



Sage FUTURE

SPONSOR SERVICES KIT

Sage Future

June 3-5, 2025

**Georgia World Congress Center
Atlanta, GA**

Welcome

Dear Sage Future Sponsor,

T3 Expo is proud to have been selected as the official service contractor for Sage Future. 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

Georgia World Congress Center
285 Andrew Young International Blvd NW
Atlanta, GA 30313

Exhibit Hall

Halls C1 and C2

Move-in:

Tuesday, June 3

1:00 pm – 5:00 pm | Sponsor Move-in

Exhibit Hours:

Tuesday, June 3

6:00 pm – 8:00 pm | Exhibit Hall Open

Wednesday, June 4

10:00 am – 5:00 pm | Exhibit Hall Open

Thursday, June 5

8:00 am – 5:00 pm | Exhibit Hall Open

Do not leave valuables unattended at the close of the show.

Move-out:

Thursday, June 5

5:00 pm – 6:30 pm | Sponsor Move-out

All booth materials must be cleared by 6:30 pm

Carrier Check-in:

Thursday June 5 | By 6:30 pm

PLEASE NOTE: Hours are subject to change.

Important Dates & Deadlines Checklist

- Thursday, May 1, 2025 Receiving at Advance Warehouse Begins
- Wednesday, May 7, 2025 Artwork Submission Deadline
- Friday, May 9, 2025..... Artwork Approval Deadline
- Monday, May 12, 2025 T3 Service Orders Advance Discount Deadline
- Monday, May 12, 2025 Furniture Advance Discount Deadline
- Wednesday, May 14, 2025 Electrical, Plumbing & Cable Services Deadline
- Monday, May 26, 2025 Last Day for Advance Shipments to Arrive without Surcharges
- Tuesday, June 3, 2025..... Direct Shipments to Show Site May Begin Arriving After 1:00 pm
- Tuesday, June 3, 2025..... All Exhibits Must Be Set by 5:00 pm
- Thursday, June 5, 2025 All Carriers Must Check In by 6:30 pm

Preshow Checklist

[Please click here to view our Terms and Conditions](#)

Review this entire Service Kit (PLEASE NOTE: Payment is required with all orders)

Arrange in-bound freight/Material Handling

If you or any other vendor are shipping materials to your booth, be sure to choose **Advance** 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/show name 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 Sponsor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

Order additional/ancillary services

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

Submit your order with payment (REQUIRED)

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

Arrange out-bound freight

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

On-site Checklist

Check all freight when you arrive

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

Booth set-up

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

Arrange outbound shipping

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

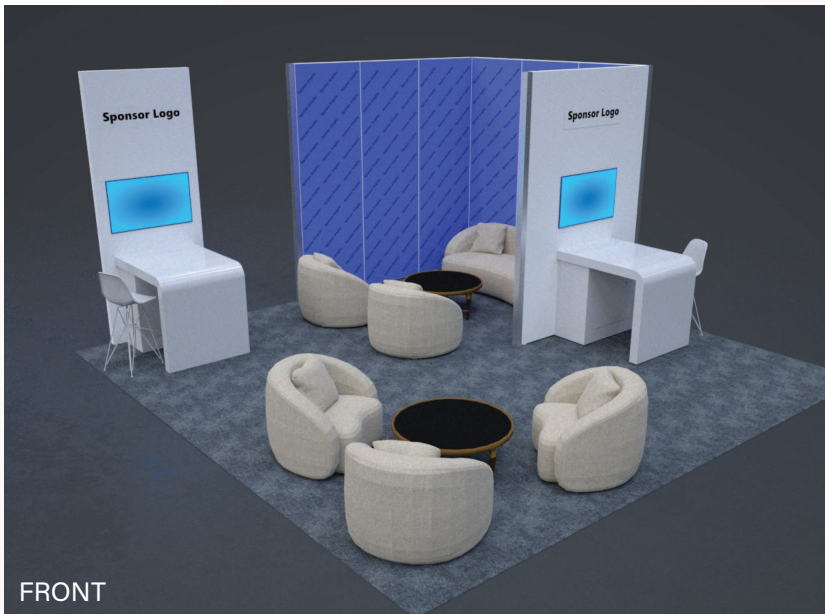
Booth freight packed and ready to ship out

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

T3 TURNKEY OPTIONS

Artwork Submission Deadline: Wednesday, May 7, 2025
Artwork Approval Deadline:..... Friday, May 9, 2025
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Wednesday, May 7, 2025.

