



Discount Deadline: Monday, July 10, 2023

Payment and Exhibitor Information

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

Services Ordered

Material Handling \$	<input type="text"/>	Submission of order forms subject exhibitors to TriCord's Limits of Liability Policy <input type="checkbox"/> COMPANY CREDIT CARD (Visa, Master Card, American Express) A credit card is required for all material handling, labor, signage, and custom booth orders. <input type="checkbox"/> COMPANY CHECK (Payable to: TriCord Tradeshow Services) Mail Checks to: 738 Neeson Rd., Marina, CA 93933 NOTE: Checks will only be accepted for furniture and electrical orders. A credit card authorization is required with check payment for any variances, material handling, labor and signage costs.
Booth Packages \$	<input type="text"/>	
Flooring \$	<input type="text"/>	
Furnishings \$	<input type="text"/>	
Labor \$	<input type="text"/>	
Electrical Labor \$	<input type="text"/>	
Electrical \$	<input type="text"/>	
Cleaning \$	<input type="text"/>	
Signage + 9.25% Tax \$	<input type="text"/>	
Plants \$	<input type="text"/>	
Other \$	<input type="text"/>	
TOTAL \$	<input type="text"/>	

Please complete the credit card information below and send the form with all order forms.
 Forms can be emailed to orders@tricord.net

Credit Card 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.

Credit Card Information

Credit Card Number		
Card Type	Expiration	CCID/Security Code
Billing Address		
City	State	Zip Code
Authorized Signature		
Print Name		

Need more help? Please email us with any questions or concerns, orders@tricord.net or call (831) 883-8600