

NEURAL INFORMATION PROCESSING SYSTEMS

EXHIBITOR SERVICES KIT

NeurIPS 2025

December 2 - 5, 2025

San Diego Convention Center

San Diego, CA

Welcome

Dear NeurIPS 2025 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for NeurIPS 2025. 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



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T3 EXPO INFORMATION

Show Information

Location

San Diego Convention Center
111 West Harbor Dr
San Deigo, CA 92101

Exhibit Hall

Halls A & B

Show Colors

Aisle Carpet – Black

Facility Flooring – Concrete*

*Floor covering is required and can be ordered in this kit or at
order.t3expo.com.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Sunday, November 30 8:00 am – 4:30 pm	Tuesday, December 2 12:00 pm – 8:00 pm	Friday, December 5 12:00 pm – 8:00 pm	Saturday, December 6 by 9:00 am
Monday, December 1 8:00 am – 4:30 pm	Wednesday, December 3 9:00 am – 5:00 pm	Saturday, December 6 8:00 am – 12:00 pm	–
Tuesday, December 2 8:00 am – 11:00 am*	Thursday, December 4 9:00 am – 5:00 pm	–	–
–	Friday, December 5 9:00 am – 12:00 pm	–	–

*Finishing Touches & Wipe Down Only on Tuesday, December 2.

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

Important Dates & Deadlines Checklist

Saturday, September 20, 2025.....	Palms to Pines Printing and Promotional Product Order Deadline
Thursday, October 23, 2025	Exhibitor Booth Package Order Deadline
Thursday, October 23, 2025	Receiving at Advance Warehouse Begins
Thursday, October 30, 2025	Exhibitor Booth Package Artwork Submission Deadline
Thursday, October 30, 2025	Exhibitor Appointed Contractor Form Deadline
Wednesday, November 5, 2025	T3 Service Orders Advance Discount Deadline
Wednesday, November 5, 2025	Custom Furniture Advance Discount Deadline
Wednesday, November 5, 2025	Electrical Advance Discount Deadline
Thursday, November 6, 2025	Exhibitor Booth Package Artwork Approval Deadline
Wednesday, November 19, 2025	Last Day for Advance Shipments to Arrive without Surcharges
Thursday, November 20, 2025	ON SITE Audio Visual Advance Discount Deadline
Sunday, November 30, 2025	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Monday, December 1, 2025	All Exhibits Must Be Set by 4:30 pm
Tuesday, December 2, 2025	Finishing Touches & Wipe Down Only Before Show Opens
Saturday, December 6, 2025.....	All Carriers Must Check In by 9:00 am

Preshow Checklist

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

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

Arrange in-bound freight/Material Handling

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

Advance Shipping:

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

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
 - PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
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/NeurIPS 2025 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, October 23, 2025
Artwork Submission Deadline: Thursday, October 30, 2025
Artwork Approval Deadline: Thursday, November 6, 2025

Silver Kiosk, Bronze, & Book Publisher Inclusives



Silver Kiosk Includes

An additional \$561.00 rush fee will be added if graphic files are received after Thursday, October 30, 2025.

- (1) 8'h x 4'w One on One Turnkey Booth Kiosk with Backwall Graphics Included*

**Please provide artwork by deadline listed above.*

- (1) 40" Monitor
- (1) 5-AMP Electrical Drop – for Monitor Only
- (1) B3 Counter
- (1) Criss Cross Stool
- (1) Wastebasket
- Standard IAEE Regulations
- Install/Dismantle



Bronze & Book Publisher Booth includes

- 6'w x 30'h Black Skirted Table
- (2) Standard Chairs

Please Note (for Bronze & Publisher Booth ONLY):

- Electrical, A/V, and cleaning are not included.
- Please see the Key Contacts page to order.

Booth Space Add-ons and Information

Carpet Provided in Pavilion Area.

The Pavilion is a shared space. NO additional furniture, structures, or signage will be permitted.

PLEASE NOTE: No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

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

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

Submitting Artwork

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

Submit This Form

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

Exhibitor Order Deadline: **Thursday, October 23, 2025**
Artwork Submission Deadline: **Thursday, October 30, 2025**
Artwork Approval Deadline:..... **Thursday, November 6, 2025**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, October 30, 2025.

Diamond Booth Rental – 20' x 20' Option A

Diamond Booth Rental – 20' x 20' Option A Includes

- (1) 12'h x 13'w x 6'd Fabric Backwall with Interior Storage Area.
Graphics on Exterior Walls & Door.
- (1) 8'h x 10'w 6'd Meeting Room with Clear Plexi Panels and
Ceiling (no branding permitted on clear plexi panels).
- (2) 32" Mounted Monitor
- (2) 5-AMP Electrical Drop – for Monitors Only
- (2) L Counters, 4' Rounded with Locking Cabinet
- (1) R4 Front Counter with Graphic Kick Panel
- (2) Criss Cross Stools (Front Counter)
- (1) 36" Round White Cafe Table - Chrome Base (Meeting Room)
- (4) Leslie Chairs (Meeting Room)
- (1) Wastebasket
- 20' x 20' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle



Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

PLEASE NOTE: No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

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 #: _____

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

Submit This Form

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

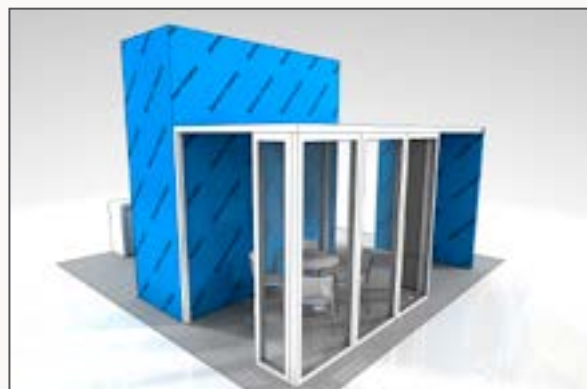
Daimond Booth – 20' x 20' Option A..... **\$26,354.00**
Sales Tax 7.75%..... \$ _____
Estimated Booth Package Total..... \$ _____

Exhibitor Order Deadline: **Thursday, October 23, 2025**
Artwork Submission Deadline: **Thursday, October 30, 2025**
Artwork Approval Deadline:..... **Thursday, November 6, 2025**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, October 30, 2025.

Diamond Booth Rental – 20' x 20' Option B

Diamond Booth Rental – 20' x 20' Option B Includes

- (1) 12'h x 13'w x 4'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls & Door.
- (1) 8'h x 10'w 6'd Meeting Room with Clear Plexi Panels and Ceiling (no branding permitted on clear plexi panels).
- (1) 8'h x 16'w x 6'd Double-Sided Archway with Printed Fabric on Columns and Single-Sided Printed Fabric on Ceiling/Exposed Metal Top.
- (1) 8'h x 4'w Kiosk with Backwall Graphics and Floating Shelves
- (2) 32" Mounted Monitor
- (2) 5-AMP Electrical Drop – for Monitors Only
- (1) R4 Front Counter with Graphic Kick Panel
- (2) Criss Cross Stools (Front Counter)
- (1) 36" Round White Cafe Table - Chrome Base (Meeting Room)
- (4) Leslie Chairs (Meeting Room)
- (1) Wastebasket
- 20' x 20' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle



Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

PLEASE NOTE: No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

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 #: _____

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

Submit This Form

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

Diamond Booth – 20' x 20' Option B..... **\$35,135.00**
Sales Tax 7.75%..... \$ _____
Estimated Booth Package Total..... \$ _____

Exhibitor Order Deadline: **Thursday, October 23, 2025**
Artwork Submission Deadline: **Thursday, October 30, 2025**
Artwork Approval Deadline:..... **Thursday, November 6, 2025**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, October 30, 2025.

Platinum Booth Rental – 10' x 20' Option A



Platinum Booth Rental – 10' x 20' Opt. A Includes

- (1) 8'h x 20'w x 2d Single-Sided Backwall with Custom Graphics
- (1) 32" Mounted Monitor
- (1) 5-AMP Electrical Drop – for Monitor Only
- (1) R4 Front Counter with Graphic Kick Panel
- (1) R4 Demo Counter – White
- (2) Criss Cross Stools (Front Counter)
- (1) 36" Round White Cafe Table - Chrome Base
- (4) Leslie Chairs
- (1) Wastebasket
- 10' x 20' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle

Graphic Upgrade Option – \$1,600.00

Custom graphics printed on the backside of the 8'h x 12'w x 2d backwall.

Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

PLEASE NOTE: No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

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 #: _____

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

Submit This Form

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

Platinum Booth Rental – 10' x 20' opt. A..... **\$15,091.00**
Graphic Upgrade \$ _____
Sales Tax 7.75%..... \$ _____
Estimated Booth Package Total..... \$ _____

Exhibitor Order Deadline: **Thursday, October 23, 2025**
Artwork Submission Deadline: **Thursday, October 30, 2025**
Artwork Approval Deadline:..... **Thursday, November 6, 2025**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, October 30, 2025.

Platinum Booth Rental – 10' x 20' Option B



Platinum Booth Rental – 10' x 20' Opt. B Includes

- 8'h x 20'w Digitally Printed Back Wall
- (1) R4 Counter with Locking Storage and Custom Graphics
- (2) B3 Counters with Locking Storage
- 10' x 20' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle

Graphic Upgrade Option – \$1,600.00

Custom graphics printed on the backside of the 8'h x 20'w x 2d backwall.

Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

PLEASE NOTE: No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

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 #: _____

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

Submit This Form

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

Platinum Booth Rental – 10' x 20' opt. B **\$9,556.00**
Sales Tax 7.75%..... \$ _____
Estimated Rental Package Total..... \$ _____
Pricing does not include electricity, internet connection or AV equipment.

Exhibitor Order Deadline: **Thursday, October 23, 2025**
Artwork Submission Deadline: **Thursday, October 30, 2025**
Artwork Approval Deadline:..... **Thursday, November 6, 2025**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, October 30, 2025.

