

CYBER RESILIENCE SUMMIT

Presented by **mimecast**[®]

EXHIBITOR SERVICES KIT

Mimecast[®] Cyber Resilience Summit
October 28-30, 2019
Hyatt Regency Dallas
Dallas, TX

Welcome

Dear Mimecast® Cyber Resilience Summit 2019 Sponsor,

T3 Expo is proud to have been selected as the official service contractor for Mimecast® Cyber Resilience Summit 2019. This document contains information 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 you place your orders as soon as possible in order to take advantage of the advance order discounts.

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

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



Use our
INTERACTIVE
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for EASY NAVIGATION



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T3 EXPO INFORMATION

Show Information

Location

Hyatt Regency Dallas
 300 Reunion Blvd
 Dallas, TX 75207

Exhibit Hall

Marsalis A – Exhibit Level

No additional carpeting is needed as the facility is already carpeted.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Monday, October 28 11:00 am – 3:30 pm	Monday, October 28 5:30 pm – 7:00 pm	Wednesday, October 30 11:30 am – 2:00 pm	Wednesday, October 30 By 12:00 pm (noon)
–	Tuesday, October 29 7:30 am – 2:30 pm	–	–
–	Wednesday, October 30 8:00 am – 11:30 am	–	–

Important Dates & Deadlines Checklist

Friday, September 20, 2019	Exhibitor Order Deadline
Friday, September 20, 2019	Receiving at Advance Warehouse Begins
Friday, September 27, 2019	Artwork Submission Deadline
Friday, October 4, 2019	T3 Service Orders Advanced Discount Deadline
Friday, October 11, 2019	Artwork Approval Deadline
Friday, October 18, 2019	Last Day for Advanced Shipments to Arrive without Surcharges
Monday, October 28, 2019	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Monday, October 28, 2019	All Exhibits Must Be Set by 3:00 pm
Wednesday, October 30, 2019	All Carriers Must Check In by 12:00 pm (noon)

Preshow Checklist

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

Read the Event Terms and Conditions (see pages 26-27).

Arrange in-bound freight/Material Handling

If you, or any other vendor, are shipping materials to your booth, be sure to:

1. 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.
- Make sure you 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, pay attention to 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.
 - Please 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 with payment.
 4. Label your freight correctly with your company name, booth number, show name and address listed in the Service Kit. Shipping Label forms are provided in the Service Kit.
 5. Bring all copies of shipping documents with tracking numbers with you 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

- See the Artwork Submission Guidelines page in this Service Kit for format information and submission details.

Order booth furnishings/accessories

- 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; review the Labor Guidelines page to determine if you need to hire labor to set-up/tear down your exhibit properties.
- If you are using a firm other than the official service contractor you must submit the Notification of Intent to Use EAC form and proof of insurance 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 are forms in this Service Kit for other services such as cleaning, accessible storage, sign hanging, electricity, audio visual, internet, lead retrieval, specialty furnishings, 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. There is a processing fee on wire transfers.

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; 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 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/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

MIMECAST® CYBER RESILIENCE SUMMIT
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 ok.

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 Friday, October 18, 2019 will be charged an additional 30%.

Off Target Fee: If your event has a targeted move in, you must schedule your delivery within your target time. If your freight is received Off Target, there will be an additional fee of 30% of your Material Handling costs for that shipment.

Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound and must be picked up within 72 hours to avoid storage charges.

Overtime/Double Time

- Overtime is before 8:00 am and after 4:30 pm, Monday-Friday, and all day Saturday. Double Time is all day Sunday and observed Union holidays.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
 - Shipments are received on overtime.
 - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
 - Shipments are loaded out on overtime.

Outbound Shipping

- A Material Handling form **MUST** be filled out for any shipment leaving the Expo Hall. These forms can be picked up at the T3 Expo Service Desk. All accounts must be settled prior to requesting this form.
- Once you have filled out the Material Handling form and **ALL** of your booth materials are packed, labeled, and ready for shipping, please return the completed form to the T3 Expo Service Desk – **DO NOT LEAVE THIS FORM IN YOUR BOOTH SPACE.**

Carrier Check In: All carriers must be checked in no later than Wednesday, October 30, 2019 by 12:00 pm (noon). If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

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

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

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, September 20, 2019. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$1.16/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$50.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Monday, October 28, 2019 at 8:00 am. Shipments that arrive prior to this date may be refused by the Hyatt Regency Dallas as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$1.26/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$50.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: Mimecast[®] Cyber Resilience Summit

c/o: T3 Expo
c/o: YRC
12340 East Northwest Hwy
Dallas, TX 75228

Information

Advance shipments will be accepted beginning on Friday, September 20, 2019 through Friday, October 18, 2019 between the hours of 8:00 am – 4:00 pm.

