



# EXHIBITOR SERVICES KIT

ATSSA's Convention & Traffic Expo 2026

February 22-24, 2026

George R. Brown Convention Center

Houston, TX

# Welcome

Dear ATSSA's Convention & Traffic Expo 2026 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for ATSSA's Convention & Traffic Expo 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



## Table of Contents

### T3 EXPO INFORMATION

Show Information.....	5
Important Dates & Deadlines Checklist .....	6
Preshow Checklist .....	7
On-site Checklist .....	8

### T3 SERVICE INFORMATION & FORMS

10' x 10' Presta™ Rental Exhibit Package.....	10
10' x 20' Presta™ Rental Exhibit Package.....	11
Print Production Artwork Requirements .....	12
Carpet Options.....	13
Carpet & Padding Order Form.....	14
Vinyl Flooring Order Form .....	15
Furniture – Standard Chairs .....	16
Accessories / Pipe & Drape .....	17
Furniture / Accessories / Pipe & Drape Order Form .....	18
Display Tables & Counters.....	19
Display Tables & Counters Order Form .....	20
Display Labor & Forklift Order Form.....	21
Hanging Sign Order Form.....	22
Hanging Sign Description & Position .....	23
Accessible Storage Order Form.....	24
AFR Furniture Rental Catalog & Order Forms .....	25
CORT Tradeshow Furniture Catalog & Order Forms .....	26

### SHIPPING INFORMATION

Material Handling .....	28
Material Handling 101   MHA Rate Calculator.....	29
Shipping Addresses.....	30
Marshalling Yard Information .....	31
Marshalling Yard Map .....	32
Vehicle Spotting Fee .....	33
Cartload Service.....	34
Allstates WorldCargo Freight Form .....	35
Advance Shipment Labels .....	36
Direct Shipment Labels.....	37
Hanging Sign Advance Shipment Labels .....	38

### ADDITIONAL INFORMATION & FORMS

Key Contacts .....	40
Payment Information.....	41
Notification Of Intent To Use EAC .....	42
Third Party Authorization .....	43
United States Fire Department Regulations .....	44
Houston, TX Labor Guidelines .....	45

# T3 EXPO INFORMATION

## Show Information

### Location

George R. Brown Convention Center  
1001 Avenida De Las Americas  
Houston, TX 77010

### Exhibit Hall

Level 3 - Halls A3 - B3

### 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 – Navy
- Side Rails – Navy
- Aisle Carpet – Tuxedo
- Facility Hall Flooring – Concrete



The booth space is not carpeted and the floor is concrete.  
Carpeting may be ordered in this kit or at [www.t3expo.com](http://www.t3expo.com).

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Friday, February 20* 8:00 am – 4:00 pm	Sunday, February 22 2:00 pm – 6:00 pm	Tuesday, February 24 1:00 pm – 9:00 pm	Wednesday, February 25 By 11:00 am
Saturday, February 21 8:00 am – 4:00 pm	Monday, February 23 11:00am – 5:30 pm	Wednesday, February 25 8:00 am – 12:00pm	—
Sunday, February 22 8:00 am – 12:00 pm	Tuesday, February 24 10:00am – 1:00 pm	—	—

\*By appointment only.

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

# Important Dates & Deadlines Checklist

Friday, January 16, 2026 .....	Presta™ Rental Exhibit Package Order Deadline
Friday, January 16, 2026 .....	Receiving at Advance Warehouse Begins
Friday, January 23, 2026 .....	Presta™ Rental Exhibit Package Artwork Submission Deadline
Friday, January 23, 2026 .....	Exhibitor Appointed Contractor Form Deadline
Friday, January 30, 2026 .....	Presta™ Rental Exhibit Package Artwork Approval Deadline
Friday, January 30, 2026 .....	T3 Service Orders Advance Discount Deadline
Friday, January 30, 2026 .....	Custom Furniture Advance Discount Deadline
Thursday, February 12, 2026 .....	Last Day for Advance Shipments to Arrive without Surcharges
Friday, February 20, 2026 .....	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Sunday, February 22, 2026 .....	All Exhibits Must Be Set by 12:00 pm
Wednesday, February 25, 2026 .....	All Carriers Must Check In by 11:00 am

# Preshow Checklist

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

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

## Arrange in-bound freight/Material Handling

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

### Advance Shipping:

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

### Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
- PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
- 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/ATSSA's Convention & Traffic Expo 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**

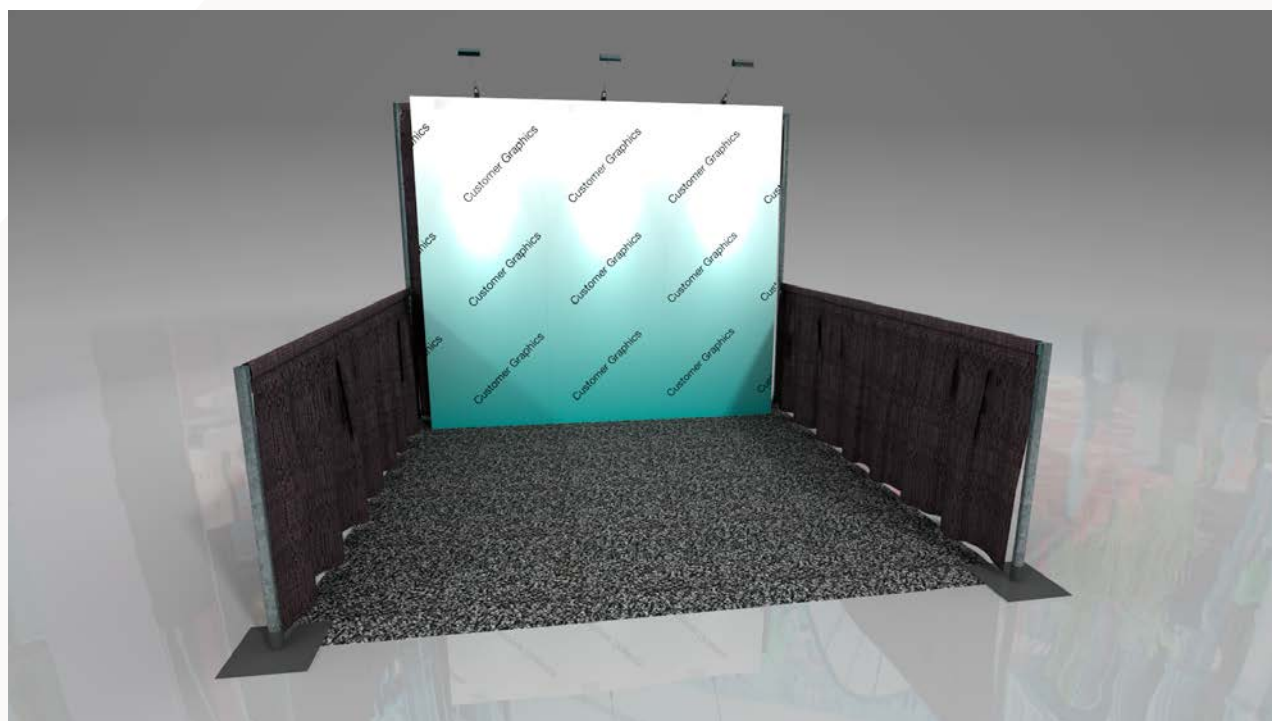
- Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the T3 Service Desk.
- Do not leave your Material Handling form(s) in your booth space or on your freight.
- If you do not turn your Material Handling form(s) into the T3 Service Desk, your shipment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



# T3 SERVICE INFORMATION & FORMS

**Exhibitor Order Deadline:** ..... Friday, January 16, 2026  
**Artwork Submission Deadline:** ..... Friday, January 23, 2026  
**Artwork Approval Deadline:** ..... Friday, January 30, 2026  
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, January 23, 2026.

## 10' x 10' Presta™ Rental Exhibit Package



### 10' x 10' Presta™ Rental Exhibit Package

- |  |                                  |
|--|----------------------------------|
| (1) 9'w x 8'h Digitally Printed Back Wall  | (1) 10' x 10' Standard Carpet    |
| (2) 3' High Drape Side Rails*              | • Labor to Install and Dismantle |
| (3) Clip Lights (electricity not included) | • First Day Cleaning             |

\*Drape color may change depending on show look

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

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

Black	Blue	Green	Grey
Navy	Red	Tuxedo	

### Submit This Form

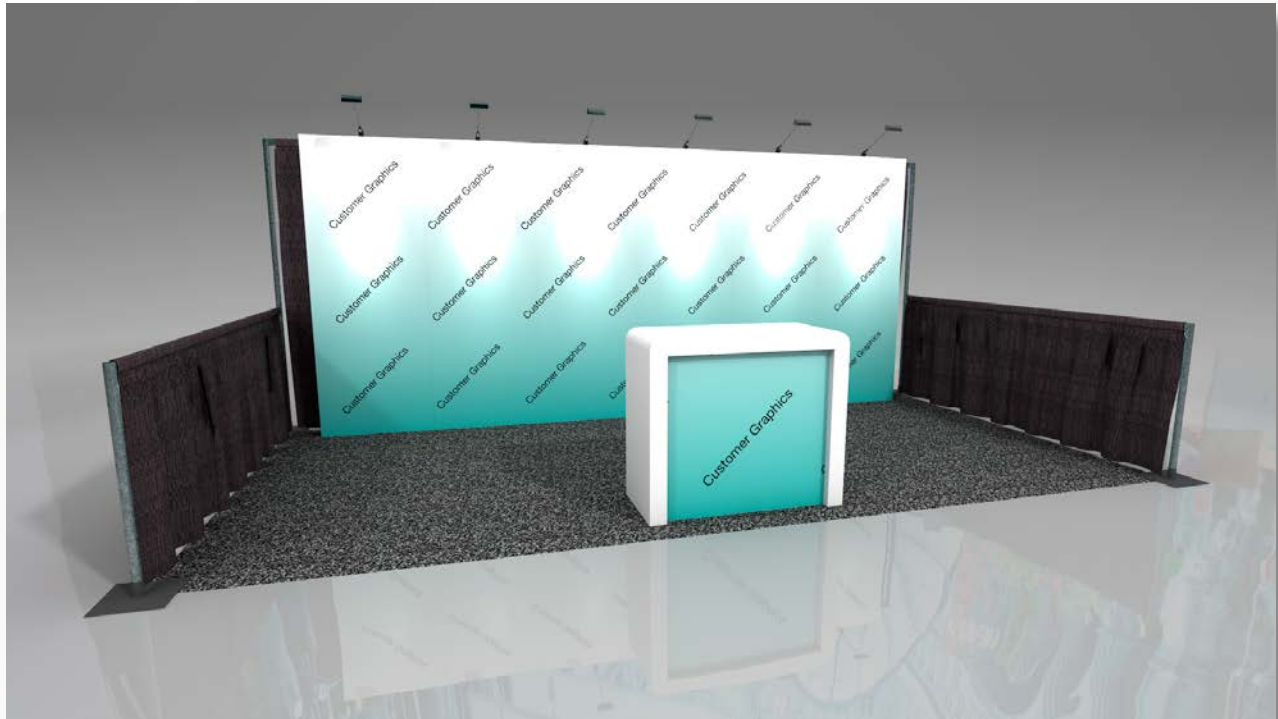
Email this completed form along with the Payment Information Form to: [orders@t3expo.com](mailto:orders@t3expo.com)

10' x 10' Rental Exhibit Package .....	<b>\$4,306.00</b>
Sales Tax 8.25% .....	\$ _____
Estimated Rental Package Total .....	\$ _____

Pricing does not include electricity, internet connection or AV equipment.

