

# HUMAN[X]

---

## EXHIBITOR SERVICES KIT

HumanX 2025

March 10-12, 2025

Fontainebleau Hotel

Las Vegas, NV



**MARCH 10-13, 2025**  
FONTAINEBLEAU LAS VEGAS

We're thrilled to have you as a sponsor of HumanX on Monday March 10 - Thursday March 13 at The Fontainebleau in Las Vegas, NV. The Exhibitor Kit provides everything you need for pre-show and onsite planning, including details on official show contractors and vendors below.

<b>General Contractor - T3 Expo</b> Booth Build & Furnishings, Installation and Dismantle Booth Labor Services, Shipping & Material Handling, Booth/Show Cleaning  <a href="#">Online Ordering</a> Email: <a href="mailto:help@t3expo.com">help@t3expo.com</a> Phone: 888-698-3397	<b>Encore - Exclusive Services</b> Electrical, Internet/Telecommunications, Rigging/Lighting/Banner Hanging, Satellite Services, Private Meeting Room AV services  <a href="#">Online Ordering</a> AV Services: <a href="mailto:kennedi.frei@encoreglobal.com">kennedi.frei@encoreglobal.com</a>
<b>Audio &amp; Visual - Clarity Experiences</b> Exhibit Hall AV services [Monitors, etc.]  <a href="#">Online Ordering</a> Email: <a href="mailto:exhibits@clarityexperiences.com">exhibits@clarityexperiences.com</a>	<b>Floral &amp; Decor - Expo Ease</b>  <a href="#">Online Ordering</a> Email: <a href="mailto:info@expoease.com">info@expoease.com</a> Phone: 702-368-2868

### Show Floor Schedule

FUNCTION DATE	DATE	HOURS (PT)
EXHIBITOR BUILD**: 400 sq ft (20'X20') & Larger Custom Booths	SATURDAY, MARCH 8	9:00 AM – 7:00 PM
EXHIBITOR BUILD**: 200 sq ft (10'X20') & Larger Custom Booths Only	SATURDAY, MARCH 8	3:00 PM - 7:00 PM
EXHIBITOR BUILD & MOVE-IN**: 100 sq ft (10'X10') & Larger Turnkey Booths + All Custom Booth Builds Continued	SUNDAY, MARCH 9	9:00 AM - 7:00 PM
EXHIBITOR BUILD & MOVE-IN**: Startup Kiosks, Pavilions, Meeting Pods/Cubes, + All Custom Booth Builds Continued	SUNDAY, MARCH 9	1:00 PM - 7:00 PM
SHOW FLOOR OPEN	MONDAY, MARCH 10	9:00 AM - 7:00 PM <i>Exhibitor access at 8:00 am</i>
	TUESDAY, MARCH 11	9:00 AM - 6:00 PM <i>Exhibitor access at 8:00 am</i>
	WEDNESDAY, MARCH 12	9:00 AM - 6:00 PM <i>Exhibitor access at 8:00 am</i>

# HUMAN[X]

MARCH 10-13, 2025  
FONTAINEBLEAU LAS VEGAS

EXHIBITOR MOVE OUT	WEDNESDAY, MARCH 12	6:00 PM - 10:00 PM
EXHIBITOR MOVE OUT	THURSDAY, MARCH 13	8:00 AM - 4:00 PM

\*Exhibitor Booths must be completed and all freight must be removed from the show floor by Sunday, March 9th at 7:00PM

\*\*Saturday and Sunday are build days, which means pre-built structures will not be fully ready until the show floor opens on Monday at 9:00AM

To ensure you have the best experience at HumanX, we encourage you to do the following as soon as possible:

1. [Book your hotel room](#). The discounted room rates are expected to sell out early.
2. All attendees must be registered to attend HumanX. Please register any remaining tickets as soon as possible [here](#).
3. Review our [Sponsor FAQs](#) to stay on track.
4. Follow & engage with our social networks: [LinkedIn](#).
5. Questions? Contact Us: [sponsors@humanx.co](mailto:sponsors@humanx.co).

## HumanX 2025 Exhibitor Guidelines

In addition to the [Exhibitor Rules & Regulations](#), all exhibitors must also abide by the below guidelines

### Age Restriction

All exhibitor personnel entering the show floor must be 18 years of age or older. No one under the age of 18 years old will be allowed on the show floor at any time including move-in, show days and move-out. For all night events held at HumanX all must be 21 years old to attend.

### Balloons

At no time are exhibitors allowed to bring helium balloons into the facility.

### Booth Approval

All exhibitors with a custom booth 10'x20' (200 sq ft) and larger, who are planning to build out their space, are required to submit the following: a rendering of their build with all dimensions, technical plans to include elevations (indicating maximum height of the build) and all materials used (+flame retardant certificates) to [show management](#) for approval by **Friday, February 7, 2025**.

*This is a mandatory requirement and plans not received before move-in will not be allowed to start construction until Show Management has assessed these documents. This may lead to delays in your booth being built and restrictions on elements of your booth that are not approved to be in accordance with the show rules & regulations.*

### Booth Height and Line of Sight

- 10'x20' inline booths have a maximum back wall height limitation of 8 feet high.
- Booths that are 400 sq feet (20'x20') or larger and have aisles on all four sides (island booths) are permitted to a max height restriction of 13 feet high, measuring from the floor to the top of the booth

structure or hanging sign.

- If your booth does not meet these height requirements, you must submit a rendering of your booth, with dimensions to [show management](#) for approval by **Friday, February 7, 2025**.
- All booth displays and businesses must be conducted within your booth space and arranged in such a manner so as to not obstruct sight lines of neighboring exhibitors.
- Displays shall not block or obstruct the view of a neighboring exhibitor. If such protocol is not adhered to, HumanX has the right to remove the item in question unless pre-approved prior.

## Code of Conduct

Please review [HumanX's Code of Conduct](#).

## Dress Code

During move-in and move-out closed-toe shoes must be worn at all times in the exhibit hall and docks. No open-toed footwear, sandals or flip flops allowed.

During show hours exhibitor personnel must be dressed appropriately and confine their activities on behalf of the exhibitor to their space. The dress code is business casual.

## Exhibitor Appointed Contractor (EAC)

If your company plans to bring in the services of any independent contractors other than T3 Expo, you must complete and submit the EAC form along with the EAC's Certificate of Insurance to [orders@t3expo.com](mailto:orders@t3expo.com) by **Friday, February 7, 2025**. To download the EAC form and view the EAC and COI requirements please refer to the exhibitor kit.

*This is a mandatory security requirement to permit EACs access to your booth during move-in and move-out. EACs who arrive onsite and have not been registered will be required to provide this information including their Certificate of Insurance (COI) before they are permitted access. This may lead to delays in your booth being built or access refused if they cannot produce the documents required.*

## Exhibitor Booth Floor Covering

Exhibitors are responsible for providing or arranging their own carpeting/floor covering in the booth area, unless included in the Turnkey booth packages, Startup kiosks, or Pavilion kiosks.

## Fire Regulations

All exhibitors must comply with [Fire Regulations](#) and safety rules as posted in the exhibitor kit.

## Food & Beverage

NO OUTSIDE FOOD AND BEVERAGE IS ALLOWED. Catering and all food and beverage products must be ordered through the Fontainebleau. Any special requests beyond these menus have to be placed through



**MARCH 10-13, 2025**  
FONTAINEBLEAU LAS VEGAS

The Fontainebleau and will be subject to corkage and handling fees. Email [sasha.kumar@fblasvegas.com](mailto:sasha.kumar@fblasvegas.com) for further questions.

## **Insurance Requirements**

- For Exhibitors: As a sponsor benefit, HumanX will be including liability insurance which meets all insurance requirements for HumanX 2025. This benefit only applies to the exhibitor contracted directly with HumanX. Exhibitors are not required to submit their own compliant insurance.

However, if the exhibitor hires an outside Exhibitor Appointed Contractor (EAC) for any services used other than the in-house general contractor that HumanX uses, they must comply with the below liability request.

- All Exhibitor Appointed Contractors (EACs): must maintain the following insurance from the first day of their move until the last day of their move out at HumanX. No access to the floor will be granted without insurance coverage.

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits as stated below. Insurance coverage for Exhibitor Appointed Contractor is not optional.

Such insurance shall include contractual liability and product liability covered with the following limits:

- COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form) covering bodily injury, property damage, products and completed operations, and personal and advertising injury with minimum limits of one million dollars (\$1,000,000) per occurrence. This policy shall include contractual liability coverage applicable to the indemnities assumed hereunder. If the policy has a general aggregate limit, either the general aggregate shall apply separately to this project/location, or the general aggregate limit shall be two times (2X) the required occurrence limit.
- WORKERS' COMPENSATION INSURANCE with statutory limits as required by law and Employer's Liability Insurance covering legal obligation to pay damages for bodily injury or occupational disease (including death) sustained by an employee with minimum limits of: \$1,000,000 bodily injury by accident; \$1,000,000 bodily injury by disease; \$1,000,000 policy limit.
- AUTOMOBILE LIABILITY INSURANCE covering loss arising out of the ownership, maintenance, operation, or use of any motor vehicle, whether owned, hired, or non-owned, with minimum limits of one million dollars (\$1,000,000) per accident for bodily injury and property damage. Appropriate endorsements should be evidenced if hazardous waste is to be transported – ISO MCS 90 and CA 9948 (Broadened Pollution Liability Endorsement).
- UMBRELLA/EXCESS LIABILITY INSURANCE policies must follow the form of the underlying primary policies (except Workers' Compensation) with minimum limits of four million dollars (\$4,000,000) per occurrence.
- All required insurance policies shall name as Additional Insured, Fontainebleau Las Vegas, Risk



**MARCH 10-13, 2025**  
FONTAINEBLEAU LAS VEGAS

Management and each of their parent subsidiaries and affiliates and each of their officers, directors, agents, and employees as respects the conduct of the named insured(s) in or about the property of Fontainebleau Las Vegas, Risk Management → EACs must name HumanX and T3 Expo, LLC as additional insured.

## **Internet**

Complimentary WiFi will be provided on the show floor, however, HumanX cannot guarantee uptime consistency throughout the duration of the event. We strongly recommend a dedicated internet connection if you intend to stream audio/video content or conduct live demonstrations/presentations within and around your exhibit. See your dedicated internet options through The Fontainebleau, [HERE](#).

## **Lighting**

Overhead lighting is permitted. No lighting, fixtures, lighting trusses, or overhead lighting may be hung or shined outside the boundaries of the exhibit space so as not to be distracting to adjacent exhibitors.

Exhibitors may not shine logos onto the ceiling, aisles, facility wall or adjacent booths and spotlights may not be mounted to the ceiling outside the boundaries of the exhibit space. HumanX reserves the right to remove/turn off any lighting that does not comply and the exhibitor will be responsible for any charges related to this action.

## **Meeting Room Buildouts**

Meeting rooms that have custom build outs must be approved. Renderings need to be sent to [Sasha.Andrade@encoreglobal.com](mailto:Sasha.Andrade@encoreglobal.com), [Sasha.Kumar@FBLasVegas.com](mailto:Sasha.Kumar@FBLasVegas.com) and [sponsors@humanx.co](mailto:sponsors@humanx.co). An EAC form and COI must also be submitted to [orders@t3expo.com](mailto:orders@t3expo.com) by **Friday, February 7, 2025**.

The custom build outs must be contained to the space inside the assigned room. Nothing is permitted to be built or placed outside the meeting room or in the hallway. Any buildouts must adhere to the Fontainebleau meeting room rules & regulations.

## **Multi-Level Booths**

Multi-level exhibits are NOT permitted due to low ceiling heights.

## **Power**

Power is not included with space only exhibit spaces (does not apply to turnkey packages). Power must be ordered separately from [Encore](#). All power cords must be confined to the Exhibitor's space. Exhibitors are not permitted at any time to run power cords across or underneath the exhibit hall aisle carpet or any area outside of their allocated space.



**MARCH 10-13, 2025**  
FONTAINEBLEAU LAS VEGAS

### **Promotional Materials/Activities**

All promotional materials/activities must be confined to your booth and/or meeting space. Exhibitors are not permitted to distribute promotional materials in any areas outside of their allocated space without prior approval from HumanX.

### **Registration**

Every attendee must be registered and is required to wear a HumanX badge in order to access any part of the HumanX event including sessions, meal functions, networking receptions, meeting rooms, and the show floor. Anyone who requires access to your booth during show hours must be registered for HumanX. Click [here](#) to register and purchase any additional passes that you need.

### **Selling Products or Services**

Selling exhibited products or services will not be permitted. At no time may the exhibit or product display be altered to fulfill a transaction. No signage or advertising of product pricing will be allowed. HumanX reserves the right to prohibit the sale of any product for any reason.

### **Hanging Signage/Banners**

Hanging signs/banners are only allowed by approval of the [show management](#) team. To request approval, please send request to [sponsors@humanx.co](mailto:sponsors@humanx.co).

Hanging signs/banners may not exceed the length of any side of your booth space or hang over the common aisle space. The top of any hanging banner may not exceed the maximum height restriction of 13' feet.

In order to facilitate exhibitor move-in, hanging signs MUST be shipped in advance to T3 Expo's warehouse using the custom hanging sign labels found in the exhibitor kit. Hanging signs will not be accepted onsite.

Exhibitors are not permitted to display signage in any areas outside of their allocated booth/meeting space without prior approval from HumanX. Popup banners are not permitted in kiosk or pavilion areas. No outside decor or signage is allowed to be affixed to the physical kiosk structure.

### **Sound**

Sound must be maintained at a level that is not disruptive or is determined offensive to neighboring exhibitors.

### **Vehicles**

Vehicles that are to be brought into the facility must be pre-approved by show management, Fontainebleau. All require individual permits and Fire Marshall approval. Exhibitors must abide by all display vehicle rules and regulations found in The Fontainebleau [Contractor & Vendor Policies and Procedures](#).



# HUMAN[X]

MARCH 10-13, 2025  
FONTAINEBLEAU LAS VEGAS

If you have any questions, please contact [show management](#).

