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ESX

ELECTRONIC SECURITY EXPO

JUNE 3-6
EXPO 4-5
2024



EXHIBITOR KIT

KENTUCKY INTERNATIONAL
CONVENTION CENTER
LOUISVILLE, KY

Welcome

Dear ESX 2024 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for ESX 2024. 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

Kentucky International Convention Center
221 South 4th Street
Louisville, KY 40202

Exhibit Hall

Hall D

Booth Package

Each 10' x 10' Exhibitor Booth includes:

- 8' High Back Wall Drape
- 3' High Side Rail
- (1) Booth ID Sign (44"w x 7"h)

Show Colors

- Drapes – Blue and Navy Blue
- Side Rails – Blue
- Aisle Carpet – Navy



The booth space is not carpeted and floor covering is required by Show Management. Please order in this kit or at www.t3expo.com.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Monday, June 3, 2024 8:00 am – 8:00 pm	Tuesday, June 4, 2024 1:00 pm – 5:00 pm	Wednesday, June 5, 2024 3:45 pm – 8:00 pm	Thursday, June 6, 2024 By 12:00 pm
Tuesday, June 4, 2024 8:00 am – 11:00 am	Wednesday, June 5, 2024 12:45 pm – 3:45 pm	Thursday, June 6, 2024 8:00 am – 4:00 pm	–

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

Important Dates & Deadlines Checklist

Monday, April 29, 2024	Presta™ Rental Exhibit Package Order Deadline
Monday, April 29, 2024	Receiving at Advance Warehouse Begins
Friday, May 3, 2024.....	Catering Order Deadline
Monday, May 6, 2024	Presta™ Rental Exhibit Package Artwork Submission Deadline
Monday, May 6, 2024	Exhibitor Appointed Contractor Form Deadline
Monday, May 13, 2024	Presta™ Rental Exhibit Package Artwork Approval Deadline
Monday, May 13, 2024	T3 Service Orders Advanced Discount Deadline
Monday, May 13, 2024	Custom Furniture Advanced Discount Deadline
Tuesday, May 14, 2024.....	KICC Exhibitor Services Advanced Discount Deadline
Wednesday, May 15, 2024	Floral Order Deadline
Monday, May 27, 2024	A/V Services Pre-Show Order Deadline
Wednesday, May 29, 2024	Last Day for Advanced Shipments to Arrive without Surcharges
Monday, June 3, 2024	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Tuesday, June 4, 2024.....	All Exhibits Must Be Set by 11:00 am
Thursday, June 6, 2024	All Carriers Must Check In by 12:00 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 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/ESX 2024 and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
 5. Bring all copies of shipping documents with tracking numbers to show site.

Order rental booth structure and/or option, if applicable

- Please choose the appropriate option and/or configuration of your booth structure.

Order graphics/signage and submit artwork, if applicable

- See the Print Production Artwork Requirements page in this Service Kit for format information and submission details.

Order booth furnishings/accessories, if applicable

- There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance

- Venues have different union regulations; please review the Labor Guidelines page to determine if hiring labor to set-up / tear down your exhibit properties is needed.
- If using a firm other than the official service contractor, a Notification of Intent to Use EAC form and proof of insurance must be submitted at least (30) days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.

Order additional/ancillary services

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

Submit your order with payment (REQUIRED)

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

Arrange out-bound freight

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

On-site Checklist

Check all freight when you arrive

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

Booth set-up

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

Arrange outbound shipping

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

Booth freight packed and ready to ship out

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

SHIPPING INFORMATION

ESX 2024
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 Wednesday, May 29, 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 Thursday, June 6, 2024 by 12:00 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, April 29, 2024. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$1.98/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$70.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Monday, June 3, 2024 at 8:00 am. Shipments that arrive prior to this date may be refused by the Kentucky International Conv. Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$1.98/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$70.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: ESX 2024

c/o: T3 Expo
c/o: ArcBest Freight Services
2203 Walrich Drive
Louisville, KY 40211

Information

Advance shipments will be accepted beginning on Monday, April 29, 2024 through Wednesday, May 29, 2024 between the hours of 9:00 am – 3:00 pm.

Shipments received after Wednesday, May 29, 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: ESX 2024

c/o: T3 Expo
c/o: Kentucky International Convention Center
Hall D
221 South 4th Street
Louisville, KY 40202

Information

Direct shipments are accepted starting on Monday, June 3, 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.

T3 Advanced Discount Deadline:
Order and payment due by Monday, May 13, 2024

Vehicle Spotting Fee

T3 Expo is responsible for the placement and removal of all motorized units/vehicles entering and exiting the exhibit hall.

All vehicles being used on the exhibit hall floor, either as an actual exhibit or as part of the exhibit space, must be escorted by a T3 Expo spotting crew. There is a round trip fee per vehicle for this service.*

Please Note:

- The battery cables must be disconnected
- The gas cap must either be taped shut or have a lockable gas cap
- The vehicle must contain less than 1/4 tank of gas
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements

The Fire Marshal requires that certain safety regulations are adhered to for all vehicles on the exhibit floor. Please see the facility & US Fire Department regulations in this kit; exhibitor is responsible for making sure that all requirements are met.

*Additional fees may apply if vehicle cannot be driven into place and must be assisted or if scheduled spotting time is missed. Oversize vehicles will be charged additional fees.

Requested Date & Time for Vehicle(s) Delivery:

Deliver _____ (Day/Date) _____ (Time)

Pick Up _____ (Day/Date) _____ (Time)

Number of vehicles		Price per vehicle (round trip)		Extended Price
_____	x	\$275.00	=	\$ _____

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

The following information is required; please return completed form to T3 Expo. Email this completed form along with the Payment Information Form to: orders@t3expo.com

Total Spotting Fee Estimate\$ _____

Official Transportation Provider

via the ABF Freight® Network

Let ArcBest® make your next trade show the easiest you have ever attended!

We have over 90 years of experience in the freight industry and a dedicated Trade Show division with service through North America through the ABF Freight® network.

Choose guaranteed, expedited shipping solutions – air or ground – with special discounted rates for your inbound and outbound shipments.

For personalized quotes, please call

800-654-7019

Our Services Include:

***Priority
handling of
your inbound
and outbound
shipments***

***Guaranteed
expedited air
and ground
services***

***LTL Ground
Transportation***

***International
Transportation***

*Trust your important trade
show shipment to the leader in
exhibition transportation services.*

ArcBest®
More Than Logistics™

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.

SUBMIT

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916



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

ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, APRIL 29, 2024 TO WEDNESDAY, MAY 29, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: ArcBest Freight Services
2203 Walrich Drive
Louisville, KY 40211

Event: **ESX 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, APRIL 29, 2024 TO WEDNESDAY, MAY 29, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: ArcBest Freight Services
2203 Walrich Drive
Louisville, KY 40211

Event: **ESX 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

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

DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, JUNE 3, 2024

To: _____
Exhibitor Name

c/o: T3 Expo
c/o: Kentucky International Convention Center
Hall D
221 South 4th Street
Louisville, KY 40202

Event: **ESX 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, JUNE 3, 2024

To: _____
Exhibitor Name

c/o: T3 Expo
c/o: Kentucky International Convention Center
Hall D
221 South 4th Street
Louisville, KY 40202

Event: **ESX 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

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

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, APRIL 29, 2024 TO WEDNESDAY, MAY 29, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: ArcBest Freight Services
2203 Walrich Drive
Louisville, KY 40211

Event: **ESX 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, APRIL 29, 2024 TO WEDNESDAY, MAY 29, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: ArcBest Freight Services
2203 Walrich Drive
Louisville, KY 40211

Event: **ESX 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

Exhibitor Order Deadline: **Monday, April 29, 2024**
Artwork Submission Deadline: **Monday, May 6, 2024**
Artwork Approval Deadline:..... **Monday, May 13, 2024**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, May 6, 2024.

10' x 10' Presta™ Rental Exhibit Package



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

Review Package

9'w x 8'h Digitally Printed Back Wall
10' x 10' Standard Carpet
(1) White, Lockable Display Counter
(3) Clip Lights (electricity not included)
Labor to Install and Dismantle
First Day Cleaning

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

Submitting Artwork

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

Select Carpet Color (Included in package price; check one)

Black	Blue	Green	Grey
Navy	Red	Tuxedo	

Submit This Form

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

10' x 10' Rental Exhibit Package	\$3,916.00
Sales Tax 6%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Exhibitor Order Deadline: **Monday, April 29, 2024**
Artwork Submission Deadline: **Monday, May 6, 2024**
Artwork Approval Deadline: **Monday, May 13, 2024**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, May 6, 2024.

10' x 20' Presta™ Rental Exhibit Package



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

Review Package

- 18'w x 8'h Digitally Printed Back Wall
- 10' x 20' Standard Carpet
- (2) White, Lockable Display Counters
- (1) Reception Counter with Digital Graphic
- (6) Clip Lights (electricity not included)
- Labor to Install and Dismantle
- First Day Cleaning

Submitting Artwork

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

Select Carpet Color (Included in package price; check one)

Black	Blue	Green	Grey
Navy	Red	Tuxedo	

Submit This Form

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

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

10' x 20' Rental Exhibit Package	\$6,928.00
Sales Tax 6%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Artwork Submission Deadline:
All artwork due by Monday, May 6, 2024

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

Submitting Artwork

Once your graphics are complete, please [CLICK HERE](#) to upload your graphic files or download graphic templates.

Questions?

Questions regarding artwork may be emailed to:

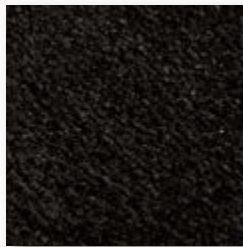
Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

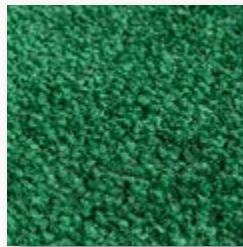
- Event name
- Company name
- Booth number
- Contact information

Floor Covering

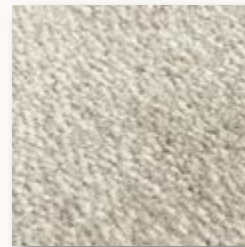
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



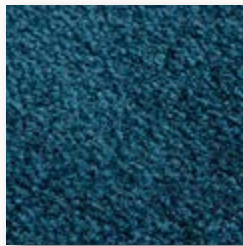
Black



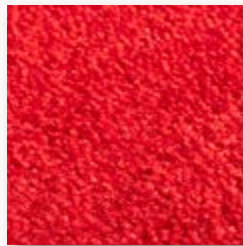
Green



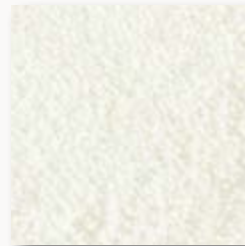
Grey



Navy

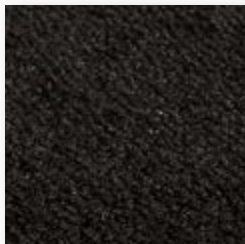


Red



White

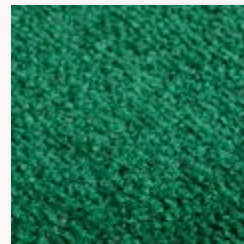
Standard Carpet – 16 oz. Nylon Carpet



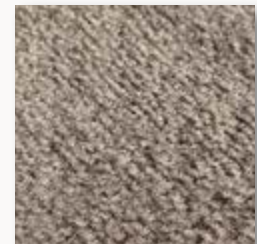
Black



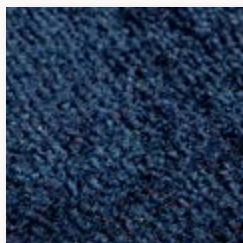
Blue



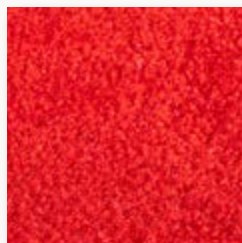
Green



Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Monday, May 13, 2024

Floor Covering Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

The booth space is not carpeted and floor covering is required by Show Management.

Booth Dimensions

Total Area

Discount Price

Standard Price

Extended Price

Size _____ x _____ = _____ sq. ft x \$7.63 or \$12.21 = \$ _____

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'	\$309.00	or	\$494.00	\$ _____	20' x 20'	\$1,236.00	or	\$1,976.00	\$ _____
10' x 20'	\$618.00	or	\$988.00	\$ _____	20' x 30'	\$1,854.00	or	\$2,964.00	\$ _____
10' x 30'	\$927.00	or	\$1,482.00	\$ _____	20' x 40'	\$2,472.00	or	\$3,952.00	\$ _____
10' x 40'	\$1,236.00	or	\$1,976.00	\$ _____	30' x 30'	\$2,781.00	or	\$4,446.00	\$ _____

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 \$4.01 or \$6.42 = \$ _____

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 \$1.41	or	\$2.26	= \$ _____
1" Foam Padding*	_____ x _____ = _____ sq. ft	x \$2.82	or	\$4.52	= \$ _____
Visqueen	_____ x _____ = _____ sq. ft	x \$1.13	or	\$1.81	= \$ _____

Subtotal: \$ _____

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

Sales Tax 6% \$ _____
Estimated Total Floor Covering \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

Accessories / Pipe & Drape

Accessories

- A. Bag Stand – Chrome
- B. Brochure Holder
- C. Coat Tree – Chrome
- D. Display Board (8'w x 4'h)
- E. Display Counter – (36" w x 41" h x 21" d)
Display Counter with Decal (14" x 14")
Display Counter with Custom Graphics
- F. Easel – Tripod
- G. Display Showcase – (58" w x 38" h x 17.5" d)
- H. Literature Stand
- I. Sign Stand – Chrome (22" w x 28" h)
- J. Stanchion (includes 7' retractable cord)
- K. Wastebasket

Pipe & Drape

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

PLEASE NOTE:
Colors and style may vary upon availability.



T3 Advanced Discount Deadline:
Order and payment due by Monday, May 13, 2024

Furniture / Accessories / Pipe & Drape Order Form

Furniture

Quantity	Discount Price	Standard Price	Extended Price
A. Bar Stool – Black	_____ x \$254.00	or \$356.00	= \$ _____
B. Side Chair – Black	_____ x \$170.00	or \$238.00	= \$ _____

Accessories

Quantity	Discount Price	Standard Price	Extended Price
A. Bag Stand – Chrome	_____ x \$271.00	or \$379.00	= \$ _____
B. Brochure Holder	_____ x \$103.00	or \$144.00	= \$ _____
C. Coat Tree	_____ x \$158.00	or \$221.00	= \$ _____
D. Display Board (8'w x 4'h)	_____ x \$276.00	or \$386.00	= \$ _____
E. Display Counter (36"w x 41"h x 21"d)	_____ x \$467.00	or \$654.00	= \$ _____
Display Counter with Decal (14" x 14")*	_____ x \$542.00	or \$729.00	= \$ _____
Display Counter with Custom Graphics*	_____ x \$592.00	or \$779.00	= \$ _____
F. Easel – Tripod	_____ x \$112.00	or \$157.00	= \$ _____
G. Display Showcase (58" x 38" x 17.5d")	_____ x \$510.00	or \$714.00	= \$ _____
H. Literature Stand	_____ x \$218.00	or \$305.00	= \$ _____
I. Sign Stand – Chrome (22"w x 28"h)	_____ x \$182.00	or \$255.00	= \$ _____
J. Stanchion (with 7' retractable cord)	_____ x \$124.00	or \$174.00	= \$ _____
K. Wastebasket	_____ x \$34.00	or \$48.00	= \$ _____

Pipe & Drape

Quantity	Discount Price	Standard Price	Extended Price
A. 8' High Drape – Per Linear ft	_____ x \$21.00	or \$29.00	= \$ _____
B. 3' High Drape – Per Linear ft	_____ x \$14.00	or \$20.00	= \$ _____

Please Select Drape Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

*Submitting Artwork

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

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

Sales Tax 6%\$ _____
Est. Total Furn/Access/Pipe&Drape..\$ _____

Display Tables & Counters

Skirted Tables

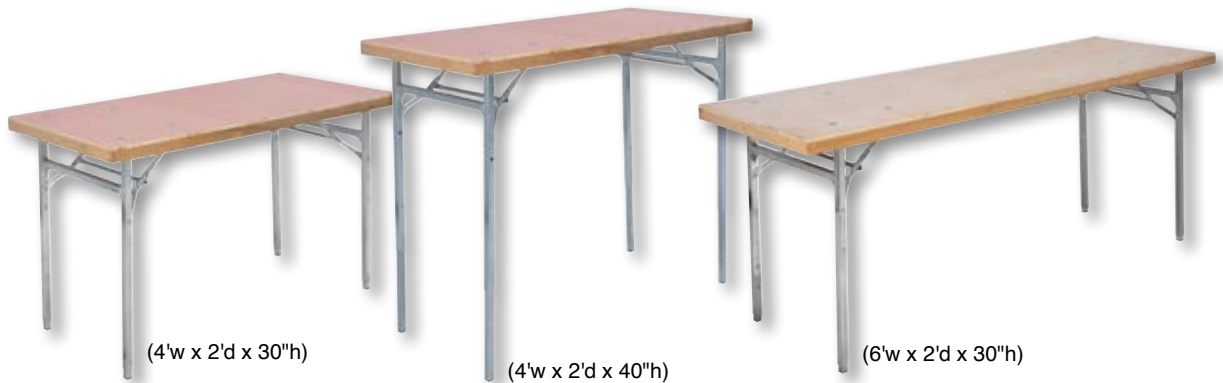
4'w x 2'd x 30"h (shown)
6'w x 2'd x 30"h
8'w x 2'd x 30"h
4'w x 2'd x 40"h
6'w x 2'd x 40"h
8'w x 2'd x 40"h

- 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

30" diameter x 30"h – Black
30" diameter x 40"h – Black



Skirting not available on round tables.

PLEASE NOTE:

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

T3 Advanced Discount Deadline:
Order and payment due by **Monday, May 13, 2024**

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	\$221.00	or	\$309.00	= \$	_____
6'w x 2'd	_____	x	\$254.00	or	\$356.00	= \$	_____
8'w x 2'd	_____	x	\$297.00	or	\$416.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$69.00	or	\$97.00	= \$	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____	x	\$254.00	or	\$356.00	= \$	_____
6'w x 2'd	_____	x	\$297.00	or	\$416.00	= \$	_____
8'w x 2'd	_____	x	\$342.00	or	\$479.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	\$81.00	or	\$113.00	= \$	_____

Please Select Skirting Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

	Quantity		Discount Price		Standard Price		Extended Price
30" High Unskirted							
4'w x 2'd	_____	x	\$87.00	or	\$122.00	= \$	_____
6'w x 2'd	_____	x	\$114.00	or	\$160.00	= \$	_____
8'w x 2'd	_____	x	\$139.00	or	\$195.00	= \$	_____
40" High Unskirted							
4'w x 2'd	_____	x	\$114.00	or	\$160.00	= \$	_____
6'w x 2'd	_____	x	\$139.00	or	\$195.00	= \$	_____
8'w x 2'd	_____	x	\$165.00	or	\$231.00	= \$	_____

Round Tables

30"d x 30"h, black	_____	x	\$150.00	or	\$210.00	= \$	_____
30"d x 40"h, black	_____	x	\$168.00	or	\$235.00	= \$	_____

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

Sales Tax 6%\$ _____
Est. Total Display Tables & Counters \$ _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of T3 Expo.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitors MUST check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

Display Labor

	Straight Time	Overtime	Double Time
Labor	\$159.00	\$206.00	\$258.00
T3 Supervised Labor	\$206.70	\$267.80	\$335.40
Forklift and Operator	\$373.00	\$414.00	\$531.00

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

For Forklift Orders

Type of Work Being Performed

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

Size of forklift required:

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

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

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

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

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

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

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

Set-Up Instructions Attached

Outbound Shipping Information Attached

Estimated Total Labor \$ _____

Hanging Sign Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse no later than Wednesday, May 29, 2024 using the enclosed "Hanging Sign" labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor.....	\$159.00	\$206.00	\$258.00
T3 Supervised Sign Assembly Labor.....	\$206.70	\$267.80	\$335.40

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

Requested Date & Time**	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	\$899.00	\$1,041.00	\$1,184.00

Requested Date & Time**	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= \$ _____
Dismantle _____	_____	x _____	x _____	= \$ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.

**We will do our best to accommodate the requested date and time.
Crew size is at the discretion of T3 Expo.

Supervision of all labor is required (check one)

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

On site/after hours contact name: _____

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

On site/after hours contact name: _____

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

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

Set-Up Instructions Attached

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

Estimated Total Hanging Sign.....\$ _____

Hanging Sign Description & Position

Description of Sign

Material

Cloth/Vinyl Wood System Metal Other _____

Single Sided Double Sided Pockets Grommets # of Hang Points _____

Shape

Square Circle Triangle Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required?

Yes No

Electricity Required?

Yes No

Chain Motors Required? (call/email T3 Expo for rates)

Yes No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign?

Yes No

Position of Sign

Distance from the floor to the top of the sign _____ or _____ to maximum height allowed

Location

Center of Booth

See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____

Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.

Adjacent Booth or Aisle # = _____

Adjacent Booth or Aisle # = _____

Adjacent Booth or Aisle # = _____

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Accessible Storage & Cleaning Order Form

Important Information

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

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

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

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

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$2.50 per square foot per day.

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

Access Storage	Area	# Days	Extended Price
\$2.50 per sq. ft x	_____ sq. ft. x	_____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$159.00	\$206.00	\$258.00

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	\$0.77 per sq. ft.	x _____	= \$ _____
Vacuuming	_____ x _____ x	\$0.69 per sq. ft.	x _____	= \$ _____

	Quantity	Standard Price
Shrink Wrap	_____	\$101.00

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

Est. Total Storage Services \$ _____

T3 Advanced Discount Deadline:
Order and payment due by Monday, May 13, 2024

All artwork due by Monday, May 6, 2024

Signage Order Form

Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

File conversion, retouching or color correction may incur additional charges.

T3 Expo can design layouts of graphics for an additional fee of \$125 per hour (Two hour minimum).

Please refer to the Print Production Artwork Requirements page for information on file set-up, and a link to upload your graphic files or download templates.

Signage

Standard Size Signs

	Quantity		Advanced Price		Standard Price		Extended Price
8.5"w x 11"h.....	_____	x	\$45.00	or	\$54.00	= \$	_____
11"w x 14"h.....	_____	x	\$67.20	or	\$81.00	= \$	_____
22"w x 28"h.....	_____	x	\$112.00	or	\$134.00	= \$	_____
28"w x 44"h.....	_____	x	\$196.00	or	\$235.00	= \$	_____

Subtotal = \$ _____

Custom Size Banner (in square feet)

Single Sided

			Advanced Price		Standard Price		Extended Price
_____ x _____ = _____	width	height	area	x	\$22.00 or \$26.00	= \$	_____
					(per square foot)		

Double Sided (x2)

_____ x _____ = _____	width	height	area	x	\$44.00 or \$52.00	= \$	_____
					(per square foot)		

Subtotal = \$ _____

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Sales Tax 6%\$ _____

Estimated Total Signage\$ _____



[Click here to view the
2022 TRADESHOW
FURNISHINGS CATALOG](#)

CORT®

EVENTS

TRADESHOW

FURNISHINGS | 2022

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
POWERED FURNITURE						
	BKCT5P	5' Table	Black Top, Silver	\$1,148	\$1,436	
	BKCT8P	8' Table	Black Top, Silver	\$2,207	\$2,759	
	BKCI0P	10' Table	Black Top, Silver	\$2,207	\$2,759	
	NPLCHP	Naples Chair	Black Vinyl	\$1,030	\$1,288	
	NPLLOP	Naples Loveseat	Black Vinyl	\$1,380	\$1,725	
	NPLSOP	Naples Sofa	Black Vinyl	\$1,589	\$1,987	
	CIYP	Sydney Cocktail Table	Black Top, Brushed Steel	\$433	\$541	
	CIWP	Sydney Cocktail Table	White Top, Brushed Steel	\$431	\$539	
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	\$1,342	\$1,678	
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	\$1,342	\$1,678	
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	\$1,082	\$1,352	
	VNTCVH	Ventura Communal Café Table	White Top, Silver	\$1,082	\$1,352	
	CUBPOW	Wireless Charging Table	White, AC Plug In	\$572	\$715	
	VILHUB	Village Charging Hub	Cream	\$364	\$454	
<i>Additional Powered Products under Office & Product Display on Page 2</i>						
SOFT SEATING COLLECTIONS						
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	\$590	\$737	
	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	\$837	\$1,046	
	BCHWHT	Baja Chair	White Vinyl	\$603	\$753	
	BLVWHT	Baja Loveseat	White Vinyl	\$956	\$1,195	
	BSFWHT	Baja Sofa	White Vinyl	\$1,115	\$1,395	
	FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal	\$415	\$519	
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	\$572	\$715	
	KEYCHR	Key Largo Chair	Black Fabric, Wood	\$376	\$470	
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	\$436	\$545	
	KEYSOF	Key Largo Sofa	Black Fabric, Wood	\$551	\$689	
	NPLCHR	Naples Chair	Black Vinyl	\$700	\$876	
	NPLLOV	Naples Loveseat	Black Vinyl	\$845	\$1,056	
	NPLSOF	Naples Sofa	Black Vinyl	\$1,002	\$1,252	
	PALSOF	Palm Beach Sofa	White Vinyl	\$876	\$1,095	
	STECOA	Sterling Chair	Gray Fabric	\$1,035	\$1,294	
	STESOF	Sterling Sofa	Gray Fabric	\$1,507	\$1,884	
	VALCHA	Valencia Chair	Spice Orange Velvet	\$461	\$577	
	VALSOF	Valencia Sofa	Coffee Brown Velvet	\$587	\$734	
	COCHTP	Cordoba Chair	Taupe Fabric, Black	\$660	\$825	
	COLVTP	Cordoba Loveseat	Taupe Fabric, Black	\$943	\$1,179	
ACCENT CHAIRS						
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	\$778	\$972	
	BOWCHA	Bowery Chair	Ochre Fabric	\$729	\$912	
	CNTCHR	Century Chair	Gray Velvet	\$742	\$927	
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$494	\$618	
	LENCHA	Lena Chair	Moss Green Leather, Bronze	\$654	\$818	
	BCW	Madrid Chair	White Vinyl, Chrome	\$770	\$963	
	OCMWH	Meeting Chair	White Vinyl, Wenge	\$328	\$410	
	MONCHA	Montreal Chair	Blue, Black Metal	\$801	\$1,002	
	MNCHCH	Munich Armless Chair	Gray Fabric, Black	\$590	\$737	
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	\$431	\$539	
	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$572	\$715	
	TCHGRP	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$556	\$695	
	WENCH	Wentworth Swivel Chair	Brown Vinyl	\$431	\$539	
	BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak-look	\$440	\$550	
	BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Black Metal	\$440	\$550	
GROUP SEATING						
	BLDCRD	Blade Chair	Red	\$96	\$119	
	BLDCSB	Blade Chair	Sky Blue	\$96	\$119	
	SC3	Brewer Chair	Onyx, Chrome	\$211	\$264	
	XCHR	Christopher Chair	White Vinyl, Chrome	\$127	\$159	
	DUET	Duet Stack Chair	Black, Chrome	\$80	\$101	
	LMCHR	Laguna Chair	Maple, Chrome	\$180	\$226	
	LUCHCL	Lucent Chair	Frosted Acrylic, Chrome	\$237	\$297	
	MALGRY	Malba Chair	Gray, Chrome	\$137	\$171	
	MALGRN	Malba Chair	Green, Chrome	\$137	\$171	
	MARCBK	Marina Chair	Black Vinyl, Brushed Metal	\$191	\$238	
	MARCBR	Marina Chair	Brown Fabric, Brushed Metal	\$191	\$238	
	MARCBE	Marina Chair	Ocean Blue Fabric, Brushed Metal	\$191	\$238	
	MARCRD	Marina Chair	Red Fabric, Brushed Metal	\$191	\$238	
	MARCVH	Marina Chair	White Vinyl, Brushed Metal	\$191	\$238	
	PASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	\$451	\$564	
	SCIO	Razor Armless Chair	White	\$88	\$109	
	RSTDIN	Rustique Chair w/ Arms	Gunmetal	\$129	\$161	
	CS4	Syntax Chair	Black, Chrome	\$258	\$322	
	ZENCHR	Zenith Chair	White, Chrome	\$170	\$212	
OTTOMANS						
	BVLYBK	Beverly Bench Ottoman	Black Vinyl	\$484	\$606	
	BVLYBN	Beverly Bench Ottoman	Brown Fabric	\$484	\$606	
	BVLYGR	Beverly Bench Ottoman	Gray Fabric	\$484	\$606	
	BVLYLN	Beverly Bench Ottoman	Linen Fabric	\$484	\$606	
	BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric	\$484	\$606	
	BVLYRD	Beverly Bench Ottoman	Red Fabric	\$484	\$606	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
OTTOMANS (CONTINUED)						
	BVLYWH	Beverly Bench Ottoman	White Vinyl	\$484	\$606	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	\$402	\$503	
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	\$402	\$503	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	\$402	\$503	
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	\$402	\$503	
	BVSMGY	Beverly Small Bench Ottoman	Gray Fabric	\$402	\$503	
	BVSMNL	Beverly Small Bench Ottoman	Linen Fabric	\$402	\$503	
	BVSMILV	Beverly Small Bench Ottoman	Lavender Fabric	\$402	\$503	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	\$402	\$503	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	\$402	\$503	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	\$402	\$503	
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	\$402	\$503	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	\$631	\$789	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	\$631	\$789	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	\$431	\$539	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	\$431	\$539	
	MAR001	Marche Swivel Ottoman	White Vinyl	\$221	\$277	
	MAR002	Marche Swivel Ottoman	Gray Fabric	\$221	\$277	
	MAR003	Marche Swivel Ottoman	Linen Fabric	\$221	\$277	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	\$221	\$277	
	MAR005	Marche Swivel Ottoman	Red Fabric	\$221	\$277	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	\$221	\$277	
	MAR007	Marche Swivel Ottoman	Plum Fabric	\$221	\$277	
	MAR008	Marche Swivel Ottoman	Meadow Green	\$221	\$277	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	\$221	\$277	
	MAR010	Marche Swivel Ottoman	Blue Fabric	\$221	\$277	
	MAR011	Marche Swivel Ottoman	Orange Fabric	\$221	\$277	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	\$221	\$277	
	MAR013	Marche Swivel Ottoman	Teal Velvet	\$221	\$277	
	MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl	\$221	\$277	
	MAR015	Marche Swivel Ottoman	Black Vinyl	\$221	\$277	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$221	\$277	
	VIB01	Vibe Cube Ottoman	Green Vinyl	\$152	\$191	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	\$152	\$191	
	VIB04	Vibe Cube Ottoman	Red Vinyl	\$152	\$191	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	\$152	\$191	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	\$152	\$191	
	VIB09	Vibe Cube Ottoman	White Vinyl	\$152	\$191	
	VIB10	Vibe Cube Ottoman	Black Vinyl	\$152	\$191	
	VIB11	Vibe Cube Ottoman	Steel Blue Vinyl	\$152	\$191	
	VIB12	Vibe Cube Ottoman	Silver Vinyl	\$152	\$191	
	VIB13	Vibe Cube Ottoman	Purple Vinyl	\$152	\$191	
	VIB14	Vibe Cube Ottoman	Citrus Green Vinyl	\$152	\$191	
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	\$152	\$191	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	\$152	\$191	
	VIB17	Vibe Cube Ottoman	Desert Rose Vinyl	\$152	\$191	
CAFÉ TABLES WITH STANDARD BLACK BASE						
	30BKSC	30" Round Café Table	Black Top	\$247	\$309	
	30BEBE	30" Round Café Table	Blue Top	\$247	\$309	
	30AGBC	30" Round Café Table	Brushed Gunmetal Top	\$247	\$309	
	30YSBC	30" Round Café Table	Brushed Yellow Top	\$247	\$309	
	ZTI	30" Round Café Table	Graphite Nebula Top	\$247	\$309	
	ZTA	30" Round Café Table	Gray Acajou Top	\$247	\$309	
	30GSBC	30" Round Café Table	Green Top	\$247	\$309	
	ZTK	30" Round Café Table	Maple Top	\$247	\$309	
	30OSBC	30" Round Café Table	Orange Top	\$247	\$309	
	ZTB	30" Round Café Table	Red Top	\$247	\$309	
	30WH29	30" Round Café Table	White Top	\$247	\$309	
	30WDBC	30" Round Café Table	Barnwood Top	\$247	\$309	
	36BKSC	36" Round Café Table	Black Top	\$294	\$367	
	ZTN	36" Round Café Table	Graphite Nebula Top	\$294	\$367	
	ZTP	36" Round Café Table	Maple Top	\$294	\$367	
	ZTQ	36" Round Café Table	White Top	\$294	\$367	
CAFÉ TABLES WITH HYDRAULIC CHROME BASE						
	30MAHC	30" Round Café Table	Gray Acajou Top	\$361	\$451	
	30BRHC	30" Round Café Table	Red Top	\$361	\$451	
	30WHHC	30" Round Café Table	White Top	\$361	\$451	
	30WDHC	30" Round Café Table	Barnwood Top	\$361	\$451	
	30BKHC	30" Round Café Table	Black Top	\$361	\$451	
	30BEHC	30" Round Café Table	Blue Top	\$361	\$451	
	30AGHC	30" Round Café Table	Brushed Gunmetal Top	\$361	\$451	
	30YSHC	30" Round Café Table	Brushed Yellow Top	\$361	\$451	
	30GRHC	30" Round Café Table	Graphite Nebula Top	\$361	\$451	
	30GSHC	30" Round Café Table	Green Top	\$361	\$451	
	30MTHC	30" Round Café Table	Maple Top	\$361	\$451	
	30OSHC	30" Round Café Table	Orange Top	\$361	\$451	
	36BKHC	36" Round Café Table	Black Top	\$391	\$489	
	36GRHC	36" Round Café Table	Graphite Nebula Top	\$391	\$489	
	36MTHC	36" Round Café Table	Maple Top	\$391	\$489	
	36WTHC	36" Round Café Table	White Top	\$391	\$489	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CAFÉ TABLES POWERED WITH BLACK BASE						
	P30CWH	30" Round Cafe Table, Powered	White Top, Black	\$850	\$1,063	
ACCENT TABLES						
	ALC100	Alondra Cocktail Table	Glass Top, Chrome	\$402	\$503	
	ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	\$402	\$503	
	ALE100	Alondra End Table	Glass Top, Chrome	\$291	\$365	
	ALE200	Alondra End Table	Brandy Maple Top, Chrome	\$291	\$365	
	AURA	Aura Round Table	White Metal	\$175	\$219	
	CIC	Geo Cocktail Table	Glass Top, Chrome	\$304	\$380	
	CIFWB	Geo Cocktail Table	Brandy Maple Top, Black	\$350	\$438	
	EIC	Geo End Table	Glass Top, Chrome	\$247	\$309	
	EIFWB	Geo End Table	Brandy Maple Top, Black	\$307	\$384	
	MESCTB	Mesa Cocktail Table	Black Top, Bronze	\$258	\$322	
	MESCTG	Mesa Cocktail Table	Glass Top, Bronze	\$258	\$322	
	MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze	\$258	\$322	
	MESETB	Mesa End Table	Black Top, Bronze	\$170	\$212	
	MESETG	Mesa End Table	Glass Top, Bronze	\$170	\$212	
	MESETW	Mesa End Table	Barnwood Top, Bronze	\$170	\$212	
	REGBEN	Regis Bench/Table	Brushed Metal	\$405	\$506	
	REGOTT	Regis End Table	Brushed Metal	\$328	\$410	
	SEDBBK	Sedona Side Table	Black Top, Bronze	\$170	\$212	
	SEDBWH	Sedona Side Table	White Top, Bronze	\$170	\$212	
	SEDBWD	Sedona Side Table	Wood Top, Bronze	\$170	\$212	
	CIE	Silverado Cocktail Table	Glass, Chrome	\$335	\$418	
	EIE	Silverado End Table	Black Top, Brushed Steel	\$263	\$329	
	CIY	Sydney Cocktail Table	Black Top, Brushed Steel	\$338	\$422	
	SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	\$384	\$480	
	CIW	Sydney Cocktail Table	White Top, Brushed Steel	\$338	\$422	
	SYDWDC	Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$384	\$480	
	EIY	Sydney End Table	Black Top, Brushed Steel	\$307	\$384	
	SYDBEE	Sydney End Table	Blue Top, Brushed Steel	\$335	\$418	
	EIW	Sydney End Table	White Top, Brushed Steel	\$307	\$384	
	SYDWDE	Sydney End Table	Barnwood Top, Brushed Steel	\$335	\$418	
	TAOBBK	Taos Side Table	Black Top, Bronze	\$170	\$212	
	TAOBWH	Taos Side Table	White Top, Bronze	\$170	\$212	
	TAOBWD	Taos Side Table	Wood Top, Bronze	\$170	\$212	
	TMBTBL	Timber Table	Wood	\$183	\$230	
BAR TABLES WITH STANDARD BLACK BASE						
	30BKSB	30" Round Bar Table	Black Top	\$247	\$309	
	30EBBB	30" Round Bar Table	Blue Top	\$247	\$309	
	30AGBB	30" Round Bar Table	Brushed Gunmetal Top	\$247	\$309	
	30YBBB	30" Round Bar Table	Brushed Yellow Top	\$247	\$309	
	VTJ	30" Round Bar Table	Graphite Nebula Top	\$247	\$309	
	VT A	30" Round Bar Table	Gray Acajou Top	\$247	\$309	
	30GSBB	30" Round Bar Table	Green Top	\$247	\$309	
	VTK	30" Round Bar Table	Maple Top	\$247	\$309	
	30OSBB	30" Round Bar Table	Orange Top	\$247	\$309	
	VTB	30" Round Bar Table	Red Top	\$247	\$309	
	30WH42	30" Round Bar Table	White Top	\$247	\$309	
	30WDBB	30" Round Bar Table	Barnwood Top	\$247	\$309	
	36BKSB	36" Round Bar Table	Black Top	\$294	\$367	
	VTN	36" Round Bar Table	Graphite Nebula Top	\$294	\$367	
	VTP	36" Round Bar Table	Maple Top	\$294	\$367	
	VTW	36" Round Bar Table	White Top	\$294	\$367	
BAR TABLES WITH HYDRAULIC CHROME BASE						
	30BKHB	30" Round Bar Table	Black Top	\$361	\$451	
	30BEHB	30" Round Bar Table	Blue Top	\$361	\$451	
	30AGHB	30" Round Bar Table	Brushed Gunmetal Top	\$361	\$451	
	30YSHB	30" Round Bar Table	Brushed Yellow Top	\$361	\$451	
	30GRHB	30" Round Bar Table	Graphite Nebula Top	\$361	\$451	
	30GSHB	30" Round Bar Table	Green Top	\$361	\$451	
	30MTHB	30" Round Bar Table	Maple Top	\$361	\$451	
	30OSHB	30" Round Bar Table	Orange Top	\$361	\$451	
	30BRHB	30" Round Bar Table	Red Top	\$361	\$451	
	30WHHB	30" Round Bar Table	White Top	\$361	\$451	
	30WDHB	30" Round Bar Table	Barnwood Top	\$361	\$451	
	30MAHB	30" Round Bar Table	Gray Acajou Top	\$361	\$451	
	36BKHB	36" Round Bar Table	Black Top	\$391	\$489	
	36GRHB	36" Round Bar Table	Graphite Nebula Top	\$391	\$489	
	36MTHB	36" Round Bar Table	Maple Top	\$391	\$489	
	36WTHB	36" Round Bar Table	White Top	\$391	\$489	
BAR TABLES						
	RSTSQT	Rustique Square Metal Bar	Gunmetal	\$328	\$410	
	P30BWH	30" Bar Table, Powered	White Top, Black	\$850	\$1,063	
BARSTOOLS						
	BSS	Banana Barstool	Black, Chrome	\$299	\$374	
	BST	Banana Barstool	White, Chrome	\$299	\$374	
	BLDBRD	Blade Barstool	Red	\$175	\$219	
	BLDBSB	Blade Barstool	Sky Blue	\$175	\$219	
	XBAR	Christopher Barstool	White Vinyl, Chrome	\$216	\$271	
	LMBAR	Laguna Barstool	Maple, Chrome	\$221	\$277	
	ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$252	\$315	
	ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$252	\$315	
	ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$252	\$315	
	ROLLWH	Lift Barstool	White Vinyl, Chrome	\$252	\$315	
	LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$335	\$418	
	MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$402	\$503	
	MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$402	\$503	
	MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$402	\$503	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BARSTOOLS (CONTINUED)						
	MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$402	\$503	
	MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$402	\$503	
	RSTSTL	Rustique Barstool	Gunmetal	\$139	\$174	
	BS001	Shark Barstool	White, Chrome	\$384	\$480	
	BSR	Syntax Barstool	Black, Chrome	\$221	\$277	
	ZENBAR	Zenith Barstool	White, Chrome	\$185	\$232	
	BS002	Zoey Barstool	White, Chrome	\$263	\$329	
COMMUNAL TABLES WITH SOLID TOPS & SILVER FRAME						
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$798	\$998	
	VNTMMP	Ventura Communal Bar Table	Maple Top, Silver	\$798	\$998	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$798	\$998	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$667	\$834	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$667	\$834	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$667	\$834	
COMMUNAL TABLES WITH GROMMET HOLES & SILVER FRAME						
	VNTBMW	Ventura Communal Bar Table	Maple Top, Silver	\$798	\$998	
	VNTBWW	Ventura Communal Bar Table	White Top, Silver	\$798	\$998	
	VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver	\$667	\$834	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	\$667	\$834	
CONFERENCE TABLES						
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$384	\$480	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$384	\$480	
	WD3	Work Table	White Top, White	\$400	\$500	
	CB8	42" Round Madison Table	Gray Acajou, Black	\$461	\$577	
	CONF42	42" Round Table	White Top	\$461	\$577	
	42BKCT	42" Round Table	Black Top, Black	\$461	\$577	
	BKCT5N	5' Table	Black Top, Silver	\$675	\$844	
	BKCT8N	8' Table	Black Top, Silver	\$1,148	\$1,436	
	BKCT10N	10' Table	Black Top, Silver	\$1,301	\$1,626	
	CF2	Geo Table, Rectangle	Glass Top, Black	\$541	\$676	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	\$541	\$676	
	CF1	Geo Table, Rounded Square	Glass Top, Black	\$384	\$480	
	CE1	Geo Table, Rounded Square	Glass Top, Chrome	\$384	\$480	
	MADC05	Madison 5' Table	Gray Acajou, Chrome	\$575	\$719	
	MADC08	Madison 8' Table	Gray Acajou, Chrome	\$1,148	\$1,436	
	MADC10	Madison 10' Table	Gray Acajou, Chrome	\$1,148	\$1,436	
EXECUTIVE CHAIRS						
	TASKST	Task Stool	Black Fabric, Black	\$191	\$238	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$366	\$457	
	GENCHA	Genesis Chair	Black	\$319	\$400	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$386	\$483	
	PROEXB	Pro Executive High Back Chair	Black Vinyl, Chrome	\$446	\$557	
	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$389	\$487	
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$361	\$451	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	\$353	\$442	
OFFICE & PRODUCT DISPLAY						
	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$168	\$210	
	JD8	Madison Executive Desk	Gray Acajou, Chrome	\$726	\$907	
	TECH	Tech Desk, Powered	Black Metal, Black Laminate	\$541	\$676	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$667	\$834	
	BC8	Madison Bookcase	Gray Acajou, Chrome	\$525	\$657	
	PSHCCS	Posh Shelving	Chrome, Acrylic	\$618	\$773	
	PDL36B	Powered Locking Pedestal, 36"	Black	\$572	\$715	
	PDL36W	Powered Locking Pedestal, 36"	White	\$572	\$715	
	PDL42B	Powered Locking Pedestal, 42"	Black	\$683	\$854	
	PDL42W	Powered Locking Pedestal, 42"	White	\$683	\$854	
LAMPS						
	LA15	Mason Floor Lamp	Brushed Silver	\$263	\$329	
	LA14	Mason Table Lamp	Brushed Silver	\$173	\$216	
BARS & COUNTERS						
	MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$1,942	\$2,427	
	MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$1,813	\$2,266	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,055	\$2,569	
	MTCPUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$1,828	\$2,286	
GREENERY						
	HDG4FT	Boxwood Hedge, 4'	Green, Black	\$572	\$715	
	HDG7FT	Boxwood Hedge, 7'	Green, Black	\$940	\$1,175	
DIVIDERS						
	DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$242	\$303	
	DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$484	\$606	
	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$971	\$1,214	
	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$484	\$606	
	DIVFSF	Clear Divider, Sofa/Table	Silver, Clear	\$436	\$545	
	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$606	\$757	
	MIRWHT	Miramar Divider, White	Molded Plastic	\$621	\$777	
	STNSGN	Stanchion Sign Holder	Chrome	\$225	\$244	
	STNCHI	Stanchion w/ Retractable Belt	Black, Chrome	\$235	\$257	

