



AADOOCR
American Association for Dental,
Oral, and Craniofacial Research

EXHIBITOR SERVICES KIT

AADOOCR/CADR 2025

March 13-15, 2025

Jacob K. Javits Convention Center

New York, NY



2025 EXHIBITOR GUIDELINES

EXHIBIT & CONTRACT ADMINISTRATION

1. **Applicability.** The Association Exhibit Guidelines are an official part of the exhibit application. Signature of the Exhibitor on the contract acknowledges that the exhibitor understands and accepts the Exhibit Guidelines delineated herein.
2. **Interpretation.** The Association, through its designated representatives, reserves the right to interpret the Guidelines and to make final decisions on all points regarding the Guidelines. All exhibitor requests for permission to deviate from any of these guidelines should be submitted in writing for approval by the Association.
3. **Amendments.** The Association and all related vendors, through their representatives, shall not be held responsible for the actions of any Exhibitor or its employees, but shall have full power to make such further rules and regulations as they shall consider necessary and proper for the conduct of the exhibition and the meeting.
4. **Cancellation.**
 - i. Cancellations made on or before **January 16, 2025**, will incur a 10% service charge for the total booth rental. The remaining payment will be refunded to the exhibitor.
 - ii. AADOCR will retain 100% of the total booth rental if cancellation is made after the **January 16, 2025** deadline.
 - iii. If a Corporate Exhibitor cancels, the privilege of the allotted complimentary exhibitor-only badges per booth is no longer valid for use by company delegates, regardless of whether the cancelled exhibitor paid full booth rental.
 - iv. If the exhibit booth space is not staffed by the Exhibitor by the start of the exhibit, the Association reserves the right to use such space as it deems fit.
 - v. AADOCR reserves the right to cancel for cause any contract with any Exhibitor at any time prior to or during the meeting without recourse to compensation.
5. **Full payment is due with the application to exhibit.**
6. Use of the AADOCR's name and logo by the Exhibitor is strictly forbidden unless reference is made to the name of the specific meeting for which exhibit space has been reserved and the AADOCR has given consent.

PROFESSIONAL STANDARDS

1. Products or services eligible for exhibit shall be related to and appropriate for the theme of the meeting and/or for use in oral health research and education, the practice of dentistry, or the promotion of the public's general health.
2. Complete scientific and technical data, whether published or unpublished, concerning product or service safety, operation, and usefulness may be required for review by AADOCR. AADOCR reserves the right to decline space to any Exhibitor for any product, technique or service for which claims are made that cannot be adequately substantiated by acceptable scientific data.
3. Any promotional material describing a product or service may cite, in footnotes, references from scientific literature provided the reference is truthfully and fully cited and the citation is representative of the body of literature supporting the claim made.
4. **Taking orders of merchandise for future delivery is encouraged and is of great interest to our delegates. However, actual over-the counter sales of items within the exhibit hall are prohibited, i.e. exchanging the item for payment onsite.**
5. No personal solicitation or distribution/placement of advertising or complimentary materials outside the exhibit area is allowed, unless previously arranged with AADOCR.
6. No loudspeakers, sound systems, movies, video projectors, or megaphones that interfere with adjoining exhibits are permitted in the exhibition hall.
7. Exhibitors will refrain from unethical and/or unfair business or sales practices.
8. Photocopying segments or pages from copyrighted publications for business/commercial purposes to avoid payment of reprint or copyright fees is forbidden. Distribution of reprints at an exhibit booth is authorized only when the reprints are produced by the proper agencies and copyright fees have been authorized and paid. See below for further detail:
 - i. Companies desiring to distribute reprinted booklets of their funded abstracts must request permission in writing.
 - ii. Abstracts cannot be altered.
 - iii. Abstracts cannot be presented in such a way as to imply AADOCR endorsement of specific products or services.

- iv. Each abstract must contain a credit line. The volume number, Special Issue number, URL, and year are unique to each meeting, and each abstract will have its own abstract number. Exact URLs will be provided once AADOCR receives a list of accepted abstracts desired for reprint.
9. Exhibitors are prohibited from photographing or examining other exhibit booths without permission from both AADOCR and the other exhibitor(s). AADOCR reserves the right to photograph all exhibit booths for publicity purposes.
10. Exhibitors are prohibited from videotaping of any kind in the exhibit hall, meeting rooms or general public meeting areas. Exhibitors can request special permission to videotape and request must be submitted in writing 60 days prior to the meeting. Requests should include purpose, filming schedule, proposed shot list, vendor information and other important details. All requests are subject to review by Association leadership before approval could be granted. It is the responsibility of the requesting company and its vendor(s) to become informed of local labor regulations that apply at the respective facilities.
11. Exhibitors are prohibited from conducting demonstrations involving invasive procedures on patients or other live models.

PERSONNEL

1. Employees of an Exhibitor will be allowed to install and dismantle the exhibits of that firm (if allowed in that city), provided that the employees adhere to local labor union rules and regulations. All individuals associated with installation and dismantling procedures must wear closed-toe shoes and appropriate safety equipment.
2. Employees of an Exhibitor will dress in a professional, business-like manner and maintain reasonable standards of cleanliness, orderliness and decorum. The Association reserves the right to require an Exhibitor to remove an exhibit representative or employee, if the Association deems that individual's conduct or appearance unacceptable.
3. Badges must be worn at all times, and any misuse or exchange of badges will result in expulsion of the representatives from the meeting and exhibition-hall.
4. Corporate Exhibitors are eligible to receive complimentary exhibitor-only badges based on registration type per purchased 10 x 10 booth for company employees only (in addition to the benefits included with Corporate Section membership).
5. Institutional exhibitors are eligible to receive one complimentary exhibitor-only badge per purchased 10 x 10 booth for institution employees only.
6. It is the responsibility of the exhibiting company to "redeem" complimentary registrations, either by submitting the exhibitor registration form (password was sent in exhibitor information and is your company/institutional member ID) prior to **March 1, 2025**, or by using the complimentary registrations onsite. Substitutions are accepted onsite and should be handled at the exhibitor registration counter.
7. Complimentary exhibitor-only registrations based on membership level and booth type. Exhibitor-only badges allow access to the public meeting spaces and the exhibit hall only. Exhibitors wishing to have access to the scientific sessions must purchase a full meeting registration. Additional exhibitor-only badges may be purchased for \$300 each. If any of your booth personnel pays the individual registration fee for the meeting and later wants to redeem an unused complimentary registration, there will be a \$50 processing fee (per individual) for the paid registration fee. Refunds will be processed after the meeting.

