

THE WESTMINSTER KENNEL CLUB

SPONSOR / VENDOR SERVICES KIT

The Westminster Kennel Club 2025

February 8, 10-11, 2025

Jacob K. Javits Convention Center

New York, NY

Welcome

Dear Westminster Kennel Club 2025 Vendor,

T3 Expo is proud to have been selected as the official service contractor for The Westminster Kennel Club 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



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T3 EXPO INFORMATION

Show Information

Location

Jacob K. Javits Convention Center
429 11th Avenue
New York, NY 10001

Exhibit Hall

Halls 1A-1 C

Booth Package – 10'x10', 10'x20' or Larger

Each Vendor Booth includes:

- 8' High Back Wall Fabric Booth
- 3' High Side Rail
- (1) 8'w x 2'd x 30"h Skirted Table
- (1) 6'w x 2'd x 30"h Skirted Table
- (2) Side Chairs
- (1) Wastebasket
- (1) Electrical Drop
- Wifi included
- Vacuuming and Porter Service included

Show Colors

- Drapes – Black
- Side Rails/Table – Black
- Aisle Carpet – Purple
- Facility Hall Carpet – Purple



The booth space has Purple Alma carpet. Carpeting is not required by show management but may be upgraded. Please order in this kit or at order.t3expo.com.

Vendor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Thursday, February 6 8:00 am – 6:00 pm	Saturday, February 8 7:00 am – 6:00 pm	Tuesday, February 11 6:00 pm – 10:00 pm	Wednesday, February 12 By 2:00 pm
Friday, February 7 8:00 am – 6:00 pm	Monday, February 10 7:00 am – 5:30 pm	–	–
–	Tuesday, February 11 7:00 am – 6:00 pm	–	–

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

Important Dates & Deadlines Checklist

- Friday, January 3, 2025 Booth Package Order Deadline
- Friday, January 3, 2025 Receiving at Advance Warehouse Begins
- Friday, January 10, 2025 Booth Package Artwork Submission Deadline
- Friday, January 10, 2025 Vendor Appointed Contractor Form Deadline
- Friday, January 17, 2025 Booth Package Artwork Approval Deadline
- Friday, January 17, 2025 T3 Service Orders Advance Discount Deadline
- Friday, January 17, 2025 Custom Furniture Advance Discount Deadline
- Wednesday, January 29, 2025 Last Day for Advance Shipments to Arrive without Surcharges
- Friday, February 7, 2025 Direct Shipments to Show Site May Begin Arriving After 8:00 am
- Friday, February 7, 2025 All Booths Must Be Set by 3:00 pm
- Wednesday, February 12, 2025 All Carriers Must Check In by 4:00 pm

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 read the Direct Shipping information below:

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 vendor 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

The Westminster Kennel Club 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.

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 Wednesday, January 29, 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.
 - 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 Wednesday, February 12, 2025 by 2:00 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 Friday, January 3, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$2.25/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

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

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Friday, February 7, 2025. Shipments that arrive prior to this date may be refused by the Jacob K. Javits Convention Center 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. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: The Westminster Kennel Club 2025

c/o: T3 Expo
600 Cabot Drive
Hamilton, NJ 08691

Information

Advance shipments will be accepted beginning on Friday, January 3, 2025 through Wednesday, January 29, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Wednesday, January 29, 2025 will be charged an additional 30% per pound.

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

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: The Westminster Kennel Club 2025

c/o: T3 Expo
c/o: Jacob K. Javits Convention Center
Halls 1A-1 C
369 12th Avenue
New York, NY 10018

Information

Direct shipments are accepted starting on Friday, February 7, 2025 beginning at 8:00 am and throughout published event hours.

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

Javits Center Hand Carry Policy

The Javits Center is the busiest convention center in the United States, and, as a result, our operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with rapid new development, clients of the Javits Center must make every effort to minimize our impact on neighboring streets during busy move-in and move-out periods.

The hand carry policy, which is outlined below, is designed to maximize vendors move-in/out efficiency, minimize traffic congestion, reduce our carbon footprint, and the negative impact on the west side of Manhattan. Vendors should take notice that 11th Avenue and the adjacent streets around the Javits Center are no longer permitted to be used for staging or unloading hand carry materials as in years past. Likewise, hand carry materials are no longer permitted to enter Crystal Palace via 11th Avenue due to Lincoln Tunnel congestion concerns.

Your event will publish the hand carry hours of operation, location, and entrance availability in advance of your event. Likewise, the Javits Center Public Safety team will organize and coordinate all hand carry operations for your event. In certain cases, depending upon need and availability of space, the rear of exhibit halls and/or our new truck marshaling building may be used for hand carry operations. In all cases, your event will communicate the logistics surrounding your hand carry needs.

The Javits Center Hand Carry Policy is as follows:

1. Hour of Operation and Location:

- Hand carry operation hours are specific and designated by event management.
- Vendors moving materials must use access points and routes designated by event management.

2. Vendor Rules for Hand Carry Operations:

- Individuals moving materials must be employees of the exhibiting company and must carry identification to verify their position.
- The loading and unloading of vehicles are limited to vehicles no larger than a standard van.
- All vehicles will be issued a Javits Center Placard to stage.
- All vehicles are allocated 45 minutes, and the time limit will be strictly enforced.
- Hazard lights must be activated while staged.
- Hand-carried items can be brought in through the front of the building (east side) for South Javits only through the inner roadway and only during event specified times.
- Pop-up displays – equal to or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building.
- Vendors display items which can be hand carried by one person.
- Vendors display items which can be moved on a two-wheel hand truck or baggage cart.
- Hanging clothing racks with four wheels are allowed for moving hanging garments.
- Standard jewelry cases with four wheels are permitted for moving jewelry and trade products.
- For the inner roadway, all vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb or as directed by Javits Center Public Safety.
- For the outbound, pre-pack all exhibit items before staging a vehicle curbside.

Javits Center Hand Carry Policy (continued)

3. Strict Restrictions on the Following During Hand Carry Operations:

- The north lobby atrium may not be used to access any part of the Center for the purpose of delivering or removing vendor products or materials.
- The use of passenger elevators or escalators within the expansion space may not be used for the purpose of delivering or removing vendor products or materials.
- The use of the Crystal Palace for any hand-carry operations.
- Any materials originating from any vehicle on New York City streets for the purpose of delivering, staging, or collecting vendor materials.
- Any equipment, other than a two-wheeled baggage cart (plastic or rubber wheels only), to move their materials.
- Power tools, ladders, vacuum cleaners, or any type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance.
- Any items or materials from a box truck, commercial vehicle, or any vehicle larger than a standard van.
- Any items or materials moved on equipment larger than a two-wheeled baggage cart.
- Any items or materials that cannot be hand carried by one person.
- Any items or materials moved by a moving or freight company, contractor, or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.
- Parking or standing on 11th Avenue or any of the secondary streets around the Javits Center is strictly prohibited and subject to fine or tow.

4. Enforcement for Hand Carry Operations:

- The Javits Center's Security and Safety Solutions Department will provide security on the inner-roadway and loading docks during all designated hand carry hours of operation.
- The New York City Police Department will provide all enforcement for the New York City streets surrounding the Javits Center.
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.
- The Javits Center reserves the right to deny entry to anyone not in compliance with all stated policies and procedures.
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.
- Hand-carry access for vendors will always require strict adherence to the published routes and access points.

Marshalling Yard Information

The temporary West 40th Street entry is now permanently closed. Please see diagram below which outlines the new path onto the Javits Center campus at 369 12th Avenue.



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REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information? YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916



ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 3, 2025 TO WEDNESDAY, JANUARY 29, 2025

To: _____

Vendor Name

c/o: T3 Expo
600 Cabot Drive
Hamilton, NJ 08691

Event: **The Westminster Kennel Club 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 3, 2025 TO WEDNESDAY, JANUARY 29, 2025

