

PointClickCare[®] SUMMIT 2025

Advancing Care Together

Exhibitor Services Kit

March 31 - April 2, 2025

ARIA Resort & Casino, Las Vegas, NV

Welcome

Dear PointClickCare Summit 2025 Sponsor,

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

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

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

Use our
INTERACTIVE
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 for EASY NAVIGATION



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T3 EXPO INFORMATION

Show Information

Location

ARIA Resort & Casino
 3730 S Las Vegas Blvd
 Las Vegas, NV 89158

Exhibit Hall

Level 1 Pinyon & Bristlecone Ballroom

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Platinum & Diamond Only Monday, March 31 11:00 am – 4:30 pm	Tuesday, April 1, 2025 Breakfast 7:30 am – 9:00 am Lunch 11:30 am – 1:30 pm Break 2:00 pm – 3:00 pm Wine & Cheese Reception 5:00 pm – 6:30 pm	Wednesday, April 2 4:00 pm – 10:00 pm	Friday, April 4 by 10:00 am at the T3 Warehouse
All Sponsors Monday, March 31 2:00 pm – 4:30 pm	Wednesday, April 2, 2025 Breakfast 7:30 am – 9:00 am Lunch 12:00 pm – 1:30 pm Break 3:00 pm – 4:00 pm		

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 Friday, April 4*

All shipments to be received by T3 Expo must be sent to the Advanced Warehouse. T3 Expo will not have direct receiving for this facility. This does not prohibit a sponsor from shipping to the Aria hotel directly, but T3 will not be responsible for shipments received by the hotel.

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

Important Dates & Deadlines Checklist

- January 16, 2025 Turnkey Package Order Deadline
- Monday, February 17, 2025..... Turnkey Package Artwork Submission Deadline
- Friday, February 28, 2025..... Exhibitor Appointed Contractor Form Deadline
- Friday, February 21, 2025..... Receiving at Advance Warehouse Begins
- Friday, March 7, 2025 Turnkey Package Artwork Approval Deadline
- Friday, March 7, 2025 T3 Service Orders Advance Discount Deadline
- Friday, March 7, 2025 Custom Furniture Advance Discount Deadline
- Thursday, March 20, 2025 Last Day for Advance Shipments to Arrive without Surcharges
- Monday, March 31, 2025 All Exhibits Must Be Set by 4:30 pm
- Friday, April 4, 2025 All Carriers Must Check In by 10:00 am

****All carriers must check in by 10:00 am at the T3 Warehouse;***

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

PLEASE NOTE: Sponsors shipping directly to show site will need to manage this with the ARIA. T3 and PCC are not responsible.

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:

- PCC and T3 are not responsible for picking up items directly shipped to the ARIA.
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/PointClickCare Summit 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 Advanced Warehouse.

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

PointClickCare Summit 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, March 20, 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, April 4, 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, February 21, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$1.66/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$75.00 ea. = \$ _____

Material Handling Estimate \$ _____

All shipments to be received by T3 Expo must be sent to the Advanced Warehouse. T3 Expo will not have direct receiving for this facility. This does not prohibit a sponsor from shipping to the Aria hotel directly, but T3 will not be responsible for shipments received by the hotel.

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: PointClickCare Summit 2025

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

Information

Advance shipments will be accepted beginning on Friday, February 21, 2025 through Thursday, March 20, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Thursday, March 20, 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 to be received by T3 Expo must be sent to the Advanced Warehouse. T3 Expo will not have direct receiving for this facility. This does not prohibit a sponsor from shipping to the Aria hotel directly, but T3 will not be responsible for shipments received by the hotel.

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

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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, FEBRUARY 21, 2025 TO THURSDAY, MARCH 20, 2025

To: _____

Exhibitor Name

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



Event: **PointClickCare Summit 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, FEBRUARY 21, 2025 TO THURSDAY, MARCH 20, 2025

To: _____

Exhibitor Name

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



Event: **PointClickCare Summit 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

Exhibitor Order Deadline: January 16, 2025

Contributor Table

Contributor Table Inclusions

- (1) 6' Skirted Table provided by the ARIA
- (1) 2x2 Show Branded Floor Decal
- (2) Chairs provided by the ARIA
- Daily Cleaning Not Included



- Sponsors may bring a tabletop banner or a maximum of two (2) floor banner stands and a branded tablecloth. All assets and staff must remain 6' table space provided. Site services and A/V are not included and cannot be ordered separately.

