



## Service Providers & Order Forms

### Standard Booth Package

The exhibit booth back walls will be black drape (8' high) with black (3' high) side drape. The aisle carpet will be pepper (black and white speckle). A company identification sign (7" x 44") will be provided for inline booths up to 300 sq ft. No other furnishings are provided with the booth space. Necessary furnishings and services can be ordered by using the forms in the Exhibitor Services Kit. **The exhibit hall is not carpeted, and all exhibitors are required to carpet their booth(s).** Exhibitors may bring their own carpet or may rent carpet from The Expo Group. Exhibitors bringing their own carpeting or furnishing carpet provided by an EAC must notify The Expo Group (TEG) by **June 22, 2026** via the [Exhibitor Service Manual](#).

### Turnkey Booth Package

The furniture package includes: one 6' long x 30" high table draped in black, (2) standard side chairs, one (1) wastebasket, standard carpeting - color pepper, all benefits listed under Standard Booth, and a one-time vacuuming of booth space prior to show opening.

### Business Services

There is a full service UPS Business Center conveniently located inside the Henry B. González Convention Center.

### Catering / Food / Beverage Dispensing

Exhibitors are permitted to serve food and non-alcoholic beverages in their booth during event hours. Non-alcoholic beverages do not need to be served by a bartender, but all beverages and food must be ordered through the Facility's caterer.

Exhibitors are permitted to provide alcoholic beverages in their booth by contracting a Bar or Specialty Cocktail Sponsorship, contact AHRMM Show Management at [AHRMM@smithbucklin.com](mailto:AHRMM@smithbucklin.com) at least 30 business days prior to the start of the event for review and approval. Alcoholic beverages served in booths may only be purchased and served by licensed bartenders from the facility's food and beverage department and must be ordered through the Facility's caterer.

The RK Culinary Group is the official in-house caterer of the Henry B. González Convention Center and is the exclusive provider of food and/or beverage items at the Facility. If requested, The RK Culinary Group may allow exhibitors to bring their own food and/or beverage into the facility for the sole purpose of equipment demonstration, provided the exhibitor has signed and submitted a sampling and waiver form to The RK Culinary Group which can be found in the exhibitor services manual or by emailing [AHRMM@smithbucklin.com](mailto:AHRMM@smithbucklin.com). If The RK Culinary Group is required to handle, store, refrigerate, transport, deliver, prepare, or service any of the demonstration food and beverage products brought in by the exhibitor, charges will apply. Only food and/or beverages used for exhibitor's equipment demonstration will be permitted.

### Electrical

You can order electrical services for your booth from the list of [Exclusive Service Providers](#).

### Exhibitor Appointed Contractors (EACs)

All Exhibitor Appointed Contractors (EACs) must obtain a temporary set-up/tear-down wristband from the security guards for access to the exhibit hall during move-in and move-out. All EACs must be registered using the EAC Notification Form located in The Expo Group section of the [Exhibitor Service Manual](#) by **Monday, June 22**.

### Hotel Reservations

Exhibitors will receive the link to book housing in their badge registration confirmation email, as you must be registered before booking housing. For more information on travel and hotel arrangements, please refer to the [Travel](#) section of the 2026 AHRMM Annual Conference website. The discounted group rates apply until the reservation deadline of **June 24, 2026**, or until all rooms in the group block have been reserved, whichever occurs first. After the cut-off date, the discounted group rates may not be available. We encourage you to confirm your reservations early.

AHRMM is the official housing/travel provider for the AHRMM Annual. Be aware that you may be solicited by other companies to book your hotel room or make travel arrangements. Such companies are not affiliated with and are not sponsored or approved by AHRMM/AHA to provide travel arrangements for the AHRMM Annual Conference and Exhibition. AHRMM/AHA will not be responsible for any actions or omissions of such companies. By using the official travel provider, you can ensure that you are being booked in the housing block reserved by AHRMM/AHA and take advantage of the group discounted rates.

## Lead Retrieval

CVENT is the official Lead Capture vendor of the 2026 AHRMM Annual. Lead capture licenses can be purchased through the **exhibitor registration portal** with access provided to the primary contact for your company.

## Security

Independent guards will be engaged to provide protection for the overall exhibition from the beginning of move-in to the end of move-out, but not for any exhibit. The Henry B. González Convention Center Convention Center, AHRMM, Smithbucklin, The Expo Group and the security vendor are not responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. AHRMM strongly recommends that each exhibiting company secure a rider policy through its insurance agent to cover all booth and display items during transportation to and from this conference, as well as during installation, exhibit days, and dismantling. AHRMM insurance policies do not extend to cover liabilities of exhibitors. Exhibitors may arrange for additional security by contacting AHRMM Show Management, [AHRMM@smithbucklin.com](mailto:AHRMM@smithbucklin.com).

## Shipping Information

The Expo Group will accept crated, boxed or skidded materials between **Monday, June 29** and **Thursday, July 16**. at the advance warehouse. Materials arriving after **Thursday, July 16** will be received at the warehouse with an additional after-deadline charge. Shipping labels should be addressed as follows and are also available in the [Exhibitor Service Manual](#):

### **Advance Warehouse:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
AHRMM 2026  
c/o The Expo Group &  
PGL c/o Next Gen/Samu Group Services  
3519 Copeland Drive  
San Antonio, TX 78219

The Expo Group will receive shipments sent directly to Henry B Gonzalez Convention Center beginning at 8:00 am, **Saturday, July 25**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility are the responsibility of the Exhibitor. Shipping labels should be addressed as follows and are also available in the [Exhibitor Service Manual](#):

### **Direct Shipment to the Convention Center:**

Exhibiting Company Name / Booth # \_\_\_\_\_  
AHRMM 2026  
c/o The Expo Group

Henry B Gonzalez Convention Center – Hall 4B  
237 Tower of the Americas Way – West Dock  
San Antonio, TX 78205

All items and materials that are brought into the facility may be subject to material handling charges from The Expo Group and are the responsibility of the exhibitor. This also applies to items not ordered through the official show vendors.

#### [The Expo Group \(TEG\)](#)

You can place your orders for furnishings, carpet, and electrical services directly through the TEG [Exhibitor Service Kit](#). Be sure to submit your order before the early bird deadline on **Monday, June 22** to take advantage of discounted rates.

#### [Wireless Internet](#)

There will be complimentary wireless internet in lobbies and public areas for general web access. To purchase wired or wireless internet access in the Exhibit Hall, refer to the [internet order form](#) provided by the Henry B. González Convention Center. Please note, if you need internet to run demos, we recommend that you order hardline rather than using wireless internet.