



Asilomar Material Handling SHIPMENTS MUST ARRIVE BY MARCH 13, 2015

PRIOR TO SHIPPING YOUR ITEMS:

Please complete this form and fax it to (831) 883-8686 or email to megan@tricord.net

Material Handling charges include: the receipt of the shipment at the warehouse, up to 30 days free storage prior to the event, delivery to the exhibit site and placement of items in exhibit space.

PRICING: Charges are per net hundred weight **\$54.00 per cwt.**

STRAIGHT TIME: Monday - Friday from 8:00 am to 4:30 pm

200# Minimum charge for each shipment received. Example: 200# @ \$54.00 per cwt. = \$108.00

OVERTIME: Before 8:00 am and after 4:30 pm Monday - Friday and all day Saturday-Sunday.

Additional cost of **\$18.00 per cwt**

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.

We will ship lbs. @ per 100 lbs. = (200# minimum charge **\$108.00**)

ALL FREIGHT MUST BE CLEARLY LABELED AS FOLLOWS:




Show Name
Company Name
Delivery Date & Time
Asilomar Room Name

**C/O TRICORD TRADESHOW SERVICES
 738 NEESON ROAD
 MARINA, CA 93933**

OUTBOUND MATERIAL HANDLING: The charge for re-forwarding is \$18.00 per cwt with a 200# minimum on straight time hours. Example 200#s @ \$18.00 per cwt = \$36.00

Date of Pick Up: Time for Pick Up:

Onsite Contact Name
Contact Phone Number

PAYMENT: All requests for material handling service must include payment via credit card.   

Company Name	Cardholder Name	
Account Number		
Card Type	Expiration	CCID
Billing Address		
City	State	Zip
Signature	Print Name	
Phone Number	Email	



RUSH! EXHIBIT MATERIAL

ASILOMAR CONFERENCE GROUNDS

TO: _____
(EXHIBITOR NAME)

ROOM NAME: _____

EVENT: _____

TriCord Tradeshows
738 Neeson Rd.
Marina, CA. 93933

WAREHOUSE

NO. _____ OF _____ PIECES



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WAREHOUSE

NO. _____ OF _____ PIECES



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 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

*-Pre-paid 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.)