



EXHIBITOR SERVICES KIT

Applied Power Electronics Conference 2024

February 25-29, 2024

Long Beach Convention Center

Long Beach, CA

Welcome

Dear Applied Power Electronics Conference 2024 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for Applied Power Electronics Conference 2024. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact help@t3expo.com or call +1.888.698.3397.

Thank you for your business,
From all of us at T3 Expo



Table of Contents

SHOW MANAGEMENT GENERAL INFORMATION

Thank You Letter	6
Important Information	7-8
Housing and Travel	9-10
Exposition Rules and Regulations.....	11-15

T3 EXPO INFORMATION

Show Information.....	17
Important Dates & Deadlines Checklist	18
Preshow Checklist.....	19
On-site Checklist	20

SHIPPING INFORMATION

Material Handling	22
Shipping Addresses.....	23
Vehicle Spotting Fee	24
Cartload Service.....	25
TForce Freight Trade Show Form.....	26-27
Advance Shipment Labels	28
Direct Shipment Labels	29
Hanging Sign Advance Shipment Labels	30

T3 SERVICE INFORMATION & FORMS

10' x 10' Presta™ Rental Exhibit Package.....	32
10' x 20' Presta™ Rental Exhibit Package.....	33
Display Shelving Units Order Form	34
Display Cases	35-41
Print Production Artwork Requirements	42
Floor Covering.....	43
Floor Covering Order Form	44
Furniture – Standard Chairs	45
Accessories / Pipe & Drape	46
Furniture / Accessories / Pipe & Drape Order Form	47
Display Tables & Counters.....	48
Display Tables & Counters Order Form	49
Display Labor & Forklift Order Form.....	50
Hanging Sign & Truss Labor Order Form	51
Rigging Equipment Rental Order Form.....	52
Hanging Sign & Truss Description & Position.....	53
Accessible Storage & Cleaning Order Form.....	54
Signage Order Form.....	55
Custom Furniture Catalog	56
Custom Furniture Order Forms.....	57-58

Table of Contents (continued)

ADDITIONAL INFORMATION & FORMS

Payment Information.....	60
Notification Of Intent To Use EAC	61
Third Party Authorization	62
United States Fire Department Regulations	63
Southern California Labor Guidelines	64

ANCILLARY INFORMATION & FORMS

Exhibitor Ordering Guide Internet & Telephone	66-75
Electrical Services Order Form	76
Audio Visual Services Order Form	77-78
IAEE Guidelines for Display Rules & Regulations	79-95

SHOW MANAGEMENT GENERAL INFORMATION



Dear APEC Exhibitor,

We are thrilled to extend our warmest welcome to you as an exhibitor at APEC 2024! Your involvement is an integral part of what makes this event so special, and we sincerely appreciate your dedication to making it a resounding success. This year's event will be held February 25-29, 2024 at the Long Beach Convention Center in Long Beach, California.

T3 Expo is the official General Services Contractor for APEC 2024. Please familiarize yourself with this Exhibitor Kit, which contains general information about the exposition, rules and regulations, and order forms for exposition-related goods and services. To ensure a seamless and organized experience for both you and our visitors, we kindly request that you pay close attention to the important dates and deadlines listed within the Exhibitor Kit.

These dates include but are not limited to:

- Booth setup and teardown schedules
- Submission deadlines for required documentation
- Ordering additional services and equipment

Following these dates and deadlines is essential for the efficient planning and execution of APEC 2024. It will help us maintain the high standards we aim to achieve and offer you the support you need to have a successful exhibition.

We encourage you to contact our Exhibitor Services team if you have any questions, require assistance, or seek clarification on any aspect of your participation.

Once again, we thank you for your commitment to APEC 2024, and we look forward to seeing you in Long Beach!

Your Exhibitor Services Team

exhibits@apcc-conf.org

202-624-1762



IMPORTANT INFORMATION

SHOW SCHEDULE

SCHEDULE	DAY	DATE	TIME
Exhibitor Setup	Saturday	24 February	8:00 am – 5:00pm
Exhibitor Setup	Sunday	25 February	8:00 am – 5:00pm
Exhibitor Setup	Monday	26 February	8:00 am – 3:00 pm
EXPO Open	Monday	26 February	5:00 pm – 8:00 pm
EXPO Open	Tuesday	27 February	9:00 am – 4:30 pm
EXPO Open	Wednesday	28 February	9:00 am – 2:30 pm
Exhibitor Tear Down	Wednesday	28 February	2:30 pm – 8:00 pm
Exhibitor Tear Down	Thursday	29 February	8:00 am – 2:00 pm
Carrier Check-In	Thursday	29 February	By 8:00 am

Exhibit Hall Carpet

Floor Covering is not provided and is required in order to participate. Please order in this kit or online at order.t3expo.com

Discounted Price Deadline

T3 Service Orders – Friday, February 2, 2024
 Custom Furniture – Friday, February 2, 2024

Internet & Telephone – Friday, February 2, 2024
 Electrical – Saturday, February 24, 2024

Shipping Information

Material Handling Fees (advance warehouse & direct to show site)

Advanced Shipments to T3 Expo Warehouse - \$1.87/pound

Direct Shipments to Show Site = \$2.00/pound

Receiving at Advance Warehouse Begins – Friday, January 19, 2024

Last Day for Advanced Shipments to Arrive without a Surcharge – Monday, February 19, 2024

Direct Shipments to Show Site May Begin Arriving After 8am – Saturday, February 24, 2024

Advance Warehouse Shipping Address

TForce c/o Crane Freight & Cartage
 1515 E. Winston Road
 Anaheim, CA 92805

Direct Shipments to Show Site

T3 Expo
 Long Beach Convention Center
 Halls A/B/C
 300 East Ocean Boulevard
 Long Beach, CA 90802



Insurance

Trade Show Insurance is required by all exhibitors

Exhibitors are required to maintain and to provide a certificate of insurance to include the following:

- (a) General liability with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate
- (b) Owned (if applicable), hired and non-owned auto liability with limits not less than \$1,000,000 per occurrence
- (c) Workers' compensation with state statutory limits
- (d) Employer's liability with limits not less than \$500,000
- (e) Commercial umbrella liability with limits not less than \$5,000,000
- (f) Personal property and equipment on a special form replacement cost basis APEC, Meeting Management Services, and Long Beach Convention Center are to be listed as additional insureds on a primary and non-contributory basis with respect to general/auto/umbrella liability.

APEC 2024 Terms & Conditions Page 5 of 9 A waiver of subrogation must apply to all policies. All carriers are to maintain an A.M. Best rating of not less than A- VII.

Exhibitors will not be permitted to set up their booth without submitting the proper certificates. Certificates must be shown on-site when requested.

Our recommended providers are:

ShowDown – www.iaee-showdown.com/exhibitor-general-liability/

Rainprotection Insurance – www.rainprotection.net

Disclaimer:

The insurance company provided here is offered as a suggestion for your convenience and informational purposes only. While we strive to provide accurate and up-to-date information, we do not endorse or recommend any specific insurance company.

It is important to note that insurance decisions are highly individualized and should be made based on your unique circumstances, needs, and preferences. We strongly advise you to conduct your own research, carefully review policy terms and conditions, and seek advice from qualified insurance professionals before making any insurance-related decisions.

We hereby disclaim any responsibility or liability for the decisions you make regarding insurance providers or policies, as well as any consequences resulting from those decisions. Your insurance choices are solely your own, and we are not accountable for the outcomes of such choices.

By using this information, you acknowledge and agree that you are assuming full responsibility for your insurance decisions and that we shall not be held responsible or liable for any actions, losses, or damages that may arise as a result of those decisions.

Please consult with insurance experts, read policy documents thoroughly, and consider your specific needs and circumstances carefully before purchasing any insurance product.



HOUSING AND TRAVEL

Must register to receive hotel reservation links

Accommodations

- Discounted hotel rooms are available upon registration for the Applied Power and Electronics Conference. Once you have registered, you will receive details on how to secure your room in your confirmation email. The last day to receive the discounted rate for all hotels is January 19, 2024 at 11:59 pm PST.
- View a map of APEC 2024 hotel locations [here](#)
- Please Note: In order to make your hotel reservations, you must first be registered. APEC's contracted reservation links will be sent via your automatic registration confirmation email. If you continually receive error messages while attempting to book, we recommend clearing your browser cookies and trying again prior to seeking additional assistance.

Hotels

- **Hyatt Regency Long Beach**
200 S Pine Ave, Long Beach, CA 90802
Negotiated Rate: \$269 per night, plus applicable taxes
- **The Westin Long Beach**
333 E Ocean Blvd, Long Beach, CA 90802
Negotiated Rate: \$259 per night, plus applicable taxes
- **Hotel Maya (by Hilton)**
700 Queensway Drive, Long Beach, CA 90802
Negotiated Rate: \$299 per night, plus applicable taxes
- **Renaissance Long Beach Hotel**
111 E Ocean Blvd, Long Beach, CA 90802
Negotiated Rate: \$299 per night, plus applicable taxes
- **Hilton Long Beach**
701 W Ocean Blvd, Long Beach, CA 90831
Negotiated Rate: \$259 per night, plus applicable taxes



Hotel Scam Alert!

- The locations listed above are the only authorized hotels providing official guest accommodations for APEC 2024. If you receive solicitations from any other vendors identifying themselves as an official APEC housing representative, they are NOT authorized to sell guest rooms for the event.
- Hotel poachers will claim to be an APEC or IEEE “partner” or the “official housing company” and will sometimes ask that your room be paid in full, in advance. Room poachers often do not deliver on promises to attendees. When guests arrive, the reservations are often unavailable, or the hotels are far from the event location. Sometimes, hefty cancellation charges are billed to your credit card. Poachers often represent themselves as being affiliated with the conference by illegally using trademarked logos.
- How to Avoid Hotel Poachers
- APEC is the only authorized resource that provides attendees hotel reservation information for conference hotels.
- Trust your instincts: If the room rate sounds too good to be true, then it probably is.
- If you receive an unsolicited call or email from any company that is not APEC, please obtain the name of the company and contact us immediately at apec@apec-conf.org.



APEC 2024 EXPOSITION RULES AND REGULATIONS

Booth fees for the in-person exposition include:

- Perimeter Pipe & Drape
- One small ID sign
- Listing on conference website with hyperlink to your company website
- Listing in online floor plan
- Listing in mobile app with website, company description and product/service categories
- Listing in printed Exhibitor Directory with company description
- Unlimited Exhibitor badges (access to Exposition during set-up, tear down and Exposition hours) **A \$50 fee will be applied for exhibitor badges assigned after February 12, 2024.**

(1) Full-Conference Badge and set of Conference materials (plus an additional full conference badge for exhibits 400 sq. feet or greater)

Not Included with Purchase of a Booth:

- Admission to the APEC Social Event, unless Exhibitor has a full conference badge.
(*Tickets to these may be purchased separately.*)

Payment Information

2023 Onsite Pricing:

- **Corner Booth - \$5,160**
- **In-Line Booth - \$3,440**

2024 Booth Pricing:

- **Corner Booth - \$5,570**
- **In-Line Booth - \$3,710**

Exhibitor must remit a (50%) percent deposit of the total space rental charge. All exhibitors selecting their booth space during the 2023 onsite sales process will receive 2023 booth pricing. If 50% deposit is paid within 30 days of receipt of invoice, 2023 pricing will be honored. After 30 days, invoices will reflect 2024 booth pricing. All deposits must be received by May 25, 2023 to confirm booth selection. The remaining (50%) balance must be paid on or before six months before the 1st day of the Expo, August 25, 2023. Full payment is required, and no refunds on deposits or payments will be given.

All deposits and payments are non-refundable.

Credit card payments can be made online using American Express, Discover, MasterCard or Visa. For payments via wire transfer and check, please refer to your invoice provided by Show Management.

Cancellation: All cancellations must be made in writing to exhibits@apcc-conf.org.

CANCELLATION POLICY:

If for any reason beyond APEC's control, APEC determines that The APEC Show must be shortened, delayed, dates changed (same calendar year), or otherwise altered or changed (collectively "Show Adjustment"), Exhibitor understands and agrees that APEC shall not refund the rental fees paid to it by Exhibitor.



Exhibitor understands that all losses and damages that it may suffer as a consequence of a Show Adjustment or cancellation are its responsibility and not that of APEC or its directors, officers, employees, agents or subcontractors. Except for the foregoing refund, Exhibitor understands that it may lose all monies it has otherwise incurred for the Show, including travel to the Show, setup, lodging, decorator freight, employee wages, etc.

Exhibitor, as a condition of being permitted by APEC to be an Exhibitor in the Event, agrees to indemnify, defend, and hold harmless APEC, its directors, officers, employees, agents and subcontractors from any and all loss which Exhibitor may suffer as a result of Event cancellation, duration, delay or other alterations or changes caused in whole, or in part, by any reason outside APEC's control. The terms of this provision shall survive the termination or expiration of this Contract.

Space Selection and Priority Points

Exhibitors at APEC will be given a chance at APEC to sign up for a booth at the following year's APEC at the current year's conference posted and advertised price. The order for Exhibitors at APEC to select booths at the following year's APEC will be based on a score that is the sum of the number of 10'x10' squares that company has purchased and manned in consecutive preceding APECs. ***If a company fails to purchase a booth for a given year's APEC, or purchases a booth but fails to exhibit at the conference (unless blocked by country travel restrictions & notifies APEC in advance), their priority number is reset to zero. In the case that more than one company has the same priority point number, the order will be determined by a method of random selection chosen by the Exposition Chair.***

EXPOSITION SCHEDULE*:

Move-In

Saturday, February 24	8:00am-5:00pm
Sunday, February 25	8:00am-5:00pm
Monday, February 26	8:00am-3:00pm

ALL EXHIBIT SETUP MUST BE COMPLETE BY 3:00 PM, Monday, February 26, 2024.

Exposition Hours

Monday, February 26	5:00pm-8:00pm
Tuesday, February 27	9:00am-4:30pm
Wednesday, February 28	9:00am-2:30pm

All exhibits must be opened and staffed during the show hours. Exhibitors will be allowed into the Exposition 2 hours prior to show opening on Tuesday and Wednesday. Exhibitors will be required to exit the Exposition as soon as the show closes each night.

