



Outbound Shipping

Reminder: No booth dismantling may begin before the official close of the show at 4:00 p.m. on Tuesday, March 4. **Failure to abide by the rules outlined in your exhibition contract may result in penalties including forfeiture of loyalty points earned toward booth assignments in 2026.**

Once the aisle carpet has been removed, cartons, then cases and crates, will be delivered to your booth. Removal of aisle carpet and the complete return of all empties may take up to ten hours.

Move-Out Hours

Level 1:	Tuesday, March 4 Wednesday, March 5	4:01 p.m. – 10:00 p.m. 8:00 a.m. – 12:00 p.m.
Level 3:	Tuesday, March 4 Wednesday, March 5 Thursday, March 6	4:01 p.m. – 10:00 p.m. 8:00 a.m. – 12:00 p.m. 8:00 a.m. – 12:00 p.m.

Material Handling Agreement (MHA)

Every shipment must be accompanied by a **Material Handling Agreement (MHA) completed by the exhibitor and given to T3 Expo.** Merchandise will be transferred to the freight carrier in accordance with the shipping instructions indicated on the Material Handling Agreement (MHA). Carrier charges for removal of freight from the Javits Convention Center are the sole responsibility of the exhibitor.

NOTE: Turning in a Material Handling Agreement (MHA) does not constitute T3 Expo’s “taking possession” of your freight.

Exhibitors should remain with their freight until it is in the handlers’ possession. No materials should be left unattended at any time while you are packing and waiting for your materials to be picked up.

Packing and Driver Check-in Instructions

All crates and materials should be packed, and *Material Handling Agreements (MHAs)* turned in:

Level 1		
• by 12:00 p.m. on Wednesday, March 5 for all booths	→	Driver Check-in by: Wednesday, March 5 by 10:00 a.m.
Level 3		
• by 2:00 p.m. on Wednesday, March 5 for booths 1,000 square feet or smaller	→	Driver Check-in by: Wednesday, March 5 by 12:00 p.m.
• by 10:00 a.m. on Thursday, March 6 for booths 1,001 square feet or larger	→	Driver Check-in by: Thursday, March 6 by 8:00 a.m.

T3 Expo, at the exhibitor’s expense, will dismantle any displays that have not been dismantled and packed by that time.

IMPORTANT: IF AN EXHIBITOR'S CARRIER DOES NOT CHECK IN BY THE APPLICABLE TIME INDICATED ABOVE, DISPLAY MATERIALS AND MERCHANDISE WILL BE TRANSFERRED TO OUTBOUND COMMON CARRIERS AND SHIPPED AT THE EXHIBITOR'S EXPENSE