CDW SUMMIT 2026

EXHIBITOR SERVICES KIT

CDW Summit 2026

September 22-24, 2026
Sheraton Dallas Hotel
Dallas, TX

Welcome

Dear CDW Summit 2026 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for CDW Summit 2026. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs. For questions or support, contact us between 9:00 am – 5:00 pm EST, by emailing help@t3expo.com or call +1.888.698.3397. Please allow up to 24 business hours for a response.

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

Use our INTERACTIVE TABLE OF CONTENTS for EASY NAVIGATION

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T3 EXPO INFORMATION

Show Information

Location
Sheraton Dallas Hotel
400 Olive St
Dallas, TX 75201

Exhibit Hall
Grand Hall

Show Colors
Facility Hall Carpet – Neutral Colors
Turnkey Booth Carpet – Gray Pavillion

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Tuesday, September 22 12:00 pm – 2:45 pm	Tuesday, September 22 3:00 pm – 6:00 pm	Thursday, September 24 11:55 am – 1:00 pm	Thursday, September 24 by 12:30 pm
–	Wednesday, September 23 10:30 am – 4:00 pm 5:00 pm – 8:00 pm	–	–
–	Thursday, September 24 10:25 am – 11:55 am	–	–

PLEASE NOTE: Hours are subject to change.

Important Dates & Deadlines Checklist

- ☐ Monday, August 10, 2026 ..... Booth Package Artwork Submission Deadline
- ☐ Friday, August 14, 2026 ..... Receiving at Advance Warehouse Begins
- ☐ Monday, August 17, 2026 ..... Booth Package Artwork Approval Deadline
- ☐ Friday, September 11, 2026..... Last Day for Advance Shipments to Arrive without Surcharges
- ☐ Tuesday, September 22, 2026 ..... All Exhibits Must Be Set by 2:45 pm
- ☐ Thursday, September 24, 2026 ..... All Carriers Must Check In by 12:30 pm

Preshow Checklist

☐ **Please click here to view our Terms and Conditions**

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

☐ **Arrange in-bound freight/Material Handling**

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

☐ **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 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, if applicable**

- 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.

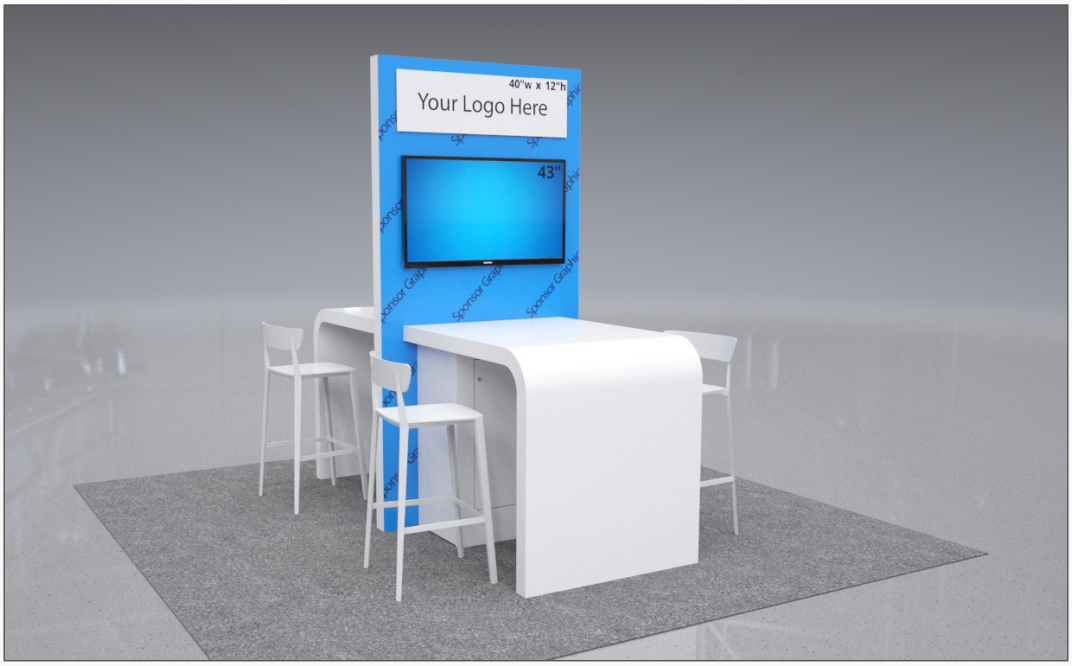
☐ **Booth freight packed and ready to ship out**

- 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

Artwork Submission Deadline: ..... **Monday, August 3, 2026**
Artwork Approval Deadline:..... **Monday, August 10, 2026**
An additional rush fee will be added to the total price of the package if graphic files are received after Monday, August 3, 2026.

