

servicenow®

**WORLD FORUM**

# **EXHIBITOR SERVICES KIT**

**World Forum 2024 | Dallas**

**October 8, 2024**

**Irving Convention Center**

**Irving, TX**

# Welcome

Dear World Forum 2024 | Dallas Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for World Forum 2024 | Dallas. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

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

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



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# T3 EXPO INFORMATION

## Show Information

### Location

Irving Convention Center  
500 W. Las Collinas Blvd  
Irving, TX 75039

### Exhibit Hall

Hall B

### Hall Carpet

None

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Monday, October 7 3:00 pm – 6:00 pm	Tuesday, October 8 9:00 am – 5:00 pm	Tuesday, October 8 5:00 pm – 6:00 pm	Tuesday, October 8 By 7:00 pm
–	–	–	–

PLEASE NOTE: Hours are subject to change.

# Important Dates & Deadlines Checklist

- Monday, September 2, 2024 ..... Receiving at Advance Warehouse Begins
- Thursday, October 3, 2024 ..... Last Day for Advance Shipments to Arrive without Surcharges
- Monday, October 7, 2024 ..... Direct Shipments to Show Site May Begin Arriving After 8:00
- Monday, October 7, 2024 ..... All Exhibits Must Be Set by 6:00 pm
- Tuesday, October 8, 2024 ..... All Carriers Must Check In by 7:00 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.

## 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

- 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

World Forum 2024 | Dallas  
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, October 3, 2024 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 Tuesday, October 8, 2024 by 7:00 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 Monday, September 2, 2024. 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 Monday, October 7, 2024. Shipments that arrive prior to this date may be refused by the Irving Convention 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: World Forum 2024 | Dallas

c/o: T3 Expo  
c/o: CRANE WORLD WIDE  
4050 Valley View Lane, STE 100  
Irving, TX 75038

#### Information

Advance shipments will be accepted beginning on Monday, September 2, 2024 through Thursday, October 3, 2024 between the hours of 8:00 am – 3:30 pm.

Shipments received after Thursday, October 3, 2024 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: World Forum 2024 | Dallas

c/o: T3 Expo  
c/o: Irving Convention Center  
Hall B  
500 W. Las Collinas Blvd  
Irving, TX 75039

#### Information

Direct shipments are accepted starting on Monday, October 7, 2024 beginning at 8:00 am and throughout published event hours.

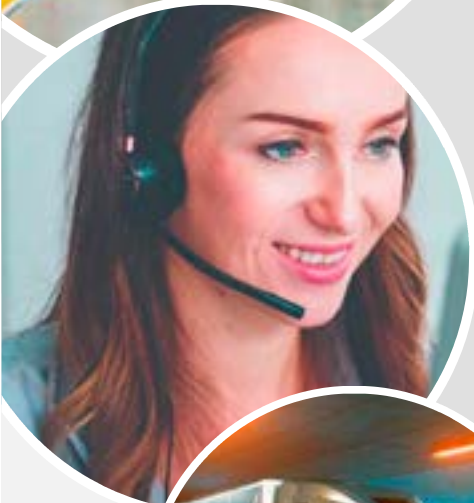
Please note when overtime rates apply as stated on Material Handling pages.

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



## EXHIBIT TRANSPORTATION SOLUTIONS

When your customers want assurance that their shipments will arrive on time and as promised, Allstates WorldCargo can provide them the peace of mind they need.



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



At Allstates WorldCargo, our Exhibit Tran Solutions is the best in the industry and includes more standard benefits than you'll find with any other provider:

- All-Inclusive Pricing With No Additional Fees For Pickups And Deliveries, Including Weekend And Night Service
- Pick-Up And Transportation From Point Of Origin To Your Choice Of Either Advance Warehouse Or Show Site
- Leading-edge Technology for Shipment Visibility and Management
- 24/7 Customer Service

### Contact Us



612-504-8300



tradeshow@allstates-worldcargo.com

**For more information visit our website**  
[www.allstates-worldcargo.com](http://www.allstates-worldcargo.com)



# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, SEPTEMBER 2, 2024 TO THURSDAY, OCTOBER 3, 2024

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

Exhibitor Name

c/o: T3 Expo

c/o: CRANE WORLD WIDE

4050 Valley View Lane, STE 100

Irving, TX 75038

Event: **World Forum 2024 | Dallas**

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

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

# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, SEPTEMBER 2, 2024 TO THURSDAY, OCTOBER 3, 2024

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

Exhibitor Name

c/o: T3 Expo

c/o: CRANE WORLD WIDE

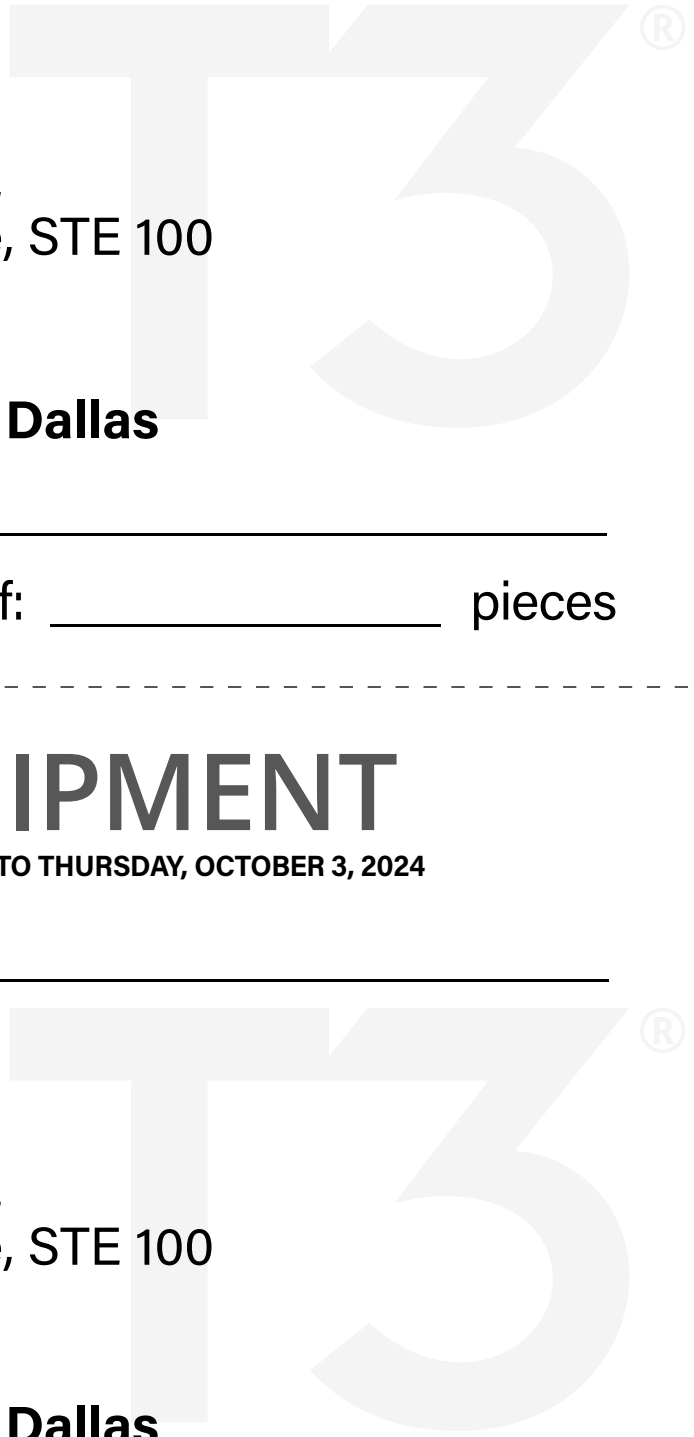
4050 Valley View Lane, STE 100

Irving, TX 75038

Event: **World Forum 2024 | Dallas**

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 MONDAY, OCTOBER 7, 2024

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

Exhibitor Name

c/o: T3 Expo  
c/o: Irving Convention Center  
Hall B  
500 W. Las Collinas Blvd  
Irving, TX 75039



Event: **World Forum 2024 | Dallas**

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

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

# DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, OCTOBER 7, 2024

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

Exhibitor Name

c/o: T3 Expo  
c/o: Irving Convention Center  
Hall B  
500 W. Las Collinas Blvd  
Irving, TX 75039



Event: **World Forum 2024 | Dallas**

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

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

# T3 TURNKEY OPTIONS

## Gold Turnkey



Includes:

- (1) Modular Booth, with curved overhead beam
- (1) 43" Monitor, mounted
- (1) R4 Counter with Locking Storage and Graphic Kick Panel
  - Standard Carpet – Grey

### TOP TIPS:

1. Ensure your logo is placed at eye level on your booth, rather than low down. This way, even if a crowd is standing in front of your booth, your brand presence remains visible and strong.
2. Feature your logo on both the booth and the front of the counter graphic for maximum exposure.
3. Use bold, colorful backdrops that catch the eye and stand out in the expo hall. Incorporate dynamic visuals and clear messaging that communicates your key offerings and value proposition.



## Platinum Turnkey



Includes:

- (6) System Back Walls - 9'w x 8'h
- (1) 43" Monitor, mounted
- (1) R4 Counter with Locking Storage and Graphic Kick Panel
- (1) 30" Round Café Table - White
- (3) Nexus Barstools - White
- Standard Carpet – Grey

### TOP TIPS:

1. Ensure your logo is placed at eye level on your booth, rather than low down. This way, even if a crowd is standing in front of your booth, your brand presence remains visible and strong.
2. Feature your logo on both the booth and the front of the counter graphic for maximum exposure.
3. Use bold, colorful backdrops that catch the eye and stand out in the expo hall. Incorporate dynamic visuals and clear messaging that communicates your key offerings and value proposition.

## Diamond Turnkey



Includes:

- (1) System Back Wall - 16'w x 8'h
- (1) Custom Arch
- (2) 50" Monitors, mounted
- (3) R4 Counters with Locking Storage and Graphic Kick Panels
- (1) 30" Round Café Table - White
- (4) Nexus Barstools - White
- Standard Carpet – Grey

### TOP TIPS:

1. Ensure your logo is placed at eye level on your booth, rather than low down. This way, even if a crowd is standing in front of your booth, your brand presence remains visible and strong.
2. Feature your logo on both the booth and the front of the counter graphic for maximum exposure.
3. Use bold, colorful backdrops that catch the eye and stand out in the expo hall. Incorporate dynamic visuals and clear messaging that communicates your key offerings and value proposition.

# T3 SERVICE INFORMATION & FORMS

# Print Production Artwork Requirements

## PLEASE NOTE:

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

## General File Set Up

Please provide artwork in native forms whenever possible:

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

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

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

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

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

## Images

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

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

## 48" x 96" Graphics and larger

**Recommended** resolution for graphic at full size dimensions:

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

**Minimum** resolution for graphic at full size dimensions:

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

## Graphics smaller than 48" x 96"

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

## Preferred File Formats

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

## Checklist

SET DOCUMENT MODE TO CMYK

USE APPROPRIATE DIMENSIONS AND SCALE

SET APPROPRIATE BLEEDS ON ALL SIDES

CHECK IMAGE RESOLUTION

CONVERT FONTS TO OUTLINES

EMBED IMAGES / SAVE & PACKAGE YOUR FILE

INCLUDE PDF PROOF

## Artwork Submission and Template Download

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

## Questions?

**Questions regarding artwork may be emailed to:**

Exhibitor Graphics  
[graphics@t3expo.com](mailto:graphics@t3expo.com)

## Please include, in all inquiries:

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

## 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.

### Accepted Credit Cards:

- Visa
- Mastercard
- American Express

T3 will use this authorization to charge your credit card for any additional subsequent orders placed by you or your representative for services rendered to your company for this event.

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 ..... = \$ \_\_\_\_\_  
 Booth Packages ..... = \$ \_\_\_\_\_  
**Total: \$ \_\_\_\_\_**

### 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**

### Credit Card Information

Exhibiting Company:		Booth #:
Cardholder Name:		Email Address:
Account Number:	Card Type:	Expiration Date:
Signature:		CCID#:
Cardholder Billing Address:		
City/State/Zip:		

## 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

### 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 Authorization

Cardholder Name:	CCID #:	Expiration Date:
Account Number:	Card Type:	
Authorized Signature:		
Card Holder Billing Address:	Email Address:	
City/State/Zip:		

# 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.**

# Irving, TX 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, Freight and Rigging

Union personnel handle freight, carpet laying, and decorator functions. Additional Union personnel may be hired by the exhibitor through the General Contractor.

Rigging is handled by Union personnel and includes the unloading of heavy machinery and the hanging and assembly of signs. Plumbing is also handled by Union personnel.

The exhibitor in Dallas may hand-carry in small items but may not use a hand cart or a dolly.

### Electrical

Electrical services are handled in house at the Irving Convention Center. Exhibitors may provide their own electrical cords, which must be 12 gauge, flat cords. The electrical power comes mainly from the floor in Dallas. Only electricians can lay the cords and plug in equipment. However, your installation and dismantle labor contractor may hang light boxes and other small items. Exhibitors may work on their own equipment, but again, only electricians may plug them in.

### 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.