EXHIBITOR SERVICES KIT

Sage Future for Partners 2026

November 4-6, 2026
Signia by Hilton Atlanta Georgia World Congress Center
Atlanta, GA

Welcome

Dear Sage Future for Partners 2026 Sponsor,

T3 Expo is proud to have been selected as the official service contractor for Sage Future for Partners 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.

Sage FUTURE for Partners

Sage Future for Partners 2026
November 4-6, 2026
Signia by Hilton Atlanta Georgia World Congress Center
Atlanta, GA

Use our INTERACTIVE TABLE OF CONTENTS for EASY NAVIGATION

Table of Contents

T3 EXPO INFORMATION

Show Information 5
Important Dates & Deadlines Checklist 6
Preshow Checklist 7
On-site Checklist 8

T3 TURNKEY OPTIONS

Gold 5' x 5' Turnkey 10
Platinum 6' x 8' Turnkey 11
Diamond 10' x 15' Turnkey 12

SHIPPING INFORMATION

Material Handling 14
Shipping Addresses 15
Logistics & Moore - Trade Show Shipping Request Form 16
Advance Shipment Labels 17
Direct Shipment Labels 18

T3 SERVICE INFORMATION & FORMS

Print Production Artwork Requirements 20
Payment Information 21
Third Party Authorization 22
United States Fire Department Regulations 23
Atlanta, GA Labor Guidelines 24

T3 EXPO INFORMATION

Show Information

Location
Signia by Hilton Atlanta Georgia World Congress Center
159 Northside Dr NW
Atlanta, GA 30313

Exhibit Hall
Triumph Ballroom

Exhibitor Carpet
Facility Carpet

Show Schedule

Sponsor Move-in

Wednesday, November 4	8:00 am – 10:30 am

Please ensure your team is available during this time to complete setup at the Expo. The Hub will close promptly at 10:30 am.

Partner Summit Expo Open

Wednesday, November 4	1:30 pm – 4:00 pm 5:00 pm – 6:30 pm
Thursday, November 5	7:00 am – 8:00 am l Breakfast in the Hub 9:30 am – 10:30 am l Networking - Hub Open 11:30 am – 1:00 pm l Lunch in the Hub 3:30 pm – 4:30 pm l Networking - Hub Open 5:00 pm – 6:30 pm l Hub Happy Hour
Friday, November 6	7:00 am – 8:00 am l Breakfast in the Hub 9:00 am – 10:00 am l Networking - Hub open

Dismantle and Move-out

Friday, November 6	12:30 pm – 2:30 pm

Carrier Check-in

Friday, November 6	By 1:00 pm

PLEASE NOTE: Event Times are subject to change, please refer to the website for the up-to-date schedule.

Important Dates & Deadlines Checklist

- ☐ Thursday, September 24, 2026 ..... Receiving at Advance Warehouse Begins
- ☐ Thursday, October 8, 2026 ..... Artwork Submission Deadline
- ☐ Thursday, October 15, 2026 ..... Artwork Approval Deadline
- ☐ Wednesday, October 21, 2026 ..... Last Day for Advance Shipments to Arrive without Surcharges
- ☐ Wednesday, November 4, 2026 ..... Direct Shipments to Show Site May Begin Arriving After 8:00 am
- ☐ Wednesday, November 4, 2026 ..... All Exhibits Must Be Set by 12:00 pm (noon)
- ☐ Friday, November 6, 2026 ..... All Carriers Must Check In by 1:00 pm

Preshow Checklist

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

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

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

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

Advance Shipping:

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

Direct Shipping:

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

☐ **Order rental booth structure and/or option, 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 TURNKEY OPTIONS

Artwork Submission Deadline: ..... **Thursday, October 8, 2026**
Artwork Approval Deadline:..... **Thursday, October 15, 2026**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, October 8, 2026.

