

vive

2027

EXHIBITOR

SERVICES KIT

Mar. 14 – 17, 2027 | Nashville

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Welcome

Dear ViVE 2027 Sponsor,

T3 Expo is proud to have been selected as the official service contractor for ViVE 2027. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

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

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



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T3 EXPO INFORMATION

Show Information

Visit the [ViVE Resource Page](#) on the ViVE website for details.

Location

Music City Center
201 Rep. John Lewis Way S
Nashville, TN 37203

Exhibit Hall

Halls A-D

T3 Expo Exhibitor Service Center Hours

Our Service Center will be staffed during the following hours:

Friday, March 12.....8:00 am – 7:00 pm
Saturday, March 13.....9:00 am – 7:00 pm
Sunday, March 14.....9:00 am – 7:00 pm
Monday, March 15.....6:00 am – 6:00 pm
Tuesday, March 16.....7:00 am – 6:00 pm
Wednesday, March 17.....7:00 am – 8:00 pm

Exhibitor Build/Setup	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Friday, March 12 8:00 am – 7:00 pm (20'x20') & Larger Custom Booths Only	Monday, March 15 8:00 am – 5:45 pm	Wednesday, March 17 12:00 pm – 8:00 pm	Thursday, March 18 by 10:00 am
Saturday, March 13 9:00 am – 7:00 pm (20'x20') & Larger Custom Booths Only	Tuesday, March 16 8:00 am – 5:45 pm		
Saturday, March 13 3:00 pm – 7:00 pm Custom Raw Space Booths 10'x20' & Larger	Wednesday, March 17 8:00 am – 12:00 pm	-	-
Sunday, March 14 9:00 am – 7:00 pm 10'x20' & Larger Turnkey Booths + All Custom Booth Builds Continued	-	-	-
Sunday, March 14 1:00 pm – 7:00 pm 10'x10', Viosks, Kiosks, Pavilions, Meeting Pods/Cubes + All Custom Booth Builds Continued	-	-	-

*Exhibitor Booths must be completed and all freight must be removed from the show floor by Sunday, March 14 at 7:00 pm.

**Saturday and Sunday are build days which means pre-built structures will not be fully ready until the show floor opens on Monday at 8:00 am.

Please be advised that the Show Floor/Exhibit Hall will close at 12:00 PM on Wednesday, March 17. Aisle carpet removal and empty container return will begin at approximately 12:30 PM, once all exhibitors and sponsors have exited the floor.

Booth Spaces

For 10x20 Custom Booths, please refer to page 11.

Turnkey Packages

All Turnkey Booths, Viosks, Startups, Meeting Pods and Cubes include standard electrical outlet and carpet.
For Booth Turnkey Packages (Viosks, 10x10, 10x20, 20x20, and 20x30), please refer to pages 12-22.

Startups, Meeting Pods and Cubes participants should visit the ViVE Exhibitor Resources page on the ViVE website for package details.

Exhibit Hall Carpet

Key exhibit hall aisles are carpeted. Exhibitors with custom / island spaces 10'x20' and larger must provide floor covering / carpet for their booth (carpet is included in turnkey packages). Please refer to the [Carpet & Padding Order Form](#) page.

All spaces include access to WiFi in the event space.

Important Dates & Deadlines Checklist

Tuesday, February 2, 2027	Turnkey Package Order Deadline
Tuesday, February 2, 2027	Hanging Sign Add-On Order Deadline
Tuesday, February 2, 2027	Receiving at Advance Warehouse Begins
Tuesday, February 9, 2027	Turnkey Package Artwork Submission Deadline
Tuesday, February 9, 2027	Hanging Sign Add-On Artwork Submission Deadline
Tuesday, February 9, 2027	Exhibitor Appointed Contractor Form Deadline
Tuesday, February 16, 2027	Turnkey Package Artwork Approval Deadline
Tuesday, February 16, 2027	T3 Service Orders Advance Discount Deadline
Tuesday, February 16, 2027	Custom Furniture Advance Discount Deadline
Wednesday, March 3, 2027	Last Day for Advance Shipments to Arrive without Surcharges
Friday, March 12, 2027	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Sunday, March 14, 2027	All Exhibits Must Be Set by 7:00 pm
Thursday, March 18, 2027	All Carriers Must Check In by 10:00 am

Preshow Checklist

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

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

Arrange in-bound freight/Material Handling

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

Advance Shipping:

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

Direct Shipping:

- If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
- PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
- 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/ViVE 2027 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

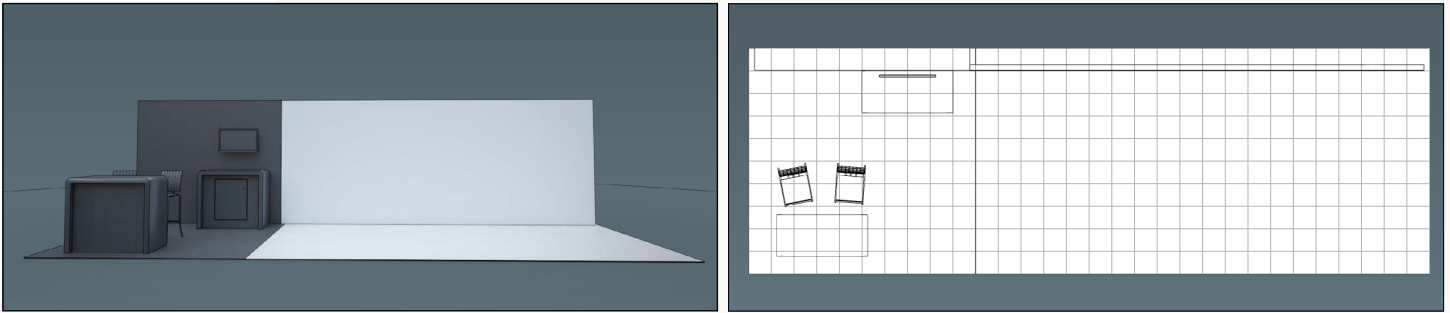
- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You will need a separate Material Handling form for each outbound shipping destination.
- Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers 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 BOOTH INFORMATION

10' x 20' Custom Booth



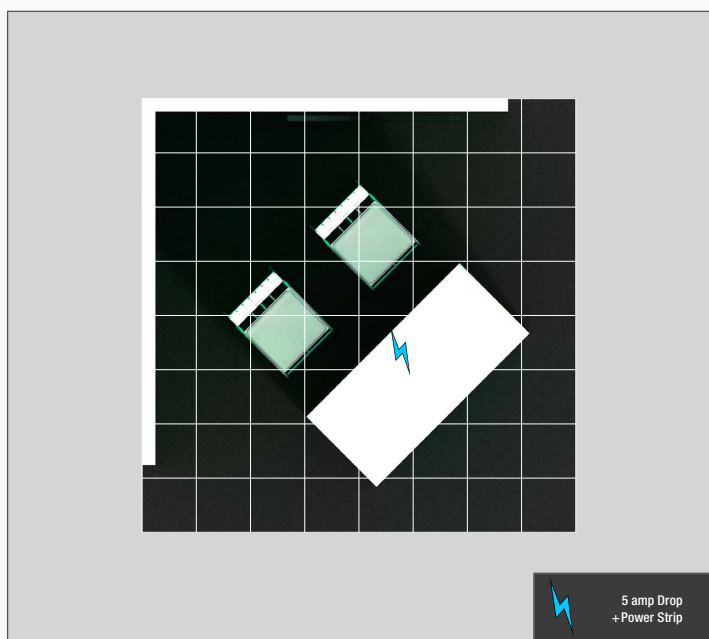
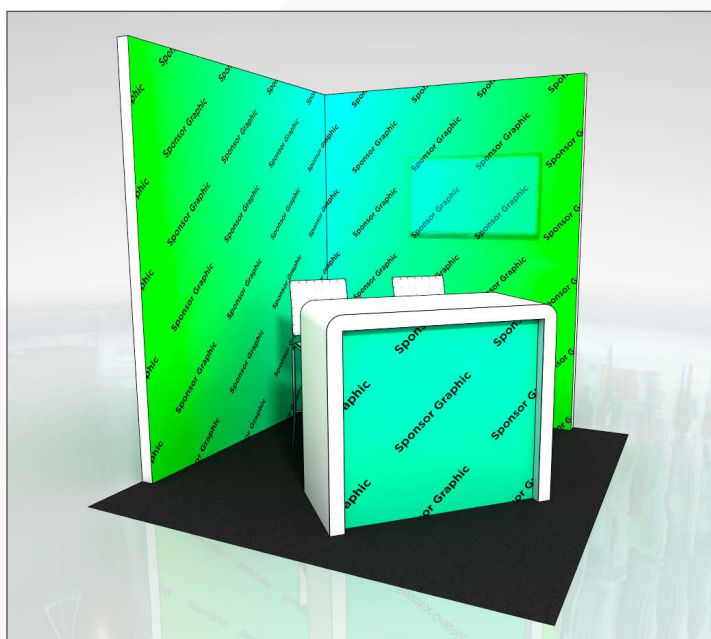
(1) 93.5" x 20'w White Backwall

