T3 expo®
Save money. Grow your event.

T3 Expo, LLC. Material Handling Agreement - Non Negotiable
Return completed form to service desk when materials are packed and ready to ship.

Booth #

Date/Time Received

Number of Separate Shipments in Booth ☐ 1 ☐ 2 ☐ 3 ☐ 4+

From/Origin

Exhibiting Company

Name of Event

Exhibit Venue

City/State

Bill To ☐ Same as destination

Company

Street Address

City/State/Zip

Attention

Phone #

To/Destination If shipping to another event, indicate event name and booth number below.

Company/Event

Address

Address

City/State/Zip

Attention

Cell Phone #

Delivery Info

☐ Inside Delivery
☐ Dock
☐ Arrive by Date

Special Instructions:

Select Method of Transportation

Carrier

Phone #

☐ Common Carrier ☐ Van Line ☐ POV ☐ Airfreight
* (for Airfreight must specify a service level) ☐ Next Day ☐ 2nd Day ☐ Deferred

Item	# Pieces	Checker	Item Weight
Crates (Wood)			
Cartons (Cardboard)			
Trunks/Cases (Color)			
Skids/Pallets			
Carpets (Color)			
Padded Display			
Machines			
Misc (Need Description) . .			
TOTALS			

Checker Name

Trailer #

Date Loaded

Time Loaded ☐ AM ☐ PM

Time Loaded

Carrier Name

Received in good order except as noted:

If Exhibitor's carrier does not check-in for Exhibitor's shipment on show site...

☐ **Re-Route via T3's Choice**
Re-routing may cause delayed delivery due to circumstances beyond T3 Expo's control. Payment arrangements must be made with the carrier prior to delivery.
* Re-routing will be at specified service level.

Re-Routed on:

☐ **Return to warehouse at Exhibitor's expense**
Shipment is subject to storage, additional material handling and transportation costs. The shipment may also may also be delayed due to circumstances beyond T3 Expo's control.

Driver Signature

Driver Print

Date

I AM AN AUTHORIZED AGENT OF THE EXHIBITING COMPANY ABOVE AND HAVE READ THE TERMS AND CONDITIONS PRESENTED BY T3 IN THE EXHIBITOR SERVICE INFORMATION AND AGREE TO THOSE TERMS.

Signature

Date

Print Name

Cell Phone #