EXHIBITOR SERVICES KIT

AHIMA*26*

October 4-6, 2026
Henry B. González Convention Center
San Antonio, TX

Welcome

Dear AHIMA*26* Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for AHIMA*26*. 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. For questions or support, contact us between 9:00 am – 5:00 pm EST, by emailing help@t3expo.com or call +1.888.698.3397. Please allow up to 24 business hours for a response.

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

AHIMA SPONSORSHIP & EXHIBITOR ON-LINE TERMS & CONDITIONS

CLICK HERE for the AHIMA SPONSORSHIP & EXHIBITOR ON-LINE TERMS & CONDITIONS

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AHIMA 26 CONFERENCE

AHIMA26
October 4-6, 2026
Henry B. González Convention Center
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Use our INTERACTIVE TABLE OF CONTENTS for EASY NAVIGATION

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T3 EXPO INFORMATION

Show Information

Location

Henry B. González Convention Center
900 E Market Street
San Antonio, TX 78205

Exhibit Hall

Hall 2

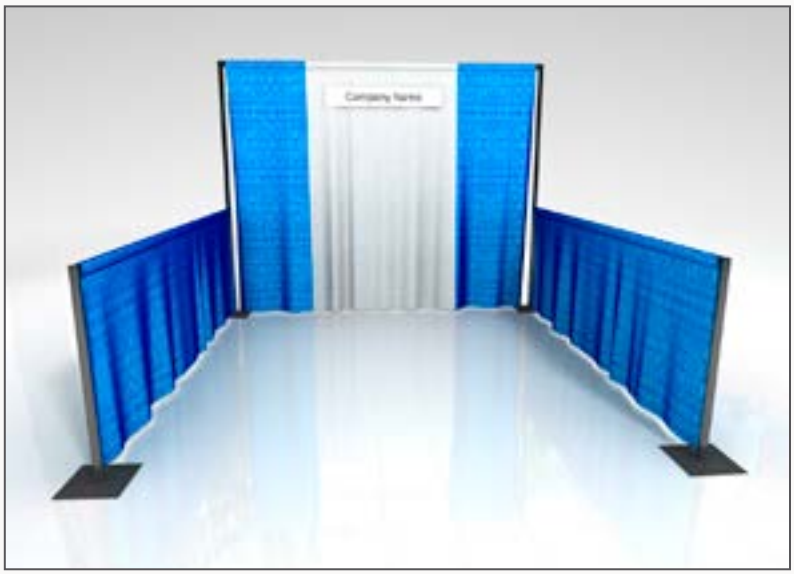
Booth Package

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)

Show Colors

- Drapes – Blue & White
- Side Rails – Blue
- Aisle Carpet – Tuxedo



The booth space is concrete and floor covering is required by show management. Please order in this kit or at order.t3expo.com. Booth spaces without floor covering on Sunday, October 4 at 1:00 PM CT will have carpet automatically installed at the exhibitor's expense.

Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Friday, October 2 8:00 AM CT – 6:00 PM CT *400 sq ft & Larger Booths Only*	Sunday, October 4 4:00 PM CT – 6:00 PM CT	Tuesday, October 6 4:30 PM CT – 8:00 PM CT	Wednesday, October 7 By 10:00 AM CT
Saturday, October 3 7:00 AM CT – 6:00 PM CT	Monday, October 5 7:15 AM CT – 3:30 PM CT	Wednesday, October 7 8:00 AM CT – 11:00 AM CT	–
Sunday, October 4 7:00 AM CT – 1:00 PM CT	Tuesday, October 6 7:15 AM CT – 4:30 PM CT	–	–

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

Important Dates & Deadlines Checklist

- ☐ Thursday, August 27, 2026 ..... Turnkey Rental Exhibit Package Order Deadline
- ☐ Thursday, August 27, 2026 ..... Receiving at Advance Warehouse Begins
- ☐ Thursday, September 3, 2026 ..... Turnkey Rental Exhibit Package Artwork Submission Deadline
- ☐ Thursday, September 3, 2026 ..... Exhibitor Appointed Contractor Form Deadline
- ☐ Friday, September 4, 2026 ..... Audio Visual Advance Rate Deadline
- ☐ Sunday, September 6, 2026 ..... Booth Carpet Order Deadline
- ☐ Thursday, September 10, 2026 ..... Turnkey™ Rental Exhibit Package Artwork Approval Deadline
- ☐ Thursday, September 10, 2026 ..... T3 Service Orders Advance Discount Deadline
- ☐ Thursday, September 10, 2026 ..... Custom Furniture Advance Discount Deadline
- ☐ Sunday, September 13, 2026 ..... Edlen Electrical Advance Discount Deadline
- ☐ Wednesday, September 16, 2026 ..... Smart City Internet Advance Discount Deadline
- ☐ Thursday, September 24, 2026 ..... Last Day for Advance Shipments to Arrive without Surcharges
- ☐ Friday, October 2, 2026 ..... Direct Shipments to Show Site May Begin Arriving After 8:00 AM CT
- ☐ Sunday, October 4, 2026 ..... All Exhibits Must Be Set by 1:00 PM CT
- ☐ Wednesday, October 7, 2026 ..... All Carriers Must Check In by 10:00 AM CT