To: _____

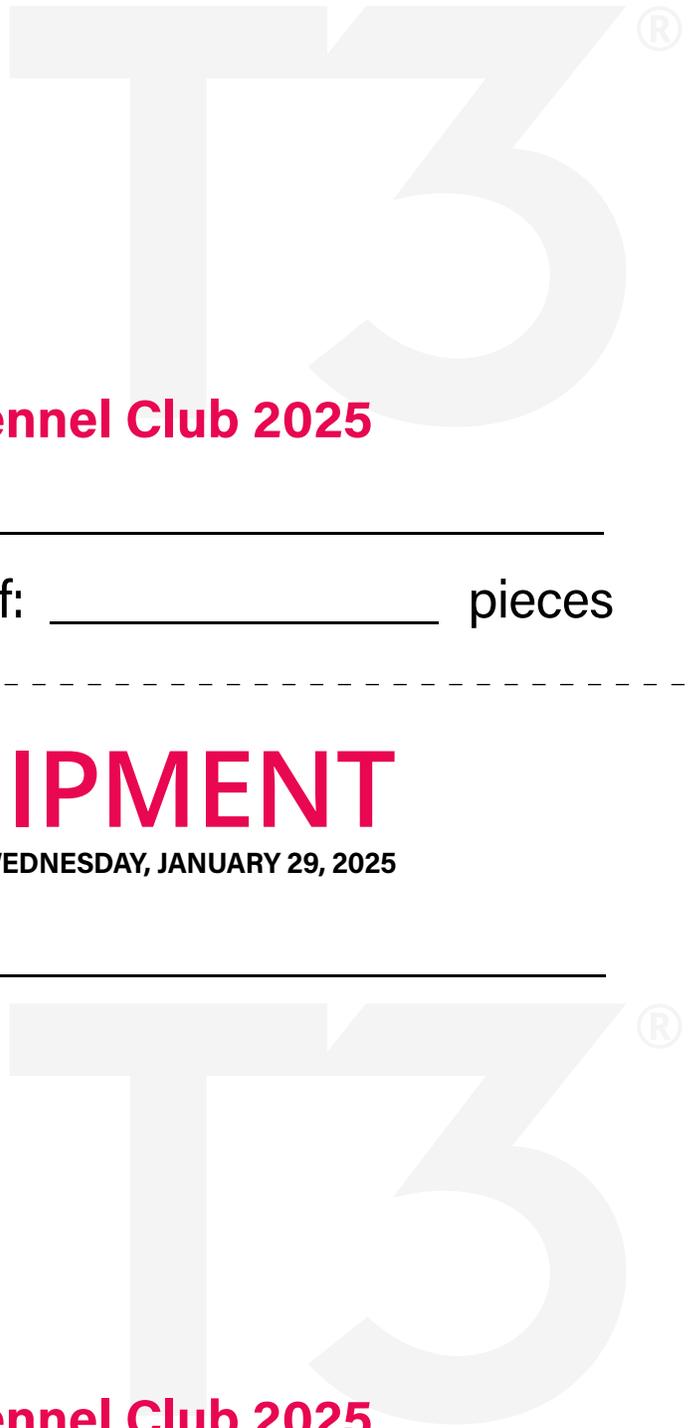
Vendor Name

c/o: T3 Expo
600 Cabot Drive
Hamilton, NJ 08691

Event: **The Westminster Kennel Club 2025**

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 - EXHIBITOR

ACCEPTED BEGINNING FRIDAY, FEBRUARY 7, 2025

To: _____

Vendor Name

c/o: T3 Expo
c/o: Jacob K. Javits Convention Center
Halls 1A-1 C
369 12th Avenue
New York, NY 10018

Event: **The Westminster Kennel Club 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT - EXHIBITOR

ACCEPTED BEGINNING FRIDAY, FEBRUARY 7, 2025

To: _____

Vendor Name

c/o: T3 Expo
c/o: Jacob K. Javits Convention Center
Halls 1A-1 C
369 12th Avenue
New York, NY 10018

Event: **The Westminster Kennel Club 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

Carpet Options

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



Black



Green



Grey



Navy



Red



White

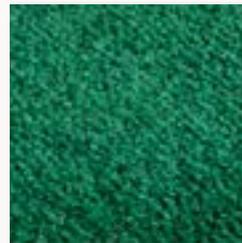
Standard Carpet – 16 oz. Nylon Carpet



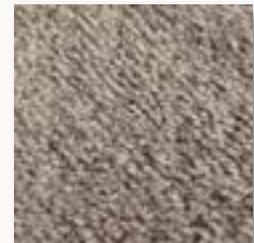
Black



Blue



Green



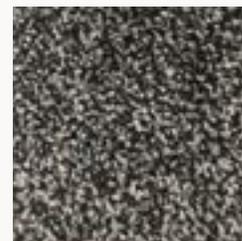
Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advance Discount Deadline:
Order and payment due by Friday, January 17, 2025

Carpet & Padding Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

Carpeting is not required by show management but may be ordered on this page.

