

# **TOMORROW. CITY USA**

## **EXHIBITOR SERVICES KIT**

**Tomorrow City 2026**

**April 14-15, 2026**

**Palm Beach Convention Center  
West Palm Beach, Florida**

# Welcome

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Dear Tomorrow City 2026 Exhibitor,

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

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

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

Use our  
**INTERACTIVE  
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for EASY NAVIGATION



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# T3 EXPO INFORMATION

# Show Information

### Location

Palm Beach Convention Center  
650 Okeechobee Blvd  
West Palm Beach, Florida 33401

### Exhibit Hall

Exhibit Hall A

### Show Colors

Facility Hall Carpet – Concrete

Floor covering is not required but may be ordered in this kit or at [order.t3expo.com](http://order.t3expo.com).

If not purchasing a turnkey, exhibitors must come in with their own booth elements

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Monday, April 13 1:00 pm – 5:00 pm	Tuesday, April 14 8:00 am – 4:30 pm	Wednesday, April 15 4:30 pm – 8:00 pm	Wednesday, April 15 By 7:00 pm
–	Wednesday, April 15 8:00 am – 4:30 pm	–	–

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

# Important Dates & Deadlines Checklist

- Monday, March 9, 2026 ..... Exhibit Package Order Deadline
- Monday, March 9, 2026 ..... Receiving at Advance Warehouse Begins
- Monday, March 16, 2026 ..... Artwork Submission Deadline
- Monday, March 16, 2026 ..... Exhibitor Appointed Contractor Form Deadline
- Monday, March 23, 2026 ..... Artwork Approval Deadline
- Monday, March 23, 2026 ..... Turnkey Modification Deadline
- Monday, March 23, 2026 ..... T3 Service Orders Advance Discount Deadline
- Monday, March 23, 2026 ..... Custom Furniture Advance Discount Deadline
- Friday, April 3, 2026 ..... Last Day for Advance Shipments to Arrive without Surcharges
- Friday, April 10, 2026 ..... Rigging & Electrical Services Advance Discount Deadline
- Monday, April 13, 2026 ..... Direct Shipments to Show Site May Begin Arriving After 1:00 pm
- Monday, April 13, 2026 ..... All Exhibits Must Be Set by 5:00 pm
- Wednesday, April 15, 2026 ..... All Carriers Must Check In by 7:00 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

**Exhibitor Order Deadline:** ..... Monday, March 9, 2026  
**Artwork Submission Deadline:** ..... Monday, March 16, 2026  
**Artwork Approval Deadline:** ..... Monday, March 23, 2026  
**Turnkey Modification Deadline:** ..... Monday, March 23, 2026  
An additional rush fee of \$427.00 will be added to the total price of the package if graphic files are received after Monday, March 16, 2026.

## Startup Package – 5' x 5' Kiosk with B3 Counter

### 5' x 5' Kiosk with B3 Counter

(Included in Turnkey)

**Includes:**

- (1) 3'w x 8'h Custom Graphic Back Wall (Single-sided)
- (1) B3 Counter with Locking Storage
- (1) Nexus Barstool
- (1) 5' x 5' Standard Carpet – Black
- Installation & Dismantle
- First Day Cleaning

Monitor Bracket Labor per Computer  
\$268.00



Electric Labor, and A/V not included. If you require any additional electrical services, see the forms on the Key Contacts page.  
PLEASE NOTE: No structural customization or modifications are allowed for the Turnkey Booths.

