



# EXHIBITOR SERVICES KIT

Appian World 2026

April 27-29, 2026

JW Marriott Orlando Grande Lakes

Orlando, FL

# Welcome

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Dear Appian World 2026 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for Appian World 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](mailto: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**  
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for EASY NAVIGATION



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# T3 EXPO INFORMATION

# Show Information

## Location

JW Marriott Orlando Grande Lakes  
 4040 Central Florida Pkwy  
 Orlando, FL 32837

## Exhibit Hall

JW Marriott Lobby Level (Mediterranean Ballroom)

Exhibitor Move-in	Exhibit Hours	Show Hours <i>Recommended Staffing Times</i>	Dismantle/ Move-out	Carrier Check-in
Mon., April 27 1:00 pm – 4:30 pm	Mon., April 27 <b>Welcome Reception</b> 5:30 pm – 8:30 pm	Mon., April 27 6:00 pm – 9:00 pm	Wed., April 29 11:00 am – 1:00 pm	Wed., April 29 By 10:00 am
–	Tues., April 28 8:00 am – 4:00 pm	Tues., April 28 8:00 am – 4:00 pm	–	–
–	Wed., April 29 8:00 am – 11:00 am	Wed., April 29 8:00 am – 11:00 am	–	–

PLEASE NOTE: Hours are subject to change.

# Important Dates & Deadlines Checklist

- Tuesday, March 24, 2026 ..... Turnkey Package Order Deadline
- Tuesday, March 24, 2026 ..... Receiving at Advance Warehouse Begins
- Tuesday, March 31, 2026 ..... Turnkey Package Artwork Submission Deadline
- Tuesday, April 7, 2026..... Turnkey Package Artwork Approval Deadline
- Tuesday, April 7, 2026..... T3 Service Orders Advance Discount Deadline
- Monday, April 20, 2026 ..... Last Day for Advance Shipments to Arrive without Surcharges
- Monday, April 27, 2026 ..... Direct Shipments to Show Site May Begin Arriving After 1:00 pm
- Monday, April 27, 2026 ..... All Exhibits Must Be Set by 4:30 pm
- Wednesday, April 29, 2026 ..... All Carriers Must Check In by 10:00 am

# Pre-Show 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.
- 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/Appian World 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

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

## Order graphics/signage and submit artwork

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

## Order booth furnishings/accessories, if applicable (10' x 10', 10' x 20' & 20' x 20' turnkeys only)

- 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 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

**Exhibitor Order Deadline:** ..... **Tuesday, March 24, 2026**  
**Artwork Submission Deadline:** ..... **Tuesday, March 31, 2026**  
**Artwork Approval Deadline:** ..... **Tuesday, April 7, 2026**  
An additional \$1,256.00 rush fee will be added to the total price of the package if graphic files are received after Tuesday, March 31, 2026.

## Kiosk Turnkey Package

### Kiosk Turnkey Package

- (1) 8' High Kiosk backwall, Single Sided
- (1) R4 Demo Counter with Lockable Storage
- (1) 14" w x 14" h Counter Decal
- (1) Nexus Stool
- (1) 43" Monitor with HDMI Cable**
- (1) Electrical Drop for Monitor\***
- (1) Wastebasket
- (1) Power Strip
- Labor to Install and Dismantle
- First Day Cleaning



### PLEASE NOTE:

- \*If you require additional drops or placement of your drops to be in a location other than the back of your booth, please use the Electrical Services Order Form for these services.
- No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

### 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 #: _____

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](mailto:orders@t3expo.com)

The cost of your kiosk is included in your exhibit space purchase.

**Exhibitor Order Deadline:** ..... **Tuesday, March 24, 2026**  
**Artwork Submission Deadline:** ..... **Tuesday, March 31, 2026**  
**Artwork Approval Deadline:** ..... **Tuesday, April 7, 2026**  
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Tuesday, March 31, 2026.