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

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

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

Submitting Artwork

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

Exhibitor Order Deadline: **January 16, 2025**
Artwork Submission Deadline: **Monday, February 17, 2025**
Artwork Approval Deadline: **Friday, March 7, 2025**
An additional \$482.00 rush fee will be added to the total price of the package if graphic files are received after Monday, February 17, 2025.

Bronze Kiosk Package

Bronze Kiosk Package Inclusions

- (1) 4'w x 8'h Backwall with Custom Graphic and Kiosk Number
- (1) 43" Monitor
- (1) S4 Counter
- (1) Clara Stool
- (1) 5-AMP Drop – for Monitor
- (1) Power Strip
- (1) 5' x 5' Standard Carpet – Royal Blue
- Daily Cleaning Not Included



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

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

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

Submitting Artwork

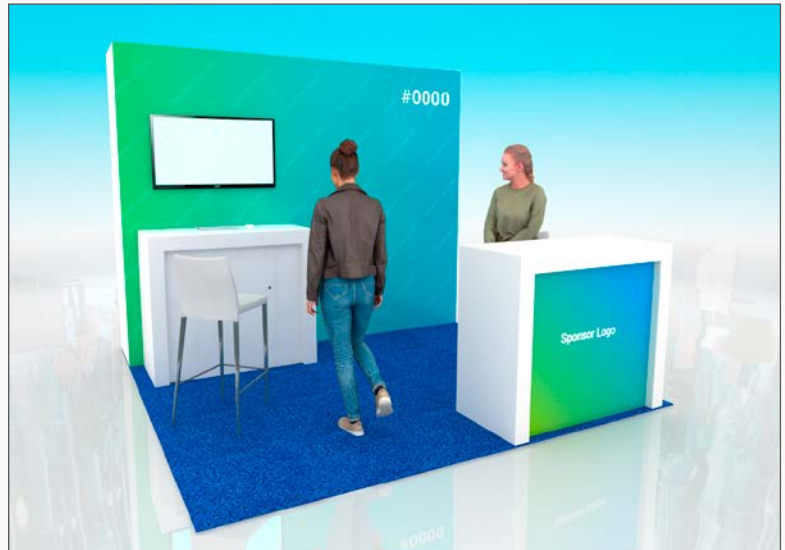
Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Exhibitor Order Deadline: **January 16, 2025**
Artwork Submission Deadline: **Monday, February 17, 2025**
Artwork Approval Deadline: **Friday, March 7, 2025**
 An additional \$1,144.00 rush fee will be added to the total price of the package if graphic files are received after Monday, February 17, 2025.

Silver 10' x 10' Turnkey Package

Silver 10' x 10' Turnkey Package Inclusions

- (1) 10'w x 8'h x 2'd Backwall with Custom Graphic and Booth Number
- (1) 43" Monitor*
- (1) S4 Demo Counter
- (1) S4 Counter with Graphic Kick Panel
- (2) Clara Stools
- (1) 5-AMP Drop – for Monitor
- (1) Power Strip
- (1) 10' x 10' Standard Carpet – Royal Blue Daily Cleaning Not Included



*Select Monitor Placement

(Please check one.)

Left

Right

Centered

- Inline booths will have a 3'h dividing wall between booths.
- Sponsors may move monitors and counters.
- Monitors can be removed, but no discount will be provided.
- Additional monitors may be added and ordered through MVS order form, but sponsors are responsible for additional fees.
- Optional: Upgrading monitor size is an additional fee to the Sponsor, please order through MVS order form.
- For 10x10 booths without a shared backwall, the back side of the wall will have PCC branding. Sponsors may brand only the front side of the backwall with the monitor.
- For back wall changes, please contact summitsponsor@pointclickcare.com.

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

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

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

Submitting Artwork

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

Exhibitor Order Deadline: **January 16, 2025**
Artwork Submission Deadline: **Monday, February 17, 2025**
Artwork Approval Deadline: **Friday, March 7, 2025**
 An additional \$1,742.00 rush fee will be added to the total price of the package if graphic files are received after Monday, February 17, 2025.

Gold 10' x 20' Turnkey Package

Gold 10' x 20' Turnkey Package Inclusions

- (1) 20'w x 8'h x 2'd Backwall with Custom Graphic and Booth Number
- (1) 43" Monitor*
- (1) S5 Demo Counter
- (1) S5 Counter with Graphic Kick Panel
- (3) Clara Stools
- (1) 30" Round Bar Table with Black Base - White
- (1) 5-AMP Drop – for Monitor
- (1) Power Strip
- (1) 10' x 20' Standard Carpet – Royal Blue
- Daily Cleaning Not Included



*Select Monitor Placement

(Please check one.)

Left

Right

Centered

- Sponsors may move monitors and counters.
- Monitors can be removed, but no discount will be provided.
- Additional monitors may be added and ordered through MVS order form, but sponsors are responsible for additional fees.
- Optional: Upgrading monitor size is an additional fee to the Sponsor, please order through MVS order form.
- Sponsors may brand only the front side of the backwall with the monitor, PCC to brand the back side of the backwall.
- For back wall changes, please contact summitsponsor@pointclickcare.com.

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

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

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

Submitting Artwork

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

Exhibitor Order Deadline: **January 16, 2025**
Artwork Submission Deadline: **Monday, February 17, 2025**
Artwork Approval Deadline: **Friday, March 7, 2025**
 An additional \$3,015.00 rush fee will be added to the total price of the package if graphic files are received after Monday, February 17, 2025.

Platinum 10' x 30' Turnkey Package

Platinum 10' x 30' Turnkey Package Inclusions

- (1) 30'w x 8'h x 2'd Backwall with Custom Graphic and Booth Number
- (2) 43" Monitor*
- (1) S5 Demo Counter
- (1) S5 Counter with Graphic Kick Panel
- (7) Clara Stools
- (2) 30" Round Bar Table with Black Base - White
- (2) 5-AMP Drop – for Monitors
- (1) Power Strip
- (1) 10' x 30' Standard Carpet – Royal Blue
- Daily Cleaning Not Included



*Select Monitor Placement

(Please check one.)

- Left
 Right
 Centered
 Both Left and Right (as shown in the above rendering)

- Sponsors may move monitors and counters.
- Monitors can be removed, but no discount will be provided.
- Additional monitors may be added and ordered through MVS order form, but sponsors are responsible for additional fees.
- Optional: Upgrading monitor size is an additional fee to the Sponsor, please order through MVS order form.
- Sponsors may brand only the front side of the backwall with the monitor, PCC to brand the back side of the backwall.
- For back wall changes, please contact summitsponsor@pointclickcare.com.

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

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

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

Submitting Artwork

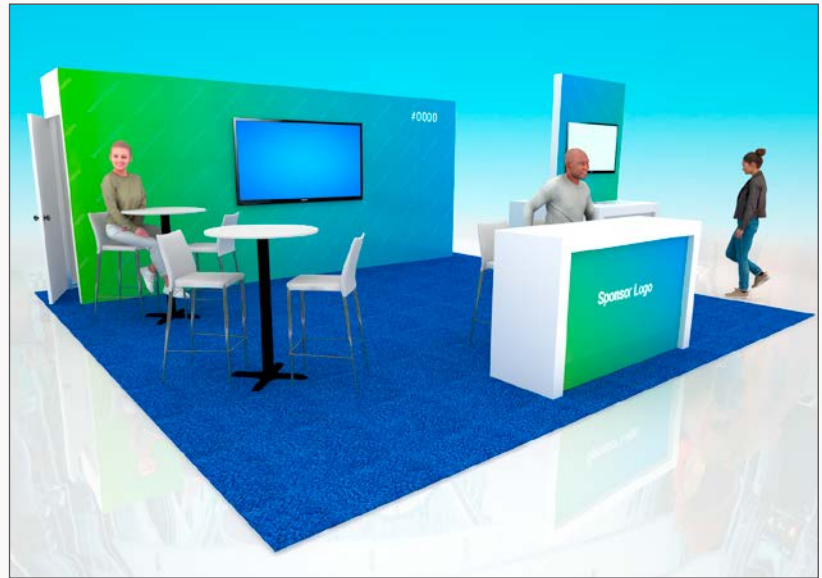
Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Exhibitor Order Deadline: **January 16, 2025**
Artwork Submission Deadline: **Monday, February 17, 2025**
Artwork Approval Deadline: **Friday, March 7, 2025**
 An additional \$4,257.00 rush fee will be added to the total price of the package if graphic files are received after Monday, February 17, 2025.

Diamond 20' x 20' Turnkey Package

Diamond 20' x 20' Turnkey Package Inclusions

- (1) 20'w x 8'h x 3'd Backwall with Custom Graphic on the Front and Booth Number
- (2) 43" Monitor
- (1) 80" Monitor*
- (2) S4 Demo Counter
- (1) S5 Counter with Graphic Kick Panel
- (6) Clara Stools
- (2) 30" Round Bar Table with Black Base - White
- (3) 5-AMP Drop – for Monitors
- (1) Power Strip
- (1) 20' x 20' Standard Carpet – Royal Blue
- Daily Cleaning Not Included



*Select Monitor Placement

(For 80" monitors only, please check one.)

Left

Right

Centered

- Sponsors may move monitors and counters.
- Monitors can be removed, but no discount will be provided.
- Additional monitors may be added and ordered through MVS order form, but sponsors are responsible for additional fees.
- Optional: Upgrading monitor size is an additional fee to the Sponsor, please order through MVS order form.
- Sponsors may brand only the front side of the backwall with the monitor, PCC to brand the back side of the backwall.
- For back wall changes, please contact summitsponsor@pointclickcare.com.

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

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

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

Submitting Artwork

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

Artwork Submission Deadline:
All artwork due by Monday, February 17, 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

Furniture



A. Clara Stool

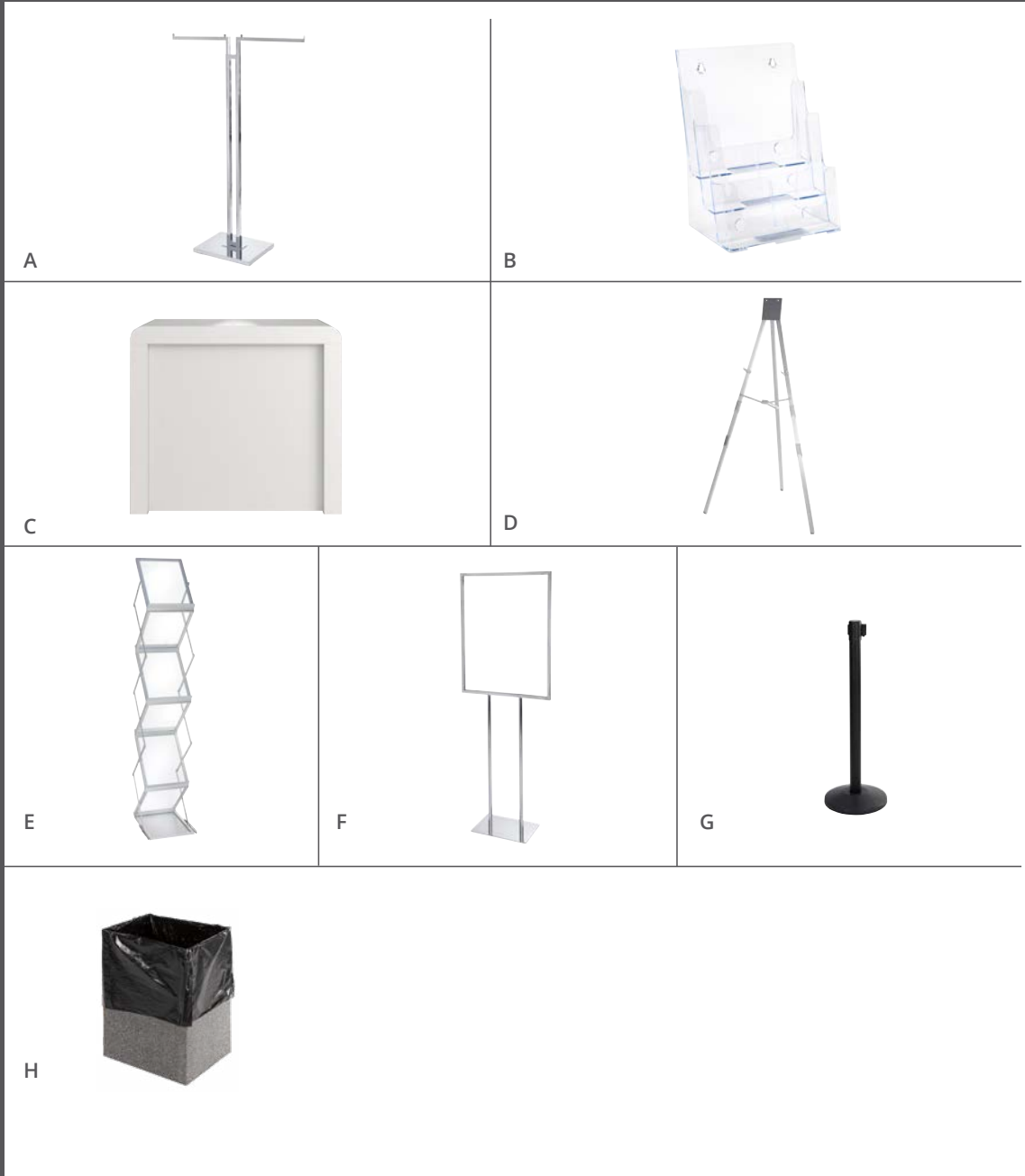


B. 30" Round Bar
Table With Black
Base - White

PLEASE NOTE: Colors and style may vary upon availability.

Accessories

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



PLEASE NOTE:
 Colors and style may vary upon availability.

T3 Advance Discount Deadline:
Order and payment due by Friday, March 7, 2025

Furniture & Accessories Order Form

	Quantity		Discount Price		Standard Price		Extended Price
Furniture							
A. Clara Stool (AFR-05237-0298)	_____	x	\$131.00	or	\$187.14	= \$	_____
B. 30" Round Bar Table With Black Base - White (AFR-05036-0003a)	_____	x	\$202.00	or	\$228.57	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Accessories							
A. Bag Stand (ACC-001a)	_____	x	\$253.00	or	\$361.43	= \$	_____
B. Literature Holder - Acrylic 3 Tier (ACC-002a)	_____	x	\$90.00	or	\$128.57	= \$	_____
C. R4 Counter - 4' wide (CNT-R4FT-01a)	_____	x	\$722.00	or	\$1,031.43	= \$	_____
R4 Counter, Branded - 4' wide (CNT-R4FT-01b)	_____	x	\$900.00	or	\$1,285.71	= \$	_____
D. Sign Easel (ACC-004a)	_____	x	\$106.00	or	\$151.43	= \$	_____
E. Literature Stand (ACC-005a)	_____	x	\$200.00	or	\$285.71	= \$	_____
F. Sign Stand - 22"w x 28"h (ACC-007a)	_____	x	\$162.00	or	\$231.43	= \$	_____
G. Stanchion - 3' High Tension (ACC-008a)	_____	x	\$112.00	or	\$160.00	= \$	_____
H. Wastebasket (ACC-010a)	_____	x	\$32.00	or	\$45.71	= \$	_____

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

Sales Tax 8.375% \$ _____
Est. Total Furn/Access \$ _____

Display Tables & Counters

Skirted Tables

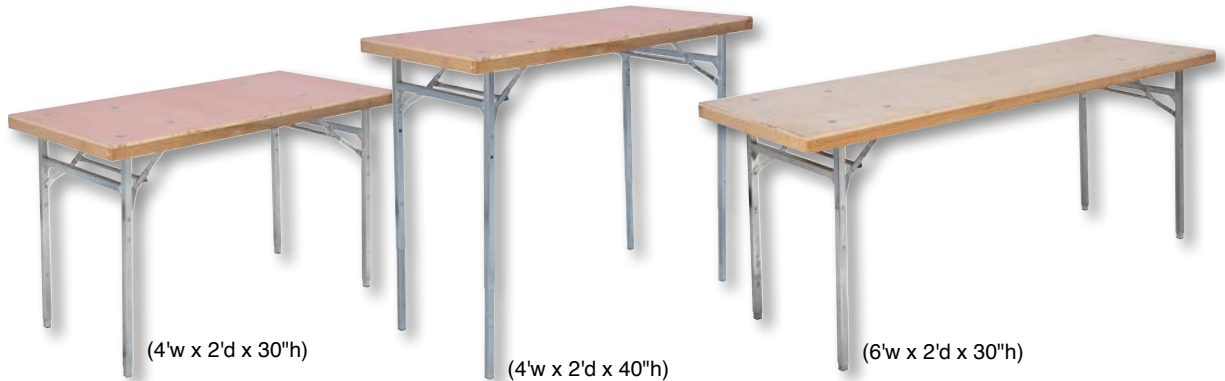
- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