Move-Out

Wednesday, February 28	2:30pm-8:00pm
Thursday, February 29	8:00am-2:00pm

Exhibitors may begin to pack equipment, supplies and literature when the show closes on Wednesday at 2:00 PM and must be completely out of the hall by Thursday at 2:00 PM.

**Hours subject to change*

**BOOTH DEFINITIONS AND DISPLAY REGULATIONS:**

Booths must conform to IAEE *Guidelines for Display Rules & Regulations* posted at www.apec-conf.org. The following brief summary is included for information only.

In-Line Booth

In-line Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. APEC in-line booth shape is a 10'x10' configuration. No exhibit construction or signage may exceed 8' in overall height on in-line booths. If sidewalls are utilized on in-line Booths, a maximum height of 8' is permitted on the back 5' section and a maximum height of 4' is permitted on the front 5' section. Exhibit construction and/or signage may not exceed 8' in overall height.

Corner Booth

A Corner Booth is an in-line booth exposed to aisles on two sides. All other guidelines for in-line booths apply.

Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather to another exhibit. A perimeter booth can have a back wall/signage maximum height of 12'. All other guidelines for an in-line booth apply.

Island Booth

An Island Booth is exposed on all sides to aisles. Only Islands can have hanging signs. Maximum build, including signage should not exceed 20'.



ADDITIONAL REGULATIONS:

Permitted Exhibits

APEC accepts and permits only exhibits that are related to power electronics. APEC reserves the right to decline any application for a booth from any person or organization whose exhibit APEC believes will not be related to power electronics. APEC also reserves the right to decline an application for a booth from any person or organization for whom recruiting or staffing is a for-profit activity.

Distribution of Commercial Materials

Distribution of commercial material by organizations not participating in the Exposition is prohibited in the APEC hotel space, meeting space and Exposition. Exhibitors may only distribute commercial materials in their booth, at Exhibitor Seminars they are conducting, and at press conferences they are holding. APEC reserves the right to remove without notice any material found to be in violation of this policy.

Booth Sharing

Each booth is rented to a single organization for its own use, and is expected to have a consistent appearance throughout. In special cases the renting organization may invite closely related organizations to share its booth, but the renting organization remains fully responsible for all booth fees, exposition costs, and compliance with applicable rules and procedures. Organizations are considered "closely related" at APEC's discretion; these typically include parent companies and their subsidiaries, manufacturers' representatives exhibiting for their clients, and companies involved in a merger. If the renting organization becomes unable to occupy its booth, it must notify the APEC Exposition Show Management who may resell the space. The renting organization may not resell the space, and all deposits and fees are nonrefundable.

Exhibitors are prohibited from assigning or subletting a booth or any part of the space allotted to them nor shall they exhibit or permit to be exhibited in their space any products or advertising materials which are not a part of their own regular products, or which are not compatible with the purpose and/or character of APEC as determined by APEC in its sole discretion.

Recruiting

Recruiters and recruiting advertisements will not be permitted in the APEC hotel space, meeting facilities or Exposition. Also, ads or postings seeking positions are not permitted. APEC reserves the right to remove without notice any materials in violation of this policy.

Minimum Age

Entrance to APEC events is restricted to those 18 years of age or older.



Exhibitor Meetings & Parties

Exhibitors are NOT allowed to host a meeting or an event during the plenary session. During exposition hours, to minimize impact on show-floor traffic, exhibitors may host only private, unadvertised meetings with no more than 8 non-host attendees. At other times, exhibitor events should not interfere with APEC activities - if in doubt, please contact Show Management.

T3 EXPO INFORMATION

Show Information

Location

Long Beach Convention Center
300 East Ocean Boulevard
Long Beach, CA 90802

Exhibit Hall

Halls A/B/C

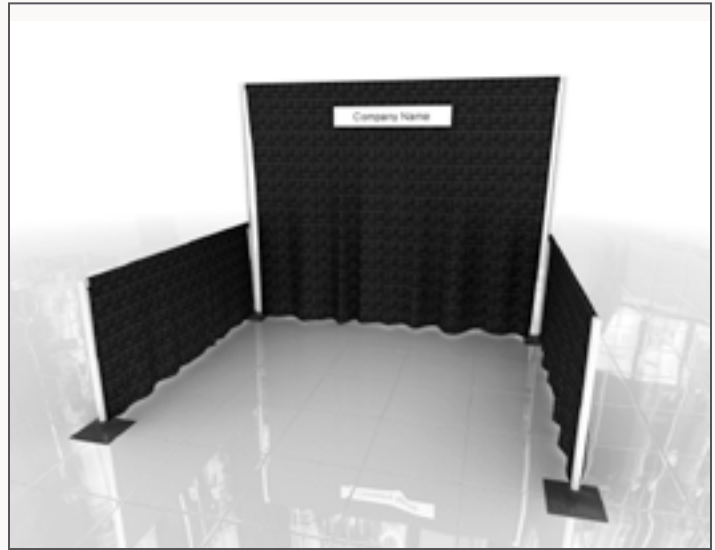
Booth Package

Each 10' x 10' Exhibitor Booth includes:

- 8' High Back Wall Drape
- 3' High Side Rail
- (1) Booth ID Sign (44"w x 7"h)

Show Colors

- Drapes – Black
- Side Rails – Black
- Aisle Carpet – Tuxedo
- Facility Hall Flooring – Concrete



The booth space is concrete and floor covering is required by Show Management. Please order in this kit or at order.t3expo.com.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Saturday, February 24 8:00 am – 5:00 pm	Monday, February 26 5:00 pm – 8:00 pm	Wednesday, February 28 2:30 pm – 8:00 pm	Thursday, February 29 By 8:00 am
Sunday, February 25 8:00 am – 5:00 pm	Tuesday, February 27 9:00 am – 4:30 pm	Thursday, February 29 8:00 am – 2:00 pm	–
Monday, February 26 8:00 am – 3:00 pm	Wednesday, February 28 9:00 am – 2:30 pm	–	–

PLEASE NOTE: Hours are subject to change. Colors and style may vary upon availability.

Important Dates & Deadlines Checklist

Friday, January 5, 2024	Display Case Order Deadline
Friday, January 19, 2024	Presta™ Rental Exhibit Package Order Deadline
Friday, January 19, 2024	Receiving at Advance Warehouse Begins
Friday, January 26, 2024	Presta™ Rental Exhibit Package Artwork Submission Deadline
Friday, January 26, 2024	Exhibitor Appointed Contractor Form Deadline
Friday, February 2, 2024.....	Presta™ Rental Exhibit Package Artwork Approval Deadline
Friday, February 2, 2024.....	T3 Service Orders Advanced Discount Deadline
Friday, February 2, 2024.....	Custom Furniture Advanced Discount Deadline
Friday, February 2, 2024.....	Internet & Telephone Services Advanced Discount Deadline
Monday, February 19, 2024.....	Last Day for Advanced Shipments to Arrive without Surcharges
Saturday, February 24, 2024	Electrical Services Advanced Discount Deadline
Saturday, February 24, 2024	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Monday, February 26, 2024.....	All Exhibits Must Be Set by 3:00 pm
Thursday, February 29, 2024	All Carriers Must Check In by 8:00 am

Preshow Checklist

[Please click here to view our Terms and Conditions](#)

Review this entire Service Kit (PLEASE NOTE: Payment is required with all orders)

Arrange in-bound freight/Material Handling

If you or any other vendor are shipping materials to your booth, be sure to choose **Advance** or **Direct Shipping**:

Advance Shipping:

- If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
- Be sure to look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
- The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding and pallets are acceptable. Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge: please refer to the Material Handling form.

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
 - PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
2. Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
 3. Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
 4. Label your freight correctly with your company name, booth number, event/show name and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
 5. Bring all copies of shipping documents with tracking numbers to show site.

Order rental booth structure and/or option, if applicable

- Please choose the appropriate option and/or configuration of your booth structure.

Order graphics/signage and submit artwork, if applicable

- See the Print Production Artwork Requirements page in this Service Kit for format information and submission details.

Order booth furnishings/accessories, if applicable

- There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance

- Venues have different union regulations; please review the Labor Guidelines page to determine if hiring labor to set-up / tear down your exhibit properties is needed.
- If using a firm other than the official service contractor, a Notification of Intent to Use EAC form and proof of insurance must be submitted at least (30) days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

Order additional/ancillary services

- There may be forms in this Service Kit for other services such as; accessible storage, sign hanging, custom furnishings, electricity, internet, audio visual, lead retrieval, cleaning, floral or catering.
- Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

- This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed. We accept Mastercard, Visa, American Express, company check or wire transfer.

Arrange out-bound freight

- Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling form.
- No Material Handling form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options. If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

On-site Checklist

Check all freight when you arrive

- Verify that all your shipments have arrived in your booth space. Please check against your shipping documentation before unpacking any freight.

Booth set-up

- If you are using T3 Expo Installation Labor, you must go to the T3 Service Desk to inform us that you are ready for your labor.
- Installation/Dismantle Labor start time is only guaranteed when ordered for 8:00 am.
- Once your booth is set up, tag your empty containers with Empty Stickers which can be picked up at the T3 Service Desk.

Arrange outbound shipping

- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You will need a separate Material Handling form for each outbound shipping destination.
- Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers on-site for air and ground service.
- If you are using your own carrier, you must schedule them in advance to pick up your shipment(s).
- Note the Carrier Check-in date / time on the Show Schedule form.
- If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto a show carrier at your expense.

Booth freight packed and ready to ship out

- Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the T3 Service Desk.
- Do not leave your Material Handling form(s) in your booth space or on your freight.
- If you do not turn your Material Handling form(s) into the T3 Service Desk, your shipment may be delayed and/or rerouted to a show carrier.

SHIPPING INFORMATION

Applied Power Electronics Conference 2024
BOOTH #: _____

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Monday, February 19, 2024 will be charged an additional 30%.

Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Overtime/Double Time

- Overtime: 4:30 pm to 8:00 pm, Monday-Friday. No overtime on Saturdays or Sundays. Double Time: 8:00 pm to 8:00 am, Monday-Friday, all day Saturday and Sunday, and all day on Holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
 - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling form **MUST** be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and ALL of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check-in: All carriers must be checked in no later than Thursday, February 29, 2024 by 8:00 am. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or Federal Express: To use these carriers, you **MUST** have their shipping labels for each piece and schedule your pick up. Without these, your freight will **NOT** be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, January 19, 2024. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$1.87/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$75.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Sat., February 24, 2024 at 8:00 am. Shipments that arrive prior to this date may be refused by the Long Beach Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.00/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$75.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: Applied Power Electronics Conference 2024

c/o: T3 Expo

c/o: TForce c/o Crane Freight & Cartage
1515 E. Winston Road
Anaheim, CA 92805

Information

Advance shipments will be accepted beginning on Friday, January 19, 2024 through Monday, February 19, 2024 between the hours of 8:00 am – 4:00 pm.

Shipments received after Monday, February 19, 2024 will be charged an additional 30% per pound.

Please note when overtime rates apply as stated on Material Handling pages.

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: Applied Power Electronics Conference 2024

c/o: T3 Expo

c/o: Long Beach Convention Center
Halls A/B/C
300 East Ocean Boulevard
Long Beach, CA 90802

Information

Direct shipments are accepted starting on Saturday, February 24, 2024 beginning at 8:00 am and throughout published event hours.

Please note when overtime rates apply as stated on Material Handling pages.

T3 Advanced Discount Deadline:
Order and payment due by Friday, February 2, 2024

Vehicle Spotting Fee

T3 Expo is responsible for the placement and removal of all motorized units/vehicles entering and exiting the exhibit hall.

All vehicles being used on the exhibit hall floor, either as an actual exhibit or as part of the exhibit space, must be escorted by a T3 Expo spotting crew. There is a round trip fee per vehicle for this service.*

Please Note:

- The battery cables must be disconnected
- The gas cap must either be taped shut or have a lockable gas cap
- The vehicle must contain less than 1/4 tank of gas
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements

The Fire Marshal requires that certain safety regulations are adhered to for all vehicles on the exhibit floor. Please see the facility & US Fire Department regulations in this kit; exhibitor is responsible for making sure that all requirements are met.

*Additional fees may apply if vehicle cannot be driven into place and must be assisted or if scheduled spotting time is missed. Oversize vehicles will be charged additional fees.

Requested Date & Time for Vehicle(s) Delivery:

Deliver _____ (Day/Date) _____ (Time)

Pick Up _____ (Day/Date) _____ (Time)

Number of vehicles	Price per vehicle (round trip)	Extended Price
	x \$275.00	= \$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Total Spotting Fee Estimate \$ _____

Cartload Service

To alleviate issues associated with exhibitors carrying small exhibit materials during move-in, T3 Expo is pleased to provide a Cartload Service. This service will be available during move-in and move-out.

Cartload Services are designed for use by privately owned vehicles (POVs). A POV is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include cars, pickup trucks, passenger vans, taxis, limos, etc. Bobtails, box trucks or pickup trucks pulling small trailers are not considered POVs and Material Handling rates will apply. **No cartload can have a combined weight of more than 300 lbs.** Material Handling charges will apply to any loads greater than the limits listed above.

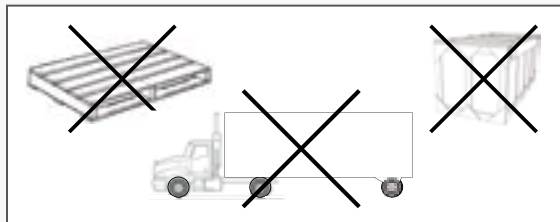
Special Freight Services – Small Passenger Vehicles Only!
Maximum Weight 300 lbs

- Each cartload will handle (8) pieces or less, weighing less than 300 lbs. total. Each exhibitor will be provided (1) laborer with (1) cart. Each exhibitor will be allowed a maximum of (2) trips from their vehicle to their booth for move-in and (2) return trips from their booth to their vehicle for move-out.
- T3 Expo personnel will direct all vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with your vehicle; one (1) person to go with your product to the booth space and one (1) person to remove your vehicle from the unloading area to the parking area once Cartload Service is complete.
- The vehicles must be unload/loaded by full-time exhibitor personnel, by hand.
- Material handling charges and processes will apply to any loads greater than the limits listed above and/or any vehicles that are deemed by T3 Expo not to be a POV.

Hand-carry Information

- This service is for those who have small hand-carry items, all of which must fit on the cart.