TOTAL

Email this completed form to: orders@t3expo.com

Sales Tax 6%..... \$ _____

Estimated Furniture Rental Total..... \$ _____

ADDITIONAL INFORMATION & FORMS

Payment Information

Important Information

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

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

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

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

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

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

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

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 move-in on 06/03/24.

Services Ordered

Material Handling	= \$	_____
Vehicle Spotting Fee	= \$	_____
Presta™ Rental Exhibit Packages	= \$	_____
Floor Covering	= \$	_____
Furniture & Accessories	= \$	_____
Display Tables & Counters	= \$	_____
Display Labor & Forklift	= \$	_____
Hanging Sign.....	= \$	_____
Accessible Storage	= \$	_____
Signage	= \$	_____
Custom Furniture	= \$	_____
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:		

**Please Return EAC Form By:
Monday, May 6, 2024**

Notification Of Intent To Use EAC

Important Information

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

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

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

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

Please return to: **Kyndal Cox**
Phone: 972-807-6825
Email: Kyndal.Cox@ESAweb.org

Please submit a copy to: **T3 Expo**
8 Lakeville Business Park
Lakeville, MA 02347
RE: ESX 2024

Phone: +1.888.698.3397
Email: orders@t3expo.com

Exhibiting Company Information

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

Exhibitor Appointed Contractor Information

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

Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party." T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

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
Vehicle Spotting Fee
Presta™ Rental Package
Floor Covering
Furniture & Accessories
Display Tables & Counters
Display & Labor Forklift
Hanging Sign
Accessible Storage
Signage
Custom Furniture
All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

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

Third Party Company Information

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

Third Party Credit Card 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.

Louisville, KY 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 labor may be hired through either the General Contractor, or through an Exhibitor Appointed Contractor (EAC). Exhibitors may “hand-carry” material, provided they do not use material handling equipment. They also may not be permitted to access the loading dock of freight door areas. All material that cannot be hand carried is to go through the standard drayage process.

Electrical

Electricians handle the installation and activation of all electrical requirements. Exhibitors may provide their own power cords, but they must be of the 12/3 wire grounded type. Exhibitors may prep, assemble and service their own special equipment requiring engineers or technicians, but the “house electricians” must service all connections and provide overload protection to the equipment.

Hours

In Louisville, straight time rates are from Monday through Friday, 8:00 am to 4:30 pm. Overtime rates are incurred outside of those hours on Monday through Friday as well as all day on Saturday, Sundays and holidays. Lunch is from 12:00 to 12:30 pm.

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



KENTUCKY INTERNATIONAL CONVENTION CENTER

Exhibitor Services Information



Exhibitor Services Information

LOADING DOCKS

KICC offers (1) main loading dock for exhibitor shows booked in our exhibit halls and is located on the upper level. You will receive the number of dock parking spaces assigned to you by your Event Manager. Dock passes will be issued to you upon arrival. The primary use is for decorator move-in and move-out and exhibitor load-in and out purposes. Personal vehicles are prohibited in this area. You will be required to have (3) Dock Masters on duty during exhibitor load -in and load-out. Please refer to the Event Planning guide.

- **Second Street Loading Dock: (East end of KICC)**
Located on Second Street between Market Street and Jefferson Street on the East side of the building. Assigned dock slips will be based on the availability and other events in house as space is limited. Aware of your contracted Load-in time. You will have 10 hours typically scheduled from 8:00am to 6:00pm.
- **Third Street Loading Dock: (*Only assigned when using the Ballrooms.*)**
Located on Third Street between Market Street and Jefferson Street. Please note there is only one slip in this location. Assigned dock slips will be based on the availability and other events in house. Dock Masters will be required.

If you require a forklift, please request a quote for the fork lift with driver from your Event Manager. Only KICC personnel may operate the KICC forklift. This service must be pre-arranged to ensure availability. Show or exhibitor provided forklifts must be operated by a certified driver. All freight brought into the facility on carts or dollies must be brought in through the loading docks. Only hand-carried items may be brought in through the front public entrances. Please use the freight elevator for movement of the freight from level to level. Passenger elevators and escalators are not to be used. Damage to the facility will be charged to the responsible party or event.

The loading dock is permitted for loading and unloading only and is time limited for all Personal Vehicles. Dock slips in the loading dock are reserved for Box trucks, 53' trailers, etc. Any unauthorized vehicles or personal vehicles parked on the loading docks are subject to be towed at owners expense.

The registered Exhibitor may perform all setup/tear down of their booth, displays, and/or product materials subject to safety policies established by KICC. However, shows which have contracted with a decorator may be bound by the terms of that contract. In addition, there may be certain instances where the KICC labor may be required.

The loading dock is not for exhibitor or truck parking. See the Parking section for locations where you may park personal and business vehicles, trucks, and/or trailers.

Exhibitor Services Information

Directions to Second Street Loading Dock

From Cincinnati:

- I-71 to I-65 South to Jefferson Street/Downtown exit, Exit #136C. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go two blocks, turn left on Second Street. Entrance is second roll-down door (closest to Jefferson Street)

From Indianapolis:

- I-65 South to Jefferson Street/Downtown exit. Stay in left lane of exit ramp, sign says Brook Street. Go straight on Brook Street two blocks and turn left on Main Street. Go two blocks, turn left on Second Street. Entrance is second roll-down door (closest to Jefferson Street)

From Lexington:

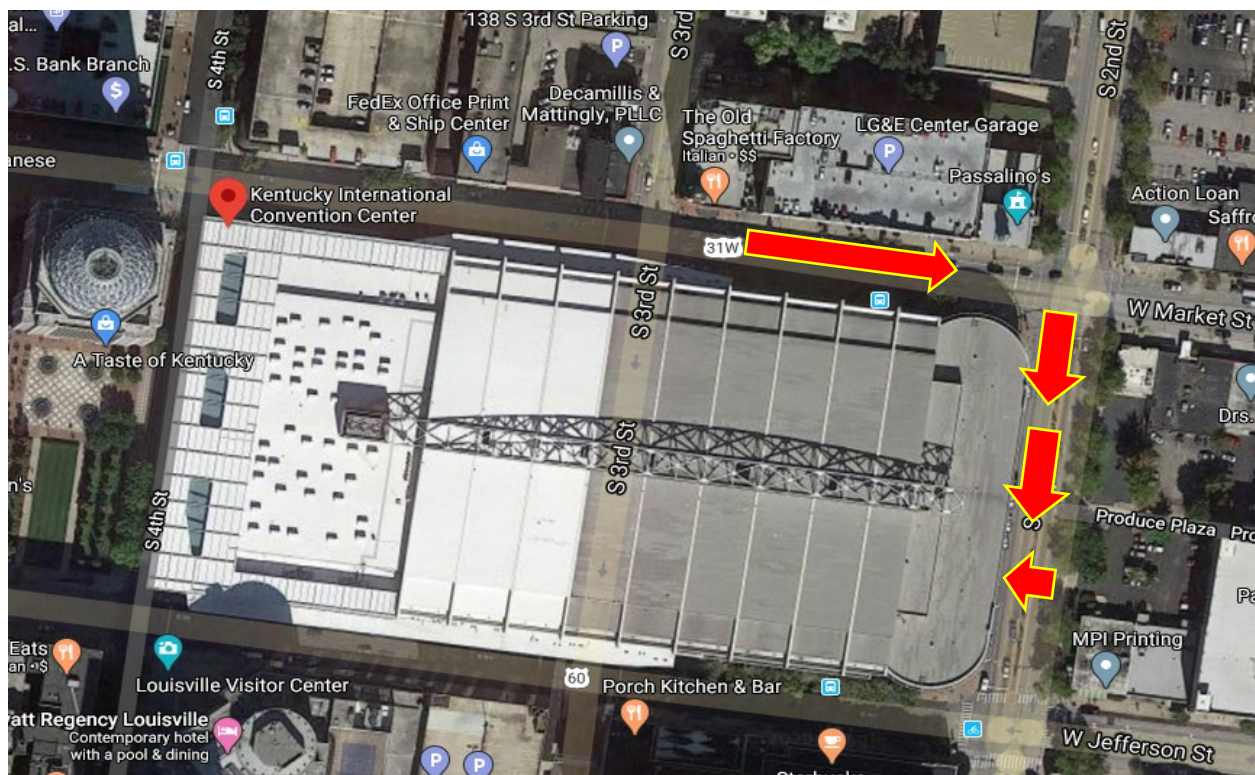
- I-64 West to Third Street/River Road exit. Stay in left lane of exit ramp. Go to third light and turn left on Market Street. Go one block and turn right onto Second Street. Entrance is second roll-down door (closest to Jefferson Street)

From Nashville:

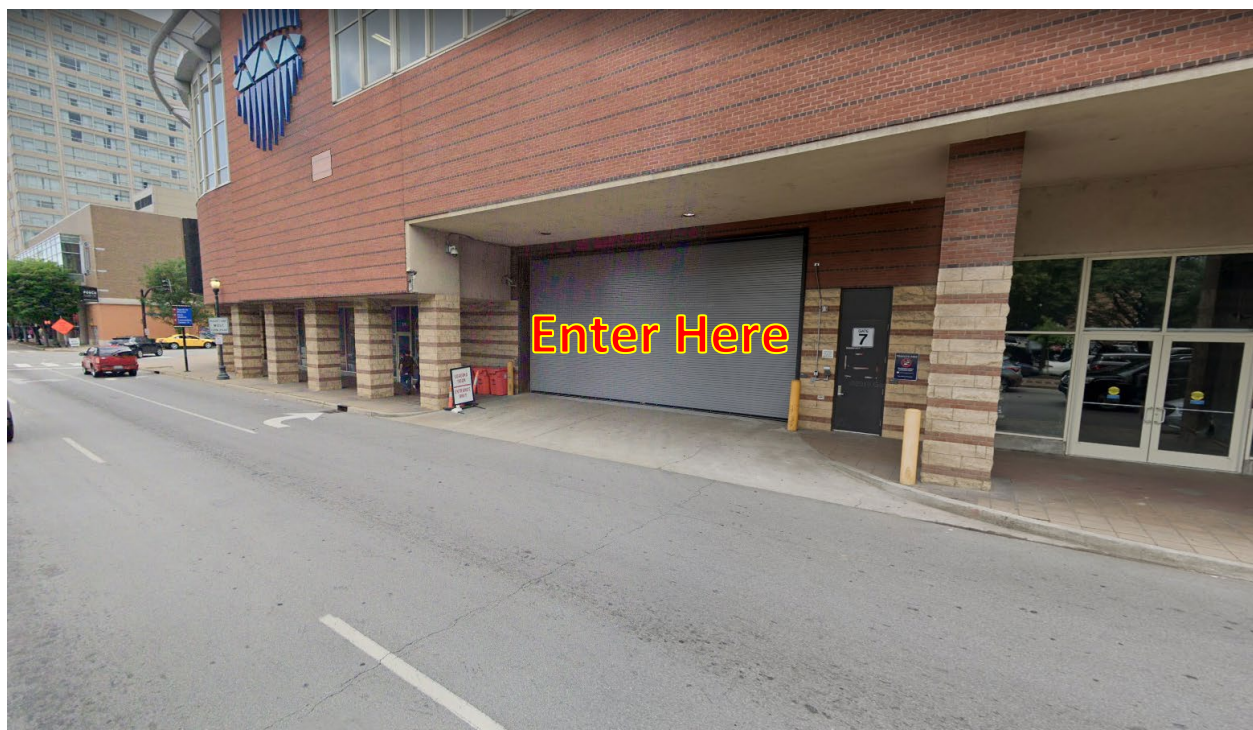
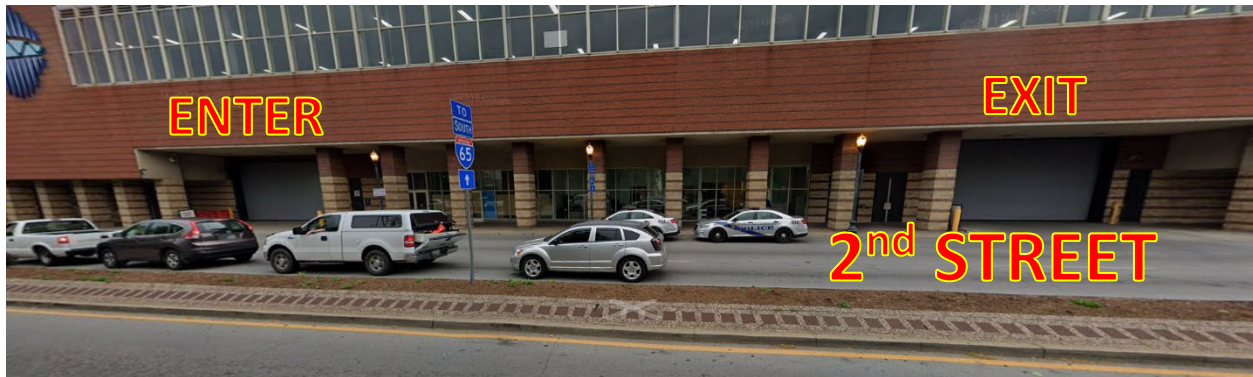
- I-65 North to the Brook Street exit (136B). Straight on Brook for several blocks, turn left on Main Street. Turn left on Second Street, loading dock entrance is second, Southernmost roll-down door (closest to Jefferson Street)

From St. Louis:

- I-64 East to Downtown/Roy Wilkins Ave (Exit 4) and left at end of exit ramp – you will be on Market Street. From Market Street turn right on Second Street, loading dock entrance is second roll-down door (closest to Jefferson Street)



Exhibitor Services Information



Exhibitor Services Information

PARKING

Kentucky International Convention Center offers two parking garages. Cowger garage and Commonwealth garage with a total of 28 ADA compliant parking spaces. Availability of parking is first come first serve basis. Please see the below parking maps to where exhibitors and attendees are permitted to park.

Rates:

\$3 — 0 min to 1 hour

\$5 — 1 hour to 2 hours

\$7 — 2 Hours to 3 Hours

\$10 — 3 Hours to 8 Hours

\$12 — 8 Hours to 24 Hours

A lost parking ticket will result in a \$20 charge per day. For more information please contact the parking office at (502) 595-3550.

Please keep in mind, the loading docks are permitted for loading and unloading only and is time limited for all vehicles. Dock Slips in the loading dock are reserved for Box trucks, 53' trailers, etc. Any unauthorized parked vehicles or vehicles that are found loading in/out for a prolonged amount of time will be asked to move, and may be towed at the owners expense.

Directions:

The Cowger Garage is located on 4th & Market Street (next to FedEx).

Commonwealth Garage is located on Jefferson Street (middle of block on left hand side) between 3rd & 4th Streets and connected to Hyatt Regency.



Exhibitor Services Information



Exhibitor Services Information

WATER FILLS & DRAINS

Tanks, drums, barrels, and other containers requiring water fill and drain **must be filled and drained by KICC Staff** and are subject to the water fill fee listed on the Service Order Form. All fountains or other decorative water containers must be waterproof and of sufficient density to avoid leaks.

Plastic must be placed underneath the display for additional protection. All water displays must be pre-approved by the General Manager or designee. We reserve the right to drain any container that shows sign of leakage or is otherwise deemed inadequate by staff. Containers showing signs of leakage will be drained without notice.

Exhibitors assume responsibility for any damage to KICC facilities caused by faulty exhibitor equipment or negligent operation of equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. For your protection, we advise installing appropriate regulators on any connection requiring critical control of pressure, moisture content, etc. We will not be responsible for damage or loss to any equipment or components or injury to any person caused by unauthorized installation of any equipment, connection to service, or interconnection of any equipment by persons other than our trained staff.

**EXHIBITOR
FORMS ARE
ON THE
FOLLOWING
PAGES**

EXHIBITOR SERVICES FORM

COMPRESSED AIR/WATER/DRAINAGE

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.com



Online Ordering Now Available at kyconvention.com/order-services

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

SERVICE	ADVANCE RATE	FLOOR RATE	TOTAL
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Connection rates listed below cover bringing service from main line to booth. All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.

COMPRESSED AIR: 125lbs PSI	ADVANCED RATE (If received 14 days prior)	FLOOR RATE
_____ Service Charge for each line run from main line to booth	\$170 x _____	\$225 x _____
_____ Each additional connection within booth (Min. labor: 1hr. in + 1 hr. out = 2 hr. minimum)	\$120 x _____	\$145 x _____ Plus KY sales tax

Circle size of connections required – 1/4" 1/2" 3/4" – Circle location of connection(s) – Left Rear Right
CFM Required _____ PSI Required _____

NOTE: Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed.

NOTE: Service is only available in Exhibit Halls

WATER: Minimum 50 PSI / Maximum 90 PSI / Outlet is 3/4"	ADVANCED RATE	FLOOR RATE
_____ Service Charge for first connection	\$180 x _____	\$235 x _____
_____ Each additional connection	\$130 x _____	\$150 x _____

NOTE: Service is only available in Exhibit Halls

DRAINAGE:	ADVANCED RATE	FLOOR RATE
_____ Service Charge for first connection	\$150 x _____	\$180 x _____
_____ Each additional connection	\$100 x _____	\$145 x _____

NOTE: Service is only available in Exhibit Halls

PLUMBER:	ADVANCED RATE	FLOOR RATE
Order Rate	\$ 90 x _____	\$135 x _____
Overtime Rate	\$135 x _____	\$195 x _____

GRAND TOTAL _____

All work performed on equipment by KICC service personnel including repairs, tracing malfunctions, etc., is charged prevailing rates at one-hour increments (one-hour minimum). Orders received less than 36 hours prior to show may not be installed in time for opening. Prices are subject to change without notice.

If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233

EXHIBITOR SERVICES FORM ELECTRICAL SERVICES

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.com



Online Ordering Now Available at kyconvention.com/order-services

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

Conditions & Regulations

1. Wall, column and permanent building utility outlets are not a part of exhibit space and are not to be used by exhibitors unless specified otherwise.
2. Rates listed are subject to change without notice.
3. Rates listed cover only the provision of service to the exhibit space in the most convenient manner and do not include connection equipment or special wiring.
4. All material and equipment furnished by Kentucky International Convention Center (KICC) for a service order shall remain KICC's property and shall be removed only by KICC at the end of the event.
5. All equipment, regardless of the source of power, must comply with all national, state and local safety codes.
6. All equipment must be properly wired and tagged with complete information including type of current, voltage, phase, cycle, horsepower, etc.
7. All cords provided by an exhibitor must be the 12/3 wire ground type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
8. All fountains and pumps should have Ground Fault Interruption (G.F.I.) protection.
9. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without a KICC electrician. However, a KICC electrician must make all service connections and overload protection to such equipment.
10. Unless otherwise directed, KICC electricians are authorized to cut floor coverings to permit installation of service.
11. Claims will not be considered unless filed prior to the end of the event.
12. Exhibitors shall pay for any required services, equipment, material and technicians at prevailing rates and conditions at the time of the event.
13. All power subject to booth location.

Standard Electrical Service

208/120 Volt AC single phase or three phase
480/277 Volt AC single phase or three phase (where available)

Electrician Labor

- A one-hour minimum charge will apply.
- Straight time Monday-Friday (7:30-4:00pm)
- Overtime All other hours Monday-Friday and weekends
- Double time Holidays

For information regarding services, please call **(502) 595-4367**.

For information regarding payment procedures, please call **(502) 367-5227**.

ELECTRIC SERVICES				
QTY	DESCRIPTION	ADVANCE	FLOOR	COST
120 VOLTS				
	20 AMP	\$170	\$235	\$
208 SINGLE PHASE				
	208v/30amp	\$355	\$595	\$
	208v/60amp	\$590	\$880	\$
	208v/100amp	\$865	\$1,170	\$
208 THREE PHASE				
	208v/30amp	\$455	\$705	\$
	208v/60amp	\$715	\$1,095	\$
	208v/100amp	\$1,095	\$1,590	\$
	208v/200amp	\$1,965	\$2,925	\$
480 THREE PHASE				
	480v/30amp	\$710	\$1,020	\$
	480v/60amp	\$965	\$1,475	\$
	480v/100amp	\$1,415	\$2,105	\$
LABOR				
# HRS	TYPE	REGULAR	O/T	COST
	Electrician	\$95	\$140	\$
	Electrician Helper	\$60	\$100	\$
GRAND TOTAL \$ _____				

Revised 04/27/2023

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If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233

EXHIBITOR SERVICES FORM

OUTLET and DISTRIBUTION

LOCATION GRID

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.com



Please email completed form to KiccExhibitor.Services@kyvenues.com.

Company Name	
Show Name	
Booth Number	Booth Size

1. Either write the measurements or use the boxes as the scale for outlet locations.
Each square = _____ feet.
2. Mark the adjoining booth # or aisle for orientation.

ADJACENT BOOTH # _____ OR AISLE # _____	ADJACENT BOOTH # _____ OR AISLE # _____										ADJACENT BOOTH # _____ OR AISLE # _____
ADJACENT BOOTH # _____ OR AISLE # _____											

Information regarding services: **(502) 595-4367**
Information regarding payment procedures: **(502) 367-5227**

EXHIBITOR SERVICES FORM EQUIPMENT ORDER FORM

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.com



Online Ordering Now Available at kyconvention.com/order-services

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services, please call **(502) 595-4367**. For information regarding payment procedures, please call **(502) 367-5227**.

CONTACT INFORMATION			
Event Name		Event Date(s)	
Company Name		Booth Number	
Contact Person			
Mailing Address			
City	State	Zip	
Phone	Email		

ITEM	ADVANCE RATE	QTY	TOTAL
STAGE			
6' x 8' section (16"H or 24"H)	\$1.55 sq ft	_____	\$ _____
8' x 8' section (40"H up to 60"H)	\$1.55 sq ft	_____	\$ _____
SEATING			
Banquet Chair	\$11.85	_____	\$ _____
Boardroom Chair	\$25.75	_____	\$ _____
Bleachers	Call	_____	\$ _____
TABLES			
5' Round	\$31	_____	\$ _____
6' Round	\$31	_____	\$ _____
30" Round (Cocktail)	\$21	_____	\$ _____
30" Round (Tall Boy)	\$21	_____	\$ _____
8' x 30" Rectangle	\$21	_____	\$ _____
8' x 18" Rectangle	\$21	_____	\$ _____
TABLE LINEN			
8' x 30" Table Linen	\$9.50	_____	\$ _____
Round Table Linen	\$11.50	_____	\$ _____
Spandex Table Cover	\$22	_____	\$ _____
8' x 30" Table Skirted	\$28	_____	\$ _____
MISCELLANEOUS			
American Flag	\$21	_____	\$ _____
State Flag	\$21	_____	\$ _____
Extension Cord	\$35	_____	\$ _____
Easel	\$15.50	_____	\$ _____
Copies	\$0.75	_____	\$ _____
Tensa Barrier	\$11.50	_____	\$ _____
Cable Ramps	\$28.50	_____	\$ _____
Fire Extinguisher (Rental)	\$45	_____	\$ _____
Garment Rack w/Hangers	\$30	_____	\$ _____
Garbage Compactor	\$91/Ton	_____	\$ _____
Dance Floor (30' x 30')	\$170	_____	\$ _____

ITEM	ADVANCE RATE	QTY	TOTAL
FREIGHT & HANDLING			
Small Package Delivery 1-49lbs	\$24	_____	\$ _____
Small Package Delivery 50-100lbs	\$55	_____	\$ _____
Freight - Drayage per pound after 100lbs	\$68	_____	\$ _____
Shrink Wrap Skid/Item	\$67	_____	\$ _____
Banding per Skid/Item	\$88	_____	\$ _____
GENERAL LABOR			
Badge Checker	\$22.25/hr	_____	\$ _____
Coat Check Attendant	\$22.25/hr	_____	\$ _____
Concierge (Info Booth)	\$22.25/hr	_____	\$ _____
Ticket Taker	\$22.25/hr	_____	\$ _____
Greeters/Ushers	\$22.25/hr	_____	\$ _____
Banner Hanging	\$65/hr	_____	\$ _____
Dock Master	\$22.25/hr	_____	\$ _____
T-Shirt Security	\$24.50/hr	_____	\$ _____
LMPD (Uniformed, armed off-duty Police)	\$65 & Up/hr	_____	\$ _____
EMT Team (2) (with Ambulance)	\$128/hr	_____	\$ _____
First Aid Team (2)	\$80/hr	_____	\$ _____
Electrician (1hr min)	\$95/hr	_____	\$ _____
Plumber (1hr min)	\$85/hr	_____	\$ _____
GRAND TOTAL \$ _____			

All work performed on equipment by KICC service personnel including repairs, tracing malfunctions, etc., is charged prevailing rates at one-hour increments (one-hour minimum). Orders received less than 36 hours prior to show may not be installed in time for opening. Prices are subject to change without notice.

If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky Venues | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233



INTERNET, NETWORK and VOICE SERVICES ORDER FORM

Kentucky International
Convention Center
221 South Fourth Street
Louisville, Kentucky 40202
kyconvention.org



Online Ordering Now Available at kyconvention.com/exhibit/order-services

Credit card information is **ONLY** accepted online or by phone. Advance orders must be completed online or postmarked with payment no later than (21) days prior to the first show day. Any order made after the designated advance date will be charged the regular rate. For information regarding services and payment procedures, please call **(502) 595-3575**.

CONTACT INFORMATION		
Event Name		Event Date(s)
Company Name		Booth Number
Contact Person		
Mailing Address		
City	State	Zip
Phone	Email	

SERVICE	ADVANCE RATE	FLOOR RATE	TOTAL
Shared Internet (Routers Prohibited)			
Shared Internet Service (up to 10 Mbps)	\$970	\$1,235	\$ _____
Additional Devices for Broadband Service, per Device up to 4	\$150	\$215	\$ _____
Dedicated Internet (Routers Allowed)			
Dedicated 3Mbps	\$3,240	\$4,650	\$ _____
Dedicated 6Mbps	\$5,295	\$7,460	\$ _____
Dedicated 10Mbps	\$7,245	\$10,165	\$ _____
Dedicated 15Mbps	\$11,350	\$14,200	\$ _____
Dedicated 20Mbps	\$14,490	\$18,800	\$ _____
Equipment & Labor			
Switch Rental - up to 24 ports	\$160	\$215	\$ _____
Patch Cable	No Charge	No Charge	\$ _____
Labor/Floor Work (Fee per Hour)	\$100	\$120	\$ _____
Fiber Optic Dry Pair	\$865	\$865	\$ _____
VLAN Setup & Configuration	\$2,700	\$2,700	\$ _____
Internal Networking Room-to-Room, Per Connection	\$265	\$375	\$ _____
Change/Move Fee (Moving Connection Once Installed)	\$110	\$160	\$ _____
Voice Services			
Single Line (No Analog)	\$215	\$325	\$ _____
Speaker Phone w/PolyCom Unit	\$325	\$450	\$ _____
Optional Telephone Services (Multi Line Phone Set)	\$325	\$375	\$ _____
Special Quote - Please Attach a Statement of Work	Call	Call	\$ _____
Wi-Fi			
Per Device, Per the Requested Days at 3 Mbps			
24 Hours	\$20.99	\$20.99	\$ _____
3 Days	\$56.95	\$56.95	\$ _____
5 Days	\$87.95	\$87.95	\$ _____
Square/Clover Credit Card Devices (24 Hours/Requires IT Technician)	\$20.99	\$20.99	\$ _____
Dedicated Wi-Fi Hot Spot	Call	Call	\$ _____
GRAND TOTAL			\$ _____

All work performed on equipment by KICC service personnel including repairs, tracing malfunctions, etc., is charged prevailing rates at one-hour increments (one-hour minimum). Orders received less than 36 hours prior to show may not be installed in time for opening. Prices are subject to change without notice.

If you prefer to pay by check, please complete this service order form and submit to the address below.
Kentucky State Fair Board | ATTN: FINANCE DEPT. | PO Box 37130 | Louisville, KY 40233



ESX 2024

June 3-6, 2024 KICC

2024 OFFICIAL : Audio-Video-Data Order Form **Pre-Show Order Deadline: 5/27/2024**

Video Equipment	Qty	Pre-Show Rate*	On-Site Rate*	Total	Required Customer Information
32" Cart with Skirt		\$40	\$60		PLEASE PRINT
54" Cart with Skirt		\$60	\$90		Exhibitor Name:
Safelock Stand		\$40	\$60		Address:
Powerpoint Laptop - PC Windows		\$125	\$188		City:
					State: Zip Code:
					Ordered By:
Other Equipment Available - Please Call					Telephone:
					email:
Video / Data Display	Qty	Pre-Show Rate*	On-Site Rate*	Total	Required Delivery Information
Video / Data LCD Projector (3000 Lumens) (1080p)		\$250	\$375		Show/Event Name: ASEE 2024
22"- 24" LCD Flat Screen Monitor (DATA / COMPUTERS ONLY)		\$75	\$113		
27" Flat Panel		\$105	\$175		Exhibit Booth #:
32" Flat Panel (Power Strip / HDMI)		\$150	\$225		Preferred Delivery Date:
43"- 48" Flat Panel - Includes Floor Stand		\$350	\$525		Delivery Time: <input type="checkbox"/> 8AM - 12PM <input type="checkbox"/> 12PM - 5PM
55" Flat Panel - Includes Floor Stand		\$500	\$750		On Site Contact:
60"- 65" Flat Panel - Includes Floor Stand		\$750	\$1,125		
75" Flat Panel - Includes Floor Stand		\$1,050	\$1,575		
50" HDMI		\$30	\$45		Cell #:
Please Call or Email for monitor mounting to booth structure. We will not mount any flat screens without booth specs, drawings and structural weight loads.					Signature:
Projection Equipment	Qty	Pre-Show Rate*	On-Site Rate*	Total	Terms and Conditions
8' Tripod Screen with Skirt		\$50	\$75		1. Representative MUST BE on-site at for Delivery.
Larger Size Screen Available Upon Request					2. Exhibitor assumes responsibility for Loss or Damage to property of TREP after Delivery and acceptance at Booth.
Audio Equipment	Qty	Pre-Show Rate*	On-Site Rate*	Total	3. ON-Site - Subject To Availability
Wired Handheld Microphone		\$50	\$75		See Attached Form for Terms and Conditions
Wireless UHF Mic (Lavaliere - Headset - Handheld) Circle 1		\$150	\$225		
Powered Speaker System (2 Speakers w/ Stands)		\$250	\$375		
Additional Sound Systems Available - Please Call					
Mono Audio Mixer		\$50	\$75		
Laptop Audio Interface		\$50	\$75		
Miscellaneous Equipment	Qty	Pre-Show Rate*	On-Site Rate*	Total	
Wall Mount		\$70	\$105		
Other Equipment Offered - Dape, Truss, Motors, Rigging, Lighting, Automates Call for Pricing 412-429-4000					Ordering Process
Totals PAYMENT IS DUE WHEN ORDER IS PLACED EQUIPMENT TOTAL: 1 Number of Days 2 3 SUBTOTAL: (Line 1 x Line 2) 3 DELIVERY/SET-UP/PICKUP: (25% of line 1 or \$125.00 minimum) 4 DRAYAGE: 20% of line 3 5 SUBTOTAL: 6 STATE SALES TAX: (7% of Line 3) 7 TOTAL DUE: 8					Email Form To: pa@3rep.com Fax Form To: 412-224-4408 (please unblock number) Questions about your order email: AV@3riversentertainment.com
					Payment Processing
Method of Payment Complete Attached Payment Authorization Form					PLEASE MAIL CHECKS TO: Three Rivers Entertainment and Production 1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220
					FOR BILLING INQUIRIES PLEASE EMAIL: accounting@3rep.com

Exhibitor Terms and Conditions

This confirms the following Agreement between _____ (herein referred to as Lessee), and **Three Rivers Entertainment, Inc.** (Herein referred to jointly and severably as TREP). TREP agrees to rent Purchaser equipment described on the attached equipment list (Herein referred to as "Equipment") subject to the following Terms and Conditions:

1. **RENTAL** - Rental prices do not include labor, delivery, set up or electrical services.
2. **INDEMNIFICATION AND RISK OF LOSS OR DAMAGES** - It is understood and agreed that LESSEE is renting equipment for a specified period of time and is responsible for its safe return. All rental equipment must be returned to TREP in the same condition as it was in at the time of delivery. LESSEE hereby agrees to be billed for any damage to, or loss of any "Equipment" damaged or lost during the entire term of the Rental. It is understood that Purchaser assumes liability for any and all personal injuries or damage to property that occur at Engagement including, but not limited to, those caused by any guests, employees, contractors or participants at Engagement. Purchaser shall indemnify, defend and hold TREP, its agents, employees and performers harmless from and against all claims, losses, liabilities, costs, expenses, obligations, and damages including, without limitation, litigation costs and reasonable attorneys' fees sustained, incurred or required to be paid by TREP that relate to or arise out of this Agreement. Purchaser further agrees to assume responsibility for any and all attorneys' fees and other legal expenses incurred by TREP to enforce this contract with respect to the conditions stated above. LESSEE authorizes TREP to charge LESSEE credit card for any damaged or missing equipment and agrees to waive it's right to dispute such charges as TREP may charge for missing or damaged equipment.
3. **LIMITATION OF LIABILITY** - In recognition of the relative risks and benefits of the Engagement to both the Purchaser and TRE, the risks have been allocated such that the Purchaser agrees, to the fullest extent permitted by law, to limit the liability of TREP to the Purchaser for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of TREP to the Purchaser shall not exceed TREP's total fee for services rendered on this Engagement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
4. **CANCELLATIONS/WAIVER OF DISPUTES** - All Equipment rental fees are non-refundable. LESSEE's Credit Card will be charged immediately upon receiving the signed order. All fees are 100% non-refundable. LESSEE waives it's right to any dispute process that is offered by LESSEE'S credit card company or financial institution.
5. **PAYMENT TERMS** - Full payment, including any applicable tax and a 6% credit card fee is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. It is LESSEE'S responsibility to immediately advise a TREP technician of any problem with any piece of Equipment. If you are exempt from payment of sales tax, TREP requires you to forward an exemption certificate for the State in which the services are to be used along with your rental. Failure to provide your tax exempt certificate will result in a non-refundable sales tax charge on your order. Additional service charges and/or labor charges may be assessed for installations that are unusual or labor intensive. Service may be interrupted if any payment is not received in full. There is a 50.00 charge, plus any other applicable expenses, to reprocess the method of payment submitted for a rental if your credit card is declined.

LESSEE

Date Signed

****Please write your entities' legal name on the line at the top of this sheet, indicating name of LESSEE****



1028 Saw Mill Run Boulevard, Pittsburgh, PA 15220
412-429-4000

CREDIT CARD PAYMENT AUTHORIZATION FORM

Sign and complete this form to authorize **Three Rivers Entertainment & Production** to make a debit to the credit card listed below as per the terms and conditions in your contract.

Signing this completed form authorizes **Three Rivers Entertainment & Production** to debit your account for the amounts as stated in the contract plus any applicable tax and up to a 6% additional charge due to the loss of the cash/check payment discount for services and/or equipment.

Please complete the information below:

I _____ authorize **Three Rivers Entertainment, inc.**
(full name)

to charge my credit card account as stated in the contract plus any applicable tax if not already included and up to a 6% increase due to my declination of the cash/check payment discount on as stated in the contract. This payment is for services provided by Three Rivers Entertainment & Production. Title of Event: _____

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: ☐ Visa ☐ MasterCard ☐ AMEX ☐ Discover

Company Name _____

Cardholder Name _____

Account Number _____

Expiration Date _____

CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization corresponds with the contract as described above, for the total amount plus up to a 6% increase due to my declination of the cash/check payment discount. I certify that I am an authorized user of this credit card and that I agree to waive any and all rights to dispute any charges, with my credit Card company or provider, that are charged on my card from Three Rivers Entertainment & Producon. In the event that I dispute the fees, I personally accept liability for the full amount stated in the Contract that I signed, plus all legal fees and expenses required to collect any unpaid balances to Three Rivers Entertainment, inc. I waive all of my rights to any credit card disputes.

Event Name **Electronic Security Expo** Setup date _____ Removal date _____
 Event Location **KICC - Hall D** Delivery time: *by* _____ Removal Time: *after* _____
 Company _____ Booth Number _____
 Address _____ Company ph. # _____
 City, State, Zip _____
 Company Representative _____ Contact ph. # _____
 Authorized Signature _____ Date _____

Credit Card: Visa { } MasterCard { } American Express { } Discover { } Exp Date _____
 Credit Card Number _____ Signature: _____

Foliage plants, Blooming plants and baskets on rental basis. (CODE 96G)

- **Fresh cut flowers are purchased. (use appropriate code based on customers request)**
- **All Foliage and Blooming plants will be in baskets.**
- **The largest selection of plants, silks and fresh flowers in Kentucky.**
- **Watering fee of \$50/hr, 1 hr minimum, for rentals over 3 days**

Quantity (Please specify quantity, height and variety of plants) (CODE 96G and specify plants)

	Prices
_____ 2-3 Ft. Plants _____	\$35.00
(plant choices: Peace Lily, Schefflera and Dracena, etc..)	
_____ 3-4 Ft. Plants _____	\$55.00
(plant choices: Peace Lily, Schefflera and Dracena, etc..)	
_____ 4-6 Ft. Plants _____	\$65.00
(plant choices: Palm, Fiddle leaf, Dracena)	
_____ 6 Ft plus. Plants _____	\$120.00
(plant choices: Palm, Fiddle leaf, Dracena)	

Taller plant material is available; please inquire in advance.

_____ Potted Mums, available in YELLOW, WHITE, LAVENDER _____	\$20.00
_____ Ivy (6" pot)_ or other 6" foliage plants _____	\$20.00
_____ Boston Ferns _specify hanging or floor_____	\$35.00
(Kimberly Queens available seasonally only)	
_____ Bromeliads _____	\$30.00

_____ Floral Designs _____	\$50.00 & up
_____ Corsages (Carnation, Rose, Orchid) _____	\$30.00
_____ Boutonnieres (Carnation, Rose) _____	\$15.00

Setup fee (determined by size of order) _____

Delivery and pickup \$50 _____

TAX 6% _____

We would be happy to design or suggest a setting for your exhibit, if a specific design or theme is desired. Include a sketch of your needs so that we can work together to meet all your requirements.

Contact: Mike Brumleve, Phillip Oliver or Eddie Kraft with all your questions, plant and floral needs.
 mikeb@nanzkraft.com | phillip.oliver@nanzkraft.com

800-897-6551 FAX 502-897-2082 www.nanzkraft.com

updated 10.4.23



KICC

KENTUCKY INTERNATIONAL
CONVENTION CENTER

ORDER DEADLINE: MAY 3, 2024

CONTACT: STEVIE STEVENSON

stevie.stevenson@levyrestaurants.com

EXHIBITOR MENU



Levy

“Hot Brown” Empanadas - A new, fun twist on a Louisville classic!
turkey, bacon, tomato, cheese spread, fried in a flaky crust
\$8.00 each (minimum order of 50)

Pimento Cheese & Bacon Beignet
\$7.00 each (minimum order of 50)

Benedictine Bites
Toasted Brioche, Benedictine Spread, Cucumber Twist, Fresh Dill
\$5.50 each (minimum order of 50)

Pimento Cheese Meatballs
\$7.50 each (minimum order of 50)

Mini Burgoo Shepard's Pies
Braised Beef, Pulled Chicken, Ham, Lima Beans, Corn, Tomatoes, Cheddar Whipped Potatoes
\$8.50 each (minimum order of 50)

Honey Bourbon Cookies
\$6.00 each (minimum order of 12)

Bag O' Cheese Straws
A Southern Treat for all ages!
\$10.00 per bag (minimum of 12)

Bourbon Bacon Snack Mix
\$6.00 each (minimum order of 25)

POPCORN MACHINE RENTAL (ONE AVAILABLE - FIRST COME FIRST SERVE)

Bring the smell of fresh popcorn to your booth!

100 (4oz.) servings, bags included 600.00 - per day

Additional case of popcorn available for 225.00

Popcorn Machine Attendant Required AT \$150.00 per 4 hours of service minimum, 37.50 per additional hour

Assorted Soft Pretzels

Traditional Salted Bavarian with Bourbon Honey Mustard

Bacon, Jalapeno, Beer Cheese

Cinnamon and Sugar, Vanilla Bean Sauce

\$10.00 each (minimum order of 12 per flavor)

Hand Made LOGO'd Sugar Cookies - Your company's logo on a cookie!

\$120.00 per dozen

Assorted Ice Cream Novelties

\$7.00 each (minimum of 25)

Freezer rental fee \$250.00

Slider Station

Classic cheeseburger with caramelized onion, pickle, and aioli

Pimento Cheese

Black & Bleu (blackened seasoning and bleu cheese)

\$10.00 each (minimum of 12 per style)

Chef's Vegetable Crudité

Seasonal Produce – Green top Carrots, Celery, Watermelon Radish, Cucumber, Carnival Cauliflower, Snap Peas, Cherry Tomatoes, assorted hummus, pesto, and buttermilk ranch
\$750.00 (Serves 50 Guests)

Classic Charcuterie

Assorted Cured Meats, Assorted Cheese, Vegetables, Berries, Olives, Mustards, Jams, Assorted Crackers
\$1,250.00 (Serves 50 Guests)

Fresh Fruit

Seasonal Fruits – Melons, Berries, Kiwi, Star Fruit, Dried Fruit, Honey Yogurt Dip
\$500.00 (Serves 50 Guests)

Cookie Charcuterie

Assortments of bite sized chef's choice cookies and dipping sauces
\$750.00 (Serves 50 Guests)



A LA CARTE ITEMS

Assorted Breakfast Pastries - \$42.00 per dozen

Assorted Cookies - \$44.00 per dozen

Brownies - \$44.00 per dozen

Assorted Dessert Bars - \$44.00 per dozen

Assorted Cupcakes - \$44.00 per dozen

Muffins - \$44.00 per dozen

Assorted yogurts - \$48.00 per dozen

Whole Fruit - \$42.00 per dozen

Assorted Bagged Chips - \$60.00 per dozen

Bagged Popcorn - \$60.00 per dozen

“KIND” bars - \$48.00 per dozen

Kodiak bars - \$60.00 per dozen

Trail Mix - \$60.00 per dozen

Kodiak bars - \$60.00 per dozen

BEVERAGES

Freshly Brewed Coffee (Regular or Decaf)
\$70.00 per gallon

Artisan Brewed Iced Tea (Sweet or Unsweet)
\$60.00 per gallon

Hot Tea
assorted tea bags
\$65.00 per gallon
Lemonade
\$55.00 per gallon

Orange, Cranberry, or Apple Juice
\$55.00 per gallon

Hot Chocolate Bar
marshmallows, chocolate syrup, caramel syrup, vanilla syrup, peppermint, flavored whipped
cream, chocolate pirouette
\$65.00 per gallon

Infused Fruit Waters

Assorted Pepsi Soft Drinks
\$5.00 per can

Bottled Water
\$5.00 each

Phocus Caffeinated Sparkling Water
\$6.00 per can

Canned Cold Brew
\$6.00 per can

BAR SERVICES

Domestic Beers

Miller Lite, Budweiser, Michelob Ultra

\$7.00 each

Imported Beers

Corona Extra, Stella Artois

\$8.00 each

Craft Beers

Blue Moon, West 6 IPA

\$9.00 each

Hard Seltzers

High Noon Black Cherry, Mango

\$8.00 per can

House Wines

\$9.00 per glass

House Spirits

Bombay Gin, Bacardi Superior Rum, Jose Cuervo Especial Tequila, Svedka Vodka, Buffalo Trace Bourbon, Dewar's White Label Scotch

\$10.00 each

Bourbon Tasting

KICC Choice Bourbons - three half ounce (.5) pours per person

\$26.00 per person

BARTENDER REQUIRED FOR ALL BAR SERVICES

\$150.00 PER 4 HOUR SHIFT MINIMUM, \$37.50 PER ADDITIONAL HOUR

Guidelines for Display Rules and Regulations

2023 North American Update



The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2023 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the **Guidelines** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

Important Note: Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



International
Association of
Exhibitions and Events®

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IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event. Organizers might find line of sight rules are best for linear booths and cubic content rules for configurations of island, peninsula or perimeter booths.

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR OR IN-LINE BOOTH

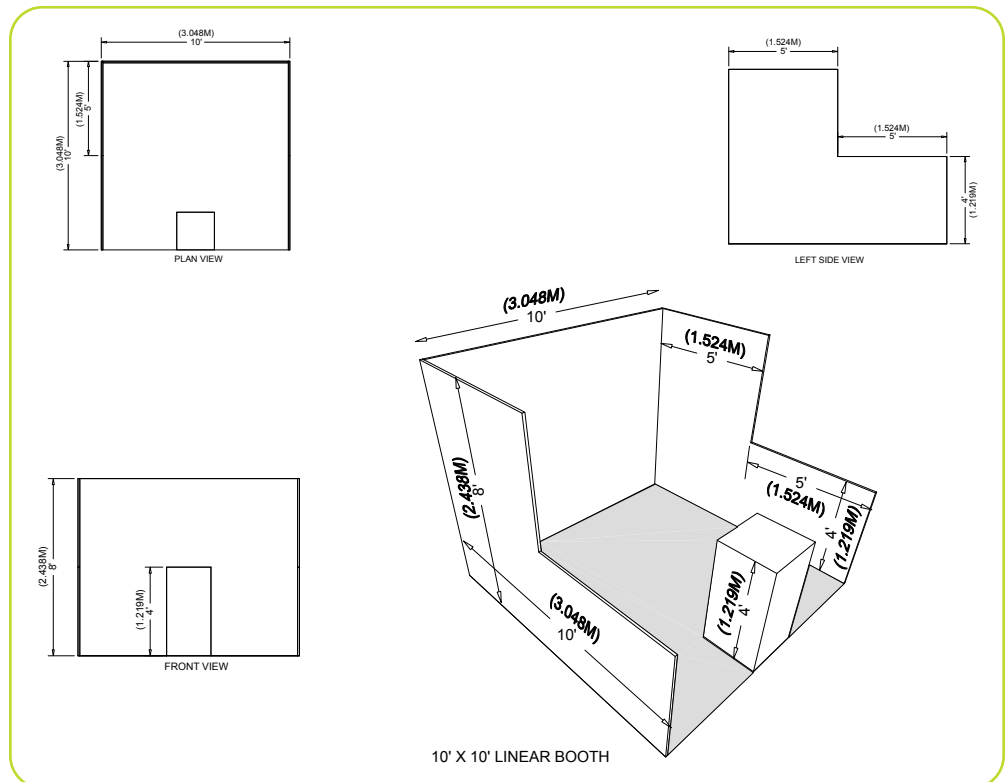
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

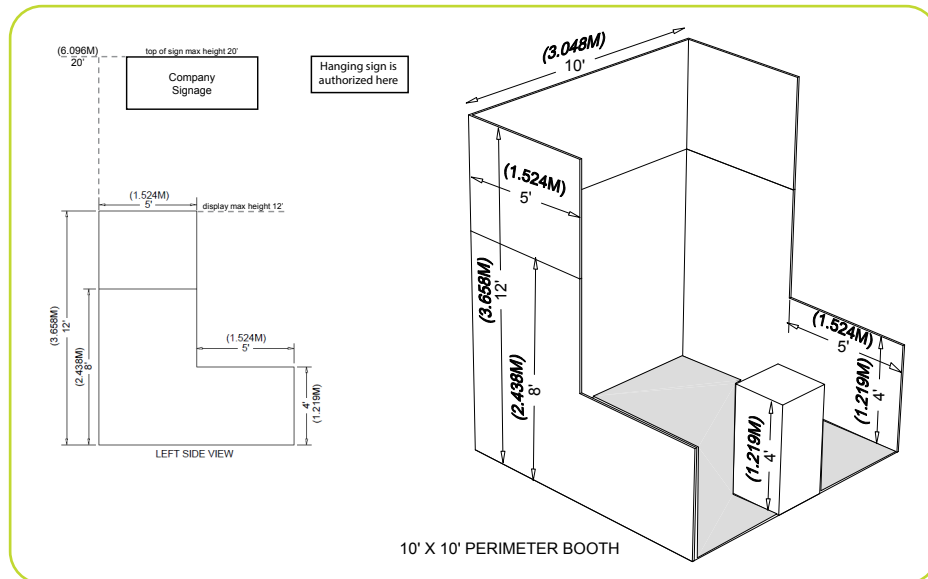


CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

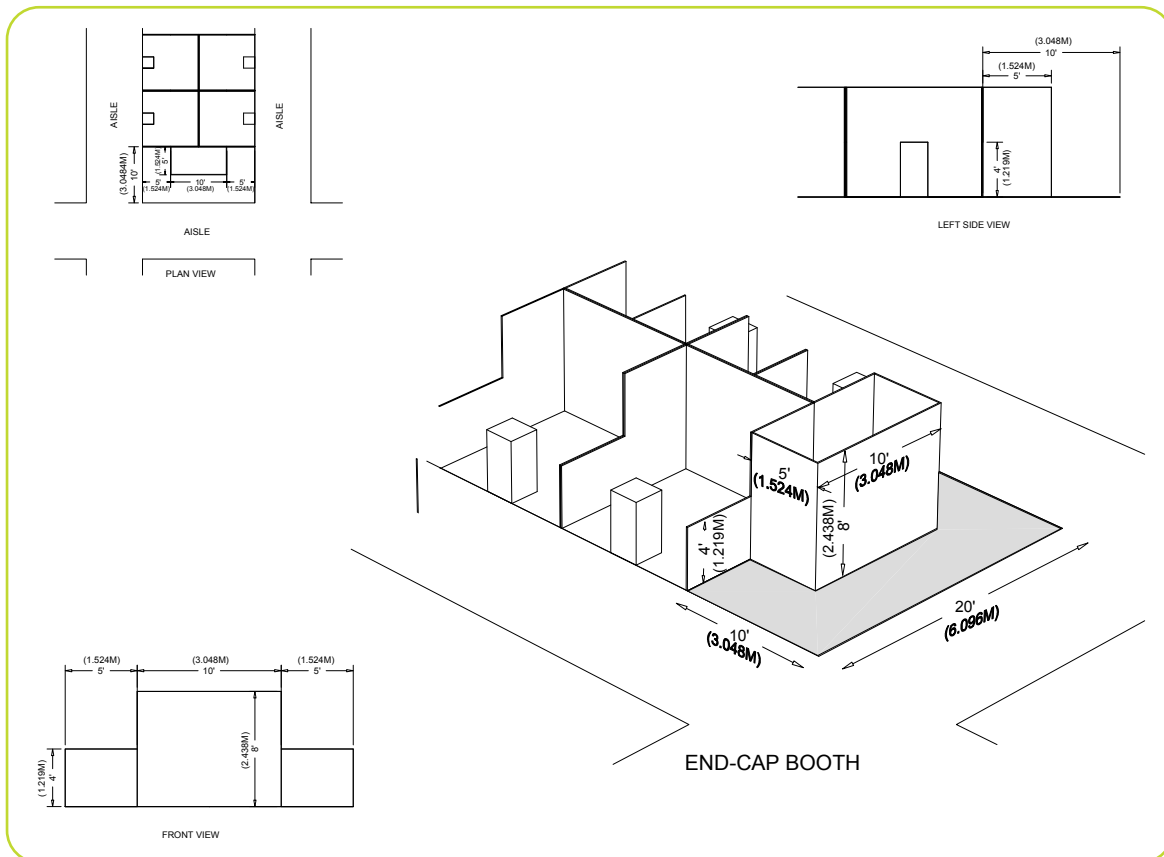


Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

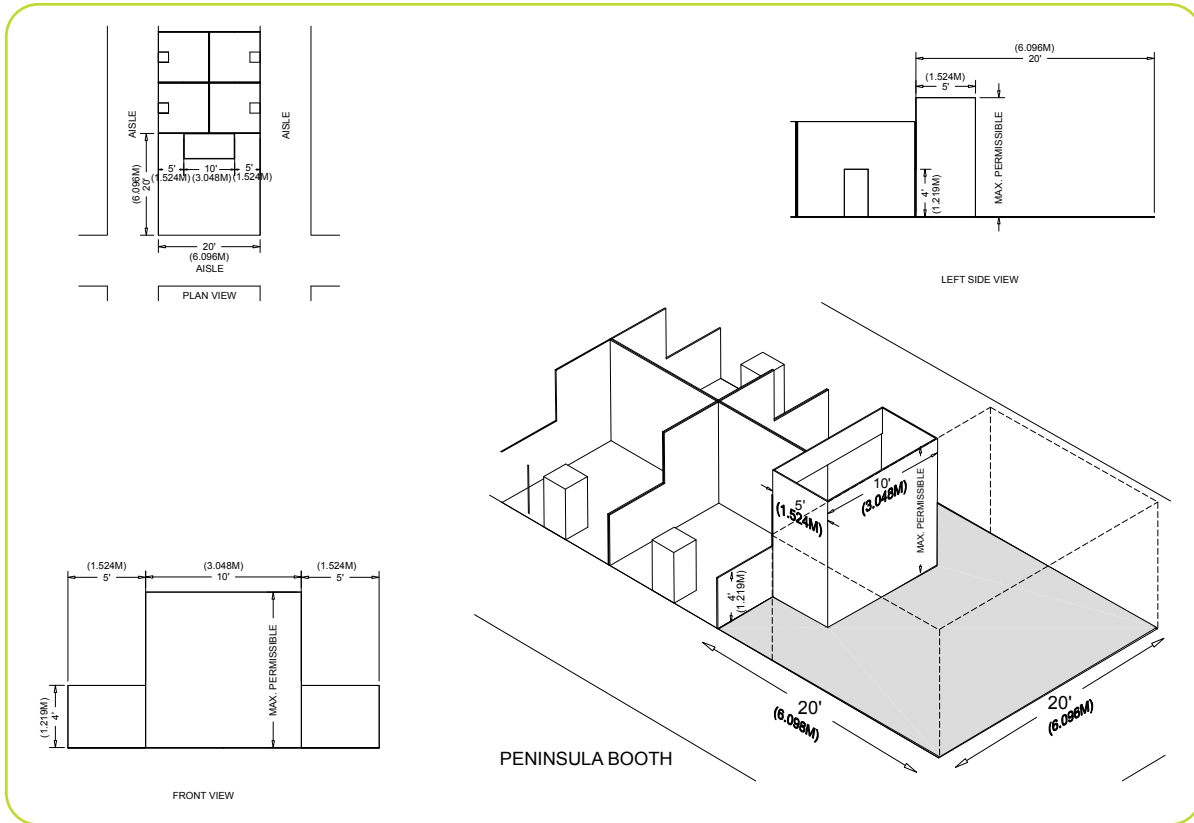


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

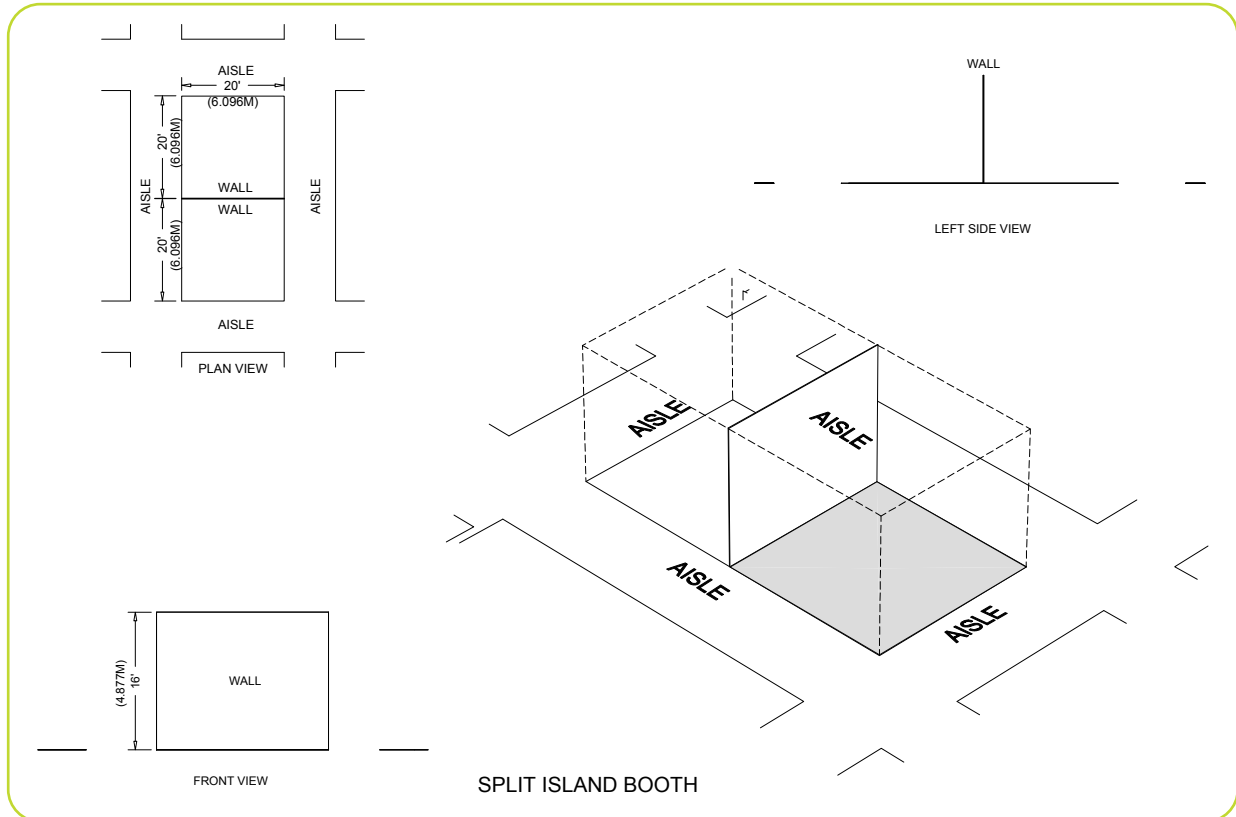


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.



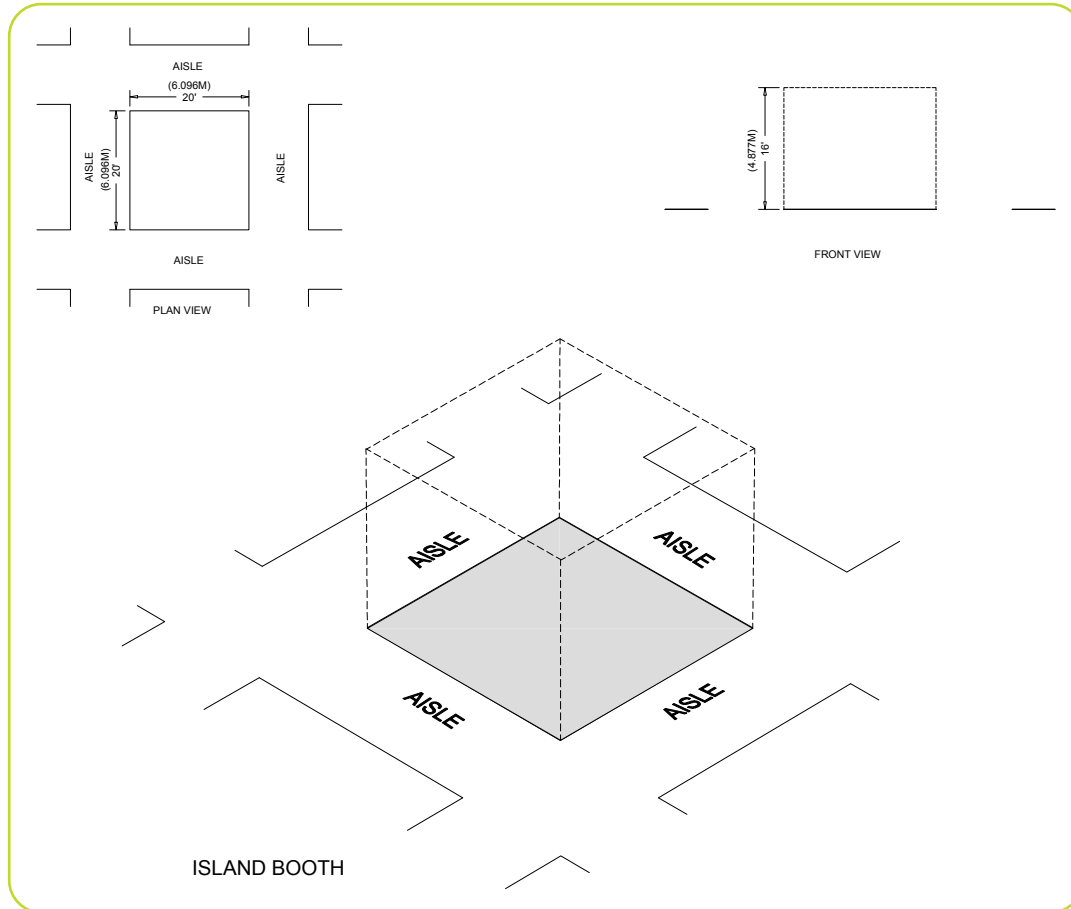
Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

For large shows with big exhibitors, it may be difficult to maintain the entire booth and hanging sign to be within 16ft. If you make it 20 ft then you run the risk of lots of large booths (with or without signs) being 20 ft and dwarfing all around them. That is fine as long as everyone is aware of it. An alternative could be to offer a max booth height of 16 ft and each exhibitor must have a 4 ft gap between the top of the booth and the bottom of the hanging sign. The only exception is if the booth and hanging sign can stay below 16ft. It is far from perfect but does allow at least the ability to see through a booth.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

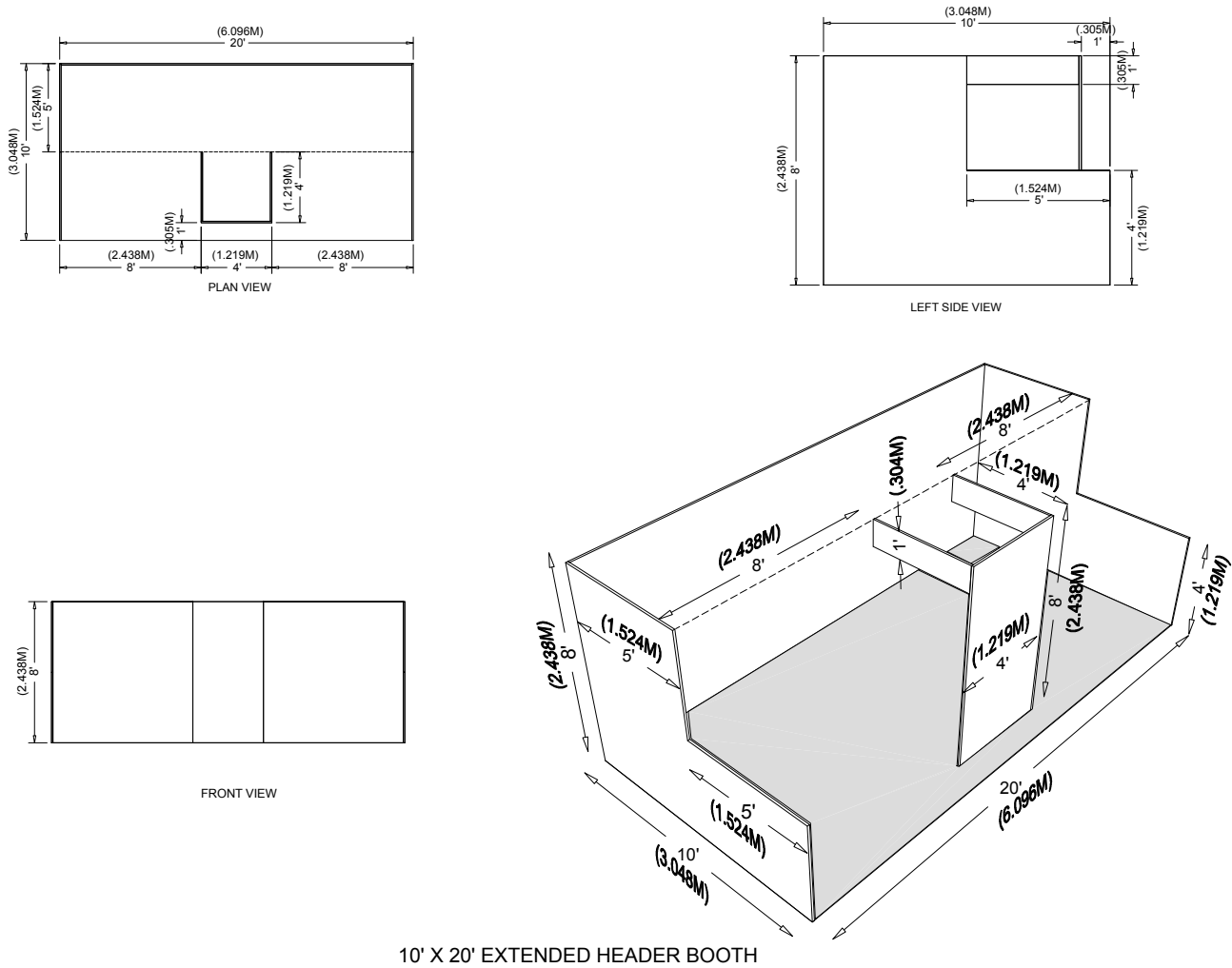


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. Island booths should not be allowed at less than 400 sq ft. Island booths at 200 or 300 sq ft basically result in frustrating everyone behind them. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the *IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space* in the Appendix on page 17.

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

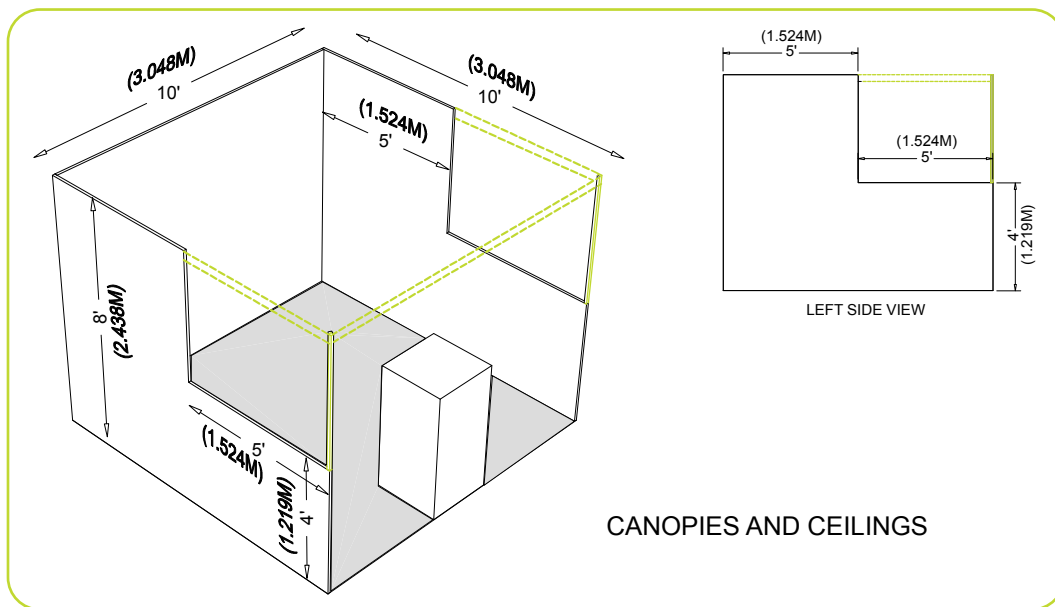
Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

A canopy sign is similar to an awning on a building, except it does not include the goal of providing shelter. It extends from a booth to serve the function as a marquee. Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths, and height limits).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



STRUCTURES AND TIE-OFFS

Structures

Show Organizer requires a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications for any custom-built suspended elements such as but not limited to non-serially manufactured signs, lightboxes, headers, video wall surrounds, and entry portals. For additional assistance regarding these requirements, please reach out to the rigging vendor.

Tie-offs

Show Organizer reserves the right to request a stamped certification from a design professional (Civil or Structural Engineer) registered in the state where the Event will be held affirming all calculations and specifications and/or a peer review from such registered design professional for attachment of any structure to provide additional support terminating to the venue (Ex. Tie-off of header, seismic lines, tie-off of video walls). If you anticipate needing this service, please reach out to the rigging vendor review and pre-authorization."

HANGING SIGNS AND GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer's discretion. Drawings should be available for inspection.

Sign Hanging Points must be engineered, and the hardware must be domestic, forged, shouldered, rated, and stamped with Working Load Limit (WLL). All overhead rigging must comply with facility and show management regulations. The official contractor and/or facility will require an engineered print of all truss and lighting rigging including rigging point loads, as well as any ground supported truss structures or LED video walls. . All submitted files should be in DWG format. This information is typically required at least three weeks out from the first day of move-in of an event. Electrical signs must be in working order and in accordance with the National Electrical Code. If any hang point exceeds 200 lbs. please notify the official contractor for official authorization.

TEARDROP SIGNS AND TENTS

Placement of Teardrop flags must be positioned in the back ½ of all linear booths.

Tents – must have no copy on the sides or back side and not exceed 8ft height limit. I would also specifically address the tents with extended ceilings, see below. Under no circumstances are these acceptable in a linear booth regardless of whether they have copy or not.

TRUSS

Truss is a frame used to carry a cover over a booth or suspend lighting or technical equipment over a booth. Some shows will allow to go over the height limit but require plans to the organizer and service contractor for approval.

VIDEO DISPLAYS

Show Organizer reserves the right to request approval from a registered design professional (Civil or Structural Engineer) and/or a peer review from a registered design professional for all non-serially manufactured LED and Video Display systems. All LED and video display systems must comply to ANSI E1.50-1. This applies to ground supported and suspended LED and Video Display systems. If you anticipate needing this service, please reach out to your rigging vendor.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.

- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor for approval.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

ELECTRICAL

Every exhibit facility has different electrical requirements and rules regarding who is permitted to provide equipment and labor; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

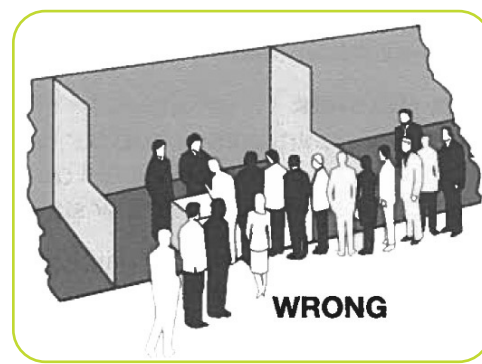
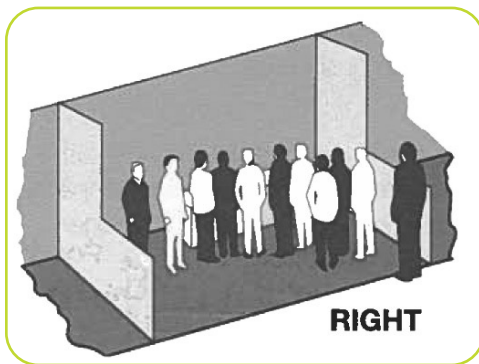
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel. Many organizers ask that demonstration plans be submitted for approval.



SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](http://www.ascap.com), [BMI](http://www.bmi.com) and [SESAC](http://www.sesac.com), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES (FOR BOTH GAS AND ELECTRIC VEHICLES)

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation. Need to get guidelines for placing, displaying electric vehicles.
- Check with your facility regarding any weight load limits.
- Show organizers should request information from exhibitors in advance of the show if they are bringing in a vehicle. Usually 45 days is the standard.
- Vehicles can only be moved to and from their booth outside show hours and under the supervision of show management and/or Official Service Contractor depending on the rules in the building.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Recommend checking with facilities regarding some areas of exhibit hall that may not have points available to alert exhibitors.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers also may note which size booths and configurations will be provided with pipe and drape. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

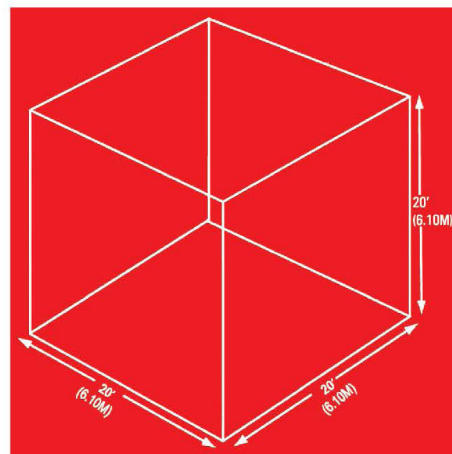
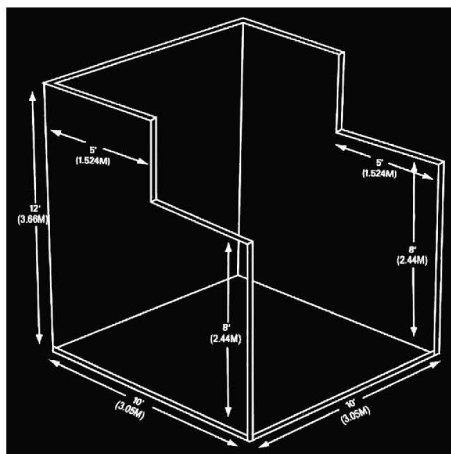
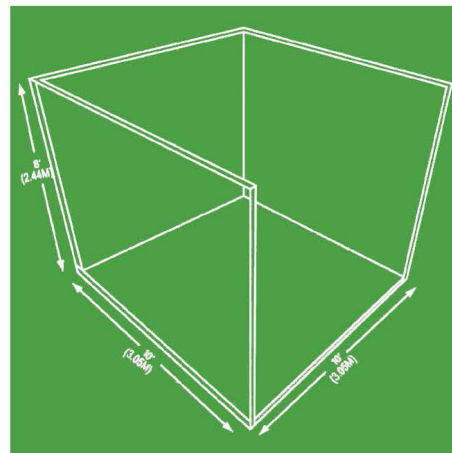
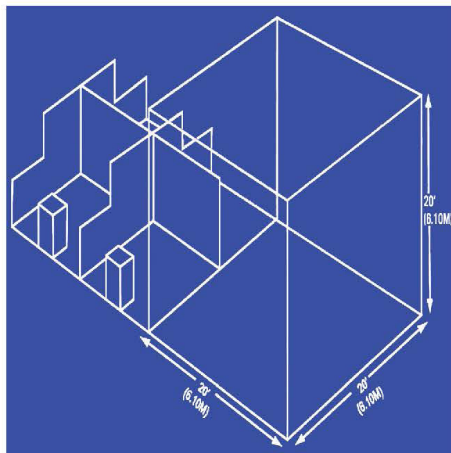
ENVIRONMENTAL RESPONSIBILITY

Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.

APPENDIX



White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space



WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

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WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

Introduction

IAEE presents the following white paper as an academic briefing without recommendation regarding the use of full cubic content for linear exhibit space and its potential impact on the exhibitions and events industry. As it pertains to exhibition booths, cubic content is a unit of measurement allowing display materials and products to occupy 100 percent of the exhibit space purchased, regardless of sightlines, up to a height established by the exhibition's rules.

It is the responsibility of the exhibition organizer to establish rules to best achieve the goals for its exhibition. Based on the nature of the exhibition, it is ultimately the choice of the exhibition organizer whether to allow use of full cubic content in linear exhibit space, or to observe the line-of-sight set-back rule. IAEE's publication, *Guidelines for Display Rules and Regulations* is intended to be viewed as guidelines, and not rules.

This white paper addresses the dynamics involved in the likelihood that as more international exhibitors participate in U.S.-based events, the expectations for cubic content availability will also increase. Thus the questions are:

- How can this new trend best be met, if at all?
- What methods might be employed to allow dual usage of both cubic content booths and line-of-sight booths?
- What are the advantages/disadvantages of doing so?

Further, many exhibitions and events today already allow for cubic content, primarily due to the nature of the industry sector it serves. It is prudent for the exhibition organizer considering cubic content for their exhibitions to review the concerns, advantages and disadvantages prior to putting cubic content guidelines into practice.

Research

IAEE requested feedback and input from its members from which 10 responses were received. Task force members then conducted telephone interviews with 35 show organizers whose organizations represent various industry sectors. Additional information was gathered through comments from the EDPA LinkedIn online discussion group. The responses are reflected in this document as to the advantages, disadvantages, international exhibitors, etc.

Use of Cubic Content

Under the current IAEE *Guidelines for Display Rules and Regulations*, cubic content, as it pertains to exhibitions and events, generally allows an exhibitor utilizing island space (a minimum of four 10' x 10' booths, open on four sides), to occupy 100 percent of the island space with both product and display materials. Regarding linear booths, it states "It is common at certain types of exhibitions to eliminate the line-of-sight requirement for Linear, End-Cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth." A Split Island Booth may also be allowed to utilize full cubic content of the booth when it backs up to another Split Island Booth.

The IAEE Guidelines for Display Rules and Regulations are not rules. Therefore some organizers have revised the Guidelines to fit their own needs as it pertains to cubic content and other guidelines. For instance, some heavy equipment exhibitions, for safety purposes, may require a setback of nine to twelve inches from the aisle line to prevent tripping. Others may require a 20 percent sightline of island booths.

For the purpose of this document we will restrict comments to construction and use of linear space. Many organizers today are permitting use of cubic content in linear booths because either their exhibitors find cubic content to be beneficial to their display, or because they want international exhibitors to feel welcome. It also reduces the need to police exhibits to enforce setback rules. The IAEE *Guidelines for Display Rules and Regulations* do not suggest cubic content should be implemented for linear booths; however cubic content in a linear booth is acceptable when the organizer has advantageous reasons to allow it. Prior to putting cubic content into practice, exhibition organizers must be proactive in communications with exhibitors, and understand the effect it will have on the exhibition. This document contains feedback from show organizers who allow use of cubic content in linear booths and those who do not. The intent is to assist a show organizer in making the best decision for their show.

WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

International Exhibitions vs. US Exhibitions – Display Guidelines

Most European exhibitions and other countries allow the use of cubic content. Larry Kulchawik, senior vice president of 3D Exhibits, Inc., says, “Not all rules, styles, and customs are the same from country to country ... this is only one part of the country differences in trade show marketing, but a big one.”

Cubic Content for linear booths in the U.S. is not as popular as it is in other countries, but more and more U.S. organizers are finding it necessary to allow cubic content in linear booths for the sake of attracting and accommodating international exhibitors. Many U.S. exhibitions have government-sponsored international pavilions that typically are island spaces, back-to-back booths or booths facing each other with an aisle between. Depending on the type of space, these pavilions often are allowed to utilize full cubic content in the U.S.

International exhibitors occupying linear space sometimes bring in their own display house to help them conform to the U.S. display guidelines. The difference between U.S. display regulations and their country's regulations, such as cubic content, square meters and square feet can be perplexing to a show's new international exhibitor.

“Some clients want to capture the clientele in an enclosed stand and generally these clients have invitations in advance of the show so they have an appointment. Others prefer to enclose their stand to immerse the potential viewers in an experience. What better way than to take away the distraction of the other stands. Those that choose the open feel are trying to educate potential customers or get their corporate identity out there for everyone to see,” Mac Kieltyka, project manager of Creative Solutions Group.

Reasons to Consider

Aside from accommodating international exhibitors, or the belief that cubic content is more conducive to certain types of product displays or experiences, the fact is, today's exhibitors want more return on their investment. Many exhibitors feel they should be able to utilize all the space they have paid for without a five-foot setback rule. Exhibitors want to display their products in a structure or setting that is best suited toward maximizing their investment. Ultimately it is the show organizer who will decide whether cubic content is a practical display regulation.

Key Responses from Exhibition Organizers Allowing Cubic Content (11 of 33 responses) – In Their Own Words

“With the exception of one or two shows, all are cubic content. We have utilized cubic content for years and feel it gives our customers more value for their money by allowing them to use more of their space. The one or two shows we do not use cubic content on, we rarely get any push back and those shows do have an international presence. What feedback we do get (which is minimal) is typically centered on obstructions from a neighboring booth. These objections often come from those who have not read our exhibitor manual where cubic content is prominently addressed.”

“We have already implemented it for all nine shows we run in North America. Linear Booth Use of Space: Shows allow exhibitors full “Cubic Content” use of the exhibit space. Therefore, you are allowed to place displays or materials at the full eight foot (2.44m) height throughout the entire width and depth of your exhibit space. Perimeter Booth Dimensions and Use of Space: All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m). There were a few complaints initially, but they were a minority and have now stopped. We make sure to explain the rules clearly to new exhibitors and to remind everyone frequently. We implemented this because it made it more consistent for our international exhibitors from around the world, and eliminated the majority of our set-up issues onsite (which are mostly due to sightline issues).”

“Our exhibition allows for the use of the cubic content of exhibit spaces. The feedback has been overwhelmingly positive. Most companies exhibit in some international shows. They appreciate the consistency of having the same rules and also see the common sense approach to allow exhibitors to use all their space. And, since it is fully implemented, it is fair for all. We allow cubic content in all areas.”

WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

"We do have an abbreviated cubic content rule for islands and split islands. The entire cubic content of the space may be used up to the maximum allowable height; however exhibitors must follow the line-of-sight guidelines (20 percent) listed above. The line-of-sight guideline referenced above states: All booths regardless of size or type should be designed in such a way so as to eliminate line-of-sight obstructions from one exhibit to the next. A solid wall or banner between an island or split-island booth and a row of linear booths (particularly along the perimeter) is inappropriate. This is particularly important along shared walls and borders between linear and split-island exhibits. If you are planning a hardwall installation that could obstruct the view to neighbors' booths, a booth variance form and schematic must be submitted for review. NEW – All island booths regardless of size should allow 20 percent of visibility on all sides excluding the shared back wall. Examples: 20' x 20' Island: each side of the booth must have visibility for a minimum of 4'. 30' x 40' Island: the 30' sides of the booth must allow visibility for a minimum of 6'; the 40' sides of booth must allow visibility of 8'. Exhibitors may use Plexiglas or similar material to create a wall that will allow for line-of-sight from one booth to the next.

The linear 10' x 10's have a harder time understanding that they must follow the standard IAEE rules allowing for no product or displays over 4' tall in the front half of the booth. We have had this guideline in place for about three years now, but have always allowed them to receive a variance if their theaters, meeting rooms, etc., did not allow for this amount of line-of-sight. However, at this time we are telling exhibitors that we will be enforcing the rule for the 2012 show. Our exhibitor advisory committee requested that we begin enforcing the rule for next year."

"Exhibitors are to show respect for fellow exhibitors and fire marshal rules must be met – island exhibits and linear."

"Yes, exhibits can be closed on three sides for linear booths, totally closed in for islands."

"We approve on a request-only basis. Show is less than 10 percent cubic content exhibits."

"We will allow cubic content for booths that are against an outside wall that do not have adjacent booths/neighbors."

Exhibition Organizers Who Do Not Allow Cubic Content (22 of 33 responses) – In Their Own Words

"We do not like the reduced sightlines that this would create."

"We feel it is important to protect sightlines. We spend time communicating with them (international exhibitors) to try to set expectations before they arrive for the show."

"Most overseas exhibitors want to comply with line-of-sight rules when they exhibit in the U.S; however, some request cubic content and those requests are granted. No complaints from neighbors."

"While the cubic approach to booth content may eliminate some issues and policing, we believe in the line-of-sight good neighbor policy. If exhibitors want to use cubic content for their booth, they can purchase an island."

"Unfair to our small exhibitors that depend on a fair sightline into their booth."

Note: All other exhibition organizers interviewed said they use the line-of-sight in the *IAEE Guidelines for Display Rules and Regulations*.

WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

Hardwall, Fabric, Portable, Modular, Table Top Displays, Pipe & Drape – Living Together

There are many different types of displays used in exhibitions. If the organizer chooses to allow cubic content in linear booths, the organizer needs to be aware of the responsibility to communicate the rules clearly to all exhibitors so there are no surprises on site. A portable exhibit may only extend five feet out from the backwall but its neighbor may have hardwall at eight-foot height out to the aisle line. The portable exhibit must be aware the sightline will be impacted and the hardwall exhibitor must be sure the backsides of the panels are finished. This is true with all exhibits in a linear space cubic content exhibition. If the rules allow for cubic content in linear spaces, then it is a fair environment for all to choose how they wish to use that space; but communication is key to a smooth operation.

It is rare to expect a U.S. exhibition or its general service contractor, to provide hardwall for all exhibitors; however, exhibitions using all hardwall do exist in the U.S.

Floor Plan Layouts to Accommodate Linear Cubic Content Booths – Special Layouts

None of the show organizers interviewed indicated a need for a split floor plan, i.e., certain areas of the floor are designated for linear cubic content booths.

Cubic Content for Products

Some exhibition organizers allow products to exceed the four-foot high rule five feet in from the aisle line. Others do not and strictly enforce the sightline setback. The types of products displayed may determine whether an organizer chooses to permit products only (not booth structure) to occupy the cubic content of a linear booth. However, for example, if the product is banner stands that are eight feet or 10 feet tall, a row of banner stands at the aisle line may be very intrusive to a neighbor. On the other hand, a piece of machinery that is six feet tall may not cause a major problem. Exceptions may also depend upon the size of a booth such as 10' by 20' versus 10' by 10'. Under certain circumstances, an organizer may prefer to make the exception a variance, subject to show management review and approval. This option provides the organizer more control if product is an exception to the set-back guidelines.

Equipment/Display Material: The following is an example of display rules for a specific type of item:

- SPECIAL PROVISIONS: Pedestals, tables, racks, shelves, risers and similar display equipment may not exceed 42" in height when positioned more than 5' from the back wall of a single-aisle exhibit booth space or the center line of a three-aisle exhibit booth space, unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum height for such items under these circumstances, including the product being displayed, is 66". Free-standing units, including those intended to be the focal point in an exhibit, may not exceed 42" in height when placed more than 5' from the back wall of the exhibit booth space unless the same company occupies 8' of exhibit booth space on both sides of the unit or units. The maximum dimensions for such items under these conditions are 8' high x 32" wide x 32" deep.

Perspective

It is inevitable that exhibition organizers will have varying thoughts and opinions about allowing exhibitors to have full use of the cubic content space within their linear booth. Just as there are many different opinions as to whether end cap booths are permissible in floor plan layouts due to the somewhat difficult situations they often times create, the exhibition organizer must make the determination as to what is best for their exhibition.

It is often wise to consult with an exhibition's Exhibits Advisory Board. Alternatively, an organizer may consider conducting a focus group of the exhibition's exhibitors to determine their interest and gain their feedback.

A linear space exhibitor utilizing cubic content for the first time may also experience some higher costs. If they bring a hardwall display that reaches 8' high for three sides of their exhibit, when in the past they utilized a fabric display, obviously their labor, shipping and drayage costs will be higher. However, that is the decision of the exhibitor if the exhibition organizer is allowing cubic content for linear displays and the exhibitor chooses to take advantage of the space in this fashion.

WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Linear Booth

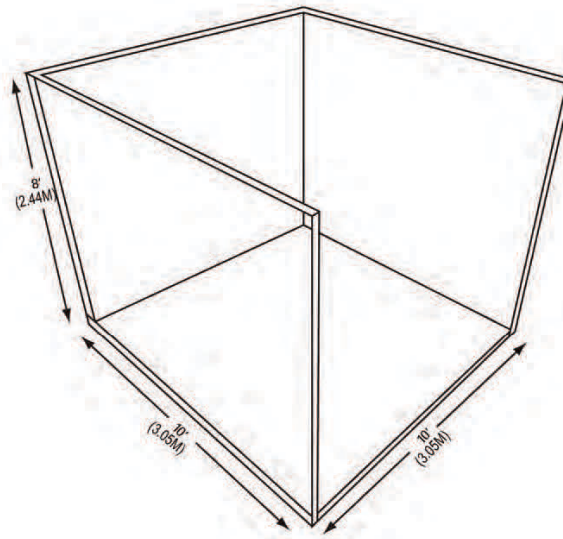
Linear Booths have only one side open to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths. Floor covering is required in all rented space.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m), with a maximum back wall height limitation of 8ft (2.44m).

Use of Space

Messe Frankfurt Shows allow exhibitors full “Cubic Content” use of the exhibit space. Therefore, you are allowed to place displays or materials at the full 8 ft. (2.44m) height throughout the entire width and depth of your exhibit space.



LINEAR BOOTH (10' X 10') (3.05m x 3.05m)

Corner Booth

A Corner Booth is a Linear Booth exposed to aisles on two sides. All other guidelines for Linear Booths apply.

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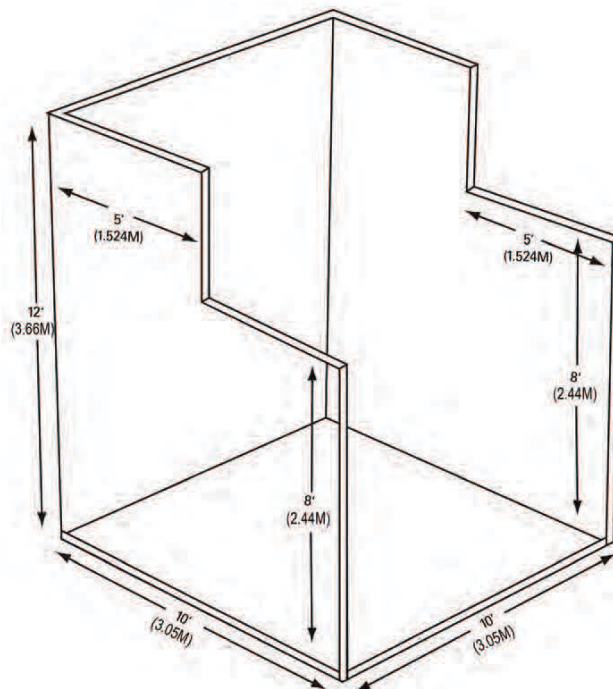
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit. Floor covering is required in all rented space.

Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12ft (3.66m).



PERIMETER BOOTH (10' X 10') (3.05m x 3.05m)

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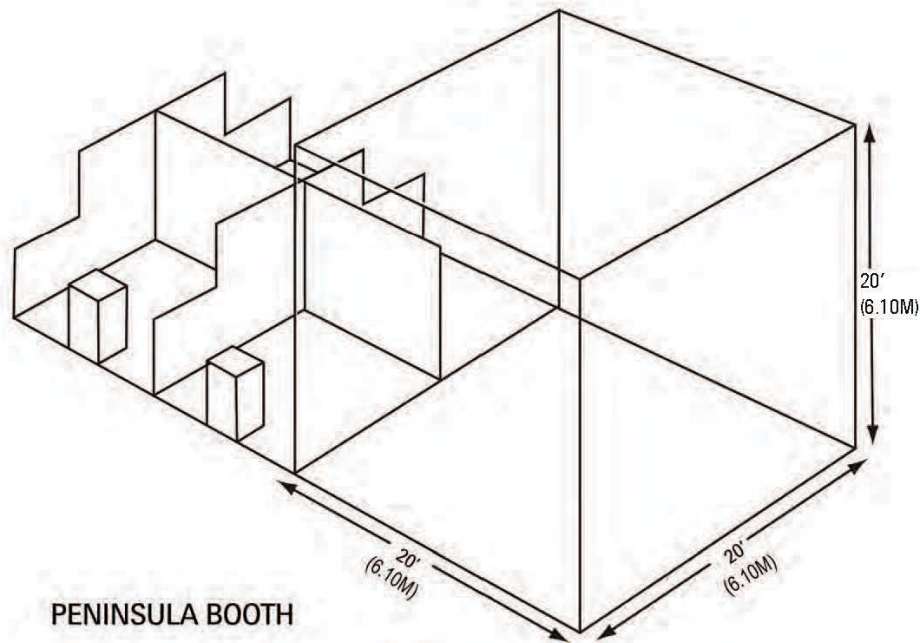
Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Peninsula Booth

A Peninsula Booth is exposed to aisles on three (3) sides and is a minimum of 20' x 20' (6.10m) in size. Floor covering is required in all rented space.

Dimensions

A Peninsula Booth is usually 20' x 20' (6.10m x 6.10m) or larger. Twenty feet (20') (6.10m), including hanging signage, is the maximum height allowed throughout the booth space. The connecting wall between the peninsula booth and any neighbors must be "finished off" (clean and presentable to visitors) on the side facing the connecting neighbors.



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Sample of Cubic Content Display Guidelines (Provided by Messe Frankfurt)

Island Booth

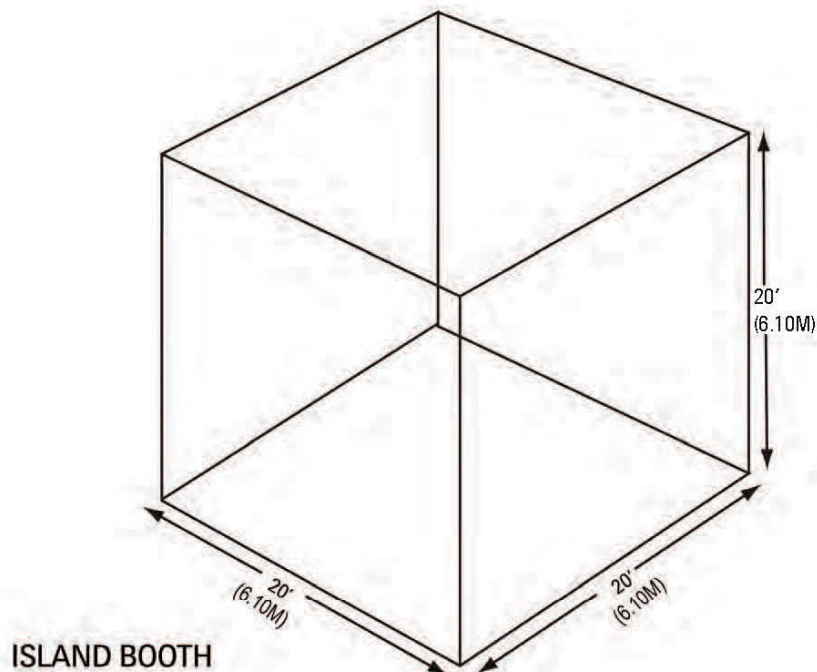
An Island Booth is any size booth exposed to aisles on all four sides. Floor covering is required in all rented space.

Dimensions

An Island Booth is typically 20' x 20' (6.10m x 6.10m) or larger.

Use of Space

The entire cubic content of the space may be used up to the maximum allowable height of twenty feet (20') (6.10m), including any hanging signage.



WHITE PAPER: EVALUATING AND IMPLEMENTING CUBIC CONTENT INTO LINEAR EXHIBIT SPACE

IAEE appreciates the efforts of the Cubic Content Task Force in developing this White Paper:

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