AFP 2026

NOVEMBER 8-11 | LAS VEGAS

EXHIBITOR SERVICES KIT

AFP 2026

November 8-10, 2026
Mandalay Bay Resort & Convention Center
Las Vegas, NV

AFP 2026 RULES & REGULATIONS FOR EXHIBITORS

Welcome to AFP 2026

Thank you for exhibiting at the AFP Annual Conference. This kit contains important rules, deadlines, registration details, and operational guidelines to help you have a successful experience.

---

1. EVENT LOCATION

All exhibits, sessions and attendee meals will take place at:

Mandalay Bay Convention Center
3950 Las Vegas Boulevard South
Las Vegas, NV 89119, US

---

2. OFFICIAL CONFERENCE HOURS

Exhibitors may not host external events during official conference hours.

Date	Time
Sunday, November 8th	9:00 AM – 9:00 PM
Monday, November 9th	7:30 AM – 5:00 PM *(Events may start at 5:15 PM)*
Tuesday, November 11th	7:30 AM – 5:30 PM *(Events may start at 5:45 PM)*
Wednesday, November 12th	8:30 AM – 11:00 AM

Note: Conference hours are subject to change to the sole discretion of AFP.

---

3. EXHIBIT HALL HOURS

Date	Time
Sunday, November 8th	6:00 PM – 7:30 PM
Monday, November 9th	9:00 AM – 5:00 PM
Tuesday, November 10th	9:00 AM – 5:30 PM

Note: Conference hours are subject to change to the sole discretion of AFP

---

4. EXHIBIT RULES & GUIDELINES

General Rules

- No one under **21 years of age** is permitted to attend any conference function or on the exhibit hall.
- All booths must comply with **IAEE guidelines**.
- Maximum height for **island booths: 20 feet**.
- Exhibitors must follow all **Mandalay Bay Convention Center rules and regulations**.

Booth Design Requirements

- Booths **20'x20' or larger** must submit designs for approval.
- Custom booth drawings are due by **Monday, October 9th**.

---

5. PROHIBITED CONDUCT

- Exhibitors/Sponsors (or any conference attendee) are prohibited to utilize area other than their assigned exhibit space, at any AFP conference site. Prohibited conduct includes, but is not limited to, marketing, sales, distribution of promotional materials or any other activities conducted outside of your assigned exhibit space. This includes selling in the aisles or at any other event relating to AFP 2026.
- Except for official AFP activities, no exchange of monies consisting of, but not limited to, cash, credit cards, checks, or signing of purchase orders or contracts is allowed within the confines of the exhibit hall during the conference.
- Booth substitutions are not accepted for exhibiting companies except when there has been a merger or acquisition.
- AFP does not permit exhibitors to use balloons anywhere in the exhibit hall.
- No nails or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Engineering at the convention center and AFP. All property destroyed or damaged by exhibitors must be replaced in its original condition by the exhibitor or at the exhibitor's expense.
- The logo for the Association for Financial Professionals is trademarked and cannot be used by any exhibitor in any manner (including on a booth or in promotional materials) without the express written permission of AFP.
- Except for signage within the approved limits of an exhibit space, signs are not allowed in any of the conference facilities (convention center or hotels) unless approved in advance by AFP 2026 management.
- Exhibitors/Sponsors are prohibited from dismantling their booth prior to the official closing of the exhibition hall. Booths should remain intact, clean, and free of crates and/or boxes until the show concludes. Early dismantling may be subject to a fee.

---

6. Photography & Videography Policy

- Filming or photography of any sessions or anywhere within the Mandalay Bay Convention Center is strictly prohibited unless approved by AFP.
- If approval is granted, filming and photography are only permitted within your assigned booth space.
- Any photography or videography conducted outside of your booth without authorization will result in immediate removal from the convention center.
- Violators will not be permitted to re-enter the AFP 2026 Conference.

---

7. BOOTH EQUIPMENT

Standard Booth Includes:

- 8’ black backdrop
- 36” side rails
- Exhibitor ID sign

Turnkey Booth Includes:

- 1 electrical outlet (for monitor)
- One 55” monitors (depending on booth size)
- Reception counter (5’ or 8’ depending on booth size) with graphics
- Backwall with graphics (provided by exhibitor to T3 Expo)
- One 30” bar table and three bar stools
- Wastebasket
- Standard grey carpet
- Pre-show cleaning
- Two, four or six (depending on booth size) lead retrieval app licenses
- Two, four or eight (depending on booth size) full registrations

Carpet

- Aisle carpet provided (tuxedo style, subject to change)
- Booth carpet is **required**
    - All exhibits are required to have carpet or other professional flooring with no concrete floor exposed underneath. If your carpet/flooring is not installed by 12:00 p.m. on Sunday, November 8th carpet will be forced by T3 Expo at the Exhibitor’s expense.

Hanging Signs

- Allowed **only for island booths**
- Maximum height: **20 feet**

---

8. EXHIBITOR APPOINTED CONTRACTORS (EAC)

- Exhibitors must submit an EAC Form and a Certificate of Insurance (COI) if they are planning to use an Exhibitor Appointed Contractor. These forms must be submitted by **Friday, October 9, 2026.**

- The COI should include the following within the "Description of Operations" section:
    - Conference Name (AFP 2026)
    - Exhibitor Name
    - Booth Number
    - Dates the EAC will need access to the booth
    - The Association for Financial Professionals, AFP's Official Service Contractor, and Mandalay Bay Convention Center listed as "Additional Insured". See example below.
      COI Example:
      AFP 2026 (November 8 – 11, 2026)
      Booth #: Exhibitor:
      Additional Insured: Association for Financial Professionals, AFP's Official Service Contractor, and Mandalay Bay Convention Center
      EAC Form and Certificate of Insurance (COI) required
- Deadline: **Friday, October 9, 2026.**

COI must list:

- Association for Financial Professionals
- T3 Expo
- Mandalay Bay Convention Center as **Additional Insured**

---

9. FOOD & BEVERAGE (CATERING)

Looking to attract more traffic to your booth and create a memorable experience for attendees? Food and beverage service is a great way to stand out at AFP 2026. Whether you're planning a coffee break, light snacks, or a hosted reception, incorporating food and beverage into your booth can help drive engagement and spark meaningful conversations.

What's available?
A range of options including coffee service, beverages, snacks, and more flexible to fit your budget and goals.

How to get started:
View the full menu and order details click here.

Please note: Outside food and beverages are **NOT** permitted in the exhibit hall. All catering orders must be placed through AFP—and this is an easy way to **customize your booth experience**.

We recommend placing your order early to ensure availability and allow ample time for planning. If you have any questions or need recommendations, feel free to reach out exhibiting@financialprofessionals.org.

---

10. SAFETY & FIRE REGULATIONS

- All materials must be **non-flammable.**
- Fire exits must remain clear at all times.
- Non-compliant materials will be removed at exhibitor expense.

---

11. SHIPPING & STORAGE

See Shipment Information in the kit for more information.

- No onsite storage available
- Ship materials to the **official general contractor**
- Only **one-day supply** of materials may be kept in booth space

Advance Warehouse Shipments

- Advance shipments will be accepted beginning on **Friday, October 2, 2026** through **Thursday, October 29, 2026** between the hours of 8:00 am – 4:00 pm.
- Shipments received after Thursday, October 29, 2026 will be charged an additional 30% per pound.

