

UNITED 2024
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, September 13, 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 Friday, September 27, 2024. 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, August 16, 2024. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$ 2.72/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, September 23, 2024 at 8:00 am. Shipments that arrive prior to this date may be refused by the Atlantic City Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.18/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: UNITED 2024

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

Information

Advance shipments will be accepted beginning on Friday, August 16, 2024 through Friday, September 13, 2024 between the hours of 8:00 am – 4:00 pm.

Shipments received after Friday, September 13, 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: UNITED 2024

c/o: T3 Expo
c/o: Atlantic City Convention Center
Halls C & FLEX
1 Convention Blvd.
Atlantic City, NJ 08401

Information

Direct shipments are accepted starting on Monday, September 23, 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.

Order Form Deadline:..... Monday, September 9, 2024

Target Change / Early Move-in Request Form

UNITED – September 25-26, 2024

NAME OF SHOW _____

COMPANY NAME _____ BOOTH NUMBER _____

CONTACT NAME _____ BOOTH SIZE _____

EMAIL ADDRESS _____ PHONE NUMBER _____

Exhibitors requesting a revised targeted move-in date and time must complete and return this form to T3 Expo by **MONDAY, SEPTEMBER 9, 2024.**

- Scheduled target times are for freight delivery only. Exhibitors may move in once their freight has been delivered to their booth.
- All Target Change requests must be authorized by T3 Expo. Revised target times will be communicated by email.
- Small package shipments sent via UPS, FedEx, and DHL do not require target date changes.
- T3 Expo will make every attempt to schedule you on the day that you have requested; however, due to the number of requests, we reserve the right to refuse your request.

EXHIBITING COMPANY _____ BOOTH NUMBER _____

PRIMARY CONTACT _____ TELEPHONE _____

ONSITE CONTACT _____ ONSITE CONTACT CELL _____

EMAIL ADDRESS _____

ESTIMATED WEIGHT OF MATERIALS _____ ESTIMATED PIECE COUNT _____

Shipping to: Advance Warehouse Direct to Show Site

Please indicate the Day & Time requested for new target move-in:

Original Target Date & Time: _____

Requested Target Date & Time: _____

Email Completed Form by: September 9, 2024
To: T3 Freight Supervisors
 Chariffe McMillion: cmcmillion@t3expo.com
 Shawn Sifford: ssifford@t3expo.com

NOTES:

OFFICE USE ONLY: Approved Denied

New Target Date: _____ New Target Time: _____

Signed: _____ Date: _____

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

800-654-7019

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 FRIDAY, AUGUST 16, 2024 TO FRIDAY, SEPTEMBER 13, 2024

To: _____

Exhibitor Name

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



Event: **UNITED 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

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To: _____

Exhibitor Name

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



Event: **UNITED 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

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

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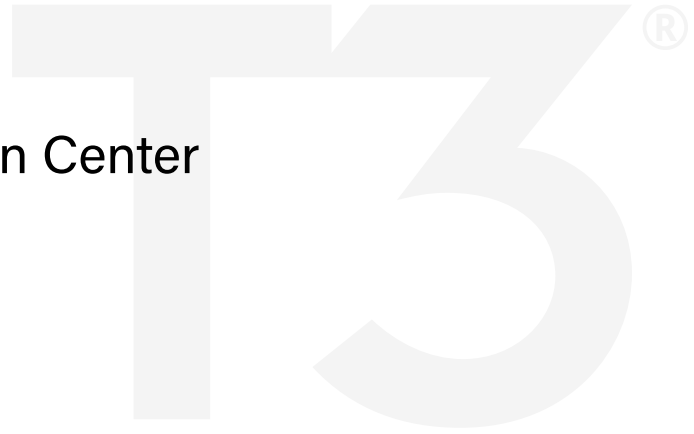
DIRECT SHIPMENT

ACCEPTED BEGINNING MONDAY, SEPTEMBER 23, 2024

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Atlantic City Convention Center
Halls C & FLEX
1 Convention Blvd.
Atlantic City, NJ 08401



Event: **UNITED 2024**

Booth #: _____

Piece #: _____ of: _____ pieces

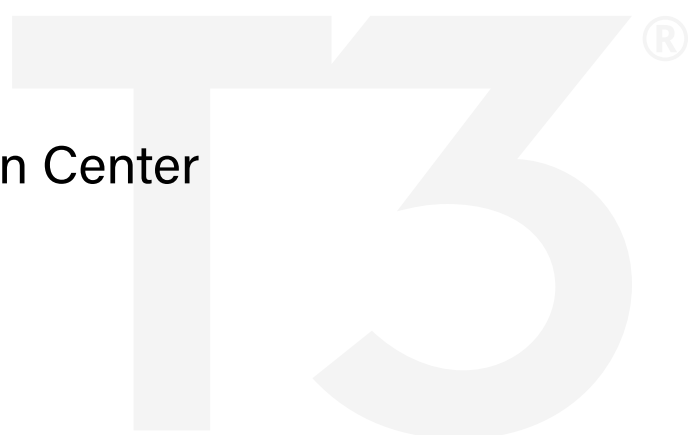
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