

April 12–15 • INDIANAPOLIS



*Inspiring Leaders*

**Exhibit Dates:**  
**April 13-14, 2018**  
**Indiana Convention Center**  
**Indianapolis, IN**

#### GENERAL INFORMATION & INSTRUCTIONS

##### A. IMPORTANT DATES AND TIMES

MOVE-IN: Indiana Convention Center – Halls B-E

Wednesday April 11, 2018	8:00 am – 5:00 pm
Thursday April 12, 2018	8:00 am – 5:00 pm

ALL EXHIBITS MUST BE COMPLETE BY Thursday April 12, 2018 at 5:00 pm

##### **SHOW HOURS:**

<b>Friday April 13, 2018</b>	<b>9:30 am – 1:30 pm</b>
<b>Saturday April 14, 2018</b>	<b>9:30 am – 1:30 pm</b>

All exhibits must be opened and staffed during all show hours. Exhibitors will be required to exit the exhibit hall as soon as the show closes each day.

##### MOVE-OUT:

Saturday April 14 1:30 pm – 6:00 pm Exhibitors may begin to pack equipment, supplies and literature when the show closes on Saturday April 14, 2018 and must be completely out of the halls by 10:00 pm Saturday April 14, 2018. More details regarding move-out will be announced during the show.

B. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR GES is the Official Service Contractor of AONE 2018. Other official show suppliers are listed on the “Exhibitor Services Directory” page of the Manual. GES will maintain an Exhibitor Service Center located in the exhibit hall.

C. SHIPPING Refer to the section marked “GES” for shipping instructions. We also encourage exhibitors to purchase insurance coverage for their booth, in the event your display is damaged or lost in transit. Please note that the instructions for shipping in advance differ from those for shipping to show site.

D. TRUCK DELIVERIES All truck drivers delivering freight to the show should check in with the material handling office in the marshaling yard.

E. EMPTY CRATES It is important that crates be removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely and “empty” stickers should be attached as soon as they are emptied. Open crates will not be accepted for storage.

A clearly marked “empty” sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at the close of the show.

Empty crates will be returned to your booth after the close of the show. No empty boxes or crates may be stored in the exhibit area or in the service aisle due to Fire Marshal regulations.

F. SECURITY Realizing the value and importance of your equipment and exhibit material, security guards will be located around the perimeter of the hall from the beginning of move-in to the end of move-out. It should be made clear, however, that although Show Management is providing this service, we are not responsible for any loss or damage of material.

G. RULES AND REGULATIONS Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event. Exhibitors must comply with all of the policies, rules, terms and regulations contained in the Exhibitor Prospectus. A copy of these rules and regulations is included in this Exhibitor Services Manual.

H. PARKING There are a number of affordable garages located all throughout downtown Indianapolis. Download a printable map of area garages [here](#).

For additional parking information, please visit the Parking Authority of Indianapolis City's website.

I. AMERICANS WITH DISABILITIES ACT CONFORMANCE Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact ADA, Civil Rights Division, Department of Justice, P.O. Box 66738, Washington, DC, 20035, Ph: 800-514-0301, [www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm).