



ICML

International Conference
On Machine Learning

EXHIBITOR SERVICES KIT

International Conference on Machine Learning

July 14 - 17, 2025

Vancouver Convention Centre

Vancouver, BC

Welcome

Dear International Conference on Machine Learning Sponsor Exhibitor,

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

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

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



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T3 EXPO INFORMATION

Show Information

Location

Vancouver Convention Centre
1055 Canada Place
Vancouver, BC V6C 0C3, Canada

Exhibit Hall

West Hall A

Show Colors

Aisle Carpet – Blue

Facility Flooring – Concrete*

*Floor covering is required and can be ordered in this kit or at order.t3expo.com.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Saturday, July 12 8:00 am – 4:30 pm	Monday, July 14 4:00 pm – 6:30 pm	Thursday, July 17 1:00 pm – 8:00 pm	Saturday, July 19 By 9:00 am
Sunday, July 13 8:00 am – 4:30 pm	WELCOME RECEPTION Monday, July 14 6:30 pm – 8:00 pm	Friday, July 18 8:00 am – 2:00 pm	
Monday, July 14 8:00 am – 2:00 pm*	Tuesday, July 15 9:30 am – 6:00 pm		
	Wednesday, July 16 9:30 am – 6:00 pm		
	Thursday, July 17 9:30 am – 1:00 pm		

*Finishing Touches & Wipe Down Only on Monday, July 14.

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

Important Dates & Deadlines Checklist

Friday, June 6, 2025.....	Exhibitor Booth Package Order Deadline
Friday, June 6, 2025.....	Presta™ Rental Exhibit Package Order Deadline
Friday, June 6, 2025.....	Receiving at Advance Warehouse Begins
Friday, June 6, 2025.....	Order Deadline for Palms to Pines Print & Promotional Products
Friday, June 13, 2025	Presta™ Rental Exhibit Package Artwork Submission Deadline
Friday, June 13, 2025	Exhibitor Booth Package Artwork Submission Deadline
Friday, June 13, 2025	Exhibitor Appointed Contractor Form Deadline
Friday, June 20, 2025	Presta™ Rental Exhibit Package Artwork Approval Deadline
Friday, June 20, 2025	Exhibitor Booth Package Artwork Approval Deadline
Friday, June 20, 2025	Booth Modification Deadline Deadline
Monday, June 23, 2025	T3 Service Orders Advance Discount Deadline
Monday, June 23, 2025	Custom Furniture Advance Discount Deadline
Monday, June 23, 2025	Vancouver Convention Centre Advanced Discount Deadline A/V, Food & Beverage, Electrical, Plumbing, Rigging, Booth Security, Booth Cleaning, Telecommunications/Internet
Thursday, July 10, 2025.....	Last Day for Advance Shipments to Arrive without Surcharges
Saturday, July 12, 2025	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Sunday, July 13, 2025.....	All Exhibits Must Be Set by 4:30 pm
Monday, July 14, 2025.....	Finishing Touches & Wipe Down Only Before Show Opens
Saturday, July 19, 2025	All Carriers Must Check In by 9:00 am

PLEASE NOTE: There are no Lead Retrieval Devices at this show.

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/International Conference on Machine Learning 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

International Conference on Machine Learning
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, July 10, 2025 will be charged an additional 30%.

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

Overtime/Double Time

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

Outbound Shipping

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

Carrier Check-in: All carriers must be checked in no later than Saturday, July 19, 2025 by 9:00 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, June 6, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$3.11/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$140.00 ea. = \$ _____

Sales Tax 12% \$ _____

Material Handling Estimate..... \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Saturday, July 12, 2025. Shipments that arrive prior to this date may be refused by the Vancouver Convention Centre as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$3.18/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$140.00 ea. = \$ _____

Sales Tax 12% \$ _____

Material Handling Estimate..... \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: International Conference on Machine Learning

c/o: T3 Expo
c/o: Aerostream Logistics
18391 McCartney Way
Richmond, BC V6W 0A1

Information

Advance shipments will be accepted beginning on Friday, June 6, 2025 through Thursday, July 10, 2025 between the hours of 8:00 am – 4:30 pm.

Shipments received after Thursday, July 10, 2025 will be charged an additional 30% per pound.

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

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: International Conference on Machine Learning

c/o: T3 Expo
c/o: Vancouver Convention Centre
West Hall A
1055 Canada Place
Vancouver, BC V6C 0C3, Canada

Information

Direct shipments are accepted starting on Saturday, July 12, 2025 beginning at 8:00 am and throughout published event hours.

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

PLEASE NOTE: The Aerostream Logistics Warehouse will be closed July 1, 2025 for Canada Day. No freight can be received on that day.

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

Cartload Service

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

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

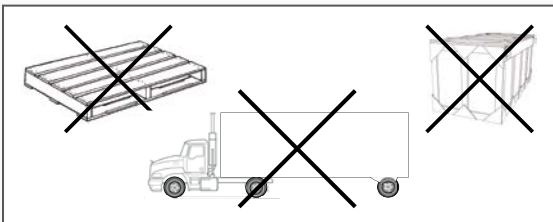
Special Freight Services – Small Passenger Vehicles Only!
Maximum Weight 300 lbs

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

Hand-carry Information

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

To receive this service, watch for the Cartload Service signage



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

Sales Tax 12% \$ _____
Total Cart Service Fee Estimate \$ _____



IN PARTNERSHIP WITH:



ICML

International Conference
On Machine Learning

35+ years in the Trade Show Industry
24/7/365 Experienced Service
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Available via LAND - AIR - SEA!



USA & CANADA
800.643.3525

www.airwaysfreight.com

T3Expo@AirwaysFreight.com

**CONSULTEXPO CUSTOMS BROKERAGE & SHIPPING SERVICES
ICML 2025 VANCOUVER, CANADA**

ConsultExpo, has been selected as official Customs Broker / Shipping provider and will be pleased to assist all ICML 2025 exhibitors with sending their display material to Vancouver, Canada. ConsultExpo has an extensive array of customs and shipping options tailored to the exhibitions and meetings industry.

Included with their services you will have access to:

- On-site presence during move-in and move-out by a ConsultExpo representative
- Return customs clearance and return shipping labels provided on-site for a hassle-free move-out
- Simple and user-friendly assistance with customs document completion
- Worldwide air and ground shipping options available
- Up-to-date tracking of your shipment while in transit

Please complete the **ConsultExpo Order Form** and **Canada Customs Invoice** and return to their office **prior to shipping**. For your convenience, you may download their forms from <http://consultexpoinc.com/forms/> or go to the following link and submit information directly online: <http://consultexpoinc.com/onlineforms/>.

