FUTURE

by appfolio

DIAMOND BOOTH KIT

September 28 - October 1, 2026

Manchester Grand Hyatt

San Diego, CA

Welcome

Dear FUTURE 2026 Sponsor,

T3 Expo is proud to have been selected as the official service contractor for FUTURE 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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EXPLO*RE* INFORMATION

Show Information

Location
Manchester Grand Hyatt
1 Market Pl
San Diego, CA 92101

Exhibit Hall
Grand Hall - Lobby Level

T3 Service Desk Hours

Monday, September 28	2:00 pm – 6:00 pm
Tuesday, September 29	9:00 am – 6:30 pm
Wednesday, September 30	8:00 am – 5:00 pm
Thursday, October 1	7:00 am – 1:00 pm

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Monday, September 28 2:00 pm – 6:00 pm	**Tuesday, September 29** 10:30 am – 6:30 pm ***Partner Access:*** *9:00 am* ***Networking Reception in EXPLORE*** *5:00 pm – 6:30 pm*	**Thursday, October 1** 10:00 am – 1:00 pm	**INBOUND** **Monday, September 28** 2:00 pm – 6:00 pm **Tuesday, September 29** 8:00 am – 10:00 am
–	**Wednesday, September 30** 9:00 am – 5:00 pm ***Partner Access:*** *8:00 am* *(Explore open during Afternoon Keynote)*	–	**OUTBOUND** Carrier must check in on **Thursday, October 1** By 12:00 pm
–	**Thursday, October 1** 8:00 am – 10:00 am ***Partner Access:*** *7:00 am*	–	–

PLEASE NOTE: Hours are subject to change.

Important Dates & Deadlines Checklist

- ☐ Thursday, August 20, 2026 ..... Receiving at Advance Warehouse Begins
- ☐ Thursday, August 27, 2026 ..... Artwork Submission Deadline
- ☐ Thursday, September 3, 2026 ..... Artwork Approval Deadline
- ☐ Thursday, September 3, 2026 ..... T3 Service Orders Advance Discount Deadline
- ☐ Thursday, September 3, 2026 ..... Custom Furniture Advance Discount Deadline
- ☐ Thursday, September 17, 2026 ..... Last Day for Advance Shipments to Arrive without Surcharges
- ☐ Monday, September 28, 2026 ..... Direct Shipments to Show Site May Begin Arriving After 2:00 pm
- ☐ Monday, September 28, 2026 ..... All Exhibits Must Be Set by 6:00 pm
- ☐ Monday, September 28, 2026 ..... INBOUND Carrier Check-in 2:00 pm – 6:00 pm
- ☐ Tuesday, September 29, 2026 ..... INBOUND Carrier Check-in 8:00 am – 10:00 am
- ☐ Thursday, October 1, 2026 ..... OUTBOUND: All Carriers Must Check In by 1:00 pm

Preshow Checklist

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

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

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

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

Advance Shipping:

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

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
- 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/show name and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
- Bring all copies of shipping documents with tracking numbers to show site.

☐ **Order rental booth structure and/or option**

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

☐ **Order graphics/signage and submit artwork**

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

☐ **Order booth furnishings/accessories**

- 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, if applicable**

- 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, 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.

☐ **Please see the Key Contacts page for onsite FedEx shipping instructions and hotel shipping information**.

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.

☐ **FedEx Business Center**

- There is a FedEx Business Center onsite in South tower for Sponsors to utilize.
- For more information, see the link to the **FedEx Delivery Instructions** on page 32.

FAQs

Q What should I do when I arrive?

A When you arrive at the exhibit hall, go to your booth space to check that your freight has been delivered, your ordered services have been completed, and any larger items ordered have been delivered. Smaller items (chairs, wastebaskets, etc) will be delivered closer to the event opening, and may not be in your booth when you arrive. Verify the piece counts of your shipment(s) against your shipping information and check over the condition of the shipments you have received. Confirm services ordered (electrical, internet, branding, etc.) have been installed. If you ordered labor, go to the T3 Labor Desk at the time you scheduled in your labor order to check-in and let the staff there know that you are ready to pick up laborers.

Q What should I bring with me to show site?

