



PCB West Conference & Exhibition
Conference: October 5-8, 2021
Exhibition: Wednesday, October 6, 2021
Santa Clara Convention Center
Santa Clara, 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***



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Show Information

SHOW: PCB West 2021 Conference & Exhibition

BOOTH DRAPE COLORS: Black

BOOTH PACKAGE: Each 10x10 Booth Space Includes:
8' High Back Drapes
3' High Side Rails
(1) 6' Skirted Table
(2) Side Chairs
(1) Wastebasket
7" x 44" ID Sign
(1) 500 Watt Electrical Drop

EXHIBIT HALL CARPET: YES (Standard hotel ballroom carpet)

DEADLINES:

Rental Discount Deadline: Tuesday September 14, 2021

Graphics Deadline: Tuesday September 14, 2021

Advance Freight Receiving Deadline: Thursday September 30, 2021

Direct to Showsite Date: Tuesday October 5, 2021 Between 8:00am & 4:30pm

SHOW SCHEDULE:

Exhibitor Move In:	Tuesday	October 5, 2021	12:00pm - 5:00pm
	Wednesday	October 6, 2021	8:00am - 9:00am

Exhibits Open:	Wednesday	October 6, 2021	10:00am - 6:00pm
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Exhibitor Move Out:	Wednesday	October 6, 2021	6:00pm - 10:00pm
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NOTE: -All exhibitor ordered freight carriers must be checked in by 8:00pm for freight pick up.
All outbound shipments will be billed on overtime.

-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. 33), 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 #		
<p>Would you like your receipt..... <input type="checkbox"/> Emailed <input type="checkbox"/> Faxed</p> <p>Submission of order forms subject exhibitors to Tricord's Limits of Liabilities Policy</p> <p><input type="checkbox"/> COMPANY CREDIT CARD   </p> <p>A credit card is required for all material handling, labor, signage, and custom booth orders.</p> <p><input type="checkbox"/> COMPANY CHECK</p> <p>Please make checks payable to: TriCord Tradeshow Services</p> <ul style="list-style-type: none"> - 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. 			<p>SERVICES ORDERED</p> <p>Material Handling \$ <input type="text"/></p> <p>Booth Packages \$ <input type="text"/></p> <p>Flooring \$ <input type="text"/></p> <p>Furnishings \$ <input type="text"/></p> <p>Labor \$ <input type="text"/></p> <p>Electrical Labor \$ <input type="text"/></p> <p>Electrical \$ <input type="text"/></p> <p>Cleaning \$ <input type="text"/></p> <p>Signage + 9.25% Tax \$ <input type="text"/></p> <p>Plants \$ <input type="text"/></p> <p>Other \$ <input type="text"/></p> <p>TOTAL \$ <input type="text"/></p>		
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:

Shipping: Advance to Warehouse

ADVANCE SHIPMENT DEADLINE

Shipments must arrive between: **Monday, August 30, 2021 - Thursday, September 30, 2021**

**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#:
PCB West 2021 Conference & Exhibition	
c/o TriCord Tradeshow Services	
738 Neeson Road	
Marina, CA 93933	

ADVANCE SHIPMENT RATES (200lb minimum) *For each 100lbs. or fraction thereof.* **\$98.00**

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



WEST 2021
Conference & Exhibition

RUSH - EXHIBIT MATERIAL

MUST ARRIVE BY THURSDAY, SEPTEMBER 30, 2021

COMPANY NAME _____

BOOTH # _____

EVENT _____

TriCord Tradeshow Services
738 Neeson Road
Marina, CA 93933

NO. _____ OF _____ PIECES



WAREHOUSE



WEST 2021
Conference & Exhibition

RUSH - EXHIBIT MATERIAL

MUST ARRIVE BY THURSDAY, SEPTEMBER 30, 2021

COMPANY NAME _____

BOOTH # _____

EVENT _____

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: **Tuesday, October 5, 2021 Between 8:00am & 4:30pm**

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

Company Name:	Booth#:
PCB West 2021 Conference & Exhibition	
TriCord Tradeshow Services	
c/o Santa Clara Convention Center - Mission City Ballroom	
5001 Great America Parkway	
Santa Clara, CA 95054	

DIRECT SHIPMENT TO EXHIBIT SITE(200lb minimum) *For each 100lbs. or fraction thereof.* **\$102.00**

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



WEST 2021
Conference & Exhibition

RUSH - EXHIBIT MATERIAL

CAN ONLY ARRIVE ON TUESDAY, OCTOBER 5, 2021

COMPANY NAME _____

BOOTH # _____

EVENT _____

TriCord Tradeshow Services
c/o Santa Clara Convention Center - Mission City Ballroom
5001 Great America Parkway
Santa Clara, CA 95054

NO. _____ OF _____ PIECES



SHOWSITE



WEST 2021
Conference & Exhibition

RUSH - EXHIBIT MATERIAL

CAN ONLY ARRIVE ON TUESDAY, OCTOBER 5, 2021

COMPANY NAME _____

BOOTH # _____

EVENT _____

TriCord Tradeshow Services
c/o Santa Clara Convention Center - Mission City Ballroom
5001 Great America Parkway
Santa Clara, CA 95054

NO. _____ OF _____ PIECES



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Material Handling

Company Name	Booth #
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- CHECK ONE:**
- ☐ We plan to ship our crated material to the **ADVANCE SHIPMENT WAREHOUSE.**
- ☐ We plan to ship our materials direct to the **EXHIBIT SITE.**

CALCULATION OF ORDER

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

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

We will ship lbs. @ per 100 lbs. = (200# minimum charge \$196.00)

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

We will ship lbs. @ per 100 lbs. = (200# minimum charge \$204.00)

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING AT THE EXHIBIT SITE

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

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

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

IMPORTANT INFORMATION

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

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

Shipments received without material handling forms, authorization to provide material handling and payment on file will be charged special handling. Overtime and special handling fees are in addition to advance and/or direct material handling fees.

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.