**Exhibitor Order Deadline:** ..... Friday, January 16, 2026  
**Artwork Submission Deadline:** ..... Friday, January 23, 2026  
**Artwork Approval Deadline:** ..... Friday, January 30, 2026  
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, January 23, 2026.

## 10' x 20' Presta™ Rental Exhibit Package



### 10' x 20' Presta™ Rental Exhibit Package

- |   |  |
|---|--|
| (1) 18'w x 8'h Digitally Printed Back Wall              | (6) Clip Lights (electricity not included) |
| (2) 3' High Drape Side Rails*                           | (1) 10' x 20' Standard Carpet              |
| (1) R4 Counter with Locking Storage and Custom Graphics | • Labor to Install and Dismantle           |
|   | • First Day Cleaning                       |

\*Drape color may change depending on show look

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

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

Black	Blue	Green	Grey
Navy	Red	Tuxedo	

### Submit This Form

Email this completed form along with the Payment Information Form to: [orders@t3expo.com](mailto:orders@t3expo.com)

10' x 20' Rental Exhibit Package .....	<b>\$8,760.00</b>
Sales Tax 8.25% .....	\$ .....
Estimated Rental Package Total .....	\$ .....
Pricing does not include electricity, internet connection or AV equipment.	

**Artwork Submission Deadline:**  
**All artwork due by Friday, January 23, 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:**

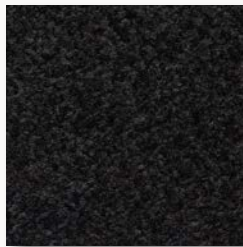
Exhibitor Graphics  
[graphics@t3expo.com](mailto:graphics@t3expo.com)

## Please include, in all inquiries:

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

## Carpet Options

### Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



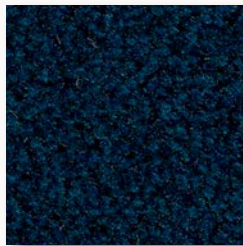
**Black**



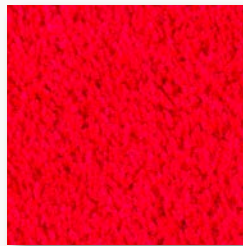
**Green**



**Grey**



**Navy**



**Red**



**White**

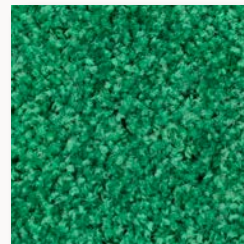
### Standard Carpet – 16 oz. Nylon Carpet



**Black**



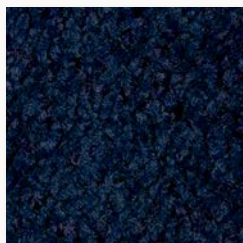
**Blue**



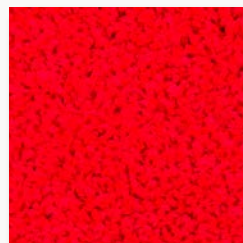
**Green**



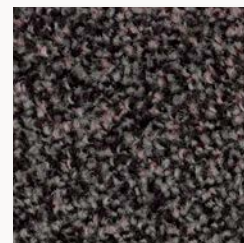
**Grey**



**Navy**



**Red**



**Tuxedo**

PLEASE NOTE: Colors and style may vary upon availability.



**T3 Advance Discount Deadline:**  
Order and payment due by Friday, January 30, 2026

## Carpet & Padding Order Form

**Upgraded Carpet** – 30 oz. Premium 100% Nylon Carpet

**Please enter size and select carpet color**

The booth space is not carpeted. and the floor is concrete. Carpeting may be ordered on this page.

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$8.98	or \$12.83	= \$ _____

**Please select UPGRADED carpet color:**  
(check one)

Black  
Navy

Green  
Red

Grey  
White

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

Discount Price	Standard Price	Extended Price	Discount Price	Standard Price	Extended Price
10' x 10' \$386.00	or \$551.43	\$ _____	20' x 20' \$1,544.00	or \$2,205.71	\$ _____
10' x 20' \$772.00	or \$1,102.86	\$ _____	20' x 30' \$2,316.00	or \$3,308.57	\$ _____
10' x 30' \$1,158.00	or \$1,654.29	\$ _____	20' x 40' \$3,088.00	or \$4,411.43	\$ _____
10' x 40' \$1,544.00	or \$2,205.71	\$ _____	30' x 30' \$3,474.00	or \$4,962.86	\$ _____

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 \$3.86	or \$5.51	= \$ _____

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

Black  
Navy

Blue  
Red

Green  
Tuxedo

Grey

**Carpet Padding**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$1.44	or \$2.06	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.17	or \$1.67	= \$ _____
<b>Subtotal: \$ _____</b>				

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

**Sales Tax 8.25%** .....\$ \_\_\_\_\_  
**Estimated Total Carpet & Padding** .....\$ \_\_\_\_\_

**T3 Advance Discount Deadline:**  
Order and payment due by Friday, January 30, 2026

## Vinyl Flooring Order Form

### Vinyl Flooring

Please enter size:

Booth Dimensions

Discount Price

Standard Price

Extended Price

10' x 10'

\$880.00

or

\$1,257.14

=

\$

\_\_\_\_\_

10' x 20'

\$1,760.00

or

\$2,514.29

=

\$

\_\_\_\_\_

10' x 30'

\$2,640.00

or

\$3,771.43

=

\$

\_\_\_\_\_

10' x 40'

\$3,520.00

or

\$5,028.57

=

\$

\_\_\_\_\_

**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 \$8.80....or....\$12.57 = \$ \_\_\_\_\_

### Foam Padding

Please enter size:

Booth Dimensions

Total Area

Discount Price

Standard Price

Extended Price

Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft x \$2.13 or \$3.04 = \$ \_\_\_\_\_



Light Maple



Dark Maple

**Please select color:**

(check one)

Light Maple

Dark Maple

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

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

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

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

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

Sales Tax 8.25% .....\$ \_\_\_\_\_

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.