- **IMPORTANT:** With the placement of the backwall, the interior dims are 93"h x 227.5"w This backwall CANNOT be removed.
- Standard and Specialty Furniture are the only furniture options available for this package.
- Exhibitors may bring in their own backdrop or wall to be placed against the structure wall provided. If bringing in a backdrop or wall, the exhibitor MUST submit a picture with dimensions to ViVE show management for approval.
- To add electrical drops, please reference the [Electrical Order Form](#).
- Carpet is required but not included; you can order it on the [Carpet & Padding Order Form](#) page.
- To order AV, please see the [Key Contacts](#) page for more information – *Monitors cannot be mounted to the backwall.

Exhibitor Order Deadline: **Tuesday, February 2, 2027**
Artwork Submission Deadline: **Tuesday, February 9, 2027**
Artwork Approval Deadline: **Tuesday, February 16, 2027**

An additional \$875.00 rush fee will be added to the total price of the package if graphic files are received after Tuesday, February 9, 2027.

Viosk Turnkey Package



49' Total NSF Booth Space

- (1) V-Shaped Backwall – 8'h x 6'w x 6'd with Graphics on Interior Walls
- (1) 42"h x 47.5"w x 22"d (R4) Counter with Locking Cabinet and Graphic Kick Panel
- (1) 32" Mounted Monitor*

- (1) 10-AMP Electrical Drop for the Monitor**
 - (1) Power Strip for the Counter
 - (2) Criss Cross Stools
 - (1) Wastebasket
- Viosk Area will be Carpeted

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please ensure artwork is created in line with specifications shown on these templates.

Submitting Artwork

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

*All monitors come with an HDMI port and cable (no USB port). Monitor upgrade is not permitted for the Viosk.

**If you require additional electrical, please see the [Key Contacts](#) page for more information.

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

Exhibitor Order Deadline: **Tuesday, February 2, 2027**
Artwork Submission Deadline: **Tuesday, February 9, 2027**
Artwork Approval Deadline: **Tuesday, February 16, 2027**
 An additional \$1,128.00 rush fee will be added to the total price of the package if graphic files are received after Tuesday, February 9, 2027.

10' x 10' Turnkey Package



- (1) 8'h x 9'w Single-Sided Backwall with Graphics on the Front.
- (1) 42"h x 47.5"w x 22"d (R4) Demo Counter with Locking Cabinet
- (1) 42"h x 47.5"w x 22"d (R4) Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 32" Mounted Monitor*



- (1) 5-AMP Electrical Drop for the Monitor**
(1) Power Strip Per Electrical Drop
- (2) Criss Cross Stools (Front Counter)
- (1) Wastebasket
- 10' x 10' Booth Carpet – Silver Cloud
- *One pre-show vacuuming

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please ensure artwork is created in line with specifications shown on these templates.

Submitting Artwork

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

*All monitors come with an HDMI port and cable (no USB port). Monitor upgrade is not permitted for the 10'x10' Turnkey Package.

**If you require additional electrical, please see the [Key Contacts](#) page for more information.

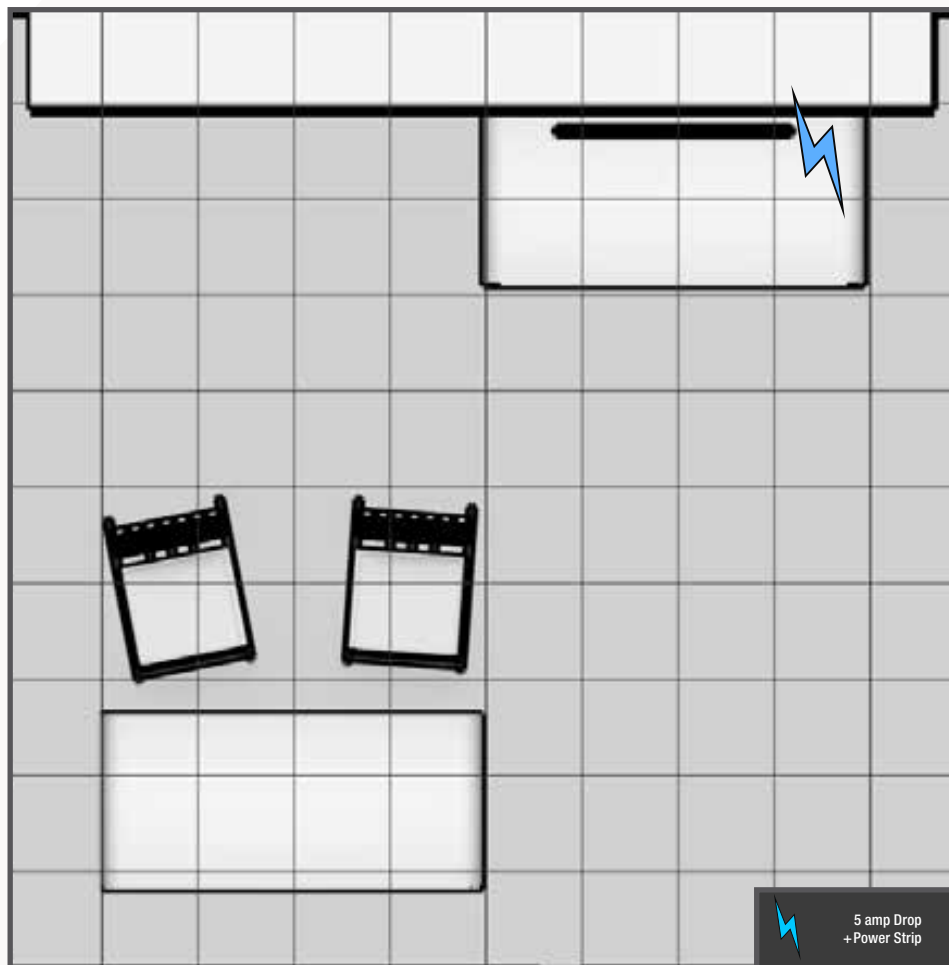
PLEASE NOTE: No structural customizations or modifications are allowed to the physical turnkey structure.