# 10' x 10' Turnkey Package

## 10' x 10' Turnkey Package

- 10'w x 8'h Digitally Printed Back Wall
- (1) R4 Counter & Printed Kick Panel
- (1) L Counter, 4' Rounded with Lockable Storage
- (1) 43" Monitor w/ HDMI Cable**
- (1) Electrical Drop for Monitor\***
- (1) Power Strip
- (3) Nexus Stools
- (1) Wastebasket
- Labor to Install and Dismantle
- First Day Cleaning



### PLEASE NOTE:

- \*If you require additional drops or placement of your drops to be in a location other than the back of your booth, please use the Electrical Services Order Form for these services.
- No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

### 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.

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](mailto:orders@t3expo.com)

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

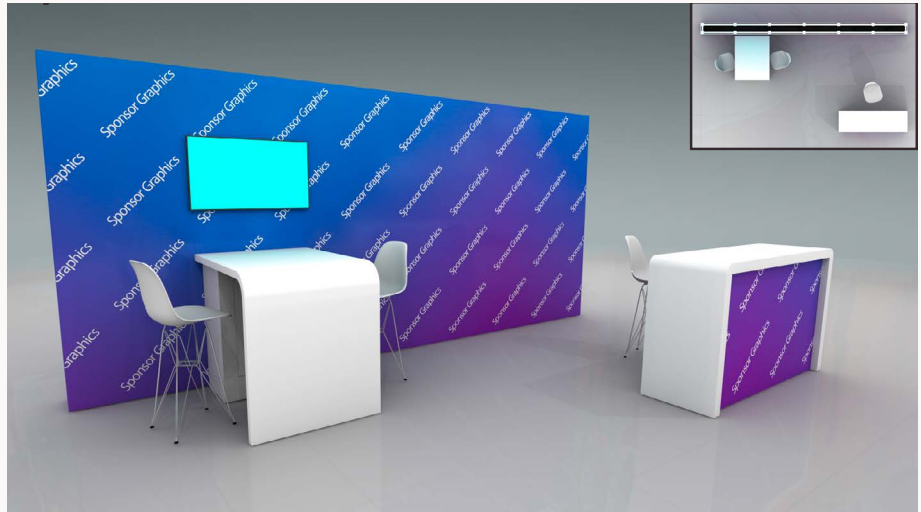
<b>10' x 10' Turnkey Package</b> .....	<b>\$6,125.00</b>
<b>Sales Tax 6.5%</b> .....	<b>\$ _____</b>
<b>Estimated Turnkey Package Total</b> .....	<b>\$ _____</b>

**Exhibitor Order Deadline:** ..... **Tuesday, March 24, 2026**  
**Artwork Submission Deadline:** ..... **Tuesday, March 31, 2026**  
**Artwork Approval Deadline:** ..... **Tuesday, April 7, 2026**  
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Tuesday, March 31, 2026.

# 10' x 20' Turnkey Package – Option A

## 10' x 20' Turnkey Package

- 20'w x 8'h Digitally Printed Back Wall
- (1) R4 Counter & Printed Kick Panel
- (1) L Counter, 4' Rounded with Lockable Storage
- (1) 43" Monitor w/ HDMI Cable**
- (1) Electrical Drop for Monitor\***
- (1) Power Strip
- (3) Nexus Stools
- (1) Wastebasket
- Labor to Install and Dismantle
- First Day Cleaning



### PLEASE NOTE:

- \*If you require additional drops or placement of your drops to be in a location other than the back of your booth, please use the Electrical Services Order Form for these services.
- No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

### 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.

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](mailto:orders@t3expo.com)

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

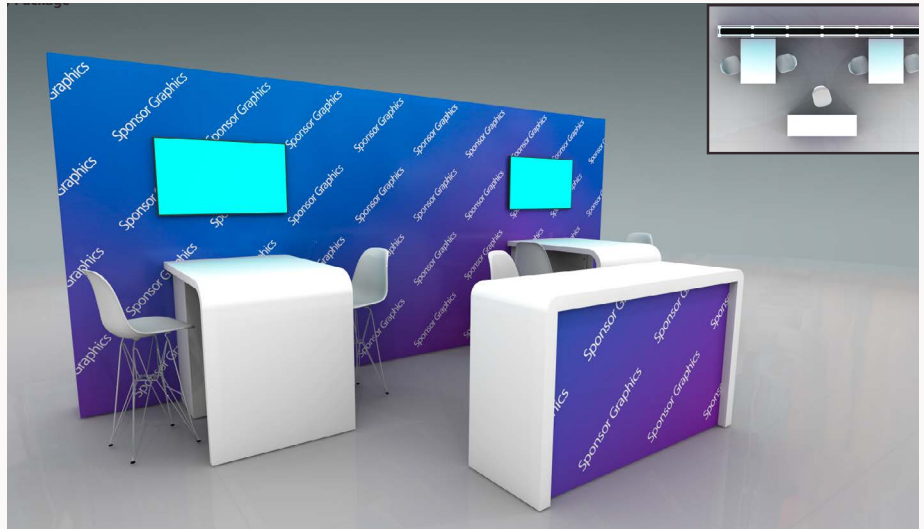
<b>10' x 20' Turnkey Package – Opt. A</b> .....	<b>\$8,275.00</b>
<b>Sales Tax 6.5%</b> .....	<b>\$ _____</b>
<b>Estimated Turnkey Package Total</b> .....	<b>\$ _____</b>

