Dear Exhibitor,

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

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

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

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

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

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

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

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

Thank you,

TriCord Exhibitor Service Team

View our Privacy Policy ***HERE***

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Show Information

SHOW:	Large Installation System Administration Conference 2019
BOOTH DRAPE COLORS:	Black
BOOTH PACKAGE:	***10' x 10' Booth Package Includes:*** 8' High Back Wall Drape 3' High Side Rail Drape (1) 6' Skirted Table (2) Side Chairs (1) Wastebasket (1) 7" x 44" ID Sign
EXHIBIT HALL CARPET:	Tuxedo

DEADLINES:

Rental Discount Deadline:		October 14, 2019	
Graphics Deadline:		October 14, 2019	
Advance Freight Receiving Deadline:		October 23, 2019	
Direct to Showsite Dates:	Sunday, Monday,	October 27, 2019 October 28, 2019	8:00 am - 5:00 pm 7:00 am - 11:00 am

SHOW SCHEDULE:

Exhibitor Move In:	Sunday, Monday,	October 27, 2019 October 28, 2019	12:00 pm - 5:00 pm 7:00 am - 12:00 pm
Exhibits Open:	Monday, Tuesday,	October 28, 2019 October 29, 2019	12:00 pm - 7:00 pm 8:00 am - 2:00 pm
Exhibitor Move Out:	Tuesday,	October 29, 2019	2:00 pm - 3:30 pm

NOTE:

-All exhibitor ordered freight carriers must be checked in by 3:00pm for freight pick up. ***All inbound freight received will incur Overtime material handling fees. All freight received direct to showsite on Sunday, October 27th will also incur Overtime fees.***

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

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

TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Exhibitor Information & Payment Form

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

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

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

☐ **COMPANY CREDIT CARD** VISA MasterCard AMERICAN EXPRESS

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

☐ **COMPANY CHECK**

Please make checks payable to:
TriCord Tradeshow Services

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

SERVICES ORDERED

Material Handling	**$**	
Booth Packages	**$**	
Flooring	**$**	
Furnishings	**$**	
Labor	**$**	
Electrical Labor	**$**	
Electrical	**$**	
Cleaning	**$**	
Signage	**$**	
Plants	**$**	
Other	**$**	
TOTAL	**$**	

CREDIT CARD INFORMATION

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

Please complete the above information and send this form in with all orders.
Email to: orders@tricord.net or Fax: 831-883-8686

CREDIT AND PAYMENT POLICIES

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

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

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Shipping: Advance to Warehouse

ADVANCE SHIPMENT DEADLINE

WEDNESDAY, OCTOBER 23, 2019

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

Company Name Booth #
LISA 2019
TriCord Tradeshow Services
c/o YRC Freight
6845 North Cutter Circle
Portland, OR 97217

ADVANCE SHIPMENT RATES (200lb minimum) *For each 100lbs. or fraction thereof.* **$124.00**

OVERTIME ON ADVANCE SHIPMENTS (200lb minimum) *For each 100lbs. or fraction thereof.*
Invoiced in addition to above rates on all shipments subject to overtime charges.* **$22.00

ADVANCE CRATED SHIPMENTS
Advance crated shipments will be accepted at the TriCord warehouse and allowed (30) days free storage.

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise. ***Shipments received after the advance receivng deadline or without material handling forms, authorization to provide material handling and payment on file will be charged special handling.***

*For tracking purposes, please send copies to the TriCord address and to the person in charge of installing your display.

STRAIGHT TIME: M-F 8am-4:30pm

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

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

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

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

WAREHOUSE

LISA19

RUSH - EXHIBIT MATERIAL MUST ARRIVE BY

WEDNESDAY, OCTOBER 23, 2019

COMPANY NAME _____

BOOTH # _____

EVENT LISA 2019

TriCord Tradeshow Services
c/o YRC Freight
6845 North Cutter Circle
Portland, OR 97217

NO._____OF _____PIECES

WAREHOUSE

LISA19

RUSH - EXHIBIT MATERIAL MUST ARRIVE BY

WEDNESDAY, OCTOBER 23, 2019

COMPANY NAME _____

BOOTH # _____

EVENT LISA 2019

TriCord Tradeshow Services
c/o YRC Freight
6845 North Cutter Circle
Portland, OR 97217

NO._____OF _____PIECES

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Shipping: Direct to Exhibit Site

SHIPMENT MUST ARRIVE

SUNDAY, OCTOBER 27, 2019 BETWEEN 8:00 am - 5:00 pm, OR
MONDAY, OCTOBER 28, 2019 BETWEEN 7:00 am - 11:00 am

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

Company Name Booth #
LISA 2019
TriCord Tradeshow Services
c/o Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201

DIRECT SHIPMENT TO EXHIBIT SITE(200lb minimum) *For each 100lbs. or fraction thereof.* **$128.00**

OVERTIME RATES & SPECIAL HANDLING (200lb minimum) *For each 100lbs. or fraction thereof.* **$22.00**
**Invoiced in addition to above rates on all shipments subject to overtime charges.*

DIRECT SHIPMENTS TO THE EXHIBIT SITE

Material will be unloaded from the exhibitor's carrier onsite, delivered to the exhibitor's booth, and reloaded on a carrier at the rate listed above.

SPECIAL HANDLING

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

OVERTIME

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

OUTGOING SHIPMENTS

-TriCord Service Desk located in the Exhibitor Service Center will have labels, bill of ladings, and shipping information available.
-At the close of the show, if carriers fail to pick up or refuse shipments, TriCord reserves the right to reroute shipments.
-If no destination is provided, material may be taken back to the warehouse, at exhibitor's expense, pending advice from the exhibitor.
-No liability will be assumed by TriCord.

IMPORTANT INFORMATION

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

PAYMENT

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

SHOWSITE

LISA19

RUSH - EXHIBIT MATERIAL CAN ONLY ARRIVE ON

SUNDAY, OCTOBER 27, 2019 BETWEEN 8:00 am - 5:00 pm, OR
MONDAY, OCTOBER 28, 2019 BETWEEN 7:00 am - 11:00 am

COMPANY NAME _____

BOOTH # _____

EVENT LISA 2019

TriCord Tradeshow Services
c/o Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201

NO._____OF _____PIECES

SHOWSITE

LISA19

RUSH - EXHIBIT MATERIAL CAN ONLY ARRIVE ON

SUNDAY, OCTOBER 27, 2019 BETWEEN 8:00 am - 5:00 pm, OR
MONDAY, OCTOBER 28, 2019 BETWEEN 7:00 am - 11:00 am

COMPANY NAME _____

BOOTH # _____

EVENT LISA 2019

TriCord Tradeshow Services
c/o Portland Marriott Downtown Waterfront
1401 SW Naito Parkway
Portland, OR 97201

NO._____OF _____PIECES

TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Material Handling

Company Name	Booth #

CHECK ONE:

☐ We plan to ship our crated material to the **ADVANCE SHIPMENT WAREHOUSE**.

☐ We plan to ship our materials direct to the **EXHIBIT SITE**.

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

ADVANCE CRATED SHIPMENTS TO THE WAREHOUSE (200 lb. minimum)
We will ship _____ lbs. @ **$124.00** per 100 lbs. = _____ (***200# minimum charge*** **$248.00**)

DIRECT CRATED SHIPMENTS TO THE EXHIBIT SITE (200 lb. minimum)
We will ship _____ lbs. @ **$128.00** per 100 lbs. = _____ (***200# minimum charge*** **$256.00**)

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING AT THE EXHIBIT SITE
We will ship _____ lbs. @ **$22.00** per 100 lbs. = _____ (***200# minimum charge*** **$ 44.00**)

OVERTIME CHARGES (200 lb. minimum) *See overtime charges on Shipping Instruction Order Form*
$22.00 per 100 lbs. = _____ (***200# minimum charge*** **$ 44.00**)

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

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

Shipments received without material handling forms, authorization to provide material handling and payment on file will be charged special handling. If you have any questions about material handling, please contact our Customer Service Department listed below.

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

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

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

Union Rules and Regulations

PORTLAND MARRIOTT DOWNTOWN WATERFRONT IS A UNION REGULATED FACILITY. THANK YOU IN ADVANCE FOR YOUR SUPPORT AND UNDERSTANDING!

UNION INFORMATION

To assist you in planning your participation in your Portland area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

DECORATOR'S UNION

Members of this union claim jurisdiction over all set up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools. If your exhibit preparation, installation or dismantling requires more than one-half (1/2) hour, or exceeds ten feet you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Portland on a one-to-one basis.

TEAMSTER UNION

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

ELECTRICAL UNION

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

TIPPING

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

TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Cartload Service Order Form

Company Name	Booth #

SMALL FREIGHT SERVICES

To assist you with the move-in and move out of Exhibitors with small amounts of exhibit materials, TriCord Tradeshow Services is pleased to offer, one (1) laborer with one (1) pushcart, for one (1) trip at the costs listed below:

DOCK TO BOOTH	PRICE	TOTAL
One Way Service	**$65.00**	**$**
BOOTH TO DOCK	**PRICE**	**TOTAL**
One Way Service	**$65.00**	**$**

CARTLOAD SERVICES TOTAL $

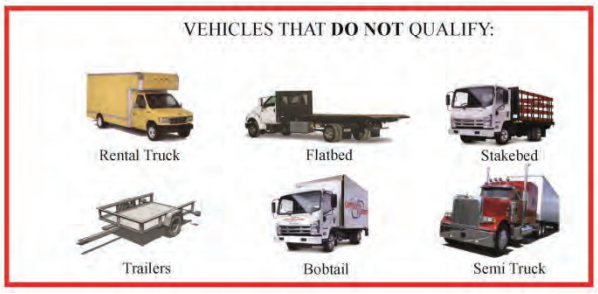
SMALL FREIGHT SERVICE QUALIFICATIONS

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



FAILURE TO QUALIFY

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



HOW TO RECEIVE SERVICE ONSITE

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

WHERE TO LOAD AND UNLOAD

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

Authorized Signature
Print Name

TriCord Tradeshow Services | 738 Neeson Road, Marina, CA. 93933 | Phone: 831-883-8600 | Fax: 831-883-8686
Need more help? Please email us with any questions or concerns, orders@tricord.net

Limits of Liability & Responsibility

1. TriCord, and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.

2. TriCord, and its subcontractors are not and cannot be, responsible for loss or disappearance of the Exhibitor's booth materials after they have been delivered to the Exhibitor's booth.

3. Similarly, TriCord and its subcontractors cannot be responsible for the disappearance of the Exhibitor's materials before the materials are picked up from the Exhibitor's booth for loading out after the show. All bills of lading covering outgoing shipments, which are given to TriCord by the Exhibitors, will be checked at the time of pickup from the booth and corrections made where discrepancies exist.

4. TriCord, and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

5. TriCord, and its subcontractors shall not be responsible for ordinary wear and tear in the handling of equipment, or for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond our control.

6. TriCord, and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to TriCord in time to obtain the proper equipment.

7. It is understood that TriCord and its subcontractors are not insurers. Insurance if any shall be obtained by the Exhibitor and that the amounts payable to TriCord hereunder are based on the value of the material handling services and the scope of liability as herein set forth and are unrelated to the value of the Exhibitor's property being handled. Since it's impractical and extremely difficult to fix the value of each shipment handled by TriCord, TriCord and its subcontractors do not provide full liability should loss or damage occur. It is agreed that if TriCord, or its subcontractors, should be found liable for loss or damage due to a failure to properly handle the Exhibitor's equipment, the liability shall be limited to the specific article which was physically lost or damaged and such liability shall be limited to sum equal to $.25 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment whichever is less, as agreed upon damages and not as a penalty, as the exclusive remedy: and that provisions of this paragraph shall apply if loss or damage irrespective of cause or origin, results directly or indirectly to property from performance or nonperformance of obligations imposed by the offering of material handling services to exhibitors or from negligence, active or otherwise, of TriCord, its subcontractors or employees.

8. TriCord, and its subcontractors, shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials which may make it impossible or impractical to exhibit same.

9. Claims for loss or damage which are not submitted to TriCord within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against TriCord, or its subcontractors, more that one (1) year after the action of the cause of action therefore.

10. The consignment or delivery of a shipment to TriCord, or its subcontractors, by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth in Sections 1 thru 9.

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

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

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Authorization to Provide Material Handling Services

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

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

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

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

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

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

> *(1) Relative to inbound shipments, we recognize that there may be a lapse of time between delivery of our shipment(s) to our booth by TriCord subcontractors, and the arrival of our representative at the booth and during such time our shipment(s)will be unattended at our booth. We agree that TriCord and its subcontractors shall not be responsible for any loss or damage which may occur during such period.*
>
> *(2) Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and during such time our shipment(s) will be left unattended in our booth. We agree that TriCord and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize TriCord or its sub-contractors, to adjust the quantities of times on any bill of lading submitted by us to TriCord or its subcontractors, to conform to the actual count of such items in the booth at the time of pickup.*

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

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

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

Company Name	Booth #
Signature	Date

TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Pre Order ONLY - Furniture Packages

Company Name	Booth #


Conference Table


Bar Stool


Skirted Table


Bistro Table


Side Chair


Arm Chair

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

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

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

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

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

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

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

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

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

TABLE/COUNTER SKIRT COLOR SELECTION

☐ *Blue* ☐ *Yellow* ☐ *White* ☐ *Burgundy* ☐ *Black* ☐ *Green* ☐ *Red* ☐ *Silver* ☐ *Teal* ☐ *Orange*

CARPET COLOR SELECTION

☐ *Blue* ☐ *Toast* ☐ *Grey* ☐ *Black* ☐ *Burgundy* ☐ *Green* ☐ *Red*

☐ **ADD CARPET PADDING - *$125.00***

PACKAGE ORDER TOTAL

TriCord Tradeshow Services | 738 Neeson Road, Marina, CA. 93933 | Phone: 831-883-8600 | Fax: 831-883-8686
Need more help? Please email us with any questions or concerns, orders@tricord.net

TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Furniture Form

Company Name	Booth #

CHAIRS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Side Chairs		$45	$60	$
Padded Arm Chairs		$65	$80	$
Black Leather Executive Chairs		$120	$150	$
Padded Bar Stools		$80	$95	$
TABLES (30" HIGH)	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
4 ft Draped Table		$100	$125	$
6 ft Draped Table		$110	$135	$
8 ft Draped Table		$135	$160	$
4 ft Undraped Table		$85	$110	$
6 ft Undraped Table		$95	$120	$
8 ft Undraped Table		$120	$150	$
Color Selection	☐ *Blue* ☐ *Yellow* ☐ *White* ☐ *Burgundy* ☐ *Black* ☐ *Green* ☐ *Red* ☐ *Silver* ☐ *Teal* ☐ *Orange*			
COUNTERS (42" HIGH)	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
4 ft Draped Counter		$120	$145	$
6 ft Draped Counter		$130	$155	$
8 ft Draped Counter		$155	$180	$
4 ft Undraped Counter		$100	$125	$
6 ft Undraped Counter		$110	$135	$
8 ft Undraped Counter		$130	$160	$
Color Selection	☐ *Blue* ☐ *Yellow* ☐ *White* ☐ *Burgundy* ☐ *Black* ☐ *Green* ☐ *Red* ☐ *Silver* ☐ *Teal* ☐ *Orange*			
TABLE RISERS (12"H x 12" W)	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
4 ft Riser		$50	$70	$
6 ft Riser		$60	$80	$
8 ft Riser		$75	$100	$
Color Selection	☐ *Blue* ☐ *White* ☐ *Black* ☐ *Green* ☐ *Silver*			
MISC	**QUANTITY**	**DISCOUNT RATE**	**STANDARD RATE**	**TOTAL**
Waste Basket With Liner		$12	$16	$
Easel		$35	$45	$
Bistro Table		$135	$160	$
Poster Board *(4x8 Velcro Tack Board)*		$110	$135	$
Round Conference Table		$135	$160	$
4th Side Table, Skirted/Drape Color Change		$25	$35	$
5 - Panel Literature Rack		$90	$110	$
Bag Tree		$55	$70	$
			FURNITURE RENTAL TOTAL	$

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LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Custom Furniture Form

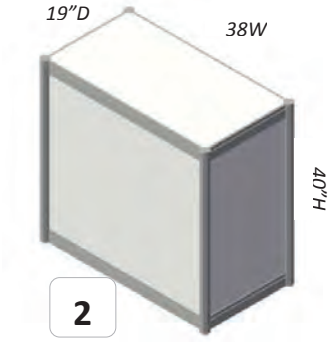
Company Name	Booth #

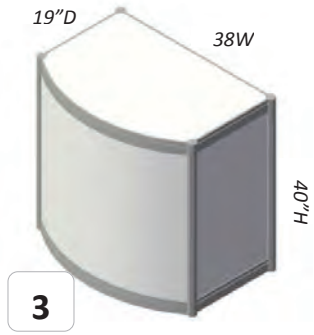
Custom Furnishings	Front Graphic Panel Dimensions (WxH)	Regular Price	Option to Add Graphic	Color: *White, Black, Blue or Grey*	Quantity	Total
1. Pedestal	18.75” x 36.675”	$200	$75			$
2. One Meter Counter	38.25” x 36.625”	$250	$150			$
3. One Meter Counter *(Curved)*	42.5” x 36.625”	$280	$175			$
4. Two Meter Counter	77.25” x 36.625”	$300	$250			$
5. Glass Showcase *(Horizontal)* **Inside Lighting – Must order Electricity*	N/A	$325	$N/A	N/A		$
6. Glass Showcase *(Vertical)* **Inside Lighting – Must order Electricity*	*Top Panel:* 18.75” x 8” *Bottom Panel:* 18.75” x 32”	$275	$125	Black		$

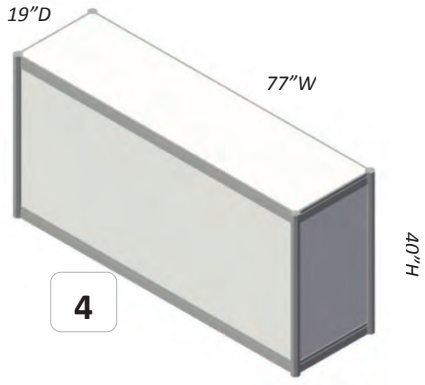
TOTAL: **$**

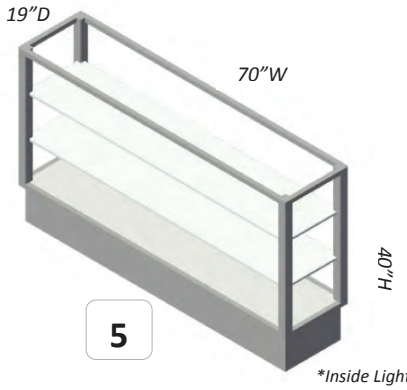
* *All counters come with locking doors. Option to add graphics is for the front panel.*



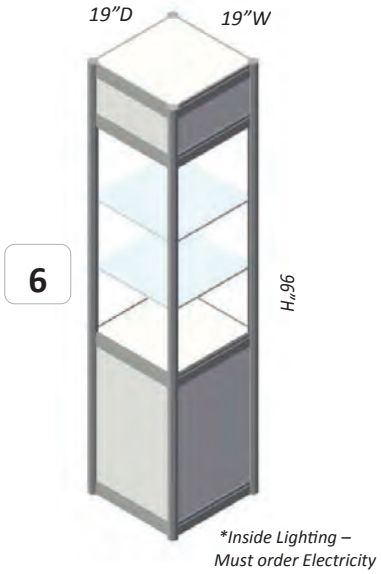








**Inside Lighting – Must order Electricity*



**Inside Lighting – Must order Electricity*

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TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

10 x 10 Custom Booth Rentals

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

Company Name	Booth #

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

☐ Package #1

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



* *Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

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

☐ ***Package Pricing = $1,450.00***

☐ ***Add Full Graphics = $1485.00*** ***(Click Here for graphic specs)***

☐ Package #2

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



* *Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

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

☐ ***Package Pricing = $1,750.00***

☐ ***Add Full Graphics = $1855.50*** ***(Click Here for graphic specs)***

☐ Package #3

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



* *Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

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

☐ ***Package Pricing = $1,950.00***

☐ ***Add Full Graphics = $1525.00*** ***(Click Here for graphic specs)***

☐ Package #4

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



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

☐ ***Package Pricing = $2140.00***
(Click Here for graphic specs)

IMPORTANT INFORMATION:

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

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

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

PACKAGE TOTAL:

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TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

10 x 20 Custom Booth Rentals

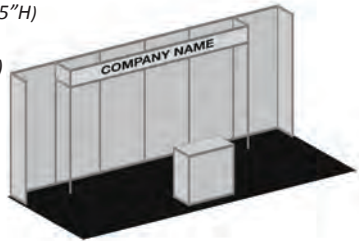
**To receive pricing listed below, TriCord requires full payment information, order forms, and graphic files provided by the Graphics Deadline specified on page 2. Any graphic orders placed after the deadline specified will be charged with a late fee of 25%.*

Company Name	Booth #

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

☐ Package #6

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



** Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

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

☐ ***Package Pricing = $2,595.00***

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

☐ Package #7

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



** Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

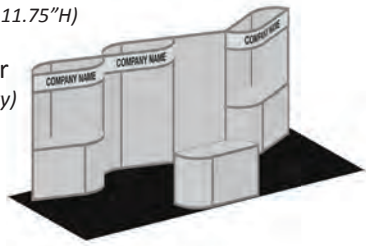
** Select Carpet Color:*
☐ Black ☐ Blue ☐ Grey ☐ Toast
☐ Green ☐ Red ☐ Burgundy

☐ ***Package Pricing = $2,695.00***

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

☐ Package #8

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



** Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

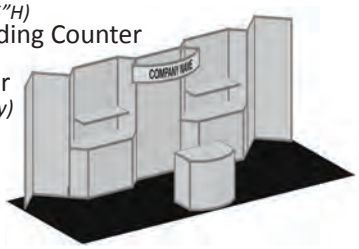
** Select Carpet Color:*
☐ Black ☐ Blue ☐ Grey ☐ Toast
☐ Green ☐ Red ☐ Burgundy

☐ ***Package Pricing = $3,895.00***

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

☐ Package #9

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



** Select Panel Color:*
☐ Black ☐ White ☐ Grey ☐ Blue

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

☐ ***Package Pricing = $3,695.00***

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

☐ Package #10

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



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

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

IMPORTANT INFORMATION:

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

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

PACKAGE TOTAL:

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TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Carpet Rental Form

Company Name	Booth #

Prices include installation and taping of front edge only.

STANDARD CUT CARPET *For Inline Booths ONLY

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

TOTAL

PADDING

Booth Size _____ **X** _____ **= square feet @ $1.25 square foot** $ _____

VISQUEEN

Booth Size _____ **X** _____ **= square feet @ $0.75 square foot** $ _____

COLOR SELECTION

☐ *Blue* ☐ *Toast* ☐ *Grey* ☐ *Black* ☐ *Burgundy* ☐ *Green* ☐ *Red*

SPECIAL CUT PLUSH CARPET & ISLAND BOOTHS

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

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

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

PER SQUARE FOOT

DISCOUNT RATE	STANDARD RATE
$3.50	$4.50

COLOR SELECTION

☐ *Blue* ☐ *Toast* ☐ *Grey* ☐ *Black* ☐ *Burgundy* ☐ *Green* ☐ *Red* ☐ *White*

TOTAL

CARPET

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

PADDING

Booth Size _____ **X** _____ **= square feet @ $1.25 square foot** $ _____

VISQUEEN

Booth Size _____ **X** _____ **= square feet @ $0.75 square foot** $ _____

TOTAL $ _____

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TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Now Offering - Wood Grain Vinyl Flooring

Company Name	Booth #

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

STANDARD CUT WOOD GRAIN VINYL - For Inline Booths ONLY

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

PADDING

TOTAL

Booth Size _____ **X** _____ **= square feet @ $1.50 square foot** $ _____

SPECIAL CUT WOOD GRAIN VINYL - ISLAND BOOTHS

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

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

- Rental price includes installation and removal.

PER SQUARE FOOT

DISCOUNT RATE	STANDARD RATE
$3.50	$4.50

VINYL

TOTAL

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

PADDING

Booth Size _____ **X** _____ **= square feet @ $1.50 square foot** $ _____

TOTAL $ _____

COLOR SELECTION



☐ Natural Cherry



☐ Dark Cherry



☐ Fog



☐ Espresso

*Colors subject to supplier availablility

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TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Display Installation & Dismantling

Company Name	Booth #

DISPLAY LABOR

Straight Time - 8:00am - 4:30pm, Monday - Friday
$115.00/per man/per hour

Overtime - Before 8:00am & after 4:30pm weekdays and all Saturday, Sunday and Holidays
$180.00/per man/ per hour

SERVICE A - TRICORD SUPERVISION

☐ INSTALLATION

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

☐ DISMANTLING

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

SERVICE B - EXHIBITOR SUPERVISION

☐ INSTALLATION

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

☐ DISMANTLING

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

Please confirm dismantling labor at the exhibit site and allow time for return of any empty crates and containers.

NOTE: If the exhibitor fails to pick up the man (men) at the time confirmed, a one (1) hour charge per man "NO SHOW CHARGE" will be incurred. The exhibitors representative will return the crew to the Service Center upon completion of the work, check the work order and approve the work order by signing it.

DATE & TIME		# OF MEN		# HOURS		HOURLY RATE		TOTAL
	x		x		x		=	
	x		x		x		=	

DATE & TIME		# OF MEN		# HOURS		HOURLY RATE		TOTAL
	x		x		x		=	
	x		x		x		=	

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

TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Outbound Shipping

Company Name	Booth #
Authorized By	Phone #

OUTBOUND SHIPPING

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

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

Company Name	Booth #
Attention	Show
Address	
City/State/Zip	

SELECT SHIPPING CARRIER

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

Carrier Name of Exhibitor's Choice	
Carrier Contact	Phone Number

SELECT SHIPPING METHOD

- ☐ GROUND
- ☐ AIR: Select Service Preferred

☐ *1 Day* ☐ *2 Day* ☐ *3 Day* ☐ *Deferred*

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

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

TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

In Booth - Forklift Form

Company Name	Booth #

FORKLIFT LABOR

Straight Time - 8:00am - 4:30pm, Monday - Friday
$185.00/per man/per hour

Overtime - Before 8:00am & after 4:30pm weekdays and all Saturday, Sunday and Holidays
$240.00/per man/ per hour

DESCRIPTION OF ITEM(S) TO BE LIFTED *(Include weight)*

INSTALLATION	DATE & TIME		# HOURS		HOURLY RATE		TOTAL
Forklift & Operator		x		x		=	
OVERTIME		x		x		=	

DISMANTLE	DATE & TIME		# HOURS		HOURLY RATE		TOTAL
Forklift & Operator		x		x		=	
OVERTIME		x		x		=	
					FORKLIFT TOTAL:		

IMPORTANT INFORMATION

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

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

-Get tools and report to booth.
-Have work checked by the exhibitor.
-Return to the service desk with exhibitor to be signed out upon completion.
-Half hour minimum for removal.

Orders subject to Limits of Liability and Responsibility as set forth in the exhibitor kit.

TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Cleaning Form

Company Name	Booth #

Cost of vacuuming will be invoiced on the total area of your booth. To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the show site. This way we will be able to assure your satisfaction with our service.

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

☐ **VACUUM CARPET - Before Show Opens ONLY**

Cost per square foot per night is **$ 0.35**

☐ **VACUUM CARPET - DAILY**

Cost per square foot is **$ 0.30**

BOOTH SIZE _____ **X** _____ **= SQUARE FEET**

When ordering one of the following daily services, please calculate for **2** **days.**

Vacuuming		X		X		=	$
	(square feet)		(number of days)		(rate)		**TOTAL**

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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	

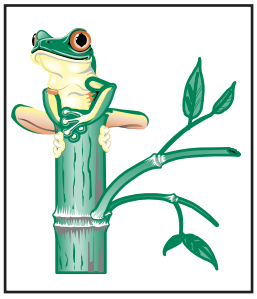
Suitable Media for artwork and/or logos	
Media	**Preferred Format**
Direct Upload	See info below
Email Attachments	Limited to max size of 5MB
ALL FONTS MUST BE CONVERTED TO OUTLINES	

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*

LISA 2019-Graphics Upload Link

TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Signs & Banners

Company Name	Booth #

TriCord produces full color digital prints mounted on sign board or banner material. We can mount your sign to your display, hang it overhead or place it on a stand. We will print your art or help create custom signage. Send disk or email all artwork and logos to signs@tricord.net for quotes, design and proofing. Save files as vector .PDF or .EPS, 300dpi for photos. FTP is available for large files.

STANDARD SIZE SIGNS

Sizes	Quantity		Cost		Total
22” x 28”		x	$60	=	
24” x 36”		x	$100	=	
30” x 40”		x	$135	=	
36” x 48”		x	$180	=	
36” x 60”		x	$250	=	
38” x 94”		x	$400	=	

STANDARD SIZE BANNERS

Sizes	Quantity		Cost		Total
2’ x 6’		x	$180	=	
2’ x 8’		x	$240	=	
3’ x 6’		x	$270	=	
2’ x 10’		x	$300	=	
3’ x 8’		x	$360	=	
3’ x 10’		x	$450	=	

CUSTOM SIZE SIGN OPTIONS

Color print and mount	$15 per square foot
Lamination	$3 per square foot
Graphic Design Time	$95 per hour

DEADLINE DATE: SEE SHOW INFORMATION PAGE

-Orders submitted after are subject to a 25% late fee.
-CANCELLATION POLICY: Signs cancelled or changed after order is received will be charged original price.

SPECIAL INSTRUCTIONS:

☐ We will send ready to print artwork.

☐ We require design assistance.

Please give us a general idea of what you are looking for below.

Draw your sign. Please specify copy and indicate PMS colors, fonts, materials, size, orientation, etc.

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

TriCord Tradeshow Services | 738 Neeson Road, Marina, CA. 93933 | Phone: 831-883-8600 | Fax: 831-883-8686
Need more help? Please email us with any questions or concerns, orders@tricord.net

TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Third Party Authorization

Company Name	Booth #

IMPORTANT INFORMATION

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

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

Both firms must complete this form, including the Third Party Credit Card Charge Authorization below and return the form by the deadline of: **MONDAY, OCTOBER 14, 2019**

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

EXHIBITING COMPANY AUTHORIZATION OF THIRD PARTY BILLING

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

THIRD PARTY - CREDIT CARD AUTHORIZATION

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

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Exhibitors Only - EAC Information Form

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

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

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

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

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

All Exhibitor Appointed Contractors must be aware and abide by all union rules and regulations.

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

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

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

CERTIFICATE OF LIABILITY INSURANCE

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

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

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

PRODUCER	CONTACT NAME:	
ABC Insurance Agency (1) 123 Main St License #0567141 Monterey CA 93940	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A :	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

ACME Electrical (2)
123 Main St
Monterey CA 93940

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

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

INSR LTR	TYPE OF INSURANCE (4)	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY) (8)	POLICY EXP (MM/DD/YYYY) (9)	LIMITS (10)	
(3) A	X COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y					EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y					COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							Uninsured motorist	$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $ 10,000	Y					EACH OCCURRENCE	$
							AGGREGATE	$
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					☒ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

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

Tricord Tradeshow Services, Inc, Tricord Management, LLC and Tricord Sales South Bay, Inc are hereby named as additional insured for General Liability, Business Auto and Umbrella and Certificate Holder for Workers' Compensation. The insurance provided for the benefit of Tricord Tradeshow Services, Inc, Tricord Management, LLC and Tricord Sales South Bay, Inc, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Tricord Tradeshow Services, Inc, Tricord Management, LLC and Tricord Sales South Bay, Inc shall be excess and non-contributory. (5)

Show Dates: (6)

CERTIFICATE HOLDER (7)

Tricord Tradeshow Services, Inc.
738 Neeson Road
Marina CA 93933

CANCELLATION

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

AUTHORIZED REPRESENTATIVE (11)

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The ACORD name and logo are registered marks of ACORD

sample sample sample

TRICORD IS OFFERING DISCOUNTED FREIGHT RATES
TO OUR ADVANCE WAREHOUSE

Dear LISA Exhibitors,

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

As the official Service Contractor for the upcoming LISA conference to be held at the Portland Marriott Downtown Waterfront, TriCord would like to offer you help by arranging your freight logistics at a discounted rate to our Advance Warehouse. TriCord's knowledgeable staff is experienced in the sometimes confusing world of freight and transportation logistics. With this service, a number of difficulties can be easily taken off your mind, including, but not limited to:

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

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

TRICORD TRADESHOW SERVICES

LISA19

LISA 2019
October 28-29, 2019
Portland Marriott Downtown Waterfront
Portland, OR

Logistics

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

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

SPECIAL HANDLING DESCRIPTION/INSIDE DELIVERY

OFFICE USE ONLY

TriCord Quote: ***Service:***

TriCord Signature:

THANK YOU, for your quote please fax completed page to TriCord (831)-883-8686 or email it to orders@tricord.net

AIRWAYS FREIGHT
LAND • AIR • SEA

The Preferred Air & Expedited Freight Carrier for TriCord

For Domestic Shipments Call: 800-929-1085

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

Email: tricord@airwaysfreight.com

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

The Airways Advantage:

- Over 30 years in the exhibit industry.

- 24/7/365 complete service by experienced professionals.

MARRIOTT
Portland Downtown Waterfront

EXHIBITOR INFORMATION



EVENT NAME_____

Exhibit Setup Date _____Exhibit Tear Down Date_____

Company/Exhibitor _____ Booth# _____

Contact Name _____

E-mail Address _____

Address _____

City _____ State _____ Zip _____

Phone# _____ Fax # _____

A 24% Service Charge applies to all items with the exception of labor.

MARRIOTT
Portland Downtown Waterfront

Exhibit Guide

110/120 VOLT *Note: All Power is "Per Show" inclusive of labor. A 24% service charge applies.*

	Quantity	Set Date	Strike Date	Show Price	TOTAL
500 Watts (5 amps)	_____	_____	_____	$90.00	=$_____
1000 Watts (10 amps)	_____	_____	_____	$120.00	=$_____
2000 Watts (20 amps)	_____	_____	_____	$150.00	=$_____

208/220 VOLT – *Call for quote*

Additional Labor If Needed (Minimum Charge for Orders – 1 hour)

110/120 VOLT outlet prices power include delivery of the service to one location at the rear of the booth in peninsula and in-line booths. All island booths will require labor. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements please add an estimated 1 hour minimum to the order.

Straight Time (per hour) **$75.00**
Monday - Saturday, 7:00 am – 5:00 pm

Overtime (per hour) **$112.50**
Monday - Saturday, 5:00 pm - 7:00 am (All day Sunday)

Holiday **$150.00**

ADDITIONAL INFORMATION

- A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain delivery schedules. Relocation of the service will be charged on a time and material basis.
- If a dedicated circuit is required, please order 2000 watts/20 amps.
- Separate outlets should be ordered for each piece of equipment and/or each power location.
- NO refunds will be applied to electrical services cancelled after installation.

QTY	ITEMS	SHOW RATE	QUANTITY	TOTAL
	Extension/Power Strip Combo	$30.00		
			ELECTRICAL TOTAL	

A 24% Service Charge applies to all items with the exception of labor.

MARRIOTT
Portland Downtown Waterfront

Exhibit Guide

AUDIO EQUIPMENT (daily charge)

QTY	ITEMS	DAILY RATE	DAYS	TOTAL
	JBL Powered Loudspeaker w/Stand	$100.00		
	SM-58 Hardwire Microphone w/Stand	$60.00		
	UHF Wireless Microphone (Handheld or Lavaliere)	$155.00		
	4 Channel Mono Mixer	$65.00		

All microphones, laptop audio, MP3 players, etc. must have an audio mixer and house sound patch/speaker.

VIDEO EQUIPMENT (daily charge)

QTY	ITEMS	DAILY RATE	DAYS	TOTAL
	HD Flat Panel Display Package: *(Includes: HD 55" Flat Panel LCD Display, Display Stand, Video & Power Cabling, Set & Strike Labor)*	$575.00		
	HD Flat Panel Display Package: *(Includes: HD 46" Flat Panel LCD Display, Display Stand, Video & Power Cabling, Set & Strike Labor)*	$475.00		

COMPUTER, INTERNET & PHONE EQUIPMENT (daily charge)

QTY	ITEMS	DAILY RATE	DAYS	TOTAL
	PC Laptop Computer	$250.00		
	Hardwire Internet Connection (single user)	$125.00		
	Wireless Internet Connection (single user)	$50.00		
	Polycom Speaker Phone	$185.00		
	Telephone w/DID Analog Line	$150.00		

*Phone setup charges do not include usage fees.

Electrical Total	Enter →	$
Equipment Total	Enter →	$
Service Charge	x 24%	$
Labor (service charge does not apply)	Enter →	$
GRAND TOTAL		**$**

A 24% Service Charge applies to all items with the exception of labor.

UNIQUE.CREATIVE.INNOVATIVE www.encore-us.com p: 503-499-6379 f: 503-499-6393 e: eventspdx@encore-us.com

ENCORE EVENT TECHNOLOGIES
A Freeman Company

Exhibit Guide

CREDIT CARD AUTHORIZATION

Please make your selection below and email or fax completed to:
Encore Event Technologies:
FAX: (503) 499.6393
EMAIL: eventspdx@encore-us.com

I authorize Encore Event Technologies & Marriott Downtown Waterfront to charge my credit card for:

Date of Function _____

Name of Event/Group: _____

Type of Card (Check One):

American Express _____ Visa _____ MasterCard _____

Card Holder Name: _____

Card Holder Address:_____

Card Holder Email:_____

Card Number: _____

Expiration Date: _____ _____CCID:_____ Total Estimated Charges: $ _____

Phone Number: _____ Date: _____

Signature: _____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows:

1. *Cancellation: In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.*
2. *Risk of Loss: Rental Equipment is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care of possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.*
3. *Insurance for the subject equipment is Lessee's responsibility.*
4. *Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.*
5. *It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site to the number listed in the bottom header. Absolutely no credits will be issued after show closing.*

Please make checks payable to: Portland Marriott Downtown Waterfront

USENIX LISA

Vendor Exposition

October 28-29, 2019

Portland Marriott Downtown Waterfront

usenix THE ADVANCED COMPUTING SYSTEMS ASSOCIATION

Video/Projection Equipment ...	Qty	X 2 Days= Per Day Price	Show Rate On Site	Total
USB Playback Processor		$ 50.00	$ 60.00	
DVD Player		$ 125.00	$ 150.00	
Laptop for Video Playback or Powerpoint		$ 225.00	$ 270.00	
26" LCD Flat Screen TV w/ Table Stand		$ 125.00	$ 150.00	
32" LCD Flat Screen TV w/ Table Stand		$ 250.00	$ 300.00	
42" LCD Flat Screen TV w/ Table Stand		$ 350.00	$ 420.00	
52" LCD Flat Screen TV w/ Table Stand		$ 400.00	$ 480.00	
60" LCD Flat Screen Display w/ Pole Stand		$ 500.00	$ 600.00	
Dual Pole LCD/Plasma Monitor Stand (6'-7')		$ 50.00	$ 60.00	
42" or 54" Rolling Cart w / Black Skirt		$ 20.00	$ 24.00	
Data / Video Projector 2500 Lumens (XGA)		$ 250.00	$ 300.00	
Data / Video Projector 3000 Lumens (XGA)		$ 300.00	$ 360.00	
VGA Bang Switcher		$ 75.00	$ 90.00	
RGB Interface		$ 55.00	$ 66.00	
Scan Converter		$ 325.00	$ 390.00	
Other				
Other				

Audio Equipment...	Qty	X 2 Days= Per Day Price	Show Rate On Site	Total
CD / Cassette Player		$ 35.00	$ 42.00	
Wired Microphones: Handheld____ Lavalier__		$ 25.00	$ 30.00	
WIRELESS Microphone Kit: Handheld____ Lavalier		$ 125.00	$ 150.00	
WIRELESS Microphone Kit: Headset____		$ 125.00	$ 150.00	
Small P. A. System with (1) wired microphone		$ 100.00	$ 120.00	
Wired Mic: Handheld____ Lavalier____ Headse				
Mid-Sized P. A. System with (1) wired microphone		$ 150.00	$ 180.00	
Wired Mic: Handheld____ Lavalier____ Headse				
Large Sized P. A. System with (1) wired microphone		$ 250.00	$ 300.00	
Wired Mic: Handheld____ Lavalier____ Headse				

Truss & Lighting...		
We offer a large range to meet your specifica	CALL FOR PRICING	

Totals ... PAYMENT IS DUE WHEN ORDER IS PLACED

EQUIPMENT TOTAL X 2 Days Use	1	
SALES TAX : None	2	$0.00
SUBTOTAL	4	
SETUP / DISMANTLE LABOR	5	$150.00
TOTAL DUE	6	

Method of Payment ... PLEASE CHECK ONE

Card Number: Visa ☐

___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Exp: _____

Cardholder's Name (as appears on card): MasterCard ☐

_____

Cardholders Signature: American Express ☐

_____

Customer Information ...

Firm Name:

Adress

City

State: Zip:

Ordered By:

Telephone #:

Fax #:

Orders received after October 18, 2019

will be subject to the *ON-SITE SHOW RATE*

***Exhibit Dates:* October 28-29, 2019**

Ordering Instructions ...

⇨ The total charge per item is determined as a ***SHOW RATE***, that is the requested items selected are charges for one event day.

*** ***No Equipment charges*** *for Set-Up day(s) prior to event*

⇨ To guarantee equipment availability and advanced rate, submit your request 14 ***days prior*** to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum.

⇨ **CANCELLATIONS:**

A) Cancellation of equipment ordered must be received ***72 hours prior*** to delivery date to avoid a minimum one day charge.

B) If equipment and services have already been provided at the time of cancellation, full show rate will apply.

⇨ **Call for additional requirements.**

msi PRODUCTION SERVICES

Delivery Information ...

Exhibit Booth#:

On Site Contact:

Cell Phone:

Delivery Date: **Time:**

Pick - Up Date: **Time:**

Processing...

Return Form To:

Meeting Services Inc.

Exhibit Services c/o Pam McNitt

10895 Thornmint Road San Diego, Ca. 92127

PH 619-247-4194 FAX 858-348-0076

pmcnitt@msiprod.com