



Sea Otter Classic - Important Information

If you have been to the event before, you will remember there is no area or staff to receive and store shipments of ANY KIND before the event begins at Laguna Seca Raceway. All items will need to be shipped to TriCord Tradeshow Services.

Prior to shipping, you must complete and return the material handling form, authorization to provide material handling form, and the payment form to TriCord. All shipments must contain the TriCord Label or the same information.

Note: Shipments received without material handling forms, authorization to provide material handling and payment, will be charged an administration fee.

When you arrive onsite, please check in at the TriCord trailer located next to Show Services ([see Exhibit Map](#))

A representative from your company must be present to accept and sign for delivery; Sea Otter staff will not be authorized to sign for deliveries. If you have outbound material handling, please fill out the outbound shipping request form and return to TriCord by Sunday, April 19, 2026. Late orders are subject to a 25% late fee.

Advance Shipment Receiving Window: Monday, March 9, 2026 - Tuesday, April 7, 2026

TriCord Office/Receiving Hours: Monday - Friday, 8:00am - 4:00pm

Telephone: 831-883-8600 Fax: 831-883-8686 Email: orders@tricord.net

Direct to Raceway Receiving Dates: Sunday, April 12, 2026 - Wednesday, April 15, 2026

TriCord Trailer Hours for Exhibitor and Sponsor Set-Up/Tear Down:

Exhibitor/Sponsor Move In Hours - APPOINTMENT ONLY:

TriCord must be emailed by Monday, March 24, 2026 to schedule an appointment

Saturday, April 11, 2026 - By Appointment ONLY

Sunday, April 12, 2026 - 8:00am - 1:00pm - By Appointment ONLY

Monday, April 13, 2026 - 10:00am - 5:00pm - By Appointment ONLY

Exhibitor/Sponsor Move In Hours - NO APPOINTMENT NEEDED:

Tuesday, April 14, 2026 - 8:00am - 5:00pm

Wednesday, April 15, 2026 - 7:00am - 6:00pm

Exhibitor Move out Hours:

Sunday, April 19, 2026 - 2:00pm - 8:00pm

Monday, April 20, 2026 - 8:00am - 1:00pm

TriCord will be onsite Sunday, April 19 at 12:00pm to pass out bill of ladings and check in with vendors. Please note TriCord is not allowed to return any empty containers until 2:00pm at the end of the event for safety reasons.

All exhibitor appointed freight carriers must be checked in with TriCord *EITHER on Sunday, April 19 by 7:00pm, OR Monday, April 20 by 10:00am* or the shipment will be forced on TriCord's preferred carrier or brought back to the TriCord warehouse. All Exhibitor appointed freight carriers must be able to load their own shipments. It is the responsibility of the freight carrier to properly load your freight.

All shipments moved out on Sunday, April 19 will be billed on overtime. If shipments are brought back to TriCord's warehouse, back to warehouse fees will apply. All shipments brought back to TriCord's warehouse must be picked up by Friday, May 2, 2026.

If you have an international shipment and need to use TriCord's tax identification number, there will be an additional fee. Please email orders@tricord.net about information regarding international shipments and fees.

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



Payment and Exhibitor Information

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

Services Ordered

Material Handling \$		Submission of order forms subject exhibitors to TriCord's Limits of Liability Policy
Booth Packages \$		
Flooring \$		
Furnishings \$		
Labor \$		
Electrical Labor \$		
Electrical \$		
Cleaning \$		
Signage + 9.25% Tax \$		
Plants \$		
Other \$		☐ COMPANY CREDIT CARD (Visa, Master Card, American Express) A credit card is required for all material handling, labor, signage, and custom booth orders.
TOTAL \$		☐ 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.

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

Sea Otter Classic Material Handling Information

PRIOR TO SHIPPING YOUR ITEMS:

Please complete this form and the authorization to provide material handling and email it to TriCord.

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 the items in the exhibitor's booth space.