### Submit This Form

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

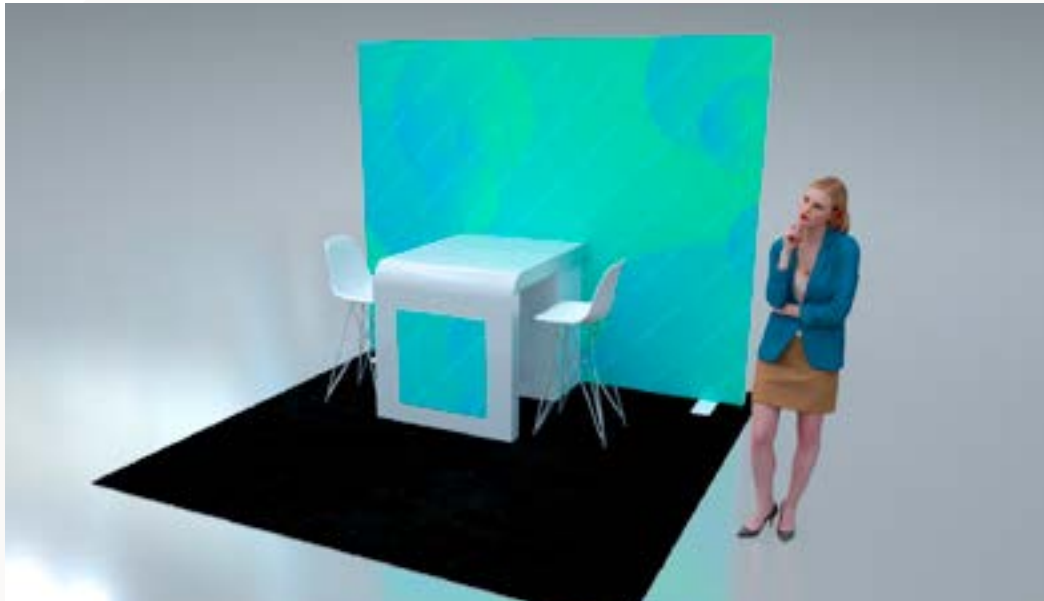
### Submitting Artwork

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

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

**Exhibitor Order Deadline:** ..... **Monday, March 9, 2026**  
**Artwork Submission Deadline:** ..... **Monday, March 16, 2026**  
**Artwork Approval Deadline:** ..... **Monday, March 23, 2026**  
**Turnkey Modification Deadline:** ..... **Monday, March 23, 2026**  
An additional rush fee of \$1,422.00 will be added to the total price of the package if graphic files are received after Monday, March 16, 2026.

## Bronze Package with Waterfall Counter – Option 1



**Includes:**

- (1) 10'w x 8'h Custom Graphic Back Wall with Feet (Single-sided)
- (1) L Counter with Custom Graphics and Locking Storage (Waterfall Counter)
- (2) Nexus Barstools
- (1) 10' x 10' Standard Carpet – Black
- Installation & Dismantle
- First Day Cleaning

**Monitor Bracket Labor per Computer**

**\$268.00**

Electric Labor, and A/V not included. If you require any additional electrical services, see the forms on the Key Contacts page.

PLEASE NOTE: No structural customization or modifications are allowed for the Turnkey Booths.

### Submit This Form

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

### Submitting Artwork

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

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

**Exhibitor Order Deadline:** ..... **Monday, March 9, 2026**  
**Artwork Submission Deadline:** ..... **Monday, March 16, 2026**  
**Artwork Approval Deadline:** ..... **Monday, March 23, 2026**  
**Turnkey Modification Deadline:** ..... **Monday, March 23, 2026**  
An additional rush fee of \$2,642.00 will be added to the total price of the package if graphic files are received after Monday, March 16, 2026.

## Silver Package with Waterfall Counter – Option 1



### Includes:

- (1) 20'w x 8'h Custom Graphic Back Wall with Feet (Single-sided)
- (1) L Counter with Locking Storage & Graphic Kick Panel (Waterfall Counter)
- (1) Highboy Table
- (2) Nexus Barstools
- (1) 10' x 20' Standard Carpet – Black
- Installation & Dismantle
- First Day Cleaning

Monitor Bracket Labor per Computer  
\$268.00

Electric Labor, and A/V not included. If you require any additional electrical services, see the forms on the Key Contacts page.  
PLEASE NOTE: No structural customization or modifications are allowed for the Turnkey Booths.

### Submit This Form

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

### Submitting Artwork

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

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

**Exhibitor Order Deadline:** ..... **Monday, February 24, 2025**  
**Artwork Submission Deadline:** ..... **Monday, March 3, 2025**  
**Artwork Approval Deadline:** ..... **Monday, March 10, 2025**  
**Turnkey Modification Deadline:** ..... **Monday, March 10, 2025**  
 An additional rush fee will be added to the total price of the package if graphic files are received after Monday, March 3, 2025. Bronze late fee is \$767.00, Silver is \$1,519.00

## Upgraded Packages with Pony Walls



**Bronze Package Option 2 with (1) Pony Wall – \$742.00 / per Wall**

Includes all items from Bronze Pkg Option 1 plus:  
(1) Pony Wall

**Bronze Package Option 3 with (2) Pony Walls – \$742.00 / per Wall**

Includes all items from Bronze Pkg Option 1 plus:  
(2) Pony Walls

Monitor Bracket Labor per Computer  
\$268.00



**Silver Package Option 2 with Waterfall (L) Counter and (1) Pony Wall – \$742.00 / per Wall**

Includes all items from Silver Pkg Option 1, plus:  
(1) Pony Wall

**Silver Package Option 3 with Waterfall (L) Counter and (2) Pony Walls – \$742.00 / per Wall**

Includes all items from Silver Pkg Option 1, plus:  
(2) Pony Walls

Monitor Bracket Labor per Computer  
\$268.00

Electric Labor, and A/V not included. If you require any additional electrical services, see the forms on the Key Contacts page.  
PLEASE NOTE: No structural customization or modifications are allowed for the Turnkey Booths.

### Submit This Form

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

### Submitting Artwork

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

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

# T3 SERVICE INFORMATION & FORMS

**Artwork Submission Deadline:**  
**All artwork due by Monday, March 16, 2026**

# Print Production Artwork Requirements

## PLEASE NOTE:

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

## General File Set Up

Please provide artwork in native forms whenever possible:

- **Adobe Illustrator and Adobe InDesign files are preferred**

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

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

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

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

## Images

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

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

### 48" x 96" Graphics and larger

**Recommended** resolution for graphic at full size dimensions:

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

**Minimum** resolution for graphic at full size dimensions:

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

### Graphics smaller than 48" x 96"

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

### Preferred File Formats

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

### Checklist

SET DOCUMENT MODE TO CMYK

USE APPROPRIATE DIMENSIONS AND SCALE

SET APPROPRIATE BLEEDS ON ALL SIDES

CHECK IMAGE RESOLUTION

CONVERT FONTS TO OUTLINES

EMBED IMAGES / SAVE & PACKAGE YOUR FILE

INCLUDE PDF PROOF

### Artwork Submission and Template Download

[CLICK HERE](#) to upload your graphic files once they're complete or to download graphic templates.

