



NorCal Landscape & Nursery Show
February 3-6, 2026
San Mateo County Event Center
San Mateo, CA

TriCord Introduction Letter

Dear Exhibitor,

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

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

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

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

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

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

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

Email: orders@tricord.net

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](#)



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Show Information

SHOW:

NorCal Landscape & Nursery Show

BOOTH DRAPE COLORS:

Green & White

BOOTH PACKAGE:

Each 10x10 Booth Space Includes:

8' High Back Drape

3' High Side Rails

7" x 44" ID Sign

*Direct Material Handling Provided

EXHIBIT HALL CARPET:

NO - exhibit hall is concrete floor. To place an order for carpet, see pages 27 & 28

DEADLINES:

Rental Discount Deadline:

January 13, 2026

Graphics Deadline - Print Ready Artwork:

January 13, 2026

Advance Freight Receiving Window:

January 2, 2026 - January 30, 2026

Direct To Showsite Receiving Date:

February 3, 2026 Between 1:00 pm - 5:00 pm

February 4, 2026 Between 8:00 am - 7:00 pm

SHOW SCHEDULE:

Exhibitor Move In by Invitation:

Tuesday	February 3, 2026	1:00 pm - 5:00 pm
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Full Exhibitor Move In:

Wednesday	February 4, 2026	8:00 am - 7:00 pm
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Move In - **Hand Carry Only:**

Thursday	February 5, 2026	7:00 am - 7:30 am
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Show Hours:

Thursday	February 5, 2026	8:00 am - 4:00 pm
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*Exhibitor Access:

Thursday	February 5, 2026	7:00 am - 8:00 am
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Move Out - **Hand Carry Only**

Thursday	February 5, 2026	4:30 pm - 5:30 pm
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Full Exhibitor Move Out:

Thursday	February 5, 2026	5:30 pm - 9:00 pm
Friday	February 6, 2026	8:00 am - 10:00 am Only

Note:

- All exhibitor ordered freight carriers must be checked in by 5:00pm for freight pick-up. **All outbound shipments on Thursday, February 5, 2026 will be billed on overtime.**

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

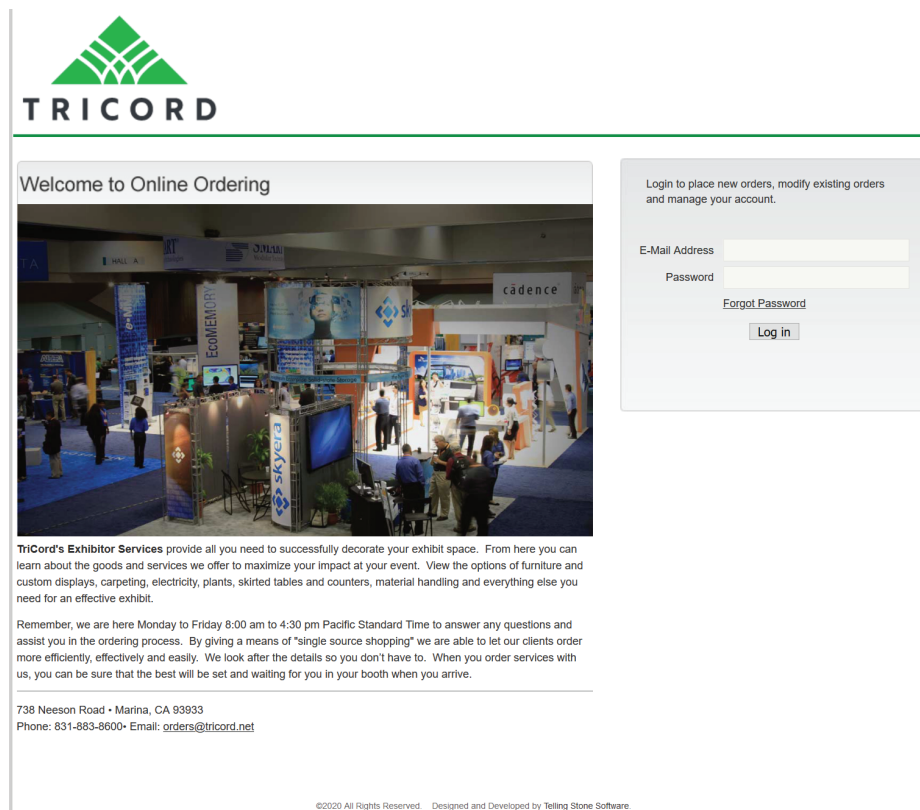
- All orders received before the discount deadline will receive the discount rates. Orders that are not sent by the discount deadline will receive the standard rates.

Online Ordering Information

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

What can exhibitors do through the Online storefront?

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



TRICORD

Welcome to Online Ordering

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

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

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

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

Pre-Show Checklist

- Please review this Exhibitor Kit and Limits of Liability & Responsibility (pg. 15)
- Review Show Information page (pg. 3) to see booth inclusions, ordering deadlines, material handling schedule, and show schedule. Please note: payment is required to confirm all orders.
- Arrange your inbound/outbound shipment and place order for material handling.
 - You have the option to ship either to our advance warehouse or directly to the showsite. We typically recommend that you ship to our warehouse if you have the ability to do so. This ensures your freight is in your booth by the time you arrive. If you ship directly to the showsite, please ensure that your freight arrives during the time frame that we have established. Any freight received outside of this window may be refused by the facility.
 - Overtime is considered to be any Saturday, Sunday, holiday, or arrival prior to 8:00 am and after 4:30 pm Monday - Friday. If a show sets or dismantles during these days or times, Overtime rates will apply.
 - Prior to shipping your freight, complete the Material Handling form, Authorization to Provide Material Handling form, and Outbound Shipping form (if needed). Print the applicable labels and adhere them to each of your items. Submit the forms and Payment form to your representative.
 - After your freight has been shipped, you will want to track your freight to ensure it's arrival. Bring your tracking numbers for all materials to the show.
- Place your order for furnishings, labor, and other miscellaneous items
 - Keep in mind, your booth space will come with the items listed on the Show Information page.
 - Any additional items may be ordered. Please make note of the rental discount deadline prior to submitting your order to ensure that you receive our discounted pricing. Any orders placed after the rental discount deadline will be billed at the standard rate.
- Place your order for graphics and submit files
 - If you are ordering graphics or signage, please upload these order forms and files by the graphics deadline published in the Exhibitor Kit to secure the discounted rates. A 25% late fee will be applied to graphics submitted after the deadline. The graphics upload link can be found on the Digital File Preparation form (pg. 42) along with suitable file formats for submission. Please note, submitted graphic files that are not print ready and require design assistance may incur additional fees.
- Once done, submit all forms along with your Payment form (pg. 7)
 - A form of payment is required with ALL orders.
 - If paying by check, or wire transfer, a credit card is required to hold on file in the event of any variances.
- Any questions? We're here to help!

On-Site Checklist

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

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



Payment and Exhibitor Information

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

Services Ordered

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

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

Credit Card Policies

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

Credit Card Information

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

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



Shipping: Advance to Warehouse

ADVANCE SHIPMENT DEADLINE

Shipments must arrive between: Friday, January 2, 2026 - Friday, January 30, 2026

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

Company Name:

Booth#:

NorCal Landscape & Nursery Show
c/o TriCord Tradeshow Services
738 Neeson Road
Marina, CA 93933

ADVANCE SHIPMENT RATES (200 lb minimum) For each 100 lbs. or fraction thereof. **\$150.00**

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

* Invoiced in addition to above rates on all shipments subject to overtime charges. **\$50.00**

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.***

Special Handling

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

Straight Time vs. Overtime

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

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

Important Information

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

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

Payment

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



WAREHOUSE - RUSH EXHIBIT MATERIAL

MUST ARRIVE BETWEEN:

Friday, January 2, 2026 - Friday, January 30, 2026

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

**c/o TriCord Tradeshow Services
738 Neeson Road
Marina, CA 93933**

NO. _____ OF _____ PIECES



WAREHOUSE - RUSH EXHIBIT MATERIAL

MUST ARRIVE BETWEEN:

Friday, January 2, 2026 - Friday, January 30, 2026

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

**c/o TriCord Tradeshow Services
738 Neeson Road
Marina, CA 93933**

NO. _____ OF _____ PIECES



Shipping: Direct to Exhibit Site

DIRECT SHIPMENT DEADLINE

Shipments can **ONLY** arrive on: **Tuesday, February 3, 2026 Between 1:00 pm - 5:00 pm & Wednesday, February 4, 2026 Between 8:00 am - 7:00 pm**

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

Company Name:

Booth#:

NorCal Landscape & Nursery Show
TriCord Tradeshow Services
c/o San Mateo County Event Center
1346 Saratoga
San Mateo, CA 94403

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

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

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

N/A

Direct Shipments to the Exhibit Site

Materials will be unloaded from the exhibitor's carrier onsite, delivered to the exhibitor's booth, and reloaded on a carrier at the rate listed above. **Any plants and/or material not on a pallet or forklift accessible will be charged a one-hour minimum labor fee.**