Material Handling

Company Name	Booth #
CHECK ONE: ☐ We plan to ship our crated material to the ADVANCE SHIPMENT WAREHOUSE. ☐ We plan to ship our materials direct to the EXHIBIT SITE.	
DAY & TIME EXHIBITOR NEEDS SHIPMENT DELIVERED TO THE BOOTH SPACE:	

CALCULATION OF ORDER

*When calculating weight, round up to the next 100 lbs. (i.e.: 265 lbs. = 300 lbs., = 3 x rate = Dollars or Minimum).

ADVANCE SHIPMENTS TO THE WAREHOUSE (200 lb minimum)

We will ship _____ lbs. @ **\$94.00** per 100 lbs. = _____ (200 lb minimum charge **\$188.00**)

DIRECT SHIPMENTS TO THE EXHIBIT SITE (200 lb minimum)

We will ship _____ lbs. @ **\$98.00** per 100 lbs. = _____ (200 lb minimum charge **\$196.00**)

SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING AT THE EXHIBIT SITE

We will ship _____ lbs. @ **\$25.00** per 100 lbs. = _____ (200 lb minimum charge **\$50.00**)

OVERTIME CHARGES (200 lb minimum) - See overtime charges on Shipping Instruction Order Form
\$25.00 per 100 lbs. = _____ (200 lb minimum charge **\$50.00**)

Important Information

There is a 200# minimum charge for each shipment received at the advanced warehouse or direct to showsite. 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.

EXPRESS DELIVERIES: Shipments that arrive late to the Advance Warehouse between Monday, April 13 - Wednesday, April 15, will be charged a one time fee of **\$175.00.**

Overtime

Overtime is Monday through Friday prior to 8:00 am and after 4:30 pm; all day Saturday, Sunday and observed Union Holidays. Special handling is charged to exhibitors who ship after the shipping deadlines. When warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts that are beyond TriCord's control, overtime charges will apply.

Empty Storage Information

TriCord will store any empty containers for the duration of the show. Please adhere the "Empty" label to each of your items, noting your company name and booth number. Labels can be found at our TriCord Service Desk during exhibitor move in. After the close of show, all empty containers will be returned. Please be advised, TriCord must follow an empty return schedule according to the color coded sections on the vendor map. If you have questions, please visit our desk onsite. TriCord assumes no liability for damage to items sent to empty storage.

International Shipments

All international shipments must be cleared through US Customs. TriCord or any of our advanced warehouses will not clear shipments through US Customs. Exhibitors shipping into the USA are responsible for obtaining a Customs Broker to clear shipments through US Customs. If you have questions, please contact your shipping company. **There is a \$95.00 admin fee per international shipment. This administration fee includes the use of TriCord's Tax ID Number. Any taxes, tariffs, duties or additional fees billed to TriCord from the use of the Tax ID Number will be re-billed and transferred to the exhibitor/vendor.**

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



Shipping: Advance to Warehouse

ADVANCE SHIPMENT DEADLINE

Shipments must arrive between: **Monday, March 9, 2026 & Tuesday, April 7, 2026**

**Warehouse hours: Monday to Friday from 8:00 am - 4:30 pm - Closed on Weekends & Holidays
SHIPMENTS SHOULD BE CONSIGNEED AND THE BILL OF LADING MADE OUT AS FOLLOWS:*

Company Name:	Booth#:
Sea Otter Classic 2026	
c/o TriCord Tradeshow Services	
11165 Commerical Parkway	
Castroville, CA 95012	

ADVANCE SHIPMENT RATES (200 lb minimum) For each 100 lbs. or fraction thereof. **\$94.00**

OVERTIME ON ADVANCE SHIPMENTS (200 lb minimum) For each 100 lbs. or fraction thereof.

* Invoiced in addition to above rates on all shipments subject to overtime charges. **\$25.00**

Advance Crated Shipments

Advance crated shipments will be accepted at the TriCord warehouse and allowed (30) days free storage.