Direct to Show Site Shipments

- Direct shipments are accepted starting on **Thursday, November 5, 2026** beginning at 6:00 pm and throughout published event hours.
- Please note when overtime rates apply as stated on Material Handling pages.

---

12. SECURITY

- AFP shall provide perimeter security service and reasonable care for exhibitor's displays, equipment and materials. Uniformed security guards shall patrol the exhibit areas at the convention center during the period of installation, during the show and during dismantling.

- Provisions have been made for the convention center to check the locks on all doors, consistent with fire regulations, to minimize any problems when the show is closed. The security guards shall patrol the entire exhibit hall area and call to the attention of AFP any and all infractions of rules or potential security risk.

- The convention center has been requested to provide all their employees with identification badges or uniforms to avoid allowing any persons other than the night

clean-up crews into the exhibit area when the show is closed. All drayage and decorating personnel shall be identified. In each case, this has been discussed with service management so that we may avoid any unauthorized personnel in the area during installation, during the show and during dismantling. All exhibitors and attendees are required to wear their official conference badges at all times. Anyone without proper ID shall be refused admittance into the exhibit hall. This security check is for your protection.

- Exhibitors agree that the provision of such security service constitutes adequate discharge of all obligations of AFP to supervise and protect exhibitor's property within the exposition. Exhibitors have the option to hire booth security to protect their exhibits, using the official security agency for the conference.

- Exhibitors are reminded that this is an open booth show and that the primary responsibility for the safeguard of the exhibit and equipment rests with the exhibitor. Neither the AFP, the convention center, the security contractor, the general contractor, nor any of their officers, agents, representatives or employees assumes any responsibility for such property at any time.

---

13. EXHIBITOR REGISTRATION

The main point of contact listed in the Exhibitor Contract will have access to the Exhibitor Portal. The following tasks can be completed in this exhibitor portal:

- Assign complimentary conference badges
- Purchase and register additional conference attendees.
- Make substitutions.

Complimentary Badges

Based on booth size (example):

Booth Size	Full Conference	Expo Only
10x10	2	0
20x20	8	1
30x40	24	1

Additional Registrations (Full Conference)

- $1,449 (Early – June 26)
- $1,700 (June 26 – October 2)
- $1,820 (After October 2)

Expo-Only Passes

- $1,300 (Early – October 2)
- $1,500 (After October 2)

Important Notes

- AFP does **NOT** provide refunds on any purchased exhibitor registrations, substitutions are permitted.

- Badge sharing is prohibited
- Lost badge replacement fee: **$50**

---

14. HOUSING INFORMATION

Housing is managed by:

Convention Management Resources (CMR)
Phone: 800.618.4242
Email: afpsupport@cmrus.com

Key Dates

- Rooming List Due: **September 4, 2026**
- Reservation Cutoff: **Monday, October 12, 2026**
- Cancellation Deadline: **Friday, October 2, 2026**

For more information check out the Official Housing website.

---

14. KEY DEADLINES

- Registration Price Increase: **June 26, 2026**
- Rooming List Deadline: **September 4, 2026**
- Registration Deadline: **October 2, 2026**
- Turnkey Artwork Submission: **October 9, 2026**
- EAC Form Deadline: **October 9, 2026**
- Advance Shipping Deadline: **October 29, 2026**
- Booth Setup Complete: **November 8, 2026 (by 2:00 PM)**

---

15. INSTALL & DISMANTLE SCHEDULE

Move-In

- Thursday, November 5th: 6:00 PM – 10:00 PM *((BOOTHS 401+ NSF AND ABOVE ONLY)*
- Friday, November 6th: 8:00 AM – 5:00 PM
- Saturday, November 7th: 8:00 AM – 5:00 PM
- Sunday, November 8th: 8:00 AM – 2:00 PM (Expo Hall opens at 6:00 PM Sunday, November 8th)

Move-Out

- Tuesday, November 10th: 5:30 PM – 10:00 PM
- Wednesday, November 11th: 8:00 AM – 5:00 PM
- Carrier Check-in - Wednesday, November 11 – by 2:00 pm

16. AFFILIATE EVENTS

- To be approved to host a function at one of the AFP contracted hotels, Exhibitor or Sponsors must complete this form in its entirety. The Events Team will review and contact the points of contact within three business days after receiving the completed form.
- By completing the form, the Company acknowledges that they are aware of and will not request an event that will begin or conflict with AFP Official Conference hours.
- **Affiliate Events Request Form:** https://app.smartsheet.com/b/form/019c251d7fca78358a19e4127cb7c810

18. COMPANY PROFILE & LOGO

AFP will include your company's information in the AFP 2026 Conference Mobile App. Please confirm your company information, description, and service categories below by **Friday, August 28, 2026.** Please share your company logo with us please by clicking here and uploading your high-resolution logo in the two formats below:

Example for how to save your logo:

- [Company Name]_300x600
- [Company Name]_600x72

Website Logo Requirements

- Full color in a JPEG, JPG or GIF format.
- This file should be at least 600px wide or tall at 72dpi and have a transparent background.

Mobile App Logo Requirements

- The logo should be scaled as large as possible to fit proportionally within 300 pixels in height X 600 pixels in width, without additional white space surrounding the outer edges of your logo.
- JPEG/JPG/PNG/GIF file of your full color logo.

19. LEAD RETRIEVALS

Lead Retrieval Services for the AFP Conference are available from American Tradeshow Services (ATS). All exhibitors requiring lead retrieval services must work directly with ATS and complete the required forms. This includes turnkey exhibitors.

Important Dates

- Prices increase after **Friday, October 9, 2026**

Standard Booth

To complete the order form online, click the link below.

- Regular Booth Lead Retrieval Services Order Form

Turnkey Booths

A limited number of lead retrieval app licenses are included with your turnkey package and are based on the size of your booth.
Please complete the order form online by clicking the link below, applicable to your booth size to place your order.

- 10x10 Turnkey Booth Lead Retrieval Services Order Form
- 10x20 Turnkey Booth Lead Retrieval Services Order Form
- 20x20 Turnkey Booth Lead Retrieval Services Order Form

Helpful Hints

- Lead Retrieval 101
- Questions? Call: 985-809-0600
- Email order forms to: orders@american-tradeshow.com
-

---

20. CONTACTS

AFP Exhibiting Team

Kaitlyn Kewley
Exhibits & Events Manager
kkewley@financialprofessionals.org
301-961-8812

General Exhibitor Questions

exhibiting@financialprofessionals.org

Sales & Sponsorship

Kevin Boyle – kboyle@financialprofessionals.org
Rachel Barkin – rbarkin@financialprofessionals.org

T3 Expo

Customer Service: monica_afp@t3expo.com

Need Help?

For any questions, please contact the AFP Exhibiting Team at exhibiting@financialprofessionals.org

Welcome

Dear AFP 2026 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for AFP 2026. 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. For questions or support, contact us between 9:00 am – 5:00 pm EST, by emailing help@t3expo.com or call +1.888.698.3397. Please allow up to 24 business hours for a response.

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

Use our INTERACTIVE TABLE OF CONTENTS for EASY NAVIGATION

Table of Contents

T3 EXPO INFORMATION
Show Information 14
Important Dates & Deadlines Checklist 15
Preshow Checklist 16
On-site Checklist 17

T3 BOOTH INFORMATION
10' x 10' Turnkey Package 19
10' x 20' Turnkey Package 20
20' x 20' Turnkey Package 21
10' x 10' Demo Room 22
10' x 20' Demo Room 23

T3 SERVICE INFORMATION & FORMS
Print Production Artwork Requirements 25
Carpet Options 26
Carpet & Padding Order Form 27
Vinyl Flooring Order Form 28
Furniture – Standard Chairs 29
Accessories / Pipe & Drape 30
Furniture / Accessories / Pipe & Drape Order Form 31
Display Tables & Counters 32
Display Tables & Counters Order Form 33
Display Labor & Forklift Order Form 34
Hanging Sign Order Form 35
Hanging Sign Description & Position 36
Accessible Storage Order Form 37
AFR Furniture Rental Catalog & Order Forms 38
CORT Tradeshow Furniture Catalog & Order Forms 39

SHIPPING INFORMATION
Material Handling 41
Shipping Addresses 42
Marshalling Yard Information & Maps 43
Vehicle Spotting Fee 44
Cartload Service 45
Allstates WorldCargo Freight Form 46
Advance Shipment Labels 47
Direct Shipment Labels 48
Hanging Sign Advance Shipment Labels 49

ADDITIONAL INFORMATION & FORMS
Key Contacts 51
Payment Information 52
Notification Of Intent To Use EAC 53
Third Party Authorization 54
United States Fire Department Regulations 55
Las Vegas, NV Labor Guidelines 56

T3 EXPO INFORMATION

Show Information

Location

Mandalay Bay Resort & Convention Center
3950 S Las Vegas Blvd
Las Vegas, NV 89119

Exhibit Hall

Bayside CD

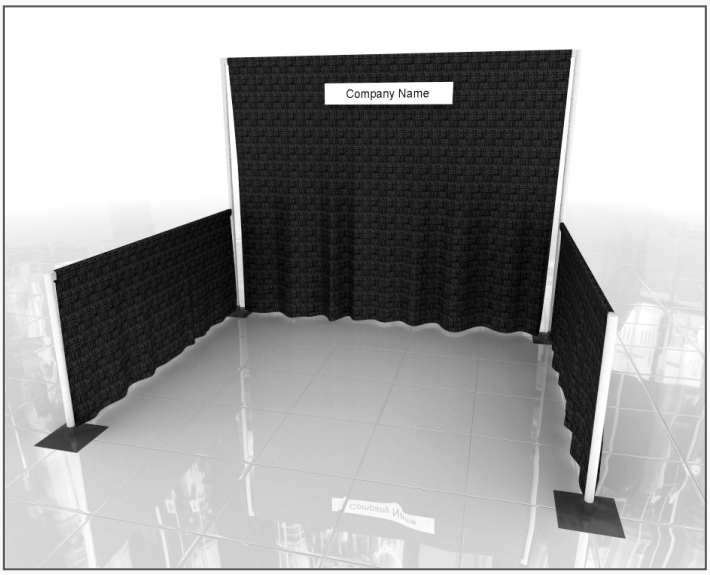
Booth Package

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/Table – Black
- Aisle Carpet – Tuxedo



The booth space is not carpeted and the floor is concrete. Carpeting may be ordered in this kit or at order.t3expo.com.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
BOOTHS 401+ NSF AND ABOVE ONLY Thursday, November 5 1:00 pm – 5:00 pm	Sunday, November 8 6:00 pm – 7:30 pm	Tuesday, November 10 5:30 pm – 10:00 pm	Wednesday, November 11 by 2:00 pm
Friday, November 6 8:00 am – 5:00 pm	Monday, November 9 9:00 am – 5:00 pm	Wednesday, November 11 8:00 am – 5:00 pm	–
Saturday, November 7 8:00 am – 5:00 pm	Tuesday, November 10 9:00 am – 5:30 pm	–	–
Sunday, November 8 8:00 am – 2:00 pm*	–	–	–

*Expo Hall opens at 6:00 pm Sunday, November 8.

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

Important Dates & Deadlines Checklist

- ☐ Friday, October 2, 2026 ..... Turnkey and Demo Room Order Deadline
- ☐ Friday, October 2, 2026 ..... Receiving at Advance Warehouse Begins
- ☐ Friday, October 9, 2026 ..... Turnkey and Demo Room Artwork Submission Deadline
- ☐ Friday, October 9, 2026 ..... Exhibitor Appointed Contractor Form Deadline
- ☐ Friday, October 9, 2026 ..... Audio Visual Advance Discount Deadline
- ☐ Friday, October 16, 2026 ..... Turnkey and Demo Room Artwork Approval Deadline
- ☐ Friday, October 16, 2026 ..... T3 Service Orders Advance Discount Deadline
- ☐ Friday, October 16, 2026 ..... Custom Furniture Advance Discount Deadline
- ☐ Thursday, October 29, 2026 ..... Last Day for Advance Shipments to Arrive without Surcharges
- ☐ Thursday, November 5, 2026 ..... Direct Shipments to Show Site May Begin Arriving After 1:00 pm
- ☐ Sunday, November 8, 2026 ..... All Exhibits Must Be Set by 2:00 pm
- ☐ Wednesday, November 11, 2026 ..... All Carriers Must Check In by 2:00 pm

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.
- 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.).
- Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
- Label your freight correctly with your company name, booth number, event/AFP 2026 and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
- 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, if applicable**

- 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, if applicable**

- 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.

T3 BOOTH INFORMATION

T3 expo®
Save money. Grow your event.

AFP 2026
NOVEMBER 8-11 | LAS VEGAS

AFP 2026
November 8-11, 2026
Mandalay Bay Resort & Convention Center
Las Vegas, NV

Exhibitor Order Deadline: .....**Friday, October 2, 2026**
Artwork Submission Deadline: .....**Friday, October 9, 2026**
Artwork Approval Deadline:..... **Friday, October 16, 2026**
An additional $1,152.50 rush fee will be added to the total price of the package if graphic files are received after Friday, October 9, 2026.

10' x 10' Turnkey Package



10' x 10' Exhibitor Turnkey Inclusions

- 9'w x 8'h Custom Graphic Back Wall
- 10' x 10' Standard Carpet – Gray
- (1) 55" Monitor
- (1) R4 Counter & Printed Kick Panel
- (1) 30" Round White Bar Top - Tulip Base
- (3) Nexus Stools
- (1) Wastebasket
- 10 amp Electrical Drop for Backwall only
- Lead Retrieval License
- Labor to Install and Dismantle
- Pre-show Clean Only

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.

Please Note

No structural customizations other than what is listed will be permitted.

Please contact AFP for ordering information.