Gold 5' x 5' Turnkey

Gold 5' x 5' Turnkey
(Included in Sponsorship)

Includes:

(1) Meter Board Graphic Back Wall with Sponsor Logo
(1) R2 Counter with Locking Storage (2'w)
(1) Zuri Barstool
(1) Wastebasket
(1) 23" Tabletop Monitor
(1) HDMI Cable located at Counter for Laptop
(1) 5-AMP Electrical Drop with Power Strip

- Dedicated Sponsor Wifi
- Installation & Dismantle
- First Day Cleaning
- Nightly Vacuuming & Porter Service (Tues-Thurs)

Sponsors may brand the full back wall of the turnkey as shown here. Sage requests that your company logo appear, as part of your artwork, in the space indicated.

Important: Please note that you do not need to order this booth or add it to the cart

Click here to download templates & instructions. Once you log in to the Exhibitor Resource Center, please navigate to the "Turnkey Booth" section of Tasks. See our Print Production Artwork Requirements where you will find information on download templates.

Visit the T3 Online Store at order.t3expo.com to learn more about our accessible options.

No structural customization or additional furniture will be allowed for the Gold Turnkey Booths. Please only order graphics as shown in line with the specifications above.

Artwork Submission Deadline: ..... **Thursday, October 8, 2026**
Artwork Approval Deadline:..... **Thursday, October 15, 2026**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, October 8, 2026.

Platinum 8' x 8' Turnkey

Platinum 8' x 8' Turnkey
(Included in Sponsorship)

Includes:

(1) 6'w x 8'h Custom Graphic Back Wall with Sponsor Logo
(1) Waterfall Counter with Locking Storage
(1) 36" Round White Bar Top - Chrome Base
(4) Zuri Barstools
(1) Wastebasket
(1) 32" Monitor
(1) HDMI Cable at R4 Counter Under Monitor for Laptop
(1) 5-AMP Electrical Drop with Power Strip

- Dedicated Sponsor Wifi
- Installation & Dismantle
- First Day Cleaning
- Nightly Vacuuming & Porter Service (Tues-Thurs)

Sponsors may brand the full back wall of the turnkey as shown here. Sage requests that your company logo appear, as part of your artwork, in the space indicated.

Important: Please note that you do not need to order this booth or add it to the cart

Click here to download templates & instructions. See our Print Production Artwork Requirements where you will find information on download templates.

Visit the T3 Online Store at order.t3expo.com to learn more about our accessible options.

No structural customization or additional furniture will be allowed for the Platinum Turnkey Booths. Please only order graphics as shown in line with the specifications above.

Artwork Submission Deadline: ..... **Thursday, October 8, 2026**
Artwork Approval Deadline:..... **Thursday, October 15, 2026**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, October 8, 2026.

Diamond 10' x 15' Turnkey

Diamond 10' x 15' Turnkey
(Included in Sponsorship)

Includes:

(1) 6'w x 8'h Custom Graphic Back Wall with Sponsor Logo

(1) Waterfall Counter with Locking Storage

(1) 36" Round White Bar Top – Chrome Base

(1) Welcome Counter with Locking Storage (4'w), Branded

(5) Zuri Barstools

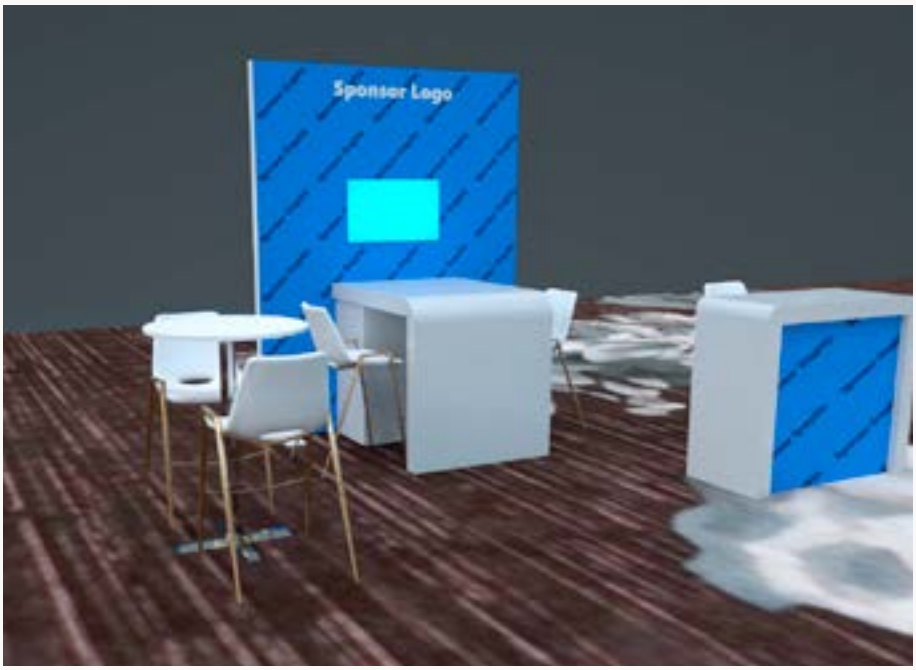
(1) Wastebasket

(1) 43" Monitor

(1) HDMI Cable at Each Counter on Back Wall for Laptop

(1) 10-AMP Electrical Drops with (2) Power Strips

- Dedicated Sponsor Wifi
- Installation & Dismantle
- First Day Cleaning
- Nightly Vacuuming & Porter Service (Tues-Thurs)



Sponsors may brand the full back wall of the turnkey as shown here. Sage requests that your company logo appear, as part of your artwork, in the space indicated.

Important: Please note that you do not need to order this booth or add it to the cart

Click here to download templates & instructions. Once you log in to the Exhibitor Resource Center, please navigate to the "Turnkey Booth" section of Tasks. See our Print Production Artwork Requirements where you will find information on download templates.

Visit the T3 Online Store at order.t3expo.com to learn more about our accessible options.

No structural customization or additional furniture will be allowed for the Diamond Turnkey Booths. Please only order graphics as shown in line with the specifications above.

SHIPPING INFORMATION

Sage Future for Partners 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 Wednesday, October 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

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

Outbound Shipping

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

Carrier Check-in: All carriers must be checked in no later than Friday, November 6, 2026 by 1:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.
UPS or 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 Thursday, September 24, 2026. Shipments arriving prior to this date may be refused.

Crated or Uncrated
Shipment Weight ..... x $1.99/lb = $_____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $90.00 ea. = $_____

Material Handling Estimate ..... $_____

Direct Shipments to Show Site

Direct shipments will be received starting on Wednesday, November 4, 2026. Shipments that arrive prior to this date may be refused by the Signia by Hilton Atlanta Georgia World Congress Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated
Shipment Weight ..... x $2.03/lb = $_____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $90.00 ea. = $_____

Material Handling Estimate ..... $_____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: Sage Future for Partners 2026

c/o: T3 Expo
c/o: Logistics and Moore
5325 Westpark Dr SW
Atlanta, Georgia 30336

Information

Advance shipments will be accepted beginning on Thursday, September 24, 2026 through Wednesday, October 21, 2026 between the hours of 8:00 am – 4:00 pm.

Shipments received after Wednesday, October 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: Sage Future for Partners 2026

c/o: T3 Expo
c/o: Signia by Hilton Atlanta Georgia World Congress Center
Triumph Ballroom
159 Northside Dr NW
Atlanta, GA 30313

Information

Direct shipments are accepted starting on Wednesday, November 4, 2026 beginning at 8:00 am and throughout published event hours.

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

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

LOGISTICS & MOORE

YOUR FREIGHT. OUR PRIORITY.

TRADE SHOW SHIPPING REQUEST FORM

TRADE SHOW INFORMATION

Event Name: _____ **Booth Number:** _____

Show Dates: _____ **Booth Size:** _____

Venue / Convention Center: _____

Venue City / State: _____ **Move-In Date:** _____

Move-Out Date: _____ **On-Site Contact / Phone:** _____

SHIPMENT INFORMATION

Number of Pieces: _____ **Pallets:** _____ **Crates:** _____ **Cases:** _____

Cartons: _____ **Total Weight (lbs):** _____ **Dimensions (L" × W" × H"):** _____

Carrier / Freight Company: _____

Tracking Numbers:

_____ _____

_____ _____

PICKUP INFORMATION

Pickup Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Name: _____ **Phone:** _____

Pickup Date: _____ **Ready Time:** _____ ☐ AM ☐ PM

☐ Liftgate Needed ☐ Inside Pickup ☐ Residential ☐ Appointment Required

EXHIBITOR CONTACT INFORMATION

Company Name: _____

Contact Name: _____ **Title:** _____

Phone: _____ **Email:** _____

404.854.4744 | Sales@getmoorelogistics.com | getmoorelogistics.com

LOGISTICS & MOORE

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, SEPTEMBER 24, 2026 TO WEDNESDAY, OCTOBER 21, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Logistics and Moore
5325 Westpark Dr SW
Atlanta, Georgia 30336

Event: **Sage Future for Partners 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

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

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, SEPTEMBER 24, 2026 TO WEDNESDAY, OCTOBER 21, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Logistics and Moore
5325 Westpark Dr SW
Atlanta, Georgia 30336

Event: **Sage Future for Partners 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 WEDNESDAY, NOVEMBER 4, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Signia by Hilton Atlanta Georgia World Congress Center
Triumph Ballroom
159 Northside Dr NW
Atlanta, GA 30313

Event: **Sage Future for Partners 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING WEDNESDAY, NOVEMBER 4, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Signia by Hilton Atlanta Georgia World Congress Center
Triumph Ballroom
159 Northside Dr NW
Atlanta, GA 30313

Event: **Sage Future for Partners 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

T3 expo®
Save money. Grow your event.

Sage FUTURE for Partners

Sage Future for Partners 2026
November 4-6, 2026
Signia by Hilton Atlanta Georgia World Congress Center
Atlanta, GA

Artwork Submission Deadline:
All artwork due by Thursday, October 8, 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 download templates & instructions. Once you log in to the Exhibitor Resource Center, please navigate to the "Turnkey Booth" section of Tasks.

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

Payment Information

Important Information

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

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

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

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

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

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

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

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

Please select the services needed:

☐ Material Handling ..... = $_____

☐ Booth Packages ..... = $_____

Total: $_____

Secure Online Payments

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

Exhibitor Profile

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

Method of Payment

☐ Company Check*
(Checks must be in U.S. Funds, payable to T3 Expo)

☐ Wire Transfer**

☐ Credit Card

Third Party Authorization

Important Information

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

Third Party covering the following charges for exhibitor:

☐ Material Handling

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.

Atlanta, GA 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:

Union Labor

Since Georgia is a right-to-work state, exhibitor personnel may set up their own exhibits if so desired. Union Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged at established rates, using the enclosed order forms.

Exhibit Labor Jurisdiction

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays unless this work is done by exhibiting company personnel. They are not required to place your products on your display, open cartons containing your products, or perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Service Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor (EAC). Labor can be ordered in advance by returning the attached Display Labor order form, or on show site at T3 Expo's Service Desk.

Freight Handling Jurisdiction

T3 Expo receives and handles all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the event. T3 Expo will not be responsible, for any material they do not handle and will have control of the loading docks at all times.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at owner’s expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall.

Electrical & Plumbing

Electrical and plumbing is handled in-house at the Georgia World Congress Center (GWCC). Most power comes from the floor at the GWCC, but ceiling drops can be ordered, mainly for high power situations. Electricians must plug cords into boxes, but the labor contractor or the exhibitor may run them thereafter, including lights, AV, power strips, etc. Twelve gauge cords are required, either flat or round.

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.