



Dear Exhibitor:

TriCord is pleased to advise you that we have been chosen as the Official Service Contractor for the **California Environmental Health Association's 59<sup>th</sup> Annual Educational Symposium** to be held at the **Riverside Convention Center in Riverside, CA**. In this capacity, we will assist you in every way possible to ensure a successful and pleasant marketing presentation.

The Exhibitors Service Kit contains information and forms for you to complete and return to us as soon as possible. The following enclosed instructions will save you time and money, and contribute to a successful display.

Most services include a discount rate for Advance Order pricing. To take advantage of these discount rates your order must be fully paid and received in the TriCord office on or before **Tuesday March 30, 2010**. Orders not paid by this cut-off date are subject to Floor Order pricing.

**OUR POLICY IS THAT ALL ORDERS FOR ADDITIONAL SERVICES MUST BE PAID IN ADVANCE. WE ACCEPT VISA, MASTERCARD, AMERICAN EXPRESS, COMPANY CHECKS OR CASH.**

**BOOTH PACKAGE TO INCLUDE THE FOLLOWING:**

**Each 8'x 10' Pipe & Draped Space Includes:**

- (1) Six Foot Skirted Table
- (2) Side Chairs
- (1) Waste Basket
- (1) 7" x 44" Identification Sign

**THE SHOW COLORS ARE: BLUE & WHITE**

**THE EXHIBIT HALL IS NOT CARPETED**

<b>EXHIBITOR SET UP:</b>	<b>Tuesday April 6<sup>th</sup> 2010</b>	<b>1:00pm to 5:00pm</b>
<b>EXHIBITS OPEN:</b>	<b>Tuesday April 6<sup>th</sup>, 2010</b>	<b>5:00pm to 7:00pm</b>
<b>EXHIBITS OPEN:</b>	<b>Wednesday April 7<sup>th</sup>, 2010</b>	<b>8:00am to 9:30 am &amp; 11:00am to 12:30pm</b>
<b>EXHIBIT HALL RECEPTION:</b>	<b>Wednesday April 7<sup>th</sup>, 2010</b>	<b>5:00pm to 7:00pm</b>
<b>EXHIBITS OPEN:</b>	<b>Thursday April 8<sup>th</sup>, 2010</b>	<b>8:00am to 9:30 am &amp; 11:00am to 12:30pm</b>
<b>EXHIBITOR MOVE OUT:</b>	<b>Thursday April 8<sup>th</sup>, 2010</b>	<b>2:00pm to 4:00pm</b>

Shipping Information: TriCord, c/o UPS Freight is the Official Freight Contractor for this show and will accept all freight both Advance and Direct Shipments. **The Riverside Convention Center does not accept exhibitor freight, nor do they have the capabilities for material handling and storage services.** If you require material handling services, please follow the instructions on the enclosed service order form. TriCord does not maintain insurance covering an exhibitor's property. It is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance. **Deadline date to receive all advance freight is by Friday April 2<sup>nd</sup>, 2010.** For additional information, please contact our Customer Service Department at (831) 883-8600, or visit our Service Center at the show site during exhibitor move in and move out. **We look forward to working with you!**

See you in Riverside!  
TriCord

**TRICORD MANAGEMENT, LLC • TRICORD TRADESHOW SERVICES, INC.**  
ELECTRICAL CONTRACTORS LICENSE #805511  
738 NEESON ROAD MARINA, CA. 93933  
PHONE: (831) 883-8600 • FAX: (831) 883-8686