**Exhibitor Order Deadline:** ..... **Tuesday, March 24, 2026**  
**Artwork Submission Deadline:** ..... **Tuesday, March 31, 2026**  
**Artwork Approval Deadline:**..... **Tuesday, April 7, 2026**  
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Tuesday, March 31, 2026.

# 10' x 20' Turnkey Package – Option B

## 10' x 20' Turnkey Package

- 20'w x 8'h Digitally Printed Back Wall
- (1) R4 Counter & Printed Kick Panel
- (2) L Counters, 4' Rounded with Lockable Storage
- (2) 43" Monitors w/ HDMI Cable**
- (1) Electrical Drop for Monitors\***
- (1) Power Strip
- (5) Nexus Stools
- (2) Wastebaskets
- Labor to Install and Dismantle
- First Day Cleaning



### PLEASE NOTE:

- \*If you require additional drops or placement of your drops to be in a location other than the back of your booth, please use the Electrical Services Order Form for these services.
- No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

### 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.

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](mailto:orders@t3expo.com)

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

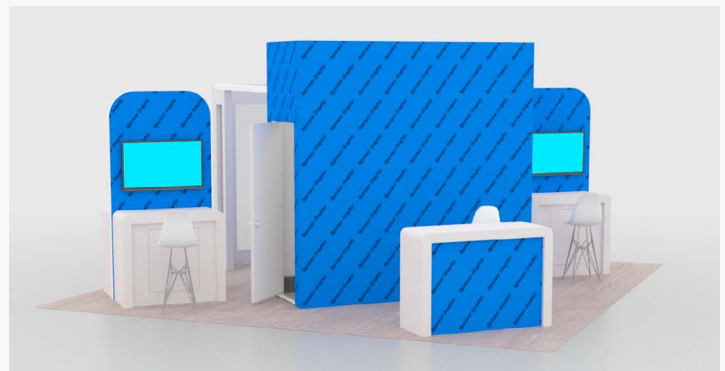
<b>10' x 20' Turnkey Package – Opt. B</b> .....	<b>\$10,925.00</b>
<b>Sales Tax 6.5%</b> .....	<b>\$ _____</b>
<b>Estimated Turnkey Package Total</b> .....	<b>\$ _____</b>

**Exhibitor Order Deadline:** ..... **Tuesday, March 24, 2026**  
**Artwork Submission Deadline:** ..... **Tuesday, March 31, 2026**  
**Artwork Approval Deadline:** ..... **Tuesday, April 7, 2026**  
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Tuesday, March 31, 2026.

# 20' x 20' Turnkey Package

## 20' x 20' Turnkey Package

- 12'w x 12'h Digitally Printed Back Wall
- (1) R5 Counter & Printed Kick Panel
- (2) 8'h x 4'w Kiosk Demo Stations, Double-sided
- (4) R4 Demo Counters
- (5) 43" Monitors w/ HDMI Cable**
- (4) Electrical Drops\*** for Monitors and Reception Counter
- (2) Power strips (1) per Demo Station
- (5) Nexus Stools
- (4) Nexus Chairs
- (1) 30" Round White Cafe Table – Black Base
- (2) Wastebaskets
- Labor to Install and Dismantle
- First Day Cleaning



### PLEASE NOTE:

- \*If you require additional drops or placement of your drops to be in a location other than the back of your booth, please use the Electrical Services Order Form for these services.
- No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

### 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 #: _____

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](mailto:orders@t3expo.com)

<b>20' x 20' Turnkey Package</b> .....	<b>\$23,500.00</b>
<b>Sales Tax 6.5%</b> .....	<b>\$ _____</b>
<b>Estimated Turnkey Package Total</b> .....	<b>\$ _____</b>

