



NATIONAL AGRICULTURAL AVIATION ASSOCIATION  
**AG AVIATION EXPO**  
*2023 Palm Springs, CA*

# EXHIBITOR SERVICES KIT

Ag Aviation 2023

December 4-7, 2023

Palm Springs Convention Center  
Palm Springs, CA

# Welcome

Dear Ag Aviation 2023 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for Ag Aviation 2023. 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 you place your orders as soon as possible in order to take advantage of the advance order discounts.

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

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



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# Guidelines for Display Rules and Regulations

## 2019 North American Update



The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2019 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

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

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

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

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



International  
Association of  
Exhibitions and Events®

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IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event.

## LINE-OF-SIGHT STYLE

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

### LINEAR BOOTH

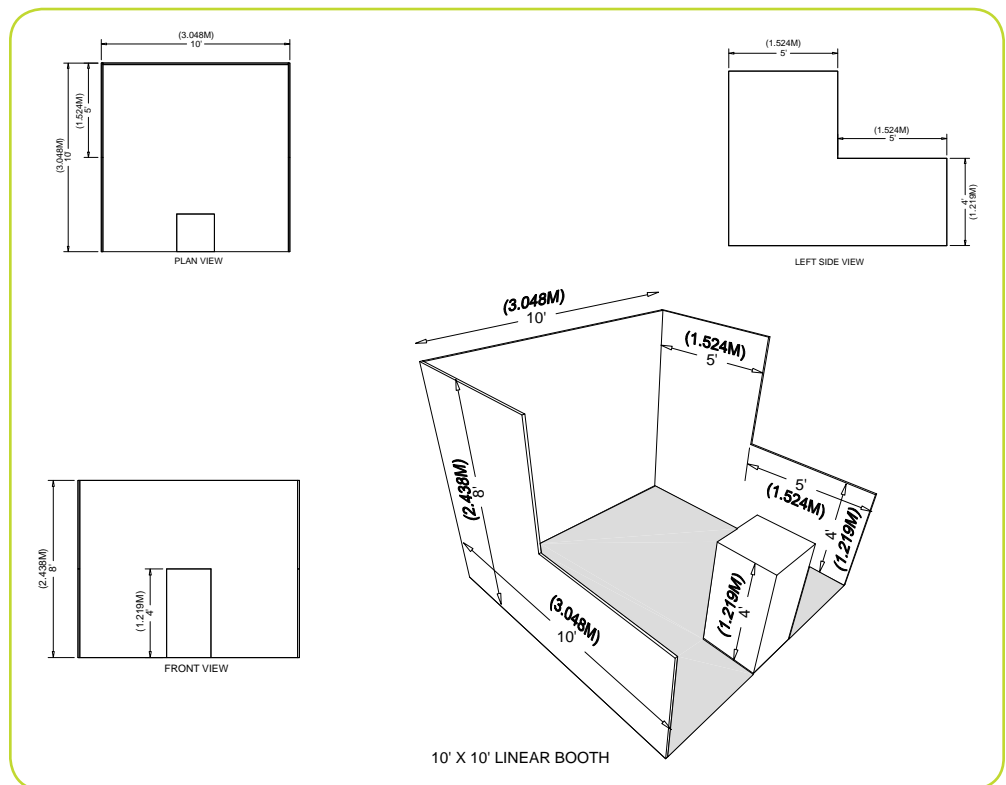
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring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

