

CFA INSTITUTE

LIVE 2025

CHICAGO

EXHIBITOR SERVICES KIT

May 4-7, 2025 | Hilton Chicago | Chicago, IL



CFA Institute

CFA Institute LIVE 2025

4 – 7 May, 2025

Chicago, IL

Welcome to CFA Institute LIVE 2025.

We have worked with our show decorator, T3 Expo, to compile this Exhibitor Services Manual to provide you with the necessary forms, links, and information to make your exhibit experience a success.

Should you have questions regarding the services covered in this manual or need assistance in planning your exhibit, please contact help@t3expo.com or call 1.888.698.3397. We will be happy to assist you in any way possible.

Thank you and we look forward to seeing you in Chicago!

Sincerely,

Jonathan Gentry
Senior Manager, Sponsor and Event Partnerships
Jonathan.Gentry@cfainstitute.org
434.951.4823

As the conference dates are approaching, please ensure that your booth representatives have [registered for the conference](#) using the information shared in your sponsor confirmation email. Guestroom reservations at the conference hotel must be made by **4 April 2025** via [this link](#) to take advantage of reduced conference rates.

Welcome

Dear CFA Institute Live 2025 Sponsor,

T3 Expo is proud to have been selected as the official service contractor for CFA Institute Live 2025. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact help@t3expo.com or call +1.888.698.3397.

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



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T3 EXPO INFORMATION

Show Information

Location

Hilton Chicago
720 South Michigan Avenue
Chicago, IL 60605

Exhibit Hall

Salon A & Salon D

Show Colors

Facility Hall Carpet – Blue/White

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Saturday, May 3 8:00 am – 3:00 pm	Sunday, May 4 4:00 pm – 6:00 pm	Wednesday, May 7 11:00 am – 5:00 pm	N/A
Sunday, May 4 8:00 am – 2:00 pm	Monday, May 5 7:30 am – 5:00 pm	–	–
–	Tuesday, May 6 7:30 am – 5:00 pm	–	–
–	Wednesday, May 7 7:00 am – 11:00 am	–	–

PLEASE NOTE:

All Outbound Shipments will be returned to, and must be picked up from, the Advanced Warehouse;

M&M/SAIA
5410 W Roosevelt Rd
Dock 48 & 49
Chicago IL, 60644

and picked up from there on Friday, May 9

All Inbound Shipments should be shipped to the Advanced Warehouse. Direct to showsite shipments are not allowed by the facility.

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

Important Dates & Deadlines Checklist

Thursday, March 27, 2025	Receiving at Advance Warehouse Begins
Thursday, April 3, 2025	Turnkey Booth Package Artwork Submission Deadline
Thursday, April 3, 2025	Exhibitor Appointed Contractor Form Deadline
Thursday, April 10, 2025	Turnkey Booth Package Artwork Approval Deadline
Thursday, April 10, 2025	Turnkey Modification Deadline Deadline
Thursday, April 10, 2025	T3 Service Orders Advance Discount Deadline
Thursday, April 24, 2025	Last Day for Advance Shipments to Arrive without Surcharges
Sunday, May 4, 2025	All Exhibits Must Be Set by 2:00 pm
Tuesday, May 6, 2025.....	All Carriers Must Check In by 6:00 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 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.

Order rental booth structure and/or option, if applicable

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

Order graphics/signage and submit artwork, if applicable

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

Order booth furnishings/accessories, if applicable

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

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

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

Order additional/ancillary services

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

Submit your order with payment (REQUIRED)

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

Arrange out-bound freight

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

On-site Checklist

Check all freight when you arrive

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

Booth set-up

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

Arrange outbound shipping

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

Booth freight packed and ready to ship out

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

SHIPPING INFORMATION

<p>CFA Institute Live 2025 BOOTH #: _____</p>

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 Thursday, April 24, 2025 will be charged an additional 30%.

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

Overtime/Double Time

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

Outbound Shipping

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

Carrier Check-in: All carriers must be checked in no later than Friday, May 9, 2025 by 2:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

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

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

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Thursday, March 27, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$2.68/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$121.00 ea. = \$ _____

Material Handling Estimate \$ _____

All Inbound Shipments should be shipped to the Advanced Warehouse. Direct to showsite shipments are not allowed by the facility.

***All carriers must check in for outbound shipping no later than Friday, May 9 by 2:00 pm**

M&M/SAIA
5410 W Roosevelt Rd
Dock 48 & 49
Chicago IL, 60644

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: CFA Institute Live 2025

c/o: T3 Expo
c/o: M&M/SAIA
5410 W Roosevelt Rd
Dock 48 & 49
Chicago IL, 60644

Information

Advance shipments will be accepted beginning on Thursday, March 27, 2025 through Thursday, April 24, 2025 between the hours of 8:00 am – 2:30 pm, Monday through Friday. Shipments received after Thursday, April 24, 2025 will be charged an additional 30% per pound.

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

PLEASE NOTE: All shipments must be shipped to, and picked up from, the Advance Warehouse. Direct to showsite deliveries or pickups are not allowed by the facility.

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



OFFICIAL TRANSPORTATION PROVIDER



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

When you ship with Saia, you get:

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

SCHEDULE YOUR TRADE SHOW SHIPMENT TODAY!

888.536.5699

tradeshows@saia.com • saia.com

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, MARCH 27, 2025 TO THURSDAY, APRIL 24, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: M&M/SAIA

5410 W Roosevelt Rd
Chicago IL, 60644

Event: **CFA Institute Live 2025**

Booth #: _____

Piece #: _____ of: _____ pieces



ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, MARCH 27, 2025 TO THURSDAY, APRIL 24, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: M&M/SAIA

5410 W Roosevelt Rd
Chicago IL, 60644

Event: **CFA Institute Live 2025**

Booth #: _____

Piece #: _____ of: _____ pieces



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

T3 SERVICE INFORMATION & FORMS

Artwork Submission Deadline: **Thursday, April 3, 2025**
Artwork Approval Deadline:..... **Thursday, April 10, 2025**
Turnkey Modification Deadline:..... **Thursday, April 10, 2025**
An additional \$625.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, April 3, 2025.

Kiosk Turnkey Package



Inclusions

- (1) 4' x 8' Backwall with Custom Graphics with Show Management Branded Returns
- (1) Demo Counter
- (1) 32" Monitor
- (1) Nexus Barstool
- (1) 5-AMP Electrical Drop

PLEASE NOTE: Turnkey Packages include labor to install and dismantle. If additional services are required, please request order forms. Colors and style may vary upon availability.

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

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

Submitting Artwork

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

Artwork Submission Deadline: **Thursday, April 3, 2025**
Artwork Approval Deadline:..... **Thursday, April 10, 2025**
Turnkey Modification Deadline:..... **Thursday, April 10, 2025**
An additional \$1,000.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, April 3, 2025.

8' x 8' Turnkey Package



Inclusions

- (1) 8' x 8' Backwall with Custom Graphics
- (1) 43" Monitor
- (1) L Counter, 4' Rounded
- (2) Nexus Barstools
- (1) 5-AMP Electrical Drop

PLEASE NOTE: Turnkey Packages include labor to install and dismantle. If additional services are required, please request order forms. Colors and style may vary upon availability.

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

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

Submitting Artwork

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

Artwork Submission Deadline: **Thursday, April 3, 2025**
Artwork Approval Deadline:..... **Thursday, April 10, 2025**
Turnkey Modification Deadline:..... **Thursday, April 10, 2025**
An additional \$2,025.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, April 3, 2025.

8' x 20' Turnkey Package



Inclusions

- (1) 8' x 20' Backwall with Custom Graphics
- (1) 43" Monitor
- (1) L Counter, 4' Rounded
- (3) Nexus Barstools
- (1) 5-AMP Electrical Drop

PLEASE NOTE: Turnkey Packages include labor to install and dismantle. If additional services are required, please request order forms. Colors and style may vary upon availability.

