



EXHIBITOR SERVICES KIT

Appian World 2024

April 15 -17, 2024

Gaylord National Resort & Convention Center
National Harbor, MD

Welcome

Dear Appian World 2024 Exhibitor,

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

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

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



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T3 EXPO INFORMATION

Show Information

Location

Gaylord National Resort & Convention Center
201 Waterfront St
National Harbor, MD 20745

Exhibit Hall

Woodrow Wilson Ballroom

The ballroom is carpeted; flooring is not required or needed for your booth.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Monday, April 15 4:00 pm – 6:00 pm	Welcome Reception (Riverview Ballroom) Monday, April 15 6:00 pm – 9:00 pm	Wednesday, April 17 4:00 pm – 5:00 pm	Wednesday, April 17 By 3:00 pm
–	Tuesday, April 16 8:00 am – 4:10 pm	–	–
–	Wednesday, April 17 8:00 am – 2:45 pm	–	–

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

Important Dates & Deadlines Checklist

Friday, March 8, 2024	Receiving at Advance Warehouse Begins
Friday, March 15, 2024	Turnkey Package Order Deadline
Friday, March 15, 2024	Exhibitor Appointed Contractor Form Deadline
Friday, March 22, 2024	Turnkey Package Artwork Submission Deadline
Friday, March 22, 2024	T3 Service Orders Advanced Discount Deadline
Friday, March 29, 2024	Turnkey Package Artwork Approval Deadline
Monday, April 8, 2024	Last Day for Advanced Shipments to Arrive without Surcharges
Monday, April 15, 2024	Direct Shipments to Show Site May Begin Arriving After 12 pm
Monday, April 15, 2024	All Exhibits Must Be Set by 6:00 pm
Wednesday, April 17, 2024	All Carriers Must Check In by 3:00 pm

Preshow Checklist

[Please click here to view our Terms and Conditions](#)

Review this entire Service Kit (PLEASE NOTE: Payment is required with all orders. If payment is not paid in full before Monday, April 15, 2024, your booth properties will not be set-up when you arrive.)

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/Appian World 2024 and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
 5. Bring all copies of shipping documents with tracking numbers to show site.

Order rental booth structure and/or option, if applicable

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

Order graphics/signage and submit artwork, if applicable

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

Order booth furnishings/accessories, if applicable

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

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

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

Order additional/ancillary services

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

Submit your order with payment (REQUIRED)

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

Arrange out-bound freight

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

On-site Checklist

Check all freight when you arrive

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

Booth set-up

- 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

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 Monday, April 8, 2024 will be charged an additional 30%.

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

Overtime/Double Time

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

Outbound Shipping

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

Carrier Check-in: All carriers must be checked in no later than Wednesday, April 17, 2024 by 3:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

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

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

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Friday, March 8, 2024. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$1.61/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 Monday, April 15, 2024 at 11:00 am. Shipments that arrive prior to this date may be refused by the Gaylord National Resort & Conv. Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$1.64/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: Appian World 2024

c/o: T3 Expo
c/o: TForce Freight
6571 Washington Blvd
Elkridge, MD 21075

Information

Advance shipments will be accepted beginning on Friday, March 8, 2024 through Monday, April 8, 2024 between the hours of 8:00 am – 4:00 pm.

Shipments received after Monday, April 8, 2024 will be charged an additional 30% per pound.

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

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: Appian World 2024

c/o: T3 Expo
c/o: Gaylord National Resort & Convention Center
Woodrow Wilson Ballroom
201 Waterfront St
National Harbor, MD 20745

Information

Direct shipments are accepted starting on Monday, April 15, 2024 beginning at 11:00 am and throughout published event hours.

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

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



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.