EMPTY STORAGE INFORMATION

TriCord will store any empty containers for the duration of the show. Please adhere the "Empty" label to each of your items, noting your company name and booth number. Labels can be found at our TriCord Service Desk during exhibitor move in. After the close of show, all empty storage will be returned. Please be advised, this process can take between 30 minutes and two hours. TriCord assumes no liability for damage to items sent to empty storage.

INTERNATIONAL SHIPMENTS

All international shipments must be cleared through US Customs. TriCord or any of our advanced warehouses will not clear shipments through US Customs. Exhibitors shipping into the USA are responsible for obtaining a Customs Broker to clear shipments through US Customs. If you have any questions, please contact your shipping company.

Union Rules and Regulations

***SANTA CLARA CONVENTION CENTER IS A UNION REGULATED FACILITY.
THANK YOU IN ADVANCE FOR YOUR SUPPORT AND UNDERSTANDING!***

UNION INFORMATION

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

DECORATOR'S UNION

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

TEAMSTER UNION

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

ELECTRICAL UNION

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

TIPPING

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

Cartload Service Order Form

Company Name	Booth #
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SMALL FREIGHT SERVICES

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

DOCK TO BOOTH	PRICE	TOTAL
<i>One Way Service</i>	\$79.00	\$
BOOTH TO DOCK	PRICE	TOTAL
<i>One Way Service</i>	\$79.00	\$

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.**



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 - \$370.00

3 Arm Chairs
1 Round Conference Table
1 Waste Basket

☐

PACKAGE 1A - \$470.00

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

☐

PACKAGE 2 - \$300.00

2 Bar Stools
1 Bistro Table
1 Waste Basket

☐

PACKAGE 2A - \$400.00

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

☐

PACKAGE 3 - \$235.00

1 6' Skirted Counter
1 Bar Stool
1 Waste Basket

☐

PACKAGE 3A - \$335.00

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

☐

PACKAGE 4 - \$220.00

1 6' Skirted Table
2 Side Chairs
1 Waste Basket

☐

PACKAGE 4A - \$320.00

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

TABLE/COUNTER SKIRT COLOR SELECTION

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

CARPET COLOR SELECTION



☐ Blue



☐ Toast



☐ Grey



☐ Black



☐ Burgundy



☐ Green



☐ Red

☐

ADD CARPET PADDING - \$125.00

PACKAGE ORDER TOTAL



PCB West Conference & Exhibition
Conference: October 5-8, 2021
Exhibition: Wednesday, October 6, 2021
Santa Clara Convention Center
Santa Clara, CA

Furniture Form

Company Name				Booth #
CHAIRS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Side Chairs		\$45	\$60	\$
Padded Arm Chairs		\$80	\$95	\$
Black Leather Executive Chairs		\$120	\$150	\$
Padded Bar Stools		\$90	\$105	\$
TABLES (30" HIGH)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 ft Draped Table		\$120	\$145	\$
6 ft Draped Table		\$135	\$160	\$
8 ft Draped Table		\$155	\$180	\$
4 ft Undraped Table		\$100	\$125	\$
6 ft Undraped Table		\$110	\$135	\$
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" HIGH)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 ft Draped Counter		\$140	\$165	\$
6 ft Draped Counter		\$155	\$180	\$
8 ft Draped Counter		\$175	\$200	\$
4 ft Undraped Counter		\$120	\$125	\$
6 ft Undraped Counter		\$130	\$155	\$
8 ft Undraped Counter		\$140	\$165	\$
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		\$16	\$20	\$
Easel		\$35	\$45	\$
Bistro Table		\$155	\$180	\$
Poster Board (4x8 Velcro Tack Board)		\$145	\$170	\$
Round Conference Table		\$155	\$180	\$
4th Side Table, Skirted/Drape Color Change		\$30	\$40	\$
5 - Panel Literature Rack		\$90	\$110	\$
Bag Tree		\$55	\$70	\$
FURNITURE RENTAL TOTAL				\$

