



## GENERAL INFORMATION

Thank you for your support of AUSA and your participation in Global Force. 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.

### EXHIBIT HALLS

Exhibits will be displayed in the South Hall, East Hall and outdoors.

### 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.**

Badge accepted on the exhibit floor during move-in and move-out hours:

Registration Category	Registration Description
EX	Exhibitor
EXOA	Exhibitor
EXFUL	Exhibitor with full conference

### MOVE-IN HOURS

**Please refer to the Targeted Move-in Schedule in the Exhibitor Service Kit for more information.**

Date	Time	Notes
Thursday, March 20	5:00pm – 9:00pm	Vehicle Move-in, Booths 1200 sq. ft. and above
Friday, March 21	8:00am – 10:00am 8:00am – 12:00pm 2:00pm – 6:00pm	Vehicle Move-in, Booths 1199 sq. ft. and below Booths 1200 sq. ft. and above move-in Booths 1199 sq. ft. – 400 sq. ft. move-in
Saturday, March 22	12:00pm – 5:00pm	Booths 399 and below
Sunday, March 23	8:00am – 5:00pm	All Exhibitors
Monday, March 24	8:00am – 5:00pm*	Outdoor Exhibitors Move-in

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

### SHOW HOURS

Date	Time
Tuesday, March 25	9:00am – 5:00pm
Wednesday, March 26	9:00am – 5:00pm
Thursday, March 27	9:00am – 12:00pm

#### **MOVE-OUT HOURS**

Date	Time	Notes
Thursday, March 27	12:00 pm – 9:00pm	Carriers MUST be checked in by 7:00pm
Friday, March 28	8:00 am –4:00pm	Carriers MUST be checked in by 9:00am

All exhibitor materials must be removed from the exhibit facility by 4:00pm on Friday, March 28.

#### **RULES AND REGULATIONS**

Exhibitors should read and be familiar with the AUSA Exhibitor Terms of Agreement, Display Rules and Regulations and the online Exhibitor Service Center. If you have any questions regarding the established policies, please contact the Exhibits Team at [GlobalForceExhibits@ausa.org](mailto:GlobalForceExhibits@ausa.org).

#### **BOOTH DISPLAYS**

If you plan on displaying a vehicle or firearm, please read the guidelines and submit the required form by the deadline. **Please note that vehicles and heavy equipment are prohibited in the South Ballroom and East Hall.**

#### **BOOTH INFORMATION**

Standard booth equipment is given to each exhibitor and consists of **black** 8' high back drape and **black** 3' high side drape. Aisle carpeting color will be **pepper**.

#### **BOOTH & HANGING SIGN HEIGHT RESTRICTIONS**

The maximum height for an in-line booth is 8'. Hanging signs are not permitted over in-line booths. The maximum height for island booths is 20'. **Hanging signs are not permitted in the East and South Hall Ballroom.**

The ceiling height in the South Hall is 20' with the exception of the ballroom area which is at 12' (indicated on the floor plan as "Low Ceiling"). South Hall Ballroom booth structures must not exceed 10'. The maximum height allowance in the East Hall is 12'.

#### **FLOOR COVERING & FURNISHINGS**

**Carpet is required for booths in South Hall, with the exception of the low ceiling area. Carpet is not required for booths in East Hall or the Outdoor exhibit area.** The exhibitor is responsible for providing adequate floor covering. Furnishings are not included in the cost of the exhibit booth.

#### **UTILITIES AND BOOTH SERVICES**

Electrical, compressed air and plumbing services will be provided by the Von Braun Center. Internet services are also offered through the Center. Information for audio visual, internet, electrical and other utilities and services can be found in the online Exhibitor Service Center.

#### **EXHIBIT SHIPMENTS**

Do not send advance exhibit shipments or packages to the Convention Center. Shipments to the Convention Center will be the exhibitor's responsibility. More information about shipping deadlines and locations can be found in the online Exhibitor Service Center.

## **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. 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 move-in, show and move-out days. 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 exhibiting materials from theft, damage, accident, fire and other causes.

## **PHOTOGRAPHY & FILMING**

Each exhibitor has control over the space it has rented and may prevent those considered its competitors from gaining access to, photographing, or videotaping its exhibit. The taking of pictures, other than by the official photographer/videographer, is expressly prohibited during setup, dismantling and non-exhibit hours. Individual cameras will not be allowed on the exhibit floor. The use of a camera cell phone is prohibited during the above mentioned hours. Only the exhibitor may grant permission to have its exhibit photographed, videotaped, or an audio presentation taped, during exhibit hours. No exhibitor shall deny any reasonable request from SHOW MANAGEMENT or the official photographer/videographer to photograph or film the exhibit from outside the perimeter of the booth. Send written request to [GlobalForceExhibits@ausa.org](mailto:GlobalForceExhibits@ausa.org).

## **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 Show Vendors 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.

## **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 Von Braun Center, it's officers, directors, employees and agents must be listed as additional insureds.**

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 **December 6**.**

**Send Proof of Insurance to:** [GlobalForceExhibits@ausa.org](mailto:GlobalForceExhibits@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 Huntsville!