



## TriCord Rules & Regulations

***THANK YOU IN ADVANCE FOR YOUR SUPPORT AND UNDERSTANDING!***

### Decorator

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

### Material Handling

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

### Electrical

TriCord is responsible for providing all electrical services. Exhibitors accessing power that has not been pre-ordered will be charged on their final invoice. TriCord will audit the show floor prior to show open and bill for any booth found assessing power. All electrical drops are placed at the back center of the booth for no additional labor charge. Electrical drops placed somewhere other than the back center of the booth will require a one hour minimum install and half hour minimum dismantle labor. Please provide a diagram.

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