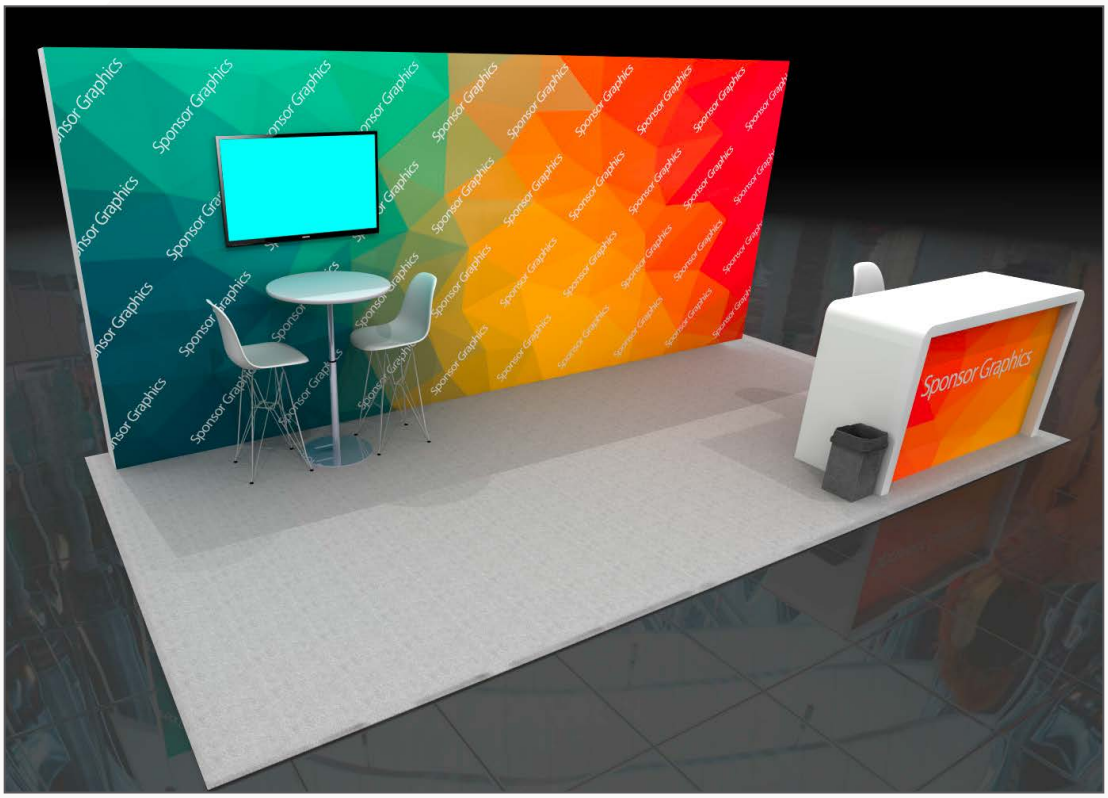
T3 expo®
Save money. Grow your event.

AFP 2026 NOVEMBER 8-11 | LAS VEGAS

AFP 2026
November 8-11, 2026
Mandalay Bay Resort & Convention Center
Las Vegas, NV

Exhibitor Order Deadline: .....**Friday, October 2, 2026**
Artwork Submission Deadline: .....**Friday, October 9, 2026**
Artwork Approval Deadline:..... **Friday, October 16, 2026**
An additional $2,005.00 rush fee will be added to the total price of the package if graphic files are received after Friday, October 9, 2026.

10' x 20' Turnkey Package



10' x 20' Exhibitor Turnkey Inclusions

- 18'w x 8'h Custom Graphic Back Wall
- 10' x 20' Standard Carpet – Gray
- (1) 55" Monitor
- (1) R5 Counter & Printed Kick Panel
- (1) 30" Round White Bar Top - Tulip Base
- (3) Nexus Stools
- (1) Wastebasket
- 10 amp Electrical Drop for Backwall only
- Lead Retrieval License
- Labor to Install and Dismantle
- Pre-show Clean Only

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.

Please Note

No structural customizations other than what is listed will be permitted.

Please contact AFP for ordering information.

T3 expo®
Save money. Grow your event.

AFP 2026
NOVEMBER 8-11 | LAS VEGAS

AFP 2026
November 8-11, 2026
Mandalay Bay Resort & Convention Center
Las Vegas, NV

Exhibitor Order Deadline: .....**Friday, October 2, 2026**
Artwork Submission Deadline: .....**Friday, October 9, 2026**
Artwork Approval Deadline:..... **Friday, October 16, 2026**
An additional $4,998.75 rush fee will be added to the total price of the package if graphic files are received after Friday, October 9, 2026.

20' x 20' Turnkey Package





20' x 20' Exhibitor Turnkey Inclusions

- (1) 10'w x 8'h Center Tower
- (2) Double-Sided Kiosk
- 20' x 20' Standard Carpet – Gray
- (1) 80" Monitor
- (4) 55" Monitor
- (4) R4 Counter – White
- (1) R4 Counter & Printed Kick Panel
- (3) 30" Round White Bar Top - Tulip Base
- (10) Nexus Stools
- (1) Wastebasket
- 10 amp Electrical Drops for Backwalls only
- Lead Retrieval License
- Labor to Install and Dismantle
- Pre-show Clean Only

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.

Please Note

No structural customizations other than what is listed will be permitted.

Please contact AFP for ordering information.

T3 expo®
Save money. Grow your event.

AFP 2026
NOVEMBER 8-11 | LAS VEGAS

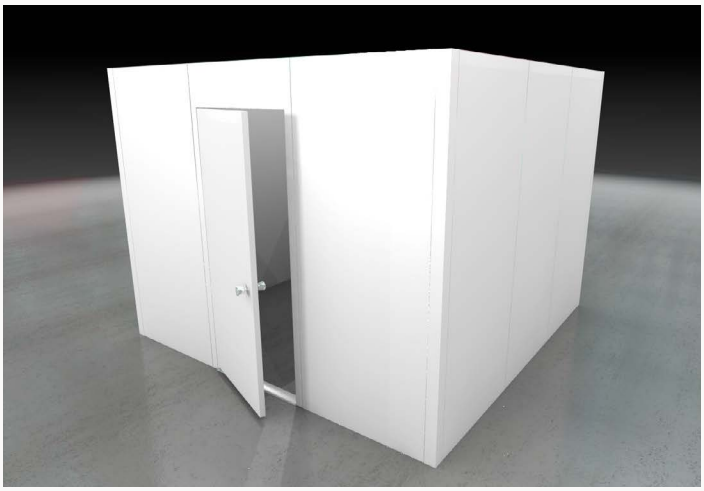
AFP 2026
November 8-11, 2026
Mandalay Bay Resort & Convention Center
Las Vegas, NV

Exhibitor Order Deadline: .....**Friday, October 2, 2026**
Artwork Submission Deadline: .....**Friday, October 9, 2026**
Artwork Approval Deadline:..... **Friday, October 16, 2026**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, October 9, 2026.

10' x 10' Demo Room

10' x 10' Demo Room Inclusions

- (1) Sintra Panel Room with (1) Locking Door
- (1) Door Header Panel with Sponsor Logo or Customize Graphics
- (1) 5-AMP outlet
- Carpeting is included – Tuxedo
- Furniture not included, order furniture via the exhibitor kit or order.t3expo.com



Graphic Upgrades

	Dimensions		Total Area			Price		Extended Price
Rigid Panels								
Outside	_____	x _____	= _____	sq. ft	x	$20.00	= $	_____
Inside	_____	x _____	= _____	sq. ft	x	$20.00	= $	_____
Fabric Panels								
Outside	_____	x _____	= _____	sq. ft	x	$35.00	= $	_____
Inside	_____	x _____	= _____	sq. ft	x	$35.00	= $	_____
							Subtotal: $	_____

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 #:_____

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.