# Welcome

---

Dear HumanX 2025 Sponsor,

T3 Expo is proud to have been selected as the official service contractor for HumanX 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



# Table of Contents

## T3 EXPO INFORMATION

Show Information.....	12
Important Dates & Deadlines Checklist .....	14
Preshow Checklist .....	15
On-site Checklist .....	16

## SHIPPING INFORMATION

Material Handling .....	18
Shipping Addresses.....	19
Vehicle Spotting Fee .....	20
Cartload Service.....	21
Airways Freight Shipping Form .....	22
Advance Shipment Labels .....	23
Hanging Sign Advance Shipment Labels .....	24

## T3 SERVICE INFORMATION & FORMS

10' x 20' Custom Booth .....	26
Startup Turnkey Package .....	27
Deluxe Startup Turnkey Package.....	28
10' x 10' Turnkey Package .....	29
10' x 20' Turnkey Package .....	30
20' x 20' Turnkey Package .....	31
20' x 30' Turnkey Package .....	32
Print Production Artwork Requirements .....	33
Carpet Options .....	34
Carpet & Padding Order Form.....	35
Furniture – Standard Chairs .....	36
Accessories.....	37
Furniture & Accessories Order Form.....	38
Display Tables & Counters.....	39
Display Tables & Counters Order Form .....	40
Display Labor & Forklift Order Form.....	41
Accessible Storage & Cleaning Order Form.....	42
AFR Furniture Rental Catalog & Order Forms .....	43
CORT Tradeshow Furniture Catalog & Order Forms .....	44

## ADDITIONAL INFORMATION & FORMS

Payment Information.....	46
HumanX EAC Information.....	47
Example – Certificate Of Liability Insurance Form .....	49
Notification Of Intent To Use EAC .....	50
Third Party Authorization .....	51
United States Fire Department Regulations .....	52
Las Vegas, NV Labor Guidelines .....	53

## ANCILLARY INFORMATION & FORMS

Exhibitor Services Ordering Links .....	55
Lead Retrieval Services.....	56
Floral & Decor Services.....	57
Corporate Events Powered by Jampack – Offerings and Contact Information .....	58

# T3 EXPO INFORMATION

## Show Information

### Location

Fontainebleau Hotel  
2777 S. Las Vegas Blvd  
Las Vegas, NV 89109

### Exhibit Hall

Royal Ballroom

### T3 Expo Exhibitor Service Center Hours

Our Service Center will be staffed during the following hours:

Saturday, March 8 ..... 8:00 am – 7:00 pm  
Sunday, March 9 ..... 8:00 am – 7:00 pm  
Monday, March 10 ..... 8:00 am – 6:00 pm  
Tuesday, March 11 ..... 8:00 am – 6:00 pm  
Wednesday, March 12 ..... 8:00 am – 6:00 pm  
Thursday, March 13 ..... 8:00 am – 4:00 pm

Exhibitor Build/Setup	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Saturday, March 8 9:00 am – 7:00 pm (20'x20') & Larger Custom Booths Only	Monday, March 10 9:00 am – 7:30 pm	Wednesday, March 12 6:00 pm – 10:00 pm	Friday, March 14 By 10:00 am at the <b>T3 Warehouse</b>
Saturday, March 8 3:00 pm – 7:00 pm (10'x20') & Larger Custom Booths Only	Tuesday, March 11 9:00 am – 6:00 pm	Thursday, March 13 8:00 am – 4:00 pm	
Sunday, March 9 9:00 am – 7:00 pm 100 sq ft (10'x10') & Larger Turnkey Booths + All Custom Booth Builds Continued	Wednesday, March 12 9:00 am – 6:00 pm		
Sunday, March 9 1:00 pm – 7:00 pm *Startup, Kiosks, Pavilions, Meeting Pods/Cubes + All Custom Booth Builds Continued			

\*Exhibitor Booths must be completed and all freight must be removed from the show floor by Sunday, March 9 at 7:00 pm.

\*\*Saturday and Sunday are build days which means pre-built structures will not be fully ready until the show floor opens on Monday at 9:00 am.

### PLEASE NOTE:

***All Outbound Shipments will be returned to,  
and must be picked up from, the T3 Warehouse;***

**T3 Warehouse  
1720 Raiders Way  
Henderson, NV 89052**

***and picked up from there on Fri., March 14***

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

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

## Show Information (Continued)

### Booth Spaces

All spaces include access to generally offered WiFi.

For 10x20 Custom Booth Only, please refer to page 26.

### Turnkey Packages

All spaces include access to generally offered WiFi.

All spaces are required to have Flooring including Raw Booth Space.

All Turnkey Booths, Startups, Meeting Pods and Cubes include standard electrical outlet and carpet.

For Booth Turnkey Packages (Startups, 10x10, 20x20, 20x30), please refer to pages 26-32.

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

### Exhibit Hall Carpet

The exhibit hall aisles are carpeted. Exhibitors with spaces 10x10 and above must provide floor covering/carpet for their booth (carpet is included in turnkey packages), please refer to the carpet options on pages 34-35.

## Important Dates & Deadlines Checklist

Friday, January 31, 2025 .....	Turnkey Package Order Deadline
Friday, January 31, 2025 .....	Turnkey Carpet Selection Deadline
Friday, January 31, 2025 .....	Receiving at Advance Warehouse Begins
Friday, February 7, 2025 .....	Turnkey Package Artwork Submission Deadline
Friday, February 7, 2025 .....	Exhibitor Appointed Contractor Form Deadline
Friday, February 14, 2025 .....	Turnkey Package Artwork Approval Deadline
Thursday, February 13, 2025 .....	T3 Service Orders Advance Discount Deadline
Thursday, February 13, 2025 .....	Custom Furniture Advance Discount Deadline
Thursday, February 27, 2025 .....	Last Day for Advance Shipments to Arrive without Surcharges
Sunday, March 9, 2025 .....	All Exhibits Must Be Set by 7:00 pm
Friday, March 14, 2025 .....	All Carriers Must Check In by 10:00 am <b>at the T3 Warehouse</b>

# 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/HumanX 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.

# SHIPPING INFORMATION

HumanX 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, February 27, 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.

**Shipments Returned to Warehouse:** Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound and must be picked up within 72 hours to avoid storage charges.

## 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, March 14, 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, January 31, 2025. Shipments arriving prior to this date may be refused.

#### Crated or Uncrated

Shipment Weight ..... x \$2.05/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$79.00 ea. = \$ \_\_\_\_\_

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

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

## Shipping Addresses

### Advance Shipments to T3 Expo Warehouse

#### Address

To: (Exhibiting Company Name)  
(Booth #)

For: HumanX 2025

c/o: T3 Expo  
c/o: 1720 Raiders Way  
Henderson, NV 89052

#### Information

Advance shipments will be accepted beginning on Friday, January 31, 2025 through Thursday, February 27, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Thursday, February 27, 2025 will be charged an additional 30% per pound.