Submit This Form

Email this completed form to: orders@t3expo.com

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

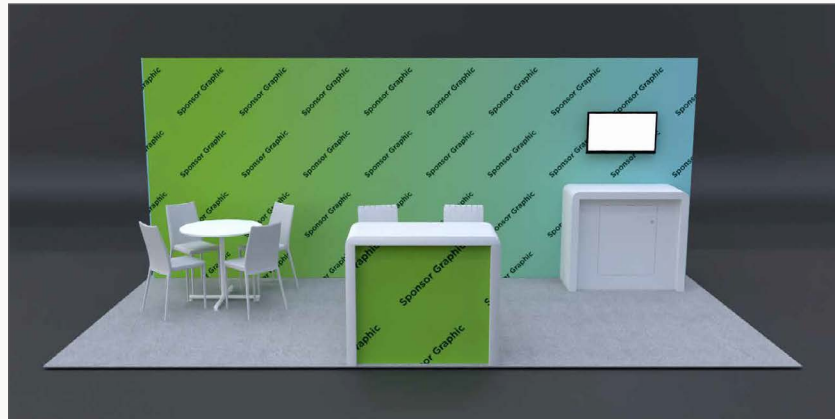
10' x 10' Turnkey Package – Electrical Layout



Exhibitor Order Deadline: **Tuesday, February 2, 2027**
Artwork Submission Deadline: **Tuesday, February 9, 2027**
Artwork Approval Deadline: **Tuesday, February 16, 2027**

An additional \$1,878.00 rush fee will be added to the total price of the package if graphic files are received after Tuesday, February 9, 2027.

10' x 20' Turnkey Package



- (1) 8'h x 20'w Single-sided Backwall with Graphics on the Front
- (1) 42"h x 60"w x 22"d (R5) Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 42"h x 60"w x 22"d (R5) Demo Counter with Locking Cabinet
- (1) 32" Mounted Monitor*
- (2) 5-AMP Electrical Drops**
 - (1) for the Monitor
 - (1) at the Front Counter
 - (1) Power Strip Per Electrical Drop
- (2) Criss Cross Stools (Front Counter)
- (1) 36" Round Café Table – White
- (4) Leslie Chairs
- (1) Wastebasket
- 10' x 20' Booth Carpet – Silver Cloud
- *One pre-show vacuuming

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please ensure artwork is created in line with specifications shown on these templates.

Submitting Artwork

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

*All monitors come with an HDMI port and cable (no USB port). 10'x20' Turnkey Packages are only eligible to upgrade to a 43" monitor. To upgrade your monitors, please see the [Key Contacts](#) page for more information.

**If you require additional electrical, please see the [Key Contacts](#) page for more information.

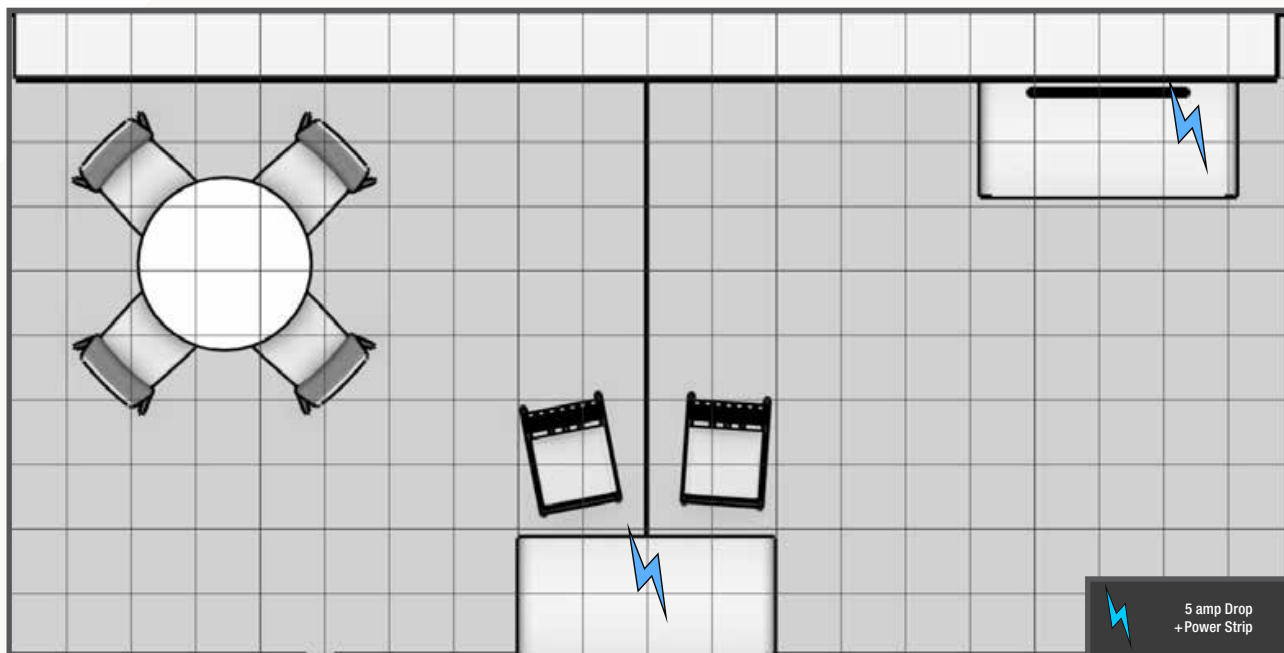
PLEASE NOTE: No structural customizations are allowed to the physical turnkey structure.

Submit This Form

Email this completed form to: orders@t3expo.com

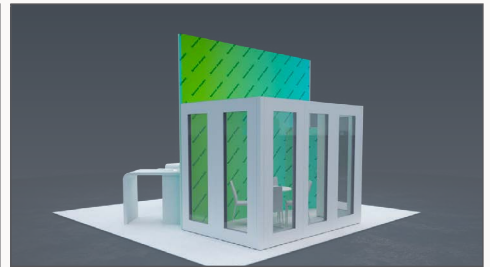
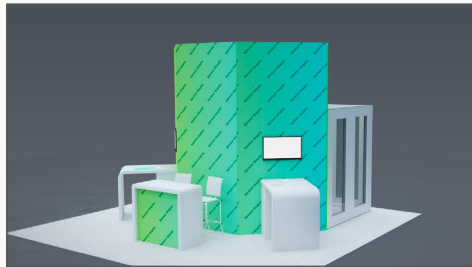
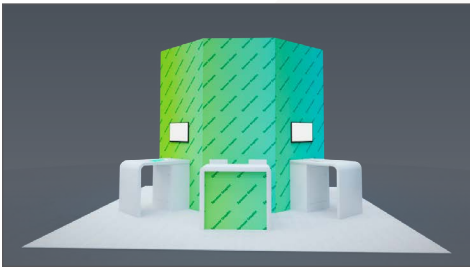
Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

10' x 20' Turnkey Package – Electrical Layout



Exhibitor Order Deadline: **Tuesday, February 2, 2027**
Artwork Submission Deadline: **Tuesday, February 9, 2027**
Artwork Approval Deadline: **Tuesday, February 16, 2027**
An additional \$3,912.00 rush fee will be added to the total price of the package if graphic files are received after Tuesday, February 9, 2027.

20' x 20' Turnkey Package – Option 1



- (1) 12'h x 4'w x 4'd Fabric Printed Backwall with Interior Storage Area. Graphics on Exterior Walls and Door
- (1) 42"h x 60"w x 22"d (R5) Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 12'h x 10'w x 6'd Meeting Space with Clear Plexi Panels (no branding permitted on clear plexi panels).
- (2) 40.75"h x 36"w x 48"d (L Counter, 4'R) Waterfall Demo Counters – White
- (2) 32" Mounted Monitors*
 - (1) over each White Demo Counter

- (3) 5-AMP Electrical Drops**
 - (1) at each Demo Counter and Front Counter
 - (1) Power Strip Per Electrical Drop
- (2) Criss Cross Barstools (Front Counter)
- (1) 36" Round Café Table (Meeting Space)
- (4) Leslie Chairs (Meeting Space)
- (1) Wastebasket
- 20' x 20' Booth Carpet – Silver Cloud
- *One pre-show vacuuming

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please ensure artwork is created in line with specifications shown on these templates.