Graphic Upgrades ..... **$** _____
Sales Tax 8.375%..... **$** _____
Estimated Upgrade Total ..... **$** _____
Pricing does not include electricity, internet connection or AV equipment.

T3 expo®
Save money. Grow your event.

AFP 2026
NOVEMBER 8-11 | LAS VEGAS

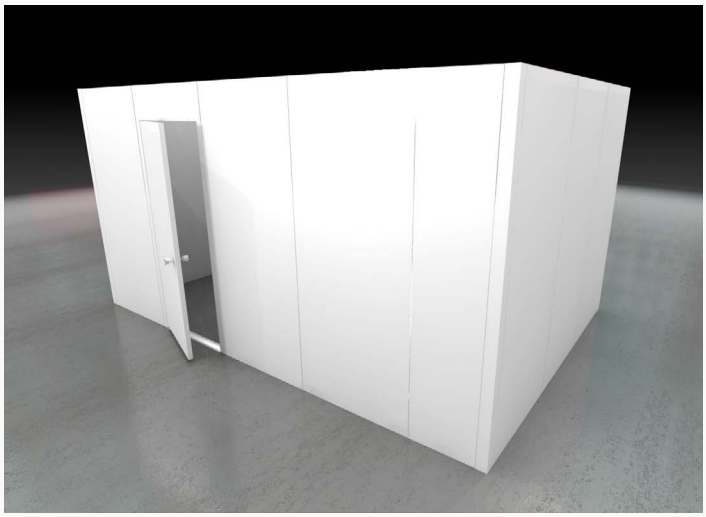
AFP 2026
November 8-11, 2026
Mandalay Bay Resort & Convention Center
Las Vegas, NV

Exhibitor Order Deadline: .....**Friday, October 2, 2026**
Artwork Submission Deadline: .....**Friday, October 9, 2026**
Artwork Approval Deadline:..... **Friday, October 16, 2026**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, October 9, 2026.

10' x 20' Demo Room

10' x 20' Demo Room Inclusions

- (1) Sintra Panel Room with (1) Locking Door
- (1) Door Header Panel with Sponsor Logo or Customize Graphics
- (1) 5-AMP outlet
- Carpeting is included – Tuxedo
- Furniture not included, order furniture via the exhibitor kit or order.t3expo.com



Graphic Upgrades

	Dimensions		Total Area			Price		Extended Price
Rigid Panels								
Outside	_____	x _____	= _____	sq. ft	x	$20.00	= $	_____
Inside	_____	x _____	= _____	sq. ft	x	$20.00	= $	_____
Fabric Panels								
Outside	_____	x _____	= _____	sq. ft	x	$35.00	= $	_____
Inside	_____	x _____	= _____	sq. ft	x	$35.00	= $	_____
							Subtotal: $	_____

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 #:_____

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.

Graphic Upgrades ..... **$** _____
Sales Tax 8.375%..... **$** _____
Estimated Upgrade Total ..... **$** _____
Pricing does not include electricity, internet connection or AV equipment.

T3 SERVICE INFORMATION & FORMS

Artwork Submission Deadline:
All artwork due by Friday, October 9, 2026

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

Artwork Submission and Template Download

CLICK HERE to upload your graphic files once they're complete or to 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

Carpet Options

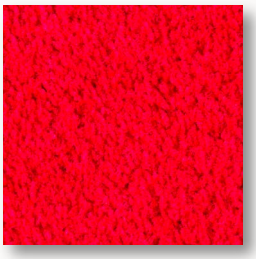
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet


Black


Green


Grey


Navy


Red


White

Standard Carpet – 16 oz. Nylon Carpet

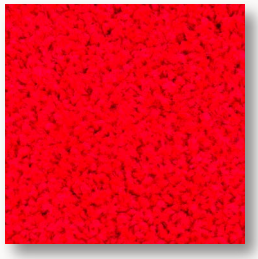

Black


Blue


Green


Grey


Navy


Red


Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 expo®
Save money. Grow your event.

AFP 2026
NOVEMBER 8-11 | LAS VEGAS

AFP 2026
November 8-11, 2026
Mandalay Bay Resort & Convention Center
Las Vegas, NV

T3 Advance Discount Deadline:
Order and payment due by Friday, October 16, 2026

Carpet & Padding Order Form

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

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

Booth Dimensions			Total Area			Discount Price	Standard Price	Extended Price
Size _____	x	_____	= _____	sq. ft	x	$10.63 or	$15.19	= $ _____

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
☐ 10' x 10'	$400.00	or	$571.43	$ _____
☐ 10' x 20'	$800.00	or	$1,142.86	$ _____
☐ 10' x 30'	$1,200.00	or	$1,714.29	$ _____
☐ 10' x 40'	$1,600.00	or	$2,285.71	$ _____

	Discount Price		Standard Price	Extended Price
☐ 20' x 20'	$1,600.00	or	$2,285.71	$ _____
☐ 20' x 30'	$2,400.00	or	$3,428.57	$ _____
☐ 20' x 40'	$3,200.00	or	$4,571.43	$ _____
☐ 30' x 30'	$3,600.00	or	$5,142.86	$ _____

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	$4.00 or	$5.71	= $ _____

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	$2.00 or	$2.86	= $ _____
Visqueen _____	x	_____	= _____	sq. ft	x	$1.67 or	$2.39	= $ _____

Subtotal: $ _____

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

Sales Tax 8.375% ..... **$** _____
Estimated Total Carpet & Padding ..... **$** _____

T3 Advance Discount Deadline:
Order and payment due by Friday, October 16, 2026

Vinyl Flooring Order Form

Vinyl Flooring

	Booth Dimensions	Discount Price		Standard Price		Extended Price
Please enter size:	10' x 10'	$1,252.00	or	$1,788.57	=	$ _____
	10' x 20'	$2,503.00	or	$3,575.71	=	$ _____
	10' x 30'	$3,755.00	or	$5,364.29	=	$ _____
	10' x 40'	$5,006.00	or	$7,151.43	=	$ _____

Custom Size – Custom size is required for larger, island or peninsula booths

Please enter size: Booth Dimensions | Total Area | Discount Price | Standard Price | Extended Price

Size _____ x _____ = _____ sq. ft x $12.52 or $17.89 = $ _____

Foam Padding

Please enter size: Booth Dimensions | Total Area | Discount Price | Standard Price | Extended Price

Size _____ x _____ = _____ sq. ft x $3.04 or $4.34 = $ _____



Light Maple



Dark Maple

Please select color:
(check one)

☐ Light Maple ☐ Dark Maple

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

Sales Tax 8.375% ..... **$** _____

Estimated Total Vinyl 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

A. Bag Stand – Chrome

B. Literature Holder – Acrylic 3 Tier

C. Poster Display Board

D. R4 Counter – 4' wide, Rounded Corners

R4 Counter with Custom Graphics *(not shown)*

E. Sign Easel

F. Display Showcase, 6'

G. Literature Stand

H. Sign Stand – 22"w x 28"h

I. Stanchion – 3' High Tension

J. Wastebasket


A


B


C


D


E


F


G


H

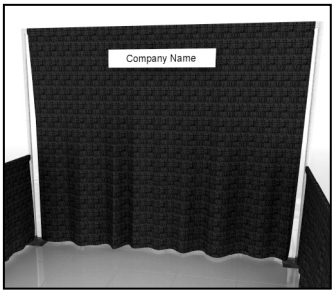

I


J

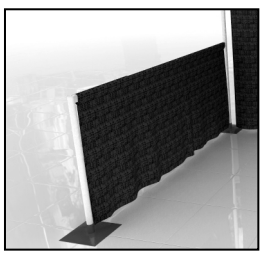
Pipe & Drape

A. 8' High Drape

B. 3' High Drape



A


B



PLEASE NOTE:
Colors and style may vary upon availability.