Shipments received after Friday, October 18, 2019 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: Mimecast[®] Cyber Resilience Summit

c/o: T3 Expo
c/o: Hyatt Regency Dallas
Marsalis A - Exhibit Level
300 Reunion Blvd
Dallas, TX 75207

Information

Direct shipments are accepted starting on Monday, October 28, 2019 beginning at 8:00 am and throughout published event hours.

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



T3 shipping™

Show Name Mimecast® Cyber Resilience Summit

Dates October 28 - 30, 2019

Venue Hyatt Regency Dallas

City Dallas, TX 75207

Exhibiting Company Name: _____ Booth #: _____

Cell Phone: (____) (____) _____ Email: _____
country code area code

Contact Name: _____ Signature: _____

INBOUND SHIPMENT PICK UP LOCATION INFORMATION

Requested Pick-up Date: _____ Pick-up Hours: _____

Company Name: _____

Address: _____

City, State, Zip: _____

Please check all that apply: Loading Dock Inside Pick-up Liftgate Needed Residential

Delivery must be completed by: _____

Special Instructions: _____

SHIP TO: ADVANCE WAREHOUSE (delivery deadline:) _____ DIRECT TO SHOW SITE

LEVEL OF SERVICE: 2nd DAY AIR* GROUND TRUCKLOAD (Specialized)

Quantity	Type of Package	Color	Estimated Dimensions H x L x W	Estimated Weight*
	Wooden Crate(s)			
	Cartons (Cardboard)			
	Cases/Trunks/Fiber Cases			
	Skids/Pallets			
	Carpet/Carpet Bag			
	Other			
	Totals			

Declared Value of Shipment \$ _____
 (Must be completed)

*Shipments will be re-weighed for accuracy

OUTBOUND SHIPMENT INFORMATION - Will you use T3 for your Outbound Shipping? Yes

SHIP TO: Return to original address Are there multiple destinations? Yes How many? _____

LEVEL OF SERVICE: 2nd DAY AIR* GROUND TRUCKLOAD (Specialized)

PLEASE NOTE: T3 Shipping quotes are for transportation costs only. Additional material handling fees apply on show site.
 Transportation charges for shipments will be applied to the credit card on file for the event unless other payment arrangements are made.

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, SEPTEMBER 20, 2019 TO FRIDAY, OCTOBER 18, 2019

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: YRC

12340 East Northwest Hwy

Dallas, TX 75228

Event: **MIMECAST® CYBER RESILIENCE SUMMIT**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, SEPTEMBER 20, 2019 TO FRIDAY, OCTOBER 18, 2019

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: YRC

12340 East Northwest Hwy

Dallas, TX 75228

Event: **MIMECAST® CYBER RESILIENCE SUMMIT**

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, OCTOBER 28, 2019

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Hyatt Regency Dallas

Hall: Marsalis A – Exhibit Level

300 Reunion Blvd

Dallas, TX 75207

Event: **MIMECAST® CYBER RESILIENCE SUMMIT**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, OCTOBER 28, 2019

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Hyatt Regency Dallas

Hall: Marsalis A – Exhibit Level

300 Reunion Blvd

Dallas, TX 75207

Event: **MIMECAST® CYBER RESILIENCE SUMMIT**

Booth #: _____

Piece #: _____ of: _____ pieces

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

T3 SERVICE INFORMATION & FORMS

10' x 10' Booth Package – Showcase Sponsors

Artwork Submission Deadline: ... Friday, September 27, 2019
Artwork Approval Deadline:..... Friday, October 11, 2019
An additional \$500 late fee will be applied for graphic files received after Friday, September 27, 2019.