### Questions?

**Questions regarding artwork may be emailed to:**

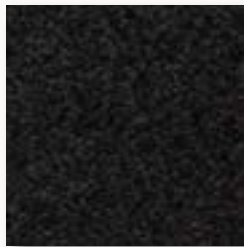
Exhibitor Graphics  
[graphics@t3expo.com](mailto:graphics@t3expo.com)

### Please include, in all inquiries:

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

## Carpet Options

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



**Black**



**Green**



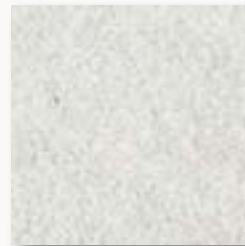
**Grey**



**Navy**



**Red**

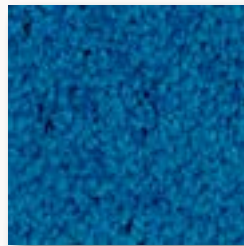


**White**

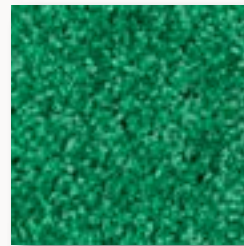
Standard Carpet – 16 oz. Nylon Carpet



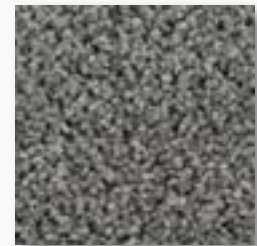
**Black**



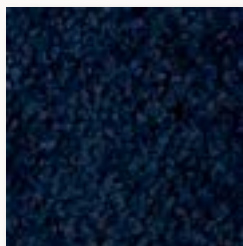
**Blue**



**Green**



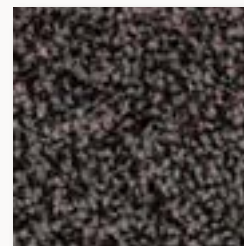
**Grey**



**Navy**



**Red**



**Tuxedo**

PLEASE NOTE: Colors and style may vary upon availability.

**T3 Advance Discount Deadline:**  
Order and payment due by **Monday, March 23, 2026**

## Carpet & Padding Order Form

**Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet**  
**Please enter size and select carpet color**

The booth space is concrete. Floor covering is required by show management but may be ordered.

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$9.66	or \$13.80	= \$ _____

**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' \$416.00	or \$594.29	\$ _____	20' x 20' \$1,664.00	or \$2,377.14	\$ _____
10' x 20' \$832.00	or \$1,188.57	\$ _____	20' x 30' \$2,496.00	or \$3,565.71	\$ _____
10' x 30' \$1,248.00	or \$1,782.86	\$ _____	20' x 40' \$3,328.00	or \$4,754.29	\$ _____
10' x 40' \$1,664.00	or \$2,377.14	\$ _____	30' x 30' \$3,744.00	or \$5,348.57	\$ _____

20' carpet comes as two matching 10' pieces.

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

**Please enter size and select carpet color**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$4.16	or \$5.94	= \$ _____

**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 \$1.86	or \$2.66	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.50	or \$2.14	= \$ _____

**Subtotal: \$ \_\_\_\_\_**

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

**Sales Tax 7.0% .....** \$ \_\_\_\_\_  
**Estimated Total Carpet & Padding .....** \$ \_\_\_\_\_

**T3 Advance Discount Deadline:**  
Order and payment due by **Monday, March 23, 2026**

# Vinyl Flooring Order Form

## Vinyl Flooring

**Please enter size:**

Booth Dimensions	Discount Price	Standard Price	Extended Price
10' x 10'	\$1,137.00	\$1,624.29	\$ _____
10' x 20'	\$2,274.00	\$3,248.57	\$ _____
10' x 30'	\$3,411.00	\$4,872.86	\$ _____
10' x 40'	\$4,548.00	\$6,497.14	\$ _____

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

**Please enter size:**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____	= _____ sq. ft	x \$11.37	or \$16.24	= \$ _____

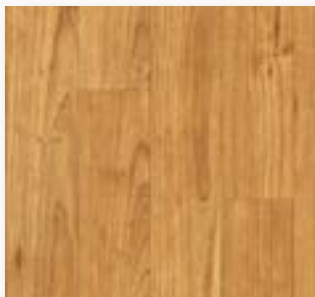
## Foam Padding

**Please enter size:**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____	= _____ sq. ft	x \$2.76	or \$3.94	= \$ _____



**Light Maple**



**Dark Maple**

**Please select color:**

(check one)