T3 SERVICE  
INFORMATION  
& FORMS

**Artwork Submission Deadline:**  
**All artwork due by Tuesday, March 31, 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](mailto:graphics@t3expo.com)

### Please include, in all inquiries:

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

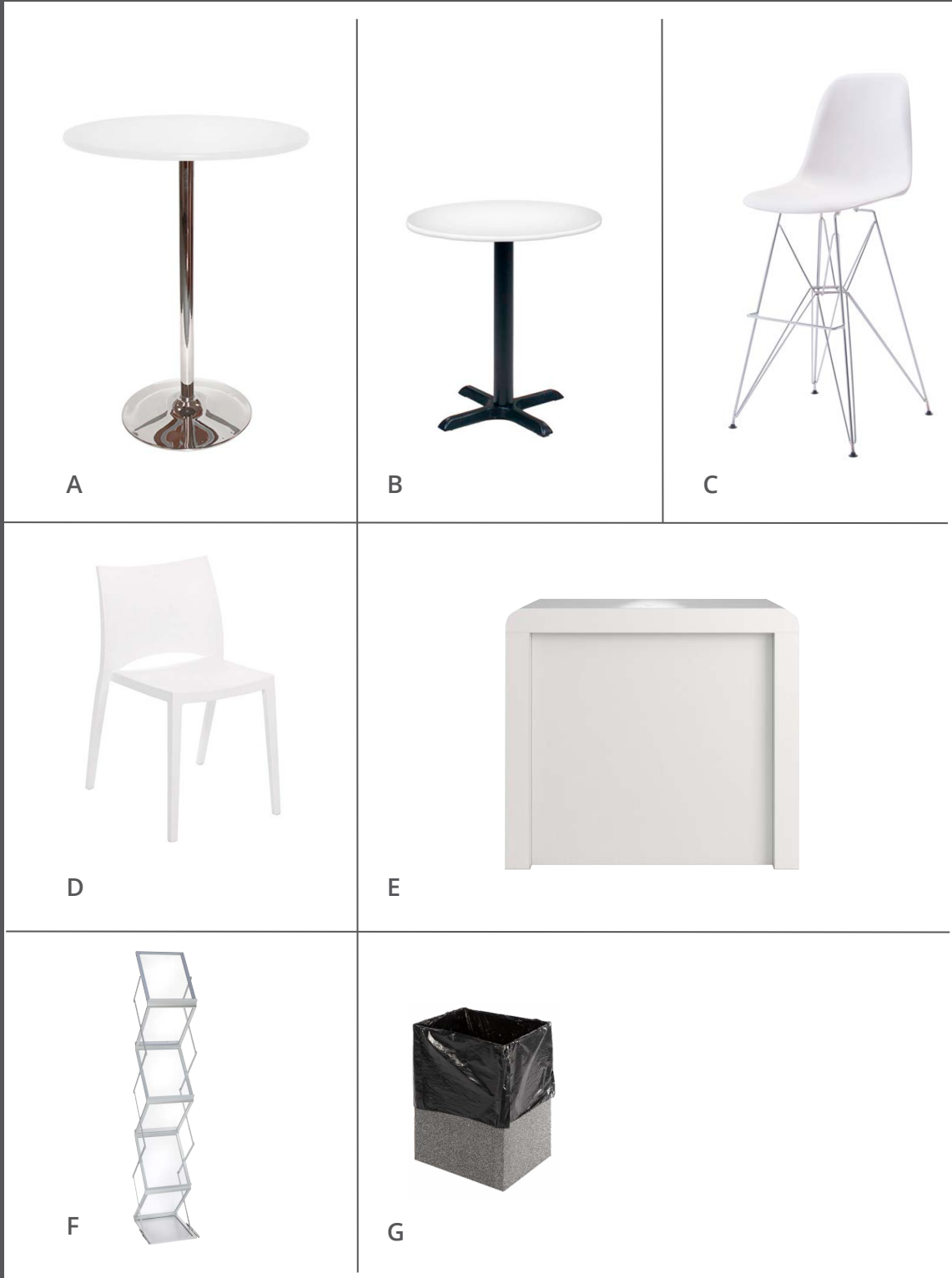
**T3 Advance Discount Deadline:**  
**Order and payment due by Tuesday, April 7, 2026**

