

THE NEW YORK PRODUCE SHOW AND CONFERENCE



EXHIBITOR SERVICES KIT

New York Produce Show 2025

December 3, 2025

Jacob K. Javits Convention Center

New York, NY



Welcome

Dear New York Produce Show 2025 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for New York Produce Show 2025. This document contains information and order forms for many of the services that we offer. Please take a few minutes to review and read this material carefully. Our goal is to help make your participation at this event a success. We recommend placing your orders as soon as possible in order to take advantage of the advance order discounts.

Our T3 Expo Customer Service department is ready to assist you with all your exhibiting needs; please contact help@t3expo.com or call +1.888.698.3397.

Thank you for your business,
From all of us at T3 Expo



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T3 EXPO INFORMATION

Show Information

Location

Jacob K. Javits Convention Center
429 11th Avenue
New York, NY 10001

Exhibit Hall

1C Expo

Booth Package

Each 10' x 10' Exhibitor Booth includes:

- 8' High Back Wall Drape
- 3' High Side Rail
- (1) Booth ID Sign (44"w x 7"h)
- (1) 6'w x 2'd x 30"h Skirted Table
- (2) Side Chairs
- (1) Wastebasket
- (1) 10' x 10' Carpet – Black

Show Colors

- Drapes – Black
- Side Rails/Table – Black
- Aisle Carpet – Tuxedo
- Facility Hall – Concrete



Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Tuesday, December 2 10:00 am – 4:30 pm	Wednesday, December 3 10:00 am – 5:00 pm	Wednesday, December 3 5:01 pm – 9:00 pm	Wednesday, December 3 By 6:00 pm
Wednesday, December 3 6:00 am – 10:00 am*	–	–	–

***All Wednesday, December 3rd shipments / trucking must arrive in the window of 6:00 am – 9:00 am**

PLEASE NOTE: Hours are subject to change. Colors and style may vary upon availability.

Important Dates & Deadlines Checklist

Monday, October 20, 2025	Receiving at Advance Warehouse Begins
Monday, October 27, 2025	Exhibit Turnkey Package Order Deadline
Monday, November 3, 2025	Turnkey Artwork Submission Deadline
Monday, November 3, 2025	Exhibitor Appointed Contractor Form Deadline
Monday, November 10, 2025	Turnkey Artwork Approval Deadline
Monday, November 10, 2025	T3 Service Orders Advance Discount Deadline
Monday, November 10, 2025	Custom Furniture Advance Discount Deadline
Monday, November 3, 2025*	Catering Sampling Request Form Deadline
*With limited menu items offered until Wednesday, November 26, 2025	
Friday, November 28, 2025	Last Day for Advance Shipments to Arrive without Surcharges
Tuesday, December 2, 2025	Direct Shipments to Show Site May Begin Arriving After 10:00 am
Wednesday, December 3, 2025	All Exhibits Must Be Set by 10:00 am
Wednesday, December 3, 2025	All Outbound Carriers Must Check In by 6:00 pm

Preshow Checklist: Your Guide to a Successful NYPS 2025

Welcome, exhibitors! This checklist is your road map to a smooth and successful experience at the New York Produce Show. Please review each item carefully.

Quick Links & Important Notes:

- Payment is required with all orders. Orders cannot be processed without payment.
- For full details on our policies, please review the [T3 Terms & Conditions](#).

STEP 1: PLAN YOUR SHIPPING & MATERIAL HANDLING

You have two options for shipping your booth materials. Choose the one that best fits your schedule and budget.

Option 1: Advance Shipping to Warehouse (Recommended)

- **Benefit:** Guarantees your freight will be in your booth and ready for setup on the first day of move-in.
- **Shipping Window:** Shipments are accepted from Monday, October 20, 2025, to Friday, November 28, 2025 (8:00 am – 4:00 pm).
- **DEADLINE:** All items must be received by Friday, November 28, 2025.
- **Surcharges:**
 - Freight received after November 28 will incur a 30% per-pound surcharge.
 - Overtime charges may apply in certain situations; see the Material Handling form for details.
- **Accepted Freight:** Crates, fibers, cartons, hanging signs, carpet, padding, and pallets. Loose or unpackaged pieces cannot be accepted.

Option 2: Direct Shipping to Show Site

- **Receiving Dates:** Shipments are accepted only during exhibitor move-in hours. Do not ship to arrive before these times, as your delivery may be refused.
 - Tuesday, December 2 (10:00 am – 4:30 pm)
 - Wednesday, December 3 (6:00 am – 10:00 am)
- **Surcharges:** Overtime fees will be applied to shipments arriving on weekends, local union holidays, or on weekdays before 8:00 am and after 4:30 pm.

ACTION ITEMS FOR SHIPPING:

- **Estimate Costs:** Fill out the Material Handling form to calculate your estimated costs.
- **Label Freight:** Clearly label every piece of freight with your company name, booth number, and the event name (NYPS 2025). Use the shipping labels provided in this kit.
- **Bring Documents:** Keep all shipping documents and tracking numbers with you and bring them to the show.

STEP 2: ORDER BOOTH, FURNISHINGS & GRAPHICS

- **Booth Structure:** If renting, select your preferred booth option and configuration.
- **Graphics & Signage:** Order all necessary graphics and submit your artwork. See the Print Production Artwork Requirements page for formatting and submission details.
- **Furnishings & Accessories:**
- **DISCOUNT DEADLINE:** Monday, November 10, 2025
- Order carpet, tables, chairs, and other items to complete your exhibit. Use the forms in this kit to see all available options.

Preshow Checklist: Your Guide to a Successful NYPS 2025 (continued)

STEP 3: ARRANGE LABOR & SUBMIT EAC FORMS

The Javits Center has specific union regulations. Review the Labor Guidelines page to determine if you need to hire labor for setup and tear down.

- **Order T3 Labor:** If you wish to use our services, submit the Installation & Dismantle Labor form.
- **Using Your Own Contractor (EAC - Exhibitor-Appointed Contractor):**
 - **DEADLINE:** 30 days before exhibitor move-in.
 - You **MUST** submit a **Notification of Intent to Use EAC** form along with proof of insurance by this deadline.
 - **Without these documents, your EAC will not be permitted to work on the show floor.**

STEP 4: ORDER ANCILLARY SERVICES

This kit contains forms for other essential services like electricity, internet, AV, lead retrieval, cleaning, and floral.

- **Note:** Many of these services are provided by other official vendors, not T3 Expo.
- **Action:** Be sure to submit forms and payment directly to the correct vendors and take note of their discount deadlines.

STEP 5: SUBMIT YOUR ORDER & PAYMENT

This is a critical step to ensure all your selections are reserved.

- **Payment Required:** All orders for booth packages, furnishings, graphics, and services must be accompanied by payment.
- **Payment Methods:** We accept Mastercard, Visa, American Express, company check, or wire transfer.

STEP 6: PLAN FOR MOVE-OUT

- **Get Your Form:** Before the show ends, visit the T3 Service Desk to pick up your outbound Material Handling form. This form is required for all shipments leaving the show.
- **Ways to Settle Your Account:** Pay directly on any invoices that have been sent to your email account associated with your booth.
 - Pay any outstanding balance on your booth dashboard
 - Visit our exhibitor services desk to settle any remaining balance on your account.
- **Arrange Your Carrier:** You may use the official show carrier or schedule a pickup with your own carrier.
- **Note the Deadline:** Be aware of the carrier check-in deadline listed on the Show Information page. If your carrier misses this deadline, your freight will be rerouted via the show carrier at your expense.

T3 BOOTH OPTIONS

Exhibit Turnkey Package Order Deadline:Monday, October 27, 2025

Artwork Submission Deadline:Monday, November 3, 2025

Artwork Approval Deadline:Monday, November 10, 2025

An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, November 3, 2025..