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

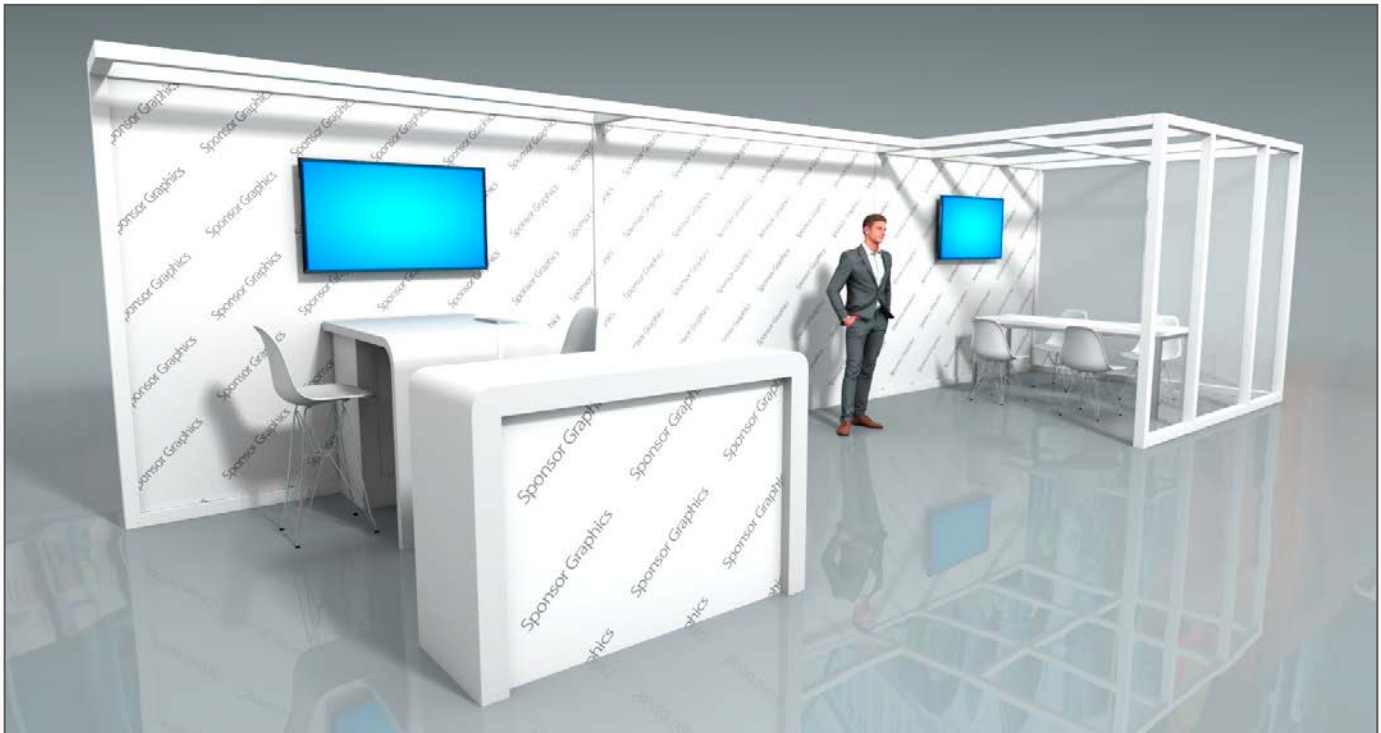
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Submitting Artwork

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

Artwork Submission Deadline: **Thursday, April 3, 2025**
Artwork Approval Deadline:..... **Thursday, April 10, 2025**
Turnkey Modification Deadline:..... **Thursday, April 10, 2025**
 An additional \$4,125.00 rush fee will be added to the total price of the package if graphic files are received after Thursday, April 3, 2025.