A Bring copies of any orders placed for booth items and services for the event, as well as of all of your shipping paperwork for your inbound shipment (copies of what you have shipped, how it was shipped, carrier contact information, and any tracking numbers). Bring information on your intended out-bound shipping: your carrier's information, shipping address(es), and any order documentation required by your carrier, receiver, and your company. If you are shipping out to an international address, bring anything recommended by your international shipment broker.

Q What is Material Handling?

A Material Handling, sometimes referred to as "drayage", is the moving and handling of your freight once it leaves your carrier. This service includes receiving at the advance warehouse, bringing the freight from the advance warehouse to show site. On-site it also includes moving the freight into your booth from the dock, storing empty crates, returning empty crates, and loading the freight onto the selected carrier at the end of the event. Due to Union regulations and logistics concerns, Material Handling is mandatory. Pricing can be found in the Exhibitor Services Kit.

Q Can I carry my own booth materials into the exhibit hall?

A Items easily hand-carried by one person in one trip, without assistance, and without handling equipment, may be brought into the exhibit hall. Please see the Material Handling and Union Guidelines pages of your Exhibitor Services Kit for details regarding these restrictions. Please note where the designated loading and unloading for personal vehicles (POV) is.

Q When will my items that were shipped in advance to the warehouse arrive in my booth?

A Items shipped to the advance warehouse prior to the advance receiving deadline should be in your booth on the first day of move-in for your assigned area. Check your Exhibitor Services Kit for specific installation dates and times. If any items shipped to the advance warehouse are not in your booth by the first day of move-in for your assigned area, bring your shipping paperwork (copies of what you have shipped, how it was shipped, and any tracking numbers) to the T3 Exhibitor Service Center. You may also call the T3 Exhibitor Service Center.

Q When will my furnishings arrive in my booth?

A T3 furnishings will arrive according to the shows furnishings delivery schedule. This schedule will be posted at the T3 Exhibitor Service Center, as well as other locations throughout the hall. Smaller items, such as wastebaskets and chairs, are typically delivered close to the show opening.

Q Do I need to check in to pick up the labor I ordered or will they come to the booth automatically?

A You must check in at the T3 Service Desk to pick up your laborers at the time labor was scheduled.

Q What if I need to access my shipping containers during the event or have too many promotional items to keep in my booth?

A Accessible Storage is a service that is offered to exhibitors needing access to stored items. Check in your Exhibitor Service Kit for associated pricing and procedures.

FAQs (continued)

Q What do I do with my empty cases and cartons after I have unpacked my shipment?

A If your items were shipped to the advance warehouse or directly to the show, storage of your empty containers is included in the material handling service. You will need to go to the T3 Exhibitor Service Desk to get your Empty Stickers. Each empty container should have at least one empty sticker on it with your company name and booth number. These containers are picked up throughout move-in, as they are labeled.

Q What questions can they answer for me at the on-site T3 Exhibitor Service Desk?

A The T3 Service Desk staff are there to help you with any question or situation that may come up. If we are not able to help, we will put you in touch with the proper person to help.

Q What is a Material Handling Form and do I have to fill one out?

A Every exhibitor with an outbound shipment will need to complete a Material Handling Form. A Material Handling Form (MHF) is needed to notify T3 that your shipment is ready to be picked up, and allows T3 to release it to your chosen carrier. This applies if you have a scheduled carrier and they're not handing the shipment over to FedEx on their own. The MHF also communicates to T3 where you want your shipment to go in the instance that your carrier is unable to complete their pick up of the freight for any reason. Be sure to fill out one MHF for each shipping destination you have.

Q Will the carrier that shipped my items before the event automatically pick them up?

A No, your carrier will not automatically pick up your freight. You MUST contact your carrier arrange for the shipment of your booth properties to their next destination. T3 Shipping will be available on-site if you haven't made prior arrangements or prefer to use the official show carrier. Regardless of your carrier, a Material Handling Form will need to be completed for every outbound shipment.

Q When the show closes, do I need to break down my booth immediately?

A All exhibitors have designated times when they must have their booth and event items out of their booth space. This timing information can be found in your Exhibitor Services Kit. It is suggested that breakdown begins immediately following the close of the event to ensure your freight is packed and labeled with a Material Handling Form turned into the service desk by the allotted time. Please do not leave any valuables in your booth. Leaving items unattended may lead to the loss of an item.

Q What do I do with T3 items at the close of the event?

