

# HUMAN[X]

---

## EXHIBITOR SERVICES KIT

HumanX 2026

April 6-9, 2026

Moscone Center South

San Francisco, CA



APRIL 6-9, 2026  
SAN FRANCISCO  
MOSCONE CENTER SOUTH

We're thrilled to have you as a sponsor of HumanX on Monday, April 6 - Thursday, April 9, 2026 at Moscone Center South in San Francisco, CA. The Exhibitor Kit provides everything you need for pre-show and onsite planning, including details on official show contractors and vendors below.

<b>General Services Contractor - T3 Expo</b> Booth Build & Furnishings, Installation and Dismantle Booth Labor Services, Shipping & Material Handling, Booth/Show Cleaning, Rigging/Hanging Banners  <a href="#">Online Ordering</a> [Coming soon!] Email: <a href="mailto:help@t3expo.com">help@t3expo.com</a> Phone: 888-698-3397	<b>Audio &amp; Visual - Clarity Experiences</b>  <a href="#">Online Ordering</a> Email: <a href="mailto:exhibits@clarityexperiences.com">exhibits@clarityexperiences.com</a>  <b>AV order Deadline is March 16, 2026</b>
<b>Internet - Moscone Facility Services</b> Internet/Telecommunications  Email: <a href="mailto:Internet@moscone.com">Internet@moscone.com</a> Phone: 415-974-4126	<b>Floral &amp; Decor - ExpoEase</b> Florals & Decor  Online Ordering [Coming soon!] Email: <a href="mailto:info@expoease.com">info@expoease.com</a>

### Show Floor Schedule

FUNCTION DATE	DATE	HOURS (PT)
EXHIBITOR BUILD**: 400 sq ft (20'X20') & Larger Custom Booths	SATURDAY, APRIL 4	9:00 AM – 7:00 PM
EXHIBITOR BUILD**: 200 sq ft (10'X20') & Larger Custom Booths Only	SATURDAY, APRIL 4	3:00 PM - 7:00 PM
EXHIBITOR BUILD & MOVE-IN**: 100 sq ft (10'X10') & Larger Turnkey Booths + All Custom Booth Builds Continued	MONDAY, APRIL 6	9:00 AM - 7:00 PM
EXHIBITOR BUILD & MOVE-IN**: Startup Kiosks, Pavilions, Meeting Pods/Cubes, + All Custom Booth Builds Continued	MONDAY, APRIL 6	1:00 PM - 7:00 PM
SHOW FLOOR OPEN	TUESDAY, APRIL 7	9:00 AM - 5:30 PM <i>Exhibitor access at 7:00 am</i>
	WEDNESDAY, APRIL 8	9:00 AM - 5:30 PM <i>Exhibitor access at 8:00 am</i>
	THURSDAY, APRIL 9	9:00 AM - 3:30 PM <i>Exhibitor access at 8:00 am</i>



APRIL 6-9, 2026  
SAN FRANCISCO  
MOSCONE CENTER SOUTH

EXHIBITOR MOVE OUT	THURSDAY, APRIL 9	3:30 PM - 7:00 PM
EXHIBITOR MOVE OUT	FRIDAY, APRIL 10	8:00 AM - 4:00 PM

\*Exhibitor Booths must be completed and all freight must be removed from the show floor by Monday, April 6th at 7:00PM

\*\*Saturday and Monday are build days (Sunday is a holiday), which means pre-built structures will not be fully ready until the show floor opens on Tuesday at 9:00 am.

To ensure you have the best experience at HumanX, we encourage you to do the following as soon as possible:

1. [Book your hotel room](#). The discounted room rates are expected to sell out early.
2. All attendees must be registered to attend HumanX. Please register your tickets as soon as possible [here](#) using the discount code provided in your welcome email.
3. Review your Sponsor Portal to stay on track. Click [here](#) to view your task list. *Please note you must activate your SponsorCX portal. Email [Sponsors@Humanx.co](mailto:Sponsors@Humanx.co) to be resent log-in information.*
4. For FAQs - refer to our website [here](#).
5. Follow & engage with our social networks: [LinkedIn](#) / [X](#) / [Instagram](#)
6. Questions? Contact Us: [sponsors@humanx.co](mailto:sponsors@humanx.co).

## HumanX 2026 Exhibitor Guidelines

In addition to the [Exhibitor Rules & Regulations](#), all exhibitors must also abide by the below guidelines

### Age Restriction

All exhibitor personnel entering the show floor must be 18 years of age or older. No one under the age of 18 years old will be allowed on the show floor at any time including move-in, show days and move-out. For all night events held at HumanX all must be 21 years old to attend.

### Balloons

At no time are exhibitors allowed to bring helium balloons into the facility.

### Booth Approval

All exhibitors with a custom booth 10'x20' (200 sq ft) and larger, who are planning to build out their space, are required to submit the following: a rendering of their build with all dimensions, technical plans to include elevations (indicating maximum height of the build) and all materials used (+flame retardant certificates) to [show management](#) for approval by **February 20, 2026**.

*This is a mandatory requirement and plans not received before move-in will not be allowed to start construction until Show Management has assessed these documents. This may lead to delays in your booth being built and restrictions on elements of your booth that are not approved to be in accordance with the show rules & regulations.*

## Booth Height and Line of Sight

- 10'x20' inline booths have a maximum back wall height limitation of 8 feet high.
- Booths that are 400 sq feet (20'x20') + above are permitted to a max height restriction of 16 feet high, measuring from the floor to the top of the booth structure or hanging sign. *Hanging signs only available for 20'x30' booth spaces.*
- If your booth does not meet these height requirements, you must submit a rendering of your booth, with dimensions to [show management](#) for approval by **February 20, 2026**.
- All booth displays and businesses must be conducted within your booth space and arranged in such a manner so as to not obstruct sight lines of neighboring exhibitors.
- Displays shall not block or obstruct the view of a neighboring exhibitor. If such protocol is not adhered to, HumanX has the right to remove the item in question unless pre-approved prior.

## Code of Conduct

Please review [HumanX's Code of Conduct](#).

## Dress Code

During move-in and move-out closed-toe shoes must be worn at all times in the exhibit hall and docks. No open-toed footwear, sandals or flip flops allowed.

During show hours exhibitor personnel must be dressed appropriately and confine their activities on behalf of the exhibitor to their space. The dress code is business casual.

## Exhibitor Appointed Contractor (EAC)

If your company plans to bring in the services of any independent contractors other than T3 Expo, you must complete and submit the EAC form along with the EAC's Certificate of Insurance to [orders@t3expo.com](mailto:orders@t3expo.com) by **Thursday, March 5, 2026**. To download the EAC form and view the EAC and COI requirements please refer to the exhibitor kit.

***This is a mandatory security requirement to permit EACs access to your booth during move-in and move-out. EACs who arrive onsite and have not been registered will be required to provide this information including their Certificate of Insurance (COI) before they are permitted access. This may lead to delays in your booth being built or access refused if they cannot produce the documents required.***

*EAC workers and supervisors must display an official EAC wristband in order to access the show floor. There is a different color wristband required each day. Wristbands may be picked up from the EAC desk outside of Hall A.*

## Exhibitor Booth Floor Covering

Exhibitors are responsible for providing or arranging their own carpeting/floor covering in the booth area, unless included in the Turnkey booth packages, Startup kiosks, or Pavilion kiosks.

## Fire Regulations

All exhibitors must comply with Fire Regulations and safety rules as posted in the exhibitor kit.

## Food & Beverage

NO OUTSIDE FOOD AND BEVERAGE IS ALLOWED. Catering and all food and beverage products must be ordered through Savor... San Francisco. To order catering, please complete and return the [Order Form](#) to the below:

- **Savauna Chatman**  
[SChatman@moscone.com](mailto:SChatman@moscone.com)  
415-267-6437
- **Taylor Boren**  
[TBoren@moscone.com](mailto:TBoren@moscone.com)  
415-974-4136
- *\*No outside food and beverage is allowed; Savor... Catering is the exclusive F&B provider. **Place your order by March 4.***

## Insurance Requirements

→ **For Exhibitors:** As a sponsor benefit, HumanX will be including liability insurance which meets all insurance requirements for HumanX 2026. This benefit only applies to the exhibitor contracted directly with HumanX. Exhibitors are not required to submit their own compliant insurance.

However, if the exhibitor hires an outside Exhibitor Appointed Contractor (EAC) for any services used other than the in-house general contractor that HumanX uses, they must comply with the below liability request.

→ **All Exhibitor Appointed Contractors (EACs):** must maintain the following insurance from the first day of their move until the last day of their move out at HumanX. No access to the floor will be granted without insurance coverage.

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits as stated below. Insurance coverage for Exhibitor Appointed Contractor is not optional.

Such insurance shall include contractual liability and product liability covered with the following limits:

→ COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form) covering bodily injury,

property damage, products and completed operations, and personal and advertising injury with minimum limits of one million dollars (\$3,000,000) per occurrence. This policy shall include contractual liability coverage applicable to the indemnities assumed hereunder. If the policy has a general aggregate limit, either the general aggregate shall apply separately to this project/location, or the general aggregate limit shall be two times (2X) the required occurrence limit.

- WORKERS' COMPENSATION INSURANCE with statutory limits as required by law and Employer's Liability Insurance covering legal obligation to pay damages for bodily injury or occupational disease (including death) sustained by an employee with minimum limits of: \$1,000,000 bodily injury by accident; \$1,000,000 bodily injury by disease; \$1,000,000 policy limit.
- AUTOMOBILE LIABILITY INSURANCE covering loss arising out of the ownership, maintenance, operation, or use of any motor vehicle, whether owned, hired, or non-owned, with minimum limits of one million dollars (\$1,000,000) per accident for bodily injury and property damage. Appropriate endorsements should be evidenced if hazardous waste is to be transported – ISO MCS 90 and CA 9948 (Broadened Pollution Liability Endorsement).
- UMBRELLA/EXCESS LIABILITY INSURANCE policies must follow the form of the underlying primary policies (except Workers' Compensation) with minimum limits of four million dollars (\$4,000,000) per occurrence.
- All required insurance policies shall name as Additional Insured, The City and County of San Francisco/SMG/ASM Global Parent, Inc and each of their parent subsidiaries and affiliates and each of their officers, directors, agents, and employees as respects the conduct of the named insured(s) in or about the property of The City and County of San Francisco/SMG/ASM Global Parent, Inc → EACs must name HumanX and T3 Expo, LLC as additional insured.

## Internet

Complimentary WiFi will be provided on the show floor, however, HumanX cannot guarantee uptime consistency throughout the duration of the event. We strongly recommend a dedicated internet connection if you intend to stream audio/video content or conduct live demonstrations/presentations within and around your exhibit. To order additional internet/telecommunications, email [Internet@moscone.com](mailto:Internet@moscone.com).

## Lighting

Overhead lighting is permitted. No lighting, fixtures, lighting trusses, or overhead lighting may be hung or shined outside the boundaries of the exhibit space so as not to be distracting to adjacent exhibitors.

Exhibitors may not shine logos onto the ceiling, aisles, facility wall or adjacent booths and spotlights may not be mounted to the ceiling outside the boundaries of the exhibit space. HumanX reserves the right to remove/turn off any lighting that does not comply and the exhibitor will be responsible for any charges related to this action.

## Meeting Room Buildouts



APRIL 6-9, 2026  
SAN FRANCISCO  
MOSCONE CENTER SOUTH

Meeting rooms that have custom build outs must be approved. Renderings need to be sent to [sponsors@humanx.co](mailto:sponsors@humanx.co). An EAC form and COI must also be submitted to [orders@t3expo.com](mailto:orders@t3expo.com) by **Thursday, March 5, 2026**.

The custom build outs must be contained to the space inside the assigned room. Nothing is permitted to be built or placed outside the meeting room or in the hallway. Any buildouts must adhere to the Fontainebleau meeting room rules & regulations.

### Multi-Level Booths

Multi-level exhibits are permitted. Custom builds are subject to approval by Show Management.

### Power

Power is not included with space only exhibit spaces (does not apply to turnkey packages). Power must be ordered separately from [Clarity](#). All power cords must be confined to the Exhibitor's space. Exhibitors are not permitted at any time to run power cords across or underneath the exhibit hall aisle carpet or any area outside of their allocated space.

### Promotional Materials/Activities

All promotional materials/activities must be confined to your booth and/or meeting space. Exhibitors are not permitted to distribute promotional materials in any areas outside of their allocated space without prior approval from HumanX.

### Registration

Every attendee must be registered and is required to wear a HumanX badge in order to access any part of the HumanX event including sessions, meal functions, networking receptions, meeting rooms, and the show floor. Anyone who requires access to your booth during show hours must be registered for HumanX. Click [here](#) to register and purchase any additional passes that you need.

### Selling Products or Services

Selling exhibited products or services will not be permitted. At no time may the exhibit or product display be altered to fulfill a transaction. No signage or advertising of product pricing will be allowed. HumanX reserves the right to prohibit the sale of any product for any reason.

### Signage

**Hanging signs/banners are only allowed above booths that are 20'x30' (600 square feet) or larger.** Hanging signs/banners may not exceed the length of your booth space or hang over the common aisle space. The top of any hanging banner may not exceed the maximum height restriction of **16' feet**.

Hanging signs/banners are only allowed by approval of the [show management](#) team. To request approval,





APRIL 6-9, 2026  
SAN FRANCISCO  
MOSCONE CENTER SOUTH

please send request to [sponsors@humanx.co](mailto:sponsors@humanx.co).

In order to facilitate exhibitor move-in, hanging signs **MUST** be shipped in advance to T3 Expo's warehouse using the custom hanging sign labels found in the exhibitor kit. Hanging signs will not be accepted onsite.

Exhibitors are not permitted to display signage in any areas outside of their allocated booth/meeting space without prior approval from HumanX. Popup banners are **not** permitted in kiosk or pavilion areas. No outside decor or signage is allowed to be affixed to the physical kiosk structure.

## Sound

Sound must be maintained at a level that is not disruptive or is determined offensive to neighboring exhibitors.

## Vehicles

Vehicles that are to be brought into the facility must be pre-approved by show management, Moscone Center. All require individual permits and Fire Marshall approval. Exhibitors must abide by all display vehicle rules and regulations found [here](#).

