

**AUSA Global Force Symposium & Exposition
15, 16, 17 March 2016
Von Braun Center**

**Mobile Display Units/Oversized Equipment
Move-In/Out Procedures**

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 Friday, 11 March 2016 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 11 March 2016

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 Jason Stanforth, 407/467-0543 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 Jason Stanforth, GES Operations Manager, at 407/467 - 0543
- 3.) Once at the staging area your driver will check in at the GES Marshaling Trailer 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 25 February 2016. 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.
- 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

If you have any questions, pls. e-mail us at dstokes@ges.com or jstanforth@ges.com .

second driver is involved, his or her, name, location and telephone number should also be given to the GES POC's.

- 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 12 February 2016. This information can be sent to the following:
Via Fax: Attn: Deborah Stokes
 702/638-6655
Via E-mail: dstokes@ges.com

If you have any questions, pls. e-mail us at dstokes@ges.com or jstanforth@ges.com .