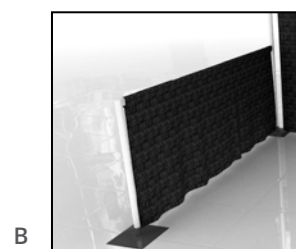
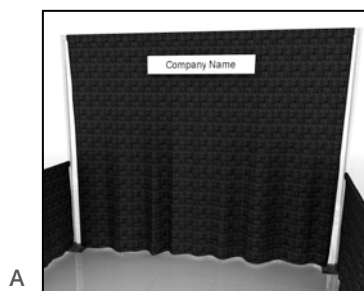


## Accessories / Pipe & Drape

- 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

### Pipe & Drape

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



PLEASE NOTE:  
Colors and style may  
vary upon availability.

**T3 Advance Discount Deadline:**  
Order and payment due by Friday, January 30, 2026

## Furniture / Accessories / Pipe & Drape Order Form

### Furniture

Quantity	Discount Price	Standard Price	Extended Price
A. Bar Stool – Black (FRN-BRSTL-01a)	x \$237.00	or \$338.57	= \$
B. Side Chair – Black (FRN-SIDECR-01a)	x \$160.00	or \$228.57	= \$

### Accessories

Quantity	Discount Price	Standard Price	Extended Price
A. Bag Stand (ACC-001a)	x \$253.00	or \$361.43	= \$
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	x \$90.00	or \$128.57	= \$
C. Poster Display Board (ACC-055a)	x \$262.00	or \$374.29	= \$
D. R4 Counter – 4' wide (CNT-R4FT-01a)	x \$722.00	or \$1,031.43	= \$
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	x \$900.00	or \$1,285.71	= \$
E. Sign Easel (ACC-004a)	x \$106.00	or \$151.43	= \$
F. Literature Stand (ACC-005a)	x \$200.00	or \$285.71	= \$
G. Sign Stand – 22" w x 28" h (ACC-007a)	x \$162.00	or \$231.43	= \$
H. Display Showcase, 6'	x \$490.00	or \$700.00	= \$
I. Stanchion – 3' High Tension (ACC-008a)	x \$112.00	or \$160.00	= \$
J. Wastebasket (ACC-010a)	x \$32.00	or \$45.71	= \$

### Pipe & Drape

Quantity	Discount Price	Standard Price	Extended Price
A. Banjo Drape 8'H, Black (BDRP-8)	x \$13.00	or \$18.57	= \$
B. Banjo Drape 3'H, Black (BDRP-3)	x \$20.00	or \$28.57	= \$

**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 8.25%** ..... \$ \_\_\_\_\_  
**Est. Total Furn/Access/Pipe&Drape..** \$ \_\_\_\_\_

## Display Tables & Counters

### Skirted Tables

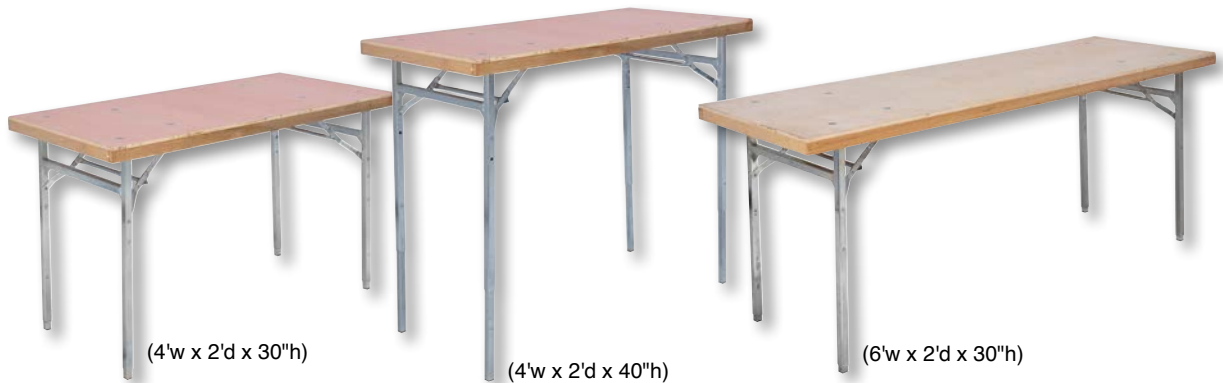
4'w x 2'd x 30"h (shown)  
6'w x 2'd x 30"h  
8'w x 2'd x 30"h  
4'w x 2'd x 40"h  
6'w x 2'd x 40"h  
8'w x 2'd x 40"h

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



### Unskirted Tables

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



### Round Tables

40" high round table, Black  
30" high round table – Black



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, January 30, 2026

## Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
<b>30" High Skirted (6' &amp; 8' skirted on 3 sides only)</b>							
4'w x 2'd	_____ x	\$209.00	or	\$298.57	= \$	_____	
6'w x 2'd	_____ x	\$243.00	or	\$347.14	= \$	_____	
8'w x 2'd	_____ x	\$284.00	or	\$405.71	= \$	_____	
4th Side Skirting (for 6' and 8' tables only)	_____ x	\$66.00	or	\$94.29	= \$	_____	
<b>40" High Skirted (6' &amp; 8' skirted on 3 sides only)</b>							
4'w x 2'd	_____ x	\$243.00	or	\$347.14	= \$	_____	
6'w x 2'd	_____ x	\$284.00	or	\$405.71	= \$	_____	
8'w x 2'd	_____ x	\$325.00	or	\$464.29	= \$	_____	
4th Side Skirting (for 6' and 8' tables only)	_____ x	\$77.00	or	\$110.00	= \$	_____	