To receive this service, watch for the Cartload Service signage



Cartload Service	Anticipated number of trips (2) maximum each way	Price per trip (each way)	Extended Price
Inbound	_____ x	\$275.00	= \$ _____
Outbound	_____ x	\$275.00	= \$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

The following information is required; please return completed form to T3 Expo. Email this completed form along with the Payment Information Form to: orders@t3expo.com

Total Cart Service Fee Estimate \$ _____



Get the Show on the Road

TForce Freight Trade Show

Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on-time, your business could miss out on a golden opportunity to gain exposure within the industry.

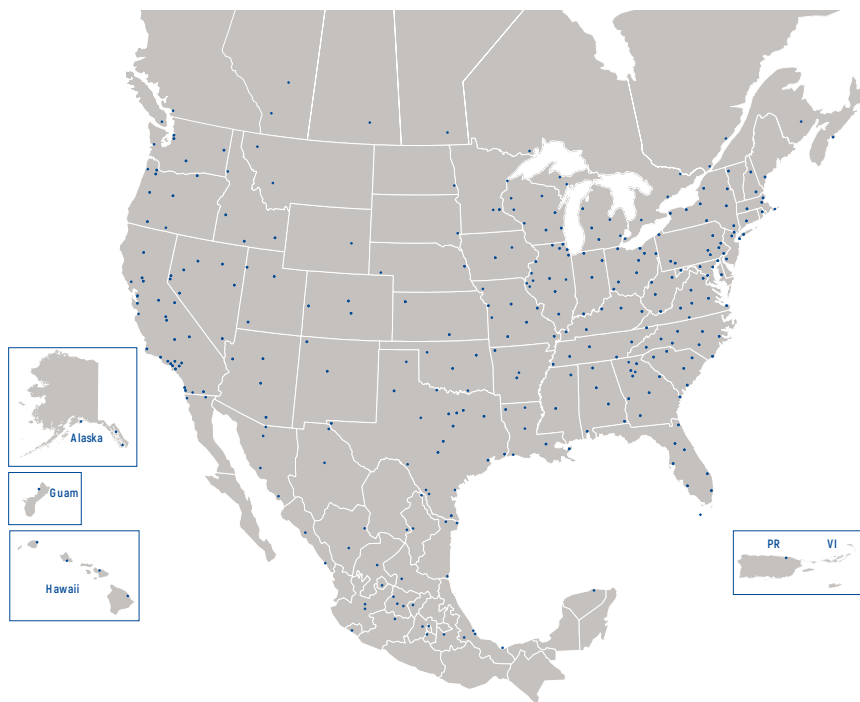
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the TForce Freight Trade Show team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.



Vast Network Coverage

TForce Freight Trade Show has established a massive network of more than 200 facilities throughout the United States. Which allows us to provide you competitive time-in-transit speeds to and from all major trade show markets.





TForce Freight Trade Show Features & Benefits



Guaranteed On-time

We are so confident in our ground freight shipping that we guarantee it's delivered on-time, or your money back.*



Professional Assistance

TForce Freight has trade show specialists available 24/7 to assist you with pre-planning your show. As well as, on-site Regional Managers to assist you with any questions or concerns during the show.



Real-Time Tracking

Experience advanced real-time tracking with TForce Freight technology. You can monitor packages, documents, and high valued goods and assets as they make their way from the loading dock to your exhibit.



Expedited Shipping

When you have a time-sensitive shipment that needs to be there, choose TForce Freight Expedited, and we'll put our seamless, multi-modal transportation network to work for you.



Faster Unloading

TForce Freight has developed strong relationships with several of the largest general service contractors, granting TForce Freight Trade Show with "Official Show Carrier" status at select venues. This allows TForce Freight to use a dedicated delivery door at the event, speeding up the delivery process.



Caravan Service

TForce Freight Trade Show has established a caravan service between select show locations. By joining the caravan you'll streamline your shipments and have your booth delivered to our advanced warehouse days before the show starts.

For more information or to schedule a pickup, please contact TForce Freight Trade Show at: 800-988-9889 or tforcefreight.com

*Applies for trade show deliveries only. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Shipments rated on customized rates are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See rules tariff for more information.

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 19, 2024 TO MONDAY, FEBRUARY 19, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce c/o Crane Freight & Cartage

1515 E. Winston Road

Anaheim, CA 92805

Event: **Applied Power Electronics Conference 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 19, 2024 TO MONDAY, FEBRUARY 19, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce c/o Crane Freight & Cartage

1515 E. Winston Road

Anaheim, CA 92805

Event: **Applied Power Electronics Conference 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

DIRECT SHIPMENT

ACCEPTED BEGINNING SATURDAY, FEBRUARY 24, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Long Beach Convention Center

Halls A/B/C

300 East Ocean Boulevard

Long Beach, CA 90802

Event: **Applied Power Electronics Conference 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING SATURDAY, FEBRUARY 24, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Long Beach Convention Center

Halls A/B/C

300 East Ocean Boulevard

Long Beach, CA 90802

Event: **Applied Power Electronics Conference 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

These labels are provided for your convenience; please affix to each piece shipped to ensure proper delivery.

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 19, 2024 TO MONDAY, FEBRUARY 19, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce c/o Crane Freight & Cartage

1515 E. Winston Road

Anaheim, CA 92805

Event: **Applied Power Electronics Conference 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 19, 2024 TO MONDAY, FEBRUARY 19, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: TForce c/o Crane Freight & Cartage

1515 E. Winston Road

Anaheim, CA 92805

Event: **Applied Power Electronics Conference 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

Exhibitor Order Deadline: **Friday, January 19, 2024**
Artwork Submission Deadline: **Friday, January 26, 2024**
Artwork Approval Deadline:..... **Friday, February 2, 2024**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, January 26, 2024.

10' x 10' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

- 9'w x 8'h Digitally Printed Back Wall
- 10' x 10' Standard Carpet
- (1) White, Lockable Display Counter
- (3) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|--------------|-------------|---------------|-------------|
| Black | Blue | Green | Grey |
| Navy | Red | Tuxedo | |

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

10' x 10' Rental Exhibit Package	\$4,436.00
Sales Tax 10.25%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Friday, January 19, 2024**
Artwork Submission Deadline: **Friday, January 26, 2024**
Artwork Approval Deadline:..... **Friday, February 2, 2024**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, January 26, 2024.

10' x 20' Presta™ Rental Exhibit Package



The following information is required; please return completed form to T3 Expo.

Review Package

- 18'w x 8'h Digitally Printed Back Wall
- 10' x 20' Standard Carpet
- (2) White, Lockable Display Counters
- (1) Reception Counter with Digital Graphic
- (6) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Select Carpet Color (Included in package price; check one)

- | | | | |
|--------------|-------------|---------------|-------------|
| Black | Blue | Green | Grey |
| Navy | Red | Tuxedo | |

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

10' x 20' Rental Exhibit Package	\$7,274.00
Sales Tax 10.25%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

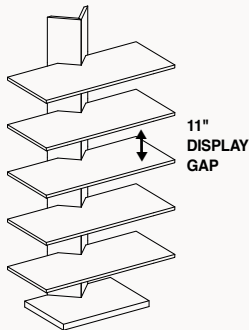
T3 Advanced Discount Deadline:
Order and payment due by Friday, February 2, 2024
Orders placed after February 2, 2024 are subject to availability.

Display Shelving Units Order Form

Features and Benefits:

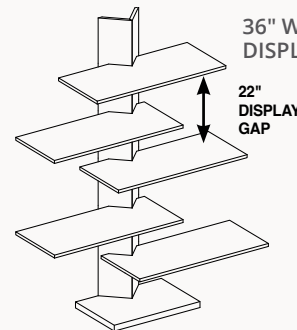
Attractive, contemporary styling that puts the focus on your product. Staggered shelving that offers more versatility in style and function. New shelving can cover up to five feet of wall space or may be positioned in a traditional vertical tower. A great display for gift items, folded garments & shoes.

36" WIDE STRAIGHT DISPLAY SHELF

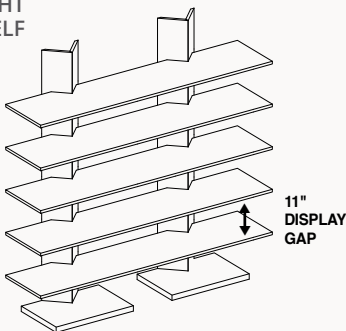


5-Slot Shelving – 36"
36" Wide, 10" Deep
11" Display Gap between all Non-Staggered Shelving Displays

36" WIDE STAGGERED DISPLAY SHELF

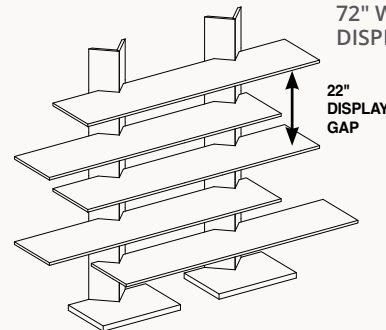


72" WIDE STRAIGHT DISPLAY SHELF



5-Slot Shelving – 72"
72" Wide, 10" Deep,
11" Display Gap between all Non-Staggered Shelving Displays

72" WIDE STAGGERED DISPLAY SHELF



Shelving Unit Pricing Coming Soon!

*4-Slot Shelving (Not shown)

Shelves are 36" or 72" Wide, 10" Deep, 16" Display Gap between all Non-Staggered Shelving Displays. Drayage included in price of shelf unit.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone #: _____
 Booth #: _____

Sales Tax 10.25% \$ _____
 Estimated Total Shelving Units \$ _____

Order and payment due by Friday, January 5, 2024

Display Case – Standard White Full Vision



- Matte white formica exterior
- Solid sides
- Aluminum frame
- Fluorescent or LED lighting available
- Sliding doors with lock (no mirrors)
- Available in 4', 5', and 6' lengths and corner cases
- 38" high and 20" deep
- Interior pad dimensions

Display Case Pricing Coming Soon!

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Subtotal	\$ _____
Sales Tax 10.25%	\$ _____
Amount Enclosed	\$ _____

Order and payment due by Friday, January 5, 2024

Display Case – Standard White Half Vision



- Matte white formica exterior
- Solid sides
- Aluminum frame
- Fluorescent or LED lighting available
- Sliding doors with lock (no mirrors)
- Rear storage area with lock
- Available in 4', 5', and 6' lengths and corner cases
- 38" high and 20" deep
- Interior pad dimensions

Display Case Pricing Coming Soon!

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Subtotal	\$ _____
Sales Tax 10.25%	\$ _____
Amount Enclosed	\$ _____

Order and payment due by Friday, January 5, 2024

Display Case – Standard White Quarter Vision



- Matte white formica exterior
- Solid sides
- Aluminum frame
- Fluorescent or LED lighting available
- Sliding doors with lock (no mirrors)
- Rear storage area with lock
- Available in 4', 5', and 6' lengths and corner cases
- 38" high and 20" deep
- Interior pad dimensions

Display Case Pricing Coming Soon!

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Subtotal	\$ _____
Sales Tax 10.25%	\$ _____
Amount Enclosed	\$ _____

Order and payment due by Friday, January 5, 2024

Display Case – Standard White Corner



Half Vision

- Matte white formica exterior
- Solid sides
- Aluminum frame
- Fluorescent or LED lighting available
- Sliding doors with lock (no mirrors)
- Rear storage area with lock
- 38" high and 20" deep
- Interior pad dimensions
- Available in Half Vision and Quarter Vision Corners



Quarter Vision

Display Case Pricing Coming Soon!

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Subtotal	\$ _____
Sales Tax 10.25%	\$ _____
Amount Enclosed	\$ _____

Order and payment due by Friday, January 5, 2024

Display Case – Accent Cube



- Matte white formica exterior
- Aluminum frame
- Halogen or LED lighting available
- Hinged frameless glass door with lock
- Storage area with lock
- 18" wide x 18" deep x 70" high
- Glass display area is 18" wide x 18" deep x 18" high
- Interior pad dimensions

Display Case Pricing Coming Soon!

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Subtotal	\$ _____
Sales Tax 10.25%	\$ _____
Amount Enclosed	\$ _____

Order and payment due by Friday, January 5, 2024

Display Case – Tower



- Matte white formica exterior
- Aluminum frame
- Halogen or LED lighting available
- 6" canopy
- 3 adjustable glass shelves
- Hinged frame door with lock
- 80" high x 20" deep x 20" wide
- Glass display area is 20" wide x 20" deep x 54" high
- Interior pad dimensions

Display Case Pricing Coming Soon!

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Subtotal	\$ _____
Sales Tax 10.25%	\$ _____
Amount Enclosed	\$ _____

Order and payment due by Friday, January 5, 2024

Display Case – Museum Pedestal



- Matte white formica exterior
- Aluminum frame
- Halogen or LED lighting available
- 8" canopy
- Glass doors with with lock
- Storage area with lock
- 70" high x 20" deep x 30" wide
- Glass display area is 30" wide x 20" deep x 20" high
- Interior pad dimensions

Display Case Pricing Coming Soon!

Please Note: Cases are rented for display purposes only and we do not warrant the safety or security thereof. We are not liable for contents, damage or breakage after cases have been delivered.

The following information is required; please return the completed form to T3 Expo.

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Subtotal	\$ _____
Sales Tax 10.25%	\$ _____
Amount Enclosed	\$ _____

Artwork Submission Deadline:
All artwork due by Friday, January 26, 2024

Print Production Artwork Requirements

PLEASE NOTE:

All artwork must be submitted in **CMYK** (not RGB/HEX).

General File Set Up

Please provide artwork in native forms whenever possible:

- **Adobe Illustrator and Adobe InDesign files are preferred**

When creating multiple-panel signs/structure graphics (booth back walls, etc.):

- **Use Adobe Illustrator for layout**
- Create artwork using one artboard for entire graphic. Don't use separate artboards for artwork spanning more than one panel.
- Include **2" bleeds** on all sides
- Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- **Use Adobe Illustrator or InDesign for layout**
- Include **1" bleeds** on all sides
- Convert fonts to outlines
- Embed or package all linked images

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 200 dpi at full size
- Viewing distance of 5-9 feet 150 dpi at full size

Minimum resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet 100 dpi at full size

Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet 100 dpi at full size

Preferred File Formats

- **Adobe Illustrator (AI or EPS):** Outline fonts and embed all links
- **Adobe InDesign:** Package all fonts and links
- **Adobe Photoshop (PSD, TIF or JPG):** For image files

Checklist

SET DOCUMENT MODE TO CMYK

USE APPROPRIATE DIMENSIONS AND SCALE

SET APPROPRIATE BLEEDS ON ALL SIDES

CHECK IMAGE RESOLUTION

CONVERT FONTS TO OUTLINES

EMBED IMAGES / SAVE & PACKAGE YOUR FILE

INCLUDE PDF PROOF

Submitting Artwork

Once your graphics are complete, please [CLICK HERE](#) to upload your graphic files or download graphic templates.

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

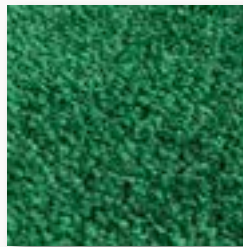
- Event name
- Company name
- Booth number
- Contact information

Floor Covering

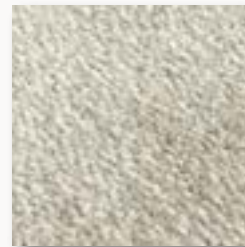
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



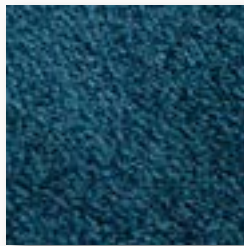
Black



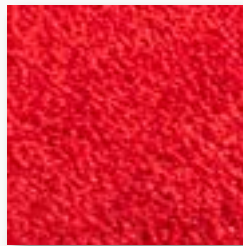
Green



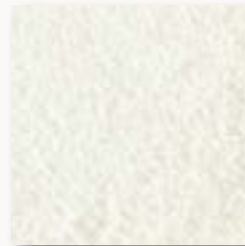
Grey



Navy



Red



White

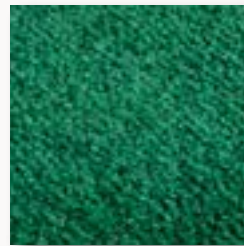
Standard Carpet – 16 oz. Nylon Carpet



Black



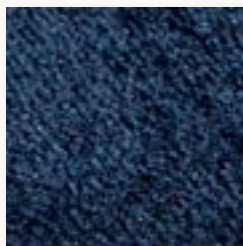
Blue



Green



Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Friday, February 2, 2024

Floor Covering Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

The booth space is concrete and floor covering is required by show management.

Please enter size and select carpet color

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$9.15	or \$14.64	= \$ _____

Please select UPGRADED carpet color: (check one)

Black	Green	Grey	
Navy	Red	White	

Standard Carpet – 16 oz. nylon carpet – **Please enter size and select carpet color**

Discount Price	Standard Price	Extended Price	Discount Price	Standard Price	Extended Price
10' x 10' \$388.00	or \$621.00	\$ _____	20' x 20' \$1,552.00	or \$2,484.00	\$ _____
10' x 20' \$776.00	or \$1,242.00	\$ _____	20' x 30' \$2,328.00	or \$3,726.00	\$ _____
10' x 30' \$1,164.00	or \$1,863.00	\$ _____	20' x 40' \$3,104.00	or \$4,968.00	\$ _____
10' x 40' \$1,552.00	or \$2,484.00	\$ _____	30' x 30' \$3,492.00	or \$5,589.00	\$ _____

20' carpet comes as two matching 10' pieces.

Custom Size – Custom size is required for larger, island or peninsula booths, or if size needed is not shown above.

Please enter size and select carpet color

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$3.88	or \$6.21	= \$ _____

Please select STANDARD or CUSTOM carpet color: (check one)

Black	Blue	Green	Grey
Navy	Red	Tuxedo	

Carpet Padding

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$2.40	or \$3.84	= \$ _____
1" Foam Padding* _____ x _____ = _____ sq. ft		x \$4.80	or \$7.68	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.50	or \$2.40	= \$ _____

Subtotal: \$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 10.25% \$ _____
Estimated Total Floor Covering \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

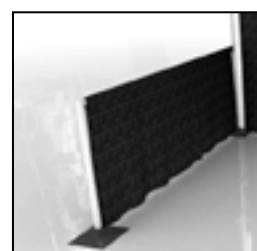
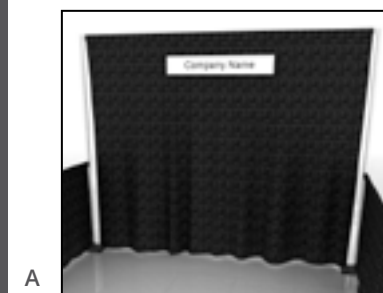
Accessories / Pipe & Drape

Accessories

- A. Bag Stand – Chrome
- B. Brochure Holder
- C. Coat Tree – Chrome
- D. Display Board (8'w x 4'h)
- E. Display Counter – (36" w x 41" h x 21" d)
Display Counter with Decal (14" x 14")
Display Counter with Custom Graphics
- F. Easel – Tripod
- G. Display Showcase – (58" w x 38" h x 17.5" d)
- H. Literature Stand
- I. Sign Stand – Chrome (22" w x 28" h)
- J. Stanchion (includes 7' retractable cord)
- K. Wastebasket

Pipe & Drape

- A. 8' High Drape
- B. 3' High Drape



PLEASE NOTE:
Colors and style may vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Friday, February 2, 2024

Furniture / Accessories / Pipe & Drape Order Form

	Quantity	Discount Price	Standard Price	Extended Price
Furniture				
A. Bar Stool – Black	_____ x	\$291.00	or \$407.00	= \$ _____
B. Side Chair – Black	_____ x	\$200.00	or \$280.00	= \$ _____

	Quantity	Discount Price	Standard Price	Extended Price
Accessories				
A. Bag Stand – Chrome	_____ x	\$283.00	or \$396.00	= \$ _____
B. Brochure Holder	_____ x	\$107.00	or \$150.00	= \$ _____
C. Coat Tree	_____ x	\$170.00	or \$238.00	= \$ _____
D. Display Board (8'w x 4'h)	_____ x	\$289.00	or \$405.00	= \$ _____
E. Display Counter (36"w x 41"h x 21"d)	_____ x	\$486.00	or \$680.00	= \$ _____
Display Counter with Decal (14" x 14")*	_____ x	\$561.00	or \$755.00	= \$ _____
Display Counter with Custom Graphics*	_____ x	\$611.00	or \$805.00	= \$ _____
F. Easel – Tripod	_____ x	\$118.00	or \$165.00	= \$ _____
G. Display Showcase (58" x 38" x 17.5d")	_____ x	\$534.00	or \$748.00	= \$ _____
H. Literature Stand	_____ x	\$268.00	or \$375.00	= \$ _____
I. Sign Stand – Chrome (22"w x 28"h)	_____ x	\$191.00	or \$267.00	= \$ _____
J. Stanchion (with 7' retractable cord)	_____ x	\$188.00	or \$268.00	= \$ _____
K. Wastebasket	_____ x	\$38.00	or \$53.00	= \$ _____

	Quantity	Discount Price	Standard Price	Extended Price
Pipe & Drape				
A. 8' High Drape – Per Linear ft	_____ x	\$23.00	or \$32.00	= \$ _____
B. 3' High Drape – Per Linear ft	_____ x	\$15.00	or \$21.00	= \$ _____

Please Select Drape Color: (check one)

Black
 Blue
 Burgundy
 Gold
 Green
 Grey
 Plum
 Red
 White

***Submitting Artwork**

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone #: _____

Booth #: _____

Sales Tax 10.25% \$ _____

Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables & Counters

Skirted Tables

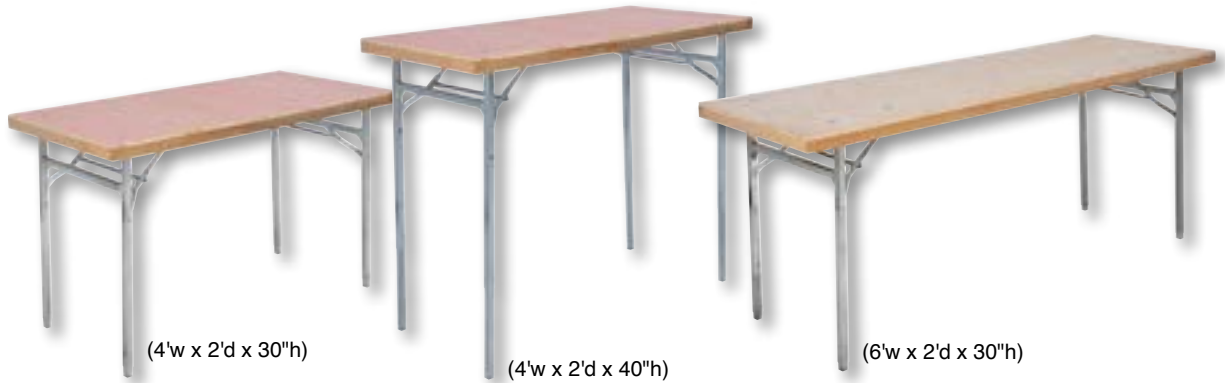
- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

- Skirted tables include white vinyl top and pleated skirt on three sides.
- Fourth side skirting is available at an additional cost.
- 4' tables do not require fourth side skirting.



Unskirted Tables

- 4'w x 2'd x 30"h
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h



Round Tables

- 30" diameter x 30"h – Black
- 30" diameter x 40"h – Black



Skirting not available on round tables.

PLEASE NOTE:

Colors and style may vary upon availability for items on this page.

T3 Advanced Discount Deadline:
Order and payment due by Friday, February 2, 2024

Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
30" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____	x	\$263.00	or	\$368.00	= \$	_____
6'w x 2'd	_____	x	\$315.00	or	\$441.00	= \$	_____
8'w x 2'd	_____	x	\$338.00	or	\$473.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$75.00	or	\$105.00	= \$	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____	x	\$315.00	or	\$441.00	= \$	_____
6'w x 2'd	_____	x	\$344.00	or	\$482.00	= \$	_____
8'w x 2'd	_____	x	\$388.00	or	\$543.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$91.00	or	\$127.00	= \$	_____

Please Select Skirting Color: (check one)

Black
 Blue
 Burgundy
 Gold
 Green
 Grey
 Plum
 Red
 White

	Quantity		Discount Price		Standard Price		Extended Price
30" High Unskirted							
4'w x 2'd	_____	x	\$188.00	or	\$263.00	= \$	_____
6'w x 2'd	_____	x	\$240.00	or	\$336.00	= \$	_____
8'w x 2'd	_____	x	\$263.00	or	\$368.00	= \$	_____
40" High Unskirted							
4'w x 2'd	_____	x	\$223.00	or	\$312.00	= \$	_____
6'w x 2'd	_____	x	\$251.00	or	\$351.00	= \$	_____
8'w x 2'd	_____	x	\$297.00	or	\$416.00	= \$	_____
Round Tables							
30"d x 30"h, black	_____	x	\$165.00	or	\$231.00	= \$	_____
30"d x 40"h, black	_____	x	\$175.00	or	\$245.00	= \$	_____

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone #: _____

Booth #: _____

Sales Tax 10.25% \$ _____

Est. Total Display Tables & Counters \$ _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: 4:30 pm to 8:00 pm, Monday-Friday. No overtime on Saturdays or Sundays.
- Double Time: 8:00 pm to 8:00 am, Monday-Friday, all day Saturday and Sunday, and all day on Holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of T3 Expo.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitors MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

	Straight Time	Overtime	Double Time
Display Labor			
Labor	\$168.00	\$304.00	\$388.00
T3 Supervised Labor	\$218.40	\$395.20	\$504.40
Forklift and Operator.....	\$352.00	\$421.00	\$491.00

	Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____ x _____	x _____	= \$ _____	
	_____	_____ x _____	x _____	= \$ _____	
Dismantle	_____	_____ x _____	x _____	= \$ _____	
	_____	_____ x _____	x _____	= \$ _____	

For Forklift Orders

Type of Work Being Performed

- Unskid/reskid equipment
- Place equipment
- Build booth structure
- Other: _____

Size of forklift required:

- 5,000 lb lift
- 10,000 lb lift
- 15,000 lb lift

Heaviest piece weight _____ Dimensions _____ x _____ x _____
 length width height

For Display Labor – Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: _____
 On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: _____
 On site/after hours contact name: _____

Our fee for T3 Supervision is 30% of the exhibitor's total labor bill. In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Exhibitor must also include outbound shipping instructions with this labor order form.

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Set-Up Instructions Attached

Outbound Shipping Information Attached

Estimated Total Labor \$ _____

T3 Advanced Discount Deadline:
Order and payment due by Friday, February 2, 2024

Rigging Equipment Rental Order Form

	Quantity		Discount Price		Standard Price		Extended Price
Equipment							
¼ Ton Hoist	_____	x	\$410.00	or	\$574.00	= \$	_____
½ Ton Hoist	_____	x	\$440.00	or	\$616.00	= \$	_____
One Ton Hoist	_____	x	\$550.00	or	\$770.00	= \$	_____
12" Box Truss, per foot	_____	x	\$32.50	or	\$46.00	= \$	_____
12" Corner Blocks	_____	x	\$250.00	or	\$350.00	= \$	_____
20.5" Box Truss, per foot	_____	x	\$40.00	or	\$56.00	= \$	_____
20.5" Corner Blocks	_____	x	\$350.00	or	\$490.00	= \$	_____
Rotating Motor	_____	x	\$600.00	or	\$840.00	= \$	_____

Color Options for Truss and Corner Blocks

Silver Black

Equipment is being used to hang:

Lighting Truss Hanging Sign Both

Note:

Electrical is not included and is required to power the motors. See Electrical Service Order page to order. Electrical and/or labor must be ordered in advance.

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone #: _____
 Booth #: _____

Email orders@t3expo.com for custom quotes regarding truss or lighting.

Sales Tax 10.25% \$ _____
Est. Total Rigging Equip. Rental \$ _____

Hanging Sign & Truss Description & Position

Description of Sign

Material

Cloth/Vinyl Wood System Metal Other _____

Single Sided Double Sided Pockets Grommets # of Hang Points _____

Shape

Square Circle Triangle Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required?

Yes No

Electricity Required?

Yes No

Chain Motors Required? (call/email T3 Expo for rates)

Yes No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes No

Position of Sign

Distance from the floor to the top of the sign _____ or _____ to maximum height allowed

Location

Center of Booth

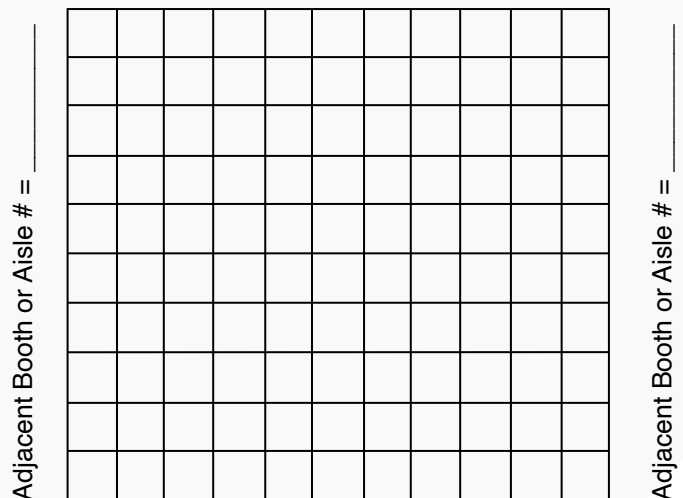
See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.



Adjacent Booth or Aisle # = _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Accessible Storage & Cleaning Order Form

Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$2.50 per square foot per day.

*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage	Area	# Days	Extended Price
\$2.50 per sq. ft x _____ sq. ft. x _____			= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$168.00	\$304.00	\$388.00

Empty Storage	Quantity	Standard Price	Extended Price
Cardboard Box	_____ x	\$40.00 each	= \$ _____
Fiber Case	_____ x	\$50.00 each	= \$ _____

Cleaning	Area	Price	# Days	Extended Price
Porter Service	_____ x _____ x	\$0.83 per sq. ft.	x _____	= \$ _____
Vacuuming	_____ x _____ x	\$0.76 per sq. ft.	x _____	= \$ _____

	Quantity	Standard Price
Shrink Wrap	_____	\$105.00

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Est. Total Storage Services \$ _____

T3 Advanced Discount Deadline:
Order and payment due by Friday, February 2, 2024

All artwork due by Friday, January 26, 2024

Signage Order Form

Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

File conversion, retouching or color correction may incur additional charges.

T3 Expo can design layouts of graphics for an additional fee of \$125 per hour (Two hour minimum).

Please refer to the Print Production Artwork Requirements page for information on file set-up, and a link to upload your graphic files or download templates.

Signage

Standard Size Signs

	Quantity	Advanced Price	Standard Price	Extended Price
8.5"w x 11"h.....	_____ x _____	\$45.00	or \$54.00	= \$ _____
11"w x 14"h.....	_____ x _____	\$67.20	or \$81.00	= \$ _____
22"w x 28"h.....	_____ x _____	\$112.00	or \$134.00	= \$ _____
28"w x 44"h.....	_____ x _____	\$196.00	or \$235.00	= \$ _____

Subtotal = \$ _____

Custom Size Banner (in square feet)

Single Sided

	Advanced Price	Standard Price	Extended Price
_____ x _____ = _____ width height area	x \$20.00	or \$22.00	= \$ _____ (per square foot)

Double Sided (x2)

_____ x _____ = _____ width height area	x \$40.00	or \$44.00	= \$ _____ (per square foot)
--	-----------	------------	---------------------------------

Subtotal = \$ _____

Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sales Tax 10.25%.....\$ _____
Estimated Total Signage.....\$ _____

[Click here to view the
2022 TRADESHOW
FURNISHINGS CATALOG](#)

CORT®

EVENTS

TRADESHOW
FURNISHINGS | 2022

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
POWERED FURNITURE						
	BKCT5P	5' Table	Black Top, Silver	\$1,264	\$1,580	
	BKCT8P	8' Table	Black Top, Silver	\$2,428	\$3,034	
	BKCT10P	10' Table	Black Top, Silver	\$2,428	\$3,034	
	NPLCHP	Naples Chair	Black Vinyl	\$1,133	\$1,416	
	NPLLOP	Naples Loveseat	Black Vinyl	\$1,518	\$1,898	
	NPLSOP	Naples Sofa	Black Vinyl	\$1,748	\$2,185	
	C1YP	Sydney Cocktail Table	Black Top, Brushed Steel	\$476	\$595	
	C1WP	Sydney Cocktail Table	White Top, Brushed Steel	\$474	\$592	
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	\$1,476	\$1,845	
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	\$1,476	\$1,845	
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	\$1,190	\$1,487	
	VNTCVH	Ventura Communal Café Table	White Top, Silver	\$1,190	\$1,487	
	CUBPOW	Wireless Charging Table	White, AC Plug In	\$629	\$787	
	VILHUB	Village Charging Hub	Cream	\$400	\$500	
<i>Additional Powered Products under Office & Product Display on Page 2</i>						
SOFT SEATING COLLECTIONS						
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	\$649	\$812	
	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	\$921	\$1,152	
	BCHWHT	Baja Chair	White Vinyl	\$663	\$829	
	BLVWHT	Baja Loveseat	White Vinyl	\$1,052	\$1,314	
	BSFWHT	Baja Sofa	White Vinyl	\$1,227	\$1,534	
	FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal	\$456	\$571	
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	\$629	\$787	
	KEYCHR	Key Largo Chair	Black Fabric, Wood	\$414	\$518	
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	\$479	\$598	
	KEYSOF	Key Largo Sofa	Black Fabric, Wood	\$607	\$758	
	NPLCHR	Naples Chair	Black Vinyl	\$770	\$963	
	NPLLOV	Naples Loveseat	Black Vinyl	\$929	\$1,162	
	NPLSOF	Naples Sofa	Black Vinyl	\$1,102	\$1,378	
	PALSOV	Palm Beach Sofa	White Vinyl	\$963	\$1,204	
	STECHA	Sterling Chair	Gray Fabric	\$1,139	\$1,424	
	STESOF	Sterling Sofa	Gray Fabric	\$1,657	\$2,071	
	VALCHA	Valencia Chair	Spice Orange Velvet	\$508	\$634	
	VALSOF	Valencia Sofa	Coffee Brown Velvet	\$646	\$808	
	COCHTP	Cordoba Chair	Taupe Fabric, Black	\$726	\$908	
	COLVTP	Cordoba Loveseat	Taupe Fabric, Black	\$1,037	\$1,296	
ACCENT CHAIRS						
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	\$856	\$1,070	
	BOWCHA	Bowery Chair	Ochre Fabric	\$802	\$1,003	
	CNTCHR	Century Chair	Gray Velvet	\$816	\$1,020	
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$544	\$680	
	LENCHA	Lena Chair	Moss Green Leather, Bronze	\$720	\$900	
	BCW	Madrid Chair	White Vinyl, Chrome	\$848	\$1,060	
	OCMWHT	Meeting Chair	White Vinyl, Wenge	\$361	\$451	
	MONCHA	Montreal Chair	Blue, Black Metal	\$882	\$1,102	
	MNCHCH	Munich Armless Chair	Gray Fabric, Black	\$649	\$812	
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	\$474	\$592	
	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$629	\$787	
	TCHGRP	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$612	\$765	
	WENCHA	Wentworth Swivel Chair	Brown Vinyl	\$474	\$592	
	BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak-look	\$484	\$605	
	BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Black Metal	\$484	\$605	
GROUP SEATING						
	BLDCRD	Blade Chair	Red	\$105	\$132	
	BLDCSB	Blade Chair	Sky Blue	\$105	\$132	
	SC3	Brewer Chair	Onyx, Chrome	\$233	\$291	
	XCHR	Christopher Chair	White Vinyl, Chrome	\$139	\$174	
	DUET	Duet Stack Chair	Black, Chrome	\$89	\$111	
	LMCHR	Laguna Chair	Maple, Chrome	\$199	\$248	
	LUCHCL	Lucent Chair	Frosted Acrylic, Chrome	\$261	\$325	
	MALGRY	Malba Chair	Gray, Chrome	\$150	\$188	
	MALGRN	Malba Chair	Green, Chrome	\$150	\$188	
	MARCBK	Marina Chair	Black Vinyl, Brushed Metal	\$210	\$263	
	MARCBR	Marina Chair	Brown Fabric, Brushed Metal	\$210	\$263	
	MARCBE	Marina Chair	Ocean Blue Fabric, Brushed Metal	\$210	\$263	
	MARCRD	Marina Chair	Red Fabric, Brushed Metal	\$210	\$263	
	MARCVH	Marina Chair	White Vinyl, Brushed Metal	\$210	\$263	
	PASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	\$496	\$621	
	SC10	Razor Armless Chair	White	\$97	\$122	
	RSTDIN	Rustique Chair w/ Arms	Gunmetal	\$142	\$178	
	CS4	Syntax Chair	Black, Chrome	\$283	\$354	
	ZENCHR	Zenith Chair	White, Chrome	\$187	\$235	
OTTOMANS						
	BVLYBK	Beverly Bench Ottoman	Black Vinyl	\$533	\$665	
	BVLYBN	Beverly Bench Ottoman	Brown Fabric	\$533	\$665	
	BVLYGR	Beverly Bench Ottoman	Gray Fabric	\$533	\$665	
	BVLYLN	Beverly Bench Ottoman	Linen Fabric	\$533	\$665	
	BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric	\$533	\$665	
	BVLYRD	Beverly Bench Ottoman	Red Fabric	\$533	\$665	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
OTTOMANS (CONTINUED)						
	BVLYWH	Beverly Bench Ottoman	White Vinyl	\$533	\$665	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	\$442	\$552	
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	\$442	\$552	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	\$442	\$552	
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	\$442	\$552	
	BVSMGY	Beverly Small Bench Ottoman	Gray Fabric	\$442	\$552	
	BVSMNL	Beverly Small Bench Ottoman	Linen Fabric	\$442	\$552	
	BVSMVL	Beverly Small Bench Ottoman	Lavender Fabric	\$442	\$552	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	\$442	\$552	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	\$442	\$552	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	\$442	\$552	
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	\$442	\$552	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	\$694	\$868	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	\$694	\$868	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	\$474	\$592	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	\$474	\$592	
	MAR001	Marche Swivel Ottoman	White Vinyl	\$244	\$305	
	MAR002	Marche Swivel Ottoman	Gray Fabric	\$244	\$305	
	MAR003	Marche Swivel Ottoman	Linen Fabric	\$244	\$305	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	\$244	\$305	
	MAR005	Marche Swivel Ottoman	Red Fabric	\$244	\$305	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	\$244	\$305	
	MAR007	Marche Swivel Ottoman	Plum Fabric	\$244	\$305	
	MAR008	Marche Swivel Ottoman	Meadow Green	\$244	\$305	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	\$244	\$305	
	MAR010	Marche Swivel Ottoman	Blue Fabric	\$244	\$305	
	MAR011	Marche Swivel Ottoman	Orange Fabric	\$244	\$305	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	\$244	\$305	
	MAR013	Marche Swivel Ottoman	Teal Velvet	\$244	\$305	
	MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl	\$244	\$305	
	MAR015	Marche Swivel Ottoman	Black Vinyl	\$244	\$305	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$244	\$305	
	VIB01	Vibe Cube Ottoman	Green Vinyl	\$168	\$210	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	\$168	\$210	
	VIB04	Vibe Cube Ottoman	Red Vinyl	\$168	\$210	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	\$168	\$210	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	\$168	\$210	
	VIB09	Vibe Cube Ottoman	White Vinyl	\$168	\$210	
	VIB10	Vibe Cube Ottoman	Black Vinyl	\$168	\$210	
	VIB11	Vibe Cube Ottoman	Steel Blue Vinyl	\$168	\$210	
	VIB12	Vibe Cube Ottoman	Silver Vinyl	\$168	\$210	
	VIB13	Vibe Cube Ottoman	Purple Vinyl	\$168	\$210	
	VIB14	Vibe Cube Ottoman	Citrus Green Vinyl	\$168	\$210	
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	\$168	\$210	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	\$168	\$210	
	VIB17	Vibe Cube Ottoman	Desert Rose Vinyl	\$168	\$210	
CAFÉ TABLES WITH STANDARD BLACK BASE						
	30BKSC	30" Round Café Table	Black Top	\$272	\$340	
	30BEC	30" Round Café Table	Blue Top	\$272	\$340	
	30AGBC	30" Round Café Table	Brushed Gunmetal Top	\$272	\$340	
	30YSBC	30" Round Café Table	Brushed Yellow Top	\$272	\$340	
	ZTI	30" Round Café Table	Graphite Nebula Top	\$272	\$340	
	ZTA	30" Round Café Table	Gray Acajou Top	\$272	\$340	
	30GSBC	30" Round Café Table	Green Top	\$272	\$340	
	ZTK	30" Round Café Table	Maple Top	\$272	\$340	
	30OSBC	30" Round Café Table	Orange Top	\$272	\$340	
	ZTB	30" Round Café Table	Red Top	\$272	\$340	
	30WH29	30" Round Café Table	White Top	\$272	\$340	
	30WDBC	30" Round Café Table	Barnwood Top	\$272	\$340	
	36BKSC	36" Round Café Table	Black Top	\$323	\$405	
	ZTN	36" Round Café Table	Graphite Nebula Top	\$323	\$405	
	ZTP	36" Round Café Table	Maple Top	\$323	\$405	
	ZTQ	36" Round Café Table	White Top	\$323	\$405	
CAFÉ TABLES WITH HYDRAULIC CHROME BASE						
	30MAHC	30" Round Café Table	Gray Acajou Top	\$397	\$495	
	30BRHC	30" Round Café Table	Red Top	\$397	\$495	
	30WHHC	30" Round Café Table	White Top	\$397	\$495	
	30WDHC	30" Round Café Table	Barnwood Top	\$397	\$495	
	30BKHC	30" Round Café Table	Black Top	\$397	\$495	
	30BEHC	30" Round Café Table	Blue Top	\$397	\$495	
	30AGHC	30" Round Café Table	Brushed Gunmetal Top	\$397	\$495	
	30YSHC	30" Round Café Table	Brushed Yellow Top	\$397	\$495	
	30GRHC	30" Round Café Table	Graphite Nebula Top	\$397	\$495	
	30GSHC	30" Round Café Table	Green Top	\$397	\$495	
	30MTHC	30" Round Café Table	Maple Top	\$397	\$495	
	30OSHC	30" Round Café Table	Orange Top	\$397	\$495	
	36BKHC	36" Round Café Table	Black Top	\$431	\$539	
	36GRHC	36" Round Café Table	Graphite Nebula Top	\$431	\$539	
	36MTHC	36" Round Café Table	Maple Top	\$431	\$539	
	36WTHC	36" Round Café Table	White Top	\$431	\$539	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CAPÉ TABLES POWERED WITH BLACK BASE						
	P30CWH	30" Round Cafe Table, Powered	White Top, Black	\$935	\$1,169	
ACCENT TABLES						
	ALCI00	Alondra Cocktail Table	Glass Top, Chrome	\$442	\$552	
	ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	\$442	\$552	
	ALEI00	Alondra End Table	Glass Top, Chrome	\$320	\$401	
	ALE200	Alondra End Table	Brandy Maple Top, Chrome	\$320	\$401	
	AURA	Aura Round Table	White Metal	\$193	\$241	
	CIC	Geo Cocktail Table	Glass Top, Chrome	\$335	\$418	
	CFWB	Geo Cocktail Table	Brandy Maple Top, Black	\$385	\$482	
	EIC	Geo End Table	Glass Top, Chrome	\$272	\$340	
	EIFWB	Geo End Table	Brandy Maple Top, Black	\$338	\$422	
	MESCTB	Mesa Cocktail Table	Black Top, Bronze	\$283	\$354	
	MESCTG	Mesa Cocktail Table	Glass Top, Bronze	\$283	\$354	
	MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze	\$283	\$354	
	MESETB	Mesa End Table	Black Top, Bronze	\$187	\$235	
	MESETG	Mesa End Table	Glass Top, Bronze	\$187	\$235	
	MESETW	Mesa End Table	Barnwood Top, Bronze	\$187	\$235	
	REGBN	Regis Bench/Table	Brushed Metal	\$445	\$556	
	REGOTT	Regis End Table	Brushed Metal	\$361	\$451	
	SEDBBK	Sedona Side Table	Black Top, Bronze	\$187	\$235	
	SEDBWH	Sedona Side Table	White Top, Bronze	\$187	\$235	
	SEDBWD	Sedona Side Table	Wood Top, Bronze	\$187	\$235	
	CIE	Silverado Cocktail Table	Glass, Chrome	\$369	\$461	
	EIE	Silverado End Table	Black Top, Brushed Steel	\$289	\$362	
	CIY	Sydney Cocktail Table	Black Top, Brushed Steel	\$372	\$465	
	SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	\$422	\$528	
	CIW	Sydney Cocktail Table	White Top, Brushed Steel	\$372	\$465	
	SYDOWC	Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$422	\$528	
	EIY	Sydney End Table	Black Top, Brushed Steel	\$338	\$422	
	SYDBEE	Sydney End Table	Blue Top, Brushed Steel	\$369	\$461	
	EIY	Sydney End Table	White Top, Brushed Steel	\$338	\$422	
	SYDOWE	Sydney End Table	Barnwood Top, Brushed Steel	\$369	\$461	
	TAOBK	Taos Side Table	Black Top, Bronze	\$187	\$235	
	TAOBWH	Taos Side Table	White Top, Bronze	\$187	\$235	
	TAOBWD	Taos Side Table	Wood Top, Bronze	\$187	\$235	
	TMBTBL	Timber Table	Wood	\$202	\$252	
BAR TABLES WITH STANDARD BLACK BASE						
	30BKS	30" Round Bar Table	Black Top	\$272	\$340	
	30EBB	30" Round Bar Table	Blue Top	\$272	\$340	
	30AGBB	30" Round Bar Table	Brushed Gunmetal Top	\$272	\$340	
	30YBB	30" Round Bar Table	Brushed Yellow Top	\$272	\$340	
	VTI	30" Round Bar Table	Graphite Nebula Top	\$272	\$340	
	VTA	30" Round Bar Table	Gray Acajou Top	\$272	\$340	
	30GSBB	30" Round Bar Table	Green Top	\$272	\$340	
	VTK	30" Round Bar Table	Maple Top	\$272	\$340	
	30OSBB	30" Round Bar Table	Orange Top	\$272	\$340	
	VTB	30" Round Bar Table	Red Top	\$272	\$340	
	30WH42	30" Round Bar Table	White Top	\$272	\$340	
	30WDBB	30" Round Bar Table	Barnwood Top	\$272	\$340	
	36BKS	36" Round Bar Table	Black Top	\$323	\$405	
	VTN	36" Round Bar Table	Graphite Nebula Top	\$323	\$405	
	VTP	36" Round Bar Table	Maple Top	\$323	\$405	
	VTW	36" Round Bar Table	White Top	\$323	\$405	
BAR TABLES WITH HYDRAULIC CHROME BASE						
	30BKHB	30" Round Bar Table	Black Top	\$397	\$495	
	30BEHB	30" Round Bar Table	Blue Top	\$397	\$495	
	30AGHB	30" Round Bar Table	Brushed Gunmetal Top	\$397	\$495	
	30YSHB	30" Round Bar Table	Brushed Yellow Top	\$397	\$495	
	30GRHB	30" Round Bar Table	Graphite Nebula Top	\$397	\$495	
	30GSHB	30" Round Bar Table	Green Top	\$397	\$495	
	30MTHB	30" Round Bar Table	Maple Top	\$397	\$495	
	30OSHB	30" Round Bar Table	Orange Top	\$397	\$495	
	30BRHB	30" Round Bar Table	Red Top	\$397	\$495	
	30WHHB	30" Round Bar Table	White Top	\$397	\$495	
	30WDHB	30" Round Bar Table	Barnwood Top	\$397	\$495	
	30MAHB	30" Round Bar Table	Gray Acajou Top	\$397	\$495	
	36BKHB	36" Round Bar Table	Black Top	\$431	\$539	
	36GRHB	36" Round Bar Table	Graphite Nebula Top	\$431	\$539	
	36MTHB	36" Round Bar Table	Maple Top	\$431	\$539	
	36WTHB	36" Round Bar Table	White Top	\$431	\$539	
BAR TABLES						
	RSTSQT	Rustique Square Metal Bar	Gunmetal	\$361	\$451	
	P30BWH	30" Bar Table, Powered	White Top, Black	\$935	\$1,169	
BARSTOOLS						
	BSS	Banana Barstool	Black, Chrome	\$329	\$411	
	BST	Banana Barstool	White, Chrome	\$329	\$411	
	BLDBRD	Blade Barstool	Red	\$193	\$241	
	BLDBSB	Blade Barstool	Sky Blue	\$193	\$241	
	XBAR	Christopher Barstool	White Vinyl, Chrome	\$238	\$298	
	LMBAR	Laguna Barstool	Maple, Chrome	\$244	\$305	
	ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$278	\$348	
	ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$278	\$348	
	ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$278	\$348	
	ROLLWH	Lift Barstool	White Vinyl, Chrome	\$278	\$348	
	LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$369	\$461	
	MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$442	\$552	
	MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$442	\$552	
	MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$442	\$552	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BARSTOOLS (CONTINUED)						
	MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$442	\$552	
	MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$442	\$552	
	RSTSTL	Rustique Barstool	Gunmetal	\$163	\$192	
	BS001	Shark Barstool	White, Chrome	\$422	\$528	
	BSR	Syntax Barstool	Black, Chrome	\$244	\$305	
	ZENBAR	Zenith Barstool	White, Chrome	\$204	\$255	
	BS002	Zoey Barstool	White, Chrome	\$289	\$362	
COMMUNAL TABLES WITH SOLID TOPS & SILVER FRAME						
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$879	\$1,098	
	VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$879	\$1,098	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$879	\$1,098	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$734	\$918	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$734	\$918	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$734	\$918	
COMMUNAL TABLES WITH GROMMET HOLES & SILVER FRAME						
	VNTBMW	Ventura Communal Bar Table	Maple Top, Silver	\$879	\$1,098	
	VNTBWW	Ventura Communal Bar Table	White Top, Silver	\$879	\$1,098	
	VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver	\$734	\$918	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	\$734	\$918	
CONFERENCE TABLES						
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$422	\$528	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$422	\$528	
	WD3	Work Table	White Top, White	\$440	\$550	
	CB8	42" Round Madison Table	Gray Acajou, Black	\$508	\$634	
	CONF42	42" Round Table	White Top	\$508	\$634	
	42BKCT	42" Round Table	Black Top, Black	\$508	\$634	
	BKCT5N	5' Table	Black Top, Silver	\$743	\$928	
	BKCT8N	8' Table	Black Top, Silver	\$1,264	\$1,580	
	BKCT10N	10' Table	Black Top, Silver	\$1,431	\$1,788	
	CF2	Geo Table, Rectangle	Glass Top, Black	\$595	\$745	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	\$595	\$745	
	CFI	Geo Table, Rounded Square	Glass Top, Black	\$422	\$528	
	CEI	Geo Table, Rounded Square	Glass Top, Chrome	\$422	\$528	
	MADC05	Madison 5' Table	Gray Acajou, Chrome	\$632	\$791	
	MADC08	Madison 8' Table	Gray Acajou, Chrome	\$1,264	\$1,580	
	MADC10	Madison 10' Table	Gray Acajou, Chrome	\$1,264	\$1,580	
EXECUTIVE CHAIRS						
	TASKST	Task Stool	Black Fabric, Black	\$210	\$263	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$403	\$504	
	GENCHA	Genesis Chair	Black	\$351	\$439	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$425	\$531	
	PROEXB	Pro Executive High Back Chair	Black Vinyl, Chrome	\$490	\$613	
	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$428	\$536	
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$397	\$495	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	\$388	\$485	
OFFICE & PRODUCT DISPLAY						
	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$184	\$231	
	JDB	Madison Executive Desk	Gray Acajou, Chrome	\$799	\$999	
	TECH	Tech Desk, Powered	Black Metal, Black Laminate	\$595	\$745	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$734	\$918	
	BC8	Madison Bookcase	Gray Acajou, Chrome	\$578	\$722	
	PSHCCS	Posh Shelving	Chrome, Acrylic	\$680	\$850	
	PDL36B	Powered Locking Pedestal, 36"	Black	\$629	\$787	
	PDL36W	Powered Locking Pedestal, 36"	White	\$629	\$787	
	PDL42B	Powered Locking Pedestal, 42"	Black	\$751	\$938	
	PDL42W	Powered Locking Pedestal, 42"	White	\$751	\$938	
LAMPS						
	LA15	Mason Floor Lamp	Brushed Silver	\$289	\$362	
	LA14	Mason Table Lamp	Brushed Silver	\$191	\$238	
BARS & COUNTERS						
	MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,136	\$2,671	
	MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$1,994	\$2,493	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,261	\$2,826	
	MTCFUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$2,012	\$2,514	
GREENERY						
	HDG4FT	Boxwood Hedge, 4'	Green, Black	\$629	\$787	
	HDG7FT	Boxwood Hedge, 7'	Green, Black	\$1,034	\$1,293	
DIVIDERS						
	DIVBRE	Clear Divider, Bar/Counter	Clear, Black	\$267	\$334	
	DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$533	\$665	
	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$1,068	\$1,335	
	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$533	\$665	
	DIVFSF	Clear Divider, Sofa/Table	Silver, Clear	\$479	\$598	
	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$666	\$833	
	MIRWHT	Miramar Divider, White	Molded Plastic	\$683	\$854	
	STNSGN	Stanchion Sign Holder	Chrome	\$232	\$253	
	STNCHI	Stanchion w/ Retractable Belt	Black, Chrome	\$244	\$267	

TOTAL

Email this completed form to: orders@t3expo.com

Sales Tax 10.25% \$ _____

Estimated Furniture Rental Total \$ _____

ADDITIONAL INFORMATION & FORMS

Payment Information

Important Information

*If paying by check or wire, T3 also requires a Credit Card as a contingency should either check or wire not clear in time to place your orders.

*Please make payable to T3 Expo, and mail to:

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

Credit Card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event.

**Wire details will be sent to the contact email address upon receipt of this form.

Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in.

Accepted Credit Cards:

- Visa
- Mastercard
- American Express

T3 will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than 7 days prior to the first day of move-in on 2/24/24.

Services Ordered

Material Handling	= \$ _____
Vehicle Spotting Fee	= \$ _____
Cartload Service.....	= \$ _____
Presta™ Rental Exhibit Packages	= \$ _____
Shelving Units.....	= \$ _____
Display Cases	= \$ _____
Floor Covering	= \$ _____
Furniture & Accessories	= \$ _____
Display Tables & Counters.....	= \$ _____
Display Labor & Forklift	= \$ _____
Hanging Sign & Truss	= \$ _____
Accessible Storage & Cleaning	= \$ _____
Signage	= \$ _____
Custom Furniture	= \$ _____
Total:	\$ _____

Exhibitor Profile

Company Name:		Booth #:
Street Address:		City:
State:	Zip:	Country:
Contact Name:		Email Address:
Cell Phone: ()	Fax: ()	

Method of Payment

Company Check*

(Checks must be in U.S. Funds, payable to T3 Expo)

Wire Transfer**

Credit Card

Credit Card Information

Exhibiting Company:		Booth #:
Cardholder Name:		Email Address:
Account Number:	Card Type:	Expiration Date:
Signature:		CCID#:
Cardholder Billing Address:		
City/State/Zip:		

**Please Return EAC Form By:
 Friday, January 26, 2024**

Notification Of Intent To Use EAC

Important Information

Inform your Exhibitor Appointed Contractor (EAC) that they **MUST** send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

You **MUST** include the Exhibitor Name and Booth # under the Description of Operations section on the Certificate of Insurance.

It is the responsibility of the exhibitor to see that each representative of an EAC abides by the official rules and regulations of this event.

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail or email to the address listed below.

Please return to: **T3 Expo**
 8 Lakeville Business Park
 Lakeville, MA 02347
 RE: Applied Power Electronics Conference 2024

Phone: +1.888.698.3397
 Email: orders@t3expo.com

Exhibiting Company Information

Company Name:	Booth Number:
Contact Name:	
Signature:	Date:

Exhibitor Appointed Contractor Information

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Contact Email Address:	
Phone: ()	Fax: ()
Type of Service to be Performed:	

Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company.

All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

Third Party covering the following charges for exhibitor:

- Material Handling
- Vehicle Spotting Fee
- Cartload Service
- Presta™ Rental Package
- Shelving Units
- Display Cases
- Floor Covering
- Furniture & Accessories
- Display Tables & Counters
- Display & Labor Forklift
- Hanging Sign & Truss
- Accessible Storage/Cleaning Signage
- Custom Furniture
- All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()

Third Party Company Information

Third Party Company Name:	
Third Party Billing Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()
Third Party Responsible For (list services):	

Third Party Credit Card Authorization

Cardholder Name:	CCID #:	Expiration Date:
Account Number:	Card Type:	
Authorized Signature:		
Card Holder Billing Address:	Email Address:	
City/State/Zip:		

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booths is strictly prohibited.

Southern California Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Booth Labor

Union personnel claims jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full-time employee of the exhibiting firm, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one hour, you must use Union personnel supplied by the General Contractor.

Material Handling (Drayage)

Exhibitors may hand-carry in what they can handle with one person in one trip. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Union personnel are responsible for all additional freight moving. The General Contractor will control access to the loading docks and control the unloading and reloading of all vehicles at the loading docks. Only full-time employees of the exhibiting company will be allowed to hand-carry items.

Rigging is handled by riggers.

Electrical

Electricians are responsible for all electrical installations and connections. Exhibitor provided cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices such as power strips must have circuit protection.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.

ANCILLARY INFORMATION & FORMS



INTERNET | TELEPHONE

LONG BEACH

CONVENTION & ENTERTAINMENT CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

INTERNET



TELEPHONE



Need just a **BASIC** CONNECTION?



Our **BASIC INTERNET SERVICE**, ideal for **LIGHT INTERNET USAGE** such as web browsing and checking email via a wired connection.

SERVICE	INCENTIVE **	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE **	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

* **NOT FOR STREAMING**

** **ORDER 21 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

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What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
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- Speeds up to 1 Gbps available
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Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*

DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

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WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines **HIGH BANDWIDTH WIRELESS** with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

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Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

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FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



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DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”

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DIVERSIFIED STAGING

EXHIBIT ORDER

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If you do not have the latest version of Adobe Reader, you must fill out totals manually.

Computer Displays Only	Qty	SHOW RATE	Total
24" LCD Flat Panel Display (Table Top Only)			
Video or Computer Displays	Qty	SHOW RATE	Total
Not responsible for mounting to booth walls			
32" LCD Flat Panel Display (Table Top Only)			
43" LCD Display Monitor			
49" LCD Display Monitor			
55" LED Display Monitor			
65" LED Display Monitor			
76" LED Display Monitor			
86" LED Display Monitor			
USB Media Player			
Floor Stand			
Computers	Qty	SHOW RATE	Total
MacBook Pro - Includes Office Software			
PC Laptop - Includes Office Software			
Printers	Qty	SHOW RATE	Total
HP B&W LaserJet 600			
HP Color LaserJet 400			
Meeting Room Equipment	Qty	SHOW RATE	Total
Wireless Microphone: Handheld / Lavalier			
Podium Microphone			
Tabletop Microphone			
USB Audio Interface			
Sound System with (2) speakers & (2) stands			
PCDI			
Computer Speakers			
8 Channel Mixer			
8' Tripod Screen			
6' Tripod Screen			
LCD Projector			
Safe Lock - LCD Projector Stand			
Advancer			
HDMA Distribution Amplifier			
For additional items not listed above, please call for quote.			
EQUIPMENT TOTAL	1		
DELIVERY (15 % of of line 1)	2		
DRAYAGE (10 % of Equipment Rental Only)	3		
<i>Orders Received after will be subject to an ADDITIONAL 25% CHARGE</i>			
TOTAL DUE			
Delivery Information			
On-Site Contact:	Onsite PH#:		
E-Mail Address:			
Booth #:	Room #:		
Delivery Date & Time:	Pickup Date & Time:		

APEC 2024
February 25-29, 2024
Long Beach Convention Center
Long Beach, CA



EXHIBIT ORDER

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If you do not have the latest version of Adobe Reader, you must fill out totals manually.

Customer Information		
Customer Name:		
Company Name:		
Address:		
City:	State:	Zip:
Ordered By:	Phone:	
E-mail Address:	Fax:	
Method of Payment		
<p>Please fill out name and e-mail address of cardholder. You will receive a link via email from Chase Bank to complete payment.</p>		
Cardholder's Name (as appears on card):		
Cardholders E-mail:		
Cancellation Policy:		
⇒ CANCELLATIONS:		
A) Cancellation of equipment ordered must be received 72 HOURS PRIOR to delivery date to avoid a minimum one day charge.		
B) If services have already been provided at the time of cancellation, 100% OF ORIGINAL CHARGES will be applied.		
Return for Processing		
Diversified Staging		
E-Mail: orders@diversifiedstaging.com		
Onsite Contact - Carlos Valdez - Mobile: 630.461.0018		



IAEE

Exhibitions and Events Mean Business

International
Association of
Exhibitions and Events®

Guidelines for Display Rules and Regulations

2019 North American Update



The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2019 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the **Guidelines** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

Important Note: Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



International
Association of
Exhibitions and Events®

TABLE OF CONTENTS

LINE-OF-SIGHT STYLE	1
Linear Booth.....	1
Corner Booth.....	2
Perimeter Booth	2
End-cap Booth	3
Peninsula Booth	4
Split Island Booth	5
Island Booth	6
Extended Header Booth 20ft (6.10m) or Longer	7
CUBIC CONTENT STYLE	8
OTHER IMPORTANT CONSIDERATIONS	8
Remote-Controlled Devices	8
Canopies and Ceilings	9
Hanging Signs & Graphics	9
Towers and Multi-story Exhibits.....	9
ISSUES COMMON TO ALL BOOTH TYPES	10
U.S. AMERICANS WITH DISABILITIES ACT (ADA)	10
Structural Integrity.....	10
Flammable and Toxic Materials	11
Hazardous Waste.....	11
Storage	11
Electrical	11
Lighting.....	12
Demonstrations.....	12
Sound/Music.....	13
Vehicles	13
ADVISORY NOTES TO EXHIBITION ORGANIZERS.....	14
Fire Equipment.....	14
Hanging Signs.....	14
Hardwall Booths.....	14
Perimeter Openings.....	14
Pipe and Drape	14
Product Height	14
Height Variances	14
Environmental Responsibility.....	15
GUIDELINES FOR DISPLAY RULES AND REGULATIONS 2019 TASK FORCE	15

IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event.

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR BOOTH

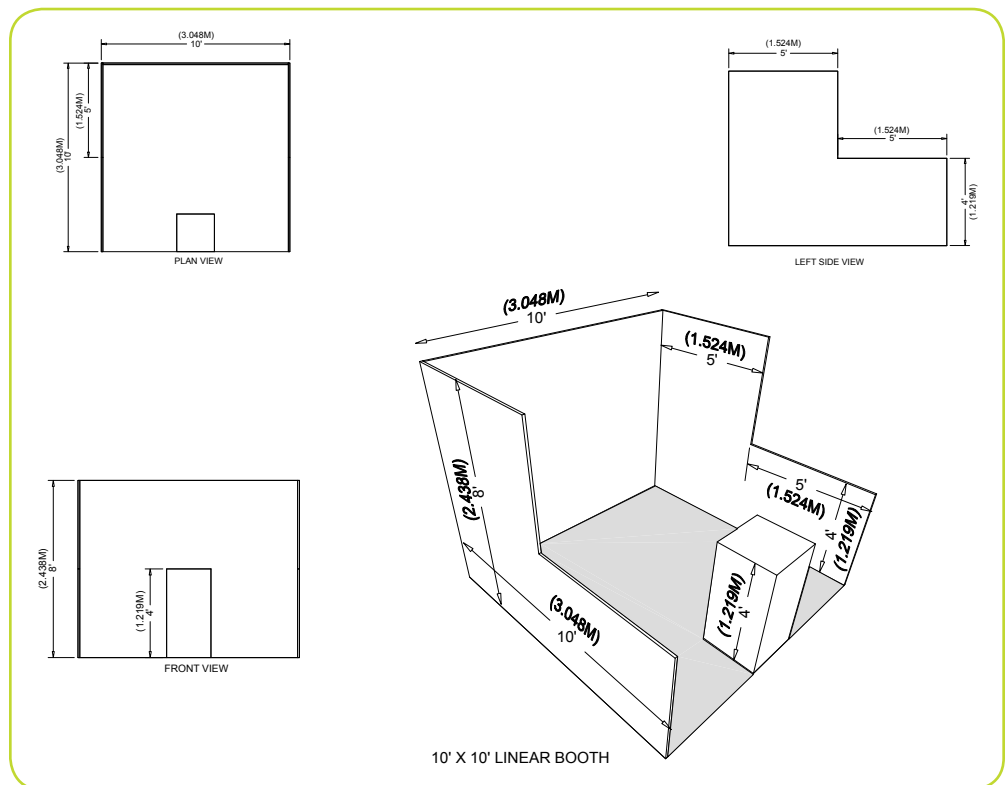
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

