

SAN ANTONIO HOME SHOW

FREEMAN COLISEUM

AUGUST 29 - 30, 2026

Exhibitor Services Kit

Phoenix Events





WELCOME EXHIBITORS

San Antonio Home
Show
August 29 & 30, 2026
Freeman Coliseum
Expo Hall A

WE'RE AT YOUR SERVICE! To enhance your presentation, we provide a wide range of items and services, including carpets, tables, chairs, custom signs, and labor assistance. If you need anything not mentioned, don't hesitate to contact us. We encourage your calls and promise exceptional service.

Save money by placing your order before the deadline. We offer two pricing options: "discount" and "standard." To qualify for the "discount" price, your order must include credit card authorization, which must be submitted to our office by the Deadline Date indicated at the top of each form. When you arrive at the show, please visit our Service Desk during setup. We will be happy to answer any questions and assist you with any last-minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

American Consumer Shows
info@acsshow.com
516-422-8100

Each 10' x 10' Booth Space will contain:

8' High Black Back Drape
3' High Black Drape
1 Identification Sign

The exhibit area is concrete

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Friday, August 28, 2026
Saturday, August 29, 2026

Setup Times

10:00AM - 4:00PM
8:00AM - 9:00AM (Late set up)

Show Dates

Saturday, August 29, 2026
Sunday, August 30, 2026

Show Times

10:00AM - 8:00PM
10:00 AM - 5:00 PM

Dismantle Dates

Sunday, August 30, 2026

Dismantle Times

5:00PM - 8:00 PM

*Early move-out is strictly prohibited. *All carriers MUST check in to pick up Exhibitor freight by 8:00 PM or freight will be brought back to the Phoenix Events warehouse, at the exhibitor's expense.



EXHIBITOR SERVICES

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Phoenix Events offers a diverse range of rental services for your upcoming occasion. If you can't find what you're looking for, feel free to reach out to Exhibitor Services at 972-201-5219.

<u>Exhibitor Services</u>	<u>Discount Deadline Date</u>	<u>Page Number</u>
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- For assistance with your order, please reach out to Exhibit Services at Phoenix Events. You can contact us at 972-201-5219.
- Please send all Order Forms to Phoenix Events at: info@phoenixeventstss.org



EXHIBITOR SERVICES

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DISCOUNT & STANDARD PRICING

To benefit from the "discount" pricing, orders must be placed with full payment received by the discount dates specified in the show. Any orders received after this deadline will be charged at the standard prices.

**When ordering, forms must be emailed to
info@phoenixeventstss.org**

PAYMENT SCHEDULE

Phoenix Events mandates that you submit a credit card authorization with your initial order. For your convenience, this authorization will be utilized to charge your account for additional services, which may encompass labor and material handling not included in your original order. Orders that lack full payment or credit card authorization will not be processed or eligible for the discounted price. All charges must be settled in full prior to the setup of your rental items.

METHOD OF PAYMENT

We accept payments via MasterCard, Visa, or American Express, or you can opt for an invoice to be sent. All transactions must be made in U.S. dollars from a U.S. bank. **Please note that a \$35.00 service fee will apply for declined credit cards and returned NSF checks.** Additionally, Purchase Orders are not recognized as a form of payment.

CANCELLATIONS & ADJUSTMENTS

Cancellations made after the deadline will incur a charge of 50% of the original price, and **no refunds will be issued for cancellations made five days or less before installation.** Additionally, all cancellations for any order will be subject to a \$35.00 administrative processing fee. Please note that no adjustments can be made once the show has concluded. Credits will not be provided for items that have been delivered but remain unused.

TAX EXEMPTION

If you are tax-exempt, please include a copy of your sales tax exemption certificate with your order. Note that this is not a resale certificate.

I & D THIRD PARTY BILLING

The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

Any rental items that are not ordered but are discovered in the booth space will be billed at the "standard" pricing. If rental items are either damaged or missing from your booth after the show, the exhibiting company will be charged the full market value, which will be processed using the credit card on file. Additionally, all rental items will incur any relevant taxes and administration fees.



