



EXHIBITOR SERVICES MANUAL



March 30, 2022

Paso Robles Event Center

PRESENTED BY

WINE BUSINESS MONTHLY



www.wivcentralcoast.com



Welcome to WiVi Central coast, the premier wine and viticulture symposium and trade show in Central California.

Following the absence of WiVi in 2020 and 2021, we are excited to head to Paso Robles in 2022! We're working hard to ensure the health and safety of all attendees and look forward to a successful event. As an exhibitor, you have complete access to the most important gathering in the area. WiVi remains the place to be, drawing highly wine professionals from around the region.

This Exhibitor Service Kit contains all the key information and forms you need to order services and prepare to exhibit. There are helpful suggestions regarding promoting your company, preparing your employees, and ensuring your experience is a success.

Our general services contractor, Tricord, will be on hand to make move-in, move-out and ancillary service ordering as easy as possible.

If WCG staff may be of assistance, please don't hesitate to contact us at info@WBMevents.com.

Thank you again for participating in WiVi. We look forward to seeing you in March!

Sincerely,

*Shelby Paul
Events Director
Wine Business Communications, Inc.*

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Show Information

MARCH 30, 2022

Paso Robles Event Center

2198 Riverside Avenue

Paso Robles CA 93446

EXHIBIT HALL HOURS

MARCH 30 9:00 a.m. – 4:00 p.m.

REGISTRATION HOURS

March 29 8:00 a.m. - 5:00 p.m.

March 30 7:30 a.m. - 2:00 p.m.

EXHIBITOR MOVE IN

MARCH 28 8 a.m. – 3:00 p.m.

Large equipment load-in/set up – Contact us to schedule your move in at info@wbmevents.com

MARCH 29 8 a.m. – 11:00 a.m.

MARCH 29 1:00 p.m. - 4:00 p.m.

General exhibitor load in

Note that due to a luncheon in progress at the Paso Robles Events Center, exhibitors will NOT be able to load-in from 11:30 AM – 1:00 PM.

EXHIBITOR MOVE OUT

MARCH 30 4:00 p.m. - 8:00 p.m.

MARCH 31 8:00 a.m. - 12:00 p.m.

SHOW MANAGER

Contact: Shelby Paul

Phone: 949-292-9132

E-mail: shelby@winebusiness.com

ACCOUNTING

Contact: Katie Kohfeld

Phone: 707-940-3928

E-mail: katie@winebusiness.com

SPONSORSHIP & EXHIBITS SALES

Contact: Tamara Leon

E-mail: tleon@winebusiness.com

Key Deadlines

Final Booth Payment Due	December 15, 2021
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Certificate of Insurance Due	February 11, 2022
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Advertise in the Show Program	February 10, 2022
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Online Booth Staff Registration	March 15, 2022
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Advance Order Discount Deadline	March 14, 2022
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Advance Freight Warehouse Deadline	March 24, 2022
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Schedule at a Glance

Monday, March 28, 2022

8:00 AM – 12:00 PM Large equipment load-in/set up - Through Flowers Gate.

Tuesday, March 29, 2022

8:00 AM – 11:00 AM: Large equipment load-in/set up

11:30 AM – 1:00 PM: **Note that due to a luncheon in progress at the Paso Robles Events Center, exhibitors will NOT be able to load-in from 11:30 AM – 1:00 PM.**

1:00 PM – 4:00 PM: General Exhibitor Load-in.

3:30 PM- 5:30 PM: Bottle Bash Central Coast (Paso Robles Event Center- Mission Square)
Exhibitors are invited to join this gathering of winemakers, speakers and board members to celebrate Central Coast Insights and WiVi Central Coast.

Wednesday, March 30, 2022

7:30 AM: Registration open

8:30 AM – 3:45 PM: Sessions

9:00 AM – 4:00 PM: Tradeshow

11:00 AM – 2:00 PM: Lunch in Exhibit Halls

4:00 PM – 8:00 PM: General exhibitor load-out (including large equipment)

Booth Details

Basic Booth Package

- Fireproof side and back wall draping in black
- One 6' table skirted in black
- Two chairs
- Wastebasket
- Five (5) complimentary Exhibit Hall passes to give to customers
- (4) free exhibitor staff badges. Badge holder entitled to attend WiVi sessions for additional fees. Exhibit staff must be pre-registered online by March 15, 2022. Your exhibitor badge grants you the following:
 - Exhibit Hall access March 29 – March 31
 - Bottle Bash, March 29
 - Lunch March 30
- Additional Staff badges are \$35 advance, \$45 regular, and \$55 onsite.
- Internet: Complimentary wireless internet is available in the Exhibit Halls.
- Trash Removal: Please keep your booth and outlying area debris-free. Trash will be collected on an ongoing basis during set-up and load out.
- Electricity: Basic power is provided with each booth. Exhibitors are responsible for supplying their own extension cords and power strips. If you need additional power contact Shelby Paul at info@wbmevents.com.
- Exhibitor Services: For booth furnishings, carpet and flooring, shipping/delivery or setup/dismantle services please contact Jordan Pezzini at TriCord, jordan@tricord.net or 831-264-6215.
- Security: Commercial buildings are locked overnight. WiVi is not responsible for lost or stolen items. Take care with all valuables.

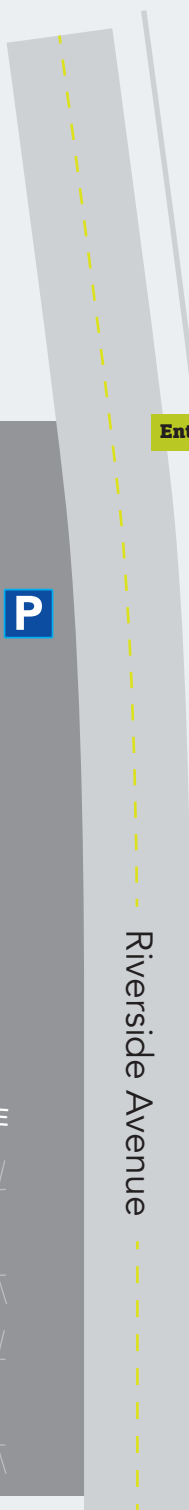
Exhibit Arrival and Set Up

Check-in: Please check-in, unload and then remove your vehicle as quickly as possible to make way for others. Following load-in, please park your vehicle in the Carnival Lot (**Lot C**). There is no Exhibitor parking in the Riverside Avenue lots on any days. ([See Event Center Map](#)).

