



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

Dear Exhibitor,

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

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

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

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

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

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

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

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

Thank you,

TriCord Exhibitor Service Team

View our Privacy Policy ***HERE***



Show Information

SHOW:	CSNA
BOOTH DRAPE COLORS:	Red and Black
BOOTH PACKAGE:	10' x 10' Booth Includes: 8' High Back Drapes 3' High Side Rails (1) 7" x 44" ID Sign

*** See page 3 for CSNA Discount Package Options**

AISLE CARPET: Confetti

BOOTH CARPET: Black

DEADLINES:

Rental Discount Deadline:	October 27, 2017
Graphics Deadline:	October 25, 2017
Advance Freight Receiving Deadline:	November 6, 2017
Direct to Showsite Date:	Thursday, November 9, 2017 8:00 am - 5:00 pm Friday, November 10, 2017 7:00 am - 9:00 am

SHOW SCHEDULE:

Exhibitor Move In:	Thursday, November 9, 2017 8:00 am - 5:00 pm Friday, November 10, 2017 7:00 am - 10:00 am
Exhibits Open:	Friday, November 10, 2017 10:30 am - 3:00 pm Saturday, November 11, 2017 10:00 am - 1:30 pm
Exhibitor Move Out:	Saturday, November 11, 2017 2:00 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 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

CSNA Discount Packages

***CSNA Exhibitors will be offered one discounted furniture package per 10'x10' space. The furniture package includes (2) side chairs and your choice of a 6' or 8' table. This package will be provided at the discounted price of \$75.00 per package. A credit card must be provided prior to the discount deadline for each 10'x10' space to receive the discount package.**

***SELECT ONE** **6' TABLE** **8' TABLE** **NUMBER OF 10'x10' BOOTH SPACES**
SKIRT COLOR OPTION **RED** **BLACK** (If a skirt color is not selected TriCord will select)

***CSNA Exhibitors will be offered one discounted 500 watt electrical outlet per 10'x10' space for \$75.00. This cannot be applied toward additional electrical services. Additional electrical services can be ordered on the electrical services page (pg. 24). A credit card must be provided prior to the discount deadline for each 10'x10' space to receive the discount package.**

DISCOUNTED 500 WATT ELECTRICAL DROP **NUMBER OF 10'x10' BOOTH SPACES**
 (Placed at the back center of the booth)

Exhibitor Information & Payment Form

Company Name			Booth #
Street Address			
City	State	Zip	Country
Ordered By		Email Address	
Phone #		Fax #	
CREDIT CARD INFORMATION			
Account Number			
Card Type		Expiration	CCID
Billing Address			
City	State	Zip	
Signature		Print Name	

Please complete the above information and send this form in with all orders.

Email to: orders@tricord.net or Fax: 831-883-8686

CREDIT AND PAYMENT POLICIES

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

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



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

Exhibitor Information & Payment Form

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

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

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

COMPANY CREDIT CARD   

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

COMPANY CHECK

Please make checks payable to:
TriCord Tradeshow Services

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

SERVICES ORDERED

Material Handling	\$	<input type="text"/>
Booth Packages	\$	<input type="text"/>
Flooring	\$	<input type="text"/>
Furnishings	\$	<input type="text"/>
Labor	\$	<input type="text"/>
Electrical Labor	\$	<input type="text"/>
Electrical	\$	<input type="text"/>
Cleaning	\$	<input type="text"/>
Signage	\$	<input type="text"/>
Plants	\$	<input type="text"/>
Other	\$	<input type="text"/>
TOTAL	\$	<input type="text"/>

CREDIT CARD INFORMATION

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

Please complete the above information and send this form in with all orders.

Email to: orders@tricord.net or Fax: 831-883-8686

CREDIT AND PAYMENT POLICIES

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

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



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

Shipping: Advance to Warehouse

ADVANCE SHIPMENT DEADLINE

Monday, November 6, 2017

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

Company Name	Booth #
CSNA 2017 TriCord Tradeshow Services c/o YRC Freight 3210 52nd Avenue Sacramento, CA 95823	

ADVANCE SHIPMENT RATES (200lb minimum) *For each 100lbs. or fraction thereof.* **\$78.00**

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.* **\$22.00

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.

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

IMPORTANT INFORMATION

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

In the event no weight is indicated on the documents 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 6, 2017

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2017

**TriCord Tradeshow Services
c/o YRC Freight
3210 52nd Avenue,
Sacramento, CA 95823**

NO. _____ OF _____ PIECES



WAREHOUSE

RUSH - EXHIBIT MATERIAL



MUST ARRIVE BY NOVEMBER 6, 2017

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2017

**TriCord Tradeshow Services
c/o YRC Freight
3210 52nd Avenue,
Sacramento, CA 95823**

NO. _____ OF _____ PIECES



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

Shipping: Direct to Exhibit Site

SHIPMENT MUST ARRIVE
THURSDAY, NOVEMBER 9, 2017 BETWEEN 8:00 am - 5:00 pm
FRIDAY, NOVEMBER 10, 2017 BETWEEN 7:00 am - 9:00 am

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

Company Name	Booth #
CSNA 2017 TriCord Tradeshow Services c/o Sacramento Convention Center 1401 K St. Sacramento, CA 95814	

DIRECT SHIPMENT TO EXHIBIT SITE(200lb minimum) *For each 100lbs. or fraction thereof.* **\$78.00**

OVERTIME RATES & SPECIAL HANDLING (200lb minimum) *For each 100lbs. or fraction thereof.* **\$22.00**

**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 NOVEMBER 9 & 10, 2017

COMPANY NAME _____

BOOTH # _____

EVENT _____

**TriCord Tradeshow Services
c/o Sacramento Convention Center
1401 K St.
Sacramento, CA 95814**

NO. _____ OF _____ PIECES



SHOWSITE

RUSH - EXHIBIT MATERIAL



CAN ONLY ARRIVE ON NOVEMBER 9 & 10, 2017

COMPANY NAME _____

BOOTH # _____

EVENT _____

**TriCord Tradeshow Services
c/o Sacramento Convention Center
1401 K St.
Sacramento, CA 95814**

NO. _____ OF _____ PIECES



SHOWSITE

RUSH! COLD STORAGE



CAN ONLY ARRIVE ON NOVEMBER 9 & 10, 2017

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2017

TriCord Tradeshow Services
c/o Sacramento Convention Center
1401 K St.
Sacramento, CA 95814

NO. _____ OF _____ PIECES



SHOWSITE

RUSH! COLD STORAGE



CAN ONLY ARRIVE ON NOVEMBER 9 & 10, 2017

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2017

TriCord Tradeshow Services
c/o Sacramento Convention Center
1401 K St.
Sacramento, CA 95814

NO. _____ OF _____ PIECES



SHOWSITE



RUSH - EXHIBIT EQUIPMENT

CAN ONLY ARRIVE ON NOVEMBER 9 & 10, 2017

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2017

**TriCord Tradeshow Services
c/o Sacramento Convention Center
1401 K St.
Sacramento, CA 95814**

NO. _____ OF _____ PIECES



SHOWSITE



RUSH - EXHIBIT EQUIPMENT

CAN ONLY ARRIVE ON NOVEMBER 9 & 10, 2017

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2017

**TriCord Tradeshow Services
c/o Sacramento Convention Center
1401 K St.
Sacramento, CA 95814**

NO. _____ OF _____ PIECES



CSNA
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

Material Handling

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

CHECK ONE:

- We plan to ship our crated material to the **ADVANCE SHIPMENT WAREHOUSE.**
- We plan to ship our materials direct to the **EXHIBIT SITE.**

CALCULATION OF ORDER

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

ADVANCE CRATED SHIPMENTS TO THE WAREHOUSE (200 lb. minimum)

We will ship lbs. @ per 100 lbs. = (200# minimum charge \$156.00)

DIRECT CRATED SHIPMENTS TO THE EXHIBIT SITE (200 lb. minimum)

We will ship lbs. @ per 100 lbs. = (200# minimum charge \$156.00)

EQUIPMENT ONLY CRATED OR UNCRATED (Items must be labeled correctly)

We will ship lbs. @ per 100 lbs. = (200# minimum charge \$ 120.00)

SHIPMENTS REQUIRING SPECIAL HANDLING AT THE EXHIBIT SITE

We will ship lbs. @ per 100 lbs. = (200# minimum charge \$ 44.00)

OVERTIME CHARGES (200 lb. minimum) See overtime charges on Shipping Instruction Order Form

per 100 lbs. = (200# minimum charge \$ 44.00)

IMPORTANT INFORMATION

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

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

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

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

OVERTIME

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

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



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

Union Rules and Regulations

SACRAMENTO 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 Sacramento 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 Sacramento 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.

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
<i>One Way Service</i>	\$50.00	\$

BOOTH TO DOCK	PRICE	TOTAL
<i>One Way Service</i>	\$50.00	\$

CARTLOAD SERVICES TOTAL

\$

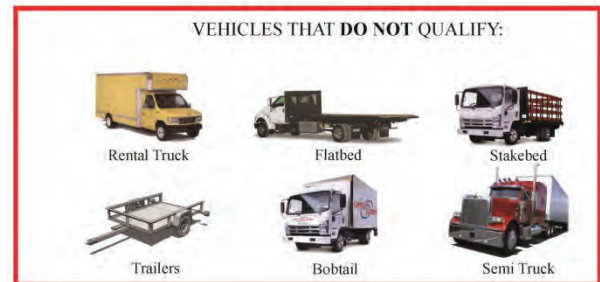
SMALL FREIGHT SERVICE QUALIFICATIONS

- 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



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

Limits of Liability & Responsibility

1. TriCord, and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.
2. TriCord, and its subcontractors are not and cannot be, responsible for loss or disappearance of the Exhibitor's booth materials after they have been delivered to the Exhibitor's booth.
3. Similarly, TriCord and its subcontractors cannot be responsible for the disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to TriCord by the Exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist.
4. TriCord, and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
5. TriCord, and its subcontractors shall not be responsible for ordinary wear and tear in the handling of equipment, or for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond our control.
6. TriCord, and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to TriCord in time to obtain the proper equipment.
7. It is understood that TriCord and its subcontractors are not insurers. Insurance if any shall be obtained by the Exhibitor and that the amounts payable to TriCord hereunder are based on the value of the material handling services and the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by TriCord, TriCord and its subcontractors do not provide full liability should loss or damage occur. It is agreed that if TriCord, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to sum equal to \$.25 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy: and that provisions of this paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, of TriCord, its subcontractors or employees.
8. TriCord, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.
9. Claims for loss or damage which are not submitted to TriCord within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against TriCord, or its subcontractors, more than 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 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, 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 TriCord's "Limits of Liability and Responsibility" as set forth above.
- D. We agree that TriCord or its subcontractors' liability shall be limited to any loss or damage which results solely from TriCord or its subcontractors, negligence, the actual physical handling of the items comprising shipment(s) and not for any other type of loss or damage.
- E. With particular reference to paragraphs "c" and "d" above, we agree in connection with the receipt, handling, and temporary storage and reloading of our materials that TriCord and its subcontractors, will provide their services as our agent, and not as bailee or shipper. If any employee of TriCord, or its subcontractors, shall sign a delivery receipt bill of lading or other documents we agree that TriCord, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

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

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

- F. We agree, in the event of a dispute with TriCord, or its subcontractors, related to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to TriCord for material handling service or any other service provided by TriCord, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay TriCord within thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against TriCord, or its subcontractors, will be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- G. In order to expedite removal of materials from the show site, TriCord shall have the authority to change designated carriers, as such carriers do not pick up on time. Where no disposition is made by the exhibitor, materials will be taken to a warehouse to wait the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.
- H. We agree that all questions relating to the classification freight of the Exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the TriCord office indicated on the invoice thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name	Booth #
Signature	Date



CSNA 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, CA

Vehicle & Equipment Spotting Fee

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

ALL VEHICLES MUST ARRIVE BETWEEN 8:00 AM AND 5:00 PM THURSDAY, NOVEMBER 9 FOR MOVE IN

YOU MUST CALL TO SCHEDULE YOUR MOVE IN APPOINTMENT

PLEASE CALL (831) 883-8600

TriCord Tradeshows charges a round trip fee of \$160.00 per automobile and \$320.00 per bus, truck, or trailer to place them on the trade show floor.

For rolling stock, self propelled, towed/and or pushed vehicles/machinery TriCord will receive the equipment at show site and deliver it to the exhibitor booth space. TriCord will also handle the removal of the equipment.

The City Fire Marshal requires disconnecting the terminals during the time the vehicle is in the building. Loose cable ends shall be taped to cover all exposed ends.

The maximum amount of fuel permitted to remain in the tank is 1/4 tank or 5 gallons whichever is less. All fuel tank openings shall be locked or securely taped in order to prevent the escape of flammable vapors. Fueling or removing fuel from the tank inside the building is prohibited.

Vehicles shall not be moved during show hours.

Be advised that if you are planning to display a vehicle or equipment you are required to provide the following information:

Authorized Signature		
Print Name	Email	Phone
Vehicle Description		
Appointment Time Per TriCord		
Total Amount Due		

Pre Order ONLY - Furniture Packages

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



Conference Table



Bar Stool



Skirted Table



Bistro Table



Side Chair



Arm Chair

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

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

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

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

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

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

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

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

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

TABLE/COUNTER SKIRT COLOR SELECTION

Blue Yellow White Burgundy Black Green Red Silver Teal Orange

CARPET COLOR SELECTION

Blue
 Toast
 Grey
 Black
 Burgundy
 Green
 Red

ADD CARPET PADDING - \$125.00

PACKAGE ORDER TOTAL



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

Furniture Form

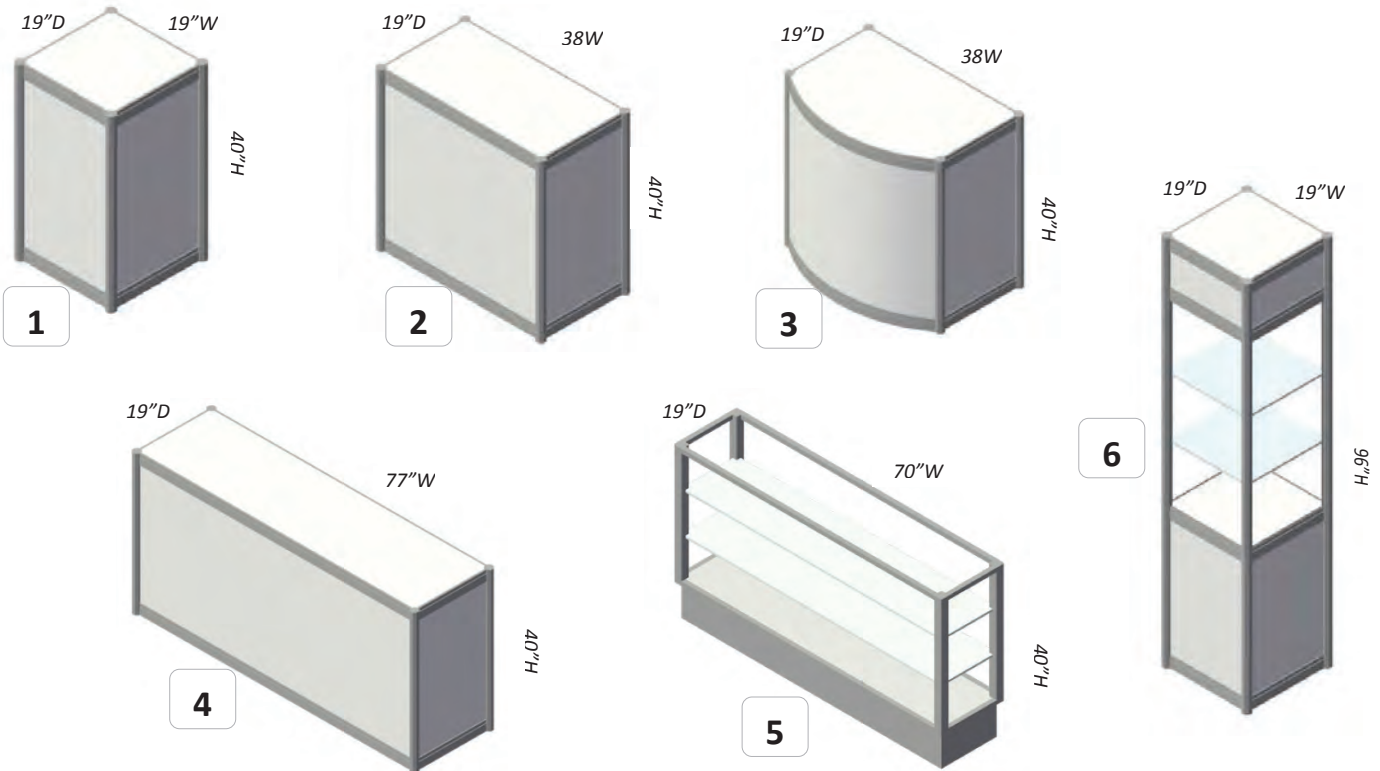
Company Name				Booth #
CHAIRS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Side Chairs		\$45	\$60	\$
Padded Arm Chairs		\$65	\$80	\$
Black Leather Executive Chairs		\$120	\$150	\$
Padded Bar Stools		\$80	\$95	\$
TABLES (30" HIGH)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 ft Draped Table		\$100	\$125	\$
6 ft Draped Table		\$110	\$135	\$
8 ft Draped Table		\$140	\$175	\$
4 ft Undraped Table		\$85	\$110	\$
6 ft Undraped Table		\$95	\$120	\$
8 ft Undraped Table		\$120	\$150	\$
Color Selection	<input type="checkbox"/> Blue <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Teal <input type="checkbox"/> Orange			
COUNTERS (42" HIGH)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 ft Draped Counter		\$120	\$145	\$
6 ft Draped Counter		\$130	\$155	\$
8 ft Draped Counter		\$165	\$200	\$
4 ft Undraped Counter		\$100	\$125	\$
6 ft Undraped Counter		\$110	\$135	\$
8 ft Undraped Counter		\$130	\$160	\$
Color Selection	<input type="checkbox"/> Blue <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Teal <input type="checkbox"/> Orange			
TABLE RISERS (12"H x 12" W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 ft Riser		\$50	\$70	\$
6 ft Riser		\$60	\$80	\$
8 ft Riser		\$75	\$100	\$
Color Selection	<input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Silver			
MISC	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Waste Basket With Liner		\$12	\$16	\$
Easel		\$35	\$45	\$
Bistro Table		\$135	\$160	\$
Poster Board (4x8 Velcro Tack Board)		\$110	\$135	\$
Round Conference Table		\$135	\$160	\$
4th Side Table, Skirted/Drape Color Change		\$25	\$35	\$
5 - Panel Literature Rack		\$90	\$110	\$
Bag Tree		\$55	\$70	\$
FURNITURE RENTAL TOTAL				\$

Custom Furniture Form

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

TOTAL:

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



10 x 10 Custom Booth Rentals

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

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

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

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



- * Select Panel Color:
 Black White Grey Blue

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

- Package Pricing = \$1,450.00**
 Add Full Graphics = \$1485.00 ([Click Here for graphic specs](#))

- Package #2**
Includes:
10' Hardwall Backwall
Backlit Header** (116.25"W x 11.75"H)
1 Meter Built in Counter
Choice of Standard Carpet Color
Two Lights (Must Purchase Electricity)



- * Select Panel Color:
 Black White Grey Blue

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

- Package Pricing = \$1,750.00**
 Add Full Graphics = \$1855.50 ([Click Here for graphic specs](#))

- Package #3**
Includes:
10' Hardwall Backwall
Backlit Header** (85.75"W x 11.75"H)
2 Half Meter Built-in Counters
Choice of Standard Carpet Color
Two Lights (Must Purchase Electricity)



- * Select Panel Color:
 Black White Grey Blue

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

- Package Pricing = \$1,950.00**
 Add Full Graphics = \$1525.00 ([Click Here for graphic specs](#))

- Package #4**
Includes:
10' Tension Fabric Backwall
Full Graphics
Choice of Standard Carpet Color
Two Lights (Must Purchase Electricity)



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

- Package Pricing = \$2140.00**
([Click Here for graphic specs](#))

IMPORTANT INFORMATION:

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

Black text on white background only.

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

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

PACKAGE TOTAL:

10 x 20 Custom Booth Rentals

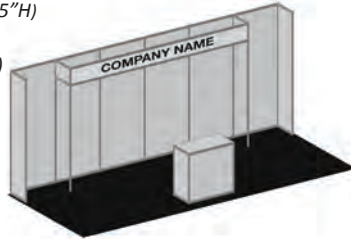
**To receive pricing listed below, TriCord requires full payment information, order forms, and graphic files provided by the Graphics Deadline specified on page 2. Any graphic orders placed after the deadline specified will be charged with a late fee of 25%.*

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

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

Package #6

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



** Select Panel Color:*

Black White Grey Blue

** Select Carpet Color:*

Black Blue Grey Toast
 Green Red Burgundy

Package Pricing = \$2,595.00

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

Package #7

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



** Select Panel Color:*

Black White Grey Blue

** Select Carpet Color:*

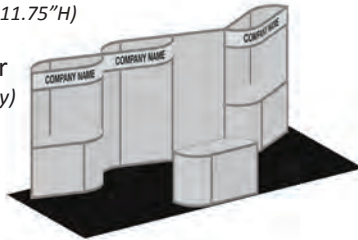
Black Blue Grey Toast
 Green Red Burgundy

Package Pricing = \$2,695.00

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

Package #8

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



** Select Panel Color:*

Black White Grey Blue

** Select Carpet Color:*

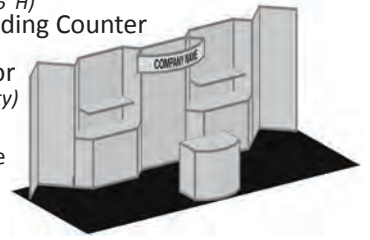
Black Blue Grey Toast
 Green Red Burgundy

Package Pricing = \$3,895.00

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

Package #9

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



** Select Panel Color:*

Black White Grey Blue

** Select Carpet Color:*

Black Blue Grey Toast
 Green Red Burgundy

Package Pricing = \$3,695.00

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

Package #10

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



** Select Carpet Color:*

Black Blue Grey Toast
 Green Red Burgundy

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

IMPORTANT INFORMATION:

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

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

PACKAGE TOTAL:



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

Carpet Rental Form

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

Prices include installation and taping of front edge only.

STANDARD CUT CARPET *For Inline Booths ONLY

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

PADDING

TOTAL

Booth Size X = square feet @ \$1.25 square foot \$

VISQUEEN

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

COLOR SELECTION



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 \$3.50 = \$700.00

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

PER SQUARE FOOT

DISCOUNT RATE	STANDARD RATE
\$3.50	\$4.50

COLOR SELECTION



CARPET

TOTAL

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

PADDING

Booth Size X = square feet @ \$1.25 square foot \$

VISQUEEN

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

TOTAL \$



Now Offering - Wood Grain Vinyl Flooring

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

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

STANDARD CUT WOOD GRAIN VINYL - For Inline Booths ONLY

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

PADDING

TOTAL

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

SPECIAL CUT WOOD GRAIN VINYL - ISLAND BOOTHS

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

Example: 10 x 20 booth = 200 sq. ft. x \$3.50 = \$700.00

- Rental price includes installation and removal.

PER SQUARE FOOT

DISCOUNT RATE	STANDARD RATE
\$3.50	\$4.50

VINYL

TOTAL

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

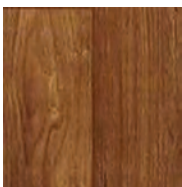
PADDING

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

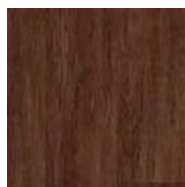
TOTAL

\$

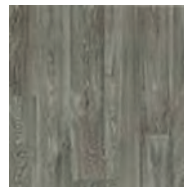
COLOR SELECTION



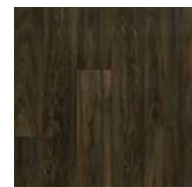
Natural Cherry



Dark Cherry



Fog



Espresso

*Colors subject to supplier availability



Electrical Services

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

***Please use this form for additional electrical services other than the discounted 500w outlet offered on page 3**

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

1 HOUR MINIMUM INSTALL/ 1/2 HOUR MINIMUM DISMANTLE

ATTACH DIAGRAMS TO ENSURE ADVANCED PLACEMENT OF WIRING

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

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

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.

ELECTRICAL WATTS REQUIRED (120v Single Phase)	DISCOUNT RATE	STANDARD RATE	# OF OUTLETS REQUIRED	TOTAL DUE
500 Watts (5 amps) or less	\$135	\$180		\$
1200 Watts (10 amps) or less	\$200	\$265		\$
2400 Watts (20 amps) or less	\$275	\$365		\$
3000 Watts (30 amps) or less	\$375	\$500		\$

LIGHTING *Electrical not included for lights	DISCOUNT RATE	STANDARD RATE	QUANTITY	TOTAL DUE
200 Watts Halogen Stem Light	\$50	\$60		\$
300 Watt Floodlight on Stanchion	\$90	\$125		\$
Extension Cord	\$20	\$30		\$
Plugstrip	\$20	\$30		\$

MOTOR/POWER REQUIREMENTS

- 10 Amps or 1/2 HP
- 20 Amps or 2 HP
- 30 Amps or 3 HP
- 60 Amp or 10 HP

SPECIFY SINGLE OR 3 PHASE

208 V SINGLE PHASE/ 3 PHASE

DISCOUNT RATE

- \$450
- \$650
- \$800
- \$1,100
- SINGLE PHASE

STANDARD RATE

- \$600
- \$865
- \$1,065
- \$1,465
- 3 PHASE

TOTAL DUE

\$
\$
\$
\$

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

ELECTRICAL LABOR

Straight Time @ \$115 per hour =

Overtime @ \$180 per hour =

TOTAL DUE
\$
\$
\$

ELECTRICAL SERVICES TOTAL

\$



CSNA 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, CA

Booth Electrical Layout

Company Name

Booth #

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

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

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, 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	X	# OF MEN	X	# HOURS	X	HOURLY RATE	=	TOTAL
<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	=	<input style="width:95%" type="text"/>
<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	=	<input style="width:95%" type="text"/>
DATE & TIME	X	# OF MEN	X	# HOURS	X	HOURLY RATE	=	TOTAL
<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	=	<input style="width:95%" type="text"/>
<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	X	<input style="width:95%" type="text"/>	=	<input style="width:95%" type="text"/>

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



CSNA 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, 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 Preferred Air & Expedited Freight Carrier **Exhibitors will be billed directly.*
- Ship via carrier of Exhibitor's Choice **Exhibitors must schedule their own pick up.*

Carrier Name of Exhibitor's Choice

Carrier Contact	Phone Number
-----------------	--------------

SELECT SHIPPING METHOD

- GROUND
- AIR: Select Service Preferred
- 1 Day 2 Day 3 Day Deferred

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

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

--



CSNA 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, CA

Compressed Air Services

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

Compressed Air 80-100 lbs. PSI	Discount Rate	Standard Rate	Number Required	Total Due
Service Charge for 1st Air Outlet	\$500	N/A		
Each Additional Outlet Within Booth	\$300	N/A		
Number of Connections - <i>Size of Connection</i>	\$95	N/A		
24 hr. Service Required yes/no - <i>If Yes Add</i>	\$300	N/A		
CFM's Required - <i>Total Requirements for ALL Machines</i>	\$6 each	N/A		
Labor Required - <i>1 Hour Minimum Install</i>	\$90 per hour	N/A		
Overtime Labor for Install 1 Hr Min - <i>Sat/Sun/Holidays Before 8am or After 4:30pm</i>	\$135 per hour	N/A		

TOTAL COMPRESSED AIR SERVICES

--

DESCRIPTION OF ITEM(S)

--

NOTE **Compressed Air is available through pre orders only. Please call or email TriCord if you have any additional questions.



CSNA 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, 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)
\$450.00/per hour DISCOUNT RATE
\$550.00/per hour STANDARD RATE

Overtime - Before 8:00am & after 4:30pm weekdays and all Saturday, Sunday and Holidays
\$560.00/per hour DISCOUNT RATE
\$660.00/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
<i>Lift & Operator</i>	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>
OVERTIME	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>

DISMANTLE

	DATE & TIME	# HOURS	HOURLY RATE	TOTAL
<i>Lift & Operator</i>	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>
OVERTIME	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>

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 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, 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
<i>Forklift & Operator</i>	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>
OVERTIME	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>

DISMANTLE

	DATE & TIME	# HOURS	HOURLY RATE	TOTAL
<i>Forklift & Operator</i>	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>
OVERTIME	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>

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.



CSNA 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, 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 <i>Cost per square foot is</i>	\$ 0.35
VACUUM CARPET -	DAILY <i>Cost per square foot per night is</i>	\$ 0.30
PORTER SERVICE -	Hourly Trash Pick Up/ Minimum Cleaning <i>Cost per day is</i>	\$ 80.00

BOOTH SIZE X =
SQUARE FEET

VACUUMING						
<input style="width: 100%; height: 30px;" type="text"/>	X	<input style="width: 100%; height: 30px;" type="text"/>	X	<input style="width: 100%; height: 30px;" type="text"/>	=	<input style="width: 100%; height: 30px;" type="text"/>
<small>(Square Feet)</small>		<small>(Number of Days)</small>		<small>(Rate)</small>		<small>(TOTAL)</small>
PORTER SERVICE						
<input style="width: 100%; height: 30px;" type="text"/>	X	<input style="width: 100%; height: 30px;" type="text"/>	=	<input style="width: 100%; height: 30px;" type="text"/>		
<small>(Number of Days)</small>		<small>\$ 80.00 (Rate)</small>		<small>(TOTAL)</small>		



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	

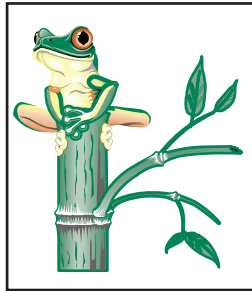
Suitable Media for images and/or logos	
Media	Preferred Format
Email Attachments	Limited to max size of 10MB
FTP	See info below
CD-ROM or DVD ROM	With hard copy color proofs

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%

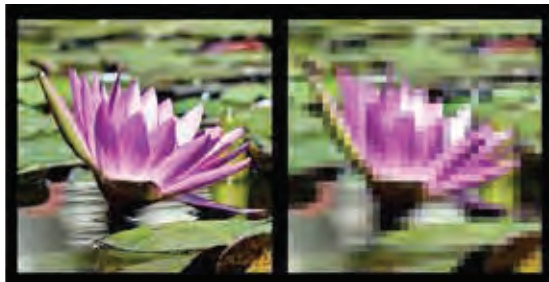


.ai / .eps vector @ 400%

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.



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, 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"	<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"/>

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

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"/>

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:

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



CSNA 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, 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:

FRIDAY, OCTOBER 27, 2017

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

THIRD PARTY - CREDIT CARD AUTHORIZATION



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



CSNA 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, 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: FRIDAY, OCTOBER 27, 2017

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

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

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

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

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

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



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

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 Sacramento, 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 Sacramento 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 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, 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



CSNA 2017
 November 9-12, 2017
 Sacramento Convention Center
 Sacramento, CA

Water Fill & Drain Service

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

<i>Service</i>	<i>Charge</i>
2 men @ 1 hour water fill @ \$85.00 per hour per man total	\$170
Water Fee (includes pump rental)	\$75
Drain Service 2 men 1/2 hour out	\$85
Total Amount for Services	\$330

(If order takes longer than 1 hour to fill or drain, you will be charged accordingly.)

Ordered By

Signature of Authorization



The Preferred Air & Expedited Freight Carrier for TriCord

For Domestic Shipments Call: 800-929-1085

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

Email: tricord@airwaysfreight.com

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

The Airways Advantage:

- Over 30 years in the exhibit industry.
- 24/7/365 complete service by experienced professionals.

PLANTS

by Muranaka

P.O. BOX 277847
Sacramento, CA 95827
916-429-8900

FAX 916-648-9936

CELLULAR 916-201-6499

EMAIL marshamel@sbcglobal.net

SHORT TERM RENTAL FORM

EXHIBITOR NAME: _____ Booth #: _____
Name of Show: _____ Show Date: _____
Location of Show: _____

SIZE/HGT.	VARIETIES OF PLANTS/QUANTITY OF EACH	COST	TOTAL
6 inch pot	BOSTON FERNS ___ IVY ___ POTHOS ___ ASSORTED ___	\$10.00 EA	
8 inch pot	BOSTON FERNS ___ IVY ___ POTHOS ___ ASSORTED ___	\$20.00 EA	
6 inch pot	FLORIST MUMS – LAVENDER ___ WHITE ___ YELLOW ___	\$15.00 EA	
6 inch pot	FLORIST AZALEAS – PINK ___ RED ___ WHITE ___	\$25.00 EA	
2 foot tall	SPATHIPHYLLUM (PEACE LILY)	\$30.00 EA	
2-3 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$35.00 EA	
3-4 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$45.00 EA	
4-5 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$55.00 EA	
5-6 foot tall	FICUS ___ PALMS ___ ASSORTED GREEN PLANTS ___	\$65.00 EA	
7-8 foot tall	FICUS ___	\$95.00 EA	
	FRESH FLORAL ARRANGEMENTS: \$45.00 <input type="checkbox"/> \$60.00 <input type="checkbox"/> \$75.00 <input type="checkbox"/>	\$	
	COLORS DESIRED:		
	LISTED PRICES INCLUDE, BLACK CONTAINERS, DELIVERY, SET-UP, MAINTENANCE, AND REMOVAL OF PLANTS.		
		SUB-TOTAL	\$
	ORDERS RECEIVED, WITH PAYMENT (CHECKS ONLY), 10 DAYS PRIOR TO THE FIRST SHOW DAY ARE ELIGIBLE FOR A 10%	- DISCOUNT	
	DISCOUNT FROM LIST PRICES.	8.5% TAX	
		GRAND TOTAL	\$

Company Contact: _____

Company Name: _____

Company Address: _____

City/State/Zip: _____

Area Code/Phone: _____

Area Code/Fax: _____

Email Address: _____



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

Audio-Visual/Computer Equipment Rental Form

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

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

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

TOUCH SCREENS - <small>INCLUDES TABLE STAND OR WALL MOUNT</small>	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
55" TOUCHSCREEN		\$1,500	\$1,875	\$
42" TOUCHSCREEN		\$1,100	\$1,375	\$
27" TOUCHSCREEN		\$650	\$800	\$

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

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

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



CSNA 2017
November 9-12, 2017
Sacramento Convention Center
Sacramento, CA

Audio-Visual/Computer Equipment Rental Form

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

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

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

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

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

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

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



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

N. CALIFORNIA DISTRICT
 SERVICE AREA: CA (NORTH), NV (NORTH)
 CORT Trade Show Furnishings
 1210 San Mateo Ave
 So. San Francisco, CA 94080
 650-624-0930
Please email both pages to:
 TSSanFrancisco@cort.com

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

PAYMENT INFORMATION	
Order Total:	
Late Order Fee: (Add 30%)	
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	2017	TOTAL
POWERED					
BNQTL7		Center Cone, Powered	White Vinyl	\$ 597	
ADAPT B		Charging Adapter	Black	\$ 21	
ADAPT W		Charging Adapter	White	\$ 20	
BNQ417		Full Banquette, Powered	White Vinyl	\$ 1,895	
G30BWP		G30 Bar Table, Powered	White Top	\$ 655	
G30DWP		G30 Café Table, Powered	White Top	\$ 518	
G30CWP		G30 Cocktail Table, Powered	White Top	\$ 372	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 536	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 746	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 859	
PWRUSB		Powered Conference Table Module	Black	\$ 63	
CHRPWR		Roma Chair, Powered	White Vinyl	\$ 536	
SFAPWR		Roma Sofa, Powered	White Vinyl	\$ 859	
C1YP		Sydney Powered Cocktail Table	Black, Brushed Steel	\$ 304	
C1WP		Sydney Powered Cocktail Table	White, Brushed Steel	\$ 304	
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric	\$ 417	
SFA002		Allegro Sofa	Blue Fabric	\$ 595	
FAIRCW		Fairfax Chair	White Vinyl, Brushed Metal	\$ 292	
FAIRSW		Fairfax Sofa	White Vinyl, Brushed Metal	\$ 404	
HCH08		Heathrow Chair	Black Vinyl	\$ 435	
HC008		Heathrow Corner Chair	Black Vinyl	\$ 472	
HS008		Heathrow Sectional	Black Vinyl, 3 Pieces	\$ 1,495	
HEA08		Heathrow Sofa	Black Vinyl	\$ 570	
HOPCH		Hopi Chair	Gray Linen	\$ 197	
HOPLV		Hopi Loveseat	Gray Linen	\$ 308	
KEYCHR		Key Largo Chair	Black, Fabric	\$ 264	
KEYLOV		Key Largo Loveseat	Black, Fabric	\$ 310	
KEYSOF		Key Largo Sofa	Black, Fabric	\$ 407	
NPLCHR		Naples Chair	Black Vinyl	\$ 496	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 595	
NPLSOF		Naples Sofa	Black Vinyl	\$ 712	
CHR003		Roma Chair	White Vinyl	\$ 464	
SFA003		Roma Sofa	White Vinyl	\$ 680	
SO2		South Beach Sectional, 3pcs	Platinum Suede	\$ 1,353	
SO1		South Beach Sofa	Platinum Suede	\$ 567	
TANCHR		Tangiers Chair	Beige Textured	\$ 366	
TANSOF		Tangiers Sofa	Beige Textured	\$ 570	
ACCENT CHAIRS					
CCE		Ice Chair	Transparent, Chrome	\$ 187	
OCB		Key West Chair	Black	\$ 340	
LABREA		La Brea Swivel Chair	Charcoal Gray, Fabric	\$ 352	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	\$ 363	
OCH		Madrid Chair	Black	\$ 618	
BCW		Madrid Chair	White	\$ 549	
SWAN		Swanson Swivel Chair	White Vinyl	\$ 306	

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

Additional Ottomans On Pg 2

To View the 2017 catalog please click here

SHOW NAME:		BOOTH:	
------------	--	--------	--

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

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

Page 2 TOTAL

To View the 2017 catalog please click here



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 9.0 or higher)
- ✓ Android™ Smartphone, tablet or Android based Kindle
(Minimum Operating System required is 4.2.X)



- ✓ Contact Management.
- ✓ Works Offline
- ✓ Capture sales leads anywhere, any time.
- ✓ 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.



CSNA 65th Annual Conference
 Sacramento Convention Center
 Sacramento, CA

November 9-12, 2017



Order Online: <http://shop.bartizan.com/CSNA.html>

Fax Order to: 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 booth visited.

Lead Retrieval Options

Capture leads by typing Badge ID # or scan the Barcode when available by using your own device.

Booth Price Packages:

1 License:

2 Licenses:

3 Licenses:

Additional Licenses available after 5th license for \$50.00 per license

iPod touch® Rental: Includes iLeads lead retrieval app pre-loaded.

iPad® Rental: Includes iLeads lead retrieval app pre-loaded.

3G Service is available for an additional \$80.00

QTY	ORDER BY	ORDER BY	ONSITE	TOTAL
	10/13/2017	10/27/2017		

	\$199.00	\$209.00	\$219.00	_____
	\$299.00	\$309.00	\$319.00	_____
	\$349.00	\$359.00	\$369.00	_____
<input type="checkbox"/>	\$50.00	\$50.00	\$50.00	_____
<input type="checkbox"/>	\$299.00	\$319.00	N/A	_____
<input type="checkbox"/>	\$399.00	\$429.00	N/A	_____
<input type="checkbox"/>	\$490.00	\$509.00	N/A	_____

Company Name _____



GRAND TOTAL _____

Please Note: Upon placing this order you agree to the full Terms & Conditions on the attached document.

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



CONTACT INFORMATION

COMPANY: _____ BOOTH #: _____	<p><u>iLeads Only:</u></p> <p>Please provide First Name, Last Name and Email address of person to receive the Event Access Code.</p> <p>Recipient will also receive the User Name & Password to access your company's leads on LeadsLightning.</p> <p>Name:</p> <p>_____</p> <p>Email:</p> <p>_____</p>
ADDRESS: _____	
CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____	
PHONE#: _____ FAX #: _____	
ORDER CONTACT: _____ EMAIL: _____	
ONSITE CONTACT: _____ CELL #: _____	

ORDER ONLINE:

<http://shop.bartizan.com/CSNA.html>

Mail Checks to:

Bartizan Connects,
 Attn: Customer Service
 P.O. Box 327,
 Jefferson Valley, NY 10535

Phone: 800.899.2278 **Order by Fax:** 914-965-7746

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

My Tradeshow Connections:

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

TERMS AND CONDITIONS

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

PAYMENT



Check# _____

Cardholder Name

Authorized Signature

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

Card Number

Expiration Date

Security Code