A If you have a Turnkey Booth or any other T3 provided items, such as furnishings, these will be picked-up by T3 at the close of the event. You do not need to do anything to initiate this breakdown or pick-up.

Q Am I allowed to bring my own tabletop monitor?

A Yes, sponsors may bring in tabletop monitors only.

Q Can I use my own furnishings?

A No, the booths are fully furnished and no additional furniture may be brought in.

Q Is there a Marshalling Yard? What is the function of a Marshalling Yard and do I have to use it?

A No, there is no Marshalling Yard.

Q Are there any limitations on what I can give away in my booth?

A AppFolio must review and approve all materials and swag distributed in your booth. Please email Sponsorship@futureconference.com no later than Friday, September 4, 2026 for distribution approval!

FAQs (continued)

Q Can sponsors arrange and order catering services directly through the hotel?

A All food must be provided, prepared, and served by the Hotel and must be consumed on Hotel premises. The Sponsor acknowledges and agrees that as part of the sponsorship arrangement, they are prohibited from bringing any outside food and beverage items to the Event. The Sponsor understands that the catering services provided by the Event organizers are separate from the sponsorship package and may incur additional costs. Any arrangements made with the catering service providers will be handled directly between the Sponsor and the catering service providers.

Q Are sponsors allowed to display their own outside branding or signage at the event?

A To ensure a consistent and visually appealing environment for all attendees, sponsors are kindly requested to adhere to the following display guidelines:

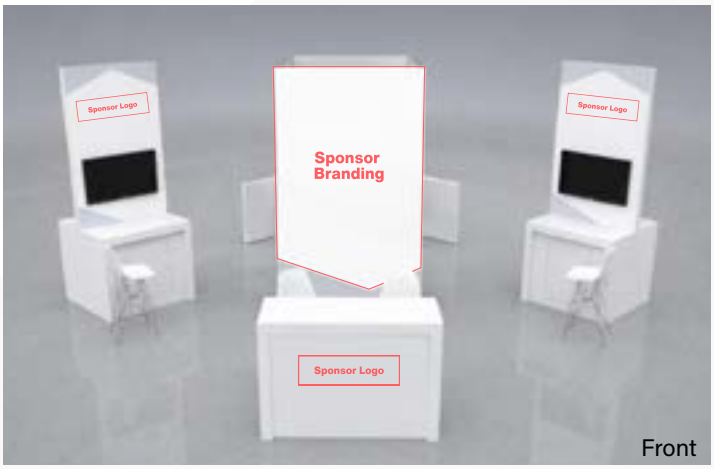
- No Pull-Up Banners: Sponsors are not permitted to bring or set up pull-up banners or any similar free-standing promotional items at their booths.
- Turnkey Booth Space: Sponsors may display materials and branded items within their assigned turnkey booth space. All items must remain within the booth dimensions and may not extend into aisles, walkways, or neighboring sponsor spaces.
- Height Restrictions: Any display items should not exceed the height of the table. Overhead or tall displays are not allowed.
- Uniform Booth Appearance: All booth decorations should maintain a professional and tidy appearance, consistent with the overall aesthetics of the expo provided they are only distributed and remain in your booth footprint.
- Promotional Materials: Handouts, brochures, and small promotional items are permitted, provided they fit within the allocated table space.
- Booth Setup Compliance: Sponsors must ensure their booth setup complies with these guidelines. Non-compliance may result in the removal of prohibited items.

We appreciate your cooperation in creating a cohesive and enjoyable experience for all expo participants. If you have any questions or need further clarification, please contact Sponsorship@futureconference.com.

DIAMOND TURNKEY BOOTH

Artwork Submission Deadline: ..... **Thursday, August 27, 2026**
Artwork Approval Deadline:..... **Thursday, September 3, 2026**
A late fee of $542.00 will be applied to Graphics received after Thursday, August 27, 2026.

Diamond Booth – 20' x 20'



Front

Back

(1) 10'h x 5'w x 5'd Sponsor Branded Tower with Locking Storage
(4) 43" Monitors
(2) 10-Amp Electrical Drops*
(1) 4' Welcome Counter, Branded
(2) 4' x 10' Kiosk Backwalls
(4) 4' Kiosk Counters (1 each side)
(4) Nexus Stools
(1) 30" Round Bar Table with Chrome Base
(4) Nexus Chairs
(1) L-Shaped Pony Wall with Sponsor Logo

*The electrical drop will be located behind the monitor. AppFolio will only include (2) 10-AMP electrical drops and (4) monitors for all options.

