



**Receiving Dates:**  
**September 18, 2026 - October 15, 2026**

## Asilomar Material Handling Form

### PRIOR TO SHIPPING YOUR ITEMS:

Please complete this form and email to [pfianna@tricord.net](mailto:pfianna@tricord.net) or fax it to 831-883-8686

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 exhibitor's booth space.

**PRICING:** Charges are per net hundred weight **\$90.00 per cwt.**

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

**200# Minimum charge for each shipment received.** Example: 200# @ \$90.00 per cwt. = \$180.00

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

**Additional cost of \$35.00 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 **\$180.00**)

### ALL FREIGHT MUST BE CLEARLY LABELED AS FOLLOWS:

|                                             |
|---------------------------------------------|
| Show Name                                   |
| Company Name                                |
| TriCord Delivery Date<br>& Time to Asilomar |
| Asilomar Room Name                          |

**c/o TRICORD TRADESHOW SERVICES**  
**738 NEESON ROAD**  
**MARINA, CA 93933**

## Outbound Material Handling

The charge for re-forwarding is \$35.00 per cwt with a 200# minimum on straight time hours. Example: 200#s @ \$35.00 per cwt = \$70.00

Date of Pick Up:

Time for Pick Up:

|                      |
|----------------------|
| Onsite Contact Name  |
| Contact Phone Number |

## Payment Information

All requests for material handling services must include payment via credit card.



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

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



**ASILOMAR CONFERENCE  
GROUNDS**

**WAREHOUSE - RUSH EXHIBIT MATERIAL**

**MUST ARRIVE BETWEEN:**

**Friday, September 18, 2026 - Thursday, October 15, 2026**

**EXHIBITOR NAME:\_\_\_\_\_**

**ROOM NAME:\_\_\_\_\_**

**EVENT:\_\_\_\_\_**

**c/o TriCord Tradeshow Services  
738 Neeson Road  
Marina, CA 93933**

**NO.\_\_\_\_\_ OF \_\_\_\_\_ PIECES**



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**NO.\_\_\_\_\_ OF \_\_\_\_\_ PIECES**

## Outbound Shipping

|               |         |
|---------------|---------|
| Company Name  | Booth # |
| Authorized By | Phone # |

## Outbound Shipping Information

Please complete this section if you will be shipping materials after the show closes.

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 the show and your booth number.

|              |       |     |         |
|--------------|-------|-----|---------|
| Company Name |       |     | Booth # |
| Attention    |       |     | Show    |
| Address      |       |     |         |
| City         | State | Zip | Country |

## Select Shipping Carrier

|                                                                                                                                |         |
|--------------------------------------------------------------------------------------------------------------------------------|---------|
| <input type="checkbox"/> Ship via Official Show Freight Carrier * <i>Charges will go on exhibitor's master bill.</i>           |         |
| <input type="checkbox"/> Ship via Preferred Air & Expedited Freight Carrier * <i>Exhibitors will be billed directly.</i>       |         |
| <input type="checkbox"/> Ship via carrier of Exhibitor's Choice * <i>Exhibitors must schedule their own pick-up.</i>           |         |
| Carrier of Exhibitor's Choice                                                                                                  |         |
| Carrier Contact                                                                                                                | Phone # |
| <input type="checkbox"/> GROUND SHIPPING (Not time sensitive)                                                                  |         |
| <input type="checkbox"/> AIR: Select Service Preferred Below                                                                   |         |
| <input type="checkbox"/> 1 DAY <input type="checkbox"/> 2 DAY <input type="checkbox"/> 3 DAY <input type="checkbox"/> DEFERRED |         |

## Outbound Shipping Policies

- Prepaid labels must be provided for each piece unless you are shipping via the Preferred Show Carrier.
- 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 either be re-routed onto the official show carrier or brought back to the warehouse for an additional fee.

## Additional Notes or Requests

(i.e. Inside Delivery Requested, Residential, Overnight Shipping, Saturday Delivery, Upstairs, etc.)