

<b>Manifest 2025</b> <b>BOOTH #:</b> _____
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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 Friday, January 31, 2025 will be charged an additional 30%.

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

**Shipments Returned to Warehouse:** Shipments returned to the warehouse at close of the show will be charged an additional 30% per pound and must be picked up within 72 hours to avoid storage charges.

## 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, February 13, 2025 by 2:00 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, January 3, 2025. Shipments arriving prior to this date may be refused.

#### Crated or Uncrated

Shipment Weight ..... x \$2.65/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$94.00 ea. = \$ \_\_\_\_\_

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

### Direct Shipments to Show Site

Direct shipments will be received starting on Saturday, February 8, 2025. Shipments that arrive prior to this date may be refused by the The Venetian Expo as T3 Expo will not have possession of the venue prior to this date and time.

#### Crated or Uncrated

Shipment Weight ..... x \$2.70/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$94.00 ea. = \$ \_\_\_\_\_

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

# Shipping Addresses

## Advance Shipments to T3 Expo Warehouse

### Address

To: (Exhibiting Company Name)  
(Booth #)

For: Manifest 2025

c/o: T3 Expo  
c/o: 1720 Raiders Way  
Henderson, NV 89052

### Information

Advance shipments will be accepted beginning on Friday, January 3, 2025 through Friday, January 31, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Friday, January 31, 2025 will be charged an additional 30% per pound.

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

## Direct Shipments to Show Site

### Address

To: (Exhibiting Company Name)  
(Booth #)

For: Manifest 2025

c/o: T3 Expo  
c/o: The Venetian Expo  
Expo Halls B-C  
201 Sands Avenue  
Las Vegas, NV 89109

### Information

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

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

Order Form Deadline: .....Friday, January 31, 2025

# Target Change / Early Move-in Request Form

MANIFEST 2025 – Show Date February 10 - 12, 2025

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 Friday, January 31, 2025.

- 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:** January 31, 2025  
**To:** T3 Freight Supervisors  
  
Shawn Sifford: [ssifford@t3expo.com](mailto:ssifford@t3expo.com)

**NOTES:**

<b>OFFICE USE ONLY:</b>	Approved	Denied
New Target Date: _____	New Target Time: _____	
Signed: _____	Date: _____	

## Marshalling Yard Information

### Know Before You Go:

- All Carriers (except UPS and FedEx) must check in at the T3 Expo Marshalling Yard prior to being sent to show site.
- All Carriers must provide certified weights for each shipment. Failure to provide certified weights can cause delays.
- Carriers will be assigned a driver number after check-in & unloaded according to target times, then check-in times.

### Marshalling Yard Days and Hours of Operation

#### Move-in:

Saturday, February 8, 2025 7:00 am – 3:00 pm  
Sunday, February 9, 2025 6:00 am – 3:00 pm  
Monday, February 10, 2025 6:00 am – 3:00 pm

#### Move-Out

Wednesday, February 12, 2025 3:00 pm – 8:00 pm  
Thursday, February 13, 2025 6:30 am – 2:00 pm

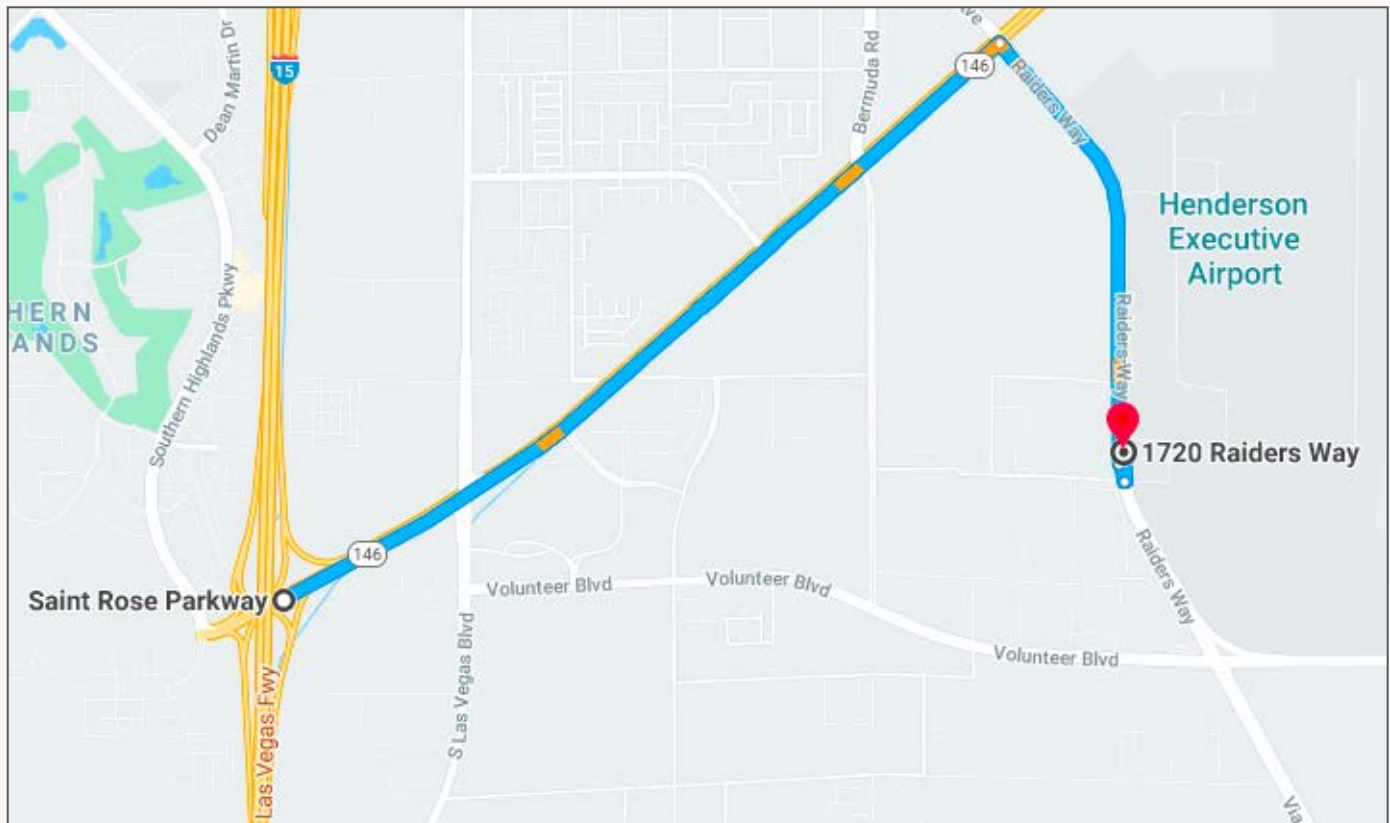
**Carrier Deadline:** Thursday, February 13, 2025 by 2:00 pm

For questions or additional information contact Brian Nilson [bnilson@t3expo.com](mailto:bnilson@t3expo.com) or Shawn Sifford [ssifford@t3expo.com](mailto:ssifford@t3expo.com).

**Warehouse Address:** 1720 Raiders Way, Henderson, NV 89052

#### Directions to 1720 Raiders Way:

- From I -15 Freeway take Exit 27 to St Rose Pkwy
- Take St Rose Pkwy to Raiders Way
- Turn Right on Raiders Way 1.3 miles to T3 Expo



**T3 Advance Discount Deadline:**  
**Order and payment due by Friday, January 17, 2025**

# 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	<b>\$350.00</b>	=	\$ _____

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](mailto:orders@t3expo.com)

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

## Cartload Service

**To alleviate issues associated with exhibitors carrying small exhibit materials during move-in, T3 Expo is pleased to provide a Cartload Service. This service will be available during move-in and move-out.**

Cartload Services are designed for use by privately owned vehicles (POVs). A POV is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. Examples include cars, pickup trucks, passenger vans, taxis, limos, etc. Bobtails, box trucks or pickup trucks pulling small trailers are not considered POVs and Material Handling rates will apply. **No cartload can have a combined weight of more than 300 lbs.** Material Handling charges will apply to any loads greater than the limits listed above.

### Special Freight Services – Small Passenger Vehicles Only!

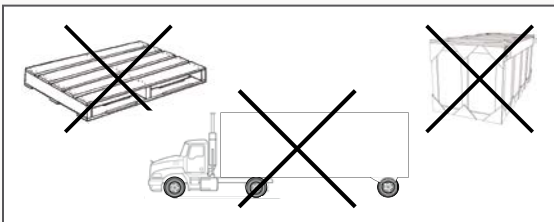
#### Maximum Weight 300 lbs

- Each cartload will handle (8) pieces or less, weighing less than 300 lbs. total. Each exhibitor will be provided (1) laborer with (1) cart. 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 (1) person to go with your product to the booth space and one (1) person to remove your vehicle from the unloading area to the parking area once Cartload Service is complete.
- The vehicles must be unload/loaded by full-time exhibitor personnel, by hand.
- 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.

#### Hand-carry Information

- This service is for those who have small hand-carry items, all of which must fit on the cart.

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



Cartload Service	Anticipated number of trips (2) maximum each way	Price per trip (each way)	Extended Price
Inbound	_____ x	\$275.00	= \$ _____
Outbound	_____ 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](mailto:orders@t3expo.com)

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

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