



CSNA 2019
November 7-10, 2019
Ontario Convention Center
Ontario, 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***



CSNA 2019
 November 7-10, 2019
 Ontario Convention Center
 Ontario, CA

Show Information

SHOW: California School Nutrition Association 2019

BOOTH DRAPE COLORS: Red/Gold/Purple/Gold/Red

BOOTH PACKAGE: *Each 8' x 10' & 10' x 10' Booth Includes:*

8' High Back Wall Drape

3' High Side Rail Drape

(1) 7" x 44" ID Sign

(1) Wastebasket

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

AISLE CARPET: Tuxedo

BOOTH CARPET: Black

DEADLINES:

Rental Discount Deadline: October 23, 2019

Graphics Deadline: October 21, 2019

Advance Freight Receiving Deadline: November 4, 2019

Direct to Showsite Dates:	Thursday,	November 7, 2019	8:00 am - 5:00 pm
	Friday,	November 8, 2019	7:00 am - 9:00 am

SHOW SCHEDULE:

Exhibitor Move In:	Thursday,	November 7, 2019	8:00 am - 5:00 pm
	Friday,	November 8, 2019	7:00 am - 10:00 am

Exhibits Open:	Friday,	November 8, 2019	10:30 am - 3:00 pm
	Saturday,	November 9, 2019	10:00 am - 1:30 pm

Exhibitor Move Out:	Saturday,	November 9, 2019	2:00 pm - 5:00 pm
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NOTE: -All exhibitor ordered freight carriers must be checked in by 4:00pm for freight pick up.
All outbound freight will incur overtime fees due to the show schedule.

-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.



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CSNA Discount Packages

***CSNA Exhibitors will be offered one discounted furniture package per 8'x10' or 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 8'x10' or 10'x10' space to receive the discount package.**

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

***CSNA Exhibitors will be offered one discounted 500 watt electrical outlet per 8'x10' or 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. 25). A credit card must be provided prior to the discount deadline for each 8'x10' or 10'x10' space to receive the discount package.**

DISCOUNTED 500 WATT ELECTRICAL DROP (Placed at the back center of the booth) NUMBER OF 8'x10' or 10'x10' BOOTH SPACES

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:



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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.
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Shipping: Advance to Warehouse

ADVANCE SHIPMENT DEADLINE

MONDAY, NOVEMBER 4, 2019

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

Company Name	Booth #
CSNA 2019 TriCord Tradeshow Services c/o YRC Freight 18298 Slover Ave. Bloomington, CA 92316	

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. ***Shipments received after the advance receiving deadline or without material handling forms, authorization to provide material handling and payment on file will be charged special handling.***

*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 MONDAY, NOVEMBER 4, 2019

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2019

**TriCord Tradeshow Services
c/o YRC Freight
18298 Slover Ave.
Bloomington, CA 92316**

NO. _____ OF _____ PIECES



WAREHOUSE

RUSH - EXHIBIT MATERIAL



MUST ARRIVE BY MONDAY, NOVEMBER 4, 2019

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2019

**TriCord Tradeshow Services
c/o YRC Freight
18298 Slover Ave.
Bloomington, CA 92316**

NO. _____ OF _____ PIECES



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Shipping: Direct to Exhibit Site

SHIPMENT MUST ARRIVE

**THURSDAY, NOVEMBER 7, 2019 BETWEEN 8:00 am - 5:00 pm, OR
FRIDAY, NOVEMBER 8, 2019 BETWEEN 7:00 am - 9:00 am**

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

Company Name	Booth #
CSNA 2019	
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.* **\$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.).
- Shipments received without material handling forms, authorization to provide material handling and payment on file.

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 lading, 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 for payment, must accompany the order form(s). Payment for all labor and services whether ordered by the exhibitor, display builders or other parties, shall be the responsibility of the exhibitor. Please make payments in United States funds.



SHOWSITE



RUSH - EXHIBIT MATERIAL CAN ONLY ARRIVE ON

THURSDAY, NOVEMBER 7, 2019 BETWEEN 8:00 am - 5:00 pm, OR

FRIDAY, NOVEMBER 8, 2019 BETWEEN 7:00 am - 9:00 am

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2019

**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 7, 2019 BETWEEN 8:00 am - 5:00 pm, OR

FRIDAY, NOVEMBER 8, 2019 BETWEEN 7:00 am - 9:00 am

COMPANY NAME _____

BOOTH # _____

EVENT CSNA 2019

**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

**THURSDAY, NOVEMBER 7, 2019 BETWEEN 8:00 am - 5:00 pm, OR
FRIDAY, NOVEMBER 8, 2019 BETWEEN 7:00 am - 9:00 am**

COMPANY NAME _____

BOOTH # _____

EVENT **CSNA 2019** _____

**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

**THURSDAY, NOVEMBER 7, 2019 BETWEEN 8:00 am - 5:00 pm, OR
FRIDAY, NOVEMBER 8, 2019 BETWEEN 7:00 am - 9:00 am**

COMPANY NAME _____

BOOTH # _____

EVENT **CSNA 2019** _____

**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

THURSDAY, NOVEMBER 7, 2019 BETWEEN 8:00 am - 5:00 pm, OR

FRIDAY, NOVEMBER 8, 2019 BETWEEN 7:00 am - 9:00 am

COMPANY NAME _____

BOOTH # _____

EVENT **CSNA 2019** _____

**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

THURSDAY, NOVEMBER 7, 2019 BETWEEN 8:00 am - 5:00 pm, OR

FRIDAY, NOVEMBER 8, 2019 BETWEEN 7:00 am - 9:00 am

COMPANY NAME _____

BOOTH # _____

EVENT **CSNA 2019** _____

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

NO. _____ OF _____ PIECES



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Material Handling

Company Name	Booth #
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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.

