



Dear AUSA Sustaining Members:

As you plan for your participation in the 2016 AUSA Annual Meeting & Exposition, please pay particular attention to the following guidelines regarding attendee and exhibitor badges.

AUSA no longer requires that a single point-of-contact be responsible for badge registration at the Annual Meeting. You now have the option of registering your personnel who require attendee or exhibitor badges, or you may forward this message to others within your organization so that they may register individually.

Our online registration system will be activated on **WEDNESDAY, 1 JUNE 2016**. Please visit the AUSA homepage at www.ausa.org and click on "Registration." Then select "Register without using Social Media." You will then have the opportunity to register as a Member or Non-Member. Make the appropriate selection and continue.

1. Attendee Badge - This badge should be given to employees that will simply be attending the conference, participating in the professional development seminars or viewing the exhibits during normal show hours.

2. Exhibitor Badge - This badge should be given to employees that will be working in your company's booth. Exhibitor badges allow your employees to access the hall during set-up and tear-down times. Exhibitor badges also provide you with the same privileges as that of an Attendee Badge. **It is not necessary to have more than one type of badge.**

When you register, your e-mail address is a required field. This is so a confirmation number can be e-mailed directly to you. Please bring this confirmation with you when you come to the show.

Badges will NOT be printed in advance. They will be issued on-site at the Walter E. Washington Convention Center. You must present a government-issued photo identification (including a driver's license, passport or military ID) and company identification (a company photo ID or company business card with your name on it.)

Following is the registration schedule at the Walter E. Washington Convention Center for the 2016 AUSA Annual Meeting & Exposition.

Friday, 30 September 0800 – 1700
West Registration

Saturday, 1 October 0800 – 1700
West Registration

Sunday, 2 October 0800 – 1800
East & West Registration

Monday, 3 October 0700 – 1900
East & West Registration

Tuesday, 4 October 0730 -1700
East & West Registration

Wednesday, 5 October 0800 – 1700
East & West Registration

Exhibiting firms that wish to provide exhibitor badges to employees of affiliates or subsidiaries must provide these individuals with an **“Affiliate Badge Request Form”** from the exhibiting firm requesting that they be issued badges on your behalf. This form must be presented at the AUSA registration area by the individual whose name will appear on the badge. Please complete the **“Affiliate Badge Request Form”** and provide a faxed copy to AUSA, attention Rand Meade, **no later than Thursday, 8 September 2016. The AUSA fax number is: (703) 243-2589.**

AUSA will require Exhibitor Appointed Contractor (EAC), temporary labor wrist bands for individuals in direct support of the installation and dismantling of your display, who are not full-time employees of the exhibiting firm. Please see the GES guidance regarding EAC temporary labor wrist bands that follows this announcement.

PLEASE NOTE: Due to increased security requirements, badges will not be issued in bulk. Each individual must be present to pick up his/her badge. There will be no exceptions to this policy.

If you have any questions, please feel free to contact me at 703-907-2678.

Thanks for your support!

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