

## **2014 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.

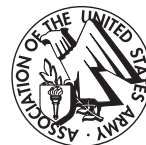
**All drivers with direct Convention Center shipments MUST first report, IN PERSON, to the marshaling yard in order to check-in.**

**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.

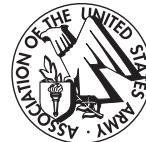
**It is important that you return the “Freight Service Questionnaire” to GES by 22 August 2014.** Any scheduling questions should be directed to [AUSA@ges.com](mailto:AUSA@ges.com).

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EXHIBITOR SERVICES MANUAL****DIRECT FREIGHT PROCEDURES & SCHEDULE**

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 7 <sup>th</sup> 10:00AM	Wednesday October 8 <sup>th</sup> 3:00am-8:00am	Wednesday October 8 <sup>th</sup> 8:00am-7:00pm
Zone 3	Booths (100-300) Square Feet	Tuesday October 7 <sup>th</sup> 10:00AM	No Direct Shipments - Must ship to the Advance Warehouse	No Direct Shipments - Must ship to Advance Warehouse

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	Tuesday October 7 <sup>th</sup> 10:00AM	Wednesday October 8 <sup>th</sup> 3:00am-8:00am	Wednesday October 8 <sup>th</sup> 8:00am-7:00pm
Zone 6	Booths (100-300) Square Feet	Tuesday October 7 <sup>th</sup> 10:00AM	No Direct Shipments - Must ship to Advance Warehouse	No Direct Shipments - Must ship to Advance Warehouse

**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.



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**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 100-300 square feet**

**Carrier check in time is:**

**Thursday, October 16<sup>th</sup> at 10:00am**

**Booths that are 400-1400 square feet**

**Carrier check in time is:**

**Friday, October 17<sup>th</sup> at 6:00am**

**Booths that are greater than 1500 square feet**

**Carrier check in time is:**

**Friday, October 17<sup>th</sup> at 10:00am**

### **Halls D-E Targeted Move-Out Schedule**

**Booths that are 100-300 square feet**

**Carrier check in time is:**

**Thursday, October 16<sup>th</sup> at 10:00am**

**Booths that are 400-1400 square feet**

**Carrier check in time is:**

**Friday, October 17<sup>th</sup> at 6:00am**

**Booths that are greater than 1500 square feet**

**Carrier check in time is:**

**Friday, October 17<sup>th</sup> at 10:00am**

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