



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

Display Installation & Dismantling

Part 1 – Labor Supervision

Straight Time Hourly Charge

8:00 am to 4:30 pm Monday thru Friday \$88.00

Overtime Hourly Charge

Before 8:00 am & after 4:30 pm weekdays
 and all day Saturday, Sunday & Holidays \$150.00

NOTE: Starting time can be guaranteed only when men are requested for the start of the working day at 8:00 am

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

- get tools and report to the booth,
 - have work checked by the exhibitor and
 - Return to the Service Center with the exhibitor to be signed out.
- Gratuities in the form of labor hours for work not actually performed are strictly prohibited and will not be honored by Tricord. All rates subject to change if necessitated by increased labor and material costs.

SERVICE A

Installation and Dismantling of Display Under TRICORD Supervision.

- We would like our display unpacked and installed under Tricord supervision prior to our arrival at the exhibit site. We are forwarding blueprints, 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 where possible. We understand a supervision service charge will be added to our bill of labor furnished at the above rate. Supervision service charge (25% of total I&D)
- 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 as described above will apply. An additional surcharge will be applicable when displays are dismantled under Tricord Supervision when no installation labor is provided under Tricord Supervision. Supervision service charge (25% of total I&D)

SERVICE B

Installation and Dismantling of Display Under EXHIBITOR Supervision.

- 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).
- We would like ____ man (men) available to dismantle and pack our display under the supervision of our representative on (date)_____ at (time)_____ am/pm for approximately ____ hour(s). Please confirm Dismantling Labor at the exhibit site and allow time for return of any empty crates and containers.

Note: If the exhibitor fails to pick up the man (men) at the time confirmed, a one (1) hour charge per man "NO SHOW CHARGE" will be made.

The exhibitors representative will return the crew to the Service Center upon completion of the work, check the work order and approve the work order by signing.

Calculate Labor

	Date	Time	# of Men	Total Hours	Rate per Man	Total Cost
Installation.....	_____	_____	_____	_____ X _____	X _____	= \$ _____
Dismantle.....	_____	_____	_____	_____ X _____	X _____	= \$ _____
(One-hour minimum) Total Labor Cost: \$						_____

Tricord Labor Supervision (25% of total I&D).....Total Labor Cost: \$ _____ X 25%: \$ _____ = \$ _____

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

All Orders subject to LIMITS OF LIABILITY AND RESPONSIBILITY.

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 provided 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: GSA Company Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone () _____ Booth # _____ Auth. Signature: _____



Display Installation & Dismantling

Part 2 - Outbound Shipping Instructions

738 Neeson Road, Marina CA 93933

Phone: (831) 883-8600 Fax: (831) 883-8686

Outbound Shipping Instructions

Please complete this section if Tricord will be supervising booth labor.

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

Company/Show: _____ **Booth #:** _____

Address: _____

City/ State/ Zip: _____

Attention: _____

Select Carrier ➡

▪ **Select Shipping Method:**

Ship Via carrier of exhibitor's choice. (*Exhibitor Must Schedule pick up with carrier*)

Name of Carrier: _____

Ship Via official show freight carrier.

Select shipping method ➡

Ground

Air Select Service Preferred _____

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at the close of the show.
- Tricord cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Tricord's discretion.

Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature): _____ **Shipper (print name):** _____

Freight Charges Billed To (Company/Show): _____

Address: _____

City/State/Zip: _____

Telephone: _____ **Attention:** _____

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 provided are on a rental basis only 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: GSA Company Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: (____) _____ Booth # _____ Auth. Signature: _____



Limits of Liability & Responsibility

1. Tricord and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. Tricord and its subcontractors shall not be responsible for loss, injury or damage caused by tradesmen or equipment furnished by Tricord or its subcontractors except when tradesmen are working or operating equipment under the direct supervision of a supervisor designated by Tricord or its subcontractors.
3. 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, injury or damage to an exhibitors materials or exhibitor personnel which may make it impossible or impractical to exhibit the exhibitor's materials.
4. Claims or loss, injury or damage which are not submitted to Tricord within thirty (30) days of the close of the show, on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against Tricord or its subcontractors more than one year after the accrual of the cause of action thereof.
5. The placing of an order for the services of tradesmen and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of the terms and conditions set forth in Sections 1 through 4 above.

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



GSA 2010Logistics

TriCord Offering Discounted Freight Rates to our Advanced Warehouse

Dear GSA Exhibitors,

TriCord is offering discounted freight services. Attached is the information that will assist you with your logistics to and from Santa Clara, CA. We will assist in making your GSA 2010 experience smooth and easy! Complete the attached form and we will provide you with a quote right away.

As the official Service Contractor for the upcoming GSA 2010 Conference to be held at the Santa Clara Convention Center, in Santa Clara, CA. TriCord would like to offer our services to you in another way, and help in handling your freight logistics at a discounted rate to our Advanced Warehouse. TriCords' knowledgeable staff is experienced in the sometimes confusing world of freight and transportation logistics. With this service, a number of difficulties can be easily taken off your mind, including but not limited to:

1. Pick up appointments
2. Dispatcher and truck coordination
3. Freight tracking
4. Damaged freight worries
5. Drop off location and time
6. Special Labels emailed to you for shipment

****If you and your company are interested in receiving discounted freight rates to the advanced warehouse, please fill out the following, and fax back to TriCord at 831-883-8686 as soon as possible.**



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

GSA 2010
Logistics

Company Name: _____ **Booth #** _____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **Hours of Operation:** _____

Date shipment can pick up: _____

Contact Name: _____

Contact Phone: _____

Contact Fax: _____ **email:** _____

Piece Description:	# of Pieces	Lbs. (Estimate)	Dimensions
Crates			
Cartons			
Fiber Cases			
Skids/Pallets			
Carpets			
Other			
Totals:			

Special Handling Description:

Office use only:
 TriCord Quote: _____ Service: _____
 TriCord Signature: _____