinyl	$ 105	
COCKTAIL TABLES					
C1C		Geo Cocktail Table	Glass, Chrome	$ 189	
C1D		Soho Cocktail Table	Espresso, Metal	$ 299	
C1E		Silverado Cocktail Table	Glass, Chrome	$ 209	
C1F		Geo Cocktail Table	Glass, Black	$ 189	
C1K		Inspiration Cocktail Table	Glass, Brushed Steel	$ 233	
C1W		Sydney Cocktail Table	White, Brushed Steel	$ 212	
C1Y		Sydney Cocktail Table	Black, Brushed Steel	$ 212	
COLI		Oliver Cocktail Table	Walnut Finish	$ 180	
SIDE & END TABLES					
AURA		Aura Round Table	White Metal	$ 109	
CDYTB		Candy Table	Black Top	$ 159	
CUBTBL		Edge LED Cube Table	Plastic, Plexi Top	$ 149	
E1C		Geo End Table	Glass, Chrome	$ 185	
E1D		Soho End Table	Espresso, Metal	$ 269	
E1E		Silverado End Table	Glass, Chrome	$ 199	
E1F		Geo End Table	Glass, Black	$ 185	
E1K		Inspiration End Table	Glass, Brushed Steel	$ 219	
E1W		Sydney End Table	White, Brushed Steel	$ 191	
E1Y		Sydney End Table	Black, Brushed Steel	$ 191	
EOLI		Oliver End Table	Walnut Finish	$ 160	
ETBL		E Table	Wood	$ 134	
NEMSAC		Mosaic Tables	Set of 3	$ 219	
TMBTBL		Timber Table	Wood	$ 129	
CONFERENCE & TRAINING TABLES					
C508GR		8' Table	Granite	$ 419	
CB1		42" Round Table	Graphite Nebula	$ 289	
CB2		6' Conference Table	Graphite Nebula	$ 355	
CB3		8' Conference Table	Graphite Nebula	$ 419	
CC5		42" Round Table	Mahogany	$ 289	
CC6		6' Table	Mahogany	$ 355	
CC7		8' Table	Mahogany	$ 419	
CC8		10' Table	Mahogany	$ 629	
CD2		6' Conference Table	Gray Nebula	$ 355	
CD3		8' Conference Table	Gray Nebula	$ 419	
CE1		Geo Table, Rnd Sq	Glass, Chrome	$ 239	
CE2		Geo Table, Rectangle	Glass, Chrome	$ 339	
CF1		Geo Table, Rnd Sq	Glass, Black	$ 239	
CF2		Geo Table, Rectangle	Glass, Black	$ 339	
CG1		Manhattan Table	Glass, Black	$ 249	
CONF42		42" Round Table	White Laminate	$ 289	
CT06GR		6' Table	Granite	$ 355	
CT10GR		10' Table	Granite	$ 629	
OCT6W		Nova Oval Table	White, Silver Legs	$ 399	
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	$ 259	
WD3		Work Table	White Laminate, White	$ 249	
G30 COMMUNAL TABLES					
G30BMS		G30 Bar Table	Maple Top	$ 499	
G30BWS		G30 Bar Table	White Top	$ 499	
G30CMS		G30 Cocktail Table	Maple Top	$ 279	
G30CWS		G30 Cocktail Table	White Top	$ 279	
G30DMS		G30 Café Table	Maple Top	$ 399	
G30DWS		G30 Café Table	White Top	$ 399	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
G30 COMMUNAL TABLES W/ GROMMET HOLES					
G30BMW		G30 Bar Table	Maple Top	$ 499	
G30BWW		G30 Bar Table	White Top	$ 499	
G30CMW		G30 Cocktail Table	Maple Top	$ 279	
G30CWW		G30 Cocktail Table	White Top	$ 279	
G30DMW		G30 Cafe Table	Maple Top	$ 399	
G30DWW		G30 Cafe Table	White Top	$ 399	
BAR TABLES W/ STANDARD BLACK BASE					
30MHSB		30" Round Bar Table	Mahogany Top	$ 217	
VTB		30" Round Bar Table	Brushed Red Top	$ 185	
VTC		30" Round Bar Table	Brushed Blue Top	$ 185	
VTG		30" Round Bar Table	Silver Textured Top	$ 185	
VTJ		30" Round Bar Table	Graphite Nebula Top	$ 185	
VTK		30" Round Bar Table	Maple Top	$ 185	
VTN		36" Round Bar Table	Graphite Nebula Top	$ 199	
VTP		36" Round Bar Table	Maple Top	$ 199	
VTW		36" Round Bar Table	White Laminate Top	$ 199	
BAR TABLES W/ TULIP CHROME BASE					
30MHTB		30" Round Bar Table	Mahogany Top	$ 285	
WTB		30" Round Bar Table	Brushed Red Top	$ 285	
WTC		30" Round Bar Table	Brushed Blue Top	$ 285	
WTJ		30" Round Bar Table	Graphite Nebula Top	$ 285	
WTK		30" Round Bar Table	Maple Top	$ 285	
WTS		30" Round Bar Table	Silver Textured Top	$ 285	
WTN		36" Round Bar Table	Graphite Nebula Top	$ 299	
WTP		36" Round Bar Table	Maple Top	$ 299	
WTW		36" Round Bar Table	White Laminate Top	$ 299	
CAFE TABLES W/ STANDARD BLACK BASE					
30MHSC		30" Round Café Table	Mahogany Top	$ 208	
ZTB		30" Round Café Table	Brushed Red Top	$ 169	
ZTC		30" Round Café Table	Brushed Blue Top	$ 169	
ZTG		30" Round Café Table	Silver Textured Top	$ 169	
ZTJ		30" Round Café Table	Graphite Nebula Top	$ 169	
ZTK		30" Round Café Table	Maple Top	$ 169	
ZTN		36" Round Café Table	Graphite Nebula Top	$ 184	
ZTP		36" Round Café Table	Maple Top	$ 184	
ZTQ		36" Round Café Table	White Laminate Top	$ 184	
CAFE TABLES W/ TULIP CHROME BASE					
30MHTC		30" Round Café Table	Mahogany Top	$ 269	
XTB		30" Round Café Table	Brushed Red Top	$ 269	
XTC		30" Round Café Table	Brushed Blue Top	$ 269	
XTJ		30" Round Café Table	Graphite Nebula Top	$ 269	
XTK		30" Round Café Table	Maple Top	$ 269	
XTS		30" Round Café Table	Silver Textured Top	$ 269	
XTN		36" Round Café Table	Graphite Nebula Top	$ 285	
XTP		36" Round Café Table	Maple Top	$ 285	
XTR		36" Round Café Table	White Laminate Top	$ 285	
BOOKCASES & PRODUCT DISPLAYS					
BC6		Bookcase	Mahogany	$ 289	
BC7		Bookcase	Granite	$ 259	
ET1		Etagere	Pewter, Metal/Glass	$ 259	
ET2		Etagere	Black, Metal/Glass	$ 259	
PDL		Locking Pedestal	Black	$ 359	
PMB36		Plastic Pedestal, 36"	Black	$ 299	
PMB42		Plastic Pedestal, 42"	Black	$ 349	
PDL36B		Powered Locking Pedestal, 36"	Black	$ 359	
PDL36W		Powered Locking Pedestal, 36"	White	$ 359	
PDL42B		Powered Locking Pedestal, 42"	Black	$ 429	
PDL42W		Powered Locking Pedestal, 42"	White	$ 429	
DESKS & CREDENZAS					
JD6		Executive Desk	Mahogany	$ 419	
JD7		Executive Desk	Granite	$ 409	
CR6		Credenza	Mahogany	$ 419	
CR7		Credenza	Granite	$ 399	
L26		Lateral File	Mahogany	$ 329	
L27		Lateral File	Granite	$ 319	
VF2		Vertical File, 2 Drawer	Light Gray	$ 140	
VF4		Vertical File, 4 Drawer	Light Gray	$ 191	
FRIDGES					
R1Q		Refrigerator, Small	White, 4.0 cubic feet	$ 229	
R1R		Refrigerator, Large	White, 14.0 cubic feet	$ 652	
MOBILE TABLET STANDS					
TBSTDW		Mobile Tablet Stand	White	$ 209	
TBSTND		Mobile Tablet Stand	Black	$ 209	
TBBCHR		Brochure Holder	Black	$ 49	
TBPNTR		Wireless Printer Holder	Black	$ 49	
TBSHLF		Charging Shelf	Black	$ 49	
LAMPS					
LA14		Mason Table Lamp	Brushed Silver	$ 108	
LA15		Mason Floor Lamp	Brushed Silver	$ 165	

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TRICORD TRADESHOW SERVICES

CSNA
November 5-8, 2015
Ontario Convention Center
Ontario, CA

Audio-Visual/Computer Equipment Rental Form

Company Name	Booth #

VIDEO WALLS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
NECx462un Seamless Panels		$1500	$1725	$
Video Wall Tech		$550	N/A	$

LCDS & SCREENS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
90” LED SHARP		$5000	$5750	$
80” LED SHARP		$3000	$3450	$
70” LED SHARP		$1700	$1955	$
65” LED SHARP		$1300	$1495	$
60” LED SHARP		$1300	$1495	$
55” LED LG		$1150	$1322	$
52” LCD SHARP		$950	$1092	$
47” LED LG		$900	$1035	$
46” LED SAMSUNG		$850	$977	$
42” LED LG		$600	$690	$
42” LCD LG		$550	$632	$
40” LED TOSHIBA/SAMSUNG		$550	$632	$
32” LED LG		$500	$575	$
24” LCD ASUS/VIEWSONIC		$150	$172	$

TOUCH SCREENS - INCLUDES TABLE STAND OR WALL MOUNT	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
55” BENQ TS		$1600	$1920	$
46” NEC TS		$1100	$1265	$
27” ASUS TS		$650	$747	$

ACCESSORIES	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Premier Pole Stand w/ Shelf		$150	$172	$
Pole Stand w/ Shelf & Wall Mount		$180	$207	$
DVD Players w/ HDMI Out		$40	$46	$
Blu-Ray Players		$80	$92	$
Media Box (WD, Apple TV, etc.)		$90	$103	$

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

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

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

TRICORD TRADESHOW SERVICES

CSNA
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Ontario, CA

Audio-Visual/Computer Equipment Rental Form

Company Name	Booth #

LAPTOPS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Dell i3 INSPIRON N5010 (2.4ghz, 4gb, VGA/HDMI out)		$220	$253	$
Dell i3 E6410/6420 (2.5ghz, 6gb, VGA/Display Port/HDMI out)		$260	$299	$
ASUS i5 Taichi-21 Dual Video Screen		$260	$299	$
ASUS i7 N57 (1tb hd-12gb Ram 3gb nVidea 760 Videocard)		$500	$575	$

APPLE EQUIPMENT	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
IPAD 2nd Generation Black		$200	$230	$
Mac Book Pro i5		$350	$402	$
Mac Book Pro i7		$450	$517	$
Mac Mini i5		$300	$345	$
Mac Mini i7		$350	$402	$
IMAC 21.5” i5		$300	$345	$
IMAC 27” i7		$600	$690	$

PROJECTORS, SCREENS & PERIPHERALS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
8K Lumens CANON LCD Projector		$1500	$1725	$
7K Lumens MISTSUBISHI DLP Projector		$1300	$1495	$
5.5 Lumens EPSON LCD Projector		$800	$920	$
2.5 Lumens EPSON LCD Projector		$250	$287	$
2K Lumens HP DLP Projector		$200	$230	$
Perfect Cue D-Scan		$350	$402	$
Pro Grade Wireless Presenter		$50	$57	$
Safe Lock Projector Stand		$50	$57	$
7.5x10 FF Screen w/ Dress it		$900	$1035	$
9.5x12 FF Screen w/ Dress it		$1400	$1610	$
BLAC MAGIC ATEM w/ SMARTVIEW		$1800	$2070	$

AUDIO	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Shure Wireless Mic Kit (Headset, Lav or Handheld Option)		$200	$230	$
15” BL EON 515 w/ Tripod Stand		$400	$460	$
Bose L1 Speakers		$700	$805	$

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

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

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

ELECTRICAL SERVICE ORDER

SMG-ONTARIO CONVENTION CENTER
2000 E. Convention Center Way, Ontario, CA 91764
TEL (909) 937-3068 | FAX (909) 937-3850
servicedesk@ontariocc.org | www.ontariocc.org

Exhibitor No/Booth:_____
Notes:_____

Company Name:	Booth No.	Show Name: (Required)
Exhibitor Name:		Show Dates:
Billing Address for Credit Card	City, State	Zip Code for Credit Card:
Name on Credit Card	Company Contact:	Phone:
Want Payment Receipt ☐ YES ☐ NO	Fax:	Email:
Payment Type: ☐ VISA ☐ M/C ☐ AMEX ☐ CHECK Amount:	Check Number:	
Credit Card No.:	Expiration Date:	Signature: / Print Name:

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred. The Ontario Convention Center accepts payments in US dollars on a US Bank or a credit card (VISA, M/C, AMEX). **Make your checks payable to SMG-Ontario Convention Center/ ATT:Electrical Department.** Please mail your order with the payment to the address listed above or you may fax this form with your credit card payment. Installation hardwires are due 72 hours prior to show opening. Cancellations are accepted up to 72 hours prior to move-in. No refunds. **Discount rate applies to an order post-marked 21 days prior to show move-in date. All others are billed automatically at the standard rate. Checks accepted 2 weeks in advance only. Prices are subject to change.**

120 Volts Outlets **One plug-in is a 500 Watt minimum to a 20 AMP maximum billable based upon draw of power.*

WATTS	Discount	Standard	QTY.	Total
500	$ 93.00	$106.00		= $0.00
1000	$ 128.00	$153.00		= $0.00
2000	$ 145.00	$177.00		= $0.00

Configuration	Discount	Standard	QTY.	Total
Surge Protector rental	$36.00	$41.00		= $0.00
Extension Cord rental	$21.00	$31.00		= $0.00
20A & 30A, 5-pin hubble, twist-lock connector rental **(deposit required)**	n/a	$85.00		= $0.00

If you exceed the amount of power ordered, there will be a labor charge to re-set breakers. A separate outlet must be ordered for each location. **The discount rate applies only if this form is post-marked 21 Days prior to move-in date. The standard rate applies if this order is received within 21 days of the move-in date otherwise the standard rate will automatically be charged. Booths sharing electrical power is prohibited.**

120 Volt Service | **208/480 Volt Service: *208/ 480/ and 4/0 - Cable Rental will have a labor fee requirement (see page 2)**

AMPS	120 Volt. QTY. Disc. Rate / Standard	208 Volt 1 Phase QTY. Disc. Rate + Labor / Standard Rate + Labor	208 Volt 3 Phase QTY. Disc. Rate + Labor / Standard Rate + Labor	480 Volt 3 Phase QTY. Disc. Rate + Labor / Standard Rate + Labor	4/0 - Cable Rental with camlocks QTY. Standard Rate + Labor	TOTAL
20	$175/ $214	$232/ $284	$315/ $387	$555/ $688	$350	$
30		$289/ $355	$403/ $496	$776/ $863	Service Desk will add any and all rental fee's plus any labor charges.	$
60		$457/ $565	$713/ $885	$1,461/ $1,821		$
100		$684/ $850	$1,109/ $1,380	$2,021/ $2,519		$ $0.00
200		$1,291/ $1,593	$2,110/ $2,632			$ $0.00
300		$1,874/ $2,336	$3,112/ $3,884			$
400		$2,554/ $3,187	$4,216/ $5,264			$

	Sub Total	$
If 24 hour electrical service is required add 25% to electric total (Overnight power will automatically be billed)	Add 25%	$
Add 25% for horsepower requirements. See HP to AMPs Conversion Table on back of contract……	Add 25%	$
If hard-wiring is required then labor must be added (contact OCC) _____ hours @ $_____/hr…… Mon. - Fri. (8-5) at $75.00/hr. and Sat., Sun & holidays at $150.00/hour (one hour minimum)	Labor Fee	$
Equipment deposit (required for all equipment on loan at $150)……	Deposit	$
	GRAND TOTAL	$ $0.00

Payment-in-full is required with your order. Electrical service will not be provided nor this form processed until payment is received. Payments not received 21 days prior to the move-in date will be billed at the standard rate. The discount rate applies to processed orders that are 22 or more days from move-in. Federal Tax I.D. #23-2511871.

For other requirements, contact the OCC-Service Desk at (909) 937-3068 or via E-mail at servicedesk@ontariocc.org

Customer Acceptance of Terms and Conditions

_____
Required Signature Date

Logged:_____ Processed Date:_____ Processed by:_____

GENERAL TERMS AND CONDITIONS

1. Exhibit booths will be audited at the show site and any additional service used will be added to the final bill at the floor price. Cancellations will be accepted until 72 hours prior to move-in.
2. Rates include bringing service to the rear of standard booth or to the nearest floorport inside an island booth.
3. Straight time labor for an electrician is $75.00 per hour. There is a one (1) hour minimum charge.

3. Straight time labor for an electrician is $75.00 per hour. There is a one (1) hour minimum charge.
4. Double time rates apply before 8:00am and after 5:00pm Monday through Friday; all day Saturday, Sunday and Holidays.
5. Additional labor must be requested by the exhibitor at the Service Desk. ELECTRICAL LABOR MUST BE ORDERED 72 HOURS IN ADVANCE IN ORDER TO HAVE MEN AVAILABLE WHEN NEEDED.
6. Exhibitors requiring 24-hour service will be charged regular rates plus 25%. Special notice must be given to the Ontario Convention Center at our Service Desk if 24-hour service is required. All breakers will be turned off.
7. All equipment provided by exhibitor must comply with all national electric codes, and state and local safety codes. All electric cords must be three-wire, grounded type. All equipment must be properly grounded.
8. The Ontario Convention Center is not responsible for voltage fluctuations or power failures on service lines.
9. Unless otherwise directed, the Ontario Convention Center is authorized to cut floor coverings to permit installation of service.
10. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of the Ontario Convention Center. The rates listed include necessary City of Ontario Permits and inspection by a City authority enforcing national codes.
11. The Ontario Convention Center is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage, except by ordering at the Service Desk.
12. Any breaker disruption will be billable at double rates.
13. *Electrical order that require 208/ 480/ and Power Cable AUT 4 will have a labor fee requirement in addition to the discount and standard electrical rate.

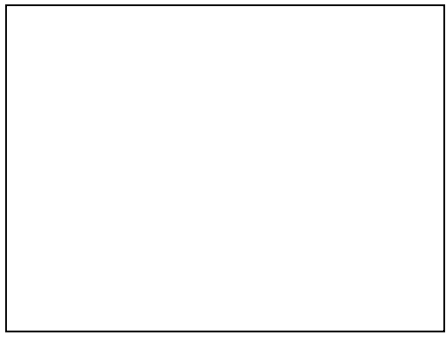
It is important that you review the following items carefully to understand your safety and responsibility regarding electrical power.

1. All electrical material and equipment must be grounded.
2. 2-Wire cords (Ripcords or Zipcords) are unacceptable unless the cord is a component part of an assembly which is specially approved.
3. SAFE WIRING IS ESSENTIAL: The Ontario Convention Center is responsible for the total electrical distribution system and the linking of electrical services, including installation of all cords under carpets. SERIOUS RISKS are involved which can be reduced with accurate understanding of basic requirements. Safe wiring inside an exhibit area is essential.
4. All electrical cords must be the three-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor must be equipped with a fusible switch.

HORSEPOWER TO AMP CONVERSION CHART

Volts	.75HP	1.5HP	2HP	3HP	5HP	7.5HP	10HP	15HP	20HP	25HP	30HP	40HP	50HP
120	20	30	30	45	-	-	-	-	-	-	-	-	-
208	15	15	20	30	45	60	85	-	-	-	-	-	-
208	15	15	15	20	30	45	80	60	100	100	-	-	-
480	15	15	15	15	15	20	30	30	45	60	60	85	100

For other requirements, call the OCC-Service Desk at (909) 937-3068. Booth Layout 10x10 (Please indicate where to place electrical)



NOTE:
Electrical set-up is at the back of the booth. There will be a labor charge to move the electrical set-up.

ONTARIO CONVENTION CENTER

2000 E. Convention Center Way, Ontario, CA 91764
Ph: (909) 937-3068 / F: (909) 937-3850 / servicedesk@ontariocc.org
www.discoverontariocalifornia.org

WATER / DRAIN / AIR SERVICE ORDER

COMPANY NAME	BOOTH NO.	SHOW NAME (REQUIRED):
BILLING NAME		SHOW DATES (REQUIRED):
BILLING ADDRESS		
CITY/STATE/ZIP		EMAIL
CONTACT NAME	TELEPHONE	FAX
CREDIT CARD NO. / EXP. DATE	SIGNATURE	PRINT NAME

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred The Ontario Convention Center accepts payments in US dollars on a US Bank or a credit card (VISA, M/C, AMEX). Make your checks payable to **SMG-Ontario Convention Center**/ATT:Service desk. Please mail your order with the payment to the address listed above or you may fax this form with your credit card payment. Installations are due 72 hours prior to show opening. Cancellations are accepted up to 72 hours prior to move-in. Discount rate applies to an order post-marked 21 days prior to show move-in date. All others are billed at the standard rate. Checks accepted 2 weeks in advance only. All rates are subject to change.

DESCRIPTION	DISCOUNT RATE	*STANDARD RATE	QTY.	TOTAL	INTERNAL
Compress Air: *175 lbs. PSI (Service outlet 1" quick disconnect)*					
First connection	$290.00	$362.50		= $	PCA-1
First connection (24 hr. service)	$365.00	$456.25		= $	PCA-1-24
Additional connections	$85.00	$106.25		= $	PCA-2
Additional connections (24 hr. service)	$105.00	$131.25		= $	PCA-2-24
Special connection size: ____ CFM: ____ PSI: ____	(Call)			= $	PCA-SPEC
Drainage: *(2" drain line. For equipment only. Direct tie-in)*					
First connection	$85.00	$106.25		= $	PW-1
Additional connections	$55.00	$68.75		= $	PW-2
Special connection size:	(Call)			= $	PW-SPEC
Water: *(Service outlet 1" quick disconnect. For equipment only.)*					
First connection	$150.00	$187.50		= $	PD-1
Additional connections	$52.00	$65.00		= $	PD-2
Special connection size:	(Call)			= $	
Note: Pressure may vary. No guarantee can be made of minimum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.					
Fill and Drain *(One time fill only. Labor charge of $75/hr for additional fills)*					
1 - 5 Gallons	$15.00	$25.00		= $	PWD-5
6 - 15 Gallons	$75.00	$93.75		= $	PWD-15
16 - 70 Gallons	$110.00	$137.50		= $	PWD-70
71 - 100 Gallons	$156.00	$195.00		= $	PWD-100
Over 100 Gallon increments will be billed at $25.00 per 100 Gallons added.				= $	PWD-SPEC
Labor: *(Minimum 1 hour)*					
Monday - Friday	$75.00 per hour			= $	P-Labor
Saturday, Sunday and Holidays	$140.00 per hour			= $	P-Labor OT

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. *PAYMENTS NOT RECEIVED 21-DAYS PRIOR TO MOVE-IN DATE WILL BE COLLECTED AT THE STANDARD RATE. SERVICE WILL NOT BE PROVIDED UNTIL PAYMENT IS RECEIVED. PRICES ARE SUBJECT TO CHANGE AT DISCRETION OF THE OCC.

Total Amount Due $ _____

Customer acceptance of terms and conditions (*Signature*): _____ Date _____

OCC Use: Exhibitor No. _____ Payment received: _____ Date _____

CSNA 63rd Annual Conference

Ontario Convention Center
Ontario, CA

November 5-8, 2015

Order Online: http://shop.bartizan.com/CSNA.html **Fax Order: 914-965-7746**

Modernize Your Booth Marketing

iLeads Cloud-Based Lead Retrieval

What is the iLeads App?