All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise. ***Shipments received after the advance receiving deadline or without material handling forms, authorization to provide material handling and payment on file will be charged special handling.***

Special Handling

- Shipments by any truck that cannot be unloaded at the docks (including moving vans).
- Shipments "packed" in a way that requires special handling (i.e. loose display parts, uncrated equipment, etc.).
- If material or equipment cannot be determined (i.e. 1 to 20 assorted pieces, etc.).
- Shipments received without material handling forms, authorization to provide material handling and payment on file or after the delivery deadline.

Straight Time vs. Overtime

Straight time is Monday through Friday from 8:00 am to 4:30 pm. Overtime is Monday through Friday prior to 8:00 am and after 4:30 pm; all day Saturday, Sunday and observed Union Holidays.

When warehouse freight must be moved into the exhibit site on overtime due to scheduling conflicts that are beyond TriCord's control, overtime charges will apply.

Important Information

Shipments received without receipts, freight bills, or specified unit count on receipts or freight bills (i.e. one lot 800 cu. ft., etc.) such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by TriCord for such shipments.

In the event no weight is indicated on the documents present, TriCord shall estimate the weight and charges will be based on these estimates. Such charges will not be subject to an adjustment.

Payment

All accounts must be settled at the service desk prior to the close of the show unless advance credit approval has been obtained. A purchase order, if required for payment, must accompany the order form(s). Payment for all labor and services whether ordered by the exhibitor, display builders or other parties, shall be the responsibility of the exhibitor. Please make payments in United States funds.

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



LIFETIME SEA OTTER CLASSIC 

WAREHOUSE - RUSH EXHIBIT MATERIAL

MUST ARRIVE BETWEEN:

Monday, March 9, 2026 & Tuesday, April 7, 2026

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

TriCord Tradeshow Services
11165 Commercial Parkway
Castroville, CA 95012

NO. _____ OF _____ PIECES



LIFETIME SEA OTTER CLASSIC 

WAREHOUSE - RUSH EXHIBIT MATERIAL

MUST ARRIVE BETWEEN:

Monday, March 9, 2026 & Tuesday, April 7, 2026

COMPANY NAME: _____

BOOTH#: _____

SHOW NAME: _____

TriCord Tradeshow Services
11165 Commercial Parkway
Castroville, CA 95012

NO. _____ OF _____ PIECES



Shipping: Direct to Exhibit Site

DIRECT SHIPMENT DEADLINE

Shipments can ONLY arrive on: **Sunday, April 12, 2026 - Wednesday, April 15, 2026**

SHIPMENTS SHOULD BE CONSIGNED AND THE BILL OF LADING MADE OUT AS FOLLOWS:

Company Name:	Booth#:
Sea Otter Classic 2026 TriCord Tradeshow Services c/o Weathertech Raceway Laguna Seca 1021 Monterey Salinas Highway Salinas, CA 93908	

DIRECT SHIPMENT RATES (200 lb minimum) For each 100 lbs. or fraction thereof.

\$98.00

OVERTIME RATES & SPECIAL HANDLING (200 lb minimum) For each 100 lbs. or fraction thereof.

* Invoiced in addition to above rates on all shipments subject to overtime charges.

\$25.00

Direct Shipments to the Exhibit Site

Materials will be unloaded from the exhibitor's carrier onsite, delivered to the exhibitor's booth, and reloaded on a carrier at the rate listed above.

Special Handling

- Shipments by any truck that cannot be unloaded at the docks (including moving vans).
- Shipments "packed" in a way that requires special handling (i.e. loose display parts, uncrated equipment, etc.).
- If material or equipment cannot be determined (i.e. 1 to 20 assorted pieces, etc.).
- Shipments received without material handling forms, authorization to provide material handling and payment on file or after the delivery deadline.

Straight Time vs. Overtime

Straight time is Monday through Friday from 8:00 am - 4:30 pm. Overtime is Monday through Friday prior to 8:00 am and after 4:30 pm; all day Saturday, Sunday and observed Union Holidays.

