



Dear Exhibitor:

TriCord is pleased to advise you that we have been chosen as the Official Service Contractor for the **OSCON Open Source Conference** to be held at the **San Jose McEnery Convention Center Hall "1" in San Jose, CA**. In this capacity, we will assist you in every way possible to ensure a successful and pleasant marketing experience.

The Exhibitors Service Kit contains information and forms for you to complete and return to us as soon as possible. Please review this information carefully. Following these instructions will save you time and money, as well as contributing to a smooth, successful experience.

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 **Friday July 10<sup>th</sup>, 2009**. Orders not placed by this cut-off date will be 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**

**Each 10' x 9' Pipe & Draped Dot Org Exhibit Space Includes:**

- (1) One 4' draped counter (pop-up booths are not allowed)
- (1) One counter height stool
- (1) 7" x 44" Identification Sign

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

**THE AISLE CARPETING IS: GRAY  
THE DOT ORG EXHIBIT AREA IS CARPETED**

<b>REGISTRATION/EXHIBITOR MOVE-IN:</b>	<b>Monday, July 20, 2009</b>	<b>12:00pm to 6:00pm</b>
<b>EXHIBITOR MOVE-IN:</b>	<b>Tuesday, July 21, 2009</b>	<b>9:00am to 6:00pm</b>
<b>EXHIBITS OPEN:</b>	<b>Wednesday, July 22, 2009</b>	<b>10:00am to 4:30pm</b>
<b>RECEPTION:</b>	<b>Wednesday, July 22, 2009</b>	<b>6:00pm to 7:00pm</b>
<b>EXHIBITS OPEN:</b>	<b>Thursday, July 23, 2009</b>	<b>10:00am to 5:00pm</b>
<b>EXHIBITOR MOVE-OUT:</b>	<b>Thursday, July 23, 2009</b>	<b>5:00pm to 9:00pm</b>
<b>EXHIBITOR MOVE-OUT:</b>	<b>Friday, July 24, 2009</b>	<b>8:00am to 12:00pm</b>

**Shipping Information:** TriCord c/o UPS Freight 925 Morse Ave. Sunnyvale, CA. 94089 is the Official Freight Contractor for this show and will accept all freight both Advance and Direct Shipments. **The San Jose McEnery 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 on exhibitor's property. It is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance. **Deadline Date to Receive Advance Freight is Thursday, July 16<sup>th</sup>, 2009. Bag Insert Deadline is July 13<sup>th</sup>, 2009. Please see enclosed shipping label.** 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!**

TriCord Management, LLC • TriCord Tradeshow Services, Inc.  
Electrical Contractors License #805511  
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