

# 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 Thursday, February 12, 2026 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

- Overtime is 4:30 pm - 8:00 pm Monday-Friday. There is no overtime on Saturday or Sunday.
- 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 26, 2026 by 10:00 am. 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 Wednesday, January 14, 2026. Shipments arriving prior to this date may be refused.**

#### Crated or Uncrated

Shipment Weight ..... x \$2.36/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$80.00 ea. = \$ \_\_\_\_\_

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

### Direct Shipments to Show Site

**Direct shipments will be received starting on Saturday, February 21, 2026. Shipments that arrive prior to this date may be refused by the Los Angeles Convention Center as T3 Expo will not have possession of the venue prior to this date and time.**

#### Crated or Uncrated

Shipment Weight ..... x \$2.46/lb = \$ \_\_\_\_\_

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

Small Package Shipment ..... x \$80.00 ea. = \$ \_\_\_\_\_

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