Outbound Shipments

- TriCord Service Desk located in the Exhibitor Service Center will have labels, bills of lading and shipping information available.
- At the close of the show, if a carrier fails to pick up or refuses shipments, TriCord reserves the right to reroute the shipment.
- If no destination is provided, materials may be taken back to the warehouse at the exhibitor's expense, pending direction from the exhibitor.
- No liability will be assumed by TriCord.

Important Information

If the bill of lading does NOT identify the weight of the various classifications, the entire shipment will be invoiced at the Special Handling rate and will not be subject to adjustment.

Payment

All accounts must be settled at the service desk prior to the close of the show unless advance credit approval has been obtained. A purchase order, if required for payment, must accompany the order form(s). Payment for all labor and services whether ordered by the exhibitor, display builders or other parties, shall be the responsibility of the exhibitor. Please make payments in United States funds.

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



LIFETIME SEA OTTER CLASSIC

SHOW SITE - RUSH EXHIBIT MATERIAL

CAN ONLY ARRIVE:

Sunday, April 12 - Wednesday, April 15, 2026

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

TriCord Tradeshow Services
c/o Weathertech Raceway Laguna Seca
1021 Monterey Salinas Highway
Salinas, CA 93908

NO. _____ OF _____ PIECES



LIFETIME SEA OTTER CLASSIC

SHOW SITE - RUSH EXHIBIT MATERIAL

CAN ONLY ARRIVE:

Sunday, April 12 - Wednesday, April 15, 2026

COMPANY NAME: _____

BOOTH #: _____

SHOW NAME: _____

TriCord Tradeshow Services
c/o Weathertech Raceway Laguna Seca
1021 Monterey Salinas Highway
Salinas, CA 93908

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

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



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 than 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.***



Authorization to Provide Material Handling

We hereby authorize TriCord to provide such services necessary to handle our shipment(s) in accordance with the information set forth in the "LIMITS OF LIABILITY AND RESPONSIBILITY" above and we further agree to the following:

A. We have examined and reviewed the "Material Handling Classification and Rates" page which were forwarded to our firm and we understand that we will be charged Material Handling Services in accordance with the published rates for such services as are provided.

B. We accept the responsibility for the payment of all the TriCord charges in connection with the handling of our shipment(s) and we guarantee payment to TriCord in the event any third party who acts on our behalf shall fail to pay such charges within thirty (30) days of the receipt of the TriCord invoice for such charges.

C. We Agree to TriCord's "Limits of Liability and Responsibility" as set forth above.

D. We agree that TriCord or its subcontractors' liability shall be limited to any loss or damage which results solely from TriCord or its subcontractors, negligence, the actual physical handling of the items comprising shipment(s) and not for any other type of loss or damage.

E. With particular reference to paragraphs "c" and "d" above, we agree in connection with the receipt, handling, and temporary storage and reloading of our materials that TriCord and its subcontractors will provide their services as our agent, and not as bailee or shipper. If any employee of TriCord, or its subcontractors, shall sign a delivery receipt bill of lading or other documents we agree that TriCord, or its subcontractors, will do so as our agent and we accept the responsibility therefore.

(1) Relative to inbound shipments, we recognize that there may be a lapse of time between delivery of our shipment(s) to our booth by TriCord subcontractors, and the arrival of our representative at the booth and during such time our shipment(s) will be unattended at our booth. We agree that TriCord, or its subcontractors shall not be responsible for any loss or damage which may occur during such period.

(2) Relative to outgoing shipments, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading onto a carrier, and during such time our shipment(s) will be left unattended in our booth. We agree that TriCord and its subcontractors shall not be responsible for any loss or damage which may occur during such period. We authorize TriCord, or its subcontractors to adjust the quantities and times on any bill of lading submitted by us to TriCord, or its subcontractors to confirm to the actual count of materials in the booth at the time of pickup.

