NAEC Chicago

2026 Convention and Exposition

EXHIBITOR SERVICES KIT

NAEC 2026

September 30 – October 1, 2026

McCormick Place | Chicago, IL

Welcome

Dear NAEC 2026 Exhibitor,

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

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

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

T3 expo®
Save money. Grow your event.

NAEC Chicago 2026 Convention and Exposition

NAEC 2026
September 30 – October 1, 2026
McCormick Place
Chicago, IL

Use our INTERACTIVE TABLE OF CONTENTS for EASY NAVIGATION

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2026 NAEC TRADE SHOW FACTS

2026 ANNUAL CONVENTION & EXPO

McCormick Place
Chicago, Illinois

Convention: **Monday, September 28 – Thursday, October 1, 2026**
Show Days: **Wednesday, September 30 – Thursday, October 1, 2026**

QUICK REFERENCE

Venue	McCormick Place — Lakeside Center (East Building)
Address	2301 S. Jean Baptiste Point DuSable Lake Shore Drive, Chicago, IL 60616
Phone	(312) 791-7000
Convention	Monday, September 28 – Thursday, October 1, 2026
Show Days	Wednesday, September 30 – Thursday, October 1, 2026
Hotel	Hyatt Regency McCormick Place — $269/night
Hotel Cut-Off	September 2, 2026
Insurance Due	August 28, 2026 (certificate to T3 Expo)
Directory Due	June 20, 2026 (Map Your Show portal)
Dress	Business attire for sessions; casual for Dregs Party
Weather	~68–72°F (20–22°C) daytime; cooler evenings

ADMISSION & BADGES

All exhibitor representatives staffing a booth must be registered and display an official badge issued by Show Management. Badges are required for entry to the Exposition and all associated programs and events, and must be visibly displayed at all times. Loaning of badges is not permitted.

> **Age Restriction:**
> Children under 21 may not visit the exhibit hall floor due to alcohol served on the floor, unless participating in a guided tour or the Workforce Development Initiative.

Exhibitor personnel may access the hall one hour prior to the show and must exit within one hour after the show on official show days. Re-admittance is not permitted once personnel exit.

Badges are available at the Registration Counter, McCormick Place Convention Center, Lakeside Center. Bring your registration confirmation.

For set-up or tear-down assistance from non-registered individuals, complete and return the "Installation/Dismantle Badge Application" by August 5, 2026.

AIRPORT & GROUND TRANSPORTATION

Chicago is served by two major airports:

O'Hare (ORD)	One of the busiest airports in the world — 200+ destinations, hundreds of daily departures.
Midway (MDW)	Chicago's second airport — ~88 destinations, ~910 daily departures.

O'Hare International Airport (ORD)

Car Rentals

Multi-Modal Facility (MMF), 10255 W. Zemke Blvd. Take the free Airport Transit System (ATS) from any terminal. All companies operate 24/7.
Full rental car options — flychicago.com/ohare

Taxi Services

Lower level (Arrivals/Baggage Claim) of Terminals 1, 2, 3, and 5. Follow Ground Transportation signs for Taxis.

Ride Share (Uber / Lyft)

Terminal 2, Upper Level between Doors 2A and 2E. Follow signs for Ride App.

Sedan & Limousine

Lower-level center road lane outside Baggage Claim. Must be pre-arranged.

- Terminal 1: Vestibules 1B–1E (middle lane)
- Terminal 2: Vestibules 2A–2E (middle lane)
- Terminal 3: Vestibules 3A–3E (middle lane)

Midway International Airport (MDW)

Car Rentals
Rental Car Facility at 5150 W. 55th Street. Take shuttle from Lower Level Door 2 (~every 15 minutes).
Full rental car options — flychicago.com/midway

Taxi Services
Ground Transportation Center upon exit from Baggage Claim. Follow Ground Transportation signs for Taxis.

Ride Share (Uber / Lyft)
Lower Level outside Baggage Claim, Door 4. Follow signs for Ride App.

Sedan & Limousine
Lower level, Door 4. Rideshare also picks up at Door 4 — confirm driver name, vehicle, and plate before boarding. Must be pre-arranged.

CONVENTION CENTER

McCormick Place Convention Center — Lakeside Center (East Building)
2301 S. Jean Baptiste Point DuSable Lake Shore Drive, Chicago, IL 60616
(312) 791-7000

McCormick Place is the largest convention center in North America — over 2.6 million sq. ft. across four interconnected buildings. The 2026 NAEC Convention and Exposition will be held in the Lakeside Center (East Building).

Parking
Three ADA-accessible lots are available on campus. Primary lot for Lakeside Center events is Lot C.
Reserve parking in advance — mccormickplace.com/getting-here/parking-rates/

Lot C (Primary)	1801 Fort Dearborn Drive, Chicago, IL 60616 — Lakeside Center & Arie Crown Theater
Lot A (Alternative)	2301 South Prairie Avenue, Chicago, IL 60616 — North, South & West Buildings
Lot B (Alternative)	3050 South Moe Drive, Chicago, IL 60616

Driving Directions to Lot C
Lot A & B directions — mccormickplace.com/getting-here/driving-directions/

From O'Hare (ORD):
I-190 East → I-90 East (Dan Ryan) → I-55 North → US-41 South (Lake Shore Drive). Exit 31st St → left over DuSable Lake Shore Drive Bridge → Fort Dearborn Drive → Lot C.

From Midway (MDW):
I-55 North → US-41 South (Lake Shore Drive). Exit 31st St → left over bridge → Fort Dearborn Drive → Lot C.

From the West (I-290/I-94):
I-290 East → I-94 East (Dan Ryan) → I-55 North → US-41 South. Exit 31st St → bridge → Fort Dearborn Drive → Lot C.

From the South / Indiana (I-80/94):
I-80/94 → I-94 West (Bishop Ford / Dan Ryan) → I-55 North → US-41 South. Exit 31st St → bridge → Fort Dearborn Drive → Lot C.

From the Indiana Skyway:
I-90 West (Chicago Skyway) → I-90/94 West → I-55 North → US-41 South. Exit 31st St → bridge → Fort Dearborn Drive → Lot C.

From Downtown / The Loop:
Columbus Drive South → US-41 South (Lake Shore Drive). Exit 31st St → bridge → Fort Dearborn Drive → Lot C.

From Lake Shore Drive Northbound:
Exit 31st St → left over bridge → Fort Dearborn Drive → Lot C.

From Lake Shore Drive Southbound:
Exit 31st St → stay right onto Fort Dearborn Drive → Lot C.

HOUSING

Hyatt Regency McCormick Place
2233 S. Martin Luther King Drive, Chicago, IL 60616
$269 per room/night + taxes | Directly connected to McCormick Place
Check-in: 3:00 PM | Check-out: 12:00 PM
Valet: $60/day | Self-Parking: $28/day
Reservation Cut-Off: September 2, 2026
Cancellations must be made 72 hours prior to arrival to avoid a first night penalty.

Book Early!
Unsold rooms are released to the public after the cut-off date. Rooms sell on a first-come, first-served basis. Please make your reservations as soon as your convention registration is confirmed.

Maximum 10 reservations per company or individual name.

Beware of Housing Scams:
NAEC has partnered directly with Hyatt Regency McCormick Place. All booking must be done directly through the hotel. NAEC does not endorse any other housing company.

CONVENTION REGISTRATION

All Exhibitor Personnel must be registered. Registration forms are available at naecconvention.com once open. For questions, contact Deanna Shaw at 770-760-9660 or development@naec.org.

Note:
Expo Only Registrations cannot be used for Exhibitor Personnel.

Complimentary Exhibitor Personnel Registrations

The number of complimentary full registrations included with your booth is based on booth size:

Booth Size	Complimentary Registrations
Up to 100 sq. ft.	2
Up to 200 sq. ft.	3
Up to 300 sq. ft.	4
Up to 599 sq. ft.	5
Up to 699 sq. ft.	6
Up to 999 sq. ft.	7
Up to 1,999 sq. ft.	8
Larger than 2,000 sq. ft.	12

For additional personnel beyond the complimentary allotment, use the Exhibitor Personnel Registration Form or register online. Two options: Full Meeting or Expo Worker Only.

Important:
Complimentary registrations cannot be used for exhibitor personnel or suppliers. This policy is established by the Exhibitor Advisory Committee and will be strictly enforced.

Expo Worker Only registration does not include convention-related events and is not eligible to purchase tickets to Optional or Social Events.

EXHIBITOR DIRECTORY LISTING

Exhibitors will be contacted by June 2 to update their listing in the Map Your Show Exhibitor Portal, which serves as the official Exhibitor Directory for 2026.

Portal Deadline	June 20, 2026
Contact	Danielle Chappelear — exhibits@naec.org | 770-760-9660
Listing Includes	Company name, address, phone, fax, email, website, product/company description
Description Limit	125 words or fewer. NAEC reserves the right to edit copy.

If the profile is not updated by the deadline, the listing will default to information on file from previous events.

INSURANCE

No Exhibitor will be allowed to set up without the required certificate of insurance.

All exhibitors must carry and maintain:

- $1,000,000 minimum per occurrence
- $2,000,000 aggregate
- Comprehensive general liability, property damage, and hazard insurance

Insurance must name the National Association of Elevator Contractors as additional insured for the full duration, including move-in and move-out (September 26 – October 2, 2026).

Certificate Due	August 12, 2026
Submit To	T3 Expo (Official Service Contractor)
No Coverage?	Event insurance available through Rainprotection — see service kit
EAC Insurance	Exhibitor Appointed Contractors must also submit a Certificate of Insurance to T3 by August 28, 2026

EXHIBIT SPACE RENTAL AGREEMENT

The signer of the Exhibit Space Rental Agreement is the official representative of the exhibitor with authority to act on the exhibitor's behalf in all Exposition matters. Return of the signed agreement and required fees constitutes a legally binding agreement between the exhibitor and Show Management.

Exhibitors agree to comply fully with all Rules, Regulations, and Policies set forth, as well as any agreements between Show Management and T3 Expo or McCormick Place Convention Center.

HOSPITALITY SUITES

Hospitality suites or rooms must not be used for exhibiting any product or service. Exhibits must be confined to the official Exposition area only. Hotel rooms within Show Management's room block may not be used to display materials competing with Exposition exhibits.

Hospitality suites may not be used during official convention functions, including training, exhibits, or special events.

SECURITY

Coverage Period	6:00 AM Saturday, September 26 – Midnight Friday, October 2, 2026
Hall Access	No entry permitted before 8:00 AM during installation, operation, or dismantling

Liability	Show Management, the venue, and security contractor are not responsible for loss, theft, or damage to exhibitor property

All persons entering and leaving exhibit areas must wear a Show Management badge. Lost or stolen property must be reported to the security office immediately and documented for insurance claims.

STORAGE

Exhibitors may keep a one-day supply of literature in their booths. Empty cartons must not be stored in or behind booths. Items labeled "Empty" will be removed, stored, and returned at the close of the exhibition by T3 Expo. "Empty" stickers are available from the T3 Expo Service desk.

T3 Expo also offers accessible storage solutions so exhibitors can replenish supplies and literature as needed throughout the show - see the order form in the T3 section of this kit for details.

PHOTOGRAPHY & VIDEOGRAPHY

Exhibitors may photograph or videotape their own booths for any purpose. Photography or recording of any other exhibitor's booth, performance, or event is not permitted — except by the official show photographer or accredited trade press displaying Press badges.

PUBLICITY

Any publicity or news releases must be limited to the issuing exhibitor's own exhibit activities. Exhibitors may not post signs, posters, advertisements, or other materials anywhere on the premises of McCormick Place Convention Center, Hyatt Regency McCormick Place, O'Hare Airport, or Midway Airport.

SUITCASING POLICY

Suitcasing is when a non-exhibiting company solicits business in exhibit hall aisles, another company's booth, or public spaces such as the Delegate Lounge or Food Court.

> Any attendee observed soliciting business in violation of this policy will be asked to leave immediately. Additional penalties may apply.
>
> Please report any violations to show management.

Show management has notified all attendees of this policy through registration materials, confirmation letters, the program book, the exhibit hall guide, and on-floor signage.

SUPPLIER CODE OF CONDUCT

When in Another Supplier's Booth

- No distribution of company literature, products, or promotional items.
- No canvassing of the other supplier's customers.
- Leave the booth if the supplier needs to speak with a customer.

When Selling Business to Business at the Show

- Consider conducting business before or after show hours.
- Consider scheduling a meeting separate from show hours.
- Never interrupt a supplier engaged in a sales discussion without their consent.

Non-Exhibiting Suppliers

- No parcels permitted on the show floor. Additionally, non-exhibiting suppliers must be escorted on the show floor during one of the prescheduled show floor tours.

When a Violation Occurs

- Contact show management immediately.
- A member of the Exhibitor Advisory Committee and show management will work with the parties to resolve the conflict.

RULES & REGULATIONS

Exhibitors should read and familiarize themselves with all rules and regulations included in this kit and on the application and contract. It is the exhibitor's responsibility to ensure their personnel and agents are also familiar with these rules.

This show conforms to display rules and regulations guidelines established by IAEE, EDPA, and ESCA. Exceptions may be granted due to the unique aspects of the elevator and escalator industry.

RECOMMENDED DRESS

Convention Sessions	Business attire
Welcome Reception	Business casual
Dregs Party	Casual

KEY CONTACTS

Registration	Deanna Shaw — development@naec.org | 770-760-9660
Exhibitor Directory	Danielle Chappelear — exhibits@naec.org | 770-760-9660
T3 Exhibitor Services | Insurance | EAC	T3 Expo (Official Service Contractor) — help@t3expo.com
Convention Website	naecconvention.com

Venue	McCormick Place — (312) 791-7000

T3 EXPO INFORMATION

Show Information

Location

McCormick Place
2301 S Martin Luther King Drive
Chicago, IL 60616

Exhibit Hall

Lakeside Center - Level 3, Halls D1/2 (exhibits);
Pre-function space (registration, etc.)

Booth Package

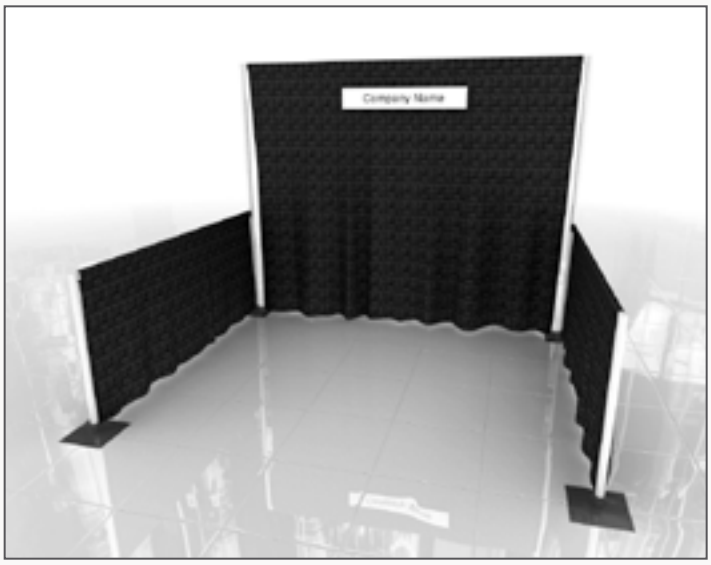
Each 10' x 10' Exhibitor Booth includes:

8' High Back Wall Drape
3' High Side Rail
(1) Booth ID Sign (44"w x 7"h)

- Booths 300 sq ft or less will receive a 44"w x 7"h booth ID sign.
- Booths larger than 300 sq ft will receive a 44"w x 7"h booth ID sign upon request. Please email help@t3expo.com for assistance.

Show Colors

Drapes – Black
Side Rails – Black
Aisle Carpet – Tuxedo



The booth space is not carpeted and the floor is concrete. Floor covering is required and may be ordered in this kit or at order.t3expo.com.

Early Move-in*	Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Sun., September 27 12:00 pm – 5:00 pm *Early Move-in is offered for Exhibitors (400) NSF and over - By Request Only -	**Mon., September 28** 7:30 am – 5:00 pm	**Wed., September 30** 9:30 am – 5:00 pm Exhibitor access pre-show is 7:00 am – 9:15 am (show ready by 9:15 am)	**Thurs., October 1** 1:01 pm – 9:00 pm	**Fri., October 2** By 10:00 am
–	**Tues., September 29** 7:30 am – 5:00 pm	**Thurs., October 1** 9:00 am - 1:00 pm Exhibitor access pre-show is 7:00 am - 8:45 am (show ready by 8:45 am)	**Fri., October 2** 8:00 am – 5:00 pm	–

*Early Move-in for Sunday, September 27 is by request only. If you plan to move-in on Sunday, please contact: help@t3expo.com

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

Important Dates & Deadlines Checklist

☐ Friday, August 14, 2026	Lead Retrieval Services Early Bird Discount Deadline
☐ Friday, August 21, 2026	Presta™ Rental Exhibit Package Order Deadline
☐ Friday, August 21, 2026	Receiving at Advance Warehouse Begins
☐ Friday, August 28, 2026	Presta™ Rental Exhibit Package Artwork Submission Deadline
☐ Friday, August 28, 2026	Exhibitor Appointed Contractor Form Deadline
☐ Friday, September 4, 2026	Presta™ Rental Exhibit Package Artwork Approval Deadline
☐ Friday, September 4, 2026	T3 Service Orders Advance Discount Deadline
☐ Friday, September 4, 2026	Custom Furniture Advance Discount Deadline
☐ Wednesday, September 9, 2026	Electrical & Plumbing Services Advance Discount Deadline
☐ Friday, September 18, 2026	Target Change / Early Move-in Request Form Deadline
☐ Friday, September 18, 2026	Lead Retrieval Services Advance Discount Deadline
☐ Monday, September 21, 2026	Last Day for Advance Shipments to Arrive without Surcharges
☐ Sunday, September 27, 2026	*Early Move-in to Show Site May Begin Arriving After 12:00 pm Early move-in is for exhibitors (400) NSF and Over ONLY
☐ Sunday, September 27, 2026	Direct Shipments to Show Site May Begin Arriving After 8:00 am
☐ Tuesday, September 29, 2026	All Exhibits Must Be Set by 5:00 pm
☐ Friday, October 2, 2026	All Carriers Must Check In by 10:00 am

*Early Move-in for Sunday, September 27 is by request only. If you plan to move-in on Sunday, please contact: help@t3expo.com

Preshow Checklist

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

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

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

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

Advance Shipping:

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

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
- PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
- Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
- Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
- Label your freight correctly with your company name, booth number, event/show name and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
- Bring all copies of shipping documents with tracking numbers to show site.

☐ **Order rental booth structure and/or option, if applicable**

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

☐ **Order graphics/signage and submit artwork, if applicable**

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

☐ **Order booth furnishings/accessories, if applicable**

- There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

☐ **Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance**

- Venues have different union regulations; please review the Labor Guidelines page to determine if hiring labor to set-up / tear down your exhibit properties is needed.
- If using a firm other than the official service contractor, a Notification of Intent to Use EAC form and proof of insurance must be submitted at least (30) days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

☐ **Order additional/ancillary services, if applicable**

- There may be forms in this Service Kit for other services such as; accessible storage, sign hanging, custom furnishings, electricity, internet, audio visual, lead retrieval, cleaning, floral or catering.
- Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

☐ **Submit your order with payment** (REQUIRED)

- This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed. We accept Mastercard, Visa, American Express, company check or wire transfer.

☐ **Arrange out-bound freight, if applicable**

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

On-site Checklist

☐ **Check all freight when you arrive**

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

☐ **Booth set-up**

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

☐ **Arrange outbound shipping**

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

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

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

T3 SERVICE INFORMATION & FORMS

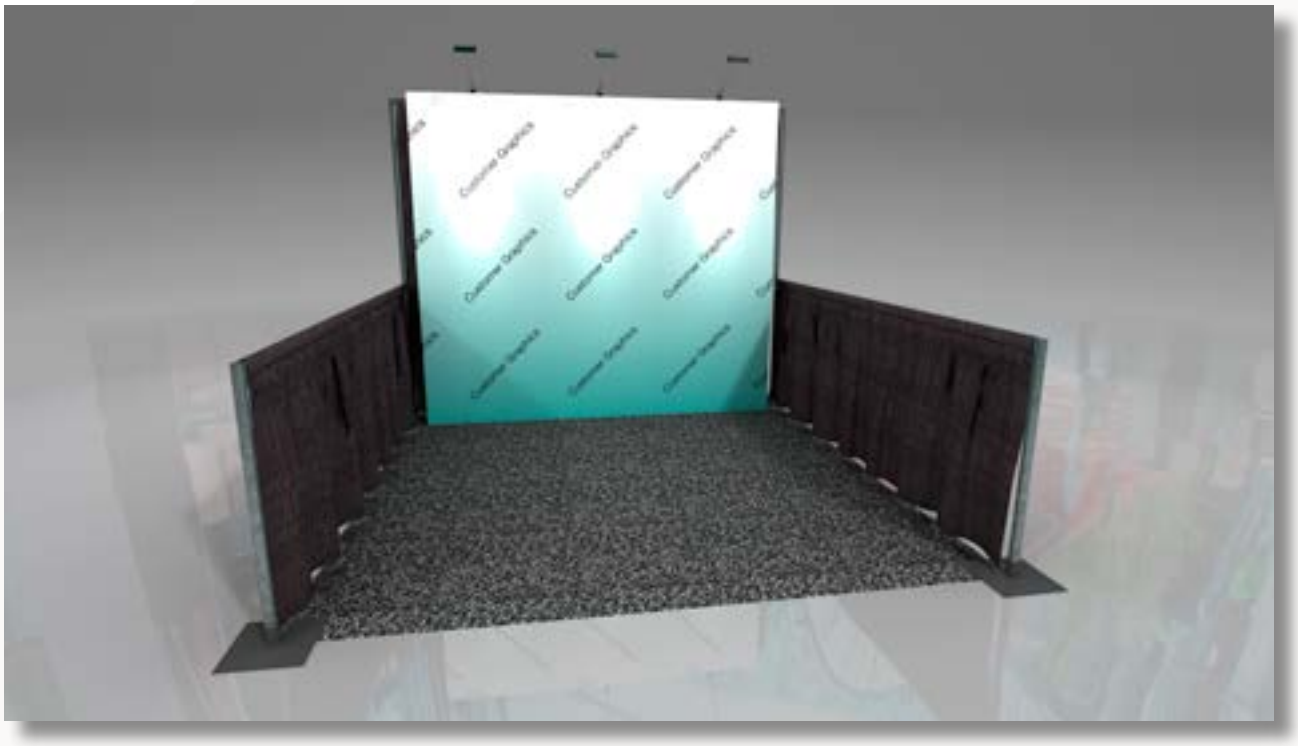
T3 expo®
Save money. Grow your event.

NAEC Chicago 2026 Convention and Exposition

NAEC 2026
September 30 – October 1, 2026
McCormick Place
Chicago, IL

Exhibitor Order Deadline: ..... **Friday, August 21, 2026**
Artwork Submission Deadline: ..... **Friday, August 28, 2026**
Artwork Approval Deadline: ..... **Friday, September 4, 2026**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, August 28, 2026.

10' x 10' Presta™ Rental Exhibit Package



10' x 10' Presta™ Rental Exhibit Package

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

*Drape color may change depending on show look

Submitting Artwork

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

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

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

☐ Black ☐ Blue ☐ Green ☐ Grey
☐ Navy ☐ Red ☐ Tuxedo

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

10' x 10' Rental Exhibit Package	**$5,251.00**
Sales Tax 10.25%	$ _____
Estimated Rental Package Total	$ _____

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

T3 expo®
Save money. Grow your event.

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NAEC 2026
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McCormick Place
Chicago, IL

Exhibitor Order Deadline: ..... **Friday, August 21, 2026**
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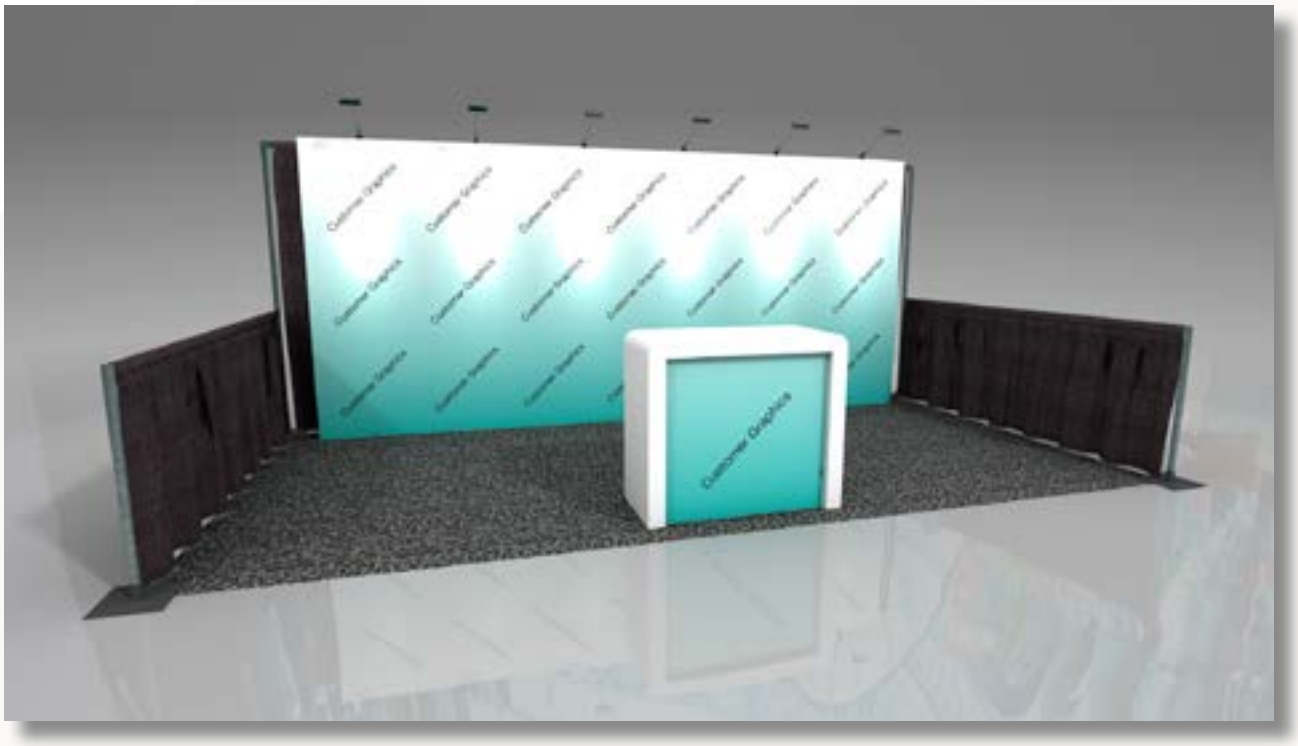
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, August 28, 2026.

10' x 20' Presta™ Rental Exhibit Package



10' x 20' Presta™ Rental Exhibit Package

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

*Drape color may change depending on show look

Submitting Artwork

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

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

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

☐ Black ☐ Blue ☐ Green ☐ Grey
☐ Navy ☐ Red ☐ Tuxedo

Submit This Form

Email this completed form along with the Payment Information Form to: orders@t3expo.com

10' x 20' Rental Exhibit Package	**$10,683.00**
Sales Tax 10.25%	**$** _____
Estimated Rental Package Total	**$** _____

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

Artwork Submission Deadline:
All artwork due by Friday, August 28, 2026

Print Production Artwork Requirements

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

General File Set Up

Please provide artwork in native forms whenever possible:

- Adobe Illustrator and Adobe InDesign files are preferred

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

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

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

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

Images

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

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

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

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

Minimum resolution for graphic at full size dimensions:

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

Graphics smaller than 48" x 96"

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

Preferred File Formats

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

Checklist

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

Artwork Submission and Template Download

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

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

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

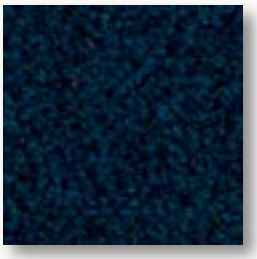
Carpet Options

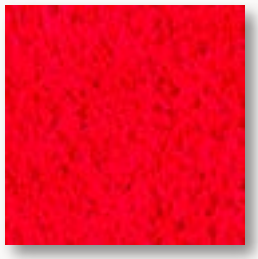
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Black

Green

Grey

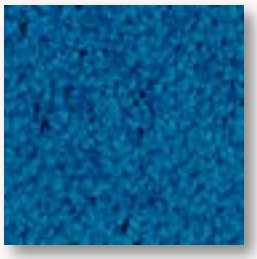

Navy


Red

White

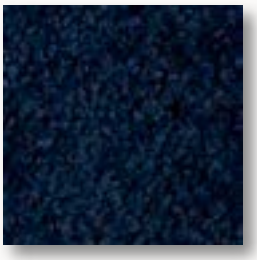
Standard Carpet – 16 oz. Nylon Carpet

Black


Blue

Green

Grey


Navy

Red

Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 expo®
Save money. Grow your event.

NAEC Chicago 2026 Convention and Exposition

NAEC 2026
September 30 – October 1, 2026
McCormick Place
Chicago, IL

T3 Advance Discount Deadline:
Order and payment due by Friday, September 4, 2026

Carpet & Padding Order Form

The booth space is not carpeted and floor covering is required by show management.

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

Booth Dimensions	Total Area		Discount Price	Standard Price	Extended Price
Size _____ x _____	= _____ sq. ft	x	$10.95	or $15.64	= $ _____

Please select UPGRADED carpet color: (check one)

☐ Black ☐ Green ☐ Grey
☐ Navy ☐ Red ☐ 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'	$472.00	or $674.29	$ _____	☐ 20' x 20'	$1,888.00	or $2,697.14	$ _____
☐ 10' x 20'	$944.00	or $1,348.57	$ _____	☐ 20' x 30'	$2,832.00	or $4,045.71	$ _____
☐ 10' x 30'	$1,416.00	or $2,022.86	$ _____	☐ 20' x 40'	$3,776.00	or $5,394.29	$ _____
☐ 10' x 40'	$1,888.00	or $2,697.14	$ _____	☐ 30' x 30'	$4,248.00	or $6,068.57	$ _____

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	$4.72	or $6.74	= $ _____

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

☐ Black ☐ Blue ☐ Green ☐ Grey
☐ Navy ☐ Red ☐ Tuxedo

Carpet Padding

	Booth Dimensions	Total Area		Discount Price	Standard Price	Extended Price
½" Foam Padding*	_____ x _____	= _____ sq. ft	x	$2.11	or $3.01	= $ _____
Visqueen	_____ x _____	= _____ sq. ft	x	$1.71	or $2.44	= $ _____

Subtotal: $ _____

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

Sales Tax 10.25% ..... **$** _____
Estimated Total Carpet & Padding ..... **$** _____

T3 Advance Discount Deadline:
Order and payment due by Friday, September 4, 2026

Vinyl Flooring Order Form

Vinyl Flooring

	Booth Dimensions	Discount Price		Standard Price		Extended Price
Please enter size:	10' x 10'	$1,288.00	or	$1,840.00	=	$ _____
	10' x 20'	$2,576.00	or	$3,680.00	=	$ _____
	10' x 30'	$3,864.00	or	$5,520.00	=	$ _____
	10' x 40'	$5,152.00	or	$7,360.00	=	$ _____

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

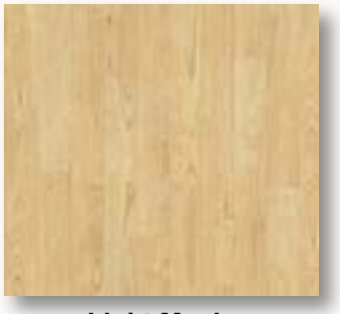
Size _____ x _____ = _____ sq. ft x $12.88 or $18.40 = $ _____

Foam Padding

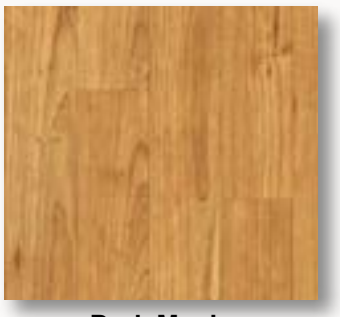
Booth Dimensions | Total Area | Discount Price | Standard Price | Extended Price

Please enter size:

Size _____ x _____ = _____ sq. ft x $3.12 or $4.46 = $ _____



Light Maple



Dark Maple

Please select color:
(check one)

☐ Light Maple ☐ Dark Maple

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

Sales Tax 10.25% ..... **$** _____

Estimated Total Vinyl Floor Covering $ _____

Furniture – Standard Chairs

A. Bar Stool, Black

B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

Accessories / Pipe & Drape

A. Bag Stand – Chrome

B. Literature Holder – Acrylic 3 Tier

C. Poster Display Board

D. R4 Counter – 4' wide, Rounded Corners

R4 Counter with Custom Graphics *(not shown)*

E. Sign Easel

F. Display Showcase, 6'

G. Literature Stand

H. Sign Stand – 22"w x 28"h

I. Stanchion – 3' High Tension

J. Wastebasket

A

B

C

D

Pipe & Drape

A. 8' High Drape

B. 3' High Drape

E

F

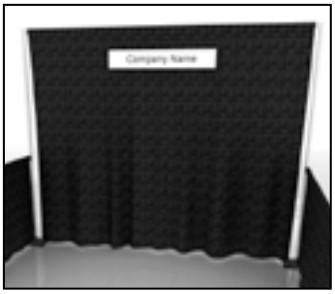
G

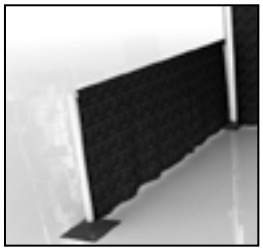
H

I

J

PLEASE NOTE:
Colors and style may vary upon availability.


A


B

T3 Advance Discount Deadline:
Order and payment due by Friday, September 4, 2026

Furniture / Accessories / Pipe & Drape Order Form

Furniture

	Quantity		Discount Price		Standard Price		Extended Price
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	$346.00	or	$494.29	= $	_____
B. Side Chair – Black (FRN-SIDECHR-01a)	_____	x	$234.00	or	$334.29	= $	_____

Accessories

	Quantity		Discount Price		Standard Price		Extended Price
A. Bag Stand (ACC-001a)	_____	x	$371.00	or	$530.00	= $	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	$132.00	or	$188.57	= $	_____
C. Poster Display Board (ACC-055a)	_____	x	$384.00	or	$548.57	= $	_____
D. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	$949.00	or	$1,355.71	= $	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	$1,317.00	or	$1,881.43	= $	_____
E. Sign Easel (ACC-004a)	_____	x	$154.00	or	$220.00	= $	_____
F. Literature Stand (ACC-005a)	_____	x	$1,632.00	or	$2,331.43	= $	_____
G. Sign Stand – 22"w x 28"h (ACC-007a)	_____	x	$293.00	or	$418.57	= $	_____
H. Display Showcase, 6'	_____	x	$237.00	or	$338.57	= $	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	$164.00	or	$234.29	= $	_____
J. Wastebasket (ACC-010a)	_____	x	$46.00	or	$65.71	= $	_____

Pipe & Drape

	Quantity		Discount Price		Standard Price		Extended Price
A. Banjo Drape 8'H, Black (BDRP-8)	_____	x	$29.00	or	$41.43	= $	_____
B. Banjo Drape 3'H, Black (BDRP-3)	_____	x	$20.00	or	$28.57	= $	_____

Please Select Drape Color: (check one)

☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Grey ☐ Plum ☐ Red ☐ White

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

Sales Tax 10.25% ..... **$** _____
Est. Total Furn/Access/Pipe&Drape .. **$** _____

Display Tables & Counters

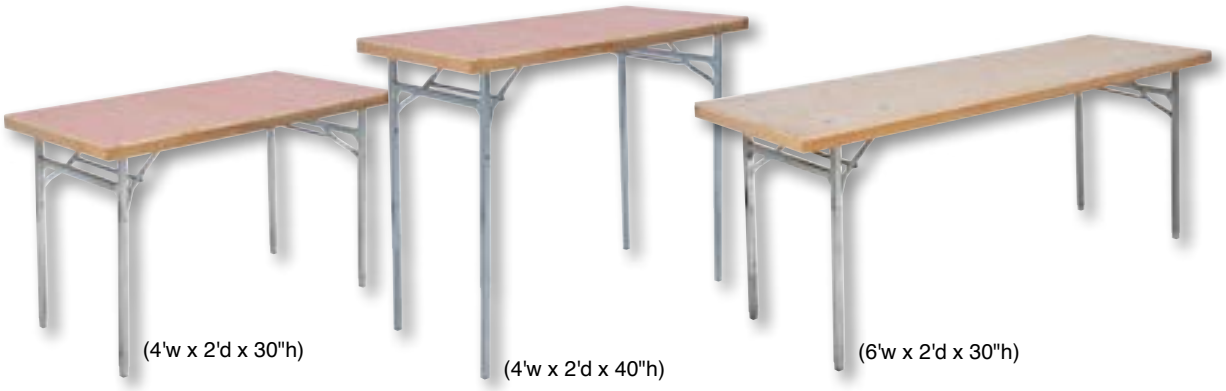
Skirted Tables

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

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

Unskirted Tables

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



Round Tables

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

Skirting not available on round tables.

PLEASE NOTE:
Colors and style may vary upon availability for items on this page.

T3 Advance Discount Deadline:
Order and payment due by Friday, September 4, 2026

Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
30" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____	x	$307.00	or	$438.57	= $	_____
6'w x 2'd	_____	x	$356.00	or	$508.57	= $	_____
8'w x 2'd	_____	x	$416.00	or	$594.29	= $	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	$97.00	or	$138.57	= $	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____	x	$356.00	or	$508.57	= $	_____
6'w x 2'd	_____	x	$416.00	or	$594.29	= $	_____
8'w x 2'd	_____	x	$475.00	or	$678.57	= $	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	$113.00	or	$161.43	= $	_____

Please Select Skirting Color: (check one)
☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Grey ☐ Plum ☐ Red ☐ White

	Quantity		Discount Price		Standard Price		Extended Price
30" High Unskirted							
4'w x 2'd	_____	x	$119.00	or	$170.00	= $	_____
6'w x 2'd	_____	x	$158.00	or	$225.71	= $	_____
8'w x 2'd	_____	x	$193.00	or	$275.71	= $	_____
40" High Unskirted							
4'w x 2'd	_____	x	$158.00	or	$225.71	= $	_____
6'w x 2'd	_____	x	$193.00	or	$275.71	= $	_____
8'w x 2'd	_____	x	$230.00	or	$328.57	= $	_____
Round Tables							
30"d x 30"h, black	_____	x	$210.00	or	$300.00	= $	_____
30"d x 40"h, black	_____	x	$234.00	or	$334.29	= $	_____

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

Sales Tax 10.25% ..... **$** _____
Est. Total Display Tables & Counters . **$** _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of T3 Expo.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitors MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

Display Labor (Hourly Rates)

	Straight Time	Overtime	Double Time
Labor	$252.00	$342.00	$462.00
T3 Supervised Labor	$328.00	$445.00	$601.00
Forklift and Operator (5,000 lbs)	$616.00	$680.00	$865.00

	Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____	_____ x	_____ x	_____ =	$ _____
	_____	_____ x	_____ x	_____ =	$ _____
Dismantle	_____	_____ x	_____ x	_____ =	$ _____
	_____	_____ x	_____ x	_____ =	$ _____

For Forklift Orders

Type of Work Being Performed

- ☐ Unskid/reskid equipment
- ☐ Place equipment
- ☐ Build booth structure
- ☐ Other: _____

Size of forklift required:

- ☐ 5,000 lb lift
- ☐ 10,000 lb lift
- ☐ 15,000 lb lift

Heaviest piece weight _____

Dimensions _____ x _____ x _____
length width height

For Display Labor – Supervision of all labor is required (check one)

☐ **Exhibitor Supervision** On site/after hours contact cell phone: _____
On site/after hours contact name: _____

☐ **T3 Expo Supervision** On site/after hours contact cell phone: _____
On site/after hours contact name: _____

Our fee for T3 Supervision is 30% of the exhibitor's total labor bill. In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Exhibitor must also include outbound shipping instructions with this labor order form.

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

☐ **Set-Up Instructions Attached**

☐ **Outbound Shipping Information Attached**

Estimated Total Labor ..... **$** _____

Hanging Sign Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse using the enclosed "Hanging Sign" labels and adhering to the dates on the labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor	$252.00	$342.00	$462.00
T3 Supervised Sign Assembly Labor	$328.00	$445.00	$601.00

Does the sign require assembly? ☐ Yes ☐ No
(assembly labor performed at rates above)

Requested Date & Time**	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= $ _____
Dismantle _____	_____	x _____	x _____	= $ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	$1,100.00	$1,165.00	$1,322.00

Requested Date & Time**	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= $ _____
Dismantle _____	_____	x _____	x _____	= $ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.
**We will do our best to accommodate the requested date and time.
Crew size is at the discretion of T3 Expo.

Supervision of all labor is required (check one)

☐ **Exhibitor Supervision**
On site/after hours contact cell phone: (_____) _____
On site/after hours contact name: _____

☐ **T3 Expo Supervision**
On site/after hours contact cell phone: (_____) _____
On site/after hours contact name: _____

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

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

☐ **Set-Up Instructions Attached**

☐ **Outbound Shipping Information Attached**
(for T3 Expo Supervised Dismantle only)

Estimated Total Hanging Sign.....**$** _____

Hanging Sign Description & Position

Description of Sign

Material

☐ Cloth/Vinyl ☐ Wood ☐ System ☐ Metal Other _____

☐ Single Sided ☐ Double Sided ☐ Pockets ☐ Grommets # of Hang Points _____

Shape

☐ Square ☐ Circle ☐ Triangle ☐ Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required? ☐ Yes ☐ No

Electricity Required? ☐ Yes ☐ No

Chain Motors Required? (call/email T3 Expo for rates) ☐ Yes ☐ No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign? ☐ Yes ☐ No

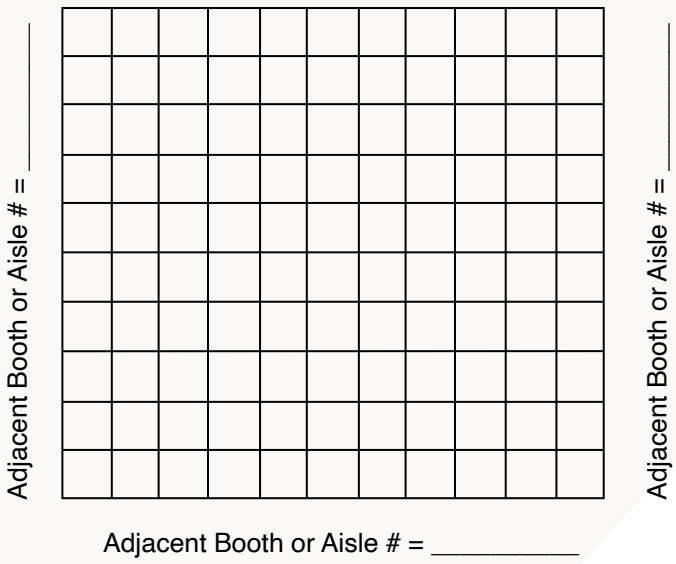
Position of Sign

Distance from the floor to the top of the sign _____ or ☐ to maximum height allowed

Location ☐ Center of Booth ☐ See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____



Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.

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

Accessible Storage Order Form

Important Information

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

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

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

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

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is $4.61 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
$4.61 per sq. ft x	_____	sq. ft. x	_____	= $	_____

	Straight Time	Overtime	Double Time
Access Storage Labor	$252.00	$342.00	$462.00

Empty Storage

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

	Quantity	Standard Price
Shrink Wrap	_____	$200.00

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

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

Cleaning Services Order Form

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

	Area		Price		# Days		Extended Price
Hard Floor Scrubbing	_____	x	$2.06 per sq. ft.	x	_____	= $	_____

	Area			Price		# Days		Extended Price
Porter Service	_____	x	_____	x	$1.34 per sq. ft.	x	_____	= $ _____
Vacuuming	_____	x	_____	x	$1.18 per sq. ft.	x	_____	= $ _____

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

Est. Total Cleaning Services.....**$** _____

ADVANCE DISCOUNT DEADLINE – Friday, September 4, 2026
Sales Tax 10.25%

afr®
furniture rental

SPECIAL EVENT

2026 FURNITURE PRODUCT LIST

Click here to view the
AFR FURNITURE RENTAL CATALOG

Click here to download the furniture order forms

ADVANCE DISCOUNT DEADLINE – Friday, September 4, 2026
Sales Tax 10.25%

Click here to view the CORT Events' full catalog of trade show exhibitor offerings.

Click here to download the furniture order forms

SHIPPING INFORMATION

NAEC 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 Monday, September 21, 2026 will be charged an additional 30%.
Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Overtime/Double Time

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

Outbound Shipping

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

Carrier Check-in: All carriers must be checked in no later than Friday, October 2, 2026 by 10:00 am. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.
UPS or FedEx: To use these carriers, you MUST have their shipping labels for each piece and schedule your pick up. Without these, your freight will NOT be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.
PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, August 21, 2026. Shipments arriving prior to this date may be refused.

Crated or Uncrated
Shipment Weight ..... x $3.29/lb = $_____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $135.00 ea. = $_____

Material Handling Estimate ..... $_____

Direct Shipments to Show Site

Direct shipments will be received starting on Sunday, September 27, 2026. Shipments that arrive prior to this date may be refused by the McCormick Place as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated
Shipment Weight ..... x $3.10/lb = $_____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $135.00 ea. = $_____

Material Handling Estimate ..... $_____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: NAEC 2026

c/o: T3 Expo
c/o: Saia LTL Freight Chicago
15W460 N Frontage Road
Burr Ridge, IL 60527

Information

Advance shipments will be accepted beginning on Friday, August 21, 2026 through Monday, September 21, 2026 between the hours of 9:00 am – 3:00 pm.

Shipments received after Monday, September 21, 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: NAEC 2026

c/o: T3 Expo
c/o: McCormick Place
Lakeside Center - Level 3, Halls D1/2 (exhibits);
Pre-function space (registration, etc.)
2301 S Martin Luther King Drive
Chicago, IL 60616

Information

Direct shipments are accepted starting on Sunday, September 27, 2026 beginning at 8:00 am and throughout published event hours.

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

T3 expo®
Save money. Grow your event.

NAEC Chicago 2026 Convention and Exposition

NAEC 2026
September 30 – October 1, 2026
McCormick Place
Chicago, IL

Order Form Deadline: ..... **Monday, September 21, 2026**

Target Change / Early Move-in Request Form

NAEC's Annual Convention and Exposition 2026 – Monday, September 21, 2026

NAME OF SHOW

COMPANY NAME | BOOTH NUMBER

CONTACT NAME | BOOTH SIZE

EMAIL ADDRESS | PHONE NUMBER

Exhibitors requesting a revised targeted move-in date and time must complete and return this form to T3 Expo by MONDAY, SEPTEMBER 21, 2026.

- Scheduled target times are for freight delivery only. Exhibitors may move in once their freight has been delivered to their booth.
- All Target Change requests must be authorized by T3 Expo. Revised target times will be communicated by email.
- Small package shipments sent via UPS, FedEx, and DHL do not require target date changes.
- T3 Expo will make every attempt to schedule you on the day that you have requested; however, due to the number of requests, we reserve the right to refuse your request.

EXHIBITING COMPANY | BOOTH NUMBER

PRIMARY CONTACT | TELEPHONE

ONSITE CONTACT | ONSITE CONTACT CELL

EMAIL ADDRESS

ESTIMATED WEIGHT OF MATERIALS | ESTIMATED PIECE COUNT

Shipping to: ☐ Advance Warehouse ☐ Direct to Show Site

Please indicate the Day & Time requested for new target move-in:

Original Target Date & Time: _____

Requested Target Date & Time: _____

Email Completed Form by:
September 21, 2026
To: help@t3expo.com

NOTES:

OFFICE USE ONLY: ☐ Approved ☐ Denied

New Target Date: _____ New Target Time: _____

Signed: _____ Date: _____

T3 Deadline:
Order and payment due by Friday, September 4, 2026

Vehicle Spotting Fee

T3 Expo is responsible for the placement and removal of all motorized units/vehicles entering and exiting the exhibit hall.

All vehicles being used on the exhibit hall floor, either as an actual exhibit or as part of the exhibit space, must be escorted by a T3 Expo spotting crew. There is a round trip fee per vehicle for this service.*

Please Note:

- The battery cables must be disconnected
- The gas cap must either be taped shut or have a lockable gas cap
- The vehicle must contain less than 1/4 tank of gas
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements

The Fire Marshal requires that certain safety regulations are adhered to for all vehicles on the exhibit floor. Please see the facility & US Fire Department regulations in this kit; exhibitor is responsible for making sure that all requirements are met.

*Additional fees may apply if vehicle cannot be driven into place and must be assisted or if scheduled spotting time is missed. Oversize vehicles will be charged additional fees.

Requested Date & Time for Vehicle(s) Delivery:

Deliver _____ (Day/Date) _____ (Time)

Pick Up _____ (Day/Date) _____ (Time)

Number of vehicles		**Price per vehicle (round trip)**		**Extended Price**
_____	x	**$403.00**	=	$ _____

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

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

Total Spotting Fee Estimate .....**$** _____

Marshalling Yard Information

Know Before You Go

- All Carriers (except UPS and FedEx) must check in at the T3 Expo Marshalling Yard prior to being sent to show site.
- All Carriers must provide certified weights for each shipment. Failure to provide certified weights can cause delays.
- Carriers will be assigned a driver number after check-in & unloaded according to target times, then check-in times.

Marshalling Yard Days and Hours of Operation

Move in:

Sun., September 27	10:00 am – 3:00 pm
Mon., September 28	6:00 am – 3:00 pm
Tues., September 29	6:00 am – 3:00 pm

Carrier Check-in:

Fri., October 2	By 10:00 am

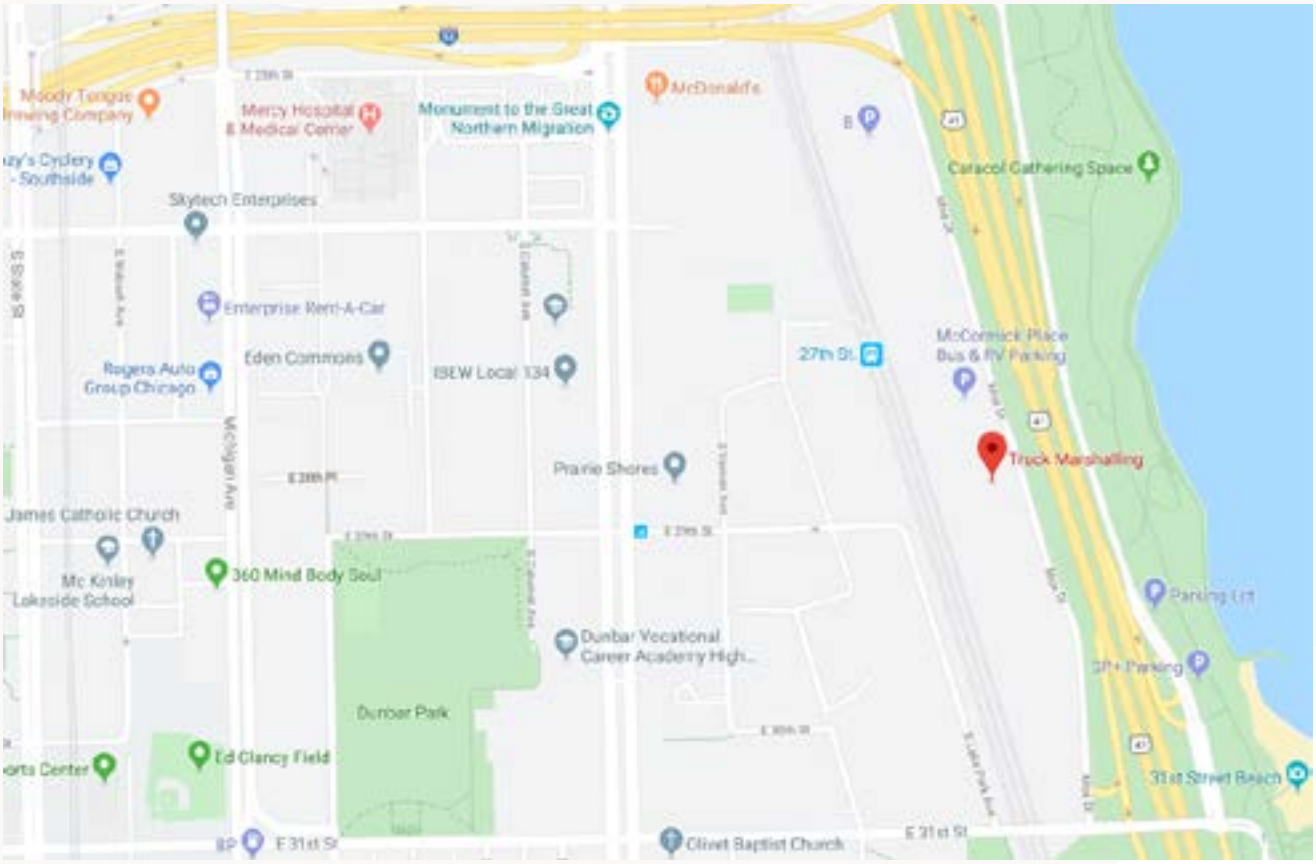
Move Out:

Thurs., October 1	12:00 pm – 6:00 pm
Fri., October 2	6:00 am – 12:00 pm

Directions to Truck Marshalling/Lot B Address: 3050 Moe Dr, Chicago, IL 60616

- From Stevenson Expy, I-55 N; head northeast
- Use the right lane to take the US-41 S/Lake Shore Dr S exit
- Use the right lane to merge onto US-41 S/S Lake Shore Dr
- Take the US-41 S/31st St exit
- Use the middle lane to follow signs for Interstate 90/Interstate 94
- Use the left lane to turn right onto Moe Dr

For questions or additional information, contact help@t3expo.com.



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LTL Freight
Est. 1924

OFFICIAL TRANSPORTATION PROVIDER

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

When you ship with Saia, you get:

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

SCHEDULE YOUR TRADE SHOW SHIPMENT TODAY!

888.536.5699

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ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, AUGUST 21, 2026 TO MONDAY, SEPTEMBER 21, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Saia LTL Freight Chicago
15W460 N Frontage Road
Burr Ridge, IL 60527

Event: **NAEC 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, AUGUST 21, 2026 TO MONDAY, SEPTEMBER 21, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Saia LTL Freight Chicago
15W460 N Frontage Road
Burr Ridge, IL 60527

Event: **NAEC 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 SUNDAY, SEPTEMBER 27, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: McCormick Place
Lakeside Center - Level 3, Halls D1/2 (exhibits);
Pre-function space (registration, etc.)
2301 S Martin Luther King Drive
Chicago, IL 60616

Event: **NAEC 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING SUNDAY, SEPTEMBER 27, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: McCormick Place
Lakeside Center - Level 3, Halls D1/2 (exhibits);
Pre-function space (registration, etc.)
2301 S Martin Luther King Drive
Chicago, IL 60616

Event: **NAEC 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

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

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, AUGUST 21, 2026 TO MONDAY, SEPTEMBER 21, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Saia LTL Freight Chicago
15W460 N Frontage Road
Burr Ridge, IL 60527

Event: **NAEC 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, AUGUST 21, 2026 TO MONDAY, SEPTEMBER 21, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Saia LTL Freight Chicago
15W460 N Frontage Road
Burr Ridge, IL 60527

Event: **NAEC 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

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

ADDITIONAL INFORMATION & FORMS

Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
Electrical & Plumbing Services	Edlen	Online Ordering: ordering.edlen.com/login Website: edlen.com
Internet & Telephone Services	McCormick Place	Internet: mccormickplace.com/exhibitors/internet-services Telephone: mccormickplace.com/exhibitors/telephone-services
Terms and Conditions for Internet Services	McCormick Place	Website: mccormickplace.com
Audio Visual Services	The AV Firm	Online Ordering: app.smartsheet.com Phone: +1 (312) 350-0632
Lead Retrieval Services	RCS	Online Ordering: register.rcsreg.com/r2/es/naec2026 Email RCS Exhibitor Services: exhibitorserv@rcsreg.com
Insurance Services	Rainprotection Insurance	Online Ordering: www.totaleventinsurance.com
Catering Menu Order Form	McCormick Place	Website: mccormickplace.com/exhibitors/food-beverage-exhibitors Submit Order Form to: infoovg@mccormickplace.com
Facility Information and Regulations	McCormick Place	Website: mccormickplace.com
Multi Level Booths	McCormick Place	Website: mccormickplace.com
Network Security	McCormick Place	Website: mccormickplace.com
General Contractor	T3 Expo, LLC	Email: help@t3expo.com Phone: (888) 698-3397
IAEE Guidelines	IAEE	Email: info@iaee.com Phone: +1 (972) 458-8002

Payment Information

Important Information

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

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

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

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

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

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

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

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

Please select the services needed:

- ☐ Material Handling ..... = $_____
- ☐ Vehicle Spotting Fee ..... = $_____
- ☐ Presta™ Rental Exhibit Packages ..... = $_____
- ☐ Carpet..... = $_____
- ☐ Vinyl Flooring ..... = $_____
- ☐ Furniture & Accessories ..... = $_____
- ☐ Display Tables & Counters..... = $_____
- ☐ Display Labor & Forklift ..... = $_____
- ☐ Hanging Sign..... = $_____
- ☐ 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

T3 expo®
Save money. Grow your event.

NAEC Chicago 2026 Convention and Exposition

NAEC 2026
September 30 – October 1, 2026
McCormick Place
Chicago, IL

Please Return EAC Form By:
Friday, August 28, 2026

Notification Of Intent To Use EAC

Important Information

Inform your Exhibitor Appointed Contractor (EAC) that they MUST send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move in or they will not be permitted to service your exhibit.

You MUST include the Exhibitor Name and Booth # under the Description of Operations section on the Certificate of Insurance.

It is the responsibility of the exhibitor to see that each representative of an EAC abides by the official rules and regulations of this event.

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail or email to the address listed below.

Please return to:

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347
RE: NAEC 2026

Phone: +1.888.698.3397
Email: orders@t3expo.com

Exhibiting Company Information

Company Name:	Booth Number:
Contact Name:	
Signature:	Date:

Exhibitor Appointed Contractor Information

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Contact Email Address:	
Phone: ( )	Fax: ( )
Type of Service to be Performed:	

Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company.
All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."
T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

Third Party covering the following charges for exhibitor:

- ☐ Material Handling
- ☐ Vehicle Spotting Fee
- ☐ Presta™ Rental Package
- ☐ Carpet
- ☐ Vinyl Flooring
- ☐ Furniture & Accessories
- ☐ Display Tables & Counters
- ☐ Display Labor & Forklift
- ☐ Hanging Sign
- ☐ 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.

Chicago, IL 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:

Display Labor (Carpenters and Decorators)

Responsible for uncrating of exhibits and display materials; installing and dismantling exhibits including cabinets, fixtures, shelving units, furniture; laying of floor tile and carpets; hanging and installation of structural signs; re-crating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs. Also responsible for the installation of signs and installing all drape, cloth and/or tacked fabric panels and Velcro signs.

Electricians

Responsible for assembly, installation and dismantle of any equipment that uses electricity as a sources of power and draws power from the building electrical system. In addition, they are responsible for electrical wiring, hookups and interconnections, electrical signs, video and audio taping and cable television hookups. Labor must be ordered for distribution of electrical services overhead and under flooring, connection of all service to the building, connection of all services 208v and higher, and assembly of truss, lighting, etc. that is suspended from the building structure.

Riggers

Responsible for uncrating, unskidding, positioning and re-skidding all machinery.

Teamsters

Responsible for the handling of all material (except machinery) in and out of the exhibit hall.

Hanging Signs

Depending on the type of hanging sign, it will be assembled & installed by the decorators or electricians. Please see T3 Expo Hanging Sign form and/or McCormick Place forms for more information and jurisdictions.

Cleaning/Porter Service

T3 Expo is the official cleaning contractor for the show; no other cleaning services may be used.

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 Sponsor 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.