****If shipping via your own carrier from outside of Canada, please note that you will *still require customs clearance services* therefore please provide ConsultExpo with your shipment’s tracking number (specifically, if using a courier such as FedEx, UPS or DHL).****

For a detailed round-trip customs and / or shipping estimate, please complete the **ConsultExpo Order Form** and **Canada Customs Invoice** and return to the undersigned. If you agree with the estimate, ConsultExpo will proceed with booking your shipment on the date requested.

HAND CARRY OR PRIVATE VEHICLE

For ICML 2025 exhibitors who will be arriving by plane or plan on driving across the border with exhibit material, it is important to notify ConsultExpo a minimum of 2 weeks in advance, so the necessary documentation can be provided for customs clearance. For a personalized service, please contact:

<p>JOHN SANTINI, OPERATIONS DIRECTOR Tel: 514.482.8886 Ext. 1 Mobile: 514-709-0781 Email: JohnS@consultexpoinc.com Fax: 888.629.9008</p>	<p>STEFANIE LANE, OPERATIONS MANAGER Tel: 514.482.8886 Ext. 9 Mobile: 778-229-3075 Email: StefanieL@consultexpoinc.com Fax: 888.629.9008</p>
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www.consultexpoinc.com

www.consultexpoinc.com/forms/



CUSTOMS & TRANSPORTATION SERVICES ORDER FORM

Fax or Email Forms to: 1-888-629-9008 - info@consultexpoinc.com - Tel:514-482-8886

Show / Event Name: _____ **Show / Event Dates:** _____

Services Required (Please select one):
 Customs Clearance and Shipping Services Custom Clearance Only Shipping Only

SHIPPER INFO (SHIPPING FROM)		
Company Name:		
IRS#		
Address:		
City:	State/Prov:	Zip/Post:
Contact Name:	Tel:	
Email:	Fax:	

DELIVERY INFO (GOING TO)		
Company Name:	Booth#	
Venue Name:		
Address:		
City:	State/Prov:	Zip/Post:
On-site Contact Name:		Cell:
Email:		

RETURN SHIPPING INFORMATION			SAME AS SHIPPER
Company Name:			
IRS#			
Address:			
City:	State/Prov:	Zip/Post:	
Contact Name:	Tel:		
Email:	Fax:		

INVOICING INFORMATION			SAME AS SHIPPER
Company Name:			
IRS#			
Address:			
City:	State/Prov:	Zip/Post:	
Contact Name:	Tel:		
Email:	Fax:		

TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)			
Charge to:	VISA	MASTERCARD	AMEX
Cardholder Name:	Title:		
Credit Card Number:	CVV:	Expiry Date:	
I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).			
Cardholder Signature:	Date:		

SHIPMENT INFORMATION	
Carrier Name (If not using ConsultExpo):	Carrier Contact Name:
Carrier Contact Tel:	Carrier Contact Email:
Pick-up Date:	Hours of Operation:
Delivery Date:	Delivery Time:

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches) X Width (Inches) X Height (Inches)	@ Weight (LBS) Each	Per Piece (LBS)	Total (LBS)
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
		X X X	@ Weight (LBS) Each		
Total Pieces				Total Weight	

Requested Service Level: Air Freight 2nd Day Expedited Ground / Truck Residential Pick Up / Delivery
 Additional Services Required: Lift Gate Inside Pick Up / Delivery Special Service (Please Specify)

Cargo Insurance / Declared Value
 If specifically requested, cargo insurance will apply at the rate of \$1.25 per \$100.00 in value (min \$125) per shipment with a \$1000 deductible applicable / maximum liability limit is \$250,000CAD. Coverage is limited to the portion of the shipment lost or damaged. Subject to the terms and conditions of liability for loss/damage, stated below. Otherwise, this shipment will be covered under basic carrier liability, directly with the carrier. In this case maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment. Shipments will not be insured absent written request and written confirmation from ConsultExpo.

Terms and conditions
 This order is placed with the specific understanding that we hereby release ConsultExpo Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled: 1) ConsultExpo Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) ConsultExpo Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) ConsultExpo Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) ConsultExpo Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws. ConsultExpo Inc shall not be responsible for AMPS penalties.

CLIENT SIGNATURE	I have Read and agree to the terms of this contract.
Signature:	
Name:	
Title:	
Date:	

ACCEPTED BY CONSULTEXPO	
Signature:	
Name:	
Title:	
Date:	



CUSTOMS & TRANSPORTATION SERVICES ORDER FORM

Fax or Email Forms to: 1-888-629-9008 - info@consultexpoinc.com - Tel:514-482-8886

Show / Event Name: INT'L MUPPET ASSOCIATION ANNUAL MEETING 2022 Show / Event Dates: SEPTEMBER 22-25

Services Required (Please select one):

- Customs Clearance and Shipping Services
 Custom Clearance Only
 Shipping Only

SHIPPER INFO (SHIPPING FROM)		
Company Name: "EXHIBITING COMPANY NAME"		
IRS# 12-3456786		
Address: 123 SESAME STREET		
City: LANGHORNE	State/Prov: PA	Zip/Post: 19047
Contact Name: MARY PARKER	Tel: 709-888-0970	
Email: MPARKER@EMAIL.COM	Fax: 709-888-7788	

DELIVERY INFO (GOING TO)		
Company Name: "EXHIBITING COMPANY NAME"		Booth# 1232
Venue Name: EVENT FACILITY NAME		
Address: 123 CONVENTION CENTER WAY		
City: MONTREAL	State/Prov: QC	Zip/Post: H1X 1X1
On-site Contact Name: MARY PARKER	Cell: 555-222-6655	
Email: MPARKER@EMAIL.COM		

RETURN SHIPPING INFORMATION		
<input checked="" type="checkbox"/> SAME AS SHIPPER		
Company Name: "EXHIBITING COMPANY NAME"		
IRS# 12-3456786		
Address: 123 SESAME STREET		
City: LANGHORNE	State/Prov: PA	Zip/Post: 19047
Contact Name: MARY PARKER	Tel: 709-888-0970	
Email: MPARKER@EMAIL.COM	Fax: 709-888-7788	

INVOICING INFORMATION		
<input checked="" type="checkbox"/> SAME AS SHIPPER		
Company Name: "EXHIBITING COMPANY NAME"		
IRS# 12-3456786		
Address: 123 SESAME STREET		
City: LANGHORNE	State/Prov: PA	Zip/Post: 19047
Contact Name: MARY PARKER	Tel: 709-888-0970	
Email: MPARKER@EMAIL.COM	Fax: 709-888-7788	

TERMS OF PAYMENT AND DEPOSIT - (MANDATORY INFORMATION)		
Charge to:	<input checked="" type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD
Cardholder Name: MARY PARKER	Title: YOUR TITLE	
Credit Card Number: XXXX XXXX XXXX XXXX	CVV: xxx	Expiry Date: MM/DD
<small>I hereby authorize use of this card for payment of services relative to this form. I understand that declined credit cards are subject to a 20% surcharge (minimum \$50.00).</small>		
Cardholder Signature:	Date:	

SHIPMENT INFORMATION	
Carrier Name (If not using ConsultExpo): CONSULTEXPO INC	Carrier Contact Name: COORDINATOR NAME
Carrier Contact Tel: 514-709-0781	Carrier Contact Email:
Pick-up Date: 11/12/2022	Hours of Operation: 8am - 5pm
Delivery Date: 09/22/2022	Delivery Time: 8am

# of Pieces	Type of Pieces (Box / Crate / Skids, etc.)	Length (Inches)	X	Width (Inches)	X	Height (Inches)		Per Piece (LBS)	Total (LBS)
5	cases	44	X	15	X	15	@ Weight (LBS) Each	100	500
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
			X		X		@ Weight (LBS) Each		
5	Total Pieces							Total Weight	500

- Requested Service Level: Air Freight 2nd Day Expedited Ground / Truck
 Additional Services Required: Lift Gate Inside Pick Up / Delivery Special Service (Please Specify)

Cargo Insurance / Declared Value
 This shipment is covered under basic carrier liability, directly with the carrier. Maximum liability (declared value for carriage of this shipment) is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds for that part of the shipment lost or damaged, but not less than \$50.00 per shipment UNLESS additional Cargo Insurance has been arranged with ConsultExpo Inc. Subject to the terms and conditions of liability for loss/damage, stated below. Please contact ConsultExpo Inc. for more information on Cargo Insurance.

Terms and conditions
 This order is placed with the specific understanding that we hereby release ConsultExpo Inc. and/or agents from all liability for loss, damage and/or theft to our merchandise and property, no matter how caused, and we have insured all such properties being handled: 1) ConsultExpo Inc. shall not be responsible for damage to uncrated materials, improperly packaged goods or concealed damage. 2) ConsultExpo Inc. will not be responsible for any loss/damage/delay due to fire, acts of god, strikes, lock outs of any kind beyond its control. 3) ConsultExpo Inc. liability is outlined in the above Cargo Insurance / Declared Value section. We are self-insured, or have made other appropriate insurance arrangements and paid applicable charges. 4) ConsultExpo Inc. shall not be liable to any extent whatsoever for the actual, potential or assumed losses or profits or revenues, or for any collateral costs which may result from any loss or damage to materials. 5) All hazardous materials have been declared, and we abide by all Federal, Provincial, State and Local laws. ConsultExpo Inc shall not be responsible for AMPS penalties.

CLIENT SIGNATURE I have Read and agree to the terms of this contract.	
Signature:	
Name: MARY PARKER	
Title: PRESIDENT	
Date: 08/15/2022	

ACCEPTED BY CONSULTEXPO	
Signature:	
Name:	
Title:	
Date:	



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

PROTECTED / PROTÉGÉ B when completed / une fois rempli

Page _____ of _____ de _____

1. Vendor (name and address) - Vendeur (nom et adresse)		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada	
4. Consignee (name and address) - Destinataire (nom et adresse)		3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)	
		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire)	
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada		6. Country of transshipment - Pays de transbordement	
		7. Country of origin of goods Pays d'origine des marchandises	
		9. Conditions of sale and terms of payment (i.e. sale, consignment shipment, leased goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)	
10. Currency of settlement - Devises du paiement		IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISEZ LEUR PROVENANCE EN 12.	
		11. Number of packages Nombre de colis	
12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)		13. Quantity (state unit) Quantité (précisez l'unité)	
14. Unit price Prix unitaire		15. Total	
		16. Total weight - Poids total Net / Gross - Brut	
17. Invoice total Total de la facture		18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale	
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)		20. Originator (name and address) - Expéditeur (nom et adresse)	
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)		22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case	
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada _____ (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada _____ (iii) Export packing Le coût de l'emballage d'exportation _____		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat _____ (iii) Export packing Le coût de l'emballage d'exportation _____	
25. Check (if applicable): Cochez (s'il y a lieu) : (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/>			

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.



CANADA CUSTOMS INVOICE
FACTURE DES DOUANES CANADIENNES

1. Vendor (name and address) - Vendeur (nom et adresse) "EXHIBITING COMPANY NAME" 123 SESAME STREET LANGHORNE, PA 19047 USA		2. Date of direct shipment to Canada - Date d'expédition directe vers le Canada 3. Other references (include purchaser's order No.) Autres références (inclure le n° de commande de l'acheteur)					
4. Consignee (name and address) - Destinataire (nom et adresse) "EXHIBITING COMPANY NAME" C/O INT'L MUPPET ASSOCIATION ANNUAL MEETING 2022 EVENT FACILITY NAME 123 CONVENTION CENTER WAY MONTREAL, QC H1X 1X1		5. Purchaser's name and address (if other than consignee) Nom et adresse de l'acheteur (s'il diffère du destinataire) N/A					
8. Transportation: Give mode and place of direct shipment to Canada Transport : Précisez mode et point d'expédition directe vers le Canada ConsultExpo Logistics INC, CHICAGO, IL		6. Country of transshipment - Pays de transbordement N/A					
11. Number of packages Nombre de colis		12. Specification of commodities (kind of packages, marks and numbers, general description and characteristics, i.e., grade, quality) Désignation des articles (nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)		13. Quantity (state unit) Quantité (précisez l'unité)	14. Unit price Prix unitaire		15. Total
5		PLASTIC CRATES CONTAINING BOOTH STRUCTURE - MADE IN USA LITERATURE - MADE IN USA KEYCHAINS - MADE IN CHINA		5 1000 50	\$1,000.00 \$0.10 \$0.50	\$5,000.00 \$100.00 \$25.00	
18. If any of fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cochez cette case Commercial Invoice No. - N° de la facture commerciale <input type="checkbox"/>					16. Total weight - Poids total Net Gross - Brut 500		17. Invoice total Total de la facture \$5,125.00
19. Exporter's name and address (if other than vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)					20. Originator (name and address) - Expéditeur d'origine (nom et adresse) "EXHIBITING COMPANY NAME" 123 SESAME STREET LANGHORNE, PA		
21. Agency ruling (if applicable) - Décision de l'Agence (s'il y a lieu)					22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cochez cette case <input checked="" type="checkbox"/>		
23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada _____ (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada _____ (iii) Export packing Le coût de l'emballage d'exportation _____		24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, précisez : (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada _____ (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour achat _____ (iii) Export packing Le coût de l'emballage d'exportation _____		25. Check (if applicable): Cochez (s'il y a lieu): (i) Royalty payments or subsequent proceeds are paid or payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/> (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production de ces marchandises <input type="checkbox"/>			

LEAVE BLANK

Dans ce formulaire, toutes les expressions désignant des personnes visent à la fois les hommes et les femmes.

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

ADVANCE SHIPMENT

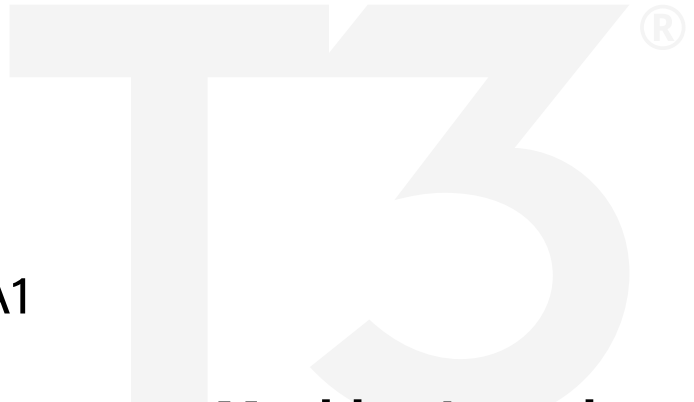
ACCEPTED FROM FRIDAY, JUNE 6, 2025 TO THURSDAY, JULY 10, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Aerostream Logistics
18391 McCartney Way
Richmond, BC V6W 0A1



Event: **International Conference on Machine Learning**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JUNE 6, 2025 TO THURSDAY, JULY 10, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Aerostream Logistics
18391 McCartney Way
Richmond, BC V6W 0A1



Event: **International Conference on Machine Learning**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING SATURDAY, JULY 12, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Vancouver Convention Centre

West Hall A

1055 Canada Place

Vancouver, BC V6C 0C3, Canada

Event: **International Conference on Machine Learning**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING SATURDAY, JULY 12, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Vancouver Convention Centre

West Hall A

1055 Canada Place

Vancouver, BC V6C 0C3, Canada

Event: **International Conference on Machine Learning**

Booth #: _____

Piece #: _____ of: _____ pieces

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

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

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JUNE 6, 2025 TO THURSDAY, JULY 10, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Aerostream Logistics
18391 McCartney Way
Richmond, BC V6W 0A1



Event: **International Conference on Machine Learning**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

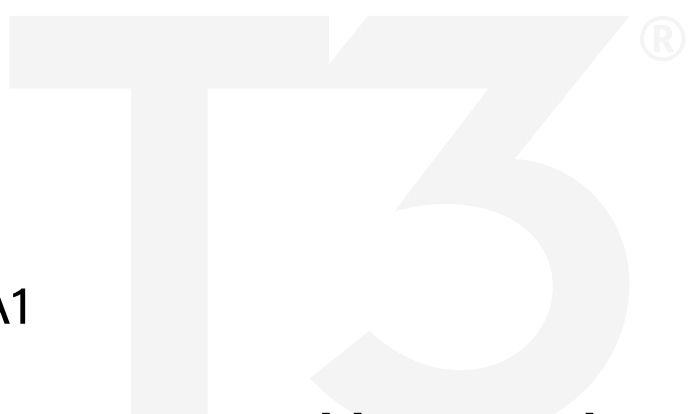
ACCEPTED FROM FRIDAY, JUNE 6, 2025 TO THURSDAY, JULY 10, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Aerostream Logistics
18391 McCartney Way
Richmond, BC V6W 0A1



Event: **International Conference on Machine Learning**

Booth #: _____

Piece #: _____ of: _____ pieces

EXHIBITOR BOOTH INFORMATION

Artwork Submission Deadline: Friday, June 13, 2025
Artwork Approval Deadline: Friday, June 20, 2025
Turnkey Modification Deadline: Friday, June 20, 2025

Silver Kiosk, Bronze, & Book Publisher Inclusives



Silver Kiosk Includes

An additional \$488.00 rush fee will be added if graphic files are received after Friday, June 13, 2025.

- (1) 8'h x 4'w One on One Turnkey Booth Kiosk with Backwall Graphics Included*

**Please provide artwork by deadline listed above.*

- (1) 40" Monitor
- (1) 5-AMP Electrical Drop – for Monitor Only
- (1) B3 Counter
- (1) Christopher Barstool
- (1) Wastebasket
- Standard IAEE Regulations
- Install/Dismantle



Bronze & Book Publisher Booth includes

- 6'w x 30"h Black Skirted Table
- (2) Standard Chairs

Please Note (for Bronze & Publisher Booth ONLY):

Electrical, A/V, and cleaning are not included. Please see the Key Contacts page to order.

Booth Space Add-ons and Information

Carpet Provided in Pavilion Area.

The Pavilion is a shared space. NO additional furniture, structures, or signage will be permitted.

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

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

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

Submitting Artwork

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

Submit This Form

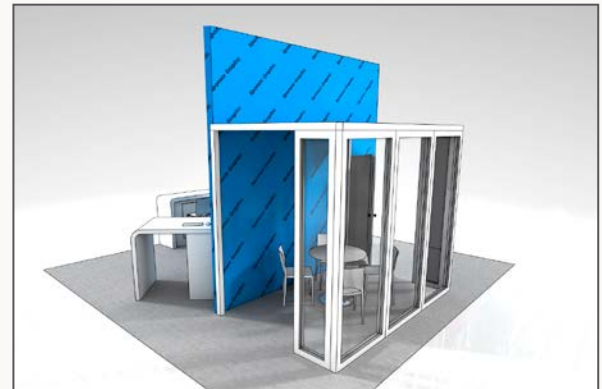
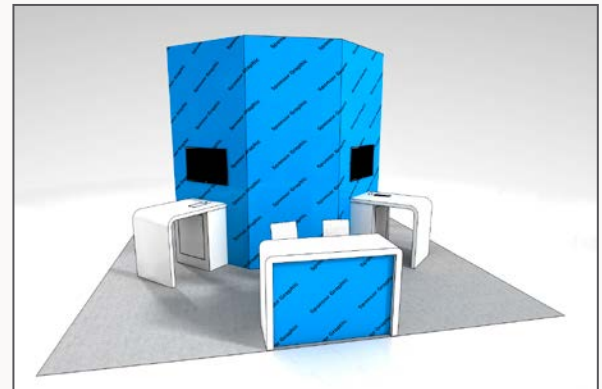
Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Artwork Submission Deadline: **Friday, June 13, 2025**
Artwork Approval Deadline: **Friday, June 20, 2025**
Turnkey Modification Deadline: **Friday, June 20, 2025**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, June 13, 2025.

Diamond Booth Rental – 20' x 20' Option A

Diamond Booth Rental – 20' x 20' Option A Includes

- (1) 12'h x 13'w x 6'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls & Door.
- (1) 8'h x 10'w 6'd Meeting Room with Clear Plexi Panels and Ceiling (no branding permitted on clear plexi panels).
- (2) 32" Mounted Monitor
- (2) 5-AMP Electrical Drop – for Monitors Only
- (2) L Counters, 4' Rounded with Locking Cabinet
- (1) R4 Front Counter with Graphic Kick Panel
- (2) Christopher Barstool (Front Counter)
- (1) 36" Round Cafe Table - White Top, Chrome Hydraulic Base (Meeting Room)
- (4) Razor Armless Chairs (Meeting Room)
- (1) Wastebasket
- 20' x 20' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle



Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

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

Submitting Artwork

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

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

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

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

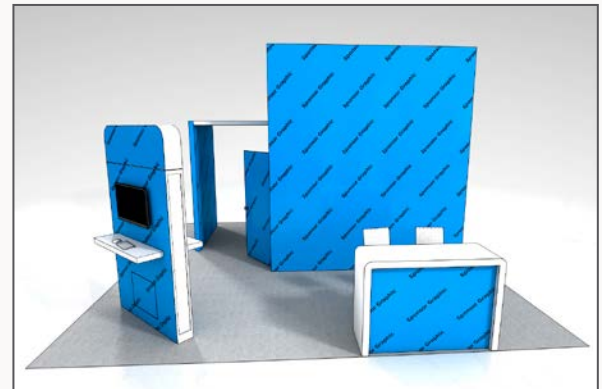
Diamond Booth – 20' x 20' Option A.....	\$28,984.00
Sales Tax 12%.....	\$ _____
Estimated Booth Package Total.....	\$ _____

Artwork Submission Deadline: **Friday, June 13, 2025**
Artwork Approval Deadline: **Friday, June 20, 2025**
Turnkey Modification Deadline: **Friday, June 20, 2025**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, June 13, 2025.

Diamond Booth Rental – 20' x 20' Option B

Diamond Booth Rental – 20' x 20' Option B Includes

- (1) 12'h x 13'w x 4'd Fabric Backwall with Interior Storage Area. Graphics on Exterior Walls & Door.
- (1) 8'h x 10'w 6'd Meeting Room with Clear Plexi Panels and Ceiling (no branding permitted on clear plexi panels).
- (1) 8'h x 16'w x 6'd Double-Sided Archway with Printed Fabric on Columns and Single-Sided Printed Fabric on Ceiling/Exposed Metal Top.
- (1) 8'h x 4'w Kiosk with Backwall Graphics and Floating Shelves
- (2) 32" Mounted Monitor
- (2) 5-AMP Electrical Drop – for Monitors Only
- (1) R4 Front Counter with Graphic Kick Panel
- (2) Christopher Barstool (Front Counter)
- (1) 36" Round Cafe Table - White Top, Chrome Hydraulic Base (Meeting Room)
- (4) Razor Armless Chairs (Meeting Room)
- (1) Wastebasket
- 20' x 20' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle



Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

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

Submitting Artwork

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

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

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

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Diamond Booth – 20' x 20' Option B.....	\$38,399.00
Sales Tax 12%.....	\$ _____
Estimated Booth Package Total.....	\$ _____

Artwork Submission Deadline: **Friday, June 13, 2025**
Artwork Approval Deadline: **Friday, June 20, 2025**
Turnkey Modification Deadline: **Friday, June 20, 2025**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, June 13, 2025.

Platinum Booth Rental – 10' x 20' Option A



Gold Booth Rental – 10' x 10' Option A Includes

- (1) 8'h x 12'w x 2d Backwall with Custom Graphics
- (1) 32" Mounted Monitor
- (1) 5-AMP Electrical Drop – for Monitor Only
- (1) R4 Front Counter with Graphic Kick Panel
- (1) R4 Demo Counter – White
- (2) Christopher Barstools (Front Counter)
- (1) 36" Round Cafe Table - White Top, Chrome Hydraulic Base
- (4) Razor Armless Chairs
- (1) Wastebasket
- 10' x 20' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle

Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

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

Submitting Artwork

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

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

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

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Platinum Booth Rental – 10' x 20' opt. A.....	\$16,621.00
Sales Tax 12%.....	\$ _____
Estimated Booth Package Total.....	\$ _____

Exhibitor Order Deadline: **Friday, June 6, 2025**
Artwork Submission Deadline: **Friday, June 13, 2025**
Artwork Approval Deadline: **Friday, June 20, 2025**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, June 13, 2025.

Platinum Booth Rental – 10' x 20' Option B



Gold Booth Rental – 10' x 20' Option B Includes

- 18'w x 8'h Digitally Printed Back Wall
- (1) R4 Counter with Locking Storage and Custom Graphics
- (2) B3 Counters with Locking Storage
- 10' x 20' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle

Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

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

Submitting Artwork

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

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

Submit This Form

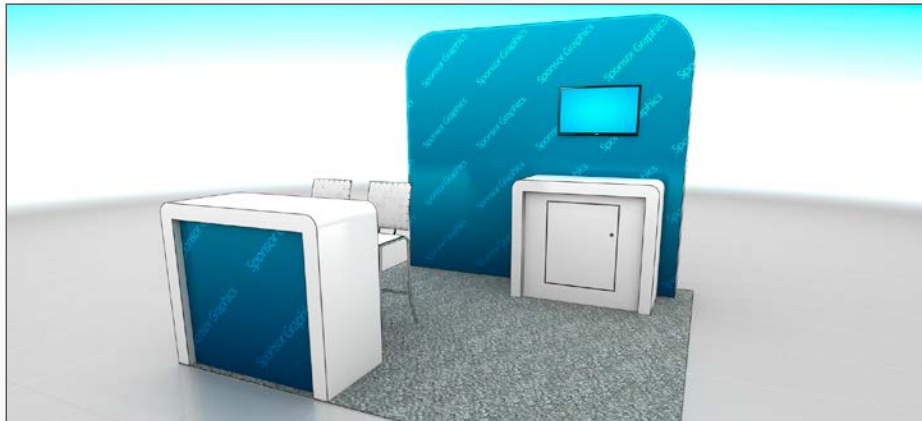
Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

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

Platinum Booth Rental – 10' x 20' opt. B **\$11,323.00**
 Sales Tax 12%..... \$ _____
 Estimated Rental Package Total..... \$ _____
 Pricing does not include electricity, internet connection or AV equipment.

Artwork Submission Deadline: **Friday, June 13, 2025**
Artwork Approval Deadline: **Friday, June 20, 2025**
Turnkey Modification Deadline: **Friday, June 20, 2025**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, June 13, 2025.

Gold Booth Rental – 10' x 10' Option A



Gold Booth Rental – 10' x 10' Option A Includes

- (1) 8'h x 9'w x 2'd Single-Sided Backwall with Custom Graphics
- (1) 32" Mounted Monitor
- (1) 5-AMP Electrical Drop – for Monitor Only (As Shown Above)
- (1) R4 Front Counter with Graphic Kick Panel
- (1) R4 Demo Counter – White
- (2) Christopher Barstools (Front Counter)
- (1) Wastebasket
- 10' x 10' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle

Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

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

Submitting Artwork

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

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

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

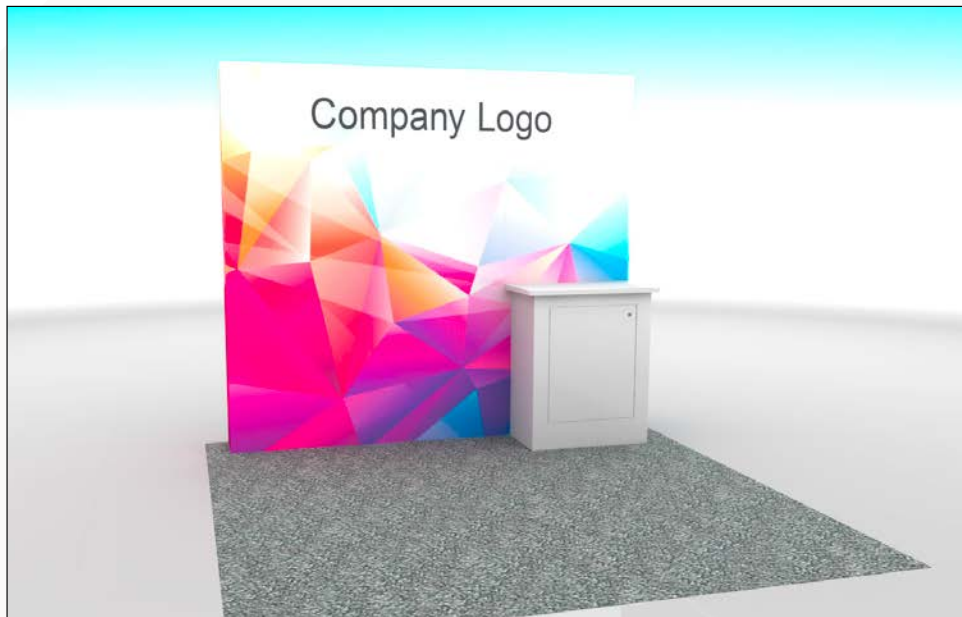
Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

Silver Booth Rental – 10' x 10 opt. A	\$9,984.00
Sales Tax 12%.....	\$ _____
Estimated Booth Package Total.....	\$ _____

Exhibitor Order Deadline: **Friday, June 6, 2025**
Artwork Submission Deadline: **Friday, June 13, 2025**
Artwork Approval Deadline: **Friday, June 20, 2025**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, June 13, 2025.

Gold Booth Rental – 10' x 10' Option B



Gold Booth Rental – 10' x 20' Option B Includes

- 9'w x 8'h Digitally Printed Back Wall
- (1) B3 Counter with Locking Storage
- 10' x 10' Standard Carpet – Gray
- First Day Cleaning
- Standard IAEE Regulations
- Install/Dismantle

Booth Space Add-ons and Information

Exhibitor must order additional power, monitors, and cleaning separately. See Key Contacts page for more information.

Not What You're Looking For?

Let T3 Help Design Your Booth. For More Information, please contact help@t3expo.com.

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

Submitting Artwork

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

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

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

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

Silver Booth Rental – 10' x 10 opt. B **\$5,655.00**
 Sales Tax 12%..... \$ _____
 Estimated Rental Package Total..... \$ _____
 Pricing does not include electricity, internet connection or AV equipment.

T3 SERVICE INFORMATION & FORMS

Artwork Submission Deadline:
All artwork due by Friday, June 13, 2025

Print Production Artwork Requirements

PLEASE NOTE:

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

General File Set Up

Please provide artwork in native forms whenever possible:

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

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

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

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

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

Images

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

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

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

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

Minimum resolution for graphic at full size dimensions:

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

Graphics smaller than 48" x 96"

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

Preferred File Formats

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

Checklist

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

Artwork Submission and Template Download

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

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

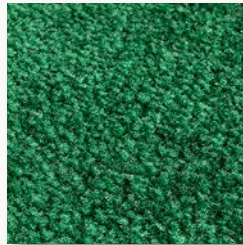
- Event name
- Company name
- Booth number
- Contact information

Carpet Options

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



Black



Green



Grey



Navy

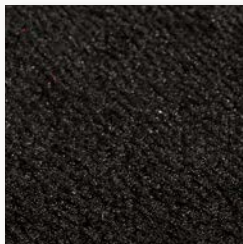


Red



White

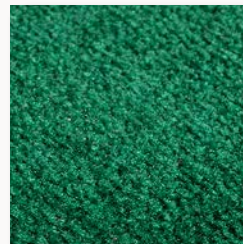
Standard Carpet – 16 oz. Nylon Carpet



Black



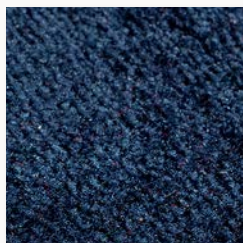
Blue



Green



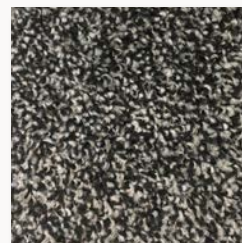
Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advance Discount Deadline:
Order and payment due by **Monday, June 23, 2025**

Carpet & Padding Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

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

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$11.42	or \$16.31	= \$ _____

Please select UPGRADED carpet color: (check one)

Black	Green	Grey
Navy	Red	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' \$492.00	or \$702.86	\$ _____	20' x 20' \$1,968.00	or \$2,811.43	\$ _____
10' x 20' \$984.00	or \$1,405.71	\$ _____	20' x 30' \$2,952.00	or \$4,217.14	\$ _____
10' x 30' \$1,476.00	or \$2,108.57	\$ _____	20' x 40' \$3,936.00	or \$5,622.86	\$ _____
10' x 40' \$1,968.00	or \$2,811.43	\$ _____	30' x 30' \$4,428.00	or \$6,325.71	\$ _____

20' carpet comes as two matching 10' pieces.

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

Please enter size and select carpet color

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$4.92	or \$7.03	= \$ _____

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

Black	Blue	Green	Grey
Navy	Red	Tuxedo	

Carpet Padding

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$2.20	or \$3.14	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.78	or \$2.54	= \$ _____

Subtotal: \$ _____

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

Sales Tax 12% \$ _____
Estimated Total Carpet & Padding \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black

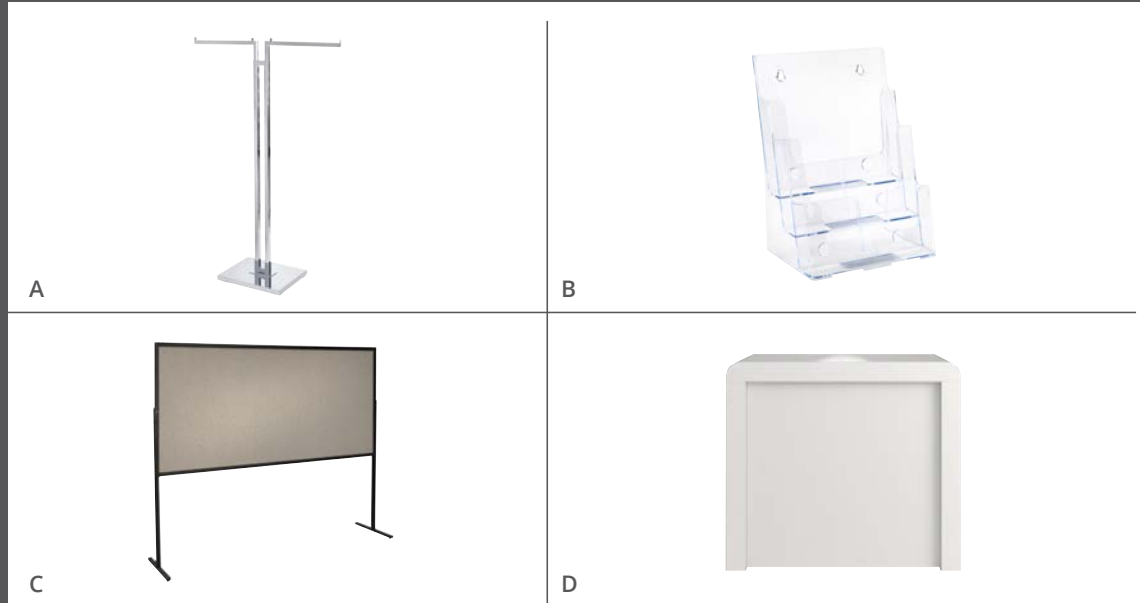


B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

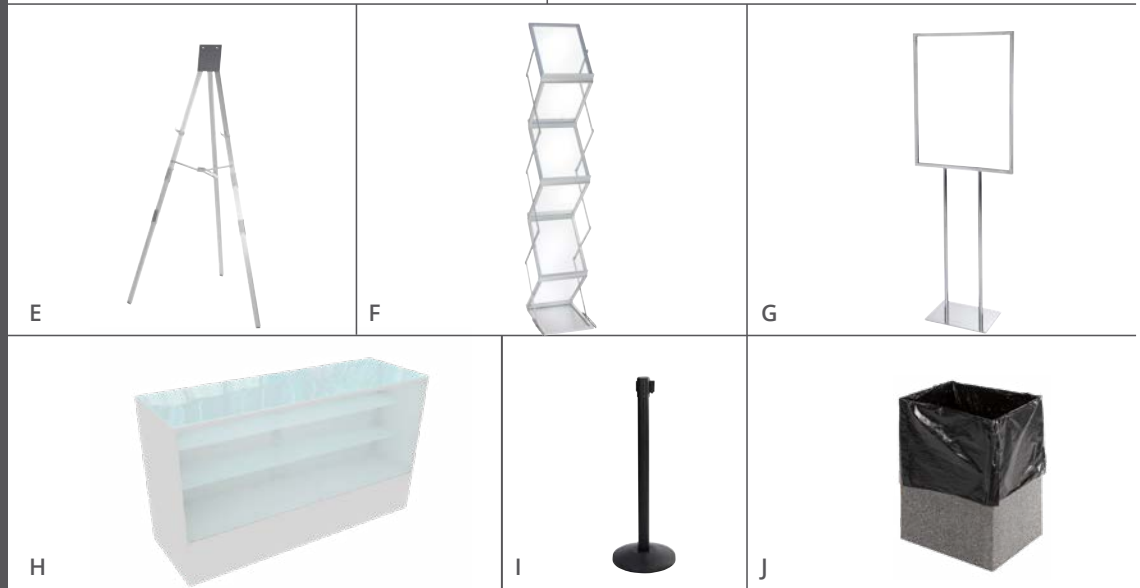
Accessories / Pipe & Drape

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

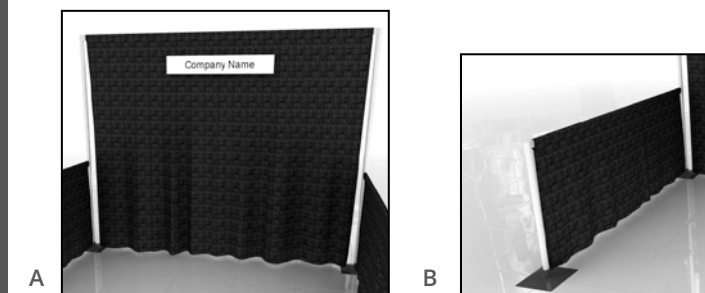


Pipe & Drape

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



PLEASE NOTE:
Colors and style may vary upon availability.



T3 Advance Discount Deadline:
Order and payment due by Monday, June 23, 2025

Furniture / Accessories / Pipe & Drape Order Form

	Quantity		Discount Price		Standard Price		Extended Price
Furniture							
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	\$361.00	or	\$515.71	= \$	_____
B. Side Chair – Black (FRN-SIDEXHR-01a)	_____	x	\$244.00	or	\$348.57	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Accessories							
A. Bag Stand (ACC-001a)	_____	x	\$386.00	or	\$551.43	= \$	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	\$138.00	or	\$197.14	= \$	_____
C. Poster Display Board (FRN-PSTBRD-01a)	_____	x	\$400.00	or	\$571.43	= \$	_____
D. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	\$1,430.00	or	\$2,042.86	= \$	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	\$1,633.00	or	\$2,332.86	= \$	_____
E. Sign Easel (ACC-004a)	_____	x	\$161.00	or	\$230.00	= \$	_____
F. Literature Stand (ACC-005a)	_____	x	\$306.00	or	\$437.14	= \$	_____
G. Sign Stand – 22"w x 28"h (ACC-007a)	_____	x	\$247.00	or	\$352.86	= \$	_____
H. Display Showcase, 6'	_____	x	\$748.00	or	\$1,068.57	= \$	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	\$172.00	or	\$245.71	= \$	_____
J. Wastebasket (ACC-010a)	_____	x	\$49.00	or	\$70.00	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Pipe & Drape							
A. Banjo Drape 8'H, Black (BDRP-8)	_____	x	\$30.00	or	\$42.86	= \$	_____
B. Banjo Drape 3'H, Black (BDRP-3)	_____	x	\$20.00	or	\$28.57	= \$	_____

Please Select Drape Color: (check one)

Black
 Blue
 Burgundy
 Gold
 Green
 Grey
 Plum
 Red
 White

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

Sales Tax 12% \$ _____
Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables & Counters

Skirted Tables

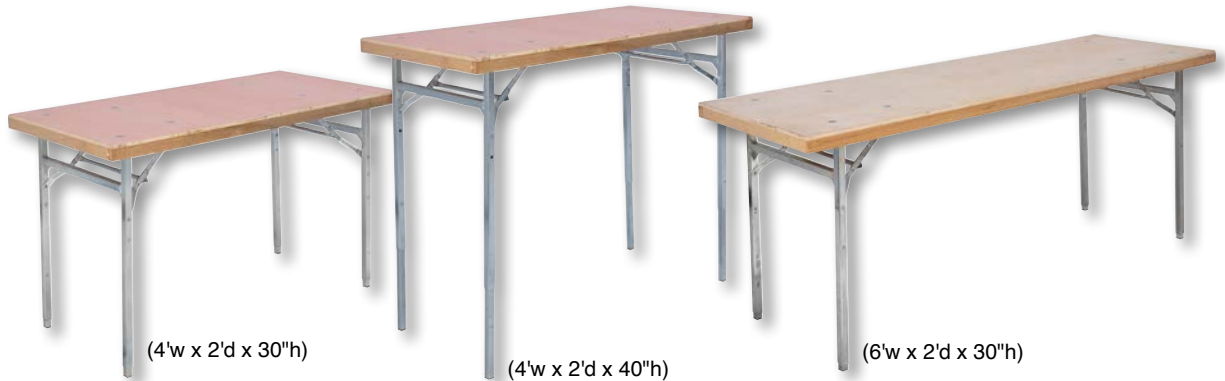
- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

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



Unskirted Tables

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



Round Tables

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



Skirting not available on round tables.

PLEASE NOTE:

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

T3 Advance Discount Deadline:
Order and payment due by **Monday, June 23, 2025**

Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
30" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x		\$319.00	or	\$455.71	= \$	_____
6'w x 2'd	_____ x		\$371.00	or	\$530.00	= \$	_____
8'w x 2'd	_____ x		\$433.00	or	\$618.57	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$101.00	or	\$144.29	= \$	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x		\$371.00	or	\$530.00	= \$	_____
6'w x 2'd	_____ x		\$433.00	or	\$618.57	= \$	_____
8'w x 2'd	_____ x		\$496.00	or	\$708.57	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$118.00	or	\$168.57	= \$	_____

Please Select Skirting Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

	Quantity		Discount Price		Standard Price		Extended Price
30" High Unskirted							
4'w x 2'd	_____ x		\$125.00	or	\$178.57	= \$	_____
6'w x 2'd	_____ x		\$164.00	or	\$234.29	= \$	_____
8'w x 2'd	_____ x		\$202.00	or	\$288.57	= \$	_____
40" High Unskirted							
4'w x 2'd	_____ x		\$164.00	or	\$234.29	= \$	_____
6'w x 2'd	_____ x		\$202.00	or	\$288.57	= \$	_____
8'w x 2'd	_____ x		\$240.00	or	\$342.86	= \$	_____
Round Tables							
30"d x 30"h, black	_____ x		\$218.00	or	\$311.43	= \$	_____
30"d x 40"h, black	_____ x		\$244.00	or	\$348.57	= \$	_____

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

Sales Tax 12% \$ _____
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.

	Straight Time	Overtime	Double Time
Display Labor			
Labor	\$146.00	\$219.00	\$291.00
T3 Supervised Labor	\$190.00	\$285.00	\$378.00
Forklift and Operator.....	\$715.00	\$792.00	\$1,022.00

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

Sales Tax 12% \$ _____
Estimated Total Labor \$ _____

Sign Assembly Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse using the enclosed "Hanging Sign" labels and adhering to the dates on the labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$146.00	\$219.00	\$291.00
T3 Supervised Sign Assembly Labor.....	\$190.00	\$285.00	\$378.00

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

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

Supervision of all labor is required (check one)

Exhibitor Supervision	On site/after hours contact cell phone: (____) _____ On site/after hours contact name: _____
T3 Expo Supervision	On site/after hours contact cell phone: (____) _____ On site/after hours contact name: _____

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

Set-Up Instructions Attached
Outbound Shipping Information Attached
(for T3 Expo Supervised Dismantle only)

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

Sales Tax 12%..... \$ _____
Estimated Total Hanging Sign \$ _____

Accessible Storage Order Form

Important Information

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

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

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

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

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$4.80 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
	\$1.40 per sq. ft x _____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$146.00	\$219.00	\$291.00

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

	Quantity	Standard Price
Shrink Wrap	_____	\$209.00

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

Sales Tax 12%	\$ _____
Est. Total Storage Services	\$ _____

ADVANCE DISCOUNT DEADLINE - Monday, June 23, 2025

Sales Tax 12%



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.

Please select the services needed:

Material Handling	= \$ _____
Cartload Service	= \$ _____
Booth Packages	= \$ _____
Carpet	= \$ _____
Furniture & Accessories	= \$ _____
Display Tables & Counters	= \$ _____
Display Labor & Forklift	= \$ _____
Accessible Storage	= \$ _____
Custom Furniture	= \$ _____
Total:	\$ _____

Secure Online Payments

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

Exhibitor Profile

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

Method of Payment

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

Wire Transfer**
Credit Card

Please Return EAC Form By:
Friday, June 13, 2025

Notification Of Intent To Use EAC

Important Information

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

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

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

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

Please return to: **T3 Expo**
8 Lakeville Business Park
Lakeville, MA 02347
RE: International Conference on Machine Learning

Phone: +1.888.698.3397
Email: orders@t3expo.com

Exhibiting Company Information

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

Exhibitor Appointed Contractor Information

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

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
- Cartload Service
- Booth Package
- Carpet
- Furniture & Accessories
- Display Tables & Counters
- Display Labor & Forklift
- Accessible Storage
- Custom Furniture
- All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

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

Third Party Company Information

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

Third Party Credit Card Information

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

Vancouver, BC Labor Guidelines

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

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

Exhibit/Booth Installation & Dismantle

The installation and dismantling of prefabricated displays comes under the jurisdiction of the local Carpenter's Union. Exhibitors are not permitted to use power tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or T3 Expo.

Material Handling

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. T3 Expo will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by T3. Rates for material handling services are enclosed in this Exhibitor Service Kit.

T3 Expo will have jurisdiction in the loading dock area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment. Any conflicts or disagreements regarding the Union jurisdictions or interpretations thereof should be resolved with representatives of T3 Expo and Show Management. The T3 Service Desk can put you in touch with the appropriate personnel if necessary.

Safety

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

Tipping

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

ANCILLARY INFORMATION & FORMS

Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
Exhibitor Services	Vancouver Convention Centre	AV, Catering, Electrical, Plumbing, Rigging, Booth Security, Booth Cleaning, Telecommunications/Internet Phone: (604) 647-7480 Email: exhibitorservices@vancouverconventioncentre.com
Audio Visual Services	Popshap	Phone: (888) 317-5531 Email: sales@popshap.com
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PLEASE NOTE: There are no Lead Retrieval Devices at this show.