Light Maple

Dark Maple

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

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

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

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

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

**Sales Tax 7.0%** ..... \$ \_\_\_\_\_

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

## Furniture – Standard Chairs



A. Bar Stool, Black

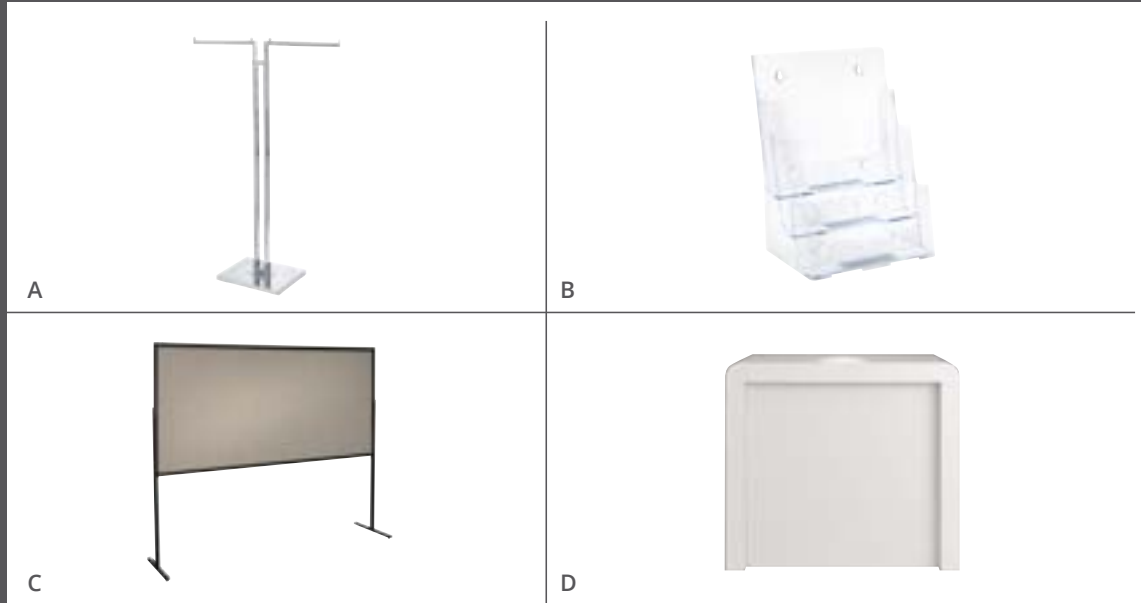


B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

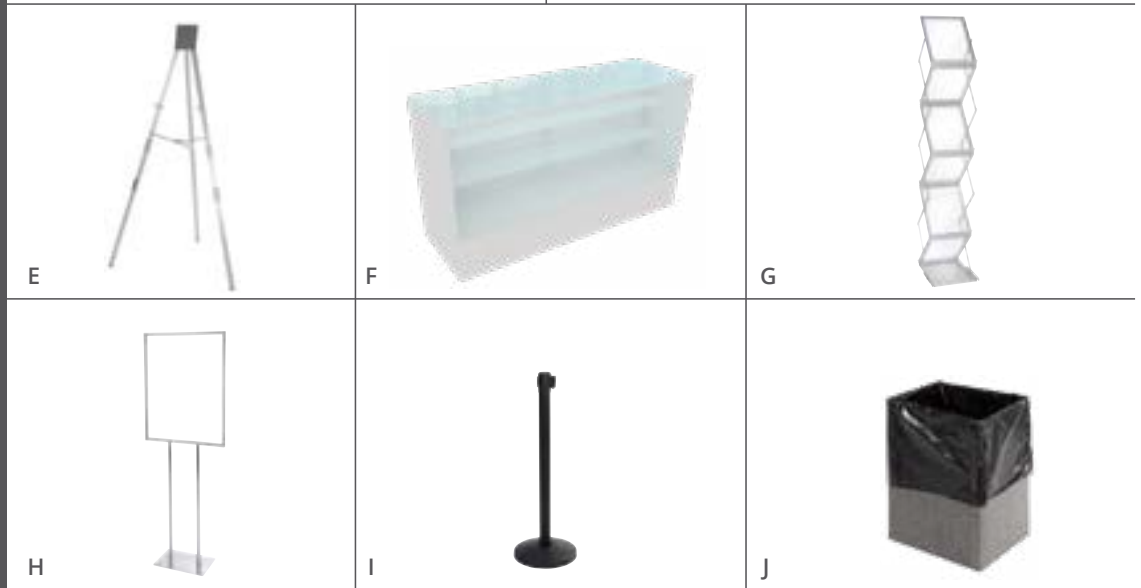
# Accessories / Pipe & Drape

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

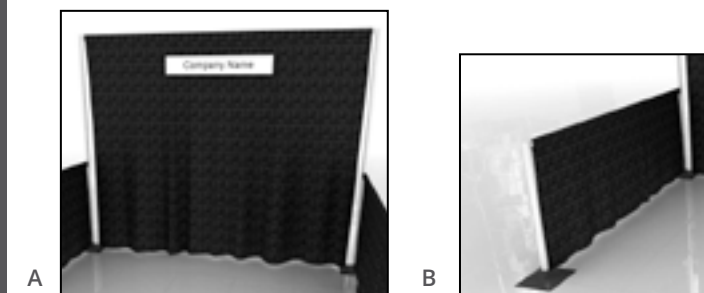


## Pipe & Drape

- 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 Monday, March 23, 2026

## Furniture / Accessories / Pipe & Drape Order Form

	Quantity		Discount Price		Standard Price		Extended Price
<b>Furniture</b>							
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	\$305.00	or	\$435.71	= \$	_____
B. Side Chair – Black (FRN-SIDEXHR-01a)	_____	x	\$206.00	or	\$294.29	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
<b>Accessories</b>							
A. Bag Stand (ACC-001a)	_____	x	\$328.00	or	\$468.57	= \$	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	\$116.00	or	\$165.71	= \$	_____
C. Poster Display Board (ACC-055a)	_____	x	\$339.00	or	\$484.29	= \$	_____
D. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	\$896.00	or	\$1,280.00	= \$	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	\$1,163.00	or	\$1,661.43	= \$	_____
E. Sign Easel (ACC-004a)	_____	x	\$136.00	or	\$194.29	= \$	_____
F. Literature Stand (ACC-005a)	_____	x	\$632.00	or	\$902.86	= \$	_____
G. Sign Stand – 22"w x 28"h (ACC-007a)	_____	x	\$259.00	or	\$370.00	= \$	_____
H. Display Showcase, 6'	_____	x	\$209.00	or	\$298.57	= \$	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	\$144.00	or	\$205.71	= \$	_____