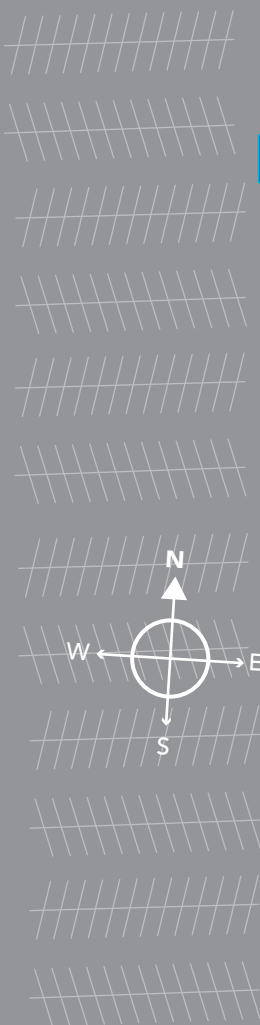
Badges: Name badges are available at the main registration window, see map on next page.



Paso Robles Event Center



P



Vineyard
Automation Center
EXHIBITORS

Estrella Hall
EXHIBITORS



Registration

Adelaide Hall
EXHIBITORS

Admin
Building

Frontier
Pavilion
SESSIONS

Ponderosa
Pavilion
SESSIONS

Exhibitor Rules

1. In addition to building regulations and local union practices, there are show rules which Wine Communications Group (WCG) enforces to provide a safe exhibit floor for attendees, while assuring each exhibitor the optimal use of their space. If your booth does not conform to these rules, please make prior arrangements with to request a waiver. If you have any questions or doubts about whether your exhibit is too large, too tall, too heavy, too noisy, or includes anything that could be a problem, please the show manager, shelby@winebusiness.com
2. Exhibit space fees must be paid in full to WCG and required liability insurance certificates supplied to WCG before booth set up may begin.
3. Exhibitors are not permitted in other exhibitor's booths at any time when the exhibit hall is not open to registrants.
4. Exhibitors must be mindful of the security of items in their booth at all times, including non-registrant hours, such as the hours exhibitors are allowed in the hall early and after hall hours at tear down. WCG is not responsible for loss or damage to exhibitor's property at any time. WCG strongly recommends that exhibitors: a) cover their small display items when the hall is closed to attendees; b) cable lock electronic equipment; c) remove high value items during non-show hours; d) do not ever leave briefcases/purses, laptops unattended; and e) carry insurance that includes coverage for theft and damage.
5. Any exhibit materials packaged for shipment, but not picked up by freight carrier by 12:00pm on March 31, 2022, will be "forced" on to any available carrier of the service contractor's choice. Any costs, penalties and fines associated with removal of the materials from the show floor will be billed to the exhibitor.
6. All building fire hoses, extinguisher cabinets and electric panels must be visible and accessible at all times.
7. Exhibitors are responsible for any damage done to the PREC property or equipment by their employees, contractors, volunteers or other staff during the event, including move-in and move-out.
8. All electrical cords must be UL rated. Electrical cords must be safely secured prior to the event opening.
9. All decorations must be flame retardant. No nails, tacks, staples, adhesive or masking tape may be used on the walls, tables, chairs, or any other areas belonging to the Association. The only exception is the securing of electrical cords to the flooring or ground.
10. All exhibit booths, drapes, curtains, table covering skirts, carpet and other material used in a booth shall be constructed with non-combustible or flame proofed materials. Use of bark dust, mulch, chips or hay, etc., is not allowed unless preapproved by the Fire Marshal's office.
11. All exhibitors are to keep all their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
12. WCG reserves the right to rearrange floor plans and relocate any exhibit at any time.

2022 CERTIFICATE OF LIABILITY INSURANCE & ADDITIONAL INSURED ENDORSEMENT REQUIREMENTS

WiVi Central Coast Conference & Tradeshow

March 30, 2022

Policy Coverage Dates: March 28 - March 31, 2022

Paso Robles Event Center, Paso Robles, California, USA



Our ability to maintain our insurance as required coverage for this event necessitates that a Certificate of Liability Insurance and Additional Insured Endorsement CG 2026 be provided by the Exhibitor. There will be a cost associated with each option below.

You may choose one option below:

1 Current Commercial General Liability Insurance Policy

To utilize your current Commercial General Liability (CGL) insurance policy, we suggest contacting your insurance agent to obtain a quote for a certificate of liability insurance and CG 2026 endorsement. **We will only accept a CG 2026 for your endorsement.** Your insurance shall be primary and non-contributory to any insurance held by WiVi Central Coast. Insurance held by WiVi Central Coast shall be in excess of your primary insurance.

If your insurance provider is unable to issue a CG 2026 for your current Commercial General Liability (CGL) insurance policy, you must purchase a Single Event Liability Policy that will provide you with a certificate of insurance and CG 2026 endorsement for this event. Refer to option 2 below.

2 Single-Event Liability Policy

We have identified the following single-event liability insurance provider.

1. Rain Protection Insurance

Premium rate per policy for exhibitors is \$84. Please see the enrollment form.

There is no endorsement of these providers inferred by or in a business agreement with the Wine Communications Group, Inc. We receive no incentives or financial benefit from these providers.

Please submit your Certificate of Liability Insurance with Additional Insured Endorsement CG 2026 to:

Wine Communications Group, Inc

DBA: WiVi Central Coast

584 First Street East, Sonoma, CA 95476 USA

Email: info@wbmevents.com



2022 Liability Insurance Certificate & Additional Insured Endorsement Requirements

Certificate of Liability Insurance Sample

Please submit your Certificate of Liability Insurance with your Additional Insured Endorsement Form issued for your current Commercial General Liability (CGL) policy. All sections must be completed as done in the example and in English.

Please submit your certificate of liability insurance with the following requirements:

- 1 Minimum insurance limits in US Dollars as listed.
- 2 Insurance Company must be located and licensed to do business in the USA.
- 3 The Insured Name on the certificate must be identical to the Legal Entity name listed on the exhibit contract.
- 4 Occur box must be selected for Type of Insurance.
- 5 Additional Insured box must be selected.
- 6 Policy number.
- 7 Policy period must cover the dates of the show week 3/28/22 - 4/1/2022.
- 8 Name event, dates and endorsement form number.
- 9 Additional Insured endorsement (Form CG 2026) must be attached to the certificate (see next page).