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

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

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

**T3 Advance Discount Deadline:**  
**Order and payment due by Thursday, February 13, 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	\$350.00	=	\$ _____

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 Spotting Fee Estimate** .....\$ \_\_\_\_\_

## Cartload Service

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

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

### Special Freight Services – Small Passenger Vehicles Only!

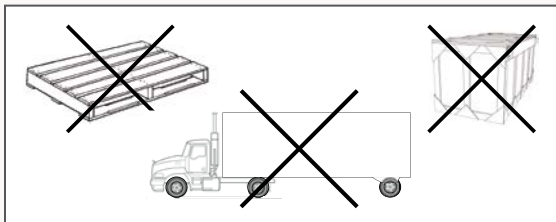
#### Maximum Weight 300 lbs

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

### Hand-carry Information

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

**To receive this service, watch for the Cartload Service signage**



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

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

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

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

# **AIRWAYS**FREIGHT<sup>®</sup>

**LAND • AIR • SEA**

*Delivering Performance*

IN PARTNERSHIP WITH: **T3expo<sup>®</sup>**

**35+ years in the Trade Show Industry**  
**24/7/365 Experienced Service**  
**Next day, 2-day, Deferred Options**  
**Available via LAND - AIR - SEA!**



**USA & CANADA**  
**800.643.3525**

[www.airwaysfreight.com](http://www.airwaysfreight.com)

**MikeHoganjr@airwaysfreight.com**

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

# ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 31, 2025 TO THURSDAY, FEBRUARY 27, 2025

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

Exhibitor Name

c/o: T3 Expo  
c/o: 1720 Raiders Way  
Henderson, NV 89052

Event: **HumanX 2025**

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

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

# ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 31, 2025 TO THURSDAY, FEBRUARY 27, 2025

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

Exhibitor Name

c/o: T3 Expo  
c/o: 1720 Raiders Way  
Henderson, NV 89052

Event: **HumanX 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, JANUARY 31, 2025 TO THURSDAY, FEBRUARY 27, 2025

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

Exhibitor Name

c/o: T3 Expo  
c/o: 1720 Raiders Way  
Henderson, NV 89052

Event: **HumanX 2025**

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

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

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 31, 2025 TO THURSDAY, FEBRUARY 27, 2025

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

Exhibitor Name

c/o: T3 Expo  
c/o: 1720 Raiders Way  
Henderson, NV 89052

Event: **HumanX 2025**

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

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

# T3 SERVICE INFORMATION & FORMS

**Exhibitor Order Deadline:** ..... Friday, January 31, 2025  
**Artwork Submission Deadline:** ..... Friday, February 7, 2025  
**Artwork Approval Deadline:** ..... Friday, February 14, 2025  
An additional \$630.00 rush fee will be added to the total price of the package if graphic files are received after Friday, February 7, 2025.

## 10' x 20' Custom Booth



### Standard Package

(1) 8'h x 20'w White Backwall

### Custom Graphic Backwall Upgrade – \$2,400.00

- **IMPORTANT:** With the placement of the backwall, the interior dims are 8' x 20'. This backwall CANNOT be removed.
- Standard and Specialty Furniture are the only furniture options available for this package.
- Exhibitors may bring in their own popup or wall to be placed against the structure wall provided. If bringing in a popup or wall, the exhibitor MUST submit a picture with dimensions to HumanX show management for approval.
- To add electrical drops, please reference the Electrical Order Form, page 55.
- Carpet is not included but may be ordered on pages 34-35 of this kit.
- To order AV, please use the AV order form on page 55 –  
\*Monitors cannot be mounted to the backwall.

### Submit This Form

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

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

### Submitting Artwork

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

**Sales Tax 8.375%** ..... \$ \_\_\_\_\_  
**Graphics Upgrade Total**..... \$ \_\_\_\_\_

**Exhibitor Order Deadline:** ..... **Friday, January 31, 2025**  
**Artwork Submission Deadline:** ..... **Friday, February 7, 2025**  
**Artwork Approval Deadline:** ..... **Friday, February 14, 2025**  
An additional \$705.00 rush fee will be added to the total price of the package if graphic files are received after Friday, February 7, 2025.

## Startup Turnkey Package



- (1) 8'h x 4'w with Logo on Backwall
- (1) B3 Counter
- (1) 32" Mounted Monitor\*
- (1) Criss Cross Bar Stool
- (1) 5-AMP Electrical Drop for the Monitor\*\*
- (1) Power Strip
- (1) Wastebasket
- Startup Turnkey Area will be Carpeted – Grey
- Daily Vacuuming (Mon-Wed)  
*\*one preshow vacuuming per day*

\*All monitors come with an HDMI port and cable (no USB port). Monitor upgrade is not permitted for the Startup Booths. If a larger monitor is needed, it must be ordered on a floor/table stand.

\*\*If you require additional drops, please see page 55 for more information.

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

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

### Submit This Form

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

### Submitting Artwork

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

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

**Exhibitor Order Deadline:** ..... **Friday, January 31, 2025**  
**Artwork Submission Deadline:** ..... **Friday, February 7, 2025**  
**Artwork Approval Deadline:** ..... **Friday, February 14, 2025**  
An additional \$705.00 rush fee will be added to the total price of the package if graphic files are received after Friday, February 7, 2025.

## Deluxe Startup Turnkey Package



- (1) Backwall – 8'h x 4'w with Logo on Backwall
- (1) L Counter, 4' Rounded
- (1) 32" Mounted Monitor\*
- (2) Criss Cross Bar Stool
- (1) 5-AMP Electrical Drop for the Monitor\*\*
- (1) Power Strip
- (1) Wastebasket
- Startup Turnkey Area will be Carpeted – Grey
- Daily Vacuuming (Mon-Wed)  
*\*one preshow vacuuming per day*

\*All monitors come with an HDMI port and cable (no USB port). Monitor upgrade is not permitted for the Startup Booths. If a larger monitor is needed, it must be ordered on a floor/table stand.

\*\*If you require additional drops, please see page 55 for more information.

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

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

### Submit This Form

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

### Submitting Artwork

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

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

**Exhibitor Order Deadline:** ..... **Friday, January 31, 2025**  
**Artwork Submission Deadline:** ..... **Friday, February 7, 2025**  
**Artwork Approval Deadline:** ..... **Friday, February 14, 2025**  
An additional \$1,115.00 rush fee will be added to the total price of the package if graphic files are received after Friday, February 7, 2025.

## 10' x 10' Turnkey Package



- (1) 8'h x 9'w Single-Sided Fabric Backwall with Graphics on the Front
- (1) 42"h x 47.5"w x 22"d S4 Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 41"h x 35.75"w x 19.25"d B3 Counter with Locking Cabinet
- (1) 43" Mounted Monitor\*
- (1) 5-AMP Electrical Drop for the Monitor\*\*
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools
- (1) 10' x 10' Standard Booth Carpet – Grey
- (1) Wastebasket
  - Daily Vacuuming (Mon-Wed)
  - \*one preshow vacuuming per day*

\*All monitors come with an HDMI port and cable (no USB port). Monitor upgrade is not permitted for the 10' x 10' Turnkey. If a larger monitor is needed, it must be ordered on a floor/table stand. See A/V Services Order Form for more information, page 55.

\*\*If you require additional drops, please see page 55 for more information.