10' x 10' Turnkey Package - Option 1



10' x 10' Turnkey Package - Option 1

\$3,118.00

Includes:

- (1) 10'w x 8'h Branded Back Wall*
- (2) 3'h Side Rails - Black
- (1) R4 Counter, Branded - White
- (2) Nexus Bar Stools - White
- (1) 10' x 10' Black Standard Carpet

If you require any additional electrical services, please [click here](#) to place your order with the Javits Center.

[Click here](#) to download graphic templates and instructions & upload your graphic files.

PLEASE NOTE: No structural customization or modifications are allowed for the Turnkey Booths.

*The Back Wall is comprised of (3) separate panels with a visible seam connecting each.

Submit This Form

Email this completed form to: orders@t3expo.com

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

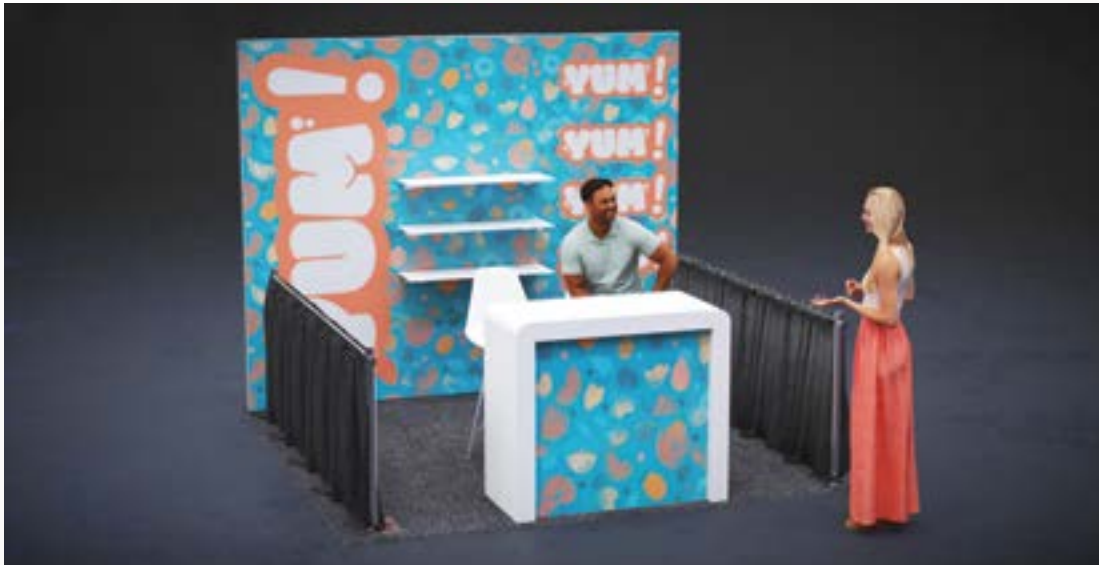
Exhibit Turnkey Package Order Deadline:Monday, October 27, 2025

Artwork Submission Deadline:Monday, November 3, 2025

Artwork Approval Deadline:Monday, November 10, 2025

An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, November 3, 2025..

10' x 10' Turnkey Package - Option 2



10' x 10' Turnkey Package - Option 2

\$4,374.00

Includes:

- (1) 10'w x 8'h Branded Back Wall*
- (2) 3'h Side Rails - Black
- (1) Slatwall Panel with (3) 38"w x 12"d Shelves
- (2) Nexus Bar Stools - White
- (1) 10' x 10' Black Standard Carpet

If you require any additional electrical services, please [click here](#) to place your order with the Javits Center.

[Click here](#) to download graphic templates and instructions & upload your graphic files.

PLEASE NOTE: No structural customization or modifications are allowed for the Turnkey Booths.

*The Back Wall is comprised of (3) separate panels with a visible seam connecting each.

Submit This Form

Email this completed form to: orders@t3expo.com

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Exhibit Turnkey Package Order Deadline:Monday, October 27, 2025
Artwork Submission Deadline:Monday, November 3, 2025
Artwork Approval Deadline:Monday, November 10, 2025
 An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, November 3, 2025..

10' x 20' Turnkey Package



10' x 20' Turnkey Package \$8,201.00

Includes:

- (1) 20'w x 8'h Branded Back Wall*
- (2) 3'h Side Rails - Black
- (2) Slatwall Panels with (6) 38" w x 12" d Shelves
- (1) R4 Counter, Branded - White
- (2) Nexus Bar Stools - White
- (1) Blanco 30" Round Cafe Table - White Top
- (4) Nexus Chairs - White
- (1) American Fixture 6' Standard White Half Vision (38" h x 20" d. Available in 4', 5', and 6' lengths)
(Power for display not included, please order through Javits)
- (1) 10' x 20' Black Standard Carpet

If you require any additional electrical services, please [click here](#) to place your order with the Javits Center.

[Click here](#) to download graphic templates and instructions & upload your graphic files.

PLEASE NOTE: No structural customization or modifications are allowed for the Turnkey Booths.

*The Back Wall is comprised of (6) separate panels with a visible seam connecting each.

Submit This Form

Email this completed form to: orders@t3expo.com

Submitting Artwork

Before submitting artwork, please see our Print Production Artwork Requirements. There you will find information on file setup and formats, as well as a link to upload graphics and download templates.

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



Generally speaking, there are four main types of booth displays that you'll have to work with depending on your goals: Linear, Perimeter, Peninsula and Island. All of these will conform to the line-of-sight standards but vary slightly depending on booth type.

LINE-OF-SIGHT STANDARDS

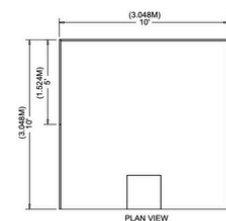
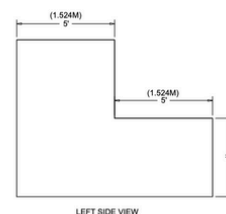
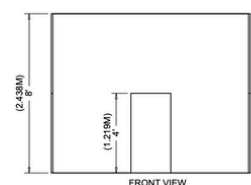
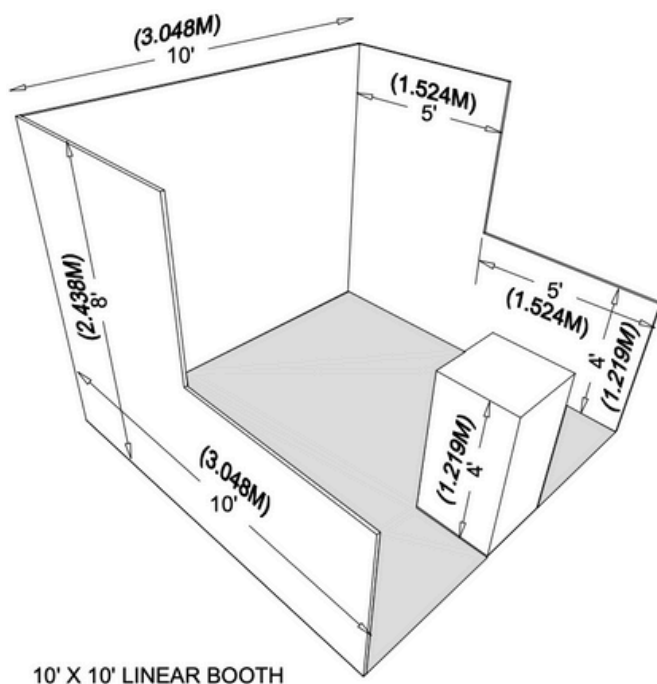
Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

IN-LINE OR LINEAR BOOTHS

In-line booths are 10' wide and 10' deep, i.e. 10' by 10' (3.05m by 3.05m).

The maximum height is 8'. This 8' height may be maintained on the sidewall of your booth up to a distance of 5' from the front aisle.



OTHER CONSIDERATIONS

No helium or helium balloons anywhere in the hall.