Kiosk Style Partner Booth



Inclusions:

(1) 4'W x 8'H Fabric Backwall
(1) 40"W x 12"H Exhibitor Sponsored Logo Graphic Header
(1) 43" Monitor, Center Mounted
(1) L Counter, 4' Rounded – White
(2) Blade Barstools – White
(1) Wastebasket
(1) 5-AMP Electrical Drops*
10' x 10' Standard Carpet – Grey

*Please note 4' x 8' backwall will have show management graphics, not sponsored graphics.
*Electrical Drops will be placed in Back Wall. If you require additional drops, please reference the Electrical Services form in this kit.

PLEASE NOTE: No structural customization or modifications are allowed for the Turnkey Booths.

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

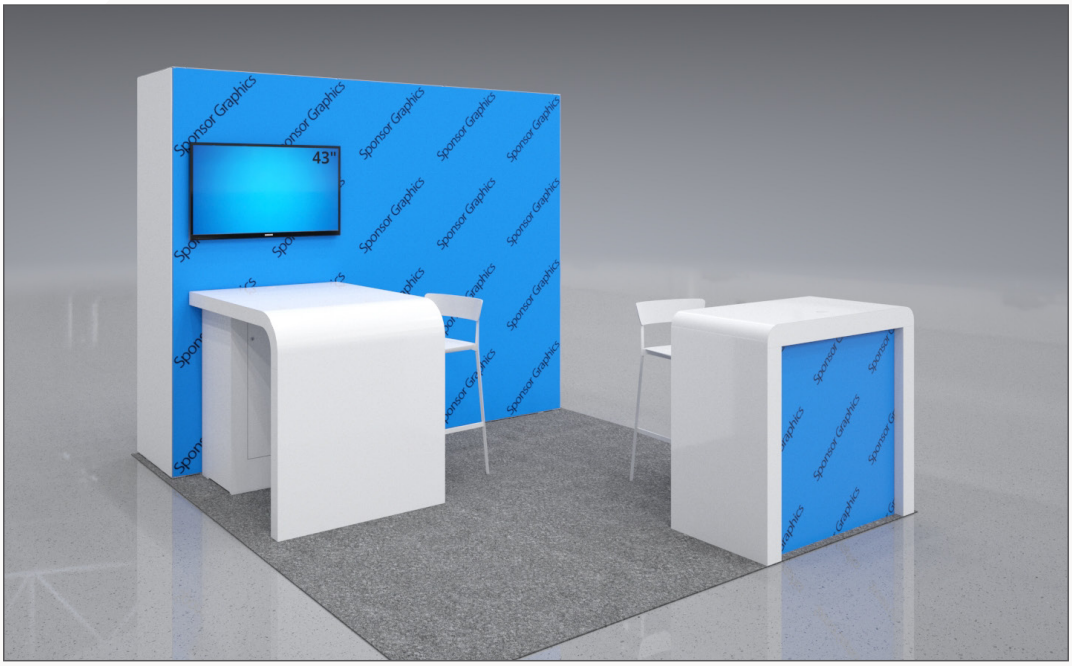
Company Name: _____
Contact Name:_____
Email Address:_____
Cell Phone: _____
Booth #:_____

Submitting Artwork

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

Artwork Submission Deadline: ..... **Monday, August 3, 2026**
Artwork Approval Deadline:..... **Monday, August 10, 2026**
An additional $1,154.00 rush fee will be added to the total price of the package if graphic files are received after Monday, August 3, 2026.

10' x 10' Partner Booth



Inclusions:

(1) 10'W x 8'H Fabric Backwall with Sponsor Branded Graphic
(1) 43" Monitor Mounted on the Left Hand Side of Backwall
(1) L Counter, 4' Rounded – White
(2) Blade Barstools – White
(1) R4 Reception Counter with Graphic Kick Panel
(1) Wastebasket
(1) 5-AMP Electrical Drops*
10' x 10' Standard Carpet – Grey

*Electrical Drops will be placed in Back Wall. If you require additional drops, please reference the Electrical Services form in this kit.

PLEASE NOTE: No structural customization or modifications are allowed for the Turnkey Booths.

