



**2014 AUSA ANNUAL MEETING
EXHIBITOR SERVICES MANUAL**



CRITICAL MOVE-IN SCHEDULE

HALLS A-C

Target Information		Move-In Information				Installation Information	
Zone	Booth Size	Display Vehicle/Heavy Machinery Move-In	Marshaling Yard Freight Check In	Direct Carrier Unloading Time in Hall	Warehouse Freight - Unloading time into the hall	Installation Start Time	Empty Crates Tagged by Time
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	Per Individual Booth Move-In Schedule	Per Individual Booth Move-In Schedule	Thursday October 9th 5:00pm
Zone 2	Booths (400-1400) Square Feet	Tuesday October 7th 10:00am	Wednesday October 8th 3:00am-8:00am	Wednesday October 8th 8:00am-7:00pm	Wednesday October 8th 8:00am-7:00pm	Thursday October 9th 8:00am	Friday October 10th 5:00pm
Zone 3	Booths (100-300) Square Feet	Tuesday October 7th 10:00am	No Direct Shipments - Must ship to Advance Warehouse	No Direct Shipments - Must ship to Advance Warehouse	Thursday October 9th 8:00am - 7:00pm	Friday October 10th 8:00am	Saturday October 11th 5:00pm

HALLS D-E

Target Information		Move-In Information				Installation Information	
Zone	Booth Size	Display Vehicle/Heavy Machinery Move-In	Marshaling Yard Freight Check In	Direct Carrier Unloading Time in Hall	Warehouse Freight - Unloading time into the hall	Installation Start Time	Empty Crates Tagged by Time
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	Per Individual Booth Move-In Schedule	Per Individual Booth Move-In Schedule	Thursday October 9th 5:00pm
Zone 5	Booths (400-1400) Square Feet	Tuesday October 7th 10:00am	Wednesday October 8th 3:00am-8:00am	Wednesday October 8th 8:00am-7:00pm	Wednesday October 8th 8:00am-7:00pm	Thursday October 9th 8:00am	Friday October 10th 5:00pm
Zone 6	Booths (100-300) Square Feet	Tuesday October 7th 10:00am	No Direct Shipments - Must ship to Advance Warehouse	No Direct Shipments - Must ship to Advance Warehouse	Thursday October 9th 8:00am - 7:00pm	Friday October 10th 8:00am	Saturday October 11th 5:00pm



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CRITICAL MOVE-IN SCHEDULE

MOVE-IN TIMELINE:

- Aisle carpet will be placed at 6:00pm on Saturday, October 11th in Halls A-E.
- All booths are required to be completely set by 8:00pm on Sunday, October 12th
- Final booth wipe down will take place from 7:00am – 9:00am on Monday, October 13th



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CRITICAL MOVE-OUT SCHEDULE

HALLS A-C

Zone	Booth Size	Vehicle Move Out	Empty Crates Returned By	Carrier Check In Deadline	Booth Materials Cleared By Time
Zone 1	Booths (1500 & Above) Square Feet	Wednesday October 15th 7:30pm	Thursday October 16th 8:00am	Friday October 17th 10:00am	Friday October 17th 5:00pm
Zone 2	Booths (400-1400) Square Feet	Wednesday October 15th 7:30pm	Thursday October 16 th 8:00am	Friday October 17th 6:00am	Friday October 17th 5:00pm
Zone 3	Booths (100-300) Square Feet	Wednesday October 15th 7:30pm	Thursday October 16th 8:00am	Thursday October 16th 10:00am	Friday October 17th 5:00pm

HALLS D-E

Zone	Booth Size	Vehicle Move Out	Empty Crates Returned By	Carrier Check In	Booth Materials Cleared By
Zone 1	Booths (1500 & Above) Square Feet	Wednesday October 15th 7:30pm	Thursday October 16th 8:00am	Friday October 17th 10:00am	Friday October 17th 5:00 pm
Zone 2	Booths (400-1400) Square Feet	Wednesday October 15th 7:30pm	Thursday October 16th 8:00am	Friday October 17th 6:00am	Friday October 17th 5:00 pm
Zone 3	Booths (100-300) Square Feet	Wednesday October 15th 7:30pm	Thursday October 16th 8:00am	Thursday October 16th 10:00am	Friday October 17th 5:00 pm

MOVE-OUT TIMELINE:

- Aisle carpet will be rolled up starting at 5:30pm in all Halls on Wednesday, October 15th to prepare for vehicle move out and empty crate return
- Vehicles drivers should report to their booth spaces by 5:30pm in all Halls on Wednesday, October 15th to prepare for vehicle move out
- All exhibitors may begin dismantle at 5:00pm in all Halls on Wednesday, October 15th but please note, 100% of empty crates will not be returned until 8:00am on Thursday, October 16th