Preshow Checklist

- ☐ **Please click here to view our Terms and Conditions**
- ☐ **Review this entire Service Kit** (PLEASE NOTE: Payment is required with all orders)
- ☐ **Arrange in-bound freight/Material Handling**

  If you or any other vendor are shipping materials to your booth, be sure to choose **Advance** or **Direct Shipping**:

  Advance Shipping:
  - If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
  - Be sure to look at the Late to Warehouse date. Freight being received after the date will incur a surcharge.
  - The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding and pallets are acceptable. Due to circumstances of timing or facility availability beyond the control of T3 Expo, this may result in an overtime surcharge: please refer to the Material Handling form.

  Direct Shipping:
  - If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates may be refused.
  - Check the show timing to gauge which shipping option meets your scheduling parameters and make note of handling surcharges (overtime, off target, late/early to warehouse etc.).
  - Fill out the Material Handling form in the Service Kit to estimate your costs and submit it with your payment.
  - Label your freight correctly with your company name, booth number, event/show name and address listed in the Service Kit. Shipping label forms are provided in the Service Kit.
  - Bring all copies of shipping documents with tracking numbers to show site.
- ☐ **Order rental booth structure and/or option, if applicable**
  - Please choose the appropriate option and/or configuration of your booth structure.
- ☐ **Order graphics/signage and submit artwork, if applicable**
  - See the Print Production Artwork Requirements page in this Service Kit for format information and submission details.
- ☐ **Order booth furnishings/accessories, if applicable**
  - There are forms in this Service Kit with many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.
- ☐ **Order T3 installation & dismantle labor, and / or submit EAC forms with proof of insurance**
  - Venues have different union regulations; please review the Labor Guidelines page to determine if hiring labor to set-up / tear down your exhibit properties is needed.
  - If using a firm other than the official service contractor, a Notification of Intent to Use EAC form and proof of insurance must be submitted at least (30) days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set any exhibits.
- ☐ **Order additional/ancillary services, if applicable**
  - There may be forms in this Service Kit for other services such as; accessible storage, sign hanging, custom furnishings, electricity, internet, audio visual, lead retrieval, cleaning, floral or catering.
  - Some of these services are provided by vendors other than T3 Expo; be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.
- ☐ **Submit your order with payment** (REQUIRED)
  - This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed. We accept Mastercard, Visa, American Express, company check or wire transfer.
- ☐ **Arrange out-bound freight, if applicable**
  - Before the end of your event, be sure to visit the T3 Service Desk to pick up a Material Handling form.
  - No Material Handling form will be distributed unless the account is paid in full.
  - There will be a show carrier providing air and/or ground shipping options. If you are using your own carrier, you will need to schedule them on your own for a pickup.
  - Please note the carrier check-in time on the Show Information page.
  - If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with the show carrier at your expense.

On-site Checklist

☐ **Check all freight when you arrive**

- Verify that all your shipments have arrived in your booth space. Please check against your shipping documentation before unpacking any freight.

☐ **Booth set-up**

- If you are using T3 Expo Installation Labor, you must go to the T3 Service Desk to inform us that you are ready for your labor.
- Installation/Dismantle Labor start time is only guaranteed when ordered for 8:00 am.
- Once your booth is set up, tag your empty containers with Empty Stickers which can be picked up at the T3 Service Desk.

☐ **Arrange outbound shipping**

- Before the end of the event, visit the T3 Service Desk to pick up your Material Handling form(s). You will need a separate Material Handling form for each outbound shipping destination.
- Material Handling form(s) will not be distributed until account is paid in full.
- There will be show carriers on-site for air and ground service.
- If you are using your own carrier, you must schedule them in advance to pick up your shipment(s).
- Note the Carrier Check-in date / time on the Show Schedule form.
- If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto a show carrier at your expense.

☐ **Booth freight packed and ready to ship out**

- Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the T3 Service Desk.
- Do not leave your Material Handling form(s) in your booth space or on your freight.
- If you do not turn your Material Handling form(s) into the T3 Service Desk, your shipment may be delayed and/or rerouted to a show carrier.