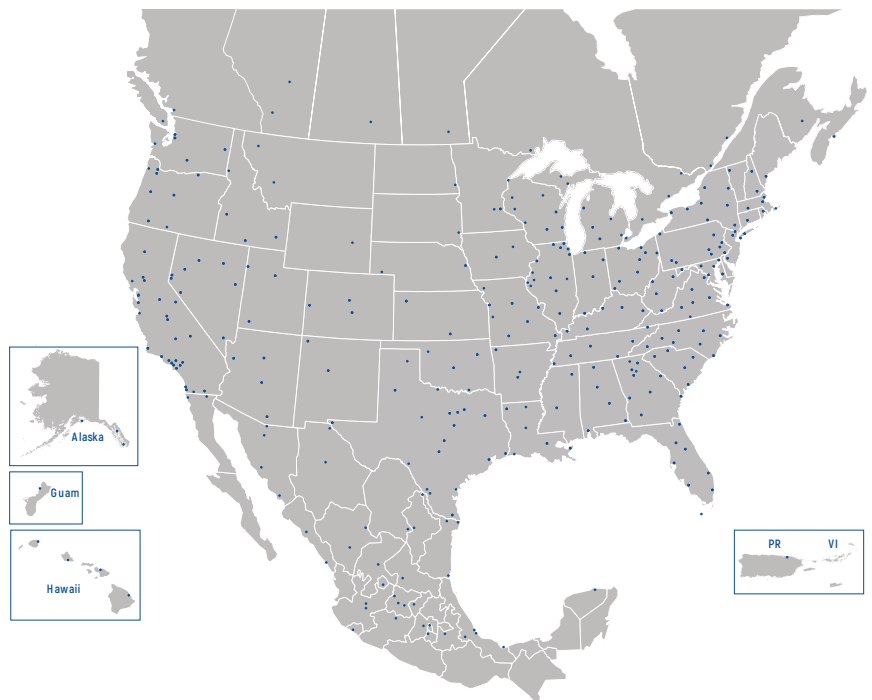
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

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

*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 FRIDAY, MARCH 8, 2024 TO MONDAY, APRIL 8, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: TForce Freight
6571 Washington Blvd
Elkridge, MD 21075

Event: **Appian World 2024**

Booth #: _____

Piece #: _____ of: _____ pieces



ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, MARCH 8, 2024 TO MONDAY, APRIL 8, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: TForce Freight
6571 Washington Blvd
Elkridge, MD 21075

Event: **Appian World 2024**

Booth #: _____

Piece #: _____ of: _____ pieces



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

DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, APRIL 15, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Gaylord National Resort & Convention Center
Woodrow Wilson Ballroom
201 Waterfront St
National Harbor, MD 20745

Event: **Appian World 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, APRIL 15, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Gaylord National Resort & Convention Center
Woodrow Wilson Ballroom
201 Waterfront St
National Harbor, MD 20745

Event: **Appian World 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

T3 SERVICE INFORMATION & FORMS

Exhibitor Order Deadline: **Friday, March 15, 2024**
Artwork Submission Deadline: **Friday, March 22, 2024**
Artwork Approval Deadline: **Friday, March 29, 2024**
An additional \$628.00 rush fee will be added to the total price of the package if graphic files are received after Friday, March 22, 2024.

Kiosk Turnkey Package

Kiosk Turnkey Package

- (1) 8' High Kiosk backwall, Single Sided
- (1) 4' Locking Counter
- (1) 14"wx14"h Counter Decal
- (1) White Zenith Barstool
- (1) 43" Monitor with HDMI Cable**
- (1) Electrical Drop for Monitor***
- (1) Wastebasket
- (1) Power Strip
- Labor to Install and Dismantle
- First Day Cleaning



PLEASE NOTE:

*If you require additional drops or placement of your drops to be in a location other than the back of your booth, please use the Electrical Services Order Form for these services.

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 #: _____

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

Submit This Form

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

The cost of your kiosk is included in your exhibit space purchase.

Exhibitor Order Deadline:Friday, March 15, 2024
Artwork Submission Deadline:Friday, March 22, 2024
Artwork Approval Deadline:.....Friday, March 29, 2024
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 22, 2024.

10' x 10' Turnkey Package

10' x 10' Turnkey Package

- 9'w x 8'h Digitally Printed Back Wall
- (1) 4' Reception Counter & Printed Kick Panel
- (1) White Waterfall Demo Station with Lockable Storage
- (1) 43" Monitor w/ HDMI Cable**
- (1) Electrical Drop for Monitor***
- (1) Power Strip
- (3) White Zenith Barstools
- (1) Wastebasket
- Labor to Install and Dismantle
- First Day Cleaning



PLEASE NOTE:

*If you require additional drops or placement of your drops to be in a location other than the back of your booth, please use the Electrical Services Order Form for these services.

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 #: _____

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

Submit This Form

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

10' x 10' Turnkey Package \$5,885.00
Sales Tax 6% \$ _____
Estimated Turnkey Package Total..... \$ _____

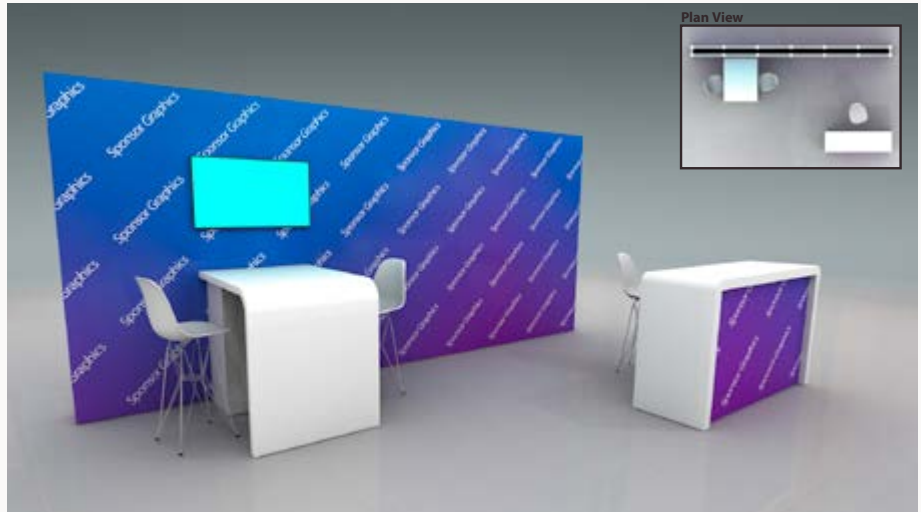
Pricing does not include additional electricity or AV equipment other than what is listed above. Additional power, AV equipment and internet can be ordered separately.

Exhibitor Order Deadline:Friday, March 15, 2024
Artwork Submission Deadline:Friday, March 22, 2024
Artwork Approval Deadline:.....Friday, March 29, 2024
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 22, 2024.

10' x 20' Turnkey Package - Option A

10' x 20' Turnkey Package

- 20'w x 8'h Digitally Printed Back Wall
- (1) 4' Reception Counter & Printed Kick Panel
- (1) White Waterfall Demo Station
- (1) 43" Monitor w/ HDMI Cable**
- (1) Electrical Drop for Monitor***
- (1) Power Strip
- (3) White Zenith Barstools
- (1) Wastebasket
- Labor to Install and Dismantle
- First Day Cleaning



PLEASE NOTE:

*If you require additional drops or placement of your drops to be in a location other than the back of your booth, please use the Electrical Services Order Form for these services.

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 #: _____

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

Submit This Form

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

10' x 20' Turnkey Package - Opt A..... **\$8,600.00**
Sales Tax 6% \$ _____
Estimated Turnkey Package Total..... \$ _____

Pricing does not include additional electricity or AV equipment other than what is listed above. Additional power, AV equipment and internet can be ordered separately.

Exhibitor Order Deadline:Friday, March 15, 2024
Artwork Submission Deadline:Friday, March 22, 2024
Artwork Approval Deadline:.....Friday, March 29, 2024
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Friday, March 22, 2024.

10' x 20' Turnkey Package - Option B

10' x 20' Turnkey Package

- 20'w x 8'h Digitally Printed Back Wall
- (1) 4' Reception Counter & Printed Kick Panel
- (2) White Waterfall Demo Station
- (2) 43" Monitor w/ HDMI Cable**
- (1) Electrical Drop for Monitor***
- (1) Power Strip
- (4) White Zenith Barstools
- (2) Wastebasket
- Labor to Install and Dismantle
- First Day Cleaning



PLEASE NOTE:

*If you require additional drops or placement of your drops to be in a location other than the back of your booth, please use the Electrical Services Order Form for these services.

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 #: _____

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

Submit This Form

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

10' x 20' Turnkey Package - Opt B..... **\$10,500.00**
Sales Tax 6% \$ _____
Estimated Turnkey Package Total..... \$ _____

Pricing does not include additional electricity or AV equipment other than what is listed above. Additional power, AV equipment and internet can be ordered separately.

Artwork Submission Deadline:
All artwork due by Friday, March 22, 2024

Print Production Artwork Requirements

PLEASE NOTE:

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

General File Set Up

Please provide artwork in native forms whenever possible:

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

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

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

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

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

Images

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

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

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

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

Minimum resolution for graphic at full size dimensions:

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

Graphics smaller than 48" x 96"

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

Preferred File Formats

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

Checklist

SET DOCUMENT MODE TO CMYK

USE APPROPRIATE DIMENSIONS AND SCALE

SET APPROPRIATE BLEEDS ON ALL SIDES

CHECK IMAGE RESOLUTION

CONVERT FONTS TO OUTLINES

EMBED IMAGES / SAVE & PACKAGE YOUR FILE

INCLUDE PDF PROOF

Submitting Artwork

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

Questions?

Questions regarding artwork may be emailed to:

Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

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

T3 Advanced Discount Deadline:
Order and payment due by Friday, March 22, 2024

PLEASE NOTE: Additional furniture can only be ordered for 10' x 10' or 10' x 20' Turnkey Packages.

Furniture & Accessories

Furniture & Accessories

- A. 30" Round Bar Table
White w/ Hydraulic Base
- B. 30" Round Café Table w/
Black Base, White Top
- C. Zenith Barstool – White
- D. Razor Armless Chair –
White
- E. Display Counter –
(36"w x 41"h x 21"d)
Display Counter
with Decal (14" x 14")
Display Counter
with Custom Graphics
- F. Literature Stand
- G. Wastebasket



A



B



C



D



E



F



G

PLEASE NOTE:
Colors and style may
vary upon availability.

T3 Advanced Discount Deadline:
Order and payment due by Friday, March 22, 2024

Furniture & Accessories Order Form

PLEASE NOTE: Additional furniture can only be ordered for 10' x 10' or 10' x 20' Turnkey Packages.

Furniture

	Quantity		Discount Price		Standard Price		Extended Price
A. 30" Round Bar Table White w/ Hydraulic Base	_____	x	\$424.00	or	\$495.00	= \$	_____
B. 30" Round Café Table w/ Black Base, White Top	_____	x	\$292.00	or	\$340.00	= \$	_____
C. Zenith Barstool – White	_____	x	\$218.00	or	\$305.00	= \$	_____
D. Razor Armless Chair – White	_____	x	\$102.00	or	\$143.00	= \$	_____

Accessories

	Quantity		Discount Price		Standard Price		Extended Price
E. R4 Counter (36"w x 41"h x 21"d)	_____	x	\$420.00	or	\$588.00	= \$	_____
R4 Counter with Decal (14" x 14")*	_____	x	\$495.00	or	\$663.00	= \$	_____
R4 Counter with Custom Graphics*	_____	x	\$545.00	or	\$713.00	= \$	_____
F. Literature Stand	_____	x	\$194.00	or	\$272.00	= \$	_____
G. Wastebasket	_____	x	\$31.00	or	\$43.00	= \$	_____

*Submitting Artwork

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

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

Sales Tax 6%\$ _____
Est. Total Furniture & Accessories ... \$ _____

Display Labor Order Form

Important Information

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

Display Labor

	Straight Time	Overtime	Double Time
Labor	\$155.00	\$204.00	\$256.00
T3 Supervised Labor	\$201.50	\$265.20	\$332.80

	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 \$3.76 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
	\$3.76 per sq. ft x _____ sq. ft.	x _____	= \$ _____

	Straight Time	Overtime	Double Time
Access Storage Labor	\$155.00	\$204.00	\$256.00

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 _____	\$0.73 per sq. ft.	x _____	= \$ _____
Vacuuming	_____ x _____	\$0.65 per sq. ft.	x _____	= \$ _____

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

Est. Total Storage Services \$ _____

T3 Advanced Discount Deadline:
Order and payment due by Friday, March 22, 2024

All artwork due by Friday, March 22, 2024

Signage Order Form

Important Information

Double square footage for double sided graphics.

Round square foot to next whole increment.

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

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

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

Signage

Standard Size Signs

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

Subtotal = \$ _____

Custom Size Banner (in square feet)

Single Sided

			Advanced Price		Standard Price		Extended Price
_____	x	_____	=	_____	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 6%.....\$ _____

Estimated Total Signage.....\$ _____

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 4/15/2024.

Services Ordered

Material Handling	= \$	_____
Turnkey Booth Packages	= \$	_____
Floor Covering	= \$	_____
Furniture & Accessories	= \$	_____
Display Labor	= \$	_____
Hanging Sign.....	= \$	_____
Accessible Storage	= \$	_____
Signage	= \$	_____
Total:		\$ _____

Exhibitor Profile

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

Method of Payment

Company Check*

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

Wire Transfer**

Credit Card

Credit Card Information

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

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.

Maryland 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:

Exhibit/Booth Installation & Dismantle

The installation and dismantling of prefabricated displays comes under the jurisdiction of the local Carpenter's Union. However, two full-time exhibiting company employees may work without Carpenter Labor for one hour on the installation (move-in) and one hour on the dismantle (move-out) without Union labor on booths that are larger than 10' x 10'. Exhibitors may work in booths 10' x 10' or smaller without the use of Union labor. Exhibitors are not permitted to use power tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within size and time limitations. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or T3 Expo.

Material Handling

One individual from each exhibiting company is permitted one trip to hand-carry items into the exhibit facility. The exhibitor use of dollies, hotel baggage carts, flat trucks and other mechanical equipment, is not permitted. T3 Expo will control access to the trade show floor which includes access from the loading docks and/or all doorways into an exhibit facility. This will help to provide a safe and orderly move-in/move-out. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by T3. Rates for material handling services are enclosed in this Exhibitor Service Kit.

T3 Expo will have jurisdiction in the loading dock area. This shall include but not be limited to such items as assignment of dock space and loading or unloading of all materials and equipment. Any conflicts or disagreements regarding the Union jurisdictions or interpretations thereof should be resolved with representatives of T3 Expo and Show Management. The T3 Service Desk can put you in touch with the appropriate personnel if necessary.

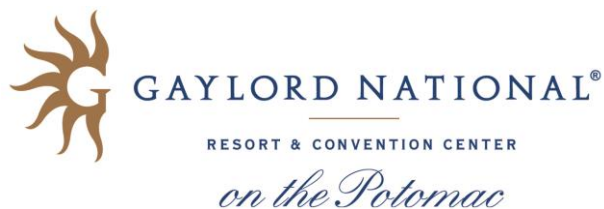
Safety

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



RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Gaylord National Resort & Convention Center
Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at \$25.00 per balloon with a \$100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove ALL tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company's trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.
- Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft. are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.



Welcome to Gaylord National Online Ordering

Gaylord National is excited to be hosting Appian World 2024

We're happy to provide access to on-line ordering for all of your facility needs (electric, internet, food/beverage), and we invite you to use our safe and secure online ordering web site to place your order.

To create an account or log in, click on the link below.

<https://gaylordnational.boomerecommerce.com>

Discount Schedule

Standard Price Applies:

March 31, 2024

Exhibit Show Floor Manager:

Ashley Hardester

Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gnexhibits@gaylordhotels.com.

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at gnexhibits@gaylordhotels.com. We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

Please contact an Exhibitor Services Representative at (301) 965-3710 or gnexhibits@gaylordhotels.com for any questions or additional assistance.

Gaylord National Exhibits Electrical Pricing

FOR PRICING REFERENCE ONLY

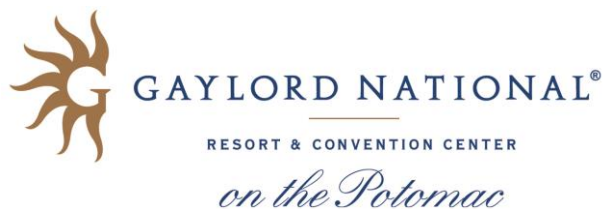
ADVANCE PRICE IS 2 WEEKS PRIOR TO THE MOVE-IN DATE					
Electrical Packages				Advanced Price	Standard Price
Package A	5 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$250.00	\$330.00
Package B	20 amp 120 volt with an Extension cord and a 6 outlet Multi-strip			\$360.00	\$500.00
Volts	Max Watts	Circuit Amps	Phase	Advanced Price	Standard Price
EACH UNIT OF POWER COMES WITH ONE OUTLET					
120	500	5	Single	\$195.00	\$280.00
120	2,000	20	Single	\$310.00	\$450.00
208	3,300	20	Single	\$365.00	\$465.00
208	5,700	20	Three	\$470.00	\$665.00
208	5,000	30	Single	\$475.00	\$635.00
208	8,600	30	Three	\$645.00	\$900.00
208	9,900	60	Single	\$935.00	\$1,330.00
208	17,000	60	Three	\$1,320.00	\$1,900.00
208	20,800	100	Single	\$1,591.00	\$1,940.00
208		100	Three	\$2,120.00	\$2,600.00
208		200	Three	\$3,800.00	\$4,560.00
208		400	Three	\$5,800.00	\$7,390.00
1 Outlet Extension-cord. RENTAL ONLY					\$25.00
6 Outlet Multi-strip. RENTAL ONLY					\$35.00
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					\$420.00
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					\$440.00
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					\$450.00
One time fill and drain. Maximum of 300 gallons					\$450.00
Transformer Rental					Ask For Quote

<https://gaylordnational.boomerecommerce.com>

Note: There will be a 16% installation/removal fee and 6% Maryland State tax assessment on all orders.

****THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE****

****All power strips and extension cords used in the Hotel must be provided and installed by the Gaylord Electrical Department. ****



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Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at gnexhibits@gaylordhotels.com. We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

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