



Shipping Instructions

CONTRACTOR: TriCord Tradeshow Services

All Shipments must be forwarded with all charges prepaid. Collect shipments will not be accepted. Tricord assumes no responsibility for collect shipments which are not accepted.

BILL OF LADING

All Shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. A copy should be mailed immediately to the Tricord address listed above.

Also send a copy to the person in charge of installing your display for assistance in tracing shipments.

Drivers will be required to record their shipments at the Exhibit Site Check-in Area and then they will be assigned a priority and the proper freight door for unloading.

Note: 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 for such shipments.

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

VAN SHIPMENTS

Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS when recording their shipment at the Exhibit Site Check-In Area. Tricord reserves the right to refuse to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented.

INSURANCE

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can usually be done by "riders" to existing policies.

ADVANCE CRATED SHIPMENTS

Advance crated shipments will be accepted at the TriCord warehouse and allowed (30) days free storage, if delivered by the DATE of:

Monday September 13th, 2010

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

Exhibiting Company Name Booth# _____
GSA Emerging Opportunities Expo & Conference
UPS Freight c/o TriCord Tradeshows
925 Morse Ave.
Sunnyvale, CA. 94089

RATES FOR ADVANCE CRATED SHIPMENTS RECEIVED AT THE WAREHOUSE

Exhibitors who wish to have their materials arrive in advance can do so by shipping direct to the warehouse.

Materials will be unloaded at the warehouse stored free for (30) days, delivered to the unloading dock at the exhibit site, unloaded, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE:

For each 100 lbs. or fraction thereof.

Per shipment, the rate is
(200 lb minimum)

\$72.00

OVERTIME CHARGES ON ADVANCE SHIPMENTS

Shipments unloaded at the warehouse after 3:00 pm weekdays, anytime Saturday, Sunday or Holidays or after the DEADLINE DATE specified above will be subject to overtime charges.

Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflict beyond the control of Exhibition Contractors, overtime charges will apply.

An overtime surcharge based on the above rate, for each 100 lbs., will be invoiced in addition to those rates on all shipments subject to overtime charges.

The surcharge applicable to overtime shipments is
(200 lb. minimum)

\$18.00

See page 3 for Direct Shipment Information.



RUSH! EXHIBIT MATERIAL

MUST ARRIVE BY Sept. 13th, 2010

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

EVENT: _____ GSA _____

UPS FREIGHT c/o TRICORD TRADESHOWS
925 Morse Ave.
Sunnyvale, CA. 94089

WAREHOUSE

NO. _____ OF _____ PIECES



RUSH! EXHIBIT MATERIAL

MUST ARRIVE BY Sept. 13th, 2010

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

EVENT: _____ GSA _____

UPS FREIGHT c/o TRICORD TRADESHOWS
925 Morse Ave.
Sunnyvale, CA. 94089

WAREHOUSE

NO. _____ OF _____ PIECES

DIRECT SHIPMENTS TO THE EXHIBIT SITE

Shipments for direct delivery to the Exhibit Site Should be scheduled to arrive beginning:

Wednesday September 15th, 2010 9:00am

And to arrive no later than:

Wednesday September 15th, 2010 5:00pm

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

Exhibiting Company Name Booth # _____
GSA
c/oTriCord Tradeshows
Santa Clara Convention Center Hall C-D
5001 Great America Parkway
Santa Clara, CA. 95054

RATES FOR CRATED MATERIALS AND EQUIPMENT RECEIVED AT THE EXHIBIT SITE

Material will be unloaded from exhibitor’s trucks, or trucks of others, at the exhibit site, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE.

For each 100 lb or fraction thereof. **\$75.00**
Per shipment, the rate is (200 lb minimum)

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT THE EXHIBIT SITE

This classification shall be applied to, but not limited to moving van shipments, or shipment by any truck which because of the height of the truck bed, cannot be unloaded at the docks, and/or the shipment is “packed” in such a manner as to require special handling (i.e. loose display parts; uncrated equipment, etc.), regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.) Material will be unloaded from moving vans, exhibitor trucks, or trucks of others, delivered to the exhibitor’s booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE, in addition to the standard material handling rates listed above.

