

**AHIMA24**  
**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 Friday, October 18, 2024 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/Double Time

- 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 30, 2024 at 12:00 pm. If prior arrangements have not been made, the official show carrier will be on-site to coordinate or re-route shipments.

**UPS or Federal Express:** To use these carriers, you **MUST** have their shipping labels for each piece and schedule your pick up. Without these, your freight will **NOT** be picked up by either. If there is a Business Center on the property, it is recommended that you bring your items there.

**PLEASE NOTE:** There may be an additional fee from the facility for this service.

### Advance Shipments to T3 Expo Warehouse

**Advance Shipments will be received at the Advance Warehouse beginning on Friday, September 20, 2024. Shipments arriving prior to this date may be refused.**

#### Crated or Uncrated

Shipment Weight ..... x \$1.75/lb = \$ \_\_\_\_\_

**Small Package Shipment** - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$75.00 ea. = \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_

### Direct Shipments to Show Site

**Direct shipments will be received starting on Friday, October 25, 2024 at 8:00 am. Shipments that arrive prior to this date may be refused by the Salt Palace Convention Center as T3 Expo will not have possession of the venue prior to this date and time.**

#### Crated or Uncrated

Shipment Weight ..... x \$1.90/lb = \$ \_\_\_\_\_

**Small Package Shipment** - Total Shipment Weight 50 lbs or less

Small Package Shipment ..... x \$75.00 ea. = \$ \_\_\_\_\_

**Material Handling Estimate** ..... \$ \_\_\_\_\_

## Shipping Addresses

### Advance Shipments to T3 Expo Warehouse

#### Address

To: (Exhibiting Company Name)  
(Booth #)

For: AHIMA24

c/o: T3 Expo  
c/o: BTX Global Logistics  
1812 South Empire Road, Ste B  
Salt Lake City, UT 84104

#### Information

Advance shipments will be accepted beginning on Friday, September 20, 2024 through Friday, October 18, 2024 between the hours of 8:00 am – 3:00 pm.

Shipments received after Friday, October 18, 2024 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: AHIMA24

c/o: T3 Expo  
c/o: Calvin L. Rampton Salt Palace Convention Center  
Halls A-D  
90 South West Temple Street  
Salt Lake City, UT 84101

#### Information

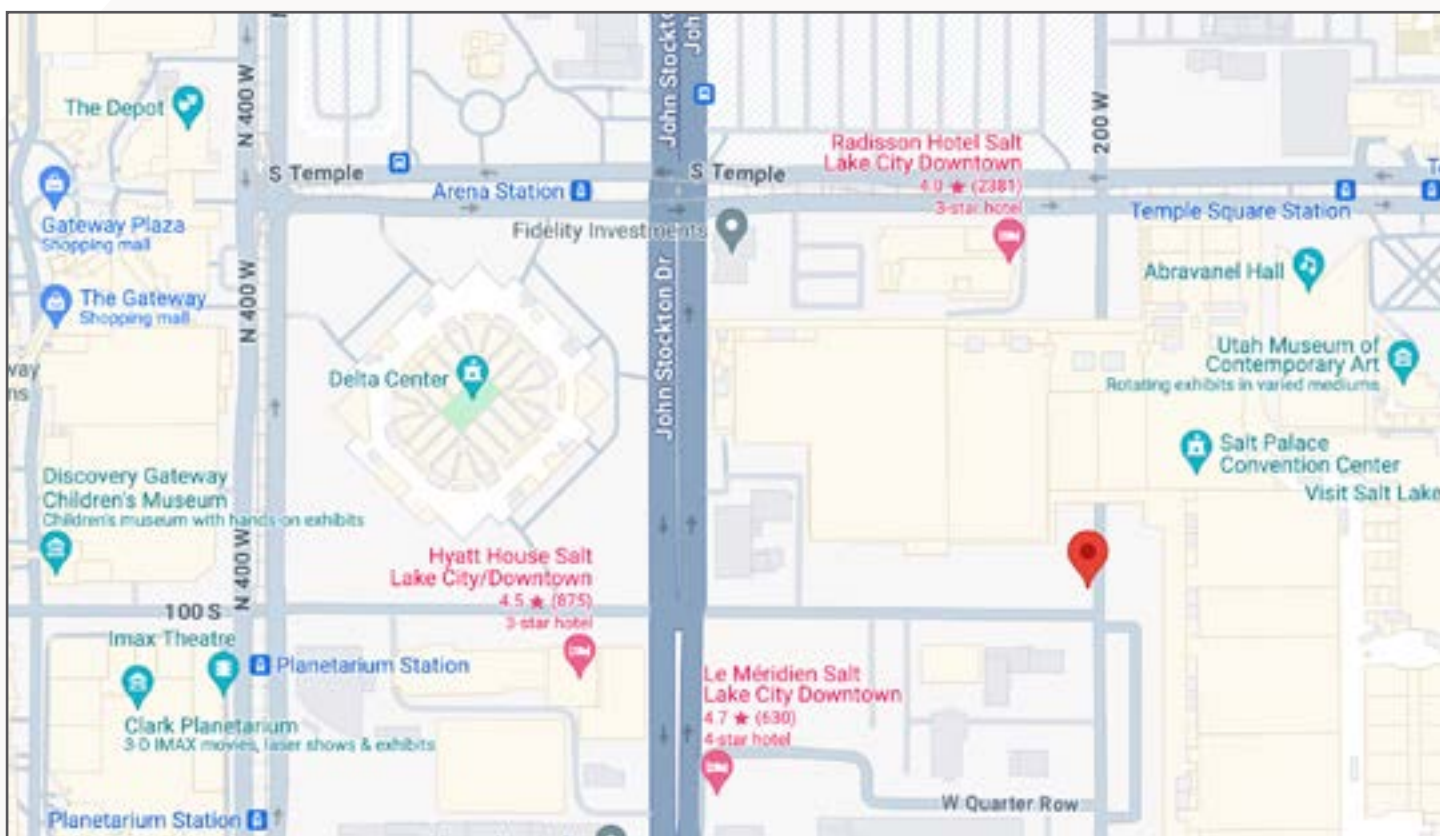
Direct shipments are accepted starting on Friday, October 25, 2024 beginning at 8:00 am and throughout published event hours.

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

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

## Map to Truck Staging Area

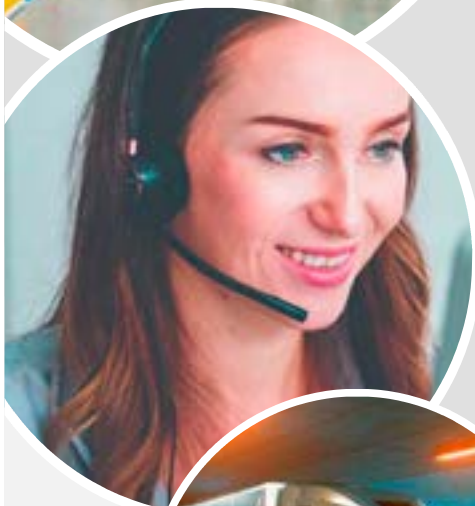
Trucks must come South onto 200 W from S Temple and head to 100 S where they should stage when they arrive on site.





## EXHIBIT TRANSPORTATION SOLUTIONS

When your customers want assurance that their shipments will arrive on time and as promised, Allstates WorldCargo can provide them the peace of mind they need.



**EXCEPTIONAL SERVICE.  
ROUND-THE-CLOCK SUPPORT.**



At Allstates WorldCargo, our Exhibit Tran Solutions is the best in the industry and includes more standard benefits than you'll find with any other provider:

- All-Inclusive Pricing With No Additional Fees For Pickups And Deliveries, Including Weekend And Night Service
- Pick-Up And Transportation From Point Of Origin To Your Choice Of Either Advance Warehouse Or Show Site
- Leading-edge Technology for Shipment Visibility and Management
- 24/7 Customer Service

### Contact Us



612-504-8300



tradeshow@allstates-worldcargo.com

**For more information visit our website**  
**[www.allstates-worldcargo.com](http://www.allstates-worldcargo.com)**



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

# ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, SEPTEMBER 20, 2024 TO FRIDAY, OCTOBER 18, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
c/o: BTX Global Logistics  
1812 South Empire Road, Ste B  
Salt Lake City, UT 84104

Event: **AHIMA24**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, SEPTEMBER 20, 2024 TO FRIDAY, OCTOBER 18, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo  
c/o: BTX Global Logistics  
1812 South Empire Road, Ste B  
Salt Lake City, UT 84104

Event: **AHIMA24**

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 25, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: Calvin L. Rampton Salt Palace Convention Center  
Halls A-D

90 South West Temple Street  
Salt Lake City, UT 84101

Event: **AHIMA24**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# DIRECT SHIPMENT

ACCEPTED BEGINNING FRIDAY, OCTOBER 25, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: Calvin L. Rampton Salt Palace Convention Center  
Halls A-D

90 South West Temple Street  
Salt Lake City, UT 84101

Event: **AHIMA24**

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 FRIDAY, SEPTEMBER 20, 2024 TO FRIDAY, OCTOBER 18, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

c/o: BTX Global Logistics

1812 South Empire Road, Ste B

Salt Lake City, UT 84104

Event: **AHIMA24**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces

# HANGING SIGN ADVANCE SHIPMENT

ACCEPTED FROM FRIDAY, SEPTEMBER 20, 2024 TO FRIDAY, OCTOBER 18, 2024

To: \_\_\_\_\_

Exhibitor Name

c/o: T3 Expo

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1812 South Empire Road, Ste B

Salt Lake City, UT 84104

Event: **AHIMA24**

Booth #: \_\_\_\_\_

Piece #: \_\_\_\_\_ of: \_\_\_\_\_ pieces