Custom Furniture Form

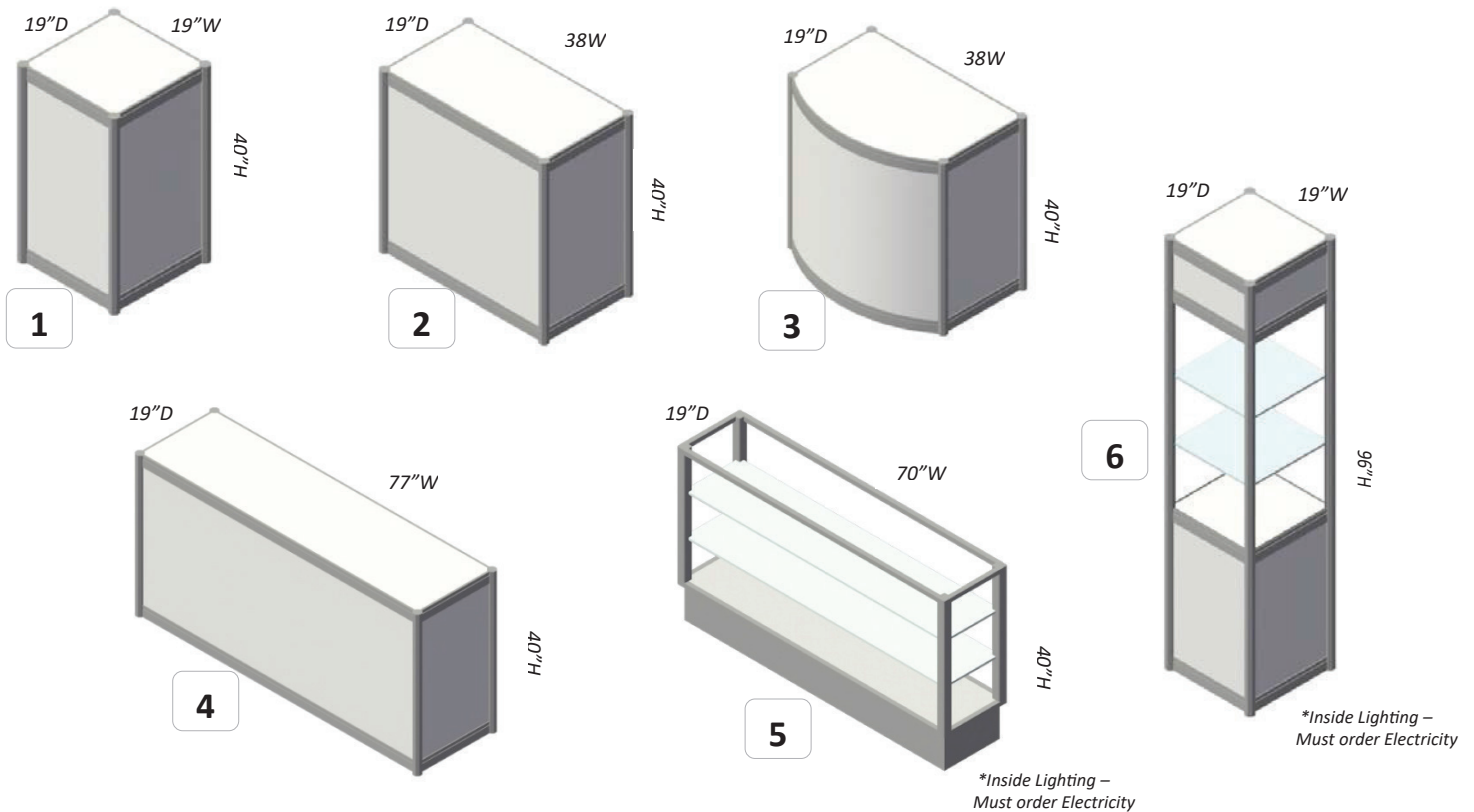
Company Name					Booth #	
Custom Furnishings	Front Graphic Panel Dimensions (WxH)	Regular Price	Option to Add Graphic +9.25% TAX	Color: White, Black, Blue or Grey	Quantity	Total
1. Pedestal	18.75" x 36.675"	\$250	\$75			\$
2. One Meter Counter	38.25" x 36.625"	\$350	\$150			\$
3. One Meter Counter (Curved)	42.5" x 36.625"	\$425	\$175			\$
4. Two Meter Counter	77.25" x 36.625"	\$495	\$250			\$
5. Glass Showcase (Horizontal) <i>*Inside Lighting – Must order Electricity</i>	N/A	\$450	\$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"	\$450	\$125	Black		\$

TOTAL:

\$

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

* All late orders are subject to a 25% increase. Availability of furniture must be confirmed.



10 x 10 Custom Booth Rentals

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

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

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

☐ Package #1

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

* Select Panel Color:

☐ Black ☐ White ☐ Grey ☐ Blue

* Select Carpet Color:

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



☐ Package Pricing = \$1,750.00

☐ Add Full Graphics = \$1485.00 (Click Here for graphic specs)
+ 9.25% TAX

☐ Package #2

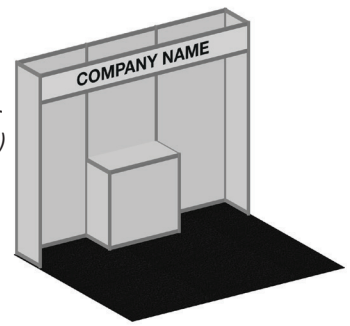
Includes:
10' Hardwall Backwall
Backlit Header** (116.25"W x 11.75"H)
1 Meter Built in Counter
Choice of Standard Carpet Color
Two Lights (Must Purchase Electricity)

* Select Panel Color:

☐ Black ☐ White ☐ Grey ☐ Blue

* Select Carpet Color:

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



☐ Package Pricing = \$2,150.00

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

☐ Package #3

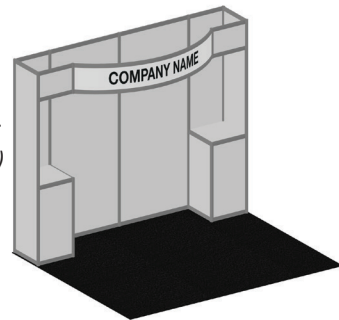
Includes:
10' Hardwall Backwall
Backlit Header** (85.75"W x 11.75"H)
2 Half Meter Built-in Counters
Choice of Standard Carpet Color
Two Lights (Must Purchase Electricity)

* Select Panel Color:

☐ Black ☐ White ☐ Grey ☐ Blue

* Select Carpet Color:

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



☐ Package Pricing = \$2,450.00

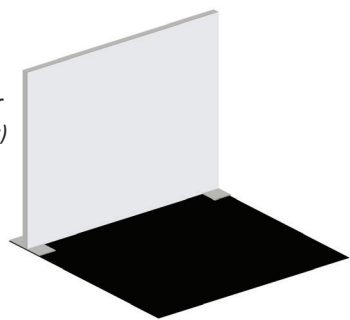
☐ Add Full Graphics = \$1,525.00 (Click Here for graphic specs)
+ 9.25% TAX

☐ 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 = \$3,450.00 + 9.25% TAX
(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:

10 x 20 Custom Booth Rentals

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

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

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

☐ Package #6

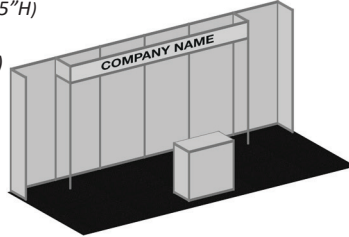
Includes:
 20' Hardwall Backwall
 Header Graphic ** (155.25"W x 11.75"H)
 Choice of Standard Carpet Color
 Two Lights (Must Purchase Electricity)

* Select Panel Color:

☐ Black ☐ White ☐ Grey ☐ Blue

* Select Carpet Color:

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



☐ Package Pricing = \$2,950.00

☐ Add Full Graphics = \$2,970.00 (Click Here for graphic specs)
 + 9.25% TAX

☐ Package #7

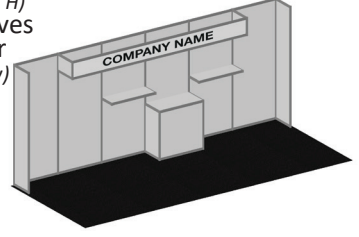
Includes:
 20' Hardwall Backwall
 Backlit Header** (155.25"W x 11.75"H)
 1 Meter Built in Counter, 2 Shelves
 Choice of Standard Carpet Color
 Two Lights (Must Purchase Electricity)