T3 Advance Discount Deadline:
Order and payment due by Friday, October 16, 2026

Furniture / Accessories / Pipe & Drape Order Form

Furniture

	Quantity		Discount Price		Standard Price		Extended Price
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	$335.00	or	$478.57	= $	_____
B. Side Chair – Black (FRN-SIDECHR-01a)	_____	x	$227.00	or	$324.29	= $	_____

Accessories

	Quantity		Discount Price		Standard Price		Extended Price
A. Bag Stand (ACC-001a)	_____	x	$360.00	or	$514.29	= $	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	$128.00	or	$182.86	= $	_____
C. Poster Display Board (ACC-055a)	_____	x	$372.00	or	$531.43	= $	_____
D. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	$900.00	or	$1,285.71	= $	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	$1,150.00	or	$1,642.86	= $	_____
E. Sign Easel (ACC-004a)	_____	x	$149.00	or	$212.86	= $	_____
F. Literature Stand (ACC-005a)	_____	x	$284.00	or	$405.71	= $	_____
G. Sign Stand – 22"w x 28"h (ACC-007a)	_____	x	$229.00	or	$327.14	= $	_____
H. Display Showcase, 6'	_____	x	$1,585.00	or	$2,264.29	= $	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	$160.00	or	$228.57	= $	_____
J. Wastebasket (ACC-010a)	_____	x	$44.00	or	$62.86	= $	_____

Pipe & Drape

	Quantity		Discount Price		Standard Price		Extended Price
A. Banjo Drape 8'H, Black (BDRP-8)	_____	x	$29.00	or	$41.43	= $	_____
B. Banjo Drape 3'H, Black (BDRP-3)	_____	x	$18.00	or	$25.71	= $	_____

Please Select Drape Color: (check one)

☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Grey ☐ Plum ☐ Red ☐ White

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

Sales Tax 8.375% ..... **$** _____
Est. Total Furn/Access/Pipe&Drape .. **$** _____

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

40"h round table, 30"d, Black Top
30"h round table, 30"d, Black Top



Skirting not available on round tables.

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

T3 Advance Discount Deadline:
Order and payment due by Friday, October 16, 2026

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	$299.00	or	$427.14	= $	_____
6'w x 2'd	_____	x	$346.00	or	$494.29	= $	_____
8'w x 2'd	_____	x	$404.00	or	$577.14	= $	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	$94.00	or	$134.29	= $	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____	x	$346.00	or	$494.29	= $	_____
6'w x 2'd	_____	x	$404.00	or	$577.14	= $	_____
8'w x 2'd	_____	x	$461.00	or	$658.57	= $	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	$109.00	or	$155.71	= $	_____

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	$116.00	or	$165.71	= $	_____
6'w x 2'd	_____	x	$154.00	or	$220.00	= $	_____
8'w x 2'd	_____	x	$187.00	or	$267.14	= $	_____
40" High Unskirted							
4'w x 2'd	_____	x	$154.00	or	$220.00	= $	_____
6'w x 2'd	_____	x	$187.00	or	$267.14	= $	_____
8'w x 2'd	_____	x	$223.00	or	$318.57	= $	_____
Round Tables							
Café Table, 40"h, 30"d, Black Top	_____	x	$205.00	or	$292.86	= $	_____
Café Table, 30"h, 30"d, Black Top	_____	x	$227.00	or	$324.29	= $	_____

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

Sales Tax 8.375% ..... **$** _____
Est. Total Display Tables & Counters . **$** _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union 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.

Display Labor (Hourly Rates)

	Straight Time	Overtime	Double Time
Labor	$188.00	$260.00	$354.00
T3 Supervised Labor	$245.00	$338.00	$461.00
Forklift and Operator (5,000 lbs)	$466.00	$518.00	$667.00

	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 expo®
Save money. Grow your event.

AFP 2026
NOVEMBER 8-11 | LAS VEGAS

AFP 2026
November 8-11, 2026
Mandalay Bay Resort & Convention Center
Las Vegas, NV

T3 Expo hangs signs up to 200 lbs. For signs over 200 lbs, truss, and motors, contact Mandalay Bay Resort & Convention Center (see Key Contacts page).

Hanging Sign Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse using the enclosed "Hanging Sign" labels and adhering to the dates on the labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 200 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor	$188.00	$260.00	$354.00
T3 Supervised Sign Assembly Labor	$245.00	$338.00	$461.00

Does the sign require assembly? ☐ Yes ☐ No
(assembly labor performed at rates above)

Requested Date & Time**

	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= $ _____
Dismantle _____	_____	x _____	x _____	= $ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	$1,028.00	$1,189.00	$1,351.00

Requested Date & Time**

	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= $ _____
Dismantle _____	_____	x _____	x _____	= $ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.
**We will do our best to accommodate the requested date and time.
Crew size is at the discretion of T3 Expo.

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: _____

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

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

☐ **Set-Up Instructions Attached**

☐ **Outbound Shipping Information Attached**
(for T3 Expo Supervised Dismantle only)

Estimated Total Hanging Sign.....**$** _____

T3 Expo hangs signs up to 200 lbs. For signs over 200 lbs, truss, and motors, contact Mandalay Bay Resort & Convention Center (see Key Contacts page).

Hanging Sign 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

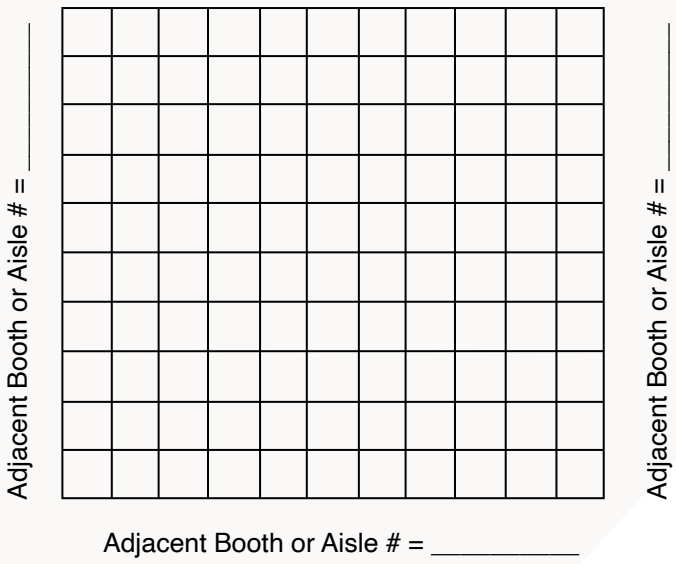
Position of Sign

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.

