

Exhibitors with Mobile Display Units or Heavy Equipment/Machinery please read carefully and adhere to the following procedures.

Arrival Time

You are required to arrive at the marshaling yard area at least three hours prior to your target time.

Marshaling Yard

The GES marshaling yard will be located at:

Robert F. Kennedy Memorial Stadium 2400 East Capital Street, S.E. Lot 7 (Entrance on Oklahoma St. S.E.), Washington, D.C. 20003

Allocation of Zones

Mobile Display Units/Heavy Equipment will be moved into the exhibit hall based on the Critical Planning Schedule. Once we have received your mobile spot/heavy equipment questionnaire you may be contacted by GES with instructions to adjust the arrival time due the size or the equipment required to place your equipment.

All roadworthy units (regardless of license) will be offloaded at the marshaling yard and driven to the Convention Center in escorted convoys according to Zone. GES representatives will organize and dispatch convoys (number to be determined based on total number of units per zone). It is our intention to move as many units as possible to the Convention Center under their own power, via convoy to minimize congestion in the dock area and expedite the move in process. Please note, if you miss the main vehicle convoy, you will be responsible for the costs of the additional police escort.

Mobile Display Units/Heavy Equipment that cannot be driven (due to weight or other restrictions) and must remain on their transport vehicles until offloaded at the Convention Center, will be held at the marshaling yard and dispatched to the Convention Center by GES based on Zone targets and space availability in the dock area.

Exhibitors will be responsible for the movement of your mobile units/oversized equipment from your point of origin to the Washington DC Convention Center. This will require you to pull the necessary permits from the District of Columbia. If you have any questions please contact us at AUSA@ges.com.

- 1.) Drivers **MUST** have a bill of lading showing booth name & number for each mobile display unit or piece of heavy equipment that they are delivering.
- 2.) All mobile display units/heavy equipment must arrive at the marshaling yard area at least three hours prior to their zone move in time. There will be no exceptions.
Note: Any mobile display units/heavy equipment exhibitor not checked into the marshaling yard area by their zone time will be assumed cancelled. In the event that you are not able to arrive at the marshaling yard area due to a breakdown, you must notify Scott Wynette, GES Senior Operations Manager, at (702)591-6000.
- 3.) Once at the marshaling yard area your driver must check in at the GES Marshaling Trailer to notify them of their arrival. Drivers will be directed to their holding area.
- 4.) Booth Carpets – installation of all carpets in booths that will be displaying a vehicle or piece of heavy equipment will be done by GES, regardless of booth size. If you are using your OWN carpeting and padding you will need to send that to GES no later than 9/21/16. Please use the “Vehicle Booth Carpet” shipping label for your carpet. GES will install your

carpet prior to your placement of your vehicle or equipment. You will need to fill out the GES Labor order form. This form is located in the Exhibitor Service Manual.

- 5.) All drivers MUST remain with their vehicles while at the marshaling yard area. Drivers must leave their name and a telephone number where they can be reached with the GES POC's. If a second driver is involved, his or her, name, location and telephone number should also be given to the GES POC's.
- 6.) Once notified by GES you will need to have all drivers readied for movement into the hall within a fifteen minute window.

FAILURE TO MEET THIS REQUIREMENT MAY CAUSE THE MOVEMENT OF YOUR MOBILE DISPLAY UNIT/HEAVY EQUIPMENT TO BE DELAYED.

Pls. make sure to provide a diagram of the placement of your electrical and communication lines to: GES and Hi-Tech Electrical. Failure to do so may result in a delay of your movement into your booth space!

GES Fax #: 702/260-5765 Hi-Tech fax #: 202/249-3601

PERMITS

AUSA AND GES AND/OR THEIR STAFF WILL NOT BE INVOLVED IN ANY WAY IN OBTAINING ROAD CLEARANCES.