Special Handling

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

Straight Time vs. Overtime

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

Outbound Shipments

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

Important Information

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

Payment

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

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



SHOW SITE - RUSH EXHIBIT MATERIAL

CAN ONLY ARRIVE:

**Tuesday, February 3, 2026 Between 1:00 pm - 5:00 pm &
Wednesday, February 4, 2026 Between 8:00 am - 7:00 pm**

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

**TriCord Tradeshow Services
c/o San Mateo County Event Center
1346 Saratoga
San Mateo, CA 94403**

NO. _____ OF _____ PIECES



SHOW SITE - RUSH EXHIBIT MATERIAL

CAN ONLY ARRIVE:

**Tuesday, February 3, 2026 Between 1:00 pm - 5:00 pm &
Wednesday, February 4, 2026 Between 8:00 am - 7:00 pm**

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

**TriCord Tradeshow Services
c/o San Mateo County Event Center
1346 Saratoga
San Mateo, CA 94403**

NO. _____ OF _____ PIECES



Material Handling

Company Name

Booth #

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

CALCULATION OF ORDER

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

ADVANCE SHIPMENTS TO THE WAREHOUSE (200 lb minimum)

We will ship _____ lbs. @ **\$150.00** per 100 lbs. = _____ (200 lb minimum charge **\$300.00**)

DIRECT SHIPMENTS TO THE EXHIBIT SITE (200 lb minimum)

We will ship _____ lbs. @ _____ per 100 lbs. = _____ **Provided by Show Management**

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING AT THE EXHIBIT SITE

We will ship _____ lbs. @ **\$50.00** per 100 lbs. = _____ (200 lb minimum charge **\$100.00**)

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

Overtime charges will not apply to direct shipments* **\$50.00 per 100 lbs. = _____ (200 lb minimum charge **\$100.00**)

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.

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

Overtime

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

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

Empty Storage Information

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

International Shipments

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



Union Rules & Regulations

***THE SAN MATEO COUNTY EVENT CENTER IS A UNION REGULATED FACILITY.
THANK YOU IN ADVANCE FOR YOUR SUPPORT AND UNDERSTANDING!***

Union Information

To assist you in planning for your participation in your San Mateo area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your tradeshow experience.

Decorator Union

Members of this union claim jurisdiction over all set up and dismantling of exhibits including signage and carpet installation. 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 TriCord.

Teamster Union

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

Electrical Union

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

Tipping

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

Cartload Service Order Form

Company Name

Booth #

Small Freight Services

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

CARTLOAD SERVICE	PRICE	TOTAL
Dock to Booth One Way Service	\$85.00	\$
Booth to Dock One Way Service	\$85.00	\$
CARTLOAD SERVICES TOTAL		\$

VEHICLES THAT QUALIFY:



Sedan



Van



Sports Utility Vehicle



Pickup

VEHICLES THAT DO NOT QUALIFY:



Rental Truck



Flatbed



Stakebed



Trailers



Bobtail



Semi Truck

Small Freight Qualifications

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

Failure to Qualify

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

How to Receive Service On-site

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

Where to Load & Unload

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

Authorized Signature

Print Name

Limits of Liability & Responsibility

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

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

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



Authorization to Provide Material Handling

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

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

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

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

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

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

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

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

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

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

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

Company Name	Booth #
Signature	Date

Pre Order ONLY - Furniture Packages

Company Name

Booth #

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

☐ **PACKAGE 1 - \$460.00**
 3 Arm Chairs
 1 Round Conference Table
 1 Waste Basket

☐ **PACKAGE 2 - \$410.00**
 2 Bar Stools
 1 Bistro Table
 1 Waste Basket

☐ **PACKAGE 3 - \$290.00**
 1 6' Skirted Counter
 1 Bar Stool
 1 Waste Basket

☐ **PACKAGE 4 - \$260.00**
 1 6' Skirted Table
 2 Side Chairs
 1 Waste Basket

☐ **PACKAGE 1A - \$690.00**
 3 Arm Chairs
 1 Round Conference Table
 1 Waste Basket
 Standard 10'x10' Carpet

☐ **PACKAGE 2A - \$640.00**
 2 Bar Stools
 1 Bistro Table
 1 Waste Basket
 Standard 10'x10' Carpet

☐ **PACKAGE 3A - \$520.00**
 1 6' Skirted Counter
 1 Bar Stool
 1 Waste Basket
 Standard 10'x10' Carpet

☐ **PACKAGE 4A - \$490.00**
 1 6' Skirted Table
 2 Side Chairs
 1 Waste Basket
 Standard 10'x10' Carpet



Conference Round
(40"D x 30"H)



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



Bar Stool



Bistro
(30"D x 42"H)



Side Chair



Arm Chair

☐ **Standard Carpet Option**
(Package A selection ONLY)

Carpet - Select Color Below:



Black Blue Grey Toast Green Red Burgundy

☐ **Upgrade to Vinyl Flooring - \$100.00**
(Package A selection ONLY)

Vinyl - Select Color Below:

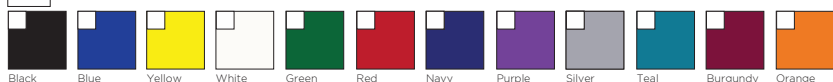


Natural Cherry Dark Cherry Fog Espresso

☐ **Add Carpet Padding - \$175.00**

☐ **Add Vinyl Padding - \$200.00**

☐ **Table/Counter Skirt Color Selection**



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

PACKAGE ORDER TOTAL

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



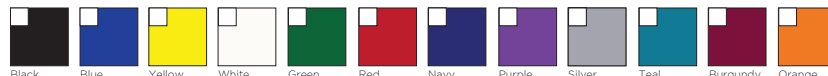
Furniture Form

Company Name	Booth #
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CHAIRS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Side Chairs		\$55.00	\$70.00	
Padded Arm Chairs		\$100.00	\$120.00	
Padded Bar Stools		120.00	\$140.00	
TABLES (30"H x 24"W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 foot Skirted Table		\$130.00	\$155.00	
6 foot Skirted Table		\$150.00	\$175.00	
8 foot Skirted Table		\$170.00	\$195.00	
4 foot Unskirted Table		\$110.00	\$135.00	
6 foot Unskirted Table		\$120.00	\$145.00	
8 foot Unskirted Table		\$130.00	\$160.00	
COUNTERS (42"H x 24"W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 foot Skirted Counter		\$155.00	\$180.00	
6 foot Skirted Counter		\$170.00	\$195.00	
8 foot Skirted Counter		\$195.00	\$220.00	
4 foot Unskirted Counter		\$130.00	\$155.00	
6 foot Unskirted Counter		\$140.00	\$165.00	
8 foot Unskirted Counter		\$155.00	\$180.00	

TABLE/COUNTER SKIRT COLOR SELECTION

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

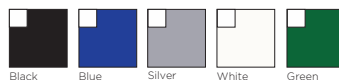


*If a color is not selected TriCord will select for you based on show colors.

TABLE RISERS (12"H x 12"W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 foot Riser		\$55.00	\$75.00	
6 foot Riser		\$65.00	\$85.00	
8 foot Riser		\$100.00	\$135.00	

TABLE RISER COLOR SELECTION

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



ADDITIONAL FURNITURE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Waste Basket with Liner		\$18.00	\$24.00	
Easel		\$40.00	\$50.00	
Bistro Table (30"Dx42"H)		\$175.00	\$200.00	
Bistro Spandex - BLACK ONLY		\$65.00	\$85.00	
Round Conference Table (40"Dx30"H)		\$175.00	\$200.00	
Poster Board (8'Wx4'H Velcro Tackboard)		\$160.00	\$185.00	
Bag Tree		\$60.00	\$75.00	
5 - Panel Literature Rack		\$100.00	\$120.00	
4th Side Table Skirt/Drape Color Change		\$40.00	\$50.00	

*select color above on table skirts

FURNITURE RENTAL TOTAL

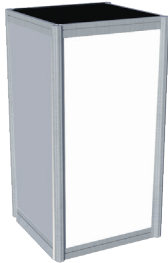
Custom Furniture

Company Name

Booth #

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

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



Pedestal: \$250.00

Quantity:

STRUCTURE DIMENSIONS:

19"D x 19"W x 40"H

FRONT PANEL GRAPHIC DIMENSIONS:

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

☐

Front Graphic ONLY \$100.00 + 9.25% Tax

☐

Front & Side Graphics \$300.00 + 9.25% Tax



1M Counter: \$425.00

Quantity:

STRUCTURE DIMENSIONS:

19"D x 38"W x 40"H

FRONT & SIDE PANEL GRAPHIC DIMENSIONS:

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

☐

Front Graphic ONLY \$150.00 + 9.25% Tax

☐

Front & Side Graphics \$300.00 + 9.25% Tax



1M Curved Counter: \$450.00

Quantity:

STRUCTURE DIMENSIONS:

19"D x 38"W x 40"H (Front)

FRONT & SIDE PANEL GRAPHIC DIMENSIONS:

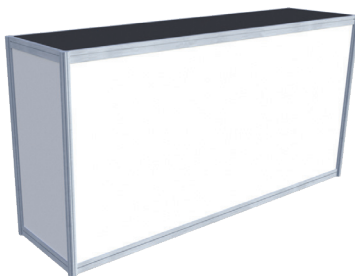
42.5"W x 36.625"H - 18.75"W x 36.625"H (Sides)

☐

Front Graphic ONLY \$175.00 + 9.25% Tax

☐

Front & Side Graphics \$325.00 + 9.25% Tax



2M Counter: \$600.00

Quantity:

STRUCTURE DIMENSIONS:

19"D x 77"W x 40"H

FRONT & SIDE PANEL GRAPHIC DIMENSIONS:

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

☐

Front Graphic ONLY \$300.00 + 9.25% Tax

☐

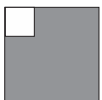
Front & Side Graphics \$450.00 + 9.25% Tax

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

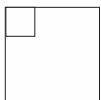
Select Panel Color:



Black



Grey



White



Blue

CONTINUE TO ADDITIONAL CUSTOM FURNITURE OPTIONS ►

CUSTOM FURNITURE TOTAL

Custom Furniture

Company Name

Booth #

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



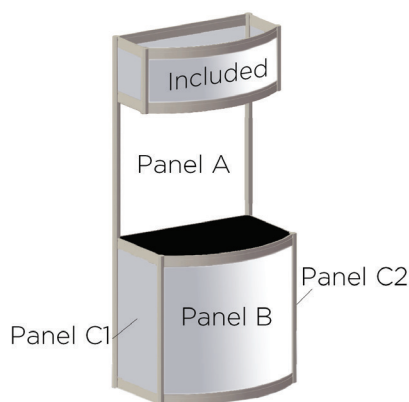
Glass Showcase: \$500.00

Quantity:

STRUCTURE DIMENSIONS:

19"D x 70"W x 40"H

**Interior Lighting - Electricity Required*



1M Curved Kiosk: \$1,000.00

Quantity:

STRUCTURE DIMENSIONS:

25"D x 40"W x 98"H

**Interior Lighting - Electricity Required*

PANEL GRAPHIC DIMENSIONS:

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

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

Panel B: 42.5"W x 36.625"H

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

☐

Panel A ONLY: \$285.00 + 9.25% Tax

☐

Panel B ONLY: \$185.00 + 9.25% Tax

☐

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

Quantity

☐

Full Kiosk Graphics: \$620.00 + 9.25% Tax



Vertical Showcase: \$500.00

Quantity:

STRUCTURE DIMENSIONS:

19"D x 19"W x 96"H

**Interior Lighting - Electricity Required*

PANEL GRAPHIC DIMENSIONS:

Top Panel: 18.75"W x 8"H

Bottom Panel: 18.75"W x 32"H

☐

Top Panel Graphic \$50.00 + 9.25% Tax

☐

Bottom Panel Graphic \$75.00 + 9.25% Tax

☐

Full Graphics: \$500.00 + 9.25% Tax

(Includes All Four Sides, Top & Bottom)

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

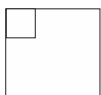
Select Panel Color:



Black



Grey



White



Blue

CUSTOM FURNITURE TOTAL

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

10x10 Custom Booth Rental

Company Name

Booth #

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



* Counter not Included

Graphic Specs

Package 1: \$1,950.00

INCLUDES:

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

- ☐ Add Full Backwall Graphics \$1,685.00 + 9.25% Tax
- ☐ Add 1M Counter \$425.00
- ☐ Add Counter Graphics \$300.00 + 9.25% Tax



* Counter not Included

Graphic Specs

Package 2: \$2,150.00

INCLUDES:

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

- ☐ Add Full Backwall Graphics \$1,600.00 + 9.25% Tax
- ☐ Add 1M Curved Counter \$450.00
- ☐ Add Counter Graphics \$325.00 + 9.25% Tax



* Counter not Included

Graphic Specs

Package 3: \$2,650.00

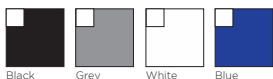
INCLUDES:

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

- ☐ Add Full Graphics \$1,725.00 + 9.25% Tax
- ☐ Add 1M Curved Counter \$450.00
- ☐ Add Counter Graphics \$325.00 + 9.25% Tax

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

Select Panel Color:



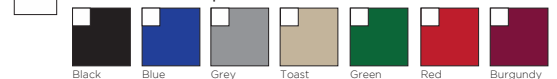
Black Grey White Blue

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



Natural Cherry Dark Cherry Fog Espresso

Select Carpet Color:



Black Blue Grey Toast Green Red Burgundy

10x10 CUSTOM BOOTH TOTAL

CONTINUE TO ADDITIONAL 10x10 CUSTOM BOOTHS

10x10 Custom booth Rentals

Company Name

Booth #

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



* Counter not Included

Graphic Specs

Package 4: \$2,650.00

INCLUDES:

10' Curved Backwall With Storage

(2) Headers Graphics

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

- ☐ Add Full Graphics \$1,800.00 + 9.25% Tax
- ☐ Add Double Curve Counter \$500.00
- ☐ Add Counter Graphics \$400.00 + 9.25% Tax



* Counter not Included

Graphic Specs

Package 5: \$4,500.00

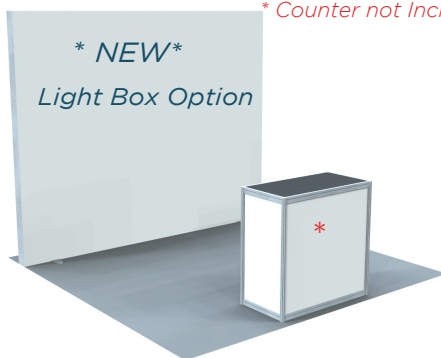
INCLUDES:

10' Tension Fabric Backwall Graphic - Framed

(2) Stem Lights (Must Purchase Electricity)

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

- ☐ Add 1M Counter \$425.00
- ☐ Add Counter Graphics \$300.00 + 9.25% Tax



* Counter not Included

Graphic Specs

Package 6: \$5,000.00

INCLUDES:

10' Backlit Tension Fabric Backwall Graphic - Seamless

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

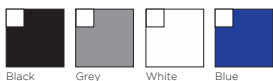
(Must Purchase Electricity)

- ☐ Add 1M Counter \$425.00
- ☐ Add Counter Graphics \$300.00 + 9.25% Tax



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

Select Panel Color:



Black Grey White Blue

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



Natural Cherry Dark Cherry Fog Espresso

Select Carpet Color:



Black Blue Grey Toast Green Red Burgundy

10x10 CUSTOM BOOTH TOTAL

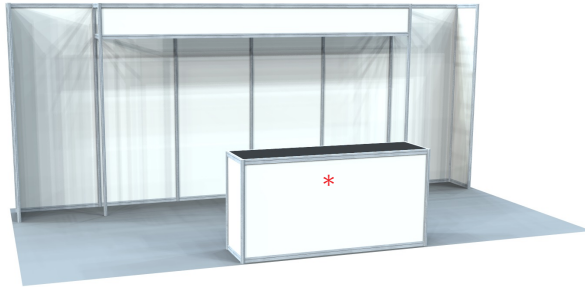
10x20 Custom Booth Rentals

Company Name

Booth #

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

** Counter not Included*



Graphic Specs

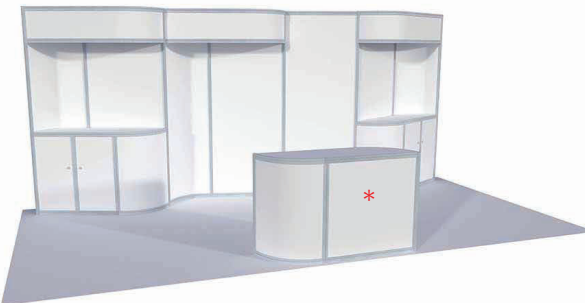
Package 7: \$3,500.00

INCLUDES:

20' Hardwall Backwall
 Backlit Header (Must Purchase Electricity)
 Carpet Or Vinyl (*Vinyl is a \$200.00 upgrade*)

- ☐ Add Full Backwall Graphics \$3,300.00 + 9.25% Tax
- ☐ Add 2M Counter \$600.00
- ☐ Add Counter Graphics \$450.00 + 9.25% Tax

** Counter not Included*



Graphic Specs

Package 8: \$5,100.00

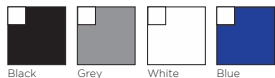
INCLUDES:

20' Curved Hardwall Backwall
 (3) Header Graphics
 (2) Double Curved Counters
 Carpet Or Vinyl (*Vinyl is a \$200.00 upgrade*)

- ☐ Add Full Graphics \$3,450.00 + 9.25% Tax
- ☐ Add Double Curve Counter \$400.00
- ☐ Add Front Counter Graphic \$400.00 + 9.25% Tax

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

Select Panel Color:



Black Grey White Blue

☐ Select Vinyl Color: **\$200.00 Upgrade**



Natural Cherry Dark Cherry Fog Espresso

☐ Select Carpet Color:



Black Blue Grey Toast Green Red Burgundy

10x20 CUSTOM BOOTH TOTAL

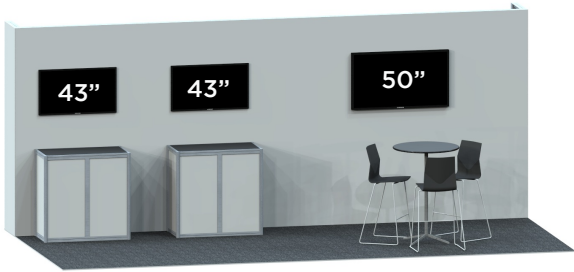
CONTINUE TO ADDITIONAL 10x20 CUSTOM BOOTHS ►

10x20 Custom Booth Rentals

Company Name

Booth #

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



Graphic Specs

Package 9: \$6,750.00

INCLUDES:

20' Tension Fabric Backwall Graphic Full Graphics

(2) 1 Meter Counters

Carpet or Vinyl (*Vinyl is a \$200.00 upgrade*)

(4) Stem Lights (Must Purchase Electricity)

**Monitors and Furniture Not Included*

☐ Add Counter Graphics \$600.00 + 9.25% Tax

☐ Add 43" Monitor \$600.00

Quantity:

☐ Add 50" Monitor \$750.00

Quantity:

**Order must be placed before discount deadline to receive listed price*

** Counter not Included*



Graphic Specs

Package 10: \$7,450.00

INCLUDES:

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

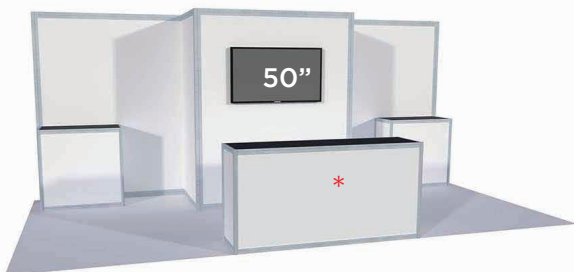
Carpet Or Vinyl (*Vinyl is a \$200.00 upgrade*)

(Must Purchase Electricity)

☐ Add 2M Counter \$600.00

☐ Add Counter Graphics \$450.00 + 9.25% Tax

** Front counter not Included*



Graphic Specs

Package 11: \$9,250.00

INCLUDES:

20' Tension Fabric Backwall Graphic With Optional Storage

(2) 1 Meter Counters

(3) Stem Lights

Carpet or Vinyl (*Vinyl is a \$200.00 upgrade*)

**Monitor Not Included*

☐ Add 1M Counter Graphics \$600.00 + 9.25% Tax

☐ Add 2M Counter \$600.00

☐ Add Counter Graphics \$450.00 + 9.25% Tax

☐ Add 50" Monitor \$750.00

Quantity:

**Order must be placed before discount deadline to receive listed price*

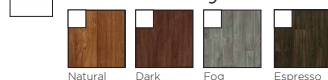
**To receive pricing listed, TriCord requires full payment information, order forms, and graphic files provided by the graphics deadline specified on the show information sheet. Any graphic orders placed after the deadline will be charged with a late fee of 25%.*

Select Panel Color:



Black Grey White Blue

Select Vinyl Color: **\$200.00 Upgrade**



Natural Cherry Dark Cherry Fog Espresso

Select Carpet Color:



Black Blue Grey Toast Green Red Burgundy

10x20 CUSTOM BOOTH TOTAL

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

20x20 Custom Island Booth Rentals

Company Name

Booth #

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



Graphic Specs

Option 1: \$20,000.00

INCLUDES:

10' Tall Feature Wall With Option Storage

(2) Double Sided Kiosks

(1) Free Standing 1 Meter Counter

10' Square Fabric Hanging Sign -Outside Graphic Only -Rigging

Included Full Graphics

Carpet Or Vinyl With Padding (vinyl is a \$400.00 upgrade)

*Monitors And Furniture Not Included

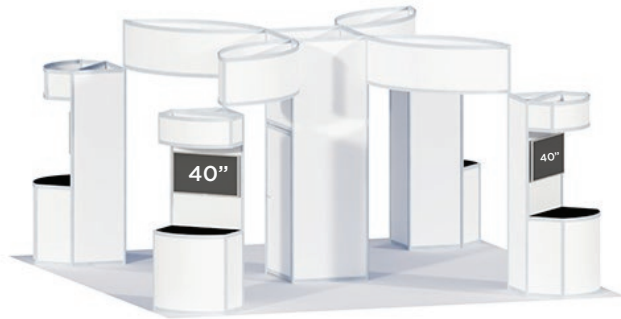
☐ Add 40" Monitor \$600.00

Quantity:

☐ Add 50" Monitor \$750.00

Quantity:

*Order must be placed before discount deadline to receive listed price



Graphic Specs

Option 2: \$17,500.00

INCLUDES:

10' Tall Center Tower With Optional Storage

(4) Single Sided Kiosks

Full Graphics

Carpet Or Vinyl With Padding (vinyl is a \$400.00 upgrade)

*Monitors Not Included

☐ Add 40" Monitor \$600.00

Quantity:

*Order must be placed before discount deadline to receive listed price



Graphic Specs

Option 3: \$20,000.00

INCLUDES:

10x10 Hardwall Meeting Room

(1) Free Standing Double Sided Kiosk

(2) 1 Meter Counters

10' Circular Fabric Hanging Sign-Outside Graphic Only -Rigging

Included Full Graphics

Carpet Or Vinyl With Padding (vinyl is a \$400.00 upgrade)

*Monitors And Furniture Not Included

☐ Add 40" Monitor \$600.00

Quantity:

☐ Add 50" Monitor \$750.00

Quantity:

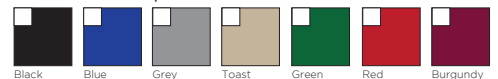
*Order must be placed before discount deadline to receive listed price

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

☐ Select Vinyl Color: **\$400.00 Upgrade**



☐ Select Carpet Color:



20x20 CUSTOM BOOTH TOTAL

CONTINUE TO ADDITIONAL 20x20 CUSTOM BOOTHS

20x20 Custom Island Booth Rentals

Company Name

Booth #

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



Graphic Specs

Option 4: \$25,000.00

INCLUDES:

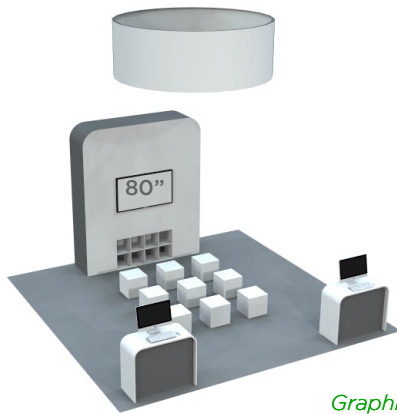
14' Tall Feature Wall With Option Storage
 Full Graphics
 (2) Double Sided Kiosks
 (1) Free Standing 1 Meter Podium
 Carpet Or Vinyl With Padding (vinyl is a \$400.00 upgrade)
**Monitors And Furniture Not Included*

☐

Add 40" Monitor \$600.00

**Order must be placed before discount deadline to receive listed price*

Quantity:



Graphic Specs

Option 5: \$20,000.00

INCLUDES:

10' Seamless Tension Fabric Wall With Cubby Storage Full Graphics
 (2) Dual Curved 1 Meter Counters
 10' Circular Fabric Hanging Sign -Outside Graphic Only -Rigging
 Included Carpet Or Vinyl With Padding (vinyl is a \$400.00 upgrade)
**Monitors And Furniture Not Included*

☐

Add 80" Monitor \$1,500.00

**Order must be placed before discount deadline to receive listed price*

Quantity:



Graphic Specs

Option 6: \$17,500.00

INCLUDES:

(2) Curved Double Sided Headers
 (3) 12' Tall 1 Meter Kiosks
 Full Graphics
 Carpet Or Vinyl With Padding (vinyl is a \$400.00 upgrade)
**Monitors Not Included*

☐

Add 40" Monitor \$600.00

**Order must be placed before discount deadline to receive listed price*

Quantity:

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

☐

Select Vinyl Color: **\$400.00 Upgrade**



Natural Cherry

Dark Cherry

Fog

Espresso

☐

Select Carpet Color:



Black

Blue

Grey

Toast

Green

Red

Burgundy

20x20 CUSTOM BOOTH TOTAL



Carpet Rental Form

Company Name

Booth #

Prices include installation and taping of front edge only.