* Select Panel Color:

☐ Black ☐ White ☐ Grey ☐ Blue

* Select Carpet Color:

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



☐ Package Pricing = \$3,095.00

☐ Add Full Graphics = \$2,784.00 (Click Here for graphic specs)
 + 9.25% TAX

☐ Package #8

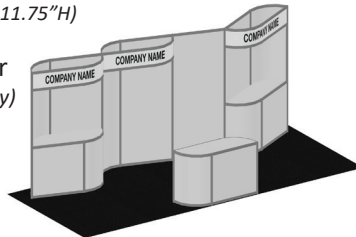
Includes:
 20' Curved Hardwall Backwall
 (3) Header Graphics** (70.25"W x 11.75"H)
 (3) Double Curve Counters
 Choice of Standard Carpet Color
 Four Lights (Must Purchase Electricity)

* Select Panel Color:

☐ Black ☐ White ☐ Grey ☐ Blue

* Select Carpet Color:

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



☐ Package Pricing = \$4,795.00

☐ Add Full Graphics = \$2,942.72 (Click Here for graphic specs)
 + 9.25% TAX

☐ Package #9

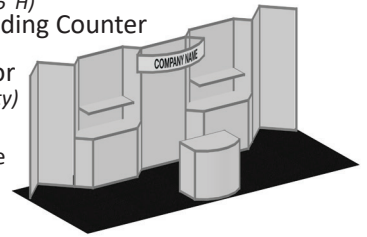
Includes:
 20' Zig Zagged Hardwall Backwall
 Curved Header** (85.75"W x 11.75"H)
 2 Built in Counters, 1 Free Standing Counter
 2 Shelves
 Choice of Standard Carpet Color
 Two Lights (Must Purchase Electricity)

* Select Panel Color:

☐ Black ☐ White ☐ Grey ☐ Blue

* Select Carpet Color:

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



☐ Package Pricing = \$3,595.00

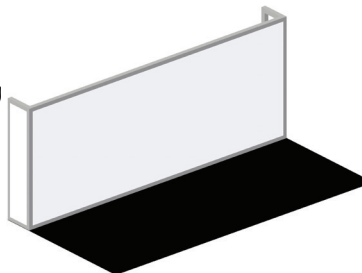
☐ Add Full Graphics = \$2,643.93 (Click Here for graphic specs)
 + 9.25% TAX

☐ 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 = \$5,280.00
 (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:



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		\$165.00	\$185.00	\$
10 x 20		\$330.00	\$380.00	\$
10 x 30		\$520.00	\$620.00	\$
10 x 40		\$690.00	\$790.00	\$

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: 10x20 booth = 200 sq. ft. x \$3.50 = \$700.00

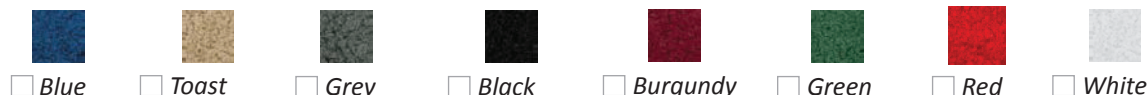
- Rental price includes installation and removal.

- 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

\$



WEST 2021
Conference & Exhibition

PCB West Conference & Exhibition
Conference: October 5-8, 2021
Exhibition: Wednesday, October 6, 2021
Santa Clara Convention Center
Santa Clara, 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		\$250.00	\$350.00	\$
10 x 20		\$480.00	\$525.00	\$
10 x 30		\$750.00	\$950.00	\$
10 x 40		\$990.00	\$1190.00	\$

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
\$4.00	\$5.00

VINYL

TOTAL

Booth Size X = square feet @ \$4/\$5 square foot \$

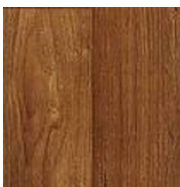
PADDING

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

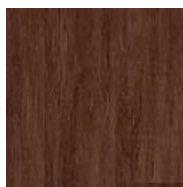
TOTAL

\$

COLOR SELECTION



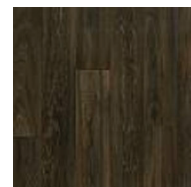
☐ Natural Cherry



☐ Dark Cherry



☐ Fog



☐ Espresso

*Colors subject to supplier availability



WEST 2021
Conference & Exhibition

PCB West Conference & Exhibition
Conference: October 5-8, 2021
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Santa Clara Convention Center
Santa Clara, CA

Electrical Services

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

Labor is required for: All under-carpet distribution of electrical wiring, all overhead distribution of wiring and all hardwiring motor installation.

1 HOUR MINIMUM INSTALL/ 1/2 HOUR MINIMUM DISMANTLE

ATTACH DIAGRAMS TO ENSURE ADVANCED PLACEMENT OF WIRING

All motors over one (1) HP must have a Magnetic Starter and Manual Disconnect Switch (wired) furnished by the exhibitor.

All wiring, motors, electrical installations, etc., will be inspected. To prevent overloading of circuits, exhibitors shall not be permitted to add wattage, except upon ordering. Please review the electrical rules and regulations.

Special electrical hook-ups or wiring incurring additional electrical labor charge must be taken care of prior to the close of the show.

Price includes two (2) outlets per electrical drop and (1) outlet for power and motors.

Additional electrical drops, outlets or power needed must be ordered through TriCord.

Exhibitors found using power where no outlets have been ordered are subject to 1 1/2 times normal rate for outlets used.

