

# TRICORD

TRADE SHOW SERVICES  
2107 DEL MONTE AVE., MONTEREY, CA 93940  
PHONE: (831) 373-4347 • FAX: (831) 373-5116

# Shipping Instructions

**CONTRACTOR:** Tricord  
2107 Del Monte Avenue  
Monterey, California 93940

**This is a mailing address only. All advance freight shipments go to the warehouse address at the right.**

All Shipments must be forwarded with all charges prepaid. Collect shipments will not be accepted. Tricord assumes no responsibility for collect shipments which are not accepted.

## **BILL OF LADING**

All Shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. A copy should be mailed immediately to the Tricord address listed above.

Also send a copy to the person in charge of installing your display for assistance in tracing shipments.

Drivers will be required to record their shipments at the Exhibit Site Check-in Area and then they will be assigned a priority and the proper freight door for unloading.

**Note:** 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 for such shipments.

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

## **VAN SHIPMENTS**

Drivers will be required to submit CERTIFIED WEIGHT RECEIPTS when recording their shipment at the Exhibit Site Check-In Area. Tricord reserves the right to refuse to unload such shipments until a CERTIFIED WEIGHT RECEIPT is presented.

## **INSURANCE**

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.

## **ADVANCE CRATED SHIPMENTS TO THE WAREHOUSE**

Advance crated shipments will be accepted at the Tricord warehouse and allowed (30) days free storage, if delivered by the DEADLINE DATE of:

**Friday June 7<sup>th</sup>, 2002**

These shipments should be consigned and the bill of lading made out as follows:

TriCord  
Name of Exhibiting Company Booth# \_\_\_\_\_  
Usenix Annual 2002 Conference  
C/o TriCord  
2107 Del Monte Ave.  
Monterey, Ca. 93940

## **RATES FOR ADVANCE CRATED SHIPMENTS RECEIVED AT THE WAREHOUSE**

Exhibitors who wish to have their materials arrive in advance can do so by shipping direct to our warehouse.

Materials will be unloaded at the warehouse, stored free for (30) days, delivered to the unloading docks at the exhibit site, unloaded, delivered to the exhibitors booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUND TRIP RATE:

**For each 100 lbs. or fraction thereof.**

**Per shipment, the rate is  
(200 lb minimum)**

**\$46.00**

## **OVERTIME CHARGES ON ADVANCE SHIPMENTS**

Shipments unloaded at the warehouse after 3:00 pm weekdays, anytime Saturday, Sunday or Holidays or after the DEADLINE DATE specified above will be subject to overtime charges.

Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflict beyond the control of Exhibition Contractors, overtime charges will apply.

An overtime surcharge based on the above rate, for each 100 lbs., will be invoiced in addition to those rates on all shipments subject to overtime charges.

**The surcharge applicable to overtime shipments is**

**(200 lb. minimum)**

**\$12.00**

See next page for direct shipment information