The additional surcharge applicable to special handling is
(200 lb minimum) **\$18.00**

NOTE: In the event crated materials are combined in a shipment with materials “packed” in such a manner as to require special handling (see above). Tricord will invoice such shipments at the rates applicable to the “classification” of the materials. PROVIDED the bill of lading clearly identifies the weight of the crated materials and the weight of the other materials. 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.

OVERTIME CHARGES AT THE EXHIBIT SITE

Overtime charges on Inbound Shipments will ONLY be in effect if a vehicle checks in at the Exhibit Site Check-in Area after 3:00 PM on weekdays, or anytime on Saturday, Sunday or Holidays. Overtime charges on Outbound Shipments will be in effect IF:

- 1. Your shipment is loaded on the day the exhibit closes after the time specified below:

Thursday September 16th, 2010 4:30pm

- 2. Your carrier checks in at the Exhibit Site Check-in Area after 3:00 PM on weekdays, or anytime Saturday, Sunday or Holidays, OR
- 3. Your equipment is not packed and ready for shipment AND your bill of lading has not been received by Tricord at the Service Center prior to the time and date specified below:

Thursday September 16th, 2010 9:00pm

- 4. Additionally, when freight must be moved out of the exhibit site on overtime due to scheduling conflict beyond the control of Tricord overtime charges will apply.

An overtime surcharge based on the exhibit site rates, for each 100 lbs., will be invoiced in addition to those rates on all shipments subject to overtime charges.

The surcharge applicable to overtime shipments is
(200 lb minimum) **\$18.00**

LABOR AND EQUIPMENT

Labor will be available for uncrating, un-skidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment of exhibitors. Place your orders for this labor in the “Labor” order form section in this exhibitor service kit.

OUTGOING SHIPMENTS

To assist you in setting up your outgoing shipments, Tricord will have a service desk located at the Exhibitor Service Center where labels, bill of lading and shipping information will be available.

At the close of the show, where carriers fail to pick up or refuse to accept shipments, Tricord reserves the right to reroute shipments where no disposition is provided, or material may be hauled to a warehouse pending advice from the exhibitor and they will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling.

PAYMENT TERMS:

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



RUSH! EXHIBIT MATERIAL

CAN ONLY ARRIVE ON Sept. 15th, 2010

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

EVENT: _____ GSA _____

TriCord Tradeshows
c/o Santa Clara Convention Center Hall C-D
5001 Great America Parkway
Santa Clara, CA. 95054

SHOWSITE

NO. _____ OF _____ PIECES



RUSH! EXHIBIT MATERIAL

CAN ONLY ARRIVE ON Sept. 15th, 2010

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

EVENT: _____ GSA _____

TriCord Tradeshows
c/o Santa Clara Convention Center Hall C-D
5001 Great America Parkway
Santa Clara, CA. 95054

SHOWSITE

NO. _____ OF _____ PIECES



Material Handling

- 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.

(Please attach copies of your bills of lading, if available)

**** Freight Shipped prior to this cut-off date may be refused by the facility and will incur a \$75.00 hotel freight receiving surcharge per piece. ****

We plan to ship on (date):	Number of Pieces	Weight
Our material should arrive on (date):	_____ Crate(s) _____	
Carrier:	_____ Carton(s) _____	
Pro # (if available):	_____ Case(s) _____	
Origin of shipment (city):	_____ Misc. _____	
(state):	Total Weight: _____	

Rates: For complete information and descriptions, refer to the sheet in this service manual titled "Shipping Instructions and Material Handling."

Calculation of Order

When ordering weight, round up to the next 100 lbs. (Example: 265 lbs = 300 lbs., 3 x rate = Dollars or minimum, whichever is greater.)

Advance Crated Shipments to the Warehouse (200 lb minimum)

We will ship _____ lbs. @ **\$72.00** per 100 lbs = **\$144.00** minimum = \$ _____

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

We will ship _____ lbs. @ **\$75.00** per 100 lbs = **\$150.00** minimum = \$ _____

Shipments or Equipment Requiring Special Handling at the Exhibit Site

We will ship _____ lbs. @ an additional \$20.00 cwt. each way minimum = \$ _____

Overtime Charges (200 lb. Minimum)

(See overtime charges on Shipping Instruction Order Form)

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

TOTAL = \$ _____

Note: We understand that your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department listed above.

Payment Terms: ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW unless advance credit approval has been obtained. All of the materials are on a rental basis and remain the property of Tricord. Payment for all labor and services whether ordered by exhibitor, display builders or other parties, shall be THE RESPONSIBILITY OF THE EXHIBITOR. PLEASE MAKE PAYMENTS IN U.S. FUNDS.

Show Name: <u>GSA</u>	Company Name: _____	Booth# _____
Address: _____	City: _____	State: _____ Zip Code: _____
Phone: () _____	Auth. Signature: _____	

Authorization to Provide

Material Handling Services

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

- A. We have examined and reviewed the "Material Handling Classification and Rates" page which were forwarded to our firm and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.
- 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 in 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 "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 in the actual physical handling of the items comprising our 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 the delivery of our shipment(s) to our booth by Tricord subcontractors, and the arrival of our representative at the booth and during such time
- F. our shipment(s) will be unattended in our booth. We agree that Tricord and its subcontractors shall not be responsible for any loss or damage which may occur during such period. (2) Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion packing and the actual pickup of our materials from our booth for loading onto a carrier, and during such time our shipment(s) will be left unattended in our booth. We agree that Tricord, and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize Tricord or its subcontractors, to adjust the quantities of times on any bill of lading submitted by us to Tricord or its subcontractors, to conform to the actual Fount of such items in the booth at the time of pickup.
- F. We agree, in the event of a dispute with Tricord, or its subcontractors, relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Tricord for material handling service or any other services provided by Tricord, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Tricord thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against Tricord, or its subcontractors, be pursued independently by us as a completely separate transaction to be resolved on its own merits.
- G. In order to expedite removal of materials from the show site, Tricord shall have the authority to change designated carriers, as such carriers do not pick up on time. Where no disposition is made by the Exhibitor, materials will be taken to a warehouse to wait the Exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.
- H. We agree that all questions relating to classification 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.

Show Name: <u>GSA</u>	Company Name: _____
Address: _____	City: _____ State: _____ Zip Code: _____
Phone: () _____	Booth #: _____ Auth. Signature: _____



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

Limits of Liability and Responsibility

SHOW NAME: GSA COMPANY NAME: _____

Limits of Liability and 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 Exhibitors materials after same 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 Exhibitor's, will be checked at the time of pickup from the booth and corrections made where discrepancies exist.
 4. Tricord, and its subcontractors, shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
 5. Tricord and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond its control.
 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, that insurance, if any, shall be obtained by the Exhibitor and that the amounts payable to Tricord hereunder are based on the value of the material handling services and the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by Tricord, or as subcontractors, it is understood that Tricord, and its subcontractors, do not provide for full liability should loss or damage occur. It is agreed that if Tricord, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to a sum equal to \$.25 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy: and that provisions of this paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, of Tricord, its subcontractors or employees.
 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 an Exhibitor, or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 thru 9.
- BE SURE YOUR MATERIALS ARE INSURED from the time they leave your firm until they are returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by "riders" to existing policies. Contact your insurance representative.**
- BE SURE YOUR LIABILITY INSURANCE is in effect at the show site. Contact your insurance representative.**