F. We agree, in the event of a dispute with TriCord, or its subcontractors, related to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to TriCord for material handling service or any other service provided by TriCord, or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay TriCord within thirty (30) days from the close of the show for all such charges and further agree that any claim we may have against TriCord, or its subcontractors, will be pursued independently by us as a completely separate transaction to be resolved on its own merits.

G. In order to expedite removal of materials from the show site, TriCord shall have the authority to change designated carriers, such carriers do not pick up on time. Where no disposition is made by the exhibitor, materials will be taken to a warehouse to wait the exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.

H. We agree that all questions relating to the classification freight of the exhibitor's materials, rates charged or weights used to determine material handling charges shall be submitted to the TriCord office indicated on the invoice thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered and payment of the invoice shall be made in full.

Company Name	Booth #
Signature	Date



MUST BE ORDERED BY MARCH 24, 2026

Furniture Form

Company Name	Booth #
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CHAIRS	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Side Chairs		\$45.00	\$60.00	
Padded Arm Chairs		\$80.00	\$95.00	
Padded Bar Stools		\$100.00	\$115.00	
TABLES (30"H x 24"W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 foot Skirted Table		\$120.00	\$145.00	
6 foot Skirted Table		\$135.00	\$160.00	
8 foot Skirted Table		\$155.00	\$180.00	
4 foot Unskirted Table		\$100.00	\$125.00	
6 foot Unskirted Table		\$110.00	\$135.00	
8 foot Unskirted Table		\$120.00	\$150.00	
COUNTERS (42"H x 24"W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 foot Skirted Counter		\$140.00	\$165.00	
6 foot Skirted Counter		\$155.00	\$180.00	
8 foot Skirted Counter		\$175.00	\$200.00	
4 foot Unskirted Counter		\$120.00	\$145.00	
6 foot Unskirted Counter		\$130.00	\$155.00	
8 foot Unskirted Counter		\$140.00	\$165.00	

TABLE/COUNTER SKIRT COLOR SELECTION

Please note below - if more than one color is needed.

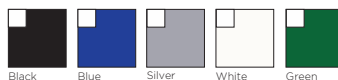


*If a color is not selected TriCord will select for you based on show colors.

TABLE RISERS (12"H x 12"W)	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
4 foot Riser		\$50.00	\$70.00	
6 foot Riser		\$60.00	\$80.00	
8 foot Riser		\$75.00	\$100.00	

TABLE RISER COLOR SELECTION

Please note below - if more than one color is needed.



ADDITIONAL FURNITURE	QUANTITY	DISCOUNT RATE	STANDARD RATE	TOTAL
Waste Basket with Liner		\$16.00	\$20.00	
Easel		\$35.00	\$45.00	
Bistro Table (30"Dx42"H)		\$160.00	\$185.00	
Bistro Spandex - BLACK ONLY		\$60.00	\$80.00	
Round Conference Table (40"Dx30"H)		\$160.00	\$185.00	
Poster Board (8'Wx4'H Velcro Tackboard)		\$145.00	\$170.00	
Bag Tree		\$55.00	\$70.00	
5 - Panel Literature Rack		\$90.00	\$110.00	
4th Side Table Skirt/Drape Color Change		\$30.00	\$40.00	

*select color above on table skirts

FURNITURE RENTAL TOTAL

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



MUST BE ORDERED BY MARCH 24, 2026

Labor Form

Company Name

Booth #

Straight Time - \$125.00/per man/per hour
8:00am - 4:30pm, Monday to Friday

Overtime - \$185.00/per man/per hour
Before 8:00am & after 4:30pm weekdays and all
Saturday, Sunday and Holidays

Service A - TriCord Supervised Labor

☐ INSTALLATION

We would like our display unpacked and installed under TriCord supervision prior to our arrival at the exhibit site. We are forwarding blue prints, a photo or instructions and shipping information to you shortly and you will immediately contact our representative for instructions in the event of shortages in shipment or damage. We understand that all work will be done on straight time when possible. We understand a 25 % service charge will be added to our bill of labor for TriCord's supervision of labor. Supervision service charge (25% of total installation and dismantling).

☐ DISMANTLING

We would like our display dismantled and packed under TriCord supervision. We will leave instructions for shipping, address and waybill at the Service Center before the end of the show. We understand the supervision service charge will apply. An additional surcharge will be applicable when displays are dismantled under TriCord supervision when no installation labor was provided by TriCord supervision. Supervision service charge (25% of total installation and dismantling).

Service B - Exhibitor Supervised Labor

☐ INSTALLATION - *Exhibitor must visit service desk to start labor*

We would like man (men) available to unpack and install our display under the supervision of our representative on (date) at (time) am/pm for approximately hour(s).

☐ DISMANTLING

We would like man (men) available to pack and dismantle our display under the supervision of our representative on (date) at (time) am/pm for approximately hour(s).

Labor Estimate

DATE & TIME	# OF MEN	# HOURS	HOURLY RATE	TOTAL
Total Labor Estimate + (25% if TriCord Supervised Labor)				

REMINDER: If you're ordering TriCord Supervised Labor, you must include booth building instructions with order form
*ONE HOUR MINIMUM CALL ON LABOR ORDERS

ADDITIONAL NOTES:

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



MUST BE ORDERED BY MARCH 24, 2026

In Booth - Forklift Form

Company Name	Booth #
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Straight Time - \$240.00/per man/per hour
8:00am - 4:30pm, Monday to Friday

Overtime - \$320.00/per man/per hour
Before 8:00am & after 4:30pm weekdays and all
Saturday, Sunday and Holidays

In Booth Forklift Schedule

INSTALLATION	DATE & TIME	# HOURS	HOURLY RATE	TOTAL
Forklift & Operator				
Forklift & Operator				
DISMANTLE	DATE & TIME	# HOURS	HOURLY RATE	TOTAL
Forklift & Operator				
Forklift & Operator				
Total Labor Estimate + (25% if TriCord Supervised Labor)				

DESCRIPTION OF ITEM(S) TO BE LIFTED (Please include weights):

Important Information

We understand that your calculation is only an estimate. Invoicing will be based off the actual hours worked. Adjustments will be made accordingly.

In booth forklift labor is used when your materials need to be moved by forklift within your booth space, removed from a crate with forklift assistance or a piece of equipment needs to be moved within your booth space. In booth forklift labor is not needed for your freight to be delivered to your booth space.

Minimum charges for labor is (1) hour per man/forklift and includes time necessary for workmen to:

- Get tools and report to the booths space.
- Have work checked by the exhibitor.
- Return to the Service Desk with exhibitor to be signed out upon completion.
- Half hour minimum for removal.

Orders subject to Limits of Liability & Responsibility as set forth in the Exhibitor Kit.



Logistics Letter from TriCord

***TRICORD IS OFFERING DISCOUNTED FREIGHT RATES
TO OUR ADVANCE WAREHOUSE***

Dear Sea Otter Classic Exhibitors,

TriCord is offering discounted freight services. The following information will assist you with logistics to and from Salinas, California. We can help make your shipping experience smooth and easy! Complete the following form and we will provide you with a quote right away.

As the official Service Contractor for the upcoming Sea Otter Classic to be held at the Weathertech Raceway Laguna Seca, TriCord would like to offer you help by arranging your freight logistics at a discounted rate to our Advance Warehouse. TriCord's knowledgeable staff is experienced in the challenging world of freight and transportation logistics. With this service, you will realize the following benefits as we manage the transportation of your freight.

1. Pick up appointments/paperwork completed and sent to you for pick-up.
2. Special labels emailed to you for shipment/bill of lading (BOL).
3. Dispatcher and truck coordination.
4. Freight Tracking.
5. Confirmation of delivery.
6. Drop off location and time.
7. Assistance with claims against carrier if shipment is damaged or late.