**Please Select Skirting Color:** (check one)

Black      Blue      Burgundy      Gold      Green      Grey      Plum      Red      White

	Quantity		Discount Price		Standard Price		Extended Price
<b>30" High Unskirted</b>							
4'w x 2'd	_____ x	\$81.00	or	\$115.71	= \$	_____	
6'w x 2'd	_____ x	\$108.00	or	\$154.29	= \$	_____	
8'w x 2'd	_____ x	\$132.00	or	\$188.57	= \$	_____	
<b>40" High Unskirted</b>							
4'w x 2'd	_____ x	\$108.00	or	\$154.29	= \$	_____	
6'w x 2'd	_____ x	\$132.00	or	\$188.57	= \$	_____	
8'w x 2'd	_____ x	\$157.00	or	\$224.29	= \$	_____	

### Round Tables

30"d x 30"h, black	_____ x	\$143.00	or	\$204.29	= \$	_____
30"d x 40"h, black	_____ x	\$160.00	or	\$228.57	= \$	_____

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

**Sales Tax 8.25%** ..... \$ \_\_\_\_\_  
**Est. Total Display Tables & Counters \$** \_\_\_\_\_

## Display Labor & Forklift Order Form

### Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: 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 .....	\$160.00	\$220.00	\$299.00
T3 Supervised Labor .....	\$208.00	\$286.00	\$389.00
Forklift and Operator (5,000 lbs).....	\$394.00	\$436.00	\$563.00

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 ..... \$ \_\_\_\_\_

## 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 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$160.00	\$220.00	\$299.00
T3 Supervised Sign Assembly Labor.....	\$208.00	\$286.00	\$389.00

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	\$868.00	\$1,004.00	\$1,140.00

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.....\$ \_\_\_\_\_

## 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.

[illegible]

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 \$2.88 per square foot per day.**

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

### Access Storage

	Area	# Days	Extended Price
\$2.88 per sq. ft x	_____ sq. ft. x	_____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor .....	\$160.00	\$220.00	\$299.00

### Empty Storage

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

	Quantity	Standard Price
Shrink Wrap .....	_____	\$96.00

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

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

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

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

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

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



ADVANCE DISCOUNT DEADLINE - Friday, January 30, 2026

Sales Tax 8.25%



SPECIAL EVENT

[Click here](#) to view the  
AFR FURNITURE RENTAL CATALOG

[Click here](#) to download the furniture order forms

2025 FURNITURE PRODUCT LIST WITH PRICING

ADVANCE DISCOUNT DEADLINE – Friday, January 30, 2026

Sales Tax 8.25%



# **2025** TRADESHOW CATALOG



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT



CORT

EVENTS



[Click here](#) to view the CORT Events' full catalog  
of trade show exhibitor offerings.

[Click here](#) to download the furniture order forms

# SHIPPING INFORMATION



# 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, February 12, 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, February 25, 2026 by 11:00 am. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

**UPS or 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, January 16, 2026. Shipments arriving prior to this date may be refused.**

#### Crated or Uncrated

Shipment Weight ..... x \$1.99/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$90.00 ea. = \$ \_\_\_\_\_

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

### Direct Shipments to Show Site

**Direct shipments will be received starting on Friday, February 20, 2026. Shipments that arrive prior to this date may be refused by the George R. Brown Convention Center as T3 Expo will not have possession of the venue prior to this date and time.**

#### Crated or Uncrated

Shipment Weight ..... x \$2.03/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$90.00 ea. = \$ \_\_\_\_\_

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

# MATERIAL HANDLING 101

Material handling is the service of Receiving Freight from carrier, Delivery to booth, Storing of empty containers, and loading freight on outbound carrier at the end of the event.

Please review the below steps.



1

## SHIPPING

Choose where you would like your items shipped prior to the event.



### ADVANCED WAREHOUSE

freight to the advanced warehouse is more cost effective.

Materials received at the advanced warehouse will be delivered to your booth space prior to your assigned move in date and time.



### DIRECT TO SHOWSITE

Benefits exhibitors who can not make the advanced warehouse deadline.

2

## EXHIBIT SPACE

Material Handling charges are incurred no matter where items are shipped.



### ADVANCED WAREHOUSE

freight to the advanced warehouse is more cost effective.



### DIRECT TO SHOWSITE

Benefits exhibitors who can not make the advanced warehouse deadline.

3

## EMPTY CONTAINERS

Once your booth is set, choose how you would like empty containers stored during the event.



### EMPTY STORAGE

Best for large items like crates and skids. These will not be accessible during event hours.

Material handling covers items being stored and returned to your exhibit space at end of show.



### ACCESSIBLE STORAGE

Available for an additional fee if you have items you need to access during the event such as collateral materials, swag, etc.

4

## SHIPPING

Complete your Material Handling Agreement (MHA) to let us know what to do with your materials post event.



### SET UP SHIPMENT

Arrange for your carrier to pick up your materials prior to the event closing. Complete your MHA and return to the T3 Expo Service Center once your materials are packed and ready for shipping.



### USE SHOW CARRIER

Don't have a preferred shipping vendor? Fill out your MHA and opt to use the show carrier to ship your materials.

PRE SHOW

SHOW SITE

POST SHOW

## SHIPPING QUICK FACTS

### Advanced Warehouse

ATSSA's Convention & Traffic Expo 2026

c/o: T3 Expo

c/o: Allstates World Cargo

c/o: Forward Air 19220 Kenswick Drive

Humble, TX 77338

- Ship early to avoid delays and save money!
- Materials received at the Advanced Warehouse will be delivered to your booth prior to your targeted move in date and time.
- We will accept crated, boxed, or skidded material beginning **January 16, 2026** at the above address.
- Material arriving after **February 12, 2026** will be received at the warehouse with an additional after deadline charge.
- Please note that we will not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing more than 5,000 pounds or a single piece of freight beyond the dimensions of 108"H x 93"W.
- Warehouse materials are accepted Monday through Friday between the hours of 9:00 AM and 3:00 PM.
- Certified weight tickets must accompany all shipments.
- If required, provide your carrier with the following phone number: **(888) 698-3397**.