SAMPLES & SOUVENIRS

1. Distribution of advertising matter by representatives of firms who are not official Exhibitors is strictly forbidden.
2. Distribution of samples of approved products and souvenirs is permissible provided it is done in a professional manner, does not create a nuisance or disturbance, and causes no interference with adjoining exhibits. The distribution of such materials will be permitted only in the exhibit hall.

BOOTH CONSTRUCTION, GUIDELINES AND I&D/EAC REGULATIONS

1. Exhibitors are restricted to the confines of the space reserved. An Exhibitor cannot block access to or visibility of other exhibit booth(s).
2. The Association reserves the right to decline or prohibit any exhibit or part of an exhibit which, in the Association's opinion, is not suitable for and/or in keeping with the theme or character of the exhibit or meeting.
3. No space shall be sublet without written approval from the Association.
4. All aisle space is under the control of the Association and shall not be used for exhibit or demonstration purposes.
5. All booths are in-line unless an island booth is purchased.
6. A standard booth shall consist of an in-line 10 x 10 space on the exhibit floor.
7. The maximum height for a standard booth is 8'. If the height of your Island Booth exceeds 12', please contact AADOCR for approval.
8. The front of a booth (5' from the aisle to the middle of a booth) may not extend any higher than 42", so as not to obscure the sight line of other exhibitors.
9. Side rails are 36". High counters must be placed at least 1' back from the booth entrance, so as not to impede aisle traffic.

10. Only the back of a booth (5' from the back wall to the middle of a booth) may be 8' in height. Hanging signs or lights from the exhibit hall ceiling requires prior approval by the AADOCR Exhibits Manager. Please note: Exhibitors are responsible for all expenses involved, and signage or lights may not obstruct the view of other signage or structures in the Exhibit Hall.
11. Exhibitors who choose to use booth-assembly or dismantling labor other than the AADOCR official show decorator must notify AADOCR Exhibit Management and the official show decorator no later than **January 5, 2025**. Necessary certificates of insurance must be supplied to AADOCR. Exhibitors using I&D or EAC companies are required to supply such contractors with all necessary information regarding rules and regulations. Neither Show Decorator nor AADOCR Exhibit Management is required to supply an Exhibitor Service Manual to these non-official service contractors. However, both I&D and EAC staff must comply with ALL Exhibit Management and facility rules and regulations, including applicable union and labor regulations.
12. Exhibition booths must be set up between the hours of 8 a.m. and 4:30 p.m. on Wednesday, March 12, 2025. The AADOCR reserves the right to use any exhibit space not occupied by 5 p.m. on Wednesday, March 12, 2025, without further obligation, i.e., refund, loss of business, or liability. If freight is in a booth that is not set by 5 p.m. AADOCR reserves the right to mandate a forced set, at the Exhibitor's expense, without claiming any liability for the company's freight. ***(Times subject to change)***
13. **Carpet/floor covering is required in all booths** and must be ordered directly by the exhibitor through the exhibiting services contractor. **Carpet costs are not included in exhibition costs and are the responsibility of the exhibitor.**

SECURITY AND LIABILITY

1. Exhibitors will carry liability insurance on their exhibits at their own expense. The Association accepts no liability whatsoever for the exhibit personnel or materials, beyond reasonable care.
2. The Association shall not be held responsible for any loss, damage, injury, or theft that may occur to the Exhibitor or the Exhibitor's employees or property from any cause whatsoever, prior to, during, or subsequent to the period covered by the exhibit contract.
3. The Exhibitor, by signing the contract, expressly releases the Association, the exhibit-facility firm, the Association representatives, and the decorator from, and agrees to indemnify the same against, any and all claims for such loss, damage, or injury.
4. Neither the Association, any of its officers, staff members, or committees, nor the owner, employees, or representatives of the exhibit-facility firm, shipper, or decorators will bear responsibility for any injury, loss, or damage that may occur to the Exhibitor or the Exhibitors' employees or property, prior to, during, or subsequent to the period covered by the Exhibit Contract, provided said injury, loss, or damage is not caused by the gross negligence or willful misconduct of one or more of the aforementioned parties.
5. Security guards will be on duty during the meeting, but the Association and the security firm do not guarantee Exhibitors against loss of any kind. Exhibitors may hire additional security for their booth if desired. Exhibitors are responsible for expenses of additional security.
6. In the event the meeting/exhibition cannot be held because of fire, strike, natural disaster, or other circumstances beyond the control of the Association, this contract shall not be binding. Refunds will be provided.

SAFETY

1. Only fireproof materials that meet local fire codes are to be used in exhibits. The local fire marshal shall have final approval of any and all materials used in the exhibit hall.
2. No combustible decorations such as crepe paper, tissue paper, cardboard or corrugated paper shall be used at any time. All packing containers, excelsior and wrapping paper are to be removed by the Exhibitor from the exhibit floor and must not be stored under the tables or behind displays. The official show decorator will provide options for accessible storage onsite, should additional storage be needed.
3. Storage of loose scrap materials, packing materials, etc., is not permitted unless within sealed containers.
4. Should an Exhibitor desire to use x-ray, high-voltage, or laser equipment during the exhibition, an exchange of letters agreeing to parameters and procedures will be required between the Association and the Exhibitor prior to approval being granted.
5. All individuals associated with installation and dismantling procedures must wear closed-toe shoes and appropriate safety equipment.

OTHER

1. Exhibitors will ensure that all of their representatives are fully cognizant of and abide by the Association Exhibit Guidelines.
2. The AADOCR requires that each exhibitor open its Exhibit on time each day and that all Exhibits be staffed throughout the show hours.
3. Consumption of or serving alcoholic beverages is not permitted in the exhibition/poster hall.

4. Contests, lotteries, raffles, games of chance, and display or promotion of special discount offers are strictly prohibited. Such activities reflect unfavorably on the character of the meeting.
5. Exhibitors will have access to the hall one hour before and one hour after exhibit hours each day. This time is allowed for exhibitors to restock and organize their display area for show hours. For security reasons, the exhibit hall is not intended for use as a private meeting area when the hall is closed.
6. Children are not allowed access to the exhibition hall, poster presentations or the oral session meeting rooms. If you need assistance with arranging daycare, please contact the Meetings Department at meetings@AADOCR.org.
7. **Early dismantle is prohibited. A penalty fee in the amount of 25% of non-member booth rate will be applied to those who dismantle and depart prior to show close.**

Welcome

Dear AADOCR/CADR 2025 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for AADOCR/CADR 2025. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

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

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

Use our
INTERACTIVE
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for EASY NAVIGATION



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T3 EXPO INFORMATION

Show Information

Location

Jacob K. Javits Convention Center
369 12th Avenue
New York, NY 10018

Exhibit Hall

Hall 3 North

Booth Package

Corporate Exhibit Booth includes:

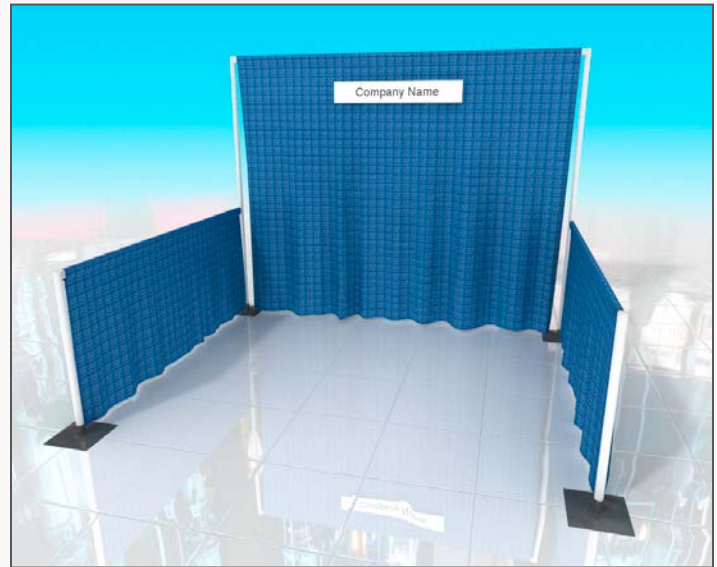
- 8' High Back Wall Drape
- 3' High Side Rail
- (1) Booth ID Sign (44"w x 7"h)

Institutional Exhibit Package includes:

- 8' High Back Wall Drape
- 3' High Side Rail
- (1) Booth ID Sign (44"w x 7"h)
- (1) 6'w x 2'd x 30"h Skirted Table
- (2) Side Chairs
- (1) Wastebasket

Show Colors

- Drapes – Blue
- Side Rails/Table – Blue
- Aisle Carpet – Grey/Black Speckled
- Facility Hall Carpet – Concrete



The booth space is not carpeted and the floor is concrete.
Carpeting may be ordered in this kit or at order.t3expo.com.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Wednesday, March 12 8:00 am – 4:30 pm	Thursday, March 13 9:00 am – 5:00 pm	Saturday, March 15 5:00 pm – 7:00 pm	Saturday, March 15 By 6:00 pm
–	Friday, March 14 9:00 am – 5:00 pm	–	–
–	Saturday, March 15 9:00 am – 5:00 pm	–	–

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

Important Dates & Deadlines Checklist

Monday, February 3, 2025.....	Presta™ Rental Exhibit Package Order Deadline
Monday, February 3, 2025.....	Receiving at Advance Warehouse Begins
Monday, February 10, 2025.....	Presta™ Rental Exhibit Package Artwork Submission Deadline
Monday, February 10, 2025.....	Exhibitor Appointed Contractor Form Deadline
Monday, February 17, 2025.....	Presta™ Rental Exhibit Package Artwork Approval Deadline
Tuesday, February 18, 2025.....	T3 Service Orders Advance Discount Deadline
Tuesday, February 18, 2025.....	Custom Furniture Advance Discount Deadline
Wednesday, February 26, 2025	Javits Exhibitor Services Advance Discount Deadline
Tuesday, March 4, 2025	Last Day for Advance Shipments to Arrive without Surcharges
Wednesday, March 12, 2025.....	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Wednesday, March 12, 2025.....	All Exhibits Must Be Set by 4:30 pm
Saturday, March 15, 2025.....	All Carriers Must Check In by 6:00 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/AADOOCR/CADR 2025 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

AADOCR/CADR 2025 BOOTH #: _____
--

Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. 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 Tuesday, March 4, 2025 will be charged an additional 30%.

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

Overtime/Double Time

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

Outbound Shipping

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

Carrier Check-in: All carriers must be checked in no later than Saturday, March 15, 2025 by 6:00 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, February 3, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$2.59/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$117.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Wednesday, March 12, 2025. Shipments that arrive prior to this date may be refused by the Jacob K. Javits Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.65/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$117.00 ea. = \$ _____

Material Handling Estimate \$ _____



Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: AADOOCR/CADR 2025

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

Information

Advance shipments will be accepted beginning on Monday, February 3, 2025 through Tuesday, March 4, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Tuesday, March 4, 2025 will be charged an additional 30% per pound.

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

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: AADOOCR/CADR 2025

c/o: T3 Expo
c/o: Jacob K. Javits Convention Center
Hall 3 North
369 12th Avenue
New York, NY 10018

Information

Direct shipments are accepted starting on Wednesday, March 12, 2025 beginning at 8:00 am and throughout published event hours.

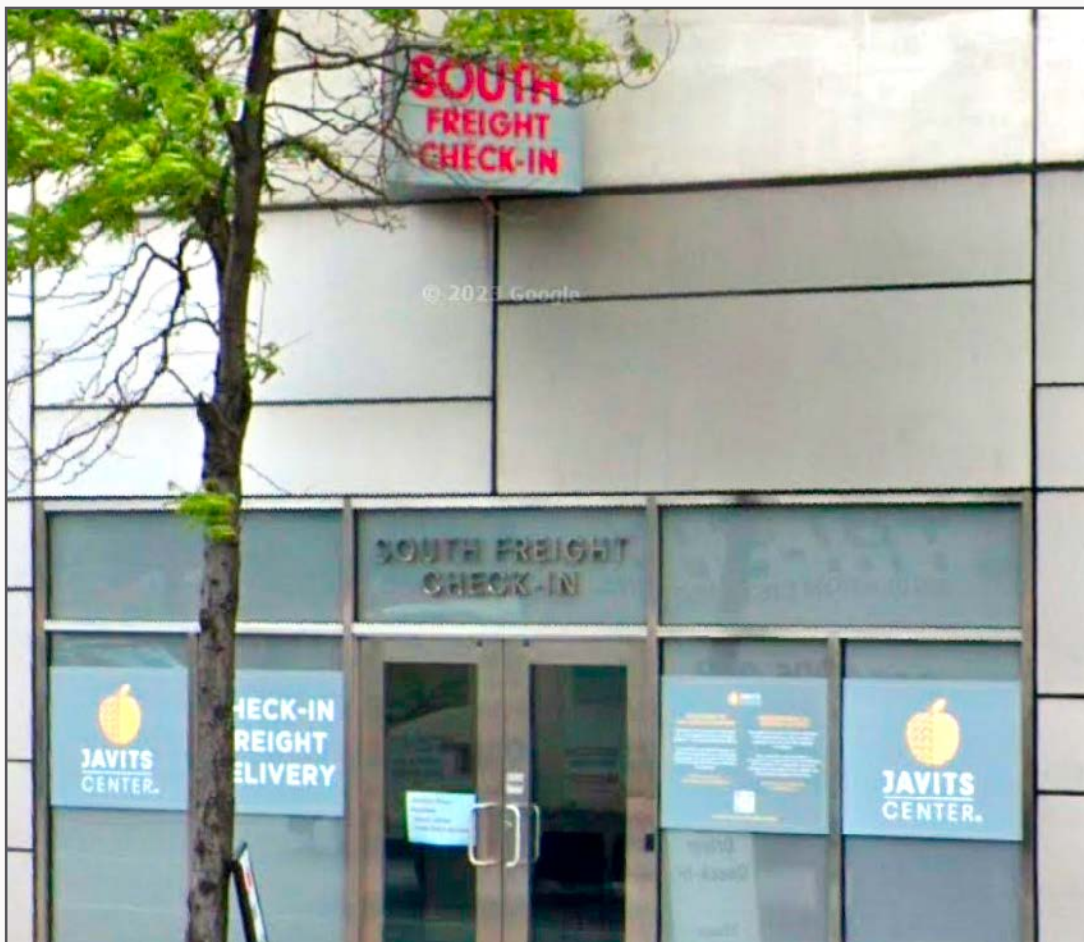
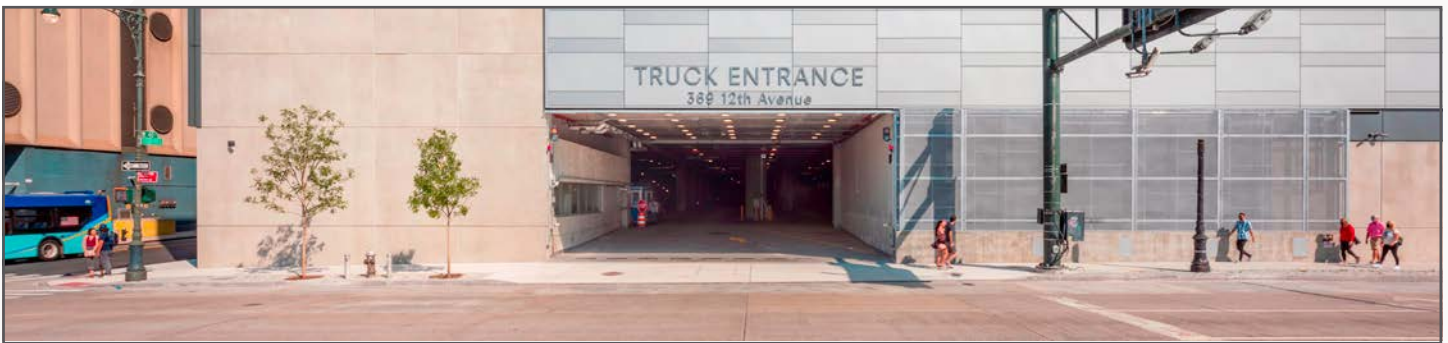
Please note when overtime rates apply as stated on Material Handling pages.

Marshalling Yard Information

Truck Entrance to the Javits Center:

Delivery access to the venue is at 369 12th Avenue, New York, NY 10018.

For more information on access and parking, please visit <https://www.javitscenter.com/attend/getting-here/>



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LTL Ground Transportation

International Transportation

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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.

800-654-7019

tradeshow@arcb.com | arcb.com



8401 McClure Drive • Fort Smith, AR • 72916

ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, FEBRUARY 3, 2025 TO TUESDAY, MARCH 4, 2025

To: _____

Exhibitor Name

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

Event: **AADOCR/CADR 2025**

Booth #: _____

Piece #: _____ of: _____ pieces



ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, FEBRUARY 3, 2025 TO TUESDAY, MARCH 4, 2025

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Exhibitor Name

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

Event: **AADOCR/CADR 2025**

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 WEDNESDAY, MARCH 12, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Jacob K. Javits Convention Center

Hall 3 North

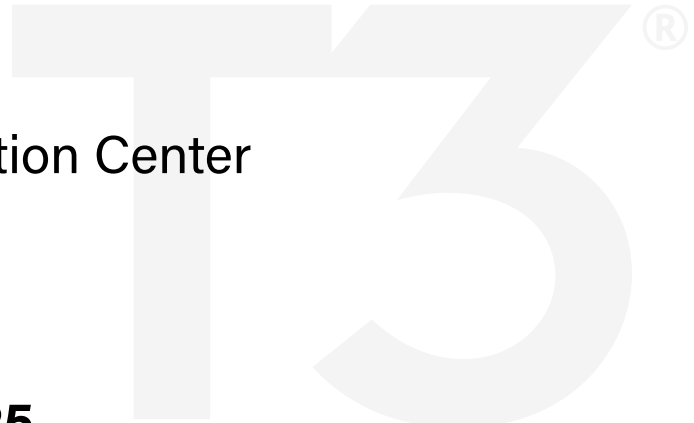
369 12th Avenue

New York, NY 10018

Event: **AADO CR/CADR 2025**

Booth #: _____

Piece #: _____ of: _____ pieces



DIRECT SHIPMENT

ACCEPTED BEGINNING WEDNESDAY, MARCH 12, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Jacob K. Javits Convention Center

Hall 3 North

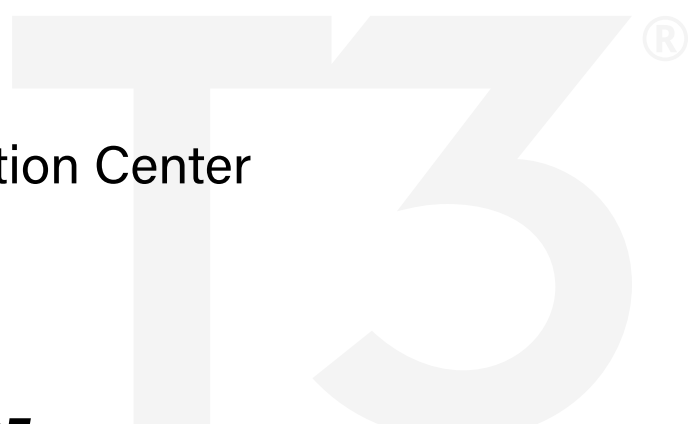
369 12th Avenue

New York, NY 10018

Event: **AADO CR/CADR 2025**

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

Exhibitor Order Deadline: **Monday, February 3, 2025**
Artwork Submission Deadline: **Monday, February 10, 2025**
Artwork Approval Deadline:..... **Monday, February 17, 2025**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, February 10, 2025.

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) B3 Counter with Locking Storage
- (3) 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 10' Rental Exhibit Package **\$4,567.00**
 Sales Tax 8.875%..... \$ _____
 Estimated Rental Package Total..... \$ _____
 Pricing does not include electricity, internet connection or AV equipment.

Exhibitor Order Deadline: **Monday, February 3, 2025**
Artwork Submission Deadline: **Monday, February 10, 2025**
Artwork Approval Deadline:..... **Monday, February 17, 2025**
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, February 10, 2025.

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
- (1) R4 Counter with Locking Storage and Custom Graphics
- (2) B3 Counters with Locking Storage
- (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	\$9,290.00
Sales Tax 8.875%.....	\$ _____
Estimated Rental Package Total.....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Artwork Submission Deadline:
All artwork due by **Monday, February 10, 2025**

Print Production Artwork Requirements

PLEASE NOTE:

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

General File Set Up

Please provide artwork in native forms whenever possible:

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

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

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

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

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

Images

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

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

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

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

Minimum resolution for graphic at full size dimensions:

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

Graphics smaller than 48" x 96"

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

Preferred File Formats

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

Checklist

SET DOCUMENT MODE TO CMYK

USE APPROPRIATE DIMENSIONS AND SCALE

SET APPROPRIATE BLEEDS ON ALL SIDES

CHECK IMAGE RESOLUTION

CONVERT FONTS TO OUTLINES

EMBED IMAGES / SAVE & PACKAGE YOUR FILE

INCLUDE PDF PROOF

Artwork Submission and Template Download

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

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

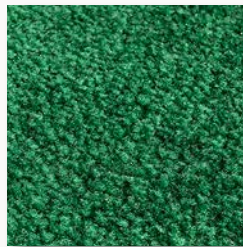
- Event name
- Company name
- Booth number
- Contact information

Carpet Options

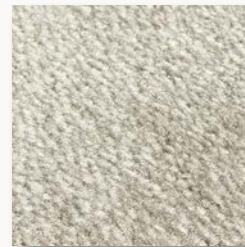
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



Black



Green



Grey



Navy

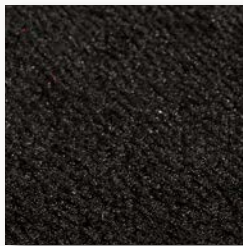


Red



White

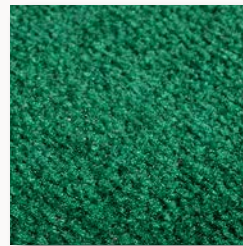
Standard Carpet – 16 oz. Nylon Carpet



Black



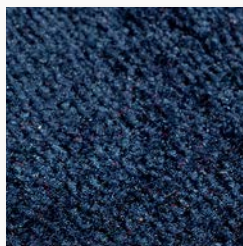
Blue



Green



Grey



Navy



Red



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.

T3 Advance Discount Deadline:
Order and payment due by **Tuesday, February 18, 2025**

Carpet & Padding Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

The booth space is not carpeted and the floor is concrete. Carpeting may be ordered on this page.

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$9.52	or \$13.60	= \$ _____

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' \$410.00	or \$585.71	\$ _____	20' x 20' \$1,640.00	or \$2,342.86	\$ _____
10' x 20' \$820.00	or \$1,171.43	\$ _____	20' x 30' \$2,460.00	or \$3,514.29	\$ _____
10' x 30' \$1,230.00	or \$1,757.14	\$ _____	20' x 40' \$3,280.00	or \$4,685.71	\$ _____
10' x 40' \$1,640.00	or \$2,342.86	\$ _____	30' x 30' \$3,690.00	or \$5,271.43	\$ _____

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 \$4.10	or \$5.86	= \$ _____

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 \$1.83	or \$2.61	= \$ _____
Visqueen _____ x _____ = _____ sq. ft		x \$1.48	or \$2.11	= \$ _____

Subtotal: \$ _____

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

Sales Tax 8.875% \$ _____
Estimated Total Carpet & Padding \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black

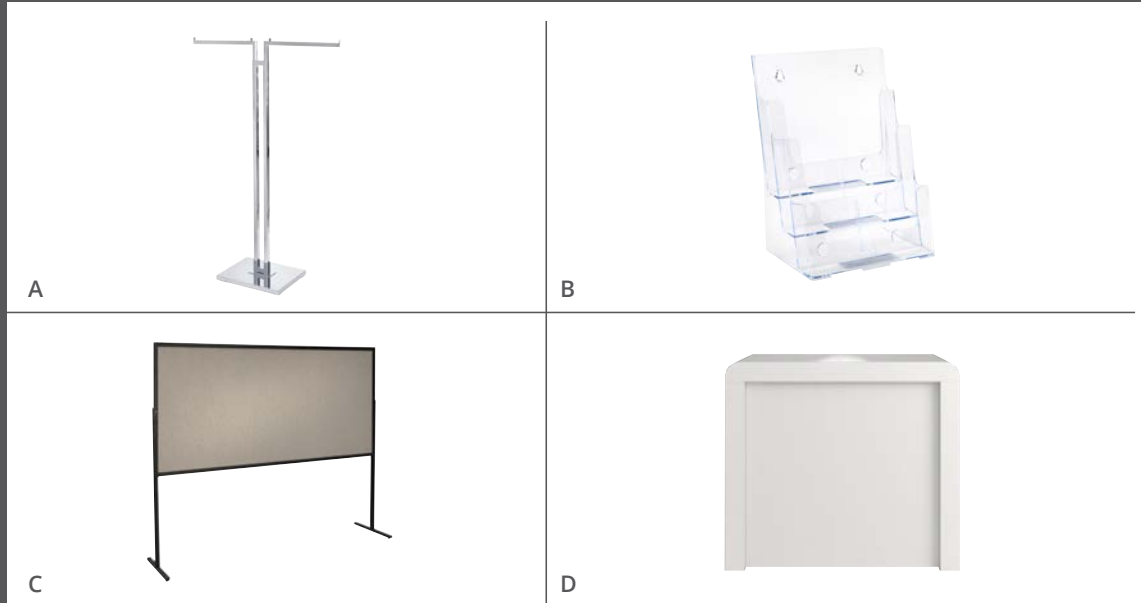


B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

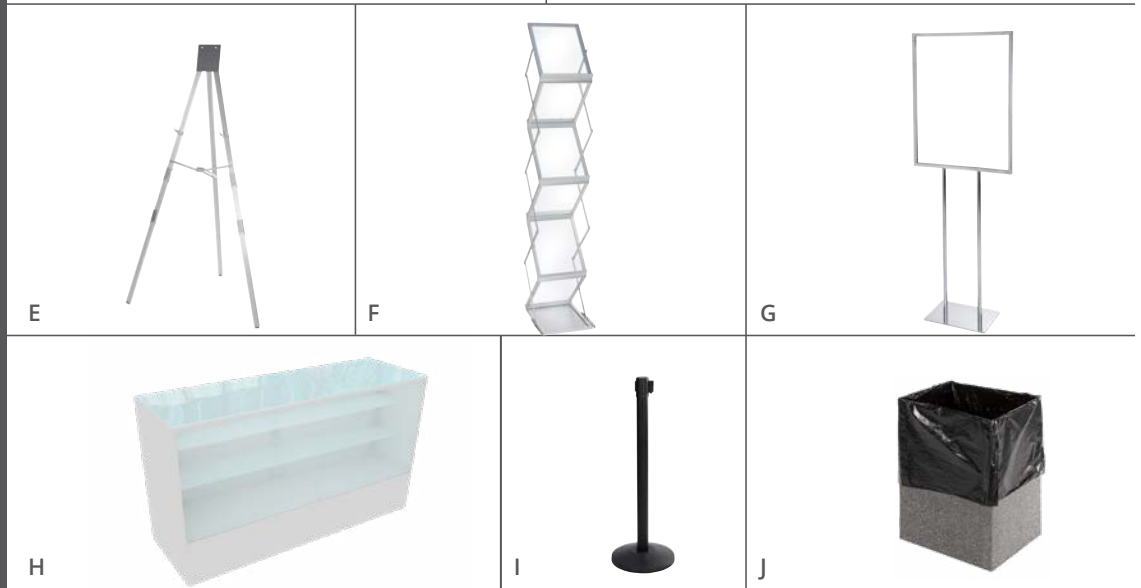
Accessories / Pipe & Drape

- A. Bag Stand – Chrome
- B. Literature Holder – Acrylic 3 Tier
- C. Poster Display Board
- D. R4 Counter – 4' wide, Rounded Corners
R4 Counter with Custom Graphics (*not shown*)
- E. Sign Easel
- F. Literature Stand
- G. Sign Stand – 22" w x 28" h
- H. Display Showcase, 6'
- I. Stanchion – 3' High Tension
- J. Wastebasket

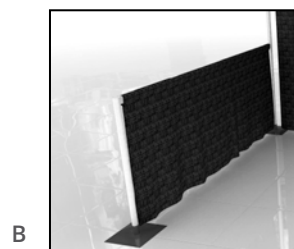
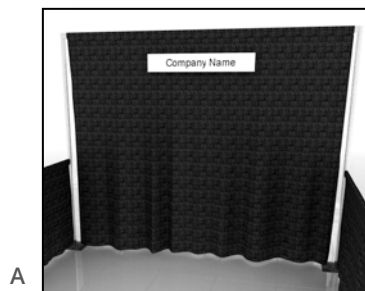


Pipe & Drape

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



PLEASE NOTE:
Colors and style may vary upon availability.



T3 Advanced Discount Deadline:
Order and payment due by Tuesday, February 18, 2025

Furniture / Accessories / Pipe & Drape Order Form

	Quantity		Discount Price		Standard Price		Extended Price
Furniture							
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	\$301.00	or	\$430.00	= \$	_____
B. Side Chair – Black (FRN-SIDCHR-01a)	_____	x	\$203.00	or	\$290.00	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Accessories							
A. Bag Stand (ACC-001a)	_____	x	\$322.00	or	\$460.00	= \$	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	\$115.00	or	\$164.29	= \$	_____
C. Poster Display Board (FRN-PSTBRD-01a)	_____	x	\$333.00	or	\$475.71	= \$	_____
D. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	\$826.00	or	\$1,180.00	= \$	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	\$1,145.00	or	\$1,635.71	= \$	_____
E. Sign Easel (ACC-004a)	_____	x	\$134.00	or	\$191.43	= \$	_____
F. Literature Stand (ACC-005a)	_____	x	\$255.00	or	\$364.29	= \$	_____
G. Sign Stand – 22"w x 28"h (ACC-007a)	_____	x	\$206.00	or	\$294.29	= \$	_____
H. Display Showcase, 6'	_____	x	\$623.00	or	\$890.00	= \$	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	\$143.00	or	\$204.29	= \$	_____
J. Wastebasket (ACC-010a)	_____	x	\$41.00	or	\$58.57	= \$	_____

	Quantity		Discount Price		Standard Price		Extended Price
Pipe & Drape							
A. Banjo Drape 8'H, Black (BDRP-8)	_____	x	\$25.00	or	\$35.71	= \$	_____
B. Banjo Drape 3'H, Black (BDRP-3)	_____	x	\$17.00	or	\$24.29	= \$	_____

Please Select Drape Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

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

Sales Tax 8.875% \$ _____
Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables & Counters

Skirted Tables

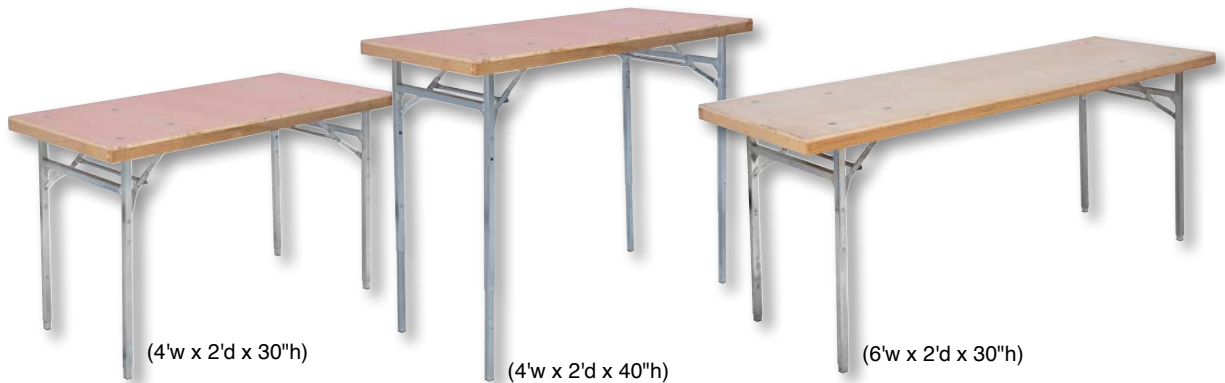
- 4'w x 2'd x 30"h (shown)
- 6'w x 2'd x 30"h
- 8'w x 2'd x 30"h
- 4'w x 2'd x 40"h
- 6'w x 2'd x 40"h
- 8'w x 2'd x 40"h

- Skirted tables include white vinyl top and pleated skirt on three sides.
- Fourth side skirting is available at an additional cost.
- 4' tables do not require fourth side skirting.



Unskirted Tables

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



Round Tables

- 40" high round table, Black
- 30" high round table – Black



Skirting not available on round tables.

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

T3 Advanced Discount Deadline:
Order and payment due by Tuesday, February 18, 2025

Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
30" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x		\$266.00	or	\$380.00	= \$	_____
6'w x 2'd	_____ x		\$309.00	or	\$441.43	= \$	_____
8'w x 2'd	_____ x		\$361.00	or	\$515.71	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$84.00	or	\$120.00	= \$	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____ x		\$309.00	or	\$441.43	= \$	_____
6'w x 2'd	_____ x		\$361.00	or	\$515.71	= \$	_____
8'w x 2'd	_____ x		\$413.00	or	\$590.00	= \$	_____
4th Side Skirting (for 6' and 8' tables only)	_____ x		\$98.00	or	\$140.00	= \$	_____

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		\$104.00	or	\$148.57	= \$	_____
6'w x 2'd	_____ x		\$137.00	or	\$195.71	= \$	_____
8'w x 2'd	_____ x		\$168.00	or	\$240.00	= \$	_____
40" High Unskirted							
4'w x 2'd	_____ x		\$137.00	or	\$195.71	= \$	_____
6'w x 2'd	_____ x		\$168.00	or	\$240.00	= \$	_____
8'w x 2'd	_____ x		\$200.00	or	\$285.71	= \$	_____
Round Tables							
30"d x 30"h, black	_____ x		\$182.00	or	\$260.00	= \$	_____
30"d x 40"h, black	_____ x		\$203.00	or	\$290.00	= \$	_____

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

Sales Tax 8.875% \$ _____
Est. Total Display Tables & Counters \$ _____



Display Labor & Forklift Order Form

Important Information

- Straight Time: The first eight hours on Monday-Friday.
- Overtime: After eight hours on Monday-Friday, and all hours on Saturday and Sunday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of the official Service Contractor.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitor 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	\$230.60	\$286.90	\$348.60
T3 Supervised Labor	\$300.00	\$373.00	\$453.00
Forklift and Operator.....	\$596.00	\$660.00	\$852.00

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.

Set-Up Instructions Attached

Outbound Shipping Information Attached

(for T3 Expo Supervised Dismantle only)

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

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

Accessible 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 \$4.00 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
	\$4.00 per sq. ft x _____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$230.60	\$286.90	\$348.60

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

	Quantity	Standard Price
Shrink Wrap	_____	\$174.00

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

Est. Total Storage Services \$ _____

T3 Advanced Discount Deadline:
Order and payment due by Tuesday, February 18, 2025

Cleaning Services Order Form

	Sq. Ft.		Discount Price		Standard Price	# Days	Extended Price
<p>Hard Floor Scrubbing Requires the use of scrubbing machine, floor pads and floor care chemicals; however, this does not create a gloss and does not guarantee all marks and blemishes will be removed.</p>	_____	x	\$1.90	or	\$2.71	_____	= \$ _____
			Price per unit/day				
<p>Show Days Cleaning - Vacuuming Only Based on the number of nights.</p>	_____	x	\$0.39	or	\$0.56	_____	= \$ _____
			Price per unit/day				
<p>Shampoo Booth Carpet Carpeting is shampooed as ordered by exhibitors prior to event opening or during overnight hours of event days (shampooing services are not available immediately prior to, or during, event hours). Exhibitors can request spot shampooing (billing is based on square footage of area cleaned) prior to event opening or during overnight hours of event days (shampooing services are not available immediately prior to, or during, event hours).</p>	_____	x	\$0.74	or	\$1.06	_____	= \$ _____
			Price per unit/day				
<p>Exhibitor Porter Service 100 - 999 Porter comes to the booth every 2 hours and removes trash, sweeps the carpet with a carpet sweeper, or broom and dust pan.</p>	_____	x	\$71.00	or	\$101.43	_____	= \$ _____
			Price per Day				
<p>Exhibitor Porter Service 1000 - Up Porter comes to the booth every 2 hours and removes trash, sweeps the carpet with a carpet sweeper, or broom and dust pan.</p>	_____	x	\$107.00	or	\$152.86	_____	= \$ _____
			Price per Day				
<p>Porter Service Porter is assigned to the exhibit space for a minimum of 2 hours per day. Exhibitor provides the scheduled times. Example: 12pm to 2pm. Billing is at the prevailing hourly rate for porters. Additional hours can be scheduled as required and all billing is at the prevailing hourly rate for porters. Work performed by porters is as follows: general trash removal, light policing of carpet or other flooring with broom and dustpan or carpet sweeper.</p>	_____	x	\$59.00	or	\$84.29	_____	= \$ _____
			Price per hour. 2 Hour minimum per day.				

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

Estimated Total Services \$ _____

ADVANCE DISCOUNT DEADLINE - Tuesday, February 18, 2025

Sales Tax 8.875%



SPECIAL EVENT

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

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

2024 FURNITURE PRODUCT LIST WITH PRICING

ADVANCE DISCOUNT DEADLINE - Tuesday, February 18, 2025

Sales Tax 8.875%



2024 TRADESHOW CATALOG



ESSENTIAL FURNISHINGS AND HELPFUL TIPS TO PLAN YOUR NEXT TRADESHOW EXHIBIT



CORT

EVENTS



[Click here](#) to view the CORT Events' full catalog of trade show exhibitor offerings.

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

ADDITIONAL
INFORMATION
& FORMS



Payment Information

Important Information

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

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

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

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

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

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

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than (7) days prior to the first day of exhibitor move-in.

Please select the services needed:

Material Handling	= \$ _____
Presta™ Rental Exhibit Packages	= \$ _____
Carpet.....	= \$ _____
Furniture & Accessories	= \$ _____
Display Tables & Counters.....	= \$ _____
Display Labor & Forklift	= \$ _____
Accessible Storage	= \$ _____
Cleaning	= \$ _____
Custom Furniture	= \$ _____
Total:	\$ _____

Secure Online Payments

In an effort to protect your information, T3 Expo will send you a secure link to a credit card form. Please follow the link to submit your payment information for this event. T3 Expo accepts Visa, Mastercard, and American Express.

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

**Please Return EAC Form By:
Monday, February 10, 2025**

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 the address listed below.

Please return to: **T3 Expo**
8 Lakeville Business Park
Lakeville, MA 02347
RE: AADOCR/CADR 2025

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.

Third Party covering the following charges for exhibitor:

- Material Handling
- Presta™ Rental Package
- Carpet
- Furniture & Accessories
- Display Tables & Counters
- Display Labor & Forklift
- Accessible Storage
- Cleaning
- 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 Information

To best assist you, T3 Expo will reach out with a secure link to collect your third party credit card authorization. Please follow the link to submit the information for this event. T3 Expo accepts Visa, Mastercard, and American Express.

United States Fire Department Regulations

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

Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booths is strictly prohibited.

New York City, NY Labor Guidelines

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

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

Union jurisdictions at the Javits Convention Center in New York involve three major Unions:

Freight Handling

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

Booth Labor

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

Electrical

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

What can exhibitors do without Union personnel?

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

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

Exhibitors are allowed to unpack and repack their own product (if it is cartons, not crates). They are also allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may “hand-carry” or use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a “pop-up” display (equal or less than 10' in length) capable of being carried by hand by one person. The individuals moving the items must be full-time employees of the exhibiting company and must carry identification to verify this fact.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this 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



Dear Exhibitor,

We look forward to welcoming you to the Javits Center.

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

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

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

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

Thank you,
The Javits Center

Jake

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

**MARKET
EXPRESS**
Catering + Delivery

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

PRODUCT SHOWCASE



TECHNOLOGY

GET CONNECTED!

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

Why wait?

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



ELECTRICAL

Don't get stuck in the Dark!

Do you have specific or intensive? Electrical installation requirements?

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

Plan ahead and **SAVE**.

SERVICES

Need assistance choosing the best service options?

We're here to help - Click below.



ELECTRICAL



TECHNOLOGY



PLUMBING



CLEANING



CATERING

USEFUL TOOLS

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

MOBILITY VEHICLE RENTAL

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

PARTNERS

Also available for your service requirements:



CULTIVATED

EXHIBITOR APPOINTED CONTRACTORS APPROVED FOR LABOR ACCOUNTS

<p>American Convention Exhibitor Services, LLC EAC #33985 242 West Avenue Tel: 609-399-3700 Ocean City, NJ 08226</p> <p>Michael McGuckin mike@acesllc.com</p>	<p>American Fixture & Display Corp. EAC #33962 15-04 130th Street Tel: 718-463-2176 College Point, NY 11356</p> <p>Nicole Negrin Nicole.Negrin@AmericanFixture.com</p>
<p>Coastal International EAC #34628 3 Harbor Drive, Suite 211 Tel: 415-339-1700 Sausalito, CA 94965</p> <p>Bruce Green -President bruce.green@coastalintl.com</p>	<p>Czarnowski Display Service EAC #33914 2287 South Blue Island Avenue Chicago, IL 60608 Tel: 973-920-5000</p> <p>Courtney Buik-CFO Tel: 773-920-5054 cbuik@czarnowski.com</p>
<p>David G. Flatt Furniture Ltd. EAC # 50595 3842 Review Avenue Tel: 718-937-7944 Long Island City, NY 11101 Fax: 718-937-7946</p> <p>David Flatt – President david@dflatt.com</p>	<p>Dimensional Worldwide, Inc. EAC # 34985 1595 MacArthur Boulevard Tel: 201-767-1500 Mahwah, NJ 07430</p> <p>Jacqueline Sczesny jackies@dimensionalww.com</p>
<p>Eagle Management Group EAC #34915 650 Grove Rd - Suite 105 Tel: 856-848-1423 Paulsboro, NJ 08066 Fax: 856-848-8860</p> <p>David Holloway – President dholloway@eaglemg.com</p>	<p>Exhibit Works Inc. EAC #33995 DBA The TERM Group 13211 Merriman Road Tel: 949-614-7122 Livonia, MI 48150</p> <p>Tony Barras -Vice President of Labor tbarras@ewiworldwide.com</p>
<p>ESM Productions, LLC. EAC #83212 1500 JFK Boulevard, Suite 600 Tel: 215-925-2566 Philadelphia, PA 19102 Ext. 160</p> <p>Meghan Sheridan – Operations Manager msheridan@esmproductions.com</p>	<p>Event Design Group, LTD. EAC #79335 480 N. Broadway Tel: 914-476-2126 Yonkers, NY 10701</p> <p>Annie Angellino- President Anniea@eventdesigngroup.net</p>
<p>Gilbert Displays, Inc EAC #33941 110 Spagnoli Road Tel: 631-577-1100 Melville, NY 11747 Fax: 631-577-1199</p> <p>Anthony J. Colombo – CFO tcolumbo@gilbertexperience.com</p> <p>Joyce Castiglione- Dir. of Administration joycec@gilbertexperience.com</p>	<p>Donald E. McNabb Co. Inc. EAC #33986 31250 South Milford Road Tel: 248-437-8146 Milford, MI 48381-0448 Fax: 248-437-3620</p> <p>Jamie Carey- Show Coordinator jcarey@demcnabb.com</p>
<p>MC2/Creative Mgmt Svs EAC #33607 15 E. Midland Avenue Tel: 551-502-5000 Suite 2B Fax: 551-502-5101 Paaramus, NJ 07652</p> <p>Rich Stevens- President rstevens@mc-2.com</p>	<p>Momentum Management Inc. EAC #35200 12390-B Arnold Mill Road Tel: 770-777-4100 Alpharetta, GA 30004 Fax: 770-777-4070</p> <p>John Ramaglia-VP of Operations jramaglia@momentummgt.com</p>

Javits Approved EAC List



<p>Nth Degree, Inc. EAC # 34495 3237 Satellite Boulevard Tel: 404-297-5349 Building 300, Suite 600 Fax: 404-508-2989 Duluth, GA 30096 John Hense – CFO jhense@nthdegree.com Shannon B. Scherer – VP & General Manager sscherer@nthdegree.com</p>	<p>On Location, Inc. EAC # 35313 520 Fellowship Road unit D-408 Tel: 856-231-4150 Mount Laurel, NJ 08054 Fax: 856-231-4154 Linda Harris -Account Coordinator Linda.harris@onlocationind.com</p>
<p>Regional Trade Services, Inc. EAC #35428 2158 Cedar Road Tel: 708-957-7411 Homewood, IL 60430 Lisa Barko Mencke lisa@regionaltradeservices.com</p>	<p>Spectrum Show Services EAC #34771 823 East Gate Drive, Unit 2A Mount Laurel, NJ 08054 Tel: 856- 931-7775 Ron Mesticelli-President ron@spectrumshow.com</p>
<p>Thearent Inc. EAC #79336 468 Columbia Industrial Blvd. Tel: 248-703-7312 Evans, GA 30809 Matt Jameson – General Mgr. Tel: 336-324-6273 Matt.jameson@thearent.com</p>	