Gold Booth Rental – 10' x 10' Option A



Gold Booth Rental – 10' x 10' Option A Includes

- (1) 8'h x 9'w x 2'd Single-Sided Backwall with Custom Graphics
- (1) 32" Mounted Monitor
- (1) 5-AMP Electrical Drop – for Monitor Only (As Shown Above)
- (1) R4 Front Counter with Graphic Kick Panel
- (1) R4 Demo Counter – White
- (2) Criss Cross Stools (Front Counter)
- (1) Wastebasket
- 10' x 10' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle

Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

PLEASE NOTE: No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

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 #: _____

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

Submit This Form

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

Gold Booth Rental – 10' x 10 opt. A..... **\$8,638.00**
Graphic Upgrade \$ _____
Sales Tax 7.75%..... \$ _____
Estimated Booth Package Total..... \$ _____

Exhibitor Order Deadline: **Thursday, October 23, 2025**
Artwork Submission Deadline: **Thursday, October 30, 2025**
Artwork Approval Deadline:..... **Thursday, November 6, 2025**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, October 30, 2025.

Gold Booth Rental – 10' x 10' Option B



Gold Booth Rental – 10' x 10' Option B Includes

- 9'w x 8'h Digitally Printed Back Wall
- (1) B3 Counter with Locking Storage
- 10' x 10' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle

Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

PLEASE NOTE: No structural customization will be allowed for the Turnkey Booths. Please only order graphics as shown in line with the specifications above.

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 #: _____

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

Submit This Form

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

Gold Booth Rental – 10' x 10 opt. B **\$4,697.00**
Sales Tax 7.75%..... **\$** _____
Estimated Rental Package Total..... **\$** _____
Pricing does not include electricity, internet connection or AV equipment.

T3 SERVICE INFORMATION & FORMS

Artwork Submission Deadline: Thursday, October 30, 2025
Artwork Approval Deadline: Thursday, November 6, 2025

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:

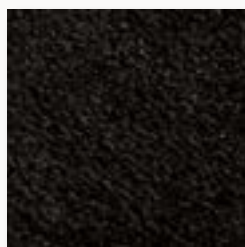
Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

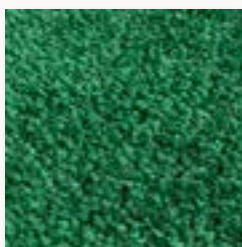
- Event name
- Company name
- Booth number
- Contact information

Carpet Options

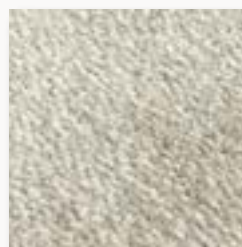
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



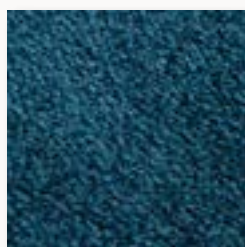
Black



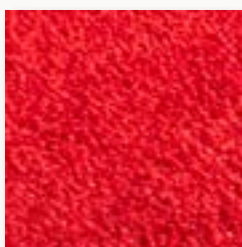
Green



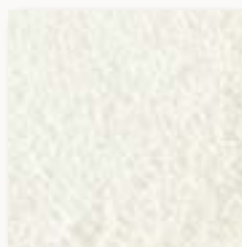
Grey



Navy

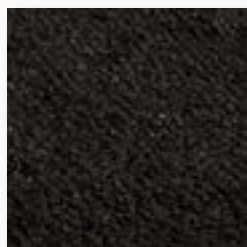


Red



White

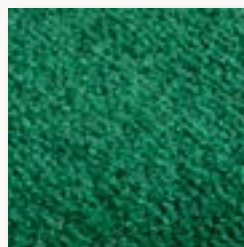
Standard Carpet – 16 oz. Nylon Carpet



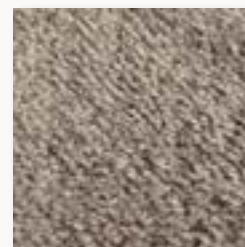
Black



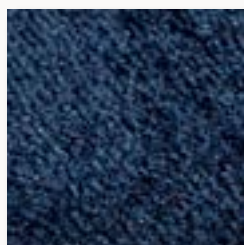
Blue



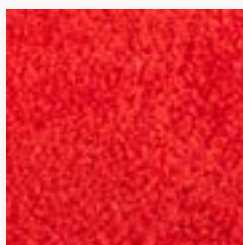
Green



Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advance Discount Deadline:
Order and payment due by Wednesday, November 5, 2025

Carpet & Padding Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

The booth space is concrete and floor covering is required by show management.

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$9.79	or \$13.99	= \$ _____

Please select UPGRADED carpet color:
(check one)

Black
Navy

Green
Red

Grey
White

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

Discount Price	Standard Price	Extended Price	Discount Price	Standard Price	Extended Price
10' x 10' \$422.00	or \$602.86	\$ _____	20' x 20' \$1,688.00	or \$2,411.43	\$ _____
10' x 20' \$844.00	or \$1,205.71	\$ _____	20' x 30' \$2,532.00	or \$3,617.14	\$ _____
10' x 30' \$1,266.00	or \$1,808.57	\$ _____	20' x 40' \$3,376.00	or \$4,822.86	\$ _____
10' x 40' \$1,688.00	or \$2,411.43	\$ _____	30' x 30' \$3,798.00	or \$5,425.71	\$ _____

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 \$4.22	or \$6.03	= \$ _____

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

Black
Navy

Blue
Red

Green
Tuxedo

Grey

Carpet Padding

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$4.22	or \$6.03	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.88	or \$2.69	= \$ _____

Subtotal: \$ _____

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

Sales Tax 7.75% \$ _____
Estimated Total Carpet & Padding \$ _____

Furniture – Standard Chairs



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



B. Side Chair, Black
FRN-SIDECHR-01a

PLEASE NOTE: Colors and style may vary upon availability.

Accessories / Pipe & Drape

- A. Bag Stand – Chrome
- B. Literature Holder – Acrylic 3 Tier
- C. Poster Display Board
- D. R4 Counter – 4' wide, Rounded Corners
R4 Counter with Custom Graphics (*not shown*)
- E. Sign Easel
- F. Display Showcase, 6'
- G. Literature Stand
- H. Sign Stand – 22"w x 28"h
- I. Stanchion – 3' High Tension
- J. Wastebasket

Pipe & Drape

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



PLEASE NOTE:
Colors and style may
vary upon availability.



T3 Advance Discount Deadline:
Order and payment due by Wednesday, November 5, 2025

Furniture / Accessories / Pipe & Drape Order Form

Furniture

Quantity		Discount Price		Standard Price		Extended Price
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	\$310.00	or	\$442.86	= \$ _____
B. Side Chair – Black (FRN-SIDECHE-01a)	_____	x	\$209.00	or	\$298.57	= \$ _____

Accessories

Quantity		Discount Price		Standard Price		Extended Price
A. Bag Stand (ACC-001a)	_____	x	\$331.00	or	\$472.86	= \$ _____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	\$118.00	or	\$168.57	= \$ _____
C. Poster Display Board (ACC-055a)	_____	x	\$343.00	or	\$490.00	= \$ _____
D. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	\$908.00	or	\$1,297.14	= \$ _____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	\$1,178.00	or	\$1,682.86	= \$ _____
E. Sign Easel (ACC-004a)	_____	x	\$138.00	or	\$197.14	= \$ _____
F. Display Showcase, 6' (ACC-004)	_____	x	\$641.00	or	\$915.71	= \$ _____
G. Literature Stand (ACC-005a)	_____	x	\$262.00	or	\$374.29	= \$ _____
H. Sign Stand – 22" w x 28" h (ACC-007a)	_____	x	\$211.00	or	\$301.43	= \$ _____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	\$146.00	or	\$208.57	= \$ _____
J. Wastebasket (ACC-010a)	_____	x	\$42.00	or	\$60.00	= \$ _____

Pipe & Drape

Quantity		Discount Price		Standard Price		Extended Price
A. Banjo Drape 8'H, Black (BDRP-8)	_____	x	\$26.00	or	\$37.14	= \$ _____
B. Banjo Drape 3'H, Black (BDRP-3)	_____	x	\$17.00	or	\$24.29	= \$ _____

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 7.75% \$ _____
Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables & Counters

Skirted Tables

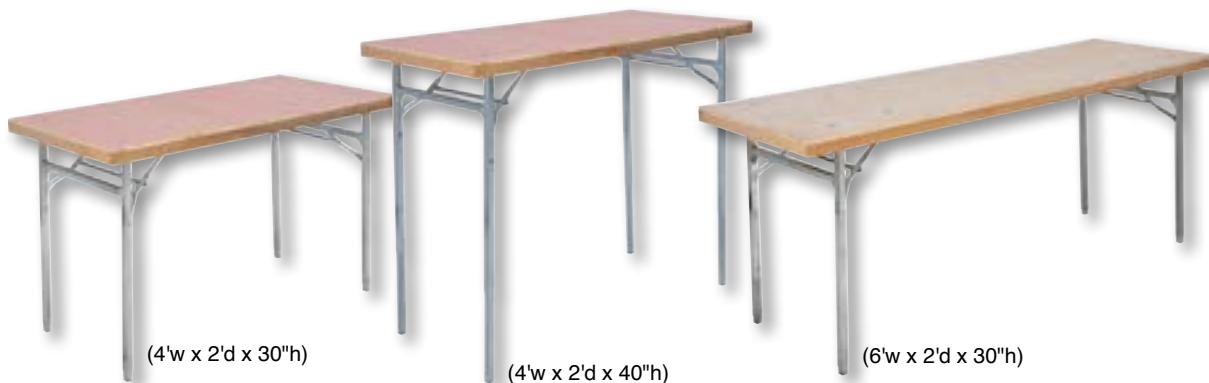
4'w x 2'd x 30"h (shown)
6'w x 2'd x 30"h
8'w x 2'd x 30"h
4'w x 2'd x 40"h
6'w x 2'd x 40"h
8'w x 2'd x 40"h

- 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 Wednesday, November 5, 2025

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	\$274.00	or	\$391.43	= \$	_____
6'w x 2'd	_____	x	\$318.00	or	\$454.29	= \$	_____
8'w x 2'd	_____	x	\$372.00	or	\$531.43	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$86.00	or	\$122.86	= \$	_____

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

4'w x 2'd	_____	x	\$318.00	or	\$454.29	= \$	_____
6'w x 2'd	_____	x	\$372.00	or	\$531.43	= \$	_____
8'w x 2'd	_____	x	\$425.00	or	\$607.14	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$101.00	or	\$144.29	= \$	_____

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	\$107.00	or	\$152.86	= \$	_____
6'w x 2'd	_____	x	\$142.00	or	\$202.86	= \$	_____
8'w x 2'd	_____	x	\$173.00	or	\$247.14	= \$	_____

40" High Unskirted

4'w x 2'd	_____	x	\$142.00	or	\$202.86	= \$	_____
6'w x 2'd	_____	x	\$173.00	or	\$247.14	= \$	_____
8'w x 2'd	_____	x	\$206.00	or	\$294.29	= \$	_____

Round Tables

30"d x 30"h, black	_____	x	\$187.00	or	\$267.14	= \$	_____
30"d x 40"h, black	_____	x	\$209.00	or	\$298.57	= \$	_____

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

Sales Tax 7.75%\$ _____
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

	Straight Time	Overtime	Double Time
Labor	\$196.00	\$269.00	\$366.00
T3 Supervised Labor	\$255.00	\$350.00	\$476.00
Forklift and Operator (5,000 lbs).....	\$482.00	\$535.00	\$690.00

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 & Truss Labor 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.

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$196.00	\$269.00	\$366.00
T3 Supervised Sign Assembly Labor.....	\$255.00	\$350.00	\$476.00

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	\$1,092.00	\$1,092.00	\$1,092.00

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.

Ceiling Point Fee

This fee applies to any hanging signs or chain hoist that are hung from the ceiling. The Ceiling Point fee is in addition to the rates quoted for truss, hanging signs, or equipment.

Quantity	Standard Price	Total Cost
Points.....	x \$350.00 each	= \$ _____

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 #: _____

See next page if truss, chain motors, or rigging equipment is required.

Set-Up Instructions Attached

Outbound Shipping Information Attached

(for T3 Expo Supervised Dismantle only)

Est. Total Hanging Sign & Truss ...\$ _____

T3 Advance Discount Deadline:
Order and payment due by Wednesday, November 5, 2025

Rigging Equipment Rental Order Form

Equipment

	Quantity		Discount Price		Standard Price		Extended Price
¼ Ton Hoist	_____	x	\$410.00	or	\$585.71	= \$	_____
½ Ton Hoist	_____	x	\$440.00	or	\$628.57	= \$	_____
One Ton Hoist	_____	x	\$550.00	or	\$785.71	= \$	_____
12" Box Truss, per foot	_____	x	\$32.50	or	\$46.43	= \$	_____
12" Corner Blocks	_____	x	\$250.00	or	\$357.14	= \$	_____
20.5" Box Truss, per foot	_____	x	\$40.00	or	\$57.14	= \$	_____
20.5" Corner Blocks	_____	x	\$350.00	or	\$500.00	= \$	_____
Rotating Motor	_____	x	\$600.00	or	\$857.14	= \$	_____

Color Options for Truss and Corner Blocks

Silver

Black

Equipment is being used to hang:

Lighting Truss

Hanging Sign

Both

Note:

Electrical is not included and is required to power the motors. See Key Contacts page to order.
Electrical and/or labor must be ordered in advance.

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

Email orders@t3expo.com for custom quotes regarding truss or lighting.

Sales Tax 7.75% \$ _____
Est. Total Rigging Equip. Rental \$ _____

Hanging Sign & Truss 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.

Adjacent Booth or Aisle # = _____

Adjacent Booth or Aisle # = _____

Adjacent Booth or Aisle # = _____

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 \$3.76 per square foot per day.

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

Access Storage

Area

Days

Extended Price

\$3.76 per sq. ft x _____ sq. ft. x _____ = \$ _____

Straight Time

Overtime

Double Time

Access Storage Labor\$196.00 \$269.00 \$366.00

Empty Storage

Quantity

Standard Price

Extended Price

Cardboard Box x \$40.00 each = \$ _____

Fiber Case x \$50.00 each = \$ _____

Quantity

Standard Price

Shrink Wrap\$140.00

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Est. Total Storage Services\$ _____

ADVANCE DISCOUNT DEADLINE - Wednesday, November 5, 2025

Sales Tax 7.75%



SPECIAL EVENT

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

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

2025 FURNITURE PRODUCT LIST WITH PRICING

ADVANCE DISCOUNT DEADLINE - Wednesday, November 5, 2025

Sales Tax 7.75%



2025 TRADESHOW CATALOG



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT



EVENTS



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

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

SHIPPING INFORMATION

NeurIPS 2025
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 Wednesday, November 19, 2025 will be charged an additional 30%.

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

Overtime

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday and all day Saturday and 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 Saturday, December 6, 2025 by 9:00 am. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or 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, October 23, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$2.33/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$106.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Sunday, November 30, 2025. Shipments that arrive prior to this date may be refused by the San Diego Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.38/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$106.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: NeurIPS 2025

c/o: T3 Expo
c/o: Expo Outfitters/Veterans Expo
2995 Faivre St. Ste #110
Chula Vista, CA 91911

Information

Advance shipments will be accepted beginning on Thursday, October 23, 2025 through Wednesday, November 19, 2025 between the hours of 8:30 am – 4:00 pm.

Shipments received after Wednesday, November 19, 2025 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: NeurIPS 2025

c/o: T3 Expo
c/o: San Diego Convention Center
Halls A & B
111 West Harbor Dr
San Deigo, CA 92101

Information

Direct shipments are accepted starting on Sunday, November 30, 2025 beginning at 8:00 am and throughout published event hours.

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



SAN DIEGO
convention center

Marshalling Yard **WE'RE MOVING!**

Effective March 18, 2025

Marshalling Yard









Former Marshalling Yard:
2383 Faivre St
Chula Vista, CA 91911



New Marshalling Yard:
825 Energy Way
Chula Vista, CA 91911

Directions: 4.4 Miles

-  30 ft
Turn right onto Faivre St
-  450 ft
Turn left onto Jacqua St
-  600 ft
Turn right onto Main St
-  3.7 mi
Turn left onto Nirvana Ave
-  0.3mi
Turn right onto Energy Way
-  400ft
The destination is on your left



Google Maps



Marshalling Yard

WE'RE MOVING!

Effective March 18, 2025

Route:

San Diego Convention Center



111 W Harbor Drive
San Diego, CA 92101



New Marshalling Yard



825 Energy Way
Chula Vista, CA 91911

Directions:

- GPS will offer a few routes based on traffic
- Please ensure you do not pass through Barrio Logan

From SDCC, access I-5 via 28th Street:

- ➡ Turn right on Harbor Drive
- ➡ Turn left on 28th Street
- ➡ Follow standard GPS to I-5, North or South



Neighborhood Restrictions: No Routes via Barrio Logan

- Do not use Cesar Chavez Parkway, east of Harbor Drive.
- No parking or idling on community streets.
- Trucks over five tons are prohibited from most streets in the Barrio Logan community.

Thank you for helping us be good neighbors!

Certified Truck Scale Weight Certificate Required

- Full truckload and/or dedicated shipments require a certified truck scale weight certificate. If weight certificates are not provided then the driver will be dispatched to the closest public truck scale prior to and concluding unloading.

T3 Advance Discount Deadline:
Order and payment due by Wednesday, November 5, 2025

Vehicle Spotting Fee

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

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

Please Note:

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

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

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

Requested Date & Time for Vehicle(s) Delivery:

Deliver _____ (Day/Date) _____ (Time)

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

Number of vehicles		Price per vehicle (round trip)		Extended Price
_____	x	\$350.00	=	\$ _____

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

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

Total Spotting Fee Estimate\$ _____

Cartload Service

To alleviate issues associated with exhibitors carrying small exhibit materials during move-in, T3 Expo is pleased to provide a Cartload Service. This service will be available during move-in and move-out.

Cartload Services are designed for use by privately owned vehicles (POVs). A POV is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include cars, pickup trucks, passenger vans, taxis, limos, etc. Bobtails, box trucks or pickup trucks pulling small trailers are not considered POVs and Material Handling rates will apply. **No cartload can have a combined weight of more than 300 lbs.** Material Handling charges will apply to any loads greater than the limits listed above.

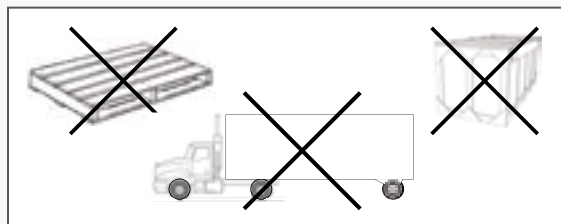
Special Freight Services – Small Passenger Vehicles Only! Maximum Weight 300 lbs

- Each cartload will handle (8) pieces or less, weighing less than 300 lbs. total. Each exhibitor will be provided (1) laborer with (1) cart. Each exhibitor will be allowed a maximum of (2) trips from their vehicle to their booth for move-in and (2) return trips from their booth to their vehicle for move-out.
- T3 Expo personnel will direct all vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with your vehicle; one (1) person to go with your product to the booth space and one (1) person to remove your vehicle from the unloading area to the parking area once Cartload Service is complete.
- The vehicles must be unload/loaded by full-time exhibitor personnel, by hand.
- Material handling charges and processes will apply to any loads greater than the limits listed above and/or any vehicles that are deemed by T3 Expo not to be a POV.

Hand-carry Information

- This service is for those who have small hand-carry items, all of which must fit on the cart.

To receive this service, watch for the Cartload Service signage



Cartload Service	Anticipated number of trips (2) maximum each way	Price per trip (each way)	Extended Price Price
Inbound	_____	x \$275.00	= \$ _____
Outbound	_____	x \$275.00	= \$ _____

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

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

Total Cart Service Fee Estimate\$ _____

Official Partner of Logistics and Moore



A Subsidiary of Veterans Expo Group



Your Official Trade Show Carrier

» INPAX

Prioritize your future.

Call INPAX at 404.924.7090 to
schedule your pick up or
delivery appointment



Expedited Air Freight

INPAX offers effective air freight solutions for timely global deliveries, including customs clearance, tracking, and logistics support to enhance the shipping process.



Guaranteed Ground

INPAX provides reliable ground transport for your crucial show freight, ensuring timely and secure delivery to your destination. Trust INPAX for seamless logistics and peace of mind.



Any Box - Any Where

INPAX streamlines package delivery for smooth show execution, managing shipments of all sizes with a dedicated team and advanced tracking technology to ensure timely and secure delivery.



Your Show is Your Future

Inpax can enhance future sales by optimizing logistics for efficient deliveries and supply chains. Timely shipments improve customer satisfaction and loyalty, driving growth. Advanced tracking systems provide real-time updates for quick responses to challenges, ensuring a competitive edge.

Planning ahead ensures peace of mind. To avoid last-minute delays and guarantee timely pickups, we recommend scheduling your INPAX freight services on the following days. Stay prepared, stay ahead.

Recommended Schedule

Monday

Schedule pickup for early-week shows

Tuesday

Ideal for midweek show deliveries

Wednesday

Buffer day for reschedules

Thursday

Last day for weekend setups

**You have the power to
protect your peace of
mind.**

📞 404.924.7090

✉️ info@shipinpax.com

📠 678.609.1530

🌐 www.shipinpax.com



Official Partner of
Logistics and Moore

INPAX TRADE SHOW SERVICES



A Subsidiary of Veterans Expo Group



Show Information

Call us for
more info



404.924.7090

Show Name:

Booth Number:

Show Dates:

Number of Pieces:

Crates:

Boxes:

Cases:

Carpet:

Estimated Weight:

Contact Information

Name:

Title:

Company:

Street Address:

City:

State:

Zip Code:

Phone:

Email:



NeurIPS 2025

DECEMBER 2 – 5
SAN DIEGO CONVENTION CENTER

OFFICIAL INTERNATIONAL SHIPPING & CUSTOMS CLEARANCE SERVICES

Airways Freight Corporation is pleased to be appointed as the official international forwarder and Customs Broker for **NeurIPS 2025**. In this capacity, we will be coordinating the freight forwarding, customs clearance, delivery, and re-exportation of international shipments, after closing the exhibition. Two of the keys to successful exhibitions are early logistical planning, and attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

AIRFREIGHT AIRPORT ARRIVAL DEADLINE	Must arrive at LAX airport no later than:	Adv. warehouse: November 10th Direct delivery: November 18th
SEAFREIGHT CFS ARRIVAL DEADLINE	LCL ocean cargo must arrive at CFS Long Beach / Los Angeles no later than:	Case by case basis

KEY DATES	Advance receiving acceptance dates:	October 23rd – November 19th
	Move In:	November 30th December 1st December 2nd
	Show Dates:	December 2nd December 3rd December 4th December 5th
	Move Out:	December 5th (after noon – 10pm) December 6th (8am –noon)

CONSIGNMENT INSTRUCTIONS (for air waybills, commercial invoices, packing lists, Carnet ATA):

Exhibitor Name NeurIPS 2025 BOOTH # _____ San Diego Convention Center 111 West Harbor Drive San Diego, CA 92101 USA	Notify:	Airways Freight Corp. PH 800-228-4220 FX 479-442-6080 intshows@airwaysfreight.com
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NOTE: shipments arriving prior to the advance receiving deadline will be delivered to the advance warehouse. Shipments arriving after the advance receiving deadline will be delivered directly to the venue.

MARKING INSTRUCTIONS:

All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

NeurIPS 2025
San Diego Convention Center
San Diego, CA 92101
EXHIBITOR: _____
BOOTH NO: _____

CASE ____ OF ____
GROSS WT: ____ KGS
NET WEIGHT ____ KGS
LIFTING POINTS
MADE IN (COUNTRY OF ORIGIN)

CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. We can provide an invoice template on request. For goods that will be re-exported, we recommend using an ATA Carnet. If this is not a bonded trade fair, a temporary import will not be possible without an ATA carnet. All commercial invoices should be sent to us prior to shipment for our review at: intshows@airwaysfreight.com

DOCUMENTARY REQUIREMENTS

1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST

1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING (EXPRESS RELEASE ORIGINAL BILL OF LADING)

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **Functioning Medical devices**, even when imported for demonstration, are subject to US Food and Drug controls. Unless the devices have already been approved by FDA for entry and use within the USA, or unless they are non-working models, functioning medical devices can only be imported temporarily under cover of an ATA carnet and cannot be sold or enter the commerce of the US until they have full approval from US Food and Drug. For further information, see: www.fda.gov
- **All shipments must be pre-alerted to Airways Freight Corporation**, 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents. See note below regarding heavy equipment or out of gauge cargo.
- **IMPORTANT NOTE: FORWARDER SERVICES ARE NOT THE SAME AS DRAYAGE SERVICES!** Unlike shows in other parts of the world, on-site material handling (delivery from advance receiving, unloading from truck, positioning in stand, removal, storage, return of empties, and loading on truck), is managed by the General Contractor. For this event, the general contractor is the Expo Group. This means liability and responsibility for the cargo passes to the General contractor from us at the dock of the convention center, or advance receiving location. This also means a work order and payment arrangement must be made with both the forwarder (Airways) and the contractor (The Expo Group).

INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider, and that their policy will extend coverage of their stand and equipment during transit to and from the show, as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods.