10' x 10' Package Includes:

- (1) 8'h x 10'w Standard Hard Wall with Show Theme Back Wall
- (1) 30"w x 16"h Header (Company Logo)
- (1) 60"w x 42"h Customizable Graphic Panel
- (1) Curved Reception Counter with Sponsor Logo (63.247"w x 39.375"h)
- (1) 32" Monitor
- (1) 5-amp Electrical Drop
- (1) White Lockable Demo Counter
- (1) Barstool
- (1) Wastebasket
- Labor to Install and Dismantle
- Daily Cleaning

Artwork Files Required:

- (1) 60"w x 30"h Company Logo for Graphic Header
- (1) 60"w x 42"h Customizable Graphic Panel
- (1) 63.247"w x 39.375"h (total panel size) Company Logo for Curved Reception Counter

Package does not include internet hardline, additional lead retrieval devices or material handling.

Submitting Artwork

Exhibitors must provide artwork for graphic panels. Before submitting artwork, please see our Artwork Submission Guidelines on page 18. There you will find information on file setup and formats, as well as a link to upload and/or download graphics.

10' x 20' Booth Package – Elite Sponsors

Artwork Submission Deadline: ... Friday, September 27, 2019
Artwork Approval Deadline:..... Friday, October 11, 2019
An additional \$500 late fee will be applied for graphic files received after Friday, September 27, 2019.



10' x 20' Package Includes:

- (1) 8'h x 20' wide Standard Hard Wall with Show Theme Back Wall
- (2) 30"w x 16"h Headers (Company Logo)
- (2) 60"w x 42"h Customizable Graphic Panels
- (1) Curved Reception Counter with Sponsor Logo (63.247"w x 39.375"h)
- (2) White Lockable Demo Counters
- (2) 32" Monitors
- (1) 5-amp Electrical Drop
- (2) Barstools
- (2) Wastebaskets
- Labor to Install and Dismantle
- Daily Cleaning

Artwork Files Required:

- (2) 30"w x 16"h Company Logo for Graphic Headers
- (2) 60"w x 42"h Customizable Graphic Panels
- (1) 63.247"w x 39.375"h (total panel size)
Company Logo for Curved Reception Counter

Package does not include internet hardline, additional lead retrieval devices or material handling.

Submitting Artwork

Exhibitors must provide artwork for graphic panels. Before submitting artwork, please see our Artwork Submission Guidelines on page 18. There you will find information on file setup and formats, as well as a link to upload and/or download graphics.

Artwork Submission Deadline:
All artwork due by Friday, September 27, 2019

Artwork Submission Guidelines

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 or download your artwork.

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

T3 Advanced Discount Deadline:
Order and payment due by Friday, October 4, 2019

Furniture & Accessories Order Form



	Quantity		Discount Price	or	Standard Price	=	Extended Price
A. Round Bar Table (36"d x 45"h) – White, Hydraulic, Chrome Base	_____	x	\$277.00	or	N/A	= \$	_____
B. Zoey Barstool (30-34.75"h) – White, Chrome	_____	x	\$219.00	or	N/A	= \$	_____
C. Display Counter (36"w x 41"h x 21"d) – White, Lockable	_____	x	\$300.00	or	\$390.00	= \$	_____

PLEASE NOTE: Colors and style may vary upon availability.

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

PLEASE NOTE: There is a 50% cancellation fee of any items canceled after delivery to the booth.

Sales Tax 8.25% \$ _____
Est. Total Furniture & Accessories ... \$ _____

Display Labor Order Form

Important Information

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

	Straight Time	Overtime	Double Time
Display Labor			
Labor	\$89.00	\$130.00	\$175.00

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

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 \$ _____

Access & Empty Storage Order Form

Important Information

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

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

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

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

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$1.75 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
	_____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$89.00	\$130.00	\$175.00

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

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

Sales Tax 8.25% \$ _____
Estimated Total Services \$ _____

T3 Advanced Discount Deadline:
 Order and payment due by Friday, October 4, 2019

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 Artwork Submission Guidelines form for artwork file set-up and uploading instructions.

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 = \$ _____

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

Sales Tax 8.25% \$ _____
Estimated Total Signage \$ _____

ADDITIONAL INFORMATION & FORMS

T3 Advanced Discount Deadline:
Order and payment due by Friday, October 4, 2019

Payment Information

Important Information

If paying by check or wire, we require a Credit Card as well to place your orders.

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 Transfer fees:
Domestic \$15.00
International \$30.00

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

Accepted Credit Cards:

- Visa
- Master Card
- 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 50% cancellation fee for any items canceled after delivery to the booth.

Services Ordered

Material Handling = \$ _____
 Furniture = \$ _____
 Display Labor = \$ _____
 Access & Empty Storage Services..... = \$ _____
 Signage = \$ _____
 Wire Transfer Fee = \$ _____
Total: \$ _____

Exhibitor Profile

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

Method of Payment

Please make check payable to T3 Expo

Mail to: T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

Company Check
(Checks must be in U.S. Funds)

Wire Transfer*
Credit Card

Credit Card Information

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

Third Party Authorization

Important Information

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

Third Party covering the following charges for exhibitor:

- Material Handling
- Furniture
- Display Labor
- Access & Empty Storage Services
- Signage
- Wire Transfer Fee
- T3 Shipping
- All Services

PLEASE NOTE: There is a 50% cancellation fee for any items canceled after delivery to the booth.

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:		

Terms & Conditions

The Terms and Conditions set forth below are part of the contractual agreement between T3 Expo, LLC. and you the EXHIBITOR. Exhibitor agrees to and accepts the terms and conditions of this contract when any of the following conditions are met: THE MATERIAL HANDLING AGREEMENT IS SIGNED; OR THE EXHIBITOR'S MATERIALS ARE DELIVERED BY A CARRIER TO T3 EXPO'S WAREHOUSE OR TO A SHOW/EXPOSITION SITE FOR WHICH T3 EXPO IS THE OFFICIAL SHOW CONTRACTOR, OR A SUBCONTRACTOR FOR THE OFFICIAL SHOW CONTRACTOR; OR AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH T3 EXPO, LLC.

1. DEFINITIONS

For purposes of this contract, "T3" means T3 Expo, LLC. and their employees, agents, directors and assigns, affiliated companies, related entities including but not limited to any subcontractors T3 may appoint. The term "EXHIBITOR" means the Exhibiting Company, its employees, agents, representatives, and any Exhibitor Appointed Contractor (EAC).

2. PACKAGING AND CRATES

T3 shall not be responsible for damage to loose/uncrated materials, pad wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition T3 shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or having prior damage. Crates and packaging should be of a design to adequately protect contents for handling by forklift and similar means.

3. EMPTY CONTAINERS

Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his/her representative. All previous labels must be removed or obliterated. T3 assumes no responsibility for:

- Error in the above procedures
- Removal of containers with old empty labels and without T3 labels
- Improper information on empty labels

T3 WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHILE SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.

4. INBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative. During such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT THE SHOW SITE. T3 recommends hiring security services from Hyatt Regency Dallas or Show Management.

5. OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pickup of materials from the booths for loading onto a carrier. During such time the materials will be left unattended. T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT.

T3 highly recommends hiring security services from Hyatt Regency Dallas or Show Management. All Material Handling Agreements submitted to T3 by EXHIBITOR will be checked at the time of pickup from the booth and corrections will be made where discrepancies exist between the quantities of items on any Agreement submitted to T3 and the actual count of such items in the booth at the time of pickup.

6. DELIVERY TO THE CARRIER FOR RELOADING.

T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S APPOINTED CARRIER, SHIPPER, OR AGENT FOR TRANSPORTATION AFTER THE EVENT, INCLUDING A T3 DESIGNATED CARRIER IN ACCORDANCE WITH SECTION 7 BELOW. T3 loads the materials onto the carrier under directions from the carrier or driver of that same carrier. Any reloading into the carrier will be understood to be under the exclusive supervision and control of the carrier or driver of that carrier. T3 ASSUMES NO RESPONSIBILITY FOR LOSS, DAMAGE, THEFT OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS THAT ARISE OUT OF IMPROPERLY LOADED MATERIALS.

7. DESIGNATED CARRIERS.

In order to expedite removal of materials from the show site, T3 shall have the authority to change designated carriers if the carrier designated by the EXHIBITOR does not pick up the shipment(s) in time. Where no disposition is made by EXHIBITOR, materials may be taken to a warehouse to await EXHIBITORS shipping instructions and EXHIBITOR agrees to be responsible for charges relating to such rerouting and handling. IN NO EVENT SHALL T3 BE RESPONSIBLE OR LIABLE FOR ANY LOSS RESULTING FROM SUCH REROUTING DESIGNATION. EXHIBITOR hereby understands and agrees that the carrier's terms and conditions apply to their shipment once the materials have been accepted by said carrier. It is the responsibility of the EXHIBITOR to familiarize himself/herself with these Terms and Conditions T3 WILL NOT BE RESPONSIBLE OR LIABLE FOR FAILURE TO PROVIDE THESE CARRIER TERMS AND CONDITIONS TO THE EXHIBITOR.