**PLEASE NOTE: Additional furniture can only be ordered for 10' x 10', 10' x 20', or 20' x 20' Turnkey Packages.**

# Furniture & Accessories

**Furniture & Accessories**

- A. 30" Round White Bar Top – Tulip Base
- B. 30" Round White Cafe Table – Black Base
- C. Nexus Stool
- D. Leslie Chair
- E. R4 Counter – 4' wide, Rounded Corners  
 R4 Counter with Custom Graphics (*not shown*)
- F. Literature Stand
- G. Wastebasket



**PLEASE NOTE:**  
 Colors and style may vary upon availability.

**T3 Advance Discount Deadline:**  
**Order and payment due by Tuesday, April 7, 2026**

# Furniture & Accessories Order Form

**PLEASE NOTE: Additional furniture can only be ordered for 10' x 10' or 10' x 20' Turnkey Packages.**

## Furniture

	Quantity		Discount Price		Standard Price		Extended Price
A. 30" Round White Bar Top - Tulip Base (AFR-05036-0003, 05246-0025)	_____	x	\$213.00	or	\$304.29	= \$	_____
B. 30" Round White Cafe Table - Black Base (AFR-05036-0003, 05246-0017)	_____	x	\$153.00	or	\$218.57	= \$	_____
C. Nexus Stool (AFR-05237-0300)	_____	x	\$198.00	or	\$282.86	= \$	_____
D. Leslie Chair (AFR-05035-0008)	_____	x	\$95.00	or	\$135.71	= \$	_____

## Accessories

	Quantity		Discount Price		Standard Price		Extended Price
E. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	\$978.00	or	\$1,397.14	= \$	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	\$1,163.00	or	\$1,661.43	= \$	_____
F. Literature Stand (ACC-005a)	_____	x	\$258.00	or	\$368.57	= \$	_____
G. Wastebasket (ACC-010a)	_____	x	\$41.00	or	\$58.57	= \$	_____

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone #: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

**Sales Tax 6.5%** ..... \$ \_\_\_\_\_  
**Est. Total Furniture & Accessories ...** \$ \_\_\_\_\_

# 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 \$3.56 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
	\$3.56 per sq. ft x _____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor .....	\$145.00	\$199.00	\$271.00

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

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

Sales Tax 6.5% .....	\$ _____
<b>Est. Total Storage Services .....</b>	<b>\$ _____</b>

# Cleaning Services Order Form

Hard Floor Scrubbing requires the use of scrubbing machine, floor pads and floor care chemicals; however, this does not create a gloss and does not guarantee all marks and blemishes will be removed.

	Area		Price		# Days		Extended Price
Hard Floor Scrubbing .....	_____	x	\$1.55 per sq. ft.	x	_____	= \$	_____

	Area		Price		# Days		Extended Price
Porter Service ....	_____ x _____	x	\$1.04 per sq. ft.	x	_____	= \$	_____
Vacuuming .....	_____ x _____	x	\$0.91 per sq. ft.	x	_____	= \$	_____

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Booth #: \_\_\_\_\_

**Sales Tax 6.5%** ..... \$ \_\_\_\_\_

**Est. Total Storage Services** ..... \$ \_\_\_\_\_

# SHIPPING INFORMATION

<b>Appian World 2026</b> <b>BOOTH #:</b> _____
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# 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, April 20, 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.

## Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union 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 Wednesday, April 29, 2026. 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 Tuesday, March 24, 2026. Shipments arriving prior to this date may be refused.**

#### Crated or Uncrated

Shipment Weight ..... x \$2.05/lb = \$ \_\_\_\_\_

**Small Package Shipment** - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$92.00 ea. = \$ \_\_\_\_\_

**Sales Tax 6.5%** ..... \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_

### Direct Shipments to Show Site

**Direct shipments will be received starting on Monday, April 27, 2026 at 1:00 pm. Shipments that arrive prior to this date may be refused by the JW Marriott Orlando Grande Lakes as T3 Expo will not have possession of the venue prior to this date and time.**

#### Crated or Uncrated

Shipment Weight ..... x \$2.09/lb = \$ \_\_\_\_\_

**Small Package Shipment** - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$92.00 ea. = \$ \_\_\_\_\_

**Sales Tax 6.5%** ..... \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_

# Shipping Addresses

## Advance Shipments to T3 Expo Warehouse

### Address

To: (Exhibiting Company Name)  
(Booth #)

For: Appian World 2026

c/o: T3 Expo  
c/o: Saia LTL Freight - ORL  
10451 Rocket Ct  
Orlando, FL 32824

### Information

Advance shipments will be accepted beginning on Tuesday, March 24, 2026 through Monday, April 20, 2026 between the hours of 8:00 am – 3:00 pm.