ELECTRICAL WATTS REQUIRED (120v Single Phase)	DISCOUNT RATE	STANDARD RATE	# OF DROPS REQUIRED	TOTAL DUE
500 Watts (5 amps) or less	\$165	\$200		\$
1200 Watts (10 amps) or less	\$230	\$265		\$
2400 Watts (20 amps) or less	\$395	\$455		\$
3000 Watts (30 amps) or less	\$610	\$670		\$

LIGHTING *Electrical not included for lights	DISCOUNT RATE	STANDARD RATE	QUANTITY	TOTAL DUE
200 Watts Halogen Stem Light	\$85	\$95		\$
300 Watt Floodlight on Stanchion	\$110	\$145		\$
Extension Cord	\$30	\$40		\$
Plugstrip	\$30	\$40		\$

MOTOR/POWER REQUIREMENTS	208 V SINGLE PHASE	208/120V 3 PHASE	TOTAL DUE
<input type="checkbox"/> 10 Amps or 1/2 HP	<input type="checkbox"/> \$300	<input type="checkbox"/> \$365	\$
<input type="checkbox"/> 20 Amps or 2 HP	<input type="checkbox"/> \$450	<input type="checkbox"/> \$550	\$
<input type="checkbox"/> 30 Amps or 3 HP	<input type="checkbox"/> \$550	<input type="checkbox"/> \$630	\$

Electrical drops are placed in the back center of the booth for no additional labor cost.

All island booths require electrical labor and an electrical diagram for placement.

ELECTRICAL LABOR				TOTAL DUE
Straight Time	<input type="text"/>	@ \$120 per hour	=	\$
Overtime	<input type="text"/>	@ \$175 per hour	=	\$
ELECTRICAL SERVICES TOTAL				= \$



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Santa Clara, CA

Booth Electrical Layout

Company Name

Booth #

Electrical drops are placed in the back center of the booth for no additional labor costs.

If you would like the electrical drop to be placed elsewhere in the booth, please mark the locations and wattage amounts on the grid below. Labor charges will apply.

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Adjacent Booth or Aisle Number: _____

Electrical Rules & Regulations

Electrical Code

TriCord views the safety of all exhibitors and attendees of our shows as a highly important matter. Because of this, TriCord's standards & requirements for any exhibit at the convention hall or chosen venue are based on national electrical codes and local ordinances.

In order to uphold our safety standards, all exhibits are subject to inspection to determine if any rules and regulations are being violated. If any problems exist, TriCord electricians will correct them and the exhibitor will be charged accordingly for electrical labor and/or materials used. If the exhibitor does not want the violation corrected, TriCord will not supply power to the booth space. If an exhibitor is having trouble understanding the electrical safety standards prior to a show, a professional electrician should be spoken to before sending or bringing in equipment.

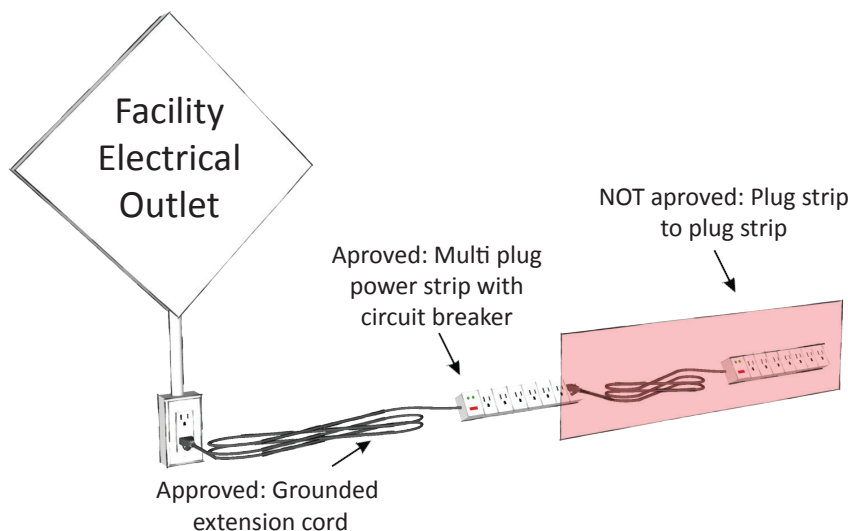
The following guidelines are available to assist our exhibitors in understanding TriCord's basic electrical requirements, and to ensure we are upholding our highest safety standards.

1. All wiring must have a 3-wire grounded cord with a minimum of #12 gauge.
2. Spot or flood lighting is a hazard when lamps are too close to fabrics or other materials that can be affected by heat.
3. The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures is **PROHIBITED** by order of Fire Prevention Bureaus at all trade shows and conventions.
4. Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please do not bring them to the venue.
5. Electrical cables, transformers and boxes must not be covered or concealed in an un-safe manor.

TriCord encourages exhibitors to use multi-conductor interconnecting cables with approved quick-connect plugs or fittings, only if all materials are in conformance with the electrical code. The following list of plugs match our equipment receptacles:

- 15 amp 120 volt: Standard U-ground plug
- 20 amp 208 volt 1Ø or 3Ø: plug or equivalent L-21-20
- 30 amp 208 volt 1Ø or 3Ø: plug or equivalent L-21-30

Exhibitors who need multiple standard outlets may choose to use a power distribution system for their booth. Please contact TriCord's electrical department for more information. Labor is required to check all pre-wired equipment before plugging into our electrical system.



Frequently Asked Questions

Where will my electrical drop be placed?

For all in-line, peninsula, and back-to-back peninsula booths, TriCord will place electrical drops in the back center of the booth at no additional labor charge. Any exhibitor wishing to have their drop placed elsewhere inside the booth must fill out and return the electrical diagram **BEFORE** the show begins, or TriCord will default to standard placement.

All island booths require an electrical diagram noting each drop ordered for the booth space, and labor charges will apply. Multiple outlet locations within the booth must be designated on the booth diagram **BEFORE** the show begins. If no diagram is received, TriCord will default to placing the outlet in the "back center." The "back center" is the furthest perimeter facing the entrance of the hall.

How much power do I need?

Please calculate your lighting needs by calculating the wattage required in each location. For other equipment, read the ratings from the metal plates attached to each unit.