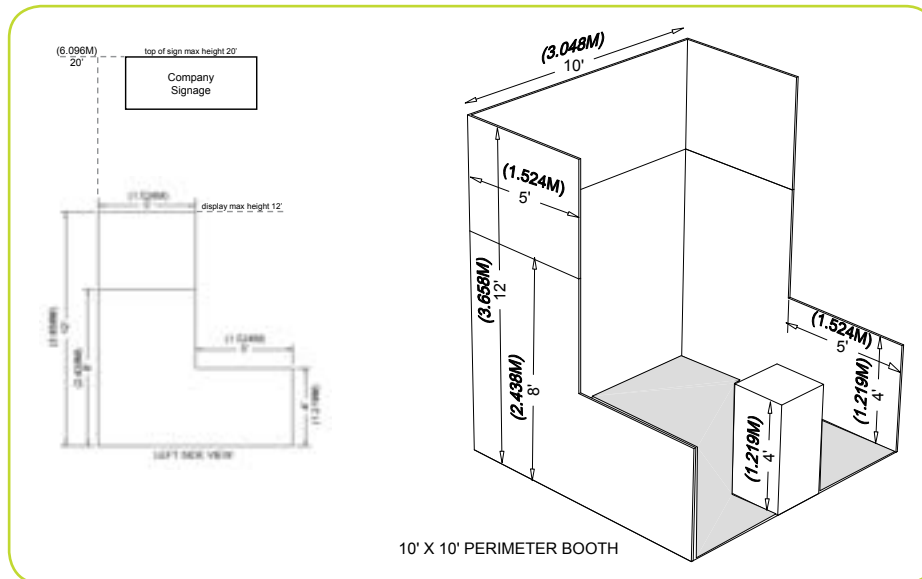


CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

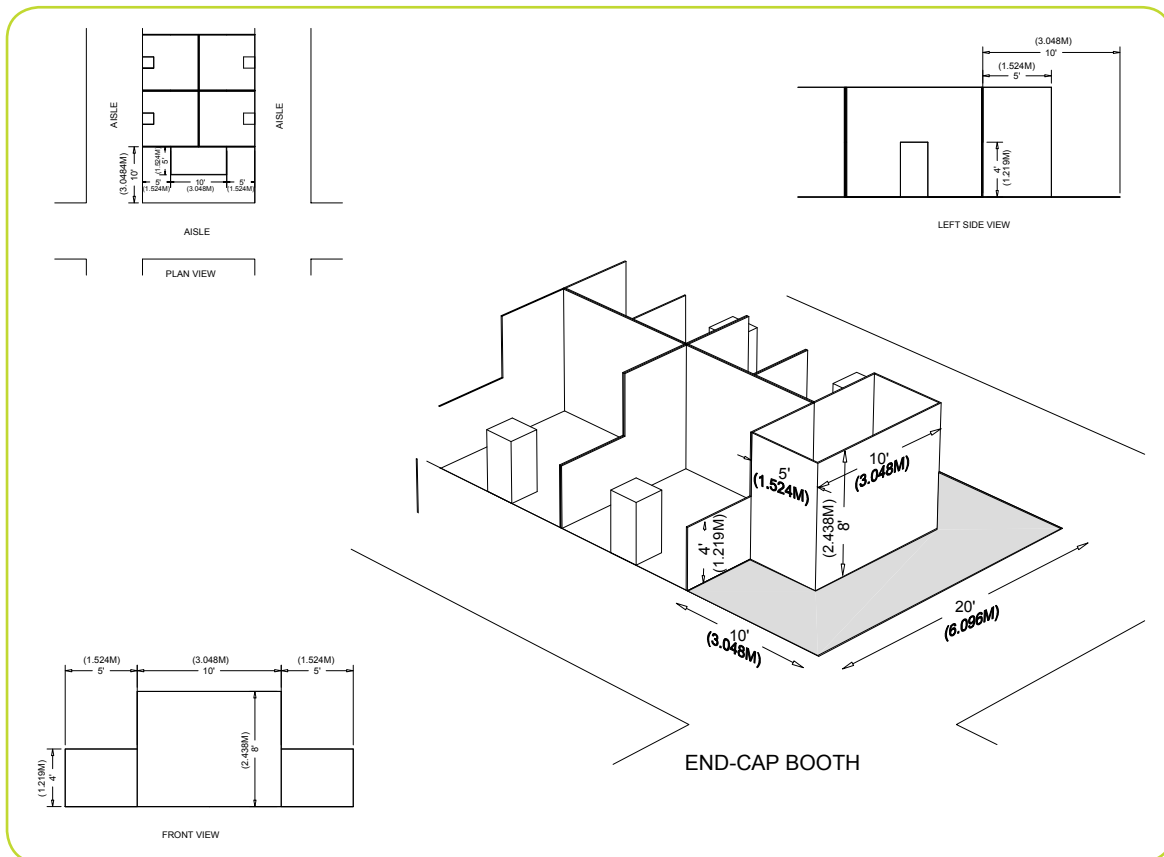


Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

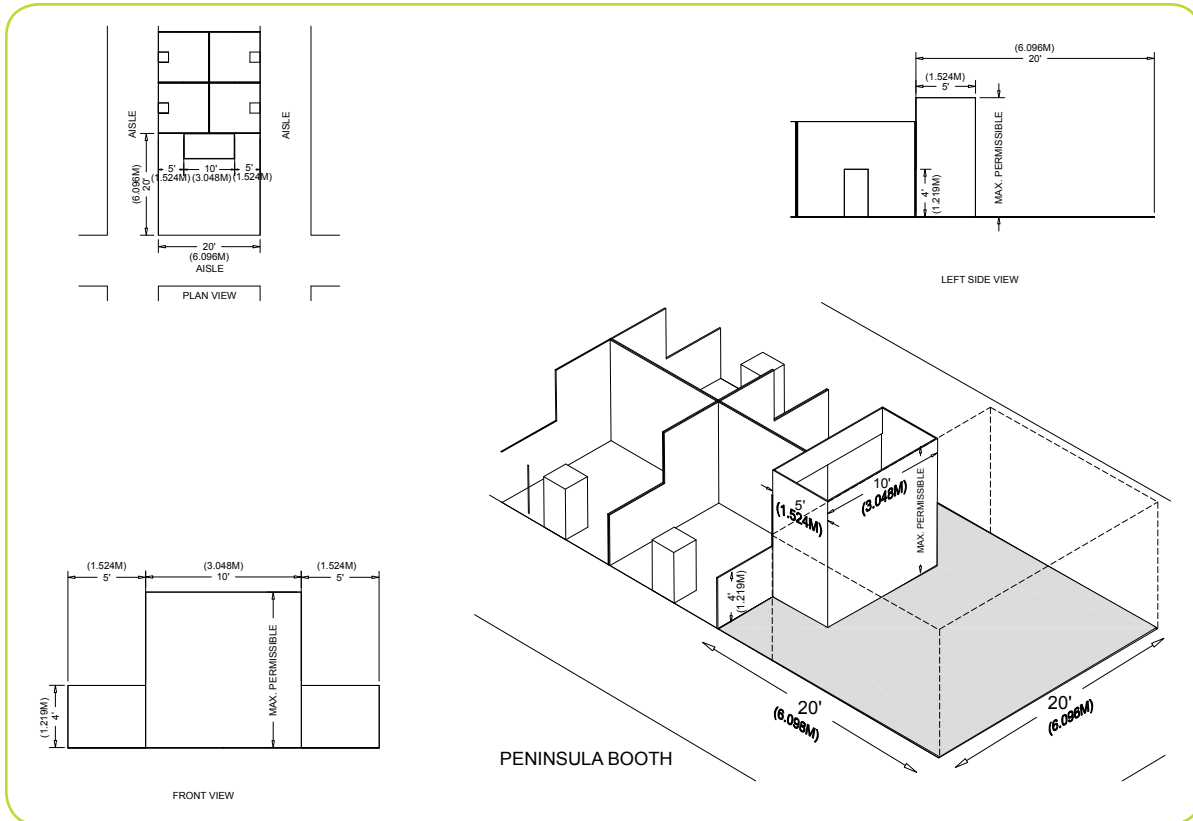


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

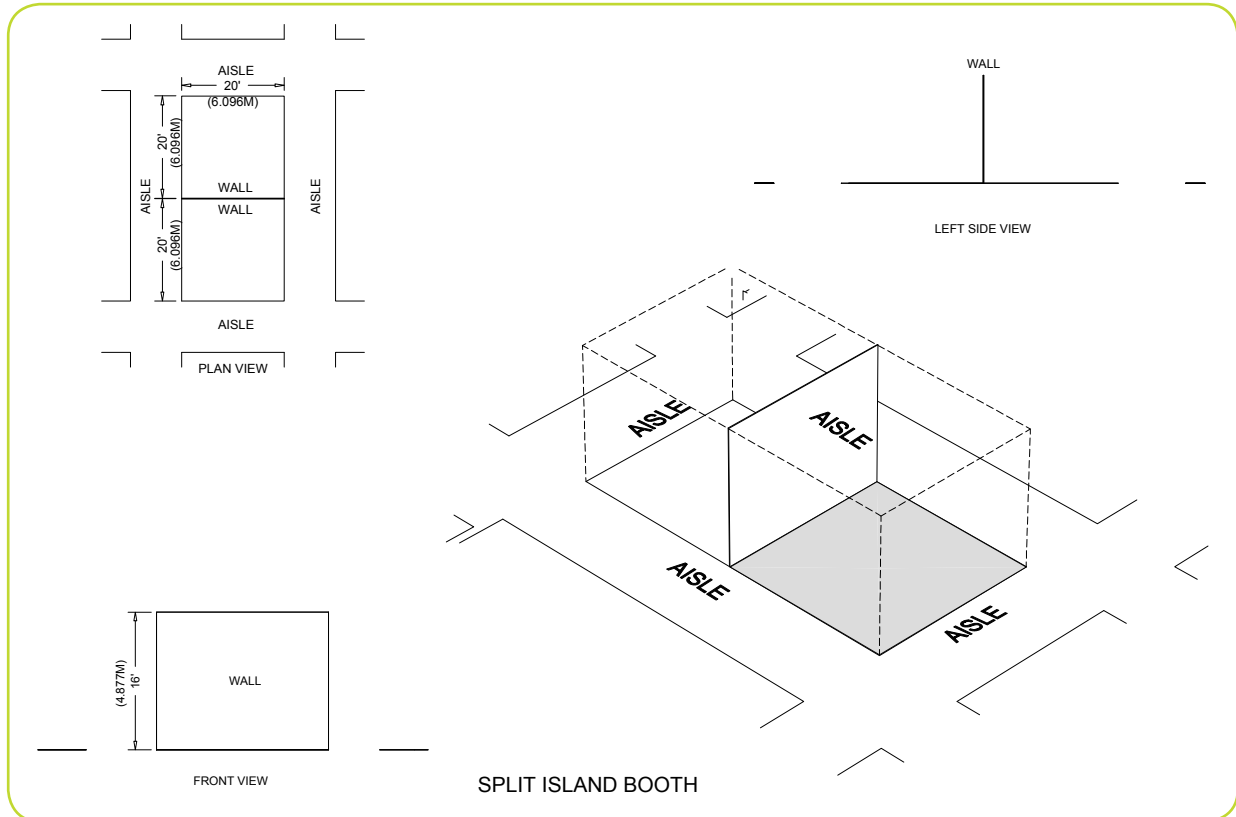


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.

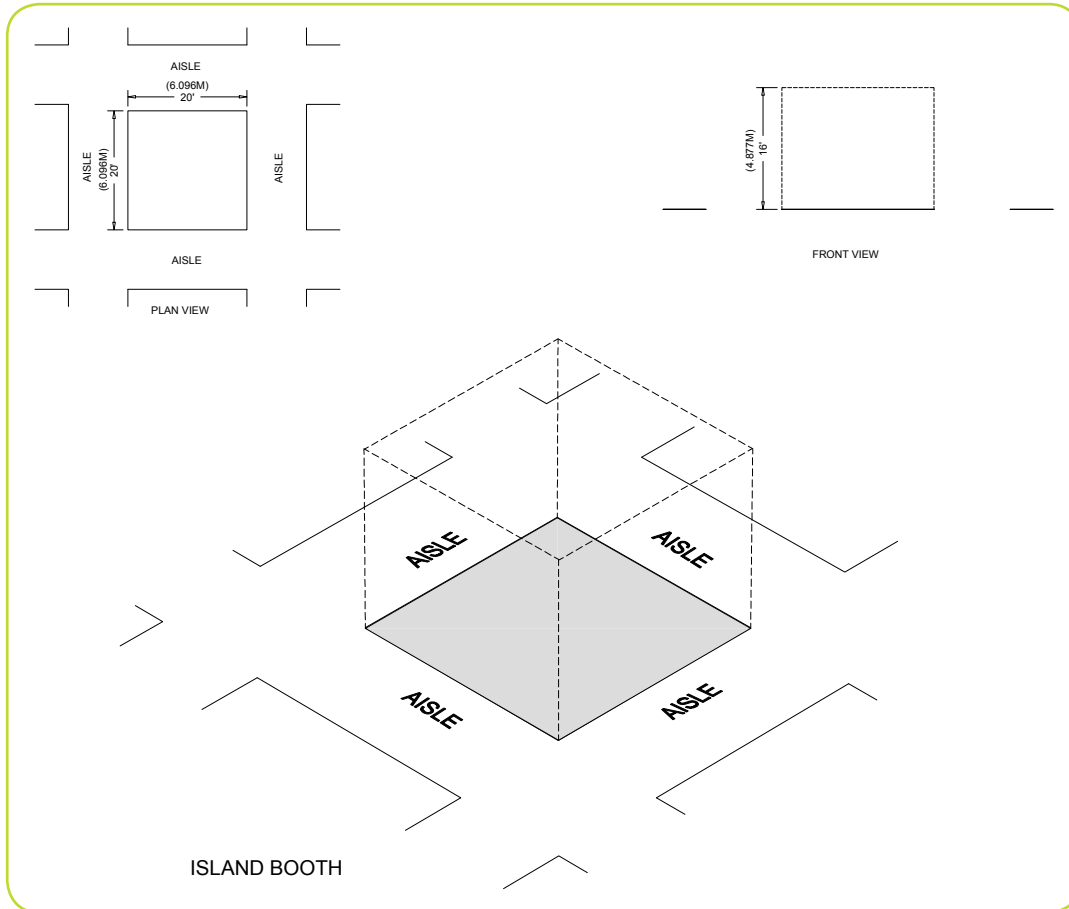


Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

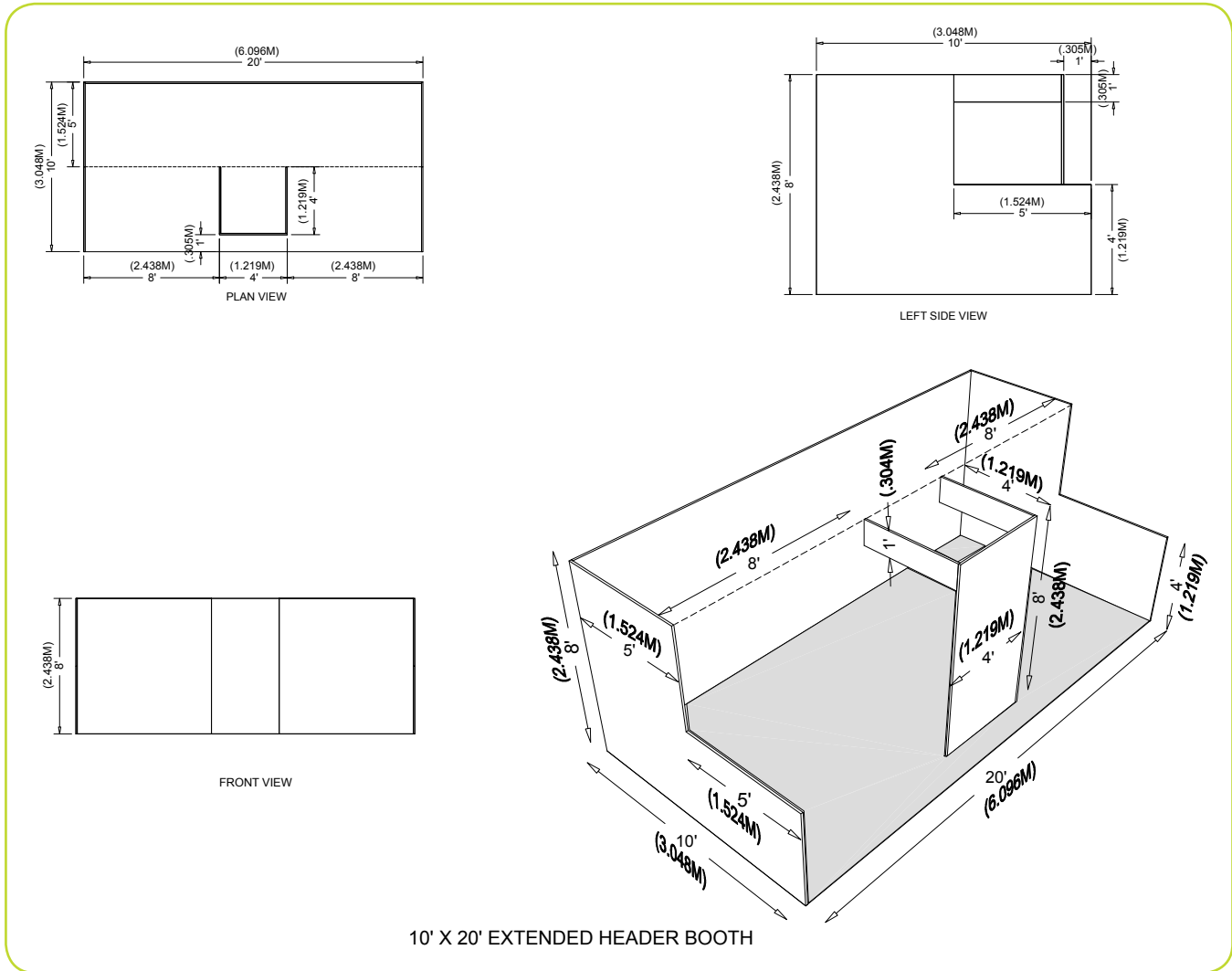


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the [IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space](#).

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

HANGING SIGNS & GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer’s discretion. Drawings should be available for inspection.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

ELECTRICAL

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

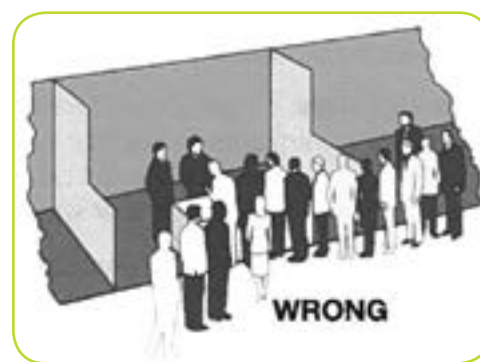
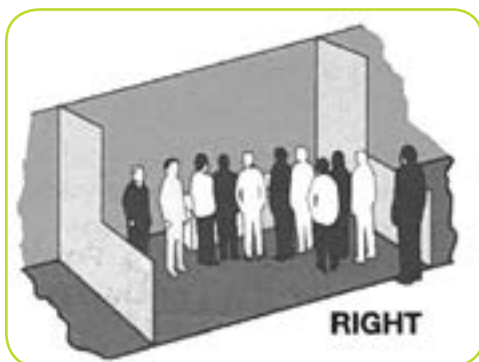
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel.



SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](#), [BMI](#) and [SESAC](#), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs. (See page 2 for details and a diagram for hanging signs in Perimeter Booths.)

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.