#### Dimensions

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

#### Use of Space

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

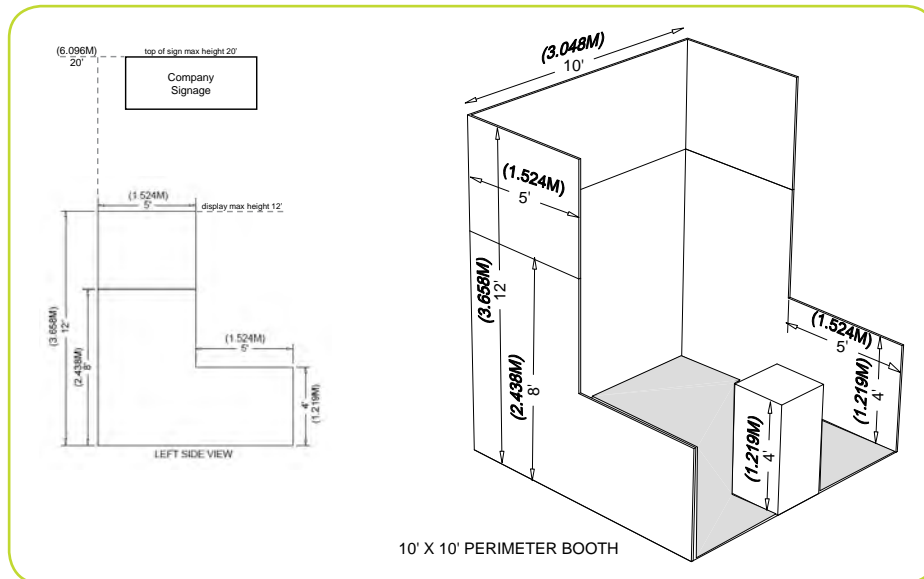


## CORNER BOOTH

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

## PERIMETER BOOTH

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



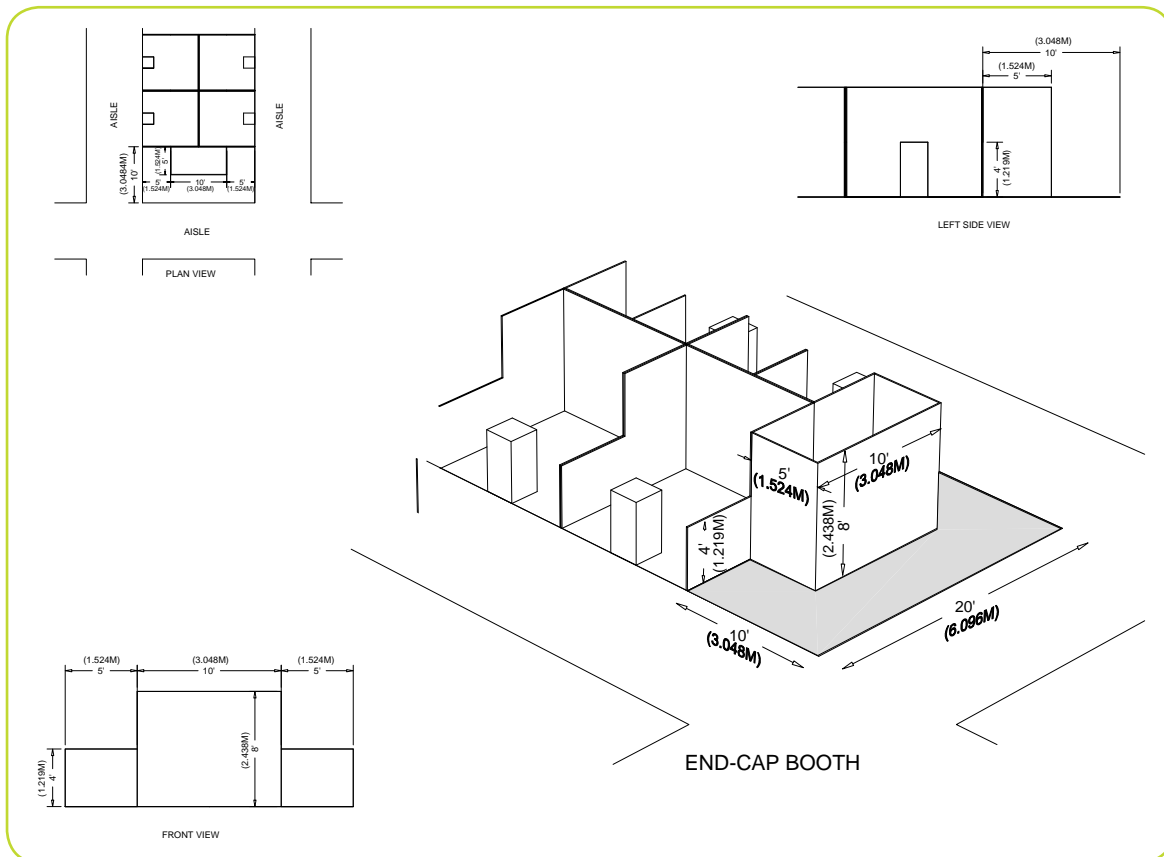
### Dimensions and Use of Space

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



## END-CAP BOOTH

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

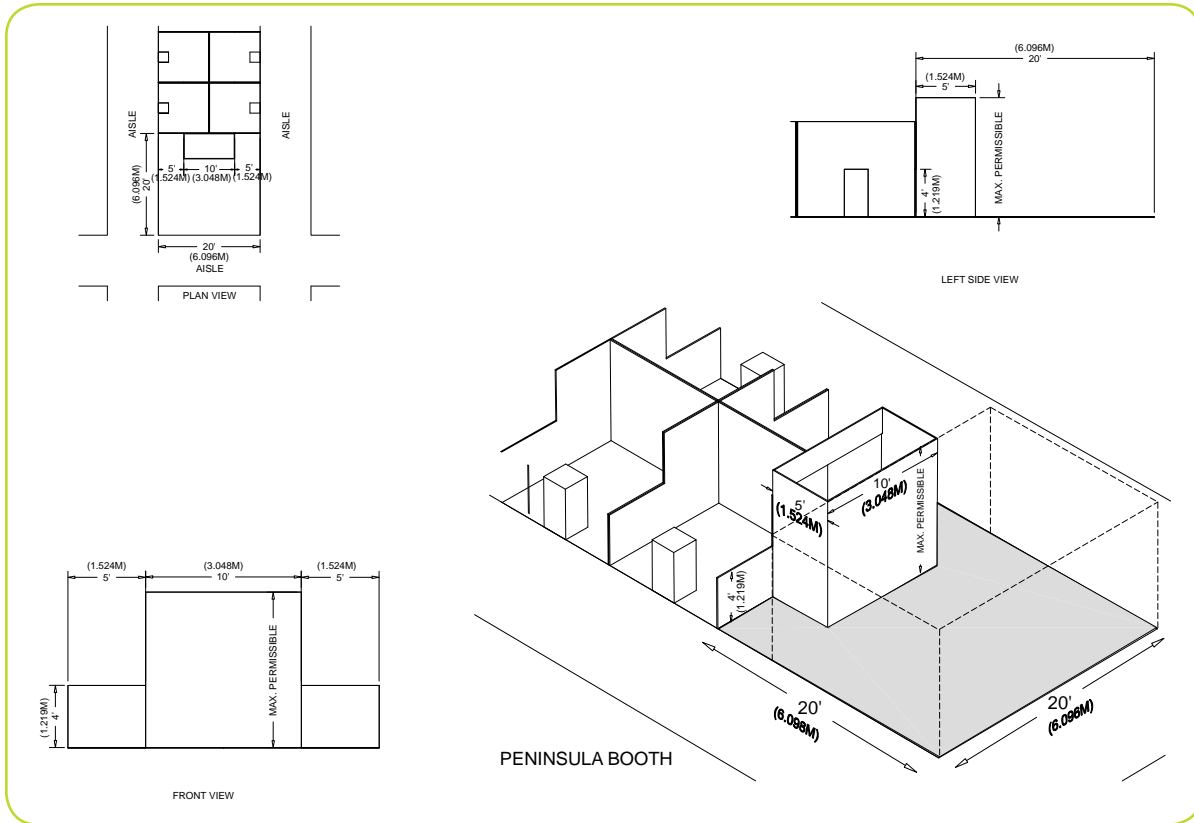


### Dimensions and Use of Space

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

## PENINSULA BOOTH

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

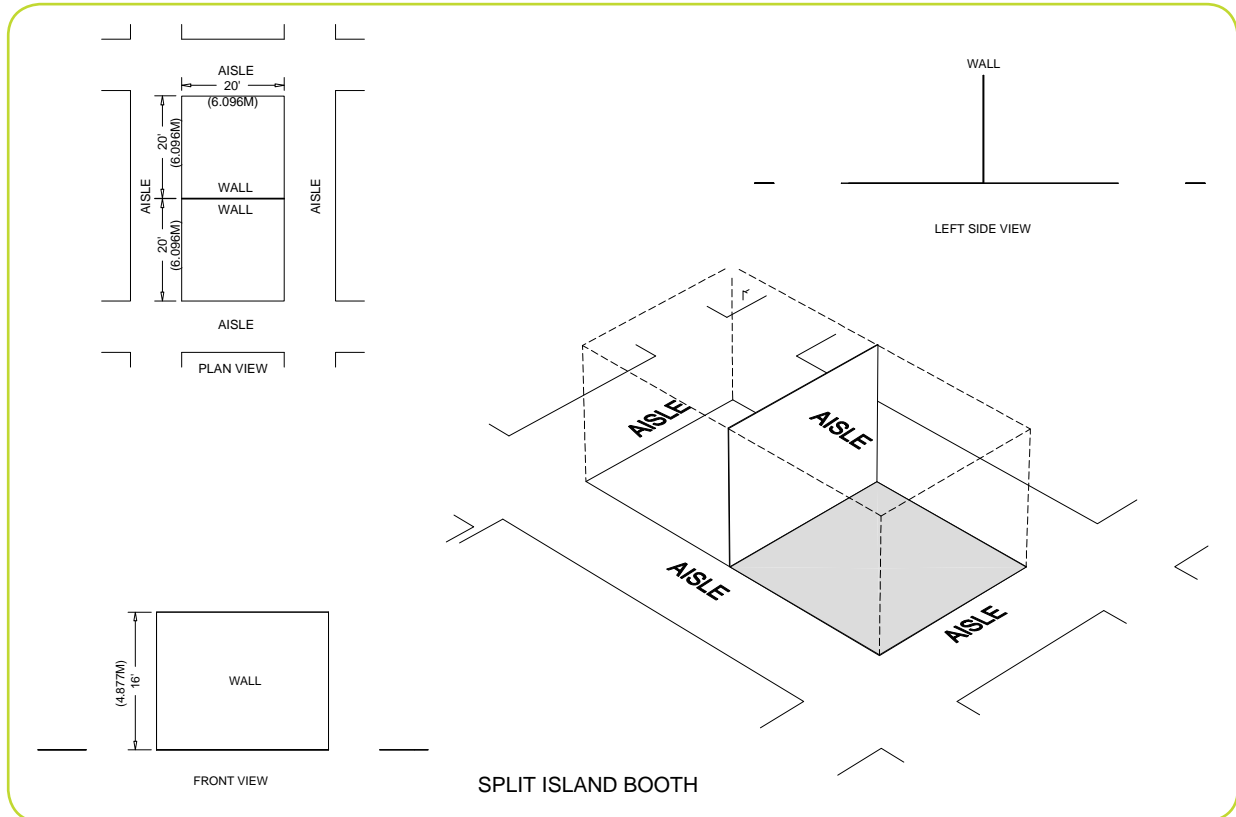


## Dimensions and Use of Space

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

## SPLIT ISLAND BOOTH

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

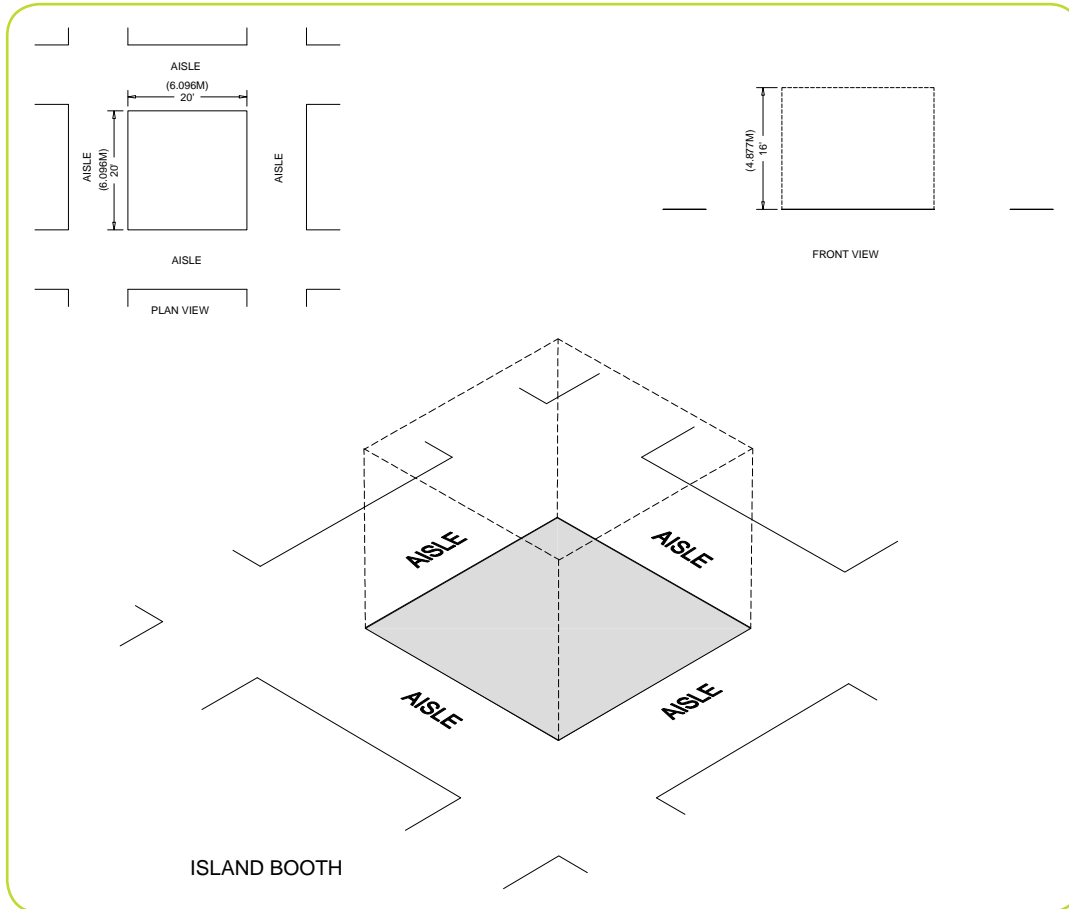


### Dimensions and Use of Space

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

## ISLAND BOOTH

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

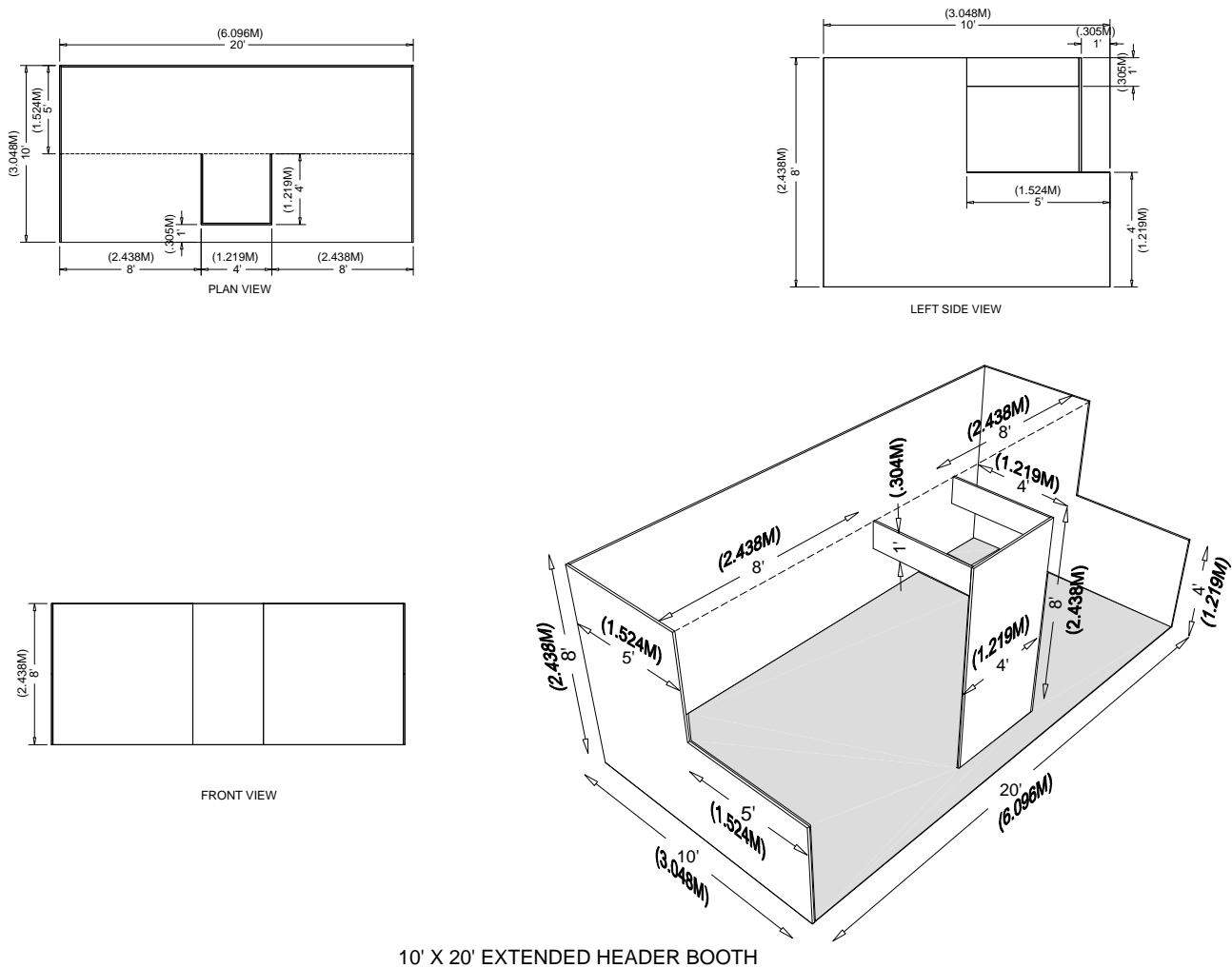


### Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

## EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

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



10' X 20' EXTENDED HEADER BOOTH

### Dimensions and Use of Space

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

## CUBIC CONTENT STYLE

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

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

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

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

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

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

To learn more about Cubic Content, read the [IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space](#).

## OTHER IMPORTANT CONSIDERATIONS

### REMOTE-CONTROLLED DEVICES

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

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

## CANOPIES AND CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

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

## HANGING SIGNS & GRAPHICS

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

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

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

## TOWERS AND MULTI-STORY EXHIBITS

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

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

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

## ISSUES COMMON TO ALL BOOTH TYPES

### U.S. AMERICANS WITH DISABILITIES ACT (ADA)

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

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

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

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

### STRUCTURAL INTEGRITY

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

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

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



## FLAMMABLE AND TOXIC MATERIALS

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

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

## HAZARDOUS WASTE

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

## STORAGE

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

## ELECTRICAL

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

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

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

## LIGHTING

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

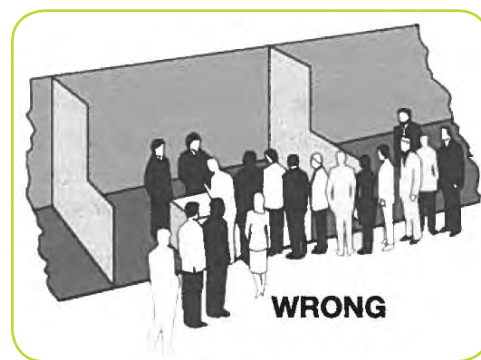
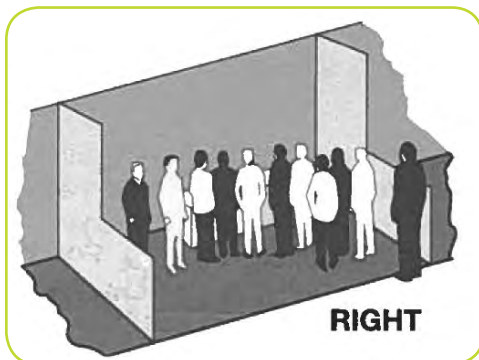
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

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

## DEMONSTRATIONS

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

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



## SOUND/MUSIC

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

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

## VEHICLES

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

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

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation.

## ADVISORY NOTES TO EXHIBITION ORGANIZERS

### FIRE EQUIPMENT

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

### HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs. (See page 2 for details and a diagram for hanging signs in Perimeter Booths.)

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

### HARDWALL BOOTHS

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

### PERIMETER OPENINGS

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

### PIPE AND DRAPE

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

### PRODUCT HEIGHT

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

### HEIGHT VARIANCES

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

# T3 EXPO INFORMATION

## Show Information

### Location

Palm Springs Convention Center  
277 N. Avenida Caballeros  
Palm Springs, CA 92262

### Exhibit Hall

Oasis 1-4

### Booth Package

Each 10' x 10' Exhibitor Booth includes:

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

### Show Colors

- Drapes – Grey
- Side Rails – Grey
- Facility Hall Carpet – Multi



The booth space is carpeted. Floor covering is not required but may be ordered in this kit or at [order.t3expo.com](https://www.t3expo.com).

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Monday, December 4 8:00 am – 8:00 pm	Tuesday, December 5 12 noon – 5:30 pm	Wednesday, December 6 4:00 pm – 10:00 pm	Thursday, December 7 By 10:00 am
Tuesday, December 5 8:00 am – 11:00 am	Wednesday, December 6 10:00 am – 4:00 pm	Thursday, December 7 8:00 am – 10:00 am	–

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

# Important Dates & Deadlines Checklist

Friday, October 27, 2023 .....	Presta™ Rental Exhibit Package Order Deadline
Friday, November 3, 2023 .....	Presta™ Rental Exhibit Package Artwork Submission Deadline
Friday, November 3, 2023 .....	Exhibitor Appointed Contractor Form Deadline
Monday, November 6, 2023 .....	Receiving at Advance Warehouse Begins
Friday, November 10, 2023 .....	Presta™ Rental Exhibit Package Artwork Approval Deadline
Friday, November 10, 2023 .....	Drayage Order & Discount Deadline
Friday, November 10, 2023 .....	T3 Service Orders Advanced Discount Deadline
Friday, November 10, 2023 .....	Custom Furniture Advanced Discount Deadline
Monday, November 13, 2023 .....	Electrical Services Advanced Discount Deadline
Thursday, November 23, 2023 .....	Warehouse closed for Thanksgiving
Friday, December 1, 2023 .....	Last Day for Advanced Shipments to Arrive without Surcharges
Monday, December 4, 2023 .....	Direct Shipments to Show Site May Begin Arriving After 8:00 am
Tuesday, December 5, 2023 .....	All Exhibits Must Be Set by 11:00 am
Thursday, December 7, 2023 .....	All Carriers Must Check In by 10: 00 am

**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/show name and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
  5. Bring all copies of shipping documents with tracking numbers to show site.

## Order rental booth structure and/or option, if applicable

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

## Order graphics/signage and submit artwork, if applicable

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

## Order booth furnishings/accessories, if applicable

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

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

- Venues have different union regulations; please review the Labor Guidelines page to determine if hiring labor to set-up / tear down your exhibit properties is needed.
- If using a firm other than the official service contractor, a Notification of Intent to Use EAC form and proof of insurance must be submitted at least (30) days prior to the first day of 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

**Ag Aviation 2023**  
**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 Friday, December 1, 2023 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 4:30 pm - 8:00 pm, Monday-Friday. Double Time is 8:00 pm - 8:00 am Monday-Friday and all day Saturday and Sunday.
- Based upon the Material Handling rates quoted, a 30% surcharge per pound for each occurrence will apply if:
  - Shipments are received on overtime.
  - Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond T3 Expo's control, is moved into show site on overtime.
  - Shipments are loaded out on overtime.

## Outbound Shipping

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

**Carrier Check In:** All carriers must be checked in no later than Thursday, December 7, 2023 by 10:00 am. 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, November 6, 2023. Shipments arriving prior to this date may be refused.

#### Crated or Uncrated

Shipment Weight ..... x \$1.92/lb = \$ \_\_\_\_\_

**Small Package Shipment** - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$75.00 ea. = \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_

### Direct Shipments to Show Site

Direct shipments will be received starting on Mon., December 4, 2023 at 8:00 am. Shipments that arrive prior to this date may be refused by the Palm Springs Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

#### Crated or Uncrated

Shipment Weight ..... x \$1.98/lb = \$ \_\_\_\_\_

**Small Package Shipment** - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$75.00 ea. = \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_

## Shipping Addresses

### Advance Shipments to T3 Expo Warehouse

#### Address

To: (Exhibiting Company Name)  
(Booth #)

For: Ag Aviation 2023

c/o: T3 Expo  
c/o: TForce Freight c/o Crane Freight & Cartage  
1515 E Winston Road  
Anaheim, CA 92805

#### Information

Advance shipments will be accepted beginning on Monday, November 6, 2023 through Friday, December 1, 2023 between the hours of 7:00 am – 5:00 pm.

Shipments received after Friday, December 1, 2023 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: Ag Aviation 2023

c/o: T3 Expo  
c/o: Palm Springs Convention Center  
Oasis 1-4  
277 N. Avenida Caballeros  
Palm Springs, CA 92262

#### Information

Direct shipments are accepted starting on Monday, December 4, 2023 beginning at 8:00 am and throughout published event hours.

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

**PLEASE NOTE:** The Crane Freight & Cartage Warehouse will be closed Thursday, November 23, 2023 for Thanksgiving. No freight can be received on that day.

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

**T3 Advanced Discount Deadline:**  
Order and payment due by Friday, November 10, 2023

## Vehicle Spotting Fee

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

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

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

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

Type of vehicle	Number of vehicles		Price per vehicle (round trip)		Extended Price
Automobile	_____	x	\$356.00	=	\$ _____
Minivan / Van	_____	x	\$356.00	=	\$ _____
Cube / Bobtail	_____	x	\$356.00	=	\$ _____
RV	_____	x	\$356.00	=	\$ _____

### Requested Date & Time for Vehicle(s) Delivery:

Deliver \_\_\_\_\_  
(Day/Date) (Time)

Pick Up \_\_\_\_\_  
(Day/Date) (Time)

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Booth #: \_\_\_\_\_

**Total Spotting Fee Estimate .....\$ \_\_\_\_\_**

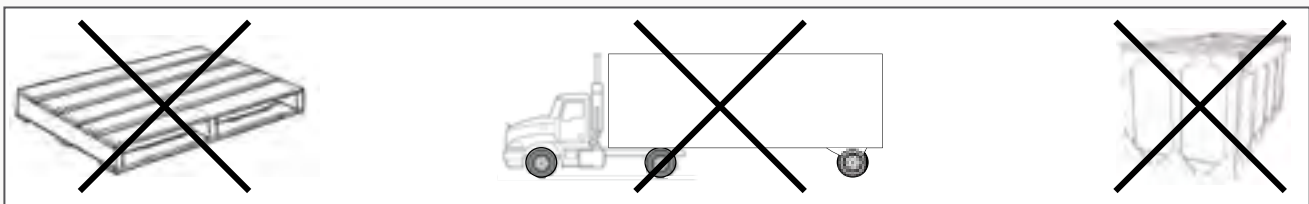
## Cartload Service

### Special Freight Services – Small Passenger Vehicles Only! Maximum Weight 200 lbs

- To facilitate the move-in and move-out for exhibitors with small exhibit material shipments, T3 Expo is pleased to provide Cartload Service. This service will be available during move-in and move-out.
- Cartload Service is designed for use by privately owned vehicles (POV's). A POV is a vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include cars, small vans, and taxis. Bobtail trucks, Box trucks and Pickup trucks pulling trailers are not considered POV's and not eligible for Cartload Service.
- Each Cartload will handle (8) pieces or less, weighing less than 200 lbs. total. Each exhibitor will be provided (1) laborer with (1) pushcart. Each exhibitor will be allowed a maximum of (2) trips from their vehicle to their booth for move-in and (2) return trips from their booth to their vehicle for move-out.
- T3 Expo personnel will direct all vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with your vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area once Cartload Service is complete.
- Material handling charges and processes will apply to any loads greater than the limits listed above and/or any vehicles that are deemed by T3 Expo not to be a POV.



**To receive this service, watch for the Cartload Service signage**



Cart Service	Anticipated number of trips (2) maximum each way		Price per trip (each way)		Extended Price
Inbound	_____	x	\$70.00	=	\$ _____
Outbound	_____	x	\$70.00	=	\$ _____

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 Booth #: \_\_\_\_\_

**Total Cart Service Fee Estimate ....\$ \_\_\_\_\_**



# Get the Show on the Road

## TForce Freight Trade Show

Your booth is the centerpiece of your company's trade show presence. If it doesn't arrive intact and on-time, your business could miss out on a golden opportunity to gain exposure within the industry.

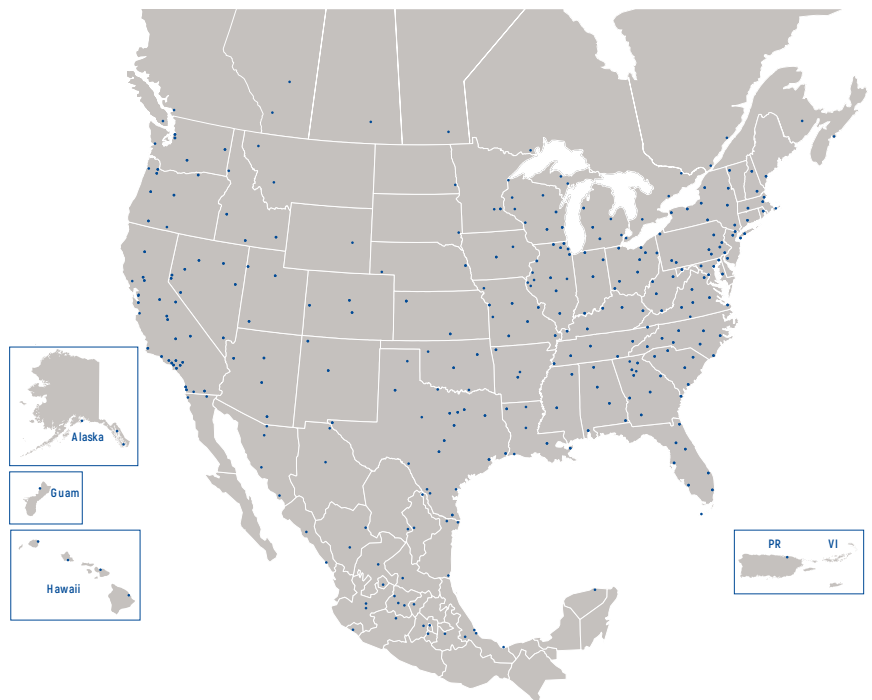
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

Whether your booth is headed for the advanced warehouse or direct to the show site, the TForce Freight Trade Show team can provide you with dependable transit times at the right price — ensuring that your trade show experience goes off without a hitch.



## Vast Network Coverage

TForce Freight Trade Show has established a massive network of more than 200 facilities throughout the United States. Which allows us to provide you competitive time-in-transit speeds to and from all major trade show markets.







## TForce Freight Trade Show Features & Benefits



### Guaranteed On-time

We are so confident in our ground freight shipping that we guarantee it's delivered on-time, or your money back.\*



### Professional Assistance

TForce Freight has trade show specialists available 24/7 to assist you with pre-planning your show. As well as, on-site Regional Managers to assist you with any questions or concerns during the show.



### Real-Time Tracking

Experience advanced real-time tracking with TForce Freight technology. You can monitor packages, documents, and high valued goods and assets as they make their way from the loading dock to your exhibit.



### Expedited Shipping

When you have a time-sensitive shipment that needs to be there, choose TForce Freight Expedited, and we'll put our seamless, multi-modal transportation network to work for you.



### Faster Unloading

TForce Freight has developed strong relationships with several of the largest general service contractors, granting TForce Freight Trade Show with "Official Show Carrier" status at select venues. This allows TForce Freight to use a dedicated delivery door at the event, speeding up the delivery process.



### Caravan Service

TForce Freight Trade Show has established a caravan service between select show locations. By joining the caravan you'll streamline your shipments and have your booth delivered to our advanced warehouse days before the show starts.

For more information or to schedule a pickup, please contact  
TForce Freight Trade Show at: 800-988-9889 or [tforcefreight.com](http://tforcefreight.com)

\*Applies for trade show deliveries only. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Shipments rated on customized rates are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See rules tariff for more information.



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

# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, NOVEMBER 6, 2023 TO FRIDAY, DECEMBER 1, 2023

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

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight c/o Crane Freight & Cartage

1515 E Winston Road

Anaheim, CA 92805

Event: **Ag Aviation 2023**

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

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

# ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, NOVEMBER 6, 2023 TO FRIDAY, DECEMBER 1, 2023

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

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight c/o Crane Freight & Cartage

1515 E Winston Road

Anaheim, CA 92805

Event: **Ag Aviation 2023**

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, DECEMBER 4, 2023

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

Exhibitor Name

c/o: T3 Expo

c/o: Palm Springs Convention Center

Oasis 1-4

277 N. Avenida Caballeros

Palm Springs, CA 92262

Event: **Ag Aviation 2023**

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

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

# DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, DECEMBER 4, 2023

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

Exhibitor Name

c/o: T3 Expo

c/o: Palm Springs Convention Center

Oasis 1-4

277 N. Avenida Caballeros

Palm Springs, CA 92262

Event: **Ag Aviation 2023**

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

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

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

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, NOVEMBER 6, 2023 TO FRIDAY, DECEMBER 1, 2023

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

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight c/o Crane Freight & Cartage

1515 E Winston Road

Anaheim, CA 92805

Event: **Ag Aviation 2023**

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

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

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, NOVEMBER 6, 2023 TO FRIDAY, DECEMBER 1, 2023

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

Exhibitor Name

c/o: T3 Expo

c/o: TForce Freight c/o Crane Freight & Cartage

1515 E Winston Road

Anaheim, CA 92805

Event: **Ag Aviation 2023**

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

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

# T3 SERVICE INFORMATION & FORMS

**Exhibitor Order Deadline:** ..... **Friday, October 27, 2023**  
**Artwork Submission Deadline:** ..... **Friday, November 3, 2023**  
**Artwork Approval Deadline:** ..... **Friday, November 10, 2023**  
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, November 3, 2023.

## 10' x 10' Presta™ Rental Exhibit Package



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

### Review Package

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

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Booth #: \_\_\_\_\_

### Submitting Artwork

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

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

Blue	Black	Green	Grey
Navy	Red	Tuxedo	

### Submit This Form

Email this completed form along with the Payment Information Form to: [orders@t3expo.com](mailto:orders@t3expo.com)

10' x 10' Rental Exhibit Package .....	<b>\$5,258.00</b>
Sales Tax 9.25% .....	\$ _____
Estimated Rental Package Total .....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

**Exhibitor Order Deadline:** ..... **Friday, October 27, 2023**  
**Artwork Submission Deadline:** ..... **Friday, November 3, 2023**  
**Artwork Approval Deadline:** ..... **Friday, November 10, 2023**  
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, November 3, 2023.

## 10' x 20' Presta™ Rental Exhibit Package



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

### Review Package

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

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Booth #: \_\_\_\_\_

### Submitting Artwork

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

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

Blue	Black	Green	Grey
Navy	Red	Tuxedo	

### Submit This Form

Email this completed form along with the Payment Information Form to: [orders@t3expo.com](mailto:orders@t3expo.com)

10' x 20' Rental Exhibit Package .....	<b>\$11,100.00</b>
Sales Tax 9.25% .....	\$ _____
Estimated Rental Package Total .....	\$ _____
Pricing does not include electricity, internet connection or AV equipment.	

Drayage Order Deadline: ..... Friday, November 10, 2023  
Discount Price Deadline: ..... Friday, November 10, 2023  
Booth package prices will increase by 30% after November 10, 2023.

## 10' x 10' Booth Package

### 10' x 10' Basic Booth Package:

All linear booth exhibitors will receive:

8' High Back Drape

3' High Side Drape

(1) Identification Sign (44"w x 7"h)

(1) Wastebasket..... Cost: Included

### Upgrade Linear Booth Option 1:

In addition to the Basic Booth Package, T3 Expo will provide:

(2) Side Chairs

(1) Wastebasket

(1) 6'w x 2'd x 30"h Skirted Table – Black ..... Cost: \$128.00

### Upgrade Linear Booth Option 2:

In addition to the Basic Booth Package, T3 Expo will provide:

(2) Side Chairs

(1) Wastebasket

(1) 8' Skirted Table – Black ..... Cost: \$139.00

### Upgrade Linear Booth Option 3:

In addition to the Basic Booth Package, T3 Expo will provide:

(1) 40" Round Table

(1) Wastebasket

(2) Bar Stools..... Cost: \$194.00

### Additional Discounted Items for Exhibit Booths:

	Quantity	Extended Price
(1) 8'w x 2'd x 30"h Draped Table – Black .....		\$122.00/ea \$
(1) 6'w x 2'd x 30"h Draped Table – Black .....		\$109.00/ea \$
(1) Individual Basic Side Chair.....		\$94.00/ea \$
(1) 10' x 10' Standard Carpet (Please check one color below) .....		\$212.00/ea \$



Black

Blue

Green

Grey

Navy

Red

Tuxedo

A discounted Drayage Package can be ordered separately.

### Drayage Package for 10' x 10' Booths:

In addition to the Basic Booth Package, T3 Expo offers unlimited drayage.

10' x 10' Booth with Unlimited Drayage is \$872.00 ..... \$872.00/ea \$

NOTE: Furnishings not included. All other booth sizes are not eligible.

### Aircraft Only Booths:

All-inclusive flat drayage rate for exhibitors that bring in full size aircraft into their booths in the Expo Hall

\$5.5 per sq. ft. of exhibit space \$

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Booth #: \_\_\_\_\_

10' x 10' Booth Package ..... \$  
Sales Tax 9.25% ..... \$  
Estimated Booth Package Total ..... \$  
Pricing does not include electricity, internet connection or AV equipment.

Drayage Order Deadline: ..... Friday, November 10, 2023  
Discount Price Deadline: ..... Friday, November 10, 2023  
Booth package prices will increase by 30% after November 10, 2023.

## 10' x 20' Booth Package

### 10' x 20' Basic Booth Package:

All linear booth exhibitors will receive:

8' High Back Drape

3' High Side Drape

(1) Identification Sign (44"w x 7"h)

(1) Wastebasket..... Cost: Included

### Upgrade Linear Booth Option 1:

In addition to the basic booth package, T3 Expo will provide:

(2) Side Chairs

(1) Wastebasket

(1) 6'w x 2'd x 30"h Skirted Table – Black .....Cost: \$128.00

### Upgrade Linear Booth Option 2:

In addition to the basic booth package, T3 Expo will provide:

(2) Side Chairs

(1) Wastebasket

(1) 8'w x 2'd x 30"h Skirted Table – Black .....Cost: \$139.00

### Upgrade Linear Booth Option 3:

In addition to the basic booth package, T3 Expo will provide:

(1) 40" Round Table

(1) Wastebasket

(2) Bar Stools .....Cost: \$194.00

### Additional Discounted Items for Exhibit Booths:

	Quantity	Extended Price
(1) 8'w x 2'd x 30"h Draped Table – Black .....		\$122.00/ea \$
(1) 6'w x 2'd x 30"h Draped Table – Black .....		\$109.00/ea \$
(1) Individual Basic Side Chair.....		\$94.00/ea \$
(1) 10' x 20' Standard Carpet (Please check one color below) .....		\$424.00/ea \$



Black

Blue

Green

Grey

Navy

Red

Tuxedo

A discounted Drayage Package can be ordered separately.

### Drayage Package for 10' x 20' Booths:

In addition to the Basic Booth Package, T3 Expo offers unlimited drayage.

10' x 20' Booth with Unlimited Drayage is \$1,744.00 ..... \$1,744.00/ea \$

NOTE: Furnishings not included. All other booth sizes are not eligible.

### Aircraft Only Booths:

All-inclusive flat drayage rate for exhibitors that bring in full size aircraft into their booths in the Expo Hall

\$5.55 per sq. ft. of exhibit space \$

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Booth #: \_\_\_\_\_

10' x 20' Booth Package .....\$  
Sales Tax 9.25%.....\$  
Estimated Booth Package Total.....\$  
Pricing does not include electricity, internet connection or AV equipment.



**Artwork Submission Deadline:**  
All artwork due by Friday, November 3, 2023

## Print Production Artwork Requirements

### PLEASE NOTE:

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

### General File Set Up

Please provide artwork in native forms whenever possible:

- Adobe Illustrator and Adobe InDesign files are preferred

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

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

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

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

### Images

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

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

### 48" x 96" Graphics and larger

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

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

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

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

Graphics smaller than 48" x 96"

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

### Preferred File Formats

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

### Checklist

SET DOCUMENT MODE TO CMYK

USE APPROPRIATE DIMENSIONS AND SCALE

SET APPROPRIATE BLEEDS ON ALL SIDES

CHECK IMAGE RESOLUTION

CONVERT FONTS TO OUTLINES

EMBED IMAGES / SAVE & PACKAGE YOUR FILE

INCLUDE PDF PROOF

### Submitting Artwork

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

### Questions?

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

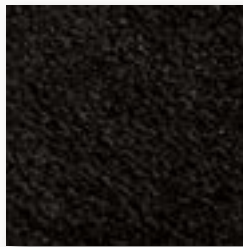
Exhibitor Graphics  
[graphics@t3expo.com](mailto:graphics@t3expo.com)

**Please include, in all inquiries:**

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

## Floor Covering

### Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



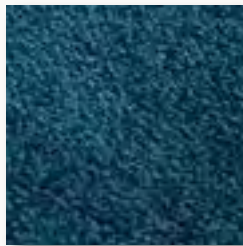
**Black**



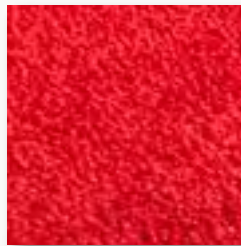
**Green**



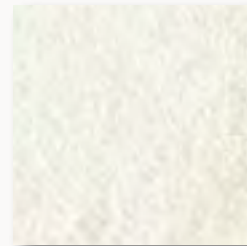
**Grey**



**Navy**

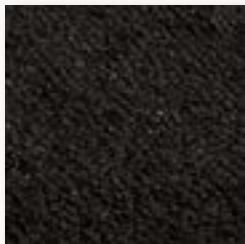


**Red**

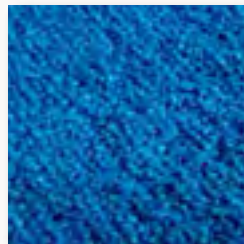


**White**

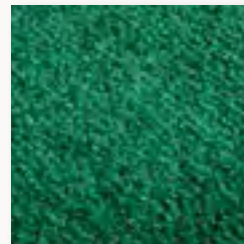
### Standard Carpet – 16 oz. Nylon Carpet



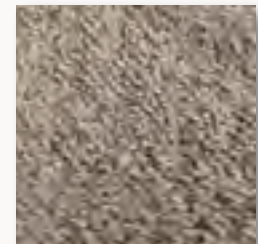
**Black**



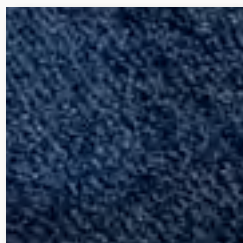
**Blue**



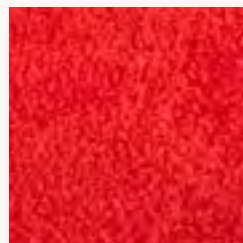
**Green**



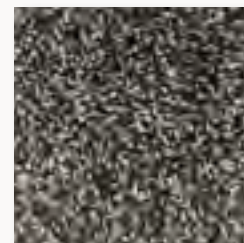
**Grey**



**Navy**



**Red**



**Tuxedo**

PLEASE NOTE: Colors and style may vary upon availability.

**T3 Advanced Discount Deadline:**  
Order and payment due by Friday, November 10, 2023

## Floor Covering Order Form

**Upgraded Carpet** – 30 oz. Premium 100% Nylon Carpet

**Please enter size and select carpet color**

The booth space is not carpeted and floor covering is not required but may be ordered.

Booth Dimensions

Total Area

Discount Price

Standard Price

Extended Price

Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft x \$9.00 or \$11.73 = \$ \_\_\_\_\_

**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'	\$377.00	or	\$603.00	\$ _____	20' x 20'	\$1,508.00	or	\$2,412.00	\$ _____
10' x 20'	\$754.00	or	\$1,206.00	\$ _____	20' x 30'	\$2,262.00	or	\$3,618.00	\$ _____
10' x 30'	\$1,131.00	or	\$1,809.00	\$ _____	20' x 40'	\$3,016.00	or	\$4,824.00	\$ _____
10' x 40'	\$1,508.00	or	\$2,412.00	\$ _____	30' x 30'	\$3,393.00	or	\$5,427.00	\$ _____

20' carpet comes as two matching 10' pieces.

**Custom Size** – Custom size is required for larger, island or peninsula booths, or if size needed is not shown above.

**Please enter size and select carpet color**

Booth Dimensions

Total Area

Discount Price

Standard Price

Extended Price

Size \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft x \$4.25 or \$6.80 = \$ \_\_\_\_\_

**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	\$1.75	or	\$2.80	= \$ _____
1" Foam Padding*	_____ x _____ = _____ sq. ft	x	\$3.50	or	\$5.60	= \$ _____
Visqueen	_____ x _____ = _____ sq. ft	x	\$1.50	or	\$2.40	= \$ _____

**Subtotal: \$ \_\_\_\_\_**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

**Sales Tax 9.25% .....** \$ \_\_\_\_\_

**Estimated Total Floor Covering .....** \$ \_\_\_\_\_

## Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

## Accessories / Pipe & Drape

### Accessories

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

### Pipe & Drape

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

**PLEASE NOTE:**  
Colors and style may vary upon availability.



**T3 Advanced Discount Deadline:**  
Order and payment due by Friday, November 10, 2023

## Furniture / Accessories / Pipe & Drape Order Form

### Furniture

Quantity	Discount Price	Standard Price	Extended Price
A. Bar Stool – Black	x \$309.00	or \$433.00	= \$
B. Side Chair – Black	x \$206.00	or \$288.00	= \$

### Accessories

Quantity	Discount Price	Standard Price	Extended Price
A. Bag Stand – Chrome	x \$325.00	or \$455.00	= \$
B. Brochure Holder	x \$123.00	or \$172.00	= \$
C. Coat Tree	x \$196.00	or \$274.00	= \$
D. Display Board (8'w x 4'h)	x \$332.00	or \$465.00	= \$
E. Display Counter (36"w x 41"h x 21"d)	x \$559.00	or \$783.00	= \$
Display Counter with Decal (14" x 14")*	x \$634.00	or \$858.00	= \$
Display Counter with Custom Graphics*	x \$684.00	or \$908.00	= \$
F. Easel – Tripod	x \$136.00	or \$190.00	= \$
G. Display Showcase (58" x 38" x 17.5d")	x \$614.00	or \$860.00	= \$
H. Literature Stand	x \$261.00	or \$365.00	= \$
I. Sign Stand – Chrome (22"w x 28"h)	x \$220.00	or \$308.00	= \$
J. Stanchion (with 7' retractable cord)	x \$144.00	or \$202.00	= \$
K. Wastebasket	x \$43.00	or \$60.00	= \$

### Pipe & Drape

Quantity	Discount Price	Standard Price	Extended Price
A. 8' High Drape – Per Linear ft	x \$23.00	or \$32.00	= \$
B. 3' High Drape – Per Linear ft	x \$15.00	or \$21.00	= \$

**Please Select Drape Color:** (check one)

Black    Blue    Burgundy    Gold    Green    Grey    Plum    Red    White

### \*Submitting Artwork

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

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_  
Booth #: \_\_\_\_\_

**Sales Tax 9.25%** .....\$ \_\_\_\_\_  
**Est. Total Furn/Access/Pipe&Drape..** \$ \_\_\_\_\_



## Display Tables & Counters

### Skirted Tables

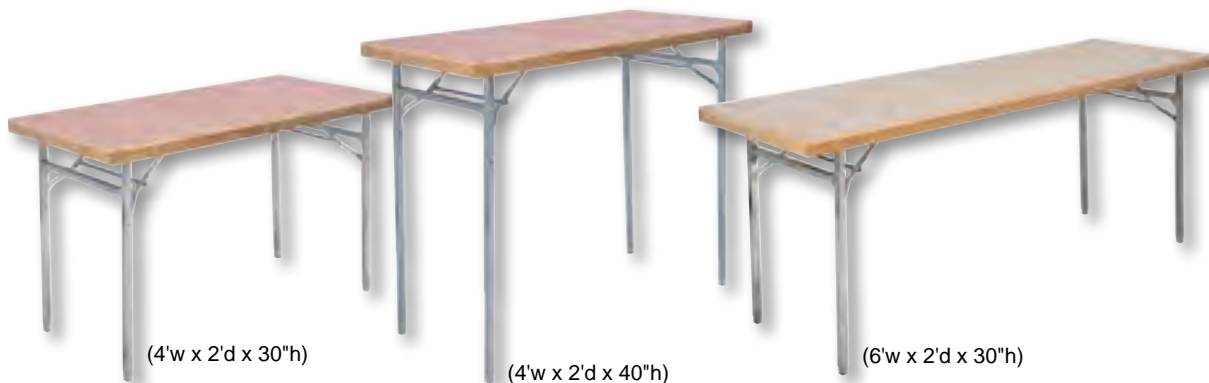
4'w x 2'd x 30"h (shown)  
6'w x 2'd x 30"h  
8'w x 2'd x 30"h  
4'w x 2'd x 40"h  
6'w x 2'd x 40"h  
8'w x 2'd x 40"h

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



### Unskirted Tables

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



### Round Tables

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



Skirting not available on round tables.

#### PLEASE NOTE:

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

**T3 Advanced Discount Deadline:**  
Order and payment due by Friday, November 10, 2023

## Display Tables & Counters Order Form

### 30" High Skirted (6' & 8' skirted on 3 sides only)

Quantity	Discount Price	Standard Price	Extended Price
4'w x 2'd	x \$265.00 or \$371.00 = \$		
6'w x 2'd	x \$308.00 or \$431.00 = \$		
8'w x 2'd	x \$360.00 or \$504.00 = \$		
4th Side Skirting (for 6' and 8' tables only)	x \$84.00 or \$118.00 = \$		

### 40" High Skirted (6' & 8' skirted on 3 sides only)

4'w x 2'd	x \$308.00 or \$431.00 = \$		
6'w x 2'd	x \$360.00 or \$504.00 = \$		
8'w x 2'd	x \$413.00 or \$578.00 = \$		
4th Side Skirting (for 6' and 8' tables only)	x \$97.00 or \$136.00 = \$		

#### Please Select Skirting Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

### 30" High Unskirted

Quantity	Discount Price	Standard Price	Extended Price
4'w x 2'd	x \$104.00 or \$146.00 = \$		
6'w x 2'd	x \$137.00 or \$192.00 = \$		
8'w x 2'd	x \$167.00 or \$234.00 = \$		

### 40" High Unskirted

4'w x 2'd	x \$137.00 or \$192.00 = \$		
6'w x 2'd	x \$167.00 or \$234.00 = \$		
8'w x 2'd	x \$199.00 or \$279.00 = \$		

### Round Tables

30"d x 30"h, black	x \$164.00 or \$230.00 = \$		
30"d x 40"h, black	x \$184.00 or \$258.00 = \$		

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone #: \_\_\_\_\_  
Booth #: \_\_\_\_\_

Sales Tax 9.25% ..... \$ \_\_\_\_\_  
Est. Total Display Tables & Counters \$ \_\_\_\_\_



## Display Labor & Forklift Order Form

### Important Information

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

### Display Labor

	Straight Time	Overtime	Double Time
Labor .....	\$175.00	\$263.00	\$350.00
T3 Supervised Labor .....	\$227.50	\$341.90	\$455.00
Forklift and Operator.....	\$384.00	\$460.00	\$535.00

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

### For Forklift Orders

#### Type of Work Being Performed

Unskid/reskid equipment  
Place equipment  
Build booth structure  
Other: \_\_\_\_\_

#### Size of forklift required:

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

Heaviest piece weight \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_  
length width height

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

**Exhibitor Supervision** On site/after hours contact cell phone: \_\_\_\_\_  
On site/after hours contact name: \_\_\_\_\_

**T3 Expo Supervision** On site/after hours contact cell phone: \_\_\_\_\_  
On site/after hours contact name: \_\_\_\_\_

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

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Booth #: \_\_\_\_\_

Set-Up Instructions Attached

Outbound Shipping Information Attached

Estimated Total Labor ..... \$ \_\_\_\_\_

## Accessible Storage & Cleaning Order Form

### Important Information

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

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

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

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

Empty Storage fees cover the duration of the event.

### Accessible Storage

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

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

#### Access Storage

Area

# Days

Extended Price

\$2.50 per sq. ft. x \_\_\_\_\_ sq. ft. x \_\_\_\_\_ = \$ \_\_\_\_\_

Straight Time

Overtime

Double Time

Access Storage Labor .....\$175.00 \$263.00 \$350.00

#### Empty Storage

Quantity

Standard Price

Extended Price

Cardboard Box ..... x \$40.00 each = \$ \_\_\_\_\_

Fiber Case ..... x \$50.00 each = \$ \_\_\_\_\_

#### Cleaning

Area

Price

# Days

Extended Price

Porter Service .... x \$1.15 per sq. ft. x \_\_\_\_\_ = \$ \_\_\_\_\_

Vacuumping ..... x \$0.95 per sq. ft. x \_\_\_\_\_ = \$ \_\_\_\_\_

Quantity

Standard Price

Shrink Wrap .....\$105.00

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

Est. Total Storage Services .....\$ \_\_\_\_\_

**T3 Advanced Discount Deadline:**  
Order and payment due by Friday, November 10, 2023

**Artwork Submission Deadline:** Friday, November 3, 2023

## Signage Order Form

### Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

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

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

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

### Signage

#### Standard Size Signs

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

**Subtotal = \$** \_\_\_\_\_

### Custom Size Banner (in square feet)

#### Single Sided

			Advanced Price		Standard Price		Extended Price
_____ x _____	=	_____	x	\$20.00	or	\$22.00	= \$ _____
width	height	area		(per square foot)			

#### Double Sided (x2)

_____ x _____	=	_____	x	\$40.00	or	\$44.00	= \$ _____
width	height	area		(per square foot)			

**Subtotal = \$** \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

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

**Sales Tax 9.25%** .....\$ \_\_\_\_\_

**Estimated Total Signage** .....\$ \_\_\_\_\_



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

CORT®

EVENTS

TRADESHOW  
FURNISHINGS | 2022

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
<b>POWERED FURNITURE</b>						
	BKCT5P	5' Table	Black Top, Silver	\$1,264	\$1,580	
	BKCT8P	8' Table	Black Top, Silver	\$2,428	\$3,034	
	BKCT10P	10' Table	Black Top, Silver	\$2,428	\$3,034	
	NPLCHP	Naples Chair	Black Vinyl	\$1,133	\$1,416	
	NPLLOP	Naples Loveseat	Black Vinyl	\$1,518	\$1,898	
	NPLSOP	Naples Sofa	Black Vinyl	\$1,748	\$2,185	
	CIYP	Sydney Cocktail Table	Black Top, Brushed Steel	\$476	\$595	
	CIWP	Sydney Cocktail Table	White Top, Brushed Steel	\$474	\$592	
	VNTBLK	Ventura Communal Bar Table	Black Top, Silver	\$1,476	\$1,845	
	VNTWHT	Ventura Communal Bar Table	White Top, Silver	\$1,476	\$1,845	
	VNTCBK	Ventura Communal Café Table	Black Top, Silver	\$1,190	\$1,487	
	VNTCVH	Ventura Communal Café Table	White Top, Silver	\$1,190	\$1,487	
	CUBPOW	Wireless Charging Table	White, AC Plug In	\$629	\$787	
	VILHUB	Village Charging Hub	Cream	\$400	\$500	
<i>Additional Powered Products under Office &amp; Product Display on Page 2</i>						
<b>SOFT SEATING COLLECTIONS</b>						
	CHR002	Allegro Chair	Blue Fabric, Brushed Metal	\$649	\$812	
	SFA002	Allegro Sofa	Blue Fabric, Brushed Metal	\$921	\$1,152	
	BCHWHT	Baja Chair	White Vinyl	\$663	\$829	
	BLVWHT	Baja Loveseat	White Vinyl	\$1,052	\$1,314	
	BSFWHT	Baja Sofa	White Vinyl	\$1,227	\$1,534	
	FAIRCW	Fairfax Chair	White Vinyl, Brushed Metal	\$456	\$571	
	FAIRSW	Fairfax Sofa	White Vinyl, Brushed Metal	\$629	\$787	
	KEYCHR	Key Largo Chair	Black Fabric, Wood	\$414	\$518	
	KEYLOV	Key Largo Loveseat	Black Fabric, Wood	\$479	\$598	
	KEYSOF	Key Largo Sofa	Black Fabric, Wood	\$607	\$758	
	NPLCHR	Naples Chair	Black Vinyl	\$770	\$963	
	NPLLOV	Naples Loveseat	Black Vinyl	\$929	\$1,162	
	NPLSOF	Naples Sofa	Black Vinyl	\$1,102	\$1,378	
	PALSOF	Palm Beach Sofa	White Vinyl	\$963	\$1,204	
	STECOA	Sterling Chair	Gray Fabric	\$1,139	\$1,424	
	STESOF	Sterling Sofa	Gray Fabric	\$1,657	\$2,071	
	VALCHA	Valencia Chair	Spice Orange Velvet	\$508	\$634	
	VALSOF	Valencia Sofa	Coffee Brown Velvet	\$646	\$808	
	COCHTP	Cordoba Chair	Taupe Fabric, Black	\$726	\$908	
	COLVTP	Cordoba Loveseat	Taupe Fabric, Black	\$1,037	\$1,296	
<b>ACCENT CHAIRS</b>						
	ATHCHA	Atherton Chair	Brown Leather, Black Metal	\$856	\$1,070	
	BOWCHA	Bowery Chair	Ochre Fabric	\$802	\$1,003	
	CNTCHR	Century Chair	Gray Velvet	\$816	\$1,020	
	LABREA	La Brea Swivel Chair	Charcoal Gray Fabric, Chrome	\$544	\$680	
	LENCHA	Lena Chair	Moss Green Leather, Bronze	\$720	\$900	
	BCW	Madrid Chair	White Vinyl, Chrome	\$848	\$1,060	
	OCMWH	Meeting Chair	White Vinyl, Wenge	\$361	\$451	
	MONCHA	Montreal Chair	Blue, Black Metal	\$882	\$1,102	
	MNCHCH	Munich Armless Chair	Gray Fabric, Black	\$649	\$812	
	SWAN	Swanson Swivel Chair	White Vinyl, Chrome	\$474	\$592	
	TCHP	Tech Chair, No Tablet	Gray Vinyl, Chrome Base	\$629	\$787	
	TCHGRP	Tech Tablet Chair	Gray Vinyl, White Metal Tablet	\$612	\$765	
	WENCH	Wentworth Swivel Chair	Brown Vinyl	\$474	\$592	
	BNMCOW	Brooklyn Meeting Chair	White Vinyl, Oak-look	\$484	\$605	
	BNMCSW	Brooklyn Meeting Chair, Swivel	White Vinyl, Black Metal	\$484	\$605	
<b>GROUP SEATING</b>						
	BLDCRD	Blade Chair	Red	\$105	\$132	
	BLDCSB	Blade Chair	Sky Blue	\$105	\$132	
	SC3	Brewer Chair	Onyx, Chrome	\$233	\$291	
	XCHR	Christopher Chair	White Vinyl, Chrome	\$139	\$174	
	DUET	Duet Stack Chair	Black, Chrome	\$89	\$111	
	LMCHR	Laguna Chair	Maple, Chrome	\$199	\$248	
	LUCHCL	Lucent Chair	Frosted Acrylic, Chrome	\$261	\$325	
	MALGRY	Malba Chair	Gray, Chrome	\$150	\$188	
	MALGRN	Malba Chair	Green, Chrome	\$150	\$188	
	MARCBK	Marina Chair	Black Vinyl, Brushed Metal	\$210	\$263	
	MARCBR	Marina Chair	Brown Fabric, Brushed Metal	\$210	\$263	
	MARCB	Marina Chair	Ocean Blue Fabric, Brushed Metal	\$210	\$263	
	MARCRD	Marina Chair	Red Fabric, Brushed Metal	\$210	\$263	
	MARCRH	Marina Chair	White Vinyl, Brushed Metal	\$210	\$263	
	PASCHR	Pasadena Chair	White Molded Plastic w/Chrome Tower Base	\$496	\$621	
	SC10	Razor Armless Chair	White	\$97	\$122	
	RSTDIN	Rustique Chair w/ Arms	Gunmetal	\$142	\$178	
	CS4	Syntax Chair	Black, Chrome	\$283	\$354	
	ZENCHR	Zenith Chair	White, Chrome	\$187	\$235	
<b>OTTOMANS</b>						
	BVLYBK	Beverly Bench Ottoman	Black Vinyl	\$533	\$665	
	BVLYBN	Beverly Bench Ottoman	Brown Fabric	\$533	\$665	
	BVLYGR	Beverly Bench Ottoman	Gray Fabric	\$533	\$665	
	BVLYLN	Beverly Bench Ottoman	Linen Fabric	\$533	\$665	
	BVLYOB	Beverly Bench Ottoman	Ocean Blue Fabric	\$533	\$665	
	BVLYRD	Beverly Bench Ottoman	Red Fabric	\$533	\$665	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
<b>OTTOMANS (CONTINUED)</b>						
	BVLYWH	Beverly Bench Ottoman	White Vinyl	\$533	\$665	
	BVSMBK	Beverly Small Bench Ottoman	Black Vinyl	\$442	\$552	
	BVSMBL	Beverly Small Bench Ottoman	Ocean Blue Fabric	\$442	\$552	
	BVSMBN	Beverly Small Bench Ottoman	Brown Fabric	\$442	\$552	
	BVSMGN	Beverly Small Bench Ottoman	Olive Green Fabric	\$442	\$552	
	BVSMGY	Beverly Small Bench Ottoman	Gray Fabric	\$442	\$552	
	BVSMNL	Beverly Small Bench Ottoman	Linen Fabric	\$442	\$552	
	BVSMVL	Beverly Small Bench Ottoman	Lavender Fabric	\$442	\$552	
	BVSMOR	Beverly Small Bench Ottoman	Orange Fabric	\$442	\$552	
	BVSMRD	Beverly Small Bench Ottoman	Red Fabric	\$442	\$552	
	BVSMWH	Beverly Small Bench Ottoman	White Vinyl	\$442	\$552	
	BVSMYL	Beverly Small Bench Ottoman	Yellow Fabric	\$442	\$552	
	END01B	Endless Curved Ottoman	Black Vinyl, Chrome	\$694	\$868	
	END01W	Endless Curved Ottoman	White Vinyl, Chrome	\$694	\$868	
	END02B	Endless Square Ottoman	Black Vinyl, Chrome	\$474	\$592	
	END02W	Endless Square Ottoman	White Vinyl, Chrome	\$474	\$592	
	MAR001	Marche Swivel Ottoman	White Vinyl	\$244	\$305	
	MAR002	Marche Swivel Ottoman	Gray Fabric	\$244	\$305	
	MAR003	Marche Swivel Ottoman	Linen Fabric	\$244	\$305	
	MAR004	Marche Swivel Ottoman	Raspberry Fabric	\$244	\$305	
	MAR005	Marche Swivel Ottoman	Red Fabric	\$244	\$305	
	MAR006	Marche Swivel Ottoman	Rose Quartz Fabric	\$244	\$305	
	MAR007	Marche Swivel Ottoman	Plum Fabric	\$244	\$305	
	MAR008	Marche Swivel Ottoman	Meadow Green	\$244	\$305	
	MAR009	Marche Swivel Ottoman	Pear Yellow Fabric	\$244	\$305	
	MAR010	Marche Swivel Ottoman	Blue Fabric	\$244	\$305	
	MAR011	Marche Swivel Ottoman	Orange Fabric	\$244	\$305	
	MAR012	Marche Swivel Ottoman	Forest Green Vinyl	\$244	\$305	
	MAR013	Marche Swivel Ottoman	Teal Velvet	\$244	\$305	
	MAR014	Marche Swivel Ottoman	Distressed Brown Vinyl	\$244	\$305	
	MAR015	Marche Swivel Ottoman	Black Vinyl	\$244	\$305	
	MAR016	Marche Swivel Ottoman	Ivory Faux Sheep Fur	\$244	\$305	
	VIB01	Vibe Cube Ottoman	Green Vinyl	\$168	\$210	
	VIB02	Vibe Cube Ottoman	Blue Vinyl	\$168	\$210	
	VIB04	Vibe Cube Ottoman	Red Vinyl	\$168	\$210	
	VIB05	Vibe Cube Ottoman	Bright Yellow Vinyl	\$168	\$210	
	VIB08	Vibe Cube Ottoman	Orange Vinyl	\$168	\$210	
	VIB09	Vibe Cube Ottoman	White Vinyl	\$168	\$210	
	VIB10	Vibe Cube Ottoman	Black Vinyl	\$168	\$210	
	VIB11	Vibe Cube Ottoman	Steel Blue Vinyl	\$168	\$210	
	VIB12	Vibe Cube Ottoman	Silver Vinyl	\$168	\$210	
	VIB13	Vibe Cube Ottoman	Purple Vinyl	\$168	\$210	
	VIB14	Vibe Cube Ottoman	Citrus Green Vinyl	\$168	\$210	
	VIB15	Vibe Cube Ottoman	Taupe Vinyl	\$168	\$210	
	VIB16	Vibe Cube Ottoman	Spice Orange Vinyl	\$168	\$210	
	VIB17	Vibe Cube Ottoman	Desert Rose Vinyl	\$168	\$210	
<b>CAFÉ TABLES WITH STANDARD BLACK BASE</b>						
	30BKSC	30" Round Café Table	Black Top	\$272	\$340	
	30BEB	30" Round Café Table	Blue Top	\$272	\$340	
	30AGBC	30" Round Café Table	Brushed Gunmetal Top	\$272	\$340	
	30YSBC	30" Round Café Table	Brushed Yellow Top	\$272	\$340	
	ZTI	30" Round Café Table	Graphite Nebula Top	\$272	\$340	
	ZTA	30" Round Café Table	Gray Acajou Top	\$272	\$340	
	30GSBC	30" Round Café Table	Green Top	\$272	\$340	
	ZTK	30" Round Café Table	Maple Top	\$272	\$340	
	30OSBC	30" Round Café Table	Orange Top	\$272	\$340	
	ZTB	30" Round Café Table	Red Top	\$272	\$340	
	30WH29	30" Round Café Table	White Top	\$272	\$340	
	30WDBC	30" Round Café Table	Barnwood Top	\$272	\$340	
	36BKSC	36" Round Café Table	Black Top	\$323	\$405	
	ZTN	36" Round Café Table	Graphite Nebula Top	\$323	\$405	
	ZTP	36" Round Café Table	Maple Top	\$323	\$405	
	ZTQ	36" Round Café Table	White Top	\$323	\$405	
<b>CAFÉ TABLES WITH HYDRAULIC CHROME BASE</b>						
	30MAHC	30" Round Café Table	Gray Acajou Top	\$397	\$495	
	30BRHC	30" Round Café Table	Red Top	\$397	\$495	
	30WHHC	30" Round Café Table	White Top	\$397	\$495	
	30WDHC	30" Round Café Table	Barnwood Top	\$397	\$495	
	30BKHC	30" Round Café Table	Black Top	\$397	\$495	
	30BEHC	30" Round Café Table	Blue Top	\$397	\$495	
	30AGHC	30" Round Café Table	Brushed Gunmetal Top	\$397	\$495	
	30YSHC	30" Round Café Table	Brushed Yellow Top	\$397	\$495	
	30GRHC	30" Round Café Table	Graphite Nebula Top	\$397	\$495	
	30GSHC	30" Round Café Table	Green Top	\$397	\$495	
	30MTHC	30" Round Café Table	Maple Top	\$397	\$495	
	30OSHC	30" Round Café Table	Orange Top	\$397	\$495	
	36BKHC	36" Round Café Table	Black Top	\$431	\$539	
	36GRHC	36" Round Café Table	Graphite Nebula Top	\$431	\$539	
	36MTHC	36" Round Café Table	Maple Top	\$431	\$539	
	36WTHC	36" Round Café Table	White Top	\$431	\$539	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
CAFÉ TABLES POWERED WITH BLACK BASE						
	P30CWH	30" Round Café Table, Powered	White Top, Black	\$935	\$1,169	
ACCENT TABLES						
	ALCI00	Alondra Cocktail Table	Glass Top, Chrome	\$442	\$552	
	ALC200	Alondra Cocktail Table	Brandy Maple Top, Chrome	\$442	\$552	
	ALEI00	Alondra End Table	Glass Top, Chrome	\$320	\$401	
	ALE200	Alondra End Table	Brandy Maple Top, Chrome	\$320	\$401	
	AURA	Aura Round Table	White Metal	\$193	\$241	
	CIC	Geo Cocktail Table	Glass Top, Chrome	\$335	\$418	
	CIFWB	Geo Cocktail Table	Brandy Maple Top, Black	\$385	\$482	
	EIC	Geo End Table	Glass Top, Chrome	\$272	\$340	
	EIFWB	Geo End Table	Brandy Maple Top, Black	\$338	\$422	
	MESCTB	Mesa Cocktail Table	Black Top, Bronze	\$283	\$354	
	MESCTG	Mesa Cocktail Table	Glass Top, Bronze	\$283	\$354	
	MESCTW	Mesa Cocktail Table	Barnwood Top, Bronze	\$283	\$354	
	MESETB	Mesa End Table	Black Top, Bronze	\$187	\$235	
	MESETG	Mesa End Table	Glass Top, Bronze	\$187	\$235	
	MESETW	Mesa End Table	Barnwood Top, Bronze	\$187	\$235	
	REGBN	Regis Bench/Table	Brushed Metal	\$445	\$556	
	REGOTT	Regis End Table	Brushed Metal	\$361	\$451	
	SEDBBK	Sedona Side Table	Black Top, Bronze	\$187	\$235	
	SEDBWH	Sedona Side Table	White Top, Bronze	\$187	\$235	
	SEDBWD	Sedona Side Table	Wood Top, Bronze	\$187	\$235	
	CIE	Silverado Cocktail Table	Glass, Chrome	\$369	\$461	
	EIE	Silverado End Table	Black Top, Brushed Steel	\$289	\$362	
	CIY	Sydney Cocktail Table	Black Top, Brushed Steel	\$372	\$465	
	SYDBEC	Sydney Cocktail Table	Blue Top, Brushed Steel	\$422	\$528	
	CIW	Sydney Cocktail Table	White Top, Brushed Steel	\$372	\$465	
	SYDOWC	Sydney Cocktail Table	Barnwood Top, Brushed Steel	\$422	\$528	
	EIY	Sydney End Table	Black Top, Brushed Steel	\$338	\$422	
	SYDBEE	Sydney End Table	Blue Top, Brushed Steel	\$369	\$461	
	EIW	Sydney End Table	White Top, Brushed Steel	\$338	\$422	
	SYDOWE	Sydney End Table	Barnwood Top, Brushed Steel	\$369	\$461	
	TAOBBK	Taos Side Table	Black Top, Bronze	\$187	\$235	
	TAOBWH	Taos Side Table	White Top, Bronze	\$187	\$235	
	TAOBWD	Taos Side Table	Wood Top, Bronze	\$187	\$235	
	TMBTBL	Timber Table	Wood	\$202	\$252	
BAR TABLES WITH STANDARD BLACK BASE						
	30BKS	30" Round Bar Table	Black Top	\$272	\$340	
	30EBB	30" Round Bar Table	Blue Top	\$272	\$340	
	30AGBB	30" Round Bar Table	Brushed Gunmetal Top	\$272	\$340	
	30YBBB	30" Round Bar Table	Brushed Yellow Top	\$272	\$340	
	VTI	30" Round Bar Table	Graphite Nebula Top	\$272	\$340	
	VTA	30" Round Bar Table	Gray Acajou Top	\$272	\$340	
	30GSBB	30" Round Bar Table	Green Top	\$272	\$340	
	VTK	30" Round Bar Table	Maple Top	\$272	\$340	
	30OSBB	30" Round Bar Table	Orange Top	\$272	\$340	
	VTB	30" Round Bar Table	Red Top	\$272	\$340	
	30WH42	30" Round Bar Table	White Top	\$272	\$340	
	30WDBB	30" Round Bar Table	Barnwood Top	\$272	\$340	
	36BKS	36" Round Bar Table	Black Top	\$323	\$405	
	VTN	36" Round Bar Table	Graphite Nebula Top	\$323	\$405	
	VTP	36" Round Bar Table	Maple Top	\$323	\$405	
	VTW	36" Round Bar Table	White Top	\$323	\$405	
BAR TABLES WITH HYDRAULIC CHROME BASE						
	30BKHB	30" Round Bar Table	Black Top	\$397	\$495	
	30BEHB	30" Round Bar Table	Blue Top	\$397	\$495	
	30AGHB	30" Round Bar Table	Brushed Gunmetal Top	\$397	\$495	
	30YSHB	30" Round Bar Table	Brushed Yellow Top	\$397	\$495	
	30GRHB	30" Round Bar Table	Graphite Nebula Top	\$397	\$495	
	30GSHB	30" Round Bar Table	Green Top	\$397	\$495	
	30MTHB	30" Round Bar Table	Maple Top	\$397	\$495	
	30OSHB	30" Round Bar Table	Orange Top	\$397	\$495	
	30BRHB	30" Round Bar Table	Red Top	\$397	\$495	
	30WHHB	30" Round Bar Table	White Top	\$397	\$495	
	30WDHB	30" Round Bar Table	Barnwood Top	\$397	\$495	
	30MAHB	30" Round Bar Table	Gray Acajou Top	\$397	\$495	
	36BKHB	36" Round Bar Table	Black Top	\$431	\$539	
	36GRHB	36" Round Bar Table	Graphite Nebula Top	\$431	\$539	
	36MTHB	36" Round Bar Table	Maple Top	\$431	\$539	
	36WTHB	36" Round Bar Table	White Top	\$431	\$539	
BAR TABLES						
	RSTSQT	Rustique Square Metal Bar	Gunmetal	\$361	\$451	
	P30BWH	30" Bar Table, Powered	White Top, Black	\$935	\$1,169	
BARSTOOLS						
	BSS	Banana Barstool	Black, Chrome	\$329	\$411	
	BST	Banana Barstool	White, Chrome	\$329	\$411	
	BLDBRD	Blade Barstool	Red	\$193	\$241	
	BLDBSB	Blade Barstool	Sky Blue	\$193	\$241	
	XBAR	Christopher Barstool	White Vinyl, Chrome	\$238	\$298	
	LMBAR	Laguna Barstool	Maple, Chrome	\$244	\$308	
	ROLLBL	Lift Barstool	Black Vinyl, Chrome	\$278	\$348	
	ROLLGY	Lift Barstool	Gray Vinyl, Chrome	\$278	\$348	
	ROLLRD	Lift Barstool	Red Vinyl, Chrome	\$278	\$348	
	ROLLWH	Lift Barstool	White Vinyl, Chrome	\$278	\$348	
	LUBSCL	Lucent Barstool	Frosted Acrylic, Chrome	\$369	\$461	
	MARBBE	Marina Barstool	Ocean Blue Fabric, Brushed Metal	\$442	\$552	
	MARBBK	Marina Barstool	Black Vinyl, Brushed Metal	\$442	\$552	
	MARBBR	Marina Barstool	Brown Fabric, Brushed Metal	\$442	\$552	