Diamond 20' x 20' Turnkey – Option B (Avalara)



BACK

Diamond 20' x 20' Turnkey – Option B (Avalara) (Included in Sponsorship)

Includes:

- | | |
|---|---|
| (2) 8'h x 5'w Double-sided Kiosks with Sponsor Logo and (1) L Counter (Waterfall) with Locking Storage, White | (2) Nexus Barstools (AFR) |
| (1) 8'h x 26'w U Shaped Meeting Wall with Double-sided Graphics | (2) Wastebaskets |
| (2) Ava Cocktail Tables (AFR) | (2) 43" Monitors |
| (1) Latitude Loveseat (AFR) | (2) 5-AMP Electrical Drops* |
| (5) Latitude Chairs (AFR) | (2) Power Strips* |
| | (1) 20'x20' Grigio (Grey) Alma Recyclable Carpet Installation & Dismantle |
| | Nightly Vacuuming & Porter Service (Tues-Thurs) |

Important: Please note that you do not need to order this booth or add it to the cart.

[Click here](#) to upload your graphic files or download templates & instructions. Before submitting artwork, [please click](#) here to 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.

Visit the T3 Online Store at order.t3expo.com to learn more about our accessible options.

*Electrical Drops and Power Strips will be placed into each of the L Counters. If you require additional drops or placement of your drops to be in a location other than the back of your booth, or if hardline internet is required, see the electrical order forms at the back of this kit.

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

T3 SERVICE INFORMATION & FORMS

Artwork Submission Deadline:
All artwork due by Wednesday, May 7, 2025

Print Production Artwork Requirements

PLEASE NOTE:

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

General File Set Up

Please provide artwork in native forms whenever possible:

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

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

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

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

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

Images

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

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

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

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

Minimum resolution for graphic at full size dimensions:

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

Graphics smaller than 48" x 96"

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

Preferred File Formats

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

Checklist

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

Artwork Submission and Template Download

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

Questions?

Questions regarding artwork may be emailed to:

Sponsor Graphics
graphics@t3expo.com

Please include, in all inquiries:

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

Furniture & Accessories

- A. Nexus Stool, White
- B. Nexus Chair, White
- C. Bag Stand – Chrome
- D. Literature Holder – Acrylic 3 Tier
- E. Literature Stand
- F. Wastebasket

A



B



C



D



E



F



PLEASE NOTE:
Colors and style may
vary upon availability.

T3 Advance Discount Deadline:
Order and payment due by Monday, May 12, 2025

Furniture & Accessories Order Form

	Quantity		Discount Price		Standard Price		Extended Price
A. Nexus Stool – White (AFR-05237-0300)	_____	x	\$198.00	or	\$282.86	= \$	_____
B. Nexus Chair – White (AFR-05035-0050)	_____	x	\$200.00	or	\$285.71	= \$	_____
C. Bag Stand (ACC-001a)	_____	x	\$318.00	or	\$454.29	= \$	_____
D. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	\$113.00	or	\$161.43	= \$	_____
E. Literature Stand (ACC-005a)	_____	x	\$614.00	or	\$877.14	= \$	_____
F. Wastebasket (ACC-010a)	_____	x	\$40.00	or	\$57.14	= \$	_____

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

Sales Tax 8.9% \$ _____
Est. Total Furniture & Accessories ... \$ _____

Accessible Storage & Cleaning Order Form

Important Information

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

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

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

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

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$3.46 per square foot per day.

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

Access Storage	Area	# Days	Extended Price
	\$3.46 per sq. ft x _____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$167.00	\$229.00	\$312.00

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

Cleaning	Area	Price	# Days	Extended Price
Porter Service	_____ x _____ x	\$1.01 per sq. ft.	x _____	= \$ _____
Vacuuming	_____ x _____ x	\$0.89 per sq. ft.	x _____	= \$ _____

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Est. Total Storage Services \$ _____

SHIPPING INFORMATION

Sage Future 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 Monday, May 26, 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 Thursday, June 5, 2025 by 6:30 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

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

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

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Thursday, May 1, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$1.99/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$90.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Tuesday, June 3, 2025. Shipments that arrive prior to this date may be refused by the Georgia World Congress Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.03/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$90.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: Sage Future

c/o: T3 Expo
c/o: Veterans Expo Group
5325 Westpark Dr SW
Atlanta, GA 30336

Information

Advance shipments will be accepted beginning on Thursday, May 1, 2025 through Monday, May 26, 2025 between the hours of 8:00 am – 4:00 pm, excludes holidays.

Shipments received after Monday, May 26, 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: Sage Future

c/o: T3 Expo
c/o: Georgia World Congress Center
Halls C1 and C2
285 Andrew Young International Blvd NW
Atlanta, GA 30313

Information

Direct shipments are accepted starting on Tuesday, June 3, 2025 beginning at 8:00 am and throughout published event hours.

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

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

Cartload Service

To alleviate issues associated with Sponsors 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.

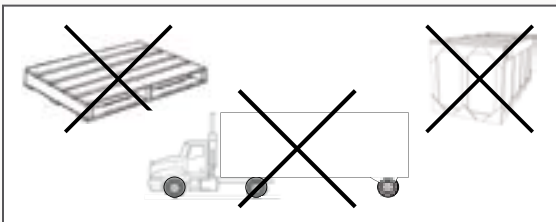
Special Freight Services – Small Passenger Vehicles Only!
Maximum Weight 300 lbs

- Each cartload will handle (8) pieces or less, weighing less than 300 lbs. total. Each Sponsor will be provided (1) laborer with (1) cart. Each Sponsor 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 Sponsor 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	\$316.00	= \$ _____
Outbound	_____ x	\$316.00	= \$ _____

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

Total Cart Service Fee Estimate \$ _____

**ALLSTATES
WORLD CARGO**



OFFICIAL SHOW CARRIER

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

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



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

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

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

Contact Us

☎ 612-504-8300



T3Expo@allstates-worldcargo.com

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, MAY 1, 2025 TO MONDAY, MAY 26, 2025

To: _____

Sponsor Name

c/o: T3 Expo

c/o: Veterans Expo Group
5325 Westpark Dr SW
Atlanta, GA 30336



Event: **Sage Future**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, MAY 1, 2025 TO MONDAY, MAY 26, 2025

To: _____

Sponsor Name

c/o: T3 Expo

c/o: Veterans Expo Group
5325 Westpark Dr SW
Atlanta, GA 30336



Event: **Sage Future**

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.

DIRECT SHIPMENT

ACCEPTED BEGINNING TUESDAY, JUNE 3, 2025

To: _____

Sponsor Name

c/o: T3 Expo

c/o: Georgia World Congress Center

Halls C1 and C2

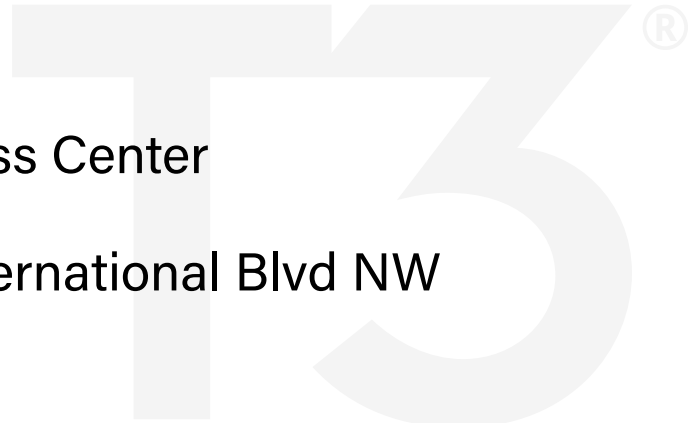
285 Andrew Young International Blvd NW

Atlanta, GA 30313

Event: **Sage Future**

Booth #: _____

Piece #: _____ of: _____ pieces



DIRECT SHIPMENT

ACCEPTED BEGINNING TUESDAY, JUNE 3, 2025

To: _____

Sponsor Name

c/o: T3 Expo

c/o: Georgia World Congress Center

Halls C1 and C2

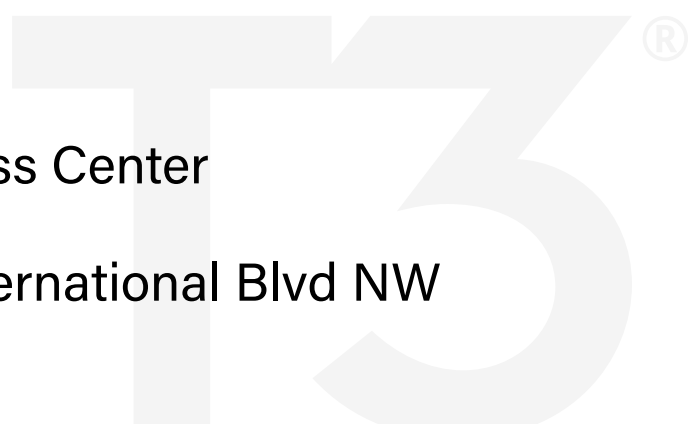
285 Andrew Young International Blvd NW

Atlanta, GA 30313

Event: **Sage Future**

Booth #: _____

Piece #: _____ of: _____ pieces



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 Sponsor'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 Sponsor move-in.

Please select the services needed:

Material Handling	= \$ _____
Vehicle Spotting Fee	= \$ _____
Booth Packages	= \$ _____
Furniture & Accessories	= \$ _____
Accessible Storage	= \$ _____
Cleaning	= \$ _____
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.

Sponsor 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

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.

Atlanta, GA 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:

Union Labor

Since Georgia is a right-to-work state, exhibitor personnel may set up their own exhibits if so desired. Union Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged at established rates, using the enclosed order forms.

Exhibit Labor Jurisdiction

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays unless this work is done by exhibiting company personnel. They are not required to place your products on your display, open cartons containing your products, or perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Service Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor (EAC). Labor can be ordered in advance by returning the attached Display Labor order form, or on show site at T3 Expo's Service Desk.

Freight Handling Jurisdiction

T3 Expo receives and handles all exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the event. T3 Expo will not be responsible, for any material they do not handle and will have control of the loading docks at all times.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall.

Electrical & Plumbing

Electrical and plumbing is handled in-house at the Georgia World Congress Center (GWCC). Most power comes from the floor at the GWCC, but ceiling drops can be ordered, mainly for high power situations. Electricians must plug cords into boxes, but the labor contractor or the exhibitor may run them thereafter, including lights, AV, power strips, etc. Twelve gauge cords are required, either flat or round.

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

VENDOR SERVICE	VENDOR NAME	VENDOR CONTACT INFORMATION
Electrical Services	Edlen	Order online: ordering.edlen.com/login Website: edlen.com
Online ordering Electrical, Plumbing & Cable	Edlen	Order online: ordering.edlen.com/login Website: edlen.com
Internet, Telecommunications & Network Services	CCLD Networks	Website: cclld.net Email: info@cclld.net Phone: 404.222.5500
Audio Visual Services	SmartSouce	<i>Coming Soon!</i>
Lead Retrieval Services	RainFocus	Sign in with your Sage Future event account