Standard Cut Carpet *For Inline Booths ONLY

BOOTH SIZE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
10 x 10		\$250.00	\$300.00	
10 x 20		\$500.00	\$600.00	
10 x 30		\$750.00	\$900.00	
10 x 40		\$1,000.00	\$1,200.00	

Padding

TOTAL

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

Visqueen

TOTAL

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

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

<ul style="list-style-type: none">- Must be ordered in 10' increments (minimum of 100 square feet) <i>Example: 10 x 20 booth = 200 sq. ft. x \$4.50 = \$900.00</i>- Rental price includes installation and removal.- If you are in need of a color not listed, please call (831)-883-8600.	DISCOUNT RATE	STANDARD RATE
	\$5.00	\$6.50

Carpet

TOTAL

Booth Size X = square feet @ \$5.00/\$6.50 square foot

Padding

TOTAL

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

Visqueen

TOTAL

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

CARPET COLOR OPTIONS

Select Color Below:



Black



Blue



Grey



Toast



Green



Red



Burgundy



White *SPECIAL CUT ONLY

CARPET ORDER TOTAL



Wood Grain Vinyl Flooring

Company Name

Booth #

Prices include installation and taping of front edge only.

Standard Cut Wood Grain Vinyl *For Inline Booths ONLY

BOOTH SIZE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
10 x 10		\$350.00	\$450.00	
10 x 20		\$700.00	\$800.00	
10 x 30		\$1,050.00	\$1,300.00	
10 x 40		\$1,400.00	\$1,600.00	

Padding

TOTAL

Booth Size X = square feet @ \$2.00 square foot

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

- Must be ordered in 10' increments (minimum of 100 square feet) Example: 10 x 20 booth = 200 sq. ft. x \$5.00 = \$1,000.00 - Rental price includes installation and removal.	DISCOUNT RATE	STANDARD RATE
	\$6.00	\$7.50

Vinyl

TOTAL

Booth Size X = square feet @ \$6.00/\$7.50 square foot

Padding

TOTAL

Booth Size X = square feet @ \$2.00 square foot

VINYL COLOR OPTIONS

Select Color Below:



*Colors subject to supplier availability

VINYL ORDER TOTAL



Electrical Form

Company Name

Booth #

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

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

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

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

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

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

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

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

Electrical

WATTS REQUIRED (120v Single Phase)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
500 Watts (5 amps) or less		\$225.00	\$275.00	
1200 Watts (10 amps) or less		\$300.00	\$350.00	
2400 Watts (20 amps) or less		\$480.00	\$550.00	
3000 Watts (30 amps) or less		Call For Quote	Call For Quote	

Lighting

LIGHTING *Electrical not included	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
200 Watt Halogen Stem Light		\$90.00	\$110.00	
300 Watt Floodlight on Stanchion		\$110.00	\$145.00	

Accessories

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

208V Single Phase & Three Phase

MOTOR/POWER REQUIREMENTS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
1200watts (10 amps)		\$800.00	\$950.00	
2400watts (20 amps)		\$1,000.00	\$1,200.00	
3000watts (30 amps)		\$1,200.00	\$1,400.00	

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

Electrical Labor - Requires a diagram to be submitted with order

LABOR REQUEST	HOUR/HOURS	DISCOUNT RATE	STANDARD RATE	TOTAL
Straight Time Labor		\$160.00 per hour	\$180.00 per hour	
Overtime Labor		\$240.00 per hour	\$260.00 per hour	

ELECTRICAL SERVICES TOTAL



Booth Electrical Layout

Company Name

Booth #

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

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

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

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____										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.

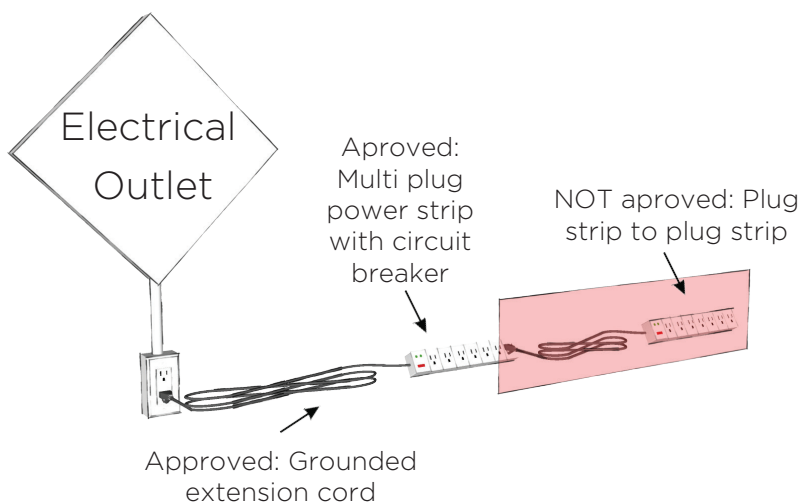
The following guidelines are available to assist our exhibitors in understanding TriCord's basic electrical requirements, and to ensure we are upholding our highest safety standards.

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 3Ø amp 208 volt 1Ø or 3Ø: plug or equivalent L-21-30

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



Frequently Asked Questions

Where will my electrical drop be placed?

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

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

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

How much power do I need?

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

Electrical Rules & Regulations

Electrical Limits of Liability & Responsibility

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

TriCord Jurisdiction (Required Labor and/or Materials)

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

Electrical Labor

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



Labor Form

Company Name

Booth #

Straight Time

\$150.00/per man/per hour DISCOUNT RATE
\$170.00/per man/per hour STANDARD RATE
8:00am - 4:30pm, Monday to Friday

Overtime

\$225.00/per man/per hour DISCOUNT RATE
\$275.00/per man/per hour STANDARD RATE
Before 8:00 am and after 4:30 pm weekdays,
all day Saturday, Sunday and Holidays

Service A - TriCord Supervised Labor

☐ INSTALLATION

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

☐ DISMANTLING

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

Service B - Exhibitor Supervised Labor

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

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

☐ DISMANTLING

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

Labor Estimate

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

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

ADDITIONAL NOTES:



All outbound shipments on Thursday, February 5, 2026 will be billed on overtime

Outbound Shipping

Company Name	Booth #
Authorized By	Phone #

Outbound Shipping Information

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

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

Company Name			Booth #
Attention			Show
Address			
City	State	Zip	Country

Select Shipping Carrier

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

Carrier of Exhibitor's Choice

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

Outbound Shipping Policies

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

Additional Notes or Requests

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



Compressed Air Services

Company Name	Booth #
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Compressed Air is available through pre orders ONLY.

Please call or email TriCord if you have any additional questions prior to the show.

Compressed Air Information

COMPRESSED AIR 80-100 lbs. PSI	QUANTITY	DISCOUNT RATE	
Service Charge for 1st Air Outlet		\$500.00	
Each Additional Outlet Within Booth		\$300.00	
Number of Connections - Size of Connection		\$95.00	
24 hr. Service Required - If yes add		\$300.00	
CFM's Required - Total Requirements for ALL Machines		\$6.00 each	
Labor Required - 1 Hour Minimum Install		\$150.00	
Overtime Labor - Sat/Sun/Holidays/before 8am or after 4:30pm		\$225.00	
Compressed Air Services Total			

Description of Item(s)

Hanging Sign Form

Company Name	Booth #
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Circular Tension Fabric Hanging Sign

10ft x 42" High - Circular Hanging Sign Template
12ft x 42" High - Circular Hanging Sign Template

Square Tension Fabric Hanging Sign

10ft x 42" High - Square Hanging Sign Template
12ft x 42" High - Square Hanging Sign Template

Hanging Sign Options

CIRCULAR - SIZE	QUANTITY	RATE	TOTAL
10 foot - Exterior Graphic ONLY		\$3,500.00	
10 foot - Exterior & Interior Graphic		\$4,000.00	
12 foot - Exterior Graphic ONLY		\$4,000.00	
12 foot - Exterior & Interior Graphic		\$4,500.00	

SQUARE - SIZE	QUANTITY	RATE	TOTAL
10 foot - Exterior Graphic ONLY		\$4,000.00	
10 foot - Exterior & Interior Graphic		\$4,500.00	
12 foot - Exterior Graphic ONLY		\$4,500.00	
12 foot - Exterior & Interior Graphic		\$5,000.00	

Hanging Sign Total

PRINT READY ARTWORK IS DUE TUESDAY, JANUARY 13, 2026

RIGGING LABOR IS NOT INCLUDED IN THE ABOVE COSTS. EXHIBITORS WILL STILL NEED TO COMPLETE THE RIGGING LABOR FORM.

PLEASE EMAIL OR CALL FOR QUOTE FOR DIFFERENT SIZES AND CUSTOM SHAPES. HANGING SIGNS ARE FULLY CUSTOMIZABLE.