QTY	CODE	ITEM	DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	TOTAL
BARSTOOLS (CONTINUED)						
	MARBRD	Marina Barstool	Red Fabric, Brushed Metal	\$442	\$552	
	MARBWH	Marina Barstool	White Vinyl, Brushed Metal	\$442	\$552	
	RSTSTL	Rustique Barstool	Gunmetal	\$153	\$192	
	BS001	Shark Barstool	White, Chrome	\$422	\$528	
	BSR	Syntax Barstool	Black, Chrome	\$244	\$305	
	ZENBAR	Zenith Barstool	White, Chrome	\$204	\$255	
	BS002	Zoey Barstool	White, Chrome	\$289	\$362	
COMMUNAL TABLES WITH SOLID TOPS & SILVER FRAME						
	VNTBNP	Ventura Communal Bar Table	Black Top, Silver	\$879	\$1,098	
	VNTMNP	Ventura Communal Bar Table	Maple Top, Silver	\$879	\$1,098	
	VNTWNP	Ventura Communal Bar Table	White Top, Silver	\$879	\$1,098	
	VNTCBN	Ventura Communal Cafe Table	Black Top, Silver	\$734	\$918	
	VNTCMN	Ventura Communal Cafe Table	Maple Top, Silver	\$734	\$918	
	VNTCWN	Ventura Communal Cafe Table	White Top, Silver	\$734	\$918	
COMMUNAL TABLES WITH GROMMET HOLES & SILVER FRAME						
	VNTBMW	Ventura Communal Bar Table	Maple Top, Silver	\$879	\$1,098	
	VNTBWW	Ventura Communal Bar Table	White Top, Silver	\$879	\$1,098	
	VNTCMW	Ventura Communal Cafe Table	Maple Top, Silver	\$734	\$918	
	VNTCWW	Ventura Communal Cafe Table	White Top, Silver	\$734	\$918	
CONFERENCE TABLES						
	36ATO	Atomic 36" Round Table	Glass Top, Chrome	\$422	\$528	
	42ATO	Atomic 42" Round Table	Glass Top, Chrome	\$422	\$528	
	WD3	Work Table	White Top, White	\$440	\$550	
	CB8	42" Round Madison Table	Gray Acajou, Black	\$508	\$634	
	CONF42	42" Round Table	White Top	\$508	\$634	
	42BKCT	42" Round Table	Black Top, Black	\$508	\$634	
	BKCT5N	5' Table	Black Top, Silver	\$743	\$928	
	BKCT8N	8' Table	Black Top, Silver	\$1,264	\$1,580	
	BKCT10N	10' Table	Black Top, Silver	\$1,431	\$1,788	
	CF2	Geo Table, Rectangle	Glass Top, Black	\$595	\$745	
	CE2	Geo Table, Rectangle	Glass Top, Chrome	\$595	\$745	
	CFI	Geo Table, Rounded Square	Glass Top, Black	\$422	\$528	
	CEI	Geo Table, Rounded Square	Glass Top, Chrome	\$422	\$528	
	MADC05	Madison 5' Table	Gray Acajou, Chrome	\$632	\$791	
	MADC08	Madison 8' Table	Gray Acajou, Chrome	\$1,264	\$1,580	
	MADC10	Madison 10' Table	Gray Acajou, Chrome	\$1,264	\$1,580	
EXECUTIVE CHAIRS						
	TASKST	Task Stool	Black Fabric, Black	\$210	\$263	
	CUPCHA	Cupertino Mid Back Chair	Black Vinyl	\$403	\$504	
	GENCHA	Genesis Chair	Black	\$351	\$439	
	PROGB	Pro Executive Guest Chair	Black Vinyl, Chrome	\$425	\$531	
	PROEXB	Pro Executive High Back Chair	Black Vinyl, Chrome	\$490	\$613	
	PROEXE	Pro Executive High Back Chair	White Vinyl, Chrome	\$428	\$536	
	PROMDB	Pro Executive Mid Back Chair	Black Vinyl, Chrome	\$397	\$495	
	PROMID	Pro Executive Mid Back Chair	White Vinyl, Chrome	\$388	\$485	
OFFICE & PRODUCT DISPLAY						
	TECH3	3 Drawer File Cabinet on Castors	Black Top, Black Metal	\$184	\$231	
	JD8	Madison Executive Desk	Gray Acajou, Chrome	\$799	\$999	
	TECH	Tech Desk, Powered	Black Metal, Black Laminate	\$595	\$745	
	TECH3B	Tech Desk, Powered w/ 3 Drawer File Cabinet	Black Metal, Black Laminate	\$734	\$918	
	BC8	Madison Bookcase	Gray Acajou, Chrome	\$578	\$722	
	PSHCCS	Posh Shelving	Chrome, Acrylic	\$680	\$850	
	PDL36B	Powered Locking Pedestal, 36"	Black	\$629	\$787	
	PDL36W	Powered Locking Pedestal, 36"	White	\$629	\$787	
	PDL42B	Powered Locking Pedestal, 42"	Black	\$751	\$938	
	PDL42W	Powered Locking Pedestal, 42"	White	\$751	\$938	
LAMPS						
	LA15	Mason Floor Lamp	Brushed Silver	\$289	\$362	
	LA14	Mason Table Lamp	Brushed Silver	\$191	\$238	
BARS & COUNTERS						
	MTBLPI	Midtown Bar, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,136	\$2,671	
	MTBUUL	Midtown Bar, Unlighted	Taupe Glass Top, Pewter	\$1,994	\$2,493	
	MTCLPI	Midtown Powered Counter, Lighted w/ Plug In	Taupe Glass Top, Pewter	\$2,261	\$2,826	
	MTCFUL	Midtown Powered Counter, Unlighted	Taupe Glass Top, Pewter	\$2,012	\$2,514	
GREENERY						
	HDG4FT	Boxwood Hedge, 4'	Green, Black	\$629	\$787	
	HDG7FT	Boxwood Hedge, 7'	Green, Black	\$1,034	\$1,293	
DIVIDERS						
	DIVBAR	Clear Divider, Bar/Counter	Clear, Black	\$267	\$334	
	DIVFRE	Clear Divider, Freestanding	Silver, Clear	\$533	\$665	
	DIVFCR	Clear Divider, Freestanding Corner	Silver, Clear	\$1,068	\$1,335	
	DIVFWL	Clear Divider, Freestanding Wall	Silver, Clear	\$533	\$665	
	DIVFST	Clear Divider, Sofa/Table	Silver, Clear	\$479	\$598	
	DIVFWB	Divider, Freestanding Whiteboard	Silver, White	\$666	\$833	
	MIRWHT	Miramar Divider, White	Molded Plastic	\$683	\$854	
	STNSGN	Stanchion Sign Holder	Chrome	\$232	\$253	
	STNCHI	Stanchion w/ Retractable Belt	Black, Chrome	\$244	\$267	

TOTAL

Email this completed form to: [orders@t3expo.com](mailto:orders@t3expo.com)

Sales Tax 9.25% ..... \$ \_\_\_\_\_

Estimated Furniture Rental Total..... \$ \_\_\_\_\_

# ADDITIONAL INFORMATION & FORMS



## Payment Information

### Important Information

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

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

T3 Expo  
8 Lakeville Business Park  
Lakeville, MA 02347

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

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

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

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

### Accepted Credit Cards:

- Visa
- Mastercard
- American Express

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

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than 7 days prior to the first day of move-in on December 4, 2023.

### Services Ordered

Material Handling .....	= \$	_____
Vehicle Spotting Fee .....	= \$	_____
Cartload Service.....	= \$	_____
Presta™ Rental Exhibit Packages .....	= \$	_____
Booth Packages .....	= \$	_____
Floor Covering .....	= \$	_____
Furniture & Accessories .....	= \$	_____
Display Tables & Counters.....	= \$	_____
Display Labor & Forklift .....	= \$	_____
Accessible Storage & Cleaning .....	= \$	_____
Signage .....	= \$	_____
Custom Furniture .....	= \$	_____
<b>Total:</b>	<b>= \$</b>	<b>_____</b>

### Exhibitor Profile

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

### Method of Payment

#### Company Check\*

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

#### Wire Transfer\*\*

#### Credit Card

### Credit Card Information

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



**Please Return EAC Form By:**  
**Friday, November 3, 2023**

## 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: Ag Aviation 2023**

Phone: +1.888.698.3397  
Email: [orders@t3expo.com](mailto:orders@t3expo.com)

### Exhibiting Company Information

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

### Exhibitor Appointed Contractor Information

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

## Third Party Authorization

### Important Information

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

All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party." T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

### Third Party covering the following charges for exhibitor:

- Material Handling
- Vehicle Spotting Fee
- Cartload Service
- Presta™ Rental Package
- Booth Package
- Floor Covering
- Furniture & Accessories
- Display Tables & Counters
- Display & Labor Forklift
- Accessible Storage & Cleaning
- Signage
- Custom Furniture
- All Services

### Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

### Exhibiting Company Information

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

### Third Party Company Information

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

### Third Party Credit Card Authorization

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

# United States Fire Department Regulations

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

### Booth Construction

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

### Fire Department

A permit shall be required for the following:

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

### Obstructions

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

### Fire-Retardant Treatment

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

### Combustibles

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

**Storage behind booths is strictly prohibited.**

# Southern California 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

Union personnel claims jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may install and/or dismantle your exhibit display if one person, who is a full-time employee of the exhibiting firm, can accomplish the task in an hour or less without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one hour, you must use Union personnel supplied by the General Contractor.

### Material Handling (Drayage)

Exhibitors may hand-carry in what they can handle with one person in one trip. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. Union personnel are responsible for all additional freight moving. The General Contractor will control access to the loading docks and control the unloading and reloading of all vehicles at the loading docks. Only full-time employees of the exhibiting company will be allowed to hand-carry items.

Rigging is handled by riggers.

### Electrical

Electricians are responsible for all electrical installations and connections. Exhibitor provided cords must be a minimum of 14 gauge 3 wire with ground and must be flat when used for floor work. All multi-outlet devices such as power strips must have circuit protection.

### 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

# Ag Aviation Expo 2023

December 4-8 2023



## ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

11/ 13/ 2023

[ORDERING.EDLEN.COM](https://ORDERING.EDLEN.COM)

Quick, secure, and easy to use!

You may receive an email to finalize your order from

[ExhibitorServices-PalmSprings@edlen.com](mailto:ExhibitorServices-PalmSprings@edlen.com)

**EDLEN**  
The Power People

Edlen Electrical Exhibition Services

715 Hundley Way, Placentia, CA 92870

714.985.1480 • [anaheim@edlen.com](mailto:anaheim@edlen.com) • [www.edlen.com](http://www.edlen.com)

## ELECTRICAL ORDER



The Power People

## ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015

Phone: (213) 765-4676 Fax: (213) 765-4679

LACC@edlen.com

E ☐ M ☐

Advance Payment Deadline Date: 11/13/23

EXHIBITOR:			BTH #	
EVENT:	Ag Aviation Expo 2023			
FACILITY:	Palm Springs Convention Center			
DATES:	Dec 4-8, 2023		EVENT #123003LA	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT [WWW.EDLEN.COM](http://WWW.EDLEN.COM)

ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event				
	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
<b>INLINE AND PENINSULA DELIVERY</b> The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).	<b>120 VOLT</b>				
			500 WATTS (5 AMPS) 170.00	255.00	
			1000 WATTS (10 AMPS) 328.00	491.00	
			1500 WATTS (15 AMPS) 354.00	531.00	
			2000 WATTS (20 AMPS) 381.00	571.00	
<b>ISLAND BOOTH DELIVERY ONE LOCATION</b> Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.	<b>208 VOLT SINGLE PHASE</b>				
			20 AMPS 777.00	1165.00	
			30 AMPS 946.00	1418.00	
			60 AMPS 1250.00	1876.00	
<b>ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS</b> Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.	<b>208 VOLT THREE PHASE</b>				
			20 AMPS 1041.00	1562.00	
			30 AMPS 1232.00	1848.00	
			60 AMPS 1587.00	2381.00	
			100 AMPS 2119.00	3178.00	
			200 AMPS 3124.00	4686.00	
			400 AMPS 3807.00	5710.00	
<b>208/480V POWER DELIVERY AND CONNECTIONS</b> Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.	<b>TRANSFORMER(S)</b> Boost 208 Volt to 230 Volt				
	Transformer (20 amp minimum charge)		Total Amps: _____ x 5.50 = _____		
<b>MOTOR POWER</b> Order electrical services for motor power required on this form. If unsure of the electrical services required call for a quote.	<b>480V CONNECTIONS</b> Approximately 480V A.C. 60 Cycle - Prices are for Entire Event				
<b>24 HOUR SERVICES</b> Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.	<b>480 VOLT THREE PHASE</b>				
			20 AMPS 2030.00	3045.00	
			30 AMPS 2400.00	3600.00	
			60 AMPS 2887.00	4330.00	
			100 AMPS 4073.00	6109.00	
<b>ADVANCE RATES</b> To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.	<b>120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)</b>				
	15' EXTENSION CORD		30.00		
	POWER STRIP		30.00		
<b>TERMS &amp; CONDITIONS</b> I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.	<b>TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM</b>		<b>TOTAL</b>		
	PRINT NAME:				
	EMAIL:		PHONE:		



# Rigging Services Online Ordering

## Encore Rigging Request

Avoid safety risks – rely on our dedicated team of certified riggers to plan and execute a complete rigging system designed to protect you and your attendees.

Please [click here](#) to order Rigging.



# A/V & Internet Services Online Ordering

## **Encore A/V & Internet Request**

As the exclusive Technology Provider of the Palm springs convention Center, Encore is committed to making your experience as easy and stress-free as possible.

Please [click here](#) to A/V and Internet Services.

# Exhibitor Menus



## **Food and Beverage Policy**

Due to current Health Department Requirements, Liquor Ordinances and Liability Insurance Policies it is required that all food and beverages be purchased through the Palm Springs Convention Center's (PSCC's) Catering Department. Savoury's, Inc. is the licensed caterer and has the exclusive right to provide all food and beverage for all events held at the PSCC.

- Guests to the PSCC may not bring food or beverage onto the facility premises, including but not limited to promotional logo water, candies and table mints.
- Exhibitors with booths in the trade show may give away sample portions, but only of the products they manufacture, produce or distribute. Sample size is 2 oz of beverage and 1 oz of food.
- All food and beverages that are purchased from the PSCC Catering Department must be consumed on the PSCC property. At no time may food or beverage be removed from the premises.
- To comply with health and safety regulations, only employees of Savoury's and the PSCC are permitted in the kitchen area. All orders will be delivered to client's booth space or meeting room fifteen (15) minutes prior to the requested starting time.
- All menu packages presented within include high grade disposable service ware. China service may be available for an additional fee.
- A twenty four (24) percent service charge will be added to all food and beverage orders. To this total California State Tax, currently 9.25%, will be added. In accordance with California State Laws, tax is added to the total cost of the function, including service charge.
- All published prices, service charges, labor fees and taxes are subject to change without notice.

## **Ordering Deadlines**

Catering orders should be received in the catering office four (4) weeks prior to the start of the show. There will be a 10% surcharge added to orders received two (2) to four (4) weeks prior to start of the show. Any orders placed within two (2) weeks of the start of the show will be subject to a 25 % surcharge. Onsite orders are subject to a 50% surcharge.

## **Catering Payment Policy**

Payment in full is required One (1) week prior to commencement of services. PSCC currently accepts company checks made payable to Palm Springs Convention Center, VISA, MasterCard and American Express. An email will be sent from SMG Palm Springs <invoice @authorize.net> and this will contain a link for making payments directly through a secure credit card processor.

## **Guarantees**

The final guarantee is required one (1) week prior to the event, along with full payment. If no guarantee is received at the appropriate time, the estimated amount as shown on the Banquet Event Order will be used and charges will be made accordingly. This guaranteed number is not subject to reduction. The PSCC Catering Dept. will be prepared to serve 5% over the guarantee.

## **Cancellation Policy**

Cancellations made within seven (7) days of the event shall result in forfeiture of all payments and client shall be responsible for, and make immediate payment of any outstanding balance.

## Snack Bar

Rice Krispy Bars	\$5++/ea
Candy Bars	\$5++/ea
Granola Bars	\$5++/ea
Yogurt Cups	\$5++/ea
Large Hot Pretzels	\$8++/ea
Muffins	\$47++/doz
Breakfast Pastries	\$47++/doz
Fresh Doughnuts	\$49++/doz
Bagels w/Cream Cheese	\$48++/doz
Brownies	\$47++/doz
Cookies	\$47++/doz
Cupcakes	\$66++/doz
Mixed Nuts	\$50++/lb
Mints & Hard Candies	\$28++/lb

## Chips & Dips &...

Potato Chips With Onion Dip serves 50	\$350++
Tortilla Chips with Salsa serves 50	\$350++
Tortilla Chips with Guacamole & Salsa serves 50	\$600++
Trail Mix Dried Fruits & Nuts	\$39++/lb
Pretzels Bowls of Mini Twists	\$22++/lb

## Displays & Trays

### Cheese Display

Domestic Cheese Display with Cocktail Breads & Crackers, Garnished with Grape Bunches  
Serves 25 \$350++

### Vegetable Crudit 

Crudit  of Fresh Garden Vegetables with a Peppercorn Ranch Dip  
Serves 25 \$400++

### Fruit Display

Display of Sliced Seasonal Fruits, Melons & Berries  
Serves 25 \$400++

### Deli Delight Platter

Thinly Sliced Roast Beef, Turkey and Ham with Slices of Cheddar, Swiss and American Cheeses, along with Pickle Spears, Lettuce, Tomatoes and Onions and served with Mustard, Mayonnaise and our Baker's selection of Bread.  
Serves 25 \$625++

## Just For You

### Personalized Bottled Water

Your company name /logo printed on the label.  
Call for specific artwork specs.

One time set up charge \$600.00++

12 cases (min order)

\$132.00++/case of 24

**\*\*Orders must be placed 30 days prior to show\*\***

### Personalized Sheet Cake

One time set up charge \$140.00++

Full Sheet (serves 80-100) \$360.00++

Half Sheet (serves 40-50) \$200.00++

**\*\*Orders must be placed 30 days prior to show\*\***

## Beverage Cart

### Hot Beverages

Premium Brewed Regular Coffee,  
Decaf Coffee & Hot Tea  
Served with appropriate condiments

Yields 16 cups per gallon

10 Gallons	\$840++
5 Gallons	\$420++
2.5 Gallons	\$210++

### Cold Drinks

Beverages are delivered in a tub of ice with disposable glassware and beverage napkins. We proudly serve Coca-Cola products.

Soft Drinks, Bottled Waters and Sparkling  
Flavored Waters \$120++ / cs

Mineral Water \$144++ /cs

Bottled Juices \$144++ / cs

Iced Tea \$84++ / gal

Lemonade / Punch \$72++ / gal

### Cold Beer

Domestic Bottled Beer \$192++ / cs

Imported Bottled Beer \$216++ / cs

Craft Bottled Beer \$216++ / cs

Domestic Keg Beer \$750++ / keg

Imported Keg Beer \$900++ / keg

Bartender is required to serve any alcoholic  
beverage - \$150++ for first 3 hours and \$30++ each  
additional hour

## Offsite Events

With Gold Medal winning cuisine and preferred catering status at virtually all of the desert's most popular venues, Savoury's produces the most outstanding special event experience. Let our Event Professionals coordinate all aspects of your offsite function, in addition to your conference needs.

**Please call Savoury's (760)  
322-8432  
for more information**

# Specialty Show Stoppers

## Ice Cream Cart Rental

\$350++ / day

Novelty Ice Creams - \$6++ ea  
(Ice Cream Sandwiches, Drumsticks, etc...)  
Premium Ice Cream Bars - \$8++ ea

## Popcorn Machine

\$525++ / day

Includes up to 300 servings, bags & napkins.  
Attendant required

## Cotton Candy Machine

\$425++ / day

Includes Blue or Pink Candy & 200 paper cones.  
Add'l servings in 100 increments \$200++ / 100  
Attendant Required

## Cappuccino Cart

Pricing includes up to 4 hours of service and a maximum of 250 cups of Coffee, Cappuccinos, Espressos, Mochas and Lattes. All creamers, sweeteners, paper cups and stir sticks will be supplied, as well as an attendant

\$1400 ++ / 4hr

\$6++ each add'l serving after 250

\$350/ hr for each add'l hour

## Space/Power Requirements:

Client is responsible for providing table space of at least 4 ft x 3 ft and storage under the table for water supply.

## Pretzel Machine

Heated Case Rental \$150++ / day

Large Pretzel - \$8++ ea

## Booth Attendants / Server

An attendant may be hired to operate any of the rental equipment for you.

Attendant fee of \$150++ for the first two hours – (2 hour minimum)

\$30++ / hr for each add'l hour.

► THE FINAL INVOICED AMOUNT MAY BE DIFFERENT THAN SHOWN ABOVE BASED ON ACTUAL CONSUMPTION TOTALS. YOU WILL RECEIVE AN INVOICE WORKSHEET WITH THE FINAL TOTAL AT THE CONCLUSION OF YOUR LAST SCHEDULED CATERED EVENT.

# T3 Expo Ag Aviation 2023 Palm Springs Convention Center



P: 760.325.7441

F: 760.325.4809

www.palmspringsflorist.com

## Booth & Event Flowers

### Golden Spades

\$165.00

Dimensions: 16hx16w

Quantity:

Special Instructions:



### Modani

\$100.00

Dimensions: 12hx12w

Quantity:

Special Instructions:

### Prismatic

\$175.00

Dimensions: 12hx15Lx5w

Quantity:

Special Instructions:



### The Original

\$100 (5" Vase), \$150 (6")

\$250 (7"), or \$375 (8")

Dimensions: 10x10-18x18

Quantity:

Special Instructions:



So many more options at  
[www.palmspringsflorist.com](http://www.palmspringsflorist.com)

### Sunset

\$195.00

Dimensions: 15hx15w

Quantity:

Special Instructions:



Exhibitor Name: \_\_\_\_\_ Booth Representative: \_\_\_\_\_

Firm, Billing Name: \_\_\_\_\_ Purchase Order or Reference Number: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Credit Card #: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ (CVV #) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name of Credit Card Holder as shown on card \_\_\_\_\_

Show Decorator: T3 Expo \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_

How to Order: Fax to: 760.325.4809 Order Online: [www.palmspringsflorist.com](http://www.palmspringsflorist.com)

EMAIL TO: [Jordan@palmspringsflorist.net](mailto:Jordan@palmspringsflorist.net) Phone: 760.325.7441