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
Navy

Green
Red

Grey
White

Standard Carpet – 16 oz. nylon carpet – Please enter size and select carpet color

Discount Price	Standard Price	Extended Price	Discount Price	Standard Price	Extended Price
10' x 10' \$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
Navy

Blue
Red

Green
Tuxedo

Grey

Carpet Padding

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$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 8.875% \$ _____
Estimated Total Carpet & Padding \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black

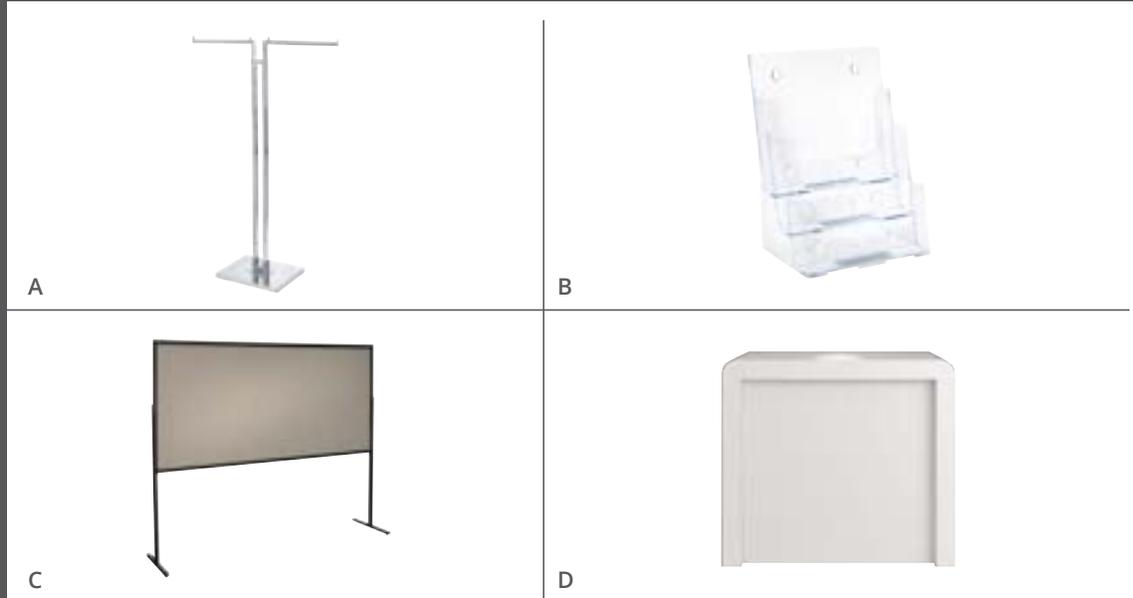


B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

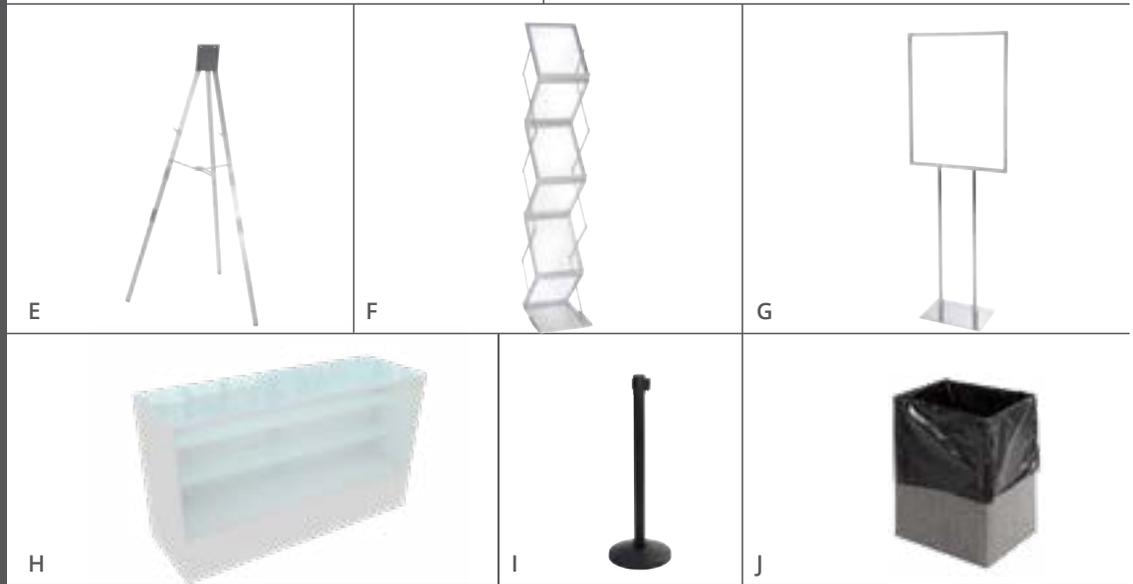
Accessories / Pipe & Drape

- 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

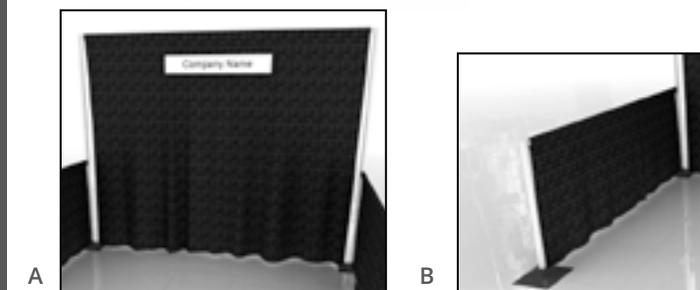


Pipe & Drape

- 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 Friday, January 17, 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-SIDCHR-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	\$659.00	or	\$941.43	= \$	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	\$877.00	or	\$1,252.86	= \$	_____
E. Sign Easel (ACC-004a)	_____	x	\$161.00	or	\$230.00	= \$	_____
F. Literature Stand (ACC-005a)	_____	x	\$748.00	or	\$1,068.57	= \$	_____
G. Sign Stand – 22" w x 28" h (ACC-007a)	_____	x	\$306.00	or	\$437.14	= \$	_____
H. Display Showcase, 6'	_____	x	\$247.00	or	\$352.86	= \$	_____
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 8.875% \$ _____
Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables & Counters

Skirted Tables

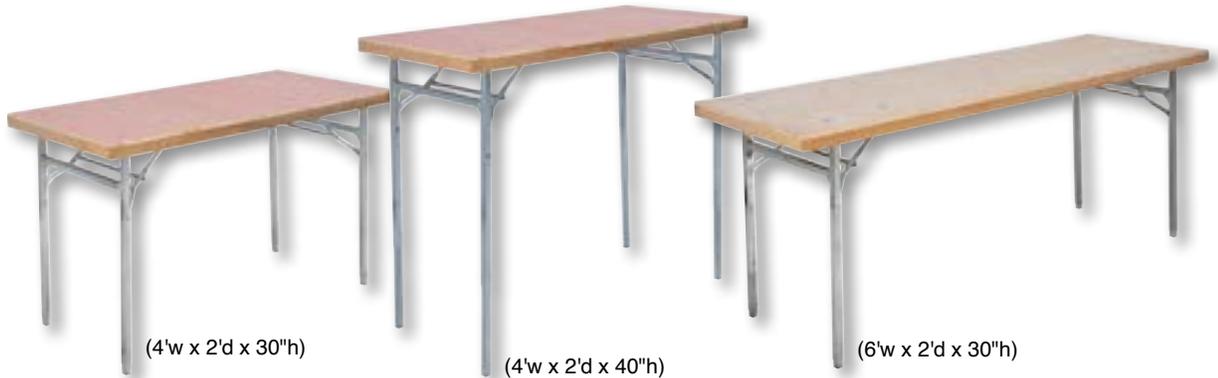
- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

- 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 Friday, January 17, 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 8.875% \$ _____
Est. Total Display Tables & Counters \$ _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: The first eight hours on Monday-Friday.
- Overtime: After eight hours on Monday-Friday, and all hours on Saturday and Sunday.
- 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.
- Vendors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of the official Service Contractor.
- 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.
- Vendor 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.
- Vendors 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	\$225.00	\$398.00	\$542.00
T3 Supervised Labor	\$293.00	\$517.00	\$705.00
Forklift and Operator.....	\$530.00	\$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)

Vendor 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 vendor's total labor bill. In order to perform the labor without vendor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Vendor must also include outbound shipping instructions with this labor order form.

Set-Up Instructions Attached

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

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

Estimated Installation Labor \$ _____
8.875% Tax on Install Labor Only \$ _____
Estimated Dismantle Labor (no tax) .. \$ _____
Estimated Total Labor \$ _____

ADVANCE DISCOUNT DEADLINE - Friday, January 17, 2025

Sales Tax 8.875%



SPECIAL EVENT

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

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

2024 FURNITURE PRODUCT LIST WITH PRICING

ADVANCE DISCOUNT DEADLINE - Friday, January 17, 2025

Sales Tax 8.875%



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 Vendor'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 vendor move-in.

Please select the services needed:

Material Handling	= \$ _____
Booth Packages	= \$ _____
Carpet.....	= \$ _____
Furniture & Accessories	= \$ _____
Display Tables & Counters.....	= \$ _____
Display Labor & Forklift	= \$ _____
Cleaning	= \$ _____
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.

Vendor Profile

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

Method of Payment

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

Wire Transfer**
Credit Card

**Please Return EAC Form By:
Friday, January 10, 2025**

Notification Of Intent To Use VAC

Important Information

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

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

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

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

Please return to: **T3 Expo**
8 Lakeville Business Park
Lakeville, MA 02347
RE: The Westminster Kennel Club 2025

Phone: +1.888.698.3397
Email: orders@t3expo.com

Vendor Company Information

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

Vendor 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 Vendor's behalf.

Third Party covering the following charges for vendor:

- Material Handling
- Booth Package
- Carpet
- Furniture & Accessories
- Display Tables & Counters
- Display Labor & Forklift
- Cleaning
- Custom Furniture
- All Services

Exhibiting Company Authorization of Third Party Billing

Vendor Name:	Date:
Vendor 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.

New York City, NY 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 jurisdictions at the Javits Convention Center in New York involve three major Unions:

Freight Handling

The Teamsters Union: The Teamsters Union handles; the freight at the exhibit hall, unloading trucks or vehicles, delivering materials to and from the booths (drayage), providing rigging of machinery, moving services and spot machinery in your booth. They also handle rigging; the normal rigging crew consists of two men and a forklift.

Booth Labor

The Carpenters Union: The Carpenters Union handles; the erection and dismantling of all exhibits and displays, uncrating and recrating of machinery or equipment, installing all pipe and drape, skirting, all flooring such as carpeting, and assembly of all non-lighted signs. Carpenters may be hired from the General Contractor or from an independent contractor.

Electrical

The Electrical Union: The Electrical Union handles; all electrical work including supplying power lines to your booth, connecting equipment to outlets, and installing signs or headers that are lighted unless they are permanently attached to the exhibit back wall. You may not lay your own internet wires or plug anything into an outlet.

What can vendors do without Union personnel?

If your booth is 250 sq. ft. or less, you may install and dismantle your own exhibit provided you meet these requirements:

1. The set-up can be accomplished in ½ hour or less.
2. No tools are required.
3. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact.

Vendors are allowed to unpack and repack their own product (if it is cartons, not crates). They are also allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Vendors may “hand-carry” or use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items.

Vendors may move a “pop-up” display (equal or less than 10’ in length) capable of being carried by hand by one person. The individuals moving the items must be full-time employees of the exhibiting company and must carry identification to verify this fact.