Submitting Artwork

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

*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. To upgrade your monitors, please see the [Key Contacts](#) page for more information.

**If you require additional electrical, please see the [Key Contacts](#) page for more information.

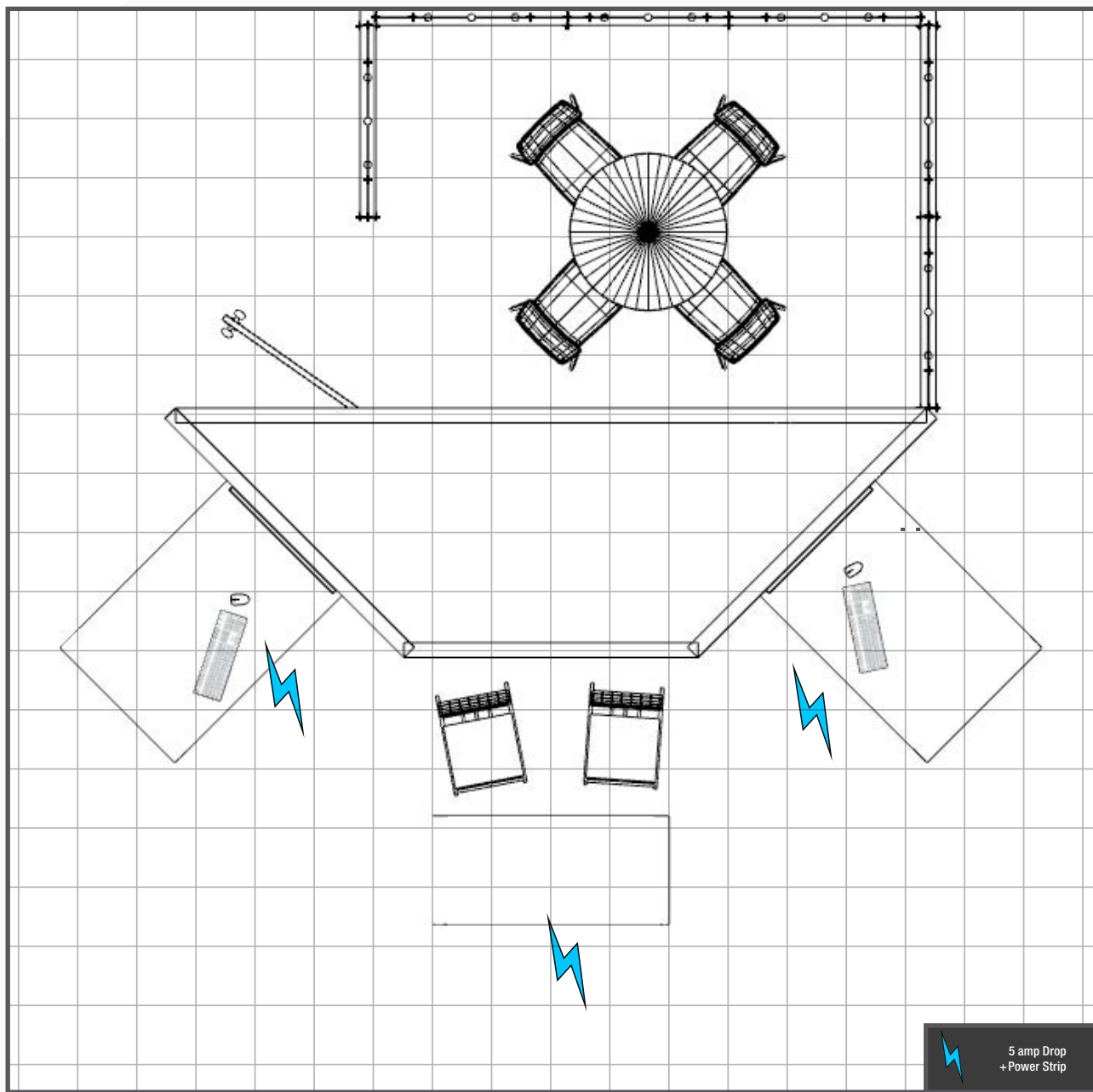
PLEASE NOTE: No structural customizations are allowed to the physical turnkey structure.

Submit This Form

Email this completed form to: orders@t3expo.com

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

20' x 20' Turnkey Package – Option 1 Electrical Layout



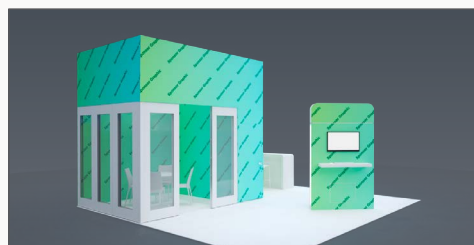
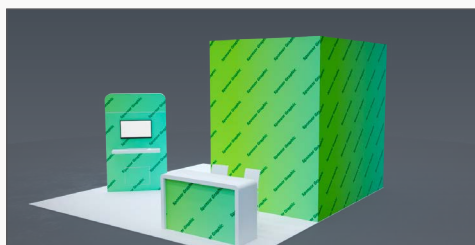
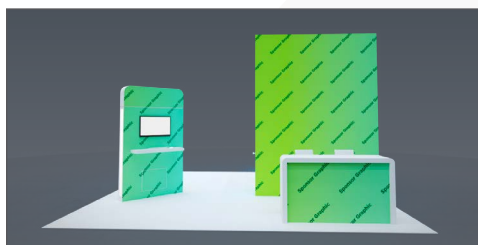
Exhibitor Order Deadline: **Tuesday, February 2, 2027**

Artwork Submission Deadline: **Tuesday, February 9, 2027**

Artwork Approval Deadline: **Tuesday, February 16, 2027**

An additional \$5,587.00 rush fee will be added to the total price of the package if graphic files are received after Tuesday, February 9, 2027.

20' x 20' Turnkey Package – Option 2



- (1) 12'h x 8'w x 3'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls & Door
- (1) 42"h x 60"w x 22"d (R5) Front Counter White with Locking Cabinet and Graphic Kick Panel
- (1) 12'h x 8'w 8'd Meeting Space with Clear Plexi Panels and Interior Graphics (no branding permitted on clear plexi panels)
- (1) 8'h x 5'w x 6"d Double-Sided Demo Kiosk with Graphics, Two Floating Shelves & Glacier White Illuminated Light Tape on Sides
- (2) 32" Mounted Monitors*
 - (1) over each White Demo Kiosk

- (3) 5-AMP Electrical Drops**
 - (1) at each Demo Kiosk and Front Counter
 - (1) Power Strip Per Electrical Drop
- (2) Criss Cross Stools (Front Counter)
- (1) 36" Round Café Table – White (Meeting Space)
- (4) Leslie Chairs (Meeting Space)
- (1) Wastebasket
- 20'x20' Booth Carpet – Silver Cloud
- *One preshow vacuuming

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please ensure artwork is created in line with specifications shown on these templates.

Submitting Artwork

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

*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. To upgrade your monitors, please see the [Key Contacts](#) page for more information.

