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

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 1:00 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

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