

2025 KeHE Summer Show
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, January 24, 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.

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, February 5, 2025 by 6:00 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 \$1.99/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$90.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Friday, January 31, 2025. Shipments that arrive prior to this date may be refused by the Phoenix Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.03/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$90.00 ea. = \$ _____

Material Handling Estimate \$ _____

2025 KeHE Summer Show
BOOTH #: _____

Material Handling for Produce

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.

Produce Rate

In order to receive the produce rate that has been established for this show, the following specific rules must be followed:

- Produce received at the show site MUST contain a separate Bill of Lading with each shipment stating "PRODUCE", with the correct weight of the shipment on the Bill of Lading.
- Produce must be in cartons and on skids and the skids must be shrink wrapped for ease of handling. Skids must be capable of being lifted by a forklift or pallet jack.
- All produce must be clearly labeled "PRODUCE" for easy identification. T3 Expo will provide shipping labels within the Exhibitor Services Kit.
- For exhibitors who ship in both display and Produce materials, their elected carriers MUST have two (2) separate Bills of Lading when signing in freight with certified weights.
- Exhibitors who chose to ship out ANY materials that were received and charged as "PRODUCE", the rates for that shipment will switch back to Display Material for the full shipment.

Additional Instructions:

- Ensure all produce is packed securely to prevent damage during transport.
- Clearly mark any special handling requirements on both the labels and the Bill of Lading.
- Provide a copy of this completed form to your carrier and retain a copy for your records.

PLEASE NOTE: T3 Expo will not accept any PRODUCE shipments at our advance warehouse. All produce must be shipped directly to show site. We will accept PRODUCE on Monday, February 3, 2025 during exhibitor move in hours.

To expedite delivery of your produce items to your booth, we are now providing two (2) options:

- 1) For produce that will be used for display purposes only, please use the label marked "DISPLAY". These items will no longer be refrigerated.
- 2) For produce that you want to be continuously refrigerated on Wednesday's set-up day, please use the label marked "PLEASE REFRIGERATE". These items will be taken directly to our refrigeration units and you can retrieve the items at the T3 Expo Service Desk.

Direct Shipments to Show Site - PRODUCE

Direct shipments will be received starting on Monday, February 3, 2025. Shipments that arrive prior to this date may be refused by the Phoenix Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Produce Shipment - Total Shipment Weight 50 lbs or less
Produce Shipment..... x \$1.99 per lb = \$ _____

Material Handling Produce Estimate..... \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: 2025 KeHE Summer Show

c/o: T3 Expo

c/o: Crane Worldwide Logistics
2800 S Gilbert Drive, Suite 4
Chandler, AZ 85286

Information

Advance shipments will be accepted beginning on Friday, January 3, 2025 through Friday, January 24, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Friday, January 24, 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: 2025 KeHE Summer Show

c/o: T3 Expo

c/o: Phoenix Convention Center
North & West Halls 2-6
100 North Third Street
Phoenix, AZ 85004

Information

Direct shipments are accepted starting on Friday, January 31, 2025 beginning at 8:00 am and throughout published event hours.

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

ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 3, 2025 TO FRIDAY, JANUARY 24, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Crane Worldwide Logistics
2800 S Gilbert Drive, Suite 4
Chandler, AZ 85286

Event: **2025 KeHE Summer Show**

Booth #: _____

Piece #: _____ of: _____ pieces



ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, JANUARY 3, 2025 TO FRIDAY, JANUARY 24, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Crane Worldwide Logistics
2800 S Gilbert Drive, Suite 4
Chandler, AZ 85286

Event: **2025 KeHE Summer Show**

Booth #: _____

Piece #: _____ of: _____ pieces



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

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

DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, JANUARY 31, 2025

To: _____
Exhibitor Name

c/o: T3 Expo
c/o: Phoenix Convention Center
North & West Halls 2-6
100 North Third Street
Phoenix, AZ 85004

Event: **2025 KeHE Summer Show**

Booth #: _____

Piece #: _____ of: _____ pieces



DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, JANUARY 31, 2025

To: _____
Exhibitor Name

c/o: T3 Expo
c/o: Phoenix Convention Center
North & West Halls 2-6
100 North Third Street
Phoenix, AZ 85004

Event: **2025 KeHE Summer Show**

Booth #: _____

Piece #: _____ of: _____ pieces



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

DIRECT SHIPMENT - DRY GOODS

ACCEPTED BEGINNING FRIDAY, JANUARY 31, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Phoenix Convention Center
North & West Halls 2-6
100 North Third Street
Phoenix, AZ 85004



Event: **2025 KeHE Summer Show**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT - DRY GOODS

ACCEPTED BEGINNING FRIDAY, JANUARY 31, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Phoenix Convention Center
North & West Halls 2-6
100 North Third Street
Phoenix, AZ 85004



Event: **2025 KeHE Summer Show**

Booth #: _____

Piece #: _____ of: _____ pieces

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

DIRECT SHIPMENT - REFRIGERATED GOODS

ACCEPTED BEGINNING SATURDAY, FEBRUARY 1, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Phoenix Convention Center
North & West Halls 2-6
100 North Third Street
Phoenix, AZ 85004

Event: **2025 KeHE Summer Show**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT - REFRIGERATED GOODS

ACCEPTED BEGINNING SATURDAY, FEBRUARY 1, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Phoenix Convention Center
North & West Halls 2-6
100 North Third Street
Phoenix, AZ 85004

Event: **2025 KeHE Summer Show**

Booth #: _____

Piece #: _____ of: _____ pieces

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

DIRECT SHIPMENT - FROZEN GOODS

ACCEPTED BEGINNING SATURDAY, FEBRUARY 1, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Phoenix Convention Center
North & West Halls 2-6
100 North Third Street
Phoenix, AZ 85004



Event: **2025 KeHE Summer Show**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT - FROZEN GOODS

ACCEPTED BEGINNING SATURDAY, FEBRUARY 1, 2025

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Phoenix Convention Center
North & West Halls 2-6
100 North Third Street
Phoenix, AZ 85004



Event: **2025 KeHE Summer Show**

Booth #: _____

Piece #: _____ of: _____ pieces

Private Owned Vehicles & 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.**

For all POVs, upon arriving please follow signage to security gate to check in and for further instructions and locations for all off loading. You may also park in the designated parking lots and hand carry your items in, if applicable.

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.



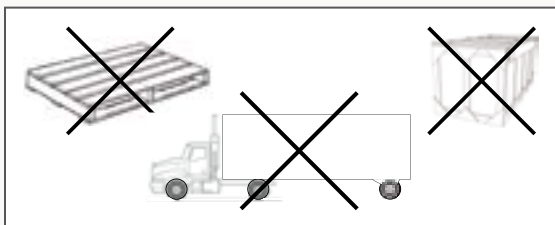
Hand-carry Information

- 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

Exhibitor Move-in Hours
Monday, February 3 | 8:00 am – 5:00 pm
Tuesday, February 4 | 7:00 am – 9:00 am



Cartload Service	Anticipated number of trips (2) maximum each way	Price per trip (each way)	Extended Price 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

Total Cart Service Fee Estimate ... \$ _____

EAST GARAGE - TONTO MARSHALLING YARD & DOCK ACCESS GUIDE

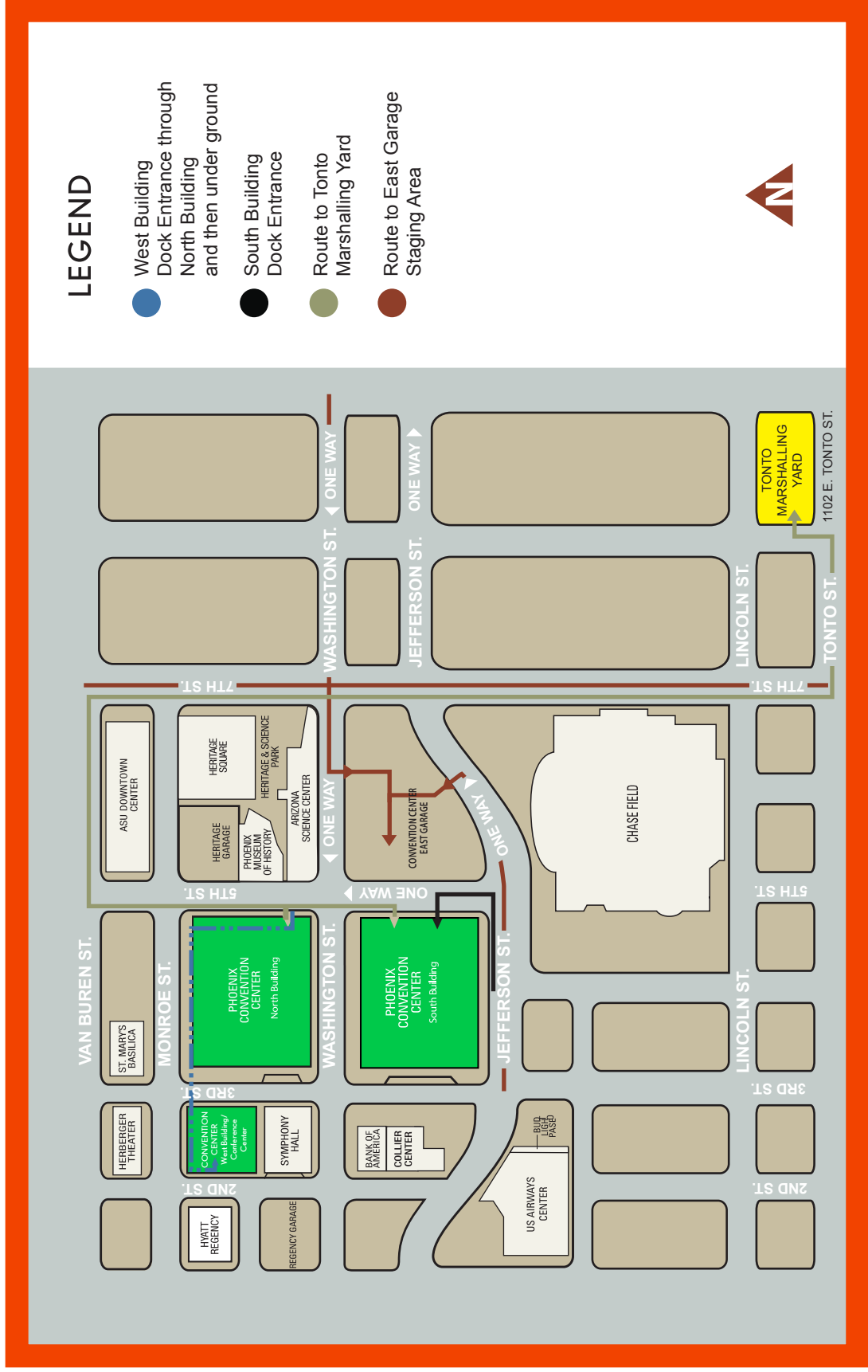
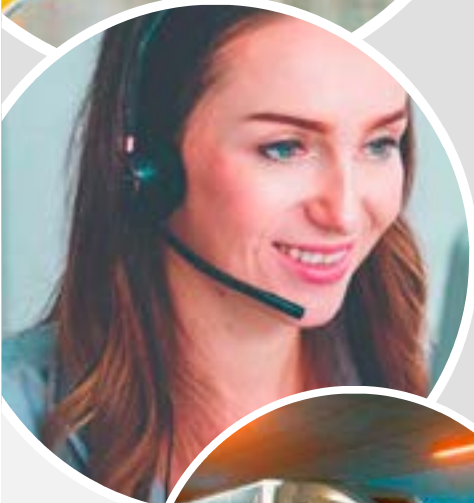




EXHIBIT TRANSPORTATION SOLUTIONS

When your customers want assurance that their shipments will arrive on time and as promised, Allstates WorldCargo can provide them the peace of mind they need.



**EXCEPTIONAL SERVICE.
ROUND-THE-CLOCK SUPPORT.**



At Allstates WorldCargo, our Exhibit Tran Solutions is the best in the industry and includes more standard benefits than you'll find with any other provider:

- All-Inclusive Pricing With No Additional Fees For Pickups And Deliveries, Including Weekend And Night Service
- Pick-Up And Transportation From Point Of Origin To Your Choice Of Either Advance Warehouse Or Show Site
- Leading-edge Technology for Shipment Visibility and Management
- 24/7 Customer Service

Contact Us



612-504-8300



tradeshow@allstates-worldcargo.com

For more information visit our website
www.allstates-worldcargo.com