**If you require additional electrical, please see the [Key Contacts](#) page for more information.

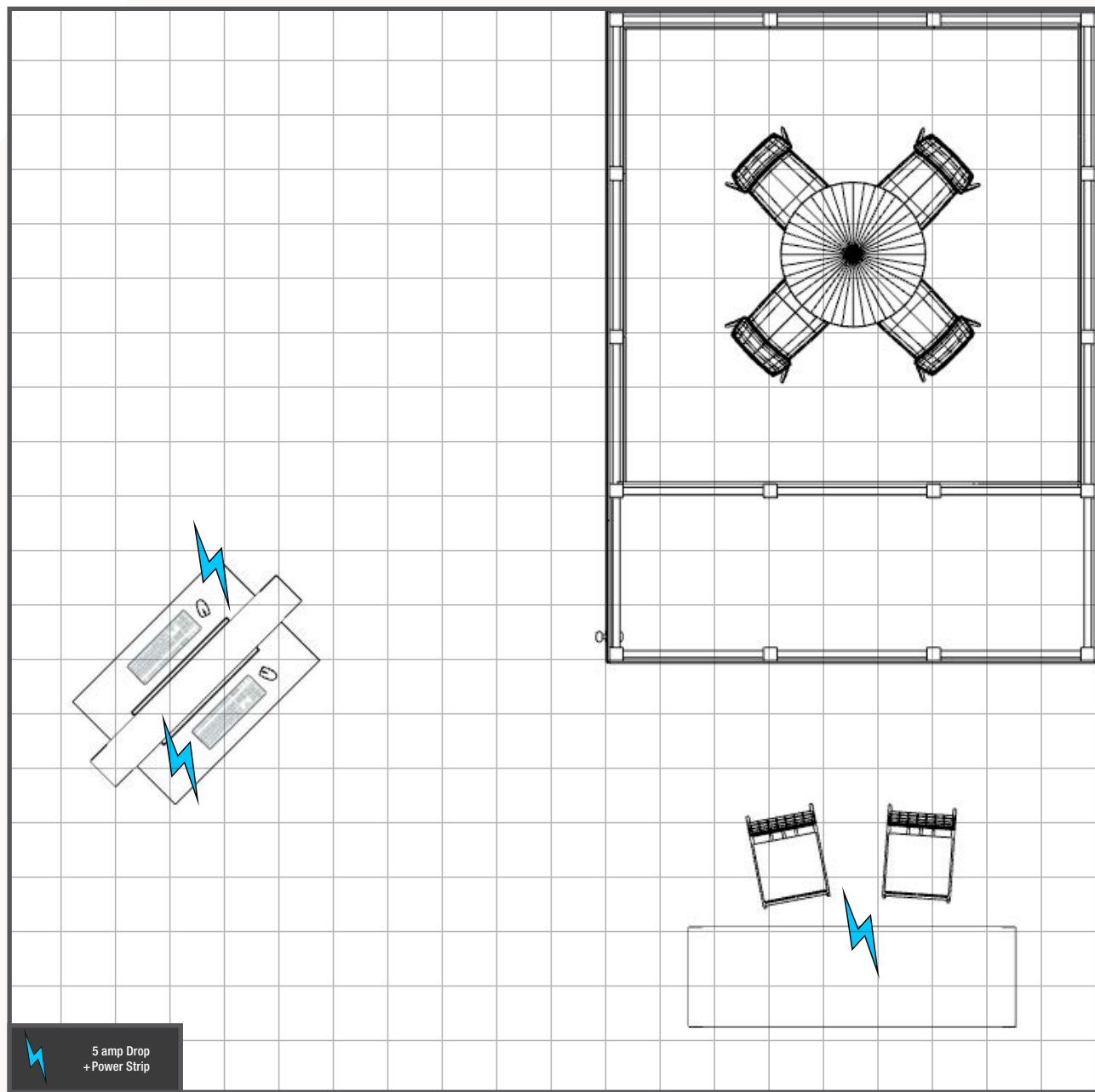
PLEASE NOTE: No structural customizations are allowed to the physical turnkey structure.

Submit This Form

Email this completed form to: orders@t3expo.com

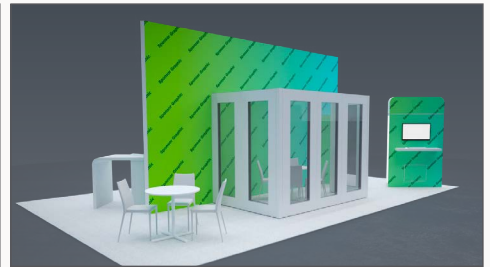
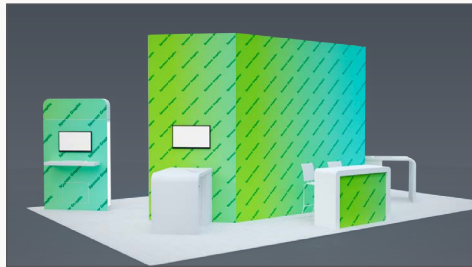
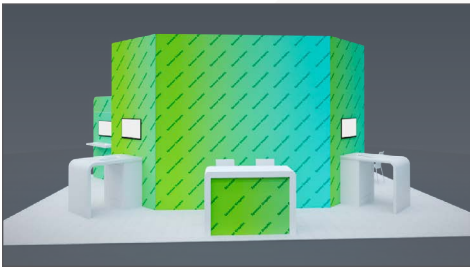
Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

20' x 20' Turnkey Package – Option 2 Electrical Layout



Exhibitor Order Deadline: **Tuesday, February 2, 2027**
Artwork Submission Deadline: **Tuesday, February 9, 2027**
Artwork Approval Deadline: **Tuesday, February 16, 2027**
An additional \$5,452.00 rush fee will be added to the total price of the package if graphic files are received after Tuesday, February 9, 2027.

20' x 30' Turnkey Package



- (1) 12'h x 20'w x 4'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls & Door
- (1) 42"h x 60"w x 22"d (R5) Front Counter White with Locking Cabinet and Graphic Kick Panel
- (1) 8'h x 9'w x 6'd Meeting Space with Clear Plexi Panels (no branding permitted on clear plexi panels)
- (1) 8'h x 5'w x 6"d Double-Sided Demo Kiosk with Graphics, Two Floating Shelves & Glacier White Illuminated Light Tape on Sides
- (2) 40.75"h x 36"w x 48"d (L Counter, 4'R) Waterfall Demo Counters – White
- (4) 32" Mounted Monitors
 - (1) with each Demo Counter & Kiosk
- (5) 5-AMP Electrical Drops **
 - (1) per Demo Counter, Kiosk & Front Counter
 - (1) Power Strip Per Electrical Drop
- (2) Criss Cross Stools (Front Counter)
- (2) 36" Round Café Table – White (Meeting Space & Networking Area)
- (7) Leslie Chairs (Meeting Space & Networking Area)
- (1) Wastebasket
- 20'x30' Booth Carpet – Silver Cloud

**One preshow vacuuming*

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please ensure artwork is created in line with specifications shown on these templates.

Submitting Artwork

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

*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. To upgrade your monitors, please see the [Key Contacts](#) page for more information.

