



# EXHIBITOR SERVICES KIT

The Chips to Systems Conference 2025

June 23-25, 2025  
Moscone West  
San Francisco, CA

## Welcome

Dear The Chips to Systems Conference 2025 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for The Chips to Systems Conference 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](mailto:help@t3expo.com) or call +1.888.698.3397.

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

Use our  
**INTERACTIVE  
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for EASY NAVIGATION



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SHOW MANAGEMENT  
INFORMATION

## DAC SHOW INFORMATION

### Where

#### Moscone Center West

800 Howard St.

San Francisco, CA 94104

<http://www.moscone.com/>

### When

**Conference Dates:** June 22 – 26, 2025

**Exhibit Dates:** June 23 – 25, 2025



### Exhibits Schedule

Friday, June 20	Exhibit Installation (Targeted)	8:00am – 4:30pm
Saturday, June 21	Exhibit Installation (Targeted)	8:00am – 4:30pm
Sunday, June 22	Exhibit Installation	8:00am – 4:30pm
Monday, June 23	<b>Exhibits Open</b>	<b>10:00am – 6:00pm</b>
Tuesday, June 24	<b>Exhibits Open</b>	<b>10:00am – 6:00pm</b>
Wednesday, June 25	<b>Exhibits Open</b>	<b>10:00 – 4:00pm</b>
	Exhibit Dismantle	4:00pm – 6:00pm
Thursday, June 26	Exhibit Dismantle	8:00am – 4:30pm
Friday, June 27	Exhibit Dismantle	8:00am – 12:00pm

**Note:** Exhibitors are cautioned when making return travel arrangements to allow sufficient time following the closing of the show at 4:00pm. The return of empty crates will start at approximately 7:00pm on Wednesday and will take several hours to complete. General Lighting and Utility Services will be turned off shortly after 4:00pm on Wednesday, and work lights will be turned on. For electrical or telephone beyond 4:00pm, be sure to make arrangements in advance. All booths must be dismantled and packed by Thursday, June 26 at 12:00pm. No exhibitor shall have the right prior to 4:00pm on Wednesday, June 25 to pack or remove any articles or exhibit.

All outbound carriers must check in no later than 10:00am Thursday, June 26. Freight not called for by 10:00am on Thursday, June 26 will be rerouted via T3 Expo Transportation.

**Note:** Security personnel will ask every person removing material from the exhibit hall to show the "Property Removal Pass." This pass is only available from your company's exhibit manager.

## DAC Conference Logo

The 62nd DAC event logo signals your involvement in this global event. We encourage exhibitors to use the event logo to promote their participation in the conference. Use the logo on your website, in emails, print advertising, and other promotional materials to promote your participation in the 62nd DAC.

The logo can be found at this link:

<https://www.dac.com/Media-Center/DAC-Logos-Brand>.

## Admission to the Exhibit Floor

All persons on the exhibit floor must have proper registration credentials. No children under the age of fourteen (14) shall be allowed in the exhibit hall at any time.

## Booth Equipment

The following booth equipment, services, and facilities are included in the booth rental fee:

- Draperies suspended on aluminum uprights and stanchions for all inline booths. The drapery background is 8' high; the side rails are 36" high.
- Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request. Standard booth sign, black letters on white card showing company name and booth number.
- Aisle carpet

**Note: Exhibit booths are not carpeted.**

## Cleaning

DAC will vacuum the aisles of the exhibit hall every night and will maintain general cleaning of the halls. Special cleaning for individual booths is available.

## Demonstration Equipment Placement

All demonstration equipment including operator's position must be located at least two feet removed from the aisle line of the exhibit area. No display material and/or equipment can be placed in meeting rooms of the Convention Center or in conference hotels without written permission from management.

Exhibitor warrants and agrees that the Exhibitor is solely responsible for assuring that its exhibit, demonstration(s) and all related materials are accessible to persons with disabilities and complies with all applicable provisions of the Americans with Disabilities Act.

## After Hours Passes

Exhibitors may enter and exit the floor during move-in/move-out if they have been issued an authorized wristband or have their permanent DAC exhibitor badge. Exhibitor staff must be working in their booth while in the exhibit hall during these off-hours. Those not working or wandering the exhibit hall will be asked to leave and return during the official hours of operation, during the installation, show days, and dismantle periods.

## Animals

Exhibitors are prohibited from having live animals on the exhibit floor including fish or other tank-confined displays. Animals and pets are not permitted in the building except in conjunction to aid the disabled.

## Crate Storage

Empty crates, boxes, skids, etc. that exhibitors have labeled "empty" will automatically be removed from exhibitors' booths, stored, and returned to booths at the conclusion of the exhibition. "Empty" stickers will be available at the Exhibitor Service Center.

## Disability Services

Wheelchairs, designated parking, TDD, telephone and other services are available for visitors with disabilities. Moscone Center is in compliance with the Americans with Disabilities Act.

## Dress Code

Models, demonstrators, hosts/hostesses, and other employees and personnel in the exhibit hall must be attired in a businesslike, professional, tasteful manner. The use of costumes is limited to theater presentations only. Failure of an exhibitor to meet these requirements is grounds for immediate removal of the offending person from the exhibit hall.



## Drones Policy / Unmanned Aerial Vehicle Policy

Drones, Unmanned Aircraft Systems ("UAS"), Unmanned Aircraft ("UA"), Remotely Operated Aircraft ("ROA"), and Unmanned Aerial Vehicles ("UAVs"), are all terms occasionally used to identify unmanned aircraft and are individually and collectively referred to in this Policy as "UAVs." UAVs that can fly or hover and be remotely controlled or autonomously controlled through software-controlled plans in their embedded systems are strictly prohibited due to safety reasons and concerns for the privacy of exhibitors and attendees.

## Exhibit Guidelines and Regulations

Please refer to the [Exhibit Guidelines and Regulations](#) for specifics on display guidelines. Reminder: Suite usage in perimeter booths must have approval of Management.

## Exhibitor Appointed Contractors

The Official Service Contractor for DAC 2025 is T3 Expo. If the exhibitor plans to use a company other than the Official Service Contractor, the exhibitor must complete the [Authorization Form for Exhibitor Appointed Contractors](#). The exhibitor-appointed contractor then must provide us with a [certificate of insurance](#) and agree to abide by the show rules and regulations.

## Exhibitor Registration

Exhibitor's booth representatives shall be restricted to employees of exhibiting company who are actually working in Exhibitor's booth. Booth representatives shall wear "EXHIBITOR" badge identification, furnished by Exhibitor Registration, at all times. Show Management may limit the number of booth representatives at any time. All Exhibitor's company personnel other than those working in booth are to register as attendees at the Exhibition.

## Exhibitor Service Center

The Service Center will be open for business beginning Friday, June 20. All contractors and production management personnel can be found here. In addition, all on-site production services can be arranged here. A team of production management personnel is at your service.

## Film, Sound Devices and Lighting

Exhibitors wishing to video on the DAC floor must have Management approval in advance of the event. If video is used, the exhibitor agrees to comply with union requirements for the operation of the equipment. Taking of photographs or recording within the exhibit area is prohibited without the permission of the company being recorded. The recommended show photographer is exempt from this rule. Offenders may have their film/recordings/media confiscated and/or may be removed from the show floor.

Audio is permitted if tuned to conversational level (75dB max) and if not objectionable to neighboring exhibitors. Sound will be checked with a decibel meter. Operating equipment that emits excessive noise must be run before or after exhibit hours for specific demonstrations only.

The Management reserves the right to restrict or prohibit the use of glaring lights, objectionable lighting effects, excessive or bothersome noise, or other effects which are offensive or otherwise distract from the Exhibition as a whole.

## Handouts, Literature, Giveaways, Invitations & Promotional Material

You must remain inside the perimeter of your booth to distribute literature, handouts, or invitations to attendees.

Costumed performers or other employees engaged in advertising your product, service, or events must do so from the inner perimeter of your booth.

Passing out promotional material or literature in the aisles or public areas is prohibited.

Do not schedule conflicting off-site promotions which would take DAC attendees away from the DAC events, sessions, or during open exhibition hours.

## Labor Jurisdictions

Exhibitors should review the Labor Jurisdictions found in the T3 Expo Exhibitor Manual.

## Music Licensing

Each Exhibitor must secure and pay for the appropriate licenses or permits to reproduce copyrighted musical compositions (Performed music or music used in visual format, audio format, printed materials, or electronic data, etc.) ASCAP, BMI, and similar organizations enforce the licensing of copyrighted musical material.



## Parking

There are several public parking garages offering more than 7,000 parking spaces around Moscone Center. For more information, please see the Parking page on the Moscone Center website: <https://www.moscone.com/directions-and-parking-moscone-center>

## Property Passes

DAC 2025 Property Passes allow for exhibit property removal. Authorized Passes allow the Exhibitor (or the bearer) to remove material from the exhibit hall when complete with a full description of the property that is being removed. Property Passes will be distributed by Show Management onsite. These passes are available exclusively for use of each exhibitor. Any loss or misuse is the Exhibitor's responsibility. Passes, if lost, may not be replaced without proper identification. Always maintain control of your Property Pass since it allows the bearer to remove items from your booth. Exhibitors may authorize removal of their own property. Do not release your Property Pass to Security. Keep possession of the pass at all times.

## Security

Entry to and exit from the exhibit area will be possible only through the main Show entrances and all persons entering and leaving must wear a badge issued by Show Management. During the installation and dismantling periods, no one will be permitted in the exhibit area before 8:00 am.

Lost or stolen property must be reported to the Security Office as soon as possible. Please remember that any claim must be properly documented in order to receive reimbursement from your insurance company.

## Registration

We encourage you to register your booth staff in advance to avoid lines at the Convention Center. For those exhibitors who do not register in advance, Exhibitor Registration will be open during the following hours:

Saturday, June 21	12:00pm – 6:00pm
Sunday, June 22	7:00am – 7:00pm
Monday, June 23	7:00am – 7:00pm
Tuesday, June 24	7:00am – 7:00pm
Wednesday, June 25	7:00am – 7:00pm
Thursday, June 26	7:00am – 5:00pm

## Questions? Contact Us

DAC Exhibits Team  
Phone: +1 630-434-7779  
Email: [exhibits@2025DAC.com](mailto:exhibits@2025DAC.com)  
[www.dac.com](http://www.dac.com)

## What's included in my exhibit space rental?

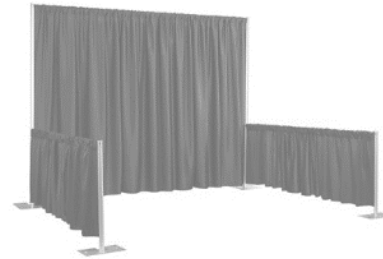
### **Standard 10' x 10' Exhibit Space**

The following booth equipment, services, and facilities are included in the booth rental fee:

- Draperies suspended on aluminum uprights and stanchions for all inline booths. The drapery background is 8' high; the side rails are 36" high.
- Booths 300 sq. ft. or less will receive a one-line identification sign. Booths larger than 300 sq. ft. may receive a one-line identification sign upon request. Standard booth sign, black letters on white card showing company name and booth number.

**Note:** Exhibit booths are not carpeted.

*A standard 10' x 10' exhibit booth will look like this:*



### **What additional items may I need to purchase?**

- Carpeting
- Booth vacuuming
- Booth furnishings
- Utility services (Electricity, Internet)
- Lead Retrieval
- Material Handling

Pricing and order forms for all additional services are available in the T3 online store.

**NEW FOR 2025!** T3 is also offering [turnkey booth packages](#). Each package includes custom exhibit graphics, furniture, carpet, audio-visual equipment, and electrical service, in an easy to order format for one price. Turnkey booth package orders must be placed by [Friday, May 16, 2025](#). *Please note: these packages do NOT include exhibit space rental.*

## Questions? Contact Us

DAC Exhibits Team  
Phone: +1 630-434-7779  
Email: [exhibits@2025DAC.com](mailto:exhibits@2025DAC.com)  
[www.dac.com](http://www.dac.com)

## REGULATIONS AND CONDITIONS OF CONTRACT

1. **PURPOSE AND ARRANGEMENT OF EXHIBITS** The main purpose of the DAC is educational and the exhibits together with the technical sessions are vital elements of this process. Management and the Exhibitor agree that the purpose of the Exhibition is educational and will conduct them accordingly. Plans for custom built displays not in accordance with regulations should be submitted to Management before construction is ordered. Licensed Exhibit Space. Exhibitor is licensed to use Exhibit space which includes the following exhibit equipment: 8' high backwall drape, 36" high side rails, and a 17" x 11" sign featuring the Exhibitor's name and booth number (linear booths only). Aisle carpeting, general guard security, and general aisle cleaning are provided. However, Management accepts no liability for losses or damages of any kind sustained throughout the Exhibition, except for losses or damages caused by the sole negligence or willful misconduct of Management. The parties to this contract agree that this agreement is a license to use Exhibit space and not a lease or sublease of real property. Linear Booths (10' x 10', 10' x 20', 10' x 30') Smaller linear booths with a common backwall touching an aisle may have a full backwall (standard height is 8', maximum is 16' for perimeter) and the sidewalls must drop to 48", 5' from the aisle. Every Exhibitor shall be allowed a backwall of at least 10' wide. Island Exhibits have four open sides. Exhibit fixture may not exceed 16'. Hanging signs are allowed but must be within the booth footprint with the top of the sign not exceeding 25'.
2. **EXHIBITION OPERATING RULES AND REGULATIONS** Exhibitor agrees to be bound by the rules and regulations established in the "Chips to Systems Conference Exhibition Operating Rules and Regulations"; provided however, that in the event of a conflict between such Rules and Regulations and this agreement, this agreement shall prevail. This document details the conditions under which Exhibitors agree to participate and will be strictly enforced by Management.
3. **FIRE, SAFETY AND HEALTH** The Exhibitor assumes all responsibility for compliance with local, city and state ordinances and regulations covering fire, safety and health. Exhibitor further agrees to comply with all Fire, Safety and Health guidelines as defined in the "Exhibition Operating Rules and Regulations".
4. **UNION LABOR** Exhibitor must comply with all union regulations applicable to installing, dismantling and display of the exhibits.
5. **SUBLICENSING OF SPACE** The Exhibitor shall not assign, sublicense, or permit the whole or any part of the Exhibit space licensed to Exhibitor or to have representatives, equipment or materials from any other firms than their own in the Exhibit space without the written consent of Management. Only one company shall be considered as the Exhibitor, and no other company is licensed to use the Exhibit space unless said company or unit is a subsidiary or affiliate of the Exhibitor.
6. **OFFICIAL CONTRACTORS** The official contractor has been designated to perform services for an Exhibitor such as the rental of furniture, erection of exhibits, electrical work, plumbing, labor, cleaning, and other service. No Exhibitor or representative shall contract for such services with other than the said official contractor without the express written consent of Management, which, for reasons of security, in its sole discretion can deny such permission. In the event Exhibitor hires subcontractors to perform services for the event, Exhibitor shall: (a) remain fully responsible and liable for the subcontracted obligations and duties to the same extent as if Exhibitor had fulfilled the obligations and duties itself; (b) bear all responsibility for paying such subcontractors and not charge DAC for the services performed by such subcontractors; and (c) indemnify DAC against any third party damages arising from the gross negligence or willful misconduct of such subcontractors.
7. **LIABILITY AND INSURANCE** The Exhibitor assumes entire responsibility for and hereby agrees to protect, indemnify, defend and hold harmless, DAC, Management, Moscone West Convention Center and its employees and agents, against all third party claims, losses and damages to persons or property, governmental charges or fines, and attorney's fees finally awarded by a court of competent jurisdiction arising out of or caused by Exhibitor gross negligence or willful misconduct, excluding any such liability caused by the sole negligence of Moscone West Convention Center, its employees and agents. In addition, Exhibitor acknowledges that DAC, Management and Moscone West Convention Center do not maintain insurance covering exhibit property and that it is the responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses sustained throughout Exhibition. Insurance Requirements. All exhibitors participating in the DAC are required to obtain a general public liability insurance in the amount of one million dollars (\$1,000,000) per occurrence. DAC and Moscone West Convention Center shall be named as additional insured on the general liability policy. Such insurance maintained by the exhibitor must be issued by an insurance company with an A.M. Best rating of A or higher and shall include coverage of the indemnification obligations of the exhibitor under these rules and regulations. Each exhibitor is also required to carry workers compensation protecting employees in accordance with the laws of the state in which the Exhibition is being held. Nothing in this paragraph shall limit the amount of liability an exhibitor may be responsible for.
8. **CONVENTION CENTER AND HOTEL PUBLIC SPACE** Management maintains control of all space in the convention center and official DAC hotels (defined as those hotels with which DAC has a room contract and is listed as a "participating hotel".) Exhibitor agrees to comply with guidelines as defined in the "Exhibition Operating Rules and Regulations" for use of any meeting rooms, hospitality suites and/or function space.
9. **UNOCCUPIED SPACE** Management reserves the right, should any Exhibitor's licensed Exhibit space remain unoccupied on the opening day of the Exhibition, or should any space be forfeited due to the failure to make proper payment, to license any space to any other Exhibitor, or use said space in any other manner, but this clause shall not be construed as affecting the obligation of the Exhibitor to pay the full amount specified in its invoice for the licensed space under the terms of this contract.
10. **INABILITY TO PERFORM** Except as the Exhibitor's license fee obligation may be reduced as set forth in paragraph 17, the Exhibitor is responsible for total license fee irrespective of the reason for the cancellation by the Exhibitor because of the failure of an Exhibit to arrive for any reason, or cancellation by Sponsors of the Exhibits, in whole or in part, as the result of riot, strike, civil disorder, act of war, act of God, or any other reason of any kind whatsoever not within Sponsors' control.
11. **OBSERVANCE OF LAWS** Exhibitor shall abide by and observe all laws, regulations and ordinances of any applicable government authority and all rules of Moscone West Convention Center. Exhibitor is required by the applicable state laws to be solely responsible for the collection and remittance of any sales or other taxes imposed on them.
12. **ASSIGNMENT OF EXHIBIT SPACE** Management shall assign the exhibit space to the Exhibitor for the period of the Exhibition (provided the exhibit building is made available to Management) in priority order based on the Chips to Systems Conference priority rules and/or receipt of contract. Such assignment is made for the period of this Exhibition only and does not imply that the same or similar space be held or offered for future exhibitions. Every effort will be made to respect the Exhibitor's Exhibit space location choices

whenever possible, but Management's decision will be final. Management reserves the right to transfer assignments when such action is deemed to be in the best interest of the total Exhibition. Management reserves the right to withdraw its acceptance of this application/contract if it determines in its sole discretion that the Exhibitor is not eligible to participate or the Exhibitor's product or service is not eligible to be displayed in this exhibition, provided, however, that Management will refund to the exhibitor any fees paid by Exhibitor.

13. **AMENDMENTS** The regulations have been formulated for the best interest of the Exhibitors as well as this Exhibition and DAC. All matters and questions not covered by these regulations or in the "Exhibition Operating Rules and Regulations" are subject to the decisions of Management. This contract and/or the "Exhibition Operating Rules and Regulations" may be amended at any time by Management upon prior written notice and all amendments that may be so made shall be equally binding on all parties affected by them as by the original regulations. Management has sole right to determine the eligibility of any company or product for inclusion in the Exhibition.
14. **PUBLICITY** Management may use Exhibitor's name and any non-confidential materials provided by Exhibitor on Management's website and for internal and trade purposes, but only for the purposes of promoting this Exhibition.
15. **MISCELLANEOUS** This contract shall be subject to interpretation by New York law and the venue for all legal proceedings involving or arising from this contract shall be in the State of New York. No waiver of any term or condition of this contract by either party shall be deemed to imply or constitute a further waiver of the same term or condition or any other term or condition of this contract. Note: It is the Exhibitor's responsibility to understand the guidelines governing Exhibitor participation as set forth in this contract and the "Exhibition Operating Rules and Regulations". Please refer to these when necessary or call the DAC office for further information.
16. **DEPOSIT AND CANCELLATION POLICY** A 40% deposit is due on the date noted on invoice; the amount will depend on the date the contract is received and amount of licensed Exhibit space requested. Full payment is due by February 1, 2025, or on the date noted on invoice. Contracts received after February 1, 2025, will be invoiced for 100% of the amount due. In the event Exhibitor pays the 40% licensing deposit but fails to pay the portion of the licensing fee due by February 1, 2025, Management has the option of either: (1) canceling this contract, in which case Exhibitor is obligated to pay the remainder of the licensing fee; or (2) leaving this contract in effect, in which case Exhibitor will be liable for the remainder of the licensing fee. Exhibitors with contracted space as of February 1, 2025, are liable for 100% of the license fee for the contracted space. Exhibitor shall be liable for the total licensing fee unless Exhibitor notifies Management in writing of its intent to cancel, in which case Exhibitor's obligation to pay shall be as set forth below. Any amount payable to DAC pursuant to this contract and not paid by the dates in the schedule below shall bear interest at the rate of 1.5% per month, or the maximum legal rate, whichever is less. In the event Exhibitor reduces space, Exhibitor shall be obligated to pay the licensing fee for the amount of space reduced as set forth in the cancellation schedule below. However, Exhibitor shall not be permitted to reduce space unless Exhibitor has paid all amounts owed to DAC, including the deposit as required by this contract. Exhibitor agrees that the forfeitures provided for in this contract shall be considered to be liquidated damages for the late cancellation or reduction of space and the problems and losses caused to DAC associated with late cancellation or reduction of space.
17. **CANCELLATION/REDUCTION OF SPACE FORFEITURE SCHEDULE** Upon contract submission through September 1, 2024: No penalty on cancellation or reduction of licensed space. After September 1, 2024, but before February 1, 2025: 40% of the total license fee for cancellation or reduction in exhibit space. On or after February 1,

2025: 100% of the total license fee for cancellation or reduction in exhibit space. No refund or credit at any time. The DAC office must be notified in writing by the Exhibitor of any cancellation or reduction in space. In the case of a merger, payments received will be transferred to the parent company. Cancellation of space as a result of a merger will be charged a penalty based on the above cancellation forfeiture schedule. The Exhibitor assumes entire responsibility and hereby agrees to indemnify DAC and Management for the loss of any sales, present or future, which may result from cancellation or reduction of space. Hotel rooms and suites at the DAC participating hotels shall be canceled immediately upon notification of cancellation of exhibit space at the DAC. The participating hotels have contractually agreed to, and are bound by, this provision. There are no exceptions to this cancellation rule.

18. **CODE OF CONDUCT AND HARASSMENT POLICY** All exhibitors must maintain professional and respectful conduct throughout the event. Harassment, discrimination, or inappropriate behavior of any kind is strictly prohibited. ACM, IEEE, and their representatives reserve the right to investigate complaints and take action, including warnings, removal from the event, or other necessary measures. Violations may result in immediate ejection without refund and potential liability for damages. By participating, exhibitors agree to abide by all [ACM](#) and [IEEE](#) policies against harassment.

**Contact DAC Exhibits Management:**

DAC 2025 c/o Hall-  
Erickson, Inc. E:  
[exhibits@2025dac.com](mailto:exhibits@2025dac.com)  
P: (630) 434-7779

## Linear Booth Regulations

*One or more 10'x10' booths in a straight line*

Linear booths, also called “in-line” booths are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle. Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

### Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'.

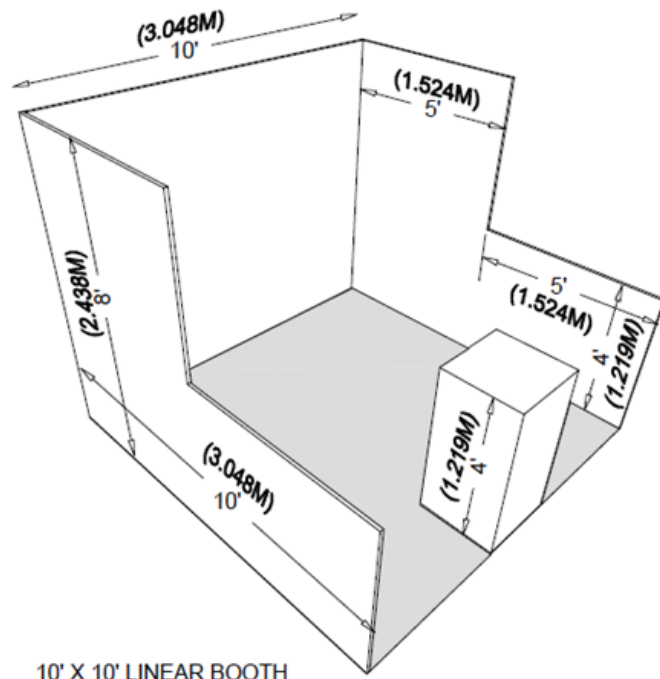
### Hanging Signs

Hanging signs are not allowed over linear booth configurations.

### Set-back

Sidewalls must drop to 48", 5' from the aisle. All display fixtures over 4' (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit must be confined to the rear five feet of the exhibit space to avoid blocking your neighbor's visibility. Exhibitors with larger spaces – 30 lineal feet (9.14m) or more may extend booth fixtures, signage, and other display items all the way to the front line of their exhibit booth; provided that these items are at least 10 lineal feet away from any neighboring booth.

Suite usage in linear booths must have approval of Management.



## Perimeter Booth Regulations

*One or more 10'x10' booths in a straight line on a perimeter aisle*

**A perimeter booth is a linear booth that backs to an outside wall of the exhibit facility rather than to another exhibit.**

### Height

Exhibit fixtures, components and identifications signs will be permitted to a maximum height of 16'.

### Intent

Outer perimeter booths do not back up to another exhibitor's booth. Display back walls and materials over 8' will not interfere with or distract from any other exhibit booth.

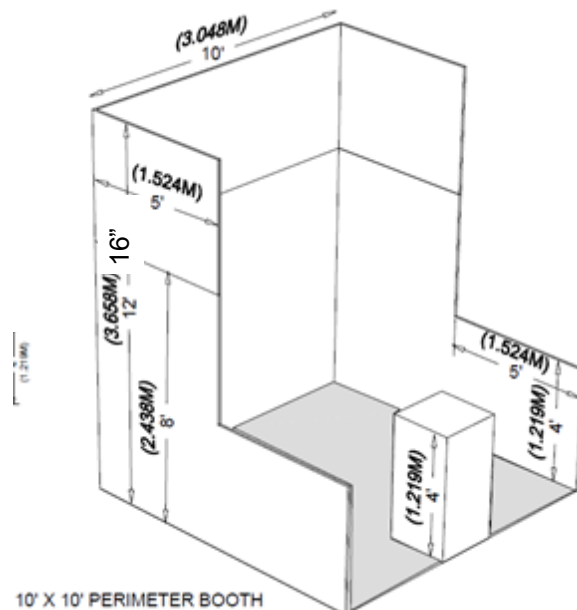
### Hanging Signs

Hanging signs are prohibited in perimeter linear booths.

### Set-Back

Sidewalls must drop to 48", 5' from the aisle. All display fixtures over 4' (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit must be confined to the rear five feet of the exhibit space to avoid blocking your neighbor's visibility. Exhibitors with larger spaces – 30 lineal feet (9.14m) or more may extend booth fixtures, signage, and other display items all the way to the front line of their exhibit booth; provided that these items are at least 10 lineal feet away from any neighboring booth.

Suite usage in perimeter booths must have approval of Management.





## **Island Booth Regulations**

*Exhibit space, 400 sf. or greater, with aisles on four sides.*

**An Island Booth is a booth exposed to aisles on all four sides.**

### **Height**

Exhibit fixtures and components will be permitted to a maximum height of 16'.

### **Hanging Signs**

Hanging signs are allowed but must be within the booth footprint with the top of the sign not exceeding 20'.

### **Set-Back**

An island booth is separated by the width of an aisle from all neighboring exhibits so there is no set-back regulation.

### **Guidelines for Suite Portion of Exhibit Space**

Exhibit space must have a portion of the area designated as public access to all attendees.

- Floor spaces less than 400 square feet, a minimum of 100 square feet of an Exhibitor's floor space must be public.
- Floor spaces 400 square feet or greater, 25% of an Exhibitor's space must be public.

### **Two-Story Exhibits**

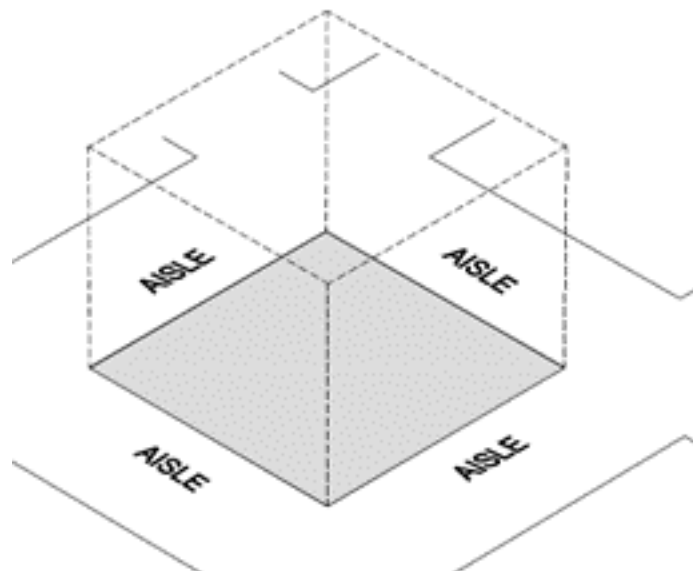
Management prohibits the use of two-story exhibits defined as those in which activity takes place on platforms at a height level of greater than 6' and/or arranged in such a fashion that booth traffic may pass under the platform.

### **Structural Integrity**

Exhibitors must adhere to all structural rules and regulations of the convention facility.

### **Lighting**

Lighting must be directed exclusively into the exhibitor's booth, not in the aisles, nor in any other part of the exhibit hall.



**Cubic Content**  
Up to 16' High

## Split-Island Exhibits

*Open on three aisles*

A Split-Island Exhibit is also known as a Peninsula Exhibit.

### Height

The common backwall for this type of exhibit may be a full backwall from aisle-to-aisle; however, the backwall may not exceed 10'. Booth structure may not exceed 16'.

### Hanging Signs

Hanging signs are allowed but must be within the booth footprint with the top of the sign not exceeding 20'. Hanging signs must be within the booth footprint and must be positioned so that the sign copy may not be visible from the neighboring split-island booth.

### Finished Surfaces

All exposed areas of the exhibit must be finished or draped surfaces including the back and sides. No graphics, logos or print facing into another exhibit will be allowed. All such material must face into the aisle or into the exhibitor's own space. Any part of any exhibit needing a finished surface at 3:00 pm the day prior to show opening will be draped at the expense of the exhibitor. Show Management will decide whether such drape is needed.

### Guidelines for Suite Portion of Exhibit Space

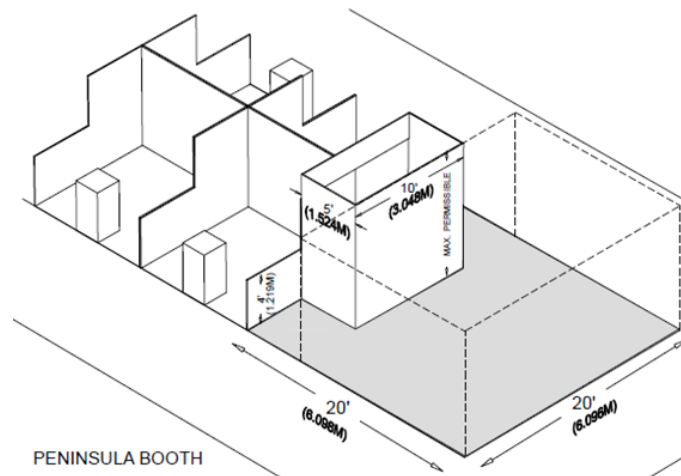
Exhibit space must have a portion of the area designated as public access to all attendees.

- Floor spaces less than 400 square feet, a minimum of 100 square feet of an Exhibitor's floor space must be public.
- Floor spaces 400 square feet or greater, 25% of an Exhibitor's space must be public.

### Suite Wall Positioning on Main Traffic Aisles

Main traffic aisles are designated by Management as those aisles where attendee traffic will be directed. The exhibits are positioned so that the open or public area of the booth is facing designated main traffic aisles. In order to preserve line of sight to all exhibitors and ensure the professional look of the Exhibition, the placement of suite walls along main traffic aisles is prohibited. Any placement of suites on main traffic aisles is solely at the discretion of management.

Exhibitors adjoining split-island exhibits are entitled to the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a stand-alone booth.



## Booth Demonstration Regulations

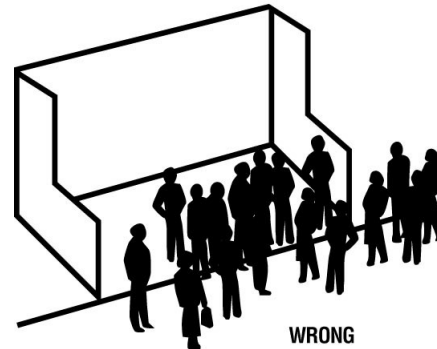
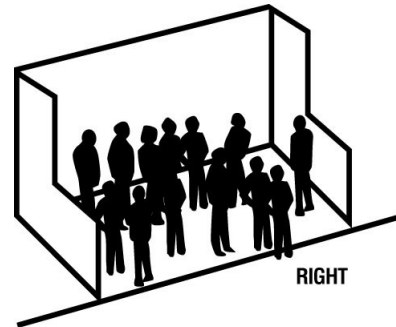
Demonstration areas must be organized within the exhibitor's space so as not to interfere with traffic in the aisles. Sampling or demonstration tables must be placed a minimum of 2'0" (60cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will have no alternative but to request that the presentation or sampling be eliminated. Each exhibitor has the responsibility to assure proper flow of traffic through the aisles around their booth.

### Sound

Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems are kept to a minimum and do not interfere with neighboring booths. Remember the use of sound systems or equipment producing sound is an exception to the rule, not a right. Audio is permitted if tuned to conversational level (75dB max) and if not objectionable to neighboring exhibitors. Sound will be checked with a decibel meter. Operating equipment that emits excessive noise must be run before or after exhibit hours for specific demonstrations only. Show Management reserves the right to determine at what point sound constitutes interference with others and will be discontinued.

### Lighting

Management reserves the right to restrict or prohibit the use of glaring lights, objectionable lighting effects, excessive or bothersome noise, or other effects which are offensive or otherwise distract from the Exhibits as a whole.



## DAC Sponsorship & Promotional Opportunities

Indicate the opportunities you wish to reserve and submit to [Exhibits@2025DAC.com](mailto:Exhibits@2025DAC.com). You will be contacted to confirm availability, pricing, and specifications prior to final confirmation and invoicing. Opportunities are confirmed on a first-come, first-served basis, following the current Sponsors' right-of-first-refusal period.

### A LA CARTE **SPONSORSHIP OPPORTUNITIES:**

- **I Love DAC FREE Registration Program** - \$11,000 – *limited to three (3) co-sponsors*
- **Passport to Prizes Attendee Gamecard** - \$2,500 – *limited to ten (10) co-sponsors*
- **Conference Laptop Backpack** - \$20,000 – **exclusive!**
- **Conference T-shirt** - \$10,000 – **exclusive!**
- **HACK@DAC Sponsorship** - \$10,000 - \$30,000
- **Student Events Sponsorship** - "Young Fellows Program" - \$25,000 – *limited to four (4) co-sponsors*
- **Networking Receptions** on Monday, Tuesday, and Wednesday - \$10,000 – *limited to (4) co-sponsors*
- **Exhibit Hall Daily Coffee Breaks** - \$5,000 per day – *limited to two (2) co-sponsors*
- **Keynote Daily Literature Distribution** – \$3,000 – *limited to one (1) sponsor each day (3 available)*
- **Press Room Breakfast/Press Conference Sponsor** - \$7,500 – **exclusive!**
- **Mobile App Splash Page** - \$10,000 – **exclusive!**
- **Wireless Internet** - \$15,000 – **exclusive!**
- **DAC Pavilion** - \$20,000 - **exclusive!**
- **DAC Headshot Lounge** - \$15,000 – **exclusive!**
- **DAC Community Connection Zone** - \$15,000 – **exclusive!**
- **City Bytes & Beverages Hospitality Zone** - \$10,000 – *limited to three (3) co-sponsors*

- **Attendee List Email Distribution** – price varies – *limited availability*

### SIGNAGE OPPORTUNITIES:

- **Exhibition Aisle Signs** - \$20,000 - **exclusive**
- **Lobby Banner** - \$12,000 - 6 available
- **Exhibition Entrance Banner** - \$10,000 - 12,000 - 4 available
- **Column Surround** - \$10,000 - 7 available
- **Escalator Sign** - \$8,000 - 6 available
- **Exhibit Entrance Floor Sticker** - \$7,500 - 4 available

[CLICK HERE TO VIEW ALL AVAILABLE OPPORTUNITIES AND COMPLETE THE RESERVATION FORM](#)

**Complete and submit the Reservation Form to [Exhibits@2025DAC.com](mailto:Exhibits@2025DAC.com).**

\*Submitting the reservation form does not guarantee that the opportunities indicated are available. Opportunities are confirmed on a first-come, first-served basis. Act today!

**Questions? Contact Patrick Filippelli at [PFilippelli@heexpo.com](mailto:PFilippelli@heexpo.com), 630.929.7960 or Zach Erickson at [ZErickson@heexpo.com](mailto:ZErickson@heexpo.com), 630.929.7934.**



Conference Dates: June 22 - 26, 2025 • Exhibit Dates: June 23 - 25, 2025 • Moscone Center • San Francisco, CA • DAC.com

## ***EAC Insurance Requirements*** **Deadline date: May 23, 2025**

The EAC shall provide Hall-Erickson, Inc. with a Certificate of Liability Insurance as evidence of coverage on the amounts required as indicated below. Only an original certificate bearing an original signature will be accepted. The purpose for obtaining these certificates is to provide the show, and its insurer, with the information necessary to evaluate the risk potential.

**Workers Compensation & Employers Liability:**

Workers Compensation in accordance with the Laws of the State of California.  
Employers Liability — \$500,000.....Bodily Injury By Accident—Each Accident  
\$500,000.....Bodily Injury By Disease—Each Employee  
\$500,000.....Bodily Injury By Disease—Policy Limit

**General Liability:** \$2,000,000.....General Aggregate  
\$2,000,000.....Products & Completed Operations Aggregate  
\$1,000,000.....Personal & Advertising Injury  
\$1,000,000.....Each Occurrence

The following entities must be named to the General Liability as Additional Insureds:

1. DAC: The Chips to Systems Conference 2025
2. Hall-Erickson, Inc.
3. T3 Expo
4. Moscone Center

Coverage provided to the Additional Insureds shall be on a primary basis.

**Automobile Liability:** \$2,000,000...Combined Single Limit for Bodily Injury and Property Damage  
Hall-Erickson, Inc. must be notified 30 days in advance of any change or cancellation of the above listed policies. The policies must be issued by an insurance company admitted to do business in California with an A.M. Best Rating of A- or higher. In addition, these insurance requirements shall not limit the amount a contractor or insurance company may be found responsible for.

Please forward your certificate of insurance to:

**DAC Exhibits Team**  
**Hall-Erickson, Inc.**  
PO Box 93, Westmont, IL 60559  
E-mail: exhibits@2025dac.com

**NOTE:** A sample certificate is provided on the next page. If you are providing services to more than one exhibiting company for **DAC: The Chips to Systems Conference 2025**, you need only to forward one (1) original Certificate of Liability Insurance.

**ACORD CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY)  
5/23/25

PRODUCER (630) 324-2564 FAX (630) 324-2565  
**T.J. Adams Group, LLC**  
 333 E. Butterfield Rd., 5th Floor  
 Lombard, IL 60148

INSURED  
**EAC Company**  
 123 Main Street  
 Anywhere, IL 60000

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

INSURER A: **Insurance Company A**  
 INSURER B:  
 INSURER C:  
 INSURER D:  
 INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<b>GENERAL LIABILITY</b>	ABC 12345	01/01/2025	12/31/2025	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire)	\$ 50,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)	\$ 5,000
	_____				PERSONAL & ADV INJURY	\$ 1,000,000
	_____				GENERAL AGGREGATE	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS-COMP/OP AGG	\$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
A	<b>AUTOMOBILE LIABILITY</b>	ABC 12345	01/01/2025	12/31/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS					
<input checked="" type="checkbox"/> NON-OWNED AUTOS						
	<b>GARAGE LIABILITY</b>				AUTO ONLY-EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA OCC	\$ 1,000,000
					AUTO ONLY: AGG	\$
A	<b>EXCESS LIABILITY</b>				EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$ 1,000,000
	<input type="checkbox"/> DEDUCTIBLE					\$
	<input type="checkbox"/> RETENTION \$					\$
						\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	ABC 12345	01/01/2025	12/31/2025	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER	
	E.L. EACH ACCIDENT				\$ 500,000	
	E.L. DISEASE-EA EMPLOYEE				\$ 500,000	
	E.L. DISEASE-POLICY LIMIT				\$ 500,000	
	<b>OTHER</b>					

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**

General Liability policy includes the interest of: DAC: The Chips to Systems Conference 2025, Hall-Erickson, Inc., T3 Expo, Moscone Center and/or their respective agents as additional insureds.

<b>CERTIFICATE HOLDER</b>	ADDITIONAL INSURED; INSURER LETTER _____	<b>CANCELLATION</b>
Hall-Erickson, Inc. PO Box 93, Westmont, IL 60559		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
		AUTHORIZED REPRESENTATIVE
		Joe Smith





Conference Dates: June 22 – 26, 2025 • Exhibit Dates: June 23 – 25, 2025 • Moscone Center • San Francisco, CA • DAC.com

## ***Exhibitor Appointed Contractor Notification*** **Deadline date: May 23, 2025**

Exhibitors may employ the services of independent contractors to install and dismantle their exhibits, providing the exhibitor and the Exhibitor Appointed Contractor (EAC) comply with all show rules and regulations. Show Management must be notified 30 days prior to the first move-in day of the show if you are using an EAC. Exhibitors must also notify their EAC that a General Liability Certificate of Insurance is required by May 23, 2025 to Show Management.

*We request permission to use the following EAC to perform installation and dismantle services:*  
**EXHIBITOR APPOINTED CONTRACTOR (EAC)**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### **SUBMITTED BY (EXHIBITING COMPANY)**

Your company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:** EAC Department  
DAC Exhibits Team  
Hall-Erickson, Inc.  
E-mail: [exhibits@2025dac.com](mailto:exhibits@2025dac.com)

# T3 EXPO INFORMATION

## Show Information

### Location

Moscone West  
 800 Howard Street  
 San Francisco, CA 94103

### Exhibit Hall

West Hall - Level 1 and 2

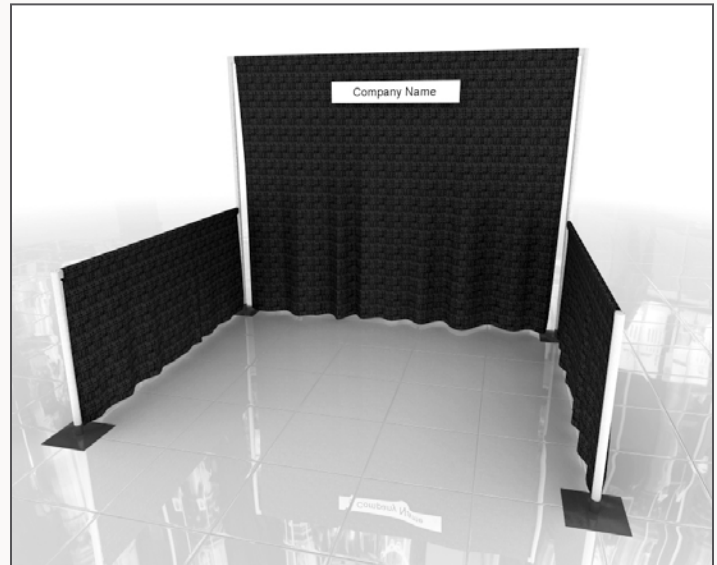
### Booth Package

Each 10' x 10' Exhibitor Booth includes:

- 8' High Back Wall Drape
- 3' High Side Rail
- (1) Booth ID Sign (44"w x 7"h)

### Show Colors

- Drapes – Black
- Side Rails/Table – Black
- Aisle Carpet – Black (Level 1)
- Facility Hall Carpet – Multi-color (Level 2)



Level 1 will have black aisle carpet and level 2 is facility carpet .  
 Carpeting may be ordered in this kit or at [order.t3expo.com](http://order.t3expo.com).

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Friday, June 20 8:00 am – 4:30 pm	Monday, June 23 10:00 am – 6:00 pm	Wednesday, June 25 4:00 pm – 8:00 pm	Friday, June 27 By 10:00 am
Saturday, June 21 8:00 am – 4:30 pm	Tuesday, June 24 10:00 am – 6:00 pm	Thursday, June 26 8:00 am – 5:00 pm	–
Sunday, June 22 8:00 am – 4:30 pm	Wednesday, June 25 10:00 am – 4:00 pm	Friday, June 27 8:00 am – 12:00 pm	–

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

# Important Dates & Deadlines Checklist

Friday, May 16, 2025 .....	Booth Package Order Deadline
Friday, May 16, 2025 .....	Meeting Room Package Order Deadline
Friday, May 16, 2025 .....	Receiving at Advance Warehouse Begins
Friday, May 23, 2025 .....	Booth Package Artwork Submission Deadline
Friday, May 23, 2025 .....	Meeting Room Package Artwork Submission Deadline
Friday, May 23, 2025 .....	Exhibitor Appointed Contractor Form Deadline
Friday, May 30, 2025 .....	Booth Package Artwork Approval Deadline
Friday, May 30, 2025 .....	Meeting Package Artwork Approval Deadline
Friday, May 30, 2025 .....	Booth Modification Deadline Deadline
Thursday, May 29, 2025 .....	T3 Service Orders Advance Discount Deadline
Thursday, May 29, 2025 .....	Custom Furniture Advance Discount Deadline
Thursday, June 12, 2025 .....	Last Day for Advance Shipments to Arrive without Surcharges
Monday, June 16, 2025 .....	Target Change / Early Move-in Request Form Deadline
Friday, June 20, 2025 .....	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Sunday, June 22, 2025 .....	All Exhibits Must Be Set by 4:30 pm
Friday, June 27, 2025 .....	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.
2. Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
  3. Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
  4. Label your freight correctly with your company name, booth number, event/The Chips to Systems Conference 2025 and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
  5. Bring all copies of shipping documents with tracking numbers to show site.

## Order rental booth structure and/or option, if applicable

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

## Order graphics/signage and submit artwork, if applicable

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

## Order booth furnishings/accessories, if applicable

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

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

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

## Order additional/ancillary services

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

## Submit your order with payment (REQUIRED)

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

## Arrange out-bound freight

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

## On-site Checklist

### Check all freight when you arrive

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

### Booth set-up

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

### Arrange outbound shipping

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

### Booth freight packed and ready to ship out

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



# T3 BOOTH INFORMATION

**Artwork Submission Deadline:** ..... **Friday, May 16, 2025**  
**Artwork Approval Deadline:** ..... **Friday, May 23, 2025**  
**Turnkey Modification Deadline:** ..... **Friday, May 23, 2025**  
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, May 23, 2025.

# 10' x 10' Exhibitor Turnkey Package



## 10'x10' Exhibitor Turnkey Package – \$8,550.00

- (1) 9'w x 8'h Printed Back Wall
- (1) 40" Monitor
  - HDMI Cable to Counter on Backwall
  - Monitor Installation & Dismantle
- (1) L Counters, 4' Round
- (1) R4 Counter with Printed Kick Panel
- (3) Nexus Stools – White
- (1) 10' x 10' Standard Carpet – Grey
- (3) 5-AMP Electrical Drops
  - Front Counter, TV Monitor, Cabinet on Backwall.
  - Includes labor to install/dismantle and HDMI cabling to counter from TV.

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

### Submitting Artwork

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

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

### Submit This Form

Email this completed form along with the **Payment Information Form** to: [orders@t3expo.com](mailto:orders@t3expo.com)

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

<b>10'x10' Exhibitor Turnkey Package</b> .....	<b>\$8,550.00</b>
<b>Sales Tax 8.625%</b> .....	<b>\$ _____</b>
<b>Estimated Package Total</b> .....	<b>\$ _____</b>

**Artwork Submission Deadline:** ..... **Friday, May 16, 2025**  
**Artwork Approval Deadline:** ..... **Friday, May 23, 2025**  
**Turnkey Modification Deadline:** ..... **Friday, May 23, 2025**  
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, May 23, 2025.

## 10' x 20' Exhibitor Turnkey Package



### 10'x20' Exhibitor Turnkey Package - \$17,000.00

- (1) 18'w x 8'h Printed Back Wall
- (2) 40" Monitor
  - HDMI Cable to Counter on Backwall
  - Monitor Installation & Dismantle
- (2) L Counters, 4' Round
- (1) R4 Counter with Printed Kick Panel
- (5) Nexus Stools – White
- (1) 10' x 20' Standard Carpet – Grey
- (5) 5-AMP Electrical Drops
  - Front Counter, TV Monitors, Cabinets on Backwall.
  - Includes labor to install/dismantle and HDMI cabling to counter from TV.

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

### Submitting Artwork

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

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

### Submit This Form

Email this completed form along with the **Payment Information Form** to: [orders@t3expo.com](mailto:orders@t3expo.com)

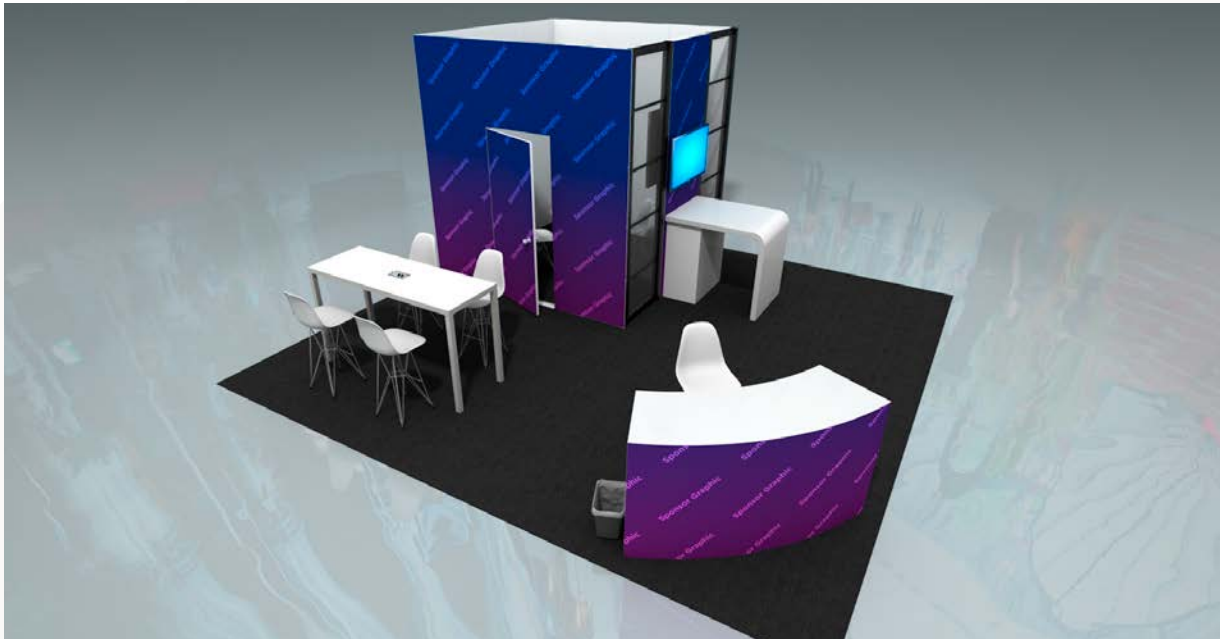
Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

<b>10'x20' Exhibitor Turnkey Package</b> .....	<b>\$17,000.00</b>
<b>Sales Tax 8.625%</b> .....	<b>\$ _____</b>
<b>Estimated Package Total</b> .....	<b>\$ _____</b>

**Artwork Submission Deadline:** ..... **Friday, May 16, 2025**  
**Artwork Approval Deadline:**..... **Friday, May 23, 2025**  
**Turnkey Modification Deadline:**..... **Friday, May 23, 2025**

An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, May 23, 2025.

## 20' x 20' Exhibitor Turnkey Package



### 20'x20' Exhibitor Turnkey Package – \$28,097.00

- (1) 8'h x 10'w x 10'd Meeting Room w/ Printed Fabric Exterior – White Sintra Interior
- (2) 40" Monitor
  - HDMI Cable to Counter on Backwall
  - Monitor Installation & Dismantle
- (1) Z-Counter Counter with Kick Panel Graphics (Reception)
- (1) L Counter, 4' Rounded
- (1) 36" Round Café Table – White (Meeting Room)
- (1) Aspen Bar Table, Charged – White
- (4) Nexus Chairs – White
- (5) Nexus Stools – White
- (2) Wastebaskets
- (1) 10' x 20' Standard Carpet – Black
- (5) 5-AMP Electrical Drops
  - Front Counter, TV Monitor, Cabinet on Backwall.
  - Includes labor to install/dismantle and HDMI cabling to counter from TV.

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

### Submitting Artwork

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

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

### Submit This Form

Email this completed form along with the **Payment Information Form** to: [orders@t3expo.com](mailto:orders@t3expo.com)

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

<b>20'x20' Exhibitor Turnkey Package</b> .....	<b>\$28,097.00</b>
<b>Sales Tax 8.625%</b> .....	<b>\$ _____</b>
<b>Estimated Package Total</b> .....	<b>\$ _____</b>

**Artwork Submission Deadline:** ..... Friday, May 16, 2025  
**Artwork Approval Deadline:** ..... Friday, May 23, 2025  
**Turnkey Modification Deadline:** ..... Friday, May 23, 2025  
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, May 23, 2025.

## 10' x 10' Meeting Suite

STANDARD



10' x 10' Meeting Suite – \$3,750.00  
(1) 10' x 10' White EZ Wall

FABRIC EXTERIOR EXAMPLE



### Graphic Upgrade Options\*

\*See Pricing Below.

Graphic Sintra Upgrade - Pricing Per Sq/Side

Graphic Fabric Upgrade - Pricing Per Sq/Side

### Graphic Upgrade Pricing

Sintra Panels

#### Dimensions for Graphic Panels

\_\_\_\_\_ x 8'  
*LENGTH HEIGHT*

#### Total Suite Graphic Area

= \_\_\_\_\_ sq. ft x \$15.00 = \$ \_\_\_\_\_

#### Price

#### Extended Price

Fabric Walls

\_\_\_\_\_ x 8'  
*LENGTH HEIGHT*

= \_\_\_\_\_ sq. ft x \$25.00 = \$ \_\_\_\_\_

### Please Note:

Furniture, Electrical, Carpet, and Audio Visual, available at an additional expense.

### 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.

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

### Submit This Form

Email this completed form along with the **Payment Information Form** to: [orders@t3expo.com](mailto:orders@t3expo.com)

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

<b>10' x 10' Meeting Suite</b> .....	<b>\$3,750.00</b>
<b>Graphic Upgrade Total</b> .....	\$ _____
<b>Sales Tax 8.625%</b> .....	\$ _____
<b>Estimated Package Total</b> .....	\$ _____

Pricing does not include Furniture, Electrical, or AV equipment.

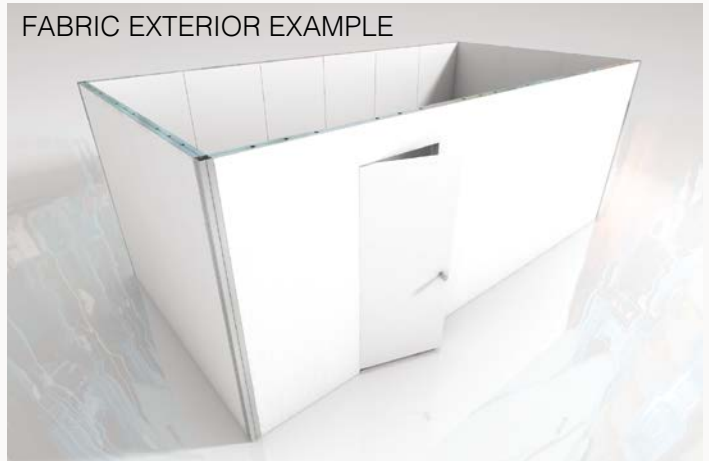
**Artwork Submission Deadline:** ..... **Friday, May 16, 2025**  
**Artwork Approval Deadline:** ..... **Friday, May 23, 2025**  
**Turnkey Modification Deadline:** ..... **Friday, May 23, 2025**  
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, May 23, 2025.

## 10' x 20' Meeting Suite

STANDARD



FABRIC EXTERIOR EXAMPLE



10' x 20' Meeting Suite – \$7,750.00  
(1) 10' x 20' White EZ Wall

### Graphic Upgrade Options\*

\*See Pricing Below.

Graphic Sintra Upgrade - Pricing Per Sq/Side

Graphic Fabric Upgrade - Pricing Per Sq/Side

### Graphic Upgrade Pricing

	Dimensions for Graphic Panels		Total Suite Graphic Area	Price	Extended Price
Sintra Panels	_____ x 8'	HEIGHT	= _____ sq. ft	x \$15.00	= \$ _____
	LENGTH				
Fabric Walls	_____ x 8'	HEIGHT	= _____ sq. ft	x \$25.00	= \$ _____
	LENGTH				

### Please Note:

Furniture, Electrical, Carpet, and Audio Visual, available at an additional expense.

### 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.

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

### Submit This Form

Email this completed form along with the **Payment Information Form** to: [orders@t3expo.com](mailto:orders@t3expo.com)

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

<b>10' x 10' Meeting Suite</b> .....	<b>\$7,750.00</b>
<b>Graphic Upgrade Total</b> .....	<b>\$ _____</b>
<b>Sales Tax 8.625%</b> .....	<b>\$ _____</b>
<b>Estimated Package Total</b> .....	<b>\$ _____</b>

Pricing does not include Furniture, Electrical, or AV equipment.

# SHIPPING INFORMATION



The Chips to Systems Conference 2025  
BOOTH #: \_\_\_\_\_

# Material Handling

## Choosing Your Carrier

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

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

## Rate Classifications

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

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

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

## Additional Fees May be Applicable

**Late to Warehouse Fee:** Shipments arriving after Thursday, June 12, 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, June 27, 2025 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 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 Friday, May 16, 2025. Shipments arriving prior to this date may be refused.

#### Crated or Uncrated

Shipment Weight ..... x \$2.23/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$105.00 ea. = \$ \_\_\_\_\_

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

### Direct Shipments to Show Site

Direct shipments will be received starting on Friday, June 20, 2025. Shipments that arrive prior to this date may be refused by the Moscone West as T3 Expo will not have possession of the venue prior to this date and time.

#### Crated or Uncrated

Shipment Weight ..... x \$2.28/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$105.00 ea. = \$ \_\_\_\_\_

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

## Shipping Addresses

### Advance Shipments to T3 Expo Warehouse

#### Address

To: (Exhibiting Company Name)  
(Booth #)

For: The Chips to Systems Conference 2025

c/o: T3 Expo  
c/o: Palmisano Deliver Services (PDS)  
365 East Grand Avenue  
South San Francisco, CA 94080

#### Information

Advance shipments will be accepted beginning on Friday, May 16, 2025 through Thursday, June 12, 2025 between the hours of 8:00 am – 3:30 pm.

Shipments received after Thursday, June 12, 2025 will be charged an additional 30% per pound.

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

### Direct Shipments to Show Site

#### Address

To: (Exhibiting Company Name)  
(Booth #)

For: The Chips to Systems Conference 2025

c/o: T3 Expo  
c/o: Moscone West  
West Hall - Level 1 and 2  
800 Howard Street  
San Francisco, CA 94103

#### Information

Direct shipments are accepted starting on Friday, June 20, 2025 beginning at 8:00 am and throughout published event hours.

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

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

Order Form Deadline:..... **Monday, June 16, 2025**

## Target Change / Early Move-in Request Form

The Chips to Systems Conference 2025 – June 23-25, 2025

NAME OF SHOW _____	
COMPANY NAME _____	BOOTH NUMBER _____
CONTACT NAME _____	BOOTH SIZE _____
EMAIL ADDRESS _____	PHONE NUMBER _____

Exhibitors requesting a revised targeted move-in date and time must complete and return this form to T3 Expo **MONDAY, JUNE 16, 2025.**

- Scheduled target times are for freight delivery only. Exhibitors may move in once their freight has been delivered to their booth.
- All Target Change requests must be authorized by T3 Expo. Revised target times will be communicated by email.
- Small package shipments sent via UPS, FedEx, and DHL do not require target date changes.
- T3 Expo will make every attempt to schedule you on the day that you have requested; however, due to the number of requests, we reserve the right to refuse your request.

EXHIBITING COMPANY _____	BOOTH NUMBER _____
PRIMARY CONTACT _____	TELEPHONE _____
ONSITE CONTACT _____	ONSITE CONTACT CELL _____
EMAIL ADDRESS _____	
ESTIMATED WEIGHT OF MATERIALS _____	ESTIMATED PIECE COUNT _____

**Shipping to:**      Advance Warehouse      Direct to Show Site

Please indicate the Day & Time requested for new target move-in:

Original Target Date & Time: \_\_\_\_\_

Requested Target Date & Time: \_\_\_\_\_

**Email Completed Form by:** June 16, 2025  
**To:** T3 Freight Supervisor  
  
 Travis Young: [tyoung@t3expo.com](mailto:tyoung@t3expo.com)

**NOTES:**

**OFFICE USE ONLY:**      Approved      Denied

New Target Date: \_\_\_\_\_      New Target Time: \_\_\_\_\_

Signed: \_\_\_\_\_      Date: \_\_\_\_\_

**T3 Advance Discount Deadline:**  
**Order and payment due by Thursday, May 29, 2025**

## Vehicle Spotting Fee

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

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

Please Note:

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

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

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

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

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

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

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

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

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

**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!

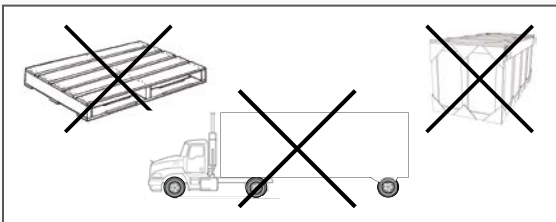
#### Maximum Weight 300 lbs

- 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
Inbound	_____	x \$300.00	= \$ _____
Outbound	_____	x \$300.00	= \$ _____

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](mailto:orders@t3expo.com)

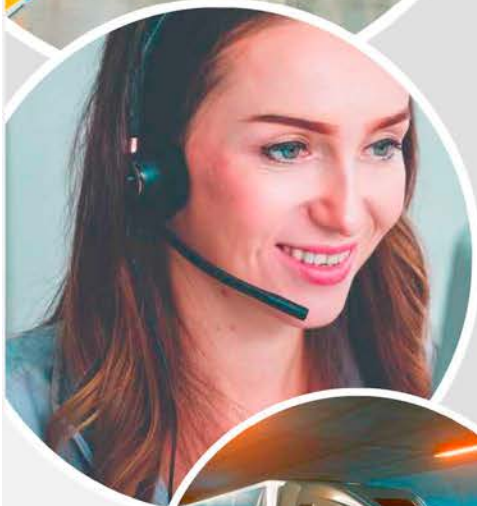
**Total Cart Service Fee Estimate .... \$ \_\_\_\_\_**





## OFFICIAL SHOW CARRIER

**At the end of the show, please visit us at the Exhibitor Services Center to book your outbound shipments with convenient payment processing.**



**EXCEPTIONAL SERVICE.  
ROUND-THE-CLOCK SUPPORT.**



- **No Wait Time Charges**
- **No Convention Fee's**
- **No Secondary Invoicing**
- **Guaranteed No Forced Freight**
- **World Class Service & Support**
- **Over 99% Service Performance**

**Stop by the Allstates Freight Desk to expedite your outbound shipment processing and avoid unnecessary fees**

At Allstates WorldCargo, our exhibit transportation solutions are the best in the industry. We provide dedicated trade show shipping support and no secondary invoicing.

**Contact Us**

☎ 612-504-8300



T3Expo@allstates-worldcargo.com

# ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MAY 16, 2025 TO THURSDAY, JUNE 12, 2025

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

Exhibitor Name

c/o: T3 Expo

c/o: Palmisano Deliver Services (PDS)

365 East Grand Avenue

South San Francisco, CA 94080

Event: **The Chips to Systems Conference 2025**

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

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

# ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MAY 16, 2025 TO THURSDAY, JUNE 12, 2025

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

Exhibitor Name

c/o: T3 Expo

c/o: Palmisano Deliver Services (PDS)

365 East Grand Avenue

South San Francisco, CA 94080

Event: **The Chips to Systems Conference 2025**

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

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

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



# DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, JUNE 20, 2025

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

Exhibitor Name

c/o: T3 Expo  
c/o: Moscone West  
West Hall - Level 1 and 2  
800 Howard Street  
San Francisco, CA 94103

Event: **The Chips to Systems Conference 2025**

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

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

# DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, JUNE 20, 2025

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

Exhibitor Name

c/o: T3 Expo  
c/o: Moscone West  
West Hall - Level 1 and 2  
800 Howard Street  
San Francisco, CA 94103

Event: **The Chips to Systems Conference 2025**

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

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



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

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MAY 16, 2025 TO THURSDAY, JUNE 12, 2025

To: \_\_\_\_\_  
Exhibitor Name

c/o: T3 Expo  
c/o: Palmisano Deliver Services (PDS)  
365 East Grand Avenue  
South San Francisco, CA 94080

Event: **The Chips to Systems Conference 2025**

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

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

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MAY 16, 2025 TO THURSDAY, JUNE 12, 2025

To: \_\_\_\_\_  
Exhibitor Name

c/o: T3 Expo  
c/o: Palmisano Deliver Services (PDS)  
365 East Grand Avenue  
South San Francisco, CA 94080

Event: **The Chips to Systems Conference 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:**  
All artwork due by Friday, May 23, 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](mailto:graphics@t3expo.com)

### Please include, in all inquiries:

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

## Carpet Options

### Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



**Black**



**Green**



**Grey**



**Navy**



**Red**



**White**

### Standard Carpet – 16 oz. Nylon Carpet



**Black**



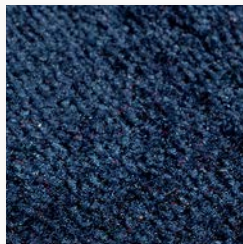
**Blue**



**Green**



**Grey**



**Navy**



**Red**



**Tuxedo**

PLEASE NOTE: Colors and style may vary upon availability.

**T3 Advance Discount Deadline:**  
Order and payment due by **Thursday, May 29, 2025**

## Carpet & Padding Order Form

**Upgraded Carpet** – 30 oz. Premium 100% Nylon Carpet

**Please enter size and select carpet color**

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

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$9.10	or \$13.00	= \$ _____

**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' \$405.00	or \$578.57	\$ _____	20' x 20' \$1,620.00	or \$2,314.29	\$ _____
10' x 20' \$810.00	or \$1,157.14	\$ _____	20' x 30' \$2,430.00	or \$3,471.43	\$ _____
10' x 30' \$1,215.00	or \$1,735.71	\$ _____	20' x 40' \$3,240.00	or \$4,628.57	\$ _____
10' x 40' \$1,620.00	or \$2,314.29	\$ _____	30' x 30' \$3,645.00	or \$5,207.14	\$ _____

20' carpet comes as two matching 10' pieces.

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

**Please enter size and select carpet color**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$4.05	or \$5.79	= \$ _____

**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 \$1.60	or \$2.29	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.28	or \$1.83	= \$ _____

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

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

**Sales Tax 8.625%** ..... \$ \_\_\_\_\_  
**Estimated Total Carpet & Padding** ..... \$ \_\_\_\_\_

## Furniture – Standard Chairs



A. Bar Stool, Black



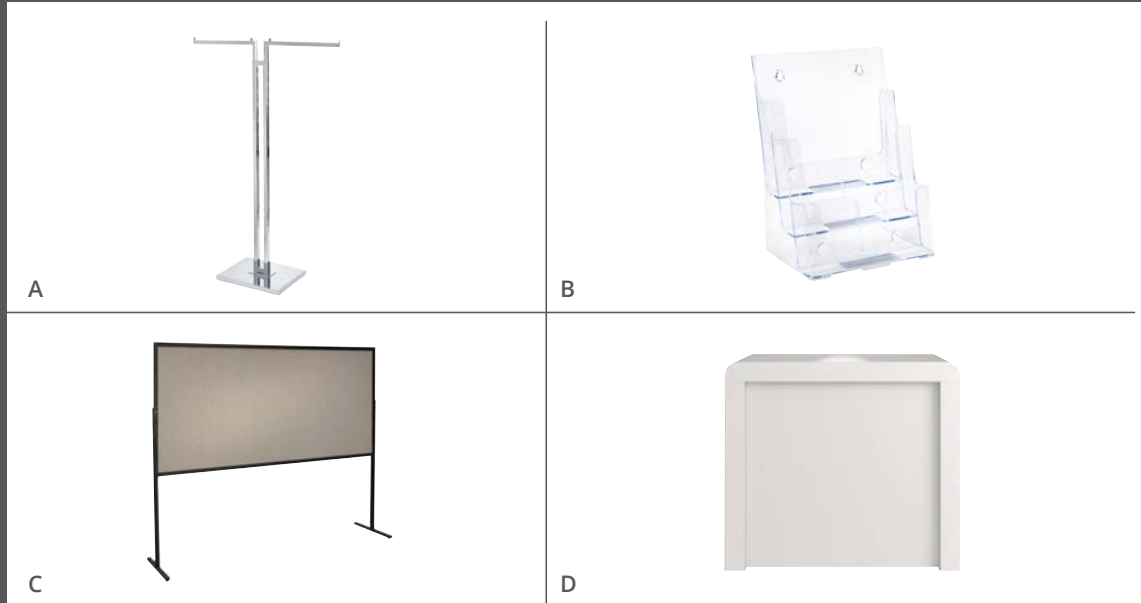
B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.



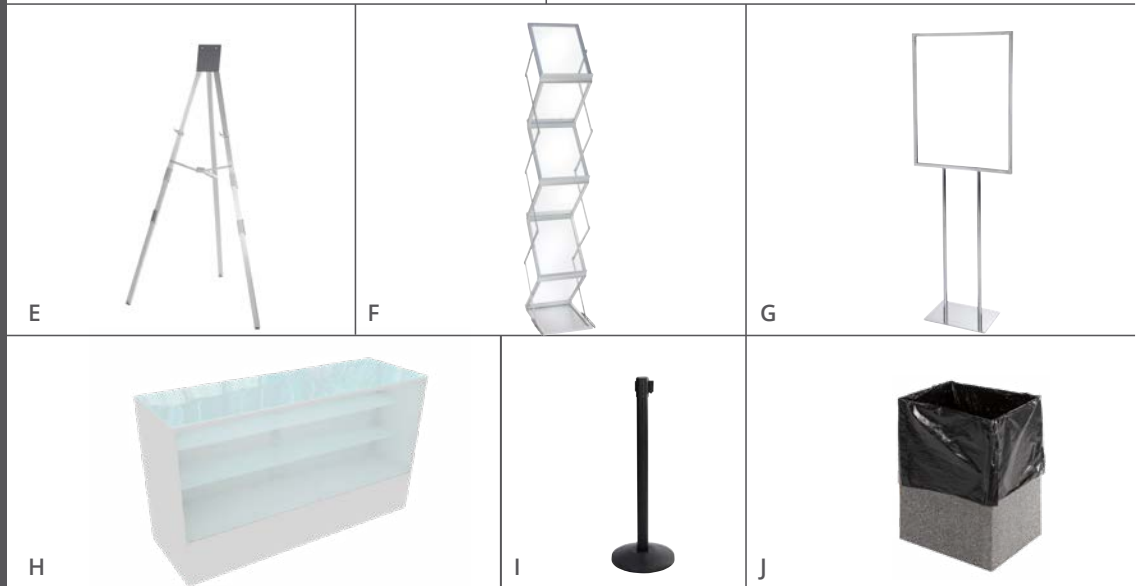
## Accessories / Pipe & Drape

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

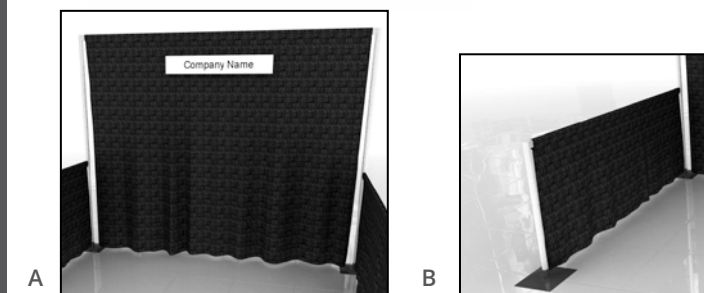


### Pipe & Drape

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



PLEASE NOTE:  
Colors and style may vary upon availability.



**T3 Advance Discount Deadline:**  
Order and payment due by Thursday, May 29, 2025

## Furniture / Accessories / Pipe & Drape Order Form

	Quantity		Discount Price		Standard Price		Extended Price
<b>Furniture</b>							
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	\$275.00	or	\$392.86	= \$	_____
B. Side Chair – Black (FRN-SIDEXHR-01a)	_____	x	\$185.00	or	\$264.29	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
<b>Accessories</b>							
A. Bag Stand (ACC-001a)	_____	x	\$292.00	or	\$417.14	= \$	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	\$110.00	or	\$157.14	= \$	_____
C. Poster Display Board (FRN-PSTBRD-01a)	_____	x	\$298.00	or	\$425.71	= \$	_____
D. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	\$757.00	or	\$1,081.43	= \$	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	\$982.00	or	\$1,402.86	= \$	_____
E. Sign Easel (ACC-004a)	_____	x	\$122.00	or	\$174.29	= \$	_____
F. Literature Stand (ACC-005a)	_____	x	\$233.00	or	\$332.86	= \$	_____
G. Sign Stand – 22" w x 28" h (ACC-007a)	_____	x	\$197.00	or	\$281.43	= \$	_____
H. Display Showcase, 6'	_____	x	\$550.00	or	\$785.71	= \$	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	\$129.00	or	\$184.29	= \$	_____
J. Wastebasket (ACC-010a)	_____	x	\$38.00	or	\$54.29	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
<b>Pipe &amp; Drape</b>							
A. Banjo Drape 8'H, Black (BDRP-8)	_____	x	\$24.00	or	\$34.29	= \$	_____
B. Banjo Drape 3'H, Black (BDRP-3)	_____	x	\$17.00	or	\$24.29	= \$	_____

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

Black      Blue      Burgundy      Gold      Green      Grey      Plum      Red      White

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

**Sales Tax 8.625%** ..... \$ \_\_\_\_\_  
**Est. Total Furn/Access/Pipe&Drape..** \$ \_\_\_\_\_

## Display Tables & Counters

### Skirted Tables

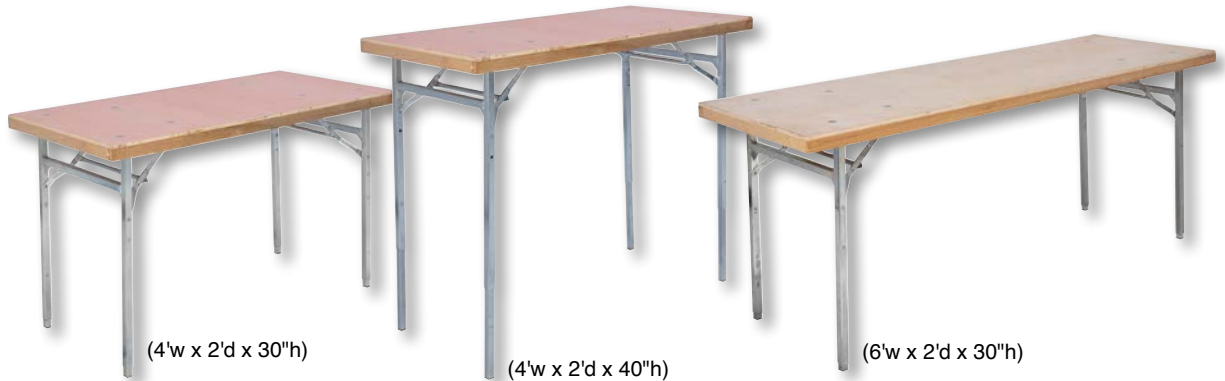
- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

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



### Unskirted Tables

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



### Round Tables

- 40" high round table, Black
- 30" high round table – Black



Skirting not available on round tables.

#### PLEASE NOTE:

Colors and style may vary upon availability for items on this page.

**T3 Advance Discount Deadline:**  
Order and payment due by **Thursday, May 29, 2025**

## Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
<b>30" High Skirted (6' &amp; 8' skirted on 3 sides only)</b>							
4'w x 2'd	_____	x	\$237.00	or	\$338.57	= \$	_____
6'w x 2'd	_____	x	\$277.00	or	\$395.71	= \$	_____
8'w x 2'd	_____	x	\$323.00	or	\$461.43	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$76.00	or	\$108.57	= \$	_____
<b>40" High Skirted (6' &amp; 8' skirted on 3 sides only)</b>							
4'w x 2'd	_____	x	\$276.00	or	\$394.29	= \$	_____
6'w x 2'd	_____	x	\$323.00	or	\$461.43	= \$	_____
8'w x 2'd	_____	x	\$370.00	or	\$528.57	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$87.00	or	\$124.29	= \$	_____

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

Black   
  Blue   
  Burgundy   
  Gold   
  Green   
  Grey   
  Plum   
  Red   
  White

	Quantity		Discount Price		Standard Price		Extended Price
<b>30" High Unskirted</b>							
4'w x 2'd	_____	x	\$93.00	or	\$132.86	= \$	_____
6'w x 2'd	_____	x	\$123.00	or	\$175.71	= \$	_____
8'w x 2'd	_____	x	\$150.00	or	\$214.29	= \$	_____
<b>40" High Unskirted</b>							
4'w x 2'd	_____	x	\$123.00	or	\$175.71	= \$	_____
6'w x 2'd	_____	x	\$150.00	or	\$214.29	= \$	_____
8'w x 2'd	_____	x	\$179.00	or	\$255.71	= \$	_____
<b>Round Tables</b>							
30"d x 30"h, black	_____	x	\$148.00	or	\$211.43	= \$	_____
30"d x 40"h, black	_____	x	\$165.00	or	\$235.71	= \$	_____

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

**Sales Tax 8.625%** ..... \$ \_\_\_\_\_  
**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

	Straight Time	Overtime	Double Time
Labor .....	\$194.00	\$266.00	\$362.00
T3 Supervised Labor .....	\$252.00	\$346.00	\$471.00
Forklift and Operator.....	\$477.00	\$528.00	\$682.00

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

### For Forklift Orders

#### Type of Work Being Performed

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

#### Size of forklift required:

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

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

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

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

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

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

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

**Set-Up Instructions Attached**

**Outbound Shipping Information Attached**

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

# Hanging Sign 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 in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse using the enclosed "Hanging Sign" labels and adhering to the dates on the labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$194.00	\$266.00	\$362.00
T3 Supervised Sign Assembly Labor.....	\$252.00	\$346.00	\$471.00

Does the sign require assembly? Yes          No  
(assembly labor performed at rates above)

Requested Date & Time**	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	x	x	= \$	_____
Dismantle _____	x	x	= \$	_____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	\$875.00	\$910.00	\$1,033.00

Requested Date & Time**	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	x	x	= \$	_____
Dismantle _____	x	x	= \$	_____

Note: Final billing will include time, materials, assembly, installation and dismantle.  
\*\*We will do our best to accommodate the requested date and time.  
Crew size is at the discretion of T3 Expo.

### Supervision of all labor is required (check one)

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

On site/after hours contact name: \_\_\_\_\_

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

On site/after hours contact name: \_\_\_\_\_

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

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

**Set-Up Instructions Attached**

**Outbound Shipping Information Attached**  
(for T3 Expo Supervised Dismantle only)

**Estimated Total Hanging Sign..... \$** \_\_\_\_\_

# Hanging Sign Description & Position

## Description of Sign

### Material

Cloth/Vinyl      Wood      System      Metal      Other \_\_\_\_\_

Single Sided      Double Sided      Pockets      Grommets      # of Hang Points \_\_\_\_\_

### Shape

Square      Circle      Triangle      Pinwheel      Other \_\_\_\_\_

### Dimensions

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Approx Weight \_\_\_\_\_ lbs.

### Assembly Required?

Yes      No

### Electricity Required?

Yes      No

### Chain Motors Required? (call/email T3 Expo for rates)

Yes      No      Qty \_\_\_\_\_

### Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes      No

### Position of Sign

Distance from the floor to the top of the sign \_\_\_\_\_ or \_\_\_\_\_ to maximum height allowed

### Location

Center of Booth

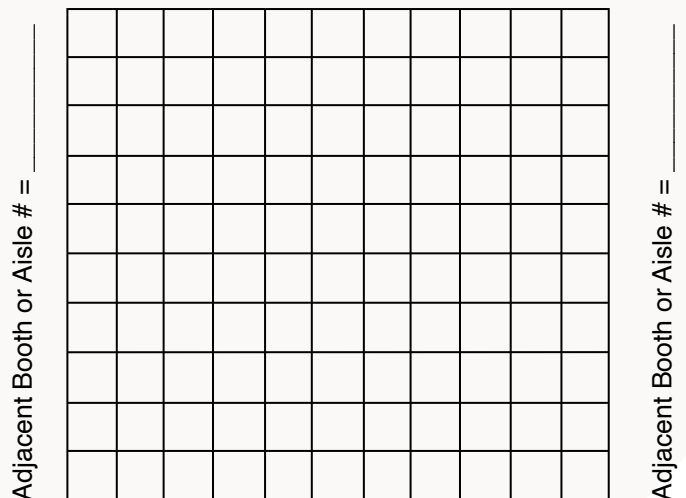
See Diagram Below

Each square = \_\_\_\_\_

Adjacent Booth or Aisle # = \_\_\_\_\_

### Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.



Adjacent Booth or Aisle # = \_\_\_\_\_

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



## Accessible Storage & Cleaning Order Form

### Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

### Accessible Storage

**Accessible Storage is \$3.65 per square foot per day.**

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

Access Storage	Area	# Days	Extended Price
	\$3.65 per sq. ft x _____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor .....	\$194.00	\$266.00	\$362.00

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

Cleaning	Area	Price	# Days	Extended Price
Porter Service ....	_____ x _____	x \$1.10 per sq. ft.	x _____	= \$ _____
Vacuuming .....	_____ x _____	x \$0.85 per sq. ft.	x _____	= \$ _____

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

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

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

ADVANCE DISCOUNT DEADLINE - Thursday, May 29, 2025

Sales Tax 8.625%



SPECIAL EVENT

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

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

2025 FURNITURE PRODUCT LIST WITH PRICING

# 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 .....	= \$ _____
Vehicle Spotting Fee .....	= \$ _____
Cartload Service .....	= \$ _____
Booth Packages .....	= \$ _____
Meeting Room Packages .....	= \$ _____
Carpet.....	= \$ _____
Furniture & Accessories .....	= \$ _____
Display Tables & Counters.....	= \$ _____
Display Labor & Forklift .....	= \$ _____
Hanging Sign.....	= \$ _____
Accessible Storage .....	= \$ _____
Cleaning .....	= \$ _____
Custom Furniture .....	= \$ _____
<b>Total:</b>	<b>\$ _____</b>

### Secure Online Payments

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

### Exhibitor Profile

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

### Method of Payment

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

**Wire Transfer\*\***  
**Credit Card**

**Please Return EAC Form By:  
Friday, May 23, 2025**

## Notification Of Intent To Use EAC

### Important Information

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

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

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

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

Please return to: **T3 Expo**  
8 Lakeville Business Park  
Lakeville, MA 02347  
RE: The Chips to Systems Conference 2025

Phone: +1.888.698.3397  
Email: [orders@t3expo.com](mailto:orders@t3expo.com)

### Exhibiting Company Information

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

### Exhibitor Appointed Contractor Information

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

## Third Party Authorization

### Important Information

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

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

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

### Third Party covering the following charges for exhibitor:

- Material Handling
- Vehicle Spotting Fee
- Cartload Service
- Booth Package
- Meeting Room Package
- Carpet
- Furniture & Accessories
- Display Tables & Counters
- Display Labor & Forklift
- Hanging Sign
- 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.**



# San Francisco, CA Labor Guidelines

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

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

### Exhibit/Booth Installation & Dismantle

The San Francisco Bay Area has an agreement for installation and dismantle labor in the hotels and convention centers with the local Union. The installation or dismantling of an exhibit requiring the use of hand tools, or which takes one exhibitor more than 30 minutes, or which is greater than ten feet in width, requires the hiring of Union labor.

### Material Handling

Union personnel have exclusive jurisdiction over all freight brought or delivered to the show floor. The General Contractor controls dock access, and may station Union personnel at any entrance to enforce this regulation. Union personnel's material handling equipment includes dollies, hand-trucks, pallet-jacks, forklifts, and genie lifts. One exhibitor may hand-carry his or her own materials into an exhibit facility only if such is small enough to be handled on one trip and without the use of wheels.

Union personnel also has jurisdiction over audio visual equipment. However, booth labor may be needed to install digital signage, and affix mounting brackets, etc., to your exhibit structure.

### Electrical

The Electricians Union handles electrical installation, including any wiring beneath flooring. However, labor may distribute and connect most power and lighting.

### 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.

# ANCILLARY INFORMATION & FORMS

## Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
<a href="#">Electrical Services</a>	Edlen	Phone: 650-225-0900 Email: <a href="mailto:sanfrancisco@edlen.com">sanfrancisco@edlen.com</a> <a href="http://www.edlen.com">www.edlen.com</a>
<a href="#">Internet &amp; Telephone Services</a>	Moscone Center	Phone: 415-974-4080 <a href="http://www.moscone.com/internet-telecom">www.moscone.com/internet-telecom</a>
<a href="#">Film and Video Services</a>	Moscone Center	Phone: 415-974-4077 <a href="mailto:moscone@projection.com">moscone@projection.com</a>
<a href="#">Catering Menu</a> <a href="#">Catering Order Form</a>	SAVOR... San Francisco	Phone: 415-974-4040 <a href="http://www.moscone.com">www.moscone.com</a>
<a href="#">Audio Visual Services</a>	Pixel	Phone: 615-207-5410 Email: <a href="mailto:exhibitororder@beapixel.com">exhibitororder@beapixel.com</a>
<a href="#">Lead Retrieval Services</a>	CompuLEAD	Phone: 708-786-5565 Email: <a href="mailto:exhibitor-support@csireg.com">exhibitor-support@csireg.com</a> <a href="http://compusystems.com/order">compusystems.com/order</a>
<a href="#">Floral Services</a>	National Plant Floral	Phone: 702-956-8011 Email: <a href="mailto:exhibitorservice@nationalplantfloral.com">exhibitorservice@nationalplantfloral.com</a>
<a href="#">Security Services</a>	RA Consulting	Phone: 714-543-3131 Email: <a href="mailto:orders@raconsulting.us">orders@raconsulting.us</a>
<a href="#">IAEE Rules</a>		