8. T3'S RESPONSIBILITIES

T3 shall be responsible only for those services which it directly provides. T3 assumes no responsibility for any persons, parties, or other contracting firms not under T3's direct supervision and control. T3 shall not be responsible for loss, delay or damage due to strike lockouts, work stoppages, natural elements, vandalism, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond T3's reasonable control, nor for ordinary wear and tear in the handling of materials.

Terms & Conditions (continued)

9. INSURANCE

It is understood that T3 is not an insurer. Any insurance shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide T3 with a release and waiver of subrogation to the extent of any insurance settlement received.

10. CLAIM(S) FOR LOSS

EXHIBITOR agrees that any and all claims for loss or damage must be submitted to T3 immediately at the show site and in any case not later than thirty (30) business days after the conclusion of the show or exposition. (For purposes of claim reporting, the 'conclusion' of the show shall be construed as the time when EXHIBITOR'S materials are delivered to the carrier for transportation from the show site or from T3's warehouse.) All claims reported after thirty (30) business days will be rejected. In no event shall a suit or action be brought against T3 more than one year after the date of loss or damage occurred.

A. PAYMENT FOR SERVICES MAY NOT BE WITHHELD. In the event of any dispute between the EXHIBITOR and T3 relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to T3 for its services, as an offset against the amount of any alleged loss or damage. Any claims against T3 shall be considered a separate transaction, and shall be resolved on its own merits.

B. MAXIMUM RECOVERY. THE DECLARED VALUE DOES NOT APPLY TO THE SERVICES PROVIDED BY T3 if found liable for any loss. T3's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to repair or replacement with like kind and quality, subject to a dollar amount limited equal to the amount paid by EXHIBITOR to T3 for Material Handling services during the show or exposition under this contract.

C. BREACH OF CONTRACT AND/OR NEGLIGENCE. T3's liability shall be limited to any loss or damage which results solely from T3's NEGLIGENCE in the actual physical handling of the items comprising EXHIBITOR'S shipment(s) OR which results from BREACH OF THIS CONTRACT and not for any other type of loss or damage. In no event shall T3 be liable to the EXHIBITOR or to any other party for special, collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior to, subsequent to, or are alleged as a result of tortious conduct, failure of the equipment or services of T3 or breach of any of the provisions of this agreement regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if T3 has been advised or has notice of the possibility of such damages or for any damages caused by EXHIBITOR'S failure to perform EXHIBITOR's responsibilities. Such excluded damages include but are not limited to: loss of profits, loss of use or interruption of business, or other consequential or indirect economic loss(s).

11. JURISDICTION

THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MASSACHUSETTS WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS AND RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN PLYMOUTH COUNTY, MASSACHUSETTS.

12. INDEMNIFICATION.

EXHIBITOR agrees to indemnify, forever hold harmless and defend T3 and their employees, directors, officers and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liabilities, judgments and expenses (including but not limited to reasonable attorneys' fees and investigation costs) on account of personal injury or death, damage to or loss of property or profits arising out of or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through T3 or the negligent supervision of such labor by any of EXHIBITORS employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or the negligence, willful misconduct, or deliberate act of EXHIBITOR'S employees, agents, representatives, customers, invitees, and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of T3's equipment.
- EXHIBITOR'S violation of Federal State, County or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published and set forth by Hyatt Regency Dallas and/or Show Management.

13. WAIVER AND RELEASE.

EXHIBITOR, as a material part of the consideration to T3 for services, waives and releases all claims against T3 with respect to all matters for which T3 disclaimed liability pursuant to the provisions of this Agreement.

14. MISCELLANEOUS.

EXHIBITOR, as a material part of the consideration to T3 for material handling services, waives and releases all claims against T3, its employees, agents, directors and officers with respect to all matters for which T3 has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or unenforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all other provisions herein.

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.

Dallas, TX Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Booth Labor, Freight and Rigging

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

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

The exhibitor in Dallas may use tools to set up and dismantle their own display. They may also hand-carry in small items, but may not use a hand cart or a dolly.

Electrical

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

Hours

Straight time in Dallas is 8:00 am to 4:30 pm, Monday through Friday, except holidays. Lunch is 12:00 pm to 12:30 pm. Breaks are 10:00 am to 10:15 am and 2:30 pm to 2:45 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.