ORDER PAYMENT & SUMMARY FORM

Discount Price Deadline Date

Monday, August 17, 2026

This form must be returned by email to
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Booth Table Order	\$ _____
Booth Furnishings Order	\$ _____
Booth Accesories Order	\$ _____
Carpet Order	\$ _____
Estimated Material Handling Order	\$ _____
Back to Warehouse Order	\$ _____

TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX \$ _____

ALL FREIGHT MUST HAVE A LIFT GATE OR WILL NOT BE ACCEPTED

All complaints must be addressed before the show begins for any refunds to be considered.
Complaints made after the show has started will not qualify for a refund.

Phoenix Events reserves the right to correct orders figured incorrectly.

Company / Exhibitor Name _____
Ordered By _____ Booth Number _____
Address _____ City /
State _____ Zip Code _____ Phone (____) _____
Email _____

PAYMENT: Payment must be received by the discount deadline date in order to qualify for discount prices. All other orders will be charged standard prices.

Circle One: AMEX MASTERCARD VISA

Card Number _____
Name on Card _____ Expiration Date _____ Security Code _____
Address on Card _____

A \$35.00 service fee will be charged for declined credit cards and returned NSF checks. All charges must be paid before delivery of exhibit materials. No adjustments will be made after the close of the show.



BOOTH PACKAGE OPTIONS

Discount Price Deadline Date

Monday, August 17, 2026

This form must be returned by email to
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Packages will be for PRE ORDERING ONLY - these will NOT be available for onsite ordering. Exhibitors can mix and match 2 packages only. (ie: order package 1 & 3, or 2 & 4)

	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
<u>PACKAGE 1</u>	\$49.99	\$67.99	\$ _____
1 - 6' SKIRTED TABLE			
2 - FOLDING CHAIRS			
<u>PACKAGE 2</u>	\$150.99	\$202.99	\$ _____
1 - 6' SKIRTED TABLE			
2 - FOLDING CHAIRS			
1 - 10'x10' CARPET			
<u>PACKAGE 3</u>	\$75.99	\$102.99	\$ _____
1 - 30" ROUND COCKTAIL (30" OR 40" TALL)			
(CAN BE WITH/WITHOUT CLOTH)			
2 - BARSTOOLS			
<u>PACKAGE 4</u>	\$165.99	\$224.09	\$ _____
2 - 30" ROUND COCKTAIL (30" OR 40" TALL)			
(CAN BE WITH/WITHOUT CLOTH)			
4 - BARSTOOLS			

*****No refunds will be issued, only credits will be issued if problems occur. Exhibitors will be responsible for damages/missing furniture.***

SUBTOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
TOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTHNUMBER _____

Phoenix Events ~ 2131 N. Collins, Suite 433-502 ~ Arlington, TX 76011 Phone: 972-201-5219
info@phoenixeventstss.org



BOOTH TABLE ORDER FORM

Discount Price Deadline Date
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<u>QUANTITY</u>	<u>TABLES - 24" WIDE x 30" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$74.89	\$101.11	\$ _____
_____	4' UNSKIRTED	\$58.65	\$79.20	\$ _____
_____	6' SKIRTED	\$85.27	\$115.15	\$ _____
_____	6' UNSKIRTED	\$69.26	\$93.50	\$ _____
_____	8' SKIRTED	\$97.68	\$131.87	\$ _____
_____	8' UNSKIRTED	\$81.45	\$109.96	\$ _____
_____	4TH SIDE TABLE DRAPE	\$32.26	\$43.56	\$ _____
_____	TABLE SKIRT, 30" TALL	\$32.26	\$43.56	\$ _____