J. Wastebasket (ACC-010a)	_____	x	\$41.00	or	\$58.57	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
<b>Pipe &amp; Drape</b>							
A. Banjo Drape 8'H, Black (BDRP-8)	_____	x	\$26.00	or	\$37.14	= \$	_____
B. Banjo Drape 3'H, Black (BDRP-3)	_____	x	\$18.00	or	\$25.71	= \$	_____

**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 7.0%** ..... \$ \_\_\_\_\_  
**Est. Total Furn/Access/Pipe&Drape..** \$ \_\_\_\_\_

# Display Tables & Counters

## Skirted Tables

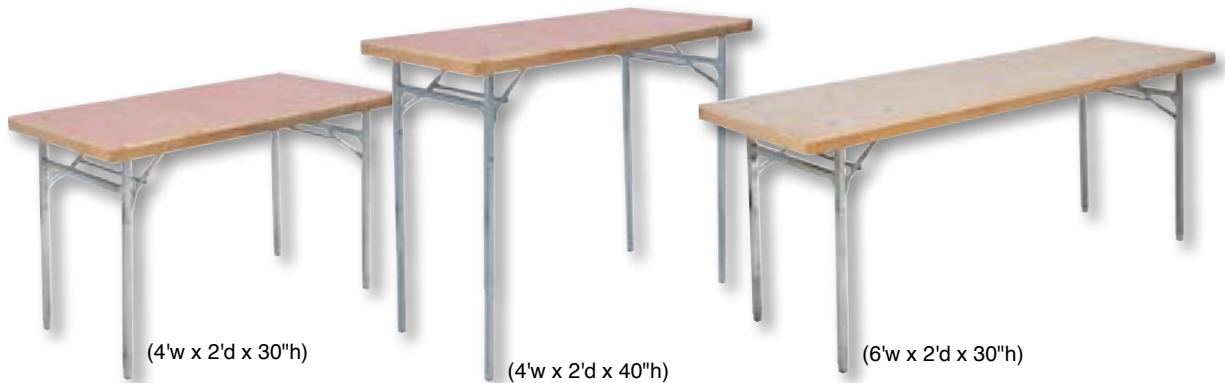
- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

- 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 **Monday, March 23, 2026**

## Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
<b>30" High Skirted (6' &amp; 8' skirted on 3 sides only)</b>							
4'w x 2'd	_____	x	\$271.00	or	\$387.14	= \$	_____
6'w x 2'd	_____	x	\$314.00	or	\$448.57	= \$	_____
8'w x 2'd	_____	x	\$367.00	or	\$524.29	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$85.00	or	\$121.43	= \$	_____
<b>40" High Skirted (6' &amp; 8' skirted on 3 sides only)</b>							
4'w x 2'd	_____	x	\$314.00	or	\$448.57	= \$	_____
6'w x 2'd	_____	x	\$367.00	or	\$524.29	= \$	_____
8'w x 2'd	_____	x	\$419.00	or	\$598.57	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$100.00	or	\$142.86	= \$	_____

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

Black   
  Blue   
  Burgundy   
  Gold   
  Green   
  Grey   
  Plum   
  Red   
  White

	Quantity		Discount Price		Standard Price		Extended Price
<b>30" High Unskirted</b>							
4'w x 2'd	_____	x	\$105.00	or	\$150.00	= \$	_____
6'w x 2'd	_____	x	\$140.00	or	\$200.00	= \$	_____
8'w x 2'd	_____	x	\$171.00	or	\$244.29	= \$	_____
<b>40" High Unskirted</b>							
4'w x 2'd	_____	x	\$140.00	or	\$200.00	= \$	_____
6'w x 2'd	_____	x	\$171.00	or	\$244.29	= \$	_____
8'w x 2'd	_____	x	\$203.00	or	\$290.00	= \$	_____
<b>Round Tables</b>							
30"d x 30"h, black	_____	x	\$185.00	or	\$264.29	= \$	_____
30"d x 40"h, black	_____	x	\$206.00	or	\$294.29	= \$	_____