### Show Site

ATSSA's Convention & Traffic Expo 2026

c/o: T3 Expo

c/o: George R. Brown Convention Center

Level 3 - Halls A3 - B3

1001 Avenida De Las Americas

Houston, TX 77010

- We will receive shipments at the exhibit facility beginning **February 20, 2026**.
- Shipments arriving before this date may be refused by the facility.
- Any charges incurred for early freight accepted by the facility will be the responsibility of the exhibitor.
- Certified weight tickets must accompany all shipments.
- Ensure your driver has the following information to help expedite unloading and delivery to your booth:
  - Show Name, Exhibitor Name, Booth #
- If required, provide your carrier with the following phone number: **(888) 698-3397**.

### Your show is targeted!

If your materials are being delivered to show site, they should arrive by your targeted move-in date/time in order to avoid additional fees and surcharges. Materials received at the Advance Warehouse will be delivered to your booth prior to your targeted move in date and time.

### Rate Calculator

ADVANCED WAREHOUSE	<input type="text"/>	x	\$1.99	=	<input type="text"/>
	WEIGHT		COST		EST. TOTAL COST
DIRECT SHIPMENT	<input type="text"/>	x	\$2.03	=	<input type="text"/>
	WEIGHT		COST		EST. TOTAL COST

Rate calculation above based on straight time inbound and outbound shipments.

[Download Advanced Warehouse Shipping Labels](#)

[Download Show Site Shipping Labels](#)

# Shipping Addresses

## Advance Shipments to T3 Expo Warehouse

### Address

To: (Exhibiting Company Name)  
(Booth #)

For: ATSSA's Convention & Traffic Expo 2026

c/o: T3 Expo  
c/o: Allstates World Cargo  
c/o: Forward Air 19220 Kenswick Drive  
Humble, TX 77338

### Information

Advance shipments will be accepted beginning on Friday, January 16, 2026 through Thursday, February 12, 2026 between the hours of 9:00 am – 3:00 pm.

Shipments received after Thursday, February 12, 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: ATSSA's Convention & Traffic Expo 2026

c/o: T3 Expo  
c/o: George R. Brown Convention Center  
Level 3 - Halls A3 - B3  
1001 Avenida De Las Americas  
Houston, TX 77010

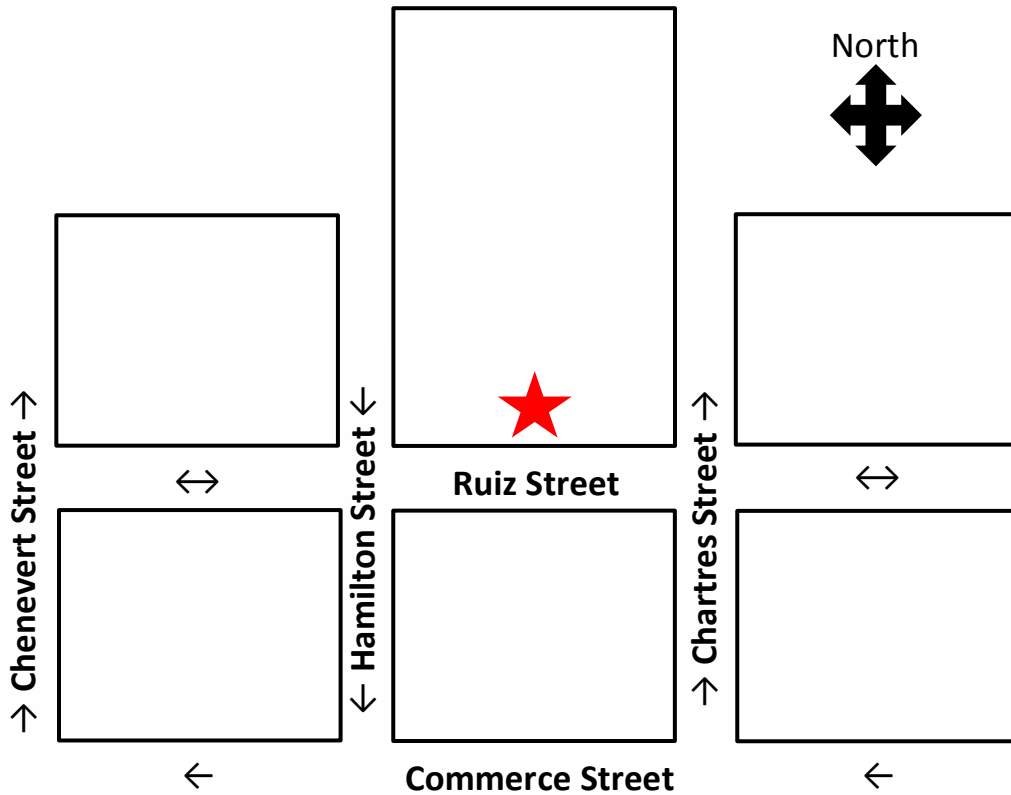
### Information

Direct shipments are accepted starting on Friday, February 20, 2026 beginning at 8:00 am and throughout published event hours.

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



**Marshalling Yard Directions**  
**1901 Ruiz Street**  
**Houston, Texas 77002**



**Directions from the George R. Brown Convention Center**

---

<b>Level 1 Loading Docks</b>	<b>Coming from Exhibit Halls A, B, C, D, E</b>
------------------------------	--

---

Left onto Chartres Street > Left onto Ruiz Street

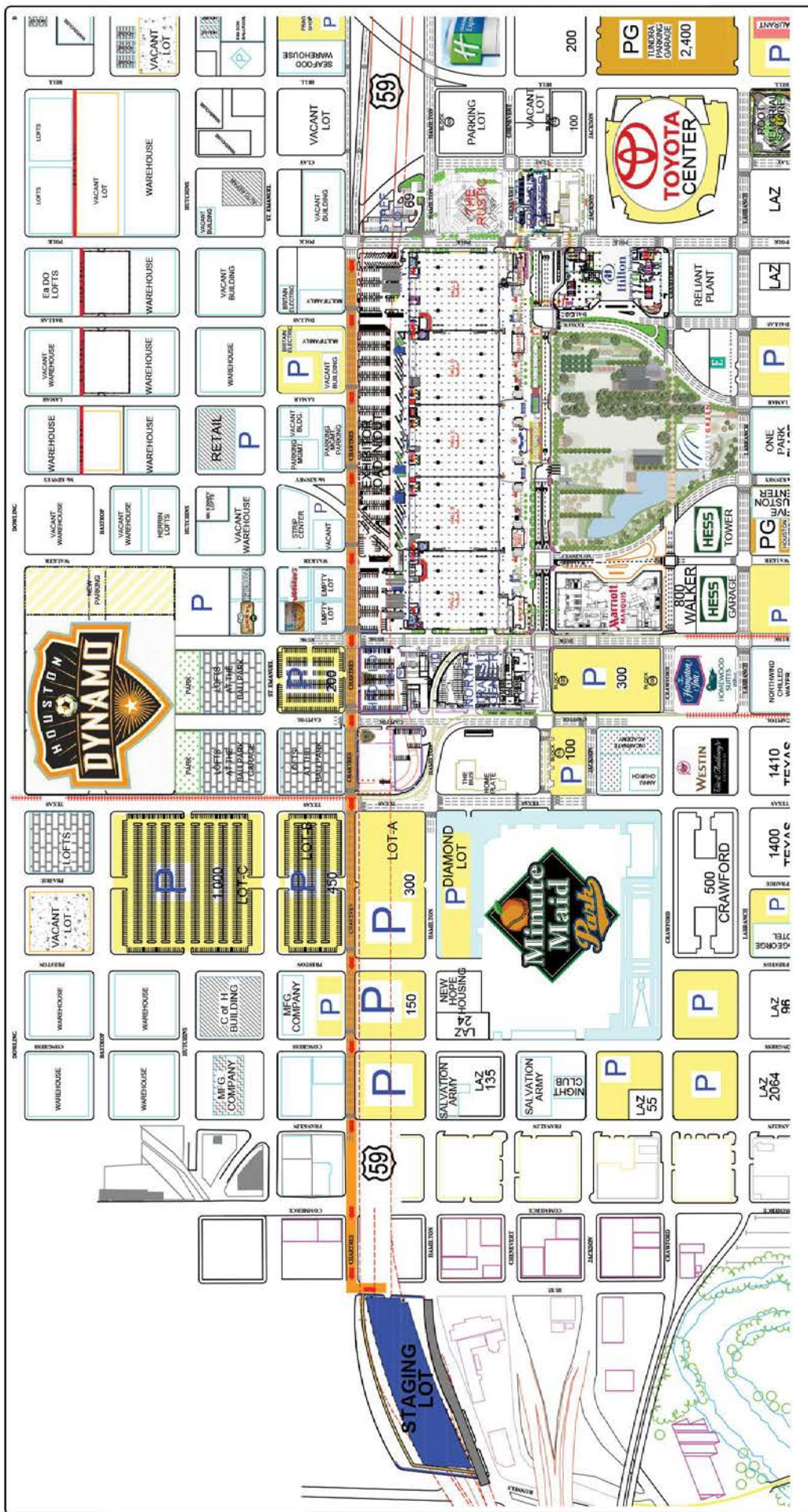
---

<b>Level 3 Ramp</b>	<b>Coming from Exhibit Halls A3, B3, Ballroom, General Assembly &amp; Meeting Rooms</b>
---------------------	---

---

Right onto Chenevert Street > Right on Polk Street  
> Left on Chartres Street > Left onto Ruiz Street







**T3 Advance Discount Deadline:**  
**Order and payment due by Friday, January 30, 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

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	\$350.00	=	\$ _____

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](mailto: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!

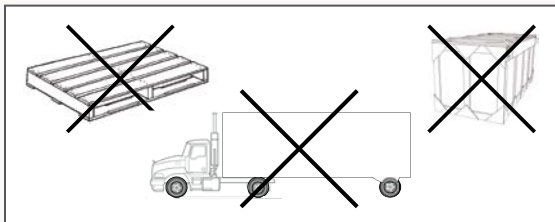
### Maximum Weight 300 lbs

- 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 \$275.00	= \$ _____
Outbound	_____	x \$275.00	= \$ _____

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

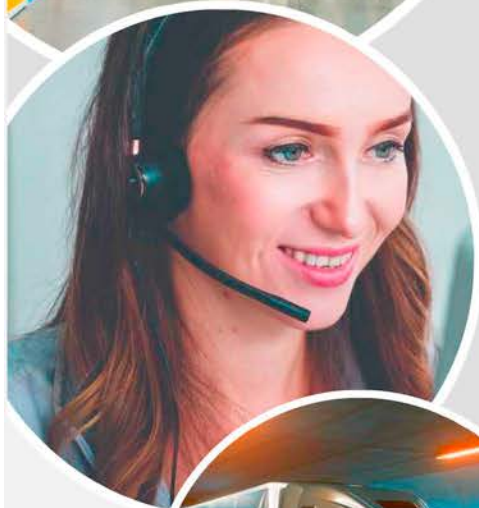
The following information is required; please return completed form to T3 Expo. Email this completed form along with the Payment Information Form to: [orders@t3expo.com](mailto:orders@t3expo.com)