Please Circle Drape Color BLACK BLUE BURGUNDY GREEN RED WHITE

<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE x 42"</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	TALL 4' SKIRTED	\$90.90	\$122.76	\$ _____
_____	4' UNSKIRTED	\$73.97	\$99.88	\$ _____
_____	6' SKIRTED	\$103.31	\$139.48	\$ _____
_____	6' UNSKIRTED	\$86.15	\$116.34	\$ _____
_____	8' SKIRTED	\$118.40	\$159.86	\$ _____
_____	8' UNSKIRTED	\$102.39	\$138.25	\$ _____
_____	4TH SIDE TABLE DRAPE	\$36.08	\$48.71	\$ _____
_____	TABLE SKIRT, 42" TALL	\$36.08	\$48.71	\$ _____

Please Circle Drape Color BLACK BLUE BURGUNDY GREEN RED WHITE

SUBTOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
TOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTHNUMBER _____



FURNITURE ORDER FORM

Discount Price Deadline Date
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<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Folding Chair	\$19.50	\$36.35	\$ _____
_____	Padded Side Chair	\$45.00	\$60.75	\$ _____
_____	Padded Arm Chair	\$54.00	\$72.90	\$ _____
_____	Counter Stool with Back	\$78.00	\$105.30	\$ _____
_____	Padded Swivel Chair	\$75.00	\$101.25	\$ _____
_____	30" Round x 30" High Pedestal Table	\$95.00	\$128.25	\$ _____
_____	30" Round x 40" High Pedestal Table	\$95.00	\$128.25	\$ _____
_____	Black Tablecloth for 30" Round x 30" Tall Table	\$26.65	\$36.00	\$ _____
_____	Black Tablecloth for 30" Round x 40" Tall Table	\$26.65	\$36.00	\$ _____
_____	White Tablecloth for 30" Round x 30" Tall Table	\$26.65	\$36.00	\$ _____
_____	White Tablecloth for 30" Round x 40" Tall Table	\$26.65	\$36.00	\$ _____
_____	Grid Wall - 2' X 7'	\$55.00	\$35.10	\$ _____
_____	Grid Wall Arms	\$ 5.00	\$6.75	\$ _____

SUBTOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
TOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



ACCESSORY ORDER FORM

Discount Price Deadline Date
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<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Aluminum Floor Easel	\$38.50	\$51.98	\$ _____
_____	Bag Stand	\$68.75	\$92.84	\$ _____
_____	Crossbar	\$16.50	\$22.83	\$ _____
_____	Upright & Base	\$22.00	\$29.70	\$ _____
_____	Super Base	\$16.50	\$22.83	\$ _____
_____	Drape Panels - 3' High	\$13.75	\$18.54	\$ _____
_____	Drape Panels - 8' High	\$13.75	\$18.54	\$ _____
_____	Clothing Rack	\$63.97	\$86.35	\$ _____
_____	Chrome Sign Holder	\$63.97	\$86.35	\$ _____
_____	Fish Bowl	\$13.20	\$17.82	\$ _____
_____	Literature Rack	\$85.80	\$115.83	\$ _____
_____	Raffle Ticket Drum	\$93.50	\$126.23	\$ _____
_____	Waste Basket	\$17.05	\$22.99	\$ _____

SUBTOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
TOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



CARPET ORDER FORM

Discount Price Deadline Date
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 info@phoenixeventstss.org

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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	10' X 10' CARPET	\$121.44	\$163.94	\$ _____
_____	10' X 20' CARPET	\$242.88	\$327.89	\$ _____
_____	10' X 30' CARPET	\$364.32	\$491.83	\$ _____
_____	10' X 40' CARPET	\$485.76	\$655.78	\$ _____

CARPET COLOR (PLEASE CIRCLE): BLUE HUNTER GREEN RED MAROON GRAY BLACK



SPECIAL CUT CARPETING—32 OZ. WT

DISCOUNT

STANDARD

_____ SQ FT FULL COVERAGE CARPET \$ 3.20 PER SQ FT \$ 4.31 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT

OPTIONS

(100 SQ FT MINIMUM)

_____ SQ FT CARPET PAD \$ 1.16 PER SQ FT \$ 1.63 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT

_____ SQ FT VISQUEEN COVERING \$.84 PER SQ FT \$ 1.10 PER SQ FT \$ _____

SIZE: _____ FT X _____ FT

SUBTOTAL \$ _____

3.50% ADMINISTRATION FEE \$ _____

TOTAL \$ _____

8.25% SALES TAX \$ _____

TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



MATERIAL HANDLING LIMITS OF LIABILITY

**San Antonio Home
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PHOENIX EVENTS LIABILITY SHALL BE LIMITED TO THE PHYSICAL LOSS OR DAMAGE TO THE SPECIFIC ARTICLE THAT IS LOST OR DAMAGED AS DESCRIBED BELOW

1. Phoenix Events. shall not be responsible for damage to crated materials, materials improperly packed, or concealed damage.
2. Phoenix Events. shall not be responsible for loss, theft or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Phoenix Events. shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bills of Lading covering outgoing shipments that are furnished to Phoenix Events. by exhibitors will be checked at time of actual pick up from booth and corrections made where disappearances occur.
4. Phoenix Events. shall not be liable to any extent, whatsoever, for any actual, potential, or assumed loss of profits or revenue, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Phoenix Events. by an exhibitor, or by any shipper on behalf of an exhibitor, shall be construed as an acceptance by such exhibitor, and/or other shipper, of the terms and conditions set forth in this bulletin.
6. Phoenix Events. shall exercise ordinary diligence and care in receiving, handling, and storage of all shipments. Phoenix Events. shall not be responsible for loss or damage by fire, acts of god, or causes beyond its control. Phoenix Events. liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any case, the liability of Phoenix Events. is limited to \$.30 per pound per article, with a maximum of \$50.00 per item and a maximum of \$1,000 per shipment. This applies while these goods are in the Phoenix Events. warehouse and in vehicles for delivery.
7. Claims for loss or damage that are not submitted to Phoenix Events. within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Phoenix Events. or its subcontractors more than one year after the accrual of the cause of action thereof.
8. Shipments received without receipts, freight bills, or specific unit counts on receipts or freight bills (i.e. one lot, 800 cub. ft., etc.) such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. Phoenix Events. will assume no liability for such shipments.
9. Empty container labels will be available at the Phoenix Events Service Desk. Affixing the labels is the sole responsibility of the exhibitor and/or representative. All previous labels should be completely removed. Phoenix Events. assumes no responsibility for errors in the aforementioned procedure, removal of containers with old empty labels and without Phoenix Events. labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Phoenix Events will assist in the preparation of Bills of Lading. Be sure your materials have been carefully crated or packed and properly tagged or marked.
11. In order to expedite removal of materials, Phoenix Events shall have authority, without further clearance with exhibitor, to change designated outbound carriers.
12. Labor and services ordered on behalf of exhibitor by display builders or other parties must be authorized in a letter from exhibitor. Payment for all labor and services will be the sole responsibility of the exhibitor.
13. Freight handling charges, charges for loading freight shipments are the sole responsibility of the exhibitor to whom shipments have been consigned. Exhibitor may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with Phoenix Events, relative to any loss or damage to any of their materials or equipment, they will not withhold payment of any amount due Phoenix Events for any other services provided by Phoenix Events as an offset against the amount of the alleged loss or damage. Instead they agree to pay Phoenix Events at the close of the show for all such charges and they further agree they shall pursue any claim they may have against Phoenix Events independently as a completely separate transaction to be resolved on its own merits.
14. A service charge of 1 1/2 percent per month on any unpaid balance will be made starting 15 days after date of invoice.
15. Where an exhibitor indicates a choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup. If the carrier does not pick up within the time limited for the removal of exhibitor's materials, Phoenix Events reserves the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor, in accordance with prevailing rates or services performed.
16. Materials left behind without orders placed at the Phoenix Events service desk will be classified as abandoned. Phoenix Events shall not be responsible for such materials. Phoenix Events is not responsible for any delay of rush shipments. Phoenix Events will expedite such rush shipments to the best of our ability and will not assume any financial responsibility for shipments that do not arrive at the designation at a dated time.
17. Exhibitors are urged to carry all-risk insurance covering exhibit materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received after the show. Adding "riders" to existing insurance, often at no additional cost, can generally do this. It is understood that Phoenix Events is not an insurer and the exhibitor shall obtain any insurance and the amounts payable to Phoenix Events here under are based on the value of the material handling service and the scope of Phoenix Events liability as set forth above.



MATERIAL HANDLING RATES

Discount Price Deadline Date
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All material handling fees are calculated per hundredweight, per shipment, per day, and the rate charged will depend on the type of shipment and when received. Each delivery is considered a separate shipment and will not be combined. When recording weights for payments, other than small package rates, you must round up to the next 100 pounds. Example: 335 pounds = 400

SHIPMENTS TO WAREHOUSE

May begin arriving at the warehouse: Monday, July 27, 2026

Last day for shipment to arrive at warehouse: Tuesday, August 25, 2026

SHIPMENTS TO SHOWSITE

Shipments WILL NOT be received on the show site.

MATERIAL HANDLING RATE SCHEDULE

Category	Discount	Standard
Crated or Skidded to Advance Warehouse	\$ 89.00	\$ 120.15
Special Handling to Advanced Warehouse	\$ 99.00	\$ 133.65
Small Package to Advanced Warehouse	\$46.00	\$ 62.10
Additional Small Packages in above shipment	\$ 1250	\$ 16.85
Late Shipment Fees (\$75.00/hour / 4 hour minimum) (This will be charged for anything that is delivered after 4pm)	-----	-----

ESTIMATED CHARGES

	<u>Type of Freight</u>	<u># of Pieces</u>	<u>Weight</u>	<u>Carrier</u>	<u>Tracking #</u>	<u>Rate</u>	<u>Amount Due</u>
Shipment 1	_____	_____	_____	_____	_____	_____	_____
Shipment 2	_____	_____	_____	_____	_____	_____	_____
Shipment 3	_____	_____	_____	_____	_____	_____	_____

ALL FREIGHT MUST HAVE A LIFT GATE OR WILL NOT BE ACCEPTED

ADVANCE WAREHOUSE SHIPPING LABELS

Receiving Hours: Mondays through Fridays, 9:00 AM - 4:00 PM

ALL FREIGHT MUST HAVE A LIFT GATE OR WILL NOT BE ACCEPTED

Phoenix Events <i>1061 Duncan Perry Rd, Suite 1-107, Arlington, TX 76011</i> Exhibitor _____ Booth Number _____ San Antonio Home Show	Phoenix Events <i>1061 Duncan Perry Rd, Suite 1-107, Arlington, TX 76011</i> Exhibitor _____ Booth Number _____ San Antonio Home Show
Phoenix Events <i>1061 Duncan Perry Rd, Suite 1-107, Arlington, TX 76011</i> Exhibitor _____ Booth Number _____ San Antonio Home Show	Phoenix Events <i>1061 Duncan Perry Rd, Suite 1-107, Arlington, TX 76011</i> Exhibitor _____ Booth Number _____ San Antonio Home Show

ALL FREIGHT MUST HAVE A LIFT GATE OR WILL NOT BE ACCEPTED

ELECTRIC ORDER FORM

Show Information

Show Name: San Antonio Home Show

Show Code: FC F26

Venue: Freeman Coliseum

Show Dates: August 29 & 30, 2026

Exhibitor Information

Company Name: _____

Phone Number: _____

Contact Name: _____

Email Address: _____

Order

To receive the advance rate, this form must be submitted via email no later than **August 26, 2026**.

All forms must be submitted no later than the Wednesday before the show starts to ensure your order is processed.

Onsite orders are subject to availability and cannot be guaranteed—placing your order before the submission date is strongly recommended.

Service	Rate	Quantity	Total (Includes Tax)
Electrical Drop (500 Watts)	\$95.00		
Electrical Drop (1000 Watts)	\$110.00		
Electrical Drop (2000 Watts)	\$135.00		
20 amps 1 phase	\$155.00		
20 amps 3 phase	\$175.00		
Water Service (Per 1000 gallons)	\$100.00		
Wi-Fi Access (Per Password)	\$50.00		

Total Charges: _____

Payment

Payments can only be made online. Please visit acsshows.com > I Am An Exhibitor > Pay For Your Booth Online or click the link below:

www.acsshows.com/current-exhibitors/pay-for-your-booth/1

Please select the show you are exhibiting in. In the "Invoice Number" field, enter "Electric" as your invoice number.

A confirmation email will be sent to you once the payment has been processed. All orders must be paid in full before services will be provided.

Submit Your Completed Form

Once you've completed this form, please email it to ACS via the email and subject line below.

Email Address: orders@acsshows.com

Email Subject Line: FC F26 - Electric Order Form

For questions or assistance, please feel free to reach out to info@acsshows.com.

HEALTH PERMIT INSTRUCTIONS

Show Information

Show Name:	San Antonio Home Show	Show Code:	FC F26
Venue:	Freeman Coliseum	Show Dates:	August 29 & 30, 2026

Exhibitor Information

Company Name:	_____	Phone Number:	_____
Contact Name:	_____	Email Address:	_____

Instructions

Exhibitors intending to sample must complete the Health Permit provided below.

Review the available fee options and select the one that best matches your intended sampling needs. Please select one option.

Permit Fees:

Food Demonstrator	\$52.00	☐
Prepackaged Sampling	\$52.00	☐
Prepared Foods	\$52.00	☐

Health Permit and payment must be submitted by **August 19, 2026**. Applications received after August 19, 2026 will incur a late fee. Late submissions or unpaid forms will result in the exhibitor being prohibited from sampling onsite.

Payment

Payments can only be made online. Please visit acsshow.com > I Am An Exhibitor > Pay For Your Booth Online or click the link below:

www.acsshow.com/current-exhibitors/pay-for-your-booth/1

Please select the show you are exhibiting in. In the "Invoice Number" field, enter "Health Permit" as your invoice number.

A confirmation email will be sent to you once the payment has been processed.

Submit Your Completed Form

Once you've completed both the Health Permit and Health Permit Instructions, please email them to ACS via the email and subject line below.

Email Address: ops@acsshow.com

Email Subject Line: FC F26 - Health Permit Forms

For questions or assistance, please feel free to reach out to info@acsshow.com.



CITY OF SAN ANTONIO
METROPOLITAN HEALTH DISTRICT

1901 S. Alamo San Antonio, TX 78204
Phone (210) 207-8780 Fax (210) 207-6359
Email: ops@acsshow.com

**TEMPORARY FOOD ESTABLISHMENT PERMIT
APPLICATION**

(Please Print)

Today's Date: _____

Name of Event: _____

Address of Event: _____

Event Sponsor:* _____

Sponsor Add: _____ Zip: _____ Telephone#: _____

On-site Coordinator: _____ Telephone#: _____

Starting: _____ Ending: _____ Total # Days: _____
Date Time Date Time (May be contacted during event)

Number of Stands/Booths: _____

Items Being Sold/Given Away: _____

Applicant's Signature: _____

NOTE: Payment of license fees will not constitute approval for operation unless Temporary Food Ordinance Standards are met. Permit fees are non-refundable. However, the date of the event may be rescheduled or the event may be canceled and rescheduled if the applicant makes a request to reschedule in person at the development and business service center at least three (3) business days prior to the event.

**May be asked to show proof of Sponsorship upon request*

.....

For Office Information Only

Amount Paid: _____	Temporary Permit #'s: _____
SAP Number: _____	_____
Date Paid: _____	_____

Sanitarian Signature: _____
(Approval if needed)

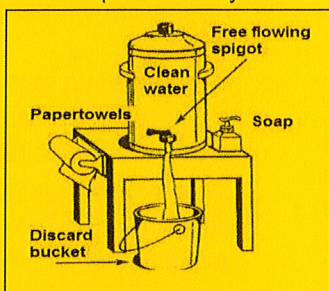


Self-Inspection Checklist for Temporary Food Establishment

PRE-OPENING REQUIREMENTS: Must be completed **BEFORE** any food preparation begins

- ☐ Valid Temporary Event Permit and completed Self-Inspection Checklist posted in booth
- ☐ Booth with overhead protection
- ☐ Booth with impervious floor (cardboard or carpet are NOT acceptable floor covering)
- ☐ Approved supply of potable (drinkable) water available throughout time of operation (commercially purchased bottled water or municipal water)
 - o Minimum of 20 gallons/day for handwashing and warewashing

- ☐ Accessible handwash station is set up and ready-to-use inside the booth
 - o Approved water source from a container with a spigot that can lock in the open position
 - o Handsoap
 - o Papertowels
 - o Discard bucket



- ☐ Utensil handwash station is set up and ready-to-use inside the booth
 - o 3 containers large enough to hold the largest piece of equipment or utensil



- ☐ Adequate equipment provided to hold ALL:
 - o Cold foods at or below 41F
 - o Hot foods at or above 135F
- ☐ Foods/Ingredients from an approved source – NO FOODS/INGREDIENTS (including slicing, chopping) IN A PRIVATE HOME. Be prepared to provide food receipts/Invoices.

FOOD BOOTH STRUCTURE & OPERATIONS

- ☐ Booth large enough to accommodate all food and equipment (no food preparation is allowed outside booth)
 - o BBQ pits, deep fryers may be placed outside booth, but all cooked foods must be taken back inside food booth.
- ☐ All foods stored inside the structure.

- ☐ Breather shields/sneezeguards/lids for foods/condiments stored in customer self-service containers.
- ☐ All food contact surfaces must be kept clean and in good repair.
- ☐ All foods and utensils/single service items off the floor.
- ☐ Properly dispose of wastewater and trash.
- ☐ Live animals not allowed in booth or cooking areas.
- ☐ Children under age of 14 not permitted to work or be in the booth.

FOOD HANDLING

- ☐ Wash hands before handling food and between tasks.
- ☐ Calibrated probe-type thermometer provided to monitor cooking and holding temperatures.
- ☐ Frozen foods thawed in cooler or cold running water.
- ☐ Potentially hazardous foods not left out at ambient temperatures for more than 4 hours.
- ☐ If shell oysters are used, keep oyster tags for 90 days.

EMPLOYEE HABITS

- ☐ Employees have no open sores or not affected with communicable disease.
- ☐ Food handlers are wearing clean clothing and hair restraint/s.
- ☐ Food handlers with false nails or nail polish should wear gloves.
- ☐ No eating, drinking, smoking inside booth or BBQ/deep fryer area.

FOR MULTI-DAY EVENTS

- ☐ Leftover potentially hazardous foods must be discarded at the end of each day's operation.
- ☐ Booth shall be cleaned daily.
- ☐ Secure all items overnight to prevent contamination.
- ☐ Certified Food Handler onsite for events lasting at least 4 days.

Name in Print and Signature of Booth Operator Completing Checklist:

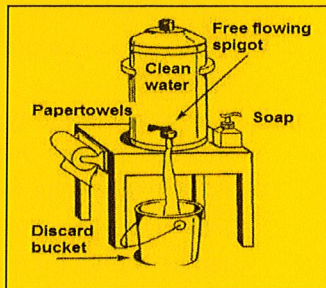
Date:

Requisitos antes de abrir: Se debe completar **ANTES** de comenzar cualquier preparación de comida

- ☐ Permiso valido para Evento Temporal y debe completar la lista de verificación de inspección
- ☐ El puesto debe tener protección por encima
- ☐ El puesto debe tener piso impermeable (cartón o alfombra NO SON cubre piso adecuado)
- ☐ Fuente de agua potable adecuada (bebible) disponible por todo el puesto durante todo el tiempo de operación (agua embotellada comercialmente o agua municipal)
 - o Mínimo de 20 galones/día para lavado de manos y de vasijas

- ☐ Estación de lavamanos accesible instalada y lista para usar dentro del stand

- o Agua de una fuente aprobada en un contenedor con apertura que se pueda dejar en posición abierta.
- o Jabón para manos
- o Toallas de papel
- o Balde de basura



- ☐ Estación para lavar los utensilios a mano instalados y listos para usar dentro del stand.
 - o 3 contenedores suficientemente grande como para acomodar el equipo o utensilio más grande que tenga.



- ☐ Equipo adecuado que permita almacenar TODO:
 - o Alimentos fríos a o menos que 41F
 - o Alimentos calientes a o menos que 135F
- ☐ Ingredientes/alimentos provienen de una fuente aprobada – NO SE PERMITEN ALIMENTOS/ INGREDIENTES (incluso cortar, separar) EN UN HOGAR PRIVADO. Debe estar listo para mostrar recibos, prueba de compras.

ESTRUCTURA Y OPERACION DEL STAND GASTRONOMICO

- ☐ El stand debe ser suficientemente grande como para acomodar todos los alimentos y equipo (no se permite preparar alimentos afuera del stand)
 - o Puede ubicar la parrilla de barbacoa y freidoras, afuera de stand, pero toda comida preparada debe volver adentro del stand.

- ☐ Todos los alimentos deben estar almacenados dentro del stand.
- ☐ Debe guardar todos los escudos de respiración/estornudos, cobertura para la comida/condimentos en contenedores de auto-servicio.
- ☐ Todas las superficies que tengan contacto con alimentos deben estar limpia y en buen estado.
- ☐ Todo alimento y utensilios/artículos de uso singular deben estar fuera del piso.
- ☐ Deshágase de las aguas de desperdicio y basura apropiadamente.
- ☐ No se permiten animales vivos dentro del stand o en la zona de cocina.
- ☐ No se permiten niños menores de 14 años que trabajen o estén dentro del stand.

MANEJO DE ALIMENTOS

- ☐ Lávese las manos antes de preparar comida o entre tareas.
- ☐ Debe tener un termómetro calibrado tipo prueba para monitorear la cocción y temperatura de los alimentos ya cocinados.
- ☐ La comida congelada debe descongelarse en un contenedor de frio o bajo agua corriente fría.
- ☐ Alimentos potencialmente peligrosos no debe estar en temperatura ambiental por más de 4 horas.
- ☐ Si usa ostras, mantenga las etiquetas de las ostras por 90 días.

HABITOS DE LOS EMPLEADOS

- ☐ Los empleados no deben tener heridas al descubierto y no tener una enfermedad comunicable
- ☐ Los manejadores de comida deben tener ropa limpia y usar red para el pelo
- ☐ Los manejadores de comida con unas falsas o esmalte para las unas deben usar guantes.
- ☐ No se puede comer, beber o fumar dentro del stand o zona de barbacoa o freidora.

PARA EVENTOS DE VARIOS DIAS

- ☐ Comida de sobra potencialmente peligrosa debe ser descartada al final del día.
- ☐ Los stands se deben limpiar a diario
- ☐ Proteja bien todos los ingredientes al final del día para prevenir contaminación.
- ☐ Debe haber en el stand un Manejador de Comida Certificado en todos los eventos que duren más que 4 días.

Name in Print and Signature of Booth Operator Completing Checklist:

Date: