

ESX 2024 BOOTH #: _____
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Material Handling

Choosing Your Carrier

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

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

Rate Classifications

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

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Wednesday, May 29, 2024 will be charged an additional 30%.

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

Overtime/Double Time

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

Outbound Shipping

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

Carrier Check-in: All carriers must be checked in no later than Thursday, June 6, 2024 by 12:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

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

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

Advance Shipments to T3 Expo Warehouse

Advance Shipments will be received at the Advance Warehouse beginning on Monday, April 29, 2024. Shipments arriving prior to this date may be refused.

Crated or Uncrated

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

Small Package Shipment - Total Shipment Weight 50 lbs or less

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

Material Handling Estimate \$ _____

Direct Shipments to Show Site

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

Crated or Uncrated

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

Small Package Shipment - Total Shipment Weight 50 lbs or less

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

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: ESX 2024

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

Information

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

Shipments received after Wednesday, May 29, 2024 will be charged an additional 30% per pound.

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

Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: ESX 2024

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

Information

Direct shipments are accepted starting on Monday, June 3, 2024 beginning at 8:00 am and throughout published event hours.

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

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

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

Vehicle Spotting Fee

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

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

Please Note:

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

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

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

Requested Date & Time for Vehicle(s) Delivery:

Deliver _____ (Day/Date) _____ (Time)

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

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

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

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

Total Spotting Fee Estimate \$ _____

Official Transportation Provider *via the ABF Freight® Network*

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

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

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

For personalized quotes, please call

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Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

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

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

Dimensions (L) _____ (W) _____ (H) _____

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

Would you like an ArcBest Trade Show Coordinator to contact you with a quote or information?

YES NO

If you are faxing this form, please print a copy, complete the requested information, and then fax to (844) 718-7620.

If you are completing electronically, you can either print and fax your request or click on the submit button to send your request to one of our Trade Show specialists.

SUBMIT

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916



ADVANCE SHIPMENT

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

To: _____

Exhibitor Name

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



Event: **ESX 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

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

To: _____

Exhibitor Name

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



Event: **ESX 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

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

DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, JUNE 3, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Kentucky International Convention Center

Hall D

221 South 4th Street

Louisville, KY 40202

Event: **ESX 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, JUNE 3, 2024

To: _____

Exhibitor Name

c/o: T3 Expo

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Hall D

221 South 4th Street

Louisville, KY 40202

Event: **ESX 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

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HANGING SIGN ADVANCE SHIPMENT

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