

2013 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL

DIRECT FREIGHT PROCEDURES & SCHEDULE

Listed on the following page are the **Direct Freight Schedules** for shipments consigned directly to GES at the Walter E. Washington DC Convention Center. Any exhibitor not arriving on schedule will cause considerable inconvenience for other exhibitors and may be delayed in unloading or loading, as well as incurring additional charges. A **50% OFF TARGET SURCHARGE** will be applied to all off-target deliveries above and beyond the material handling rate.

Please inform your designated carrier of these critical time schedules.

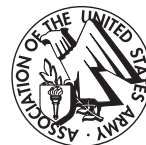
All drivers with direct Convention Center shipments MUST first report, IN PERSON, to the marshaling yard in order to check-in.

The GES Marshaling Yard will be located at:

**RFK Stadium – Lot 7
2400 East Capital Street, S.E.
Washington, D.C. 20003**

Any vehicles, including personal vehicles, company vans or company trucks, that attempt to report directly to the Convention Center will be rerouted to the marshaling yard and put at the end of the line. Traffic control problems and a lack of parking spaces around the convention center area necessitate utilization of this dispatching system.

It is important that you return the “Freight Service Questionnaire” to GES by 30 August 2012. Any scheduling questions should be directed to AUSA@ges.com.



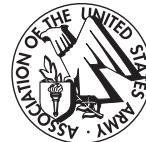
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Zone	Booth Size	Display Vehicle/Heavy Machinery Move-In	Marshaling Yard Freight Check In	Approximate Unloading Time in Hall
Zone 1	Booths (1500 & Above) Square Feet	**Per Individual Booth Move-In Schedule	**Per Individual Booth Move-In Schedule	**Per Individual Booth Move-In Schedule
Zone 2	Booths (400-1400) Square Feet	Tuesday October 15th 7:00pm-1:00am (see note regarding booths #3100 & greater)	Wednesday October 16th 3:00am-8:00am	Wednesday October 16th 8:00am-7:00pm
Zone 3	Booths (100-300) Square Feet	Tuesday October 15th 7:00pm-1:00am (see note regarding booths #3100 & greater)	No Direct Target **Must ship to Advance Warehouse	No Direct Target **Must ship to Advance Warehouse

Vehicle Move in for booths #3100 & higher will take place on Wednesday, Oct 16th from 7:00pm – 10:00pm.

Zone 4	Booths (1500 & Above) Square Feet	**Per Individual Booth Move-In Schedule	**Per Individual Booth Move-In Schedule	**Per Individual Booth Move-In Schedule
Zone 5	Booths (400-1400) Square Feet	Thursday October 17th 1:00pm-5:00pm	Thursday October 17th 10:00am-4:00pm	Thursday October 17th 5:00pm-5:00am
Zone 6	Booths (100-300) Square Feet	Thursday October 17th 1:00pm-5:00pm	No Direct Target **Must ship to Advance Warehouse	No Direct Target **Must ship to Advance Warehouse



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Outbound Shipments: Please prepare a separate GES Bill of Lading for each outbound shipment. Return the completed paperwork to the GES Service Center after all of your material is packed, labeled and ready to be shipped. Do NOT leave the outbound material handling order form with your shipment.

All vehicles, including personal vehicles (POV's) arriving to make pick-ups MUST first report directly to the marshaling yard for dispatch to the Convention Center.

Do **NOT** have your driver report directly to the Walter E. Washington DC Convention Center. Vehicles will be dispatched from the marshaling yard to the facility, as the exhibits are ready for shipping and as dock space permits.

Halls A-C Targeted Move-Out Schedule

Booths that are 100-400 square feet

Carrier check in time is:

Thursday, October 24th at 10:00am

Booths that are 500-1900 square feet

Carrier check in time is:

Friday, October 25th at 10:00am

Booths that are greater than 2000 square feet

Carrier check in time is:

Saturday, October 26th at 8:00am

Halls D-E Targeted Move-Out Schedule

Booths that are 100-800 square feet

Carrier check in time is:

Thursday, October 24th at 10:00am

Booths that are 900-1900 square feet

Carrier check in time is:

Friday, October 25th at 6:00am

Booths that are greater than 2000 square feet

Carrier check in time is:

Friday, October 25th at 10:00am