**If you require additional electrical, please see the [Key Contacts](#) page for more information.

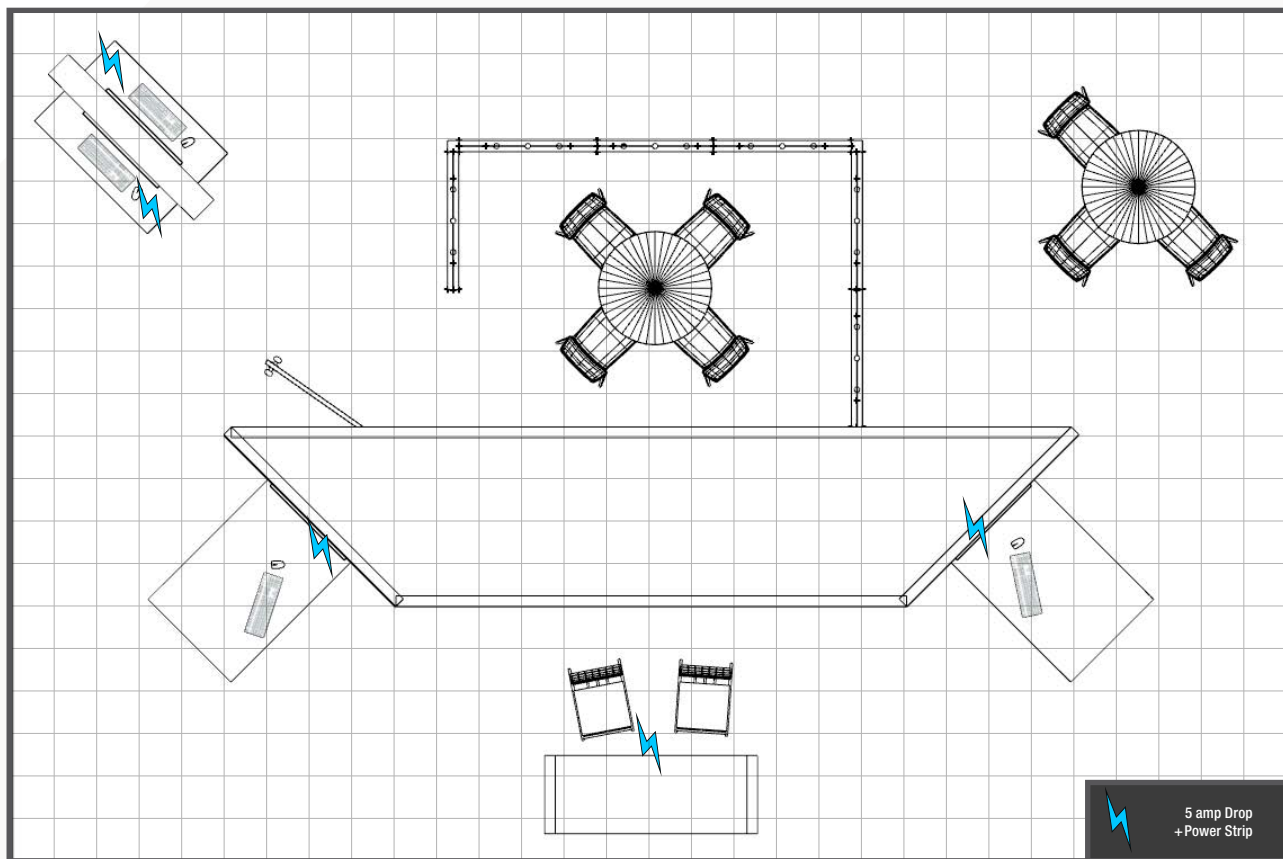
PLEASE NOTE: No structural customizations are allowed to the physical turnkey structure.

Submit This Form

Email this completed form to: orders@t3expo.com

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

20' x 30' Turnkey Package – Electrical Layout



Hanging Sign Add-On

ViVE and T3 Expo have partnered to offer two circular hanging sign add-ons, **available only to exhibitors with booths sized 20x20 (400 sq ft) or larger.**

Hanging elements are not permitted above booth spaces smaller than 20x20 (400 sq ft).

If you would like to purchase one of the hanging sign options, please place your order directly with T3 Expo by emailing orders@t3expo.com.

Key Deadlines & Requirements:

- **Order deadline:** February 2, 2027
- **Artwork submission deadline:** February 9, 2027
- **Shipping:** All signs must be shipped directly to the advanced warehouse. Hanging signs will not be accepted at the show site.
- **Height Restriction:** The total height of your booth structure must not exceed 20 feet measured from the floor to the top of the hanging sign.

10' dia x 4' h	20' dia x 4' h
Advanced Price: \$11,780.00 (cost includes rigging)	Advanced Price: \$16,404.00 (cost includes rigging)
	



Questions? Contact Us!
sponsors@viveevent.com



Music City Center

T3 SERVICE INFORMATION & FORMS

Artwork Submission Deadline:
All artwork due by Tuesday, February 9, 2027

Print Production Artwork Requirements

PLEASE NOTE:

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

General File Set Up

Please provide artwork in native forms whenever possible:

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

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

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

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

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

Images

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

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

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

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

Minimum resolution for graphic at full size dimensions:

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

Graphics smaller than 48" x 96"

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

Preferred File Formats

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

Checklist

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

Artwork Submission and Template Download

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

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

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

Custom/Raw Space Booths Carpet Options

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



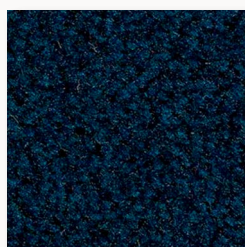
Black



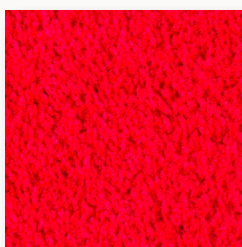
Green



Grey



Navy



Red



White

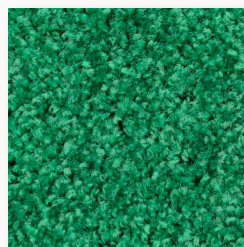
Standard Carpet – 16 oz. Nylon Carpet



Black



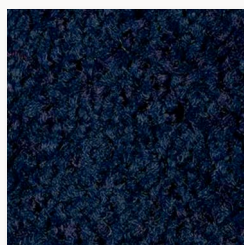
Blue



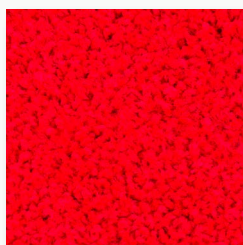
Green



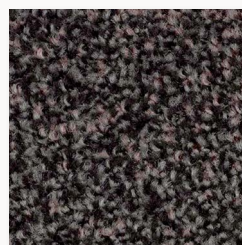
Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

Custom/Raw Space Booths Carpet Options Order Form

T3 Advance Discount Deadline:
Order and payment due by Tuesday, February 16, 2027

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$6.18	or \$8.83	= \$ _____

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' \$267.00	or \$381.43	\$ _____	20' x 20' \$1,068.00	or \$1,525.71	\$ _____
10' x 20' \$534.00	or \$762.86	\$ _____	20' x 30' \$1,602.00	or \$2,288.57	\$ _____
10' x 30' \$801.00	or \$1,144.29	\$ _____	20' x 40' \$2,136.00	or \$3,051.43	\$ _____
10' x 40' \$1,068.00	or \$1,525.71	\$ _____	30' x 30' \$2,403.00	or \$3,432.86	\$ _____

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 \$2.67	or \$3.81	= \$ _____

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 \$1.19	or \$1.70	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$0.96	or \$1.37	= \$ _____
Subtotal: \$ _____				

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

Sales Tax 9.75% \$ _____
Estimated Total Carpet & Padding \$ _____

Custom/Raw Space Booths Vinyl Flooring Order Form

T3 Advance Discount Deadline:

Order and payment due by Tuesday, February 16, 2027

Vinyl Flooring

Please enter size:

Booth Dimensions

Discount Price

Standard Price

Extended Price

10' x 10'

\$800.00

or

\$1,142.86

=

\$

10' x 20'

\$1,600.00

or

\$2,285.71

=

\$

10' x 30'

\$2,400.00

or

\$3,428.57

=

\$

10' x 40'

\$3,200.00

or

\$4,571.43

=

\$

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 \$8.00 or \$11.43 = \$ _____

Foam Padding

Please enter size:

Booth Dimensions

Total Area

Discount Price

Standard Price

Extended Price

Size _____ x _____ = _____ sq. ft x \$1.94 or \$2.77 = \$ _____



Light Maple



Dark Maple

Please select color:

(check one)

Light Maple

Dark Maple

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Sales Tax 9.75% \$ _____

Estimated Total Vinyl Floor Covering \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black

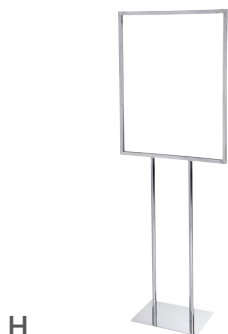


B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

Accessories

- 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



PLEASE NOTE:
Colors and style may
vary upon availability.