The booth has facility carpet.

PLEASE NOTE: No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in the graphic template provided in online kit / in artwork link below.

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.

Click here to upload your graphic files or download templates & instructions.
Visit the T3 Online Store at order.t3expo.com to learn more about our accessible options.

Submit This Form

Email this completed form to: orders@t3expo.com

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

T3 SERVICE INFORMATION & FORMS

Artwork Submission Deadline:
All artwork due by Thursday, August 27, 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

LOGO REQUIREMENTS:
Please provide logos in SVG or EPS format, and be sure that any shapes or backgrounds are only included if they are part of the actual logo design.

Sponsor Upgrade Options – Diamond

A. Nexus Stool - White

B. Arlo Bar Table - White

C. Ghost Stool - Transparent

D. Argento Literature Rack

E. Alder Floor Lamp

F. Silo Floor Lamp

G. Display Pedestal - White
(Available in 30", 36", 42"h)

H. Bird of Paradise

I. Large Leaf Fern

J. Umbrella Tree

PLEASE NOTE:
Colors and style may
vary upon availability.

A

B

C

D

E

F

G

H

I

J

T3 Advance Discount Deadline:
Order and payment due by Thursday, September 3, 2026

Sponsor Upgrade Options Order Form – Diamond

	Quantity		Discount Price		Standard Price		Extended Price
Furniture & Accessories							
A. Nexus Stool - White (AFR-05237-0300)	_____	x	$229.00	or	$327.14	=	$ _____
B. Arlo Bar Table - White (AFR-13300-0002)	_____	x	$545.00	or	$778.57	=	$ _____
C. Ghost Stool - Transparent (AFR-05237-0188)	_____	x	$160.00	or	$228.57	=	$ _____
D. Argento Literature Rack (AFR-14308-0010)	_____	x	$141.00	or	$201.43	=	$ _____
E. Alder Floor Lamp (AFR-09392-0009)	_____	x	$314.00	or	$448.57	=	$ _____
F. Silo Floor Lamp - White (AFR-09392-0018)	_____	x	$350.00	or	$500.00	=	$ _____
G. Display Pedestal 14" x 30" White (AFR-12091-0032)	_____	x	$160.00	or	$228.57	=	$ _____
Display Pedestal 14" x 36" White (AFR-12091-0031)	_____	x	$196.00	or	$280.00	=	$ _____
Display Pedestal 14" x 42" White (AFR-12091-0030)	_____	x	$267.00	or	$381.43	=	$ _____
H. Bird of Paradise (AFR-11500-0001)	_____	x	$402.00	or	$574.29	=	$ _____
I. Large Leaf Fern (AFR-11500-0003)	_____	x	$256.00	or	$365.71	=	$ _____
J. Umbrella Tree (AFR-11500-0002)	_____	x	$575.00	or	$821.43	=	$ _____

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

Sales Tax 7.75% ..... **$** _____
Est. Total Furniture & Accessories ... **$** _____

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 between 8:00 am and 12 noon on Saturday.
- Double Time: Before 8:00 am and after 12 noon, Saturday and all-day 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

	Straight Time	Overtime	Double Time
Labor	$168.00	$231.00	$314.00
T3 Supervised Labor	$218.00	$300.00	$408.00
Forklift and Operator (5,000 lbs)	$414.00	$459.00	$592.00

	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 ..... **$** _____

Accessible Storage & Cleaning Order Form

Important Information

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

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

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

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

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is $3.71 per square foot per day.

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

Access Storage

	Area		# Days		Extended Price
$3.71 per sq. ft x	_____	sq. ft. x	_____	= $	_____

Access Storage Labor

	Straight Time	Overtime	Double Time
Access Storage Labor	$168.00	$231.00	$314.00

Empty Storage

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

Cleaning

	Area			Price		# Days		Extended Price
Porter Service	____	x	____	$1.08 per sq. ft.	x	_____	= $	_____
Vacuuming	____	x	____	$0.96 per sq. ft.	x	_____	= $	_____

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

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

SHIPPING INFORMATION

FUTURE 2026
BOOTH #: _____

Material Handling

Choosing Your Carrier

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

Rate Classifications

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

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Thursday, September 17, 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 4:30 pm - 8:00 pm, Monday-Friday.
- 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, October 1, 2026 by 12:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.
UPS or Federal Express: To use these carriers, you MUST have their shipping labels for each piece and schedule your pick up. Without these, your freight will NOT be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.
PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Thursday, August 20, 2026. Shipments arriving prior to this date may be refused.

Crated or Uncrated
Shipment Weight ..... x $2.31/lb = $_____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $104.00 ea. = $_____

Material Handling Estimate ..... $_____

Direct Shipments to Show Site

Direct shipments will be received starting on Monday, September 28, 2026. Shipments that arrive prior to this date may be refused by the Manchester Grand Hyatt as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated
Shipment Weight ..... x $2.35/lb = $_____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $104.00 ea. = $_____

Material Handling Estimate ..... $_____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: FUTU*RE* 2026

c/o: T3 Expo
c/o: Saia LTL – SDO
12055 Tech Center Drive
Poway, CA 92064

Information

Advance shipments will be accepted beginning on Thursday, August 20, 2026 through Thursday, September 17, 2026 between the hours of 8:00 am – 4:00 pm.

Shipments received after Thursday, September 17, 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: FUTU*RE* 2026

c/o: T3 Expo
c/o: Manchester Grand Hyatt
Grand Hall - Lobby Level
1 Market Pl
San Diego, CA 92101

Information

Direct shipments are accepted starting on Monday, September 28, 2026 beginning at 2:00 pm and throughout published event hours.

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

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

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

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

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, AUGUST 20, 2026 TO THURSDAY, SEPTEMBER 17, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Saia LTL – SDO
12055 Tech Center Drive
Poway, CA 92064

Event: FUTU*RE* 2026

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, AUGUST 20, 2026 TO THURSDAY, SEPTEMBER 17, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Saia LTL – SDO
12055 Tech Center Drive
Poway, CA 92064

Event: FUTU*RE* 2026

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, SEPTEMBER 28, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Manchester Grand Hyatt
Grand Hall - Lobby Level
1 Market Pl
San Diego, CA 92101

Event: FUTU*RE* 2026

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, SEPTEMBER 28, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Manchester Grand Hyatt
Grand Hall - Lobby Level
1 Market Pl
San Diego, CA 92101

Event: FUTU*RE* 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
Ethernet / Wireless Services	Manchester Grand Hyatt	Email: mgewarges@singledigits.com Phone: 619-358-6787
Lead Retrieval Services	Cvent	Exhibitor Portal: exhibitors.cvent.com/login Email: leadcapture@cvent.com
Encore Audio Visual	Encore	Phone: 800-966-4498
MVS Audio Visual	MVS Audio Visual will be available to provide mounted monitor upgrades for turnkey booths	*Coming Soon!*
Catering Services	Manchester Grand Hyatt San Diego	Hyatt website: hyatt.com
Floral Services	Floral Fantasia	Phone: (619) 224-6404
Manchester Grand Hyatt Shipping	1 Market Pl San Diego, CA 92101	Email: sanrs-businesscenter@hyatt.com Phone: 619-358-6717
General Contractor	T3 Expo, LLC	Email: help@t3expo.com Phone: 888-698-3397

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 ..... = $_____
☐ T3 Turnkey Options ..... = $_____
☐ Sponsor Upgrade Options ..... = $_____
☐ Display Labor & Forklift ..... = $_____
☐ Accessible Storage ..... = $_____
☐ Cleaning ..... = $_____

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

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
- ☐ T3 Turnkey Options
- ☐ Sponsor Upgrade Options
- ☐ Display Labor & Forklift
- ☐ Accessible Storage
- ☐ Cleaning
- ☐ 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.

San Diego, CA 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:

Exhibit Installation & Dismantling

Union personnel claims jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than 30 minutes without the use of tools.

If your exhibit preparation, installation or dismantling requires more than 30 minutes, you must use Union personnel; check with your General Contractor for details.

As an exhibitor, you will be pleased to know that when Union labor is required, you may provide your company personnel to work along with a Union installer in Southern California, on a one-to-one basis.

Material Handling

Union personnel claims jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move the material that can be carried by hand by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

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.