PAYMENT REQUIREMENTS

A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors; one of our representatives within your country will be contacting you to guide you in arranging a smooth transit to and from the show. ***If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email pre-advise to the address/number listed below.*** If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:



Delivering Performance

EMAIL:

intshows@airwaysfreight.com

USA & CANADA
INTERNATIONAL

800-643-3525 (Toll Free)
479/442-6301 Fax: 479/442-6080

***All transactions subject to Airways Terms & Conditions**

COMMERCIAL INVOICE/PACKING LIST



SHIPPER				CONSIGNEE		SHOW / BOOTH # / EXHIBITOR		IMPORT STATUS
				Exhibitor name / booth # San Diego Convention Center 111 West Harbor Drive San Diego, CA 92101		NeurlPS 2025 Exhibitor: Booth #:		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY
CASE #	WEIGHT (LBS)	DIMENSIONS L x W x H	QTY	HARMONIZED TARIFF NO	DESCRIPTION IN ENGLISH OF CONTENTS OF EACH CASE#	COUNTRY OF ORIGIN	VALUE (US\$)	
X _____ AUTHORIZED SIGNATURE OF SHIPPER/AGENT								TOTAL USD \$0.00
PAGE ____ OF ____								

We gladly accept:



EMAIL: ARinvoices@airwaysfreight.com
Attention: Accounts Receivable

(Please Use an X for the last Digit for AMEX users)

[illegible]

All Credit Card Charges will incur a 3% Service Charge.

Total: _____

Airways Freight Corporation PO Box 1888 Fayetteville, AR 72702 800.643.3525 www.airwaysfreight.com

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

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, OCTOBER 23, 2025 TO WEDNESDAY, NOVEMBER 19, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Expo Outfitters/Veterans Expo

2995 Faivre St. Ste #110

Chula Vista, CA 91911

Event: **NeurIPS 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, OCTOBER 23, 2025 TO WEDNESDAY, NOVEMBER 19, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Expo Outfitters/Veterans Expo

2995 Faivre St. Ste #110

Chula Vista, CA 91911

Event: **NeurIPS 2025**

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, NOVEMBER 30, 2025

To: _____
Exhibitor Name

c/o: T3 Expo
c/o: San Diego Convention Center
Halls A & B
111 West Harbor Dr
San Deigo, CA 92101

Event: **NeurIPS 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING SUNDAY, NOVEMBER 30, 2025

To: _____
Exhibitor Name

c/o: T3 Expo
c/o: San Diego Convention Center
Halls A & B
111 West Harbor Dr
San Deigo, CA 92101

Event: **NeurIPS 2025**

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, OCTOBER 23, 2025 TO WEDNESDAY, NOVEMBER 19, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Expo Outfitters/Veterans Expo

2995 Faivre St. Ste #110

Chula Vista, CA 91911

Event: **NeurIPS 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, OCTOBER 23, 2025 TO WEDNESDAY, NOVEMBER 19, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Expo Outfitters/Veterans Expo

2995 Faivre St. Ste #110

Chula Vista, CA 91911

Event: **NeurIPS 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

ADDITIONAL INFORMATION & FORMS

Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
Cleaning Services	San Diego Convention Center	boothcleaning.sdccc.org
Audio Visual Services	San Diego Convention Center	Phone: (619) 525-5444 Email: ONSite-SDCC@ONservices.com
Catering Services	San Diego Convention Center	Phone: (619) 525-5831 Email: Catering@visitsandiego.com
Donation Program	San Diego Convention Center	
Electrical Services & Plumbing Services	Edlen	Email: sandiego@edlen.com ordering.edlen.com
Internet & Telephone Services	SmartCity	Phone: (888) 446-6911 order.smartcitynetworks.com
Printing and Promotional Services	Palms to Pines	Phone: (858) 414-0019 Email: sdsalesrep@gmail.com palmstopines.esppwebsite.com
Exhibitor Liability Insurance	Rainprotection Insurance	Email: Stephanie@eventhosts.cc .
IAEE Guidelines	IAEE	Email: info@iaee.com Phone: +1 (972) 458-8002

PLEASE NOTE: There are no Lead Retrieval Devices at this show.

Payment Information

Important Information

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

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

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

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

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

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

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

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

Please select the services needed:

Material Handling	= \$
Vehicle Spotting Fee	= \$
Cartload Service	= \$
Booth Packages	= \$
Carpet.....	= \$
Furniture & Accessories	= \$
Display Tables & Counters	= \$
Display Labor & Forklift	= \$
Hanging Sign.....	= \$
Accessible Storage	= \$
Custom Furniture	= \$
Total: \$	

Secure Online Payments

In an effort to protect your information, T3 Expo will send you a secure link to a credit card form. Please follow the link to submit your payment information for this event. T3 Expo accepts Visa, Mastercard, and American Express.

Exhibitor Profile

Company Name:		Booth #:
Street Address:		City:
State:	Zip:	Country:
Contact Name:		Email Address:
Cell Phone: ()		Fax: ()

Method of Payment

Company Check*

(Checks must be in U.S. Funds, payable to T3 Expo)

Wire Transfer**

Credit Card

**Please Return EAC Form By:
Thursday, October 30, 2025**

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: NeurIPS 2025

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
- Cartload Service
- Booth Package
- Carpet
- Furniture & Accessories
- Display Tables & Counters
- Display Labor & Forklift
- Hanging Sign
- Accessible Storage
- Custom Furniture
- All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

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

Third Party Company Information

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

Third Party Credit Card Information

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

United States Fire Department Regulations

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

Booth Construction

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

Fire Department

A permit shall be required for the following:

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

Obstructions

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

Fire-Retardant Treatment

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

Combustibles

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

Storage behind booths is strictly prohibited.

San Diego, CA Labor Guidelines

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

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Exhibit Installation & Dismantling

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

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

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

Material Handling

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

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.