

2013 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL

GENERAL INFORMATION

QUESTIONS/INFORMATION: Please refer to your exhibit space contract for booth assignment and general information. All questions regarding exhibit policies should be addressed in writing to the Director of Industry Affairs at AUSA. The AUSA Fax Number is 703-243-2589.

All questions or requests regarding shipping, storage, labor, utilities, furniture, floor coverings, special decorations, photography, guards, etc., should be addressed to the appropriate firm listed as the Official Service Contractor, or to Global Experience Specialists, Inc. (GES) 800-475-2098, 702-616-8078 Fax, or call **Sharon Gilbert** 800.842.6309 option 1 ext 4262 Phone, 702.914.5073 Fax.

EXHIBIT HOURS: Display areas, for Halls A, B, C, D and E will be open to authorized visitors, free of charge as follows:

| | | | |
|------------|------------|-------------------|-------------------|
| Monday, | 21 October | 0900 – 1700 hours | 9:00 AM – 5:00 PM |
| Tuesday, | 22 October | 0900 – 1700 hours | 9:00 AM – 5:00 PM |
| Wednesday, | 23 October | 0900 – 1700 hours | 9:00 AM – 5:00 PM |

Exhibitors should note the following special events scheduled in the exhibit halls this year by AUSA:

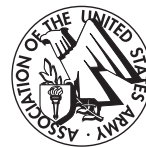
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|----------|------------|-------------------|---------------------|----------------------------|
| Tuesday, | 22 October | 0900 – 1000 hours | 9:00 AM – 10:00 AM | Congressional Staffer Tour |
| | | 1115 – 1215 hours | 11:15 AM – 12:15 PM | Pre-Luncheon Reception |

BOOTH EQUIPMENT: Standard booth equipment furnished to all linear booth exhibitors will consist of 8 ft. high back wall and 3 ft. high side rail drapes. Drape colors will be alternating blue, black, white and black panels. Other color and types of booth materials may be ordered at the expense of the exhibitor. *Show Management requires that ALL booths be carpeted to maintain the professional appearance of the AUSA Exhibition.*

GENERAL DECORATIONS: Blue, black, grey and white will be the predominate colors for decorations inside the exhibit halls and in the general meeting area(s).

CLEANING BOOTH AREAS: All exhibit hall aisles will be cleaned daily throughout installation and dismantling. Porters will remove trash from public spaces during the show schedule. Arrangements for vacuuming, shampooing and porter services for individual booth areas may be ordered from GES, Global Experience Specialists, utilizing the enclosed form. ***Please make sure that you have the ordered porter service for your trash removal prior to the receptions in the exhibit hall.***

- **SECURITY SERVICE:** AUSA has contracted security to cover the exhibit area during installation, show hours and move-out. Since the convention center and other service personnel require access to the exhibit halls at various times, it is not possible to guarantee individual booth security. ***Exhibitors are urged to take whatever precautions they feel necessary to protect valuable materials and equipment, including theft insurance and hiring special guards under their own contract. Neither Show Management, their contractors and agents, nor the convention center will be responsible for theft and/or vandalism.***



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OFFICIAL SERVICE CONTRACTORS: To assure orderly and efficient installation, operation and removal of displays, and to eliminate confusion by the presence or solicitation of unknown or unqualified firms, AUSA has designated the firms on the enclosed Official Service Contractor listing as the "OFFICIAL SERVICE CONTRACTORS". As such, AUSA holds these firms responsible for quality service and fair prices, and is prepared to intercede on behalf of an exhibitor in the event of faulty work or unfair charges. We urge you to place your orders with these firms, unless you have a permanent arrangement with a display house to handle your exhibit. In any event, be sure to place your orders for the services and materials that you will require as far in advance as possible.

REGISTRATION FOR ANNUAL MEETING: Registration is free of charge to members, sustaining members, Army personnel, and other qualified attendees. Exhibit personnel must register for EXHIBITOR badges. Further instructions on exhibitor registration are included in this manual within the Exhibitor Registration tab. All personnel, including EAC personnel who will be working in the exhibit area **MUST** wear EXHIBITOR badge at all times after registration opens. Badges can be picked up during the following hours:

EARLY REGISTRATION (Open to both exhibitors & attendees) LOCATED IN WEST SALON

| | | | |
|----------|------------|-----------|-------------------|
| Thursday | 17 October | 0800-1700 | 8:00 AM – 5:00 PM |
| Friday | 18 October | 0800-1700 | 8:00 AM – 5:00 PM |
| Saturday | 19 October | 0800-1700 | 8:00 AM – 5:00 PM |

MAIN REGISTRATION (Open to both exhibitors & attendees) LOCATED IN EAST & WEST SALONS

| | | | |
|-----------|------------|-----------------|-------------------|
| Sunday | 20 October | 0800-1800 (All) | 8:00 AM – 6:00 PM |
| Monday | 21 October | 0700-1900 (All) | 7:00 AM – 7:00 PM |
| Tuesday | 22 October | 0730-1700 (All) | 8:00 AM – 5:00 PM |
| Wednesday | 23 October | 0800-2000 (All) | 8:00 AM – 8:00 PM |

Note:

Wednesday 23 October Ticket Pick up will remain open until 2000 **VERIFY** at AUSA website

Please pick up your badges as early as possible to avoid long lines. Take advantage of Thursday, Friday and Saturday registration hours.

ADMISSION PROCEDURES TO AUSA EVENTS: Admission to exhibit areas, program sessions and social functions at the 2013 Annual Meeting will be limited to the following: AUSA members, members and civilian employees of the U.S. Armed Forces, designated representatives of exhibitor and member companies, invited guests of the Association and those who have a demonstrable affiliation and/or supportive interest in the United States Army. Spouses and other members of the immediate family of any of the above persons are welcome at appropriate times.

AUSA EXHIBIT MANAGER: Rand Meade is available for any questions you may have concerning the show. He will be located in the Exhibit Sales Office, located in Room 102 A&B of the Washington DC Convention Center.