Most exhibition rules allow hanging signs and graphics for all peninsula and island booths, but they always need to comply with all ordinary use-of-space requirements and will usually be subject to prior approval.

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of your exhibit space.

All lighting must also be directed INWARD towards your booth space instead of outward.



Generally speaking, there are four main types of booth displays that you'll have to work with depending on your goals: Linear, Perimeter, Peninsula and Island. All of these will conform to the line-of-sight standards but vary slightly depending on booth type.

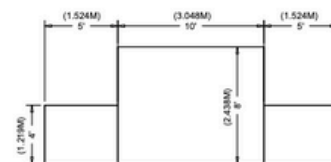
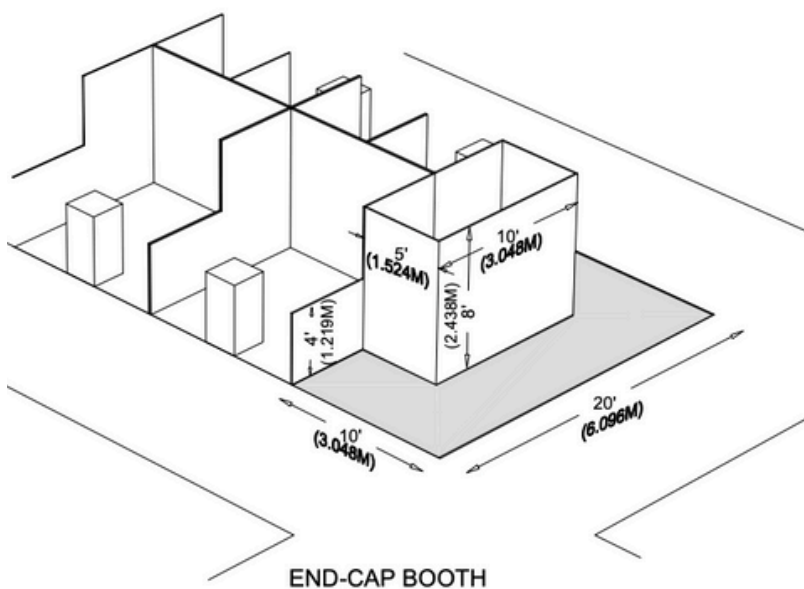
LINE-OF-SIGHT STANDARDS

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

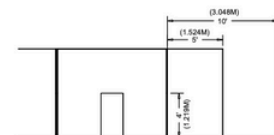
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

END-CAP BOOTHS

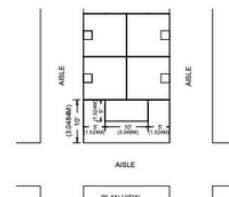
End-cap Booths are 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.



FRONT VIEW



LEFT SIDE VIEW



PLAN VIEW

OTHER CONSIDERATIONS

No helium or helium balloons anywhere in the hall.

Most exhibition rules allow hanging signs and graphics for all peninsula and island booths, but they always need to comply with all ordinary use-of-space requirements and will usually be subject to prior approval.

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of your exhibit space.

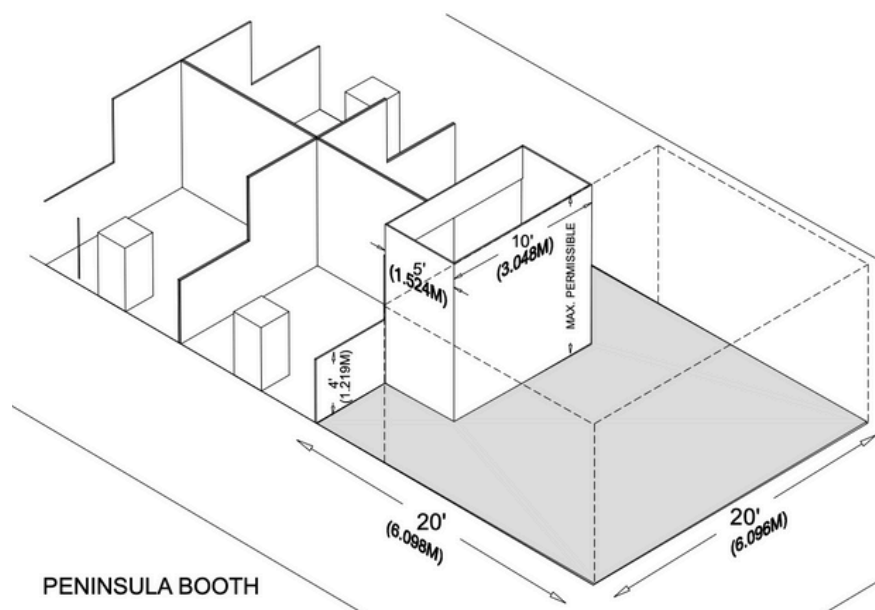
All lighting must also be directed INWARD towards your booth space instead of outward.



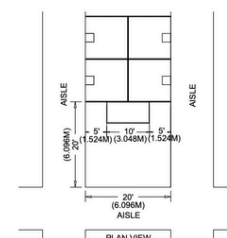
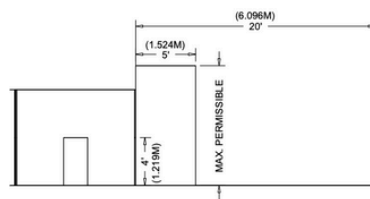
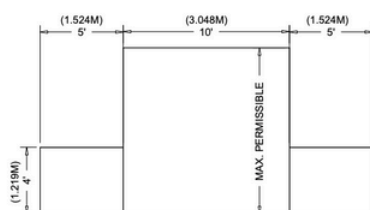
PENINSULA BOOTHS

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is up to 14ft including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

It is required that the exterior of the back wall **MUST** be finished and cannot contain logos, advertisements or any other identifying information.



If backed by a row of common linear booths, the back wall of your peninsula booth can be no higher than 4' for a distance of 5' from both side aisles and up to 10' high in the center of the back wall. These height restrictions are in place for a distance of 10' from the back wall. For a split island booth, the maximum height is between up to 14' in all areas of the booth, no exceptions.



OTHER CONSIDERATIONS

No helium or helium balloons anywhere in the hall.

Most exhibition rules allow hanging signs and graphics for all peninsula and island booths, but they always need to comply with all ordinary use-of-space requirements and will usually be subject to prior approval.

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of your exhibit space.

All lighting must also be directed INWARD towards your booth space instead of outward.



LINE-OF-SIGHT STANDARDS

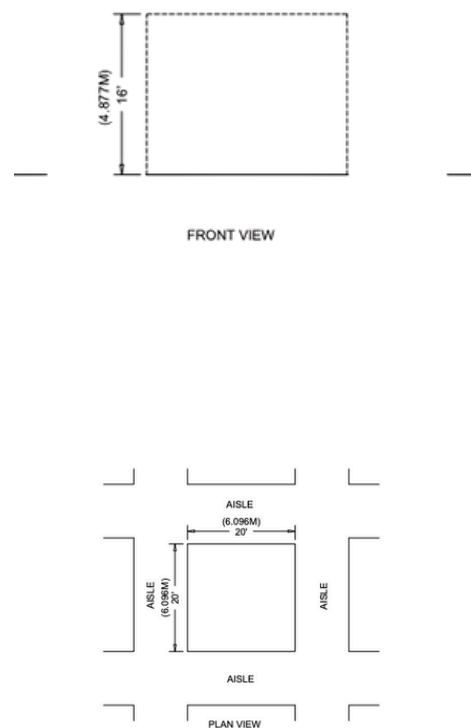
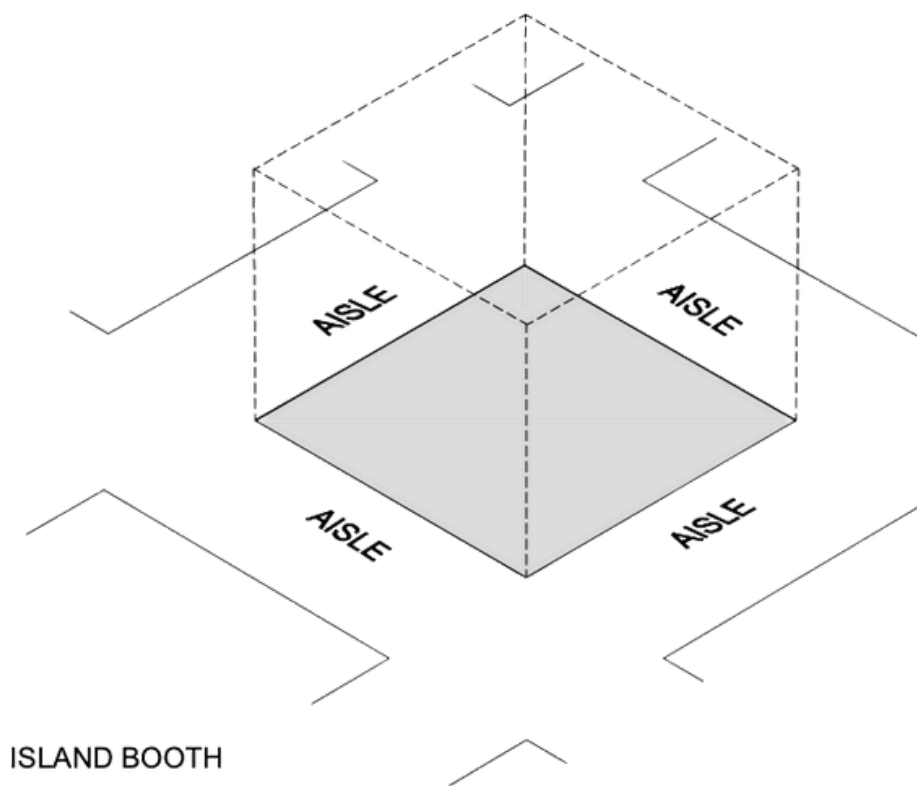
Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

ISLAND BOOTHS

These exhibits are 20' by 20' or larger. The entire space can be used up to the maximum allowable height, which ranges from 16' to 20' depending on the situation, including all signage.

Note that hanging signs are permitted above all island booths.



OTHER CONSIDERATIONS

No helium or helium balloons anywhere in the hall.

Most exhibition rules allow hanging signs and graphics for all peninsula and island booths, but they always need to comply with all ordinary use-of-space requirements and will usually be subject to prior approval.

No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of your exhibit space.

All lighting must also be directed INWARD towards your booth space instead of outward.

T3 SERVICE INFORMATION & FORMS

Artwork Submission Deadline: Monday, November 3, 2025
Artwork Approval Deadline: Monday, November 10, 2025
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Monday, November 3, 2025..

Print Production Artwork Requirements

PLEASE NOTE:

All artwork must be submitted in **CMYK** (not RGB/HEX).

General File Set Up

Please provide artwork in native forms whenever possible:

- **Adobe Illustrator and Adobe InDesign files are preferred**

When creating multiple-panel signs/structure graphics (booth back walls, etc.):

- **Use Adobe Illustrator for layout**
- Create artwork using one artboard for entire graphic. Don't use separate artboards for artwork spanning more than one panel.
- Include **2" bleeds** on all sides
- Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- **Use Adobe Illustrator or InDesign for layout**
- Include **1" bleeds** on all sides
- Convert fonts to outlines
- Embed or package all linked images

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 200 dpi at full size
- Viewing distance of 5-9 feet 150 dpi at full size

Minimum resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet 100 dpi at full size

Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet 100 dpi at full size

Preferred File Formats

- **Adobe Illustrator (AI or EPS):** Outline fonts and embed all links
- **Adobe InDesign:** Package all fonts and links
- **Adobe Photoshop (PSD, TIF or JPG):** For image files

Checklist

SET DOCUMENT MODE TO CMYK
USE APPROPRIATE DIMENSIONS AND SCALE
SET APPROPRIATE BLEEDS ON ALL SIDES
CHECK IMAGE RESOLUTION
CONVERT FONTS TO OUTLINES
EMBED IMAGES / SAVE & PACKAGE YOUR FILE
INCLUDE PDF PROOF

Artwork Submission and Template Download

[CLICK HERE](#) to upload your graphic files once they're complete or to download graphic templates.

Questions?

Questions regarding artwork may be emailed to:

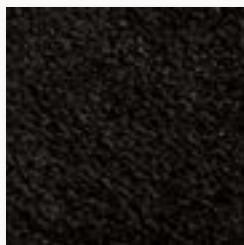
Exhibitor Graphics
graphics@t3expo.com

Please include, in all inquiries:

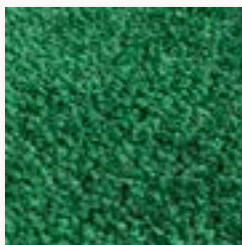
- Event name
- Company name
- Booth number
- Contact information

Carpet Options

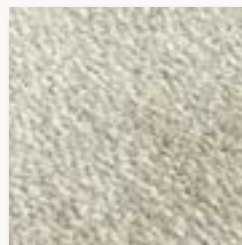
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet



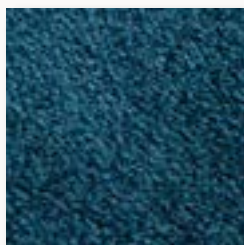
Black



Green



Grey

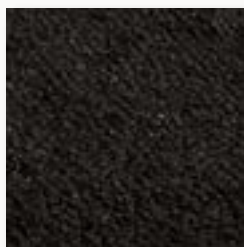


Navy

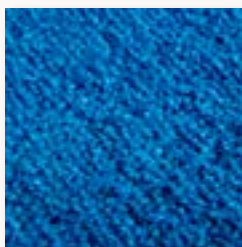


White

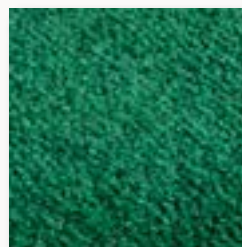
Standard Carpet – 16 oz. Nylon Carpet



Black



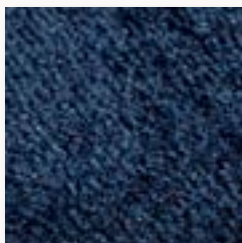
Blue



Green



Grey



Navy



Tuxedo

PLEASE NOTE: Colors and style may vary upon availability.



T3 Advance Discount Deadline:
Order and payment due by Monday, November 10, 2025

Carpet & Padding Order Form

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

Booth space is black carpet. Carpet and padding can be upgraded.

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$14.00 or	\$20.00 = \$	_____

Please select UPGRADED carpet color:
(check one)

Black
Navy

Green
White

Grey

Standard Carpet – 16 oz. nylon carpet – **Please enter size and select carpet color**

Discount Price	Standard Price	Extended Price	Discount Price	Standard Price	Extended Price
10' x 10' \$603.00 or \$861.43	\$ _____	20' x 20' \$2,412.00 or \$3,445.71	\$ _____		
10' x 20' \$1,206.00 or \$1,722.86	\$ _____	20' x 30' \$3,618.00 or \$5,168.57	\$ _____		
10' x 30' \$1,809.00 or \$2,584.29	\$ _____	20' x 40' \$4,824.00 or \$6,891.43	\$ _____		
10' x 40' \$2,412.00 or \$3,445.71	\$ _____	30' x 30' \$5,427.00 or \$7,752.86	\$ _____		

20' carpet comes as two matching 10' pieces.

Custom Size – Custom size is required for larger, island or peninsula booths, or if size needed is not shown above.

Please enter size and select carpet color

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
Size _____ x _____ = _____ sq. ft		x \$6.03 or	\$8.61 = \$	_____

Please select STANDARD or CUSTOM carpet color:
(check one)

Black
Grey

Blue
Navy

Green
Tuxedo

Carpet Padding

Booth Dimensions	Total Area	Discount Price	Standard Price	Extended Price
½" Foam Padding* _____ x _____ = _____ sq. ft		x \$2.70 or	\$3.86 = \$	_____
Visqueen _____ x _____ = _____ sq. ft		x \$2.20 or	\$3.14 = \$	_____
Subtotal: \$				_____

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

Sales Tax 8.875% \$ _____
Estimated Total Carpet & Padding \$ _____

Furniture – Standard Chairs



A. Bar Stool, Black



B. Side Chair, Black

PLEASE NOTE: Colors and style may vary upon availability.

Accessories / Pipe & Drape

- A. Bag Stand – Chrome
- B. Literature Holder – Acrylic 3 Tier
- C. Poster Display Board
- D. R4 Counter – 4' wide, Rounded Corners
R4 Counter with Custom Graphics (*not shown*)
- E. Sign Easel
- F. Display Showcase, 6'
- G. Literature Stand
- H. Sign Stand – 22" w x 28" h
- I. Stanchion – 3' High Tension
- J. Wastebasket

Pipe & Drape

- A. 8' High Drape
- B. 3' High Drape



PLEASE NOTE:
Colors and style may
vary upon availability.



T3 Advance Discount Deadline:
Order and payment due by Monday, November 10, 2025

Furniture / Accessories / Pipe & Drape Order Form

Furniture

Quantity	Discount Price	Standard Price	Extended Price
A. Bar Stool – Black (FRN-BRSTL-01a)	x \$310.00	or \$442.86	= \$
B. Side Chair – Black (FRN-SIDECHE-01a)	x \$209.00	or \$298.57	= \$

Accessories

Quantity	Discount Price	Standard Price	Extended Price
A. Bag Stand (ACC-001a)	x \$332.00	or \$474.29	= \$
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	x \$118.00	or \$168.57	= \$
C. Poster Display Board (ACC-055a)	x \$343.00	or \$490.00	= \$
D. R4 Counter – 4' wide (CNT-R4FT-01a)	x \$991.00	or \$1,415.71	= \$
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	x \$1,374.00	or \$1,962.86	= \$
E. Sign Easel (ACC-004a)	x \$138.00	or \$197.14	= \$
F. Literature Stand (ACC-005a)	x \$642.00	or \$917.14	= \$
G. Sign Stand – 22" w x 28" h (ACC-007a)	x \$263.00	or \$375.71	= \$
H. Display Showcase, 6'	x \$212.00	or \$302.86	= \$
I. Stanchion – 3' High Tension (ACC-008a)	x \$147.00	or \$210.00	= \$
J. Wastebasket (ACC-010a)	x \$42.00	or \$60.00	= \$

Pipe & Drape

Quantity	Discount Price	Standard Price	Extended Price
A. Banjo Drape 8'H, Black (BDRP-8)	x \$26.00	or \$37.14	= \$
B. Banjo Drape 3'H, Black (BDRP-3)	x \$18.00	or \$25.71	= \$

Please Select Drape Color: (check one)

Black Blue Burgundy Gold Green Grey Plum Red White

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

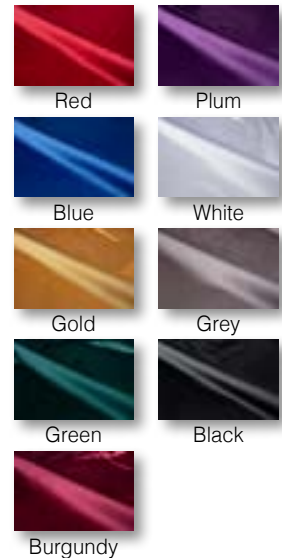
Sales Tax 8.875%\$ _____
Est. Total Furn/Access/Pipe&Drape.. \$ _____

Display Tables, Risers & Counters

Skirted Tables

4'w x 2'd x 30"h (shown)
6'w x 2'd x 30"h
8'w x 2'd x 30"h
4'w x 2'd x 40"h
6'w x 2'd x 40"h
8'w x 2'd x 40"h

Skirted tables include white vinyl top and pleated skirt on three sides. Fourth side skirting is available at an additional cost.



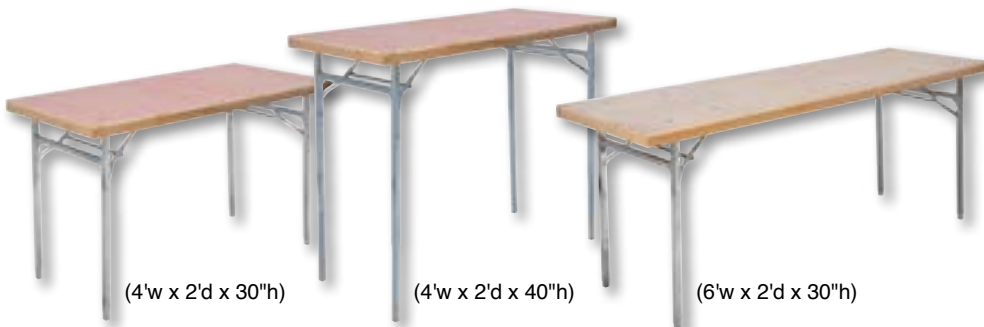
Risers:

Single Step Riser –
4'w x 11.5"h (shown)
Single Step Riser –
6'w x 11.5"h
Single Step Riser –
8'w x 11.5"h



Unskirted Tables

4'w x 2'd x 30"h 8'w x 2'd x 30"h 6'w x 2'd x 40"h
6'w x 2'd x 30"h 4'w x 2'd x 40"h 8'w x 2'd x 40"h



Round Tables

30" dia. x 30"h, black
30" dia. x 40"h, black



Skirting not available on round tables.

PLEASE NOTE: Colors and style may vary upon availability.



T3 Advance Discount Deadline:
Order and payment due by Monday, November 10, 2025

Display Tables, Risers & Counters Order Form

30" High Skirted (6' & 8' skirted on 3 sides only)

Quantity	Discount Price	Standard Price	Extended Price
4'w x 2'd	x \$274.00 or \$391.43 = \$		
6'w x 2'd	x \$318.00 or \$454.29 = \$		
8'w x 2'd	x \$372.00 or \$531.43 = \$		
4th Side Skirting (for 6' and 8' tables only)	x \$87.00 or \$124.29 = \$		

40" High Skirted (6' & 8' skirted on 3 sides only)

4'w x 2'd	x \$318.00 or \$454.29 = \$		
6'w x 2'd	x \$372.00 or \$531.43 = \$		
8'w x 2'd	x \$425.00 or \$607.14 = \$		
4th Side Skirting (for 6' and 8' tables only)	x \$101.00 or \$144.29 = \$		

Select Skirting Color: (check one)

Black

Blue

Burgundy

Gold

Green

Grey

Plum

Red

White

30" High Unskirted

Quantity	Discount Price	Standard Price	Extended Price
4'w x 2'd	x \$107.00 or \$152.86 = \$		
6'w x 2'd	x \$141.00 or \$201.43 = \$		
8'w x 2'd	x \$173.00 or \$247.14 = \$		

40" High Unskirted

4'w x 2'd	x \$141.00 or \$201.43 = \$		
6'w x 2'd	x \$173.00 or \$247.14 = \$		
8'w x 2'd	x \$206.00 or \$294.29 = \$		

Round Tables

30"d x 30"h, black	x \$187.00 or \$267.14 = \$		
30"d x 40"h, black	x \$209.00 or \$298.57 = \$		

Risers

Quantity	Discount Price	Standard Price	Extended Price
Single Step Riser - 4'w x 11.5"h (4 ft - FRN-4FTRSR-01a).....	x \$93.00 or \$132.86 = \$		
Single Step Riser - 6'w x 11.5"h (6 ft - FRN-6FTRSR-01a).....	x \$137.00 or \$195.71 = \$		
Single Step Riser - 8'w x 11.5"h (8 ft - FRN-8FTRSR-01a).....	x \$165.00 or \$235.71 = \$		

Special Order Drapes:

12108 – Special Drape 8'h (per ft.)	x \$26.00 or \$37.14 = \$		
12103 – Special Drape 3'h (per ft.)	x \$18.00 or \$25.71 = \$		

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone #: _____

Booth #: _____

Select Skirting Color: (check one)

Gold

Green

Grey

Plum

Red

Burgundy

White

Sales Tax 8.875% \$

Est. Total Display Tables & Counters \$



Display Labor & Forklift Order Form

Important Information

- **Straight Time:** The first eight hours on Monday-Friday.
- **Overtime:** After eight hours on Monday-Friday, and all hours on Saturday and Sunday.
- **Double Time:** Sunday and observed union holidays.
- **Show Site Labor Orders:** Add 30% to hourly rates.
- T3 Expo bills 30 minutes minimum per laborer. Additional time is billed in 30 minute increments per laborer.
- Exhibitors ordering forklift will be assigned a forklift and an operator.
- Determination of crew size is at the discretion of the official Service Contractor.
- Starting time is to be confirmed with T3 Expo. Only labor ordered for 8:00 am start time is guaranteed. All other start times will begin as soon as labor is available.
- Exhibitor **MUST** check in at the T3 Expo Service Desk when ready for labor, and check out at the T3 Expo Service Desk upon completion of work.
- Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs on this form.

Display Labor (Hourly Rates)

	Straight Time	Overtime	Double Time
Labor	\$249.00	\$342.00	\$466.00
T3 Supervised Labor	\$324.00	\$445.00	\$606.00
Forklift and Operator (5,000 lbs).....	\$614.00	\$680.00	\$878.00

Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation _____	_____ x _____	x _____	= \$ _____	
_____	_____ x _____	x _____	= \$ _____	
Dismantle _____	_____ x _____	x _____	= \$ _____	
_____	_____ x _____	x _____	= \$ _____	

For Forklift Orders

Type of Work Being Performed

Unskid/reskid equipment
Place equipment
Build booth structure
Other: _____

Size of forklift required:

5,000 lb lift
10,000 lb lift
15,000 lb lift

Heaviest piece weight _____ Dimensions _____ x _____ x _____
length width height

For Display Labor – Supervision of all labor is required (check one)

Exhibitor Supervision On site/after hours contact cell phone: _____
On site/after hours contact name: _____

T3 Expo Supervision On site/after hours contact cell phone: _____
On site/after hours contact name: _____

Our fee for T3 Supervision is 30% of the exhibitor's total labor bill. In order to perform the labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form. Exhibitor must also include outbound shipping instructions with this labor order form.

Set-Up Instructions Attached

Outbound Shipping Information Attached (for T3 Expo Supervised Dismantle only)

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

Estimated Installation Labor \$ _____
8.875% Tax on Install Labor Only \$ _____
Estimated Dismantle Labor (no tax) .. \$ _____
Estimated Total Labor \$ _____



Accessible Storage Order Form

Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

Accessible Storage

Accessible Storage is \$4.10 per square foot per day.

*One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage

Area **# Days** **Extended Price**

\$4.10 per sq. ft x _____ sq. ft. x _____ = \$ _____

Straight Time **Overtime** **Double Time**

Access Storage Labor\$249.00 \$342.00 \$466.00

Empty Storage

Quantity **Standard Price** **Extended Price**

Cardboard Box x \$40.00 each = \$ _____

Fiber Case x \$50.00 each = \$ _____

Quantity **Standard Price**

Shrink Wrap\$179.00

Date **Time**

First Drop in Booth.....

Description.....

Date **Time**

Replenish in Booth

Description.....

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Est. Total Storage Services\$ _____



Refrigerated Accessible Storage Order Form

Important Information

Exhibitor must sign up for accessible storage at the on-site T3 Service Desk.

Accessible storage is for storing items such as giveaways or literature that need to be replenished.

Half hour minimum labor charge to bring items to storage and half hour minimum charge for each time retrieved. Actual hours will be included in final billing.

NOTE: If you are already paying for Advance or Direct Material Handling to T3 Expo, there is no additional charge for Empty Storage. If you are hand-carrying your exhibit and require storage, Empty Storage fees will apply.

Empty Storage fees cover the duration of the event.

Accessible Storage

One half hour of labor will be charged to bring items to storage and one half hour for each time items are retrieved from or brought into storage.

Access Storage

Area

Days

Extended Price

\$4.00 per sq. ft x _____ sq. ft. x _____ = \$ _____

Straight Time

Overtime

Double Time

Access Storage Labor\$249.00 \$342.00 \$466.00

Empty Storage

Quantity

Standard Price

Extended Price

Cardboard Box x \$40.00 each = \$ _____

Fiber Case x \$50.00 each = \$ _____

Quantity

Standard Price

Shrink Wrap\$179.00

Date

Time

First Drop in Booth.....

Description.....

Date

Time

Replenish in Booth*\$

Description.....

**Must give 1/2 hour notice to replenish booth.*

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Est. Total Refrigerated Storage\$ _____



T3 Advance Discount Deadline:
Order and payment due by Monday, November 10, 2025

Cleaning Services Order Form

Hard Floor Scrubbing

Requires the use of scrubbing machine, floor pads and floor care chemicals; however, this does not create a gloss and does not guarantee all marks and blemishes will be removed.

Sq. Ft.	Discount Price	Standard Price	# Days	Extended Price
_____	x \$1.80	or \$2.57	_____	= \$ _____
Price per unit/day				

Show Days Cleaning - Vacuuming Only

Based on the number of nights.

_____	x \$0.40	or \$0.57	_____	= \$ _____
Price per unit/day				

Shampoo Booth Carpet

Carpeting is shampooed as ordered by exhibitors prior to event opening or during overnight hours of event days (shampooing services are not available immediately prior to, or during, event hours). Exhibitors can request spot shampooing (billing is based on square footage of area cleaned) prior to event opening or during overnight hours of event days (shampooing services are not available immediately prior to, or during, event hours).

_____	x \$0.70	or \$1.00	_____	= \$ _____
Price per unit/day				

Exhibitor Porter Service 100 - 999 square feet

Porter comes to the booth every 2 hours and removes trash, sweeps the carpet with a carpet sweeper, or broom and dust pan.

_____	x \$69.00	or \$98.57	_____	= \$ _____
Price per Day				

Exhibitor Porter Service 1000 - Up square feet

Porter comes to the booth every 2 hours and removes trash, sweeps the carpet with a carpet sweeper, or broom and dust pan.

_____	x \$103.00	or \$147.14	_____	= \$ _____
Price per Day				

Porter Service

Porter is assigned to the exhibit space for a minimum of 2 hours per day. Exhibitor provides the scheduled times.
Example: 12pm to 2pm. Billing is at the prevailing hourly rate for porters. Additional hours can be scheduled as required and all billing is at the prevailing hourly rate for porters. Work performed by porters is as follows: general trash removal, light policing of carpet or other flooring with broom and dustpan or carpet sweeper.

_____	x \$57.00	or \$81.43	_____	= \$ _____
Price per hour. 2 Hour minimum per day.				

Company Name: _____

Contact Name: _____

Email Address: _____

Cell Phone: _____

Booth #: _____

Estimated Total Services \$ _____

ADVANCE DISCOUNT DEADLINE – Monday, November 10, 2025

Sales Tax 8.875%



SPECIAL EVENT

[Click here](#) to view the
AFR FURNITURE RENTAL CATALOG

[Click here](#) to download the furniture order forms

2025 FURNITURE PRODUCT LIST WITH PRICING

SHIPPING INFORMATION

New York Produce Show 2025
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, November 28, 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 Wednesday, December 3, 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 Monday, October 20, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$3.20/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$93.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Tuesday, December 2, 2025. Shipments that arrive prior to this date may be refused by the Jacob K. Javits Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$3.20/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$93.00 ea. = \$ _____

Material Handling Estimate \$ _____



New York Produce Show 2025
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 **Tuesday, December 2, 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 Tuesday, December 2, 2025. Shipments that arrive prior to this date may be refused by the Jacob K. Javits Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Produce Shipment

Produce Shipment..... x \$1.80 per lb = \$ _____

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



Shipping Addresses (Non-produce)

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: New York Produce Show 2025

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

Information

Advance shipments will be accepted beginning on Monday, October 20, 2025 through Friday, November 28, 2025 between the hours of 8:00 am – 4:00 pm.

Shipments received after Friday, November 28, 2025 will be charged an additional 30% per pound.

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

Non-Produce Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: New York Produce Show 2025

c/o: T3 Expo
c/o: Jacob K. Javits Convention Center
1C Expo
369 12th Avenue
New York, NY 10018

Information

Direct shipments are accepted starting on Tuesday, December 2, 2025 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.

Shipping Address (Produce)

Produce Direct Shipments to Show Site

Address

To: (Exhibiting Company Name)
(Booth #)

For: New York Produce Show 2025

c/o: T3 Expo
c/o: Jacob K. Javits Convention Center
1C Expo
369 12th Avenue
New York, NY 10018

Information

Direct shipments are accepted starting on Tuesday, December 2, 2025 beginning at 8:00 am and throughout published event hours.

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

All Produce Must Go Directly To Show Site

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



T3 Advance Discount Deadline:
Order and payment due by Monday, November 10, 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	\$283.00	=	\$ _____

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\$ _____

Javits Center Hand Carry Policy

The Javits Center is the busiest convention center in the United States, and, as a result, our operations can have a major impact on the surrounding community. As Manhattan's West Side continues to evolve with rapid new development, clients of the Javits Center must make every effort to minimize our impact on neighboring streets during busy move-in and move-out periods.

The hand carry policy, which is outlined below, is designed to maximize exhibitor move-in/out efficiency, minimize traffic congestion, reduce our carbon footprint, and the negative impact on the west side of Manhattan. Exhibitors should take notice that 11th Avenue and the adjacent streets around the Javits Center are no longer permitted to be used for staging or unloading hand carry materials as in years past. Likewise, hand carry materials are no longer permitted to enter Crystal Palace via 11th Avenue due to Lincoln Tunnel congestion concerns.

Your event will publish the hand carry hours of operation, location, and entrance availability in advance of your event. Likewise, the Javits Center Public Safety team will organize and coordinate all hand carry operations for your event. In certain cases, depending upon need and availability of space, the rear of exhibit halls and/or our new truck marshaling building may be used for hand carry operations. In all cases, your event will communicate the logistics surrounding your hand carry needs.

The Javits Center Hand Carry Policy is as follows:

1. Hour of Operation and Location:

- Hand carry operation hours: Tuesday, December 2, from 6:00 am – 10:00 am, and Wednesday, December 3, from 10:00 am – 5:00 pm at the 1C door entrance.
- Exhibitors moving materials must use access points and routes designated by event management.

2. Exhibitor Rules for Hand Carry Operations:

- Individuals moving materials must be employees of the exhibiting company and must carry identification to verify their position.
- The loading and unloading of vehicles are limited to vehicles no larger than a standard van.
- All vehicles will be issued a Javits Center Placard to stage.
- All vehicles are allocated 45 minutes, and the time limit will be strictly enforced.
- Hazard lights must be activated while staged.
- Hand-carried items can be brought in through the front of the building (east side) for South Javits only through the inner roadway and only during event specified times.
- Pop-up displays – equal to or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building.
- Exhibitors display items which can be hand carried by one person.
- Exhibitors display items which can be moved on a two-wheel hand truck or baggage cart.
- Hanging clothing racks with four wheels are allowed for moving hanging garments.
- Standard jewelry cases with four wheels are permitted for moving jewelry and trade products.
- For the inner roadway, all vehicles must be parked perpendicular to the curb and staged with the back of the vehicle against the curb or as directed by Javits Center Public Safety.
- For the outbound, pre-pack all exhibit items before staging a vehicle curbside.

Javits Center Hand Carry Policy (continued)

3. Strict Restrictions on the Following During Hand Carry Operations:

- The north lobby atrium may not be used to access any part of the Center for the purpose of delivering or removing exhibitor products or materials.
- The use of passenger elevators or escalators within the expansion space may not be used for the purpose of delivering or removing exhibitor products or materials.
- The use of the Crystal Palace for any hand-carry operations.
- Any materials originating from any vehicle on New York City streets for the purpose of delivering, staging, or collecting exhibitor materials.
- Any equipment, other than a two-wheeled baggage cart (plastic or rubber wheels only), to move their materials.
- Power tools, ladders, vacuum cleaners, or any type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance.
- Any items or materials from a box truck, commercial vehicle, or any vehicle larger than a standard van.
- Any items or materials moved on equipment larger than a two-wheeled baggage cart.
- Any items or materials that cannot be hand carried by one person.
- Any items or materials moved by a moving or freight company, contractor, or any persons other than Javits Center freight handlers or direct employees of an exhibiting company engaged in approved hand carry operations.
- Parking or standing on 11th Avenue or any of the secondary streets around the Javits Center is strictly prohibited and subject to fine or tow.

4. Enforcement for Hand Carry Operations:

- The Javits Center's Security and Safety Solutions Department will provide security on the inner-roadway and loading docks during all designated hand carry hours of operation.
- The New York City Police Department will provide all enforcement for the New York City streets surrounding the Javits Center.
- The Javits Center reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.
- The Javits Center reserves the right to deny entry to anyone not in compliance with all stated policies and procedures.
- Failure to follow the above regulations may lead to a fine and/or vehicle towing.
- Hand-carry access for exhibitors will always require strict adherence to the published routes and access points.

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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.

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916



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

ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, OCTOBER 20, 2025 TO FRIDAY, NOVEMBER 28, 2025

To: _____
Exhibitor Name

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

Event: **New York Produce Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM MONDAY, OCTOBER 20, 2025 TO FRIDAY, NOVEMBER 28, 2025

To: _____
Exhibitor Name

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

Event: **New York Produce Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

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

DIRECT SHIPMENT - REFRIGERATE

ACCEPTED BEGINNING TUESDAY, DECEMBER 2, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Jacob K. Javits Convention Center

1C Expo

369 12th Avenue

New York, NY 10018

Event: **New York Produce Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT - REFRIGERATE

ACCEPTED BEGINNING TUESDAY, DECEMBER 2, 2025

To: _____

Exhibitor Name

c/o: T3 Expo

c/o: Jacob K. Javits Convention Center

1C Expo

369 12th Avenue

New York, NY 10018

Event: **New York Produce Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

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

DIRECT SHIPMENT - BOOTH DELIVERY

ACCEPTED BEGINNING TUESDAY, DECEMBER 2, 2025

To: _____
Exhibitor Name

c/o: T3 Expo
c/o: Jacob K. Javits Convention Center
1C Expo
369 12th Avenue
New York, NY 10018

Event: **New York Produce Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

DIRECT SHIPMENT - BOOTH DELIVERY

ACCEPTED BEGINNING TUESDAY, DECEMBER 2, 2025

To: _____
Exhibitor Name

c/o: T3 Expo
c/o: Jacob K. Javits Convention Center
1C Expo
369 12th Avenue
New York, NY 10018

Event: **New York Produce Show 2025**

Booth #: _____

Piece #: _____ of: _____ pieces

ADDITIONAL INFORMATION & FORMS



Key Contacts

LINK to FORM	VENDOR NAME	VENDOR CONTACT INFORMATION
Javits Center Tool Kit	Javits Center	Web: javitscenter.com Email: services@javitscenter.com
Cultivated Exhibitor Information Sheet	Cultivated Catering	Phone: 212-216-2400 Email: Services@CultivatedNY.com
LOWE Equipment Rental Catalog	Lowe Rental USA	Web: www.lowerental.com/us Email: info@LoweUSA.com
LOWE Equipment Rental Order Form	Lowe Rental USA	Web: www.lowerental.com/us Email: info@LoweUSA.com
Audio Visual Services	Metro Multimedia	Email: info@metromultimedia.com Phone: 201-340-2290
IAEE Guidelines	IAEE	Email: info@iaee.com Phone: +1 (972) 458-8002

PLEASE NOTE: There are no Lead Retrieval Devices at this show.

Payment Information

Important Information

*If paying by check or wire, T3 also requires a Credit Card as a contingency should either check or wire not clear in time to place your orders.

*Please make payable to T3 Expo, and mail to:

T3 Expo
8 Lakeville Business Park
Lakeville, MA 02347

Credit Card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event.

**Wire details will be sent to the contact email address upon receipt of this form.

Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in.

PLEASE NOTE: There is a 25% cancellation fee for any items that are cancelled more than 21 days prior to the first day of move-in. There is a 50% cancellation fee for all items that are cancelled 7-21 days prior to the first day of move-in and 100% cancellation fee for any items that are cancelled less than (7) days prior to the first day of exhibitor move-in.

Please select the services needed:

Booth Packages	= \$
Carpet.....	= \$
Furniture & Accessories	= \$
Display Tables, Risers & Counters.....	= \$
Display Labor & Forklift	= \$
Accessible Storage	= \$
Refrigerated Accessible Storage	= \$
Custom Furniture	= \$
Material Handling	= \$
Material Handling for Produce	= \$
Vehicle Spotting Fee	= \$
Total: \$	

Secure Online Payments

In an effort to protect your information, T3 Expo will send you a secure link to a credit card form. Please follow the link to submit your payment information for this event. T3 Expo accepts Visa, Mastercard, and American Express.

Exhibitor Profile

Company Name:		Booth #:
Street Address:		City:
State:	Zip:	Country:
Contact Name:		Email Address:
Cell Phone: ()		Fax: ()

Method of Payment

Company Check*

(Checks must be in U.S. Funds, payable to T3 Expo)

Wire Transfer**

Credit Card

**Please Return EAC Form By:
Monday, November 3, 2025**

Notification Of Intent To Use EAC

Important Information

Inform your Exhibitor Appointed Contractor (EAC) that they **MUST** send a copy of their General Liability Insurance Certificate no later than Monday, November 3, 2025 or they will not be permitted to service your exhibit.

You **MUST** include the Exhibitor Name and Booth # under the Description of Operations section on the Certificate of Insurance.

It is the responsibility of the exhibitor to see that each representative of an EAC abides by the official rules and regulations of this event.

If your company plans to use a firm which is not the official service contractor as designated by Show Management, please complete this form and mail or email to the address listed below.

Please return to: **T3 Expo**
8 Lakeville Business Park
Lakeville, MA 02347
RE: New York Produce Show 2025

Phone: +1.888.698.3397
Email: orders@t3expo.com

Exhibiting Company Information

Company Name:	Booth Number:
Contact Name:	
Signature:	Date:

Exhibitor Appointed Contractor Information

EAC Company Name:	
EAC Contact Name:	
EAC Address:	
City/State/Zip:	
Contact Email Address:	
Phone: ()	Fax: ()
Type of Service to be Performed:	

Third Party Authorization

Important Information

"We understand and agree that we, the exhibiting company, are ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from T3 Expo, to be bound by all terms and conditions as described in the Terms & Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party." T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party." T3 Expo reserves all rights to withhold services should full payment not be received and cleared prior to the first day of move-in. Notwithstanding anything to the contrary in this Agreement, Exhibiting Company shall have the ultimate responsibility for the payment of all applicable fees as set forth and in accordance with the schedule set forth. Exhibiting Company's obligation to make payment in accordance with the schedule shall under no circumstances be relieved or excused due to the failure of any third party to issue payments on Exhibitor's behalf.

Third Party covering the following charges for exhibitor:

- Booth Packages
- Carpet
- Furniture & Accessories
- Display Tables, Risers & Counters
- Display Labor & Forklift
- Accessible Storage
- Refrigerated Accessible Storage
- Custom Furniture
- Material Handling
- Material Handling for Produce
- Vehicle Spotting Fee
- All Services

Exhibiting Company Authorization of Third Party Billing

Exhibitor Name:	Date:
Exhibitor Signature:	

Exhibiting Company Information

Exhibiting Company Name:	Booth Number:
Exhibiting Company Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()

Third Party Company Information

Third Party Company Name:	
Third Party Billing Address:	
City/State/Zip:	
Contact Name:	Email Address:
Phone: ()	Fax: ()
Third Party Responsible For (list services):	

Third Party Credit Card Information

To best assist you, T3 Expo will reach out with a secure link to collect your third party credit card authorization. Please follow the link to submit the information for this event. T3 Expo accepts Visa, Mastercard, and American Express.

United States Fire Department Regulations

For Exhibits, Exhibitions, Displays and Trade Shows – Public & Private

Booth Construction

Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus will be of a 3-wire UL approved type.

Fire Department

A permit shall be required for the following:

- 1) Display and operate any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- 2) Display or operate any electrical, mechanical, or chemical device which may be deemed hazardous by the Fire Department.
- 3) Use or storage of inflammable liquids and dangerous chemicals.
- 4) Display any internal combustion engine (special requirements available upon request).
- 5) Use of compressed gases. (Permit available for 32CF bottles that are half full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oilcloth, tarpaper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain one gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booths is strictly prohibited.

New York City, NY Labor Guidelines

For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private

To simplify show preparation, we are certain you will appreciate knowing in advance that labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following:

Union jurisdictions at the Javits Convention Center in New York involve three major Unions:

Freight Handling

The Teamsters Union: The Teamsters Union handles; the freight at the exhibit hall, unloading trucks or vehicles, delivering materials to and from the booths (drayage), providing rigging of machinery, moving services and spot machinery in your booth. They also handle rigging; the normal rigging crew consists of two men and a forklift.

What can exhibitors do without Union personnel?

If your booth is 250 sq. ft. or less, you may install and dismantle your own exhibit provided you meet these requirements:

1. The set-up can be accomplished in ½ hour or less.
2. No tools are required.
3. Individuals performing the work must be full-time employees of the exhibiting company and carry identification to verify this fact.

Exhibitors are allowed to unpack and repack their own product (if it is cartons, not crates). They are also allowed to do technical work on their machines, such as balancing, programming, cleaning of machines, etc. Exhibitors may “hand-carry” or use nothing larger than a two wheel baggage cart (rubber or plastic wheels only) to move their items. Exhibitors may move a “pop-up” display (equal or less than 10' in length) capable of being carried by hand by one person. The individuals moving the items must be full-time employees of the exhibiting company and must carry identification to verify this fact.

Booth Labor

The Carpenters Union: The Carpenters Union handles; the erection and dismantling of all exhibits and displays, uncrating and re-crating of machinery or equipment, installing all pipe and drape, skirting, all flooring such as carpeting, and assembly of all non-lighted signs. Carpenters may be hired from the General Contractor or from an independent contractor.

Electrical

The Electrical Union: The Electrical Union handles; all electrical work including supplying power lines to your booth, connecting equipment to outlets, and installing signs or headers that are lighted unless they are permanently attached to the exhibit back wall. You may not lay your own internet wires or plug anything into an outlet.

Safety

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. T3 Expo cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, labor can be ordered through T3 Expo by returning the Display Labor order form in this Exhibitor Service Kit in advance, or returning it on show site to T3 Expo's Service Desk.

Tipping

T3 Expo requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a T3 Expo representative at the Service Desk.