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

Accessible Storage 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 $4.10 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
$4.10 per sq. ft x	_____	sq. ft. x	_____	= $	_____

	Straight Time	Overtime	Double Time
Access Storage Labor	$188.00	$260.00	$354.00

Empty Storage

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

	Quantity	Standard Price
Shrink Wrap	_____	$136.00

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

Est. Total Storage Services .....**$** _____

ADVANCE DISCOUNT DEADLINE – Friday, October 16, 2026
Sales Tax 8.375%

afr®
furniture rental

SPECIAL EVENT

Click here to view the
AFR FURNITURE RENTAL CATALOG
Click here to download the furniture order forms

2026 FURNITURE PRODUCT LIST WITH PRICING

ADVANCE DISCOUNT DEADLINE – Friday, October 16, 2026
Sales Tax 8.375%



Click here to view the CORT Events' full catalog of trade show exhibitor offerings.

Click here to download the furniture order forms

SHIPPING INFORMATION

AFP 2026
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 Thursday, October 29, 2026 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.
Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound and must be picked up within 72 hours to avoid storage charges.

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 Wednesday, November 11, 2026 by 2:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.
UPS or FedEx: 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, October 2, 2026. Shipments arriving prior to this date may be refused.

Crated or Uncrated
Shipment Weight ..... x $2.65/lb = $_____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $100.00 ea. = $_____

Material Handling Estimate ..... $_____

Direct Shipments to Show Site

Direct shipments will be received starting on Thursday, November 5, 2026. Shipments that arrive prior to this date may be refused by the Mandalay Bay Resort & Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated
Shipment Weight ..... x $2.75/lb = $_____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $100.00 ea. = $_____

Material Handling Estimate ..... $_____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: AFP 2026

c/o: T3 Expo
c/o: 1720 Raiders Way
Henderson, NV 89052

Information

Advance shipments will be accepted beginning on Friday, October 2, 2026 through Thursday, October 29, 2026 between the hours of 8:00 am – 4:00 pm.

Shipments received after Thursday, October 29, 2026 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: AFP 2026

c/o: T3 Expo
c/o: Mandalay Bay Resort & Convention Center
Bayside CD
3950 S Las Vegas Blvd
Las Vegas, NV 89119

Information

Direct shipments are accepted starting on Thursday, November 5, 2026 beginning at 1:00 pm and throughout published event hours.

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

Marshalling Yard Information & Maps

Know Before You Go:

- All Carriers (except UPS and FedEx) must check in at the T3 Expo Marshalling Yard prior to being sent to show site.
- All Carriers must provide certified weights for each shipment. Failure to provide certified weights can cause delays.
- Carriers will be assigned a driver number after check-in & unloaded according to target times, then check-in times.

Marshalling Yard Days and Hours of Operation

Move-in:

Thursday, November 5	10:00 am – 4:00 pm
Friday, November 6	6:00 am – 4:00 pm
Saturday, November 7	6:00 am – 4:00 pm
Sunday, November 8	7:00 am – 2:00 pm

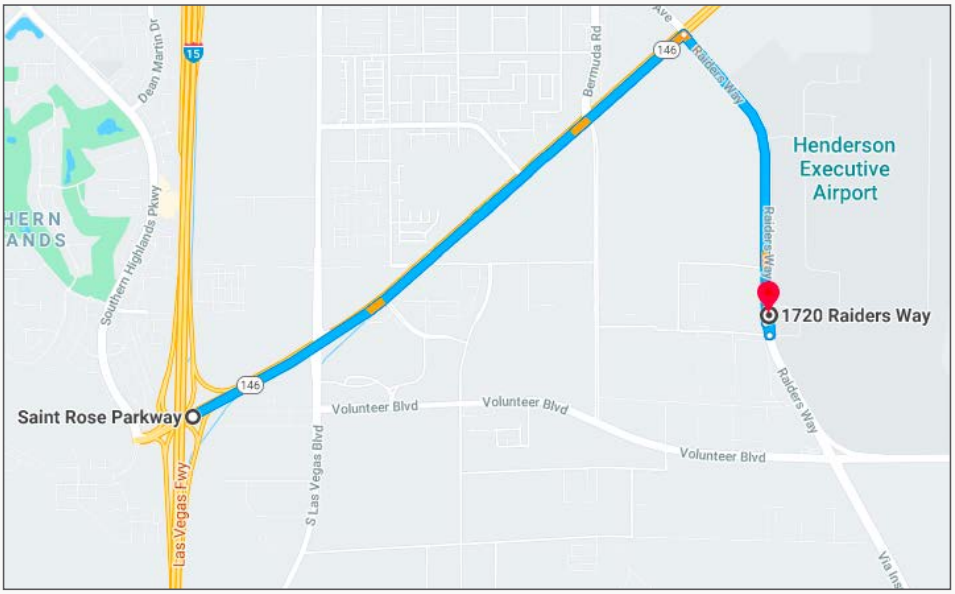
Move-out:

Tuesday, November 10	3:00 pm – 9:00 pm
Wednesday, November 11	6:00 am – 2:00 pm

Carrier Check-in Deadline: Wednesday, November 11 at 2:00 pm

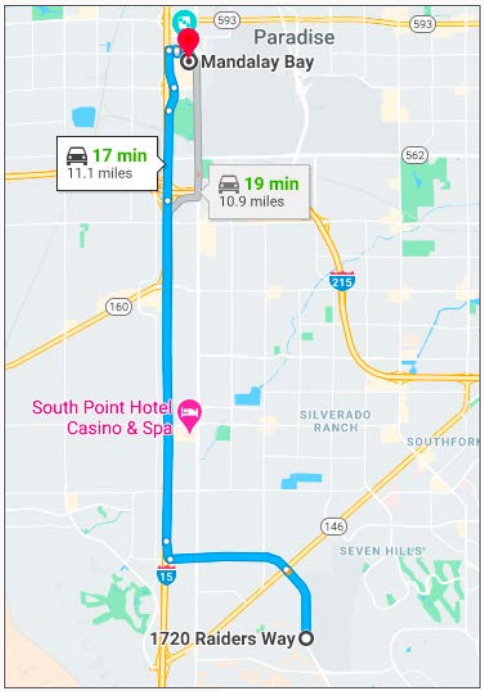
For questions or additional information contact help@t3expo.com.

Warehouse Address: 1720 Raiders Way, Henderson, NV 89052



Directions to 1720 Raiders Way:

- From I -15 Freeway take Exit 27 to St Rose Pkwy
- Take St Rose Pkwy to Raiders Way
- Turn Left on Raiders Way 1.3 miles to T3 Expo



Directions from 1720 Raiders Way to Mandalay Bay Convention Center

- Get on I-15 N to Paradise
- Take Exit 35 for Russel Rd
- Turn left on Las Vegas Blvd
- Turn left on Four Seasons Dr and follow signs to dock location

Order and payment due by Friday, October 16, 2026

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
- Vehicles should not contain display materials, furniture, or other exhibit related items.

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	**$415.00**	=	$ _____

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 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.

