



Discount Deadline: Thursday, July 2, 2026

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.***

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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 will be 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 that 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 adding "riders" to existing policies. Contact your insurance representative.***

****BE SURE YOUR LIABILITY INSURANCE is in effect at the show site. Contact your insurance representative.***