



GENERAL INFORMATION

Thank you for your support of AUSA and your participation in LANPAC. To ensure a successful exhibiting experience, please use this manual and the online Exhibitor Service Center as your resources during the planning stages for the show.

EXHIBITOR ACCESS

Registered booth personnel will have access to the exhibit floor during move-in, show and move-out hours. **All exhibit personnel must wear their badge at all times. Badge swapping is not permitted.**

Exhibits are held in the Hawaii Ballroom, Honolulu Suite and lobby.

MOVE-IN HOURS

Date	Time
Sunday, May 11	12:00pm – 5:00pm
Monday, May 12	8:00am – 5:00pm

***All booths must be set by 5:00pm on Monday or they will be considered abandoned and will be furnished as lounges.**

SHOW HOURS

Date	Time
Tuesday, May 13	8:00am – 4:00pm
Wednesday, May 14	8:00am – 4:00pm
Thursday, May 15	8:00am – 1:00pm

MOVE-OUT HOURS

Date	Time
Thursday, May 16	1:00pm– 8:00pm

RULES AND REGULATIONS

Exhibitors should read and be familiar with the AUSA Exhibitor Terms of Agreement and the Display Rules and Regulations in this manual and the online Exhibitor Service Center. If you have any questions regarding the established policies, please contact the Exhibits Team at LANPACexhibits@ausa.org

BOOTH INFORMATION

Standard booth equipment is furnished to each exhibitor and consists of **white** 8' high back drape and **white** 3' high side drape.

BOOTH HEIGHT RESTRICTIONS

The maximum height for an in-line booth is 8'. Hanging signs are not permitted over in-line booths.

FLOOR COVERING & FURNISHINGS

The Hawaii Ballroom, Honolulu Suite and lobby are already carpeted. Therefore, **carpet is not required**. Furnishings are not included in the cost of the exhibit booth. Please visit the Exhibitor Service Center to purchase booth furnishings.

UTILITIES AND BOOTH SERVICES

Catering services will be provided by the Sheraton Waikiki. Information for Audio Visual, Internet, Electrical and other utilities, and services can be found in the Exhibitor Service Center.

EXHIBIT SHIPMENTS

Do not send advance exhibit shipments or packages to the Sheraton Waikiki; they have no facilities to receive or deliver them to your booth. We encourage you to plan to send your freight to one of these two warehouse locations. **Please note that if you do not adhere to this policy, your company will be charged \$250 per box (additional material handling charges may apply - See GES charges in the exhibitor kit).**

GENERAL REMOVAL, STORAGE AND RETURN OF EMPTIES

Crates, boxes and packaging materials, when properly labeled for storage, will be removed from your booth and stored at the owner's risk during the show. Storage tags are available from the Service Desk. Please remember, all crates cannot be returned immediately at the closing; please allow 4 to 6 hours for all crates to be returned to the booths.

SECURITY

AUSA will provide general exhibit hall security during set up, the exhibit days and dismantle. However, while all care possible will be exercised by the **AUSA** and its agents, you are responsible for ensuring the safety of your personal property and exhibit materials from theft, damage, accident, fire and other

causes.

EXHIBITOR APPOINTED CONTRACTORS (EAC)

Exhibitor Appointed Contractors are companies or individuals who are not full-time employees of the exhibiting firm. They are hired to provide services to your booth and do not represent any of the official contractors.

Any exhibitor that plans to use a contractor not listed on the Official Contractors List must complete and return the Notice of Intent to Use an Exhibitor Appointed Contractor form. **The link to this form is located in the online Exhibitor Service Center.** Please note that EACs are required to submit an Exhibitor Appointed Contractor Agreement and certificate of insurance to AUSA by **Friday, February 3rd**.

These documents must be received before approval to access the exhibit floor is granted. Additionally, all EACs are required to adhere to the AUSA Exhibitor Terms of Agreement. Lastly, EACs are required to obtain the proper credentials to access the exhibit hall.

FLOOR PLANS

All exhibitors with booths 400 sq. ft. and larger must submit a formal floor plan that includes structural elements, front and aerial isometric views. No drawings or renderings will be accepted. Submit all floor plans to LANPACExhibits@ausa.org.

INSURANCE & LIABILITY

Each exhibitor is REQUIRED to have and maintain general liability and worker's compensation coverage at \$1,000,000 per occurrence for the event.

Additionally, the following entities are REQUIRED to be listed as additional insureds:
Association of the United States Army, it's Board, members, staff and representatives and the Sheraton Waikiki, it's officers, directors, employees and agents and GES.

If your agency/company identifies itself as an entity whose employees are self-insured, please submit a letter on your company letterhead to support this statement.

Exhibitors and EACs must submit proof of insurance to AUSA no later than February 3rd.

Send Proof of Insurance to: LANPACexhibits@ausa.org

AUSA has partnered with [Rain Protection Insurance](#) to assist you in purchasing insurance coverage. You can access their information in the online Exhibitor Service Center.

Also, it is advisable for Exhibitors to have insurance coverage on their products and exhibits. Such coverage can usually be provided by requesting a rider to your company's existing policy.

We look forward to seeing you in Waikiki!

