



**2013 AUSA ANNUAL MEETING
EXHIBITOR SERVICES MANUAL**

DEADLINE DATES / CHECKLIST

<input type="checkbox"/>	Friday, 30 August	Freight Service Questionnaire Mobile Unit/Heavy Equipment Questionnaire Floor Plans/Diagrams of Booth Layout Showing Placement of Electrical & Phone Lines
<input type="checkbox"/>	Tuesday, 13 September	First Day to receive shipments at Advance Warehouse
<input type="checkbox"/>	Monday, 23 September	Hanging Signs / Rigging Labor Order Form Scissor Lift & Labor Order Form "Notice of Intent to use an Exhibitor Appointed Contractor" form and Certificate of Insurance for the designated EAC due to GES Furniture & Accessories Order Form Specialty Furniture Order Form Carpet Order Form Cleaning Order Form Standard Rental Exhibits Order Form Custom Signs Order Form Booth Forklift & Labor Order Form Storage & Delivery Order Form
<input type="checkbox"/>	Monday, 7 October	<u>Advance Warehouse Shipment Deadline For:</u> Hanging Signs/Rigging Equipment Vehicle Booth Carpets Deadline Date
<input type="checkbox"/>	Wednesday, 9 October	Advance Warehouse Freight Shipment Deadline See "Material Handling Information" and "Material Handling Order Form"

NOTE: Significant savings can be realized on GES products and services by ordering in advance (by the deadline date). Orders and payments **MUST** be received by Global Experience Specialists, Inc. (GES) on or before the date shown. Please contact all other contractors directly regarding any possible discounts they may offer for ordering in advance.

IT IS VERY CRITICAL TO MEET THESE DEADLINES.