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 Vendor / Sponsor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that Vendors 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



Dear Exhibitor,

We look forward to welcoming you to the Javits Center.

The **Advance Rate** will only be valid for orders placed and paid **15 days prior to the event opening date**. All orders are to be placed via our online ordering portal [Jake](#).

[Jake](#) is an innovative online ordering system that allows you to place **electrical, technology, cleaning and plumbing needs- there are no forms**.

Please see *USEFUL TOOLS* below for **Work Rules**, and **Tutorial**. Please create your account in [Jake](#) to obtain a **Service Catalog**.

Please feel free to contact the Exhibitor Solutions Team with any questions regarding [Jake](#) via email at services@javitscenter.com or call us Monday – Friday 9am-5pm, Eastern Time at 877.452.8487.

Thank you,
The Javits Center

Jake

is an online portal which allows you to place your utility orders for an event at the Javits Center. **To get started click here: [Jake](#) or [Tutorial](#)**

**MARKET
EXPRESS**
Catering + Delivery

is the place to go for all of your catering requirements and with timely delivery. **To get started click here: [MARKET EXPRESS](#). [VIEW MENU](#)**

PRODUCT SHOWCASE



TECHNOLOGY

GET CONNECTED!

Whether Ethernet or WiFi our experienced IT Team is here for you.

Why wait?

[Order](#) your Technology Service **NOW**.



ELECTRICAL

Don't get stuck in the Dark!

Do you have specific or intensive? Electrical installation requirements?

Get your **Order, Booth Diagram** and [Labor Call](#) in early.

Plan ahead and **SAVE**.

SERVICES

Need assistance choosing the best service options?

We're here to help - Click below.



ELECTRICAL



TECHNOLOGY



PLUMBING



CLEANING



CATERING

USEFUL TOOLS

- ✔ Need assistance navigating Jake? [Click here](#)
 - ✔ Javits Lights Illustrations. [Click here](#)
 - ✔ Javits Internet Options. [Click here](#)
 - ✔ Work Rule – Exhibit Building. [Click here](#)
-

MOBILITY VEHICLE RENTAL

We are pleased to announce the Mobility Vehicle program.
Interested in knowing more? [Click here](#)

PARTNERS

Also available for your service requirements:



CULTIVATED



THE WESTMINSTER KENNEL CLUB

Certificate of Insurance (COI) request

The Westminster Kennel Club, we require that you provide us with evidence of insurance with the minimum requirements outlined below:

Commercial General Liability (Occurrence Form)

- General Aggregate (other than Prod/Comp Ops Liability) \$2,000,000
- Products/Completed Operations Aggregate \$2,000,000
- Personal & Advertising Injury Liability \$1,000,000
- Each Occurrence \$1,000,000

The Westminster Kennel Club and its directors and officers, employees and volunteers named as Additional Insured using the following form or its equivalent (CG2010 12/19 and CG2037 12/19)

Insurance must be primary and non- contributory along with a waiver of subrogation in favor of The Westminster Kennel Club.

Workers' Compensation and Employer's Liability

- | | |
|-----------------------------|---------------------------|
| Workers' Compensation | State Statutory Limits |
| Employer's Liability | |
| • Bodily Injury by Accident | \$1,000,000 each accident |
| • Bodily Injury by Disease | \$1,000,000 policy limit |
| • Bodily Injury by Disease | \$1,000,000 each employee |

Include a Waiver of Subrogation in favor of The Westminster Kennel Club and its directors and officers, employees, and volunteers.

Automobile Liability \$1,000,000 each accident

Umbrella Liability

- Each Occurrence and Aggregate \$1,000,000

Certificate Holder Address

- The Westminster Kennel Club
111 Broadway, Ste 805
New York, NY 10006

The above coverage must be placed with an insurance company with an A.M. Best rating of A-: VII or better. Please email your certificate to the address below at your earliest convenience, but no later than January 3, 2025, to: wkc-info@westminsterkennelclub.org

If you have any questions, please contact Linda Duane at linda@westminsterkennelclub.org
Sincerely,

The Westminster Kennel Club