8' x 30' Turnkey Package



Inclusions

- | | |
|--|---------------------------|
| (1) 8' x 30' Backwall with Custom Graphics | (2) Nexus Barstools |
| (1) Meeting Room w/ Clear Plexi Panels | (4) Nexus Chairs |
| (2) 43" Monitors | (1) Aspen Dining Table |
| (1) L Counter, 4' Rounded | (2) 5-AMP Electrical Drop |
| (1) R5 Counter | |

PLEASE NOTE: Turnkey Packages include labor to install and dismantle. If additional services are required, please request order forms. Colors and style may vary upon availability.

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

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

Submitting Artwork

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

Artwork Submission Deadline:
All artwork due by Thursday, April 3, 2025

Print Production Artwork Requirements

PLEASE NOTE:

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

General File Set Up

Please provide artwork in native forms whenever possible:

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

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

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

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

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

Images

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

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

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

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

Minimum resolution for graphic at full size dimensions:

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

Graphics smaller than 48" x 96"

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

Preferred File Formats

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

Checklist

SET DOCUMENT MODE TO CMYK

USE APPROPRIATE DIMENSIONS AND SCALE

SET APPROPRIATE BLEEDS ON ALL SIDES

CHECK IMAGE RESOLUTION

CONVERT FONTS TO OUTLINES

EMBED IMAGES / SAVE & PACKAGE YOUR FILE

INCLUDE PDF PROOF

Artwork Submission and Template Download

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

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

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

T3 Advance Discount Deadline:
Order and payment due by Thursday, April 10, 2025

Furniture & Accessories Order Form



A. Nexus Stool



B. Nexus Chair



C. Literature Stand

Furniture & Accessories

A. Nexus Stool (AFR-05237-0300)

B. Nexus Chair (AFR-05035-0050)

C. Literature Stand (ACC-005a)

Quantity		Discount Price	or	Standard Price	=	Extended Price
_____	x	\$228.00	or	\$325.71	=	\$ _____
_____	x	\$144.00	or	\$205.71	=	\$ _____
_____	x	\$284.00	or	\$405.71	=	\$ _____

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

Sales Tax 10.25% \$ _____
Est. Total Furniture & Accessories ... \$ _____

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.

	Straight Time	Overtime	Double Time
Display Labor			
Labor	\$233.00	\$319.00	\$434.00
T3 Supervised Labor	\$303.00	\$415.00	\$564.00
Forklift and Operator.....	\$572.00	\$634.00	\$818.00

	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 \$4.20 per square foot per day.

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

Access Storage	Area	# Days	Extended Price
\$4.20 per sq. ft x	_____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$233.00	\$319.00	\$434.00

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 \$ _____

ADDITIONAL INFORMATION & FORMS

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 = \$ _____
 Furniture & Accessories = \$ _____
 Display Labor & Forklift = \$ _____
 Accessible Storage = \$ _____
Total: \$ _____

Secure Online Payments

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

Exhibitor Profile

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

Method of Payment

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

Wire Transfer**
Credit Card

Third Party Authorization

Important Information

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

All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party."

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

Third Party covering the following charges for exhibitor:

- Material Handling
- Furniture & Accessories
- Display Labor & Forklift
- Accessible Storage
- All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

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

Third Party Company Information

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

Third Party Credit Card Information

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

United States Fire Department Regulations

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

Booth Construction

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

Fire Department

A permit shall be required for the following:

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

Obstructions

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

Fire-Retardant Treatment

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

Combustibles

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

Storage behind booths is strictly prohibited.

Chicago, IL Labor Guidelines

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

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

Display Labor (Carpenters and Decorators)

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

Electricians

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

Riggers

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

Teamsters

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

Hanging Signs

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

Cleaning/Porter Service

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

Safety

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

Tipping

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

ANCILLARY INFORMATION & FORMS

Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
Internet Services	Encore	eventnow.encoreglobal.com