T3 Advance Discount Deadline:
Order and payment due by Tuesday, February 16, 2027

Furniture & Accessories Order Form

Furniture

	Quantity		Discount Price		Standard Price		Extended Price
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	\$206.00	or	\$294.29	= \$	_____
B. Side Chair – Black (FRN-SIDCHR-01a)	_____	x	\$138.00	or	\$197.14	= \$	_____

Accessories

	Quantity		Discount Price		Standard Price		Extended Price
A. Bag Stand (ACC-001a)	_____	x	\$219.00	or	\$312.86	= \$	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	\$83.00	or	\$118.57	= \$	_____
C. Poster Display Board (ACC-055a)	_____	x	\$223.00	or	\$318.57	= \$	_____
D. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	\$378.00	or	\$540.00	= \$	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	\$517.00	or	\$738.57	= \$	_____
E. Sign Easel (ACC-004a)	_____	x	\$91.00	or	\$130.00	= \$	_____
F. Display Showcase, 6' (AMERFX-STDWL-001c)	_____	x	\$413.00	or	\$590.00	= \$	_____
G. Literature Stand (ACC-005a)	_____	x	\$176.00	or	\$251.43	= \$	_____
H. Sign Stand – 22" w x 28" h (ACC-007a)	_____	x	\$147.00	or	\$210.00	= \$	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	\$100.00	or	\$142.86	= \$	_____
J. Wastebasket (ACC-010a)	_____	x	\$28.00	or	\$40.00	= \$	_____

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

Sales Tax 9.75% \$ _____
Est. Total Furniture & Accessories ... \$ _____

Display Tables & Counters

Skirted Tables

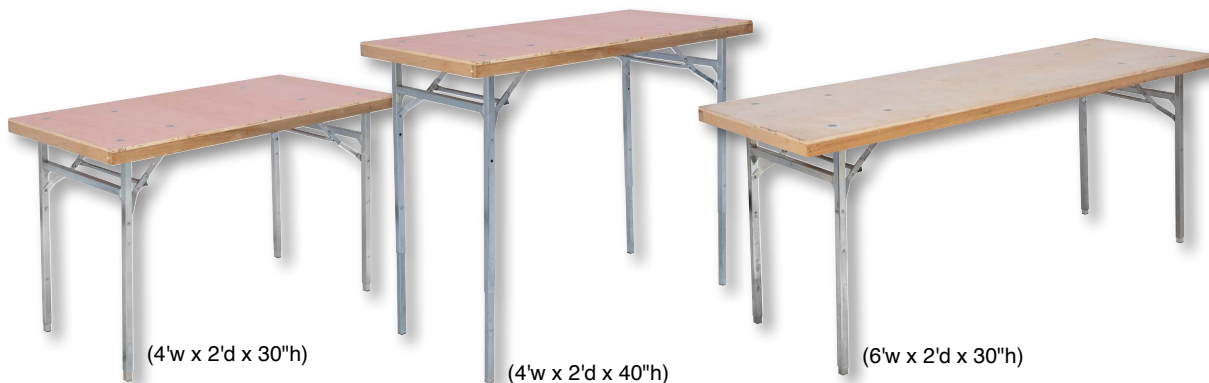
4'w x 2'd x 30"h (shown)
6'w x 2'd x 30"h
8'w x 2'd x 30"h
4'w x 2'd x 40"h
6'w x 2'd x 40"h
8'w x 2'd x 40"h

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



Unskirted Tables

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



Round Tables

40"h round table, 30"d, Black Top
30"h round table, 30"d, Black Top



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 Tuesday, February 16, 2027

Display Tables & Counters Order Form

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

Quantity	Discount Price	Standard Price	Extended Price
4'w x 2'd	x \$178.00 or \$254.29 = \$		
6'w x 2'd	x \$206.00 or \$294.29 = \$		
8'w x 2'd	x \$241.00 or \$344.29 = \$		
4th Side Skirting (for 6' and 8' tables only)	x \$57.00 or \$81.43 = \$		

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

4'w x 2'd	x \$206.00 or \$294.29 = \$		
6'w x 2'd	x \$241.00 or \$344.29 = \$		
8'w x 2'd	x \$277.00 or \$395.71 = \$		
4th Side Skirting (for 6' and 8' tables only)	x \$64.00 or \$91.43 = \$		

Please Select Skirting Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

30" High Unskirted

Quantity	Discount Price	Standard Price	Extended Price
4'w x 2'd	x \$70.00 or \$100.00 = \$		
6'w x 2'd	x \$92.00 or \$131.43 = \$		
8'w x 2'd	x \$112.00 or \$160.00 = \$		

40" High Unskirted

4'w x 2'd	x \$92.00 or \$131.43 = \$		
6'w x 2'd	x \$112.00 or \$160.00 = \$		
8'w x 2'd	x \$133.00 or \$190.00 = \$		

Round Tables

Café Table, 40"h, 30"d, Black Top	x \$121.00 or \$172.86 = \$		
Café Table, 30"h, 30"d, Black Top	x \$136.00 or \$194.29 = \$		

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

Sales Tax 9.75% \$ _____
Est. Total Display Tables & Counters \$ _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and 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	\$117.00	\$166.00	\$218.00
T3 Supervised Labor	\$152.00	\$216.00	\$283.00
Forklift and Operator (5,000 lbs).....	\$302.00	\$333.00	\$430.00

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

For Forklift Orders

Type of Work Being Performed

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

Size of forklift required:

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

Heaviest piece weight _____ Dimensions _____ x _____ x _____
length width height

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

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

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

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

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

Set-Up Instructions Attached

Outbound Shipping Information Attached

Estimated Total Labor \$ _____

Accessible Storage 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 \$2.22 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
\$2.22 per sq. ft x	_____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$117.00	\$166.00	\$218.00

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

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

Est. Total Storage Services \$ _____

Cleaning Services Order Form

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

	Area		Price		# Days		Extended Price
Hard Floor Scrubbing	_____	x	\$1.29 per sq. ft.	x	_____	= \$	_____

	Area		Price		# Days		Extended Price
Porter Service	_____	x	\$0.66 per sq. ft.	x	_____	= \$	_____
Vacuuming	_____	x	\$0.59 per sq. ft.	x	_____	= \$	_____

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

Est. Total Cleaning Services.....\$ _____

ADVANCE DISCOUNT DEADLINE – Tuesday, February 16, 2027
Sales Tax 9.75%



SPECIAL EVENT

[Click here](#) to view the
AFR FURNITURE RENTAL CATALOG
[Click here](#) to download the furniture order forms

2026 FURNITURE PRODUCT LIST WITH PRICING

ADVANCE DISCOUNT DEADLINE - Tuesday, February 16, 2027

Sales Tax 9.75%



2026 TRADESHOW CATALOG



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT



CORT

EVENTS



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

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

SHIPPING INFORMATION

VIVE 2027
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, March 3, 2027 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 Thursday, March 18, 2027 by 10:00 am. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

UPS or FedEx: To use these carriers, you **MUST** have their shipping labels for each piece and schedule your pick up. Without these, your freight will **NOT** be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

PLEASE NOTE: There may be an additional fee from the facility for this service.