- Wheel and axle loads: the District of Columbia government will enforce gross weight loads
- Any metal tracked vehicles MUST have rubber mats or cleats in order to drive on public streets
- Exhibitor **MUST** get road clearance from appropriate jurisdictions. **Road clearance is not an AUSA/GES responsibility**
- Please fill out all attached forms and return them to GES no later than August 19, 2016. This information can be sent to the following:

Via Fax: 702/260-5765

Via E-mail: AUSA@ges.com

At the conclusion of the Annual Meeting we will begin the move out of the self propelled vehicles as follows.

- 1.) Vehicle must be able to fit down a 10' wide and not require a large turning radius.
- 2.) We will utilize the same escorted convoy process for all roadworthy units.
- 3.) Driver must be available and ready to move vehicles from booth at 5:30pm on Wednesday, October 5th, 2016.
- 4.) When it is time to move your vehicle from your space, a GES representative will arrive at your booth to escort you out of the building. DO NOT turn on your vehicle or make any attempt to move your vehicle until a GES representative is at your booth to escort your vehicle.
- 5.) You MUST immediately leave the grounds of the Walter E. Washington Convention Center. There will be not parking of vehicles allowed in the dock area of the center. All loading must be done at the GES Marshaling yard.

Immobile Vehicles/Oversize Equipment that DO NOT require a crane

Your target move out time will be Friday, October 7th, 2016. The procedures for this movement are as follows:

- 1.) A GES representative will coordinate your exact move out time with you after the move in. Once you are given that time, it will need to be communicated by you to all parties involved in the movement of the equipment.
- 2.) All drivers/carriers must be at the marshaling yard area one hour prior to your schedule departure time.
- 3.) A GES POC will contact you on your cell phone when we are ready to load your equipment onto your carrier.
- 4.) Once your materials have moved off the floor and into the dock area, you will have a 30 minute window to utilize for coordination of any necessary escort vehicles.

Immobile Vehicles/Oversize Equipment that DO require a crane

Your target move out time will be Friday, October 7th, 2016

The procedures for this movement are as follows:

- 1.) A GES representative will coordinate your exact move out time with you after the move in. Once you are given that time, it will need to be communicated by you to all parties involved in the movement of the equipment.
- 2.) All drivers/carriers must be at the marshaling yard area one hour prior to your schedule departure time.
- 3.) A GES POC will contact you on your cell phone when we are ready to load your equipment onto your carrier.

- 4.) Once your materials have moved off the floor and into the dock area, you will have a 30 minute window to utilize for coordination of any necessary escort vehicles

We MUST have ALL Materials out of the Convention Center no later than Midnight on Friday, October 7th, 2016. **There will be NO exceptions.**

GES reserves the right to adjust these times on an as required basis. Once we have received your Equipment Questionnaire, you will be contacted by a GES POC.

**COMPLETED FORM MUST BE RETURNED TO:
Fax # 702-260-5765 - NO LATER THAN 8/19/16**

Date Submitted: _____

EXHIBITOR INFORMATION

Company Name: _____

Booth Number: _____

Dimensions of Space Reserved (U.S Measurements Only): _____ x _____

POC for Vehicle Coordination: _____

Cell Phone: _____ Office Phone: _____

E-mail address: _____

Display Vehicle/Equipment Information

Number of Vehicles/Oversized Equipment in Display: _____

Descriptions (include weight of each piece and dimensions):

Description Of Vehicle/Equipment in Display	Dimensions	Gross Weight
1.		
2.		
3.		
4.		
5.		
6.		

**COMPLETED FORM MUST BE RETURNED TO:
Fax # 702-260-5765 - NO LATER THAN 8/19/16**

SPECIAL EQUIPMENT REQUIRED FOR INSTALLATION:

- 5000# Forklift
- 8000# Forklift
- Other type of Forklift
pls. Specify _____
- Crane Pick
- Other, pls. Specify _____

Pls. Review the GES Order forms pertaining to forklift labor and/or machinery. You will need to order these services for the movement of your oversized equipment/immobile vehicles. You will be billed accordingly.

SHIPPING COMPANY/DRIVER CONTACT INFORMATION

Method of Transport to Washington DC Convention Center:

Prime Mover Company Name: _____

Cell Phone: _____ E-mail address: _____

Vehicle Driver Name (s): _____

Cell Phone: _____ E-mail address: _____