****If you and your company are interested in receiving discounted freight rates to the conference, please fill out the following form and fax or email it back to TriCord as soon as possible.**

Thank you,

Team TriCord



Logistics Quote

Company Name			Booth #
Address			
City	State	Zip	Country
Contact Name for Order		Email Address	
Phone #		Contact Name for Pick-up	
Do you require a lift gate?		Date & Time Shipment Can Pick-up	
Hours of Operation		Date Shipment Must Arrive	
Service Level		Round Trip	

Shipment Information

PIECE DESCRIPTION	# OF PIECES	LBS. ESTIMATE	DIMENSIONS
Crates			
Cartons			
Fiber Cases			
Skids/Pallets			
Carpets			
Other			
TOTALS			

Special Handling Description/Inside Delivery Notes or Information

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OFFICE USE ONLY

TriCord Quote:

Service:

TriCord Signature:

NOTE: The quote provided is based on the weight and dimensions provided by exhibitor. If the weight is more or less the cost of service is subject to change.

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



LIFETIME
SEA OTTER CLASSIC

APRIL 16 – 19, 2026 | Monterey, California | USA

WEATHERTECH RACEWAY

AIRWAYSFREIGHT®

LAND • AIR • SEA

Custom Solutions: Tailored shipping methods and routes to optimize efficiency and cost-effectiveness.

Airways Freight Corporation is pleased to be appointed as the OFFICIAL INTERNATIONAL FORWARDER for the Sea Otter Classic.

In this capacity, we will be coordinating the freight forwarding, customs clearance, delivery, and re-exportation of international shipments

SERVICES:

- **SHOW TO SHOW SERVICES**
- **AIR**
- **CONSOLIDATED AIR**
- **OCEAN**
- **SECOND DAY SERVICE**
- **CANADIAN / TRANS-BORDER**
- **CUSTOMS BROKERAGE**

Airways Freight offers customized logistic services designed to address the specific needs of various industries. Their approach ensures that both shipping and timing are finely tuned to meet all of your demands.

The Preferred Air And Ocean Carrier For Tricord.

For inquiries or quotes please contact us at the following email or call us.

Domestic – 800-929-1085

International – 001-479-442-6301

Email: tricord@airwaysfreight.com



International Exhibition Shipping Quote RequestShow Name

Your Name Company Name
Address
City State Postal/Zip Code Country
Telephone Fax Email

I Will be Shipping From:

City State
Zip/Postal Code Country

I Will be Shipping To:

City State
Zip/Postal Code Country

My Shipment will Contain (Check all that apply)

☐ Booth/Stand material (booth components)	Value (USD)	
☐ Equipment (Electronic equipment/hardware samples)	Value (USD)	
☐ Give-Aways (pens, shirts, hats, etc.)	Value (USD)	
☐ Other (describe in notes section below)	Value (USD)	

Are there dangerous goods in my shipment?

☐ YES ☐ NO IF YES: UN#

The contents of my shipment will be imported: (check all that apply)

☐ Permanently ☐ Under temporary import bond ☐ Under Carnet

I will be sending my shipment(s) by: (check all that apply)

☐ AIR Freight
☐ LCL (you will ship loose packages)
☐ FCL (you will load a container) Container Size Quantity (weight)
☐ Special equipment is needed What type?
Special routing preferences
Cargo ready for shipping (YYYY-MM-DD) Delivery Date (YYYY-MM-DD)

The estimated weight and size of my packed pieces will be:

Total estimated number of pieces
Total estimated weight
Total volume (If exact dimensions are available, use notes section)

I am requesting pricing for the following services (Check all that apply)

☐ Freight to the designated port of Arrival	☐ Customs clearance services
☐ Delivery to show site	☐ Attendance on-site
☐ On-site material handling (positioning in stand, removal storage, return of empties)	☐ Return Freight Services

At the end of the event, my shipment will be returned to: (if return freight services were requested)

City State Country

I am requesting insurance coverage, for the value amount of (USD)

Notes/Special Instructions: