

# AHIMA<sup>®</sup>24 CONFERENCE

OCTOBER 27-29, 2024

SALT LAKE CITY

## AHIMA24 Exhibitor Webinar Know Before You Go

September 24, 2024

11:00 AM ET

ELEVATE.  
COLLABORATE.  
INNOVATE.

## Today's Presenters

- **Robin Estey, CEM**

Senior Exhibits and Sponsorship Operations Manager

- **Heather Robidoux, CMP**

Senior Account Manager, Eventgineer

- **Greg McCormack**

Executive Vice President of Client Experience

# AGENDA

- Exhibit Hall Schedule
- Exhibitor Logistics
  - Official vendors
  - Exhibitor & Sponsorship Portal
  - T3 Expo Exhibitor Service Manual
  - Important Deadlines
- Mandatory items
  - Certificate of Insurance
  - Carpet or flooring
- Floorplans
  - Salt Palace Convention Center
  - Exhibit Hall
- Display Regulations  
IAEE line-of-sight rules
- T3 Expo
  - Show Information
    - Address
    - Booth Package
    - Show Colors
    - Schedule
  - Building your AHIMA24 Booth Space
  - Labor/Union Jurisdiction
  - Shipping and Material Handling
- Registration & Lead Retrieval
- Additional Resources



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**OCTOBER 27-29, 2024**

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# Exhibit Hall Schedule

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# AHIMA24 Exhibit Hall Schedule

## INSTALLATION

Friday	October 25, 2024	2:00 PM – 6:00 PM	Exhibitor setup (20' x 20' booths and larger only)
Saturday	October 26, 2024	7:00 AM – 6:00 PM	All Exhibitor setup
Sunday	October 27, 2024	7:00 AM – 1:00 PM	All Exhibitor Setup

## EXHIBIT HOURS

Sunday	October 27, 2024	6:00 PM – 8:00 PM	Exhibit Hall Hours ( <b>note updated hours</b> )
Monday	October 28, 2024	7:30 AM – 3:45 PM	Exhibit Hall Hours
Tuesday	October 29, 2024	7:30 AM – 4:00 PM	Exhibit Hall Hours

## DISMANTLE

Tuesday	October 29, 2024	4:00 PM – 8:00 PM	All Exhibitor move-out
Wednesday	October 30, 2024	8:00 AM – 1:00 PM	All Exhibitor move-out

For complete event details, check out the [Full Event Schedule](#) online or in the mobile app.



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# Exhibitor Logistics

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# Exhibitor Logistics:

- [AHIMA24 Official Vendors](#)

SERVICE	PROVIDER
General Services Contractor	T3 Expo
Audio Visual	Projection
Catering	Sodexo Live!
Electrical	Edlen Electrical
Housing	ConferenceDirect
Internet	Salt Palace Convention Center
Lead Retrieval	STOVA
Photography	Caught in the Moment

- [Exhibit & Sponsorship Portal](#)

- Company Profile, Registration, Certificate of Insurance

- [T3 Expo Exhibitor Service Manual](#)

- Your resource for all booth-related orders
- Access all vendor order forms and links

- [AHIMA24 Important Deadlines](#)



### AHIMA24 Exhibitor/ Sponsor Portal

Welcome to the AHIMA24 Exhibitor/Sponsor Portal, where companies and organizations can:

- Rent Exhibit Space
- Purchase Sponsorships
- Manage Exhibit Space/Sponsorships

The AHIMA24 Exhibitor and Sponsor Prospectus can be found [HERE](#).

Rent/Purchase a AHIMA24 Exhibit Space or Sponsorships:

You may quickly sign up with the **"Purchase Exhibit Space/Sponsorships"** button below. Please note you cannot use your access key from previous years to log in.

Manage your Exhibit Space or Sponsorships:

Once you purchase Exhibit Space/Sponsorships, you may log in to upload your company description, logo, complete tasks and submit payment. All confirmed Exhibitors and Sponsors are required to log in with the Access Key sent in the official confirmation email.

*\*AHIMA reserves the right to restrict direct sales companies from participating in the conference. Registrations from direct sales companies will be deleted at AHIMA's discretion.*

**AHIMA 24 CONFERENCE**  
October 27-29, 2024  
SALT LAKE CITY, UT

**October 27-29, 2024**  
Calvin L. Rampton Salt Palace Convention Center  
90 South West Temple Street  
Salt Lake City, UT 84111

Halls A-D

T3 Service Orders  
Advanced Discount Deadline  
**October 4, 2024**

**Move-In Hours**  
Friday, October 25\* 2:00 PM MT - 6:00 PM MT  
Saturday, October 26 7:00 AM MT - 6:00 PM MT  
Sunday, October 27 7:00 AM MT - 1:00 PM MT  
\*Shuttle and bag-in are provided on Friday, October 25, 2024.

**Exhibit Hours**  
Sunday, October 27 6:00 PM MT - 8:00 PM MT  
Monday, October 28 7:30 AM MT - 3:45 PM MT  
Tuesday, October 29 7:30 AM MT - 4:00 PM MT

**Dismantle/Move-out**  
Tuesday, October 29 4:00 PM MT - 8:00 PM MT  
Wednesday, October 30 8:00 AM MT - 1:00 PM MT

**Carrier Check-in**  
Wednesday, October 30 By 12:00 PM MT

**Advance Shipments to T3 Expo Warehouse**  
To: (exhibiting company name and booth #)  
From: AHIMA24  
C/O: T3 Expo  
C/O: BTX Global Logistics  
192 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**  
To: (exhibiting company name and booth #)  
From: 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 84111

**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 click here for more **Event Information**

# Important Dates & Discount Deadlines

DATE	DESCRIPTION
September 27, 2024	Turnkey Booth Package Order Deadline
September 27, 2024	Exhibitor Appointed Contractor (EAC) Form Due
September 30, 2024	Audio Visual Order Advance Discount Deadline
<b>October 4, 2024</b>	<b>T3 Expo Service Orders Advanced Discount Deadline</b>
October 6, 2024	Electrical Order Deadline
October 11, 2024	Housing Deadline
October 11, 2024	Catering Order Deadline
October 14, 2024	Internet Order Deadline – free wifi will be available
October 18, 2024	Advanced Warehouse Shipments Deadline (Last Day to Arrive without Surcharges)
October 25, 2024	Exhibitor Registration (save time onsite and complete before move-in)
October 25, 2024	Direct Show Site Shipments can begin arriving at Salt Palace Convention Center



# Exhibitor Logistics: Mandatory Items

- **Certificate of Insurance (COI)**

All exhibitors must submit their COI meeting the minimum requirements

- Minimum Coverage:  
Comprehensive General Liability \$1,000,000  
Property Damage & Workers' Compensation \$1,000,000
- Effective Dates: October 25 – 30, 2024
- Additional Insured: AHIMA must be named as an additional insured
- NOTE: if you are using an EAC, please complete the required forms on T3 Service Manual

- **Carpet/Flooring**

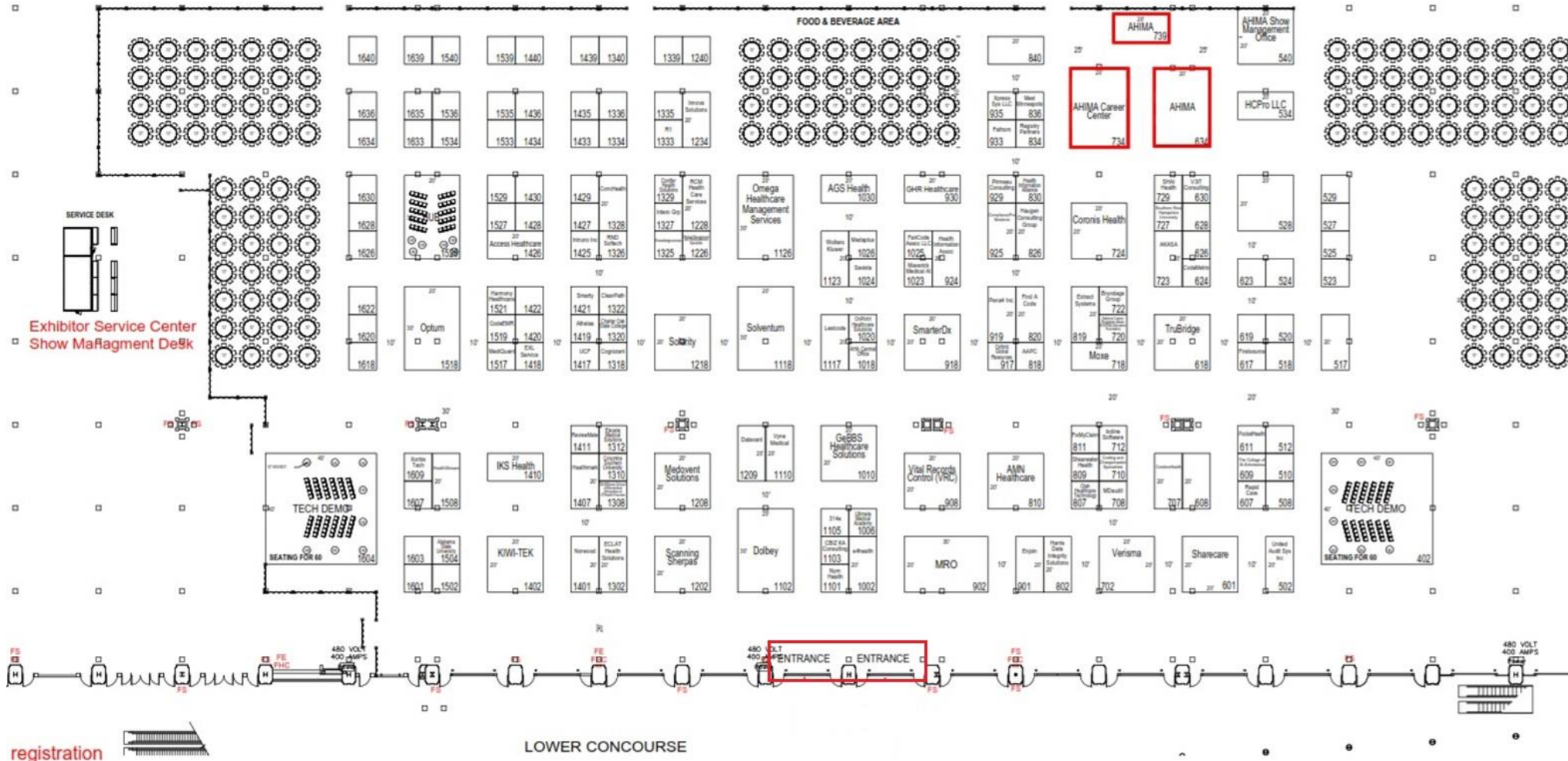
- All booths must have flooring. You can bring your own flooring or order from T3 Expo.  
[T3 Expo Flooring Order Link](#)
- If you are setting up your booth on Sunday and will be bringing your own flooring, let us know by email at [ahimaops@discoversb.com](mailto:ahimaops@discoversb.com).
- Any booth that does not have flooring by **Sunday, October 27 at 12:00 PM** will have carpet installed at the exhibitor's expense.

# Exhibitor Logistics: Salt Palace Convention Center

- Exhibit Hall
- Registration
- Entrance/Exit
- Exhibitor Service Center
- Show Management Desk



# Exhibitor Logistics: Exhibit Hall Floorplan

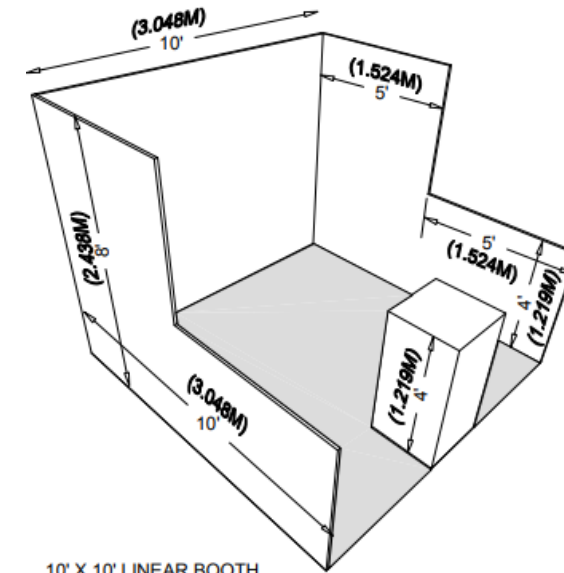


registration

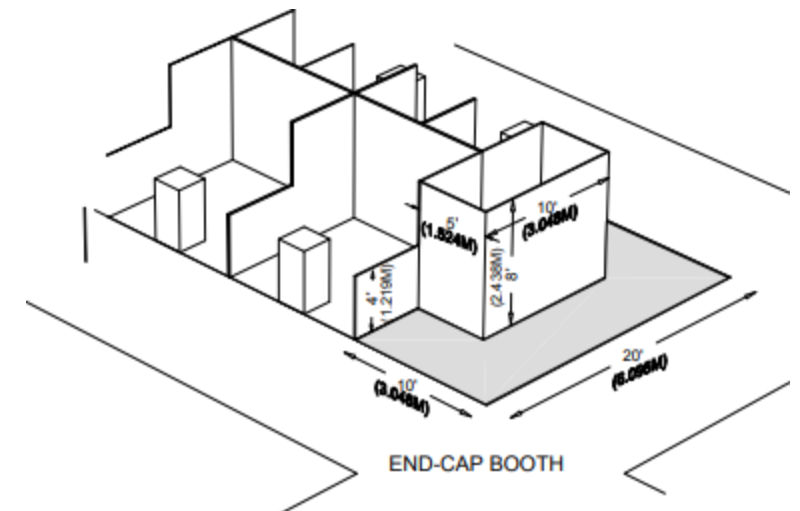
LOWER CONCOURSE

# Exhibitor Logistics: Booth Rules and Regulations

- [IAEE Booth Guidelines](#)
- **Inline booths (10x10, 10x20)**
  - Max height 8ft in the rear half of the booth space
  - Max height of 4ft in the front portion of the booth space
  - Display materials must not obstruct sight lines of neighboring booths
- **End-cap booths (10x20 open on 3 sides)**
  - Must follow line-of-sight rules, same as for standard inline booths
- **Islands Booths (20x20, 20x30, etc.)**
  - Island booths have aisles on all 4 sides
  - Max height of 20ft, including hanging signs
  - Respect sight lines of adjacent exhibits
- Any portion of your exhibit with visible unfinished areas must be draped off at the exhibitor's expense
- All booths must be properly installed and event-ready no later than 1 p.m. on Sunday, October 27.



10' X 10' LINEAR BOOTH



END-CAP BOOTH



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## T3 Expo

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# Show Information

## Address, Booth Package, Show Colors

### Location

Calvin L. Rampton Salt Palace Convention Center  
90 South West Temple Street  
Salt Lake City, UT 84101

### Exhibit Hall

Halls A-D

### 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](https://order.t3expo.com). Booth spaces without floor covering on Sunday, October 27th at 1:00 PM MT will have carpet automatically installed at the exhibitor's expense.

# Show Information Schedule

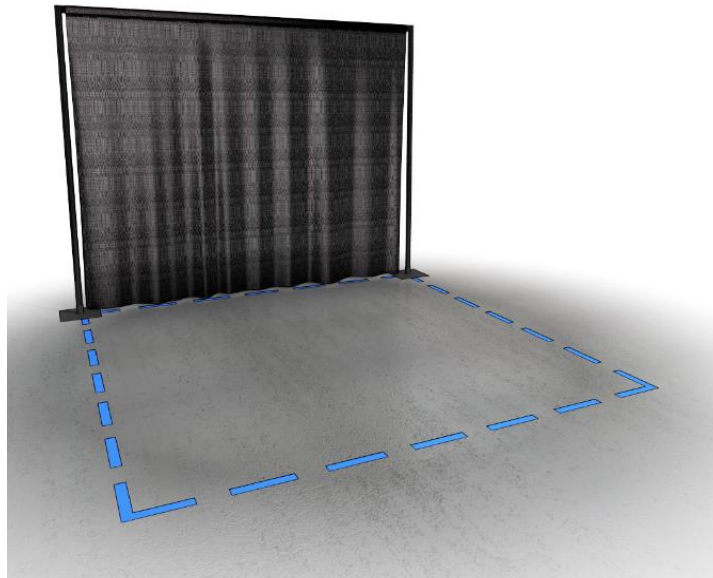
Exhibitor Move-in	Exhibit Hours	Dismantle/Move-out	Carrier Check-in
Friday, October 25* 2:00 PM MT – 6:00 PM MT	Sunday, October 27 5:30 PM MT – 7:15 PM MT	Tuesday, October 29 4:00 PM MT – 8:00 PM MT	Wednesday, October 30 By 12:00 PM MT
Saturday, October 26 7:00 AM MT – 6:00 PM MT	Monday, October 28 7:30 PM MT – 3:45 PM MT	Wednesday, October 30 8:00 AM MT – 1:00 PM MT	–
Sunday, October 27 7:00 AM MT – 1:00 PM MT	Tuesday, October 29 7:30 PM MT – 4:00 PM MT	–	–

**\*PLEASE NOTE: 20x20s and larger are permitted to move in starting at 2:00 pm on Friday, October 25, 2024.**

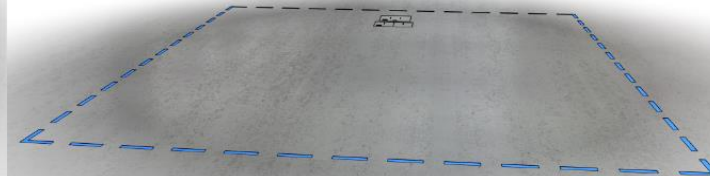
# Show Information

## Building Your AHIMA Booth Space

Inline Booth 10x10



Island Booth 20x20



Custom Exhibit w/ T3



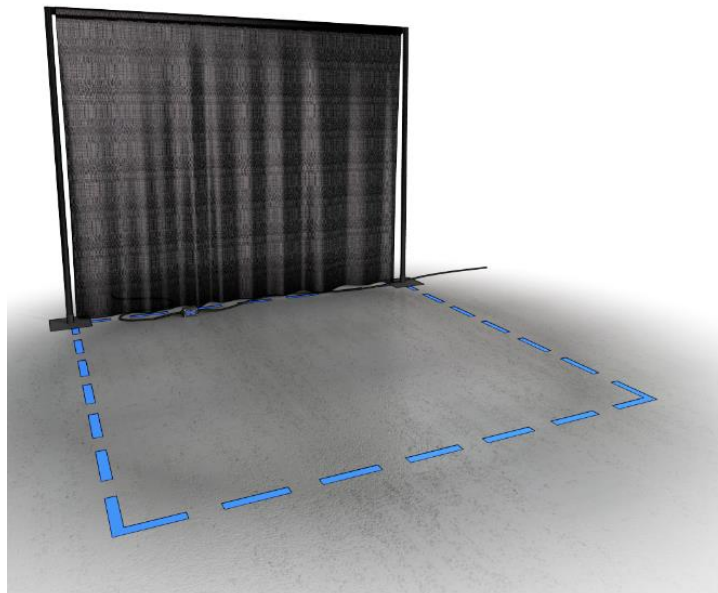
- **Booth Space**



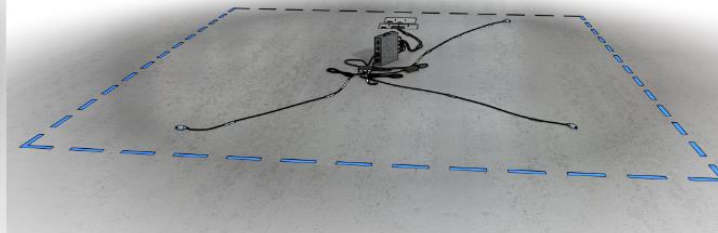
# Show Information

## Building Your AHIMA Booth Space

Inline Booth 10x10



Island Booth 20x20



Custom Exhibit w/ T3

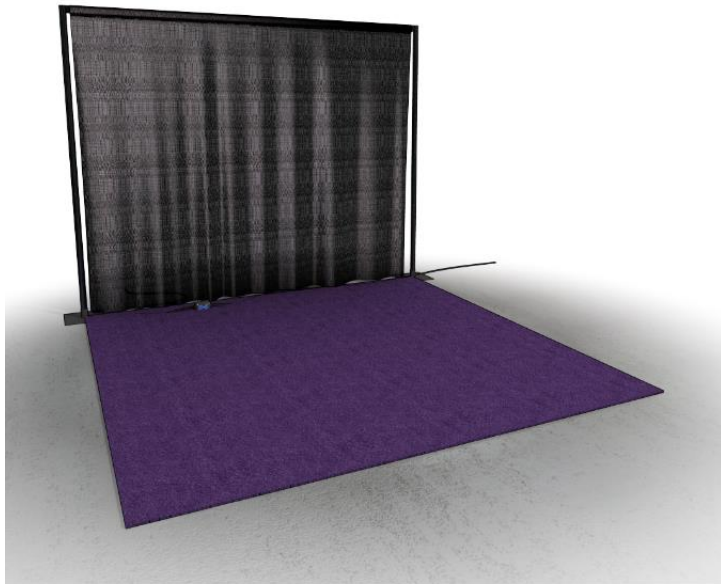


- Booth Space
- Electrical & Internet

# Show Information

## Building Your AHIMA Booth Space

Inline Booth 10x10



Island Booth 20x20



Custom Exhibit w/ T3



- Booth Space
- Electrical & Internet
- Flooring / Carpet

# Show Information

## Building Your AHIMA Booth Space

Inline Booth 10x10



Island Booth 20x20



Custom Exhibit w/ T3



- Booth Space
- Electrical & Internet
- Flooring / Carpet
- Booth Build / Structure

# Show Information

## Building Your AHIMA Booth Space

Inline Booth 10x10



Island Booth 20x20



Custom Exhibit w/ T3



- Booth Space
- Electrical & Internet
- Flooring / Carpet
- Booth Build / Structure
- AV

# Show Information

## Building Your AHIMA Booth Space

Inline Booth 10x10



Island Booth 20x20



Custom Exhibit w/ T3



- Booth Space
- Electrical & Internet
- Flooring / Carpet
- Booth Build / Structure
- AV
- Furniture & Accessories

# Show Information

## Building Your AHIMA Booth Space

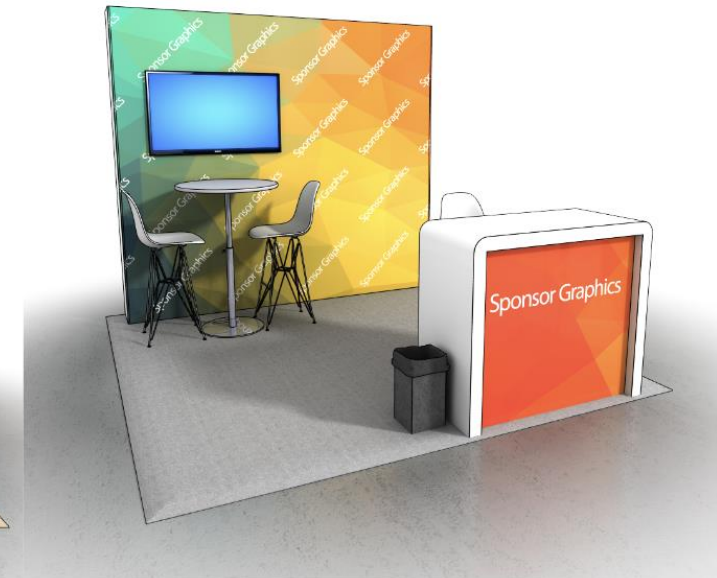
**Inline Booth 10x10**



**Island Booth 20x20**



**Custom Exhibit w/ T3**



- **Booth Space**
- **Electrical & Internet**
- **Flooring / Carpet**
- **Booth Build / Structure**
- **AV**
- **Furniture & Accessories**
- **Hanging Sign**

# Show Information

## Building Your AHIMA Booth Space

**Inline Booth 10x10**



**Island Booth 20x20**



**Custom Exhibit w/ T3**



- **Booth Space**
- **Electrical & Internet**
- **Flooring / Carpet**
- **Booth Build / Structure**
- **AV**
- **Furniture & Accessories**
- **Hanging Sign**
- **Cleaning**

# Labor/Union Jurisdiction

- **For Exhibits, Exhibitions, Displays and Trade Shows, Public & Private**

Full-time exhibitor personnel may install and dismantle all exhibit properties in Salt Lake City without the assistance of Union Labor. Any labor services that may be required beyond what your regular, full-time employees can provide must be rendered by local Union personnel. You may hire labor through the General Contractor. Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks and other mechanical equipment, however, is not permitted. The General Contractor controls access to the loading docks.

- **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.

- **Labor Rate Schedule in Salt Lake City**

- Straight time rates: Monday - Friday, 8:00 am to 4:30 pm.
- Overtime rates: outside Monday-Friday straight time hours as well as all day on Saturdays, Sundays and holidays.
- Note: Lunch is from 12:00 pm to 12:30 pm. Utah imposes a 6.6% sales tax on installation and dismantle labor, as well as on consumables.

- **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 Manual 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.



# Shipping and Material Handling

- **Advance Warehouse:**

The Advance Warehouse deadline was October 18, 2024. Material arriving after October 18, 2024, will be received at the warehouse with an additional 30% per pound. Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 am - 4:00 pm. If required, provide your carrier with this phone number: +1.888.698.3397.

- **Show Site Shipping:**

T3 Expo will receive shipments at the Salt Palace Convention Center **beginning October 25, 2024. The facility may refuse shipments arriving before this date.** Please note that there is no Marshalling Yard at this venue.

- *Tip: Label every piece/box with the T3 Expo labels. UPS/FedEx labels can be vague, and it is difficult to determine to which booth they belong.*

[Material Handling Information](#)

[Direct to Showsite Shipping Labels](#)

[Advance Warehouse Shipping Labels](#)



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OCTOBER 27-29, 2024

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## Registration & Lead Retrieval

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# Registration

- Register by October 25<sup>th</sup> to save time onsite.
- Registration will be located in the lower concourse of the Salt Palace Convention Center, across from the Exhibit Hall Entrance.

- **Registration Hours**

DATE	HOURS
Saturday, October 26, 2024	8:00 AM – 5:00 PM MT
Sunday, October 27, 2024	7:00 AM – 7:30 PM MT
Monday, October 28, 2024	7:00 AM – 5:30 PM MT
Tuesday, October 29, 2024	7:00 AM – 5:30 PM MT

- For questions, please contact [registration@ahima.org](mailto:registration@ahima.org).

# Lead Retrieval

Order lead retrieval to capture, qualify, and fulfill leads for AHIMA24.

For full details and pricing information review the [AHIMA24 Lead Retrieval Flyer](#)

**Onsite Location:** Exhibitor Service Center (left side of the Exhibit Hall)

**Onsite Hours:**

DATE	HOURS
Sunday, October 27	7:00 AM – 8:00 PM MT
Monday, October 28	7:30 AM – 3:45 PM MT
Tuesday, October 29	7:30 AM – 4:00 PM MT

For questions call 1-801-676-7933 or email [aes-exhibitorservices@stova.io](mailto:aes-exhibitorservices@stova.io).



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OCTOBER 27-29, 2024

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## Additional Resources

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# Additional Resources & Links

- [AHIMA24 Exhibitor Portal](#)
- [AHIMA24 T3 Exhibitor Service Kit](#)
- [AHIMA24 Welcome Letter](#)
- [AHIMA24 Important Deadlines](#)
- [AHIMA24 Official Vendors](#)
- [AHIMA24 Lead Retrieval Flyer](#)
- [AHIMA24 Exhibitor Marketing Toolkit](#)
- [AHIMA24 Exhibit Hall Hours](#)
- [AHIMA24 Conference Website](#)
- [AHIMA24 Floorplan](#)
- Download the AHIMA24 Mobile App instructions coming soon

Please contact the Exhibit & Sponsorship Operations Team at:

**Email:** [ahimaops@discoversb.com](mailto:ahimaops@discoversb.com)

**Phone:** 1-301-637-7855

Contact T3 Expo by email or phone:

**Order questions:** [orders@T3expo.com](mailto:orders@T3expo.com)

**General questions:** [help@T3expo.com](mailto:help@T3expo.com)

**Phone:** 1-888-698-3397

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**See you in Salt Lake City!**