



Enigma 2020  
January 27-29, 2020  
Hyatt Regency San Francisco  
San Francisco, CA

Dear Exhibitor,

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

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

Online ordering is now available. Log-in information will be automatically emailed to the email address on file with the association at the time of registration. If you do not receive log-in information, or are not a registered contact, please contact us at (831)883-8600 or [orders@tricord.net](mailto: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](mailto:orders@tricord.net)  
*Phone:* (831) 883-8600  
*Fax:* (831) 883-8686  
738 Neeson Road  
Marina, CA 93933  
[www.tricord.net](http://www.tricord.net)

Thank you,

TriCord Exhibitor Service Team

View our Privacy Policy [\*\*HERE\*\*](#)

**SHOW:** Enigma 2020

**BOOTH PACKAGE:** *Each 8' x 10' Systems Booth Includes:*  
8' High x 10' Wide Octanorm Standard Back Wall  
40" High x 6' Deep Octanorm Side Rail  
Sintra Fill Panels (White)  
Header Graphic  
(1) One Meter Counter  
(2) Bar Stools

**EXHIBIT HALL CARPET:** Yes - Standard Hotel-type Carpet

**DEADLINES:**

**Rental Discount Deadline:** January 10, 2020

**Graphics Deadline:** January 10, 2020

**Advance Freight Receiving Deadline:** January 23, 2020

**Direct to Showsite Dates:** Sunday, January 26, 2020 8:00 am - 4:00 pm

**SHOW SCHEDULE:**

**Exhibitor Move In:** Sunday, January 26, 2020 12:00 pm - 4:00 pm  
Monday, January 27, 2020 7:00 am - 7:30 am

**Exhibits Open:** Monday, January 27, 2020 7:30 am - 6:00 pm  
Tuesday, January 28, 2020 8:00 am - 6:00 pm  
Wednesday, January 29, 2020 10:00 am - 2:30 pm

**Exhibitor Move Out:** Wednesday, January 29, 2020 2:30 pm - 4:00 pm

**NOTE:** *-All exhibitor ordered freight carriers must be checked in by 3:00pm for freight pick up. All freight shipped to the advance warehouse or directly to the show site on Sunday, January 26, 2020, will incur Overtime fees due to the show schedule.*

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

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



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### Exhibitor Information & Payment Form

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

<p><b>Would you like your receipt.....</b> <input type="checkbox"/> <b>Emailed</b> <input type="checkbox"/> <b>Faxed</b></p> <p style="text-align: center;"><b>Submission of order forms subject exhibitors to Tricord's Limits of Liabilities Policy</b></p> <p><input type="checkbox"/> <b>COMPANY CREDIT CARD</b> </p> <p><b>A credit card is required for all material handling, labor, signage, and custom booth orders.</b></p> <p><input type="checkbox"/> <b>COMPANY CHECK</b></p> <p style="text-align: center;">Please make checks payable to: <b>TriCord Tradeshow Services</b></p> <ul style="list-style-type: none"> <li>- Mail Checks to: 738 Neeson Road, Marina, CA 93933</li> <li>- Checks will only be accepted for furniture and electrical orders without labor.</li> <li>- A credit card authorization is required with check payment for any variances, material handling, labor and signage costs.</li> </ul>	<p style="text-align: center;"><b>SERVICES ORDERED</b></p> <p><b>Material Handling</b> \$ <input type="text"/></p> <p><b>Booth Packages</b> \$ <input type="text"/></p> <p><b>Flooring</b> \$ <input type="text"/></p> <p><b>Furnishings</b> \$ <input type="text"/></p> <p><b>Labor</b> \$ <input type="text"/></p> <p><b>Electrical Labor</b> \$ <input type="text"/></p> <p><b>Electrical</b> \$ <input type="text"/></p> <p><b>Cleaning</b> \$ <input type="text"/></p> <p><b>Signage</b> \$ <input type="text"/></p> <p><b>Plants</b> \$ <input type="text"/></p> <p><b>Other</b> \$ <input type="text"/></p> <p><b>TOTAL</b> \$ <input type="text"/></p>
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**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**

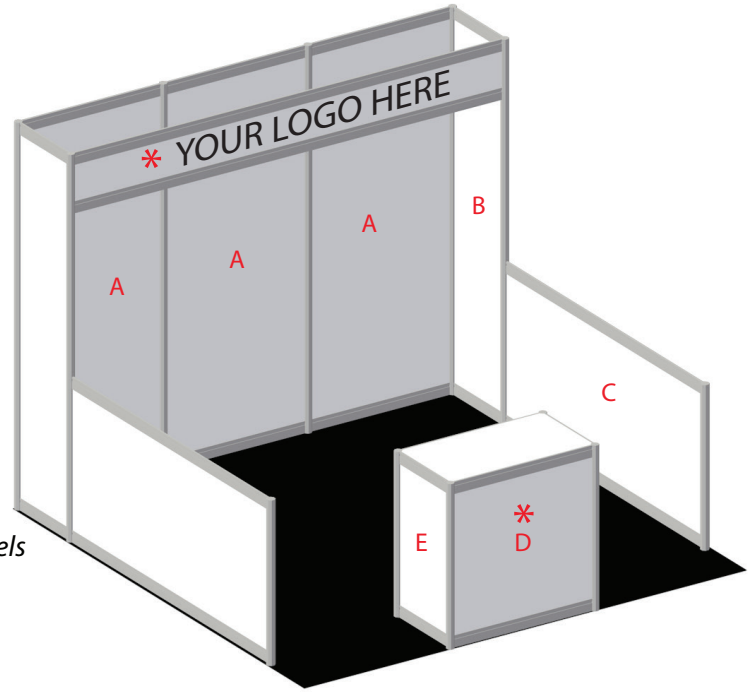
- Payment must be included with all advance orders to obtain the discount rates.
- The exhibiting firm is ultimately responsible for payment of all charges.
- No credit or adjustments will be made after the close of the show.
- Any services not settled by close of the show are subject to a 25% service 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:*



ENIGMA

Shell Scheme Additional Branding Order Form



Booth Option Comes With:

- \* (1) Backlit header with Logo (Included)
\* (1) 1 Meter Counter Graphic - Panel D
(3) White meter backwall panels & (2) side rails
(1) 1 meter counter
(2) Bar Stools

Additional Branding Opportunities

Artwork Dimensions:

- A - 38.25"W x 94.25"H
(Please note: The backlit header will cover ~ the top 15" of the "A" Panels)
B - 18.75"W x 94.25"H (inside panels only)
C - 77.25"W x 36.625"H (inside panels only)
D - 38.25"W x 36.625"H
E - 18.75"W x 36.625"H

\* = Included Graphics
Header Dimensions: 116.25"W x 11.75"H

Graphic files are due no later than 1/10/2020

Artwork submitted after this date will be subject to a 25% late fee

All artwork must be submitted as press quality .pdf's with all fonts converted to outlines

Order form fields including Company, Booth #, Name of Event, Header Panel, A/B/C/D/E Panel Graphics, 32" and 40" Monitor options, and Total Amount of Order.

Graphic Upload Instructions: Zip all files together into one file and name it "Show Name\_Booth#\_Company Name". Click the following link to upload files - You will received a "files uploaded successfully" message when files are done uploading Enigma 2020 - Graphic Upload

Credit Card Information with VISA, MasterCard, and American Express logos

\*\*Submission of order forms subject exhibitors to TriCords' Limits of Liabilities Policy

Form fields for credit card information: Account Number, Expiration Date, CCID #, Cardholder Name, Card Type, Cardholder Signature, Print Name, Billing Address, Telephone, Fax, Company Name, Booth #



TRICORD

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



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**Shipping: Advance to Warehouse**

**ADVANCE SHIPMENT DEADLINE**

**THURSDAY, JANUARY 23, 2020**

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

Company Name	Booth #
Enigma 2020 TriCord Tradeshow Services 738 Neeson Road Marina, CA 93933	

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

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

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

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

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

**IMPORTANT INFORMATION**

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

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



**WAREHOUSE**



**RUSH - EXHIBIT MATERIAL**

**MUST ARRIVE BY THURSDAY, JANUARY 23, 2020**

COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

EVENT Enigma 2020

**TriCord Tradeshow Services  
738 Neeson Road  
Marina, CA 93933**

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES



**WAREHOUSE**



**RUSH - EXHIBIT MATERIAL**

**MUST ARRIVE BY THURSDAY, JANUARY 23, 2020**

COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

EVENT Enigma 2020

**TriCord Tradeshow Services  
738 Neeson Road  
Marina, CA 93933**

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES



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**Shipping: Direct to Exhibit Site**

**SHIPMENT MUST ARRIVE**

**SUNDAY, JANUARY 26, 2020 BETWEEN 8:00 am - 4:00 pm**

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

Company Name	Booth #
Enigma 2020 TriCord Tradeshow Services c/o Hyatt Regency San Francisco 5 Embarcadero Center San Francisco, CA 94111	

**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 lading, and shipping information available.
- At the close of the show, if carriers fail to pick up or refuse shipments, TriCord reserves the right to reroute shipments.
- If no destination is provided, material may be taken back to the warehouse, at exhibitor’s expense, pending advice from the exhibitor.
- No liability will be assumed by TriCord.

**IMPORTANT INFORMATION**

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

**PAYMENT**

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





# SHOWSITE



**RUSH - EXHIBIT MATERIAL CAN ONLY ARRIVE ON**

**SUNDAY, JANUARY 26, 2020 BETWEEN 8:00 am - 4:00 pm**

COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

EVENT Enigma 2020

**TriCord Tradeshow Services c/o  
Hyatt Regency San Francisco  
5 Embarcadero Center  
San Francisco, CA 94111**

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES



# SHOWSITE



**RUSH - EXHIBIT MATERIAL CAN ONLY ARRIVE ON**

**SUNDAY, JANUARY 26, 2020 BETWEEN 8:00 am - 4:00 pm**

COMPANY NAME \_\_\_\_\_

BOOTH # \_\_\_\_\_

EVENT Enigma 2020

**TriCord Tradeshow Services  
c/o Hyatt Regency San Francisco  
5 Embarcadero Center  
San Francisco, CA 94111**

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES





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## Material Handling

Company Name	Booth #
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**CHECK ONE:**

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

**CALCULATION OF ORDER**

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

**ADVANCE CRATED SHIPMENTS TO THE WAREHOUSE (200 lb. minimum)**

We will ship  lbs. @  per 100 lbs. =  (**200# minimum charge \$248.00**)

**DIRECT CRATED SHIPMENTS TO THE EXHIBIT SITE (200 lb. minimum)**

We will ship  lbs. @  per 100 lbs. =  (**200# minimum charge \$256.00**)

**SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING AT THE EXHIBIT SITE**

We will ship  lbs. @  per 100 lbs. =  (**200# minimum charge \$ 44.00**)

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

per 100 lbs. =  (**200# minimum charge \$ 44.00**)

**IMPORTANT INFORMATION**

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

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

**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.

***HYATT REGENCY SAN FRANCISCO 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 San Francisco 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 San Francisco 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.

Company Name	Booth #
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**SMALL FREIGHT SERVICES**

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

DOCK TO BOOTH	PRICE	TOTAL
<i>One Way Service</i>	<b>\$80.00</b>	\$
BOOTH TO DOCK	PRICE	TOTAL
<i>One Way Service</i>	<b>\$80.00</b>	\$

**CARTLOAD SERVICES TOTAL**

\$
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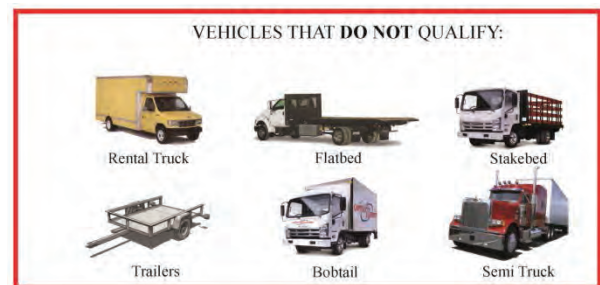
**SMALL FREIGHT SERVICE QUALIFICATIONS**

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



**FAILURE TO QUALIFY**

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



**HOW TO RECEIVE SERVICE ONSITE**

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

**WHERE TO LOAD AND UNLOAD**

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

Authorized Signature
Print Name



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## **Limits of Liability & Responsibility**

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

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

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

**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**  
Pre Order ONLY - Furniture Packages



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Company Name	Booth #
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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 8'x10' Carpet

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

**PACKAGE 2A - \$430.00**  
2 Bar Stools  
1 Bistro Table  
1 Waste Basket  
Standard 8'x10' Carpet

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

**PACKAGE 3A - \$330.00**  
1 6' Skirted Counter  
1 Bar Stool  
1 Waste Basket  
Standard 8'x10' Carpet

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

**PACKAGE 4A - \$320.00**  
1 6' Skirted Table  
2 Side Chairs  
1 Waste Basket  
Standard 8'x10' Carpet

**TABLE/COUNTER SKIRT COLOR SELECTION**

Blue  Yellow  White  Burgundy  Black  Green  Red  Silver  Teal  Orange

**CARPET COLOR SELECTION**

 Blue   Toast   Grey   Black   Burgundy   Green   Red

**ADD CARPET PADDING - \$125.00**

**PACKAGE ORDER TOTAL**





**TRICORD**  
Furniture Form



Enigma 2020  
January 27-29, 2020  
Hyatt Regency San Francisco  
San Francisco, CA

Company Name	Booth #
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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	\$
<b>Color Selection</b>	<input type="checkbox"/> Blue <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Teal <input type="checkbox"/> Orange			
COUNTERS (42" HIGH)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 ft Draped Counter		\$120	\$145	\$
6 ft Draped Counter		\$130	\$155	\$
8 ft Draped Counter		\$155	\$180	\$
4 ft Undraped Counter		\$100	\$125	\$
6 ft Undraped Counter		\$110	\$135	\$
8 ft Undraped Counter		\$130	\$160	\$
<b>Color Selection</b>	<input type="checkbox"/> Blue <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Burgundy <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Silver <input type="checkbox"/> Teal <input type="checkbox"/> Orange			
TABLE RISERS (12"H x 12" W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 ft Riser		\$50	\$70	\$
6 ft Riser		\$60	\$80	\$
8 ft Riser		\$75	\$100	\$
<b>Color Selection</b>	<input type="checkbox"/> Blue <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Green <input type="checkbox"/> Silver			
MISC	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Waste Basket With Liner		\$12	\$16	\$
Easel		\$35	\$45	\$
Bistro Table		\$135	\$160	\$
Poster Board (4x8 Velcro Tack Board)		\$110	\$135	\$
Round Conference Table		\$135	\$160	\$
4th Side Table, Skirted/Drape Color Change		\$25	\$35	\$
5 - Panel Literature Rack		\$90	\$110	\$
Bag Tree		\$55	\$70	\$
<b>FURNITURE RENTAL TOTAL</b>				\$





# TRICORD

## Custom Furniture Form

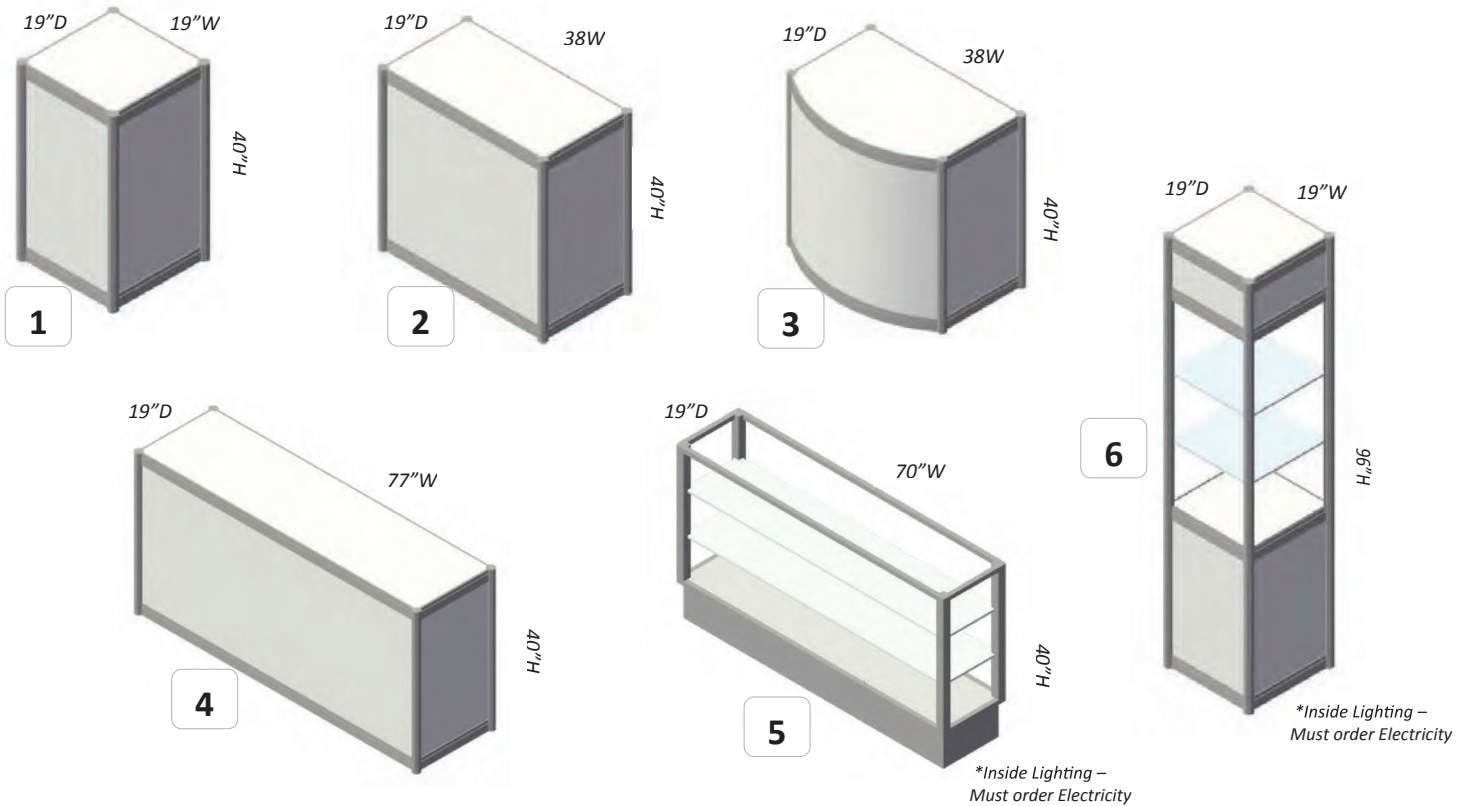


Enigma 2020  
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San Francisco, CA

Company Name					Booth #	
Custom Furnishings	Front Graphic Panel Dimensions (WxH)	Regular Price	Option to Add Graphic	Color: <i>White, Black, Blue or Grey</i>	Quantity	Total
1. Pedestal	18.75" x 36.675"	\$200	\$75			\$
2. One Meter Counter	38.25" x 36.625"	\$275	\$150			\$
3. One Meter Counter ( <i>Curved</i> )	42.5" x 36.625"	\$300	\$175			\$
4. Two Meter Counter	77.25" x 36.625"	\$325	\$250			\$
5. Glass Showcase ( <i>Horizontal</i> ) <i>*Inside Lighting – Must order Electricity</i>	N/A	\$350	\$N/A	N/A		\$
6. Glass Showcase ( <i>Vertical</i> ) <i>*Inside Lighting – Must order Electricity</i>	<i>Top Panel: 18.75" x 8"</i> <i>Bottom Panel: 18.75" x 32"</i>	\$300	\$125	Black		\$

**TOTAL:** \$

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



Company Name	Booth #
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Prices include installation and taping of front edge only.

**STANDARD CUT CARPET \*For Inline Booths ONLY**

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

**PADDING** TOTAL

Booth Size  X  = square feet @ \$1.25 square foot \$

**VISQUEEN**

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

**COLOR SELECTION**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**

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

**CARPET** TOTAL

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

**PADDING**

Booth Size  X  = square feet @ \$1.25 square foot \$

**VISQUEEN**

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

**TOTAL** \$



**TRICORD**

**Now Offering - Wood Grain Vinyl Flooring**



Enigma 2020  
January 27-29, 2020  
Hyatt Regency San Francisco  
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Company Name	Booth #
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Prices include installation and taping of front edge only. \*Wood Grain Vinyl Flooring may not be available on show site.

**STANDARD CUT WOOD GRAIN VINYL - For Inline Booths ONLY**

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

**PADDING**

**TOTAL**

Booth Size  X  = square feet @ \$1.50 square foot \$

**SPECIAL CUT WOOD GRAIN VINYL - ISLAND BOOTHS**

**PER SQUARE FOOT**

- 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.

DISCOUNT RATE	STANDARD RATE
\$3.50	\$4.50

**VINYL**

**TOTAL**

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

**PADDING**

Booth Size  X  = square feet @ \$1.50 square foot \$

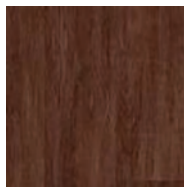
**TOTAL**

\$

**COLOR SELECTION**



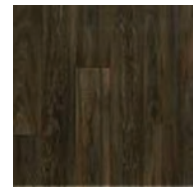
Natural Cherry



Dark Cherry



Fog



Espresso

\*Colors subject to supplier availability



**TRICORD**  
**Display Installation & Dismantling**



Enigma 2020  
 January 27-29, 2020  
 Hyatt Regency San Francisco  
 San Francisco, CA

Company Name	Booth #
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**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 <input style="width: 10%; border: 1px solid black;" type="text"/>	x <input style="width: 10%; border: 1px solid black;" type="text"/>	x <input style="width: 15%; border: 1px solid black;" type="text"/>	= <input style="width: 15%; border: 1px solid black;" type="text"/>
	x <input style="width: 10%; border: 1px solid black;" type="text"/>	x <input style="width: 10%; border: 1px solid black;" type="text"/>	x <input style="width: 15%; border: 1px solid black;" type="text"/>	= <input style="width: 15%; border: 1px solid black;" type="text"/>
DATE & TIME	# OF MEN	# HOURS	HOURLY RATE	TOTAL
	x <input style="width: 10%; border: 1px solid black;" type="text"/>	x <input style="width: 10%; border: 1px solid black;" type="text"/>	x <input style="width: 15%; border: 1px solid black;" type="text"/>	= <input style="width: 15%; border: 1px solid black;" type="text"/>
	x <input style="width: 10%; border: 1px solid black;" type="text"/>	x <input style="width: 10%; border: 1px solid black;" type="text"/>	x <input style="width: 15%; border: 1px solid black;" type="text"/>	= <input style="width: 15%; border: 1px solid black;" type="text"/>

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



**TRICORD**  
**Outbound Shipping**



Enigma 2020  
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Hyatt Regency San Francisco  
San Francisco, CA

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.)