T3 SERVICE INFORMATION & FORMS

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Exhibitor Order Deadline: .....**Thursday, August 27, 2026**
Artwork Submission Deadline: .... **Thursday, September 3, 2026**
Artwork Approval Deadline:..... **Thursday, September 10, 2026e**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, September 3, 2026.

10' x 10' Turnkey Booth

10' x 10' Turnkey Booth – $5,600.00

(1) 9'w x 8'h Digitally Printed Back Wall
(1) R4 Counter with Locking Storage and Graphic Kick Panel (4'w)
(1) 30" Round Bar Table - White Top
(3) Zenith Barstools - White
(1) Wastebasket
(1) 10' x 10' Standard Carpet
- Labor to Install and Dismantle
- First Day Cleaning

Exhibit space must be reserved with AHIMA prior to ordering a Turnkey Booths. Please contact: ahimasales@discoversb.com

The following information is required; please return the completed form to T3 Expo.

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.

PLEASE NOTE: Colors and style may vary upon availability.

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

Select Carpet Color (Included in package price; check one)

☐ Blue ☐ Black ☐ Green ☐ Grey
☐ Navy ☐ Red ☐ Tuxedo

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

10' x 10' Turnkey Booth..... **$5,600.00**
Sales Tax 8.25%..... **$** _____
Estimated Turnkey Booth Total..... **$** _____
Pricing does not include electricity, internet connection or AV equipment.

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Artwork Submission Deadline: .... **Thursday, September 3, 2026**
Artwork Approval Deadline:..... **Thursday, September 10, 2026e**
An additional 25% rush fee will be added to the total price of the package if graphic files are received after Thursday, September 3, 2026.

10' x 20' Turnkey Booth

10' x 20' Turnkey Booth – $11,000.00

(1) 18'w x 8'h Digitally Printed Back Wall
(1) R5 Counter with Locking Storage and Graphic Kick Panel (5'w)
(1) Waterfall Counter - White
(3) Zenith Barstools - White
(1) Wastebasket
(1) 10' x 20' Standard Carpet
- Labor to Install and Dismantle
- First Day Cleaning

Exhibit space must be reserved with AHIMA prior to ordering a Turnkey Booths. Please contact: ahimasales@discoversb.com

The following information is required; please return the completed form to T3 Expo.

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.

PLEASE NOTE: Colors and style may vary upon availability.

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

Select Carpet Color (Included in package price; check one)

☐ Blue ☐ Black ☐ Green ☐ Grey
☐ Navy ☐ Red ☐ Tuxedo

Submit This Form

Email this completed form along with the **Payment Information Form** to: orders@t3expo.com

10' x 20' Turnkey Booth..... **$11,000.00**
Sales Tax 8.25%..... **$** _____
Estimated Turnkey Booth Total..... **$** _____
Pricing does not include electricity, internet connection or AV equipment.

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Artwork Submission Deadline:
All artwork due by Thursday, September 3, 2026

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

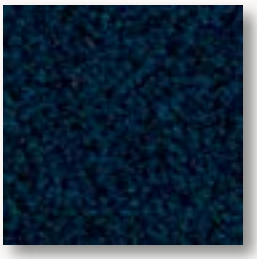
Carpet Options

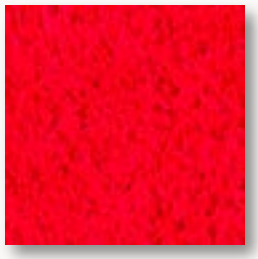
Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Black

Green

Grey

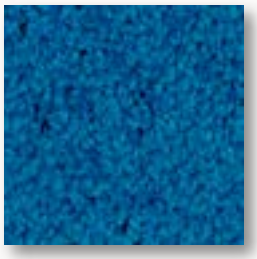

Navy


Red

White

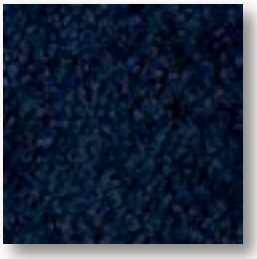
Standard Carpet – 16 oz. Nylon Carpet

Black


Blue

Green

Grey


Navy

Red

Tuxedo

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The booth space is concrete and floor covering is required by show management. Please order in this kit or at order.t3expo.com. Booth spaces without floor covering on Sunday, September 6, 2026 at 1:00 PM CT will have carpet automatically installed at the exhibitor's expense.

Carpet & Padding Order Form

T3 Advance Discount Deadline:
Order and payment due by September 10, 2026

Upgraded Carpet – 30 oz. Premium 100% Nylon Carpet

Please enter size and select carpet color

Booth Dimensions		Total Area			Discount Price		Standard Price	Extended Price
Size _____	x	_____	= _____ sq. ft	x	$10.63	or	$15.19	= $ _____

Please select UPGRADED carpet color: (check one)
☐ Black ☐ Green ☐ Grey
☐ Navy ☐ Red ☐ White

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

	Discount Price		Standard Price	Extended Price
☐ 10' x 10'	$458.00	or	$654.29	$ _____
☐ 10' x 20'	$916.00	or	$1,308.57	$ _____
☐ 10' x 30'	$1,374.00	or	$1,962.86	$ _____
☐ 10' x 40'	$1,832.00	or	$2,617.14	$ _____

	Discount Price		Standard Price	Extended Price
☐ 20' x 20'	$1,832.00	or	$2,617.14	$ _____
☐ 20' x 30'	$2,748.00	or	$3,925.71	$ _____
☐ 20' x 40'	$3,664.00	or	$5,234.29	$ _____
☐ 30' x 30'	$4,122.00	or	$5,888.57	$ _____

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	$4.58	or	$6.54	= $ _____

Please select STANDARD or CUSTOM carpet color: (check one)
☐ Black ☐ Blue ☐ Green ☐ Grey
☐ Navy ☐ Red ☐ Tuxedo

Carpet Padding

Booth Dimensions		Total Area			Discount Price		Standard Price	Extended Price
½" Foam Padding* _____	x	_____	= _____ sq. ft	x	$2.06	or	$2.94	= $ _____
Visqueen _____	x	_____	= _____ sq. ft	x	$1.67	or	$2.39	= $ _____

Subtotal: $ _____

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

Sales Tax 8.25% ..... **$** _____
Estimated Total Carpet & Padding ..... **$** _____

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Vinyl Flooring Order Form

Vinyl Flooring

Please enter size:	Booth Dimensions	Discount Price		Standard Price		Extended Price
	10' x 10'	$1,252.00	or	$1,788.57	=	$ _____
	10' x 20'	$2,503.00	or	$3,575.71	=	$ _____
	10' x 30'	$3,755.00	or	$5,364.29	=	$ _____
	10' x 40'	$5,006.00	or	$7,151.43	=	$ _____

Custom Size – Custom size is required for larger, island or peninsula booths

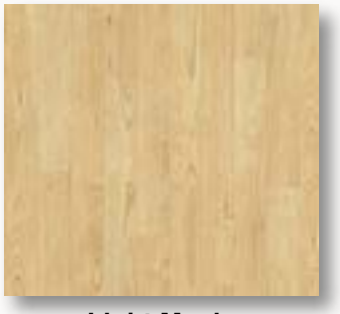
Please enter size: Booth Dimensions | Total Area | Discount Price | Standard Price | Extended Price

Size _____ x _____ = _____ sq. ft x $12.52 or $17.89 = $ _____

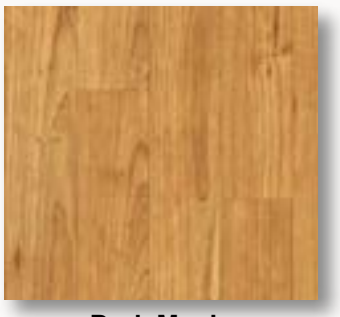
Foam Padding

Please enter size: Booth Dimensions | Total Area | Discount Price | Standard Price | Extended Price

Size _____ x _____ = _____ sq. ft x $3.04 or $4.34 = $ _____



Light Maple



Dark Maple

Please select color:
(check one)

☐ Light Maple ☐ Dark Maple

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

Sales Tax 8.25% ..... **$** _____

Estimated Total Vinyl Floor Covering $ _____

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

A

B

C

D

E

F

G

H

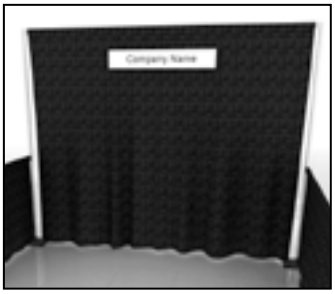
I

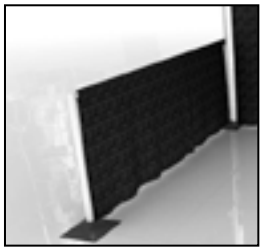
J

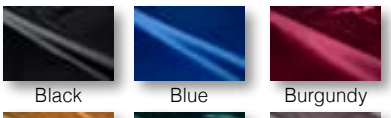
Pipe & Drape

A. 8' High Drape

B. 3' High Drape


A


B



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Furniture / Accessories / Pipe & Drape Order Form

Furniture

	Quantity		Discount Price		Standard Price		Extended Price
A. Bar Stool – Black (FRN-BRSTL-01a)	_____	x	$335.00	or	$478.57	= $	_____
B. Side Chair – Black (FRN-SIDECHR-01a)	_____	x	$227.00	or	$324.29	= $	_____

Accessories

	Quantity		Discount Price		Standard Price		Extended Price
A. Bag Stand (ACC-001a)	_____	x	$360.00	or	$514.29	= $	_____
B. Literature Holder – Acrylic 3 Tier (ACC-002a)	_____	x	$128.00	or	$182.86	= $	_____
C. Poster Display Board (ACC-055a)	_____	x	$372.00	or	$531.43	= $	_____
D. R4 Counter – 4' wide (CNT-R4FT-01a)	_____	x	$1,027.00	or	$1,467.14	= $	_____
R4 Counter, Branded – 4' wide (CNT-R4FT-01b)	_____	x	$1,279.00	or	$1,827.14	= $	_____
E. Sign Easel (ACC-004a)	_____	x	$149.00	or	$212.86	= $	_____
F. Literature Stand (ACC-005a)	_____	x	$1,585.00	or	$2,264.29	= $	_____
G. Sign Stand – 22"w x 28"h (ACC-007a)	_____	x	$284.00	or	$405.71	= $	_____
H. Display Showcase, 6'	_____	x	$229.00	or	$327.14	= $	_____
I. Stanchion – 3' High Tension (ACC-008a)	_____	x	$160.00	or	$228.57	= $	_____
J. Wastebasket (ACC-010a)	_____	x	$44.00	or	$62.86	= $	_____

Pipe & Drape

	Quantity		Discount Price		Standard Price		Extended Price
A. Banjo Drape 8'H, Black (BDRP-8)	_____	x	$29.00	or	$41.43	= $	_____
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 8.25% ..... **$** _____
Est. Total Furn/Access/Pipe&Drape .. **$** _____

Display Tables & 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.
- 4' tables do not require fourth side skirting.

Unskirted Tables

4'w x 2'd x 30"h
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

Round Tables

40"h round table, 30"d, Black Top
30"h round table, 30"d, Black Top

Skirting not available on round tables.

PLEASE NOTE:
Colors and style may vary upon availability for items on this page.

T3 expo®
Save money. Grow your event.

AHIMA 26 CONFERENCE

AHIMA26
October 4-6, 2026
Henry B. González Convention Center
San Antonio, TX

T3 Advance Discount Deadline:
Order and payment due by Thursday, September 10, 2026

Display Tables & Counters Order Form

	Quantity		Discount Price		Standard Price		Extended Price
30" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____	x	$299.00	or	$427.14	= $	_____
6'w x 2'd	_____	x	$346.00	or	$494.29	= $	_____
8'w x 2'd	_____	x	$404.00	or	$577.14	= $	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	$94.00	or	$134.29	= $	_____
40" High Skirted (6' & 8' skirted on 3 sides only)							
4'w x 2'd	_____	x	$346.00	or	$494.29	= $	_____
6'w x 2'd	_____	x	$404.00	or	$577.14	= $	_____
8'w x 2'd	_____	x	$461.00	or	$658.57	= $	_____
4th Side Skirting (for 6' and 8' tables only)	_____	x	$109.00	or	$155.71	= $	_____

Please Select Skirting Color: (check one)
☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Grey ☐ Plum ☐ Red ☐ White

	Quantity		Discount Price		Standard Price		Extended Price
30" High Unskirted							
4'w x 2'd	_____	x	$116.00	or	$165.71	= $	_____
6'w x 2'd	_____	x	$154.00	or	$220.00	= $	_____
8'w x 2'd	_____	x	$187.00	or	$267.14	= $	_____
40" High Unskirted							
4'w x 2'd	_____	x	$154.00	or	$220.00	= $	_____
6'w x 2'd	_____	x	$187.00	or	$267.14	= $	_____
8'w x 2'd	_____	x	$223.00	or	$318.57	= $	_____
Round Tables							
Café Table, 40"h, 30"d, Black Top	_____	x	$205.00	or	$292.86	= $	_____
Café Table, 30"h, 30"d, Black Top	_____	x	$227.00	or	$324.29	= $	_____

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

Sales Tax 8.25% ..... **$** _____
Est. Total Display Tables & Counters . **$** _____

Display Labor & Forklift Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- 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 T3 Expo.
- 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.
- Exhibitors 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	$188.00	$260.00	$354.00
T3 Supervised Labor	$244.00	$338.00	$460.00
Forklift and Operator (5,000 lbs)	$466.00	$516.00	$667.00

	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.

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

☐ **Set-Up Instructions Attached**

☐ **Outbound Shipping Information Attached**

Estimated Total Labor ..... **$** _____

Hanging Sign Order Form

Important Information

- Straight Time: 8:00 am to 4:30 pm, Monday-Friday.
- Overtime: Before 8:00 am and after 4:30 pm, Monday-Friday, and all hours on Saturday.
- Double Time: Sunday and observed union holidays.
- Show Site Labor Orders: Add 30% to hourly rates.
- T3 Expo bills in one hour increments per crew for Sign Hanging.
- Hanging Signs should be sent in a separate container to the Advance Shipping Warehouse using the enclosed "Hanging Sign" labels and adhering to the dates on the labels.
- All Hanging Signs are subject to approval and must conform to Show Management and facility regulations.
- Signs requiring electricity must be in accordance with the National Electrical Code.
- T3 Expo reserves the right to refuse to hang any sign which we deem to be unsafe.
- If any hang point supports over 250 lbs., notify T3 immediately for special authorization.

	Straight Time	Overtime	Double Time
Sign Assembly Labor	$188.00	$260.00	$354.00
T3 Supervised Sign Assembly Labor	$244.00	$338.00	$460.00

Does the sign require assembly? ☐ Yes ☐ No
(assembly labor performed at rates above)

Requested Date & Time**

	# of Men	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= $ _____
Dismantle _____	_____	x _____	x _____	= $ _____

	Straight Time	Overtime	Double Time
Sign Hanging Lift/Crew	$1,028.00	$1,189.00	$1,351.00

Requested Date & Time**

	# of Lift(s) Crew(s)	# of Hours	Hourly Rate	Total Cost
Installation _____	_____	x _____	x _____	= $ _____
Dismantle _____	_____	x _____	x _____	= $ _____

Note: Final billing will include time, materials, assembly, installation and dismantle.
**We will do our best to accommodate the requested date and time.
Crew size is at the discretion of T3 Expo.

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: _____

In order to perform Labor without exhibitor's representative present, T3 Expo must receive detailed set-up instructions (blueprints/floor plans, etc.) with this form. This must also include outbound shipping instructions.

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

☐ **Set-Up Instructions Attached**

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

Estimated Total Hanging Sign.....**$** _____

Hanging Sign Description & Position

Description of Sign

Material

☐ Cloth/Vinyl ☐ Wood ☐ System ☐ Metal Other _____

☐ Single Sided ☐ Double Sided ☐ Pockets ☐ Grommets # of Hang Points _____

Shape

☐ Square ☐ Circle ☐ Triangle ☐ Pinwheel Other _____

Dimensions

Height _____ Width _____ Length _____ Approx Weight _____ lbs.

Assembly Required? ☐ Yes ☐ No

Electricity Required? ☐ Yes ☐ No

Chain Motors Required? (call/email T3 Expo for rates) ☐ Yes ☐ No Qty _____

Is exhibitor supervision required for T3 Expo to assemble and hang the sign? ☐ Yes ☐ No

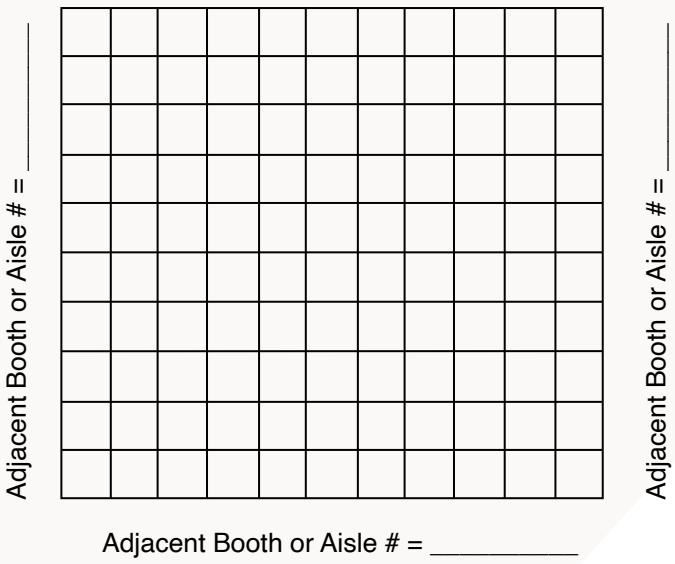
Position of Sign

Distance from the floor to the top of the sign _____ or ☐ to maximum height allowed

Location ☐ Center of Booth ☐ See Diagram Below

Each square = _____

Adjacent Booth or Aisle # = _____



Use this grid to indicate the position of your hanging sign.

- Please indicate the scale of the grid (i.e. 1 square=1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers in the space around the grid.

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

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	_____	= $	_____

Access Storage Labor

	Straight Time	Overtime	Double Time
Access Storage Labor	$188.00	$260.00	$354.00

Empty Storage

	Quantity		Standard Price		Extended Price
Cardboard Box	_____	x	$40.00 each	= $	_____
Fiber Case	_____	x	$50.00 each	= $	_____

	Quantity	Standard Price
Shrink Wrap	_____	$136.00

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

Est. Total Storage Services ..... **$** _____

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.

	Area		Price		# Days		Extended Price
Hard Floor Scrubbing	_____	x	$1.78 per sq. ft.	x	_____	= $	_____

	Area			Price		# Days		Extended Price
Porter Service	_____	x	_____	x	$1.20 per sq. ft.	x	_____	= $ _____
Vacuuming	_____	x	_____	x	$1.04 per sq. ft.	x	_____	= $ _____

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

Est. Total Cleaning Services.....**$** _____

ADVANCE DISCOUNT DEADLINE – Thursday, September 10, 2026
Sales Tax 8.25%

afr®
furniture rental

SPECIAL EVENT

Click here to view the
AFR FURNITURE RENTAL CATALOG
Click here to download the furniture order forms

2026 FURNITURE PRODUCT LIST WITH PRICING

ADVANCE DISCOUNT DEADLINE – Thursday, September 10, 2026
Sales Tax 8.25%

Click here to view the CORT Events' full catalog of trade show exhibitor offerings.

Click here to download the furniture order forms

SHIPPING INFORMATION

AHIMA26
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 Thursday, September 24, 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 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, October 7, 2026 at 10 AM CT. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.
UPS or FedEx: 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 Thursday, August 27, 2026. Shipments arriving prior to this date may be refused.

Crated or Uncrated
Shipment Weight ..... x $3.00/lb = $_____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $107.00 ea. = $_____

Material Handling Estimate ..... $_____

Direct Shipments to Show Site

Direct shipments will be received starting on Friday, October 2, 2026. Shipments that arrive prior to this date may be refused by the Henry B. González Convention Center as T3 Expo will not have possession of the venue prior to this date and time.

Crated or Uncrated
Shipment Weight ..... x $3.15/lb = $_____

Small Package Shipment - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $107.00 ea. = $_____

Material Handling Estimate ..... $_____

Shipping Addresses

Advance Shipments to T3 Expo Warehouse

Address

To: (Exhibiting Company Name)
(Booth #)

For: AHIMA*26*

c/o: T3 Expo
c/o: Allstates WorldCargo c/o Forward Air
16911 Alamo Pkwy
Selma, TX 78154

Information

Advance shipments will be accepted beginning on Thursday, August 27, 2026 through Thursday, September 24, 2026 between the hours of 8:00 am – 4:00 pm.

Shipments received after Thursday, September 24, 2026 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: AHIMA*26*

c/o: T3 Expo
c/o: Henry B. González Convention Center
Hall 2
900 E Market Street
San Antonio, TX 78205

Information

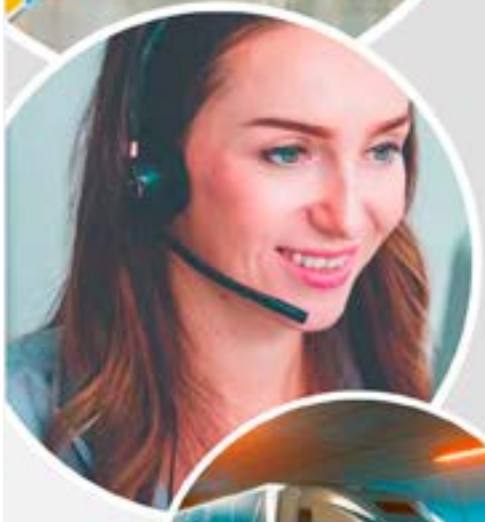
Direct shipments are accepted starting on Friday, October 2, 2026 beginning at 8:00 am and throughout published event hours.

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

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

ALLSTATES WORLDCARGO

OFFICIAL SHOW CARRIER



At the end of the show, please visit us at the Exhibitor Services Center to book your outbound shipments with convenient payment processing.

EXCEPTIONAL SERVICE. ROUND-THE-CLOCK SUPPORT.

24/7

- No Wait Time Charges
- No Convention Fee's
- No Secondary Invoicing
- Guaranteed No Forced Freight
- World Class Service & Support
- Over 99% Service Performance

Stop by the Allstates Freight Desk to expedite your outbound shipment processing and avoid unnecessary fees

At Allstates WorldCargo, our exhibit transportation solutions are the best in the industry. We provide dedicated trade show shipping support and no secondary invoicing.

Contact Us

612-504-8300

T3Expo@allstates-worldcargo.com

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, AUGUST 27, 2026 TO THURSDAY, SEPTEMBER 24, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Allstates WorldCargo c/o Forward Air
16911 Alamo Pkwy
Selma, TX 78154

Event: **AHIMA*26***

Booth #: _____

Piece #: _____ of: _____ pieces

ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, AUGUST 27, 2026 TO THURSDAY, SEPTEMBER 24, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Allstates WorldCargo c/o Forward Air
16911 Alamo Pkwy
Selma, TX 78154

Event: **AHIMA*26***

Booth #: _____

Piece #: _____ of: _____ pieces

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

DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, OCTOBER 2, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Henry B. González Convention Center
Hall 2
900 E Market Street
San Antonio, TX 78205

Event: **AHIMA*26***

Booth #: _____

Piece #: _____ of: _____ pieces

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

DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, OCTOBER 2, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Henry B. González Convention Center
Hall 2
900 E Market Street
San Antonio, TX 78205

Event: **AHIMA*26***

Booth #: _____

Piece #: _____ of: _____ pieces

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, AUGUST 27, 2026 TO THURSDAY, SEPTEMBER 24, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Allstates WorldCargo c/o Forward Air
16911 Alamo Pkwy
Selma, TX 78154

Event: **AHIMA*26***

Booth #: _____

Piece #: _____ of: _____ pieces

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

HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM THURSDAY, AUGUST 27, 2026 TO THURSDAY, SEPTEMBER 24, 2026

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: Allstates WorldCargo c/o Forward Air
16911 Alamo Pkwy
Selma, TX 78154

Event: **AHIMA*26***

Booth #: _____

Piece #: _____ of: _____ pieces

ADDITIONAL INFORMATION & FORMS

Key Contacts

VENDOR SERVICE	VENDOR NAME	VENDOR CONTACT INFORMATION
Electrical Services	Edlen	Online Ordering: ordering.edlen.com/login Website: edlen.com Edlen Flyer: ahima26.exhibitor.kit.flyer
Internet Services	Smart City	Online Ordering: orders.smartcitynetworks.com Email: customerservice@smartcitynetworks.com Phone: (210) 258-8900
Audio Visual Services	projection	Online Ordering: projection.boomerecommerce.com Phone: (301) 459-9011 Email: exhibits@projection.com
Catering Services	The RK Culinary Group	Website: rkculinarygroup.com Email: mlnash@therkgroup.com
Lead Retrieval Services	RainFocus	Online Ordering: leads.rainfocus.com/portal/ahima
General Contractor	T3 Expo, LLC	Email: help@t3expo.com Phone: (888) 698-3397
IAEE Guidelines	IAEE	Email: info@iaee.com Phone: +1 (972) 458-8002

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.

Services Ordered

Material Handling ..... = $ _____
Turnkey Rental Exhibit Packages ..... = $ _____
Carpet ..... = $ _____
Vinly Flooring ..... = $ _____
Furniture & Accessories ..... = $ _____
Display Tables & Counters ..... = $ _____
Display Labor & Forklift ..... = $ _____
Hanging Sign ..... = $ _____
Accessible Storage ..... = $ _____
Cleaning ..... = $ _____
AFR Furniture ..... = $ _____
CORT Furniture ..... = $ _____
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

T3 expo®
Save money. Grow your event.

AHIMA26
October 4-6, 2026
Henry B. González Convention Center
San Antonio, TX

Please Return EAC Form By:
Thursday, September 3, 2026

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 30 days prior to the first day of exhibitor move in 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: AHIMA*26*

Phone: +1.888.698.3397
Email: orders@t3expo.com
Email COI's to: Meghan.Leahy@spargoinc.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.

Third Party covering the following charges for exhibitor:

- ☐ Material Handling
- ☐ Turnkey Package
- ☐ Carpet
- ☐ Vinyl Flooring
- ☐ Furniture & Accessories
- ☐ Display Tables & Counters
- ☐ Display Labor & Forklift
- ☐ Hanging Sign
- ☐ Accessible Storage
- ☐ Custom Furniture
- ☐ 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.

San Antonio, TX 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:

Exhibit Installation and Dismantling

Full time employees of the exhibiting companies may set their own exhibit. If you prefer for T3 Expo to set your booth, labor can be ordered in advance by returning the Labor form in this Exhibitor Service Kit, or at show site to T3 Expo's Service Desk. Exhibitors must provide proof of insurance.

Material Handling

Exhibitors may hand-carry their own small items, such as laptops, into the exhibit facility in one trip. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. T3 Expo will control access to the loading docks in order to provide for a safe and orderly move-in/out. No Exhibitors will be permitted to hand carry items via the loading dock. For liability reasons, only full time employees of the exhibiting company will be allowed to hand-carry items. Unloading and reloading at the dock of any and all carriers and vehicles will be handled by T3 Expo.

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.