Rigging Labor for Hanging Signs

Company Name	Booth #
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Straight Time

(1 Operator, 1 Spotter, & 1 High Lifter)

\$695.00/per man/per hour DISCOUNT RATE

\$750.00/per man/per hour STANDARD RATE

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

Overtime

(1 Operator, 1 Spotter, & 1 High Lifter)

\$795.00/per man/per hour DISCOUNT RATE

\$850.00/per man/per hour STANDARD RATE

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

Rigging Schedule for Hanging Signs

INSTALLATION	DATE & TIME	# HOURS	HOURLY RATE	TOTAL
Lift & Operator				
Lift & Operator				
DISMANTLE	DATE & TIME	# HOURS	HOURLY RATE	TOTAL
Lift & Operator				
Lift & Operator				
Hanging Sign Total				

DESCRIPTION OF ITEM(S) TO BE HUNG (Please include weight and attached diagram of sign location):

HEIGHT (Floor to the top of sign):

HANGING SIGN PROVIDED BY:

- ☐ TriCord will be providing our Hanging Sign
- ☐ We plan to ship our Hanging Sign to the Advanced Warehouse

Important Information

Minimum charges for labor is (1) hour per crew (high lift) and includes the 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 Install.
- (1) hour minimum Dismantle.
- Rigging packages will be billed after the close of the show for all materials used in order to hang the sign.



WAREHOUSE - RUSH HANGING SIGN

MUST ARRIVE BETWEEN:

Friday, January 2, 2026 - Friday, January 30, 2026

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

**c/o TriCord Tradeshow Services
738 Neeson Road
Marina, CA 93933**

NO. _____ OF _____ PIECES



WAREHOUSE - RUSH HANGING SIGN

MUST ARRIVE BETWEEN:

Friday, January 2, 2026 - Friday, January 30, 2026

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

**c/o TriCord Tradeshow Services
738 Neeson Road
Marina, CA 93933**

NO. _____ OF _____ PIECES



In Booth - Forklift Form

Company Name	Booth #
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Straight Time - \$260.00/per man/per hour
8:00am - 4:30pm, Monday to Friday

Overtime - \$360.00/per man/per hour
Before 8:00am & after 4:30pm weekdays and all
Saturday, Sunday and Holidays

In Booth Forklift Schedule

INSTALLATION	DATE & TIME	# HOURS	HOURLY RATE	TOTAL
Forklift & Operator				
Forklift & Operator				
DISMANTLE	DATE & TIME	# HOURS	HOURLY RATE	TOTAL
Forklift & Operator				
Forklift & Operator				
Total Labor Estimate + (25% if TriCord Supervised Labor)				

DESCRIPTION OF ITEM(S) TO BE LIFTED (Please include weights):

Important Information

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

In booth forklift labor is used when your materials need to be moved by forklift within your booth space, removed from a crate with forklift assistance or a piece of equipment needs to be moved within your booth space. In booth forklift labor is not needed for your freight to be delivered to your booth space.

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

- Get tools and report to the booths space.
- 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 & Responsibility as set forth in the Exhibitor Kit.



Cleaning Form

Company Name

Booth #

Vacuum Carpet - **Before Show Opens ONLY** - Cost per square is **\$0.50**

Vacuum Carpet - **DAILY** - Cost per square foot per night is **\$0.40**

Calculating Booth Size

Booth Size X = Square Feet

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

Calculating Booth Cleaning

SERVICE	SQUARE FEET	# OF DAYS	RATE	TOTAL
Vacuuming				
Booth Cleaning Total				

Important Information

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

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

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



Signs & Banners

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

Rigid Sign Options

Foam Core Signs	QUANTITY	RATE	TOTAL
8" x 11" x .25" Foam Core with Easelback		\$30.00	
11" x 14" x .25" Foam Core with Easelback		\$40.00	
22" x 28" x .25" Foam Core		\$90.00	
24" x 36" x .25" Foam Core		\$126.00	
20" x 72" x .50" Gator Board - Freestanding with base		\$210.00	
38" x 94" x .50" Gator Board - Freestanding with base		\$450.00	

Banner Options

Single Sided 13 oz Vinyl Banners	QUANTITY	RATE	TOTAL
2' x 6' - 13 oz Vinyl Banner		\$264.00	
2' x 8' - 13 oz Vinyl Banner		\$352.00	
3' x 6' - 13 oz Vinyl Banner		\$396.00	
2' x 10' - 13 oz Vinyl Banner		\$440.00	
3' x 8' - 13 oz Vinyl Banner		\$528.00	
3' x 10' - 13 oz Vinyl Banner		\$660.00	
Single Sided Black Backed Fabric Banners	QUANTITY	RATE	TOTAL
2' x 6' - Black Backed Fabric Banner		\$288.00	
2' x 8' - Black Backed Fabric Banner		\$384.00	
3' x 6' - Black Backed Fabric Banner		\$432.00	
2' x 10' - Black Backed Fabric Banner		\$480.00	
3' x 8' - Black Backed Fabric Banner		\$576.00	
3' x 10' - Black Backed Fabric Banner		\$720.00	

Banner Finishing Options - Please Select One

<input type="checkbox"/> Grommets Across Top & Bottom	<input type="checkbox"/> Grommets Across Top & Pole Pocket Bottom	<input type="checkbox"/> Pole Pocket Top & Bottom
---	---	---

Artwork Information - Please Select One

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

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

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

Important Information

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

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	

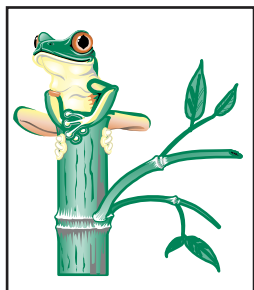
Suitable Media for artwork and/or logos	
Media	Preferred Format
Direct Upload	See info below
Email Attachments	Limited to max size of 5MB
ALL FONTS MUST BE CONVERTED TO OUTLINES	

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*

[NorCal Landscape & Nursery Show 2026 - Graphic Upload Link](#)



Third Party Authorization

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

IMPORTANT INFORMATION

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

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

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

January 13, 2026

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

Exhibiting Company Authorization of Third Party Billing

Company Name	Main Contact
Signature	Date
Phone #	Email

Credit Card Information

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

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



Exhibitors Only - EAC Information Form

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

If an exhibitor plans to use an outside contractor other than the “Official Service Contractor” please list below the non-official contractor’s company name, contact name, phone number and email.

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

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

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

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

30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE IN

Exhibiting Company Authorization of Third Party Billing

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

Exhibit Appointed Contractor Information

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

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

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



CERTIFICATE OF LIABILITY INSURANCE

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

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

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

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

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

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

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

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

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

Show Dates:

CERTIFICATE HOLDER Tricord Tradeshows 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
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Logistics Letter from TriCord

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

Dear NorCal Exhibitors,

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

As the official Service Contractor for the upcoming NorCal Landscape & Nursery Show to be held at the San Mateo Event Center, TriCord would like to offer you help by arranging your freight logistics at a discounted rate to our Advance Warehouse. TriCord's knowledgeable staff is experienced in the challenging world of freight and transportation logistics. With this service, you will realize the following benefits as we manage the transportation of your freight.

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

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

Thank you,

Team TriCord



Logistics Quote

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

Shipment Information

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

Special Handling Description/Inside Delivery Notes or Information

--

OFFICE USE ONLY

TriCord Quote:

Service:

TriCord Signature:

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



Delivering Performance

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

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

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

SERVICES:

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



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

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

800-643-3525

Official Transportation Provider

via the ABF Freight® network

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

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

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

For personalized quotes, please email

orders@tricord.net

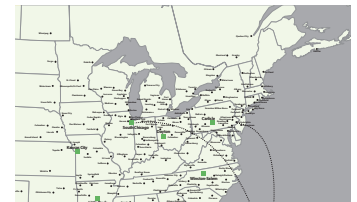
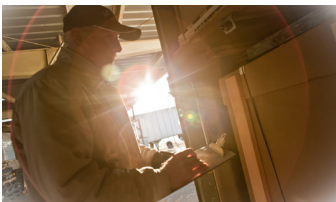
Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL ground transportation

International transportation



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

ArcBest®

Plant & Floral Form

Company Name

Booth #

SAMPLE PICS



ARECA



NEANTHE BELLA



PALM



DRACAENA

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

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

Flowering Plants

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

Seasonal Flowering Plant

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

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

PLANT TYPE 2 ft - 3ft	QUANTITY	RATE	TOTAL
Neanthe Bella		\$115.00	
Palm		\$115.00	
Draecena		\$115.00	
Arbicola		\$115.00	
Boston Fern		\$115.00	

PLANT TYPE 4ft - 5ft	QUANTITY	RATE	TOTAL
Ficus Benjamina		\$125.00	
Ficus Lyrata		\$125.00	
Areca		\$125.00	
Palm		\$125.00	
Draecena		\$125.00	

Floral Arrangements

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

Notes for Custom Orders:

Plant Order Total

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

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



Audio-Visual/Computer Equipment Rental Form

Company Name

Booth #

Televisions- **Please make sure laptop/computers are compatible with NEW TV Technology*

LCD & SCREENS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
90" LED HDTV		\$2,600.00	\$3,250.00	
80" LED HDTV		\$1,500.00	\$1,875.00	
75" LED HDTV		\$1,200.00	\$1,500.00	
65" LED HDTV		\$1,100.00	\$1,375.00	
60" LED HDTV		\$900.00	\$1,125.00	
55" LED HDTV		\$850.00	\$1,060.00	
50" LED HDTV		\$750.00	\$940.00	
40-43" LED HDTV		\$600.00	\$750.00	
32" LED HDTV		\$300.00	\$375.00	
24" LED HDTV		\$150.00	\$190.00	

Touchscreens - **Please make sure laptop/computers are compatible with NEW TV Technology*

SIZE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
55" TOUCHSCREEN		\$1,500.00	\$1,775.00	
42" TOUCHSCREEN		\$1,100.00	\$1,375.00	
27" TOUCHSCREEN		\$650.00	\$800.00	

Accessories - *Below pricing does not include the monitor. Mounting brackets and supply fees may apply.
Please provide monitor mounting location to your exhibitor representative.

EQUIPMENT/SERVICE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Premier Dual Pole Stands w Shelf		\$180.00	\$225.00	
Seamless Looping Media Player		\$100.00	\$125.00	
24" - 32" Monitor - Side Mount		\$65.00	\$95.00	
24" - 43" - Wall Mount		\$135.00	\$165.00	
Monitor Larger than 43" - Wall Mount		\$235.00	\$265.00	

Laptops

SIZE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
i5 Laptop w/ Office		\$220.00	\$275.00	
i7 Laptop w/ Office		\$300.00	\$375.00	
iPad		\$200.00	\$250.00	
MacBook Pro i5		\$350.00	\$435.00	
MacBook Pro i7		\$390.00	\$485.00	

AUDIO

EQUIPMENT	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Shure Wireless Mic Kit <small>(headset, LAV or handheld option)</small>		\$200.00	\$250.00	
15" Speakers		\$200.00	\$250.00	
Bose L1		\$500.00	\$625.00	
Basic Speaker Setup <small>(2 speakers with mixer)</small>		\$300.00	\$350.00	

25% Delivery Charge on Total Order with minimum \$125.00/Delivery Charge

AUDIO VISUAL SERVICES TOTAL

NOTE: Orders not cancelled within 48 hours of TriCord's move in will be billed at 100%. All items are subject to availability.
Video Walls are available - Email your exhibitor representative the specs for a quote.

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

Contemporary Furniture - Online Ordering Information

TriCord offers CORT contemporary furniture for your booths space.

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

LINK TO BOOMER STOREFRONT TO ORDER



LINK TO CORT CATALOG

Display Rules & Regulations

Inline (Linear) and Corner Booths

Description: An in-line exhibit that is constructed in a continuous line along an aisle. (10ft x 10ft, 10ft x 20ft. etc.) A corner booth is a linear booth with exposure on at least two aisles

NO OVERHEAD SIGNS ARE PERMITTED FOR LINEAR BOOTHS

Inline booths have a height restriction of 8ft. (2.4m), applied only to the back 5ft. (1.5m) of the booth space. Display cases, flat panel screens, pop-up banners, and all other exhibit materials must be placed within the back 5ft. (1.5m) of the booth if they violate this height restriction. In the remaining distance to the aisle, booth structures/materials cannot exceed 4ft. (1.2m) in height (see below diagram).

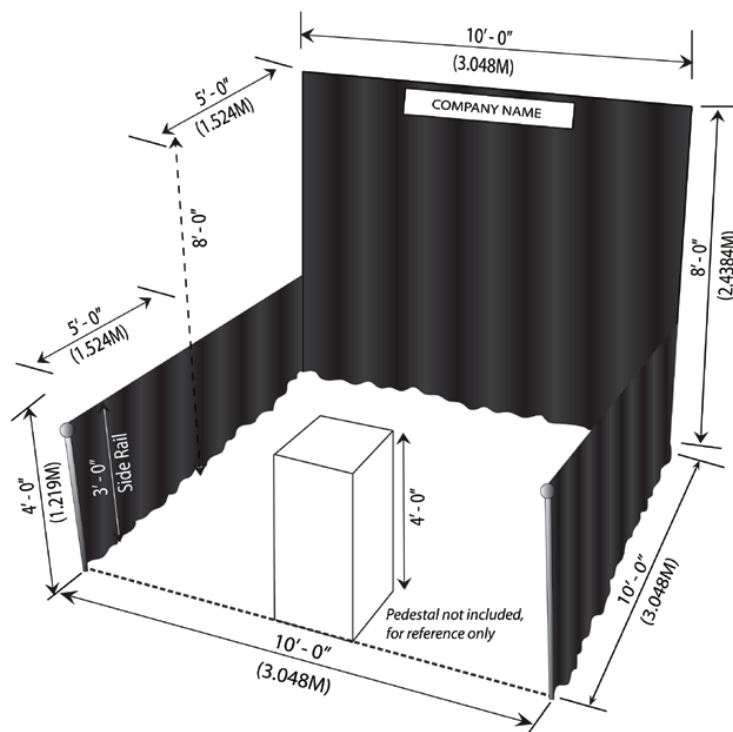
All displays must be confined within the booth space, must not obstruct the view of nearby booths, or interfere with booth traffic. All exposed areas must be finished on all sides, or exhibitors may be charged a fee to cover exposed areas. No projected logos or signage onto nearby walls or ceilings outside the confines of the booth will be allowed.

When two or more linear booths are contracted as a single space, including corner booth locations, the 4ft. (1.2m) height restriction applies only to the space within 10ft. (3m) of any neighboring booths. Materials over this 4ft. (1.2m) height limit can be placed in the front area of the booth if it does not violate this 10ft. (3m) specification. No solid side walls are permitted to extend beyond 5ft. (1.5m) from the back of the booth.

Included:

- 8ft. (2.4m) High Back Wall Pipe & Drape
- 3ft. (.9m) High Side Rail Pipe & Drape
- (1) 7" x 44" Identification Sign

**Show management reserves the right to onsite adjustments of any booth displays that do not comply with these guidelines.*



10' x 10' Linear booth
with 8' high pipe & drape back wall and 3' high side rails

Display Rules & Regulations

Peninsula Booths

Description: Booth space that occupies the end of (2) aisles. Includes Endcap booths.

NO OVERHEAD SIGNS ARE PERMITTED FOR PENINSULA BOOTHS

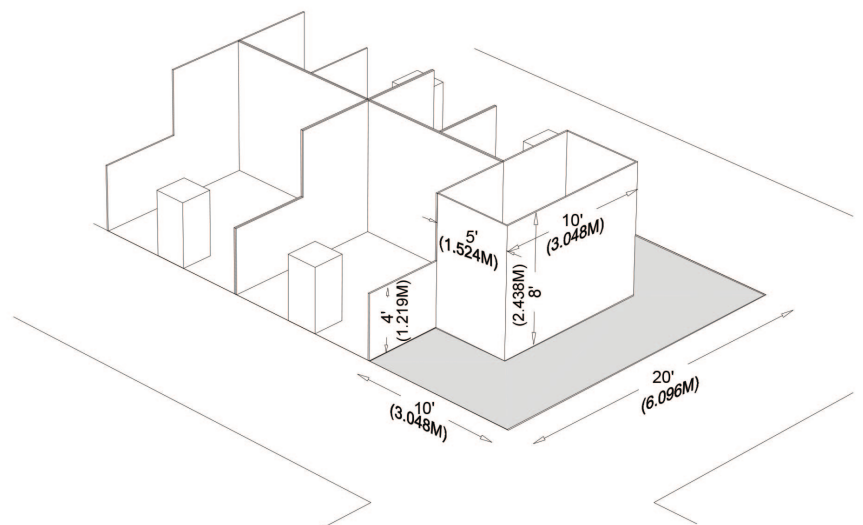
Peninsula booths have a back-wall height restriction of 8 ft. (2.4m), applied only to the back 5 ft. (1.5m) of the booth space. Display cases, flat panel screens, pop-up banners, and all other exhibition materials must be placed within the back 5 ft. (1.5m) of the booth if they violate this height restriction. In the remaining distance to the aisle, booth structures/materials cannot exceed 4 ft. (1.2m) in height.

When two or more linear booths are contracted as a single space, including corner booth locations, the 4 ft. (1.2m) height restriction applies only to the space within 10ft. (3m) of any neighboring booths. Materials over this 4 ft. (1.2m) height limit can be placed in the front area of the booth if it does not violate this 10ft. (3m) specification. No solid side walls are permitted to extend beyond 5 ft. (1.5m) from the back of the booth.

Included:

- 8 ft. (2.4m) high Back Wall Pipe & Drape
- 3 ft. (.9m) high Side Rail Pipe & Drape
- (1) 7" x 44" Identification Sign

**Show management reserves the right to onsite adjustments of any booth displays that do not comply with these guidelines.*



Display Rules & Regulations

Island Booths

Description: Any booth with aisles on all four sides, typically 20 ft. x 20 ft. (6m x 6m) or larger.

PLEASE SEE HANGING SIGN REGULATIONS FOR DETAILS REGARDING ISLAND BOOTH OVERHEAD SIGNS

All Island booth layouts must be approved by TriCord prior to the published exhibitor kit deadlines. Acceptable booths and booth signage must adhere to the height requirements as noted below, and must not adversely impact sightlines of neighboring booths. Submissions for approval should note the booth orientation on the show floor, as well as specifying all elevations of the structure and any signage.

Full use the Island booth footprint is permitted, however, Island booth exhibitors are not permitted to infringe upon the neighboring aisleways. Sight lines must be maintained to avoid obstructing any nearby booths.

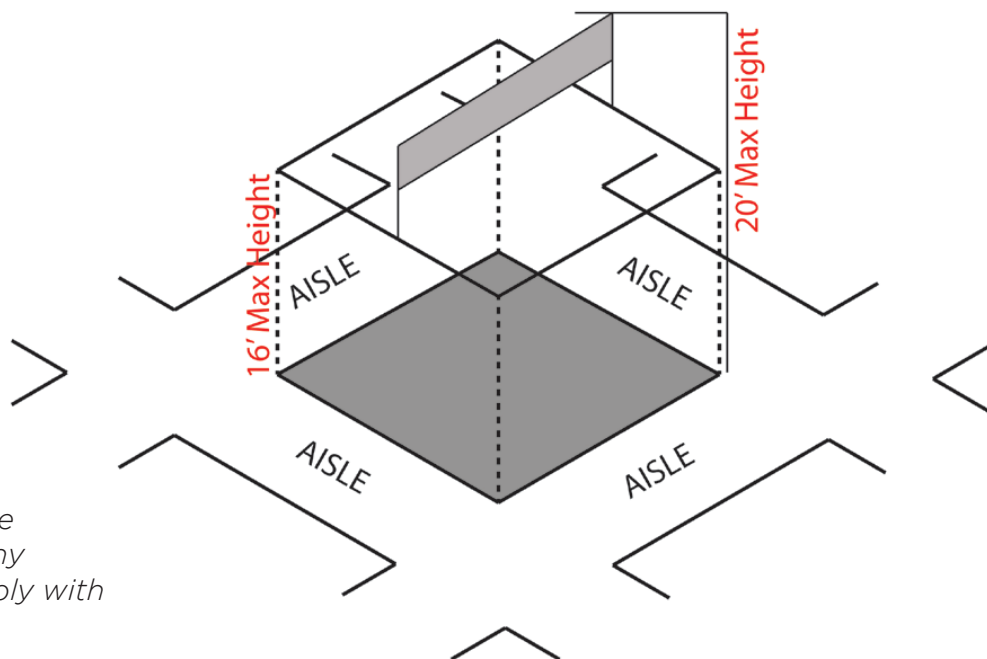
Depth & Height - Booth structures may not exceed 16 ft. (4.9m) in height. Hanging/Identification signs are permitted a maximum height of 20 ft. (6m), unless the existing venue ceiling does not permit this height.

Island booths are permitted this height variance because they do not have exhibiting booths as neighbors. The 16 ft. (4.9m) height restriction fits most exposition center requirements, and allows exhibitors to achieve maximum use of their exhibit space.

Included:

- Perimeter - Line - Taped
- (1) Floor Identification Sign
- No Amenities

**Show management reserves the right to onsite adjustments of any booth displays that do not comply with these guidelines.*



Display Rules & Regulations

Hanging Sign Regulations

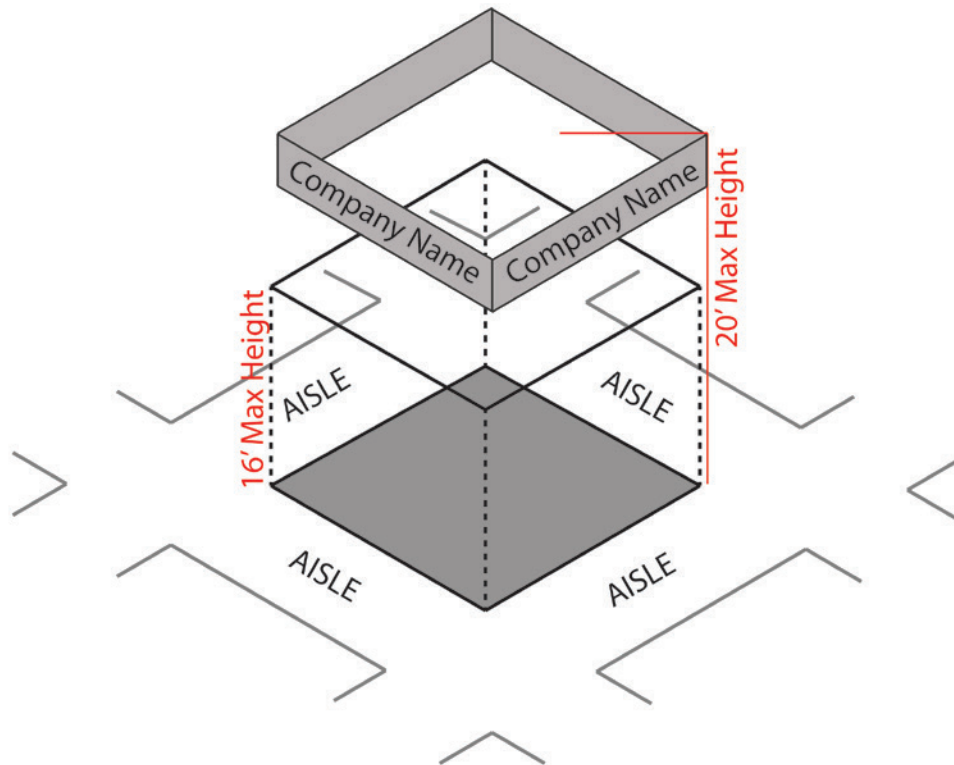
Description: Sign or banner rigged from the ceiling to hang over exhibiting booth display. Hanging signs typically display a company name or logo.

Inline Booths – Hanging Signs are not permitted for Inline (Linear) booths. Exceptions may be granted for booths around the perimeter and facing the show floor. Please contact Show Management and TriCord to request exceptions.

Peninsula Booths – Hanging Signs are not permitted for Peninsula booths.

Island Booths – Hanging Signs are permitted for Island booths, set at a maximum height of 20 ft. (6m). This height limitation is set to avoid undue competition between exhibitors, and to guarantee all exhibitors the same opportunity to display their hanging sign. This height limitation may be adjusted if the existing venue ceiling does not permit 20 ft. (6m).

Please submit an overhead hanging sign rendering, showing the sign orientation and height from the ceiling to the floor when requesting any Island Booth approvals, or ordering Rigging labor.



****Show management reserves the right to onsite adjustments of any booth displays that do not comply with these guidelines.***



*NorCal Landscape & Nursery Show
February 3-6, 2026
San Mateo County Event Center
San Mateo, CA*

Display Rules & Regulations

Amplified Sound Systems - ALL BOOTHS

Exhibitors are permitted the use of sound equipment in their booth, as long as the noise level does not disrupt activities and exhibition of neighboring booths. Speakers and other sound amplifying devices should be positioned to direct sound into the booth rather than into the aisle or adjacent booths.

Rule of Thumb:

Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of the booth.

Copyright Laws:

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions.

****Show management reserves the right to onsite adjustments of any booth displays that do not comply with these guidelines.***

Display Rules & Regulations

Booth Construction

Booth construction is to be made of materials complying with the California Fire Code as follows:

- Noncombustible materials;
- Wood exceeding 1/4 inch nominal thickness;
- Wood that is pressure-treated, fire-retardant wood meeting the requirements of NFPA 703, Standard for Fire-Retardant Coatings for Building Materials;
- Flame-retardant material complying with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films;
- Textile wall coverings, such as carpeting and similar products used in wall or ceiling finishes complying with Chapter 8 of the California Fire Code;
- Plastics limited to a Class A flame spread index;
- Foamed plastics and materials containing foamed plastics complying with Chapter 8 of the California Fire Code;
- Cardboard, honeycombed paper, and other combustible materials having a heat release rate for any single fuel package that does not exceed 150 kW where tested in accordance with UL 1975, Standard for the Fire Tests for Foamed Plastics Use of Decorative Purposes;
- Covered booths exceeding 1,000 square feet shall be provided with interior automatic sprinkler protection.
- Large signs hung above booths must be hollow so there is no obstruction for fire sprinkler water to reach the floor below.

****Show management reserves the right to onsite adjustments of any booth displays that do not comply with these guidelines.***