

Exhibitors with Mobile Display Units or Heavy Equipment/Machinery please read carefully and adhere to the following procedures.

### **Arrival Time**

You are required to arrive at the staging yard at least one hour prior to vehicle installation time. Display vehicle/heavy equipment move in is currently planned for Thursday, 9 March 2017 from 7:00am – 11:00am. All carriers or individually driven display vehicles are required to check into the staging yard. Once checked into the staging yard, GES will dispatch the carrier and/or display vehicle to the convention center when your exhibit space is ready for the move in of your display vehicle and/or heavy equipment.

### **Staging Lot**

The GES staging lot will be located at:  
Von Braun Center – Lot K  
601 Clinton Ave,  
Huntsville, AL 35801

### **Allocation of Zones**

Mobile Display Units/Heavy Equipment will be moved into the exhibit hall with in the following time schedule:  
7:00am – 11:00am      9 March 2017

GES reserve the right to adjust your installation time frame based off the equipment you are displaying and the equipment needed to accommodate the movement of your equipment. Once we have received your mobile spot/heavy equipment questionnaire you may be contacted by GES with instructions to adjust the arrival time due the size or the equipment required to place your equipment.

Exhibitors will be responsible for the movement of your mobile units/oversized equipment from your point of origin to the Von Braun Civic and Convention Center. This may require you to pull any necessary permits.

If you have any questions please Contact either of the following GES point of contacts (POC's):  
Deborah Stokes, 301/536-0414 cell      Chariffe McMillion, 201/538-2690 cell

- 1.) **Drivers MUST have the booth number for each mobile display unit or piece of heavy equipment that they are delivering.**
- 2.) All mobile display units/heavy equipment must arrive at the staging area at least one hour prior to their zone move in time. There will be no exceptions.  
**Note:** Any mobile display units/heavy equipment exhibitor not checked into the staging area by the installation time will be assumed cancelled. In the event that you are not able to arrive at the staging area due to a breakdown, you must notify Chariffe McMillion, GES Operations Manager, at 201/538-2690.
- 3.) Once at the staging area your driver will check in with the GES Marshaling Staff to notify them of your arrival. Drivers will be directed to their holding area.
- 4.) Booth Carpets – installation of all carpets in booths that will be displaying a vehicle or piece of heavy equipment will be done by GES, regardless of booth size. If you are using your OWN carpeting and padding you will need to send that to GES no later than 23 February 2017. Please use the “Vehicle Booth Carpet” shipping label for your carpet. GES will install your carpet prior to your placement of your vehicle or equipment. You will need to fill out the GES Labor order form. This form is located in the Exhibitor Service Manual – page L-1.
- 5.) All drivers **MUST** remain with their vehicles while at the staging area. Drivers must leave their name and a telephone number where they can be reached with the GES POC's. If a second driver is involved, his or her, name, location and telephone number should also be given to the GES POC's.

If you have any questions, please e-mail us at [dstokes@ges.com](mailto:dstokes@ges.com) or [cmcmillion@ges.com](mailto:cmcmillion@ges.com) .

- 6.) Once notified by GES you will need to have all drivers readied for movement into the hall within a fifteen-minute window.

**FAILURE TO MEET THIS REQUIREMENT MAY CAUSE THE MOVEMENT OF YOUR MOBILE DISPLAY UNIT/HEAVY EQUIPMENT TO BE DELAYED.**

Pls. make sure to provide a diagram of the placement of your electrical and communication lines to: GES and VBC Telecommunications. Failure to do so may result in a delay of your movement into your booth space!

**GES Fax #: 702/638-6655**

**VBC fax #: 256/551-2221**

## **PERMITS**

**AUSA AND/OR ITS STAFF WILL NOT BE INVOLVED IN ANY WAY IN OBTAINING ROAD CLEARANCES.**

- ❑ Any metal tracked vehicles **MUST** have rubber mats or cleats in order to drive on public streets
- ❑ Exhibitor **MUST** get road clearance from appropriate jurisdictions. **Road clearance is not an AUSA/GES responsibility**
- ❑ Please fill out all attached forms and return them to GES Exposition Services no later than 9 February 2017. This information can be sent to the following:  
Via Fax:           Attn: Deborah Stokes  
                          702/638-6655  
Via E-mail:       [dstokes@ges.com](mailto:dstokes@ges.com)

### **Small to Medium Sized Self Propelled Vehicles**

At the conclusion of the AUSA Global Force Symposium and Exposition we will begin the move out the self propelled vehicles as follows.

- 1.) Vehicle must be able to fit down a 10' wide and not require a large turning radius.
- 2.) We will utilize an escorted convoy process for all roadworthy units.
- 3.) Driver must be available and ready to move vehicles from booth at 1:30pm on Wednesday, 15 March 2017. *Please note that the move out time is dependent on how clear the hall is at move-in. We ask as that all drivers remain with their vehicles to move out once the aisles are clear.*
- 4.) When it is time to move your vehicle from your space, a GES representative will arrive at your booth to escort you out of the building. DO NOT turn on your vehicle or make any attempt to move your vehicle until a GES representative is at your booth to escort your vehicle.
- 5.) You MUST immediately leave the grounds of the Von Braun Center. There will be not parking of vehicles allowed in the dock area of the center. All loading must be done at the GES Staging Yard.

### **Immobile Vehicles/Oversize Equipment that DOES NOT REQUIRE a crane:**

Your target move-out time will be Wednesday, 15 March 2017 after 6:00pm

The procedures for this movement are as follows:

- 1.) A GES representative will coordinate your exact move out time with you after the move in. Once you are given that time, it will need to be communicated by you to all parties involved in the movement of the equipment.
- 2.) All drivers/carriers must be at the staging area one hour prior to your schedule departure time.
- 3.) A GES POC will contact you on your cell phone when we are ready to load your equipment onto your carrier.
- 4.) Once your materials have moved off the floor and into the dock area, you will have a 15-minute window to utilize for coordination of any necessary escort vehicles.

### **Immobile Vehicles/Oversize Equipment that REQUIRES a crane:**

Your target move out time will be Thursday, 16 March 2017 after 1:00pm

The procedures for this movement are as follows:

- 1.) A GES representative will coordinate your exact move out time with you after the move in. Once you are given that time, it will need to be communicated by you to all parties involved in the movement of the equipment.
- 2.) All drivers/carriers must be at the staging area one hour prior to your schedule departure time.
- 3.) A GES POC will contact you on your cell phone when we are ready to load your equipment onto your carrier.
- 4.) Once your materials have moved off the floor and into the dock area, you will have a 30 minute window to utilize for coordination of any necessary escort vehicles

We MUST have ALL Materials out of the Convention Center no later than Midnight on Thursday, 16 March 2017. **There will be NO exceptions.**

**GES reserves the right to adjust these times on an as required basis. Once we have received your Equipment Questionnaire, you will be contacted by a GES POC.**

If you have any questions, please e-mail us at [dstokes@ges.com](mailto:dstokes@ges.com) or [cmcmillion@ges.com](mailto:cmcmillion@ges.com) .

**COMPLETED FORM MUST BE RETURNED TO: 702/638-6655  
NO LATER THAN 9 FEBRUARY 2017**

Date Submitted: \_\_\_\_\_

**EXHIBITOR INFORMATION**

Company Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Dimensions of Space Reserved (U.S Measurements Only): \_\_\_\_\_ x \_\_\_\_\_

POC for Vehicle Coordination: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Display Vehicle/Equipment Information**

Number of Vehicles/Oversized Equipment in Display: \_\_\_\_\_

Descriptions (include weight of each piece and dimensions):

Description Of Vehicle/Equipment in Display	Dimensions	Gross Weight
1.		
2.		
3.		
4.		
5.		
6.		

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NO LATER THAN 9 FEBRUARY 2017**

**SPECIAL EQUIPMENT REQUIRED FOR INSTALLATION:**

- 8,000# Forklift
- 10,000# Forklift
- Other type of Forklift  
pls. Specify \_\_\_\_\_
- Crane Pick
- Other, pls. Specify \_\_\_\_\_

Please review the GES Order forms pertaining to forklift labor and/or machinery. You will need to order these services for the movement of your oversized equipment/immobile vehicles. You will be billed accordingly.

**SHIPPING COMPANY/DRIVER CONTACT INFORMATION**

Method of Transport to Von Braun Center:

\_\_\_\_\_

Prime Mover Company Name: \_\_\_\_\_

Driver Name (s): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_