Electrical Rules & Regulations

Electrical Limits of Liability & Responsibility

1. TriCord is not responsible for voltage fluctuations or any failure in power caused by temporary conditions. The exhibitor is responsible for providing surge protectors for their equipment and materials.
2. TriCord will not be held responsible for any damage or loss caused by power surges. Additionally, TriCord's liability for any and all loss or damage will not be held greater than the value of the electrical services that were provided or the decreased value of materials and equipment, whichever is less.
3. All electrical installations and connections must be made by a TriCord electrician. TriCord will not be held responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet provided by persons other than a TriCord electrician.
4. All electrical outlets will be installed on the floor at the back wall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the exhibitor's floor plan/diagram. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are also chargeable on a time and material basis.
5. TriCord electricians can change the wattage of an order on site if the amount of power ordered is deemed insufficient or unsafe. The exhibitor is financially responsible for all adjustments made.

TriCord Jurisdiction (Required Labor and/or Materials)

1. Electrical wire distribution beneath all flooring.
2. Electrical wire distribution from overhead and booth to booth, including hard wired cable, but not limited to: fiber optics, twisted pair, etc.
3. All connections for motor and equipment hook-ups.
4. Electrical fixtures requiring installation or repair.
5. All electrical motor and energized electrical device installation.
6. 150 volts and over, or any outlets 20 amps and over, require for electrical labor.
7. If a pre-wired exhibitor equipment connection is used, labor will be enforced to inspect it before allowing the exhibitor to plug into our system.
8. The use of power without ordering is not permitted. All exhibitors found using outlets without a previous order will be charged with the standard electrical rates. Use of facility outlets and sharing power between booths is not permitted.

Electrical Labor

1. Labor rates will directly reflect the labor contract in effect at the time of each show.
2. The start of electrical labor cannot be guaranteed unless it is requested for the start of the working day at 8:00am. All labor calls will be charged a minimum of (1) hour installation labor, and (1/2) hour dismantling labor. Labor time will begin at the time requested by the exhibitor.
3. Onsite orders without a 24 hour advance notice will be charged on a case to case basis, determined by time, materials used, and equipment required.



WEST 2021
Conference & Exhibition

PCB West Conference & Exhibition
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Santa Clara, CA

Display Installation & Dismantling

Company Name

Booth #

DISPLAY LABOR

Straight Time - 8:00am - 4:30pm, Monday - Friday
\$120.00/per man/ per hour

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

SERVICE A - TRICORD SUPERVISION

☐ INSTALLATION

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

☐ DISMANTLING

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

SERVICE B - EXHIBITOR SUPERVISION

☐ INSTALLATION

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

☐ DISMANTLING

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

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

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

DATE & TIME		# OF MEN		# HOURS		HOURLY RATE		TOTAL
<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.)



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In Booth - Forklift Form

Company Name	Booth #
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FORKLIFT LABOR

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

\$210.00/per man/per hour

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

\$295.00/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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Cleaning Form

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

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

<input type="checkbox"/> VACUUM CARPET - Before Show Opens ONLY <i>Cost per square foot per night is</i> \$ 0.40
<input type="checkbox"/> VACUUM CARPET - DAILY <i>Cost per square foot is</i> N/A

BOOTH SIZE X = SQUARE FEET

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

Vacuuming	<input type="text"/>	X	<input type="text"/>	X	<input type="text"/>	=	<input type="text" value="\$"/>
	(square feet)		(number of days)		(rate)		TOTAL



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Signs & Banners

Company Name	Booth #
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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 \$89 =	<input type="text"/>
24" x 36" x .25"	<input type="text"/>	x \$126 =	<input type="text"/>
30" x 40" x .25"	<input type="text"/>	x \$175 =	<input type="text"/>
36" x 48" x .25"	<input type="text"/>	x \$252 =	<input type="text"/>
36" x 60" x .25"	<input type="text"/>	x \$315 =	<input type="text"/>
38" x 94" x .50"	<input type="text"/>	x \$413 =	<input type="text"/>

SINGLE SIDED 13 oz VINYL BANNERS

Sizes	Quantity	Cost	Total
2' x 6'	<input type="text"/>	x \$264 =	<input type="text"/>
2' x 8'	<input type="text"/>	x \$352 =	<input type="text"/>
3' x 6'	<input type="text"/>	x \$396 =	<input type="text"/>
2' x 10'	<input type="text"/>	x \$440 =	<input type="text"/>
3' x 8'	<input type="text"/>	x \$528 =	<input type="text"/>
3' x 10'	<input type="text"/>	x \$660 =	<input type="text"/>

SINGLE SIDED BLACK BACKED FABRIC BANNERS

Sizes	Quantity	Cost	Total
2' x 6'	<input type="text"/>	x \$288 =	<input type="text"/>
2' x 8'	<input type="text"/>	x \$384 =	<input type="text"/>
3' x 6'	<input type="text"/>	x \$432 =	<input type="text"/>
2' x 10'	<input type="text"/>	x \$480 =	<input type="text"/>
3' x 8'	<input type="text"/>	x \$576 =	<input type="text"/>
3' x 10'	<input type="text"/>	x \$720 =	<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 = \$21 per square foot
Color print and mount .50" board = \$23 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	

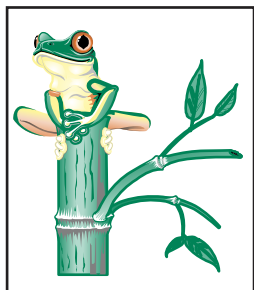
Suitable Media for artwork and/or logos	
Media	Preferred Format
Direct Upload	See info below
Email Attachments	Limited to max size of 5MB
ALL FONTS MUST BE CONVERTED TO OUTLINES	

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*
- [PCB West 2021 - Graphic Upload Link](#)



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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:

TUESDAY, SEPTEMBER 14, 2021

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):
INSURED ACME Electrical 123 Main St Monterey CA 93940		INSURER(S) AFFORDING COVERAGE INSURER A : INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
		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	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 \$
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ 10,000			Y			EACH OCCURRENCE \$ AGGREGATE \$ \$
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				<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

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

Show Dates:

CERTIFICATE HOLDER**CANCELLATION**

7 Tricord Tradeshow 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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Logistics

TRICORD IS OFFERING DISCOUNTED FREIGHT RATES TO OUR ADVANCE WAREHOUSE

Dear PCB West Exhibitors,

TriCord is offering discounted freight services. Attached is the information that will assist you with your logistics to and from Santa Clara, 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 PCB West 2021 Conference & Exhibition to be held at the Santa Clara Convention 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



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Air & Expedited Freight Carrier



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.

**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 #
--------------	---------



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		



PCB West Conference & Exhibition
Conference: October 5-8, 2021
Exhibition: Wednesday, October 6, 2021
Santa Clara Convention Center
Santa Clara, CA

Audio-Visual/Computer Equipment Rental Form

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

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 - <small>INCLUDES TABLE STAND OR WALL MOUNT</small>	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.



PCB West Conference & Exhibition
Conference: October 5-8, 2021
Exhibition: Wednesday, October 6, 2021
Santa Clara Convention Center
Santa Clara, CA

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*](#)

LEAD RETRIEVAL 101

How are you capturing and following up with all of the leads collected at your booth?

"Maximize your ROI by using ATS Lead Retrieval services."

Badges at events act as a form of identification and most importantly, electronic business cards. In an effort to streamline session attendance tracking & exhibitor lead capture show managers incorporate QR barcodes fully encoded with attendee contact info as well as important demographic data allowing the exhibitors to easily qualify and follow up.

.....

Why use event provided Lead Retrieval services?

- Easy to scan & capture attendee contact + key demographic information.
- Digital qualifiers & note taking
- Lead data available in real-time & post event (saved in Cloud for up to 18 months)
- Onsite technical support included
- Easily manage your exhibit booth team's leads
- Customization and seamless integrations into your existing CRM system available.



Handheld
State of the Art
Honeywell Scanner

MobilePlus™



Use your own
IOS or Andoid
Devices

INCLUDED in your exhibit space fees for

PCB West 2021

is your choice of

**one (1) MobilePlus™ or (1) LeadsPlus™ App per booth.
Please select any additional units/optional services below.**



AMERICAN
TRADESHOW SERVICES

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY, SEPTEMBER 10 2021



Handheld
State of the Art
Honeywell Scanner

MobilePlus™



Use your own
IOS or Andoid
Devices

LeadsPlus™ App

Click here to
ORDER ONLINE



INCLUDED in your exhibit space fees for

PCB West 2021

is your choice of

one (1) MobilePlus™ or (1) LeadsPlus™ App per booth.
Please select any additional units/optional services below.

ITEM	DIS. DEADLINE	SHOW RATE	QTY	SUBTOTAL
CHOOSE ONE:				
Mobile Plus™	<input type="checkbox"/>	LeadsPlus™ App	<input type="checkbox"/>	\$ 0.00
Additional Units/Apps Available				
MobilePlus™ (Additional Unit Pricing)	\$ 369.00	\$ 419.00		\$
LeadsPlus™ App (First License)	\$ 359.00	\$ 409.00		\$
LeadsPlus™ App (Additional License)	\$ 99.00	\$ 149.00		\$
MobilePlus™ Additional Add-Ons				
Custom Survey	\$ 60.00	\$ 80.00		\$
Delivery & Setup	\$ 65.00	\$ 85.00		\$

Click here to **ORDER ONLINE**

Username: PCBW2021 | Password: 1008

Sub-Total = \$

Total Due (in US Funds) = \$

(PLEASE PRINT)

BOOTH NO. _____

COMPANY _____

EMAIL(S) _____

ADDRESS _____

CITY, STATE, ZIP, COUNTRY _____

ORDER CONTACT _____

PHONE NO. _____

ONSITE CONTACT _____

ONSITE CELL PHONE _____

CREDIT CARD NO.: ☐ ☐ ☐

CARDHOLDER NAME: _____

EXPIRATION DATE: _____ / _____ SECURITY CODE: _____

CARDHOLDER SIGNATURE: _____

Visit Us at: www.american-tradeshow.com Email Orders to: orders@american-tradeshow.com

Questions? Please call: 985-240-5507 Fax: 985-809-1888

Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471



Smart City Wireless Services

Santa Clara Convention Center



Wireless Options

Depending on where you are in the facility, you may see one or both of the following SSIDs (network names). Although you may see both Exhibitor and Instant Internet, they are not actually supported in all areas. These networks are supported only in the areas designated below. Choose the option which best suits your location and requirements.

CONNECT

1

Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer's procedure for choosing available wireless networks.

OPEN BROWSER

2

Open your browser (Internet Explorer, Firefox, Safari, or other browser). You should see a page resembling the graphic shown below. If you do not see the graphic shown, please refresh your browser.

BUY NOW

3

If this is your initial purchase, enter your username (email address) and password, then click BUY NOW. Follow prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.

LOGIN

4

If you have already created an account and are returning for additional sessions, click LOGIN.



Exhibitor Internet

Available throughout the facility.

*Connectivity speeds up to 1.54Mbps up/1.54Mbps down

5 GHz wireless frequency only

1 day for \$79.99

3 day for \$227.97
5% discount

5 day for \$359.95
10% discount

Instant Internet

Available in public spaces and meeting rooms.

*Connectivity speeds up to 768k up/768k down

1 day for \$12.95

Complimentary Internet

Available in public spaces only

* Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.

Questions

For questions regarding wireless services or any other wired Internet and Telephone services we provide, please call Smart City at 888-446-6911 or visit us online at www.smartcitynetworks.com



INTERNET SERVICE CONTRACT

SANTA CLARA CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: PCB West	
Billing Company Name:		Show Start Date: October 5, 2021	Show End Date: October 8, 2021	
Billing Company Address:		INCENTIVE ORDER DEADLINE: September 19, 2021		
City, State, Zip:	Country:	On-site Contact Name:	On-site Cell Number:	
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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BASIC INTERNET, NOT FOR STREAMING		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 1 Private IP Address, Routers PROHIBITED and will not work						
1.5 Mbps Burstable To 3 Mbps (DHCP), Intended for light Internet usage			\$895	\$1,140	\$1,368	
Additional Device(s), Per Device Up to 4 [6 or more available online]			\$185	\$220	\$255	
DEDICATED INTERNET, FOR STREAMING, GAMING & WEBCAST		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Includes: 5 Public IP Addresses, Routers SUPPORTED						
Dedicated 3 Mbps			\$3,495	\$4,370	\$5,244	
Dedicated 6 Mbps			\$5,900	\$7,375	\$8,850	
Dedicated 10 Mbps			\$7,850	\$9,810	\$11,772	
Dedicated 15 Mbps			\$11,700	\$14,630	\$17,556	
Dedicated 20 Mbps			\$15,500	\$19,380	\$23,256	
Upgrade to 29 Public Static IP Addresses			\$995	\$1,194	\$1,433	
<i>Higher bandwidth services available for uhd streaming</i>						
INTERNET EQUIPMENT & LABOR		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Switch Rental – up to 24 ports			\$185	\$225	\$270	
Patch Cable (up to 100') – Cat5e			\$50	\$62	\$74	
Labor / Floor Work – four lines per hour			\$125	\$125	\$125	
Distance Fee for each Internet line delivered outside the facility			\$500	\$500	\$500	
WIRELESS INTERNET , Full products catalog available online						
SPECIAL QUOTE , Attachment A or Statement of Work (if applicable)						

Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the [Terms and Conditions](#).

SUBTOTAL	
ESTIMATED 10% TAX/FEES	
GRAND TOTAL	

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can **pay via credit card**.

Make checks payable to SMART CITY NETWORKS
Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110
Las Vegas, NV 89118



You may reach us with questions at:
Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: <https://orders.smartcitynetworks.com>
Or fax order to (702) 943-6001

Customer Number:

2021-070-393

ORDER NOW ➔



TELEPHONE & CABLE TV SERVICE CONTRACT

SANTA CLARA CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: PCB West	
Billing Company Name:		Show Start Date: October 5, 2021	Show End Date: October 8, 2021	
Billing Company Address:		INCENTIVE ORDER DEADLINE: September 19, 2021		
City, State, Zip:	Country:	On-site Contact Name:	On-site Cell Number:	
Contact Name:	Phone Number:	Contact Email:	Cell Number:	

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Effective September 30, 2020 – December 31, 2021 - V09212020

VOICE SERVICES, PBX Service – Domestic Long Distance Included		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Single Line <input type="checkbox"/> Instrument <input type="checkbox"/> Non Dial 9 <input type="checkbox"/> International Long Distance			\$275	\$345	\$414	
Multi Line Phone with (1) main number and (1) rollover line			\$415	\$520	\$624	
Speaker Phone Line with Polycom Instrument			\$465	\$575	\$690	
CABLE TV SERVICE		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Digital – Premium Cable TV Service			\$500	\$575	\$650	
A \$150 refundable deposit for each Digital Converter is required for each service ordered						
SPECIAL SERVICES		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL
Labor / Floor Work – four lines per hour			\$125	\$125	\$125	
Distance Fee for each Telephone line delivered outside the facility			\$100	\$100	\$100	
Distance Fee for each Cable TV line delivered outside the facility			\$500	\$500	\$500	
SPECIAL QUOTE, Attachment A or Statement of Work (if applicable)						
Upon execution of this document the Customer hereby authorizes Smart City Networks to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions .				SUBTOTAL		
				ESTIMATED 10% TAX/FEES		
				GRAND TOTAL		

ACCEPTANCE OF TERMS AND CONDITIONS AND AUTHORIZATION OF ORDER

Printed Name:	Signature:	Date:
(X) _____	(X) _____	____/____/____

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Customer Number:

2021-070-393

ORDER NOW ➔

"COMMUNICATIONS" FLOORPLAN WORKSHEET

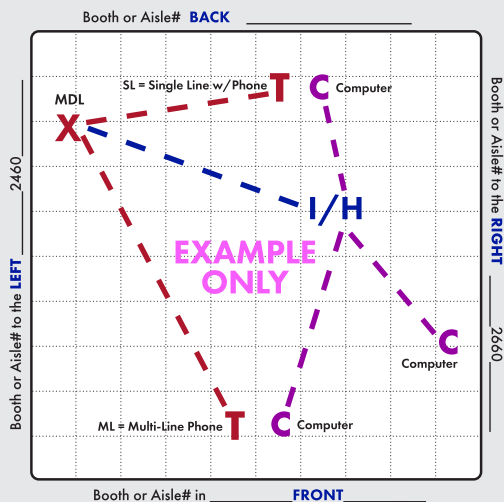
Company Name:

Show: PCB West

Booth/Room #:

Center: **Santa Clara Convention Center**

Customer / Ref #: 2021-070-393



SPECIFY YOUR DESIRED LOCATION OF SERVICES

X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX

I = INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

C = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT! Prior to installation of service, a complete Floorplan is required.

Please utilize this grid should you not have your own Floorplan to send us. You may use a different Floorplan for each service group (Telephone, Internet, etc.) or combine all services on one Floorplan. For a Floorplan to be considered complete it must include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth Orientation: For Smart City to accurately install services a minimum of one surrounding Booth or Aisle # is required, two or more is best.

BOOTH SIZE _____ ft x _____ ft

SCALE: 1 BOX IS = TO _____ ft

BOOTH TYPE ☐ Island ☐ Inline

Booth or Aisle# **BACK** _____

Booth or Aisle# to the **LEFT** _____

Booth or Aisle# to the **RIGHT** _____

Booth or Aisle# in **FRONT** _____



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WIRELESS PERFORMANCE AGREEMENT

Company Name:	Show: PCB West	Booth/Room #:
Center: Santa Clara Convention Center	Customer / Ref #:	2021-070-393

OVERVIEW

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

CUSTOM WIRELESS NETWORKS

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

INTERNAL NETWORKS

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name: _____ Signature: _____ Date: _____

Title: _____ Email: _____ Phone #: _____



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Call (888) 446-6911 • Email: customerservice@smartcitynetworks.com
Order online at: <https://orders.smartcitynetworks.com>
Or fax order to (702) 943-6001