- 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 Friday, March 7, 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		\$209.00	or	\$298.57	= \$	_____
6'w x 2'd	_____ x		\$243.00	or	\$347.14	= \$	_____
8'w x 2'd	_____ x		\$284.00	or	\$405.71	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$66.00	or	\$94.29	= \$	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x		\$243.00	or	\$347.14	= \$	_____
6'w x 2'd	_____ x		\$284.00	or	\$405.71	= \$	_____
8'w x 2'd	_____ x		\$325.00	or	\$464.29	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$77.00	or	\$110.00	= \$	_____

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		\$81.00	or	\$115.71	= \$	_____
6'w x 2'd	_____ x		\$108.00	or	\$154.29	= \$	_____
8'w x 2'd	_____ x		\$132.00	or	\$188.57	= \$	_____
40" High Unskirted							
4'w x 2'd	_____ x		\$108.00	or	\$154.29	= \$	_____
6'w x 2'd	_____ x		\$132.00	or	\$188.57	= \$	_____
8'w x 2'd	_____ x		\$157.00	or	\$224.29	= \$	_____
Round Tables							
30"d x 30"h, black	_____ x		\$143.00	or	\$204.29	= \$	_____
30"d x 40"h, black	_____ x		\$160.00	or	\$228.57	= \$	_____

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

Sales Tax 8.375% \$ _____
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	\$133.00	\$183.00	\$249.00
T3 Supervised Labor	\$173.00	\$238.00	\$324.00
Forklift and Operator.....	\$328.00	\$363.00	\$469.00

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

For Forklift Orders

Type of Work Being Performed

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

Size of forklift required:

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

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

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

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

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

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

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

Set-Up Instructions Attached

Outbound Shipping Information Attached

Estimated Total Labor \$ _____

Accessible Storage Order Form

Important Information

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

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

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

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

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$2.88 per square foot per day.

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

Access Storage	Area		# Days		Extended Price
	\$2.88 per sq. ft x _____ sq. ft.	x	_____	= \$	_____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$133.00	\$183.00	\$249.00

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

	Quantity	Standard Price
Shrink Wrap	_____	\$96.00

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Est. Total Storage Services \$ _____

ADDITIONAL
INFORMATION
& FORMS

Payment Information

Important Information

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

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

T3 Expo
 8 Lakeville Business Park
 Lakeville, MA 02347

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

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

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

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

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

Please select the services needed:

Material Handling = \$ _____
 Additional Furniture & Accessories = \$ _____
 Additional Display Labor & Forklift = \$ _____
 Additional Accessible Storage = \$ _____
 Additional Custom Furniture = \$ _____
Total: \$ _____

PLEASE NOTE:

Booths are included; sponsors only need to select a service.

Secure Online Payments

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

Exhibitor Profile

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

Method of Payment

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

Wire Transfer**
Credit Card

Third Party Authorization

Important Information

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

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

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

Third Party covering the following charges for exhibitor:

- Material Handling
- Booth Package
- Carpet
- Furniture & Accessories
- 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.

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



ORDER ARIA EXHIBITOR SERVICES ONLINE!



PointClickCare SUMMIT 2025

Our online ordering system is quick, secure and easy to use.

Step-by-step instructions are right on the screen and live assistance from one of our Exhibitor Services Representatives is just one click away!

System offers easy ordering of:

Electrical

Cleaning

Internet

Plant & Floral

Business Services



Take advantage of discounted pricing until

March 8, 2025

ORDER ONLINE TODAY AT:

<https://www.ariaexhibitorservices.com>



Exhibitor Audio Visual Order Form

Mountain View Staging Services, Inc.
 San Francisco - Salt Lake City - Washington DC
www.mvstaging.com

PointClickCare SUMMIT 2025
 Advancing Care Together

March 31 – April 2, 2025
 ARIA Resort and Casino | Las Vegas, NV

Computers:					Customer Information				
Dell Mini PC		\$ 195.00	\$ 300.00		Company Name:				
Dell XPS PC Laptop		\$ 260.00	\$ 400.00		Address:				
Apple Macbook Pro		\$ 325.00	\$ 500.00		City:				
Micca Media Player		\$ 26.00	\$ 40.00		State: <input type="text"/> Zip: <input type="text"/>				
Wireless keyboard & mouse		\$ 65.00	\$ 100.00		Ordered by:				
Wired keyboard & mouse		\$ 35.00	\$ 54.00		Agency (if applicable):				
Flat Screen Monitors:					On-Site/Delivery Information				
27" Monitor		\$ 204.00	\$ 315.00		Booth/Room #:				
32" Monitor		\$ 175.50	\$ 270.00		Set By Date/Time:				
40" Monitor		\$ 234.00	\$ 360.00		Strike Date/Time:				
43" Monitor		\$ 321.00	\$ 495.00		Onsite Contact Name:				
55" Monitor		\$ 409.00	\$ 630.00		Onsite Contact Phone:				
65" Monitor		\$ 585.00	\$ 900.00						
70" Monitor		\$ 585.00	\$ 900.00						
80" Monitor		\$ 1,053.00	\$ 1,620.00						
90" Monitor		\$ 1,404.00	\$ 2,160.00						
98" Monitor		\$ 3,510.00	\$ 5,400.00						
Dual Pole Floorstand		\$ 48.75	\$ 75.00						
Dual Pole Stand Laptop Shelf		\$ 66.30	\$ 102.00						
Touch Screen Monitors					Ordering Instructions				
32" Touchscreen		\$ 468.00	\$ 720.00		Kindly complete the form and email it to orders@mvstaging.com . If you need any assistance, please send us an email with your queries.				
40" Touchscreen		\$ 409.50	\$ 630.00		DEADLINE				
46" Touchscreen		\$ 485.55	\$ 747.00		CUT-OFF DATE FOR ADVANCE PRICING IS March 7th 2025				
55" Touchscreen		\$ 760.50	\$ 1,170.00		<i>Orders received after deadline pay onsite rates.</i>				
65" Touchscreen		\$ 1,170.00	\$ 1,800.00		PAYMENT:				
86" Touchscreen		\$ 1,638.00	\$ 2,520.00		Upon confirmation of your order, a link for secure payment will be sent to you. All orders must be paid in full before services are rendered.				
Monitor Accessories					TAX:				
Computer Adapter / Dongle		\$ 26.00	\$ 40.00		State Tax will be charged UNLESS a tax exemption certificate is provided.				
Power Strip		\$ 11.70	\$ 18.00		LABOR:				
Extention Cord		\$ 13.00	\$ 20.00		All orders will incur a minimum 2-hours per person for setup/tear-down, (1) AV Lead and (1) IATSE Stage Hand. <i>Custom installs require a separate estimate.</i>				
Video DA HDMI100		\$ 26.00	\$ 40.00		CANCELLATION:				
					50% Cancellation charge up to 2 weeks prior to Show Open 100% Cancellation charge if canceled less than 14 days from Show Open				
Labor Technicians									
All Displays over 34" Monitors (2 hr minimum)		\$120/hour	\$180/hour						
Additional AV Technician (per additinal hour)		\$120/hour	\$180/hour						
Small Monitors (27"-32"), Deliver & Pickup (1 hour)		\$120/hour	\$180/hour						
Union Labor									
IATSE Stagehand (2 hr minimum)		\$140/hr	\$180/hr						

Return for Processing

EQUIPMENT	\$	
LABOR	\$	
SUBTOTAL	\$	
STATE SALES TAX	\$	
CREDIT CARD PROCESSING FEE (3%)	\$	
TOTAL ORDER	\$	

Mountain View Staging Services, Inc.
orders@mvstaging.com

NOTE: For estimates on custom labor, such as monitor and under carpet cable runs, please contact us at orders@mvstaging.com.

IAEE Guidelines

[Click here](#) for more IAEE Guidelines