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

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

**VACUUM CARPET - Before Show Opens ONLY**  

*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  days.

Vacuuming  X  X  = **\$**

(square feet)                      (number of days)                      (rate)                      **TOTAL**



# Digital File Preparation

We want your graphics to look their best. In order to ensure the best quality of graphics and images from your digital files, and to make file transfers as easy and seamless as possible, please follow these guidelines for submission of your artwork to Graphics Production. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services.

Additional fees will apply. Please contact TriCord for details.

Suitable Formats for artwork and/or logos	
Program	Preferred Format
Adobe Illustrator CC	.ai, .eps, .pdf (press quality)
Adobe Photoshop CC	.pdf (press quality), jpeg (high res.)
Adobe Acrobat	.pdf (press quality)
<b>ALL FONTS MUST BE CONVERTED TO OUTLINES</b>	

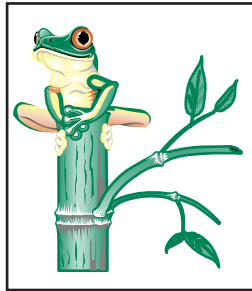
Suitable Media for artwork and/or logos	
Media	Preferred Format
Direct Upload	See info below
Email Attachments	Limited to max size of 5MB
<b>ALL FONTS MUST BE CONVERTED TO OUTLINES</b>	

**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*

[Enigma 2020- Graphics Upload](#)



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

**STANDARD SIZE SIGNS**

Sizes	Quantity	Cost	Total
22" x 28"	<input type="text"/>	x \$60 =	<input type="text"/>
24" x 36"	<input type="text"/>	x \$100 =	<input type="text"/>
30" x 40"	<input type="text"/>	x \$135 =	<input type="text"/>
36" x 48"	<input type="text"/>	x \$180 =	<input type="text"/>
36" x 60"	<input type="text"/>	x \$250 =	<input type="text"/>
38" x 94"	<input type="text"/>	x \$400 =	<input type="text"/>

We will send ready to print artwork.

We require design assistance.

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

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

**STANDARD SIZE BANNERS**

Sizes	Quantity	Cost	Total
2' x 6'	<input type="text"/>	x \$180 =	<input type="text"/>
2' x 8'	<input type="text"/>	x \$240 =	<input type="text"/>
3' x 6'	<input type="text"/>	x \$270 =	<input type="text"/>
2' x 10'	<input type="text"/>	x \$300 =	<input type="text"/>
3' x 8'	<input type="text"/>	x \$360 =	<input type="text"/>
3' x 10'	<input type="text"/>	x \$450 =	<input type="text"/>

**CUSTOM SIZE SIGN OPTIONS**

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

**DEADLINE DATE: SEE SHOW INFORMATION PAGE**

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

**SPECIAL INSTRUCTIONS:**

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

Company Name	Booth #
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**IMPORTANT INFORMATION**

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

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

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

**WEDNESDAY, JANUARY 8, 2020**

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

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:**

	<b>Company</b>	<b>Contact Name</b>	<b>Phone</b>	<b>Email</b>
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).

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

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

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

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

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

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

Show Dates:

**CERTIFICATE HOLDER**

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

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE  
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## **TRICORD IS OFFERING DISCOUNTED FREIGHT RATES TO OUR ADVANCE WAREHOUSE**

Dear Enigma Exhibitors,

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

As the official Service Contractor for the upcoming Enigma conference to be held at the Hyatt Regency San Francisco, 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.**



Enigma 2020  
 January 27-29, 2020  
 Hyatt Regency San Francisco  
 San Francisco, CA

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

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

**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](mailto:orders@tricord.net)**





**The Preferred Air & Expedited Freight Carrier for TriCord**

**For Domestic Shipments Call: 800-929-1085**

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

**Email: [tricord@airwaysfreight.com](mailto: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.





**TRICORD**

**Audio-Visual/Computer Equipment Rental Form**



*Enigma 2020  
January 27-29, 2020  
Hyatt Regency San Francisco  
San Francisco, CA*

Company Name	Booth #
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VIDEO WALLS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
NEC x462un 3x3 Video Wall		\$12,000	N/A	\$
NEC x462un 4x4 Video Wall		\$16,500	N/A	\$
Video Wall Tech		\$900	N/A	\$

LCD & SCREENS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
90" LED HDTV		\$3,200	\$3,800	\$
80" LED HDTV		\$2,150	\$2,550	\$
70" LED HDTV		\$1,650	\$2,050	\$
65" LED HDTV		\$1,450	\$1,800	\$
60" LED HDTV		\$1,250	\$1,550	\$
55" LED HDTV		\$1,050	\$1,300	\$
47" LED HDTV		\$800	\$1,000	\$
40-43" LED HDTV		\$600	\$750	\$
32" LED HDTV		\$350	\$435	\$
24" LED HDTV		\$170	\$210	\$

TOUCH SCREENS - <small>INCLUDES TABLE STAND OR WALL MOUNT</small>	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
55" TOUCHSCREEN		\$1,500	\$1,875	\$
42" TOUCHSCREEN		\$1,100	\$1,375	\$
27" TOUCHSCREEN		\$650	\$800	\$

ACCESSORIES	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Premier Pole Stand w/ Shelf		\$150	\$185	\$
Pole Stand w/ Shelf & Wall Mount		\$180	\$225	\$
Blu-Ray Player w/ HDMI Out		\$80	\$100	\$
Seamless Looping Media Player		\$90	\$110	\$

<b>25% Delivery Charge on Total Order with minimum of \$125/ Delivery Charge</b>	\$
<b>AV RENTAL TOTAL</b>	\$

**Note: Orders not cancelled within 48 hours of TriCord's move in will be billed at 100%.**



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LAPTOPS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
i5 Laptop w/ Office		\$220	\$275	\$
i7 Laptop w/ Office		\$300	\$375	\$

APPLE EQUIPMENT	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
IPAD		\$200	\$250	\$
MacBook Pro i5		\$350	\$435	\$
MacBook Pro i7		\$450	\$560	\$
Mac Mini i5		\$350	\$435	\$
Mac Mini i7		\$390	\$485	\$
IMAC 21.5" i5		\$350	\$435	\$
IMAC 27" i7		\$650	\$800	\$

PROJECTORS, SCREENS & PERIPHERALS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
8K Lumens Projector		\$1,500	\$1,875	\$
7K Lumens Projector		\$1,300	\$1,625	\$
2.5K Lumens Projector		\$250	\$310	\$
Pro Grade Wireless Presenter		\$50	\$62	\$
7.5x10 Fast Fold Screen w/ Dress Kit		\$900	\$1,035	\$
9.5x12 Fast Fold Screen w/ Dress Kit		\$1,400	\$1,610	\$
84" Tripod Projector Screen		\$250	\$310	\$

AUDIO	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Shure Wireless Mic Kit <small>(Headset, Lav or Handheld Option)</small>		\$200	\$250	\$
15" Speakers		\$200	\$250	\$
Bose L1 Speakers		\$500	\$625	\$
Basic Speaker Set Up <small>(2 Speakers w/ Mixer)</small>		\$300	\$350	\$

<b>25% Delivery Charge on Total Order with minimum of \$125/ Delivery Charge</b>	\$
<b>AV RENTAL TOTAL</b>	\$

**Note: Orders not cancelled within 48 hours of TriCord's move in will be billed at 100%.**