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

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

Submitting Artwork

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

Artwork Submission Deadline:
All artwork due by Monday, August 3, 2026

Print Production Artwork Requirements

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

General File Set Up

Please provide artwork in native forms whenever possible:

- Adobe Illustrator and Adobe InDesign files are preferred

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

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

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

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

Images

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

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

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

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

Minimum resolution for graphic at full size dimensions:

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

Graphics smaller than 48" x 96"

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

Preferred File Formats

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

Checklist

- ☐ SET DOCUMENT MODE TO CMYK
- ☐ USE APPROPRIATE DIMENSIONS AND SCALE
- ☐ SET APPROPRIATE BLEEDS ON ALL SIDES
- ☐ CHECK IMAGE RESOLUTION
- ☐ CONVERT FONTS TO OUTLINES
- ☐ EMBED IMAGES / SAVE & PACKAGE YOUR FILE
- ☐ INCLUDE PDF PROOF

Artwork Submission and Template Download

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

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

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

SHIPPING INFORMATION

CDW Summit 2026
BOOTH #: _____

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.
POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.
Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.
Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Friday, September 11, 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

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
  - Shipments are received on overtime.
  - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
  - Shipments are loaded out on overtime.

Outbound Shipping

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

Carrier Check-in: All carriers must be checked in no later than Thursday, September 24, 2026 by 12:30 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.
UPS or FedEx: To use these carriers, you MUST have their shipping labels for each piece and schedule your pick up. Without these, your freight will NOT be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.
PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, August 14, 2026. Shipments arriving prior to this date may be refused.

Crated or Uncrated
Shipment Weight ..... x $2.29/lb = $_____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $86.00 ea. = $_____

Material Handling Estimate ..... $_____

Direct to showsite deliveries is handled directly through the Sheraton Dallas Hotel.

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: CDW Summit 2026

c/o: T3 Expo
c/o: SAIA Logistics
3535 Houston School rd
Lancaster TX, 75134

Information

Advance shipments will be accepted beginning on Friday, August 14, 2026 through Friday, September 11, 2026 between the hours of 8:30 am – 5:00 pm.

Shipments received after Friday, September 11, 2026 will be charged an additional 30% per pound.

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

PLEASE NOTE: Direct to showsite deliveries is handled directly through the Sheraton Dallas Hotel.

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

SAIA
100 YEARS
LTL Freight
Est. 1924

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
- Competitive rates and instant quoting
- Easily schedule your pickup and return delivery
- Service from an industry-leading low-claim ratio carrier
- Optional full-value coverage for high-value items
- Expedited and guaranteed services for time-sensitive deliveries

SCHEDULE YOUR TRADE SHOW SHIPMENT TODAY!

888.536.5699

tradeshows@saia.com • saia.com

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, AUGUST 14, 2026 TO FRIDAY, SEPTEMBER 11, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: SAIA Logistics
3535 Houston School rd
Lancaster TX, 75134

Event: **CDW Summit 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, AUGUST 14, 2026 TO FRIDAY, SEPTEMBER 11, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: SAIA Logistics
3535 Houston School rd
Lancaster TX, 75134

Event: **CDW Summit 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
Electrical Services Audio Visual Services	Encore	Phone: 800-966-4498
Internet Services	Sheraton	Order internet services here.
General Contractor	T3 Expo, LLC	Email: help@t3expo.com Phone: (888) 698-3397
IAEE Guidelines	IAEE	Email: info@iaee.com Phone: +1 (972) 458-8002

Payment Information

Important Information

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

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

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

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

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

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

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

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

Please select the services needed:

☐ Material Handling ..... = $_____

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

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.

Dallas, 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 handle freight, carpet laying, and decorator functions. Additional Union personnel may be hired by the exhibitor through the General Contractor.

Rigging is handled by Union personnel and includes the unloading of heavy machinery and the hanging and assembly of signs. Plumbing is also handled by Union personnel.

The exhibitor in Dallas may use tools to set up and dismantle their own display. They may also hand-carry in small items, but may not use a hand cart or a dolly.

Electrical

Electrical services are handled in house at the Dallas Convention Center. Exhibitors may provide their own electrical cords, which must be 12 gauge, flat cords. The electrical power comes mainly from the floor in Dallas. Only electricians can lay the cords and plug in equipment. However, your installation and dismantle labor contractor may hang light boxes and other small items. Exhibitors may work on their own equipment, but again, only electricians may plug them in.

Hours

Straight time in Dallas is 8:00 am to 4:30 pm, Monday through Friday, except holidays. Lunch is 12:00 pm to 12:30 pm. Breaks are 10:00 am to 10:15 am and 2:30 pm to 2:45 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.