**Total Cart Service Fee Estimate ....\$ \_\_\_\_\_**



## 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.**



- 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, JANUARY 16, 2026 TO THURSDAY, FEBRUARY 12, 2026

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

Exhibitor Name

c/o: T3 Expo  
c/o: Allstates World Cargo  
c/o: Forward Air 19220 Kenswick Drive  
Humble, TX 77338

Event: **ATSSA's Convention & Traffic Expo 2026**

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

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

# ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 16, 2026 TO THURSDAY, FEBRUARY 12, 2026

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

Exhibitor Name

c/o: T3 Expo  
c/o: Allstates World Cargo  
c/o: Forward Air 19220 Kenswick Drive  
Humble, TX 77338

Event: **ATSSA's Convention & Traffic Expo 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 FRIDAY, FEBRUARY 20, 2026

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

Exhibitor Name

c/o: T3 Expo

c/o: George R. Brown Convention Center

Level 3 - Halls A3 - B3

1001 Avenida De Las Americas

Houston, TX 77010

Event: **ATSSA's Convention & Traffic Expo 2026**

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

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

# DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, FEBRUARY 20, 2026

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

Exhibitor Name

c/o: T3 Expo

c/o: George R. Brown Convention Center

Level 3 - Halls A3 - B3

1001 Avenida De Las Americas

Houston, TX 77010

Event: **ATSSA's Convention & Traffic Expo 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, JANUARY 16, 2026 TO THURSDAY, FEBRUARY 12, 2026

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

Exhibitor Name

c/o: T3 Expo  
c/o: Allstates World Cargo  
c/o: Forward Air 19220 Kenswick Drive  
Humble, TX 77338

Event: **ATSSA's Convention & Traffic Expo 2026**

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

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

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 16, 2026 TO THURSDAY, FEBRUARY 12, 2026

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

Exhibitor Name

c/o: T3 Expo  
c/o: Allstates World Cargo  
c/o: Forward Air 19220 Kenswick Drive  
Humble, TX 77338

Event: **ATSSA's Convention & Traffic Expo 2026**

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

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

# ADDITIONAL INFORMATION & FORMS

## Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
<a href="#">Audio Visual Order Form</a>	Shepard AV	Vendor Contact: <a href="mailto:orders-av@shepardav.com">orders-av@shepardav.com</a> 404-720-8740
<a href="#">Exhibitor Menu Catering Order Form</a>	Levy	Catering Sales Manager: Aaron Gonzalez <a href="mailto:aaron.gonzalez@levyrestaurants.com">aaron.gonzalez@levyrestaurants.com</a> 713-853-8122
<a href="#">Exhibitor Ordering Guide</a>	SmartCity Networks	<a href="http://orders.smartcitynetworks.com">orders.smartcitynetworks.com</a> or call 888.446.6911
<a href="#">Electrical Order Form Electrical Terms &amp; Conditions</a>	SmartCity Networks	<a href="http://orders.smartcitynetworks.com">orders.smartcitynetworks.com</a> or call 888.446.6911
<a href="#">Plumbing Services</a>	SmartCity Networks	<a href="http://orders.smartcitynetworks.com">orders.smartcitynetworks.com</a> or call 888.446.6911
<a href="#">Internet Services</a>	SmartCity Networks	<a href="http://orders.smartcitynetworks.com">orders.smartcitynetworks.com</a> or call 888.446.6911
<a href="#">Booth Cleaning Information Booth Cleaning Pricing</a>	GRB Houston	<a href="http://www.GRBBoothCleaning.com">www.GRBBoothCleaning.com</a> 713-853-8907 or 346-453-9544 <a href="mailto:GRB-ExhibitorServices@houstonfirst.com">GRB-ExhibitorServices@houstonfirst.com</a>
General Contractor	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 ..... = \$ \_\_\_\_\_  
 Vehicle Spotting Fee ..... = \$ \_\_\_\_\_  
 Cartload Service ..... = \$ \_\_\_\_\_  
 Carpet ..... = \$ \_\_\_\_\_  
 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, January 23, 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: ATSSA's Convention & Traffic Expo 2026**

Phone: +1.888.698.3397  
Email: [orders@t3expo.com](mailto: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
- Carpet
- Furniture & Accessories
- Display Tables & Counters
- Display Labor & Forklift
- Hanging Sign
- Accessible Storage
- 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.**

# Houston, TX 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, Freight and Rigging

Union personnel claims jurisdiction for display erection and dismantling in Houston. Employees of exhibiting companies, however, may set their own exhibits without the assistance of the Union. Any labor services required beyond that which your REGULAR FULL-TIME employees can handle must be rendered by Union personnel as hired by the General Contractor.

The George R. Brown Convention Center in Houston, Texas, has contracted to be the exclusive provider of all DOCK area services. This includes: materials/product/equipment handling to and from the dock and the exhibit space. Operation of all forklifts, cranes, dollies, hand trucks, carts, and other equipment for moving, positioning, uncrating, recrating, skidding, unskidding, etc., of product, displays or equipment. Exhibitors may hand-carry items in that can be handled by one person in one trip without dollies or hand trucks.

### Electrical

In Houston, the electrical work is handled exclusively by electricians. Exhibitors may not handle anything electrical. Electricians will make all electrical connections. Exhibitors may supply their own quad boxes, but all other electrical equipment including extension cords (which must be flat) are supplied by the electricians only.

### Hours

In Houston, straight time rates are from Monday through Friday, 8:00 am to 4:30 pm. Overtime rates are incurred outside of those hours on Monday through Friday as well as all day on Saturday. Double time rates are charged on Sundays and holidays. Lunch is from 12:00 to 12:30 pm.

### 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.