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

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

### Submit This Form

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

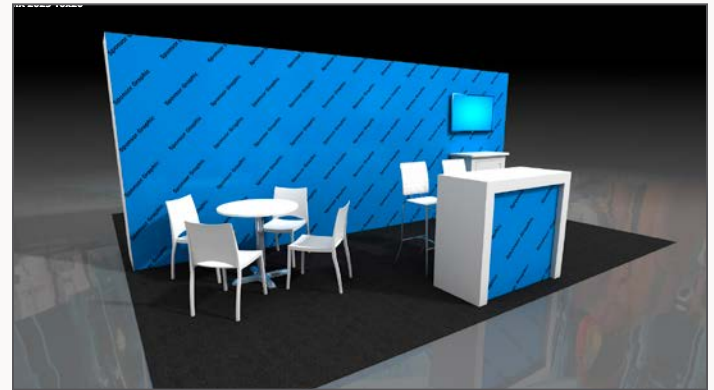
### Submitting Artwork

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

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

**Exhibitor Order Deadline:** ..... **Friday, January 31, 2025**  
**Artwork Submission Deadline:** ..... **Friday, February 7, 2025**  
**Artwork Approval Deadline:** ..... **Friday, February 14, 2025**  
An additional \$1,931.00 rush fee will be added to the total price of the package if graphic files are received after Friday, February 7, 2025.

## 10' x 20' Turnkey Package



- (1) 8'h x 19'w Single-Sided Fabric Backwall with Graphics on the Front
- (1) 42"h x 47.5"w x 22"d S4 Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 41"h x 35.75"w x 19.25"d B3 Counter with Locking Cabinet
- (1) 43" Mounted Monitor\*
- (2) 5-AMP Electrical Drops \*\*
  - (1) per Monitor & (1) Front Counter
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools
- (1) 36" Blanco café Table
- (4) Leslie Chairs
- (1) 10' x 20' Standard Booth Carpet – Grey
- (1) Wastebasket
  - Daily Vacuuming (Mon-Wed)
  - \*one preshow vacuuming per day*

\*All monitors come with an HDMI port and cable (no USB port). 10'x20' Turnkey Packages are only eligible to upgrade to a 43" monitor. If a larger monitor is needed, it must be ordered on a floor/table stand. See A/V Services Order Form for more information, page 55.

\*\*If you require additional drops, please see page 55 for more information.

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

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

### Submit This Form

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

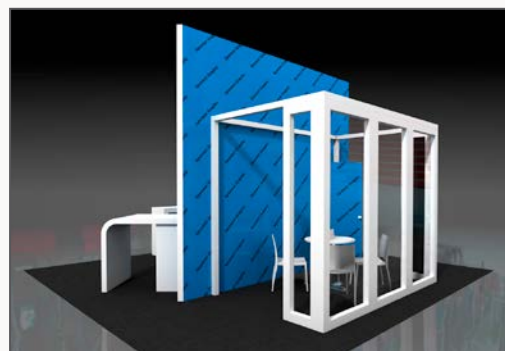
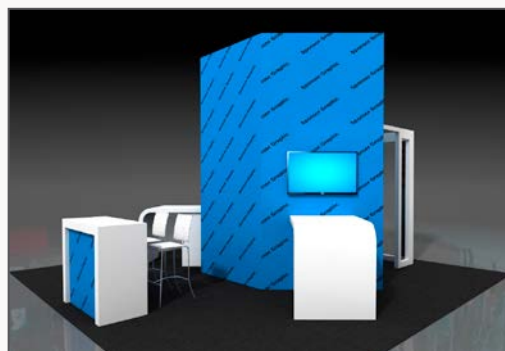
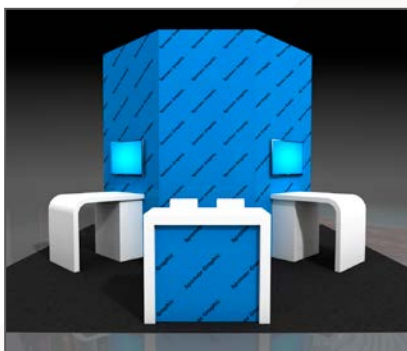
### Submitting Artwork

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

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

**Exhibitor Order Deadline:** ..... **Friday, January 31, 2025**  
**Artwork Submission Deadline:** ..... **Friday, February 7, 2025**  
**Artwork Approval Deadline:** ..... **Friday, February 14, 2025**  
An additional \$4,880.00 rush fee will be added to the total price of the package if graphic files are received after Friday, February 7, 2025.

## 20' x 20' Turnkey Package



- (1) 12'h x 13'w x 6'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls.
- (1) 42"h x 60"w x 22"d S5 Front Counter with Locking Cabinet and Graphic Kick Panel
- (2) 48"l x 38"w - L Counter, 4' Rounded Counter with Locking Cabinet
- (1) 8'h x 10'w 6'd Meeting Room with Clear Plexi Panels
- (2) 43" Mounted Monitors (1) per L counter\*
- (3) 5-AMP Electrical Drops \*\*
  - (1) per Waterfall Demo Counter & (1) Front Counter
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools (Front Counter)
- (1) 36" Blanco café Table (Meeting Room)
- (4) Leslie Chairs (Meeting Room)

- (1) 20' x 20' Standard Booth Carpet – Grey
  - (1) Wastebasket
    - Daily Vacuuming (Mon-Wed)
- \*one preshow vacuuming per day*

### Select Carpet Color:

Standard grey carpet is included in the booth package. If you prefer a different color, optional carpet colors are available for selection. Please choose one of the options below. The deadline for carpet color selection is January 31, 2025, after this date you will receive the default color of grey.



Black



Blue



Grey



Navy



Tuxedo

\*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. See A/V Services Order Form for more information, page 55.

\*\*If you require additional drops, please see page 55 for more information.

Hanging Signs - Please Submit your request for Hanging sign approval to [Sponsors@HumanX.com](mailto:Sponsors@HumanX.com).

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

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

### Submit This Form

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

### Submitting Artwork

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

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

**Exhibitor Order Deadline:** ..... **Friday, January 31, 2025**  
**Artwork Submission Deadline:** ..... **Friday, February 7, 2025**  
**Artwork Approval Deadline:** ..... **Friday, February 14, 2025**  
An additional \$7,053.00 rush fee will be added to the total price of the package if graphic files are received after Friday, February 7, 2025.

## 20' x 30' Turnkey Package



- (1) 12'h x 20'w x 6'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls & Door.
- (1) 42"h x 95"w x 22"d R5 Front Counter with Locking Cabinet and Graphic Kick Panel
- (1) 8'h x 17'w x 8'w L Wall with Lattice Work on 8' side
- (4) 43" monitors with 41"h x 35.75"w x 19.25"d B3 Counter with Locking Cabinet per Monitor
- (1) 8'h x 10'w x 6'd Meeting Room with Overhang Ceiling for Meeting Space (10'l x 6'w over hang)
- (5) 5-AMP Electrical Drops \*\*
  - (1) per Demo Kiosk
  - (1) Charging Cube (Networking Lounge)
  - (1) Front Counter
  - (1) Power Strip per Electrical Drop
- (2) Criss Cross Bar Stools (Front Counter)
- (1) 36" Blanco café Table (Meeting Room & Networking Area)

- (7) Leslie Chairs (Meeting Room & Networking Area)
- (1) Charging Cube with Branding
- (1) 20' x 30' Standard Booth Carpet – Grey
- (1) Wastebasket
  - Daily Vacuuming (Mon-Wed)
  - \*one preshow vacuuming per day*

### Select Carpet Color:

Standard grey carpet is included in the booth package. If you prefer a different color, optional carpet colors are available for selection. Please choose one of the options below. The deadline for carpet color selection is January 31, 2025, after this date you will receive the default color of grey.



Black



Blue



Grey



Navy



Tuxedo

\*All monitors come with an HDMI port and cable (no USB port). If upgrading monitors, all monitors in the designated space must be upgraded simultaneously. See A/V Services Order Form for more information, page 55.

\*\*If you require additional drops, please see page 55 for more information.

Hanging Signs - Please Submit your request for Hanging sign approval to [Sponsors@HumanX.com](mailto:Sponsors@HumanX.com).

[Click here](#) to download graphic templates and instructions & upload your graphic files. Please only order graphics as shown in line with the specifications on these templates.

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

### Submit This Form

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

### Submitting Artwork

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

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

**Artwork Submission Deadline:**  
All artwork due by Friday, February 7, 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)

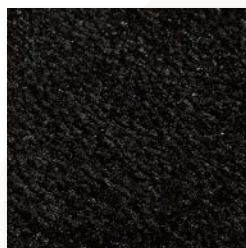
### Please include, in all inquiries:

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

## Carpet Options

**20'X20' & LARGER ONLY CAN UPGRADE**

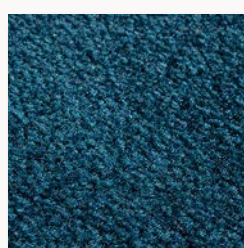
**Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet**



**Black**



**Grey**

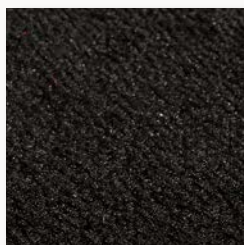


**Navy**



**White**

**Standard Carpet – 16 oz. Nylon Carpet**



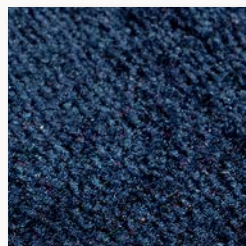
**Black**



**Blue**



**Grey**



**Navy**



**Tuxedo**

PLEASE NOTE: Colors and style may vary upon availability.

**T3 Advance Discount Deadline:**  
Order and payment due by Thursday, February 13, 2025

# Carpet & Padding Order Form

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

**Please enter size and select carpet color**

**20'X20' & LARGER ONLY CAN UPGRADE**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$7.67	or	\$10.96 = \$ _____

**Please select UPGRADED carpet color:**  
(check one)

Black  
Navy

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' \$315.00	or \$450.00	\$ _____	20' x 20' \$1,260.00	or \$1,800.00	\$ _____
10' x 20' \$630.00	or \$900.00	\$ _____	20' x 30' \$1,890.00	or \$2,700.00	\$ _____
10' x 30' \$945.00	or \$1,350.00	\$ _____	20' x 40' \$2,520.00	or \$3,600.00	\$ _____
10' x 40' \$1,260.00	or \$1,800.00	\$ _____	30' x 30' \$2,835.00	or \$4,050.00	\$ _____

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 \$3.15	or	\$4.50 = \$ _____

**Please select STANDARD or CUSTOM carpet color:**  
(check one)

Black  
Navy

Blue  
Tuxedo

Grey

**Carpet Padding**

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$1.79	or	\$2.56 = \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.00	or	\$1.43 = \$ _____
<b>Subtotal: \$ _____</b>				

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

**Sales Tax 8.38%** ..... \$ \_\_\_\_\_  
**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

- A. Bag Stand – Chrome
- B. Literature Holder – Acrylic 3 Tier
- C. Poster Display Board
- D. S4 Counter – 4' wide, Rounded Corners  
S4 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



A



B



C



D



E



F



G



H



I



J

PLEASE NOTE:  
Colors and style may  
vary upon availability.

**T3 Advance Discount Deadline:**  
Order and payment due by Thursday, February 13, 2025

## Furniture & Accessories Order Form

### Furniture

	Quantity		Discount Price		Standard Price		Extended Price
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	\$215.00	or	\$307.14	= \$	_____
B. Side Chair – Black (FRN-SIDCHR-01a)	_____	x	\$100.00	or	\$142.86	= \$	_____

### Accessories

	Quantity		Discount Price		Standard Price		Extended Price
A. Bag Stand (ACC-001a)	_____	x	\$319.00	or	\$455.71	= \$	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	\$113.00	or	\$161.43	= \$	_____
C. Poster Display Board (FRN-PSTBRD-01a)	_____	x	\$330.00	or	\$471.43	= \$	_____
D. S4 Counter – 4' wide (CNT-S4FT-01a)	_____	x	\$543.00	or	\$775.71	= \$	_____
S4 Counter, Branded – 4' wide (CNT-S4FT-01b)	_____	x	\$723.00	or	\$1,032.86	= \$	_____
E. Sign Easel (ACC-004a)	_____	x	\$133.00	or	\$190.00	= \$	_____
F. Literature Stand (ACC-005a)	_____	x	\$252.00	or	\$360.00	= \$	_____
G. Sign Stand – 22"w x 28"h (ACC-007a)	_____	x	\$139.00	or	\$198.57	= \$	_____
H. Display Showcase, 6'	_____	x	\$617.00	or	\$881.43	= \$	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	\$139.00	or	\$198.57	= \$	_____
J. Wastebasket (ACC-010a)	_____	x	\$28.00	or	\$40.00	= \$	_____

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

**Sales Tax 8.38%** ..... \$ \_\_\_\_\_  
**Est. Total Furniture & Accessories ...** \$ \_\_\_\_\_

## Display Tables & Counters

### Skirted Tables

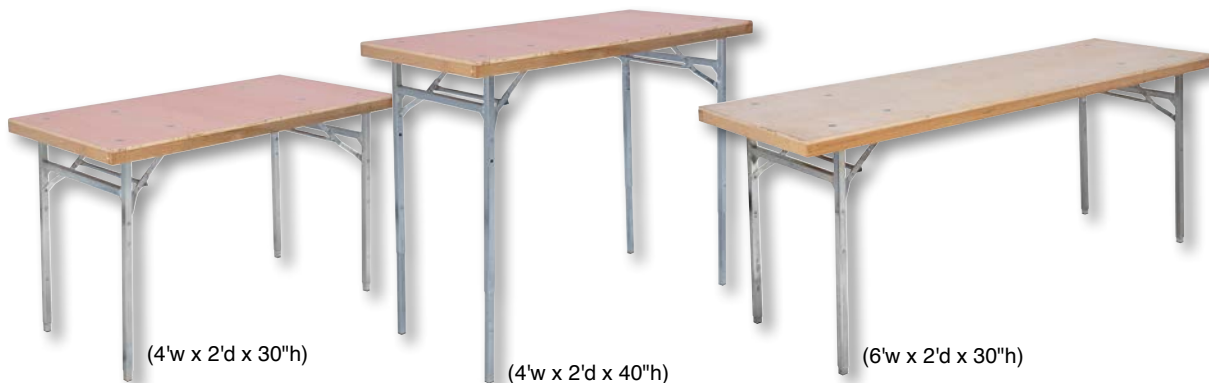
4'w x 2'd x 30"h (shown)  
6'w x 2'd x 30"h  
8'w x 2'd x 30"h  
4'w x 2'd x 40"h  
6'w x 2'd x 40"h  
8'w x 2'd x 40"h

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



### Unskirted Tables

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



### Round Tables

40" 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 Thurs. February 13, 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	\$194.00	or	\$277.14	= \$	_____	
6'w x 2'd	_____ x	\$231.00	or	\$330.00	= \$	_____	
8'w x 2'd	_____ x	\$247.00	or	\$352.86	= \$	_____	
4th Side Skirting (for 6' and 8' tables only)	_____ x	\$68.00	or	\$97.14	= \$	_____	
<b>40" High Skirted (6' &amp; 8' skirted on 3 sides only)</b>							
4'w x 2'd	_____ x	\$231.00	or	\$330.00	= \$	_____	
6'w x 2'd	_____ x	\$247.00	or	\$352.86	= \$	_____	
8'w x 2'd	_____ x	\$273.00	or	\$390.00	= \$	_____	
4th Side Skirting (for 6' and 8' tables only)	_____ x	\$68.00	or	\$97.14	= \$	_____	

**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	\$102.00	or	\$145.71	= \$	_____	
6'w x 2'd	_____ x	\$137.00	or	\$195.71	= \$	_____	
8'w x 2'd	_____ x	\$166.00	or	\$237.14	= \$	_____	
<b>40" High Unskirted</b>							
4'w x 2'd	_____ x	\$137.00	or	\$195.71	= \$	_____	
6'w x 2'd	_____ x	\$166.00	or	\$237.14	= \$	_____	
8'w x 2'd	_____ x	\$197.00	or	\$281.43	= \$	_____	

### Round Tables

30"d x 30"h, black	_____ x	\$181.00	or	\$258.57	= \$	_____
30"d x 40"h, black	_____ x	\$202.00	or	\$288.57	= \$	_____

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

**Sales Tax 8.38%** .....\$ \_\_\_\_\_  
**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
Labor .....	\$142.00	\$221.00
T3 Supervised Labor .....	\$185.00	\$287.00
Forklift and Operator .....	\$270.00	\$423.00

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

### For Forklift Orders

#### Type of Work Being Performed

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

#### Size of forklift required:

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

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

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

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

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

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

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

**Set-Up Instructions Attached**

**Outbound Shipping Information Attached**

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

## Accessible Storage & 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 \$3.63 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
\$3.63 per sq. ft x	_____ sq. ft. x	_____	= \$ _____

### Access Storage Labor

	Straight Time	Overtime
Access Storage Labor .....	\$142.00	\$221.00

### 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	\$1.06 per sq. ft.	x _____	= \$ _____
Vacuuming .....	_____ x _____ x	\$0.93 per sq. ft.	x _____	= \$ _____

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

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

ADVANCE DISCOUNT DEADLINE - Thursday, February 13, 2025

Sales Tax 8.38%



SPECIAL EVENT

[Click here](#) to view the  
2024 AFR FURNITURE RENTAL CATALOG

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

2024 FURNITURE PRODUCT LIST WITH PRICING

ADVANCE DISCOUNT DEADLINE - Thursday, February 13, 2025

Sales Tax 8.38%



# 2024 TRADESHOW CATALOG



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT



CORT

EVENTS



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

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

# 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.

### Services Ordered

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

### Secure Online Payments

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

### Exhibitor Profile

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

### Method of Payment

#### Company Check\*

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

#### Wire Transfer\*\*

#### Credit Card

### Exhibitor Insurance

As a sponsor benefit, HumanX will include liability insurance which meets all insurance requirements for HumanX 2025. This benefit only applies to the exhibitor contracted directly with HumanX. Exhibitors that meet the above criteria are **not** required to submit their own compliant insurance.

### Exhibitor Appointed Contractor (EAC)

Exhibitor Appointed Contractor (EAC) is an outside contractor hired by the exhibitor for any services used other than the in-house general contractor that HumanX uses.

If you use T3 Expo and/or Fontainebleau exclusively for all services related to the installation and dismantle of your booth, the EAC form is not required. If your company plans to use a firm which is not the official service contractor as designated by HumanX, please complete the EAC form and email both the form and the COI to [orders@t3expo.com](mailto:orders@t3expo.com) by **Friday, February 7, 2025**.

EACs will only be allowed access to the show floor during exhibitor move-in and move-out dates/times. EACs will be required to pick up their wristbands onsite at the HumanX EAC check-in desk located near the show floor entrance in order to gain access to the show floor. If an EAC needs access to an exhibitor's space at any other time, the exhibitor will need to register the EAC for a HumanX event badge.

EACs and Exhibitors must abide by all show rules and regulations as outlined in the [Exhibitor Rules & Regulations](#) and **Exhibitor Kit** and maintain appropriate insurance coverage.

### Certificate of Insurance (COI)

EAC's must maintain the following insurance from the first day of their move until the last day of their move out at HumanX. No access to the floor will be granted without insurance coverage. Such insurance shall include contractual liability and product liability covered with the following limits:

- COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form) covering bodily injury, property damage, products and completed operations, and personal and advertising injury with minimum limits of one million dollars (\$1,000,000) per occurrence. This policy shall include contractual liability coverage applicable to the indemnities assumed hereunder. If the policy has a general aggregate limit, either the general aggregate shall apply separately to this project/location, or the general aggregate limit shall be two times (2X) the required occurrence limit.
- WORKERS' COMPENSATION INSURANCE with statutory limits as required by law and Employer's Liability Insurance covering legal obligation to pay damages for bodily injury or occupational disease (including death) sustained by an employee with minimum limits of: \$1,000,000 bodily injury by accident; \$1,000,000 bodily injury by disease; \$1,000,000 policy limit.
- AUTOMOBILE LIABILITY INSURANCE covering loss arising out of the ownership,

maintenance, operation, or use of any motor vehicle, whether owned, hired, or non-owned, with minimum limits of one million dollars (\$1,000,000) per accident for bodily injury and property damage. Appropriate endorsements should be evidenced if hazardous waste is to be transported – ISO MCS 90 and CA 9948 (Broadened Pollution Liability Endorsement).

→ UMBRELLA/EXCESS LIABILITY INSURANCE policies must follow the form of the underlying primary policies (except Workers' Compensation) with minimum limits of four million dollars (\$4,000,000) per occurrence.

→ All required insurance policies shall name as Additional Insured, Fontainebleau Las Vegas, Risk Management and each of their parent subsidiaries and affiliates and each of their officers, directors, agents, and employees as respects the conduct of the named insured(s) in or about the property of Fontainebleau Las Vegas, Risk Management → EACs must name HumanX and T3 Expo, LLC as additional insured.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/9/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> ABC Brokerage Company 7100 Any Street Anytown, NY 10000	<b>CONTACT NAME:</b> <b>PHONE (A/C, No. Ext):</b> <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>														
<b>INSURED</b> ABC Company 123 Main Street Anytown NY 10000	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Generic Insurance Company</td><td></td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Generic Insurance Company		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Generic Insurance Company															
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:** 79944581**REVISION NUMBER:**

THIS IS TO CERTIFY THAT 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. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input type="checkbox"/>	<input type="checkbox"/>	123456789	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>	123456789	1/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ 10,000	<input type="checkbox"/>	<input type="checkbox"/>	123456790	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	WCA7501982-25	1/1/2024	1/1/2025	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Inland Marine (Rented Equipment)			123456789	1/1/2024	1/1/2025	Limit: Actual Cash Value
A	Property (All-Risk)			123456789	1/1/2024	1/1/2025	Limit: Actual Cash Value
A	Inland Marine (Misc Owned Equipment)			123456789	1/1/2024	1/1/2025	Limit: Actual Cash Value

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

T3 Expo, LLC is included as an Additional insured as respects to claims arising out of the negligence of the insureds operations. Coverage is primary and non-contributory including a waiver of subrogation favor of T3 Expo, LLC.

**CERTIFICATE HOLDER****CANCELLATION**

T3 Expo, LLC  
8 Lakeville Business Park  
Lakeville MA 02347

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

**Please Return EAC Form By:**  
**Friday, February 7, 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 both addresses listed below.

Please return to: Email: [sponsors@humanx.co](mailto:sponsors@humanx.co)

Please submit a copy to: T3 Expo  
8 Lakeville Business Park  
Lakeville, MA 02347  
RE: HumanX 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
- Carpet
- Furniture & Accessories
- Display Tables & Counters
- Display Labor & Forklift
- Accessible Storage
- Cleaning
- Custom Furniture
- All Services

### Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

### Exhibiting Company Information

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

### Third Party Company Information

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

### Third Party Credit Card Information

To best assist you, [help@t3expo.com](mailto:help@t3expo.com) 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.**

# Las Vegas, NV Labor Guidelines

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

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

### Booth Labor

Union personnel has jurisdiction for the erection, dismantling, touch-up painting, and repairs to all exhibits, unless this work is performed by a full-time employee of the exhibiting company. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification such as a business card, medical identification card or payroll stub. Union personnel may be hired through the General Contractor.

### Freight

Union personnel are also responsible for freight handling, which includes loading and unloading of all trucks, handling of all machinery (unloading, uncrating, unskidding, leveling, etc., and the reverse process).

An exhibitor may "hand-carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand-carry" material, they may not be permitted access to the loading dock/freight door areas except if there are specifically designated areas.

### Rigging

Union personnel handle programmable theatrical lighting, productions, related rigging and audio visual. Suspended trusses, with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video walls, special effects equipment, and laser lighting are to be installed and removed by Union personnel.

Regarding hanging signs, please note that if it is not electrical (handled by the electricians), in Las Vegas, the General Contractor will assemble, supervise, install and remove all hanging signs.

### Electrical

Electrical Unions do electrical work, hang signs that are lighted or rotating, and work on any part of the booth that includes electricity (back lit headers, light boxes, clip on lights, plasma screens, AV equipment, etc.). An exhibitor may plug-in their equipment into the one 20amp/120 VAC receptacle per booth and hang up to four small clip-on lights per booth. An electrician must be called for any increase in electrical service. Suspended light trusses for non-programmable lighting and ground supported truss intended to distribute overhead electrical equipment is also the work of the Electricians Union. Electricians are responsible for all under-carpet distribution of electrical, communication wiring (coaxial cable, fiber optics, telephone, etc.).

### 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

## Exhibitor Services Ordering Links

### Encore EventNow Exhibitor Services

[Click here](#) to order services through the Encore EventNow site.

#### *Available Services:*

- Electrical
- Internet/Telecommunications
- Rigging/Lighting/Banner Hanging  
Upon Approval
- Satellite Services
- Private Meeting Room A/V  
Services

### Audio Visual – Clarity Experiences

[Click here](#) to order Audio Visual services for the Exhibit Hall.



## HumanX Lead Retrieval Information

All exhibitors and sponsors will have Lead Retrieval capabilities through our HumanX Event App at **no additional cost**.

### About HumanX Lead Scanning

- Simply use the HX Event App as your own badge scanner to funnel leads efficiently! Sponsors can use the event app as a lead retrieval system which allows them to gather and manage contact info from attendees for follow up and networking purposes.
- Once two users are connected, the data is stored in your 'Connections' to access and analyze.
- Our lead retrieval system doesn't have a limit on the number of leads you can capture. Whether you have 50 leads or 2500 leads, our system can handle your needs!
- Data is available instantaneously after connecting. Sponsors can access all captured information in real time through the event app, and provide instant feedback on lead quality and enable prompt follow-ups.
- Sponsor event leads will get 2 exportable files - one of just their connections and a second with all their team's connections.

For questions or more information, email [sponsors@humanx.co](mailto:sponsors@humanx.co).

*Order your specialty services here!*

Ordering is simple, quick, and secure. Click an image below to go to our exhibitor portal. If you don't have an account, it takes only minutes to create one. If you have any issues please email [info@expoease.com](mailto:info@expoease.com), and we'll be happy to assist you.

Advance pricing ends February 28, 2025



## Plants/Floral Arrangements

Plants and flowers do more than just brighten up your booth. The design and color also make a statement about your company and brands. Don't hesitate to contact us directly if you are looking for something custom.

**Call or email us! We are here to be a resource for you.**

**[info@expoease.com](mailto:info@expoease.com) or 702-368-2868**

*Plant/floral order form*



Corporate Events  
Powered by *Jampack*

## Let us plan your private event experience for you.

Jampack plans end-to-end events for partnering companies and conventions for over 145,000 guests in 40+ cities per year. We specialize in producing high-end event experiences for our corporate clients.

### We specialize in these experiences:

- Banquet events & receptions
- Private dinners
- Premier nightlife offerings
- Celebrity artist & keynote speakers
- Hotel & transportation
- Sport & show tickets

Please inquire about minimum budgets and group sizes for each offering.



## Why Jampack?

As an official partner of HumanX 2025, our team offers exclusive access to many of the city's top venues, events, and experiences. We'll maximize the value of your budget, and alleviate the time and stress of the event planning process.

*"Jampack created a memorable experience that surpassed our team's expectations. They provided great flexibility and ensured each aspect of our event requests was met. I highly recommend their services for any booking needs."* **Josh Bialosky, PwC**



IHG HOTELS & RESORTS

HYATT

Hilton

*Wynn*



THE VENETIAN RESORT  
LAS VEGAS



TAO GROUP  
HOSPITALITY



Get in touch 

Get an event consultation and vendor quote today.

**Malcolm Barrack**

Director of Events & Nightlife

P: 707.292.3200 E: malcolm@jampack.com