**If you have any questions, please contact [show management](#).**



# Welcome

---

Dear HumanX 2026 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for HumanX 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.....	12
Important Dates & Deadlines Checklist .....	13
Preshow Checklist .....	14
On-site Checklist .....	15

## T3 BOOTH INFORMATION

10' x 20' Raw Space.....	17
Startup – Standard Kiosk Package .....	18
Startup – Deluxe Kiosk Package .....	19
10' x 10' Turnkey Package .....	20
10' x 20' Turnkey Package .....	21
20' x 20' Turnkey Package – Option A .....	22
20' x 20' Turnkey Package – Option B .....	23
20' x 20' Turnkey Package – Option C .....	24
20' x 30' Turnkey Package – Option A .....	25
20' x 30' Turnkey Package – Option B .....	26
20' x 30' Turnkey Package – Option C .....	27
20' x 30' Turnkey Package – Option D .....	28

## T3 SERVICE INFORMATION & FORMS

Print Production Artwork Requirements .....	30
Carpet Options.....	31
Carpet & Padding Order Form.....	32
Vinyl Flooring Order Form .....	33
Furniture – Standard Chairs .....	34
Accessories.....	35
Furniture & Accessories Order Form.....	36
Display Tables & Counters.....	37
Display Tables & Counters Order Form .....	38
Display Labor & Forklift Order Form.....	39
Accessible Storage & Cleaning Order Form.....	40
AFR Furniture Rental Catalog & Order Forms .....	41

## SHIPPING INFORMATION

Material Handling .....	43
Shipping Addresses.....	44
Allstates WorldCargo Freight Form .....	45
Advance Shipment Labels .....	46
Direct Shipment Labels .....	47
Hanging Sign Advance Shipment Labels .....	48

## ADDITIONAL INFORMATION & FORMS

Key Contacts .....	50
Payment Information.....	51
Notification Of Intent To Use EAC .....	52
Third Party Authorization .....	53
United States Fire Department Regulations .....	54
San Francisco, CA Labor Guidelines .....	55

# T3 EXPO INFORMATION

## Show Information

### Location

Moscone Center  
747 Howard St  
San Francisco, CA 94103

### Exhibit Hall

Halls A-C

### T3 Expo Exhibitor Service Center Hours

Our Service Center will be staffed during the following hours:

Saturday, April 4 .....8:00 am – 7:00 pm  
Monday, April 6 .....8:00 am – 6:00 pm  
Tuesday, April 7 .....8:00 am – 6:00 pm  
Wednesday, April 8 .....8:00 am – 6:00 pm  
Thursday, April 9 .....8:00 am – 4:00 pm

Exhibitor Build/Setup	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
<b>Saturday, April 4</b> <b>9:00 pm – 7:00 pm</b> (20'x20') & Larger Custom Booths Only	<b>Tuesday, April 7</b> <b>9:00 am – 5:30 pm</b>	<b>Thursday, April 9</b> <b>3:30 pm – 7:00 pm</b>	<b>Friday, April 10</b> <b>By 2:00 pm</b>
<b>Saturday, April 4</b> <b>3:00 pm – 7:00 pm</b> (10'x20') & Larger Custom Booths Only	<b>Wednesday, April 8</b> <b>9:00 am – 5:30 pm</b>	<b>Friday, April 10</b> <b>8:00 am – 4:00 pm</b>	
<b>Monday, April 6</b> <b>9:00 am – 7:00 pm</b> 100 sq ft (10'x10') & Larger Turnkey Booths + All Custom Booth Builds Continued	<b>Thursday, April 9</b> <b>9:00 am – 3:30 pm</b>		
<b>Monday, April 6</b> <b>1:00 pm – 7:00 pm</b> *Startup, Kiosks, Pavilions, Meeting Pods/Cubes + All Custom Booth Builds Continued			

\*Exhibitor Booths must be completed and all freight must be removed from the show floor by Monday, April 6 at 7:00 pm.

\*\*Saturday and Monday are build days (Sunday is a holiday) which means pre-built structures will not be fully ready until the show floor opens on Tuesday at 9:00 am.

PLEASE NOTE: Hours are subject to change.

## Important Dates & Deadlines Checklist

Thursday, February 26, 2026 .....	Turnkey Package Order Deadline
Thursday, February 26, 2026 .....	Receiving at Advance Warehouse Begins
Thursday, March 5, 2026 .....	Turnkey Package Artwork Submission Deadline
Thursday, March 5, 2026 .....	Exhibitor Appointed Contractor Form Deadline
Wednesday, March 11, 2026 .....	T3 Service Orders Advance Discount Deadline
Wednesday, March 11, 2026 .....	Custom Furniture Advance Discount Deadline
Thursday, March 12, 2026 .....	Turnkey Package Artwork Approval Deadline
Tuesday, March 17, 2026 .....	Electrical Advance Discount Deadline
Friday, March 27, 2026 .....	Last Day for Advance Shipments to Arrive without Surcharges
Saturday, April 4, 2026 .....	Direct Shipments to Show Site May Begin Arriving After 9:00 am
Monday, April 6, 2026 .....	All Exhibits Must Be Set by 7:00 pm
Friday, April 10, 2026 .....	All Carriers Must Check In by 2:00 pm

# Preshow Checklist

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

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

## Arrange in-bound freight/Material Handling

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

### Advance Shipping:

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

### Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
  - 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.
2. 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.).
  3. Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
  4. Label your freight correctly with your company name, booth number, event/HumanX 2026 and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
  5. 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

- 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

- Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling form.
- No Material Handling form will be distributed unless the account is paid in full.
- There will be a show carrier providing air and/or ground shipping options. If you are using your own carrier, you will need to schedule them on your own for a pickup.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

# On-site Checklist

## **Check all freight when you arrive**

- Verify that all your shipments have arrived in your booth space. Please check against your shipping documentation before unpacking any freight.

## **Booth set-up**

- If you are using T3 Expo Installation Labor, you must go to the T3 Service Desk to inform us that you are ready for your labor.
- Installation/Dismantle Labor start time is only guaranteed when ordered for 8:00 am.
- Once your booth is set up, tag your empty containers with Empty Stickers which can be picked up at the T3 Service Desk.

## **Arrange outbound shipping**

- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You will need a separate Material Handling form for each outbound shipping destination.
- Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers on-site for air and ground service.
- If you are using your own carrier, you must schedule them in advance to pick up your shipment(s).
- Note the Carrier Check-in date / time on the Show Schedule form.
- If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto a show carrier at your expense.

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

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



# T3 BOOTH INFORMATION

**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$693.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## 10' x 20' Raw Space



### Standard Package

(1) 8'h x 20'w White Backwall

### Custom Graphic Backwall Upgrade – \$2,760.00

- **IMPORTANT:** With the placement of the backwall, the interior dims are 8' x 20'. This backwall CANNOT be removed.
- Standard and Specialty Furniture are the only furniture options available for this package.
- Exhibitors may bring in their own popup or wall to be placed against the structure wall provided. If bringing in a popup or wall, the exhibitor MUST submit a picture with dimensions to HumanX show management for approval.

- To add electrical drops, please reference the Electrical Order Form, page 49.
- Carpet is not included but may be ordered on page 31 of this kit.
- To order AV, please use the AV order form on page 49 –  
\*Monitors cannot be mounted to the backwall.

### Submit This Form

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

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

### Submitting Artwork

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

**Sales Tax 8.625%** ..... \$ \_\_\_\_\_  
**Graphics Upgrade Total**..... \$ \_\_\_\_\_

**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$573.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## Startup – Standard Kiosk Package



- (1) 8'h x 4'w with Logo on Backwall
- (1) B3 Counter
- (1) 32" Mounted Monitor\*
- (1) Criss Cross Bar Stool
- (1) 5-AMP Electrical Drop for the Monitor\*\*
- (1) Power Strip
- (1) Wastebasket
- Startup Turnkey Area will be Carpeted – Grey
- Daily Vacuuming (Mon-Wed)  
*\*one preshow vacuuming per day*

\*All monitors come with an HDMI port and cable (no USB port). Monitor upgrade is not permitted for the Startup Booths. If a larger monitor is needed, it must be ordered on a floor/table stand.

\*\*If you require additional drops, please see page 49 for more information.

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

PLEASE NOTE: No structural customizations or modifications are allowed to the physical turnkey structure.

### Submit This Form

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

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

**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$724.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## Startup – Deluxe Kiosk Package



- (1) Backwall – 8'h x 4'w with Logo on Backwall
- (1) S4 Counter – White
- (1) 32" Mounted Monitor\*
- (2) Criss Cross Bar Stool
- (1) 5-AMP Electrical Drop for the Monitor\*\*
- (1) Power Strip
- (1) Wastebasket
- Startup Turnkey Area will be Carpeted – Grey
- Daily Vacuuming (Mon-Wed)  
*\*one preshow vacuuming per day*

\*All monitors come with an HDMI port and cable (no USB port). Monitor upgrade is not permitted for the Startup Booths. If a larger monitor is needed, it must be ordered on a floor/table stand.

\*\*If you require additional drops, please see page 49 for more information.

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

PLEASE NOTE: No structural customizations or modifications are allowed to the physical turnkey structure.

### Submit This Form

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

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

**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$1,229.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## 10' x 10' Turnkey Package



- (1) 8'h x 9'w Single-Sided Fabric Backwall with Graphics on the Front
- (1) 42"h x 47.5"w x 22"d S4 Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 41"h x 35.75"w x 19.25"d B3 Counter with Locking Cabinet
- (1) 43" Mounted Monitor\*
- (1) 5-AMP Electrical Drop for the Monitor\*\*
- (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools
- (1) 10' x 10' Standard Booth Carpet – Grey
- (1) Wastebasket
  - Daily Vacuuming (Mon-Wed)
  - \*one preshow vacuuming per day*

\*All monitors come with an HDMI port and cable (no USB port). Monitor upgrade is not permitted for the 10' x 10' Turnkey. If a larger monitor is needed, it must be ordered on a floor/table stand. See A/V Services Order Form for more information, page 49.

\*\*If you require additional drops, please see page 49 for more information.

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

PLEASE NOTE: No structural customizations or modifications are allowed to the physical turnkey structure.

### Submit This Form

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

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

**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$2,108.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## 10' x 20' Turnkey Package



- (1) 8'h x 19'w Single-Sided Fabric Backwall with Graphics on the Front
- (1) 42"h x 47.5"w x 22"d S4 Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 41"h x 35.75"w x 19.25"d B3 Counter with Locking Cabinet
- (1) 43" Mounted Monitor\*
- (2) 5-AMP Electrical Drops \*\*
  - (1) per Monitor & (1) Front Counter
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools
- (1) 36" Blanco café Table
- (4) Leslie Chairs
- (1) 10' x 20' Standard Booth Carpet – Grey
- (1) Wastebasket
  - Daily Vacuuming (Mon-Wed)
  - \*one preshow vacuuming per day*

\*All monitors come with an HDMI port and cable (no USB port). 10'x20' Turnkey Packages are only eligible to upgrade to a 43" monitor. If a larger monitor is needed, it must be ordered on a floor/table stand. See A/V Services Order Form for more information, page 49.

\*\*If you require additional drops, please see page 49 for more information.

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

PLEASE NOTE: No structural customization or modifications are allowed to the physical turnkey structure.

### Submit This Form

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

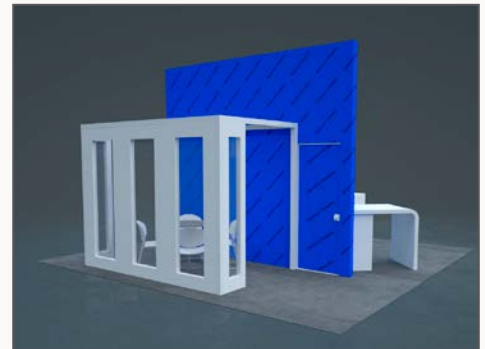
### Submitting Artwork

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

**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$5,936.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## 20' x 20' Turnkey Package – Option A



- (1) 12'h x 13'w x 6'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls.
- (1) 42"h x 60"w x 22"d S5 Front Counter with Locking Cabinet and Graphic Kick Panel
- (2) 48"l x 38"w - L Counter, 4' Rounded Counter with Locking Cabinet
- (1) 8'h x 10'w 6'd Meeting Room with Clear Plexi Panels
- (2) 43" Mounted Monitors (1) per L counter\*
- (3) 5-AMP Electrical Drops \*\*
  - (1) per Waterfall Demo Counter & (1) Front Counter
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools (Front Counter)
- (1) 36" Blanco café Table (Meeting Room)
- (4) Leslie Chairs (Meeting Room)

- (1) 20' x 20' Standard Booth Carpet – Grey
  - (1) Wastebasket
    - Daily Vacuuming (Mon-Wed)
- \*one preshow vacuuming per day*

### Select Carpet Color:

Standard grey carpet is included in the booth package. If you prefer a different color, optional carpet colors are available for selection. Please choose one of the options below. The deadline for carpet color selection is Thursday, February 26, 2026, after this date you will receive the default color of grey.



Black



Blue



Grey



Navy



Tuxedo

\*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. See A/V Services Order Form for more information, page 49.

\*\*If you require additional drops, please see page 49 for more information.

Hanging Signs - Please Submit your request for Hanging sign approval to [Sponsors@HumanX.com](mailto:Sponsors@HumanX.com).

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

PLEASE NOTE: No structural customization or modifications are allowed to the physical turnkey structure.

### Submit This Form

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

### Submitting Artwork

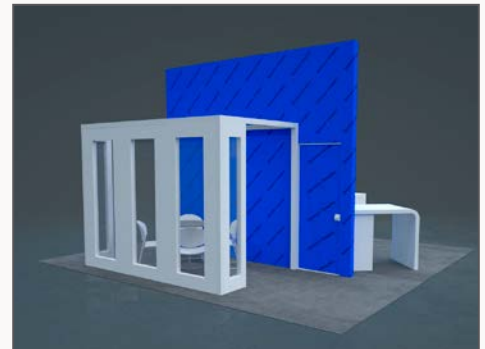
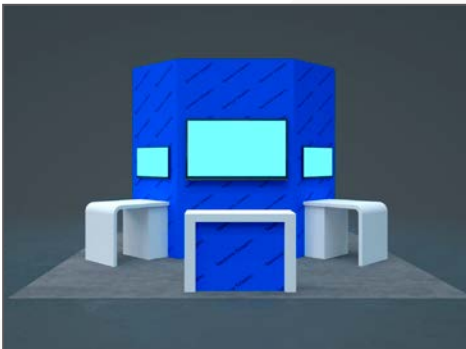
Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

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



**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$5,936.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## 20' x 20' Turnkey Package – Option B



- (1) 12'h x 13'w x 6'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls.
- (1) 42"h x 60"w x 22"d S5 Front Counter with Locking Cabinet and Graphic Kick Panel
- (2) 48"l x 38"w - L Counter, 4' Rounded Counter with Locking Cabinet
- (1) 8'h x 10'w 6'd Meeting Room with Clear Plexi Panels
- (1) 75" Mounted Monitor
- (2) 43" Mounted Monitors (1) per L counter\*
- (3) 5-AMP Electrical Drops \*\*
  - (1) per Waterfall Demo Counter & (1) Front Counter
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools (Front Counter)
- (1) 36" Blanco café Table (Meeting Room)
- (4) Leslie Chairs (Meeting Room)

- (1) 20' x 20' Standard Booth Carpet – Grey
- (1) Wastebasket
  - Daily Vacuuming (Mon-Wed)
  - \*one preshow vacuuming per day*

### Select Carpet Color:

Standard grey carpet is included in the booth package. If you prefer a different color, optional carpet colors are available for selection. Please choose one of the options below. The deadline for carpet color selection is Thursday, February 26, 2026, after this date you will receive the default color of grey.



Black



Blue



Grey



Navy



Tuxedo

\*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. See A/V Services Order Form for more information, page 49.

\*\*If you require additional drops, please see page 49 for more information.

Hanging Signs - Please Submit your request for Hanging sign approval to [Sponsors@HumanX.com](mailto:Sponsors@HumanX.com).

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

PLEASE NOTE: No structural customization or modifications are allowed to the physical turnkey structure.

### Submit This Form

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

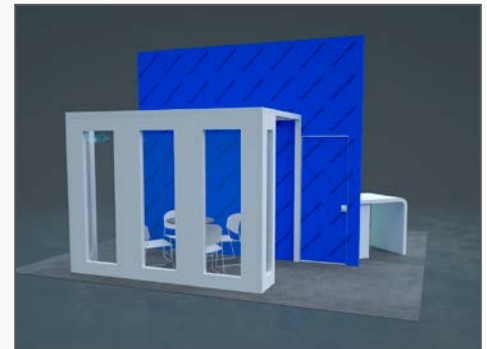
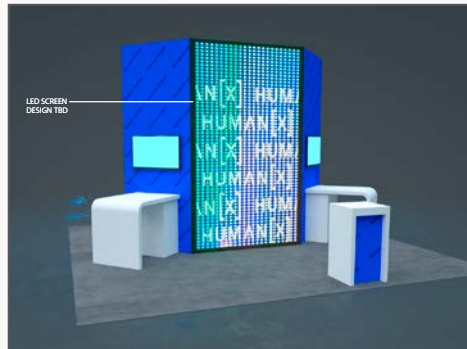
### Submitting Artwork

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

**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$6,061.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## 20' x 20' Turnkey Package – Option C

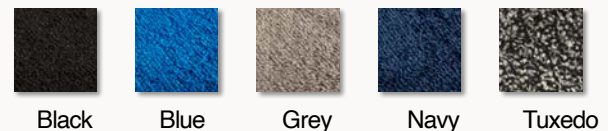


- (1) 12'h x 13'w x 6'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls.
- (1) 42"h x 24" w x 22"d S2 Front Counter with Locking Cabinet and Graphic Kick Panel
- (2) 48"l x 38" w - L Counter, 4' Rounded Counter with Locking Cabinet
- (1) 8'h x 10'w 6'd Meeting Room with Clear Plexi Panels
- (1) LED Backwall
- (2) 43" Mounted Monitors (1) per L counter\*
- (3) 5-AMP Electrical Drops \*\*
  - (1) per Waterfall Demo Counter & (1) Front Counter
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools (Front Counter)
- (1) 36" Blanco café Table (Meeting Room)
- (4) Leslie Chairs (Meeting Room)

- (1) 20' x 20' Standard Booth Carpet – Grey
- (1) Wastebasket
  - Daily Vacuuming (Mon-Wed)
  - \*one preshow vacuuming per day*

### Select Carpet Color:

Standard grey carpet is included in the booth package. If you prefer a different color, optional carpet colors are available for selection. Please choose one of the options below. The deadline for carpet color selection is Thursday, February 26, 2026, after this date you will receive the default color of grey.



\*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. See A/V Services Order Form for more information, page 49.

\*\*If you require additional drops, please see page 49 for more information.

Hanging Signs - Please Submit your request for Hanging sign approval to [Sponsors@HumanX.com](mailto:Sponsors@HumanX.com).

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

PLEASE NOTE: No structural customization or modifications are allowed to the physical turnkey structure.

### Submit This Form

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

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

**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$7,976.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## 20' x 30' Turnkey Package – Option A



- (1) 12'h x 20'w x 6'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls & Door.
- (1) 42"h x 95"w x 22"d R5 Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 8'h x 17'w x 8'w L Wall with Lattice Work on 8' side
- (4) 43" monitors with 41"h x 35.75"w x 19.25"d B3 Counter with Locking Cabinet per Monitor
- (1) 8'h x 10'w x 6'd Meeting Room with Overhang Ceiling for Meeting Space (10'l x 6'w over hang)
- (5) 5-AMP Electrical Drops \*\*
  - (1) per Demo Kiosk
  - (1) Charging Cube (Networking Lounge)
  - (1) Front Counter
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools (Front Counter)
- (1) 36" Blanco café Table (Meeting Room & Networking Area)
- (7) Leslie Chairs (Meeting Room & Networking Area)

- (1) Charging Cube with Branding
- (1) 20' x 30' Standard Booth Carpet – Grey
- (1) Wastebasket
  - Daily Vacuuming (Mon-Wed)
  - \*one preshow vacuuming per day*

### Select Carpet Color:

Standard grey carpet is included in the booth package. If you prefer a different color, optional carpet colors are available for selection. Please choose one of the options below. The deadline for carpet color selection is Thursday, February 26, 2026, after this date you will receive the default color of grey.



Black



Blue



Grey



Navy



Tuxedo

\*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. See A/V Services Order Form for more information, page 49.

\*\*If you require additional drops, please see page 49 for more information.

Hanging Signs - Please Submit your request for Hanging sign approval to [Sponsors@HumanX.com](mailto:Sponsors@HumanX.com).

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

PLEASE NOTE: No structural customization or modifications are allowed to the physical turnkey structure.

### Submit This Form

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

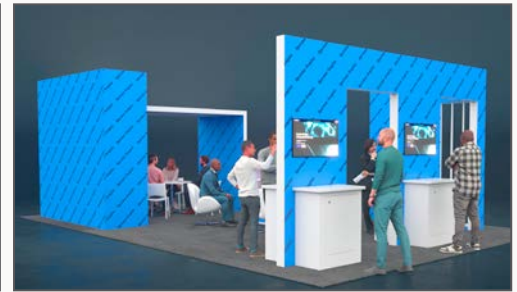
### Submitting Artwork

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

**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$7,976.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## 20' x 30' Turnkey Package – Option B

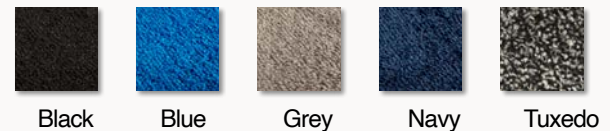


- (1) 12'h x 20'w x 6'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls & Door.
- (1) 42"h x 95"w x 22"d R5 Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 8'h x 17'w x 8'w L Wall with Lattice Work on 8' side
- (1) 75" monitors
- (4) 43"monitors with 41"h x 35.75"w x 19.25"d B3 Counter with Locking Cabinet per Monitor
- (1) 8'h x 10'w x 6'd Meeting Room with Overhang Ceiling for Meeting Space (10'l x 6'w over hang)
- (5) 5-AMP Electrical Drops \*\*
  - (1) per Demo Kiosk
  - (1) Charging Cube (Networking Lounge)
  - (1) Front Counter
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools (Front Counter)
- (1) 36" Blanco café Table (Meeting Room & Networking Area)

- (7) Leslie Chairs (Meeting Room & Networking Area)
- (1) Charging Cube with Branding
- (1) 20' x 30' Standard Booth Carpet – Grey
- (1) Wastebasket
  - Daily Vacuuming (Mon-Wed)
  - \*one preshow vacuuming per day*

### Select Carpet Color:

Standard grey carpet is included in the booth package. If you prefer a different color, optional carpet colors are available for selection. Please choose one of the options below. The deadline for carpet color selection is Thursday, February 26, 2026, after this date you will receive the default color of grey.



\*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. See A/V Services Order Form for more information, page 49.

\*\*If you require additional drops, please see page 49 for more information.

Hanging Signs - Please Submit your request for Hanging sign approval to [Sponsors@HumanX.com](mailto:Sponsors@HumanX.com).

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

PLEASE NOTE: No structural customization or modifications are allowed to the physical turnkey structure.

### Submit This Form

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

### Submitting Artwork

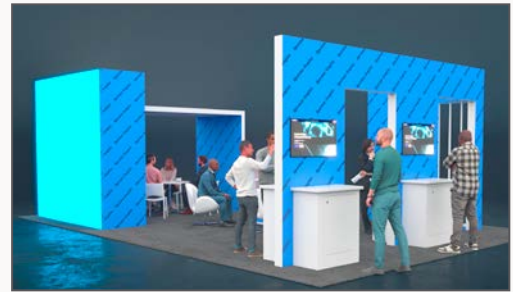
Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

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



**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$9,189.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## 20' x 30' Turnkey Package – Option C



- (1) 12'h x 20'w x 6'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls & Door.
- (1) 42"h x 95"w x 22"d R5 Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 8'h x 17'w x 8'w L Wall with Lattice Work on 8' side
- (1) LED Backwall
- (4) 43" monitors with 41"h x 35.75"w x 19.25"d B3 Counter with Locking Cabinet per Monitor
- (1) 8'h x 10'w x 6'd Meeting Room with Overhang Ceiling for Meeting Space (10'l x 6'w over hang)
- (5) 5-AMP Electrical Drops \*\*
  - (1) per Demo Kiosk
  - (1) Charging Cube (Networking Lounge)
  - (1) Front Counter
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools (Front Counter)
- (1) 36" Blanco café Table (Meeting Room & Networking Area)

- (7) Leslie Chairs (Meeting Room & Networking Area)
- (1) Charging Cube with Branding
- (1) 20' x 30' Standard Booth Carpet – Grey
- (1) Wastebasket
  - Daily Vacuuming (Mon-Wed)
  - \*one preshow vacuuming per day*

### Select Carpet Color:

Standard grey carpet is included in the booth package. If you prefer a different color, optional carpet colors are available for selection. Please choose one of the options below. The deadline for carpet color selection is Thursday, February 26, 2026, after this date you will receive the default color of grey.



Black



Blue



Grey



Navy



Tuxedo

\*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. See A/V Services Order Form for more information, page 49.

\*\*If you require additional drops, please see page 49 for more information.

Hanging Signs - Please Submit your request for Hanging sign approval to [Sponsors@HumanX.com](mailto:Sponsors@HumanX.com).

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

PLEASE NOTE: No structural customization or modifications are allowed to the physical turnkey structure.

### Submit This Form

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

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

**Exhibitor Order Deadline:** ..... **Thursday, February 26, 2026**  
**Artwork Submission Deadline:** ..... **Thursday, March 5, 2026**  
**Artwork Approval Deadline:** ..... **Thursday, March 12, 2026**  
An additional \$9,064.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, March 5, 2026.

## 20' x 30' Turnkey Package – Option D



- (1) 12'h x 20'w x 6'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls & Door.
- (1) 42"h x 95"w x 22"d R5 Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 8'h x 17'w x 8'w L Wall with Lattice Work on 8' side
- (2) 75" monitors
- (4) 43"monitors with 41"h x 35.75"w x 19.25"d B3 Counter with Locking Cabinet per Monitor
- (1) 8'h x 10'w x 6'd Meeting Room with Overhang Ceiling for Meeting Space (10'l x 6'w over hang)
- (5) 5-AMP Electrical Drops \*\*
  - (1) per Demo Kiosk
  - (1) Charging Cube (Networking Lounge)
  - (1) Front Counter
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools (Front Counter)
- (1) 36" Blanco café Table (Meeting Room & Networking Area)

- (7) Leslie Chairs (Meeting Room & Networking Area)
- (1) Charging Cube with Branding
- (1) 20' x 30' Standard Booth Carpet – Grey
- (1) Wastebasket
  - Daily Vacuuming (Mon-Wed)
  - \*one preshow vacuuming per day*

### Select Carpet Color:

Standard grey carpet is included in the booth package. If you prefer a different color, optional carpet colors are available for selection. Please choose one of the options below. The deadline for carpet color selection is Thursday, February 26, 2026, after this date you will receive the default color of grey.



Black



Blue



Grey



Navy



Tuxedo

\*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. See A/V Services Order Form for more information, page 49.

\*\*If you require additional drops, please see page 49 for more information.

Hanging Signs - Please Submit your request for Hanging sign approval to [Sponsors@HumanX.com](mailto:Sponsors@HumanX.com).

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

PLEASE NOTE: No structural customization or modifications are allowed to the physical turnkey structure.

### Submit This Form

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

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

# T3 SERVICE INFORMATION & FORMS



**Artwork Submission Deadline:**  
All artwork due by Thursday, March 5, 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)

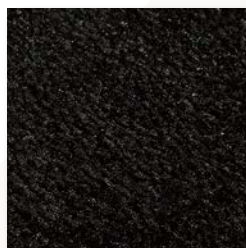
### Please include, in all inquiries:

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

## Carpet Options

**20'X20' & LARGER ONLY CAN UPGRADE**

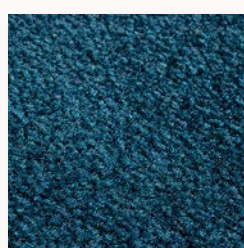
**Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet**



**Black**



**Grey**

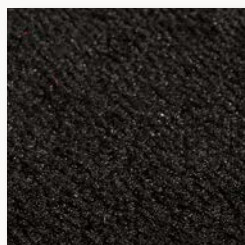


**Navy**

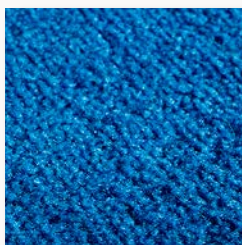


**White**

**Standard Carpet – 16 oz. Nylon Carpet**



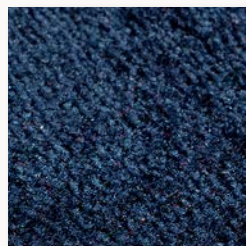
**Black**



**Blue**



**Grey**



**Navy**



**Tuxedo**

PLEASE NOTE: Colors and style may vary upon availability.

**T3 Advance Discount Deadline:**  
Order and payment due by Wednesday, March 11, 2026

## Carpet & Padding Order Form

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

**Please enter size and select carpet color**

**20'X20' & LARGER ONLY CAN UPGRADE**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$10.48	or \$14.97	= \$ _____

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

Black  
Navy

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' \$451.00	or \$644.29	\$ _____	20' x 20' \$1,804.00	or \$2,577.14	\$ _____
10' x 20' \$902.00	or \$1,288.57	\$ _____	20' x 30' \$2,706.00	or \$3,865.71	\$ _____
10' x 30' \$1,353.00	or \$1,932.86	\$ _____	20' x 40' \$3,608.00	or \$5,154.29	\$ _____
10' x 40' \$1,804.00	or \$2,577.14	\$ _____	30' x 30' \$4,059.00	or \$5,798.57	\$ _____

20' carpet comes as two matching 10' pieces.

**Custom Size** – Custom size is required for larger, island or peninsula booths, or if size needed is not shown above.

**Please enter size and select carpet color**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$4.51	or \$6.44	= \$ _____

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

Black  
Navy

Blue  
Tuxedo

Grey

**Carpet Padding**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$2.02	or \$2.89	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.64	or \$2.34	= \$ _____
<b>Subtotal:</b>				<b>\$ _____</b>

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

**Sales Tax 8.625%** ..... \$ \_\_\_\_\_  
**Estimated Total Carpet & Padding** ..... \$ \_\_\_\_\_

**T3 Advance Discount Deadline:**  
Order and payment due by Wednesday, March 11, 2026

## Vinyl Flooring Order Form

### Vinyl Flooring

Please enter size:

Booth Dimensions	Discount Price		Standard Price	Extended Price
10' x 10'	\$1,232.00	or	\$1,760.00	\$ _____
10' x 20'	\$2,464.00	or	\$3,520.00	\$ _____
10' x 30'	\$3,696.00	or	\$5,280.00	\$ _____
10' x 40'	\$4,928.00	or	\$7,040.00	\$ _____

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

Please enter size:

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$12.32	or \$17.6	= \$ _____

### Foam Padding

Please enter size:

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$2.99	or \$4.27	= \$ _____



Light Maple



Dark Maple

**Please select color:**

(check one)

Light Maple

Dark Maple

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

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

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

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

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

**Sales Tax 8.625%** ..... \$ \_\_\_\_\_

**Estimated Total Vinyl Floor Covering** \$ \_\_\_\_\_

## Furniture – Standard Chairs



**A. Bar Stool, Black**  
FRN-BRSTL-01a



**B. Side Chair, Black**  
FRN-SIDECR-01a

PLEASE NOTE: Colors and style may vary upon availability.

## Accessories

- A. Bag Stand – Chrome
- B. Literature Holder – Acrylic 3 Tier
- C. Poster Display Board
- D. S4 Counter - White  
S4 Counter - Branded  
(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



PLEASE NOTE:  
Colors and style may  
vary upon availability.

**T3 Advance Discount Deadline:**  
**Order and payment due by Wednesday, March 11, 2026**

## Furniture & Accessories Order Form

### Furniture

	Quantity		Discount Price		Standard Price		Extended Price
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	\$331.00	or	\$472.86	= \$	_____
B. Side Chair – Black (FRN-SIDEXHR-01a)	_____	x	\$224.00	or	\$320.00	= \$	_____

### Accessories

	Quantity		Discount Price		Standard Price		Extended Price
A. Bag Stand (ACC-001a)	_____	x	\$355.00	or	\$507.14	= \$	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	\$126.00	or	\$180.00	= \$	_____
C. Poster Display Board (ACC-055a)	_____	x	\$367.00	or	\$524.29	= \$	_____
D. S4 Counter – White – 4' wide (CNT-S4FT-01a)	_____	x	\$937.00	or	\$1,338.57	= \$	_____
S4 Counter, Branded – 4' wide (CNT-S4FT-01b)	_____	x	\$1,260.00	or	\$1,800.00	= \$	_____
E. Sign Easel (ACC-004a)	_____	x	\$147.00	or	\$210.00	= \$	_____
F. Display Showcase, 6' (AMERFX-STDWL-001c)	_____	x	\$686.00	or	\$980.00	= \$	_____
G. Literature Stand (ACC-005a)	_____	x	\$280.00	or	\$400.00	= \$	_____
H. Sign Stand – 22" w x 28" h (ACC-007a)	_____	x	\$227.00	or	\$324.29	= \$	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	\$157.00	or	\$224.29	= \$	_____
J. Wastebasket (ACC-010a)	_____	x	\$44.00	or	\$62.86	= \$	_____

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

**Sales Tax 8.625% .....** \$ \_\_\_\_\_  
**Est. Total Furniture & Accessories ...** \$ \_\_\_\_\_



## Display Tables & Counters

### Skirted Tables

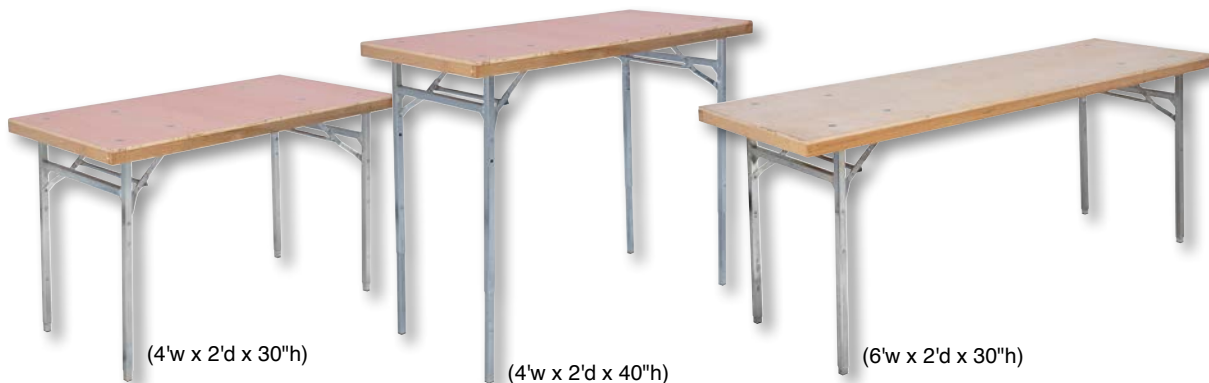
4'w x 2'd x 30"h (shown)  
6'w x 2'd x 30"h  
8'w x 2'd x 30"h  
4'w x 2'd x 40"h  
6'w x 2'd x 40"h  
8'w x 2'd x 40"h

- 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 Wednesday, March 11, 2026

## Display Tables & Counters Order Form

### 30" High Skirted (6' & 8' skirted on 3 sides only)

	Quantity		Discount Price		Standard Price		Extended Price
4'w x 2'd	_____	x	\$294.00	or	\$420.00	= \$	_____
6'w x 2'd	_____	x	\$340.00	or	\$485.71	= \$	_____
8'w x 2'd	_____	x	\$398.00	or	\$568.57	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$93.00	or	\$132.86	= \$	_____

### 40" High Skirted (6' & 8' skirted on 3 sides only)

4'w x 2'd	_____	x	\$340.00	or	\$485.71	= \$	_____
6'w x 2'd	_____	x	\$398.00	or	\$568.57	= \$	_____
8'w x 2'd	_____	x	\$454.00	or	\$648.57	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$108.00	or	\$154.29	= \$	_____

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

Black      Blue      Burgundy      Gold      Green      Grey      Plum      Red      White

### 30" High Unskirted

	Quantity		Discount Price		Standard Price		Extended Price
4'w x 2'd	_____	x	\$114.00	or	\$162.86	= \$	_____
6'w x 2'd	_____	x	\$151.00	or	\$215.71	= \$	_____
8'w x 2'd	_____	x	\$184.00	or	\$262.86	= \$	_____

### 40" High Unskirted

4'w x 2'd	_____	x	\$151.00	or	\$215.71	= \$	_____
6'w x 2'd	_____	x	\$184.00	or	\$262.86	= \$	_____
8'w x 2'd	_____	x	\$219.00	or	\$312.86	= \$	_____

### Round Tables

30"d x 30"h, black	_____	x	\$201.00	or	\$287.14	= \$	_____
30"d x 40"h, black	_____	x	\$224.00	or	\$320.00	= \$	_____

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

**Sales Tax 8.625%** ..... \$ \_\_\_\_\_  
**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 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 (Hourly Rates)

	Straight Time	Overtime	Double Time
Labor .....	\$200.00	\$274.00	\$373.00
T3 Supervised Labor .....	\$260.00	\$356.00	\$485.00
Forklift and Operator (5,000 lbs).....	\$491.00	\$544.00	\$702.00

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 \$4.15 per square foot per day.**

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

#### Access Storage

	Area	# Days	Extended Price
\$4.15 per sq. ft x	_____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor .....	\$200.00	\$274.00	\$373.00

#### 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 _____	\$1.22 per sq. ft.	x _____	= \$ _____
Vacuuming .....	_____ x _____	\$1.07 per sq. ft.	x _____	= \$ _____

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

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

ADVANCE DISCOUNT DEADLINE – Wednesday, March 11, 2026

Sales Tax 8.625%



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

# SHIPPING INFORMATION



HumanX 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, March 27, 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. There is no overtime on Saturday or Sunday.
- 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, April 10, 2026 by 2:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

**UPS or 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, February 26, 2026. Shipments arriving prior to this date may be refused.

#### Crated or Uncrated

Shipment Weight ..... x \$2.65/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$119.00 ea. = \$ \_\_\_\_\_

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

### Direct Shipments to Show Site

Direct shipments will be received starting on Saturday, April 4, 2026. Shipments that arrive prior to this date may be refused by the Moscone Center as T3 Expo will not have possession of the venue prior to this date and time.

#### Crated or Uncrated

Shipment Weight ..... x \$2.70/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$119.00 ea. = \$ \_\_\_\_\_

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

## Shipping Addresses

### Advance Shipments to T3 Expo Warehouse

**Address**

To: (Exhibiting Company Name)  
(Booth #)

For: HumanX 2026

c/o: T3 Expo  
c/o: Palmissano Delivery Service  
365 East Grand Avenue  
South San Francisco, CA 94080

**Information**

Advance shipments will be accepted beginning on Thursday, February 26, 2026 through Friday, March 27, 2026 between the hours of 8:00 am – 3:30 pm.

Shipments received after Friday, March 27, 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: HumanX 2026

c/o: T3 Expo  
c/o: Moscone Center  
Halls A-C  
747 Howard St  
San Francisco, CA 94103

**Information**

Direct shipments are accepted starting on Saturday, April 4, 2026 beginning at 9:00 am and throughout published event hours.

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

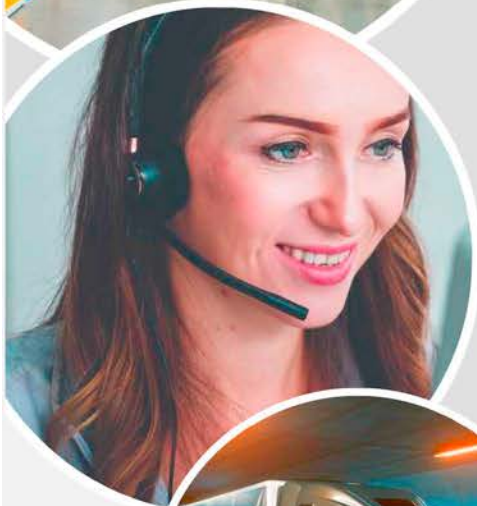
**PLEASE NOTE: There is no Marshalling Yard at this venue.**





## OFFICIAL 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 THURSDAY, FEBRUARY 26, 2026 TO FRIDAY, MARCH 27, 2026

To: \_\_\_\_\_  
Exhibitor Name

c/o: T3 Expo  
c/o: Palmissano Delivery Service  
365 East Grand Avenue  
South San Francisco, CA 94080

Event: **HumanX 2026**

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

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

# ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, FEBRUARY 26, 2026 TO FRIDAY, MARCH 27, 2026

To: \_\_\_\_\_  
Exhibitor Name

c/o: T3 Expo  
c/o: Palmissano Delivery Service  
365 East Grand Avenue  
South San Francisco, CA 94080

Event: **HumanX 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 SATURDAY, APRIL 4, 2026

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

Exhibitor Name

c/o: T3 Expo  
c/o: Moscone Center  
Halls A-C  
747 Howard St  
San Francisco, CA 94103

Event: **HumanX 2026**

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

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

# DIRECT SHIPMENT

ACCEPTED BEGINNING SATURDAY, APRIL 4, 2026

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

Exhibitor Name

c/o: T3 Expo  
c/o: Moscone Center  
Halls A-C  
747 Howard St  
San Francisco, CA 94103

Event: **HumanX 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 THURSDAY, FEBRUARY 26, 2026 TO FRIDAY, MARCH 27, 2026

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

Exhibitor Name

c/o: T3 Expo

c/o: Palmissano Delivery Service

365 East Grand Avenue

South San Francisco, CA 94080

Event: **HumanX 2026**

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

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

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, FEBRUARY 26, 2026 TO FRIDAY, MARCH 27, 2026

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

Exhibitor Name

c/o: T3 Expo

c/o: Palmissano Delivery Service

365 East Grand Avenue

South San Francisco, CA 94080

Event: **HumanX 2026**

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

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

# ADDITIONAL INFORMATION & FORMS

## Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
<a href="#">Electrical Services</a>	Edlen Electrical Exhibition Services	650-225-0900 <a href="mailto:sanfrancisco@edlen.com">sanfrancisco@edlen.com</a> <a href="http://ordering.edlen.com/login">ordering.edlen.com/login</a>
Internet Services	Moscone Center	<a href="mailto:internet@moscone.com">internet@moscone.com</a>
<a href="#">Audio Visual Services</a> <a href="#">Custom Digital Expo Booths</a>	Clarity Experiences	<a href="mailto:exhibits@clarityexperiences.com">exhibits@clarityexperiences.com</a>
<a href="#">Lead Retrieval</a>	HumanX Event App	<a href="mailto:sponsors@humanx.co">sponsors@humanx.co</a>
Floral Services	ExpoEase	<a href="mailto:info@expoease.com">info@expoease.com</a>
Catering Services	Savor, San Francisco	Savauna Chatman <a href="mailto:SChatman@moscone.com">SChatman@moscone.com</a> 415-267-6437  Taylor Boren <a href="mailto:TBoren@moscone.com">TBoren@moscone.com</a> 415-974-4136
<a href="#">Event Planning</a>	Jampack	Malcolm Barrack Director of Events & Nightlife 707-292-3200 <a href="mailto:malcolm@jampack.com">malcolm@jampack.com</a>
<a href="#">Merch Vendor</a>	Wayo	<a href="#">Click here</a> to contact Wayo
<a href="#">IAEE Guidelines</a>	IAEE	<a href="mailto:info@iaee.com">Email: info@iaee.com</a> Phone: +1 (972) 458-8002

## Payment Information

### Important Information

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

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

T3 Expo  
8 Lakeville Business Park  
Lakeville, MA 02347

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

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

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

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

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

### Please select the services needed:

Material Handling ..... = \$ \_\_\_\_\_  
Booth Packages ..... = \$ \_\_\_\_\_  
Carpet ..... = \$ \_\_\_\_\_  
Furniture & Accessories ..... = \$ \_\_\_\_\_  
Display Tables & Counters ..... = \$ \_\_\_\_\_  
Display Labor & Forklift ..... = \$ \_\_\_\_\_  
Accessible Storage ..... = \$ \_\_\_\_\_  
Cleaning ..... = \$ \_\_\_\_\_  
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:**  
**Thursday, March 5, 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 both addresses listed below.

Please return to: Email: [sponsors@humanx.co](mailto:sponsors@humanx.co)

Please submit a copy to: T3 Expo  
8 Lakeville Business Park  
Lakeville, MA 02347  
RE: HumanX 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
- Booth Package
- Carpet
- Furniture & Accessories
- Display Tables & Counters
- Display Labor & Forklift
- Accessible Storage
- Cleaning
- Custom Furniture
- All Services

### Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

### Exhibiting Company Information

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: (     )	Fax: (     )

### Third Party Company Information

Third Party Company Name:	
Third Party Billing Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: (     )	Fax: (     )
Third Party Responsible For (list services):	

### Third Party Credit Card Information

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

# United States Fire Department Regulations

## For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

### Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

### Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

### Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

### Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

### Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

**Storage behind booths is strictly prohibited.**

# San Francisco, 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/Booth Installation & Dismantle

The San Francisco Bay Area has an agreement for installation and dismantle labor in the hotels and convention centers with the local Union. The installation or dismantling of an exhibit requiring the use of hand tools, or which takes one exhibitor more than 30 minutes, or which is greater than ten feet in width, requires the hiring of Union labor.

### Material Handling

Union personnel have exclusive jurisdiction over all freight brought or delivered to the show floor. The General Contractor controls dock access, and may station Union personnel at any entrance to enforce this regulation. Union personnel's material handling equipment includes dollies, hand-trucks, pallet-jacks, forklifts, and genie lifts. One exhibitor may hand-carry his or her own materials into an exhibit facility only if such is small enough to be handled on one trip and without the use of wheels.

Union personnel also has jurisdiction over audio visual equipment. However, booth labor may be needed to install digital signage, and affix mounting brackets, etc., to your exhibit structure.

### Electrical

The Electricians Union handles electrical installation, including any wiring beneath flooring. However, labor may distribute and connect most power and lighting.

### 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.