Shipments received after Monday, April 20, 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: Appian World 2026

c/o: T3 Expo  
c/o: JW Marriott Orlando Grande Lakes  
JW Marriott Lobby Level (Mediterranean Ballroom)  
4040 Central Florida Pkwy  
Orlando, FL 32837

### Information

Direct shipments are accepted starting on Monday, April 27, 2026 beginning at 1:00 pm and throughout published event hours.

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

**PLEASE NOTE: There is no Marshalling Yard at this venue.**



# OFFICIAL TRANSPORTATION PROVIDER



Depend on Saia for worry-free shipping that allows you to focus on what's important – a successful event where you and your products take center stage!

When you ship with Saia, you get:

- Dedicated Exhibit Managers
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# ADVANCE SHIPMENT

ACCEPTED FROM TUESDAY, MARCH 24, 2026 TO MONDAY, APRIL 20, 2026

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
c/o: Saia LTL Freight - ORL  
10451 Rocket Ct  
Orlando, FL 32824



Event: **Appian World 2026**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# ADVANCE SHIPMENT

ACCEPTED FROM TUESDAY, MARCH 24, 2026 TO MONDAY, APRIL 20, 2026

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
c/o: Saia LTL Freight - ORL  
10451 Rocket Ct  
Orlando, FL 32824



Event: **Appian World 2026**

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 MONDAY, APRIL 27, 2026

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: JW Marriott Orlando Grande Lakes  
JW Marriott Lobby Level (Mediterranean Ballroom)  
4040 Central Florida Pkwy  
Orlando, FL 32837

Event: **Appian World 2026**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, APRIL 27, 2026

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: JW Marriott Orlando Grande Lakes  
JW Marriott Lobby Level (Mediterranean Ballroom)  
4040 Central Florida Pkwy  
Orlando, FL 32837

Event: **Appian World 2026**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

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

ADDITIONAL  
INFORMATION  
& FORMS

## Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
<a href="#">Electrical Services</a>	Encore	Phone: 800-966-4498 Email: <a href="mailto:eventnowsupport@encoreglobalmail.com">eventnowsupport@encoreglobalmail.com</a>
<a href="#">Audio Visual Services</a>	Encore	Phone: 800-966-4498 Email: <a href="mailto:eventnowsupport@encoreglobalmail.com">eventnowsupport@encoreglobalmail.com</a>
<a href="#">Internet Services</a>	Grande Lakes Orlando Internet Sales and Services	Email: <a href="mailto:GLO.ITSales@marriott.com">GLO.ITSales@marriott.com</a>
<a href="#">Catering Services</a>	JW Marriott Orlando Grande Lakes	Phone: 407-206-2300 <a href="http://marriott.com/mcojw">marriott.com/mcojw</a>
<a href="#">General Contractor</a>	T3 Expo, LLC	Email: <a href="mailto:help@t3expo.com">help@t3expo.com</a> Phone: (888) 698-3397
<a href="#">IAEE Guidelines</a>	IAEE	Email: <a href="mailto:info@iaee.com">info@iaee.com</a> 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 .....	= \$ _____
Booth Packages .....	= \$ _____
Furniture & Accessories .....	= \$ _____
Accessible Storage .....	= \$ _____
Cleaning .....	= \$ _____
<b>Total:</b>	<b>\$ _____</b>

### 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:		
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**

# 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.**

# Orlando, FL 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

T3 Expo partners with local Unions to provide labor for display erection and dismantling, including carpet laying. Exhibiting companies, however, may set their own exhibits with an approved EAC form and appropriate insurance. Any labor services that may be required beyond what the exhibitor can provide, must be rendered by Union personnel. Labor can be ordered from the General Contractor. The use of mechanized equipment such as fork lifts, scissor lifts and boom lifts must be ordered and operated through T3 Expo.

### Material Handling (Drayage)

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. While there is no "Union" with jurisdiction over this function in Orlando, 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

The Orange County Convention Center provides electricians, but rules are pretty lax about exhibitors and/or Union personnel performing most electrical tasks.

### 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.