These requirements are per your application terms.

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)	
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 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		FAX (A/C, No):	
Insurance Agent Name/Address		PHONE (A/C, No, Ext):		E-MAIL ADDRESS:	
INSURED (AS NAMED IN POLICY)		INSURER(S) AFFORDING COVERAGE		NAIC #	
Insured Name/Address		INSURER A : Insurance Company Name		2	
		INSURER B :			
		INSURER C :			
		INSURER D :			
		INSURER E :			
		INSURER F :			
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)
	GENERAL LIABILITY		(Policy Number Mandatory)	(Policy term must cover event dates)	Current Policy Period
X	COMMERCIAL GENERAL LIABILITY	X			
	CLAIMS-MADE	X			
	GEN'L AGGREGATE LIMIT A				
	POLICY				
	PRO-JECT				
	LOC				
	AUTOMOBILE LIABILITY				
	ANY AUTO				
	ALL OWNED AUTOS				
	HIRED AUTOS				
	SCHEDULED AUTOS				
	NON-OWNED AUTOS				
	UMBRELLA LIAB				
	EXCESS LIAB				
	DEED				
	RETENTION \$				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED?				
	(Mandatory in NH)				
	If yes, describe under DESCRIPTION OF OPERATIONS below				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)					
WiVi Central Coast Conference & Tradeshow at Paso Robles Event Center held on March 30, 2022. Additional insureds per endorsement CG 2026 attached. This insurance shall be primary and non-contributory.					
CERTIFICATE HOLDER			CANCELLATION		
Wine Communications Group, Inc. DBA: WiVi Central Coast 584 First Street East Sonoma, CA 95476			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		

ACORD 25 (2010/05)

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Submit Certificate with Endorsement by February 11, 2022 to:

Wine Communications Group, Inc DBA:

WiVi Central Coast

584 First St. East, Sonoma, CA 95476

USA Phone: 707-940-3928

Email: info@WBMEvents.com

- 9 See next page for Form CG 2026 sample



2022 Liability Insurance Certificate & Additional Insured Endorsement Requirements

Additional Insured Endorsement CG 2026 Sample

Please submit your Additional Insured Endorsement Form with your Certificate of Liability Insurance issued for your current CGL policy. All sections must be completed as shown in the example.

Your Additional Insured Endorsement Form CG 2026 must list the following:

1. Wine Communications Group, Inc
DBA: WiVi Central Coast
2. City of Paso Robles
3. Paso Robles Event Center
4. The 16th Agricultural Association
5. Policy number

These requirements are per your application terms.

The event will be held at the Paso Robles Event Center, 2198 Riverside Avenue, Paso Robles, CA 93446

POLICY NUMBER: (Policy Number Mandatory)

COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Paso Robles;
16th District Agricultural Assoc. Paso Robles Event Center
2198 Riverside Avenue
Paso Robles, CA 93446

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Note: Your insurance carrier must be located in and licensed to do business in the U.S.A

Submit Endorsement with Certificate by February 11, 2022 to:

Wine Communications Group, Inc DBA:
WiVi Central Coast
584 First Street East, Sonoma, CA 95476
USA Phone: 707-940-3928
Email: info@WBMevents.com



Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, March 28- March 31, 2022, naming Wine Communication Group, Inc (584 1st St, East Sonoma CA 95476) as the certificate holder. The following must be named as additional insured: Wine Communication Group, Inc DBA WiVi Central Coast, Paso Robles Event Center, the 16th District Agricultural Association, the State of California, The California Fair Services Authority, Country Fair, California Exposition and State Fair.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online for only \$84.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements
- Coverage for exhibitors who do not have an existing policy
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for just \$84

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=fc9ad0919da9>

NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address.
Please use the following: Address - 2198 Riverside Avenue, Paso Robles, CA 93446
Phone Number - (800) 528-7975

After reading the above information, if you still decide to use your own insurance,
please make it compliant and then submit a copy to: Info@wbmevents.com

Are you worried about lost, stolen, or damaged merchandise?

We also offer Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



WiVi 2022
March 29-31, 2022
Paso Robles Event Center
Paso Robles, 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. 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**](#)



WiVi 2022
March 29-31, 2022
Paso Robles Event Center
Paso Robles, CA

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WiVi 2022
March 29-31, 2022
Paso Robles Event Center
Paso Robles, CA

Show Information

SHOW:

WiVi Symposium 2022

BOOTH DRAPE COLORS:

Black

BOOTH PACKAGE:

8' x 10' & 10' x 10' Booths Include:

8' High Back Drap
3' High Side Rail Drap
(1) 6' Skirted Table
(2) Side Chairs
(1) Wastebasket
(1) 7" x 44" ID Sign
(1) 500w Electrical (provided by show management)

EXHIBIT HALL CARPET:

Not Included (**please see pgs. 22-23 to place your order*)

DEADLINES:

Rental Discount Deadline:

March 14, 2022

Graphics Deadline:

March 14, 2022

Advance Freight Receiving Deadline:

March 24, 2022

Direct to Showsite Date:

Tuesday, March 29, 2022 8:00 am - 5:00 pm

SHOW SCHEDULE:

Exhibitor Move In:

Tuesday, March 29, 2022 8:00 am - 4:00 pm

Exhibits Open:

Wednesday, March 30, 2022 9:00 am - 4:00 pm

Exhibitor Move Out:

Wednesday, March 30, 2022 4:00 pm - 8:00 pm
Thursday, March 31, 2022 8:00 am - 12:00 pm

NOTE:

-All exhibitor ordered freight carriers must be checked in by 7:00 pm on March 30th, and by 11:00 am on March 31st for freight pick up. **All outbound freight on March 30th will receive 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.

DID YOU KNOW?


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

Through the online ordering system exhibitors can:

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



Welcome to Online Ordering



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

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

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

Login to place new orders, modify existing orders and manage your account.

E-Mail Address

Password

[Forgot Password](#)

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

- Please review this Exhibitor Kit and Limits of Liability & Responsibility (pg. 15)
- Review Show Information page (pg. 3) to see booth inclusions, ordering deadlines, material handling schedule, and show schedule. Please note: payment is required to confirm all orders.
- Arrange your inbound/outbound shipment and place order for material handling
 - You have the option to ship to either our advance warehouse or directly to the showsite. We typically recommend you ship to our warehouse if you have the ability to do so. This ensures your freight is in your booth by the time you arrive. If you ship directly to the showsite, please ensure your freight arrives during the time frame we have set. Any freight received outside of this window may be refused by the facility.
 - Overtime is considered to be any Saturday, Sunday, holiday, or arrival prior to 8:00 am and after 4:30 pm Monday - Friday. If a show sets on any of the aforementioned dates or times, Overtime rates will be billed.
 - Prior to shipping your freight, complete the Material Handling form, Authorization to Provide Material Handling form, and Outbound Shipping form (if needed). Print the applicable labels and adhere them to each of your items. Submit the forms and Payment form to your representative.
 - After your freight has been shipped, you will want to track your freight to ensure it's arrival. Bring your tracking numbers for all materials to the show.
- Place your order for furnishings, labor, and other miscellaneous items
 - Keep in mind, your booth space will come with the items listed on the Show Information page.
 - Any additional items may be ordered. Please make note of the rental discount deadline prior to submitting your order to ensure you receive our discounted pricing. Any orders placed after the rental discount deadline will be billed the standard rate.
- Place your order for graphics and submit files
 - If you are ordering graphics or signage, please upload these order forms and files by the graphics deadline published in the Exhibitor Kit to reserve the discounted rates. The graphics upload link can be found on the Digital File Preparation form (pg. 31) along with suitable file formats for submission. Please note, submitted graphic files that are not print ready and require design assistance may incur additional fees.
- Once done, submit all forms along with your Payment form (pg. 7)
 - A form of payment is required with ALL orders.
 - If paying by check, or wire transfer, a credit card is required to hold on file in the event of any variances.
- Any questions? We're here to help!

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

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



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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**   

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	\$	<input type="text"/>
Booth Packages	\$	<input type="text"/>
Flooring	\$	<input type="text"/>
Furnishings	\$	<input type="text"/>
Labor	\$	<input type="text"/>
Electrical Labor	\$	<input type="text"/>
Electrical	\$	<input type="text"/>
Cleaning	\$	<input type="text"/>
Signage + 9.25% Tax	\$	<input type="text"/>
Plants	\$	<input type="text"/>
Other	\$	<input type="text"/>
TOTAL	\$	<input type="text"/>

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:



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Shipping: Advance to Warehouse

ADVANCE SHIPMENT DEADLINE

Shipments must arrive between: **Thursday, February 24 - Thursday, March 24, 2022**

**Warehouse hours: Monday to Friday from 8:00am - 4:30pm - Closed on Weekends and Holidays*

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

Company Name	Booth #
WiVi 2022 TriCord Tradeshow Services 738 Neeson Road Marina, CA 93933	

ADVANCE SHIPMENT RATES (200lb minimum) *For each 100lbs. or fraction thereof.* **\$88.00**

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: Monday through Friday 8:00am to 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.

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

IMPORTANT INFORMATION

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

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



WAREHOUSE



RUSH - EXHIBIT MATERIAL MUST ARRIVE BY

THURSDAY, MARCH 24, 2022

COMPANY NAME _____

BOOTH # _____

EVENT **WiVi 2022** _____

TriCord Tradeshow Services
738 Neeson Road
Marina, CA 93933

NO. _____ OF _____ PIECES



WAREHOUSE



RUSH - EXHIBIT MATERIAL MUST ARRIVE BY

THURSDAY, MARCH 24, 2022

COMPANY NAME _____

BOOTH # _____

EVENT **WiVi 2022** _____

TriCord Tradeshow Services
738 Neeson Road
Marina, CA 93933

NO. _____ OF _____ PIECES



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Shipping: Direct to Exhibit Site

DIRECT SHIPMENT DEADLINE

Shipments can only arrive on: **Tuesday, March 29, 2022 between 8:00 am - 5:00 pm**

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

Company Name	Booth #
WiVi 2022 TriCord Tradeshow Services c/o Paso Robles Event Center 2198 Riverside Avenue Paso Robles, CA 93446	

DIRECT SHIPMENT TO EXHIBIT SITE(200lb minimum) *For each 100lbs. or fraction thereof.* **\$88.00**

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

Tuesday, March 29, 2022 between 8:00 am - 5:00 pm

COMPANY NAME _____

BOOTH # _____

EVENT **WiVi 2022** _____

**TriCord Tradeshow Services
c/o Paso Robles Event Center
2198 Riverside Avenue
Paso Robles, CA 93446**

NO. _____ OF _____ PIECES



SHOWSITE



RUSH - EXHIBIT MATERIAL CAN ONLY ARRIVE ON

Tuesday, March 29, 2022 between 8:00 am - 5:00 pm

COMPANY NAME _____

BOOTH # _____

EVENT **WiVi 2022** _____

**TriCord Tradeshow Services
.c/o Paso Robles Event Center
2198 Riverside Avenue
Paso Robles, CA 93446**

NO. _____ OF _____ PIECES



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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. @ per 100 lbs. = (200# minimum charge **\$176.00**)

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

We will ship lbs. @ per 100 lbs. = (200# minimum charge **\$176.00**)

UNCRAVED EQUIPMENT ONLY (Items must be labeled correctly)

We will ship lbs. @ per 100 lbs. = (200# minimum charge **\$110.00**)

SHIPMENTS 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.

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.



TriCord Rules and Regulations



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THANK YOU IN ADVANCE FOR YOUR SUPPORT AND UNDERSTANDING!

DECORATOR

TriCord is the decorator for this event and will be responsible for the overall set up and dismantling of exhibits including signs and laying of carpet. This does not include the unpacking and placement of your merchandise. You may set up your display if one person can accomplish the task in less than one-half hour without the use of tools. If your exhibit preparation, installation or dismantling requires more than one-half hour, or exceeds ten feet you must use TriCord personnel.

MATERIAL HANDLING

TriCord is responsible for bringing all freight and materials onto the trade show floor. If items are shipped to the TriCord advance warehouse they will be placed in your booth space prior to exhibitor move in. If items are shipped direct to showsite they will be placed in your booth space once TriCord has received them. If you arrive in a personal vehicle and cannot bring the materials in without the use of a cart or dolly, a cartload will be required. No bellman, drivers and carts or dollies will be permitted on the tradeshow floor for security reasons. All items will be brought into the show hall by TriCord staff.

ELECTRICAL

TriCord is responsible for providing electrical booths. Exhibitors found plugging into power that has not been rented will be charged on their final invoice. All electrical drops are placed at the back center of the booth for no additional labor charge. Electrical drops placed somewhere other than the back center of the booth will require a one hour minimum install and half hour minimum dismantle labor. Please provide a diagram.

