

GTC 2025 BOOTH #: _____
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Material Handling

Choosing Your Carrier

Please carefully consider your carrier prior to booking your shipment(s) to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery procedures. Please be sure to review your carrier's policies. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to show site in your own vehicle, there may be Material Handling charges applied. Please refer to the Union Regulations in this kit and plan accordingly. T3 has jurisdiction over the loading dock based on these regulations.

Rate Classifications

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces; shipping crates, fibers, cartons and pallets are acceptable.

Small Package: A shipment of any number of pieces with a combined weight of 1-50 lbs that is received on the same day, from the same shipper and delivered by the same carrier at the same time.

Additional Fees May be Applicable

Late to Warehouse Fee: Shipments arriving after Thursday, March 6, 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

- 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 check in on Friday, March 21, 2025 by 10:00 am for Kiosk, 10x10 & 10x20 Turnkey Booths only and Saturday, March 22, 2025 in by 8:00 am for Island Booths only. 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, February 5, 2025. Shipments arriving prior to this date may be refused.

Crated or Uncrated

Shipment Weight x \$2.43/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$101.00 ea. = \$ _____

Material Handling Estimate \$ _____

Direct Shipments to Show Site

Direct shipments will be received starting on Friday, March 14, 2025. Shipments that arrive prior to this date may be refused by the San Jose Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated

Shipment Weight x \$2.75/lb = \$ _____

Small Package Shipment - Total Shipment Weight 50 lbs or less

Small Package Shipment x \$101.00 ea. = \$ _____

Material Handling Estimate \$ _____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: GTC 2025

c/o: T3 Expo
c/o: PDS
365 E Grand Ave Suite C
South San Francisco, CA 94080

Information

Advance shipments will be accepted beginning on Wednesday, February 5, 2025 through Thursday, March 6, 2025 between the hours of 8:00 am – 3:00 pm.

Shipments received after Thursday, March 6, 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: GTC 2025

c/o: T3 Expo
c/o: San Jose Convention Center
Halls 1,2,3 & Grand Ballroom
408 Almaden Blvd
San Jose, CA 95113

Information

Direct shipments are accepted starting on Friday, March 14, 2025 beginning at 8:00 am and throughout published event hours.

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

Order Form Deadline: **Monday, March 3, 2025**

Target Change / Early Move-in Request Form

GTC 2025 – March 17-21, 2025

NAME OF SHOW _____	
COMPANY NAME _____	BOOTH NUMBER _____
CONTACT NAME _____	BOOTH SIZE _____
EMAIL ADDRESS _____	PHONE NUMBER _____

Exhibitors requesting a revised targeted move-in date and time must complete and return this form to T3 Expo **MONDAY, MARCH 3, 2025.**

- Scheduled target times are for freight delivery only. Exhibitors may move in once their freight has been delivered to their booth.
- All Target Change requests must be authorized by T3 Expo. Revised target times will be communicated by email.
- Small package shipments sent via UPS, FedEx, and DHL do not require target date changes.
- T3 Expo will make every attempt to schedule you on the day that you have requested; however, due to the number of requests, we reserve the right to refuse your request.

EXHIBITING COMPANY _____	BOOTH NUMBER _____
PRIMARY CONTACT _____	TELEPHONE _____
ONSITE CONTACT _____	ONSITE CONTACT CELL _____
EMAIL ADDRESS _____	
ESTIMATED WEIGHT OF MATERIALS _____	ESTIMATED PIECE COUNT _____

Shipping to: Advance Warehouse Direct to Show Site

Please indicate the Day & Time requested for new target move-in:

Original Target Date & Time: _____

Requested Target Date & Time: _____

Email Completed Form by: March 3, 2025
To: T3 Freight Supervisor

Brian Nilson: bnilson@t3expo.com

NOTES:

OFFICE USE ONLY:	Approved	Denied
New Target Date: _____	New Target Time: _____	
Signed: _____	Date: _____	

Marshalling Yard Directions

[Click here](#) for directions to the Marshalling Yard (underneath S 280 Freeway).

Marshalling Yard is located under the freeway behind 651 Vine Street, access from Almaden Blvd. You will see other trailers in the lot.



Marshaling Yard Map

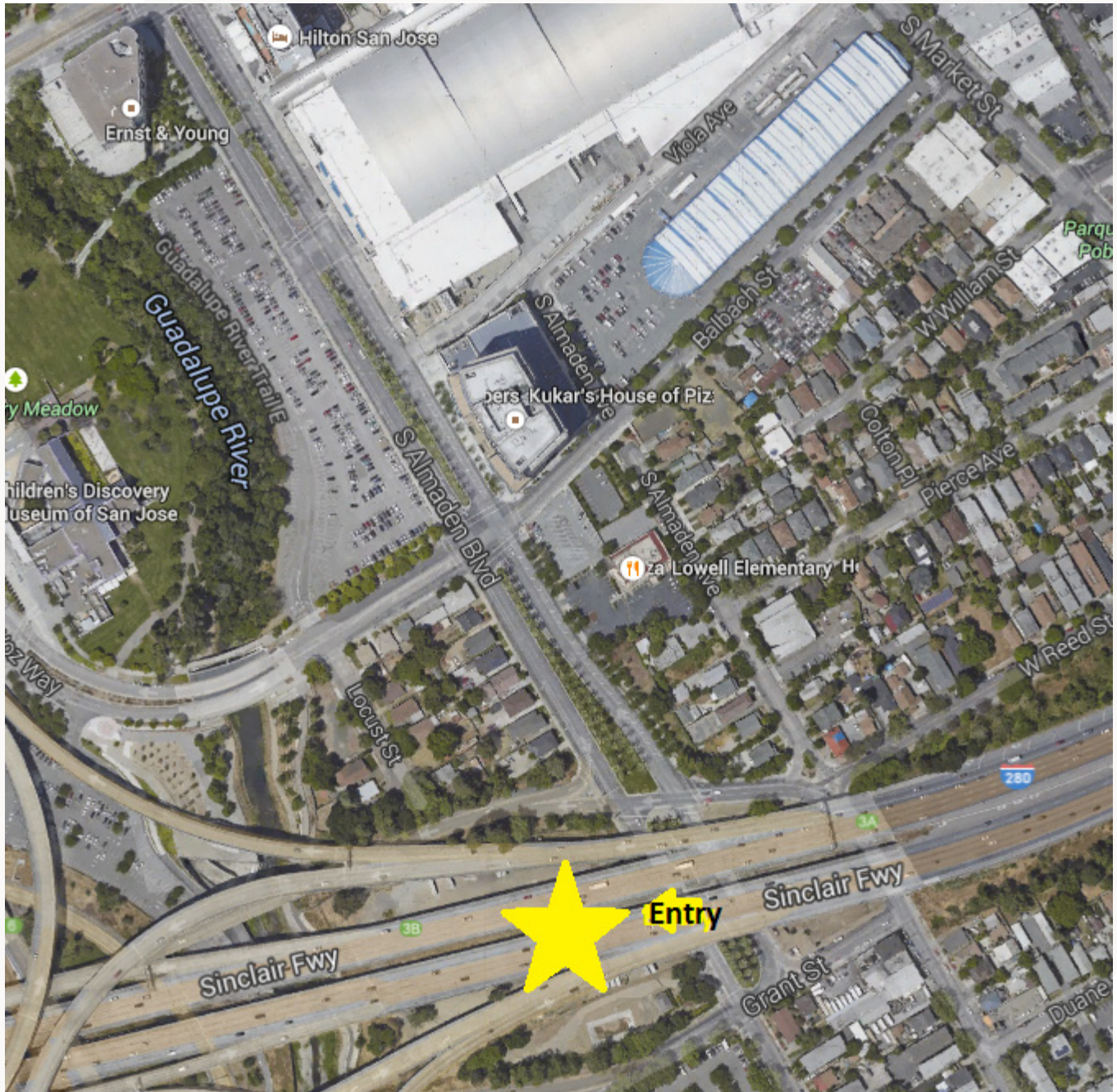
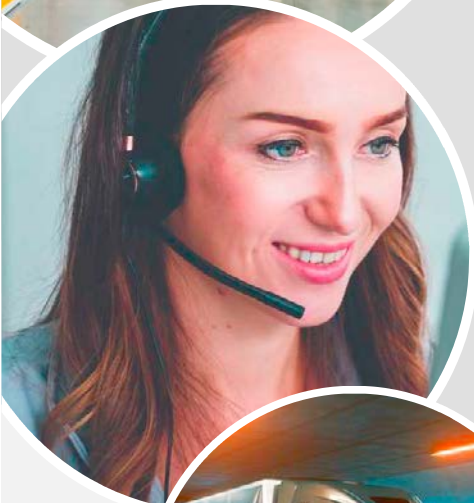




EXHIBIT TRANSPORTATION SOLUTIONS

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**