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 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 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.

Cartload Service Order Form

Company Name	Booth #
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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

\$

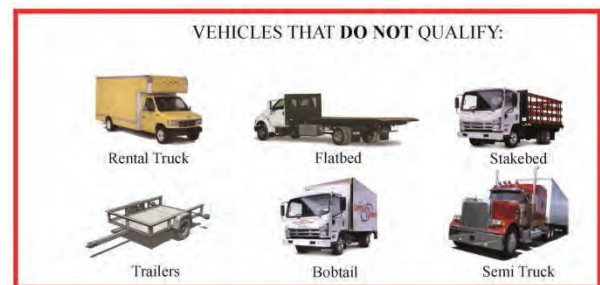
SMALL FREIGHT SERVICE QUALIFICATIONS

- 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



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Limits of Liability & Responsibility

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

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

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



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



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Vehicle & Equipment Spotting Fee

Company Name	Booth #
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ALL VEHICLES MUST ARRIVE BETWEEN 8:00 AM AND 5:00 PM THURSDAY, NOVEMBER 7 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' or 8'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' or 8'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' or 8'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' or 8'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 2019
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Ontario, CA

Furniture Form

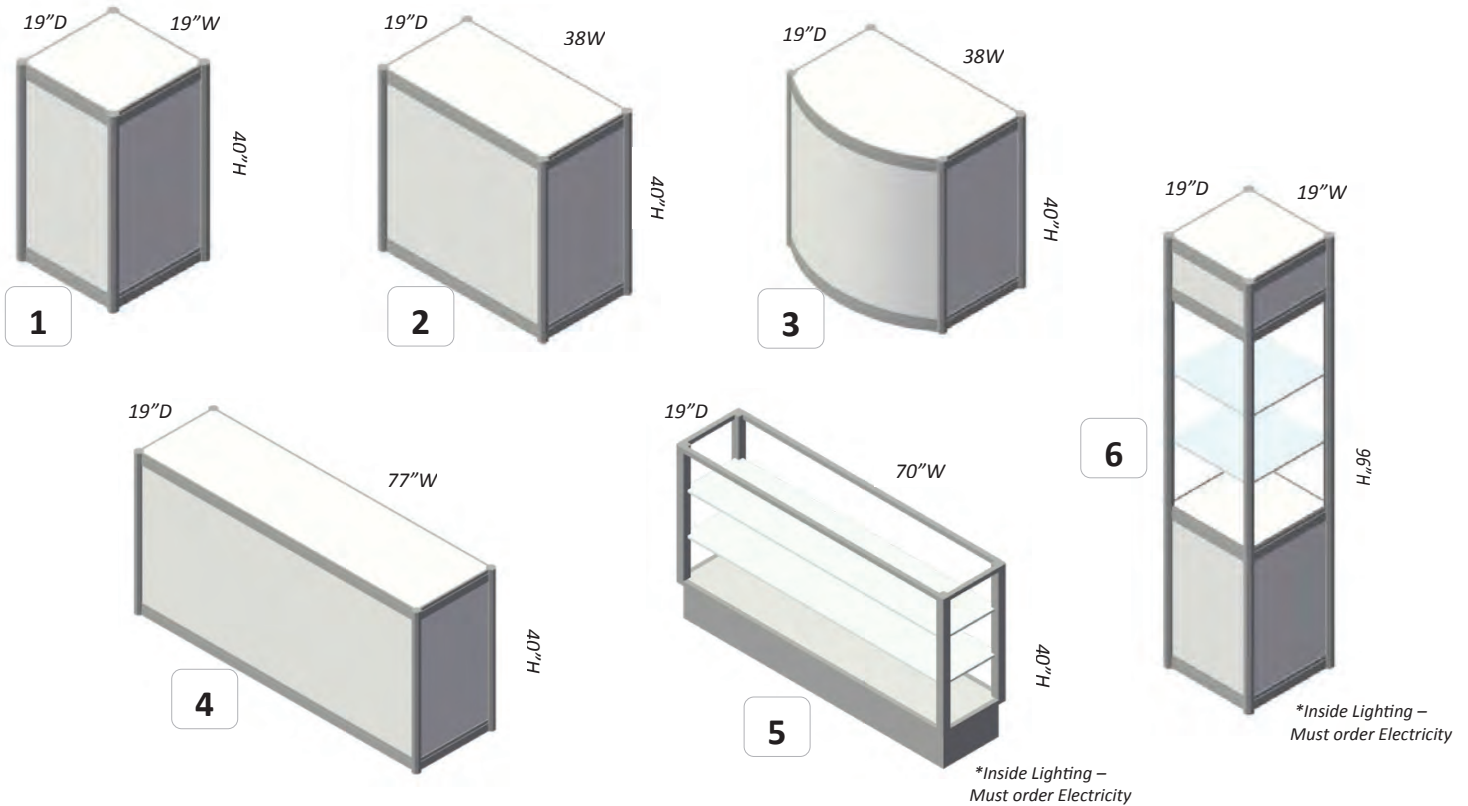
Company Name				Booth #
CHAIRS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Side Chairs		\$45	\$60	\$
Padded Arm Chairs		\$65	\$80	\$
Black Leather Executive Chairs		\$120	\$150	\$
Padded Bar Stools		\$80	\$95	\$
TABLES (30" HIGH)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 ft Draped Table		\$100	\$125	\$
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>) <i>*Inside Lighting – Must order Electricity</i>	N/A	\$350	\$N/A	N/A		\$
6. Glass Showcase (<i>Vertical</i>) <i>*Inside Lighting – Must order Electricity</i>	<i>Top Panel: 18.75" x 8"</i> <i>Bottom Panel: 18.75" x 32"</i>	\$300	\$125	Black		\$

TOTAL: \$

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



**8 x 10 & 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:

**8 x 20 & 10 x 20
Custom Booth Rentals**

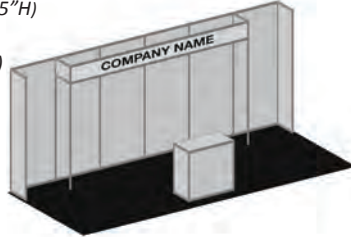
**To receive pricing listed below, TriCord requires full payment information, order forms, and graphic files provided by the Graphics Deadline specified on page 2. Any graphic orders placed after the deadline specified will be charged with a late fee of 25%.*

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:**

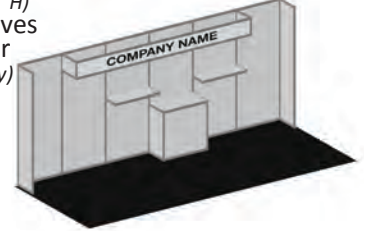
Black Blue Grey Toast
 Green Red Burgundy

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:**

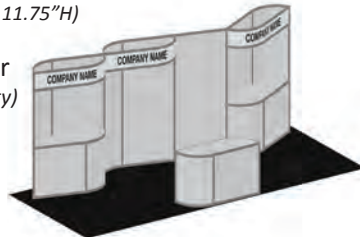
Black Blue Grey Toast
 Green Red Burgundy

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:**

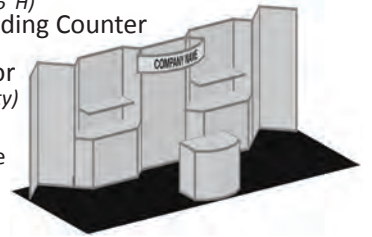
Black Blue Grey Toast
 Green Red Burgundy

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:

**Your booth space will come with black carpet. Please use this form for additional padding, or to upgrade to a different color or plush carpet*



CSNA 2019
November 7-10, 2019
Ontario Convention Center
Ontario, 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
8 x 10		\$140.00	\$165.00	\$
8 x 20		\$280.00	\$330.00	\$
8 x 30		\$420.00	\$520.00	\$
8 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

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

<input type="checkbox"/> Blue	<input type="checkbox"/> Toast	<input type="checkbox"/> Grey	<input type="checkbox"/> Black	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> White
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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 \$

**Your booth space will come with black carpet. Please use this form for additional padding, or to upgrade to a different color or plush carpet*



CSNA 2019
November 7-10, 2019
Ontario Convention Center
Ontario, 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

<input type="checkbox"/> Blue	<input type="checkbox"/> Toast	<input type="checkbox"/> Grey	<input type="checkbox"/> Black	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Green	<input type="checkbox"/> 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 \$3.50 = \$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

<input type="checkbox"/> Blue	<input type="checkbox"/> Toast	<input type="checkbox"/> Grey	<input type="checkbox"/> Black	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Green	<input type="checkbox"/> Red	<input type="checkbox"/> White
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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
8 x 10 or 10 x 10		\$200.00	\$300.00	\$
8 x 20 or 10 x 20		\$400.00	\$500.00	\$
8 x 30 or 10 x 30		\$600.00	\$800.00	\$
8 x 40 or 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

\$

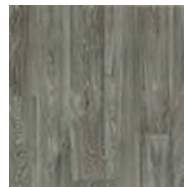
COLOR SELECTION



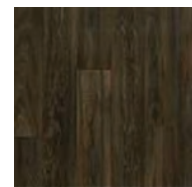
Natural Cherry



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**
Please note: All exhibitors cooking or heating need to have one fire extinguisher on hand.

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	\$150	\$190		\$
1200 Watts (10 amps) or less	\$215	\$265		\$
2400 Watts (20 amps) or less	\$295	\$365		\$
3000 Watts (30 amps) or less	\$400	\$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	\$25	\$35		\$
Plugstrip	\$25	\$35		\$

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	<input type="text"/>	@ \$115 per hour	=	<input type="text"/>
Overtime	<input type="text"/>	@ \$180 per hour	=	<input type="text"/>

ELECTRICAL SERVICES TOTAL =



CSNA 2019
 November 7-10, 2019
 Ontario Convention Center
 Ontario, 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: _____

Electrical Rules & Regulations

Electrical Code

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

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

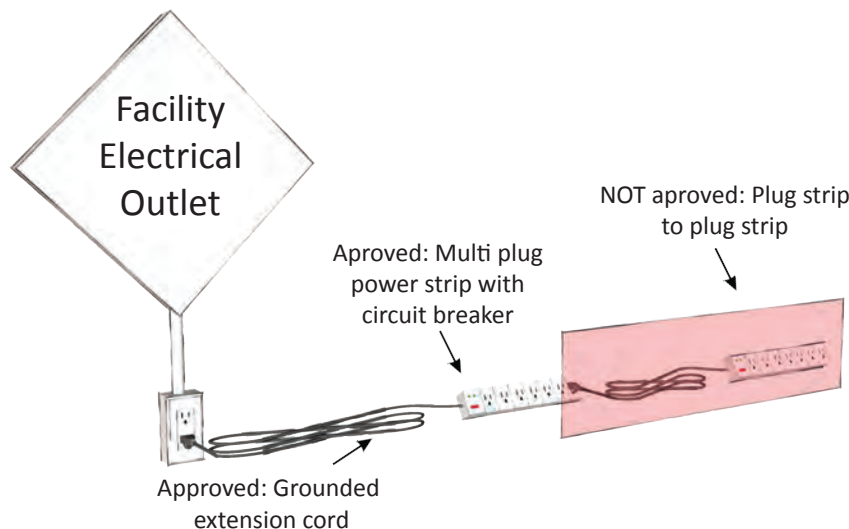
The following guidelines are available to assist our exhibitors in understanding TriCord's basic electrical requirements, and to ensure we are upholding our highest safety standards.

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

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

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

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



Frequently Asked Questions

Where will my electrical drop be placed?

For all in-line, peninsula, and back-to-back peninsula booths, TriCord will place electrical drops in the back center of the booth at no additional labor charge. Any exhibitor wishing to have their drop placed elsewhere inside the booth must fill out and return the electrical diagram BEFORE the show begins, or TriCord will default to standard placement.

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

How much power do I need?

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

Electrical Rules & Regulations

Electrical Limits of Liability & Responsibility

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

TriCord Jurisdiction (Required Labor and/or Materials)

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

Electrical Labor

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



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.**



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
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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.)

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Compressed Air Services

Company Name	Booth #
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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)

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



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Water Fill & Drain Service

Company Name	Booth #
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<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



Hanging Sign Form

Company Name	Booth #
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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.
- (1) hour minimum for removal.



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In Booth - Forklift Form

Company Name	Booth #
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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.



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Cleaning Form

Company Name	Booth #
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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: 150px; height: 30px;" type="text"/> (Square Feet)	X	<input style="width: 150px; height: 30px;" type="text"/> (Number of Days)	X	<input style="width: 150px; height: 30px;" type="text"/> (Rate)	= <input style="width: 150px; height: 30px;" type="text"/> (TOTAL)
PORTER SERVICE					
		<input style="width: 150px; height: 30px;" type="text"/> (Number of Days)	X	<input style="width: 150px; height: 30px;" type="text"/> \$ 80.00 (Rate)	= <input style="width: 150px; height: 30px;" type="text"/> (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 artwork and/or logos	
Program	Preferred Format
Adobe Illustrator CC	.ai, .eps, .pdf (press quality)
Adobe Photoshop CC	.pdf (press quality), jpeg (high res.)
Adobe Acrobat	.pdf (press quality)
ALL FONTS MUST BE CONVERTED TO OUTLINES	

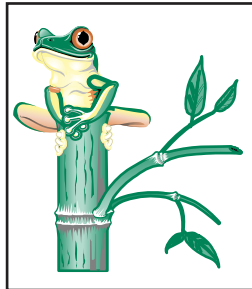
Suitable Media for artwork and/or logos	
Media	Preferred Format
Direct Upload	See info below
Email Attachments	Limited to max size of 5MB
ALL FONTS MUST BE CONVERTED TO OUTLINES	

AVOIDING ADDITIONAL COSTS

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



.gif @ 400%



.ai / .eps vector @ 400%

VECTOR ARTWORK

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

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



High Resolution (300 dpi)

Low Resolution (72 dpi)

PDF

Artwork that is created in almost any design program can be saved as or exported to a .pdf. When doing so, the press quality setting must be used and all fonts must be converted to outlines. Artwork must be set to the proper proportions @ 50-100% of final size. Any images in the file must be high resolution and/or a minimum of 150dpi at full size, 300dpi at half size. These steps will ensure good print quality output. See Visual

JPEG

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

GRAPHIC FILE UPLOAD INSTRUCTIONS:

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

[CSNA-2019-Graphics-Upload](#)



Signs & Banners

Company Name	Booth #
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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	\$



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Third Party Authorization

Company Name	Booth #
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IMPORTANT INFORMATION

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

TriCord 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:

WEDNESDAY, OCTOBER 23, 2019

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



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Exhibitors Only - EAC Information Form

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

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

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

Please make sure the show name, dates, facility and client's name are listed on the certificate of insurance as well as TriCord Tradeshow Services named as additional insured. See the sample COI on the following page.

**PLEASE FAX OR MAIL TO TRICORD TRADESHOW SERVICES - orders@tricord.net or (831) 883-8686
30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE IN**

All Exhibitor Appointed Contractors 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 (EAC) information:

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/30/2018

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

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

PRODUCER ABC Insurance Agency 123 Main St License #0567141 Monterey CA 93940		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):
INSURED ACME Electrical 123 Main St Monterey CA 93940		INSURER(S) AFFORDING COVERAGE INSURER A : INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** CL1892505456 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
3	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:				8	9	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 10,000						EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

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

Show Dates: 6

CERTIFICATE HOLDER

7
 Tricord Tradeshaw Services, Inc.
 738 Neeson Road
 Marina CA 93933

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE 11

TRICORD IS OFFERING DISCOUNTED FREIGHT RATES TO OUR ADVANCE 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 Advance 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.



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Logistics

Company Name		Booth #
Address		
City/State/Zip		
Contact Name	Telephone	
Email	Fax	
Do you require a lift gate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date/Time Shipment Can Pick-up	
Hours of Operation	Date Shipment Must Arrive By	
Service Level <input type="checkbox"/> GROUND <input type="checkbox"/> 2ND DAY <input type="checkbox"/> OVERNIGHT	Round Trip <input type="checkbox"/> YES <input type="checkbox"/> NO	

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

SPECIAL HANDLING DESCRIPTION/INSIDE DELIVERY

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



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.

Plant Form

Company Name	Booth #
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Areca



Neanthe Bella



Palm



Dracaena

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

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

Flowering Plants <i>\$60/Plant</i>	Quantity	Total
Chrysanthemums		
Kalanchoe		
Cyclamen		
Seasonal Flowering Plants <i>\$60/Plant</i>	Quantity	Total
Azalea		
Lily		
Poinsettia		
Green Foliage Plants- 2 1/2 to 3 1/2 ft. <i>\$70/Plant</i>	Quantity	Total
Neanthe Bella		
Palm		
Draecena		
Arbicola		
Boston Fern		
Green Foliage Plants- 4 1/2 to 5 1/2 ft. <i>\$75/Plant</i>	Quantity	Total
Ficus Benjamina		
Ficus Lyrata		
Areca		
Palm		
Draecena		
Green Foliage Plants- 6 ft. plus <i>\$85/Plant</i>	Quantity	Total
Ficus		
Benjamina		
Draecena		
Marginata		
Palms		
Floral Arrangement <i>\$85/Arrangement</i>	Quantity	Total
Floral Arrangement		
PLANT ORDER TOTAL		



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Audio-Visual/Computer Equipment Rental Form

Company Name	Booth #
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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	\$
40-43" 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 2019
November 7-10, 2019
Ontario Convention Center
Ontario, CA

Audio-Visual/Computer Equipment Rental Form

Company Name	Booth #
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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:			

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

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

PAYMENT INFORMATION	
Order Total:	
Ordering within 14 days of show open?	Late Order Fee:
State Tax: (excluding NV, CA & OR)	
TOTAL DUE:	
<p><i>*To better protect your data, we no longer accept credit card information via email or fax. All credit card payments must be made through our secure online payment portal or over the phone.</i></p> <p>After your order has been processed, you will receive a confirmation PDF with a link and PIN to pay online. If you would like to pay over the phone, please call 1-844-855-0735 M-F between 7am - 5pm PST after you receive your confirmation.</p>	