Improve Your Show Efficiency and Close More Deals Faster

The award winning iLeads is the first and most widely used exhibitor lead management app. Capture leads by typing Badge ID # or scan the barcode when available.

Supported devices:

- √ iPod touch®, iPhone®, iPad®
  (Minimum Operating System required is 7.0)
- √ Android™ Smartphone, tablet or Android based Kindle
  (Minimum Operating System required is 4.1)

- √ Contact Management.
- √ Works Offline
- √ Capture sales leads anywhere, any time.
- √ Customizable. Add action items and notes to leads.
- √ Follow up instantly by tapping attendee's telephone # or email address
- √ Live Reporting. Run real-time lead analysis reports.
- √ Backed up and synched on a secure website.

Marketing Extras, included, no extra charge

- **Attendee Notification**

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

  Lets attendees follow up on you.

- **Lead Management Software**

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

  Identify best leads by filtering and prioritizing.

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

- **Exhibitor Education**

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

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Ontario Convention Center
Ontario, CA

November 5-8, 2015

Order Online: http://shop.bartizan.com/CSNA.html **Fax Order: 914-965-7746**

Mobile Lead Management Packages

All Lead App Packages Include:

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

Lead Retrieval Options	QTY	ORDER BY 10/7/2015	ORDER BY 10/21/2015	ONSITE	TOTAL
Capture leads by typing Badge ID # or scan the Barcode when available by using your own device. ***Booth Price Packages:***					
1 License: ……..		$179.00	$199.00	$219.00	_____
2 Licenses: ……		$279.00	$299.00	$319.00	_____
3 Licenses: ……		$329.00	$349.00	$369.00	_____
Additional Licenses available after 5th license for $50.00 per license	☐				_____
iPod touch® Rental: Includes iLeads lead retrieval app pre-loaded.	☐	$295.00	$315.00	N/A	_____
iPad® Rental: Includes iLeads lead retrieval app pre-loaded.	☐	$395.00	$415.00	N/A	_____
3G Service is available for an additional $80.00	☐	$475.00	$495.00	N/A	_____

Company Name _____ → **GRAND TOTAL** _____

CSNA 63rd Annual Conference

Ontario Convention Center
Ontario, CA

November 5-8, 2015

Order Online: http://shop.bartizan.com/CSNA.html **Fax Order to: 914-965-7746**

COMPANY: _____BOOTH #: _____

ADDRESS: _____

CITY: _____STATE: _____ZIP:_____COUNTRY:_____

PHONE#: _____ FAX #: _____

ORDER CONTACT: _____ EMAIL: _____

ONSITE CONTACT: _____CELL #: _____

iLeads Only:

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

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

Name:

_____

Email:

_____

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

Mail Checks to:
Bartizan Connects,
Attn: Customer Service
217 Riverdale Avenue,
Yonkers, NY 10705
Phone: 800.899.2278 **Order by Fax:** 914-965-7746

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

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

TERMS AND CONDITIONS

1. **Cancellations made 7 or more days prior to the event are subject to a $50.00 cancellation fee. Cancellations made less than 7 days prior to the event will result in forfeiture of the entire rental fee.**
2. **Limitation of Liability: Bartizan bears no responsibility for any consequential damages suffered by the exhibitor. Its liability is limited to the cost of the goods and services it provides. Bartizan is not responsible for events beyond its control such as power failures, erratic electrical power, exhibitor's failure to comply with instructions or force majeure.**
3. **It is the Exhibitors responsibility to ensure that the device they use at the show meets the minimum requirements to run the iLeads app. Exhibitor is responsible for returning the rental device to Bartizan Connects within 4 business days using the FedEx label provided.**
4. **Replacement cost for lost equipment: iPod Touch®: $300.00. iPad®: $650.00**

PAYMENT

VISA MasterCard American Express Cards Diners Club International DISCOVER NETWORK

Check# _____

_____ _____

Cardholder Name Authorized Signature

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

_____ _____ _____

Card Number Expiration Date Security Code