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Tuesday, February 2, 2027. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$1.46/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$72.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Friday, March 12, 2027. Shipments that arrive prior to this date may be refused by the Music City Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$1.48/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$72.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: ViVE 2027

c/o: T3 Expo

c/o: *Advanced Warehouse Address Coming Soon*

Information

Advance shipments will be accepted beginning on Tuesday, February 2, 2027 through Wednesday, March 3, 2027 between the hours of 8:00 am – 4:00 pm.

Shipments received after Wednesday, March 3, 2027 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: ViVE 2027

c/o: T3 Expo

c/o: Music City Center
Halls A-D
700 Korean Veterans Boulevard
Nashville, TN 37203

Information

Direct shipments are accepted starting on Friday, March 12, 2027 beginning at 8:00 am and throughout published event hours.

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

Marshalling Yard Information

MARSHALLING YARD INFORMATION COMING SOON

Order and payment due by Tuesday, February 16, 2027

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	\$275.00	=	\$ _____

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

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

Total Spotting Fee Estimate\$ _____

Cartload Service

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

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

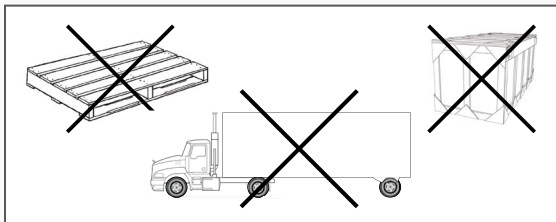
Special Freight Services – Small Passenger Vehicles Only! Maximum Weight 300 lbs

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

Hand-carry Information

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

To receive this service, watch for the Cartload Service signage



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

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

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

Total Cart Service Fee Estimate\$ _____

Shipping/Freight Carrier Order Form (Coming Soon)

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

ADVANCE SHIPMENT

ACCEPTED FROM TUESDAY, FEBRUARY 2, 2027 TO WEDNESDAY, MARCH 3, 2027

To: _____

Exhibitor Name

Advanced Warehouse Address Coming Soon

Event: **ViVE 2027**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM TUESDAY, FEBRUARY 2, 2027 TO WEDNESDAY, MARCH 3, 2027

To: _____

Exhibitor Name

Advanced Warehouse Address Coming Soon

Event: **ViVE 2027**

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 FRIDAY, MARCH 12, 2027

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Music City Center

Halls A-D

700 Korean Veterans Boulevard

Nashville, TN 37203

Event: **ViVE 2027**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, MARCH 12, 2027

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Music City Center

Halls A-D

700 Korean Veterans Boulevard

Nashville, TN 37203

Event: **ViVE 2027**

Booth #: _____

Piece #: _____ of: _____ pieces

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

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM TUESDAY, FEBRUARY 2, 2027 TO WEDNESDAY, MARCH 3, 2027

To: _____

Exhibitor Name

Advanced Warehouse Address Coming Soon

Event: **ViVE 2027**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM TUESDAY, FEBRUARY 2, 2027 TO WEDNESDAY, MARCH 3, 2027

To: _____

Exhibitor Name

Advanced Warehouse Address Coming Soon

Event: **ViVE 2027**

Booth #: _____

Piece #: _____ of: _____ pieces

ADDITIONAL INFORMATION & FORMS

Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
Electrical Services, Internet & Telecom	Music City Convention Center	Email: orderservices@nashvillemcc.com Phone: (615) 401-1440
Rigging Services	Convention Production Rigging	Email: james@cprigging.com Phone: (615) 401-1331
Audio Visual Services	<i>Coming Soon</i>	<i>Coming Soon</i>
Lead Retrieval Services	American Tradeshow Services	Phone: (985) 809-0600
Floral Services	TEASLEY'S Convention Florist	Email: leigh@conventionflorist.com Phone: (615) 876-3695
Catering Services	Music City Convention Center	jenny.brewer@nashvillemcc.com Please Note: No outside food or beverage can be brought in. All catering needs to be ordered through the Music City Convention Center. Click here to visit the MCC website for more information or call: (615) 401-1360.
General Contractor	T3 Expo, LLC	Email: help@t3expo.com Phone: (888) 698-3397
IAEE Guidelines	IAEE	Email: info@iaee.com Phone: +1 (972) 458-8002

Payment Information

Important Information

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

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

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

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

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

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

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

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

Please select the services needed:

Material Handling	= \$	_____
Vehicle Spotting Fee	= \$	_____
Cartload Service	= \$	_____
Booth Packages	= \$	_____
Custom/Raw Space Booths Carpet.....	= \$	_____
Custom/Raw Space Booths Vinyl Flooring	= \$	_____
Furniture & Accessories	= \$	_____
Display Tables & Counters	= \$	_____
Display Labor & Forklift	= \$	_____
Accessible Storage	= \$	_____
Cleaning	= \$	_____
Custom Furniture	= \$	_____
Total:		\$ _____

Secure Online Payments

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

Exhibitor Profile

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

Method of Payment

Company Check*

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

Wire Transfer**

Credit Card

Please Return EAC Form By:
Tuesday, February 9, 2027

Notification Of Intent To Use EAC

Important Information

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

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

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

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

Please return to: **T3 Expo**
8 Lakeville Business Park
Lakeville, MA 02347
RE: ViVE 2027

Phone: +1.888.698.3397
Email: orders@t3expo.com

Exhibiting Company Information

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

Exhibitor Appointed Contractor Information

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



NASHVILLE
MARCH 14 – 17, 2027

Space Only Booth Build Submission

All EAC and Self Build/Pop Up booth builds are **REQUIRED** to receive clearance to build, which will only be issued by ViVE Show Management once ALL required documents have been submitted and the review has been completed.

Documents & Links

- Booth Build Regulations & Insurance Requirements: Click [here](#)
- Exhibitor Appointed Contractor Form: Click [here](#)

Submission Process

Please submit all required materials to sponsors@viveevent.com by **Friday, February 5, 2027**.

- Subject Line: ViVE 2027 Booth Build Submission - Exhibitor Name
- Attachments: Upload all your materials as attachments in the email

Permission To Exhibit

After reviewing the submitted materials, ViVE Show Management will follow up with the submitter to confirm receipt and provide any necessary next steps, which may include revision requests, build clearance (if all requirements have been met), and a reminder to order show services.

Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

Third Party covering the following charges for exhibitor:

- Material Handling
- Vehicle Spotting Fee
- Cartload Service
- Booth Package
- Custom/Raw Space
- Booths Carpet
- Custom/Raw Space
- Vinyl Flooring
- 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.

Nashville, TN Labor Guidelines

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

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

Exhibit Installation and Dismantling

Full-time employees of the exhibiting companies may set their own exhibit without assistance. Any labor services that may be required beyond what your regular full-time employees can provide, must be rendered by T3 Expo. Labor can be ordered in advance by returning the Display Labor form, or at show site, at the service desk. Exhibitor Appointed Contractors (EAC) must provide proof of insurance.

Material Handling

Exhibitors may hand-carry their own small items into the exhibit facility in one trip. The use or rental of dollies, at trucks and other mechanical equipment, however, is not permitted. T3 Expo will control access to the loading docks in order to provide for a safe and orderly move-in/out. No Exhibitors will be permitted to hand-carry items via the loading dock. For liability reasons, only full-time employees of the exhibiting company will be allowed to hand-carry items. Unloading and reloading at the dock of any and all carriers and vehicles will be handled by T3 Expo.

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.