SAP for Utilities

Presented by ASUG

# Exhibitor Services Kit

October 7–9, 2026 | San Antonio, TX

# Welcome

Dear SAP for Utilities, presented by ASUG 2026 Exhibitor,

T3 Expo is proud to have been selected as the official service contractor for SAP for Utilities, presented by ASUG 2026. 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

T3 expo®
Save money. Grow your event.

SAP for Utilities
Presented by ASUG

**SAP for Utilities, presented by ASUG 2026**
October 7-9, 2026
San Antonio Marriott Rivercenter on the River Walk
San Antonio, TX

Use our INTERACTIVE TABLE OF CONTENTS for EASY NAVIGATION

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# T3 EXPO INFORMATION

# Show Information

### Location
San Antonio Marriott Rivercenter on the River Walk
101 Bowie St
San Antonio, TX 78205

### Exhibit Hall
Salons E- M

### Show Information
Facility Hall is Fully Carpeted

| Exhibitor Move-in | Exhibit Hours | Dismantle/Move-out | Carrier Check-in |
|---|---|---|---|
| Wednesday, October 7<br>7:30 am – 9:30 am | Wednesday, October 7<br>10:00 am – 6:30 pm | Friday, October 9<br>12:30 pm – 3:00 pm | Friday, October 9<br>By 2:00 pm |
| – | Thursday, October 8<br>8:00 am – 6:00 pm | – | – |
| – | Friday, October 9<br>8:00 am – 12:15 pm | – | – |

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

# Important Dates & Deadlines Checklist

- ☐ Friday, August 14, 2026 ..... Booth Package Order Deadline
- ☐ Friday, August 21, 2026 ..... Booth Package Artwork Submission Deadline
- ☐ Friday, August 28, 2026 ..... Booth Package Artwork Approval Deadline
- ☐ Tuesday, September 1, 2026 ..... Receiving at Advance Warehouse Begins
- ☐ Tuesday, September 8, 2026 ..... Exhibitor Appointed Contractor Form Deadline
- ☐ Monday, September 14, 2026 ..... T3 Service Orders Advance Discount Deadline
- ☐ Monday, September 28, 2026 ..... Last Day for Advance Shipments to Arrive without Surcharges
- ☐ Wednesday, October 7, 2026 ..... Direct Shipments to Show Site May Begin Arriving After 7:30 am
- ☐ Wednesday, October 7, 2026 ..... All Exhibits Must Be Set by 9:30 am
- ☐ Friday, October 9, 2026 ..... All Carriers Must Check In by 2:00 pm

# 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.
- PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 8:00 am and after 4:30 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.
- 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/SAP for Utilities, presented by ASUG 2026 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 BOOTH INFORMATION

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San Antonio, TX

**Exhibitor Order Deadline:** ..... **Friday, August 14, 2026**
**Artwork Submission Deadline:** ..... **Friday, August 21, 2026**
**Artwork Approval Deadline:**..... **Friday, August 28, 2026**
An additional $875.00 rush fee will be added to the total price of the package if graphic files are received after Friday, August 21, 2026.

# Silver Booth Package

## Inclusions:

(1) 8'W x 8'H Fabric Backwall – Branded
(1) 40" Monitor
(1) R4 Counter – White
(1) Nexus Stool
(1) 5-AMP Electrical Drop
Frist Day Cleaning

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

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

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

## 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.

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**Artwork Submission Deadline:** ..... **Friday, August 21, 2026**
**Artwork Approval Deadline:**..... **Friday, August 28, 2026**
An additional $2,462.50 rush fee will be added to the total price of the package if graphic files are received after Friday, August 21, 2026.

# Gold Booth Package

## Inclusions:

(1) 18'W x 8'H Fabric Backwall – Branded
(2) 40" Monitor
(1) R4 Counter – Branded
(4) Nexus Stools
(1) 30" Round White Bar Top - Black Base
(1) 5-AMP Electrical Drop
Frist Day Cleaning

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

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

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

## 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.

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**Exhibitor Order Deadline:** ..... **Friday, August 14, 2026**
**Artwork Submission Deadline:** ..... **Friday, August 21, 2026**
**Artwork Approval Deadline:**..... **Friday, August 28, 2026**
An additional $4,943.75 rush fee will be added to the total price of the package if graphic files are received after Friday, August 21, 2026.

# Platinum Booth Package

## Inclusions:

(1) 10'W x 8'H x 4'D Double-Sided Fabric Backwall with Door – Branded
(1) 49" Monitor
(2) 4'W Double-Sided Kiosk Backwalls – Branded
(4) R4 Counters – White
(1) R5 Counter – Branded
(10) Nexus Stools
(3) 30" Round White Bar Top - Black Base
(1) 5-AMP Electrical Drop
Frist Day Cleaning

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

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

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

## 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.

# T3 SERVICE INFORMATION & FORMS

**Artwork Submission Deadline:**
**All artwork due by Friday, August 21, 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

# 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.

A

B

C

D

E

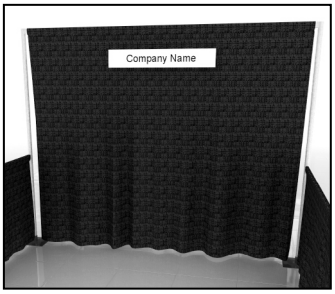
F

G

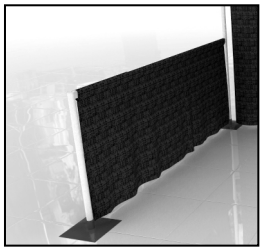
H

I

J



A


B

**T3 Advance Discount Deadline:**
**Order and payment due by Monday, September 14, 2026**

# Furniture / Accessories / Pipe & Drape Order Form

## Furniture

| | Quantity | | Discount Price | | Standard Price | | Extended Price |
|---|---|---|---|---|---|---|---|
| A. Bar Stool – Black (FRN-BRSTL-01a) | _____ | x | $279.00 | or | $398.57 | = $ | _____ |
| B. Side Chair – Black (FRN-SIDECHR-01a) | _____ | x | $189.00 | or | $270.00 | = $ | _____ |

## Accessories

| | Quantity | | Discount Price | | Standard Price | | Extended Price |
|---|---|---|---|---|---|---|---|
| A. Bag Stand (ACC-001a) | _____ | x | $300.00 | or | $428.57 | = $ | _____ |
| B. Literature Holder – Acrylic 3 Tier (ACC-002a) | _____ | x | $107.00 | or | $152.86 | = $ | _____ |
| C. Poster Display Board (ACC-055a) | _____ | x | $310.00 | or | $442.86 | = $ | _____ |
| D. R4 Counter – 4' wide (CNT-R4FT-01a) | _____ | x | $856.00 | or | $1,222.86 | = $ | _____ |
| R4 Counter, Branded – 4' wide (CNT-R4FT-01b) | _____ | x | $1,066.00 | or | $1,522.86 | = $ | _____ |
| E. Sign Easel (ACC-004a) | _____ | x | $124.00 | or | $177.14 | = $ | _____ |
| F. Literature Stand (ACC-005a) | _____ | x | $237.00 | or | $338.57 | = $ | _____ |
| G. Sign Stand – 22"w x 28"h (ACC-007a) | _____ | x | $191.00 | or | $272.86 | = $ | _____ |
| H. Display Showcase, 6' | _____ | x | $1,321.00 | or | $1,887.14 | = $ | _____ |
| I. Stanchion – 3' High Tension (ACC-008a) | _____ | x | $133.00 | or | $190.00 | = $ | _____ |
| J. Wastebasket (ACC-010a) | _____ | x | $37.00 | or | $52.86 | = $ | _____ |

## Pipe & Drape

| | Quantity | | Discount Price | | Standard Price | | Extended Price |
|---|---|---|---|---|---|---|---|
| A. Banjo Drape 8'H, Black (BDRP-8) | _____ | x | $24.00 | or | $34.29 | = $ | _____ |
| B. Banjo Drape 3'H, Black (BDRP-3) | _____ | x | $15.00 | or | $21.43 | = $ | _____ |

**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%** ..... **$** _____
**Est. Total Furn/Access/Pipe&Drape** .. **$** _____

**T3 Advance Discount Deadline:**
**Order and payment due by Monday, September 14, 2026**

# Furniture – Platinum Booth ONLY

A

B

C

D

E

F

| | Quantity | | Discount Price | | Standard Price | | Extended Price |
|---|---|---|---|---|---|---|---|
| **Furniture** | | | | | | | |
| A. Valencia Loveseat – Oat (CORT-VALVOT) | _____ | x | $640.00 | or | $914.29 | = | $ _____ |
| B. Allegro Loveseat (CORT-LVS002) | _____ | x | $1,103.00 | or | $1,575.71 | = | $ _____ |
| C. Montreal Loveseat (CORT-MONLOV) | _____ | x | $1,378.00 | or | $1,968.57 | = | $ _____ |
| D. Valencia Chair – Oat (CORT-VALCOT) | _____ | x | $505.00 | or | $721.43 | = | $ _____ |
| E. Allegro Chair Chair Club (CHR002) | _____ | x | $648.00 | or | $925.71 | = | $ _____ |
| F. Montreal Chair (CORT-MONCHA) | _____ | x | $878.00 | or | $1,254.29 | = | $ _____ |

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

**Sales Tax 8.25%** ..... **$** _____
**Est. Total Furniture** ..... **$** _____

# 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 Advance Discount Deadline:**
**Order and payment due by Monday, September 14, 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 | $249.00 | or | $355.71 | = $ | _____ |
| 6'w x 2'd | _____ | x | $288.00 | or | $411.43 | = $ | _____ |
| 8'w x 2'd | _____ | x | $337.00 | or | $481.43 | = $ | _____ |
| 4th Side Skirting (for 6' and 8' tables only) | _____ | x | $78.00 | or | $111.43 | = $ | _____ |
| **40" High Skirted** (6' & 8' skirted on 3 sides only) | | | | | | | |
| 4'w x 2'd | _____ | x | $288.00 | or | $411.43 | = $ | _____ |
| 6'w x 2'd | _____ | x | $337.00 | or | $481.43 | = $ | _____ |
| 8'w x 2'd | _____ | x | $384.00 | or | $548.57 | = $ | _____ |
| 4th Side Skirting (for 6' and 8' tables only) | _____ | x | $91.00 | or | $130.00 | = $ | _____ |

**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 | $97.00 | or | $138.57 | = $ | _____ |
| 6'w x 2'd | _____ | x | $128.00 | or | $182.86 | = $ | _____ |
| 8'w x 2'd | _____ | x | $156.00 | or | $222.86 | = $ | _____ |
| **40" High Unskirted** | | | | | | | |
| 4'w x 2'd | _____ | x | $128.00 | or | $182.86 | = $ | _____ |
| 6'w x 2'd | _____ | x | $156.00 | or | $222.86 | = $ | _____ |
| 8'w x 2'd | _____ | x | $186.00 | or | $265.71 | = $ | _____ |
| **Round Tables** | | | | | | | |
| Café Table, 40"h, 30"d, Black Top | _____ | x | $171.00 | or | $244.29 | = $ | _____ |
| Café Table, 30"h, 30"d, Black Top | _____ | x | $189.00 | or | $270.00 | = $ | _____ |

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 | $157.00 | $217.00 | $295.00 |
| T3 Supervised Labor | $204.00 | $282.00 | $384.00 |
| Forklift and Operator (5,000 lbs) | $388.00 | $430.00 | $556.00 |

| | 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** ..... **$** _____

# 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 $3.42 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 |
|---|---|---|---|---|---|
| $3.42 per sq. ft x | _____ | sq. ft. x | _____ | = $ | _____ |

| | Straight Time | Overtime | Double Time |
|---|---|---|---|
| Access Storage Labor ..... | $157.00 | $217.00 | $295.00 |

### Empty Storage

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

| | Quantity | Standard Price |
|---|---|---|
| Shrink Wrap ..... | _____ ..... | $113.00 |

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 | $1.48 per sq. ft. | x | _____ | = $ | _____ |

| | Area | | | Price | | # Days | | Extended Price |
|---|---|---|---|---|---|---|---|---|
| Porter Service .... | _____ | x | _____ | x | $1.00 per sq. ft. | x | _____ | = $ _____ |
| Vacuuming ..... | _____ | x | _____ | x | $0.87 per sq. ft. | x | _____ | = $ _____ |

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

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

# SHIPPING INFORMATION

**SAP for Utilities, presented by ASUG 2026**
**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 Monday, September 28, 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.
- 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 Friday, October 9, 2026 by 2:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.
**UPS or 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 Tuesday, September 1, 2026. Shipments arriving prior to this date may be refused.**

**Crated or Uncrated**
Shipment Weight ..... x $1.97/lb = $_____

**Small Package Shipment** - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $89.00 ea. = $_____

**Material Handling Estimate** ..... $_____

## Direct Shipments to Show Site

**Direct shipments will be received starting on Wednesday, October 7, 2026. Shipments that arrive prior to this date may be refused by the San Antonio Marriott Rivercenter on the River Walk as T3 Expo will not have possession of the venue prior to this date and time.**

**Crated or Uncrated**
Shipment Weight ..... x $2.00/lb = $_____

**Small Package Shipment** - Total Shipment Weight 50 lbs or less
Small Package Shipment ..... x $89.00 ea. = $_____

**Material Handling Estimate** ..... $_____

# Shipping Addresses

## Advance Shipments to T3 Expo Warehouse

**Address**

To: (Exhibiting Company Name)
(Booth #)

For: SAP for Utilities, presented by ASUG 2026

c/o: T3 Expo
c/o: SAIA LTL Freight
3901 Sequin Road
San Antonio, TX 78219

**Information**

Advance shipments will be accepted beginning on Tuesday, September 1, 2026 through Monday, September 28, 2026 between the hours of 6:30 am – 7:00 pm.

Shipments received after Monday, September 28, 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: SAP for Utilities, presented by ASUG 2026

c/o: T3 Expo
c/o: San Antonio Marriott Rivercenter on the River Walk
Salons E- M
101 Bowie St
San Antonio, TX 78205

**Information**

Direct shipments are accepted starting on Wednesday, October 7, 2026 beginning at 7:30 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.**

SAIA
100 YEARS
LTL Freight
Est. 1924

# OFFICIAL TRANSPORTATION PROVIDER

**Depend on Saia for worry-free shipping that allows you to focus on what's important – a successful event where you and your products take center stage!**

When you ship with Saia, you get:

- Dedicated Exhibit Managers
- Competitive rates and instant quoting
- Easily schedule your pickup and return delivery
- Service from an industry-leading low-claim ratio carrier
- Optional full-value coverage for high-value items
- Expedited and guaranteed services for time-sensitive deliveries

**SCHEDULE YOUR TRADE SHOW SHIPMENT TODAY!**

**888.536.5699**

tradeshows@saia.com • saia.com

# ADVANCE SHIPMENT

**ACCEPTED FROM TUESDAY, SEPTEMBER 1, 2026 TO MONDAY, SEPTEMBER 28, 2026**

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: SAIA LTL Freight
3901 Sequin Road
San Antonio, TX 78219

Event: **SAP for Utilities, presented by ASUG 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

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


# ADVANCE SHIPMENT

**ACCEPTED FROM TUESDAY, SEPTEMBER 1, 2026 TO MONDAY, SEPTEMBER 28, 2026**

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: SAIA LTL Freight
3901 Sequin Road
San Antonio, TX 78219

Event: **SAP for Utilities, presented by ASUG 2026**

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 WEDNESDAY, OCTOBER 7, 2026**

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: San Antonio Marriott Rivercenter on the River Walk
Salons E- M
101 Bowie St
San Antonio, TX 78205

Event: **SAP for Utilities, presented by ASUG 2026**

Booth #: _____

Piece #: _____ of: _____ pieces


# DIRECT SHIPMENT

**ACCEPTED BEGINNING WEDNESDAY, OCTOBER 7, 2026**

To: _____

Exhibitor Name

c/o: T3 Expo
c/o: San Antonio Marriott Rivercenter on the River Walk
Salons E- M
101 Bowie St
San Antonio, TX 78205

Event: **SAP for Utilities, presented by ASUG 2026**

Booth #: _____

Piece #: _____ of: _____ pieces

# ADDITIONAL INFORMATION & FORMS

SAP for Utilities
Presented by ASUG

## Directory of Suppliers

The vendors listed in this directory are the official and/or exclusive service providers designated by show management.

Unaffiliated vendors may solicit you. Neither SAP nor ASUG can verify the authenticity of such companies, or their representations, and will not be able to provide a resolution to issues made via these companies.

**Audio Visual Rentals and Services - Booths**
Clarity Experiences
Ordering Portal
Attn: Cody Price
E: exhibits@clarityexperiences.com
*Platinum Turnkey packages includes (1) 49" monitor*
*Gold Turnkey packages include (2) 40" monitors*
*Silver Turnkey packages include (1) 40" monitor*

**Audio Visual Rentals and Services – Meeting Rooms**
Clarity Experiences
Attn: Cody Price
E: exhibits@clarityexperiences.com

**Badge Scanning Services**
Cvent
E: leadcapture@cvent.com
*Platinum, Gold, and Silver turnkey packages include (1) lead retrieval license*

**Electrical Services**
Encore
Ordering Link
Attn: Leticia Chapa
E: leticia.chapa@encoreglobal.com
*Platinum, Gold, and Silver turnkey packages include (1) power drop*

**Decorator: Furniture, Accessories**
T3

**Turnkey Graphics**
T3
Attn: ASUG Utilities 2026

**Internet**
Encore
Attn: Leticia Chapa
E: leticia.chapa@encoreglobal.com

**Shipping**
T3

**Printing**
FedEx Office Printing
P: 720.322.6468
E: usa1278@fedex.com

# 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:

- ☐ Material Handling ..... = $_____
- ☐ Carpet..... = $_____
- ☐ Vinyl Flooring ..... = $_____
- ☐ Furniture & Accessories ..... = $_____
- ☐ Display Tables & Counters..... = $_____
- ☐ Display Labor & Forklift ..... = $_____
- ☐ Accessible Storage ..... = $_____
- ☐ Cleaning ..... = $_____

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:**
**Tuesday, September 8, 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: SAP for Utilities, presented by ASUG 2026

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.

## Third Party covering the following charges for exhibitor:

- ☐ Material Handling
- ☐ Carpet
- ☐ Vinyl Flooring
- ☐ Furniture & Accessories
- ☐ Display Tables & Counters
- ☐ Display Labor & Forklift
- ☐ Accessible Storage
- ☐ Cleaning
- ☐ 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.