PLEASE CONTACT YOUR TRICORD EXHIBITOR SERVICE REPRESENTATIVE IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE INFORMATION.

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
<i>One Way Service</i>	\$60.00	\$
BOOTH TO DOCK	PRICE	TOTAL
<i>One Way Service</i>	\$60.00	\$

CARTLOAD SERVICES TOTAL

\$

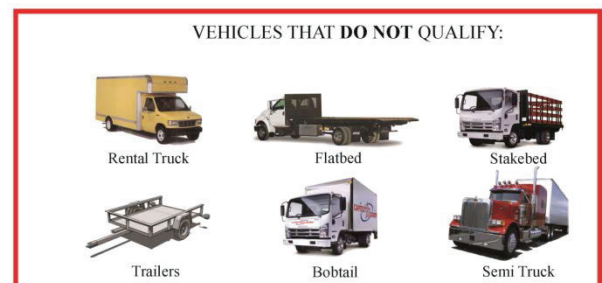
SMALL FREIGHT SERVICE QUALIFICATIONS

- 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



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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 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.**



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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

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 - \$465.00

3 Arm Chairs
1 Round Conference Table
1 Waste Basket
Standard 10'x10' or 8'x10' Carpet

☐

PACKAGE 2 - \$300.00

2 Bar Stools
1 Bistro Table
1 Waste Basket

☐

PACKAGE 2A - \$445.00

2 Bar Stools
1 Bistro Table
1 Waste Basket
Standard 10'x10' or 8'x10' Carpet

☐

PACKAGE 3 - \$200.00

1 6' Skirted Counter
1 Bar Stool
1 Waste Basket

☐

PACKAGE 3A - \$345.00

1 6' Skirted Counter
1 Bar Stool
1 Waste Basket
Standard 10'x10' or 8'x10' Carpet

☐

PACKAGE 4 - \$190.00

1 6' Skirted Table
2 Side Chairs
1 Waste Basket

☐

PACKAGE 4A - \$335.00

1 6' Skirted Table
2 Side Chairs
1 Waste Basket
Standard 10'x10' or 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



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Furniture Form

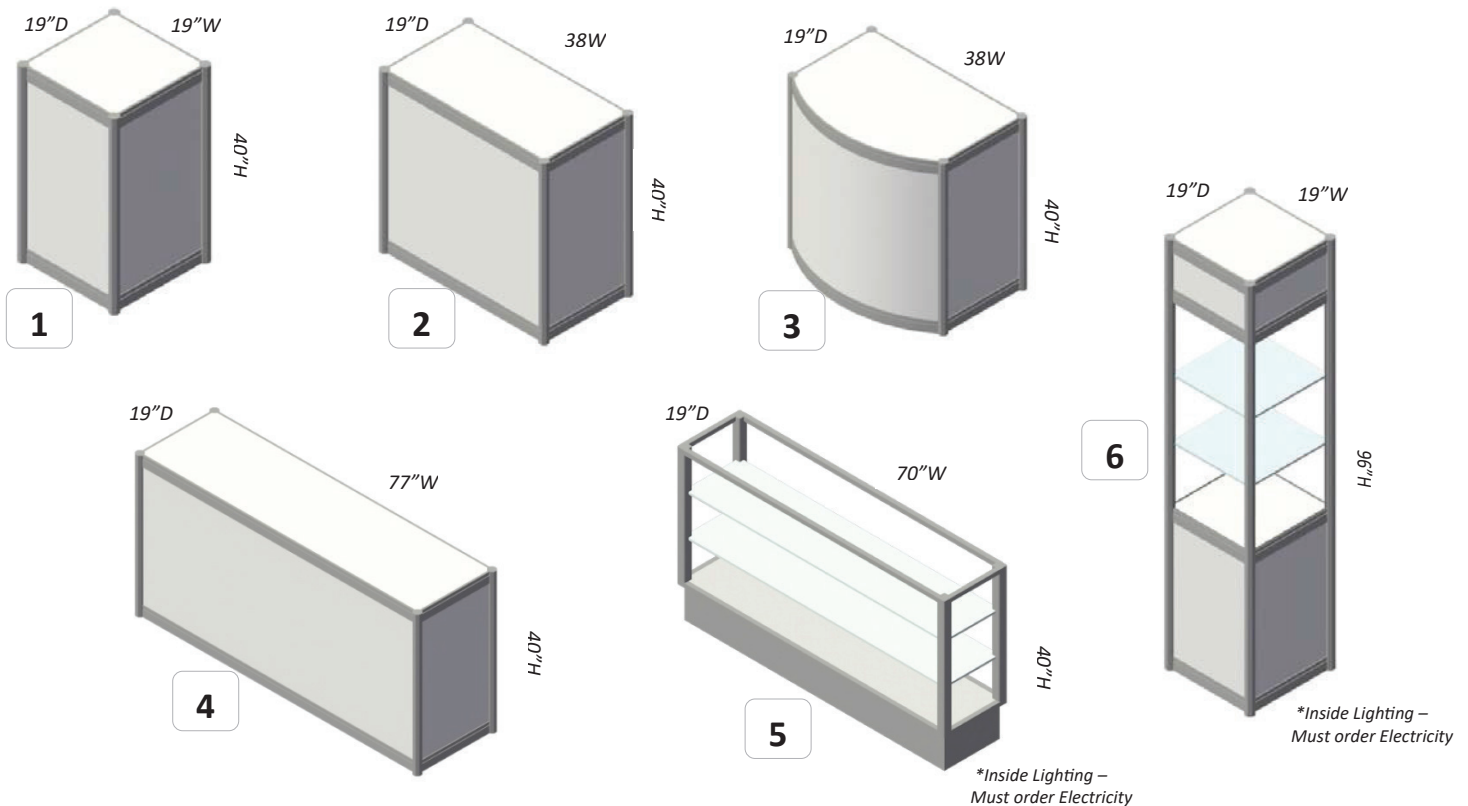
Company Name				Booth #
CHAIRS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Side Chairs		\$45	\$60	\$
Padded Arm Chairs		\$65	\$80	\$
Black Leather Executive Chairs		\$120	\$150	\$
Padded Bar Stools		\$80	\$95	\$
TABLES (30" H x 24" W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 ft Draped Table		\$100	\$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	<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" H x 24" H)	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	<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	\$
Color Selection	<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 (30" D x 42" H)		\$135	\$160	\$
Poster Board (4x8 Velcro Tack Board)		\$110	\$135	\$
Round Conference Table (40" D x 30" H)		\$135	\$160	\$
4th Side Table, Skirted/Drape Color Change		\$25	\$35	\$
5 - Panel Literature Rack		\$90	\$110	\$
Bag Tree		\$55	\$70	\$
FURNITURE RENTAL TOTAL				\$

Custom Furniture Form

Company Name					Booth #	
Custom Furnishings	Front Graphic Panel Dimensions (WxH)	Regular Price	Option to Add Graphic +9.25% TAX	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"	\$275	\$150			\$
3. One Meter Counter (Curved)	42.5" x 36.625"	\$300	\$175			\$
4. Two Meter Counter	77.25" x 36.625"	\$325	\$250			\$
5. Glass Showcase (Horizontal) <i>*Inside Lighting – Must order Electricity</i>	N/A	\$350	\$N/A	N/A		\$
6. Glass Showcase (Vertical) <i>*Inside Lighting – Must order Electricity</i>	Top Panel: 18.75" x 8" Bottom Panel: 18.75" x 32"	\$300	\$125	Black		\$

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

TOTAL: \$



*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](#))
+ 9.25% TAX

☐ **Package #3**

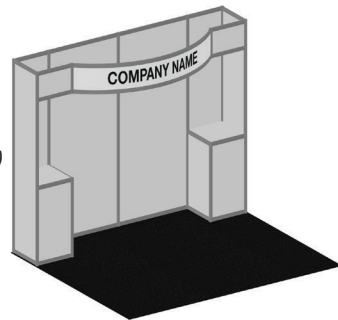
Includes:
10' Hardwall Backwall
Backlit Header** (85.75"W x 11.75"H)
2 Half Meter Built-in Counters
Choice of Standard Carpet Color
Two Lights (Must Purchase Electricity)

* **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](#))
+ 9.25% TAX

☐ **Package #2**

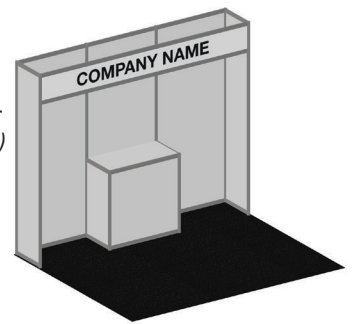
Includes:
10' Hardwall Backwall
Backlit Header** (116.25"W x 11.75"H)
1 Meter Built in Counter
Choice of Standard Carpet Color
Two Lights (Must Purchase Electricity)

* **Select Panel Color:**

☐ Black ☐ White ☐ Grey ☐ Blue

* **Select Carpet Color:**

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



☐ **Package Pricing = \$1,750.00**

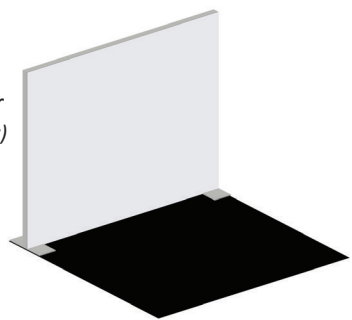
☐ **Add Full Graphics = \$1855.50** ([Click Here for graphic specs](#))
+ 9.25% TAX

☐ **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 = \$940.00 (structure)**

\$1,200 + 9.25% TAX (graphic) ([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 preparation page for artwork submission instructions.**

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

PACKAGE TOTAL:



TRICORD

8 x 20 & 10 x 20

Custom Booth Rentals



WiVi 2022
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Paso Robles Event Center
Paso Robles, CA

*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)

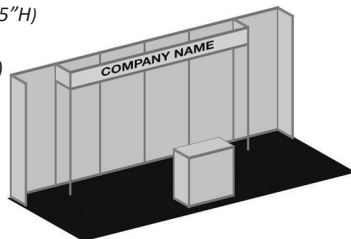
* **Select Panel Color:**

☐ 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)
+ 9.25% TAX

☐ **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)

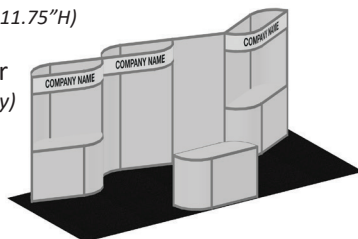
* **Select Panel Color:**

☐ 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)
+ 9.25% TAX

☐ **Package #10**

Includes:

20' Tension Fabric Backwall

Full Graphics

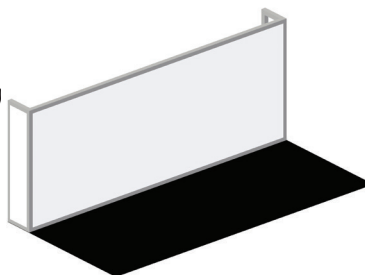
Choice of Standard Carpet Color

Two Lights (Must Purchase Electricity)

* **Select Carpet Color:**

☐ Black ☐ Blue ☐ Grey ☐ Toast

☐ Green ☐ Red ☐ Burgundy



☐ **Package Pricing = \$1,680.00 (structure)**

\$3,000.00 + 9.25% TAX (graphic) (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)

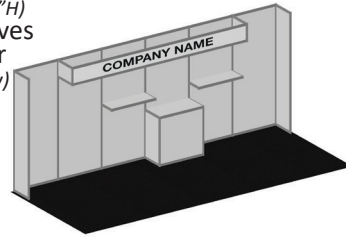
* **Select Panel Color:**

☐ 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)
+ 9.25% TAX

☐ **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)

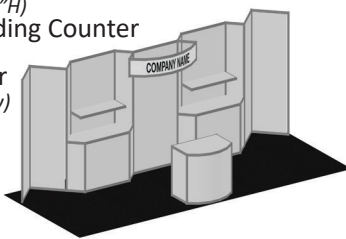
* **Select Panel Color:**

☐ 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)
+ 9.25% TAX

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:



WiVi 2022
March 29-31, 2022
Paso Robles Event Center
Paso Robles, CA

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
8 x 10		\$150.00	\$175.00	\$
8 x 20		\$300.00	\$340.00	\$
8 x 30		\$450.00	\$550.00	\$
8 x 40		\$600.00	\$700.00	\$

PADDING

TOTAL

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

VISQUEEN

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

COLOR SELECTION



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

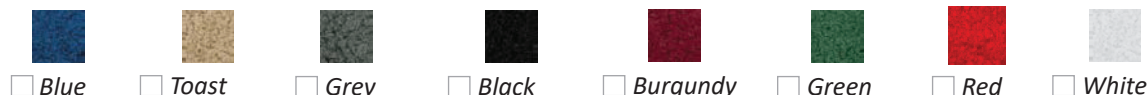
- Rental price includes installation and removal.

- 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



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

\$



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Paso Robles, CA

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		\$150.00	\$175.00	\$
10 x 20		\$300.00	\$340.00	\$
10 x 30		\$450.00	\$550.00	\$
10 x 40		\$600.00	\$700.00	\$

PADDING

TOTAL

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

VISQUEEN

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

COLOR SELECTION



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

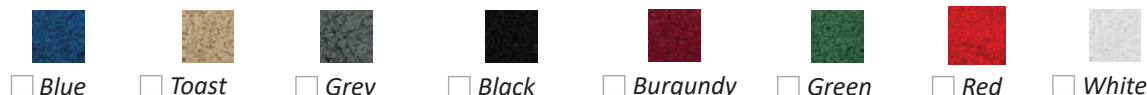
- Rental price includes installation and removal.

- 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



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

\$



WiVi 2022
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Paso Robles, CA

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
8 x 10		\$240.00	\$300.00	\$
8 x 20		\$480.00	\$525.00	\$
8 x 30		\$720.00	\$800.00	\$
8 x 40		\$960.00	\$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 \$

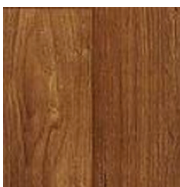
PADDING

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

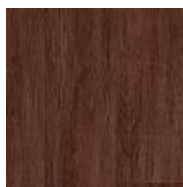
TOTAL

\$

COLOR SELECTION



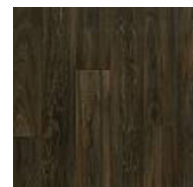
☐ Natural Cherry



☐ Dark Cherry



☐ Fog



☐ Espresso

*Colors subject to supplier availability



WiVi 2022
March 29-31, 2022
Paso Robles Event Center
Paso Robles, CA

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		\$240.00	\$300.00	\$
10 x 20		\$480.00	\$525.00	\$
10 x 30		\$720.00	\$800.00	\$
10 x 40		\$960.00	\$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 \$

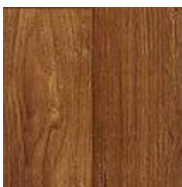
PADDING

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

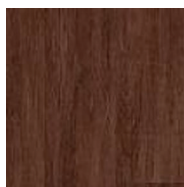
TOTAL

\$

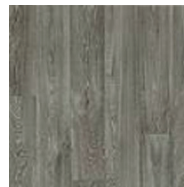
COLOR SELECTION



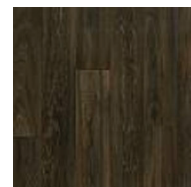
☐ Natural Cherry



☐ Dark Cherry



☐ Fog



☐ Espresso

*Colors subject to supplier availability



WiVi 2022
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Paso Robles, CA

Display Installation & Dismantling

Company Name

Booth #

DISPLAY LABOR

Straight Time - 8:00am - 4:30pm, Monday - Friday

\$95.00/per man/per hour

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

\$145.00/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
<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
DATE & TIME		# OF MEN		# HOURS		HOURLY RATE		TOTAL
<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>
<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	x	<input type="text"/>	=	<input type="text"/>

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



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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.)



In Booth - Forklift Form



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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	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>
OVERTIME	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>

DISMANTLE

	DATE & TIME	# HOURS	HOURLY RATE	TOTAL
Forklift & Operator	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>
OVERTIME	<input type="text"/>	x <input type="text"/>	x <input type="text"/>	= <input type="text"/>
FORKLIFT TOTAL:				<input type="text"/>

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.



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Paso Robles, CA

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 days.

Vacuuming

(square feet)

X

(number of days)

X

(rate)

=

\$

TOTAL



WiVi 2022
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Paso Robles, CA

Signs & Banners

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

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

FOAM CORE SIGNS

Sizes	Quantity	Cost	Total
22" x 28" x .25"	<input type="text"/>	x \$68 =	<input type="text"/>
24" x 36" x .25"	<input type="text"/>	x \$96 =	<input type="text"/>
30" x 40" x .25"	<input type="text"/>	x \$133 =	<input type="text"/>
36" x 48" x .25"	<input type="text"/>	x \$192 =	<input type="text"/>
36" x 60" x .25"	<input type="text"/>	x \$240 =	<input type="text"/>
38" x 94" x .50"	<input type="text"/>	x \$400 =	<input type="text"/>

SINGLE SIDED 13 oz VINYL BANNERS

Sizes	Quantity	Cost	Total
2' x 6'	<input type="text"/>	x \$204 =	<input type="text"/>
2' x 8'	<input type="text"/>	x \$272 =	<input type="text"/>
3' x 6'	<input type="text"/>	x \$306 =	<input type="text"/>
2' x 10'	<input type="text"/>	x \$340 =	<input type="text"/>
3' x 8'	<input type="text"/>	x \$408 =	<input type="text"/>
3' x 10'	<input type="text"/>	x \$510 =	<input type="text"/>

SINGLE SIDED BLACK BACKED FABRIC BANNERS

Sizes	Quantity	Cost	Total
2' x 6'	<input type="text"/>	x \$228 =	<input type="text"/>
2' x 8'	<input type="text"/>	x \$304 =	<input type="text"/>
3' x 6'	<input type="text"/>	x \$342 =	<input type="text"/>
2' x 10'	<input type="text"/>	x \$380 =	<input type="text"/>
3' x 8'	<input type="text"/>	x \$456 =	<input type="text"/>
3' x 10'	<input type="text"/>	x \$570 =	<input type="text"/>

BANNER FINISHING OPTIONS

Grommets Across Top & Bottom ☐
Grommets Across Top & Pole Pocket Bottom ☐
Pole Pocket Top & Bottom ☐

CUSTOM SIZE SIGN OPTIONS

Color print and mount .25" board = \$16 per square foot
Color print and mount .50" board = \$19 per square foot
Graphic Design Time \$95 per hour

DEADLINE DATE: SEE SHOW INFORMATION PAGE

- All pricing listed is for print ready artwork submitted by the graphic deadline date listed on the Show Information page.
- Orders submitted after are subject to a 25% late fee.
- CANCELLATION POLICY: Signs canceled or changed after order is received will be charged original price.

INSTRUCTIONS

- ☐ We will send ready to print artwork.
(See Next Page for File Build and Upload Instructions)
- ☐ We require design assistance.
Please give us a general idea of what you are looking for below.

Please specify copy, colors, fonts and include any other instructions.

Total of all Signs ordered	\$
Set Up Fee	\$ 25.00
Add 25% late charge (if applicable)	\$
Rush Fee (if applicable)	\$
Graphic Tax 9.25%	\$
TOTAL AMOUNT ENCLOSED	\$

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	

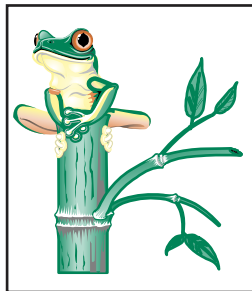
Suitable Media for artwork and/or logos	
Media	Preferred Format
Direct Upload	See info below
Email Attachments	Limited to max size of 5MB
ALL FONTS MUST BE CONVERTED TO OUTLINES	

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*

[**WiVi 2022 - Graphics Upload**](#)



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Third Party Authorization

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:

MONDAY, MARCH 14, 2022

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



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

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 THE 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 A GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY B UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$ 10,000 C WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A	Y	Y		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 - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$ EACH OCCURRENCE \$ AGGREGATE \$ 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 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**CANCELLATION**

7 Tricord Tradeshaw Services, Inc. 738 Neeson Road Marina CA 93933	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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TRICORD IS OFFERING DISCOUNTED FREIGHT RATES TO OUR ADVANCE WAREHOUSE

Dear WiVi Exhibitors,

TriCord is offering discounted freight services. Attached is the information that will assist you with your logistics to and from Paso Robles, 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 WiVi Symposium to be held at the Paso Robles Event Center, TriCord would like to offer you help by arranging your freight logistics at a discounted rate to our Advance Warehouse. TriCord's knowledgeable staff is experienced in the 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.**



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Logistics

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			
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



Air & Expedited Freight Carrier



WiVi 2022
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Paso Robles, CA



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.



Preferred Ground Freight Carrier



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**The Preferred Ground Freight Carrier for TriCord
ON TIME. ON BUDGET. AND SUPPORT TEAMS ON SITE AND ON CALL**



***If you would like to receive a quote for your shipment,
complete the logistics form and email it to:
orders@tricord.net***

- Best value on trade show shipping in the industry
- Inbound trade show shipments automatically move on our faster network for quicker, more reliable service with reduced handling
- No detention fees at trade shows
- 30 days storage included prior to the show - saves money when moving from show to show
- We have North America's most comprehensive network coverage and services specifically designed for cross-border trade show jumping

Plant Form

Company Name	Booth #
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Areca



Neanthe Bella



Palm



Dracaena

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

**Please inquire about prices on seasonal flowering plants. (Choice of color for all flowering plants is subject to availability.)*

Flowering Plants <i>\$65/Plant</i>	Quantity	Total
Chrysanthemums		
Kalanchoe		
Cyclamen		
Seasonal Flowering Plants <i>\$65/Plant</i>	Quantity	Total
Azalea		
Lily		
Poinsettia		
Green Foliage Plants- 2 1/2 to 3 1/2 ft. <i>\$75/Plant</i>	Quantity	Total
Neanthe Bella		
Palm		
Draecena		
Arbicola		
Boston Fern		
Green Foliage Plants- 4 1/2 to 5 1/2 ft. <i>\$85/Plant</i>	Quantity	Total
Ficus Benjamina		
Ficus Lyrata		
Areca		
Palm		
Draecena		
Green Foliage Plants- 6 ft. plus <i>\$95/Plant</i>	Quantity	Total
Ficus		
Benjamina		
Draecena		
Marginata		
Palms		
Floral Arrangement <i>\$100/Arrangement</i>	Quantity	Total
Floral Arrangement		
PLANT ORDER TOTAL		



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Audio-Visual/Computer Equipment Rental Form

Company Name	Booth #
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LCD & SCREENS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
90" LED HDTV		\$2,600	\$3,250	\$
80" LED HDTV		\$1,500	\$1,875	\$
70" LED HDTV		\$1,200	\$1,500	\$
65" LED HDTV		\$1,100	\$1,375	\$
60" LED HDTV		\$900	\$1,125	\$
55" LED HDTV		\$850	\$1,060	\$
50" LED HDTV		\$750	\$940	\$
40-43" LED HDTV		\$600	\$750	\$
32" LED HDTV		\$300	\$375	\$
24" LED HDTV		\$150	\$190	\$

**Please make sure your laptop/computer are compatible with NEW TV technology*

TOUCH SCREENS - INCLUDES TABLE STAND OR WALL MOUNT	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
55" TOUCHSCREEN		\$1,500	\$1,775	\$
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		\$100	\$125	\$
Seamless Looping Media Player		\$100	\$125	\$

VIDEO WALLS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
3.5mm LED Indoor Tile		Call or Email for Quote	N/A	\$
2.9mm LED Indoor Edgeless Tile		Call or Email for Quote	N/A	\$
3.9mm LED Outdoor Tile		Call or Email for Quote	N/A	\$
4.9mm LED Outdoor Tile		Call or Email for Quote	N/A	\$
Video Wall Processor		Call or Email for Quote	N/A	\$
LED Wall Scaler		Call or Email for Quote	N/A	\$
LED Wall Switcher		Call or Email for Quote	N/A	\$

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

Note: Orders not cancelled within 48 hours of TriCord's move in will be billed at 100%.
All items are subject to availability.



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Audio-Visual/Computer Equipment Rental Form

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

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 (Headset, Lav or Handheld Option)		\$200	\$250	\$
15" Speakers		\$200	\$250	\$
Bose L1 Speakers		\$500	\$625	\$
Basic Speaker Set Up (2 Speakers w/ Mixer)		\$300	\$350	\$

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

**Note: Orders not cancelled within 48 hours of TriCord's move in will be billed at 100%.
All items are subject to availability.**

CONTEMPORARY FURNITURE - ONLINE ORDERING INFORMATION

TriCord offers CORT contemporary furniture for your booths space.

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

[*LINK TO BOOMER STOREFRONT TO ORDER*](#)



[*LINK TO CORT CATALOG*](#)