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

**Sales Tax 7.0%** ..... \$ \_\_\_\_\_  
**Est. Total Display Tables & Counters \$** \_\_\_\_\_

## Display Labor & Forklift Order Form

### Important Information

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

### Display Labor (Hourly Rates)

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

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

### For Forklift Orders

#### Type of Work Being Performed

- Unskid/reskid equipment
- Place equipment
- Build booth structure
- Other: \_\_\_\_\_

#### Size of forklift required:

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

Heaviest piece weight \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_  
length width height

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

**Exhibitor Supervision** On site/after hours contact cell phone: \_\_\_\_\_  
On site/after hours contact name: \_\_\_\_\_

**T3 Expo Supervision** On site/after hours contact cell phone: \_\_\_\_\_  
On site/after hours contact name: \_\_\_\_\_

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

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

**Set-Up Instructions Attached**

**Outbound Shipping Information Attached**

**Estimated Total Labor** ..... \$ \_\_\_\_\_



# Sign Assembly 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

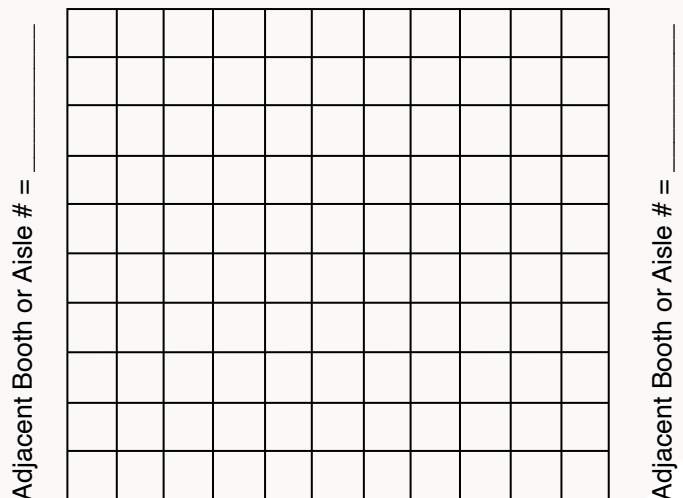
See Diagram Below

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 # = \_\_\_\_\_

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 \$3.71 per square foot per day.**

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

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

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

Empty Storage	Quantity	Standard Price	Extended Price
Cardboard Box .....	_____ x	\$40.00 each	= \$ _____
Fiber Case .....	_____ x	\$50.00 each	= \$ _____

	Quantity	Standard Price
Shrink Wrap .....	_____	\$139.00

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

Sales Tax 7.0% .....	\$ _____
<b>Est. Total Storage Services .....</b>	<b>\$ _____</b>

# Cleaning Services Order Form

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

	Area		Price		# Days		Extended Price
Hard Floor Scrubbing .....	_____	x	\$1.61 per sq. ft.	x	_____	= \$	_____

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

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

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

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

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

**Sales Tax 7.0%** ..... \$ \_\_\_\_\_

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

ADVANCE DISCOUNT DEADLINE - Monday, March 23, 2026

Sales Tax 7.0%



SPECIAL EVENT

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

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

2025 FURNITURE PRODUCT LIST WITH PRICING

# SHIPPING INFORMATION

<b>Tomorrow City 2026</b> <b>BOOTH #:</b> _____
--

# Material Handling

## Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

**POV (Privately Owned Vehicle):** If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

## Rate Classifications

**Crated:** Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

**Uncrated:** Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

**Small Package:** A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

## Additional Fees May be Applicable

**Late to Warehouse Fee:** Shipments arriving after Friday, April 3, 2026 will be charged an additional 30%.

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

## Overtime/Double Time

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

## Outbound Shipping

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

**Carrier Check-in:** All carriers must be checked in no later than Wednesday, April 15, 2026 by 7:00 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 Monday, March 9, 2026. Shipments arriving prior to this date may be refused.**

#### Crated or Uncrated

Shipment Weight ..... x \$2.31/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$104.00 ea. = \$ \_\_\_\_\_

**Sales Tax 7.0%** ..... \$ \_\_\_\_\_

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

### Direct Shipments to Show Site

**Direct shipments will be received starting on Monday, April 13, 2026 at 1:00 pm. Shipments that arrive prior to this date may be refused by the Palm Beach Convention Center as T3 Expo will not have possession of the venue prior to this date and time.**

#### Crated or Uncrated

Shipment Weight ..... x \$2.35/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$104.00 ea. = \$ \_\_\_\_\_

**Sales Tax 7.0%** ..... \$ \_\_\_\_\_

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

# Shipping Addresses

## Advance Shipments to T3 Expo Warehouse

### Address

To: (Exhibiting Company Name)  
(Booth #)

For: Tomorrow City 2026

c/o: T3 Expo  
c/o: Vista South Convention Service  
15002 NW 107th Ave., Unit #1  
Hialeah FL 33018

### Information

Advance shipments will be accepted beginning on Monday, March 9, 2026 through Friday, April 3, 2026 between the hours of 8:00 am – 4:00 pm.

Shipments received after Friday, April 3, 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: Tomorrow City 2026

c/o: T3 Expo  
c/o: Palm Beach Convention Center  
Exhibit Hall A  
650 Okeechobee Blvd  
West Palm Beach, Florida 33401

### Information

Direct shipments are accepted starting on Monday, April 13, 2026 beginning at 1:00 pm and throughout published event hours.

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

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

**T3 Advance Discount Deadline:**  
**Order and payment due by Monday, March 23, 2026**

# Vehicle Spotting Fee

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

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

Please Note:

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

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

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

**Requested Date & Time for Vehicle(s) Delivery:**

Deliver \_\_\_\_\_ (Day/Date) \_\_\_\_\_ (Time)

Pick Up \_\_\_\_\_ (Day/Date) \_\_\_\_\_ (Time)

Number of vehicles		Price per vehicle (round trip)		Extended Price
	x	<b>\$415.00</b>	=	\$ _____

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](mailto:orders@t3expo.com)

**Sales Tax 7.0%** ..... \$ \_\_\_\_\_  
**Total Spotting Fee Estimate** ..... \$ \_\_\_\_\_



## **LibertyCFS is Proud to be T3expo's Official Carrier**

As the Official Logistics Provider for PriMed South, LibertyCFS offers the premium service your show demands. We are intimately familiar with all the move in and out times and procedures, no guess work here. Additionally, as T3's official partner we have preferential treatment no other carrier can offer such as no detention time, live contacts at either the Advance warehouse or directly at Show Site. Unlike any other carrier if you or your representative at show site approaches the T3 service desk, they will be able to assist with information about your specific booth.

LibertyCFS makes booking your shipment simple and streamlined. We are truly a one stop shop. We handle everything for you whether you're shipping a single piece or several truckloads, Domestically or Internationally to the Advance Warehouse or directly to Show Site we have you covered. If you have any questions or you're ready to book, we're available via Phone, Chat, or email.

Website: <https://libertycfs.us>

Phone: 1-866-938-1092

Email: [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

Mobile QR code:



# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 9, 2026 TO FRIDAY, APRIL 3, 2026

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

Exhibitor Name

c/o: T3 Expo

c/o: Vista South Convention Service

15002 NW 107th Ave., Unit #1

Hialeah, FL 33018

Event: **Tomorrow City 2026**

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

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

# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 9, 2026 TO FRIDAY, APRIL 3, 2026

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

Exhibitor Name

c/o: T3 Expo

c/o: Vista South Convention Service

15002 NW 107th Ave., Unit #1

Hialeah, FL 33018

Event: **Tomorrow City 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 MONDAY, APRIL 13, 2026

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

Exhibitor Name

c/o: T3 Expo

c/o: Palm Beach Convention Center  
Exhibit Hall A

650 Okeechobee Blvd

West Palm Beach, Florida 33401

Event: **Tomorrow City 2026**

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

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

# DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, APRIL 13, 2026

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

Exhibitor Name

c/o: T3 Expo

c/o: Palm Beach Convention Center  
Exhibit Hall A

650 Okeechobee Blvd

West Palm Beach, Florida 33401

Event: **Tomorrow City 2026**

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

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



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

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

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 9, 2026 TO FRIDAY, APRIL 3, 2026

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

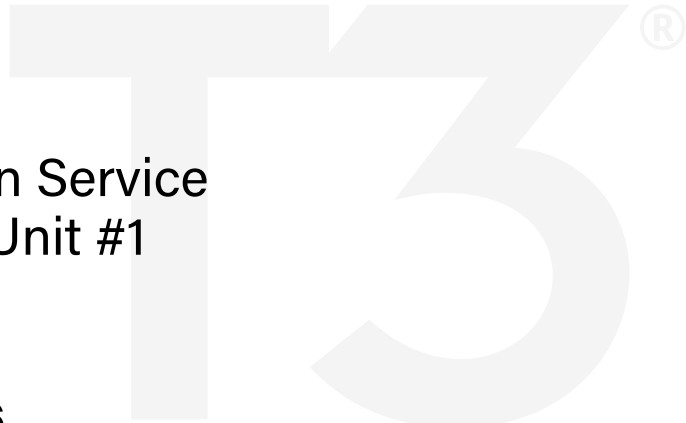
Exhibitor Name

c/o: T3 Expo

c/o: Vista South Convention Service

15002 NW 107th Ave., Unit #1

Hialeah, FL 33018



Event: **Tomorrow City 2026**

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

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

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, MARCH 9, 2026 TO FRIDAY, APRIL 3, 2026

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

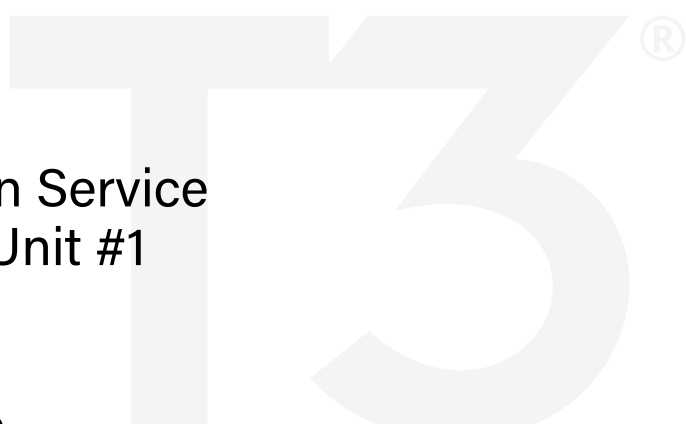
Exhibitor Name

c/o: T3 Expo

c/o: Vista South Convention Service

15002 NW 107th Ave., Unit #1

Hialeah, FL 33018



Event: **Tomorrow City 2026**

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

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

# ADDITIONAL INFORMATION & FORMS

## Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
<a href="#">Calendar of Events</a>	Palm Beach County Convention Center	Website: <a href="#">Exhibitor's Venue Store Link</a>
<a href="#">Rigging Services</a>	Palm Beach County Convention Center	Email: <a href="mailto:exhibitorservicesrigging@pbconventioncenter.com">exhibitorservicesrigging@pbconventioncenter.com</a> Phone: (561) 366-3451
<a href="#">Electrical Services</a>	Palm Beach County Convention Center	PBCCC Exhibitor Services: <a href="http://pbconventioncenter.com">pbconventioncenter.com</a> Email: <a href="mailto:exhibitorservicesrigging@pbconventioncenter.com">exhibitorservicesrigging@pbconventioncenter.com</a> Phone: (561) 366-3451
<a href="#">Exhibitor How-to Guide: Online Ordering</a>	Palm Beach County Convention Center	Order Online: <a href="#">Exhibitor Services - pbconventioncenter.com</a>
<a href="#">Credit Card Authorization Form</a>	Palm Beach County Convention Center	Office: (561) 366-3000    Scan & Email to: (561) 366-3024 (Please Print Form)
<a href="#">General Contractor</a>	T3 Expo, LLC	Email: <a href="mailto:help@t3expo.com">help@t3expo.com</a> Phone: (888) 698-3397
<a href="#">IAEE Guidelines</a>	IAEE	Email: <a href="mailto:info@iaee.com">info@iaee.com</a> 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 .....	= \$ _____
Booth Packages .....	= \$ _____
Carpet.....	= \$ _____
Furniture & Accessories .....	= \$ _____
Display Tables & Counters.....	= \$ _____
Display Labor & Forklift .....	= \$ _____
Accessible Storage .....	= \$ _____
Cleaning .....	= \$ _____
Custom Furniture .....	= \$ _____
<b>Total:</b>	<b>\$ _____</b>

### 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
- Vehicle Spotting Fee
- Booth Package
- Carpet
- Furniture & Accessories
- Display Tables & Counters
- Display Labor & Forklift
- Accessible Storage
- Cleaning
- Custom Furniture
- All Services

## Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

## Exhibiting Company Information

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

## Third Party Company Information

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

## Third Party Credit Card Information

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

# United States Fire Department Regulations

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

### Booth Construction

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

### Fire Department

A permit shall be required for the following:

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

### Obstructions

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

### Fire-Retardant Treatment

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

### Combustibles

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

**Storage behind booths is strictly prohibited.**

# West Palm Beach, FL 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:

### Booth Labor, Freight and Rigging

Union personnel has jurisdiction for providing labor to install and dismantle booth properties. Full-time employees of the exhibiting companies, however, may set their own exhibits without assistance from this local. Any labor services that may be required beyond what your regular full-time employees can provide, must be rendered by Union personnel, through the General Contractor (proof of full-time employment status may be requested by the Union Steward of any personnel working in your booth).

Exhibitors may "hand-carry" their own materials into the exhibit facility. However, they may not use dollies, flat trucks, or other mechanical equipment to assist. The General Contractor will control access to the loading docks and all material moved through this area must be handled by the General Contractor (Union personnel handle freight from the warehouse to the docks, and hand the drayage from the dock to the booth space. Union personnel also handle pipe and drape, carpet laying, and booth installation as mentioned above). The Miami Beach Convention Center has an agreement regarding audio visual equipment with the local Union. In accordance with this agreement, Union personnel handle the move-in, performance, and move-out of the following: cable installations for local cable television and satellite hook ups, audio and video recording, audio visual projection and screen masking, rigging of theatrical apparatus from the ceiling grid, and entertainment events such as staging, sound, and lighting operations. Audio visual contractors may provide supervision only.

### Hanging Signs

Most of the time, the Exhibitor Appointed Contractor (EAC) can assemble and dismantle the hanging signs and the General Contractor only raises and hangs it and brings it down to the floor on the dismantle. This does vary show to show but that is usually the case. Exhibitors or Exhibit Houses may supervise this work only.

### Electrical

Electricians are responsible for the installation and activation of all electrical requirements. Exhibitors may provide their own power cords, but they must be of the 3 wire grounded variety. Exhibitors may prep, assemble and service their own special equipment requiring engineers or technicians, but the "house electricians" must service all connections and provide overload protection to the equipment. AV contractors can usually bring in their own equipment and can install and service, although they do have to go through the Union dock to unload and deliver to booth if it is more than they can hand-carry (this does vary show to show but this is usually the case).

### Hours

In Miami, straight time rates are from Monday through Friday, 8:00 am to 4:30 pm. Overtime rates are incurred outside of those hours on Monday through Friday as well as all day on Saturday. Sundays and holidays are double time. Lunch is from 12:00 – 12:30 pm.

### 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.