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	2019	TOTAL
POWERED					
BNQTL7		Center Cone	White Vinyl	\$ 635	
BNQ417		Full Banquette	White Vinyl	\$ 1,095	
NPLCHP		Naples Chair, Powered	Black Vinyl	\$ 565	
NPLLOP		Naples Loveseat, Powered	Black Vinyl	\$ 735	
NPLSOP		Naples Sofa, Powered	Black Vinyl	\$ 890	
PWRUSB		Powered Conf Table Module	Black	\$ 75	
CHRPWR		Roma Chair, Powered	White Vinyl	\$ 570	
SFAPWR		Roma Sofa, Powered	White Vinyl	\$ 910	
C1YP		Sydney Powered Cocktail Table	Black, Brushed Steel	\$ 325	
C1WP		Sydney Powered Cocktail Table	White, Brushed Steel	\$ 325	
VNTBLK		Ventura Bar Table, Powered	Black Top, Silver Frame	\$ 680	
VNTWHT		Ventura Bar Table, Powered	White Top, Silver Frame	\$ 680	
VNTCBK		Ventura Café Table, Powered	Black Top, Silver Frame	\$ 525	
VNTCWH		Ventura Café Table, Powered	White Top, Silver Frame	\$ 525	
CUBPOW		Wireless Charging Table, Powered	White, AC Plug In	\$ 395	
Additional Powered Products Under Office & Product Display on Pg 2					
SOFT SEATING COLLECTIONS					
CHR002		Allegro Chair	Blue Fabric	\$ 450	
SFA002		Allegro Sofa	Blue Fabric	\$ 635	
BCHWHT		Baja Chair	White Vinyl	\$ 479	
BLVWHT		Baja Loveseat	White Vinyl	\$ 705	
BSFWHT		Baja Sofa	White Vinyl	\$ 765	
FAIRCW		Fairfax Chair	White Vinyl, Metal	\$ 315	
FAIRSW		Fairfax Sofa	White Vinyl, Metal	\$ 440	
HOPCH		Hopi Chair	Gray Linen	\$ 210	
HOPLV		Hopi Loveseat	Gray Linen	\$ 320	
KEYCHR		Key Largo Chair	Black, Fabric	\$ 285	
KEYLOV		Key Largo Loveseat	Black, Fabric	\$ 329	
KEYSOF		Key Largo Sofa	Black, Fabric	\$ 435	
MNCHCH		Munich Armless Chair	Gray Fabric	\$ 405	
MNCHLV		Munich Armless Loveseat	Gray Fabric	\$ 710	
MNCHCC		Munich Corner Chair	Gray Fabric	\$ 485	
MNCHSC		Munich Sectional, 3 Pc.	Gray Fabric	\$ 1,585	
NPLCHR		Naples Chair	Black Vinyl	\$ 530	
NPLLOV		Naples Loveseat	Black Vinyl	\$ 635	
NPLSOF		Naples Sofa	Black Vinyl	\$ 759	
SO2		South Beach Sectional, 3pc	Platinum Suede	\$ 1,440	
SO1		South Beach Sofa	Platinum Suede	\$ 605	
TANCHR		Tangiers Chair	Beige Textured	\$ 369	
TANLOV		Tangiers Loveseat	Beige Textured	\$ 589	
TANSOF		Tangiers Sofa	Beige Textured	\$ 690	
ACCENT CHAIRS					
OCB		Key West Chair	Black	\$ 365	
LABREA		La Brea Swivel Chair	Charcoal Gray	\$ 375	
WENCHA		Wentworth Chair	Brown Vinyl	\$ 295	
OCH		Madrid Chair	Black	\$ 585	
BCW		Madrid Chair	White	\$ 585	
SWAN		Swanson Swivel Chair	White Vinyl	\$ 325	
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso	\$ 255	
OCMTAU		Meeting Chair	Taupe Fabric	\$ 255	
OCMWHT		Meeting Chair	White Vinyl	\$ 255	

CODE	QTY	ITEM	DESCRIPTION	2019	TOTAL
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	\$ 285	
CS8		Berlin Chair	Black, White	\$ 120	
BLDCRD		Blade Chair	Red	\$ 65	
BLDCSB		Blade Chair	Sky Blue	\$ 65	
SC3		Brewer Chair	Onyx, Black	\$ 155	
XCHR		Christopher Chair	White Vinyl, Chrome	\$ 99	
DUET		Duet Stack Chair	Black, Chrome	\$ 70	
LMCHR		Laguna Chair	Maple, Chrome	\$ 130	
LUCHCL		Lucent Chair	Frosted, Acrylic	\$ 160	
MALGRY		Malba Chair	Gray	\$ 100	
MALGRN		Malba Chair	Green	\$ 100	
MARCBK		Marina Chair	Black Vinyl	\$ 135	
MARCBR		Marina Chair	Brown Fabric	\$ 135	
MARCBE		Marina Chair	Ocean Blue Fabric	\$ 135	
MARCRD		Marina Chair	Red Fabric	\$ 135	
MARCRW		Marina Chair	White Vinyl	\$ 135	
SC10		Razor Armless Chair	White	\$ 80	
RSTDIN		Rustique Chair w/ arms	Gunmetal	\$ 135	
CS4		Syntax Chair	Black, Chrome	\$ 185	
ZENCHR		Zenith Chair	White, Chrome	\$ 149	
OTTOMANS					
BVLYBK		Beverly Bench Ottoman	Black Vinyl	\$ 350	
BVLYBN		Beverly Bench Ottoman	Brown Fabric	\$ 350	
BVLYGR		Beverly Bench Ottoman	Gray Fabric	\$ 350	
BVLYLN		Beverly Bench Ottoman	Linen Fabric	\$ 350	
BVLYOB		Beverly Bench Ottoman	Ocean Blue Fabric	\$ 350	
BVLYRD		Beverly Bench Ottoman	Red Fabric	\$ 350	
BVLYWH		Beverly Bench Ottoman	White Vinyl	\$ 350	
CUBL20		Edge LED Cube Ottoman	White, Plastic	\$ 165	
END01B		Endless Curved Ottoman	Black Vinyl	\$ 380	
END01W		Endless Curved Ottoman	White Vinyl	\$ 380	
END02B		Endless Square Ottoman	Black Vinyl	\$ 325	
END02W		Endless Square Ottoman	White Vinyl	\$ 325	
WHT12		Half Bench Ottoman	White Vinyl	\$ 329	
MAR010		Marche Swivel Ottoman	Blue Fabric	\$ 175	
MAR002		Marche Swivel Ottoman	Gray Fabric	\$ 175	
MAR003		Marche Swivel Ottoman	Linen Fabric	\$ 175	
MAR008		Marche Swivel Ottoman	Meadow Green	\$ 175	
MAR011		Marche Swivel Ottoman	Orange Fabric	\$ 175	
MAR009		Marche Swivel Ottoman	Pear Yellow Fabric	\$ 175	
MAR007		Marche Swivel Ottoman	Plum Fabric	\$ 175	
MAR004		Marche Swivel Ottoman	Raspberry Fabric	\$ 175	
MAR005		Marche Swivel Ottoman	Red Fabric	\$ 175	
MAR006		Marche Swivel Ottoman	Rose Quartz Fabric	\$ 175	
MAR001		Marche Swivel Ottoman	White Vinyl	\$ 175	
BNQR17		Ottoman Ring	White Vinyl	\$ 1,320	
BNQ7		Quarter Curve Ottoman	White Vinyl	\$ 435	
SAL		Sally Stool/Ottoman	White	\$ 90	
OTS		South Beach Wedge Ottoman	Platinum Suede	\$ 290	
VIB07		Vibe Cube Ottoman	Beige Vinyl	\$ 130	
VIB10		Vibe Cube Ottoman	Black Vinyl	\$ 130	
VIB02		Vibe Cube Ottoman	Blue Vinyl	\$ 130	
<i>Additional Ottomans On Pg 2</i>					

To View the 2019 Catalog Please Click Here

SHOW NAME:					BOOTH:						
CODE	QTY	ITEM	DESCRIPTION	2019	TOTAL	CODE	QTY	ITEM	DESCRIPTION	2019	TOTAL
OTTOMANS (continued)											
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	\$	130						
VIB01		Vibe Cube Ottoman	Green Vinyl	\$	130						
VIB08		Vibe Cube Ottoman	Orange Vinyl	\$	130						
VIB03		Vibe Cube Ottoman	Pink Vinyl	\$	130						
VIB13		Vibe Cube Ottoman	Purple Vinyl	\$	130						
VIB04		Vibe Cube Ottoman	Red Vinyl	\$	130						
VIB12		Vibe Cube Ottoman	Silver Vinyl	\$	130						
VIB11		Vibe Cube Ottoman	Steel Blue Vinyl	\$	130						
VIB09		Vibe Cube Ottoman	White Vinyl	\$	130						
VIB05		Vibe Cube Ottoman	Yellow Vinyl	\$	130						
ACCENT TABLES											
ALC100		Alondra Cocktail Table	Glass, Chrome	\$	300						
ALC200		Alondra Cocktail Table	Wood, Chrome	\$	300						
ALE100		Alondra End Table	Glass, Chrome	\$	215						
ALE200		Alondra End Table	Wood, Chrome	\$	215						
AURA		Aura Round Table	White Metal	\$	135						
ETBL		E Table	Wood	\$	165						
CUBTBL		Edge LED Cube Table	White, Plastic, Plexi	\$	165						
C1C		Geo Cocktail Table	Glass, Chrome	\$	255						
C1FWB		Geo Cocktail Table	Wood, Black	\$	255						
E1C		Geo End Table	Glass, Chrome	\$	230						
E1FWB		Geo End Table	Wood, Black	\$	230						
COLI		Oliver Cocktail Table	Walnut Finish	\$	220						
EOLI		Oliver End Table	Walnut Finish	\$	190						
REGBEN		Regis Bench Table	Brushed Metal	\$	265						
REGOTT		Regis End Table	Brushed Metal	\$	190						
C1E		Silverado Cocktail Table	Glass, Chrome	\$	259						
E1E		Silverado End Table	Glass, Chrome	\$	240						
C1Y		Sydney Cocktail Table	Black, Brushed Steel	\$	259						
SYDBEC		Sydney Cocktail Table	Blue, Brushed Steel	\$	259						
C1W		Sydney Cocktail Table	White, Brushed Steel	\$	259						
SYDWY		Sydney Cocktail Table	Wood, Brushed Steel	\$	259						
E1Y		Sydney End Table	Black, Brushed Steel	\$	230						
SYDBEE		Sydney End Table	Blue, Brushed Steel	\$	230						
E1W		Sydney End Table	White, Brushed Steel	\$	230						
SYDWDE		Sydney End Table	Wood, Brushed Steel	\$	230						
TMBTBL		Timber Table	Wood	\$	160						
CAFÉ TABLES W/ STANDARD BLACK BASE											
ZTJ		30" Round Café Table	Graphite Nebula Top	\$	205						
30BECB		30" Round Café Table	Blue Top	\$	205						
ZTK		30" Round Café Table	Maple Top	\$	205						
ZTB		30" Round Café Table	Red Top	\$	205						
ZTG		30" Round Café Table	Silver Textured Top	\$	205						
30WH29		30" Round Café Table	White Laminate Top	\$	205						
30WDBC		30" Round Café Table	Wood Top	\$	205						
ZTA		30" Round Madison Café Table	Gray Acajou	\$	200						
ZTN		36" Round Café Table	Graphite Nebula Top	\$	219						
ZTP		36" Round Café Table	Maple Top	\$	219						
ZTQ		36" Round Café Table	White Laminate Top	\$	219						
CAFÉ TABLES W/ HYDRAULIC BASE											
30GRHC		30" Round Café Table	Graphite Nebula Top	\$	275						
30BEHC		30" Round Café Table	Blue Top	\$	275						
30MTHC		30" Round Café Table	Maple Top	\$	275						
30BRHC		30" Round Café Table	Red Top	\$	275						
30STHC		30" Round Café Table	Silver Textured Top	\$	275						
30WHHC		30" Round Café Table	White Laminate Top	\$	275						
30WDHC		30" Round Café Table	Wood Top	\$	275						
30MAHC		30" Round Madison Café Table	Gray Acajou	\$	265						
36GRHC		36" Round Café Table	Graphite Nebula Top	\$	300						
36MTHC		36" Round Café Table	Maple Top	\$	300						
36WTHC		36" Round Café Table	White Laminate Top	\$	300						
BAR TABLES W/ STANDARD BLACK BASE											
VTJ		30" Round Bar Table	Graphite Nebula Top	\$	230						
30BEBB		30" Round Bar Table	Blue Top	\$	230						
VTK		30" Round Bar Table	Maple Top	\$	230						
VTB		30" Round Bar Table	Red Top	\$	230						
VTG		30" Round Bar Table	Silver Textured Top	\$	230						
30WH42		30" Round Bar Table	White Laminate Top	\$	230						
30WDBB		30" Round Bar Table	Wood Top	\$	230						
VTA		30" Round Madison Bar Table	Gray Acajou	\$	220						
VTN		36" Round Bar Table	Graphite Nebula Top	\$	245						
VTP		36" Round Bar Table	Maple Top	\$	245						
VTW		36" Round Bar Table	White Laminate Top	\$	245						
BAR TABLES W/ HYDRAULIC BASE											
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$	275						
30BEHB		30" Round Bar Table	Blue Top	\$	275						
30MTHB		30" Round Bar Table	Maple Top	\$	275						
30BRHB		30" Round Bar Table	Red Top	\$	275						
30STHB		30" Round Bar Table	Silver Textured Top	\$	275						
30WHHB		30" Round Bar Table	White Laminate Top	\$	275						
30WDHB		30" Round Bar Table	Wood Top	\$	275						
30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	265						
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	300						
36MTHB		36" Round Bar Table	Maple Top	\$	300						
36WTHB		36" Round Bar Table	White Laminate Top	\$	300						
BAR TABLES W/ HYDRAULIC BASE											
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$	275						
30BEHB		30" Round Bar Table	Blue Top	\$	275						
30MTHB		30" Round Bar Table	Maple Top	\$	275						
30BRHB		30" Round Bar Table	Red Top	\$	275						
30STHB		30" Round Bar Table	Silver Textured Top	\$	275						
30WHHB		30" Round Bar Table	White Laminate Top	\$	275						
30WDHB		30" Round Bar Table	Wood Top	\$	275						
30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	265						
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	300						
36MTHB		36" Round Bar Table	Maple Top	\$	300						
36WTHB		36" Round Bar Table	White Laminate Top	\$	300						
BAR TABLES W/ HYDRAULIC BASE											
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$	275						
30BEHB		30" Round Bar Table	Blue Top	\$	275						
30MTHB		30" Round Bar Table	Maple Top	\$	275						
30BRHB		30" Round Bar Table	Red Top	\$	275						
30STHB		30" Round Bar Table	Silver Textured Top	\$	275						
30WHHB		30" Round Bar Table	White Laminate Top	\$	275						
30WDHB		30" Round Bar Table	Wood Top	\$	275						
30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	265						
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	300						
36MTHB		36" Round Bar Table	Maple Top	\$	300						
36WTHB		36" Round Bar Table	White Laminate Top	\$	300						
BAR TABLES W/ HYDRAULIC BASE											
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$	275						
30BEHB		30" Round Bar Table	Blue Top	\$	275						
30MTHB		30" Round Bar Table	Maple Top	\$	275						
30BRHB		30" Round Bar Table	Red Top	\$	275						
30STHB		30" Round Bar Table	Silver Textured Top	\$	275						
30WHHB		30" Round Bar Table	White Laminate Top	\$	275						
30WDHB		30" Round Bar Table	Wood Top	\$	275						
30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	265						
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	300						
36MTHB		36" Round Bar Table	Maple Top	\$	300						
36WTHB		36" Round Bar Table	White Laminate Top	\$	300						
BAR TABLES W/ HYDRAULIC BASE											
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$	275						
30BEHB		30" Round Bar Table	Blue Top	\$	275						
30MTHB		30" Round Bar Table	Maple Top	\$	275						
30BRHB		30" Round Bar Table	Red Top	\$	275						
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30WHHB		30" Round Bar Table	White Laminate Top	\$	275						
30WDHB		30" Round Bar Table	Wood Top	\$	275						
30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	265						
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	300						
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BAR TABLES W/ HYDRAULIC BASE											
30GRHB		30" Round Bar Table	Graphite Nebula Top	\$	275						
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30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	265						
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	300						
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30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	265						
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	300						
36MTHB		36" Round Bar Table	Maple Top	\$	300						
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30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	265						
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	300						
36MTHB		36" Round Bar Table	Maple Top	\$	300						
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BAR TABLES W/ HYDRAULIC BASE											
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30MAHB		30" Round Madison Bar Table	Gray Acajou	\$	265						
36GRHB		36" Round Bar Table	Graphite Nebula Top	\$	300						
36MTHB		36" Round Bar Table</									

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

Fax Order to: 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 10.0 or higher)
- ✓ Android™ Smartphone, tablet or Android based Kindle
(Minimum Operating System required is 6.0)



- ✓ 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.

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.

QTY	ORDER BY	ORDER BY	ONSITE	TOTAL
	10/9/2019	10/23/2019		

	\$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	_____

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