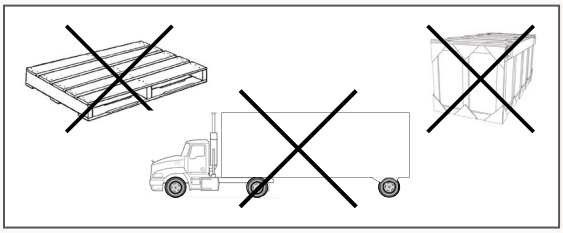




Hand-carry Information

- 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



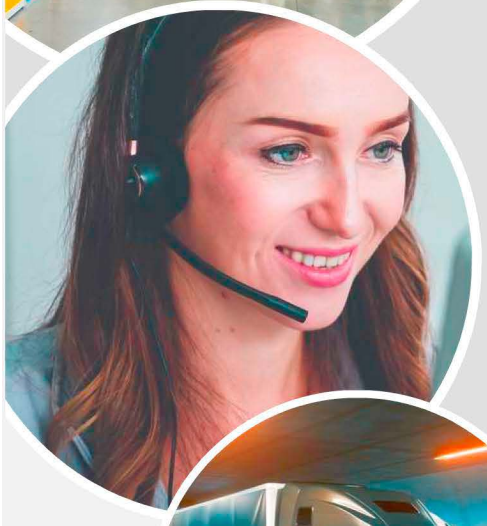
Cartload Service	Anticipated number of trips (2) maximum each way		Price per trip (each way)		Extended Price Price
☐ Inbound	_____	x	$325.00	=	$_____
☐ Outbound	_____	x	$325.00	=	$_____

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 ....**$** _____







ALLSTATES WORLDCARGO

OFFICIAL SHOW CARRIER

At the end of the show, please visit us at the Exhibitor Services Center to book your outbound shipments with convenient payment processing.

EXCEPTIONAL SERVICE. ROUND-THE-CLOCK SUPPORT.

24/7

- No Wait Time Charges
- No Convention Fee's
- No Secondary Invoicing
- Guaranteed No Forced Freight
- World Class Service & Support
- Over 99% Service Performance

Stop by the Allstates Freight Desk to expedite your outbound shipment processing and avoid unnecessary fees

At Allstates WorldCargo, our exhibit transportation solutions are the best in the industry. We provide dedicated trade show shipping support and no secondary invoicing.

Contact Us

612-504-8300

T3Expo@allstates-worldcargo.com

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

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, OCTOBER 2, 2026 TO THURSDAY, OCTOBER 29, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: 1720 Raiders Way
Henderson, NV 89052

Event: **AFP 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, OCTOBER 2, 2026 TO THURSDAY, OCTOBER 29, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: 1720 Raiders Way
Henderson, NV 89052

Event: **AFP 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING THURSDAY, NOVEMBER 5, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Mandalay Bay Resort & Convention Center
Bayside CD
3950 S Las Vegas Blvd
Las Vegas, NV 89119

Event: **AFP 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING THURSDAY, NOVEMBER 5, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Mandalay Bay Resort & Convention Center
Bayside CD
3950 S Las Vegas Blvd
Las Vegas, NV 89119

Event: **AFP 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

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

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, OCTOBER 2, 2026 TO THURSDAY, OCTOBER 29, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: 1720 Raiders Way
Henderson, NV 89052

Event: **AFP 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

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

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, OCTOBER 2, 2026 TO THURSDAY, OCTOBER 29, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: 1720 Raiders Way
Henderson, NV 89052

Event: **AFP 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

ADDITIONAL INFORMATION & FORMS

Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
Electrical, Booth Cleaning, Internet and Telecommunications, Audio Visual, Rigging & Truss, Security	Mandalay Bay Resort & Convention Center	Order online today at mandalaybayexhibitorservices.com
Booth Catering	Mandalay Bay Resort & Convention Center	Submit an AFP 2026: Exhibitor Food and Beverage Request Form
Audio Visual Services	Freeman	Email: Yesenia.Mata@freeman.com Phone: (214) 519-4149
Regular Booth Lead Retrieval Services Order Form 10x10 Turnkey Booth Lead Retrieval Services Order Form 20x20 Turnkey Booth Lead Retrieval Services Order Form Lead Retrieval 101	American Tradeshow Services	Email: exhibitorsalesteam@american-tradeshow.com Phone: (985) 809-0600.
General Contractor	T3 Expo, LLC	Email: help@t3expo.com Phone: (888) 698-3397
IAEE Guidelines	IAEE	Email: info@iaee.com Phone: +1 (972) 458-8002

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.

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 exhibitor move-in.

Please select the services needed:

- ☐ Material Handling ..... = $_____
- ☐ Vehicle Spotting Fee ..... = $_____
- ☐ Cartload Service ..... = $_____
- ☐ Demo Room ..... = $_____
- ☐ Carpet ..... = $_____
- ☐ Vinyl Flooring ..... = $_____
- ☐ Furniture & Accessories ..... = $_____
- ☐ Display Tables & Counters ..... = $_____
- ☐ Display Labor & Forklift ..... = $_____
- ☐ Hanging Sign ..... = $_____
- ☐ Accessible Storage ..... = $_____
- ☐ Custom Furniture ..... = $_____

Total: $_____

Secure Online Payments

In an effort to protect your information, T3 Expo will send you a secure link to a credit card form. Please follow the link to submit your payment information for this event. T3 Expo accepts Visa, Mastercard, and American Express.

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**

Please Return EAC Form By:
Friday, October 9, 2026

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: AFP 2026

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
- ☐ Demo Room
- ☐ Carpet
- ☐ Vinyl Flooring
- ☐ Furniture & Accessories
- ☐ Display Tables & Counters
- ☐ Display Labor & Forklift
- ☐ Hanging Sign
- ☐ Accessible Storage
- ☐ Cleaning
- ☐ 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 Information

To best assist you, T3 Expo will reach out with a secure link to collect your third party credit card authorization. Please follow the link to submit the information for this event. T3 Expo accepts Visa, Mastercard, and American Express.

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.

Las Vegas, NV 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 has jurisdiction for the erection, dismantling, touch-up painting, and repairs to all exhibits, unless this work is performed by a full-time employee of the exhibiting company. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification such as a business card, medical identification card or payroll stub. Union personnel may be hired through the General Contractor.

Freight

Union personnel are also responsible for freight handling, which includes loading and unloading of all trucks, handling of all machinery (unloading, uncrating, unskidding, leveling, etc., and the reverse process).

An exhibitor may “hand-carry” material provided they do not use material handling equipment to assist them. When exhibitors choose to “hand-carry” material, they may not be permitted access to the loading dock/freight door areas except if there are specifically designated areas.

Rigging

Union personnel handle programmable theatrical lighting, productions, related rigging and audio visual. Suspended trusses, with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video walls, special effects equipment, and laser lighting are to be installed and removed by Union personnel.

Regarding hanging signs, please note that if it is not electrical (handled by the electricians), in Las Vegas, the General Contractor will assemble, supervise, install and remove all hanging signs.

Electrical

Electrical Unions do electrical work, hang signs that are lighted or rotating, and work on any part of the booth that includes electricity (back lit headers, light boxes, clip on lights, plasma screens, AV equipment, etc.). An exhibitor may plug in their equipment if they have ordered a power outlet for their booth space and hang up to four small clip-on lights per booth. An electrician must be called for any increase in electrical service. Suspended light trusses for non-programmable lighting and ground supported truss intended to distribute overhead electrical equipment is also the work of the Electricians Union. Electricians are responsible for all under-carpet distribution of electrical, communication wiring (coaxial cable, fiber optics, telephone, etc.).

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.