

AUSA Annual Meeting & Exposition, A Professional Development Forum  
Walter E. Washington Convention Center  
October 3 - 5, 2016

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Dear AUSA Exhibitors:

Welcome to the 2016 AUSA Annual Meeting & Exposition, *a professional development forum*. This year is the 62nd Annual Meeting, and we will occupy the entire convention center with displays located on both levels in Exhibit Halls A, B, C, D & E.

The brand-new Marriott Marquis will once again serve as the Annual Meeting headquarters hotel. This new Marriott property features 1175 rooms and 49 suites and is located across the street from the Walter E. Washington Convention Center. It is connected to the Center by an underground walkway.

This year's event will provide numerous opportunities for professional development through informative Institute of Land Warfare Forum presentations and an exposition that features nearly 600 displays.

Please be advised that the George C. Marshall Reception is now part of the George C. Marshall Dinner creating a single event. There will be no separate reception in the exhibit halls. The exhibit halls will close at 1700 on Wednesday, 4 October. Tickets for the George C. Marshall Dinner now include the cost of the reception and can be purchased on the AUSA home page beginning on 1 June. The cost will be \$115.00 for AUSA members and \$130.00 for nonmembers. They will also be available on-site at the Ticket Pick-Up Registration Desk at the Walter E. Convention Center. The decision to combine these two events was made in light of the expanded exhibit space, which significantly diluted participation in the exhibit hall reception. We hope that this change will make your participation at the AUSA Annual Meeting & Exposition more convenient and efficient.

As you plan for your participation at this year's Annual Meeting, please pay particular attention to the rules and regulations regarding the display of firearms at the Walter E. Washington Convention Center. Also, make sure that as you prepare your booth layout, you understand the rules and restrictions based on your booth classification. We urge you to communicate with GES and your neighbors well in advance of your scheduled build time. Contact information for Annual Meeting exhibitors can be found at the online floor plan located at the event homepage at [www.ausa.org](http://www.ausa.org).

This Exhibitor Services Manual contains guidance on the procedures for displaying vehicles. Global Experience Specialists (GES), our official General Contractor will be tasked with the responsibility of handling a tremendous amount of freight for the Annual Meeting. Please be sure to follow all instructions regarding the move-in and move-out of your vehicles. Should you have questions regarding the attached Rules & Regulations, please contact GES directly at (800) 804-3215.

We look forward to welcoming you to Washington in October. Thank you for your continued support of the AUSA and the men and women of the U.S. Army.

MICHAEL M. SCANLAN, CMP  
Director of Industry Affairs



Show Information / Critical Planning

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## AUSA Annual Meeting & Exposition, A Professional Development Forum

Walter E. Washington Convention Center

October 3 - 5, 2016

### Official Service Provider

Global Experience Specialists, Inc. (GES)  
7000 Lindell Road  
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098  
FAX (in USA): 866.329.1437  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat)

International Calls: 702.515.5970  
International Faxes: 702.263.1520

GES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture and Material Handling.

### Servicenter Hours

Friday, September 30, 8:00 AM - 5:00 PM  
Sunday, October 2, 8:00 AM - 8:00 PM  
Tuesday, October 4, 8:00 AM - 5:00 PM  
Thursday, October 6, 8:00 AM - 10:00 PM

Saturday, October 1, 8:00 AM - 7:00 PM  
Monday, October 3, 7:00 AM - 5:00 PM  
Wednesday, October 5, 8:00 AM - 10:00 PM  
Friday, October 7, 8:00 AM - 10:00 PM

### Show Information

In order to maintain a professional appearance on the exhibit floor, show management requires that all exhibiting companies have a professional floor covering in their booth space.

Booth Size: 10' x 10'  
Backwall Drape: Blue/White/Black/White/Blue  
Sidewall Drape: Blue  
Facility Carpet Color: None  
Aisle Carpet Color: Pepper  
8' Backwall & 3' Siderail  
1 - Booth ID Sign

Due to events taking place within the District of Columbia on Saturday, October 1st - Sunday, October 2nd, the Marshaling Yard at RFK will be closed on these dates. Any deliveries needed during this period will need to be scheduled with GES preshow. To schedule your delivery during this period, please contact Scott Wynette at (702)591-6000 prior to show installation. GES will work with your carrier to make arrangements to deliver direct to show site provided there is dock availability.

. If you need to contact GES personnel during the October 1st - October 2nd period with a marshaling yard question, please call Crystal Williams at (301)331-6185.

### Important Dates *Be sure to check all order forms for additional deadlines*

#### Discount Deadline Date

Tuesday, September 6 GES orders must be received with payment by this date.

#### Installation

**Notice – this is a TARGETED SHOW**

**You must refer to the Critical Planning Schedules, Key Installation Info and Freight Procedures & Schedules for Installation information**

Please take notice - this event moves in on overtime, all applicable surcharges will apply

#### Show Hours

Monday, October 3 9:00 AM - 5:00 PM  
Tuesday, October 4 9:00 AM - 5:00 PM  
Wednesday, October 5 9:00 AM - 5:00 PM

#### Dismantle

**Notice – this is a TARGETED SHOW**

**You must refer to the Dismantle Procedures & Schedule for Carrier Check-in and Outbound Freight information.**

Please take notice - this event moves out on overtime, all applicable surcharges will apply.

#### Empty Container Return

Thursday, October 6 6:00 AM Empty Containers Return will be completed by this time.

#### Carrier Check-in Post-Show

Thursday, October 6 10:00 AM Booths that are 100-300 square feet (Halls A-E)  
Friday, October 7 6:00 AM Booths that are 400-1400 square feet (Halls A-E)  
Friday, October 7 10:00 AM Booths that are greater than 1500 square feet (Halls A-E)

#### Facility Clear

Friday, October 7 11:59 PM All exhibitor materials must be removed.

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**Shipping Addresses** *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic\_international@ges.com.

**Advance Shipments to Warehouse:**

c/o GES  
AUSA Annual Meeting & Exposition, A Professional  
Development Forum  
(Your Company Name & Booth Number)  
UPS Freight  
6571 Washington Blvd.  
Elkridge, MD 21075  
USA

**Shipments should arrive on or between:**

August 24 - September 21, 2016  
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM

**Notice - this is a TARGETED SHOW You must refer to the Critical Planning Schedules, Key Installation Info and Freight Procedures & Schedules for Installation information.**

**GES Advance Warehouse will be CLOSED on Monday, September 5th, for Labor Day.**

**Direct Shipments to Exhibit Site:**

c/o GES  
AUSA Annual Meeting & Exposition, A Professional  
Development Forum  
(Your Company Name & Booth Number)  
Walter E. Washington Convention Center  
801 Mount Vernon Place NW  
Washington, DC 20001-2019  
USA

**Marshaling Yard Site Address:**

c/o GES  
AUSA Annual Meeting & Exposition, A Professional Developmen  
(Your Company Name & Booth Number)  
Robert F. Kennedy Memorial Stadium  
2400 East Capital Street, S.E.  
(Entrance on Oklahoma St. S.E.)  
Washington, D.C. 20003  
USA





## 2016 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	Friday September 30th 5:00pm
Zone 2	Booths (400-1400) Square Feet	Wednesday September 28th 10:00am-2:00pm	Wednesday September 28th 5:00am-12:00pm	Wednesday September 28th 2:00pm-1:00am	Wednesday September 28th 2:00pm - 1:00am	Thursday September 29th 8:00am	Friday September 30th 5:00pm
Zone 3	Booths (100-300) Square Feet	Wednesday September 28th 10:00am-2:00pm	No Direct Shipments - Must ship to Advance Warehouse	No Direct Shipments - Must ship to Advance Warehouse	Friday September 30th 5:00pm-11:00pm	Saturday October 1st 8:00am	Saturday October 1st 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	Friday September 30th 5:00pm
Zone 5	Booths (400-1400) Square Feet	Wednesday September 28th 7:00pm-11:00pm	Thursday September 29th 3:00am-8:00am	Thursday September 29th 8:00am-8:00pm	Thursday September 29th 8:00am-8:00pm	Friday September 30th 8:00am	Saturday October 1st 5:00pm
Zone 6	Booths (100-300) Square Feet	Wednesday September 28th 7:00pm-11:00pm	No Direct Shipments - Must ship to Advance Warehouse	No Direct Target - Must ship to Advance Warehouse	Friday September 30th 5:00pm-11:00pm	Saturday October 1st 8:00am	Saturday October 1st 5:00pm



## **2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL**



## **CRITICAL MOVE-IN SCHEDULE**

### **MOVE-IN TIMELINE:**

- Aisle carpet will be placed at 6:00pm on Saturday, October 1<sup>st</sup> in Halls A E
- All booths are required to be completely set by 8:00pm on Sunday, October 2<sup>nd</sup>
- Final booth wipe down will take place from 7:00am – 9:00am on Monday, October 3<sup>rd</sup>

### **Empty Crate Penalty**

- Failure to have your materials labeled and ready for removal by the time listed in the Critical Planning Schedule will result in financial penalty. The penalty assessed will be as follows:
  - 1-10 containers: \$446.75 for every empty that is not labeled and ready for removal
  - 11-20 containers: \$623.00 for every empty that is not labeled and ready for removal
  - 20 + containers: \$752.00 for every empty that is not labeled and ready for removal

You will be advised by GES management with a 1 hour warning. After that, a work ticket will be generated and the billing will begin

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Walter E. Washington Convention Center

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Click on the link below to be directed to the Target Maps for this show:

<http://e.ges.com/083002425/targetmaps>





**2016 AUSA ANNUAL MEETING  
EXHIBITOR SERVICES MANUAL**



**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 5th 5:30pm	Thursday October 6th 8:00am	Friday October 7th 10:00am	Friday October 7th 5:00pm
Zone 2	Booths (400-1400) Square Feet	Wednesday October 5th 5:30pm	Thursday October 6th 8:00am	Friday October 7th 6:00am	Friday October 7th 5:00pm
Zone 3	Booths (100-300) Square Feet	Wednesday October 5th 5:30pm	Thursday October 6th 8:00am	Thursday October 6th 10:00am	Thursday October 6th 5:00pm

**HALLS D-E**

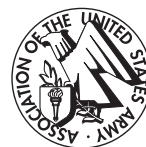
Zone	Booth Size	Vehicle Move Out	Empty Crates Returned By	Carrier Check In	Booth Materials Cleared By
Zone 4	Booths (1500 & Above) Square Feet	Wednesday October 5th 5:30pm	Thursday October 6th 8:00am	Friday October 7th 10:00am	Friday October 7th 5:00 pm
Zone 5	Booths (400-1400) Square Feet	Wednesday October 5th 5:30pm	Thursday October 6th 8:00am	Friday October 7th 6:00am	Friday October 7th 5:00 pm
Zone 6	Booths (100-300) Square Feet	Wednesday October 5th 5:30pm	Thursday October 6th 8:00am	Thursday October 6th 10:00am	Thursday October 6th 5:00 pm

**MOVE-OUT TIMELINE:**

- Aisle carpet will be rolled up starting at 5:30pm in all Halls on Wednesday, October 5<sup>th</sup> to prepare for vehicle move out and empty crate return
- Vehicles drivers should report to their booth spaces by 4:30pm in all Halls on Wednesday, October 5<sup>th</sup> to prepare for vehicle move out
- All exhibitors may begin dismantle at 5:00pm in all Halls on Wednesday, October 5<sup>th</sup> but please note, 100% of empty crates will not be returned until 8:00am on Thursday, October 6<sup>th</sup>

# General Information





## 2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL

## GENERAL INFORMATION

**QUESTIONS/INFORMATION:** Please refer to your exhibit space contract for booth assignment and general information. All questions regarding exhibit policies should be addressed in writing to the Director of Industry Affairs at AUSA. The AUSA Fax Number is 703-243-2589.

All questions or requests regarding shipping, storage, labor, utilities, furniture, floor coverings, special decorations, photography, guards, etc., should be addressed to the appropriate firm listed as the Official Service Contractor, or to Global Experience Specialists, Inc. (GES) 800-475-2098, 866-329-1437 Fax, or email [ausa@ges.com](mailto:ausa@ges.com).

**EXHIBIT HOURS:** Display areas, for Halls A, B, C, D and E will be open to authorized visitors, free of charge as follows:

Monday, 3 October 0900 – 1700 hours 9:00 AM – 5:00 PM

Tuesday, 4 October 0900 – 1700 hours 9:00 AM – 5:00 PM

Wednesday, 5 October 0900 – 1700 hours 9:00 AM – 5:00 PM

Exhibitors should note the following special events scheduled in the exhibit halls this year by AUSA:

Tuesday,	4 October	0900 – 1000 hours	9:00 AM – 10:00 AM	Congressional Staffer Tour
		1115 – 1215 hours	11:15 AM – 12:15 PM	Pre-Luncheon Reception

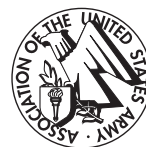
**BOOTH EQUIPMENT:** Standard booth equipment furnished to all linear booth exhibitors will consist of 8 ft. high back wall and 3 ft. high side rail drapes. Drape colors will be alternating blue, black, and white panels. Other color and types of booth materials may be ordered at the expense of the exhibitor. *Show Management requires that ALL booths be carpeted to maintain the professional appearance of the AUSA Exhibition.*

**GENERAL DECORATIONS:** Blue, black, grey and white will be the predominate colors for decorations inside the exhibit halls and in the general meeting area(s).

**CLEANING BOOTH AREAS:** All exhibit hall aisles will be cleaned daily throughout installation and dismantling. Porters will remove trash from public spaces during the show schedule. Arrangements for vacuuming, shampooing and porter services for individual booth areas may be ordered from GES, Global Experience Specialists, utilizing the enclosed form.

**SECURITY SERVICE:** AUSA has contracted security to cover the exhibit area during installation, show hours and move-out. Since the convention center and other service personnel require access to the exhibit halls at various times, it is not possible to guarantee individual booth security.

***Exhibitors are urged to take whatever precautions they feel necessary to protect valuable materials and equipment, including theft insurance and hiring special guards under their own contract. Neither Show Management, their contractors and agents, nor the convention center will be responsible for theft and/or vandalism.***



## 2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL

## GENERAL INFORMATION

**OFFICIAL SERVICE CONTRACTORS:** To assure orderly and efficient installation, operation and removal of displays, and to eliminate confusion by the presence or solicitation of unknown or unqualified firms, AUSA has designated the firms on the enclosed Official Service Contractor listing as the "OFFICIAL SERVICE CONTRACTORS". As such, AUSA holds these firms responsible for quality service and fair prices, and is prepared to intercede on behalf of an exhibitor in the event of faulty work or unfair charges. We urge you to place your orders with these firms, unless you have a permanent arrangement with a display house to handle your exhibit. In any event, be sure to place your orders for the services and materials that you will require as far in advance as possible.

**REGISTRATION FOR ANNUAL MEETING:** Registration is free of charge to members, sustaining members, Army personnel, and other qualified attendees. Exhibit personnel must register for EXHIBITOR badges. Further instructions on exhibitor registration are included in this manual within the Exhibitor Registration tab. All personnel, including EAC personnel who will be working in the exhibit area **MUST** wear EXHIBITOR badge at all times after registration opens. Badges can be picked up during the following hours:

### REGISTRATION (Open to both exhibitors & attendees) LOCATED IN EAST & WEST SALONS

Friday	30 September	0800-1700	West Salon
Saturday	1 October	0800-1700	West Salon
Sunday	2 October	0800-1800	East & West Salons
Monday	3 October	0700-1900	East & West Salons
Tuesday	4 October	0730-1700	East & West Salons
Wednesday	5 October	0800-1700	East & West Salons

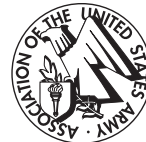
#### Note:

**Wednesday 5 October Ticket Pick up will remain open until 2000**

Please pick up your badges as early as possible to avoid long lines. Take advantage of Friday and Saturday registration hours.

**ADMISSION PROCEDURES TO AUSA EVENTS:** Admission to exhibit areas, program sessions and social functions at the 2016 Annual Meeting will be limited to the following: AUSA members, members and civilian employees of the U.S. Armed Forces, designated representatives of exhibitor and member companies, invited guests of the Association and those who have a demonstrable affiliation and/or supportive interest in the United States Army. Spouses and other members of the immediate family of any of the above persons are welcome at appropriate times.

**AUSA EXHIBIT MANAGER:** Rand Meade is available for any questions you may have concerning the show. He will be located in the Exhibit Sales Office, located in Room 102 A&B of the Washington DC Convention Center.



## 2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL

## OFFICIAL SERVICE CONTRACTORS

To assure orderly and efficient freight movement, installation, operation and removal of the displays and economical and effective operation in other related areas, AUSA has designated the firms shown below as Official Contractors. As such, AUSA holds these firms responsible for quality service and fair prices and is prepared to intercede on behalf of any exhibitor in the event of faulty work or unfair charges. Whether you use an official service contractor or another whose work and prices are known and satisfactory to you, we urge you to place your orders for the services and materials that you will require as far in advance as possible.

### **FURNITURE, CARPET, CUSTOM DISPLAYS, CLEANING, DRAYAGE AND I&D LABOR**

#### **GENERAL CONTRACTOR**

Global Experience Specialists  
7050 Lindell Road  
Las Vegas, NV 89118  
Phn: 800-475-2098  
Fax: 866-329-1437

[ausa@ges.com](mailto:ausa@ges.com)

### **SHIPPING/AIR**

#### **Convention Freight Services, Inc.**

Attn: Marion Moon  
1325 Wilkes Street  
Alexandria, VA 22314  
Phone: 703-518-4720  
Fax: 703-518-4729

### **SHIPPING/GROUND**

#### **GES Logistics**

Attn: Jeff Williams  
4801B Hollins Ferry Road  
Halethorpe, MD 21227  
Phone: 410-500-4188

### **INTERNATIONAL TRANSPORTATION AND CUSTOMS SERVICE**

#### **TWI**

International Exhibition Logistics  
2725 East Desert Inn Road, Ste #230  
Las Vegas, NV 89121  
Phone: 702-691-9000  
Fax: 702-691-9045

### **ELECTRICAL / PLUMBING SERVICE**

#### **Hi-Tech Electric**

2230 West Winton Avenue  
Hayward, CA 94545  
Phone: 510-293-6151  
Fax: 510-293-6155

### **TELEPHONE / INTERNET SERVICE**

#### **Smart City**

Washington DC Convention Center  
Washington, DC 20001  
Phone: 202-249-3800  
Fax: 202-249-3801

### **VIDEO SERVICE**

#### **Metro Productions**

1000 Cameron St.  
Alexandria, VA 22314  
Phone: 877-669-4687

### **CATERING SERVICE**

#### **Centerplate (Washington DC Convention Center)**

801 Mount Vernon Place, NW  
Washington, DC 20001  
Phone: 202-249-3524  
Fax: 202-249-3522

### **FLORAL SERVICE**

#### **Urban Jungle**

P.O. Box 6165  
McLean, VA 22106  
Phone: 703-241-8545  
Fax: 866-516-3716

### **PHOTOGRAPHY SERVICE**

#### **Robert L. Knudsen**

3713 Woodburn Road  
Annadale, VA 22003  
Phone: 703-280-2326

### **AUDIO-VISUAL/COMPUTER EQUIPMENT**

#### **Razor Exhibits**

6135 Martins Landing Ct.  
Burke, VA 20015  
Phone: 202-550-5905  
Fax: 800-908-8234

### **MODELING AGENCY**

#### **Emme Girls Elite Model Staffing**

Attn: Emme Porter  
Phone: 202-436-5114  
Email: [Emme@EmmeGirls.com](mailto:Emme@EmmeGirls.com)

### **LEAD RETRIEVAL SERVICE**

#### **MGL Management**

11654 Plaza America Dr. Suite 184  
Reston, VA 20190-4700  
Phone: 703-291-1585  
Fax: 703-997-1437

### **SECURITY SERVICE**

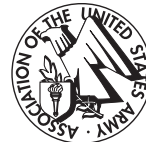
#### **CES Security, Inc.**

115 McHenry Avenue  
Baltimore, MD 21208  
Phone: 443-471-7000  
Fax: 443-471-7007

### **DIGITAL SIGNAGE**

#### **Digital Conventions**

801 Mt. Vernon Place NW  
Washington, DC 20001  
Phone: 202-249-3900  
Fax: 202-618-6183



## 2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL

## GES Contact List

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### **Contacting GES**

#### **If you have general questions regarding:**

- Booth Number
- Booth Location
- Order form questions
- Exhibit Manual questions
- On-line ordering

800.475.2098 Phone  
866.329.1437 Fax

#### **If you have questions regarding:**

- Mobile Display Units/heavy equipment questions move in/move out procedures
- Installation / dismantle questions
- Facility questions
- Installation procedures/policies
- Mobile Display Units/heavy equipment questions move in/move out procedures
- Freight target questions
- Freight delivery locations / schedules
- Installation / dismantle questions

*Please contact us at [AUSA@ges.com](mailto:AUSA@ges.com)*

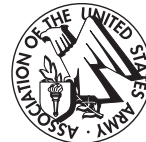
#### **If you have questions regarding:**

- Meeting Rooms – coordination of materials for your rooms, delivery of materials to the room
- Events outside of the exhibit halls

*Please contact Deborah Stokes at  
[dstokes@ges.com](mailto:dstokes@ges.com)*

*Or via cell 301.536.0414\**

*\*Due to the high volume of calls we receive, we ask that you send us your requests and questions via e-mail.*



## **2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL**

## **INTERNATIONAL PAVILION INFORMATION**

The information below will pertain to you if you are either a Pavilion Organizer or exhibitor within a Pavilion at the upcoming AUSA Annual Meeting taking place in Washington DC this October. Below are a few key instructions to help make your move in and move out at AUSA as smooth as possible.

### **Payment:**

- Please make sure to determine with your overall Pavilion organizer who is responsible for the payment of all GES services. It is assumed that the individual exhibitor will be responsible for the resulting charges from their individual booth space while the Pavilion organizer is responsible for the resulting charges from the overall Pavilion (ie material handling charges from shipping in the Pavilion structure).
- All exhibitors must have a credit card on file – including the Pavilion organizer – even if they are paying by wire transfer.
- Wire transfers must be made prior to show installation.
- All open balances must be paid prior to show dismantle.
- If a third party is paying for any service, you must submit a Third Party Billing Form or International Third Party Billing Form as well as a Payment form. We must have credit cards on file for both the exhibitor and their Third Party (even if the Third Party is paying for all services). Exhibitors are ultimately responsible for all charges if their Third Party fails to pay).

### **Move in/out Schedule:**

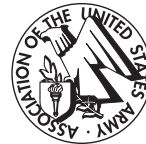
- Pavilion organizers are responsible for working with the GES team in creating a customized, move in and move out schedule for the overall Pavilion. Please email [kparnell@ges.com](mailto:kparnell@ges.com) to set up a conference call to discuss your schedule.
- Individual exhibitors within the Pavilion must follow the Critical Move – In and Critical Move – Out Schedules posted in the exhibitor manual for their booth size.

### **Pavilion Layouts:**

- It is required that all Pavilion organizers send in layouts/renderings of the overall Pavilion to [kparnell@ges.com](mailto:kparnell@ges.com).
- It is highly recommended that individual exhibitors within the Pavilions send in copies of their booth layouts to [kparnell@ges.com](mailto:kparnell@ges.com) as well.
- Please make sure your layouts are in feet, not meters.

### **Exhibitor Appointed Contractors:**

- Any exhibitor or Pavilion organizer using an Exhibitor Appointed Contractor to either build or supervise the build of their stand must be sure to complete the appropriate, required paperwork. We must have a Notice of Intent to Use an EAC form and a Certificate of Insurance on file for each Exhibitor Appointed Contractor you plan to use.



## 2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL

## INTERNATIONAL PAVILION INFORMATION

### **Labor:**

#### **Carpenters**

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters Union. This includes signs and laying of carpet. Two (2) full-time exhibitor employees may work without Carpenter labor for one (1) hour on the move in and one (1) hour on the move out, for booths that are larger than 10'x10'. Exhibitors may work in booths 10'x10' or smaller without the use of Union labor. Any labor needs above and beyond what is listed above must be provided either by GES using the Labor Order Form or another union labor provider.

#### **Teamsters**

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

### **Material Handling:**

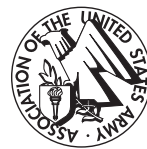
Once your shipment(s) arrive at show site, our personnel will deliver them to your booth using our equipment. Individual exhibitors may hand-carry their own items into the hall; however, they may not use any type of equipment (i.e. handcarts, four-wheel dollies, push carts) due to Union Labor regulations. GES is responsible for:

- Storage of exhibitor materials during the show on an access basis.
- Storage of empty crates and containers during the show.
- Return of empty crates and containers at the close of the show.
- Loading of outbound crates and containers at the close of the show on a carrier chosen by the exhibitor using a GES material handling form, completed by the exhibitor.

Because of the handling labor and equipment required to provide these services, all exhibitors are charged a fee per 100 pounds of freight received through the dock(s)—commonly referred to as drayage. Some of the common mistakes that can result in higher drayage charges include:

- Multiple small shipments arriving separately—there is usually a 200-300 pound minimum per shipment over 50 lbs.
- Missing your target date—if there is no way to avoid missing your target date, contact GES to see if you can change it.

You have the option of shipping to either an advance warehouse or directly to show site. In order to use the advance warehouse, your shipment(s) must arrive by September 21, to avoid late to warehouse fees. Shipments arriving at the show site must check into the Marshaling Yard. For further information on where to ship to, please see the Warehouse Freight Procedures and Direct Freight Procedures pages in the Exhibitor's Manual.



## **2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL**

## **INTERNATIONAL PAVILION INFORMATION**

GES weighs each shipment as it arrives and compares the results to the bill of lading. A certified weight ticket is attached to the receiving paperwork for any shipments that are adjusted. All exhibit materials (both advance and direct freight) are weighed to determine the material handling charges. Please see the Material Handling Order Form to determine your material handling charges.

**\*\*** If you are an exhibitor within a Pavilion, please make sure to label your freight with your individual booth number. If you are a Pavilion Organizer, please make sure to label your freight with the overall Pavilion booth number.

Please feel free to email [ausa@ges.com](mailto:ausa@ges.com) with any questions that you may have.

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
 Walter E. Washington Convention Center  
 October 3 - 5, 2016

**Form Deadline Date:**  
 September 06, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

GES will not accept government PO's for payment of services ordered. All orders **MUST** have a credit card available for the charges incurred. For all military exhibitors who have ordered materials, submit your orders with a company credit card. GES will not bill your credit card until after the materials have been delivered to your booth and/or meeting room.

You must provide GES with the contact information of your contracting officer. This individual will be the point of contact for GES to refer any billing/payment inquiries to.

### Contracting Officer Contact Information:

Exhibitor Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

### Checklist of GES forms to fill out/review:

- ☐ Payment & Credit Card Charge Authorization
- ☐ Show Site Work Rules
- ☐ Safety First
- ☐ Carpet Order Form
- ☐ Furniture & Accessories Order Form
- ☐ Material Handling Order Form
- ☐ Labor Order Form
- ☐ Cleaning Order Form
- ☐ Hanging Signs & Truss
- ☐ Exhibit System Rental



**Credit Card Authorization:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**Check Payments:** Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**MANDATORY FORM\***

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Form Deadline Date:**  
September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP/POSTAL CODE COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER

## Payment Policy

**Payment for Services** — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

**Discount Prices** — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

**Method of Payment** — GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a \$50.00 fee for returned NSF checks.*

**Third Party Billing** — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

**Tax Exempt** — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

**Adjustments and Cancellations** — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

**Bank ACH/Wire transfer payment information:**

**Beneficiary:** Global Experience Specialists, Inc. (GES)  
c/o Bank of America Account #: 7188101819  
901 Main Street, TX1-492-07-14 Wire ABA Routing #: 026009593  
Dallas, TX 75202-3714 USA ACH ABA Routing #: 071000039  
Telephone # 702-263-2795 or 702-914-5112 SWIFT Address: BOFAUS3N  
CHIPS Address: 0959

**If requested, following is the physical address for routing identifiers:**

Bank of America, Wire Transfer-Customer Services  
2000 Clayton Road, Concord, CA 94520 USA

**To properly credit your account, send the following information to the GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).**

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

**If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.**

**Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, **we require your credit card charge authorization to be on file with GES.**

• All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

• **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

• GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

**\*This form must be returned to GES for your orders to be processed.**

## Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Card Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
<div style="display: flex; justify-content: space-between;"> <div>PROVIDE EXPIRATION DATE</div> <div>EXPIRATION DATE</div> <div> <input type="checkbox"/> MasterCard  <input type="checkbox"/> VISA  <input type="checkbox"/> American Express </div> <div>*Signature Required Below</div> </div>		

CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP/POSTAL CODE COUNTRY

## Calculation of Orders

	TOTAL
Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
Cleaning	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
<b>FULL PAYMENT in U.S. funds drawn on a U.S. Bank</b> Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

**To simplify payment,** send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$

Enclosed is a check in the amount of: \$

Check Number: Dated:

**Please note payment return addresses at top of form.**

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. \*Credit card charge authorization signature required below.**

PLEASE SIGN X

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)





**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
 Walter E. Washington Convention Center  
 October 3 - 5, 2016

**Form Deadline Date:**  
 September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Return this form when a third party (any party other than Exhibiting Company) ("AGENT") should be billed for services.  
 Please complete all steps below to avoid processing delays.

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Postal Code Country

Phone	Fax	Exhibiting Company Contact's Email Address	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express	<input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card
Card Number	Expiration Date			
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>			

**Please Sign**

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

## Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below.

- |   |  |   |                                      |   |   |
|---|--|---|--------------------------------------|---|---|
| <input type="checkbox"/> Booth Cleaning               | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics    | <input type="checkbox"/> I & D Labor | <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Hanging Sign Labor |
| <input type="checkbox"/> Material Handling            | <input type="checkbox"/> Rental Carpet   | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Signs       |   |   |
| <input type="checkbox"/> Other (Please Specify) _____ |  |   |                                      |   |   |

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Postal Code Country

Phone Fax Contact's Email Address

## Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City	State	Zip/Postal Code	Country
Card Number	Expiration Date		
<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>		

**Please Sign**

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

© 2016 Global Experience Specialists, Inc. (GES)



Order Directly Online:

<https://e.ges.com/083002425/esm>

083002425

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## AUSA Annual Meeting & Exposition, A Professional Development Forum

Walter E. Washington Convention Center

October 3 - 5, 2016

**GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.**

### I. Definitions

**GES:** Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

### II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

### III. Customer Obligations

- Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

### IV. Mutual Obligation Indemnification

- Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

- GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

### V. DISCLAIMER AND LIMITATION OF LIABILITY

**UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.**

### VI. No Liability for Loss or Damage to Goods

- Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to

ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

- Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

### VII. Measure of Damage

- Sole Relief:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

### VIII. Miscellaneous

- Insurance. GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and/or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30) days** after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim (logistics claims excluded).

### IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

### X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/esm>



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## AUSA Annual Meeting & Exposition, A Professional Development Forum

Walter E. Washington Convention Center

October 3 - 5, 2016

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

### Ordering Trade Show Services

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 10' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

### Inbound - Move In

- Confirm your furnishings orders with the GES National Servicer<sup>®</sup> [www.ges.com/chat](http://www.ges.com/chat). You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact and tracking numbers.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

### Showsite

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Stapler, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

### Work Zone

- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

### Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/esm>

083002425

# Exhibitor Registration



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](http://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!

Rand Meade  
Manager, Exhibits & Sponsorships  
Association of the U.S. Army  
Direct: 703-907-2678  
Mobile: 571-332-6977  
Fax: 703-243-2589  
E-Mail: Rmeade@ausa.org





**2016 AUSA ANNUAL MEETING & EXPOSITION  
3-5 OCTOBER 2016**

Walter E. Washington Convention Center  
Washington, D.C.

*A Professional Development Forum*

**AFFILIATE/SUBSIDIARY BADGE REQUEST FORM**

Exhibiting Company Name: \_\_\_\_\_

Authorized Representative (please print): \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Phone: \_\_\_\_\_

Affiliate / Subsidiary Company Name: \_\_\_\_\_

Affiliate / Subsidiary Employee Name: \_\_\_\_\_

Please provide exhibitor / attendee badges for employees of our affiliate/subsidiary firm listed above for the 2016 AUSA Annual Meeting & Exposition.

***IMPORTANT: Use this form only for personnel who work for a company other than the exhibiting company. Please note that this form does not register your affiliate personnel for exhibitor badges. It merely serves as notification to AUSA that your affiliate organization is authorized to receive exhibitor badges on your behalf. Affiliate personnel must register for exhibitor badges at the AUSA website at [www.ausa.org](http://www.ausa.org), or onsite at the AUSA registration area of the Walter E. Washington Convention Center.***

***This form must be presented at the AUSA registration area by the individual whose name will appear on the badge.***

***A copy of this form must be sent to AUSA via fax and received no later than Thursday, 8 September 2016. The AUSA fax number is (703) 243-2589.***

***Please feel free to call me with any questions at (703) 907-2678.***

Rand Meade  
Manager, Exhibits & Sponsorships  
Association of the United States Army

# PARKING LOTS NEAR THE WALTER E. WASHINGTON CONVENTION CENTER

Name/Address				Spaces	Rate
1	<b>Center City Parking</b> New York Avenue and 10th Street (202) 265-0010 2 blocks to the Center			145	1 hour - \$10.00 1-4 hours - \$15.00 All Day - \$20.00 Weekend - \$10.00 Special Events - \$20.00
2	<b>Interpark</b> (Renaissance Hotel) 999 Ninth Street NW (202) 973-3933 1 block to the Center			200	Self - \$28.00 Valet - \$40.00
3	<b>PMI Parking</b> 900 New York Ave. NW (202) 785-9191 1.5 blocks to the Center			167	1 hour - \$6.00 Max - \$10.00 Conv. Center Special Events - \$20.00
4	<b>Quick Park</b> (Grand Hyatt) 1000 H Street NW (202) 582-1234 5 blocks to the Center			50	Self - \$30.00 Valet - \$35.00
5	<b>Park America</b> 700 11th Street NW (202) 789-1750 6 blocks to the Center			352	Monday - Friday 1 hour - \$6.00 2 hours - \$10.00 All Day - \$15.00 After 7 p.m. - \$7.00 Saturday - \$7.00 Closed Sunday
6	<b>PMI Parking</b> 610 Mass Ave. NW (202) 661-5000 2 blocks to the Center			100	1 hour - \$8.00 Max - \$11.00 After 5 p.m. - \$7.00 Conv. Center Special Events - \$15.00
7	<b>Marc Parc</b> 500 K Street NW (202) 464-2900 2 blocks to the Center			100	Monday - Friday only All Day - \$20.00
8	<b>Doggett</b> 701 8th Street, NW (202) 393-2923 4 blocks to The Center			25	Open 6 A.M. - 8 P.M. Daily All Day - \$12.00 Special Events - \$15.00
9	<b>Colonial Parking at Gallery Place</b> 701 6th Street, NW (202) 393-2923 6 blocks to the Center			200	Open 24/7 1 hour - \$8.00 All Day \$17.00
10	<b>Altmans Parking</b> 449 K Street, NW (202) 337-1005 5 blocks to the Center			100	Monday - Friday 6 A.M. - 6 A.M. All Day - \$7.00 Saturday & Sunday 9 A.M. - 6 A.M.
11	<b>System Parking</b> 700 8th Street, NW (202) 331-0980 4 blocks to the Center			20	Monday - Saturday 7 A.M. - 12 A.M. 1 hour - \$8.00 2 hours - \$12.00 Max - \$15.00 Sunday 8:30 A.M. - 12 A.M.



# Hotel Reservations



## EVENT REQUEST FORM

3-5 OCTOBER 2016  
WALTER E. WASHINGTON CONVENTION CENTER  
WASHINGTON, DC

2016 AUSA Annual  
Meeting & Exposition

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Name of Event P.O.C.: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone#: (\_\_\_\_\_) \_\_\_\_\_ Cell#: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Total # of Expected Guests: \_\_\_\_\_



WALTER E. WASHINGTON  
CONVENTION CENTER

ROOMSET: Is a floorplan available? Hand-drawn plan accepted. If a floorplan is available, please include it with this form.

Please complete the following: ( **CIRCLE ALL THAT APPLY** )

### BASIC ROOM SET-UP:



THEATER for \_\_\_\_\_ (#) /



BANQUET/6' Rounds for \_\_\_\_\_ (#) /



CLASSROOM for \_\_\_\_\_ (#) /



CONFERENCE for \_\_\_\_\_ (#) /



HOLLOW SQUARE for \_\_\_\_\_ (#) /



U-SHAPE for \_\_\_\_\_ (#) /

RECEPTION for (#) OTHER: \_\_\_\_\_ for \_\_\_\_\_ (#)

STAGE(s): Dimensions: \_\_\_\_\_ (Standard Stage Height is 24", standard risers are 6'x8')

**HEADTABLE** for \_\_\_\_\_ #) **PODIUM** (Lectern) \_\_\_\_\_ **PERIMETER SEATING** # of Chairs \_\_\_\_\_

REGISTRATION TABLES: # Outside + \_\_\_\_\_ / # Inside \_\_\_\_\_ (Note: Reg tables come standard w/ 2 chairs unless otherwise specified.)

LITERATURE TABLES: # \_\_\_\_\_ (Lit. Tables are inside room w/ NO CHAIRS unless otherwise specified)

**EASEL** One per Room unless otherwise specified. All signage in & around Meeting Rooms will be floor supported, as the rooms do NOT support hanging signs. Per Washington Convention Center Authority, you may not tape signs to walls.

OTHER: \_\_\_\_\_

AUSA will assign a room number to your event and send a confirmation and information packet containing contact information for requesting Catering, Audio-Visual, Telephone/Internet, Equipment Rental, Freight/Collateral Shipping and Signage.

Please return form to AUSA, Fax 703-243-2589 or email [mwenczkowski@ausa.org](mailto:mwenczkowski@ausa.org).  
All requests must be received by COB on Monday, 19 September 2016.



## EVENT REQUEST FORM

3-5 OCTOBER 2016  
WALTER E. WASHINGTON CONVENTION CENTER  
WASHINGTON, DC

2016 AUSA Annual  
Meeting & Exposition

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Company Name: \_\_\_\_\_

**AUSA has instituted a new policy on function space requests for the Convention Center only. The following Room Rentals will apply:**

- Non-Members and Individual Members not exhibiting or sponsoring at the Annual Meeting: **\$800.00 per hour**
- Corporate and Sustaining Members not exhibiting or sponsoring at the Annual Meeting: **\$400.00 per hour**
- No charge for exhibiting companies, sponsoring companies, Chapters and Military/Government organizations.

☐ Check enclosed – Payable to AUSA

Credit Card: ☐ American Express ☐ MasterCard ☐ VISA

Card Number:

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Exp. Date

MO.		YR.	

CVV Code

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Billing Zip Code

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Card Holder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Please note that these rental charges do not include specialty equipment, audio visual, internet, food and beverage or any other costs associated with the room. These charges are the responsibility of the company.

A credit card must be on file in order to process room assignments (for those required to pay room rental only).

If paying by check, the check must be received by AUSA no later than 19 September 2016.

Credit cards will be charged on or around 19 September 2016.

There will be no refunds or cancellations after the card has been charged or a check has been received.

Please return form to AUSA, Fax 703-243-2589 or email [mwenczkowski@ausa.org](mailto:mwenczkowski@ausa.org).

All requests must be received by COB on Monday, 19 September 2016.

# Rules & Regulations

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
 Walter E. Washington Convention Center  
 October 3 - 5, 2016

## Safety is very important for everyone working in the Exhibit Hall.

Global Experience Specialists, Inc. (GES) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

### Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

**During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.**

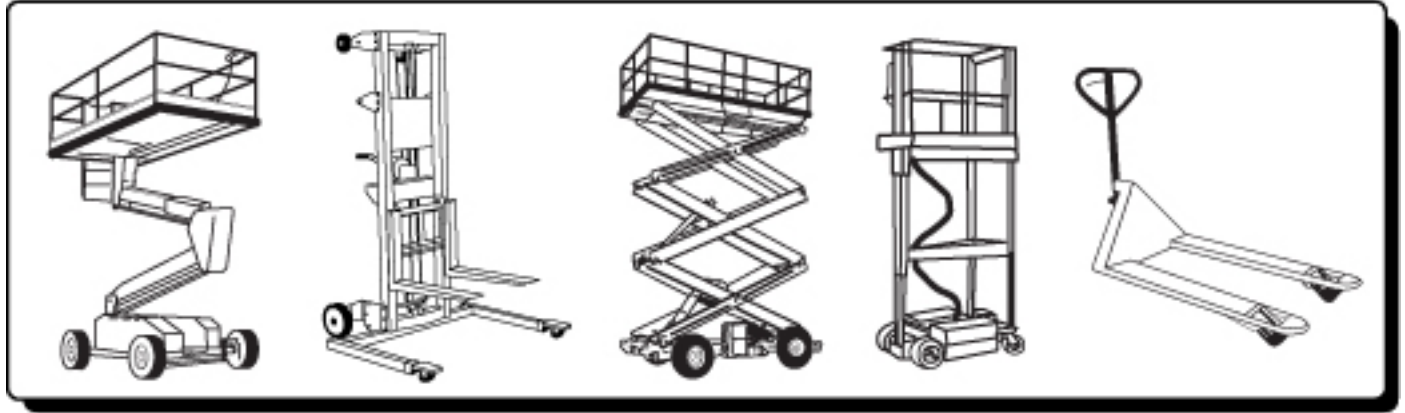


# STOP. THINK. SAFETY.



**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

## ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.

**ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.**

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## AUSA Annual Meeting & Exposition, A Professional Development Forum

Walter E. Washington Convention Center

October 3 - 5, 2016

### Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

#### Carpenter Union

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenter's Union. This includes signs and laying of carpet.

#### Teamsters Union

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

The Official Service Contractor shall be responsible for all matters in the Dock area. This shall include but not limited to such items as assignment of dock space and loading or unloading of all materials and equipment.

#### Trade and Public Shows

Two (2) full-time exhibitor employees may work without Carpenter labor for one (1) hour on the move in and one (1) hour on the move out, for booths that are larger than 10'x10'. Exhibitors may work in booths 10'x10' or smaller without the use of Union labor.

The use of power tools is not permitted. As an exhibitor, you will be pleased to know that there are no restrictions or requirements to use union labor for the unpacking and placement of your merchandise or product and equipment tuning or calibrating, provided exhibitors use full-time permanent employees.

### Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

### Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

### Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

© 2016 Global Experience Specialists, Inc. (GES)



Order Directly Online:

<https://e.ges.com/083002425/esm>

083002425

# A. STANDARD BOOTH

## DEFINITION

One or more standard units in a straight line.

### Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

### Intent

*If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.*

### Depth

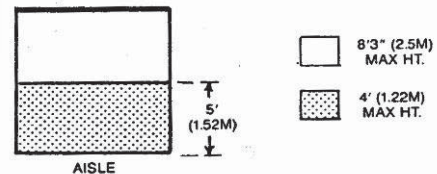
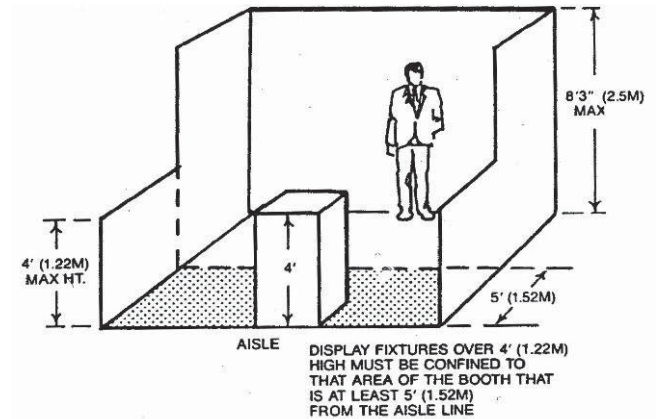
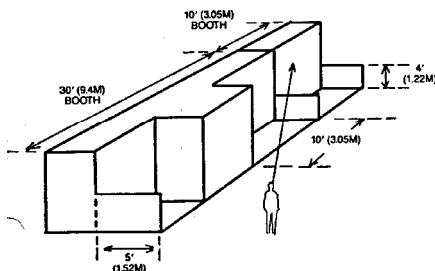
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

### Intent

*Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors with larger space---30 lineal feet (9.14m) or more---should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.*

### Structural Integrity

All exhibit fixtures, especially portable or "pop-up" booths must be erected in a manner to withstand normal contact or vibration due to outside forces such as wind, the movement of fork-lifts, heavy machinery or equipment, and unintentional contact on the part of cleaners, laborers or neighboring exhibitors. Exhibit fixtures should always be erected on a concrete floor (where possible) and the use of shelves and racks for product or literature display should only be attempted with fixtures designed to support such a loading.



**IMPORTANT:** Space dimensions shown on floor plan are from centerline of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

### Intent

*Exhibitors adjoining portable or "pop-up" booths are entitled to reasonable safety precautions.*

### Storage

Exhibitors are reminded that the storage of excess literature, product, or packing materials and cases, behind the exhibit back drape is strictly prohibited in every major exhibit facility in the U.S. In most cases, a limited supply of literature and/or product may be stored within the booth area, as well as fire retardant shipping cases, as long as these materials do not block access to the utility service or appear unsightly from the aisle.

### Intent

*Exhibitors with small exhibit presentations who have purchased portable or "pop-up" displays and who do not require the services of the labor or drayage contractor, should be allowed to keep their materials within the confines of their rented booth space, as long as they do not create a safety problem or appear unsightly to the neighboring exhibits.*

## B. PERIMETER WALL BOOTH

### DEFINITION

Standard booth located on the outer-perimeter wall of the exhibit floor.

#### Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66m) in perimeter-wall booths.

#### Intent

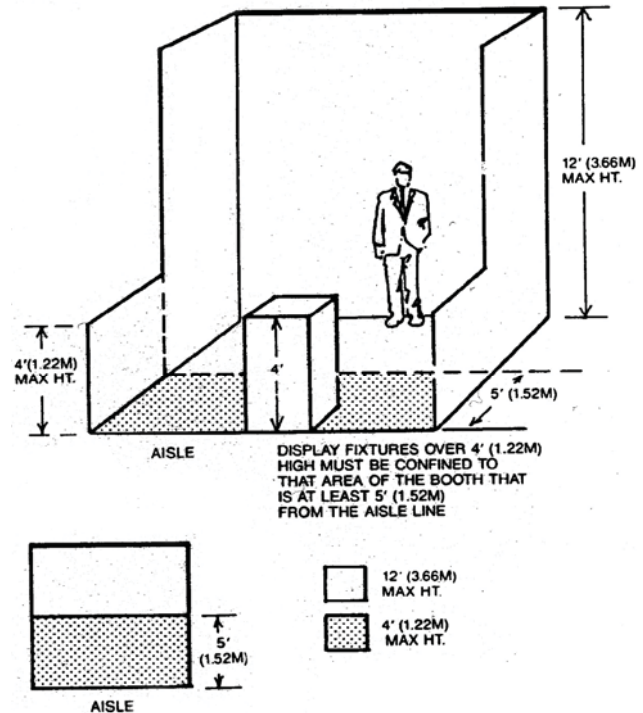
*Because the outer perimeter booths are not backed up against another exhibitor's booth, display back walls and materials over 8'3" (2.5m) will not interfere with or distract from any other exhibit booth.*

#### Depth

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

#### Intent

*Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 lineal feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.*



**IMPORTANT:** Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth. Exhibitors considering a perimeter-wall booth in order to take advantage of the extra height permitted should design their exhibit so that it can be used either at the 8'0" (2.44m) height or the 12'0" (3.66m) height, so that it can be used in all future shows even if a perimeter-wall space is not available.

# A. STANDARD BOOTH

## DEFINITION

One or more standard units in a straight line.

### Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

### Intent

*If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.*

### Depth

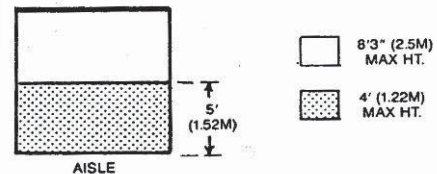
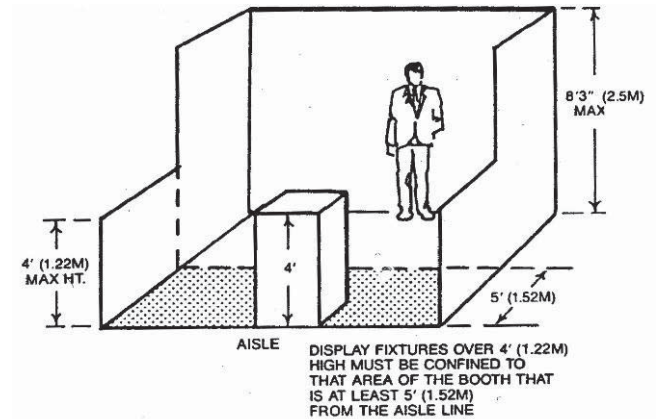
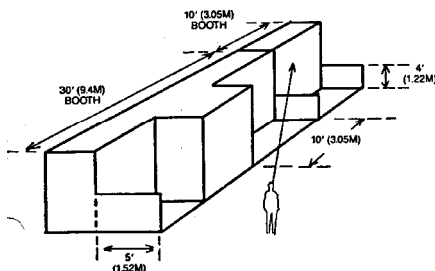
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

### Intent

*Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors with larger space---30 lineal feet (9.14m) or more---should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.*

### Structural Integrity

All exhibit fixtures, especially portable or "pop-up" booths must be erected in a manner to withstand normal contact or vibration due to outside forces such as wind, the movement of fork-lifts, heavy machinery or equipment, and unintentional contact on the part of cleaners, laborers or neighboring exhibitors. Exhibit fixtures should always be erected on a concrete floor (where possible) and the use of shelves and racks for product or literature display should only be attempted with fixtures designed to support such a loading.



**IMPORTANT:** Space dimensions shown on floor plan are from centerline of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

### Intent

*Exhibitors adjoining portable or "pop-up" booths are entitled to reasonable safety precautions.*

### Storage

Exhibitors are reminded that the storage of excess literature, product, or packing materials and cases, behind the exhibit back drape is strictly prohibited in every major exhibit facility in the U.S. In most cases, a limited supply of literature and/or product may be stored within the booth area, as well as fire retardant shipping cases, as long as these materials do not block access to the utility service or appear unsightly from the aisle.

### Intent

*Exhibitors with small exhibit presentations who have purchased portable or "pop-up" displays and who do not require the services of the labor or drayage contractor, should be allowed to keep their materials within the confines of their rented booth space, as long as they do not create a safety problem or appear unsightly to the neighboring exhibits.*



## C. PENINSULA BOOTH

### DEFINITION

Exhibit with one or more display levels in four or more standard units back to back with an aisle on three sides.

### Height

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 25'0" (7.63m), provided written approval is received from exposition management at least 60 days prior to the show.

### Intent

When an exhibit in a peninsula booth configuration exceeds 8'3" (2.5m), it does not interfere with other exhibitors because it does not back up against another exhibitor back wall. The extra height is often needed to permit the open walk-through approach normally used in this type of location. The 25'0" (7.63m) height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the others' efforts. Also, the 25'0" (7.63m) high exhibit will fit into almost any exposition center, thus permitting each exhibitor to get the maximum use of his or her exhibit.

### Depth

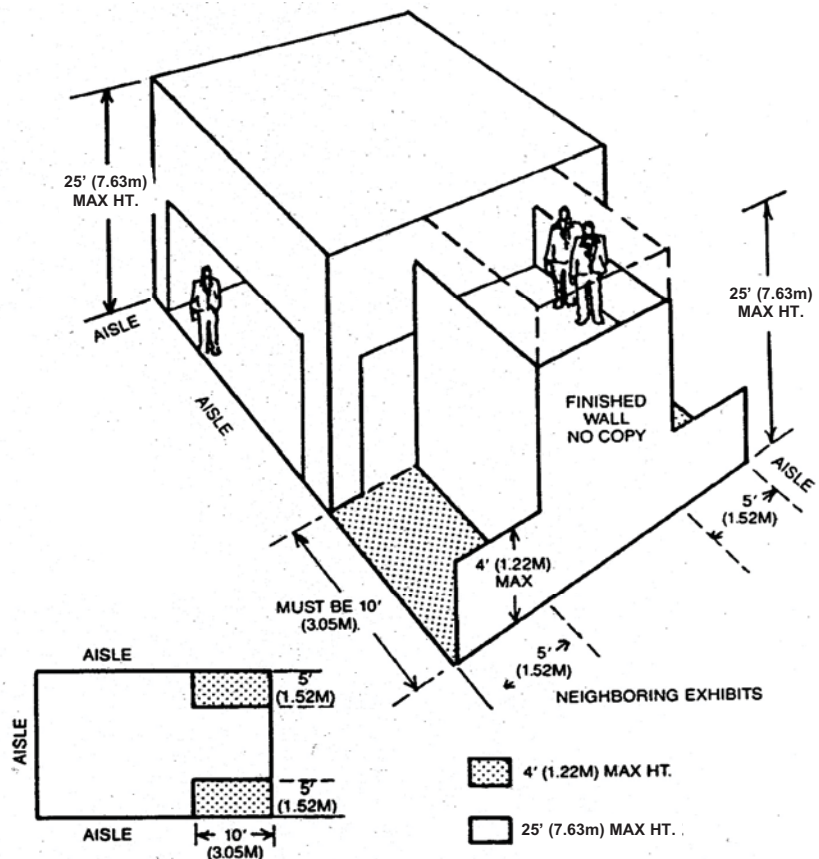
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit in a standard booth, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line. In the event that the adjoining exhibit is a peninsula booth, display fixtures will be permitted to a maximum height of 25'0" (7.63m) within the entire booth area since peninsula booths are normally "faced" towards the cross aisle and, in a back-to-back configuration, do not block the sightline into the adjoining peninsula booth.

### Intent

Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

### Structural Integrity

All multi-story exhibits regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 12'0" (3.66m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor,



the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that includes a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

### Intent

Exhibitors in the vicinity of peninsula booth are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

**IMPORTANT:** Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibitor's booth must have the backside of that portion finished and must not carry identification signs or other copy that would detract from the adjoining exhibit. Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

## D. ISLAND BOOTH

### DEFINITION

Exhibit with one or more display levels in four or more standard units with aisles on all four sides.

#### Height

Exhibit fixtures and components will be permitted to a maximum height of 25'0" (7.63m). **Structures and hanging ID signs will be allowed to a height of 25' provided the exhibit is not in a height-restricted area of the convention center.**

#### Intent

*When an island booth exceeds 8'3" (2.5m), it does not interfere with other exhibitors because it obviously does not back up against another exhibitor's back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 25' maximum height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the other's efforts. Also, the 25' high exhibit will fit into most exposition centers, thus permitting each exhibitor to get the maximum use of his or her exhibit.*

#### Depth

Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

#### Openings: **NEW RULE**

Island booths must have a minimum of 10' wide entrance/opening every 30'. Exhibits that exceed 100' must leave a minimum 10' aisle free of signs, displays, products, fixtures or decorations, but must be carpeted by the exhibitor consistent with the exhibit carpet.

#### Intent

*When an island booth structure exceeds 30' in width it has the potential of blocking the sightline for adjacent booths.*

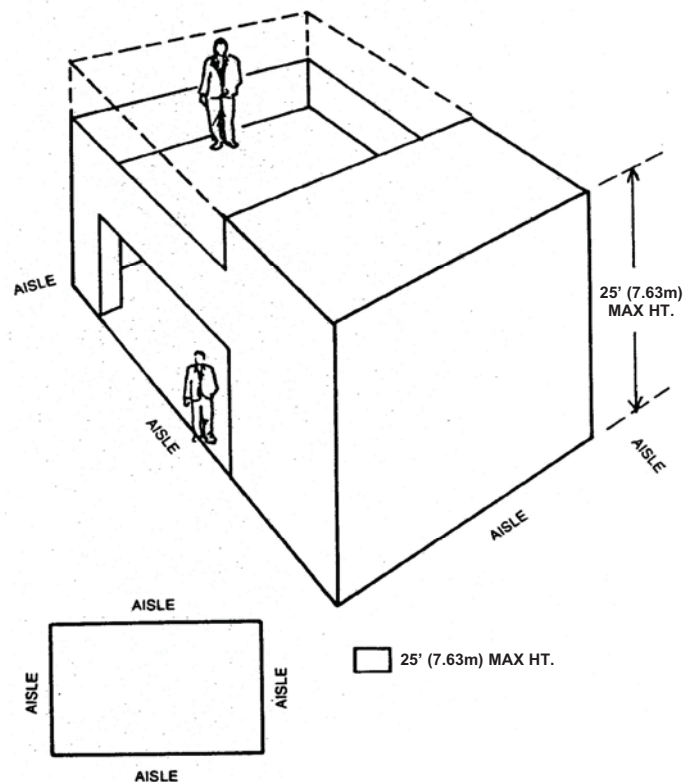
#### Structural Integrity

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 12'0" (3.66m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating

the maximum number of people the structure will accommodate.

#### Intent

*Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.*



**IMPORTANT:** Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

## E. CANOPIES & CEILINGS

### DEFINITION

An exhibit component supported over an exhibitor's space for decorative purposes only.

### Height

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 8'3" (2.5m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1'0" (30cm) in depth and cannot be used for identification or display purposes.

### Intent

*Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure does not violate the intent of the height or depth regulation.*

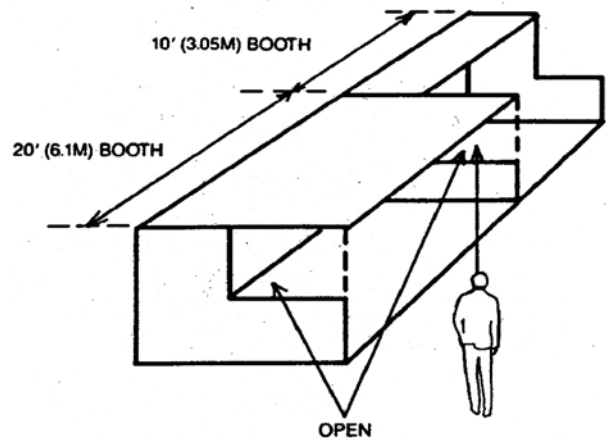
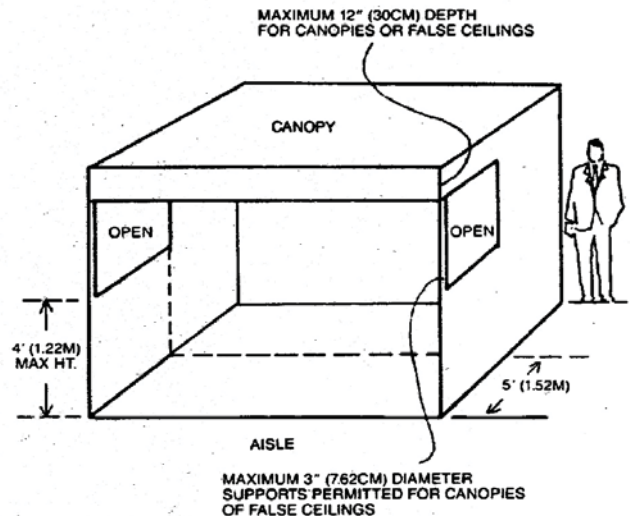
### Depth

Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3" (7.62cm) in width when placed within 10 lineal feet (3.02m) of an adjoining exhibit and not confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line. Furthermore, canopies, false ceilings or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

### Intent

*Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle, as they would expect if they were adjacent to an exhibitor with a standard booth.*

**IMPORTANT:** Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.



## F. Booth Structure

### Height/Depth

Booth structures will be permitted to a height and depth that correspond to the height and depth regulations for the appropriate exhibit configuration of which they are a part. For example, structures that are part of a peninsula exhibit will not exceed 25'0" (7.63m) in height, and will not be placed within 10 lineal feet (3.05m) of a neighboring exhibit unless they are confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth.

### Intent

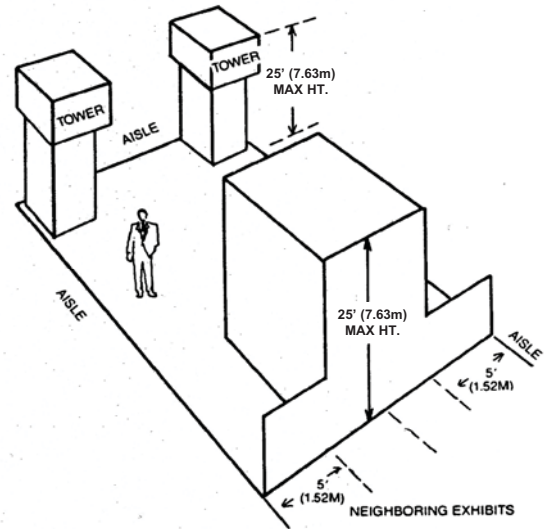
*Structures are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. The maximum height and depth regulations have been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest, while also assuring exhibitors who are adjoining exhibits with structures of the same reasonable sight line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.*

### Structural Integrity

All structures in excess of 12'0" (3.66m) must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the tower is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings.

### Intent

*Exhibitors adjoining exhibits with structures are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth*





## G. HANGING SIGNS

### DEFINITION

An exhibit component suspended above an exhibit of four or more standard units back to back with an aisle on at least three sides for the purpose of displaying graphics or identification.

### Height

Hanging identification signs and graphics will be permitted to a maximum height of 25'0". Hanging signs are allowed over island and peninsula booths ONLY. Inline, or standard booths may not hang signs over their booth at this AUSA event.

### Intent

*Hanging signs are part of the overall exhibit presentation and, therefore, must be treated as component of the total exhibit configuration. All signs, whether suspended or attached to the exhibit fixture, will be permitted to a maximum height that corresponds to the appropriate exhibit configuration.*

### Depth

All hanging signs must be set back at least 25% of the booth's width dimension from the backline of the booth.

### Intent

*Hanging signs, must be double-faced, should be set back within the exhibitor's space so as not to detract from the overall impact of the exhibit that is directly adjacent.*

### Size

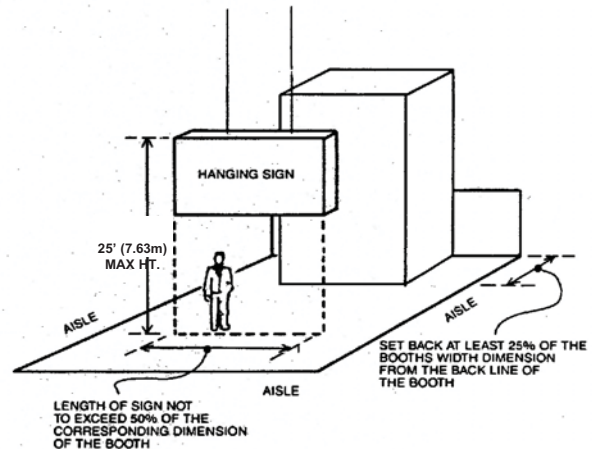
Hanging signs and graphics will be permitted to a total length on each side of the exhibitor's space that does not exceed 50% of the corresponding dimension of the booth.

### Intent

*The size and number of hanging signs must be limited in order to minimize the stress to the facility ceiling structure on the part of any one exhibitor.*

### Structural Integrity

Hanging signs and graphics will be permitted to be hung from the appropriate load-bearing points within the exhibit facility provided written approval is received from the exhibit facility 60 days prior to the show. All hanging signs must have drawings available for inspections by exposition management, the installation and dismantling contractor, the facility manager, the exhibitor, and governmental authority during the time the component is being hung, suspended and removed at the show site that include a signature or stamp or a reviewing structural engineer



indicating that the structure is built in compliance with the details and specifications set forth on the drawings. (Note: Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excess stress to the facility ceiling structure.)

### Intent

*Exhibitors in adjoining booths with hanging signs are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.*

## H. SPLIT ISLAND BOOTH

### DEFINITION

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. Twenty five ft. (25') is the maximum height allowance, including signage. The entire cubic content of the space may be used up to the maximum allowable height of 25'.

# I. DEMONSTRATIONS

## DEFINITION

The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

## Regulation

Demonstration areas must be organized within the exhibitor's space so as not to interfere with any traffic aisle and sampling or demonstration tables must be placed a minimum of 2'0" (60cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, exposition management will have no alternative but to request that the presentation or sampling be eliminated.

## Intent

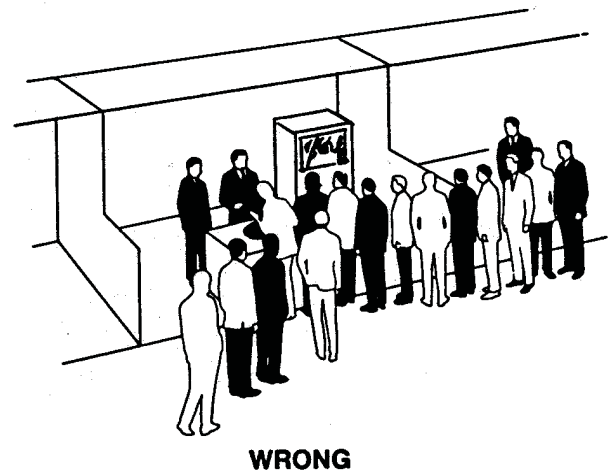
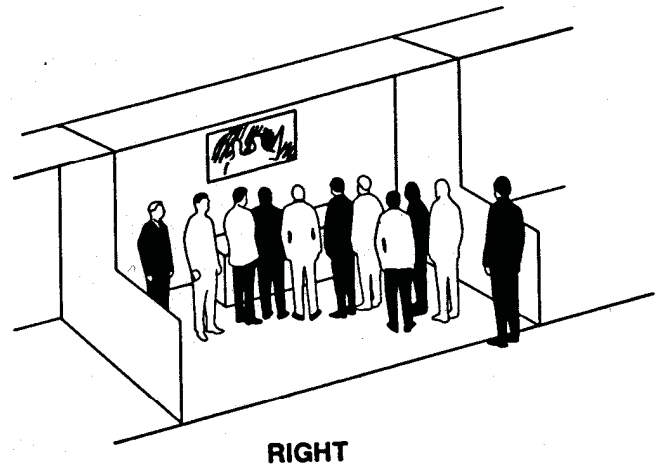
*The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisle or create excessive crowds in neighboring booths, it is an infringement on the rights of other exhibitors. Isles must not be obstructed at any time.*

## Sound

Exhibitors must police their own booths to be sure the noise levels from demonstrations or sound systems is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment that produces sound is an exception to the rule, not a right. Exposition management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

## Safety Precautions

All product demonstrations involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by exposition management 60 days prior to the show.





## 15. Fire and Safety Guidelines

The National Fire Protection Association Life Safety Code is the established safety standard for events. The code, as well as standard operating procedures established in cooperation with DC fire and safety agencies are included in the following fire and safety guidelines:

### A. Cables across Doorways

Cables or hoses required for power, audio, video, lighting or any other applications are not permitted on the floor across doorways. We have installed cable trays above service doors in the ballroom to carry these cables. Please inform all production vendors to plan for this as they design your event.

### B. Candles

Lit candles and other open flame devices are not permitted in exhibit booths. Lit candles may be used at special events such as banquets only under the following conditions:

- ★ Candles must have a solid base and flames must be enclosed. Votive candles and "hurricane lamp" candles are examples of acceptable candles.
- ★ Candles must be placed on tables or other stable surfaces.
- ★ Samples of all candles proposed for use must be submitted in advance to the event manager for approval.

Tapered candles, candelabras, votives hanging from décor are examples of candles that are not permitted.

### C. Compressed Gases/Flammable Liquids/Aerosols

The use, display or storing of compressed gasses, flammable liquids or dangerous chemicals is prohibited without prior written authorization. Pressurized containers having flammable propellants (aerosols) are prohibited without prior written authorization from the DC fire marshal.

### D. Cooking in Exhibit Booths

Cooking is permitted in exhibit booths when food or food equipment are products featured in the event, and with advance written approval. Approval is obtained from the Center and the DC Fire Department Fire Prevention Division after the submission of the exhibitor cooking request form.

Please note the following:

- ★ Devices producing open flames are not allowed in exhibit areas.
- ★ The use or storage of any flammable or combustible liquids, compressed gases cylinders, hazardous materials or chemicals as fuel is strictly prohibited.
- ★ Frying equipment must be equipped with a grease shield.
- ★ A fire extinguisher with a minimum rating of 3A40BC must be displayed in each booth that features cooking.

- ★ Deep fat fryers, wood or coal burning equipment and bottled gas cylinders are prohibited without prior advance written approval from WCC and the DC Fire Prevention Division.
- ★ After review, the DC Fire Marshall may require certain types of commercial cooking equipment that produce grease laden vapors to install a supplemental exhaust system over the equipment.
- ★ The DC Fire Department Fire Prevention Division and WCC will inspect, and may require a test of cooking equipment before show opening.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. In addition, please provide holding tanks such as grease barrels for disposal of cooking residue such as oil and grease. Disposal of cooking residue into Center drainage system is prohibited.

Our service partners are able to provide portable sinks and grease barrels at prevailing rates. Consult your event manager for further information.

## **E. Crate and Boneyard Storage**

Empty crate storage is permitted only with prior approval and within specific guidelines. See crate storage and boneyards in the “Exhibit Halls” section above.

## **F. Decorations**

All materials used for decorating including drapes, curtains, table coverings, skirts, carpet or any other materials must be constructed of flameproof material or treated with an approved fire-retardant solution. We encourage you to have fire retardancy certificates for the materials on site. Spot-testing may be performed at any time by the DC Fire Department Fire Prevention Division.

## **G. Gasoline and Diesel Fuel**

Gasoline-powered equipment such as industrial vacuum cleaners for show carpet cleaning are permitted. Refueling is not permitted inside exhibit halls. Gasoline-powered equipment may not be stored inside exhibit halls unless battery cables are disconnected and fuel tanks are locked.

Gasoline, kerosene, combustible gases or other flammable liquids may not be stored inside the Center.

Use of diesel fuel in the Center is prohibited.

## **H. Electrical Equipment**

Electrical equipment must meet applicable National Electrical Codes. Electrical fixtures and fittings must be U.L. listed. 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded. Only Washington Convention Center staff and authorized service partners are authorized to move Center electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

## **I. Exits**

Exit doors may not be obstructed, locked or held open. Nothing may be placed within 15 feet of a means-of-egress doorway. Exit signs may not be obstructed from view by booths, decorations or any other objects or hanging materials.

Temporary illuminated exit signs, or large exit signs of dimension approved by the Center, must be installed at/near any exits whose view is blocked by drape or structure, such as within a room constructed in an exhibit hall. These signs should be illuminated by battery power.

## **J. Fire Fighting and Emergency Equipment**

Fire fighting and emergency equipment may not be blocked or obstructed under any circumstances. Fire hose connections, extinguisher cabinets, fire alarm call stations, strobe lights, automatic external defibrillators, adaptive escape chairs, and First Aid Rooms must be visible at all times.

## **K. Fog and Smoke Machines and Lasers**

Water-based chemical fog and smoke machines are permitted with advance notification. Fog and smoke machines may not be operated in common areas where the effect could enter an adjacent event's leased space.

Lasers are permitted with advance notification in locations where access to a water source is safely identified.

A schedule for use of fog and smoke machines and lasers that includes rehearsals and event times must be submitted to your event manager in advance so that appropriate inspections and ventilation measures are taken.

## **L. Hazardous Chemicals and Materials**

The use of hazardous chemicals and materials are strictly prohibited without prior written approval. Most hazardous chemicals and materials, including but not limited to pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals including oxidizers are prohibited inside the Center.

## **M. Hazardous Waste**

You are responsible for the removal of hazardous waste from the center and must comply with all applicable federal and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or biohazardous. These products include paint, ink, certain chemicals, particularly petroleum-based and ketone-based, and certain medical supplies.

Costs incurred by the Center, including administrative expenses, for the removal of hazardous waste left in or about the Center will be billed at prevailing rates and any fines incurred will be passed on to you.

## **N. Medical Testing and Waste**

Medical testing is permitted with advance written approval when in conjunction with an appropriate event.

Medical tests must be performed by licensed practitioners. The use of animal or human organs or body parts must conform with federal and local regulations.

All medical waste must be removed at the end of the event according to federal and local regulations.

## **O. Propane**

Propane tanks may not be stored inside the Center. Propane tanks must be stored in locked storage cages on the loading docks. Contractors must provide their own storage cages.

## **P. Pyrotechnics**

The use of pyrotechnics is strictly controlled and monitored and must be approved in advance. Customers requesting the use of pyrotechnics must hire a federally licensed pyrotechnics contractor and must obtain all relevant permits from the DC Fire Department Fire Prevention Division. Consult your event manager for further information and guidelines.

## **Q. Rigging / Overhead Hanging Procedures**

The Center has designated its service partners Projection/TeamPro and HiTech Electric as exclusive providers of all rigging except for lightweight loads such as banners and signs under 200 pounds. All rigging and hanging from hang points in the Center must conform with all national and local safety codes and is subject to mandatory approval by the Center. The following general procedures have been established to ensure the safe installation of overhead rigging (including hanging of banners, signs or equipment), and to ensure the protection of the structure and finished surfaces of the building.

We reserve the right to stop any installation of rigging if in our opinion the installation is not proceeding in a safe and prudent manner.

- a.** All attachments to the interior or exterior building must be temporary, and of a type and process approved in advance
- b.** Overhead rigging or hanging of equipment may only be performed by persons who have been certified in all safe hanging procedures, including the use of OSHA-certified personal fall arrest systems, and the safe use and operation of overhead rigging, powered work platforms and man-lifts for overhead work.
- c.** All equipment used for overhead rigging installations must be certified as safe for intended application.
- d.** An effective two-way voice communication system between overhead installation crew and supervisor must be used during all overhead installations.
- e.** All areas below overhead hanging installations must be properly protected from damage caused by overhead working platforms.
- f.** Visible public notice of overhead work being installed in public areas, such as cautionary signage, barricades, orange traffic cones or similar systems must be in place before overhead work may begin.
- g.** All crews performing overhead rigging installations must include at least one ground person to direct personnel away from the work area while overhead work is performed.
- h.** All work performed on the Center's roof must be done under the supervision of Center personnel.
- i.** Each person working on the roof of the Center must walk or perform work only from the roof path system
- j.** Each person working on the roof of the Center must utilize an OSHA-approved personal fall arrest system that is properly secured to the roof anchorages and tie-off points.
- k.** Exterior rigging installations on the L Street facades may be secured to the vertical aluminum truss work provided that the truss work is protected by approved padding.

- I. Lifts to be used for exterior hanging must be driven to and from the jobsites only from the M Street loading dock entrances. Lifts may not be driven through public doors.
- m. The proposed installation schedule must be included in production schedule submitted to your event manager. The event manager will confirm the approved times for installation in writing.

## **R. Smoking**

In accordance with DC regulations, **the Washington Convention Center is a non-smoking facility**. Smoking is prohibited inside the Center. We reserve the right to remove violators.

## **S. Temporary Structures**

There must be at least two (2) means of egress from any temporary hardwall structure in excess of 200 square feet built in the Center. Temporary structures may not have a cover or ceiling unless the sprinklers will be able to permeate it. This must be approved in advance by the DC Fire Department.

## **T. Vehicles on Display**

Section 314.4 of the International Fire Code specifies the following.

Liquid- or gas-fueled vehicles, fueled equipment, boats or other motorcraft shall not be located indoors except as follows:

1. Batteries are disconnected.
2. Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
4. Vehicles, fueled equipment, boats or other motorcraft equipment are not fueled or defueled within the building.

## **U. X-Ray Equipment**

The DC fire code prohibits the use of x-ray equipment and other radiated materials in the convention center. Use of this equipment is only permissible in controlled environments such as medical facilities in order to minimize unnecessary exposure and potential HAZMAT conditions.





## **16. Facility Protection Guidelines**

To maintain and protect the Center, the following rules and procedures have been established:

### **A. Animals**

Animals are not permitted in the Center except in conjunction with an approved exhibit, as service animals for individuals with disabilities, or to assist law enforcement personnel. Animals that are approved must be on a leash, within a pen, or under similar control. The owner is fully responsible for obtaining all appropriate permits and for all sanitary needs for the animals.

### **B. Art Collection**

Structures, drape, signage or any other object that will be placed in front of Washington Convention Center art or other permanent displays, must be indicated on the public lobby plan submitted to your event manager. To prevent damage, approved structures must be installed in front of existing art railings or 12 inches away from the art.

### **C. Pre and Post Event Inspections**

An inspection of all leased space to record existing conditions occurs early in your move-in. The inspection is scheduled so that you or your designee and your service contractor are present. During your event, you are informed of any damages that occur as they are discovered. A final inspection of your leased space is scheduled during your move-out. You are charged for damages, except normal wear and tear.

### **D. Carpet, Granite, and Wood Protection**

- ★ Motorized vehicles, with the exception of motorized vehicles driven to transport physically-challenged guests or staff, are not permitted in public spaces or in the ballroom and meeting rooms. Motorized vehicles (scooters, flatbed carts, etc.) are permitted in exhibit halls and on loading docks ONLY.
- ★ Contractor equipment delivered to public spaces must be transported on standard furniture dollies or manual carts or by using Washington Convention Center pallet jacks. ONLY Center pallet jacks may be used to transport delivery of skids of publications, or other heavy loads within designated public lobbies. Pallet jacks must be requested in advance and must be checked-out daily, and may not be driven into freight or service elevators, exhibit halls or loading docks. Visqueen "roadways" are not required in areas where Center pallet jacks are driven.
- ★ Wooden skids and crates may not be placed directly on Center carpet or granite. Place appropriate protection, such as visqueen (on carpet) or carpet scraps (on granite) under wooden skids. Please remove skids and crates from public space as soon as possible.
- ★ Carpet must be placed under any structures placed on granite such as counters, meter boards, portable concession stands, etc.

- ★ Structures placed near the wood wall in the Grand Lobby or Ballroom must be set at least 6" from the wall.
- ★ Scissor lifts used to hang signs in public areas must have clean wheel covers. Appropriate protection must be placed under the lift while in place for sign installation.
- ★ Equipment may be transported through service corridors and on freight elevators. No equipment may be pushed through public meeting room (wood) doors or through exterior entrance (glass) doors. Exceptions may be made for certain areas, such as from Hall D to the L Street Bridge, with prior approval.
- ★ Only approved tapes may be utilized on Center carpeting.

## **E. Decorations**

- ★ Decorations and signage may not be taped, nailed or otherwise fastened to any permanent surface.
- ★ Adhesive-backed decals or stickers may not be distributed anywhere in the building.
- ★ Glitter or confetti may not be used in carpeted areas of the building.

## **F. Elevators and Escalators**

Freight and service elevators are designated for the transportation of materials and equipment. Escalators and passenger elevators are for passengers only and may not be used to transport freight or equipment.

## **G. Helium Balloons**

Helium-filled balloons may not be distributed in the convention center. Helium balloons used to decorate a booth must be pre-approved, and must be securely fastened to the booth. We charge for retrieval of helium-filled balloons.

Helium tanks being used during booth installation must be securely stored in upright position, and removed from the Center as soon as installation is complete.

Helium tanks may not be stored inside the Center.

## **H. Water Features**

Appropriate protection must be placed on the floor and floorports before fountains, ponds, hot tubs or other water features are installed. Installations must be performed and monitored by Center personnel.

## **I. Recycling**

The Center complies with the DC Solid Waste Management and Multi-Material Recycling Act of 1988. Recycling receptacles for the separation and disposal of cans, glass, plastic, office paper and newspaper are located in lobbies and meeting room corridors. Food service areas have receptacles for the separation of solid waste and cans, glass and plastic.



## Multi-Story Exhibit Booth Requirements

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theatres are permitted in Halls A, B, C, D, and E providing they meet the following minimum life safety requirements.

### REQUIREMENTS

- Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closets built into the exhibit.
- Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 2A20BC.
- The maximum occupancy of the load-bearing area(s) in a multi-story exhibit is limited to one person per fifteen square feet of floor space, not to exceed a total of twenty five persons. This maximum occupancy must be posted.
- There must be at least two means of egress from each load bearing area(s) in excess of 200 square feet in a multi-story exhibit, or from each covered assembly area in excess of 200 square feet.
- A fire prevention attendant shall be provided by the exhibitor and shall be on duty at all times that the exhibit hall is closed, from the time that the enclosure is completed until the time that the enclosure is dismantled.
- Five copies of the exhibit plan must be submitted to the Washington Convention Center Authority not later than forty five (45) days prior to the installation. The plans must be certified and sealed by a licensed structural engineer or licensed architect. These plans will be reviewed by the WCCA and the D.C. Fire Prevention Division for approval and permit processing.
- Exhibits may not be installed without approval and permit processing. The D.C. Fire Prevention Division has the authority to stop work and prohibit occupancy of booths that are not in compliance.

#### Address for floor plan submission:

3 x copies:

Arlene Noyes, CMP

Senior Event Manager

Walter E. Washington Convention Center

801 Mt. Vernon Place, NW Washington,

DC 20001

202-249-3328

1 x copy:

Kaitlin Parnell

Account Manager

Global Experience Specialists

4801B Hollins Ferry Rd.

Halethorpe, MD 21227

410-500-4144



## **Firearms Displays**

No one may display firearms at the Center without a valid Federal Firearms License. Anyone planning to display firearms must submit a copy of such license via fax identifying the event at which such weapons are to be displayed, **no less than fifteen days prior to the event.**

Please fax your **valid Federal Firearms License** to the following;

1. Washington Convention Center Authority  
ATTN: General Counsel at (202) 249-3133
2. AUSA  
ATTN: Rand Meade at (703) 243-2589

Please email your valid Federal Firearms License to

3. Metropolitan Police Department  
ATTN: Sgt. Colin Hall at [colin.hall@dc.gov](mailto:colin.hall@dc.gov)  
Phone: 202-727-4275

You **must** submit a copy of your Federal Firearms License to all 3 of the contacts above.

- All firearms must be rendered inoperable during the entire time they are in the Convention Center
- At no time shall live ammunition be loaded into any firearm on display in the Center
- A Security Officer must be on duty during non-show hours, when the exhibit is closed
- All firearms must be displayed (Exhibited) in a glass case or secured with a cord for safe handling



### **Guidance Regarding the Joint Ethics Regulations for the 2016 AUSA Annual Meeting & Exposition**

Please be advised that Joint Ethics Regulations prohibit soldiers and their families from accepting gifts that are valued at more than \$20. We ask that you be sensitive to their position and take this into account when passing out promotional items during the exposition.



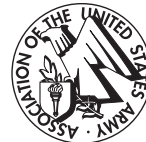
## **Guidelines to ensure compliance with AUSA's Sexual Harassment Policy**

Please help us ensure that the Association of the United States Army's Annual Meeting is a safe and respectful environment for all participants by following these three simple guidelines:

- 1). Please treat all Soldiers and civilians with equal dignity.
- 2). Professional dress is required of all participants, including personnel that operate the booths.
- 3). Handouts and giveaways should be of respectful content.

AUSA reserves the right to remove personnel or products that AUSA deems offensive or demeaning.

# Exhibitor Installation & Dismantle Overview



## 2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL

## KEY INSTALLATION INFORMATION

### Exhibitor Freight Procedures

#### Advance Freight Procedures

The advance warehouse is available for all shipments regardless of booth size. **However, if your booth is 300 Square feet or less your freight must ship to the GES Advance warehouse by 9/21/16.** Any freight that falls into this category delivered direct to show site will be charged a 50% "off target" surcharge. Please make sure that all shipments are labeled correctly. Shipping labels will be provided in the exhibitor's manual or you can use the example below.

Proper labeling for advance shipments:  
AUSA Annual Meeting 2016  
C/O: Global Experience Specialists (GES)  
UPS Freight  
6571 Washington Blvd  
Elkridge, MD 21075

Advance Warehouse freight will be delivered to your booth by your targeted installation time.

#### Direct Freight Procedures

**This option is only available to exhibitors whose booth size is greater than 400 net sq ft.**

All Carriers must first check in at the GES marshaling yard (please see note below regarding marshaling yard closure). Please do not have them proceed to the convention center first. If they do report to the convention center first, they will be redirected to the marshaling yard which could result in a significant delay for your delivery. Once checked into the marshaling yard, they will be dispatched based on; targeted move in time, dock availability, position on the floor and order of arrival. Your carrier can check into the marshaling yard prior to your target time. If you have any questions on these procedures, please contact the GES National Servicer 800.475.2098.

### LOCATION OF THE MARSHALING YARD

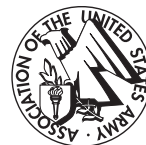
**Robert F. Kennedy Memorial Stadium 2400 East Capital Street, S.E. Lot 7 (Entrance on Oklahoma St. S.E.), Washington, D.C. 20003**

The Marshaling Yard dates are as follows:

Tuesday, September 27th at 5:00 AM - Friday, September 30th at 5:00 PM. The marshaling yard will reopen on Monday, October 3rd at 8:00 AM - Friday, October 7th at 2:00 PM.

Due to events taking place within the District of Columbia on Saturday, October 1st - Sunday, October 2nd, the Marshaling Yard at RFK will be closed on these dates. Any deliveries needed during this period will need to be scheduled with GES preshow. To schedule your delivery during this period, please contact Scott Wynette at (702)591-6000 prior to show installation. GES will work with your carrier to make arrangements to deliver direct to show site provided there is dock availability. If you need to contact GES personnel during the October 1st - October 2nd period with a marshaling yard question, please call Crystal Williams at (301)331-6185.





## 2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL

## KEY INSTALLATION INFORMATION

### Critical Planning Schedule

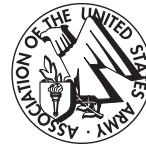
The matrix below outlines the critical planning information for your booth space. This information is broken down by booth size and exhibit halls. The information outlined in this matrix covers: shipping dates, location of where you will ship to (show site or advance), when your freight will be delivered to the booth space, time that you should plan to begin your installation and lastly the time that you must have your shipping containers emptied, labeled and ready for removal (also called Empty Crate Deadline).

#### 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	Friday September 30th 5:00pm
Zone 2	Booths (400-1400) Square Feet	Wednesday September 28th 10:00am-2:00pm	Wednesday September 28th 5:00am-12:00pm	Wednesday September 28th 2:00pm-1:00am	Wednesday September 28th 2:00pm - 1:00am	Thursday September 29th 8:00am	Friday September 30th 5:00pm
Zone 3	Booths (100-300) Square Feet	Wednesday September 28th 10:00am-2:00pm	No Direct Shipments - Must ship to Advance Warehouse	No Direct Shipments - Must ship to Advance Warehouse	Friday September 30th 5:00pm-11:00pm	Saturday October 1st 8:00am	Saturday October 1st 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	Friday September 30th 5:00pm
Zone 5	Booths (400-1400) Square Feet	Wednesday September 28th 7:00pm-11:00pm	Thursday September 29th 3:00am-8:00am	Thursday September 29th 8:00am-8:00pm	Thursday September 29th 8:00am-8:00pm	Friday September 30th 8:00am	Saturday October 1st 5:00pm
Zone 6	Booths (100-300) Square Feet	Wednesday September 28th 7:00pm-11:00pm	No Direct Shipments - Must ship to Advance Warehouse	No Direct Target - Must ship to Advance Warehouse	Friday September 30th 5:00pm-11:00pm	Saturday October 1st 8:00am	Saturday October 1st 5:00pm



### **Mobile Display Units/Heavy Equipment Procedures**

- The movement of mobile display units and heavy equipment will be coordinated by zones per the Critical Planning Schedule. The equipment will then move via an escorted convoy from the marshaling yard to convention center within the time stated on the Critical Planning Schedule.
- The Mobile Display Units/Heavy Equipment Questionnaire will be included in the section labeled “Exhibitor Installation & Dismantle Procedures – Mobile Display Units / Heavy Equipment” in this service manual. These questionnaires must be filled out and returned to GES no later than Friday, August 19<sup>th</sup>. Failure to supply this information prior to the published deadline will greatly hamper our ability to coordinate the move in.
- Exhibitor owned booth carpet - GES reserves the right to install all exhibitors owned booth carpet in booths with mobile display units and/or heavy equipment, regardless of booth size. All carpet and pad must arrive at the GES advance warehouse no later than Wednesday, September 21<sup>st</sup>. GES will include “Vehicle Booth Carpet” labels in the exhibitor service manual. These labels will need to be affixed to all rolls of carpet and pad. GES will deliver and install these carpets as a priority.

### **Mobile Display Units/Heavy Equipment Zone Floor Plan**

- The exhibit floor is broken down into “Zones”. A zone is a specific section of the exhibit floor. There are different times for each zone. We have designed the Zone Floor Plan so that we can effectively and efficiently move in the mobile display units and heavy equipment.

### **Mobile Display Units/Heavy Equipment Staging Lot / Arrival Time / Location**

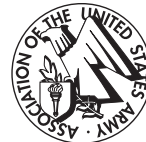
- All mobile display units and heavy equipment will report to the GES Marshaling yard at least 3 hours prior to your published zone move in time. The location of the marshaling yard is:

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

**\*\*Please see page 61 for additional, important information\*\***

### **Rigging/Sign Hanging**

- Hanging Signs – all must ship to the GES advance warehouse by Wednesday, September 21<sup>st</sup>. Exhibitors must use the hanging sign shipping label provided in the exhibitor manual.
- Truss / Rigging jobs – all truss, lighting equipment, etc. that is not being rented through GES will need to ship to the GES advance warehouse by Wednesday, September 21<sup>st</sup>. Exhibitors need to affix the hanging sign shipping label to all equipment that is required for the installation of your lighting rig. These labels will be provided in the exhibitor manual. The equipment required for your lighting rig/truss job will be brought over as a priority on the designated installation day for the rigging within your zone. All lighting plots, floor plans, diagrams pertaining to the requirements for the truss/lighting job must be sent to GES and Hi-Tech Electric no later than Friday, August 19<sup>th</sup>.



## **General Installation Information**

### **Security and Badge Requirements**

#### **Union Labor – Exhibitor-Appointed Contractors**

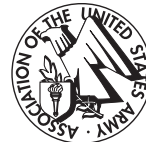
- a. GES will have an Exhibitor Appointed Contractor (EAC) labor check-in desk located at the 7<sup>th</sup> Street Security Entrance of the Convention Center. GES will review the completed “EAC Intent to Use Union Labor” forms, and will ensure that all necessary paperwork is on file (Certificate of Insurance, Letter from Exhibiting Company stating Intent to use EAC). Contact information for each EAC’s POINT OF CONTACT (POC) must be on file with GES no later than Tuesday, September 6<sup>th</sup>.
- b. EAC POINT OF CONTACT (POC) will be responsible for ensuring that their union labor has checked into the GES labor desk and secured the GES EAC wrist band. When the EAC is submitting their call to the union hall, they will need to stress that their workers must receive a GES EAC wrist band prior to the commencement of their work day. This will be a daily requirement. There will be a new color for each day of the event. They will be numbered for tracking purposes. The number assigned to the union worker will be notated on a tracking form that will be kept on file with GES. After the union worker has received this wrist band they may proceed to the show floor to commence work.
- c. Enforcement of wrist band procedures will be the responsibility of AUSA Security and its contract security firm. They will send individuals who are found on the floor without the proper wristband, or who attempt to enter the exhibit halls without the proper wristband, to the GES EAC labor check-in desk.

### **Booth Diagrams/Floor Plans/Lighting Plots**

- Booth Diagrams/Floor plans/Lighting Plots – it will be critical for ALL exhibitors to supply the Official Show Contractor, GES, Hi-Tech Electrical and Smart City Telecommunications, complete booth diagrams/floor plans that indicate where the electrical and phone lines will be placed as well as any other critical element of your display. An example of a critical element would be a hanging sign or display vehicle in your booth space. These companies will be working closely together to ensure that they are meeting their time commitments to the exhibit floor. In order for your booth to be ready for your published installation time these companies must have your booth diagrams/floor plans.
- Booth Diagrams/Floor plans Deadline – please provide to GES, High-Tec Electrical and Smart City Telecommunications no later than Friday, August 19<sup>th</sup>.

### **Empty Crate Removal**

- GES will have a “Clean Floor Policy” in effect for this event. All exhibitors are required to adhere to the deadlines dates/time outlined in the exhibitor service manual. Failure to adhere to this policy will result in a financial penalty.
- GES will have crews working overnight removing crates that have been marked with an empty sticker. We do ask that all companies tag their empty containers prior to leaving for the day. In particular, companies who have been granted early move in, it is imperative that you work to get your crates emptied and tagged so that GES can continue to have access to the aisles for the continuation of exhibit hall installation.



## **2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL**

## **KEY INSTALLATION INFORMATION**

- Empty Labels may be obtained from the GES Servicenter or from a GES Exhibitor Service Executive.

### **Empty Crate Penalty**

- Failure to have your materials labeled and ready for removal by the time listed in the Critical Planning Schedule will result in financial penalty. The penalty assessed will be as follows:
  - 1-10 containers: \$446.75 for every empty that is not labeled and ready for removal
  - 11-20 containers: \$623.00 for every empty that is not labeled and ready for removal
  - 20 + containers: \$752.00 for every empty that is not labeled and ready for removal

You will be advised by GES management with a 1 hour warning. After that, a work ticket will be generated and the billing will begin

### **Aisle Carpet**

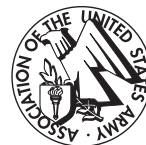
- GES will begin to install aisle carpet in Halls A-E at 6:00pm on Saturday, October 1<sup>st</sup>. All exhibitor booth materials must be moved out of the aisles and into your display space  
GES will begin to sweep the aisles of all materials in Halls A-E at 5:00pm on Saturday, October 1<sup>st</sup>. Materials that are located in the aisles in front of your booth will be moved into your display space at this time.

### **Morning of Show Open**

- AUSA will conduct a walk through from 7:00am-8:00am. All booths must be 100% show ready prior to this walk through.
- Job boxes/ladders - Please notify your exhibitor appointed contractor that these materials must be removed from your booth space prior to this walk through. They are not permitted to be pushed into the aisles for storage. We strongly suggest that they are removed on Sunday evening at the end of your day. Due to space constraints on the docks, GES will not have any storage space for these items. They must be removed from property 100% or to one of the designated EAC areas noted on the floor plan.

### **Requests for Early Freight Move In**

Please refer to the Critical Planning schedule for your specific installation information. GES will not be adjusting the schedules as they are outlined on this document.



**2016 AUSA ANNUAL MEETING  
EXHIBITOR SERVICES MANUAL**

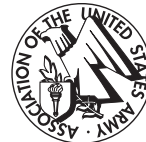
**DEADLINE DATES / CHECKLIST**

- |                          |                                |  |
|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | <b>Friday 19 August,</b>       | Freight Service Questionnaire<br>Mobile Unit/Heavy Equipment Questionnaire<br>Floor Plans/Diagrams of Booth Layout Showing<br>Placement of Electrical & Phone Lines  |
| <input type="checkbox"/> | <b>Wednesday, 24 August</b>    | First Day to receive shipments at Advance Warehouse  |
| <input type="checkbox"/> | <b>Tuesday, 6 September</b>    | Hanging Signs / Rigging Labor Order Form<br>Scissor Lift & Labor Order Form<br>"Notice of Intent to use an Exhibitor Appointed Contractor" form and Certificate of Insurance for the designated EAC due to GES<br>Furniture & Accessories Order Form<br>Specialty Furniture Order Form<br>Carpet Order Form<br>Cleaning Order Form<br>Standard Rental Exhibits Order Form<br>Custom Signs Order Form<br>Booth Forklift & Labor Order Form<br>Storage & Delivery Order Form |
| <input type="checkbox"/> | <b>Wednesday, 21 September</b> | <u>Advance Warehouse Shipment Deadline For:</u><br><br>Advance Warehouse Freight Shipment Deadline<br>See "Material Handling Information" and "Material Handling Order Form"   |

**NOTE: Significant savings can be realized on GES products and services by ordering in advance (by the deadline date). Orders and payments MUST be received by Global Experience Specialists, Inc. (GES) on or before the date shown. Please contact all other contractors directly regarding any possible discounts they may offer for ordering in advance.**

**IT IS VERY CRITICAL TO MEET THESE DEADLINES.**

# Material Handling



## 2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL

## WAREHOUSE FREIGHT PROCEDURES

The advance warehouse is available for all shipments regardless of booth size. **However, if your booth measures 300 Square feet or less your freight must ship to the GES Advance warehouse by 9/21/16.** If your freight falls into this category and you deliver direct to show site you will be charged a 50% "off target" surcharge. Please make sure that all shipments are labeled correctly. Shipping labels are provided in this exhibitor's manual or you can use the example below.

Proper labeling for advance shipments:  
AUSA Annual Meeting 2016  
C/O: Global Experience Specialists (GES)  
Booth Number: \_\_\_\_\_  
UPS Freight  
6571 Washington Blvd  
Elkridge, MD 21075

Advance Warehouse freight will be delivered to your booth by your targeted installation time.

Listed on this page are the procedures for Warehouse Freight shipments consigned to GES Global Experience Specialists. Any exhibitor not arriving on schedule will cause considerable inconvenience for other exhibitors and may be delayed in the unloading or loading of your carrier, 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 haulers and drivers of these critical time schedules. Also note that uncrated and pad-wrapped shipments will NOT be accepted as advance freight at the GES warehouse.

**It is important that you return the "Freight Service Questionnaire" to GES via fax to 702-260-5765 by 19 August 2016. Any scheduling questions should be directed to AUSA@ges.com**

## WAREHOUSE FREIGHT PROCEDURES

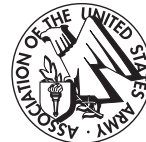
Warehouse shipments are to be checked in according to the following timetable.

**24 August 2016 First Day for advance receiving**

**21 September 2016 Last Day for advance receiving without a surcharge.**

A 30% (\$50.00 minimum) late arrival surcharge based on the published exhibitor rates will apply to each shipment received at the advance warehouse after this date.





## **2016 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:**

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

The Marshaling Yard dates are as follows:

Tuesday, September 27th at 5:00 AM - Friday, September 30th at 5:00 PM. The marshaling yard will reopen on Monday, October 3rd at 8:00 AM - Friday, October 7th at 2:00 PM.

Due to events taking place within the District of Columbia on Saturday, October 1st - Sunday, October 2nd, the Marshaling Yard at RFK will be closed on these dates. Any deliveries needed during this period will need to be scheduled with GES preshow. To schedule your delivery during this period, please contact Scott Wynette at (702)591-6000 prior to show installation. GES will work with your carrier to make arrangements to deliver direct to show site provided there is dock availability. If you need to contact GES personnel during the October 1st - October 2nd period with a marshaling yard question, please call Crystal Williams at (301)331-6185

Any vehicles, including personal vehicles, company vans or company trucks, that attempt to report directly to the Convention Center (outside of the October 1 - 2 window) 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 19 August 2016.** Any scheduling questions should be directed to [AUSA@ges.com](mailto:AUSA@ges.com).



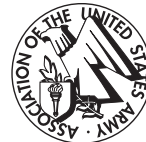
## 2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL

## 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	Wednesday September 28th 10:00am - 2:00pm	Wednesday September 28th 5:00am- 12:00pm	Wednesday September 28th 2:00pm- 1:00am
Zone 3	Booths (100-300) Square Feet	Wednesday September 28th 10:00am - 2:00pm	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	Wednesday September 28th 7:00pm - 11:00pm	Thursday September 29th 3:00am- 8:00am	Thursday September 29th 8:00am- 8:00pm
Zone 6	Booths (100-300) Square Feet	Wednesday September 28th 7:00pm - 11:00pm	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.



## **2016 AUSA ANNUAL MEETING EXHIBITOR SERVICES MANUAL**

## **DIRECT FREIGHT PROCEDURES & SCHEDULE**

**All vehicles, including personal vehicles (POV's) arriving to make pick-ups MUST first report directly to the marshaling yard (outside of the October 1 - 2 window) 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 6<sup>th</sup> at 10:00am**

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

**Carrier check in time is:**

**Friday, October 7<sup>th</sup> at 6:00am**

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

**Carrier check in time is:**

**Friday, October 7<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 6<sup>th</sup> at 10:00am**

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

**Carrier check in time is:**

**Friday, October 7<sup>th</sup> at 6:00am**

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

**Carrier check in time is:**

**Friday, October 7<sup>th</sup> at 10:00am**

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Form Deadline Date:**  
September 6, 2016

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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## ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

- ☐ Crated  
☐ Uncrated  
☐ Machinery  
☐ Total

2. Indicate total number of trucks in each category that you will use:

- ☐ Van Line  
☐ Common Carrier  
☐ Flatbed  
☐ Co. Truck  
☐ Overseas Container

3 List carrier name(s):

4. If using a Customs Broker, please print name:

Phone Number

5. Print the name of person in charge of your move-in:

Phone Number

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

lbs.

8. What is the total weight of your exhibit or equipment being shipped?

lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

### DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

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Go to below link to view images and information:  
<http://ges.com/ecomm/info/specialhandling.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Transportation Plus: Ship With GES Logistics To Receive A 10.00% Savings On Material Handling.** To set up your savings with **Transportation Plus** for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at [GESLogistics@ges.com](mailto:GESLogistics@ges.com). For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at [GESLogistic\\_International@ges.com](mailto:GESLogistic_International@ges.com). Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. **Transportation Plus** does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

## Price List

## Important Information

### Advance Shipment to Warehouse (200 lbs. minimum per shipment)

#### Crated Materials

Standard Rates	Transportation Plus Saving Rates
Rate \$ 131.00 cwt	<b>\$ 117.90 cwt</b>

#### Special Handling Materials

Standard Rates	Transportation Plus Saving Rates
Rate \$ 196.50 cwt	<b>\$ 176.85 cwt</b>

### Direct Shipment to Exhibit Site (200 lbs. minimum per shipment)

#### Crated Materials

Standard Rates	Transportation Plus Saving Rates
Rate \$ 122.75 cwt	<b>\$ 110.48 cwt</b>

#### Special Handling Materials

Standard Rates	Transportation Plus Saving Rates
Rate \$ 184.13 cwt	<b>\$ 165.72 cwt</b>

#### Uncrated Materials

Standard Rates	Transportation Plus Saving Rates
Rate \$ 184.13 cwt	<b>\$ 165.72 cwt</b>

### Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

**Advance Shipments to Warehouse:** GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 37 days (any materials stored beyond 37 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

**Direct Shipments to Exhibit Site: Price includes:** unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

**Small Packages:** Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 99 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

**Measure of Damage:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

**Arrival Dates and Late to Warehouse Surcharges for Shipments:** A 30% (\$50.00 minimum) late to warehouse surcharge based on the above rates will apply to each shipment received not within the below deadlines.

#### Advance Dates:

**Wed, Aug 24, 2016:** Advance shipments may begin arriving at warehouse.

**Wed, Sep 21, 2016:** Last day for shipments to arrive at warehouse.

**Notice - this is a TARGETED SHOW You must refer to the Critical Planning Schedules, Key Installation Info and Freight Procedures & Schedules for Installation information.**

**GES Advance Warehouse will be CLOSED on Monday, September 5th, for Labor Day.**

#### Direct Dates:

**Notice - this is a TARGETED SHOW You must refer to the Critical Planning Schedules and Freight Procedures.**

**Note: Booths 300 Sq. Ft. or less - Must ship to Advance Warehouse**

**Off Target Surcharge:** 50% (\$50.00 minimum) will apply to all inbound shipments arriving OFF TARGET. Please refer to the Critical Planning Schedule.

## Please Indicate Below

**Calculate Total CWT** (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

\_\_\_\_\_ pounds ÷ 100 = \_\_\_\_\_ Total CWT

### Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

## Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 47.75	1	\$
Small Package, Each Additional Carton	\$ 20.50		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
<b>A.</b> Payment Enclosed				\$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT

DATE

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/esm>

083002425

# What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

## Special Handling Includes:

### Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

### Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

### Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

### Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

### Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

### Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

### Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

### Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

### Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

## Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments



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**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Form Deadline Date:**  
September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Complete this form for pre-printed outbound material handling documents and address labels at the close of the show. This document is not a Bill of Lading.**

If this form is not received by GES by September 6, 2016, this pre-printing service will not be provided.

## Step 1. Tell us the location of materials for pickup (show site address):

COMPANY/CONSIGNEE:		ATTENTION:			
STREET ADDRESS:		CITY:	STATE:	ZIP/POSTAL CODE:	COUNTRY:
801 Mount Vernon Place NW		Washington	DC	20001-2019	USA
PHONE:	FAX:		BOOTH NUMBER:		

## Step 2. Tell us the location where freight should be sent:

### SHIPPING DESTINATION 1:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:			
STREET ADDRESS:		CITY:	STATE:	ZIP/POSTAL CODE:	COUNTRY:
PHONE:	FAX:		BOOTH NUMBER:		

### SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:			
STREET ADDRESS:		CITY:	STATE:	ZIP/POSTAL CODE:	COUNTRY:
PHONE:	FAX:		BOOTH NUMBER:		

**Showsite Instructions:** Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the **GES Servicenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.**

**GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.**

**Measure of Damage:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/prePrint/esm>

083002425

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*  
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

R-5



FROM:



FROM:

## ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**AUSA Annual Meeting & Exposition, A Professional Development Forum**

NAME OF EXHIBITION

083002425

BOOTH NUMBER

**C/O GES**  
**UPS Freight**  
**6571 Washington Blvd.**  
**Elkridge, MD 21075 USA**

### **SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Wednesday, Aug 24, 2016 - Wednesday, Sep 21, 2016**

Notice - this is a TARGETED SHOW You must refer to the Critical Planning Schedules, Key Installation Info and Freight Procedures & Schedules for Installation information.

GES Advance Warehouse will be CLOSED on Monday, September 5th, for Labor Day.

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



## ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**AUSA Annual Meeting & Exposition, A Professional Development Forum**

NAME OF EXHIBITION

083002425

BOOTH NUMBER

**C/O GES**  
**UPS Freight**  
**6571 Washington Blvd.**  
**Elkridge, MD 21075 USA**

### **SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

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Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:


FULL EXHIBITING COMPANY NAME AT SHOW

AUSA Annual Meeting & Exposition, A Professional Development Forum  
NAME OF EXHIBITION 0830002425

BOOTH NUMBER

**C/O GES**  
Walter E. Washington Convention Center  
801 Mount Vernon Place NW  
Washington, DC 20001-2019  
USA

Notice - this is a TARGETED SHOW You must refer to the Critical Planning Schedules and Freight Procedures.  
Note: Booths 300 Sq. Ft. or less - Must ship to Advance Warehouse  
**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 

<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:


FULL EXHIBITING COMPANY NAME AT SHOW

AUSA Annual Meeting & Exposition, A Professional Development Forum  
NAME OF EXHIBITION 0830002425

BOOTH NUMBER

**C/O GES**  
Walter E. Washington Convention Center  
801 Mount Vernon Place NW  
Washington, DC 20001-2019  
USA

Notice - this is a TARGETED SHOW You must refer to the Critical Planning Schedules and Freight Procedures.  
Note: Booths 300 Sq. Ft. or less - Must ship to Advance Warehouse  
**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 



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Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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## AUSA Annual Meeting & Exposition, A Professional Development Forum

Walter E. Washington Convention Center

October 3 - 5, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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### “Full Service” Advantages After The Show Keep Your Exhibit Materials in the Washington Area — Avoid Double Loading and Unnecessary Shipping Costs

Global Experience Specialists, Inc. (GES) now has available storage space in the Washington area with facilities and services to:

- Receive and hold your equipment and/or exhibition materials.
- Provide delivery services for outbound shipping and/or local delivery.
- Facilitate interstate shipping.
- Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available, at a cost, through our Creative Services Department to refurbish materials between shows.

#### Storage Rates Are As Follows:

Empty Crate Penalty Charge	(1000 lb. minimum)	\$26.00
Return to Warehouse	(1000 lb. minimum)	\$47.75 cwt.
Monthly Storage (does not include Return to Warehouse charges)	minimum charge of \$83.50 per month or	\$8.35 cwt.

#### Additional Warehouse Handling:

Additional Warehouse Handling Fee (for multiple in and out moves)	(1000 lb. minimum)	\$95.50 cwt.
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**GES has warehouse facilities and services in many cities throughout the country. Contact us for information in your area.**

**All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.**

- ☐ **Yes!** We are interested in storing our exhibition materials in the Washington area after this show.  
Please contact our representative: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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**AUSA Annual Meeting & Exposition, A Professional Development Forum**

Walter E. Washington Convention Center

October 3 - 5, 2016

**Discount Deadline Date:**

September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Important Information & Rates**

**Access Storage** – Locked storage will be available for materials not requiring refrigeration. Materials will not be accepted for storage unless the Exhibitor has an exact count of the units to be placed into storage. Access Storage is **NOT SECURED** storage. All items are stored at Exhibitor's sole risk.

**Storage Rate** – Charges for space is per Exhibitor (per one-quarter of a trailer) one-quarter trailer minimum. This charge does not include labor for deliveries.

**Shipments to Storage** – Shipments should be consigned to your booth. After the materials are inventoried, please place your order for delivery of the materials into accessible storage at the GES Servicer. GES representatives will give you special labels that you must place on the items you want placed into accessible storage. Only the items marked with these special labels will be placed in accessible storage. **Do not use "Empty" labels.**

**Notice of Delivery** – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after the close of the show (delivery charges will apply).

ITEM#	DESCRIPTION	RATE
200513	Access Storage, 1/4 Trailer	<b>\$ 232.75</b>
200513	Access Storage, 1/2 Trailer	<b>\$ 327.75</b>
200513	Access Storage, Full Trailer	<b>\$ 642.25</b>

**Notice** – You **MUST** have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the **GES Servicer**. **An advance deposit is required to guarantee storage reservations.**

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Forklift with Operator	Discount	Regular	Show Site
<b>5,000#, ST</b> Code: 705200	\$ 310.00	\$ 387.25	\$ 464.50
<b>5,000#, OT</b> Code: 705200	\$ 431.50	\$ 540.25	\$ 648.00
<b>5,000#, DT</b> Code: 705200	\$ 521.00	\$ 651.00	\$ 782.00

Worker per Hour	Discount	Regular	Show Site
Storage, ST Code: 705044	\$ 89.75	\$ 112.50	\$ 134.75
Storage, OT Code: 705044	\$ 112.00	\$ 140.25	\$ 168.25
Storage, DT Code: 705044	\$ 135.00	\$ 168.75	\$ 202.50

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.

**Overtime:** All other times Monday through Friday. All day Saturday & Sunday.

**Double Time:** All day Holidays.

**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.

**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

**Show Site Rate:** Rate applies to orders placed at show site

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	TOTAL
	AM PM	AM PM				
	AM PM	AM PM				

	Labor Payment Enclosed	\$
--	------------------------	----

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

**Please Indicate**

**Please describe your product:**

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ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513	Access Storage, 1/4 Trailer	\$ 232.75	1	\$
200513	Access Storage, 1/2 Trailer	\$ 327.75	1	\$
200513	Access Storage, Full Trailer	\$ 642.25		\$

**A.** Trailer Payment Enclosed \$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:** X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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Order Directly Online:

<https://e.ges.com/083002425/storage/esm>

083002425

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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## Special Freight Services — Small Passenger Vehicles Only!

### Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, One (1) laborer with One (1) pushcart, for one (1) trips. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are \$109.50 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 2' x 6' push cart, in one trip only. **If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. one (1) cartload trips allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- You may also order this service at the GES Servicenter at show site.



### Place Order Here

**All vehicles must report to the Marshaling Yard first, and will then be dispatched to the Center for unloading.**

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	\$109.50	1	\$
200506	Booth to Dock	\$109.50	1	\$
A.	Payment Enclosed			\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/cartload/esm>

083002425

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**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

## IMPORTANT NOTICE

Global Experience Specialists, Inc. (GES) has established a Marshaling Yard to ease congestion in the vicinity of Walter E. Washington Convention Center and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: Robert F. Kennedy Memorial Stadium 2400 East Capital Street, S.E. (Entrance on Oklahoma St. S.E.), Washington, D.C. 20003

The Marshaling Yard dates are as follows:

Tuesday, September 27th at 5:00 AM - Friday, September 30th at 5:00 PM. The marshaling yard will reopen on Monday, October 3rd at 8:00 AM - Friday, October 7th at 2:00 PM.

Due to events taking place within the District of Columbia on Saturday, October 1st - Sunday, October 2nd, the Marshaling Yard at RFK will be closed on these dates. Any deliveries needed during this period will need to be scheduled with GES preshow. To schedule your delivery during this period, please contact Scott Wynette at (702)591-6000 prior to show installation. GES will work with your carrier to make arrangements to deliver direct to show site provided there is dock availability. If you need to contact GES personnel during the October 1st - October 2nd period with a marshaling yard question, please call Crystal Williams at (301)331-6185.

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

The Marshaling Yard process is as follows:

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries.
- All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Walter E. Washington Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Walter E. Washington Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$0.00 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.
- Please adhere to safety signage posted at the marshaling yard.

**If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at 800.475.2098.**

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:  
<https://e.ges.com/083002425/esm>

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**
**AUSA Annual Meeting & Exposition, A Professional Development Forum**

Walter E. Washington Convention Center

October 3 - 5, 2016

**Discount Deadline Date:**

September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.**
**TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

- In-booth forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Forklift w/Operator Per Hour	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 310.00	\$ 387.25	\$ 464.50
5,000#, OT Code: 705200	\$ 432.00	\$ 540.25	\$ 648.00
25,000#, OT Code: 705206	\$ 1,200.25	\$ 1,380.25	\$ 2,019.50
Worker per Hour	Discount	Regular	Show Site
Freight, ST Code: 705030	\$ 89.75	\$ 112.50	\$ 134.75
Freight, OT Code: 705030	\$ 112.00	\$ 140.25	\$ 168.25
Freight, DT Code: 705030	\$ 135.00	\$ 168.75	\$ 202.50

\*Rates include taxes for equipment used.

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.

**Overtime:** All other times Monday through Friday. All day Saturday from 12:00 PM to 4:30 PM.

**Double Time:** All day Sundays and Holidays.

**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.

**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

**Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**
☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation **and** dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

**GES is responsible for the following type(s) of work:**

- |                                     |                                      |                                      |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating  | <input type="checkbox"/> Unskidding  | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling   | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Recrating   |
| <input type="checkbox"/> Reskidding |                                      |                                      |

**Place Order Here**

**For questions regarding the type of equipment you may require, please contact Brittny Lynch at 301-583-5034 or at AUSA@ges.com**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	=	TOTAL
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT

**Payment Enclosed** \$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

**Need Assistance?**

 Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)


Order Directly Online:

<https://e.ges.com/083002425/labor/esm>

# Mobile Display Units / Heavy Equipment

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](mailto: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 5<sup>th</sup>, 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 7<sup>th</sup>, 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 7<sup>th</sup>, 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 7<sup>th</sup>, 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: \_\_\_\_\_

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Form Deadline Date:**  
September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**COMPLETE AND RETURN TO GLOBAL EXPERIENCE SPECIALISTS, INC. (GES)  
DETAILS OF DIRECT SHIPMENTS OF MACHINERY TO BE UNLOADED & RELOADED.**

**THIS FORM IS FOR NON SELF PROPELLED VEHICLES AND OFF CHASSIS SHIPPING CONTAINERS THAT CAN BE UNLOADED WITH A FORKLIFT. IF YOUR SHIPMENT REQUIRES ADDITIONAL / SPECIALIZED EQUIPMENT, ADDITIONAL CHARGES MAY APPLY.  
PLEASE EMAIL US AT [AUSA@GES.COM](mailto:AUSA@GES.COM)**

## Machinery Rates

Applies to machinery only. Rates are based on per truckload shipments.

	Rate	Special Handling Rate
5,001 - 7,500 lbs	\$ 71.00 CWT	\$ 106.50 CWT
7,501 - 10,000 lbs	\$ 63.50 CWT	\$ 95.25 CWT
10,001 - 20,000 lbs	\$ 54.00 CWT	\$ 81.00 CWT

\*Special Handling will be 50% additional each way

**Off Target Surcharge:** 50% (\$50.00 minimum) will apply to all inbound shipments arriving OFF TARGET.

**Notice - this is a TARGETED SHOW You must refer to the Critical Planning Schedules and Freight Procedures.**

**Note: Booths 300 Sq. Ft. or less - Must ship to Advance Warehouse**

**\*NOTE:** Crated shipments requiring special handling include shipments that are loaded and/or packed in such a manner as to require additional handling (such as ground unloading, side door unloading, constricted space unloading, designated piece unloading, or stacked shipments). Also included are shipments mixed on the truck, multiple shipments/delivery areas, and shipments without delivery receipts, such as UPS & FedEx.

## CALCULATION OF MACHINERY CHARGES

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

**Machinery should be clearly identified on BOL, to qualify for machinery rates.**

Piece #	Length	Width	Height	Weight	Mounted on Skids?	Requires Assembly?	Arrival Date at Exhibit Site	Approximate Arrival Time	Total Price
									\$
									\$
									\$
									\$

Special Instructions:

A. Trailer Payment Enclosed

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:** X

AUTHORIZED NAME - PLEASE PRINT

DATE

## Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/esm>

083002425

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
 Walter E. Washington Convention Center  
 October 3 - 5, 2016

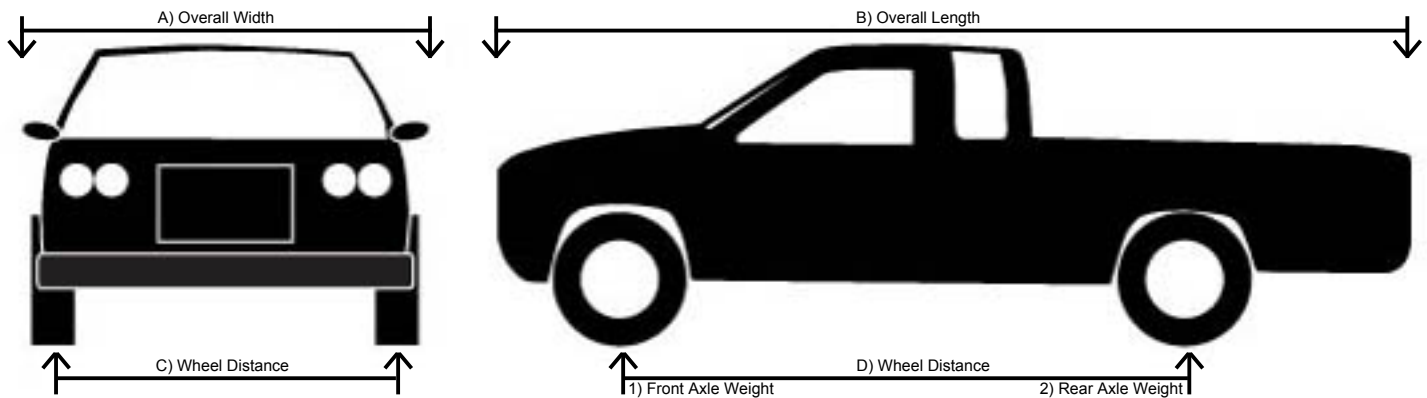
**Form Deadline Date:**  
 September 6, 2016

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

Vehicle placement on the trade show floor will be a round-trip fee of \$270.75 per vehicle. It is understood that this will apply to self-propelled display vehicles. GES will receive equipment at show site and spot in the Exhibitor's booth. We will also handle the outbound as an inclusive service. Vehicle placement must be Exhibitor Supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitor's must stay clear during movement of the vehicle.

The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page. A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.



Vehicle Description	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight	Total Price
1.									\$
2.									\$
3.									\$
4.									\$
5.									\$

\* For dual Axle vehicles measure distance from the front wheel to between the back wheels

GES provides a police escort convoy at published target vehicles move in times. If you cannot or choose not to participate in this convoy, an additional convention center unloading charge will apply.

Towed and/or non operational vehicles will fall under the published machinery rate schedule

**A.** Item # 200507 Payment Enclosed

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT

DATE

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

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Order Directly Online:

<https://e.ges.com/083002425/esm>

083002425

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**
**AUSA Annual Meeting & Exposition, A Professional Development Forum**

Walter E. Washington Convention Center

October 03 - 05, 2016

**Discount Deadline Date:**

September 06, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

PLEASE COMPLETE THIS FORM FOR THE INSTALLATION OF YOUR CARPET.  
TO DETERMINE IF YOU NEED LABOR, PLEASE READ THIS FORM CAREFULLY.

- Labor is required for all booths exhibiting vehicles / heavy equipment.

**Important Information & Rates**

The movement of vehicles/heavy equipment onto the floor is very time sensitive. Due to the nature of this move in, installation of all booth carpet will be handled by GES. Exhibitors are welcome to send a supervisor to oversee the installation. GES will be responsible for the installation of all exhibitor owned booth carpets for displaying vehicles and/or heavy equipment in accordance with the vehicle display schedule. Contractors other than GES will not be permitted to install carpets in these display booths.

All booth carpets and pad need to arrive at the GES warehouse no later than Wednesday, September 21. Please make sure that all items are labeled with the "Vehicle Booth Carpet" labels provided. These labels will alert the staff members handling freight of the importance of these items.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 86.50	\$ 109.25	\$ 132.00
Install & Dismantle, OT Code: 705000	\$ 108.75	\$ 137.00	\$ 167.00
Install & Dismantle, DT Code: 705000	\$ 132.25	\$ 166.50	\$ 201.25

In order to ensure that the display space is ready for your vehicle and/or heavy equipment at the schedule time (see the Target Vehicle/Heavy Equipment floor plan) it is critical that all contractors have the necessary floor plans.

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.  
**Overtime:** All other times Monday through Friday. All day Saturday & Sunday.  
**Double Time:** All day Holidays.  
**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.  
**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.  
**Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**
☐ **GES Supervised (OK to Proceed)**

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
  - Dismantle and pack the display after show closing.
  - Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

**LOCATION OF BOOTH/DIMENSION OF BOOTH:** Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

**COPIES OF THESE FLOOR PLANS NEED TO BE SENT TO:**

GES 301.583.5127 • Hi-Tech 510.293.6155 • Smart City 702.943.6001

Does this carpet require customizing during installation? \_\_\_\_ If so, please send a rendering of the booth showroom.

**CHECKLIST OF FLOOR PLANS NEEDED:**

- ☐ Electrical line diagram ☐ Phone/Internet lines diagram  
☐ Booth Diagram showing placement of vehicles/ heavy equipment

**PLEASE INDICATE:**

Booth Size: \_\_\_\_\_ Carpet Size: \_\_\_\_\_

Padding Size: \_\_\_\_\_

**Place Order Here**

TOTAL # OF HOURS	X	TOTAL # OF LIFT W/CREW	X	LABOR RATE	=	TOTAL
<b>I agree in placing this order that I have accepted GES payment Policy and GES Terms &amp; Conditions of Contract.</b> <b>Authorized Signature - Please Sign:</b>				<b>A.</b> Total Labor Ordered	\$	
<b>Authorized Signature - Please Sign:</b>				<b>B.</b> 25% (\$50.00) GES Supervision	\$	
<b>X</b>				<b>C.</b> Payment Enclosed	\$	

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

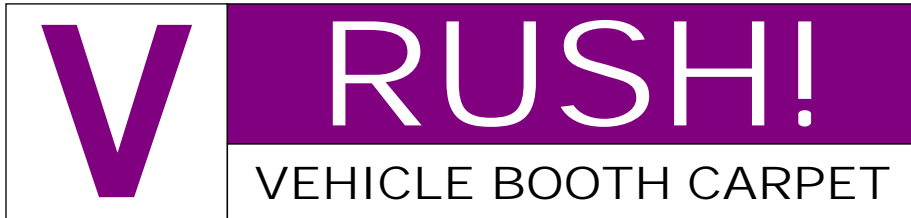
<https://e.ges.com/083002425/esm>

083002425

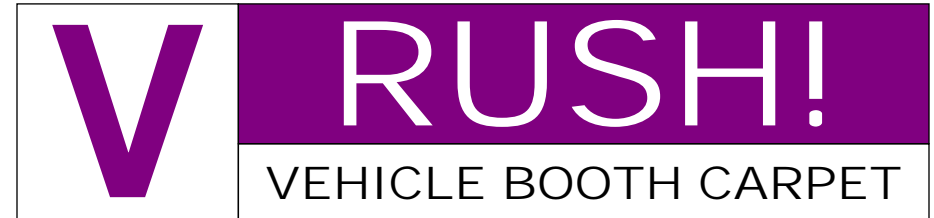


USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*  
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

VB-2



FROM:



FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**AUSA Annual Meeting & Exposition, A Professional Development Forum**

NAME OF EXHIBITION

0830002425

Booth Number


**C/O GES**  
**UPS Freight**  
**6571 Washington Blvd.**  
**Elkridge, MD 21075**  
**USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Wednesday, Aug 24, 2016 - Wednesday, Sep 21, 2016**

GES Advance Warehouse will be CLOSED on Monday, September 5th, for Labor Day.

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

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Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 

# Hanging Signs

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

## Hanging Signs

**GES is responsible for assembly, installation, and removal of all hanging signs.**

### **Remember:**

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

Please complete and return the  
**Hanging Sign / Assembly Labor Order Form (H-2) by September 6, 2016.**

**To receive the Discount Price, you must complete and return the Hanging Sign / Truss Labor Order Form with Hanging Sign instructions and the Payment & Credit Card Charge Authorization by September 6, 2016. The hanging sign must also arrive at the GES warehouse by September 21, 2016 to receive the Discount Price and to ensure that the sign is hung prior to show opening. THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE.**

By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

## Shipping Instructions

**Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by September 21, 2016 to receive the Discount Price.** Please ship all hanging signs in a separate container with the special sign label enclosed in this exhibitor services manual. Mark bills of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted. See *Shipping Information and Shipping Guidelines* for more information.

**Please call for information on advance shipping for all uncrateable signs.**

**To expedite the hanging sign, please use the special shipping labels located in this section of this exhibitor service manual.**

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/labor/esm>

083002425

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*  
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

H-1a



FROM:



FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

AUSA Annual Meeting & Exposition, A Professional Development Forum

NAME OF EXHIBITION

0830002425

Booth Number


**C/O GES**  
UPS Freight  
6571 Washington Blvd.  
Elkridge, MD 21075  
USA

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

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Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

AUSA Annual Meeting & Exposition, A Professional Development Forum

NAME OF EXHIBITION

0830002425

Booth Number


**C/O GES**  
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Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 

Please print this label on a color printer if possible

Please print this label on a color printer if possible

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms &amp; Conditions of Contract as specified in this Exhibitor Services Manual.

**AUSA Annual Meeting & Exposition, A Professional Development Forum**

Walter E. Washington Convention Center

October 3 - 5, 2016

**Discount Deadline Date:**

September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS.**

- A crew will be assigned consisting of a lift with three riggers for aerial work.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Lift w/3 Workers Per Hour	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 591.50	\$ 739.50	\$ 886.75
High Lift, OT Code: 705300	\$ 819.00	\$ 955.50	\$ 1,146.50
High Lift, DT Code: 705300	\$ 938.50	\$ 1,173.00	\$ 1,408.00
Scissor Lift, ST Code: 705301	\$ 438.50	\$ 526.00	\$ 615.50
Scissor Lift, OT Code: 705301	\$ 659.00	\$ 788.75	\$ 923.00
Scissor Lift, DT Code: 705301	\$ 877.25	\$ 1,051.75	\$ 1,230.50
Worker per Hour	Discount	Regular	Show Site
Rigging, Hanging Sign, ST Code: 705020	\$ 115.25	\$ 144.00	\$ 172.50
Rigging, Hanging Sign, OT Code: 705020	\$ 172.75	\$ 216.25	\$ 259.25
Rigging, Hanging Sign, DT Code: 705020	\$ 230.25	\$ 287.50	\$ 345.75

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.

**Overtime:** All other times Monday through Friday. All day Saturday & Sunday.

**Double Time:** All day Holidays.

**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.

**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

**Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**
☐ **GES Supervised (OK to Proceed)**

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

**Type of Sign** (Select one sign type per order)

☐ Banner ☐ Structural Signage ☐ Systems

**Shape of Sign** (Select one sign type per order)

☐ Square ☐ Rectangle ☐ Triangle

☐ Circle ☐ Other \_\_\_\_\_

**Dimensions & Weight of Sign**

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ lbs

# \_\_\_\_\_ Structural Pick Points: # of Pounds \_\_\_\_\_ at each point

**Number of Feet from Floor to Top of Sign** (Must be compliant with Show Rules & Regulations) \_\_\_\_\_ Feet

**Is Your Sign Electrical?** If yes, order power requirements on the Electrical Services Order Form in this manual.

☐ Yes

☐ No

**Does Your Sign Require Assembly?** If yes, GES will assemble your sign prior to hanging. See Hanging Sign Information.

☐ Yes

☐ No

**Include engineer-stamped assembly and hanging instructions with the order.** GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

**LOCATION OF SIGN / DIMENSION OF TRUSS:** Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFT W/ CREW	LABOR RATE	=	TOTAL
	AM PM	AM PM					
	AM PM	AM PM					
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.			A.	Total Labor Ordered			\$
Authorized Signature - Please Sign:			B.	25% ( \$50.00 ) GES Supervision			\$
X			C.	Payment Enclosed			\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/083002425/labor/esm>

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Walter E. Washington Convention Center  
October 3 - 5, 2016

**Discount Deadline Date:**  
September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

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**Type of Sign** (Select one sign type per order)

☐ Banner ☐ Structural Signage ☐ Systems

**Shape of Sign** (Select one sign type per order)

☐ Square ☐ Rectangle ☐ Triangle

☐ Circle ☐ Other \_\_\_\_\_

**Dimensions & Weight of Sign**

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ lbs

# \_\_\_\_\_ Structural Pick Points: # of Pounds \_\_\_\_\_ at each point

**Number of Feet from Floor to Top of Sign** (Must be compliant with Show Rules & Regulations \_\_\_\_\_ Feet

**Is Your Sign Electrical?** if yes, order power requirements on the Electrical Services Order Form in this manual.

☐ Yes ☐ No

**Does Your Sign Require Assembly?** If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.

☐ Yes ☐ No

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	AM PM	AM PM					
	AM PM	AM PM					
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.			A.	Total Labor Ordered			\$
Authorized Signature - Please Sign:			B.	25% (50) GES Supervision			\$
X			C.	Payment Enclosed			\$

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**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



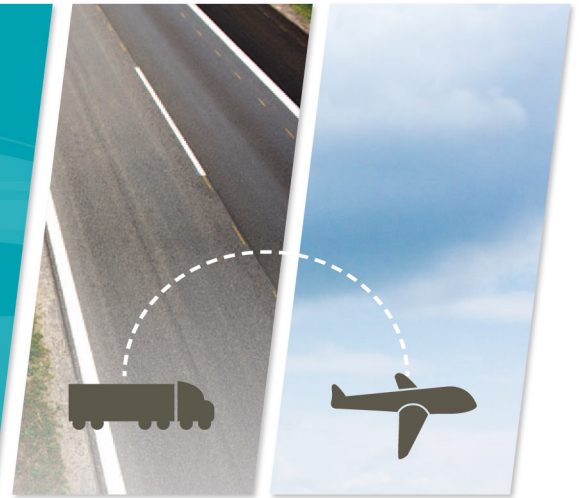
Order Directly Online:

<https://e.ges.com/083002425/esm>

# Shipping Services



Get *GES Transportation Plus* and  
**Save 10%**  
On Material Handling



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

**GES Transportation Plus provides:**

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

***Get an instant quote today at [logisticsquote.ges.com](http://logisticsquote.ges.com).***

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Submit Online:**

[https://ordering.ges.com/083002425/logistics\\_quote](https://ordering.ges.com/083002425/logistics_quote)

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER:	
SHOWSITE CONTACT		SHOWSITE CONTACT PHONE #		DATE/TIME OF ARRIVAL CONTACT'S HOTEL (OPTIONAL)	
<b>Pick Up Information</b>					
DATE:		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:		CITY:		STATE: ZIP/POSTAL CODE: COUNTRY:	
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery	

<b>Delivery Information</b>					
DATE:		RECEIVING HOURS:			
DESTINATION:		EXHIBITOR NAME:			
SHOW NAME:		BOOTH NUMBER:			
STREET ADDRESS:		CITY:		STATE: ZIP/POSTAL CODE: COUNTRY:	
SHOW CONTRACTOR:		CONTACT:		PHONE NUMBER:	

<b>Method of Shipment</b>					
<b>Ground:</b> <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* *Subject to Applicable Surcharges			<b>Air:</b> <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.		Special Instructions (Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
Total Pieces:					Total Weight:					Hazardous Materials Contact Number ( ) -	

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to [www.ges.com/terms/logistics.aspx](http://www.ges.com/terms/logistics.aspx). If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

**Authorized Signature - Please Sign:**

I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.

AUTHORIZED NAME - PLEASE PRINT DATE

**Measure of Damage:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/esm>

083002425



## Convention & Tradeshow Freight Specialists, Inc.

CTFS is a full-service air freight forwarding company. A woman-owned company with more than 30 years of experience, we offer:

- pre-show planning
- 24/7 phone support
- on-site representation
- local, regional & national forwarding
- local distribution & warehousing
- online booking & tracking
- pre-printed labels
- door-to-door service



Hear what customers say about us:

"VT Miltope participates in approximately 20-25 trade shows per year. CTFS has been our carrier of choice for over 15 years. Their reliability, resourcefulness and dependability are unsurpassed. We have never had a request they couldn't fulfill."

-Jett Porter, VT Miltope

"I just wanted to thank you again for all of the industry advice and help you provide. You really do "go the extra mile" for us and I appreciate the GREAT service I always get from CTFS..."

-Kim Wetsel, TSSI

For fast reliable pick-up and delivery on *your* schedule, call today:

**866-493-7447**



## Shipping Solutions to and from all trade shows

- **same day:** for time-sensitive deliveries\*
- **next day:** next business day
- **second day:** delivery by 5:00 pm the second business day
- **3-5 day deferred:** optimized savings for standard delivery

\*Some restrictions apply.

### CTFS, Inc.

1325 Wilkes Street  
Alexandria, VA 22314

**Phone:** 703.518.4720

**Fax:** 703.518.4729

**E-mail:** [sales@ctfshows.com](mailto:sales@ctfshows.com)

[www.ctfshows.com](http://www.ctfshows.com)

**Convention & Tradeshow Freight Specialists, Inc.**  
t/a World Express

Mailing Address  
Post Office Box 4668  
Alexandria, VA 22303  
**(703) 518-4720**

FAX: (703) 518-4729  
**www.ctfshows.com**

Airport Office  
1325-B Wilkes Street  
Alexandria, VA 22314  
**(703) 518-4720**

BILLED AT	AIRBILL NUMBER		
PLEASE REFER TO ENTIRE NUMBER			
DATE	ORIGIN CODE	DEST. CODE	VIA

SHIPPER				COMPANY SHIPPING TO																									
PICK-UP ADDRESS				ADDRESS																									
CITY		STATE		ZIP		CITY				STATE				ZIP															
PERSON TO CONTACT		PHONE #				NAME OF SHOW						PHONE #																	
NAME OF SHOW		COMPANY EXHIBITING		BOOTH #		DRAYAGE CONTRACTOR				COMPANY EXHIBITING				BOOTH #															
PERSON AT SHOW		CELL PHONE #				PERSON TO CONTACT				PERSON AT SHOW				CELL PHONE #															
BILL CHARGES TO OR CREDIT CARD #/EXP.				PHONE #:				REQUESTED DELIVERY DATE																					
ATTENTION OR NAME ON CREDIT CARD				FAX:																									
STREET ADDRESS				E-MAIL:				DIMENSIONAL WEIGHT		DIMENSIONAL WEIGHT				DIMENSIONAL WEIGHT															
CITY		STATE		ZIP		PCS		L		W		H		PCS		L		W		H		PCS		L		W		H	
Priority <input type="checkbox"/>		Standard 2 Day <input type="checkbox"/>		Deferred 3-5 Day <input type="checkbox"/>		Special Pickup <input type="checkbox"/>		Special Delivery <input type="checkbox"/>		P.O.D. Requested Contact <input type="checkbox"/> VERBAL <input type="checkbox"/> WRITTEN																			
NO. OF PCS. TOTAL		DESCRIPTION OF PIECES - NATURE OF CONTENTS MARKS AND NO.'S				<input type="checkbox"/> CO. CHECK OK		<input type="checkbox"/> CERTIFIED CHECK ONLY		F.C.C.O.D. \$																			
		_____ CARTONS OR BOXES _____ VINYL CASES OR TRUNKS _____ WOODEN CRATES _____ FLAT PIECES OR TUBES _____ SKIDS OR PALLETS _____ OTHER:				WEIGHT		RATE SCALE		WT. RATE																			
								ACTUAL WEIGHT		PICK UP																			
								DIM. WT.		DEL.																			
		SPECIAL INSTRUCTIONS Show Opens _____ Date _____ Time _____ Show Closes _____ Date _____ Time _____ CTFS Will be Returning Shipment at Close of the Show Yes <input type="checkbox"/> No <input type="checkbox"/>				<input type="checkbox"/> INSURANCE \$				INS.																			
								SPECIAL SERVICES		SPEC'L																			
										FUEL SURCHG.																			
		BUSINESS HOURS _____ PICK-UP DATE _____																											
In the event of loss, destruction, or delay, it is agreed that the value of the shipment shall not be more than 50¢/lb. or \$50.00 per shipment, whichever is less, unless separately declared and insured as herein provided. CTFS, Inc. shall have no responsibility for the performance of any acts not clearly specified herein. The invoice for shipment by CTFS, Inc. is due and payable upon receipt. If not paid within 10 (ten) days of receipt, the account will be deemed overdue and, acknowledging the fact that damage to the CTFS, Inc. is difficult to ascertain, a late payment fee computed at the rate of 1 1/2% of the shipper's outstanding balance or \$20/month, whichever is greater, shall be charged for each month or part of thereof that the said account for collection and in addition to the amounts above set forth, the undersigned agrees to pay such additional charges as CTFS, Inc. may incur including collection agency fees, court costs, and attorney fees. Any claims for damage to a shipment, shortages, or late delivery does not constitute "cause" for non-payment. This contract shall be deemed to have been executed in Alexandria, Virginia. By execution hereof, the undersigned directly, or through his signing agents, agrees to the above terms as well as those stated on the reverse side hereof.						<b>REMIT PAYMENT TO:</b>  <b>CTFS, Inc.</b>  P.O. Box 4668 ALEXANDRIA, VA 22303 (703) 518-4720						ADD'L CHARGES																	
												SUB TOTAL																	
												<b>TOTAL</b>																	
<b>X</b>  <b>X</b>						<b>X</b>  DATE		TIME <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		BILLED AT		AIRBILL NUMBER																	





# Shipping Instructions For **AUSA FALL 2016** 3 – 5 OCTOBER WALTER E. WASHINGTON CONVENTION CENTER

TWI has been appointed by **AUSA** as the preferred international Freight Forwarder for delivery of international shipments destined for **AUSA FALL 2016**. The following pages contain information to help ensure the successful arrival, clearance, and timely delivery of your shipment.

## **TWI IMPORT SERVICES CONTACTS:**

Elli McKinnon [emckinnon@twigroup.com](mailto:emckinnon@twigroup.com)  
Grace Chung [gchung@twigroup.com](mailto:gchung@twigroup.com)  
Laura Kao [lkao@twigroup.com](mailto:lkao@twigroup.com)  
Lisa Moy [lmoy@twigroup.com](mailto:lmoy@twigroup.com)

TWI Import Services  
4480 South Pecos Road  
Las Vegas, NV 89121  
Tel: +1 (702) 691-9000

Arrival Deadlines

Packing & Labeling

Consignment Details

Commercial Invoice

Government Agencies

Solid Wood Packing

Insurance

Payment Charges

Links

Contact Information

### ARRIVAL DEADLINES

	Port	Delivery to ADVANCED WAREHOUSE	Delivery to VENUE
Air Freight	Washington D.C.- IAD	13 September	5 business days prior to target date
Ocean Freight FCL	Baltimore, MD- BWI	8 September	8 business days prior to target date
Ocean Freight LCL	Baltimore, MD- BWI	5 September	11 business days prior to target date

### **Arrival Notes:**

- 1) The advanced warehouse receiving deadline is: **20 September 2016**. Please plan your shipment's arrival per the deadlines listed above.
- 2) Shipments arriving on or after **26 September 2016** will be subject to a 25% late arrival surcharge and may not deliver on your requested delivery date.
- 3) **All booths 300 square feet and less MUST deliver to the ADVANCED WAREHOUSE.**

### PACKING AND LABELING

Temporary and permanent items must be shipped on separate HAWB's. Failure to separate items and not send on individual HAWB's will result in a permanent, duty paid customs entry with all duties/taxes billed back to you.

Shipping labels should read:

**AUSA FALL 2016  
WALTER E. WASHINGTON CONVENTION CENTER  
801 MOUNT VERNON PLACE NORTHWEST  
WASHINGTON DC 20001**

For: \_\_\_\_\_

(Name of Exhibitor)

Booth Number:

Carton No. \_\_\_\_ of \_\_\_\_

Gross Weight: \_\_\_\_\_ kgs.

- Arrival Deadlines
- Packing & Labeling
- Consignment Details
- Commercial Invoice
- Government Agencies
- Solid Wood Packing
- Insurance
- Payment Charges
- Links
- Contact Information

## CONSIGNMENT DETAILS & LABELS

Both air and sea freight must be consigned FREIGHT PREPAID as follows:

<u>AIR DIRECT MAWB</u>	<u>AIR CONSOL MAWB &amp; NOTIFY</u>	<u>OCEAN DIRECT OCEAN B/L</u>	<u>OCEAN CONSOL MB/L &amp; NOTIFY</u>
C-AIR INT'L, INC. (Name of Actual Exhibitor) AUSA FALL 2016 VENUE ADDRESS CITY, STATE, ZIP	TWI Import Services, c/o C-AIR INT'L, INC. IMPORT DEPT. 181 SOUTH FRANKLIN AVE. VALLEY STREAM, NY 11585 Tel: +1 (702) 691-9000 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a>	C-AIR INT'L, INC. (Name of Actual Exhibitor) AUSA FALL 2016 VENUE ADDRESS CITY, STATE, ZIP	TWI Import Services, c/o C-AIR INT'L, INC. IMPORT DEPT. 181 SOUTH FRANKLIN AVE. VALLEY STREAM, NY 11585 Tel: +1 (702) 691-9000 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a>
NOA: TWI Import Services, c/o C-AIR INT'L, INC. Tel: +1 (702) 691-9000 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a>	HAWB & AMS ENTRY: C-AIR INT'L, INC. For: TWI Import Services/(Name of Actual Exhibitor) AUSA FALL 2016 VENUE ADDRESS CITY, STATE, ZIP	NOA: TWI Import Services, c/o C-AIR INT'L, INC. Tel: +1 (702) 691-9000 <a href="mailto:USA@twigroup.com">USA@twigroup.com</a>	HOUSE BL : C-AIR INT'L, INC. For: TWI Import Services/ (Name of Actual Exhibitor) AUSA FALL 2016 VENUE ADDRESS CITY, STATE, ZIP

## PRE-ALERT REQUIREMENTS

Pre-alerts must be e-mailed to your TWI representative and [USA@twigroup.com](mailto:USA@twigroup.com) a minimum of 3 working days prior to your shipment arrival and should include:

- Master AWB or Bill of Lading
- House AWB or Bill of Lading (if applicable)
- Commercial invoice/packing list in Excel format
- Any other necessary Customs documentation

## MANDATORY ISF FILING (OCEAN SHIPMENTS ONLY)

An ISF form **MUST** e-mailed to [USA@twigroup.com](mailto:USA@twigroup.com) or your sales rep 7 (seven) days *prior* to the vessel's departure. U.S. Customs has begun imposing fines for non-compliance of up to **\$20,000.00**. Please contact your TWI representative for further assistance or questions regarding ISF filing. **DO NOT TENDER SHIPMENTS TO THE CARRIER WITH OUT PRIOR APPROVAL FROM TWI. YOU WILL RECEIVE AN ISF TRANSACTION NUMBER.**

## ISF FORM



Arrival Deadlines

Packing & Labeling

Consignment Details

Commercial Invoice

Government Agencies

Solid Wood Packing

Insurance

Payment Charges

Links

Contact Information

## **INFORMATION FROM OUR CUSTOMS BROKER CONCERNING CUSTOMS ENTRY & OTHER GOVERNMENT AGENCIES:**

### **COMMERCIAL INVOICE & COMPLETION**

A separate commercial invoice/packing list must be created for temporary and permanent items (which must also ship on separate HAWB's). Please Note: Stand materials are *not* eligible for a temporary import in the U.S. You can contact your TWI rep for additional information and assistance in reviewing your paperwork.

### **COMMERCIAL INVOICES**

### **TYPES OF CUSTOMS ENTRIES**

- 1) Consumption duty-paid entry: This is the most common method of entry and must be used for all stand fittings.
- 2) Temporary Import Bond: This entry can only be used for product samples; U.S. Customs will not allow stand fittings to be entered as a TIB.
- 3) ATA Carnet: U.S. Customs accepts ATA Carnets.

### **CUSTOMS ENTRY**

### **OTHER GOVERNMENT AGENCIES**

**FCC:** A FCC form must be submitted for most electronics, including computers, TV's, printers, etc.

**FDA (lasers components):** A Radiation Control Form must be submitted for any item containing a laser diode.

**FDA (Food & Beverages):** Additional information is required when shipping food items USA. All commercial invoices and documentation need to be e-mailed to your TWI representative 2 weeks prior to departure for approval.

**Military and Dual Use Items:** All military and dual use items require a State Department License that must be requested no later than 30 days prior to your shipment's arrival. Please click this link for more information:

### **MILITARY AND DUAL USE ITEMS**

Links to all additional forms can be found on page 5 or by clicking:

### **OTHER GOVERNMENT AGENCIES**

### **SOLID WOOD PACKING MATERIALS**

Solid wood packing material must be heat treated in compliance with IPPC standards and stamped accordingly. Please note that if pallets brought into the U.S. are not treated, we will need to re-palletize with treated pallets for re-export and this will be an additional cost.

### **IMPORT & EXPORT REQUIREMENTS FOR WOOD PACKAGING MATERIALS INTO THE U.S.**

Arrival Deadlines

Packing & Labeling

Consignment Details

Commercial Invoice

Government Agencies

Solid Wood Packing

Insurance

Payment Charges

Links

Contact Information

## **OTHER SOLID WOOD MATERIALS AND THE LACEY ACT**

The U.S. Department of Agriculture enforces federal laws protecting wildlife, including enforcing civil and criminal penalties for the illegal trade of animals and plants, including wood. Any products made of wood, especially furniture, are subject to Lacey Act requirements and a Plant and Plant Product Declaration Form must be completed.

## **LACEY ACT FORM**

## **INSURANCE**

TWI is **NOT** responsible for any loss, theft or damage while goods are left unattended. We strongly recommend that each exhibitor secure insurance coverage for their goods throughout the **entire** shipping process. Freight left at the booth at the close of the exhibition may be unattended for a period of several hours or days. TWI can offer total insurance coverage. Please contact your TWI representative for details.

## **PAYMENT OF CHARGES**

Our terms and conditions require that all transportation, customs clearance and delivery charges be paid within 30 days of the movement.

## **TERMS & CONDITIONS OF SERVICE**

**THE FOLLOWING LINKS CONTAIN ADDITIONAL INFORMATION AND/OR FORMS:**

**COMMERCIAL INVOICES AND CUSTOMS ENTRY**

**OTHER GOVERNMENT AGENCIES INFORMATION**

**MILITARY AND DUAL USE ITEMS**

**LACEY ACT FORM**

**FCC FORM**

**ISF FORM – MANDATORY FOR OCEAN SHIPMENTS**

**TSCA FORM**

**LACEY ACT CLASSIFICATIONS**

**FDA RADIATION CONTROL FORM FOR LASER DEVICES**

**OUTBOUND SHOW INSTRUCTIONS**

**RETURN SHIPPING INSTRUCTIONS FOR U.S. SHOWS**

**ALL TWI FORMS**

# Labor Services

## TO BE COMPLETED BY EXHIBITOR

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**Contact us Online:** [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Form Deadline Date:**  
August 31, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an Exhibitor's booth if this Notice of Intent to Use EAC (Form L-3), a valid Certificate of Insurance and the Agreement and Rules and Regulations between GES and the EAC (Form L-4) is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of Exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____		
Contact Name: _____	Cell Phone: _____	
Street Address: _____	Email: _____	
City: _____	State: _____	Zip/Postal Code: _____
Office Phone: (area code ) _____	Fax: (area code ) _____	
Description of Proposed service for Exhibitor: _____		

**This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:**

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

**PLEASE SIGN** X

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

**GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.**

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/eacs/esm>

083002425

**Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 4801 Hollins Ferry Rd., Suite B, Halethorpe, MD 21227**

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Form Deadline Date:**  
**August 31, 2016**

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

The undersigned Exhibitor Appointed Contractor ("EAC") has been designated by an Exhibitor to perform certain services for the Exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

## Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Kit/Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move in.**
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.**
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the Exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.**
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/Exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the Exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear at all times.
- During show hours only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Association of the United States Army (Show Management), AUSA Annual Meeting & Exposition, A Professional Development Forum (Show) and Walter E. Washington Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.
- EAC/ Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The Exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.
- The Exhibitor or its EAC should take steps to protect the Exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
- EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so Exhibitors may begin packing their product.

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/eacs/esm>

083002425

**Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 4801 Hollins Ferry Rd., Suite B, Halethorpe, MD 21227**

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Form Deadline Date:**  
August 31, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

## Rules and Regulations (continued)

19. EAC/Exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the Exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/Exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

## Authorized Signature of EAC:

**PLEASE SIGN** X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name at Show Site: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

## Exhibiting Company:

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Official Use Only

**Accepted by GES Authorized Representative:**

**PLEASE SIGN** X

AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

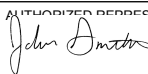


Order Directly Online:

<https://e.ges.com/083002425/eacs/esm>

083002425



<b>ACORD</b> 1.		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YY) 01/01/16	
PRODUCER <b>ABC Insurance Agency</b> <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b> <b>Fax: (212) 555-6100</b>			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE				
INSURED 2. <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349 Fax: (212) 555-9819</b>			INSURER A: <b>Hartford Insurance Company of Illinois</b> INSURER B: <b>Aetna Casualty &amp; Surety Company</b> INSURER C: <b>Travelers Insurance Company</b> INSURER D: <b>Royal Insurance Company</b> INSURER E:				
COVERAGES							
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS		
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-A11</b>	<b>01/01/16</b>	<b>01/01/17</b>	EACH OCCURENCE		<b>\$1,000,000</b>
	FIRE DAMAGE (Any one fire)				<b>\$ 50,000</b>		
	MED EXP (Any one person)				<b>\$ 5,000</b>		
	PERSONAL & ADV INJURY				<b>\$1,000,000</b>		
	GENERAL AGGREGATE				<b>\$2,000,000</b>		
PRODUCTS-COMP/OP AGG		<b>\$2,000,000</b>					
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/>	<b>SKLS-029499S</b>	<b>01/01/16</b>	<b>01/01/17</b>	COMBINED SINGLE LIMIT		<b>\$1,000,000</b>
	(Ea accident)						
	BODILY INJURY				<b>\$</b>		
	(Per person)						
	BODILY INJURY				<b>\$</b>		
(Per accident)							
PROPERTY DAMAGE		<b>\$</b>					
(Per accident)							
AUTO ONLY-EA ACCIDENT							
OTHER THAN		<b>\$</b>					
AUTO ONLY:		<b>\$</b>					
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>XL1234567</b>	<b>01/01/16</b>	<b>01/01/17</b>	EACH OCCURENCE		<b>\$1,000,000</b>
	AGGREGATE				<b>\$1,000,000</b>		
					<b>\$</b>		
					<b>\$</b>		
					<b>\$</b>		
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/16</b>	<b>01/01/17</b>	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS	OTHER	
	E.L. EACH ACCIDENT				<b>\$1,000,000</b>		
	E.L. DISEASE-EA EMPLOYEE				<b>\$1,000,000</b>		
	E.L. DISEASE -POLICY LIMIT				<b>\$1,000,000</b>		
<b>D</b>	OTHER				Each Occurrence & Aggregate		
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), Association of the United States Army (Show Management), Walter E. Washington Convention Center (Facility), and AUSA Annual Meeting & Exposition, A Professional Development Forum (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: October 3 - 5, 2016 at city of Washington.							
CERTIFICATE HOLDER		X		ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION	
<b>6.</b>	Global Experience Specialists, Inc. (GES) Exhibitor Services 4801 Hollins Ferry Rd. Suite B Halethorpe, MD 21227			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE 			

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), Association of the United States Army (Show Management), AUSA Annual Meeting & Exposition, A Professional Development Forum (Show) and Walter E. Washington Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)

7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms &amp; Conditions of Contract as specified in this Exhibitor Services Manual.

**AUSA Annual Meeting & Exposition, A Professional Development Forum**

Walter E. Washington Convention Center

October 3 - 5, 2016

**Discount Deadline Date:**

September 6, 2016

Go to below link to view images and information:  
<http://ges.com/ecom/info/landD.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.**
**TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 86.50	\$ 109.25	\$ 132.00
Install & Dismantle, OT Code: 705000	\$ 108.75	\$ 137.00	\$ 167.00
Install & Dismantle, DT Code: 705000	\$ 132.25	\$ 166.50	\$ 201.25

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.

**Overtime:** All other times Monday through Friday. All day Saturday & Sunday.

**Double Time:** All day Holidays.

**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.

**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

**Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**
☐ **GES Supervised (OK to Proceed)**
**Please complete "Key Information" form (L-2)**

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

**LOCATION OF BOOTH/DIMENSION OF BOOTH:** Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

☐ **Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

- Indicate workers needed for installation **and** dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

**GES is responsible for the following type of booth:**

- ☐ Pop-Up
 ☐ Two Story
 ☐ Custom
 ☐ Other: \_\_\_\_\_

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	=	TOTAL
	AM PM	AM PM					
	AM PM	AM PM					
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.			<b>A.</b>	Total Labor Ordered			\$
Authorized Signature - Please Sign:			<b>B.</b>	25% (\$50.00 min) GES Supervision			\$
X			<b>C.</b>	Payment Enclosed			\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)


Order Directly Online:

<https://e.ges.com/083002425/labor/esm>

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 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
 Walter E. Washington Convention Center  
 October 3 - 5, 2016

**Form Deadline Date:**  
 September 21, 2016

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.**

- ☐ Truss Lighting - Form H-6
- ☐ Show Cases - Form A-1
- ☐ Pegboard / Tackboard - Form A-1
- ☐ Special Colored Drape - Form A-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- ☐ Installation & Dismantling - Form L-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

**BACK OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)


Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

**FRONT OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)

**\*This form must be returned to GES for your orders to be processed.**

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Order Directly Online:  
<https://e.ges.com/083002425/esm>

083002425

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Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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**MANDATORY FORM\***

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Discount Deadline Date:**  
September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

### To Be Completed By Exhibitor When Order is Placed

#### Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other \_\_\_\_\_  
Carrier (if known) \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Number of Crates \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
Number of Fiber Cases \_\_\_\_\_ Color \_\_\_\_\_ Pro Number \_\_\_\_\_  
Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_  
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

#### Setup Information for GES Installation

<input type="checkbox"/> Setup Drawings/Instructions Attached <input type="checkbox"/> Setup Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
---	---

#### Did You Order ---

Electrical Outlets <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone/Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Labor/Boothwork <input type="checkbox"/> Yes <input type="checkbox"/> No Other Items _____ _____ _____	Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No With the Exhibit <input type="checkbox"/> _____ _____ _____
--	--	---

#### Tear-down Information for GES Dismantle

<input type="checkbox"/> Tear-down Drawings/Instructions Attached <input type="checkbox"/> Tear-down Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear- down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
--	---

#### Outbound Freight Information

Outbound Freight Charges _____ <input type="checkbox"/> PrePaid <input type="checkbox"/> Collect (for non-GES Logistics Shipments only) <input type="checkbox"/> Bill To _____ _____ <input type="checkbox"/> GES Storage _____	Consigned To _____ Address _____ City/State/Zip/Postal Code/Country _____ Second Consignee _____ Address _____ City/State/Zip/Postal Code/Country _____
---	--

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other \_\_\_\_\_  
Carrier (if known) \_\_\_\_\_  
Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No  
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

#### Emergency Contact Information / Showsite Contact

Name \_\_\_\_\_ Title \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Other Means of Contacting This Person \_\_\_\_\_  
Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
Purchasing Authorization ☐ Yes ☐ No

**\*This Form must be returned to GES for your orders to be processed.**

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

#### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/esm>

083002425

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

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**AUSA Annual Meeting & Exposition, A Professional Development Forum**

Walter E. Washington Convention Center

October 3 - 5, 2016

**Discount Deadline Date:**

September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Vacuuming</b>			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	<b>\$ 0.48</b>	\$ 0.74
500600	Duration of Show (per sq. ft. per day)	<b>\$ 0.43</b>	\$ 0.66
500602	Per Day (per sq. ft. per day)	<b>\$ 0.45</b>	\$ 0.70
<b>Shampooing</b>			
501004	Cleaning, Carpet Shampoo Before Show Open	<b>\$ 0.72</b>	\$ 1.08
<b>Mopping and Waxing</b>			
501002	Cleaning, Damp Mop & Wax	<b>\$ 0.72</b>	\$ 1.08
<b>Porter service</b>			
<i>GES will empty wastebaskets &amp; wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 sq.ft., Per Day	<b>\$ 108.25</b>	\$ 162.50
501010	Porter Service, 501-1500 sq.ft., Per Day	<b>\$ 125.00</b>	\$ 187.50
501010	Porter Service, 1501-3000 sq.ft., Per Day	<b>\$ 149.25</b>	\$ 223.75

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

**Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.**

**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.

**Please Indicate Service**
**Place Order Here**
**Calculate Total Square Footage**

Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

**Would you like us to call you and give you a quote for hourly porter service?**
☐ Yes ☐ No

**Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:**


To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicercenter®**. GES will be unable to adjust invoices after the close of the show.

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	TOTAL PRICE
500600	Vacuuming Duration			3	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	TOTAL PRICE
500601	Vacuuming Before Show Only			\$
501004	Shampooing Before Show Only			\$
501002	Mop/Wax Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	TOTAL PRICE
	Porter service			\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Labor Tax: 5.75%		A x 5.75% = B	\$
<b>C.</b>	Payment Enclosed		A + B = C	\$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

**Need Assistance?**

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Order Directly Online:

<https://e.ges.com/083002425/cleaning/esm>

083002425


# Decorating Services

GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option.

## Standard

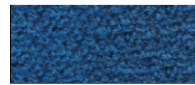
13 oz. is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

### Includes:

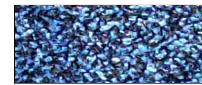
- 13 oz. 100% recyclable color options include Blue Jay, Pepper, and Black. 
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping




Black 



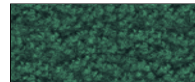
Blue



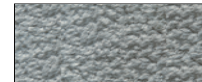
Blue Jay 



Burgundy



Emerald Green



Gray



Pepper 




Red

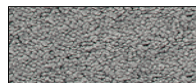


## Plush

26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

### Includes:

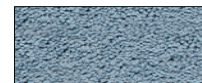
- 26 oz. 100% recyclable carpet 
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



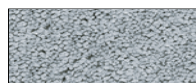
Cement



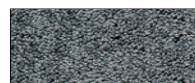
Charcoal



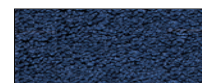
Cobalt



Dove



Lava Rock



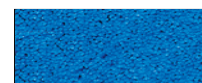
Navy



Onyx



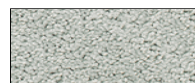
Red



Royal Blue



Silky Beige



Silver




Snow

## Ultra Plush

50 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

### Includes:

- 50 oz. 100% recyclable carpet 
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque



Black



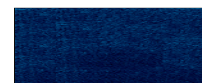
Cabernet



Graphite



Iceberg



Midnight



Seascape



Sterling



Teal

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Please refer to order form for availability at your show.











## Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

## Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

## Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

## Table Skirt Colors



Beige



Black



Blue



Burgundy



Forest Green



Gold



Gray



Purple



Red



Teal



White

## Display Furniture



Full View



Half View



Quarter View



Vertical

## Accessories



300124 - Aisle Stanchion  
Chain, Plastic, Per Foot



300123 - Aisle Stanchion,  
without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White,  
4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell  
Base



300108 - Sign Holder,  
Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler,  
Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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**AUSA Annual Meeting & Exposition, A Professional Development Forum**

Walter E. Washington Convention Center

October 3 - 5, 2016

**Discount Deadline Date:**

September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Chairs</b>				<b>Display Furniture*</b>			
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	\$ 101.25	\$ 152.00	300079	Display Case 5', Half View	\$ 376.00	\$ 563.75
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	\$ 98.25	\$ 147.50	300080	Display Case 5', Quarter View	\$ 376.00	\$ 563.75
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	\$ 48.50	\$ 73.50	300082	Display Case 6', Full View	\$ 396.00	\$ 594.25
300053	Stool, Contemporary, 17"W 18"D 48"H	\$ 75.00	\$ 112.75	300083	Display Case 6', Half View	\$ 396.00	\$ 594.25
<b>Tables</b>				300084	Display Case 6', Quarter View	\$ 396.00	\$ 594.25
300057	Table, Rectangle, 24"x36"x30" High	\$ 93.75	\$ 140.50	300088	Display Case 7', Vertical	\$ 647.50	\$ 972.00
300056	Table, Square, 24"x24"x30" High	\$ 89.75	\$ 135.00	<b>Accessories</b>			
300059	Table, Starbase, 30" Diameter x 40" High	\$ 194.50	\$ 292.00	300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 4.78	\$ 7.25
300058	Table, Starbase, 40" Diameter x 30" High	\$ 187.25	\$ 281.25	300127	Aisle Stanchion, Tensa	\$ 65.50	\$ 98.25
<b>Skirted Tables</b>				300123	Aisle Stanchion, without Chain	\$ 31.00	\$ 47.00
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i>				300103	Aluminum Easel	\$ 44.50	\$ 66.25
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 106.25	\$ 159.50	300111	Bag Stand	\$ 106.25	\$ 159.50
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 131.75	\$ 197.25	300102	Coat Rack	\$ 33.50	\$ 50.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 157.75	\$ 236.75	300104	Garment Rack	\$ 72.25	\$ 108.50
3007	Table, Skirt 4th Side	\$ 59.25	\$ 89.25	300106	Literature Rack	\$ 144.25	\$ 216.50
<b>Skirted Counters</b>				300201	Pegboard, White, 4'x8'	\$ 130.00	\$ 195.00
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i>				300107	Refrigerator*	\$ 435.50	\$ 653.50
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 125.75	\$ 188.75	300131	Security Cage, Large, without Lock	\$ 368.50	\$ 552.75
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 157.00	\$ 235.25	300132	Security Cage, Small, without Lock	\$ 240.75	\$ 361.25
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 183.50	\$ 275.25	300120	Sign Holder, Bell Base	\$ 69.50	\$ 104.25
3017	Counter, Skirt 4th Side	\$ 68.00	\$ 102.50	300108	Sign Holder, Chrome, 22"x28"	\$ 69.50	\$ 104.25
<b>Risers</b>				300211	Tackboard, 4'x8'	\$ 188.00	\$ 282.50
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 70.50	\$ 106.00	300112	Ticket Tumbler, Small, Table Top	\$ 112.00	\$ 168.25
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 56.25	\$ 84.25	300113	Wastebasket	\$ 19.95	\$ 29.75
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 85.00	\$ 127.25	300118	Waterfall Stand	\$ 96.75	\$ 144.75
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 70.50	\$ 106.00	<i>Prices include delivery, installation, rental, and removal.</i>			
<b>Custom Booth Drape</b>				<i>*Power is not included. Order power on Electrical Order Form in this manual. Please note if 24 hour power is required. One (1) 500 Watt outlet per two (2) display cases.</i>			
3001	Drape, 3' High, Per Foot, 4' Minimum	\$ 15.35	\$ 23.05				
3002	Drape, 8' High, Per Foot, 4' Minimum	\$ 18.60	\$ 27.75				
<b>Display Furniture*</b>							
300073	Display Case 4', Corner View	\$ 376.00	\$ 563.75				
300074	Display Case 4', Full View	\$ 362.00	\$ 543.25				
300075	Display Case 4', Half View	\$ 362.00	\$ 543.25				
300076	Display Case 4', Quarter View	\$ 362.00	\$ 543.25				
300078	Display Case 5', Full View	\$ 376.00	\$ 563.75				

**Please Indicate Choice**
**Place Order Here**
**Drape / Skirt Color** (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3001, 3002 ONLY)

Gray will be provided if no color is indicated below:

- |                                   |                                       |                               |
|-----------------------------------|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Beige    | <input type="checkbox"/> Black        | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Gray     | <input type="checkbox"/> Purple       | <input type="checkbox"/> Red  |
| <input type="checkbox"/> Teal     | <input type="checkbox"/> White        |                               |

**4th Side Table Skirt** (3007 ONLY)

- ☐
- 6' Table
- ☐
- 8' Table

**4th Side Counter Skirt** (3017 ONLY)

- ☐
- 6' Counter
- ☐
- 8' Counter

**Tackboard/Perfboard Alignment** (300201 and 300211 ONLY)

- ☐
- Horizontal
- ☐
- Vertical

Please include Booth Layout form (H-3) for placement of items.

**Orders received after the discount deadline date are subject to availability and/or substitutions.**

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
<b>A. Total All Items Ordered</b>				\$
<b>B. Rental Tax: 5.75%</b>				\$
<b>C. Payment Enclosed</b>				\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature - Please Sign:</b>				X
<small>AUTHORIZED NAME - PLEASE PRINT</small>				DATE

**Cancellation Policy:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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Order Directly Online:

<https://e.ges.com/083002425/furnishings/esm>

083002425

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

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**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Discount Deadline Date:**  
September 6, 2016

COMPANY NAME EMAIL ADDRESS Booth Number

**GES Furniture Packages offer significant savings!**
**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
4906	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.	\$ 223.83	\$ 336.60	490012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.	\$ 550.98	\$ 827.10

**Cancellation Policy:** Furniture Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

Prices include delivery, installation, rental, and removal.

**Please Indicate Choice**
**Place Order Here**
**Table Skirt Color** (Item # 4906 ONLY).

Gray will be provided if no color is indicated below:

- |                                   |                                       |                               |
|-----------------------------------|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Beige    | <input type="checkbox"/> Black        | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Gray     | <input type="checkbox"/> Purple       | <input type="checkbox"/> Red  |
| <input type="checkbox"/> Teal     | <input type="checkbox"/> White        |                               |

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
4906	Furniture Package 1			\$
490012	Furniture Package 2			\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Rental Tax: 5.75%		A x 5.75% = B	\$
<b>C.</b>	Payment Enclosed		A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

**Need Assistance?**

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Order Directly Online:

<https://e.ges.com/083002425/packages/esm>

083002425





## Seating - Sofas and Loveseats



305321 - Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H



305322 - Key Largo Sofa, Black Fabric, 79"L 35"D 34"H



305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H



305364 - Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H



305362 - Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H



305217 - Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H



305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H



305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H



305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H



305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H



305221 - Sofa, Roma, White Vinyl, 78"L 31"D 33"H



305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H



305268 - Sofa, Tangiers, 78"L 37"D 36"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

## Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H



305072 - Chair, Barcelona, Black, 30"L 31"D 35"H



305073 - Chair, Barcelona, White, 30"L 30"D 31"H



305266 - Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H



305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H



305220 - Chair, Roma, White Vinyl, 37"L 31"D 33"H



305269 - Chair, Tangiers, 34"L 37"D 36"H



305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H



305267 - Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"H



305363 - Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H



305222 - Roma Chair, Powered White Vinyl, 37"L 31"D 33"H

## Seating - Chairs



305152 - Chair, Altura, Guest, 25"L 20"D 34"H



305041 - Chair, Berlin, Black/White, 18"L 22"D 32"H



305042 - Chair, Berlin, Red/White, 18"L 22"D 32"H



305110 - Chair, Brewer, Black, 20"L 20"D 32"H



305260 - Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H



305285 - Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H



305231 - Chair, Fusion, Clear/White, 19"L 21"D 32"H



305230 - Chair, Fusion, Green/White, 19"L 21"D 32"H



305232 - Chair, Fusion, Red/White, 19"L 21"D 32"H



305079 - Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H



305034 - Chair, Iso Mesh Black, 36"L 24"D 38"H



305111 - Chair, Jetson, 19"L 18"D 31"H



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D



305149 - Chair, Luxor, Guest, 27"L 28"D 40"H



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H



305108 - Chair, New York, 23"L 32"D 33"H



305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H



305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H



305250 - Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H





## Seating - Ottomans



305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H



305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H



305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H



305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H



305085 - Ottoman, Cube, Black, 17"L 17"D 18"H



305093 - Ottoman, Cube, White Leather, 17"L 17"D 18"H



305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H



305280 - Ottoman, Square Seat, Black, 34"L 34"D 15"H



305279 - Ottoman, Square Seat, White, 34"L 34"D 15"H



305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H



305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H



305243 - Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H



305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H



305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H



305245 - Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H



305247 - Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H

## Seating - Office and Utility Seating



305126 - Chair, Altura Task, 25"L 26"D 21"H



305150 - Chair, Altura, High Back, 25"L 25"D 43"H Adj.



305151 - Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H



305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.



305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.



305309 - Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H



305307 - Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H



305308 - Pro Executive Mid Back Chair, White, 24"L 22"D 40"H



305043 - Stool, Drafting, 25"L 26"D 34"H

## Seating - Barstools



305370 - Apex  
Barstool, Black  
Vinyl, 21"L 21"D  
33"H



305371 - Apex  
Barstool, Blue  
Ultra Suede,  
21"L 21"D 33"H



305372 - Apex  
Barstool, Red  
Vinyl, 21"L 21"D  
33"H



305373 - Apex  
Barstool, White  
Vinyl, 21"L 21"D  
33"H



305012 -  
Barstool,  
Banana, Black,  
21"L 22"D 30"H



305013 -  
Barstool,  
Banana, White,  
21"L 22"D 30"H



305010 -  
Barstool, Gin,  
Maple, 16"L 16"D  
29"H



305023 -  
Barstool, Ice,  
Transparent/  
Chrome, 16.75"L  
16"D 32"H



305011 -  
Barstool, Jetson,  
Black, 18"L 19"D  
29"H



305289 -  
Barstool, Lift,  
Chrome/Black  
Seat, 15" Round  
23-33.5"H



305292 -  
Barstool, Lift,  
Chrome/Gray  
Seat, 15" Round  
23-33.5"H



305291 -  
Barstool, Lift,  
Chrome/Red  
Seat, 15" Round  
23-33.5"H



305290 -  
Barstool, Lift,  
Chrome/White  
Seat, 15" Round  
23-33.5"H



305009 -  
Barstool, Oslo,  
Blue, 17"L 20"D  
30"H



305008 -  
Barstool, Oslo,  
White, 17"L 20"D  
30"H



305288 -  
Barstool,  
Rustique,  
Gunmetal, 13"L  
13"D 30"D



305206 -  
Barstool, Shark  
Swivel, White/  
Chrome Base,  
22"L 19"D 34"-  
44"H



305207 -  
Barstool, Zooey  
Swivel, White/  
Chrome Base,  
15"Lx17"Dx31"-3  
5"H



305259 -  
Christopher  
Barstool, 19"L  
15"D 41"H

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red



Brushed Blue



Silver Textured

## Tables - Cafe



305315 - 30"  
Round Café  
Table w/  
Hydraulic Base,  
Mahogany Top,  
30"RND 29"H



305318 - 30"  
Round Café  
Table w/  
Hydraulic Base,  
Orange Top,  
30"RND 29"H



305067 - G30  
Cafe Table,  
Powered White  
Top, 72"L 26"D  
30"H



305162 - Table,  
Cafe, Blue/  
Black, 30"  
Round 29"H



305154 - Table,  
Cafe, Blue/  
Hydraulic Base,  
30" Round 29"H



305164 - Table,  
Cafe, Graphite/  
Black, 30"  
Round 29"H



305167 - Table,  
Cafe, Graphite/  
Black, 36"  
Round 29"H



305156 - Table,  
Cafe, Graphite/  
Hydraulic Base,  
30" Round 29"H



305159 - Table,  
Cafe, Graphite/  
Hydraulic Base,  
36" Round 29"H



305165 - Table,  
Cafe, Maple/  
Black, 30"  
Round 29"H



305168 - Table,  
Cafe, Maple/  
Black, 36"  
Round 29"H



305157 - Table,  
Cafe, Maple/  
Hydraulic Base,  
30" Round 29"H



305160 - Table,  
Cafe, Maple/  
Hydraulic Base,  
36" Round 29"H



305161 - Table,  
Cafe, Red/  
Black, 30"  
Round 29"H



305153 - Table,  
Cafe, Red/  
Hydraulic Base,  
30" Round 29"H



305282 - Table,  
Cafe, Silver  
Texture/Black  
Base, 30"  
Round 29"H



305299 - Table,  
Cafe, Silver  
Textured Grain/  
Hydraulic Base,  
30" Round 29"H



305283 - Table,  
Cafe, White  
Laminate/Black  
Base, 36"  
Round 29"H



305301 - Table,  
Cafe, White  
Laminate/  
Hydraulic Base,  
36" Round 29"H

## Tables - Bar



305316 - 30"  
Round Bar Table  
w/ Hydraulic  
Base, Mahogany  
Top, 30"RND  
45"H



305317 - 30"  
Round Bar Table  
w/ Hydraulic  
Base, Orange  
Top, 30"RND  
45"H



305071 - G30  
Bar Table,  
Powered White  
Top, 72"L 26"D  
42"H



305131 - Table,  
Bar, Blue/Black,  
30" Round 42"H



305140 - Table,  
Bar, Blue/  
Hydraulic Base,  
30" Round 42"H



305133 - Table,  
Bar, Graphite/  
Black, 30" Round  
42"H



305136 - Table,  
Bar, Graphite/  
Black, 36" Round  
42"H



305142 - Table,  
Bar, Graphite/  
Hydraulic Base,  
30" Round 42"H



305145 - Table,  
Bar, Graphite/  
Hydraulic Base,  
36" Round 42"H



305134 - Table,  
Bar, Maple/Black,  
30" Round 42"H



305137 - Table,  
Bar, Maple/Black,  
36" Round 42"H



305143 - Table,  
Bar, Maple/  
Hydraulic Base,  
30" Round 42"H



305146 - Table,  
Bar, Maple/  
Hydraulic Base,  
36" Round 42"H



305130 - Table,  
Bar, Red/Black,  
30" Round 42"H



305139 - Table,  
Bar, Red/  
Hydraulic Base,  
30" Round 42"H



305286 - Table,  
Bar, Silver  
Textured Grain/  
Black Base, 30"  
Round 42"H



305302 - Table,  
Bar, Silver  
Textured Grain/  
Hydraulic Base,  
30" Round 42"H



305287 - Table,  
Bar, White  
Laminate/Black  
Base, 36" Round  
42"H



305303 - Table,  
Bar, White  
Laminate/  
Hydraulic Base,  
36" Round 42"H

## Tables - Cocktail



305189 - G30 Cocktail Table, Powered White Top, 72\"/>



305188 - Sydney Powered Cocktail Table, Black, 48\"/>



305187 - Sydney Powered Cocktail Table, White, 48\"/>



305017 - Table, Cocktail, Geo, Black, 50\"/>



305014 - Table, Cocktail, Geo, Chrome, 50\"/>



305020 - Table, Cocktail, Inspiration, 42\"/>



305210 - Table, Cocktail, Oliver, 47\"/>



305016 - Table, Cocktail, Silverado, 36\"/>



305025 - Table, Cocktail, Sydney Black, 48\"/>



305024 - Table, Cocktail, Sydney White, 48\"/>

## Tables - End Tables



305112 - Regis End Table, 16\"/>



305273 - Table, Aura, White Metal, 15\"/>



305274 - Table, E, Wood, 21\"/>



305047 - Table, End, Geo, Black, 26\"/>



305044 - Table, End, Geo, Chrome, 26\"/>



305049 - Table, End, Inspiration, 24\"/>



305211 - Table, End, Oliver, 22\"/>



305046 - Table, End, Silverado, 24\"/>



305050 - Table, End, Sydney, Black, 27\"/>



305048 - Table, End, Sydney, White, 27\"/>



# GES

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Experience  
Specialists™

## Specialty Furniture



305276 - Table,  
Mosaic, Set of 3



305275 - Table,  
Timber, Wood, 16"  
Round 17"H

### Conference Tables



305190 - Powered Conference  
Table Module, Black, 5"L 2.25"D  
2"H



305175 - Table, Conf., Geo, Black,  
42"L 42"D 29"H



305176 - Table, Conf., Geo, Black,  
60"L 36"D 29"H



305173 - Table, Conf., Geo,  
Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo,  
Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite,  
42" Round 29"H



305028 - Table, Conf., Graphite,  
72"L 36"D 29"H



305029 - Table, Conf., Graphite,  
96"L 36"D 29"H



305033 - Table, Conf., Mahogany,  
120"L 42"W 29"H



305030 - Table, Conf., Mahogany,  
42" Round, 42"L 42"W 29"H



305031 - Table, Conf., Mahogany,  
72"L 42"W 29"H



305032 - Table, Conf., Mahogany,  
96"L 42"W 29"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.





# GES

Global  
Experience  
Specialists™

## Specialty Furniture



305177 - Table, Conf., Manhattan,  
42" Round 29"H



305293 - Table, Conf., Merlin,  
Gray Laminate/Black, 46"L 29"D  
30"H



305281 - Table, Conf., White  
Laminate, 42" Round 29"H



305208 - Table, Nova, Oval,  
White/Silver Legs, 71"L 35.5"D  
29"H

### Tables - Martini Bar

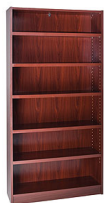


305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

### Product Display



305001 - Bookcase, Mahogany,  
36"L 13"D 71"H



305053 - Etagere, Black, 30"L  
16"D 70"H



305052 - Etagere, Pewter, 30"L  
16"D 70"H



305103 - Pedestal, Locking  
Door, Black, 24"L 24"D 42"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



305297 - Pedestal, Powered  
Locking, Black, 24"L 24"D 30"H



305295 - Pedestal, Powered  
Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered  
Locking, White, 24"L 24"D 30"H



305296 - Pedestal, Powered  
Locking, White, 24"L 24"D 42"H

## Office and Utility Furniture



305039 - Credenza, Mahogany,  
72"L 24"D 29"H



305056 - Desk, Executive,  
Mahogany, 60"L 30"D 29"H



305294 - Desk, Writing/Work  
Table, White Laminate/White,  
48"L 24"D 30"H



305058 - File, Lateral,  
Mahogany, 36"L 20"D 29"H

## Lamps



305204 - Lamp, Floor,  
Mason, Silver, 18" Round  
55"H



305205 - Lamp, Table,  
Mason, Silver, 16" Round  
26"H

## Accessories



305380 - Charging  
Adapter, Black, 33"L



305381 - Charging  
Adapter, White, 33"L



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**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**
**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
 Walter E. Washington Convention Center  
 October 3 - 5, 2016

**Discount Deadline Date:**  
 September 6, 2016

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Seating - Sofas and Loveseats</b>				<b>Seating - Ottomans</b>			
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	\$ 625.00	\$ 938.00	305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	\$ 139.25	\$ 209.00
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	\$ 676.00	\$ 1,014.00	305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	\$ 139.25	\$ 209.00
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	\$ 653.00	\$ 979.75	305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	\$ 139.25	\$ 209.00
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 2	\$ 1,123.25	\$ 1,684.75	<b>Seating - Office and Utility Seating</b>			
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	\$ 1,289.50	\$ 1,934.50	305126	Chair, Altura Task, 25"L 26"D 21"H	\$ 166.50	\$ 249.50
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	\$ 1,289.50	\$ 1,934.50	305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 408.75	\$ 613.50
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	\$ 1,643.25	\$ 2,464.75	305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 391.00	\$ 586.50
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,612.00	\$ 2,423.25	305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	\$ 367.00	\$ 551.25
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	\$ 775.75	\$ 1,164.75	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 460.75	\$ 691.50
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	\$ 727.00	\$ 1,092.00	305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 419.00	\$ 629.25
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	\$ 785.25	\$ 1,175.25	305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	\$ 312.00	\$ 468.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	\$ 988.00	\$ 1,487.25	305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"	\$ 607.25	\$ 911.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 732.25	\$ 1,102.50	305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"	\$ 451.25	\$ 677.00
305268	Sofa, Tangiers, 78"L 37"D 36"H	\$ 671.75	\$ 1,007.75	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 241.25	\$ 362.00
<b>Seating - Club Chairs</b>				<b>Seating - Barstools</b>			
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	\$ 612.50	\$ 919.25	305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	\$ 327.50	\$ 492.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 890.25	\$ 1,331.25	305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	\$ 327.50	\$ 492.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 954.75	\$ 1,435.25	305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	\$ 327.50	\$ 492.00
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	\$ 405.50	\$ 608.50	305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	\$ 327.50	\$ 492.00
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	\$ 523.00	\$ 785.25	305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 181.00	\$ 271.50
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	\$ 612.50	\$ 919.25	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 181.00	\$ 271.50
305269	Chair, Tangiers, 34"L 37"D 36"H	\$ 471.00	\$ 707.25	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 233.00	\$ 349.50
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 429.50	\$ 644.75	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	\$ 241.25	\$ 362.00
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	\$ 507.50	\$ 761.25	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 299.50	\$ 449.25
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	\$ 541.75	\$ 813.25	305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.	\$ 146.75	\$ 220.50
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	\$ 833.00	\$ 1,248.00	305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5	\$ 146.75	\$ 220.50
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	\$ 833.00	\$ 1,248.00	305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5	\$ 146.75	\$ 220.50
<b>Seating - Chairs</b>				305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33	\$ 146.75	\$ 220.50
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 339.00	\$ 508.50	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 329.75	\$ 495.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 136.25	\$ 205.00	305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 329.75	\$ 495.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 136.25	\$ 205.00	305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	\$ 187.25	\$ 280.75
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 169.50	\$ 254.75	305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 1	\$ 443.00	\$ 664.50
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D	\$ 151.75	\$ 227.75	305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx1	\$ 402.50	\$ 604.25
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	\$ 101.75	\$ 153.00	305259	Christopher Barstool, 19"L 15"D 41"H	\$ 329.75	\$ 495.00
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	\$ 169.50	\$ 254.75	<b>Tables - Cafe</b>			
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	\$ 169.50	\$ 254.75	305315	30" Round Café Table w/ Hydraulic Base, Mahogany	\$ 394.25	\$ 591.75
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	\$ 169.50	\$ 254.75	305318	30" Round Café Table w/ Hydraulic Base, Orange T	\$ 394.25	\$ 591.75
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 241.25	\$ 362.00	305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"	\$ 1,227.25	\$ 1,840.75
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 353.50	\$ 530.50	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 253.75	\$ 380.75
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 223.50	\$ 336.00	305154	Table, Cafe, Blue/Hydraulic Base, 30" Round 29"H	\$ 340.00	\$ 510.75
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 2	\$ 548.00	\$ 822.75	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 253.75	\$ 380.75
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 370.25	\$ 555.25	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 297.50	\$ 446.25
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	\$ 564.75	\$ 847.50	305156	Table, Cafe, Graphite/Hydraulic Base, 30" Round 29	\$ 340.00	\$ 510.75
305108	Chair, New York, 23"L 32"D 33"H	\$ 229.75	\$ 345.25	305159	Table, Cafe, Graphite/Hydraulic Base, 36" Round 29	\$ 400.50	\$ 601.00
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	\$ 211.00	\$ 317.25	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 253.75	\$ 380.75
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	\$ 348.50	\$ 523.00	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 297.50	\$ 446.25
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	\$ 151.75	\$ 227.75	305157	Table, Cafe, Maple/Hydraulic Base, 30" Round 29"H	\$ 340.00	\$ 510.75
<b>Seating - Ottomans</b>				305160	Table, Cafe, Maple/Hydraulic Base, 36" Round 29"H	\$ 400.50	\$ 601.00
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	\$ 456.50	\$ 685.25	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 253.75	\$ 380.75
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	\$ 456.50	\$ 685.25	305153	Table, Cafe, Red/Hydraulic Base, 30" Round 29"H	\$ 340.00	\$ 510.75
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	\$ 454.50	\$ 682.25	305282	Table, Cafe, Silver Texture/Black Base, 30" Round 2	\$ 249.50	\$ 374.50
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	\$ 454.50	\$ 682.25	305299	Table, Cafe, Silver Textured Grain/Hydraulic Base, 3	\$ 314.00	\$ 471.00
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 122.75	\$ 184.00	305283	Table, Cafe, White Laminate/Black Base, 36" Round	\$ 297.50	\$ 446.25
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 116.50	\$ 174.75	305301	Table, Cafe, White Laminate/Hydraulic Base, 36" Ro	\$ 400.50	\$ 601.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 279.75	\$ 420.25	<b>Tables - Bar</b>			
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	\$ 257.00	\$ 385.75	305316	30" Round Bar Table w/ Hydraulic Base, Mahogany	\$ 394.25	\$ 591.75
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	\$ 257.00	\$ 385.75	305317	30" Round Bar Table w/ Hydraulic Base, Orange To	\$ 394.25	\$ 591.75
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	\$ 139.25	\$ 209.00	305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	\$ 1,601.50	\$ 2,402.50
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D	\$ 139.25	\$ 209.00	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 264.25	\$ 396.25
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D	\$ 139.25	\$ 209.00	305140	Table, Bar, Blue/Hydraulic Base, 30" Round 42"H	\$ 346.25	\$ 520.00
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	\$ 139.25	\$ 209.00				

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**AUSA Annual Meeting & Exposition, A Professional Development Forum**

Walter E. Washington Convention Center

October 3 - 5, 2016

**Discount Deadline Date:**

September 6, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Tables - Bar</b>				<b>Tables - Conference</b>			
305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 264.25	\$ 396.25	305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	\$ 495.00	\$ 742.50
305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 325.50	\$ 488.75	305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	\$ 324.50	\$ 486.75
305142	Table, Bar, Graphite/Hydraulic Base, 30" Round 42"	\$ 346.25	\$ 520.00	305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	\$ 495.00	\$ 742.50
305145	Table, Bar, Graphite/Hydraulic Base, 36" Round 42"	\$ 404.50	\$ 607.25	305027	Table, Conf., Graphite, 42" Round 29"H	\$ 404.50	\$ 607.25
305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 264.25	\$ 396.25	305028	Table, Conf., Graphite, 72"L 36"D 29"H	\$ 549.00	\$ 823.75
305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 325.50	\$ 488.75	305029	Table, Conf., Graphite, 96"L 36"D 29"H	\$ 675.00	\$ 1,013.00
305143	Table, Bar, Maple/Hydraulic Base, 30" Round 42"H	\$ 346.25	\$ 520.00	305033	Table, Conf., Mahogany, 120"L 42"W 29"H	\$ 737.25	\$ 1,102.50
305146	Table, Bar, Maple/Hydraulic Base, 36" Round 42"H	\$ 404.50	\$ 607.25	305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	\$ 417.00	\$ 626.00
305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 264.25	\$ 396.25	305031	Table, Conf., Mahogany, 72"L 42"W 29"H	\$ 494.00	\$ 741.50
305139	Table, Bar, Red/Hydraulic Base, 30" Round 42"H	\$ 346.25	\$ 520.00	305032	Table, Conf., Mahogany, 96"L 42"W 29"H	\$ 601.00	\$ 901.75
305286	Table, Bar, Silver Textured Grain/Black Base, 30" R	\$ 274.50	\$ 411.75	305177	Table, Conf., Manhattan, 42" Round 29"H	\$ 369.25	\$ 554.25
305302	Table, Bar, Silver Textured Grain/Hydraulic Base, 30	\$ 335.00	\$ 502.25	305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"	\$ 455.50	\$ 683.25
305287	Table, Bar, White Laminate/Black Base, 36" Round	\$ 325.50	\$ 488.75	305281	Table, Conf., White Laminate, 42" Round 29"H	\$ 368.25	\$ 552.25
305303	Table, Bar, White Laminate/Hydraulic Base, 36" Rou	\$ 323.50	\$ 485.75	305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 2	\$ 650.00	\$ 975.50
<b>Tables - Cocktail</b>				<b>Tables - Martini Bar</b>			
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D	\$ 883.00	\$ 1,320.75	305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	\$ 3,536.00	\$ 5,304.00
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 1	\$ 504.50	\$ 757.00	305003	Table, Bar, Martini, 50"L 50"D 47"H	\$ 1,341.50	\$ 2,017.50
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 1	\$ 504.50	\$ 757.00	<b>Product Display</b>			
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 270.50	\$ 405.50	305001	Bookcase, Mahogany, 36"L 13"D 71"H	\$ 388.00	\$ 582.50
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 276.75	\$ 415.00	305053	Etagere, Black, 30"L 16"D 70"H	\$ 356.75	\$ 535.50
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 364.00	\$ 546.00	305052	Etagere, Pewter, 30"L 16"D 70"H	\$ 356.75	\$ 535.50
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	\$ 275.50	\$ 414.00	305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	\$ 526.25	\$ 789.25
305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 320.25	\$ 480.50	305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	\$ 610.50	\$ 916.25
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 368.25	\$ 552.25	305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	\$ 729.00	\$ 1,092.00
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 368.25	\$ 552.25	305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	\$ 610.50	\$ 916.25
<b>Tables - End Tables</b>				305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	\$ 729.00	\$ 1,092.00
305112	Regis End Table, 16"L 15.5"D 16.5"H	\$ 400.50	\$ 601.00	<b>Office and Utility Furniture</b>			
305273	Table, Aura, White Metal, 15" Round 22"H	\$ 183.00	\$ 274.50	305039	Credenza, Mahogany, 72"L 24"D 29"H	\$ 634.50	\$ 951.50
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	\$ 174.75	\$ 262.00	305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	\$ 589.75	\$ 885.00
305047	Table, End, Geo, Black, 26"L 26"D 20"H	\$ 241.25	\$ 362.00	305294	Desk, Writing/Work Table, White Laminate/White, 48	\$ 434.75	\$ 652.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	\$ 251.75	\$ 377.50	305058	File, Lateral, Mahogany, 36"L 20"D 29"H	\$ 494.00	\$ 741.50
305049	Table, End, Inspiration, 24"L 28"D 22"H	\$ 345.25	\$ 518.00	<b>Lamps</b>			
305211	Table, End, Oliver, 22" Round 22"H	\$ 241.25	\$ 362.00	305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	\$ 328.75	\$ 493.00
305046	Table, End, Silverado, 24" Round 22"H	\$ 300.50	\$ 451.25	305205	Lamp, Table, Mason, Silver, 16" Round 26"H	\$ 241.25	\$ 362.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	\$ 271.50	\$ 407.75	<b>Accessories</b>			
305048	Table, End, Sydney, White, 27"L 23"D 22"H	\$ 271.50	\$ 407.75	305380	Charging Adapter, Black, 33"L	\$ 29.50	\$ 44.25
305276	Table, Mosaic, Set of 3	\$ 342.25	\$ 513.75	305381	Charging Adapter, White, 33"L	\$ 29.50	\$ 44.25
305275	Table, Timber, Wood, 16" Round 17"H	\$ 215.25	\$ 323.50				
<b>Tables - Conference</b>							
305190	Powered Conference Table Module, Black, 5"L 2.25	\$ 106.00	\$ 159.00				
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	\$ 305.75	\$ 458.75				

**Place Order Here**

ITEM#	DESCRIPTION	PRICE	X	QTY	=	TOTAL	X	5.75% TAX	=	GRAND TOTAL
										\$
										\$
										\$
										\$
										\$
										\$
										\$

Prices include delivery, installation, rental, and removal.

**Orders received after the discount deadline date are subject to availability and/or substitutions.**
**Cancellation Policy:** Items cancelled will be charged 100% of original price after move-in begins.

**Payment Enclosed**

I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT

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**Price List**

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404301	Chair Package A <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.</i>	<b>\$ 409.70</b>	\$ 615.00	404504	Bar Package <i>Includes: (2) White Oslo Barstools, (1) Martini Bar.</i>	<b>\$ 2,001.00</b>	\$ 3,007.50
404323	Display Case Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.</i>	<b>\$ 740.50</b>	\$ 1,111.75	404501	Barcelona Club Package <i>Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.</i>	<b>\$ 2,125.75</b>	\$ 3,180.50
404324	Display Case Package B <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.</i>	<b>\$ 785.75</b>	\$ 1,179.50	404503	Deluxe Chair Package <i>Includes: (2) New York Chairs, (1) Cafe Table 36"X29".</i>	<b>\$ 860.00</b>	\$ 1,291.50
404311	Stool Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.</i>	<b>\$ 364.45</b>	\$ 547.25	404505	Premium Pedestal Package <i>Includes: (2) Black Banana Barstools, (1) Locking Pedestal.</i>	<b>\$ 888.25</b>	\$ 1,332.25
4046	Chair Package B <i>Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.</i>	<b>\$ 354.20</b>	\$ 531.00	404106	Premium Stool Package <i>Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".</i>	<b>\$ 708.25</b>	\$ 1,063.00
4146	Stool Package B <i>Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.</i>	<b>\$ 326.95</b>	\$ 490.50	404508	South Beach Collection <i>Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).</i>	<b>\$ 2,077.00</b>	\$ 3,121.00

Prices include delivery, installation, rental, and removal.

**Cancellation Policy:** Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

**Please Indicate Choice**
**Table Skirt Color (4046, 4146 ONLY).**

Gray will be provided if no color is indicated below:

- |                                   |                                       |                               |
|-----------------------------------|---------------------------------------|-------------------------------|
| <input type="checkbox"/> Beige    | <input type="checkbox"/> Black        | <input type="checkbox"/> Blue |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold |
| <input type="checkbox"/> Gray     | <input type="checkbox"/> Purple       | <input type="checkbox"/> Red  |
| <input type="checkbox"/> Teal     | <input type="checkbox"/> White        |                               |

**Place Order Here**

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Rental Tax: 5.75%		A x 5.75% = B	\$
<b>C.</b>	Payment Enclosed		A + B = C	\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature - Please Sign:</b>				X
AUTHORIZED NAME - PLEASE PRINT				DATE

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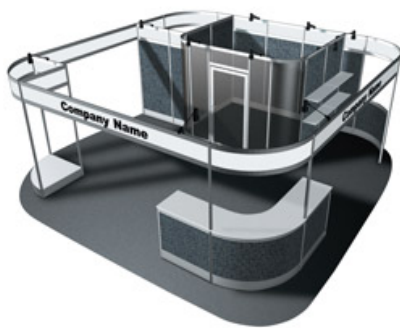
083002425



With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicer® representative at [www.ges.com/chat](http://www.ges.com/chat).

## 20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

## 10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 117" x 12" digitally printed sign
- one 57-7/8" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

## 10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

## 6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

## Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



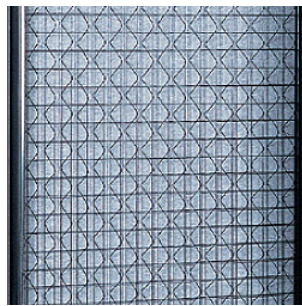
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

## Trim and Panel Choices

### Panel Type & Color



Coated: Black



Coated: Oxford White



Coated: Prism Blue



Coated: Silver Gray



Fabric: Black



Fabric: Blue



Fabric: Gray

### Trim Color



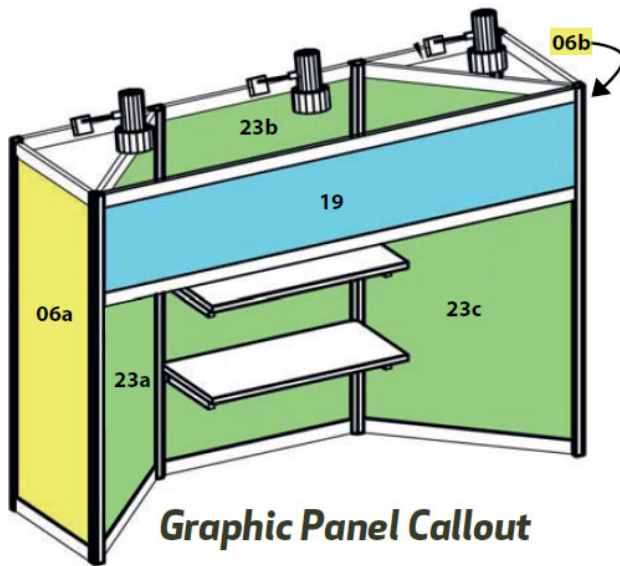
Black



Silver

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

## Exhibit #1, 6' Tabletop (600001)



**23** 608323 26 9/16" wide x 45" tall

Discount Price - \$155.25 /Regular Price - \$233.50

**Produced on 3/16" Thick White Foamcore**

**06** 608306 18 7/16" wide x 45" tall

Discount Price - \$64.00 /Regular Price - \$96.25

**Produced on 3/16" Thick White Foamcore**

**19** 608319 65 15/16" wide x 12" tall

Discount Price - \$102.25 /Regular Price - \$153.25

**Produced on 3/16" Thick White Foamcore**

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only.  
GEM units are rented separately.

GES requires a form of payment for booth graphics in order  
to produce signage. Please see Payment and Credit Card  
Authorization (G-2) for required information.

Please contact GES National Service Center at  
800.475.2098 or 702.515.5970 with any questions or  
concerns.

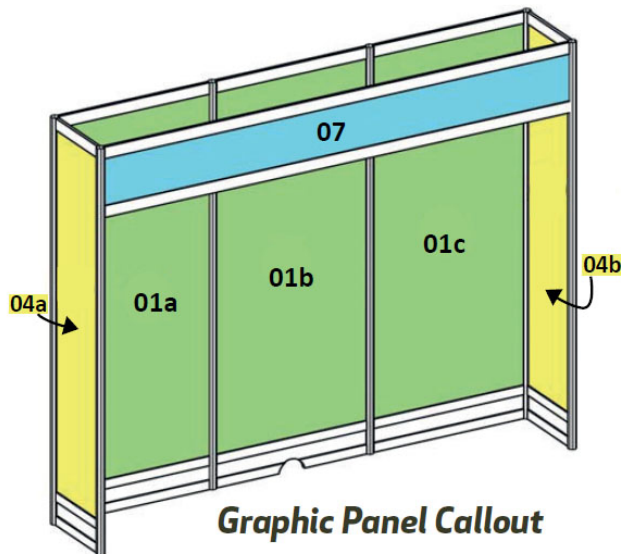
Link: <https://e.ges.com/083002425/exhibit1/esm>



**Booth Rendering**



## Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$425.25 /Regular Price - \$638.50  
**Produced on 3/16" Thick White Foamcore**
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$212.25 /Regular Price - \$318.25  
**Produced on 3/16" Thick White Foamcore**
- 07** 608307 117" wide x 12" tall  
Discount Price - \$182.00 /Regular Price - \$273.25  
**Produced on 3/16" Thick White Foamcore**

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only.  
GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800.475.2098 or 702.515.5970 with any questions or concerns.

Link: <https://e.ges.com/083002425/exhibit2/esm>

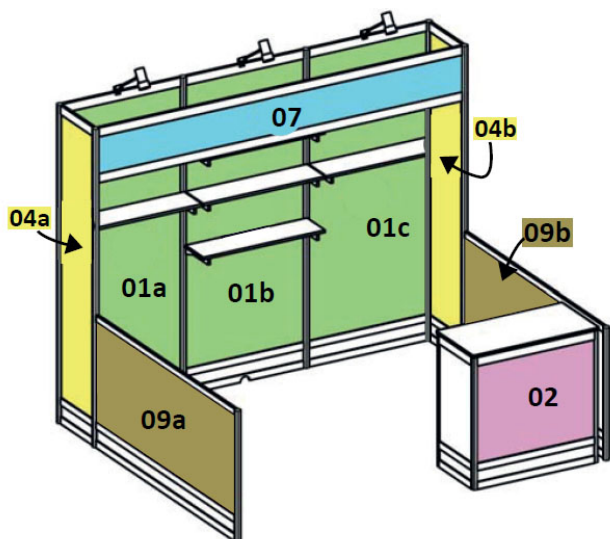


**Booth Rendering**

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.



## Exhibit #3, 10 x 10 (600003)



**Graphic Panel Callout**

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$425.25 /Regular Price - \$638.50  
**Produced on 3/16" Thick White Foamcore**
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$212.25 /Regular Price - \$318.25  
**Produced on 3/16" Thick White Foamcore**
- 07** 608307 117" wide x 12" tall  
Discount Price - \$182.00 /Regular Price - \$273.25  
**Produced on 3/16" Thick White Foamcore**
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$150.00 /Regular Price - \$225.00  
**Produced on 3/16" Thick White Foamcore**
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$302.00 /Regular Price - \$453.25  
**Produced on 3/16" Thick White Foamcore**

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only.  
GEM units are rented separately.

GES requires a form of payment for booth graphics in order  
to produce signage. Please see Payment and Credit Card  
Authorization (G-2) for required information.

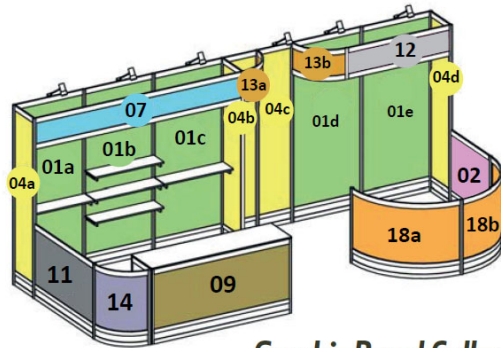
Please contact GES National Service Center at  
800.475.2098 or 702.515.5970 with any questions or  
concerns.

Link: <https://e.ges.com/083002425/exhibit3/esm>



**Booth Rendering**

## Exhibit #4, 10 x 20 (600004)



**Graphic Panel Callout**

- 12** 608312 57 7/8" wide x 12" tall  
Discount Price - \$93.00 /Regular Price - \$140.50  
**Produced on 3/16" Thick White Foamcore**
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$46.50 /Regular Price - \$70.00  
**Produced on 1/8" Thick White Komatex**
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$238.00 /Regular Price - \$356.75  
**Produced on 1/8" Thick White Komatex**
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$302.00 /Regular Price - \$453.25  
**Produced on 3/16" Thick White Foamcore**
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$116.75 /Regular Price - \$175.75  
**Produced on 1/8" Thick White Komatex**

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800.475.2098 or 702.515.5970 with any questions or concerns.

Link: <https://e.ges.com/083002425/exhibit4/esm>

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$425.25 /Regular Price - \$638.50  
**Produced on 3/16" Thick White Foamcore**

- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$212.25 /Regular Price - \$318.25  
**Produced on 3/16" Thick White Foamcore**

- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$89.75 /Regular Price - \$135.00  
**Produced on 3/16" Thick White Foamcore**

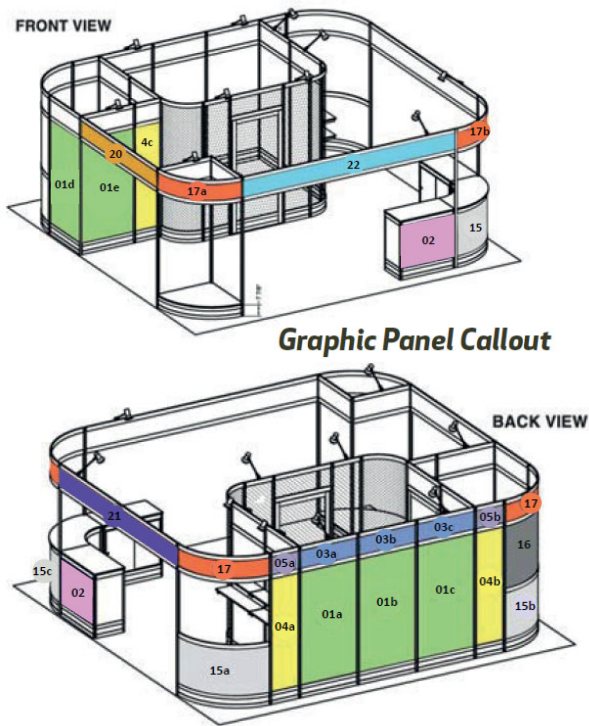
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$150.00 /Regular Price - \$225.00  
**Produced on 3/16" Thick White Foamcore**

- 07** 608307 117" wide x 12" tall  
Discount Price - \$182.00 /Regular Price - \$273.25  
**Produced on 3/16" Thick White Foamcore**



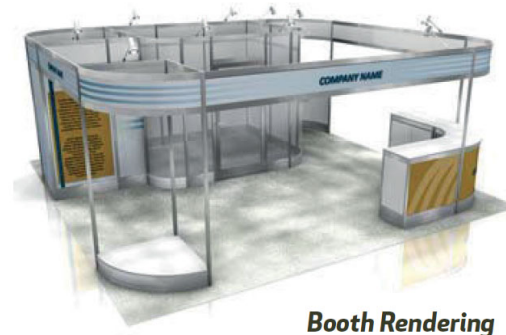
**Booth Rendering**

## Exhibit #5, 20 x 20 (600005)



- 21** 608321 136 9/16" wide x 12" tall  
Discount Price - \$139.25 /Regular Price - \$208.75  
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall  
Discount Price - \$151.00 /Regular Price - \$227.00  
Produced on 3/16" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall  
Discount Price - \$173.50 /Regular Price - \$260.25  
Produced on 1/8" Thick White Komatex
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$150.00 /Regular Price - \$225.00  
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall  
Discount Price - \$59.50 /Regular Price - \$89.25  
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall  
Discount Price - \$46.50 /Regular Price - \$70.00  
Produced on 3/16" Thick White Foamcore

- 01** 608301 38 1/8" wide x 72 3/8" tall  
Discount Price - \$425.25 /Regular Price - \$638.50  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 72 3/8" tall  
Discount Price - \$212.25 /Regular Price - \$318.25  
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall  
Discount Price - \$285.00 /Regular Price - \$427.50  
Produced on 1/8" Thick White Komatex
- 15** 608315 60 11/16" wide x 30 1/4" tall  
Discount Price - \$238.00 /Regular Price - \$356.75  
Produced on 1/8" Thick White Komatex
- 22** 608322 156 1/4" wide x 12" tall  
Discount Price - \$241.00 /Regular Price - \$362.25  
Produced on 3/16" Thick White Foamcore



All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800.475.2098 or 702.515.5970 with any questions or concerns.

Link: <https://e.ges.com/083002425/exhibit5/esm>



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All orders are governed by the GES Payment Policy and GES Terms &amp; Conditions of Contract as specified in this Exhibitor Services Manual.

**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Discount Deadline Date:**  
September 6, 2016

Go to below link to view images and information:  
<http://ges.com/ecom/info/D1-Brochure-CORE.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>20x20 Exhibits</b>			
600005	Exhibit System GEM #5, 20'x20' Island	\$ 12,513.75	\$ 18,771.00
<b>10x20 Exhibits</b>			
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 6,439.00	\$ 9,658.50
<b>10x10 Exhibits</b>			
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 2,095.75	\$ 3,143.75
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 2,932.50	\$ 4,398.25
<b>6ft Table Display</b>			
600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 1,025.50	\$ 1,538.00

**Cancellation Policy:** Furniture Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

**Please Indicate Choices**
**Place Order Here**
**13 oz. Standard Carpet Colors** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:

- |                                   |  |                                   |
|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Black    | <input type="checkbox"/> Blue          | <input type="checkbox"/> Blue Jay |
| <input type="checkbox"/> Burgundy | <input type="checkbox"/> Emerald Green | <input type="checkbox"/> Gray     |
| <input type="checkbox"/> Pepper   | <input type="checkbox"/> Red           |                                   |

**Table Skirt Color** (600001 ONLY).

Gray will be provided if no color is indicated below:

- |                                       |                                |                                   |
|---------------------------------------|--------------------------------|-----------------------------------|
| <input type="checkbox"/> Beige        | <input type="checkbox"/> Blue  | <input type="checkbox"/> Burgundy |
| <input type="checkbox"/> Forest Green | <input type="checkbox"/> Gold  | <input type="checkbox"/> Gray     |
| <input type="checkbox"/> Purple       | <input type="checkbox"/> Red   | <input type="checkbox"/> Teal     |
| <input type="checkbox"/> White        | <input type="checkbox"/> Black |                                   |

**Panel Type and Color** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Fabric: Gray will be provided if no color is indicated below:

- |   |   |
|---|---|
| <input type="checkbox"/> Coated: Black      | <input type="checkbox"/> Coated: Oxford White |
| <input type="checkbox"/> Coated: Prism Blue | <input type="checkbox"/> Coated: Silver Gray  |
| <input type="checkbox"/> Fabric: Black      | <input type="checkbox"/> Fabric: Blue         |
| <input type="checkbox"/> Fabric: Gray       |   |


**Trim Metal Color** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Silver will be provided if no color is indicated below:

- |                                |                                 |
|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Silver |
|--------------------------------|---------------------------------|

**Electrical or Utilities Under Carpet?**

- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

 The leaf symbol indicates materials recyclable or eco-friendly materials per manufacturer's specifications.

**Cancellation Policy:** Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of original price after installation.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>  
For Custom Exhibits, please send a request to email [gesed@ges.com](mailto:gesed@ges.com)

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Rental Tax: 5.75%		A x 5.75% = B	\$
C.	Payment Enclosed		A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT

DATE

**CUSTOM ID SIGN**

Colored signs are available at additional cost, please go to [http://www.ges.com/ecom/info/exhibit\\_graphics.pdf](http://www.ges.com/ecom/info/exhibit_graphics.pdf) for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

**STANDARD ID SIGN COPY**

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

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**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
 Walter E. Washington Convention Center  
 October 3 - 5, 2016

**Discount Deadline Date:**  
**September 6, 2016**

 Go to below link to view images and information:  
<http://ges.com/ecom/info/D1-Brochure-CORE.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Accessories</b>							
600410	Exhibit, Ad Board, 1M x 8'	\$ 530.25	\$ 795.50				
600110	Exhibit, Armlight Black	\$ 88.25	\$ 132.25				
600103	Exhibit, Counter, 1M Curved	\$ 693.75	\$ 1,041.00				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 392.25	\$ 588.75				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 573.00	\$ 859.25				
600221	Exhibit, Light Box, Large 37"x85"	\$ 758.25	\$ 1,137.50				
600222	Exhibit, Light Box, Medium 37"x56"	\$ 522.25	\$ 783.00				
600223	Exhibit, Light Box, Small 37"x28"	\$ 414.75	\$ 622.50				
661931	Exhibit, Panel, Slatwall, 1M x 8'	\$ 322.50	\$ 483.75				
600291	Exhibit, Panel, Wirewall, 1M	\$ 432.75	\$ 649.75				
600243	Exhibit, Shelf, 1M x 10" Deep	\$ 79.75	\$ 119.75				

**Cancellation Policy:** Furniture Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

**Important Information**
**Place Order Here**

**Panel Type and Color** (600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Fabric: Gray will be provided if no color is indicated below:

- |   |   |
|---|---|
| <input type="checkbox"/> Coated: Black      | <input type="checkbox"/> Coated: Oxford White |
| <input type="checkbox"/> Coated: Prism Blue | <input type="checkbox"/> Coated: Silver Gray  |
| <input type="checkbox"/> Fabric: Black      | <input type="checkbox"/> Fabric: Blue         |
| <input type="checkbox"/> Fabric: Gray       |   |

**Trim Metal Color** (600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Silver will be provided if no color is indicated below:

- |                                |                                 |
|--------------------------------|---------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Silver |
|--------------------------------|---------------------------------|

**Cancellation Policy:** Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of original price after installation.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>  
 For Custom Exhibits, please send a request to email [gesed@ges.com](mailto:gesed@ges.com)

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
<b>A.</b>	Total All items Ordered			\$
<b>B.</b>	Rental Tax: 5.75%		A x 5.75% = B	\$
<b>C.</b>	Payment Enclosed		A + B = C	\$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:** X

AUTHORIZED NAME - PLEASE PRINT	DATE
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**AUSA Annual Meeting & Exposition, A Professional Development Forum**  
Walter E. Washington Convention Center  
October 3 - 5, 2016

**Discount Deadline Date:**  
September 6, 2016

COMPANY NAME	EMAIL ADDRESS	Booth Number
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
401028	<b>SBA Pavilion (AUSAA)</b> Includes: (1) 10' x 10' Standard 13 oz Carpet (1) 6' Skirted Table (2) Padded Side Chairs (1) Wastebasket Vacuum prior to show 200 lbs of Warehouse Freight	<b>\$ 751.00</b>	<b>\$ 1,068.75</b>

**Please Indicate Choice**
**13 oz. Standard Carpet Colors** (Item # 401028 ONLY).

Gray will be provided if no color is indicated below:

☐ Blue      ☐ Black      ☐ Gray

**Table Skirt Color** (Item # 401028 ONLY).

Gray will be provided if no color is indicated below:

☐ Blue      ☐ Black      ☐ Gray  
☐ White

**Place Order Here**

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
401028	SBA Pavilion (AUSAA)			\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Rental Tax: 5.75%		A x 5.75% = B	\$
<b>C.</b>	Payment Enclosed		A + B = C	\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature - Please Sign:</b> X				
AUTHORIZED NAME - PLEASE PRINT				DATE

**Cancellation Policy:** Furniture Package items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)


Order Directly Online:

<https://e.ges.com/083002425/esm>

083002425



All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## AUSA Annual Meeting & Exposition, A Professional Development Forum

Walter E. Washington Convention Center

October 3 - 5, 2016

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

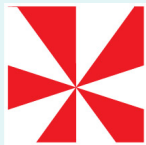
To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

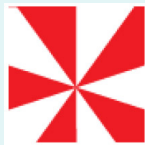
Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression

### AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and require additional hourly charges. Artwork should be created at actual size, however for larger files, such as banner artwork, files can be scaled down to accommodate the limits of the software. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files as defined herein.



**AI / EPS**  
(vector)



**GIF**  
(raster)

**Vectors**  
Editable Text

**Vectors**  
Outlined Text

#### Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. See visual.

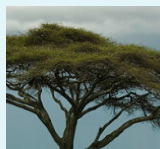
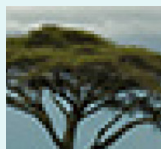
Artwork produced in vinyl, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not suitable because the vinyl plotter cannot interpret raster images. See visual.



**Low resolution**  
(72 dpi)



**High resolution**  
(300 dpi)



#### Bitmap/Raster Artwork

**TIF and PSD** - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

**JPEG** - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

**PDF** - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



#### Color Set Up

If your artwork uses Pantone colors, please supply a Pantone color reference. Some colors are more likely to be achieved than others, but due to printer limitations Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print-outs can be used as a reference for color matching.

#### Fonts

Outline all fonts before sending the files. If you are using a program where this is not an option, include all fonts with your files. Open Type Fonts (OTF) are preferred.

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/083002425/signs>

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## Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
  - a. Import the Illustrator type into Photoshop
  - b. Add effects to the type
  - c. Separate the effects onto a layer
  - d. Delete the type layer
  - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

## File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

*The resulting megabyte size is the approximate amount of digital information we need for best quality output.*

## Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

## Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

## Fonts

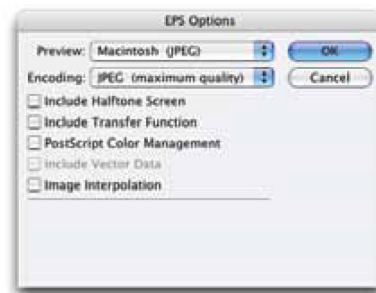
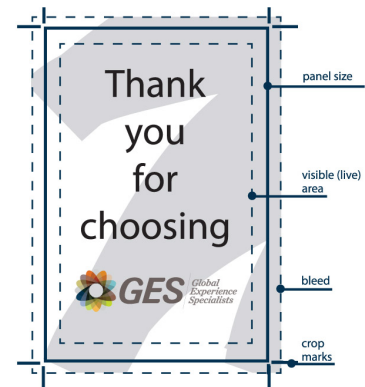
Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, **YOU MUST INCLUDE ALL FONTS** with your files. OTF (open type fonts). are preferred.

## Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

## Remember!

- You **MUST** add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You **MUST** provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.



*figure a.*

## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/083002425/Signs/esm>

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms &amp; Conditions of Contract as specified in this Exhibitor Services Manual.

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Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/083002425/signs>
**Price List**

## Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	242.50	325.25		\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	187.50	270.25		\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	198.75	309.25		\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	358.50	413.75		\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	220.75	275.75		\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	469.00	524.25		\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	331.00	386.00		\$
Please Indicate Choice		A.	Total All items Ordered		\$
<b>I have NOT sent my print ready file(s) to GES</b> Please let us know when you expect to submit your artwork: <input type="checkbox"/> I need assistance submitting my file(s), please contact me <input type="checkbox"/> I will be submitting my file by (date) _____ <input type="checkbox"/> I need GES to set my copy Copy placement only - indicate copy in the area below		B.	Sales Tax: 5.75% <div>A x 5.75 % = B</div>		\$
		C.	Payment Enclosed <div>A + B = C</div>		\$
		<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>			
<b>I have already sent my print ready file(s) to GES</b> Check the submission type used below: <input type="checkbox"/> I sent them to the gesgraphics@ges.com mailbox <input type="checkbox"/> I sent them to the GES office via USPS, FedEx, UPS or other		<b>Authorized Signature - Please Sign:</b> X			
		AUTHORIZED NAME - PLEASE PRINT			
		DATE			

### Need Assistance?

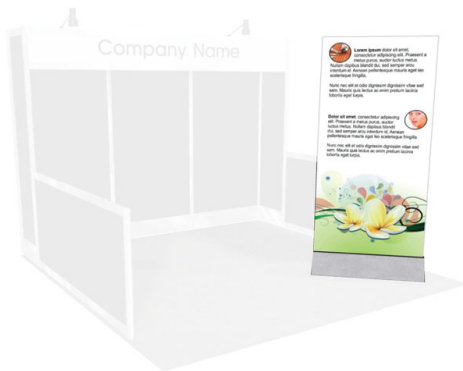
Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)


Order Directly Online:

<https://e.ges.com/083002425/Signs/esm>

083002425

## 38" Ad Board

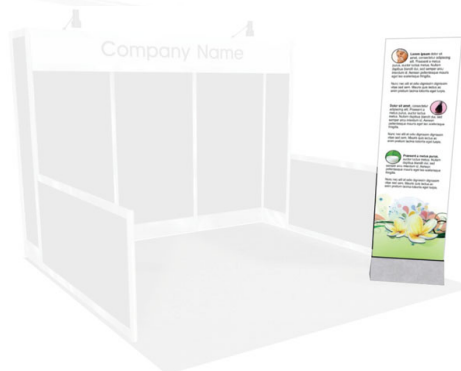


600851 Freestanding 38"W x 84"H Vertical Ad Board w/  
Cardboard Base, Single Sided (includes cardboard  
base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/  
Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 24" Ad Board

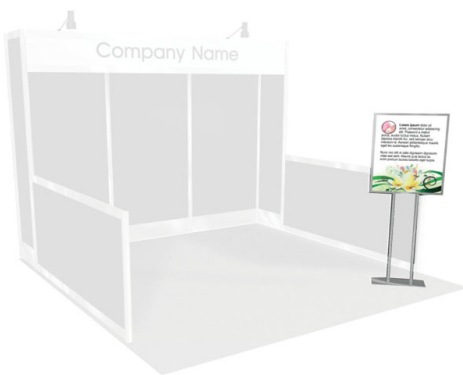


600850 Freestanding 24"W x 84"H Vertical Ad Board w/  
Cardboard Base, Single Sided (includes cardboard  
base, graphic & delivery)

600852 Freestanding 24"W x 84"H Vertical Ad Board w/  
Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double  
Sided

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/  
Silver Grommets, Single Sided

*Banner is available horizontal or vertical.  
Includes silver grommets.*

# Sponsorship Opportunities



# ASSOCIATION OF THE UNITED STATES ARMY **2016** SPONSORSHIP OPPORTUNITIES

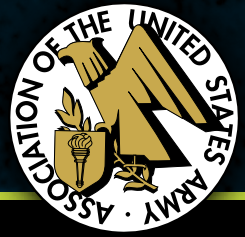


[www.ausa.org/ausameetings](http://www.ausa.org/ausameetings)



# 2016 Sponsorship Opportunities





**A**USA has a vibrant program of Domestic Symposia and Expositions, Hot Topics, Networking Breakfasts, International Events, as well as our Annual Meeting and Exposition – the largest land warfare exposition and professional development forum in North America.

AUSA Sponsorship Opportunities are designed to help maximize your visibility, enhance your brand identity, and provide a convenient way to distribute information regarding your organization's products, services and capabilities at important AUSA/Army events. The variety of events and sponsorships offered give the sponsor the opportunity to increase brand visibility with large targeted audiences.

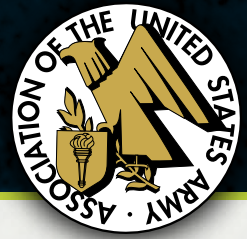
Participation in the AUSA Sponsorship Program is one of the best ways to earn Order-of Merit List (OML) points. The OML is used to establish the order in which our Sustaining Member Companies select their exhibit space at the Annual Meeting.



# Calendar of Events







January 14	<b>AUSA ILW Hot Topics Army Aviation</b> Arlington, Virginia	May 24 - 26	<b>AUSA ILW LANPAC Symposium &amp; Exposition</b> Sheraton Waikiki Honolulu, Hawaii
January 21	<b>AUSA ILW Breakfast</b> Arlington, Virginia	June TBD	<b>AUSA ILW Breakfast</b> Arlington, Virginia
February 11	<b>AUSA ILW Hot Topics Army Air and Missile Defense</b> Arlington, Virginia	June 2	<b>AUSA ILW Hot Topics Army Sustainment</b> Arlington, Virginia
February TBD	<b>AUSA ILW Breakfast</b> Arlington, Virginia	June 13 – 17	<b>Eurosatory</b> The United States Security & Defense Pavilion Paris-Nord Villepinte Paris, France
March 31	<b>AUSA ILW Hot Topics Army Installation Management</b> Arlington, Virginia	July 14	<b>AUSA ILW Hot Topics Army Networks</b> Arlington, Virginia
March TBD	<b>AUSA ILW Breakfast</b> Arlington, Virginia	July TBD	<b>AUSA ILW Breakfast</b> Arlington, Virginia
March 15 – 17	<b>AUSA ILW Global Force Symposium &amp; Exposition</b> Von Braun Center Huntsville, Alabama	September 22	<b>AUSA ILW Hot Topics Army Medical</b> Arlington, Virginia
April TBD	<b>AUSA ILW Breakfast</b> Arlington, Virginia	September TBD	<b>AUSA ILW Breakfast</b> Arlington, Virginia
April 18 – 21	<b>DSA 2016</b> The United States Security & Defense Pavilion Defense Services Asia PWTC Kuala Lumpur, Malaysia	October 3 – 5	<b>AUSA Annual Meeting &amp; Exposition</b> Walter E. Washington Convention Center Washington, DC
May TBD	<b>AUSA ILW Breakfast</b> Arlington, Virginia	November TBD	<b>AUSA ILW Breakfast</b> Arlington, Virginia
May 9 – 12	<b>SOFEX 2016</b> The United States Security & Defense Pavilion Special Operations Forces Exhibition & Conference King Abdullah I Airbase Amman, Jordan	November TBD	<b>AUSA ILW Hot Topics Army Cyber</b> Arlington, Virginia
		December TBD	<b>AUSA ILW Hot Topics Army Contracting</b> Arlington, Virginia

# AUSA ILW Hot Topics Series

## HOT TOPICS

Arlington, Virginia

### **Army Aviation**

January 14

### **Army Air and Missile Defense**

February 11

### **Army Installation Management**

March 31

### **Army Sustainment**

June 2

### **Army Networks**

July 14

### **Army Medical**

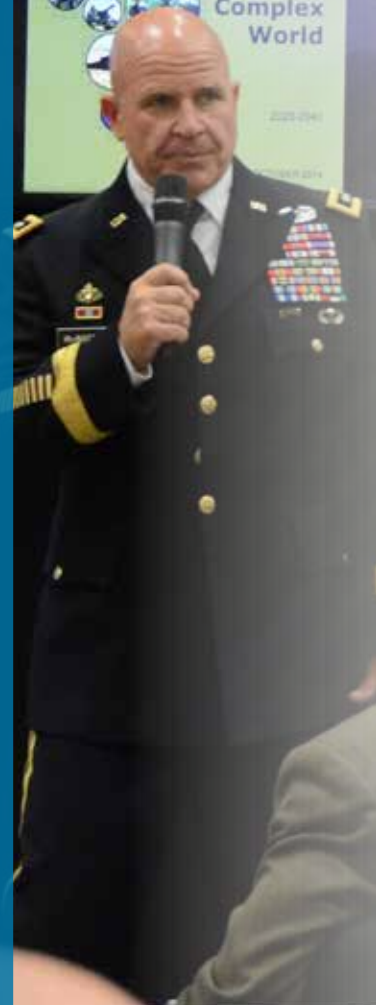
September 22

### **Army Cyber**

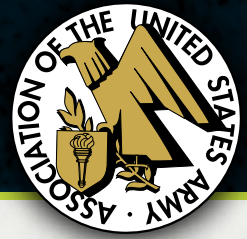
November TBD

### **Army Contracting**

December TBD







## ILW HOT TOPICS SERIES

**A**USA is pleased to continue its Hot Topics Series. Introduced in 2014, these one-day events focus on key topics impacting our Army and the defense industry, and have been well-attended and well received by our Industry Partners and Army Leadership.

These events provide the unique opportunity to network with key leaders from the Army, DoD and Congress. Sponsorship of a Hot Topic offers a unique opportunity to market your products and services, and move your message to key leaders in the Army, DoD and Congress. Each sponsorship is exclusive and available on a first-come, first-served basis.

Your investment in this exclusive sponsorship is \$10,000 per event. In return each sponsor will receive the following:

- Four Registrations (valued at \$2,200)
- Reserved seating for four attendees
- Recognition in the Program
- Recognition on signage
- Recognition on the website, marketing materials and registration forms
- Opportunity to provide amenities for the attendees
- Opportunity for a chair drop of printed materials
- Recognition in news articles published by AUSA regarding the event

**2016 is the inaugural year of the AUSA Conference Center, located at the AUSA headquarters building in Arlington, Virginia. This state of the art facility will provide an intimate and dynamic setting for the exchange of ideas and networking with the Army staff, defense industry executives and congressional staff at our Hot Topics, ILW Breakfast events, and Rogers Strategic Issues Series Lectures.**



## AUSA ILW ROGERS STRATEGIC ISSUES FORUMS



AUSA's Institute of Land Warfare (ILW) hosts the Rogers Strategic Issues Forums throughout the year. This important landpower strategy lecture series is named for General Bernard W. Rogers, 28th Chief of Staff of the Army, to honor this outstanding Soldier, scholar and diplomat. General Rogers was also a long-time supporter of AUSA, serving on our Council of Trustees for many years.

Held once a quarter, this lecture series features keynote addresses by senior leaders in the uniformed services, the Department of State, academia and think tanks, providing them with the opportunity to speak about critical issues affecting land forces and strategy.

The timing of the lectures is synchronized with Washington, D.C. area visits by and availability of such speakers.

Attendance is by invitation only to individuals who are shapers of opinion, legislation and influence. The events,

which take place at the AUSA headquarters in Arlington, Virginia, are open to the media. This outreach concept is modeled after similar lectures at Brookings, CSIS, Heritage and the Council on Foreign Relations.

Each event begins at 5:30 p.m. with a catered reception. The program runs from 6 to 7 p.m., including an opportunity near the end of the presentation for guests to ask questions.

Past speakers have included General Carter Ham, USA (then Commander, U.S. Africa Command), Admiral James "Sandy" Winnefeld, USN (then Vice Chairman, Joint Chiefs of Staff), General John Abizaid, USA Ret. (former Commander, U.S. Central Command), Ambassador Ken Adelman (former Ambassador to the United Nations) and Lieutenant General Jay Garner, USA Ret. (former Assistant Vice Chief of Staff, Army).

Your investment in this exclusive sponsorship is \$15,000, per event. In return each sponsor will receive the following:

- Reserved seating for your attendees
- Recognition in the Program
- Recognition on signage
- Opportunity to provide amenities for the attendees
- Opportunity to distribute printed materials to the attendees
- Your company's name and logo printed on all invitations and communications related to the event
- Recognition in news articles published by AUSA regarding the event

## ILW BREAKFAST SPONSORSHIP

AUSA's Institute of Land Warfare (ILW) Directorate hosts a breakfast series in the Washington D.C. area every month (except for October and December). High-ranking officers, congressional staffers, DoD officials and representatives from the defense industry gather at these informal events to network and hear military leaders present topics of interest.

A coffee hour preceding the breakfast allows attendees to discuss subjects of importance to their companies. Seating is unassigned and questions are accepted from the audience at the end of the presentation. Previous speakers have included the Chairman of the Joint Chiefs of Staff, the Secretary of the Army and the Chief of Staff of the Army. Don't miss this unique opportunity to network with the key decision-makers in the Army.

Your investment in this exclusive sponsorship is \$9,500, per event. In return each sponsor will receive the following:

- Two signs, one with your company's name and logo welcoming guests to this event, and another that will be displayed in the room where the breakfast is held
- Your company's name and logo will be featured on the registration website and on all registration forms
- A seat at the head table reserved for one member of your company, free-of-charge
- A table in the front of the room at the event reserved for ten company employees, free of charge
- Recognition in the news articles published by AUSA about the event
- Opportunity to place your printed materials and/or tokens on each of the tables in the room where the breakfast is held





# International Events

## USA Security and Defense Pavilions

**A** USA is appointed the official U.S. agent for the USA Security and Defense Pavilions at three premier trade shows in 2016. All shows are supported by the U.S. Government, officially certified by the U.S. Department of Commerce and endorsed by the U.S. Department of Defense and the American Embassies in the countries in which they take place. The USA Security and Defense Pavilion value added package of services includes VIP receptions, match-making support between exhibitors and end users, networking opportunities, business lounge services, escorted VIP military delegations, meeting rooms and much more.

### SOFEX 2016

Special Operations Forces Exhibition & Conference  
King Abdullah I Airbase  
Amman, Jordan  
May 9 – 12

[ausameetings.org/sofex/sponsorships](http://ausameetings.org/sofex/sponsorships)

### Eurosatory

Paris-Nord Villepinte  
Paris, France  
June 13 – 17

[ausameetings.org/eurosatory/sponsorships](http://ausameetings.org/eurosatory/sponsorships)

### DSA 2016

Defense Services Asia  
PWTC  
Kuala Lumpur, Malaysia  
April 18 – 21

[ausameetings.org/dsa2016/sponsorships/](http://ausameetings.org/dsa2016/sponsorships/)







These cost-effective opportunities will enhance your presence and help your company stand out! All sponsors will be featured in the USA Security and Defense Pavilion Official Show Guide.

**1. USA SECURITY AND DEFENSE PAVILION EXHIBITORS LOUNGE/SPEAKERS CORNER SPONSOR (10)**

**Sponsor investment: \$1,500**

The lounge serves as the central meeting point for USA Pavilion participants, and is used for presentations by senior Army leaders, Department of the Army officials and DoD representatives. The Speakers Corner will feature presentations by military and government leaders and attracts attendees to the Pavilion. Signage with your logo will be prominently displayed.

**2. USA SECURITY AND DEFENSE PAVILION OFFICIAL SHOW GUIDE**

The Show Guide includes a listing of all USA Security and Defense Pavilion participants, a company description and complete contact information for each exhibitor. Show guides are available at the USA Security and Defense Pavilion to show participants.

**a. USA SECURITY AND DEFENSE PAVILION SHOW GUIDE COVER (4)**

**Sponsor investment: \$2,500**

Your company's logo is placed on the cover of the Show Guide.

**b. USA SECURITY AND DEFENSE PAVILION SHOW GUIDE PAGE RUNNER (2)**

**Sponsor investment: \$2,500**

Your company's logo is placed at the bottom (footer) of each page in the guide. This is a unique opportunity for multiple appearances.

**c. USA SECURITY AND DEFENSE PAVILION SHOW GUIDE ADVERTISEMENT (MULTIPLE)**

**Sponsor investment: \$4,000**

Your full-color company ad is placed prominently in the interior of the Show Guide.

**d. USA SECURITY AND DEFENSE PAVILION SHOW GUIDE PREMIUM LISTING (MULTIPLE)**

**Sponsor investment: \$500**

Your full-color company logo accompanies your listing in the Show Guide.

**3. OFFICIAL U.S. EXHIBITOR'S RECEPTION (MULTIPLE)**

**Sponsor investment: \$7,500**

AUSA works in cooperation with the U.S. Embassy to deliver an excellent opportunity to network with key visitors, including Army leaders, DoD representatives, U.S. exhibiting firms, U.S. Department of Commerce officials, foreign dignitaries and the U.S. Ambassador's staff.

Sponsorship exposure includes:

- Signage placed at the entrance to the reception identifying your firm as a sponsor
- Signage placed in the USA Security and Defense Pavilion recognizing your firm as a sponsor
- Company logo on sponsor page in Show Guide





# Domestic Symposia & Expo

## AUSA ILW Global Force Symposium & Exposition

Von Braun Center, Huntsville, Alabama, March 15 - 17

There are several opportunities to be featured that will fit every budget and marketing plan. All sponsorships are offered on a first-come, first-served basis; payment must be received prior to the event.

**All sponsors who invest more than \$500 will be featured on the Sponsor thank you page in the official Symposium Program and Exhibitor Catalog.**

### 1. NETWORKING LOUNGE

#### **Sponsor investment: \$17,500**

Enhance your Global Force presence by helping enhance everyone's networking experiences! AUSA is pleased to offer a limited number of Networking Lounges in a variety of locations on the Exhibit Hall Floor. These lounges will be open to attendees during exhibit hall hours on all three days of the meeting. This space will be fully carpeted and furnished with tables, chairs and sofas for attendees to sit and relax, as well as network and conduct business in a 400 nsf space. This space will also include the following:

- Signage placed in the Networking Lounge
- Hanging signage identifying your company as the sponsor of the lounge
- Opportunity to display/distribute promotional materials at the Networking Lounge
- Recognition in the Exhibitor Catalog/Program/Show Guide/Map
- Refreshments may be ordered and provided by sponsor at their discretion

### 2. EXHIBIT HALL GRAPHICS SPONSORSHIP (10)

#### **Sponsor investment: \$5,000 each**

We offer large output graphics printed on vinyl banners in full color. Your company logo and booth number will be prominently displayed and printed at approximately 10' X 10'.

### 3. SYMPOSIUM PROGRAM AND EXHIBITOR CATALOG SPONSORSHIPS

AUSA will produce a combined Symposium Program and Exhibitor Catalog featuring the agenda, a fold out floor plan of the exhibits, and an alphabetical listing of all exhibitors as well as product and service descriptions and complete contact information for each exhibiting organization. This printed guide will be distributed to each attendee and exhibitor, serving as the exclusive guide to the symposium and exposition. (2015 attendance exceeded 5,000) In addition this publication will be posted on our website, and will serve as a valuable resource to attendees long after the Symposium and Exposition concludes.

- a) The **Floor Plan Sponsorship** is an effective way to highlight your participation at the exposition. The fold out printed map is the centerpiece of the Exhibitor Catalog/Program. In addition, the map graphic will be used on "You Are Here" locators strategically placed in high traffic areas. The Floor Plan Sponsorship includes your company logo placed on the perimeter of the floor plan, a directional arrow from your logo to your display space, color highlighted display space on the floor plan and a color highlighted entry in the exhibitor list.

**Multiple opportunities available.**

**Sponsor investment: \$5,000**

[ausameetings.org/globalforce/sponsorships/](http://ausameetings.org/globalforce/sponsorships/)



- b) The **Full-Page Advertisement Sponsorship** is a highly effective way to move your message to a large audience. Your full-color company ad will be placed prominently in the interior of the Catalog/Program.

***Multiple opportunities available.***

**Sponsor investment: \$5,000**

- c) The **Cover Sponsorship** features your company logo on the front cover – **only six available!**

**Sponsor investment: \$4,000**

- d) The **Page Runner Sponsorship** features your company logo at the bottom (footer) of each page in the show guide – **only two available!**

**Sponsor investment: \$4,000**

- e) The **Premium Listing Sponsorship** will feature your company logo in color and your listing highlighted with a box drawn around your description. All exhibitors will have the opportunity to be listed in our catalog, so why not upgrade your listing and make it stand out?

**Sponsor investment: \$500**

#### 4. CHARGING STATION

**Sponsor investment: \$5,000 each**

Charging Stations provide attendees with a convenient way to charge their mobile devices without leaving the conference area or show floor and give you, the sponsor a creative way to capture the attendee's attention. Each kiosk has multiple charging tips for the most popular cell phones and portable devices including iPhone, Android, Blackberry and iPads too! The LCD monitor provides the opportunity for customized content and the billboard areas are highly visible for branding sponsorships. Cost is per station and there are potential locations for five or more stations.

#### 5. POP-UP MEETING ROOM SPONSORSHIP

**Sponsor investment: \$1,500 per day**

AUSA will manage a meeting room for attendees to reserve space for "Pop-Up" meetings. This sponsorship includes one sign with your logo outside the meeting room, and bottled water and sodas inside the room. The sponsor is encouraged to supply pens and pads/notebooks with their logo.

#### 6. GENERAL SESSION AMENITIES

**Sponsor investment: \$2,500 per day**

This sponsorship includes signage placed in the session room acknowledging your company. The sponsor is asked to supply pens and pads/notebooks for attendees, which will be placed at each seat.

#### 7. MORNING COFFEE SERVICE (3)

**Sponsor investment: \$6,000 each**

- Signage provided by AUSA, placed near the food service stations
- Cocktail napkins with your company logo used during the event (supplied by sponsor)
- Recognition during the General Session

#### 8. REFRESHMENT BREAKS (5)

**Sponsor investment: \$5,000 each**

There are three morning refreshment breaks and two afternoon refreshment breaks during the course of the Symposium, all taking place in the exhibit hall. Sponsorship includes:

- Signage provided by AUSA, placed near the food service stations
- Cocktail napkins with your company logo used during the event (supplied by sponsor)
- Recognition during the General Session

#### 9. OPENING RECEPTION

**TUESDAY, 15 MARCH (4)**

**Sponsor investment: \$20,000**

This is the premiere social and networking event during the symposium, taking place in the exhibit halls directly after the conclusion of the general session. Sponsorship includes:

- Signage provided by AUSA recognizing the sponsors placed at the entrance to the exhibit hall, and near the food service stations and bars
- Cocktail napkins with your company logo used during the event (supplied by sponsor)
- Recognition during the General Session



# Domestic Symposia & Expo

## GLOBAL FORCE - continued

### 10. ATTENDEE PACKET STUFFER

#### Sponsor investment: \$5,000

Symposium participants and Exhibitors receive an attendee packet that contains the Symposium Program and Exhibitor Catalog, floor plan and other relevant printed materials. Your printed materials will be included in each attendee packet, and signage will be placed in the Registration area with your logo identifying your company as sponsor of the Attendee Packet. ***This is an exclusive opportunity.***

### 11. HOTEL KEY CARD SPONSORSHIP EMBASSY SUITES HOTEL

#### Sponsor investment: \$10,000

What better way to reach attendees than to have your logo handed to them when they check in at their hotel?

***This is an exclusive opportunity.***

Sponsor Benefits:

- Brand visibility to thousands of meeting attendees!
- Recognition in the Exhibitor Catalog and Program on the sponsor thank you pages
- Recognition on the sponsor thank you page on our website

Conditions of Sponsorship:

- Sponsor must supply the key cards
- Quantity of key cards should equal double the number of rooms on peak
- Key card design must include the AUSA color logo and be approved by AUSA prior to production

### 12. SHUTTLE BUS SPONSORSHIP

#### Sponsor investment: \$10,000

AUSA will run a shuttle bus service between Huntsville area hotels and the Von Braun Center. As a sponsor, your logo will be featured on all directional signage produced by AUSA for the Shuttles. In addition, the sponsor is encouraged to coordinate with the bus company to brand the buses as allowed. ***This is an exclusive opportunity.***

### 13. BUSINESS CENTER SPONSORSHIPS (4)

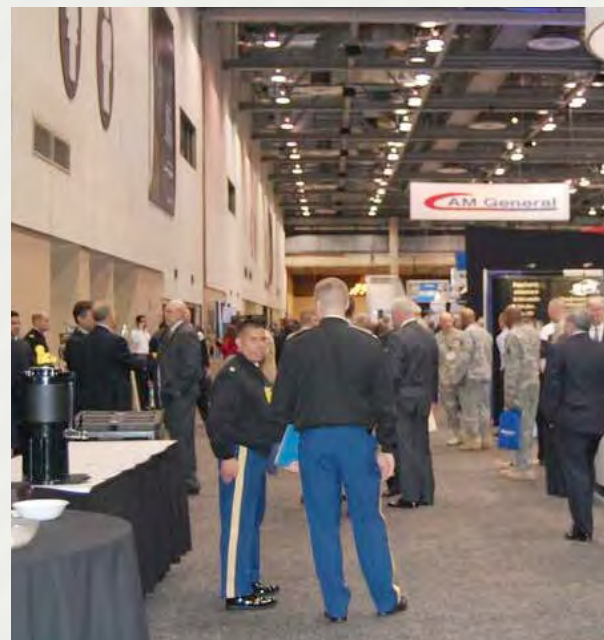
#### Sponsor investment: \$5,000

AUSA will operate a small business center adjacent to the registration area in the South Hall. There will be laptop computers, and a printer/scanner copier set up for the use of attendees and exhibitors to check email, small print jobs, etc. The room will feature signage identifying the sponsors. Sponsors may also furnish printed collateral for the room.

### 14. WI-FI SPONSORSHIP

#### Sponsor investment: \$10,000

AUSA will offer free Wi-Fi access to Global Force participants during the event. Attendees will be able to access the internet from all public areas outside the exhibit hall and meeting rooms at the Von Braun Center. As a Wi-Fi Sponsor you can define the landing pages that attendees will see as they connect to the internet. Your logo will also be featured on signage throughout the Von Braun Center advertising the Wi-Fi access instructions. This is a great opportunity to reach a large targeted audience, brand your organization, and move your message to attendees during the show. ***This is an exclusive opportunity.***







## AUSA ILW LANPAC Symposium & Exposition

Sheraton Waikiki, Honolulu, Hawaii, May 24 - 26

All sponsorships are offered on a first-come, first-served basis; payment must be received prior to the event.

**All sponsors who invest more than \$500 will be featured on the Sponsor thank you page in the official Symposium Program and Exhibitor Catalog.**

AUSA is pleased to offer a variety of sponsorships for the 2016 LANPAC Symposium and Exposition, all of which will enhance your company's presence at the event. All sponsorships are offered on a first-come, first-served basis; payment must be received prior to the event.

### 1. NETWORKING LOUNGE

**Sponsor investment: \$15,000**

Enhance your LANPAC presence by helping enhance everyone's networking experiences! AUSA is pleased to offer an exclusive opportunity to host a Networking Lounge, which will be accessible to all attendees. The lounge will be open to all attendees during exhibit hall hours on all three days of the meeting. This space will be fully carpeted and furnished with tables, chairs and sofas for attendees to sit and relax, as well as network and conduct business in a 400 nsf space. This space will also include the following:

- Signage placed in the Networking Lounge
- Opportunity to display/distribute promotional materials at the Networking Lounge
- Recognition in the Exhibitor Catalog/Program/Show Guide/Map
- Refreshments may be ordered and provided by sponsor at their discretion



### 2. SYMPOSIUM PROGRAM AND EXHIBITOR CATALOG SPONSORSHIPS

AUSA will produce a combined Symposium Program and Exhibitor Catalog featuring the agenda, a fold out floor plan of the exhibits, and an alphabetical listing of all exhibitors as well as product and service descriptions and complete contact information for each exhibiting organization. This printed guide will be distributed to each attendee and exhibitor, serving as the exclusive guide to the symposium and exposition. In addition this publication will be posted on our website, and will serve as a valuable resource to attendees long after the event concludes. There are several opportunities to be featured in this publication that will fit every budget and marketing plan. **\*\*Special pricing is available for local Hawaiian businesses\*\***

[ausameetings.org/lanpac/sponsorships](http://ausameetings.org/lanpac/sponsorships)



# Domestic Symposia & Expo

## LANPAC - continued

- a) The **Floor Plan Sponsorship** is an effective way to highlight your participation at the exposition. The fold out printed map is the centerpiece of the Exhibitor Catalog/Program. The Floor Plan Sponsorship includes your company logo placed on the perimeter of the floor plan, a directional arrow from your logo to your display space, color highlighted display space on the floor plan and a color highlighted entry in the exhibitor list.  
**Multiple opportunities available.**  
**Sponsor investment: \$2,500**
- b) The **Full-Page Advertisement Sponsorship** is a highly effective way to move your message to a large audience. Your full-color company ad will be placed prominently in the interior of the Catalog/Program.  
**Multiple opportunities available.**  
**Sponsor investment: \$4,000**
- c) The **Cover Sponsorship** features your company logo on the front cover – only six available!  
**Sponsor investment: \$4,000**
- d) The **Page Runner Sponsorship** features your company logo at the bottom (footer) of each page in the show guide – only two available!  
**Sponsor investment: \$4,000**
- e) The **Premium Listing Sponsorship** will feature your company logo in color and your listing highlighted with a box drawn around your description. All exhibitors will have the opportunity to be listed in our catalog, so why not upgrade your listing and make it stand out!  
**Sponsor investment: \$500**

### 3. CHARGING STATION

#### **Sponsor investment: \$5,000 each**

Charging Stations provide attendees with a convenient way to charge their mobile devices without leaving the conference area or show floor and give you, the sponsor a creative way to capture the attendee's attention. Each kiosk has multiple charging tips for the most popular cell phones and portable devices including iPhone, Android, Blackberry and iPads too! Cost is per station and there are potential locations for five or more stations.

### 4. GENERAL SESSION AMENITIES

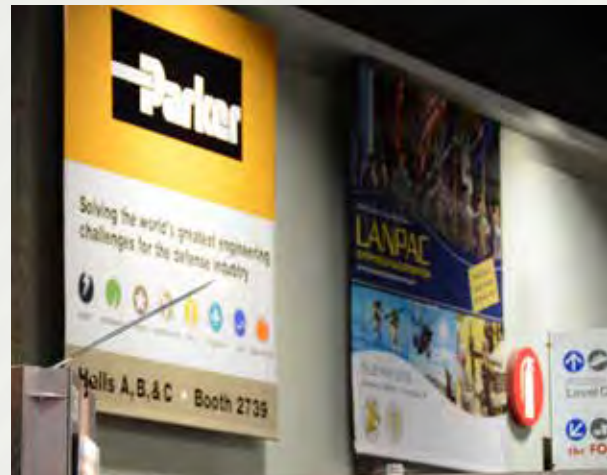
#### **Sponsor investment: \$2,500 per day**

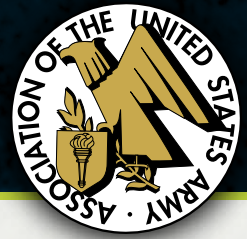
This sponsorship includes signage placed in the session room acknowledging your company. The sponsor is asked to supply pens and pads/notebooks for attendees, which will be placed at each seat. What better way to reach all conference attendees?

### 5. MORNING COFFEE SERVICE (3)

#### **Sponsor investment: \$5,000 each**

- Signage provided by AUSA, placed near the food service stations
- Cocktail napkins with your company logo used during the event (supplied by sponsor)
- Recognition during the General Session





## 6. REFRESHMENT BREAKS (3)

### **Sponsor Investment: \$5,000 each**

There are three morning refreshment breaks and two afternoon refreshment breaks during the course of the Symposium, all taking place in the exhibit hall. Sponsorship includes:

- Signage provided by AUSA, placed near the food service stations
- Cocktail napkins with your company logo used during the event (supplied by sponsor)
- Recognition during the General Session

## 7. AFTERNOON NETWORKING RECEPTION (2)

### **Sponsorship investment: \$7,500 each**

While the General Session is in recess, attendees and exhibitors will have the opportunity to network in the exhibit hall for 2 hours, while enjoying a variety of food and beverage. Sponsorship includes:

- Signage provided by AUSA, placed near the food service stations
- Cocktail napkins with your company logo used during the event (supplied by sponsor)
- Recognition during the General Session

## 8. OPENING RECEPTION

**TUESDAY, 24 MAY**

### **Four Sponsorships available**

### **Sponsor Investment: \$5,000**

This is the premiere social and networking event during the symposium, taking place in the exhibit hall directly after the conclusion of the general session. Sponsorship includes:

- Signage provided by AUSA recognizing the sponsors placed at the entrance to the exhibit hall, and near the food service stations and bars
- Cocktail napkins with your company logo used during the event (supplied by sponsor)
- Recognition during the General Session

## 9. ATTENDEE PACKET STUFFER

### **Exclusive sponsorship**

### **Sponsor Investment: \$5,000**

Symposium participants and Exhibitors receive an attendee packet that contains the Symposium Program and Exhibitor Catalog, floor plan and other relevant printed materials. Your printed materials will be included in each attendee packet, and signage will be placed in the Registration area with your logo identifying your company as sponsor of the Attendee Packet. This is an exclusive opportunity.

## 10. HOTEL KEY CARD SPONSORSHIP – SHERATON WAIKIKI

What better way to reach attendees than to have your logo handed to them when they check in their hotel?

### **Exclusive sponsorship**

### **Sponsor Investment: \$7,500**

### **Sponsor Benefits:**

- Brand visibility to thousands of meeting attendees!
- Recognition in the exhibitor catalog and program on the sponsor thank you pages
- Recognition on the sponsor thank you page on the website

### **Conditions of Sponsorship:**

- Sponsor must supply the key cards
- Quantity of key cards should equal double the number of rooms on peak
- Key card design must include the AUSA provided logo and be approved by AUSA prior to production



# AUSA Annual Meeting & Ex

## AUSA Annual Meeting & Exposition

Walter E. Washington Convention Center, Washington, DC, October 3 - 5

### SPECIAL SPONSORSHIP RECOGNITION

AUSA will recognize sponsors who reach certain levels of sponsorship investment. This is a way to highlight our most committed sponsors by showcasing their logos on meter board signage placed at each entrance to the Exhibit Halls and in the registration area. Sponsors will also receive recognition on the AUSA Website and in the Exhibitor Catalog. The levels are:

<b>Four-Star Sponsor</b>	<b>\$60,000</b>
<b>Three-Star Sponsor</b>	<b>\$50,000</b>
<b>Two-Star Sponsor</b>	<b>\$40,000</b>
<b>One-Star Sponsor</b>	<b>\$30,000</b>

*All sponsorships are offered on a first-come, first-served basis; payment must be received prior to the event.*

## CONNECT WITH ARMY SENIOR LEADERS

### 1. MG ROBERT G. MOORHEAD GUARD/RESERVE BREAKFAST (1)

#### **Sponsor investment: \$10,000**

Held on Monday morning, the MG Robert G. Moorhead Guard/Reserve Breakfast recognizes outstanding chapter efforts in support of Reserve Component Soldiers and Families. Previous speakers have included the Commanding General, U.S. Army Forces Command and the Sergeant Major of the Army. Sponsorship exposure includes:

- Signage identifying your firm as the breakfast sponsor placed near the entrance and adjacent to the speaker's podium
- Complimentary head-table seat for your designated representative
- Complimentary table with seating for ten of your company or Army designees
- Opportunity to provide a company brochure or small token for each attendee

### 2. DEPARTMENT OF THE ARMY CIVILIAN LUNCHEON (1)

#### **Sponsor investment: \$10,000**

The Department of the Army Civilian Luncheon will honor government civilians and recognize the regional Department of the Army Civilian of the Year winner. It will be held at the Marriott Marquis Hotel. Previous speakers have included the Under Secretary of the Army and Commanding General, U.S. Army Africa Command. The anticipated number of attendees is 300.

Sponsorship exposure includes:

- Signage identifying your firm as the luncheon sponsor placed near the entrance and adjacent to the speaker's podium
- Complimentary head-table seat for your designated representative
- Complimentary table with seating for ten company employees or Army designees
- Opportunity to provide a company brochure or small token for each attendee

[ausameetings.org/annual](http://ausameetings.org/annual)





## REACH A LARGE AUDIENCE

### 3. ROTC LUNCHEON - 100th Anniversary 1916-2016 (1)

#### **Sponsor investment: \$10,000**

A luncheon for ROTC cadets, ROTC cadre and invited guests will be held at the Marriott Marquis Hotel in Washington, D.C. The event recognizes junior and senior ROTC cadets from across the country with awards and scholarships. The luncheon features an address by a senior Army Commander and entertainment by Down Range from The U.S. Army Band, "Pershing's Own." Previous speakers have included the Commanding General, U.S. Army Materiel Command and the Commanding General, U.S. Army Training and Doctrine Command. The anticipated number of attendees is 400. Sponsorship exposure includes:

- Signage identifying your firm as the luncheon sponsor placed near the entrance and adjacent to the speaker's podium
- Complimentary head-table seat for your designated representative
- Complimentary table with seating for ten of your company or Army designees
- Opportunity to provide a company brochure or small printed piece for attendee

### 4. CORPORATE MEMBER LUNCHEON (1)

#### **Sponsor investment: \$10,000**

This luncheon honors the Corporate Members and their many contributions to the chapters' programs to support Soldiers and Families. The luncheon will be held at the Marriott Marquis Washington, D.C. Hotel. Previous speakers have included the Commanding General, U.S. Army Materiel Command and the Commanding General, U.S. Joint Forces Command. Sponsorship exposure includes:

- Signage identifying your firm as the luncheon sponsor placed near the entrance and adjacent to the speaker's podium
- Complimentary head-table seat for your designated representative

- Complimentary table with seating for ten company employees or Army designees
- Opportunity to provide a company brochure or small printed piece for each attendee

### 5. MILITARY FAMILY FORUM SPONSORSHIP (Multiple)

#### **Sponsor investment: \$10,000**

The AUSA Family Readiness Directorate is proud to host several Military Family Forums throughout the Annual Meeting. These Forums provide a venue for military and civilian leadership to address Army family issues and to introduce new organizations, initiatives, and programs.

- Signage identifying your firm as the sponsor placed near the entrance and adjacent to the speaker's podium
- VIP Seating for your designated representatives
- Opportunity to provide a company brochure, small printed piece and/or a small token at each seat

### 6. MILITARY FAMILY SENIOR SPOUSE LUNCHEON SPONSORSHIP

#### **Sponsor investment: \$5,000**

The AUSA Family Readiness Directorate brings together Army Spouse Senior Leadership to discuss the issues of the day regarding the Military Family. The Sponsorship includes:

- Signage identifying your firm as the luncheon sponsor placed near the entrance and adjacent to the speaker's podium
- Complimentary head-table seat for your designated representative
- Complimentary table with seating for ten company employees
- Opportunity to provide a company brochure, small printed piece and/or a small token at each seat

# AUSA Annual Meeting & Ex

## BUILD BOOTH TRAFFIC

### 7. EXHIBITOR CATALOG PAGE RUNNER SPONSORSHIP (2)

#### **Sponsor investment: \$5,000 each**

The Exhibitor Catalog will contain an alphabetical listing of all exhibitors' as well as product and service descriptions and complete contact information for each exhibiting organization. The catalog will be distributed to all attendees, including senior Army leaders and representatives from 27 international delegations representing out Allied military organizations. The Exhibitor Catalog will serve as a valuable resource to attendees long after the Annual Meeting concludes. Sponsorship includes your company logo at the bottom of each page in the catalog, approximately 100 appearances.

### 8. EXHIBITOR CATALOG COVER SPONSORSHIP (6)

#### **Sponsor investment: \$7,000 each**

Sponsorship will be featured on the front cover of the catalog and include a full color company logo, tagline and booth number.

### 9. EXHIBITOR CATALOG PREMIUM LISTING

#### **Sponsor investment: \$500**

Make your listing stand out! Drive traffic to your booth! It is as easy as uploading your company logo when you enter your catalog listing. Take advantage of this opportunity to enhance your presence in the catalog.

### 10. PRINTED FLOOR PLAN/SHOW GUIDE SPONSORSHIP (42)

#### **Sponsor investment: \$7,000 each**

The Annual Meeting Floor Plan Sponsorship is an effective way to highlight your participation at the exposition. The printed map will be distributed to all participants and will serve as a guide to the Annual Meeting exhibits. In addition, the map graphic will be used on fourteen "You Are Here" kiosks strategically placed on the show floor and in high traffic areas throughout the event. The Annual Meeting Floor Plan Sponsorship includes your company logo placed adjacent to the printed floor plan, a directional arrow from your logo to your display space, color highlighted display space on the floor plan and a color highlighted entry in the exhibitor list.

### 11. WI-FI SPONSORSHIP (5)

#### **Sponsor investment: \$10,000 each**

AUSA will offer free Wi-Fi access to Annual Meeting participants during the event. Attendees will be able to access the internet from all public areas outside the exhibit hall and meeting rooms at the Walter E. Washington Convention Center. As a Wi-Fi Sponsor you can define one of the five landing pages that attendees will see as they connect to the internet. This is a great opportunity to reach a large targeted audience, brand your organization, and move your message to Annual Meeting attendees during the show.

### 12. EISENHOWER RECEPTION SPONSORSHIP (1)

#### **Sponsor investment: \$25,000**

The Eisenhower Reception, held on the second day of the meeting, will take place in Exhibit Halls A, B, C, D & E and precedes the Dwight David Eisenhower Luncheon. The reception is open to all attendees. As the Eisenhower Reception Sponsor your firm will receive signage strategically placed throughout the exhibit halls recognizing your support.





## INCREASE BRAND AWARENESS

### 13. NETWORKING LOUNGES

#### **Sponsor investment: \$35,000**

Enhance your presence by helping enhance everyone's networking experiences! AUSA is pleased to offer a limited number of Networking Lounges in a variety of locations on the Exhibit Hall Floor. These lounges will be open to all attendees during exhibit hall hours on all three days of the meeting. This space will be fully carpeted and furnished with tables, chairs and sofas for attendees to sit and relax, as well as network and conduct business in a 400 nsf space. This space will also include the following:

- A charging station with your signage prominently displayed
- Signage placed in the Networking Lounge
- Carpet tile in the lounge with your logo
- Hanging Signage identifying your company as the sponsor of the lounge
- Opportunity to display/distribute promotional materials at the Networking Lounge
- Recognition in the Exhibitor Catalog
- Recognition in the Show Guide/Floor Map
- Refreshments may be ordered and provided by sponsor at their discretion

### 14. HOTEL KEY CARD SPONSORSHIP

#### **a. Marriott Marquis (Headquarters Hotel)**

##### **Sponsor investment: \$25,000**

#### **b. Renaissance Washington D.C. Hotel**

##### **Sponsor investment: \$20,000**

#### **c. Grand Hyatt**

##### **Sponsor investment: \$15,000**

Conditions of Sponsorship:

- Sponsor must supply the key cards
- Quantity of key cards should equal double the number of rooms on peak
- Key card design must include the AUSA color logo, which will be provided by AUSA. Key card must be approved by AUSA prior to production

Sponsor Benefits:

- Brand visibility to thousands of meeting attendees!
- Recognition in the exhibitor catalog and program on the sponsor thank you pages
- Recognition on the sponsor thank you page on the website

### 15. EXHIBIT HALL GRAPHICS SPONSORSHIP (30)

#### **Sponsor investment: \$6,500**

With over 600 exhibits and over 28,000 attendees, visibility is a key component to your success at one of the world's largest land warfare expositions. We now offer large output graphics printed on vinyl banners in full color. Banners will be hung on the west wall of Exhibit Halls A and B and on the north and south walls of Exhibit Halls D and E. Your company logo and booth number will be prominently displayed and printed at approximately 15' X 15'.

### 16. CHARGING STATIONS AND LOUNGES

#### **Sponsor investment: \$7,500**

Charging Stations and Lounges provide attendees with a convenient way to charge their mobile devices without leaving the conference area or show floor and give you, the sponsor a creative way to capture the attendee's attention. All Lounges and kiosks have multiple charging tips for the most popular cell phones and portable devices including iPhone, Android, Blackberry and iPads too! A/V monitors provide the opportunity for your content to be displayed. Formats vary. There are multiple opportunities.

### 17. POP-UP MEETING ROOM SPONSORSHIP (3)

#### **Sponsor investment: \$3,000 per day**

AUSA will manage a meeting room for attendees to reserve space for "Pop-Up" meetings. This sponsorship includes one sign with your logo outside the meeting room, and bottle water and sodas inside the room. The sponsor is encouraged to supply pens and pads/notebooks with their logo.



# AUSA Annual Meeting & Ex

## CONNECT WITH OUR INTERNATIONAL ATTENDEES

### 18. INTERNATIONAL MILITARY VIP RECEPTION (3)

#### **Sponsor investment: \$15,000**

Network with senior leaders from key foreign land warfare forces. Attendees are invited by the U.S. Army Chief of Staff and represent over 25 countries. Senior leaders from the U.S. Army, including the Chief of Staff are in attendance. At the reception your firm will receive signage strategically placed throughout the event recognizing your support.

### 19. INTERNATIONAL MILITARY VIP BREAKFAST (1)

#### **Sponsor investment: \$10,000**

An excellent opportunity for one-on-one conversations with foreign army commanders and their representatives. At the breakfast your firm will receive signage strategically placed throughout the room recognizing your support.

### 20. INTERNATIONAL MILITARY VIP LOUNGE

#### **Sponsor investment: \$20,000**

The International Military Lounge is the designated gathering place for all International Military VIP's attending the Annual Meeting. The lounge gives these attendees a place to gather, enjoy refreshments and network with one another. Sponsorship of the lounge will give you an opportunity to place your brand in front of these important attendees in the form of signage inside and outside the room, your printed collateral placed in the room, and paper products used with the refreshments. In addition, you will receive recognition on the AUSA website, printed Program, and Exhibitor Catalog as a sponsor.

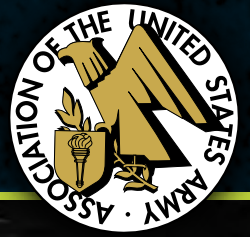


**Have an idea about a sponsorship you don't see here?**

Contact Gaye Hudson, [ghudson@ausa.org](mailto:ghudson@ausa.org), to share your idea, and customize your sponsorship package!

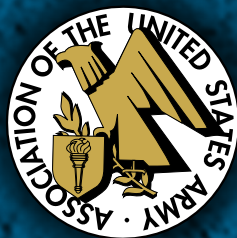


# xposition



Please contact Gaye Hudson at 703.907.2401 or [ghudson@ausa.org](mailto:ghudson@ausa.org) to discuss sponsorship opportunities.





**Association of the United States Army**  
**2425 Wilson Boulevard**  
**Arlington, Virginia 22201**  
**P: 703.907.2401**  
**ghudson@ausa.org**  
**[www.ausa.org/ausameetings](http://www.ausa.org/ausameetings)**



# 2016 AUSA Annual Meeting & Exposition

## Deadline to Submit Form: Monday, August 29 2016

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Fax or email to **Gaye Hudson** at (703) 243-2589 or [ghudson@ausa.org](mailto:ghudson@ausa.org)

**Please select from the following sponsorship(s). No credit cards will be charged until sponsorships are confirmed. Sponsorships are limited and available on a first-come, first-served basis.**

- |   |   |
|---|---|
| <input type="checkbox"/> Wi-Fi Sponsorship (5)<br>Sponsor Investment: <b>\$10,000.00 Each</b>                         | <input type="checkbox"/> Department of The Army Civilian Luncheon (1)<br>Sponsor Investment: <b>\$10,000.00</b> <b>SOLD</b> |
| <input type="checkbox"/> Exhibit Hall Graphics Sponsorship (30)<br>Sponsor Investment: <b>\$6,500.00 Each</b>         | <input type="checkbox"/> Rotc Luncheon (1)<br>Sponsor Investment: <b>\$10,000.00</b>  |
| <input type="checkbox"/> Printed Floor Plan/Show Guide Sponsorship (42)<br>Sponsor Investment: <b>\$7,000.00 Each</b> | <input type="checkbox"/> Corporate Member Luncheon (1)<br>Sponsor Investment: <b>\$10,000.00</b>                            |
| <input type="checkbox"/> Exhibitor Catalog Page Runner Sponsorship (2)<br>Sponsor Investment: <b>\$5,000.00 Each</b>  | <input type="checkbox"/> Charging Lounge<br>Sponsor Investment: <b>\$7,500.00</b>   |
| <input type="checkbox"/> Exhibitor Catalog Cover Sponsorship (6)<br>Sponsor Investment: <b>\$7,000.00 Each</b>        | <input type="checkbox"/> Networking Lounges<br>Sponsor Investment: <b>\$35,000.00</b>                                       |
| <input type="checkbox"/> Exhibitor Catalog Premium Listing<br>Sponsor Investment: <b>\$500.00</b>                     | <input type="checkbox"/> Pop-Up Meeting Room Sponsorship (3)<br>Sponsor Investment: <b>\$3,000.00 Per Day</b>               |
| <input type="checkbox"/> Exhibitor Catalog Full Page Sponsorship<br>Sponsor Investment: <b>\$7,000.00</b>             | <input type="checkbox"/> Military Family Forum Sponsorship (3)<br>Sponsor Investment: <b>\$10,000.00</b>                    |
| <input type="checkbox"/> Eisenhower Reception Sponsorship (1)<br>Sponsor Investment: <b>\$25,000.00</b>               | <input type="checkbox"/> Military Family Senior Spouse Luncheon Sponsorship<br>Sponsor Investment: <b>\$5,000.00</b>        |
| <input type="checkbox"/> International Military Vip Reception (3)<br>Sponsor Investment: <b>\$15,000.00</b>           | <input type="checkbox"/> Hotel Key Card Sponsorship   |
| <input type="checkbox"/> International Military Vip Breakfast (1)<br>Sponsor Investment: <b>\$10,000.00</b>           | <input type="checkbox"/> Marriott Marquis (Headquarters Hotel) <b>SOLD</b><br>Sponsor Investment: <b>\$25,000.00</b>        |
| <input type="checkbox"/> International Military Vip Lounge<br>Sponsor Investment: <b>\$20,000.00</b>                  | <input type="checkbox"/> Renaissance Washington D.C. Hotel <b>SOLD</b><br>Sponsor Investment: <b>\$20,000.00</b>            |
| <input type="checkbox"/> MG Robert G. Moorhead Guard/Reserve Breakfast (1)<br>Sponsor Investment: <b>\$10,000.00</b>  | <input type="checkbox"/> Grand Hyatt<br>Sponsor Investment: <b>\$15,000.00</b>  |

## Payment Using Credit Card:

☐ Visa ☐ MasterCard ☐ Amex

Card Number: \_\_\_\_\_ CVV: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Card Holder Name (please print: \_\_\_\_\_ Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



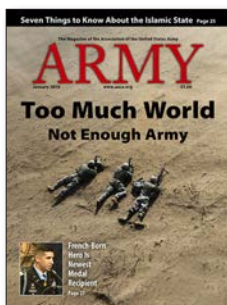


# AUSA

Association of the United States Army

## ADVERTISING OPPORTUNITIES

### ARMY Magazine



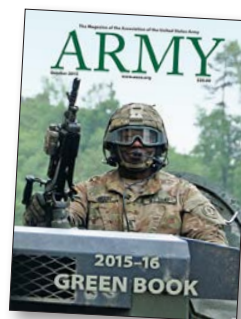
*ARMY* is read by your clients — the Army Leaders. Key people in Army research, development, testing, procurement and the Army Materiel Command all receive and read *ARMY*.

Is your company selling to the defense industry? *ARMY*'S circulation includes 12,000+ defense industry executives.

If you want to reach your market and get results, advertising in *ARMY* magazine is the way to do it!

### AUSA October Green Book Advertising

The *Army Green Book*, which is the October issue of *ARMY* Magazine, is used by military and government personnel as a yearlong reference tool. Not only will the October Green Book go to AUSA's regular 52,684 average monthly circulation, it will also be distributed to all attendees at the Annual Meeting and Exposition. Total circulation of the *Green Book* is over 60,000.



### AUSANews

*AUSANews* is the Association's monthly newspaper with a circulation of 57,700. It will also be distributed at the Annual Meeting.

### AUSA Bulletin and 5 Things

These two e-newsletters arrive in our member's inboxes every week and have a very high open AND click through rate.



### For more information, please contact:

Andrea Guarnero  
Mohanna Sales Representatives  
214.291.3648  
andreag@mohanna.com

# Additional Service Order Forms



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

### **Hi-Tech Electric is going green!**

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website [www.hi-techelectric.com](http://www.hi-techelectric.com) to begin the order process.

If you still prefer to print out the service contract, please send it to [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) or fax them to 510-293-6151 or 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Pl NW  
Washington, DC 20001  
Phone: 202-249-3600





# ELECTRICAL SERVICE CONTRACT



24209 Clawiter Rd, Hayward, CA 94545  
510-293-6151  
510-293-6155 FAX  
[dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)  
[www.hi-techelectric.com](http://www.hi-techelectric.com)

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 **2016-2017\*\*\*\***

Deadline Date for Incentive Rates:  
**SEPTEMBER 12, 2016**

Event Name: <b>AUSA ANNUAL MEETING 2016</b>		Event Dates: <b>OCTOBER 3-5, 2016</b>	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No		Exp Date	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Phone	Authorized Contact Email

\*\*\*\*\* PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES \*\*\*\*\*

## ELECTRICAL OUTLETS / LIGHTING SERVICES

Power strips and extension cords available to rent onsite

Description Of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
<b>120 V Outlet - Maximum of One (1) connection per outlet</b>							
5 Amp / 500 watts		103.00	125.00				
10 Amp / 1000 watts		127.00	153.00				
20 Amp / 2000 watts		192.00	238.00				
<b>208 V 1Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp- <i>Minimum for European Power</i>		341.00	418.00				
30 Amp		463.00	570.00				
40 Amp		584.00	721.00				
50 Amp		645.00	802.00				
60 Amp		841.00	1033.00				
100 Amp		1044.00	1275.00				
<b>208 V 3Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp		460.00	566.00				
30 Amp		668.00	805.00				
60 Amp		1017.00	1,258.00				
100 Amp		1,844.00	2,222.00				
200 Amp		3,621.00	4,528.00				
400 Amp		5,960.00	7,450.00				

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

<b>Transformer(s):</b> Indicate which 208V outlet ordered in the 208V section (that requires a boost) by adding "Boost" next to the outlet name. Check European Power column in this section if you have European power					
Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V (Min 20 Amp/208/1ph)		172.00	205.00		
European Transformer 480V -380V (Min 60 amp 480V 3ph)		409.00	679.00		
<b>480V 3Ø Motor &amp; Equipment Outlets</b>					
30 Amp		687.00	823.00		
60 Amp		1,222.00	1,465.00		
Over 60 Amp 3Ø Outlet – Call for Estimate					
Description Of Service	Qty	Incentive	Base		
<b>Overhead Quartz Lights:</b> Please Use Exhibitor Rigging Order Form					
<b>Additional Booth Lighting Services</b>					
90 Watt On Stanchion Inline Booths Only		103.00	125.00		
250 Watt Krypton On Stanchion - Inline Booths Only		161.00	194.00		
Stem Lights Hard Wall Use Only		103.00	125.00		
Track Lighting – (3) 75watt fixtures		224.00	235.00		
10 ft. spreader bar required					
<b>See Terms and Conditions Section for Labor Rates</b>					
Subtotal of Charges					\$
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

**Labor Request Section:**

<b>Send PDF or DWG for all Island booths 30x30 or larger to: <a href="mailto:dcexhibitorservices@hi-techelectric.com">dcexhibitorservices@hi-techelectric.com</a></b>	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow <input type="checkbox"/> OK to proceed without exhibitor present <input type="checkbox"/> Do Not proceed until exhibitor is onsite <b>Scaled floor plan showing all outlet locations and booth orientation required</b>	Installation Labor date:  Installation Time:  Size of Booth:  Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/>  <b>*****Indicate all 24 hr and dedicated outlets on floor plan</b>

# TERMS AND CONDITIONS

*Page 5 must be signed in order for electrical installation to be scheduled*

## ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$99.00 per hour during Straight Time: 8am-4:30pm M-F
- \$188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$180.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one hour installation and ½ the total time for dismantle.

**RIGGING LABOR** (For overhead booth lighting, Hanging Structures 200lbs & over, Chain Motors, Truss, Points)

### **Please Use Exhibitor Rigging Order Form**

- \$99.00 per hour during Straight Time: 8am-4:30pm M-F
- \$188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$180.00 per hour (one hour minimum) plus operator's time.
- A four (4) hour minimum per man labor call applies.

## DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
- All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor's floor plan. Delays in installation can occur if no main drop location is provided.
- All Island booths will be charged labor and materials which are determined by the diagram submitted.
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208 volt outlets will require labor and materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated 20amp/120v circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Payment:** Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

## **HI-TECH ELECTRIC JURISDICTION**

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to HTE distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

## **RIGGING JURISDICTION**

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE.
- All motors for rigging must be ordered through HTE.
- All labor for rigging-to-building structures will be provided through HTE.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

## **SPECIAL EQUIPMENT**

Special Equipment orders require 30 days notice prior to move-in.

## **HI-TECH ELECTRIC MATERIALS**

All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

## **FLOOR COVERINGS**

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. HTE is not liable for any costs incurred by the Exhibitor for such cuts.

## **RAMPING UTILITY LINES**

All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

## ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of \$95.00 per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

## SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

## CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.

## DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

## DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

## ON-SITE PAYMENTS / TIPPING

- All payments must be submitted only to a Customer Service Representative or HTE Management.
- Tipping or any gratuity or gift, is not permitted to be accepted by any HTE personnel.

## INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

## Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

---

Print Name:

Signature:

Booth No:





Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

### **Hi-Tech Electric is going green!**

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website [www.hi-techelectric.com](http://www.hi-techelectric.com) to begin the order process.

If you still prefer to print out the service contract, please send it to [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) or fax them to 510-293-6151 or 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Pl NW  
Washington, DC 20001  
Phone: 202-249-3600



## RIGGING SERVICE CONTRACT

### Exhibitor Order

24209 Clawiter Rd, Hayward, CA 94545  
 510-293-6151  
 510-293-6155 FAX  
 dcexhibitorservices@hi-techelectric.com  
[www.hi-techelectric.com](http://www.hi-techelectric.com)

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 **2016-2017\*\***

Deadline Date for Incentive Rates:  
**SEPTEMBER 12, 2016**

Event Name: <b>AUSA ANNUAL MEETING 2016</b>			Event Dates: <b>OCTOBER 3-5, 2016</b>		
Company Name			Booth No.		
Credit Card Billing Address (exact address for credit card)					
City / State / Zip				Phone	Country
Credit Card No				Exp Date	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)		
Authorized Contact Name (Please Print)			Authorized Contact Email		

\*\*\*\*\* PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES \*\*\*\*\*

### TRUSS / MOTORIZED HOIST / RIGGING LABOR

Description Of Service	Qty	Incentive	Base		Total Price
<b>Overhead Quartz Lights:</b> <i>Booth Package for All Booths in Halls ABC Only</i> <i>Includes Power, Rigging, Labor &amp; One Time Focus (One Time Focus labor must be scheduled on straight time)</i> 25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends					
<b>Package Price Per Each Overhead Quartz Light:</b> <i>For Hall ABC</i>		765.00	983.00		
<b>Overhead Quartz Lights:</b> <i>For Hall DE</i>		373.00	456.00		
<b>Overhead Quartz Lights:</b> For booths that are supplying their own truss: Power, Rigging, Labor, Focus not included. Call for Quote					

<b>TRUSS</b>					
10X12X12 Truss		200.00	230.00		
Corner Blocks		130.00	148.00		
<b>CHAIN MOTOR up to 1 Ton</b>		555.00	588.00		
GLP provides all motors for all overhead rigging					
Price includes power and points					
<b>ROTATING MOTOR</b>		555.00	588.00		
<b>RIGGING POINTS</b> Per Point		119.00	134.00		

<b>Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote)</b>	
<b>Subtotal of Charges</b>	\$

Labor Request Section: 4 Hour Minimum per Man

**See Terms and Conditions Section for Labor/Lift Rates**

Installation Day/Date	No. Stagehands	No. Riggers		Dismantle Day/Date	No. Stagehands	No. Riggers
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

## TERMS AND CONDITIONS

***Page 3 must be signed in order for Rigging Services to be scheduled***

### RIGGING LABOR

- \$ 99.00 per hour during Straight Time: 8am-4:30pm M-F
- \$188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: \$180.00 per hour (one hour minimum) plus operator's time.

### RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring own rotation motor. Rotating motors not supplied by HTE/GLP will require a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

### SPECIAL EQUIPMENT / ONSITE ORDERS

- Special Equipment orders require 30 days notice prior to move-in.
- Onsite orders increase by 50%.

### HI-TECH ELECTRIC MATERIALS

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

## ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

## SUPERVISION FEES

All booths and displays with labor incur a 20% supervision fee of the total labor charge.

## CANCELLATIONS

- *Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.*
- *Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.*
- *Once services are installed, there is no refund for cancellation.*

## THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

## DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

## DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

## TIPPING

Tipping is not permitted to HTE/GLP employees. All payments must be made to a Customer Service Representative or HTE Management.

## INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

## Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

---

Print Name:

Signature:

Booth No.



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

### **Hi-Tech Electric is going green!**

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website [www.hi-techelectric.com](http://www.hi-techelectric.com) to begin the order process.

If you still prefer to print out the service contract, please send it to [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) or fax them to 510-293-6151 or 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Pl NW  
Washington, DC 20001  
Phone: 202-249-3600





# PLUMBING SERVICE CONTRACT



24209 Clawiter Rd Hayward CA 94545  
510-293-6151  
510-293-6155 FAX  
[dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)  
[www.hi-techelectric.com](http://www.hi-techelectric.com)

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 2016 – 2017 \*\*

Deadline Date for Incentive Rates:  
**SEPTEMBER 12, 2016**

Event Name: <b>AUSA ANNUAL MEETING 2016</b>		Event Dates: <b>OCTOBER 3-5, 2016</b>	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No		Exp Date	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Phone	Authorized Contact Email

\*\*\*\*\* PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES \*\*\*\*\*

## AIR / WATER / DRAIN

Description Of Service	Total Outlets or Connections	Incentive	Base	24 Hour Service Add 50%	Total Price
<b>Compressed Air: 90-100 lbs. PSI</b>					
1. First outlet at rear of booth (24 hr Service: Add 50%)		243.00	292.00		
2. Additional outlets (24 hr Service: Add 50%)		192.00	234.00		
3. Number of connections		70.00	85.00		
*Size of connections					
*PSI (Required)					
*CFM (Required)					
<b>Water 1/2" and 3/4"</b>					
1. First outlet at rear of booth		243.00	292.00		
2. Additional outlets		137.00	166.00		
3. Number of connections		83.00	100.00		
*Size of connections					
*GPM					
<b>Continuous Water &amp; Drain</b>		341.00	408.00		
<b>Drain Outlets 1/2" &amp; 3/4"</b>					
1. First outlet at rear of booth		184.00	226.00		
2. Additional outlets		137.00	166.00		
3. Number of connections		83.00	100.00		
* Size of connections					

Description Of Service	Quantity	Incentive	Base	Total Price
<b>Sinks &amp; Water Heaters Booth Package</b>				
1. Single Sink : Includes cold water,drain,labor/materials		865.00	1,082.00	
2. Double Sink : Includes cold water,drain,labor/materials		1,081.00	1,298.00	
3. Hot Water Heater/ 40 gallons (includes electric)		335.00	391.00	
* Based on straight time labor.25% of total will be added if installed between 4:30pm-8:00am M-F Plus Weekends & Holidays				
<b>Fill and Drain</b>				
1. Fill and Drain 0 -199 Gallons		137.00	166.00	
2. Fill and Drain 200 - 399 Gallons		203.00	249.00	
3. Fill and Drain 400 – Gallons and over		303.00	361.00	
<b>Natural Gas</b>				
1. First outlet at rear of booth Call for estimate of total invoice		375.00	554.00	
Subtotal of Charges				\$

<b>See Terms and Conditions Section for Labor Rates</b>
THIRD PARTY PAYMENT
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

#### Labor Request Section:

<b>Send PDF or DWG for all Island booths 30x30 or larger to: <a href="mailto:dcexhibitorservices@hi-techelectric.com">dcexhibitorservices@hi-techelectric.com</a></b>	
<input type="checkbox"/> Floor Plan included indicating all plumbing services <input type="checkbox"/> Floor Plan to follow <input type="checkbox"/> OK to proceed without exhibitor present <input type="checkbox"/> Do Not proceed until exhibitor is onsite Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.	Installation Labor date: Installation Time: Size of Booth: Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/> Indicate all 24 hr services on floor plan

# TERMS AND CONDITIONS

*Page 4 must be signed in order for Air / Water / Drain installation to be scheduled*

## PLUMBING LABOR RATES FOR SERVICES ORDERED

1. \$99.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. The minimum charge for plumbing service is one hour installation and ½ the total time for dismantle.
4. All drain dismantle labor hours will be equal to the Fill installation labor hours

## DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

**Outlet Locations:** All first outlets will be installed on the floor at the back wall of booth. Added outlets must be indicated on floor plan and will be charged on a time and material basis.

**Special Equipment:** Hi-Tech Electric (HTE) requires 30 days-notice prior to move-in to supply special regulators, strainers, traps, etc.

**Hi-Tech Electric Materials:** All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

**Service/ Repairs:** HTE has exclusive jurisdiction to make Plumbing service connections or repairs.

**Floor Coverings:** Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installations of service.

**Equipment Requiring Water:** All equipment using water must have an inlet and outlet properly tagged by exhibitor representative for installation by HTE.

**Moisture/ Sediment/ Loss of Pressure:** HTE is not responsible for the accumulation of moisture, oil, or water in air lines. Exhibitors should supply their own filter or equipment to handle moisture or water. HTE is not responsible for sediment, color, or taste of water in line. HTE is not responsible for loss of pressure. Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve or pump installed. HTE is not responsible for any costs associated with such accumulation in air lines or loss of pressure. Water filters are recommended and are available on request.

**Cylinders:** All cylinders must be firmly attached to exhibit. If cylinder must be made secure by HTE it is subject to a labor charge. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus material at the prevailing labor rate.

**Ramping of Utility Lines:** All ramping of utility lines in booth are done on a time and material basis. Laying of lines under carpet or floor or spotting from ceiling will incur an additional labor charge.

## ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of one hour labor per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

## SUPERVISION FEES

All booths and displays with labor will incur a 20% supervision fee of the total labor hours.

## CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund for cancellation.

## DISCONNECTION

All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor to (and acknowledged by) HTE.

## CLAIMS AND/OR INVOICE DISPUTES

Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

## DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

## PAYMENT

Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing.

## ON-SITE PAYMENTS / TIPPING

All on-site payments must be submitted only to a Customer Service Representative or HTE Management. Tipping or gratuity of any kind is not permitted.

## LABOR RATES

All Labor Rates are subject to the current labor contract effective at time of performed labor.

## INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

## Authorized Signature:

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept Hi-Tech Electric's payment policies and terms of contract.

---

Print Name:

Signature:

Booth Number



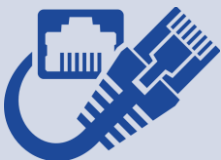
## AUSA Annual 2016

10 / 03 / 16 to 10 / 05 / 16

Order 21 days prior to the 1<sup>st</sup> day of the show move-in for incentive rate.

Incentive deadline for the above event is 09 / 06 / 16

Smart City is the exclusive telecommunications and television service provider for the Walter E. Washington Convention Center.



### Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



### Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



To review and order our services visit  
<https://orders.smartcitynetworks.com>



### Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



### Television Service

- HD Service

Questions? Contact us at (888) 446•6911 or [csr@smartcity.com](mailto:csr@smartcity.com).



Razor Exhibits/Occam Events 6135 Martins Landing Ct., Burke VA 22015 Fax 800-908-8234

Orders must be received 5 business days before start of event

Equipment	Show Rate	Qty	Sub total
<b>STANDARD LCD DISPLAYS</b>			
24" Samsung LCD 1080p 16:9 DISPLAY	\$325.00		
32" SAMSUNG LCD 1080p 16:9 DISPLAY	\$450.00		
40" NEC MULTIOS™ 1080p LCD 16:9 DISPLAY	\$750.00		
46" NEC MULTIOS™ 1080p LCD 16:9 DISPLAY	\$900.00		
<b>LARGE LED DISPLAYS</b>			
80" SHARP 1080p LED 16:9 HD DISPLAY/TV	\$4800.00		
90" SHARP 1080p LED 16:9 HD DISPLAY/TV	\$6200.00		
<b>"NEW" COMMERCIAL LED DISPLAYS - Ultrathin</b>			
SAMSUNG ME-32B 32" Edge-lit LED 1080p HDTV	\$475.00		
SAMSUNG ME-40B 40" Edge-lit LED 1080p HDTV	\$825.00		
SAMSUNG ME-46B 46" Edge-lit LED 1080p HDTV	\$1100.00		
SAMSUNG ME-55B 55" Edge-lit LED 1080p HDTV	\$1800.00		
SAMSUNG ME-65 65" LED 1080p LED 1080p HDTV	\$2895.00		
<b>DESKTOP COMPUTER</b>			
LENOVO M57e SFF CORE 2 2.6G DESKTOP	\$350.00		
LENOVO M91p SFF i7 2600 4G,320G HD DVD RW	\$450.00		
<b>APPLE COMPUTER</b>			
APPLE MAC MINI CORE 2.4GHz,4G,32G,NVIDIA	\$350.00		
<b>LAPTOP COMPUTER (HDMI)</b>			
LENOVO T61 2.1GHZ,3GB,160G,DVD,CD±RW,802g	\$375.00		
LENOVO TP T520 i5 2.5GHZ,4G,500G,WIDE	\$425.00		
LENOVO TP W520 i7 2.2GHZ,8G,500G,FULL HD	\$495.00		
<b>TABLETS</b>			
APPLE IPAD2™ 64GB WIFI+G3 9.7" MULTI TOUCH	\$250.00		

Equipment	Show Rate	Qty	Sub total
<b>SINGLE-TOUCH SCREEN DISPLAYS</b>			
40" NEC MULTIOS™ 16:9 1080p TOUCH SCREEN	\$1750.00		
46" NEC MULTIOS™ 16:9 1080p TOUCH SCREEN	\$1950.00		
<b>MULTI-TOUCH LCD DISPLAYS</b>			
32" PLANAR Multi-Touch HD LCD (2pt)	\$1550.00		
55" NEC P551 1080P LCD Multi-Touch Display (6 pt)	\$3625.00		
70" NEC 1080p LCD Multi-Touch DISPLAY (6pt)	\$10450.00		
103" PANASONIC Plasma w/Multi-Touch Overlay (6pt)	\$17,995.00		
<b>"NEW" COMMERCIAL LED DISPLAYS w/ MULTI-TOUCH 6-point OPTION</b>			
H.P. 21.5" LED BACKLIT LCD 1080p Multi-Touch	Call for Price		
PLANAR PXL2430MW 24" LED 1080p TOUCH (2pt)	\$950.00		
SAMSUNG ME-32B 32" LED 1080p Multi-Touch (6pt)	\$1325.00		
SAMSUNG ME-40B 40" LED 1080p Multi-Touch (6pt)	\$2050.00		
SAMSUNG ME-46B 46" LED 1080p Multi-Touch (6pt)	\$2350.00		
SAMSUNG ME-55B 55" LED 1080p Multi-Touch (6pt)	\$2650.00		
SAMSUNG ME-65 65" LED 1080p Multi-Touch (2-pt)	\$3550.00		
<b>FLOOR STANDS (**ONLY AVAILABLE W/ RENTED DISPLAYS)</b>			
DUAL POST STAND : 32" - 61" w Black Stretch Fabric	\$190.00		
"HEAVY DUTY" DUAL POST STAND: 62"-90"	\$375.00		
<b>ALL-IN-ONE COMPUTER w/ Touchscreen Display</b>			
H.P. TOUCHSMART CORE™2 2.26G,4G,23",LCD	\$775.00		
<b>SEAMLESS LCD PANEL</b> <span>Modular Video Wall</span>			
NEC X461un 46" 720p LCD SEAMLESS PANEL	\$1895.00		
<b>ADDITIONAL ITEMS</b>			
Small Sound Pkg- 1 Wireless Mic, Mixer, Pair of Spkr	\$750.00		
Pair of Jolly Speakers	\$375.00		
'BluRay'Player	\$175.00		
LCD Video Projector	\$1500.00		
<b>**BOOTH LIGHTING</b>	<b>CALL FOR PRICING</b>		

Please Call for pricing and availability for any equipment not listed on this form

### COMMENTS

## ORDER TOTALS

**\*\*Order is not confirmed until Confirmation Order # is sent back by Razor Exhibits \*\*****DELIVERY**

Delivery rate is \$250 for all rentals up to \$1800. Rentals more than \$1800 must be quoted on a per order basis.

**INSTALLATION**

A representative from your company must be on hand to sign for equipment. Repeat deliveries and/or pick-ups are subject to an additional charge. Labor charges listed include initial delivery, installation, on-site service, and pick-up at your booth.

**PAYMENT**

Razor Exhibits requires payment in full at the time your order is placed. Payment includes but is not limited to Equipment Rental, Delivery and Tax.

**CREDIT CARD**

For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by Razor Exhibits. or charges we incur on your behalf. **Credit cards will be charged through our service partner NMR Inc.**

**CANCELLATION**

Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery.

**\*\*UNION HANDLING & SET UP FEE (if applicable)\*\***

Union fees will be based on local Union Jurisdiction and current rates. Delivery and Pickup times will also determine whether you are charged Straight Time, Overtime or Double Time. . Calculated rate will be sent back with your confirmation.

Send order to: Razor Exhibits  
6135 Martins Landing Ct  
Burke VA 22015

Or Fax to: (800) 908-8234

(ONLY CREDIT CARD ORDERS MAY BE PLACED BY FAX.)

\* Notes: In venues where union participation is necessary, delivery and pickup times may vary depending upon availability of laborers.

SHOW CODE

AM16

Equipment

DELIVERY  
MINIMUM CHARGE

\$250.00

Installation/  
Service/Dismantle

If required a 20% of  
equipment  
Total will be charged

SUB-TOTAL

8.0%'SALES'TAX'

GRAND TOTAL

## EXHIBITOR INFORMATION

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_ Booth Location: \_\_\_\_\_

Ordered by: \_\_\_\_\_ Phone: \_\_\_\_\_

Set Up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Set Up Time Range : \_\_\_\_:\_\_\_\_ AM PM thru \_\_\_\_:\_\_\_\_ AM PM

Pick Up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Pick Up Time Range : \_\_\_\_:\_\_\_\_ AM PM thru \_\_\_\_:\_\_\_\_ AM PM

On-Site Contact Name: \_\_\_\_\_ On-Site Contact Cell #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## PAYMENT INFORMATION

**(All orders must be confirmed by Razor Exhibits Confirmation #)**

Company Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

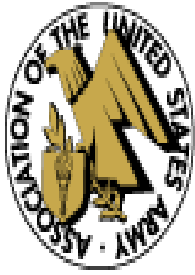
Authorized Signature: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Email Address: \_\_\_\_\_

Ordered by: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_





# 2016 AUSA

ANNUAL MEETING & EXPOSITION  
A PROFESSIONAL DEVELOPMENT FORUM

## 2016 BOOTH CATERING MENU



Welcome to Washington DC!

Welcome to Washington DC, a world-renowned destination for business and family fun – where the entertainment options are matched only by the warmth and energy of an exciting community.

Centerplate is a leading global event hospitality company, and we are thrilled to be your exclusive hospitality partner at the Walter E. Washington Convention Center.

Our style is collaborative, and our DC team is delighted to work with you to ensure your experience here in this special location is smooth, successful, and enjoyable.

We are committed to delivering the finest food, amenities, and service to both impress your guests and complement your company's goals and reputation.

Much of our success comes from our attention to the important details that create truly welcoming experiences.

From fresh, locally-sourced, and quality ingredients to crisp, sincere, and attentive service, our goal is to provide world-class hospitality for every one of our guests.

Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff, or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results.

Please give us a call to start the planning process today!  
Here's to your successful event in DC,

*Katrina Huey*

Katrina Huey, Booth Catering Manager  
Centerplate/NBSE  
801 Mt Vernon Place NW Washington DC, 20001  
katrina.huey@centerplate.com  
P. 202.249.3524  
F: 202-249.3522



*A 22% Service Charge and 10% Food Sales Tax & 5.75% Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

## Exhibitor Catering & Hospitality Services

Centerplate/NBSE is dedicated to providing quality service for all exhibitor shows. With a unique blend of traditional and upscale food and beverage services, we can create an extraordinary catering experience during your show.

The excitement builds as the show draws near your booth or hospitality suite; Why not allow us to help bring the customers to your booth?

The aroma of any of our creative traffic builders is sure to entice everyone to find his or her way to your booth. We can also provide luncheon buffets, boxed lunches or snacks for your staff.

If your booth's size allows, we can provide a reception with gourmet Hors D'oeuvres, fresh seasonal Fruits and Berries or a Chef Attended Station. Along with a wide selection of spirit and specialty beverages that will quench almost any kind of thirst.

Whatever your culinary needs are, we are here to fulfill them, as Centerplate/NBSE is an exclusive catering company, which provides world-class Catering services at the Walter. E. Washington Convention Center here in Washington D.C our Nation's Capital.

We offer a full line of exhibitor and meeting room catering services in the following menus because we know that booth enticements and hospitality services are proven tools for increasing sales at trade shows and conventions. We guarantee exceptional service, quality and presentation.

**\*All services may be provided, pending approval from Show Management Staff\***

**ALL FOOD & BEVERAGE MUST BE PURCHASED THROUGH  
CENTERPLATE/NBSE**

**Outside Food & Beverage is NOT permitted in the Walter E. Washington  
Convention Center**

**Orders must be placed at least 3 weeks prior to Show Dates**



**Phone: (202) 249-3524 ~ Fax: (202) 249-3522**

*A 22% Service Charge and 10% Food Sales Tax & 5.75% Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*



# Refreshments

*All beverage services include appropriate condiments and disposable service-ware. Customer is responsible for providing Food/Beverage tables in booth.*

**Freshly Brewed Coffee** **\$300**  
Five gallon units  
(approximately 75 cups)

**Freshly Brewed  
Decaf Coffee** **\$300**  
Three gallon units  
(approximately 75 cups)

**Assorted Hot Tea** **\$180**  
Three gallon units  
(approximately 45 cups)

**Morning Coffee Package** **\$360**  
**with Our Freshly Brewed Coffee**  
To include three gallons of regular coffee,  
two gallons of decaf coffee, and one gallon  
of herbal tea.

**Freshly Brewed Iced Tea** **\$120**  
**Sweetened or Unsweetened**  
Three gallon units  
(approximately 45 cups)

**Lemonade** **\$120**  
Three gallon units  
(approximately 45 cups)

**Fruit Punch** **\$120**  
Three gallon units  
(approximately 45 cups)

**Assorted Bottled Juice** **\$96**  
(Apple, Cranberry, Orange, Grapefruit)  
By the Case (24)

**Assorted Sodas** **\$84**  
(Pepsi Products Only)  
Includes Regular & Diet  
By the Case (24)

**Bottled Spring Water** **\$84**  
By the Case (24)

**Bottled Sparking Water** **\$96**  
By the Case (24)

**Milk by the Gallon** **\$18**  
Skim, Whole, 2%

**5-Gallon Water Jug** **\$25**  
For use with Water Cooler

**Water Cooler Daily Rental** **\$60**  
Customer responsible for  
electrical requirements

**40lbs of Ice** **\$20**  
Available in lined bin or by the bag

**20lbs of Ice** **\$10**  
Available in lined bin or by the bag



*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

# Snacks

*All snack services include appropriate disposable service-ware.  
Customer is responsible for providing Food/Beverage tables in booth.*

**Assorted Individual Containers of Yogurt** **\$48**  
By the dozen

**Layered Yogurt, Granola and Fresh Fruit Cup** **\$78**  
By the dozen

**Assorted Whole Fresh Fruit** **\$36**  
By the dozen

**Platter of Chilled Seasonal Fresh Fruits & Berries**  
Served with honey yogurt dipping sauce  
Serves 15 **\$120**  
Serves 25 **\$200**

**Platter of Market Vegetables** **\$97.50**  
Serves 15  
Served with buttermilk ranch dipping sauce

**Grilled Vegetable Platter** **\$187.50**  
Serves 25  
Assorted Grilled Seasonal Market Vegetables  
Served with Balsamic Vinaigrette

**Antipasto Platter** **\$12**  
Per Person  
Black, Green and Greek Olives, Pepperoncini, Marinated Mushrooms, Artichokes, Assorted Italian Meats & Cheeses  
Tomato Bruschetta served with an array of whole and sliced Baguettes

**Assorted Candy Bars** **\$48**  
By the dozen

**Chewy Granola Bars** **\$36**  
By the dozen

**Assorted Dessert Squares – Raspberry Cheesecake Swirl, Pecan and Lemon** **\$48**  
By the dozen

**Individual Bags of Potato Chips and Pretzels** **\$33**  
By the dozen

**Trail Mix Bags** **\$42**  
By the dozen

**Trail Mix** **\$35**  
By the pound

**Tri-Colored Tortilla Chips with Salsa & Guacamole** **\$50**  
Serves 10

**Spinach Dip with Pita Chips** **\$80**  
Serves 15

**Premium Mixed Nuts** **\$32**  
Serves 10



*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

## Fresh from the Bakery

*All baked goods include appropriate condiments and disposable service-ware. Customer is responsible for providing Food/Beverage tables in booth.*

Assorted Muffins \$48  
By the dozen

Assorted Bagels \$48  
Served with Plain Cream Cheese  
By the dozen

Mini Fruit & Cheese Danishes \$48  
By the dozen

Fresh Baked Croissants \$48  
By the dozen

Assorted Breakfast Bakeries \$48  
(Muffins, Danish, & Croissants)  
By the dozen

Assorted Gourmet Biscotti \$48  
By the dozen

Freshly Baked Assorted \$38  
Gourmet Cookies  
(Chocolate Chip, Oatmeal Raisin, and  
Macadamia)  
By the dozen

Assorted Brownies \$38  
By the dozen

Rice Krispy Treats \$42  
By the dozen

Soft Pretzels Served Warm \$60  
with Spicy Dijon Mustard  
By the dozen

Assorted Chocolate Dipped \$120  
Strawberries  
By two dozen

Assorted Cupcakes  
By the dozen  
Without Custom Logo \$72  
With Custom Logo \$84

Half Sheet Cake \$225  
with/without Custom Logo  
(Serves Approx. 40pp)

Full Sheet Cake \$425  
with/without Custom Logo  
(Serves Approx. 80pp)



*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

# Lunch Options

*All lunch services are served with disposable plates, cutlery, napkins and appropriate condiments.*



## ASSORTED SANDWICHES AND WRAPS

Tuna on Kaiser  
Grilled Chicken Wrap  
Grilled Veggies on Focaccia  
(Serves 12) **\$144**  
(Services 25) **\$300**

## SANDWICH SELECTION

Ham on White Bread  
Smoked Turkey on Whole Wheat  
Roast Beef on Rye  
Salami on White Bread  
Fresh Mozzarella, Basil & Tomato  
Served with Chef's Selection of Cheeses  
(Serves 12) **\$144**  
(Services 25) **\$300**

## ASSORTED CROISSANT PLATTER

Ham with Brie Cheese  
Shaved Turkey & Cranberry Butter  
Roast Beef with Swiss Cheese  
Alfalfa Sprouts with Boursin Cheese  
(Serves 12) **\$160**  
(Serves 25) **\$320**

## WALK AROUND WRAPS

Smoked Turkey, Boursin Cheese, Arugula,  
Diced Red Onion, Avocado and Tomatoes  
Asian Shaved Beef, Cabbage Slaw and Miso  
Dressing  
Marinated Grilled Chicken, Garden  
Vegetables and Creamy Ranch  
Grilled Vegetables, Fresh Spinach and  
Balsamic Vinaigrette  
(Serves 12) **\$144**  
(Services 25) **\$300**

## Lunch Platter Accompaniments

Platters serve approximately 25 guests

### Harvest Garden Salad **\$125**

Bowl of Garden Fresh Market Greens  
with Red Onion, Carrots and Tomatoes,  
Choice of Dressings to Include Italian,  
Buttermilk Ranch and Bleu Cheese

### Classic Caesar Salad **\$125**

Bowl of Traditional Caesar Salad with  
Romaine Heat Lettuce, Garlic Croutons,  
and Parmesan Cheese Served with  
Caesar Dressing

### Red Skin Potato Salad or **\$125**

#### Pasta Salad Primavera

Bowl of Red Skin Potato Salad or Rotini  
Pasta Salad

### Warm Crab and Artichoke Dip **\$195**

Chesapeake Crab and Artichoke Heart in  
Cream Cheese/Parmesan Crust & Pita  
Chips

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

# Box Lunches

All Boxed Lunches include an individual bag of chips, whole fruit, gourmet cookie, condiments and bottled water.

## TRADITIONAL BOX LUNCH

Traditional **\$24.00**

Served on a soft potato bun

Choose one Sandwich from the list below:

- Roast Beef and Cheddar
  - Turkey and Swiss
  - Ham and Swiss
  - Grilled Vegetables
- With sun dried tomato and hummus spread

## GOURMET WRAP BOX LUNCH

Gourmet Wrap **\$26.00**

Choose one Sandwich from the list below:

- Chicken Santa Fe
- Pepper Jack cheese, sweet corn relish and fresh cilantro
- BBQ Beef
- Cheddar cheese, tomato marmalade and iceberg lettuce
- Smoked Turkey
- Provolone, cranberry mayonnaise and mesclun greens
- Grilled Vegetables
- Herb cream cheese, portobello, tomatoes and asparagus

## GOURMET SALAD BOX LUNCH

Gourmet Salad **\$26.00**

Choose one Salad from the list below:

- Chicken Caesar Salad
- Crisp romaine lettuce, grilled chicken breast, Parmesan cheese and garlic croutons. Traditional Caesar dressing
- Greek Salad
- Feta cheese, cucumbers and tomatoes with romaine lettuce. Golden Italian dressing
- Black Pepper and Lemon Tuna Salad
- Baby spinach, cucumbers, tomatoes and boiled eggs.
- Balsamic dressing
- Southwestern Vegetables
- Black beans, cheddar cheese, peppers and onions.
- Ranch dressing

## DELICATESSEN BOX LUNCH

Delicatessen **\$27.00**

Served on a ciabatta roll

Choose one Sandwich from the list below:

- Lemon Pesto Chicken
- Provolone, red leaf lettuce and sliced tomatoes
- Tuscan Turkey and Provolone
- Red pepper aioli and sliced olives
- Italian Deli – Mortadella, Salami and Capicola
- Sweet pepper relish and basil
- Roast Beef with Horseradish Sour Cream
- Jardinière vegetables
- Tomato and Fresh Mozzarella
- Artichoke tapenade

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*



### **Hors D'Oeuvres**

*All chilled Hors D' Oeuvres are served with disposable plates,  
cutlery, napkins and appropriate condiments.  
(Priced per 100 pieces ONLY)*



#### **COLD**

Iced Jumbo Shrimp with Cocktail Sauce and Lemons	\$650.00
Beef Tenderloin with Stone Ground Mustard	\$700.00
Bruschetta Goat Cheese, Black Olive Tapenade, Roasted Peppers	\$500.00
Smoked Salmon on Crispy Potatoes with Caper Berries	\$600.00
Maryland Crab Salad in Mini Bouchee	\$700.00
Prosciutto-wrapped Melon	\$500.00
Parmesan Crostini with Baby Tomato, Mozzarella & Basil	\$600.00
Grilled Artichoke, Olive & Red Pepper Focacini	\$700.00
Brie Canapé, Raspberry & Honey Glazed Pecans	\$600.00
Belgian Endive with Gorgonzola Cheese Mousse & Pecans	\$500.00
Curried Chicken Tart	\$500.00
Stuffed Grape Leaves	\$500.00

#### **HOT**

Chicken Quesadilla with Jalapeno Bacon	\$425.00
Gruyere and Leek Quiche	\$450.00
Pear and Brie in Phyllo	\$500.00
Asian Chicken Satay	\$600.00
Macaroni and Cheese Popper	\$475.00
Chicken Macadamia Skewer	\$600.00
Lobster Cobbler	\$700.00
Chicken & Lemongrass Pot Sticker	\$550.00
Goat Cheese & Mushroom Egg Roll	\$475.00
Spanakopita	\$425.00
Orange Chicken Spring Roll	\$450.00
Rosemary Chicken Brochette	\$600.00
Mini Maryland Crab Cakes	\$700.00
Gorgonzola Cheese Wellington with Pancetta	\$600.00
Peking Duck Chop Sticks	\$650.00
Asian Shrimp Chop Sticks	\$650.00

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

### **Beverage Hospitality Services**

*The following special beverage services can be ordered  
for your Exhibit Booth.*

*To reserve a Meeting Room for your Reception, please check with show management for available space.*

#### **Deluxe Spirits**

New Amsterdam Vodka, Bombay Original Gin, Bacardi Superior Rum, Jose Cuervo, Especial Tequila, Dewar's White Label Scotch, Jack Daniel's Whiskey, Seagram's 7, Crown Whiskey, Hennessy V.S. Cognac, Martini & Rossi Vermouth, DeKuyper Triple Sec, DeKuyper Peachtree

#### **Host Bar**

Premium Brand Spirits	\$9.50/drink
Super Premium Spirits	\$10.50/drink
Cordials	\$13.00/drink
Deluxe Champagne	\$9.50/drink
Deluxe Wine	\$7.00/drink
Domestic Beer	\$6.00/drink
Imported Beer	\$7.00/drink
Soft Drinks	\$3.50/each
Fruit Juices	\$4.00/each
Mineral Water	\$4.00/each

Beverages charged on Consumption

One Bartender for every 100 guests is  
Recommended for this service

A Bartender Fee of \$168.00 will be applied  
with a 4 hour minimum for all bar services  
(\$42.00 per additional hour)

#### **Cash Bar**

Premium Brand Spirits	\$9.50/drink
Super Premium Spirits	\$11.00/drink
Cordials	\$13.50/drink
Deluxe Wine	\$7.50/drink
Domestic Beer	\$6.50/drink
Imported Beer	\$7.50/drink
Soft Drinks	\$4.00/each
Fruit Juices	\$4.50/each
Mineral Water	\$4.50/each

Beverages charged on Consumption

One Bartender for every 100 guests is  
Recommended for this service

A Bartender Fee of \$168.00 will be applied  
with a 4 hour minimum for all bar services  
(\$42.00 per additional hour)

#### **INDIVIDUALLY PRICED ITEMS**

*(Beverages are not charged on consumption)*

Pricing Subject to Change

Domestic Case of Beer \$156.00

Imported Case of Beer \$168.00

House Wines by the Bottle (750ml) \$40.00/bottle

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

## Exhibitor Favorites

*Tables and Electrical Power needed for any Equipment  
Is be the Responsibility of the Customer*

### Cappuccino/Espresso Machine

**\$1,750.00 + + (Based on 2 Hours of Service)**

- Includes 200 8oz. cups of Beverage
- Includes 1 Attendant
- Additional cups are \$3.75/cup
- Additional Attendant Hours are \$42/hour
- Customer Responsible for Electrical Requirements:  
Two 20 amp (40 amp total) 3-pin earthed plugs
- Table Top version only



*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

## Sweet Freeze – Liquid Nitrogen Ice Cream

*Homemade Liquid Nitrogen Ice Cream made at your booth!*



**\$1,750.00 + + (Based on 2 Hours of Service)**

- Includes 350 4oz. servings of Ice Cream and/or Sorbet
  - You can choose two of the following options:
    - Pure Vanilla Bean, Chocolate, Strawberry, Cookies & Cream, Coffee, Mocha, Frozen Hot Chocolate. Sorbets also available: Strawberry or Mango
- Includes 1 Attendant
- Cups, spoons & napkins
- Additional 4oz servings are \$4.00 each
- Additional Attendant Hours are \$42/hour
- Sweet Freeze can be set up in your booth on your counter space or a portable cart can be provided, catering cart is 58.5 X 26 inches
- Customer Responsible for Electrical Requirements: 1 – 110vt.
- Customer may provide bowls and napkins with their customized logo. Additional charges may apply for servings over 4oz.

**Add Ice Cream Sundae Bar toppings– Make your own Sundae with**

- Level 1: Served with Homemade Hot Fudge, Caramel Sauce, Toffee, Roasted Almonds and Oreo Cookie Crumbs – (up-charge of \$1.80 per person)
- Level 2: Homemade Brownies, Triple Chocolate Chip Cookies, Hot Fudge, Caramel Sauce, Strawberry Sauce, Toffee, Roasted Almonds and Pecans, Oreo Cookie Crumbs, Whipped Cream, M&M's, Sprinkles, and Reese's™ Peanut Butter Cups Chocolate Chips – (up-charge of \$2.95 per person)

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

## Sweet Freeze – Liquid Nitrogen Floats Station

*Homemade Liquid Nitrogen Root Beer and Orangesicle Floats made at your booth!*

**\$1,500.00 + + (Based on 2 Hours of Service)**

- Includes 250 7oz. Float servings
    - All Floats come with Pure Vanilla Bean Ice Cream and your choice of either Root Beer or Orange Soda. You can also request Chocolate Ice Cream on special order.
  - Includes 1 Attendant
  - Cups, spoons & napkins
  - Additional 7oz servings are \$4.00 each
  - Additional Attendant Hours are \$42/hour
  - Sweet Freeze can be set up in your booth on your counter space or a portable cart can be provided
  - No Electrical Requirements are needed
  - Customer may provide cups and napkins with their customized logo.
- Additional charges may apply for servings over 7oz.



## SWEET FREEZE SMOOTHIES

**\$1,750.00 + + (Based on 2 Hours of Service)**

- Includes 250 7oz. Cups of Freshly Made Fruit Smoothies, Cups, and Napkins
- Flavors Include 2 of the Following:
  - Strawberry-Banana, Mango, Blueberry, Coffee or Pina Colada
- Additional Hours: \$40.00/Hour (Over 2 Hours)
- Additional Cups (over 250): \$5.25 + + / 7oz. Cup
- Customer is Responsible for Electrical Requirements in Booth (120 V, 2 20-amps)
- Customer May Provide Cups with their Own Logo:
  - Additional Charges will be applied to cups over 7oz.



## SWEET FREEZE MARGARITA/DAIQUIRI CART

**\$3,000 + + (Based on 2 Hours of Service)**

- Includes 300 5 oz. Made-to-Order Alcoholic and Non-Alcoholic Margaritas/Daiquiris, Cups, and Napkins
- Additional Hours: \$42.00/Hour (Over 2 Hours)
- Additional Cups (over 300): \$7.50 + + / 5oz. Cup
- Customer is Responsible for Electrical Requirements in Booth (120 V, 2 20-amps)
- Customer May Provide Cups with their Own Logo:
  - Additional Charges will be applied to cups over 5oz.



*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charge  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change wit*



# EXHIBITOR CATERING ORDER FORM



Meeting Information	
Name of Meeting/Event:	
Date of Meeting/Event:	
Time of Event (Start-End):	
Meeting Room/Booth #:	
Estimated Attendance:	
Name of Function:	
Food Order (spell out all details or order)	
Beverage Order (spell out all details or order)	
Event Contact	
Name:	
Organization:	
Address:	
City, State & Zip:	
Phone:	
Email:	

*Signature:* \_\_\_\_\_

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*



### Important Information

*Please take a moment to read our policies*

1. Please type or print clearly.
2. Form must be received no later than three weeks prior to show dates to ensure confirmation. An additional 21% will be added to all prices for orders placed within three weeks of the show.
3. Applicable Service Charge and Sales Tax will be added to subtotal. SERVICE CHARGE MUST BE TAXED.
4. Food Service Contracts will be sent to you confirming order; signed contracts and full payment must be received in our office prior to start of show. No service will commence without full payment prior to show, and credit card information on file.
5. Any replenishment orders during the show must be guaranteed by a major credit card; the balance of charges will be billed to the credit card unless payment is received at the end of the show.

### Additional Information

1. All food and beverages must be ordered through Centerplate/NBSE, the exclusive Caterer at the Walter E. Washington Convention Center.
2. No food or beverages will be permitted into the Convention Center by any exhibitor, installation company, or any other entities hired by exhibiting company without prior approval and written authorization by Centerplate/NBSE. Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture, produce or distribute, and must be show related. Sample sizes must be limited to 4 ounces of non-alcoholic beverages, 2 ounces of alcoholic beverages and 2 ounces of food. No products may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Walter. E. Washington Convention Center.
3. Orders submitted less than three (3) weeks (21 days) in advance of the first Show Day will be subject to a 21% increase in pricing.
4. All food service ordered must be paid in full prior to any service commencing. We will accept company checks, Visa, Master Card or American Express only. A credit card is required to be on file for any additional services ordered during the show.
5. Please allow a minimum of 45 minutes to one hour for all replenishment requests during the show and up to two hours for any on-site orders.

*A 22% Service Charge and 10% Food Sales Tax & 5.75 % Non-Food Sales Tax will be charged on all orders.  
All orders are subject to a \$65 Delivery Fee per delivery service. Prices are subject to change without notice.*

6. The exhibitor is responsible for supplying any electricity required for food service, equipment, trash removal from booth, as well as all tables needed for food service.
7. All service will be delivered on disposable ware, except plated meals.
8. Please note that all Food and Beverage prices are subject to applicable Service Charge and Sales Tax.
9. Cancellation on all perishable goods must be made in 72 hours in advance. Any cancellation made within 72 hours is subject to cancellation fee up to the full price of the event.

Katrina Huey, Booth Catering Manager  
Centerplate/NBSE  
801 Mt Vernon Place NW Washington DC, 20001  
katrina.huey@centerplate.com  
P. 202.249.3524  
F: 202-249.3522

**\*\*\*\*Please call to confirm your order has been received if faxed in. A faxed order does not confirm service. \*\*\*\***



Mail or fax this form to:  
**Urban Jungle, Inc.**  
 P.O. Box 6165  
 McLean, VA 22106  
 703-241-8545 phone  
 866-516-3716 fax  
 [Tax ID #: 54-1796144]



QTY	ITEM	By Sept 20	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 60.00	\$ 70.00	
	Floral Arrangement (approx. 18" H)	\$ 75.00	\$ 85.00	
	Custom Floral Arrangement (call for assistance)	Call / email	Call / email	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 80.00	\$ 95.00	
	Roses, arranged, one dozen (color_____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small_____ Large_____)	\$50/\$75.00	\$60/\$85.00	
	Mum Plants (white_____ yellow_____ lavender_____)	\$ 25.00	\$ 30.00	
	Azaleas (red_____ pink_____ white_____)	\$ 35.00	\$ 40.00	
	Bromeliads (Red, pink, yellow, other)	\$ 35.00	\$ 40.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 30.00	\$ 35.00	
	Small (6"pot) Ivy_____ Pothos_____	\$ 25.00	\$ 30.00	
	Large Fern_____ Ivy_____ Pothos_____	\$ 30.00	\$ 35.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	<b>Pkg A:</b> (1) 6' Ficus topped w/ greens and color	\$ 125.00	\$ 135.00	
	<b>Pkg B:</b> (2) 3' plants and (1) Blooming plant	\$100.00	\$ 110.00	
	<b>Pkg C:</b> large container w/ivy and blooming plants	\$ 100.00	\$ 115.00	
	2' Green Plants	\$ 30.00	\$ 40.00	
	3' Green Plants	\$ 40.00	\$ 50.00	
	4' Green Plants	\$ 50.00	\$ 60.00	
	5' Green Plants	\$ 60.00	\$ 70.00	
	6' Green Plants	\$ 70.00	\$ 80.00	
	7' Green Plants	\$ 95.00	\$ 110.00	
	8' - 10' Green Plants	\$115.00	\$130.00	
<b>Decorative Containers: White Black Wicker</b>			<b>SUB TOTAL</b>	\$
♦ Call for prices on brass, chrome, terra cotta pots				
♦ Tax is based on show location			<b>Sales Tax</b>	\$
			<b>WDC 5.75%</b>	
<a href="http://www.urbanjungleinc.com">www.urbanjungleinc.com</a>	EMAIL OR CALL FOR CATALOGUE OF FLOWERBOXES, IVY WALLS, TOPIARIES, ETC.	<b>TOTAL AMOUNT DUE</b>		\$
<a href="mailto:info@urbanjungleinc.com">info@urbanjungleinc.com</a>				

**Please remit payment to URBAN JUNGLE, Inc.**

**Rental Price includes:** Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

☐ **HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH:** Date\_\_\_\_\_ Time\_\_\_\_\_

Exhibitor: \_\_\_\_\_  
 Third Party: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

Telephone #: \_\_\_\_\_  
 Mobile # \_\_\_\_\_  
 PO # \_\_\_\_\_  
**email\*\*:** \_\_\_\_\_

Show Name: AUSA Annual Exposition  
 Show Dates: October 3-5, 2016

Location: Walter E Washington Convention Center  
 Booth #: \_\_\_\_\_

**Payment Info:** (circle one) AX VISA MC CHECK  
 Credit Card #: \_\_\_\_\_  
 Name on Card: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security # \_\_\_\_\_  
 Billing Zip: \_\_\_\_\_

**{Overnight order form to: Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101}**

***\*\*Email is required for confirmation and final invoices.***

***\*Orders must be received two weeks prior to show date for advance price!***



## Robert L. Knudsen Photography, Inc

Additional Email; RCKphoto77@gmail.com

A premier national photography company is proud to have been selected as your official photography provider. Please use the information below to order services you may need, or contact us with any questions.

3712 Woodburn Road, Annandale, VA 22003

Phone & Fax 703-280-2326 Email bknud63840@aol.com

AUSA Annual Meetings & Expo  
Washington D.C.  
3-5 October, 2016

EXHIBITOR \_\_\_\_\_ BOOTH # \_\_\_\_\_

CONTACT at show \_\_\_\_\_ Local Phone \_\_\_\_\_

### EXHIBIT & PRODUCTS PRINTS ONLY

EMPTY W/ PEOPLE

1 or 2 original view .....\$130.00 \$140.00  
3 or more original views..\$120.00 \$125.00  
each view includes 1- 8x10 Color print

Additional Print with above original view  
8x10 prints.....\$35.00 each

Panoramic Print up to 30 inches Digital  
EMPTY.....\$175.00 per view WITH PEOPLE...\$200

OTHER SERVICES INCLUDE;  
Email of images or web posting.

**Time Lapse Video** services of booth setup  
and activity during show. Ask for quote.

**RUSH service** available ask for quote.

### DIGITAL IMAGES OF EXHIBIT

Original 8x10 print and image on CD....\$190.00

Digital image of booth only.....\$150.00

Digital retouching available

Digital images may be emailed or FTP delivered  
Please provide email below.

### PUBLICITY PHOTOGRAPHY

(2 hr min.).....\$190.00 per hour

Publicity Digital Images

Digital images on CD up to 75 images \$140.00

Additional jpeg images @ 72 -300DPI.. \$1.50 ea

Higher resolution upon request

Publicity print orders available in multiple sizes

*If you would like a service not listed please contact our office for rates*

#### Special instructions

ORIGINAL VIEWS empty \_\_\_\_\_ with people \_\_\_\_\_ CD \_\_\_\_\_ CD with print \_\_\_\_\_ = \$ \_\_\_\_\_

ADDITIONAL PRINTS \_\_\_\_\_ = \$ \_\_\_\_\_

DIGITAL IMAGE RELEASE electronic online \_\_\_\_\_ on CD \_\_\_\_\_ = \$ \_\_\_\_\_

PANORAMIC empty \_\_\_\_\_ with people \_\_\_\_\_ Other services \_\_\_\_\_ = \$ \_\_\_\_\_

Must be paid with U.S. funds. Please include \$10.00 delivery on all orders \$10.00

Please allow up to 3 weeks from end of show for normal delivery **TOTAL US \$** \_\_\_\_\_

All orders considered complete and accepted if orders are not returned within 10 days of delivery

#### SHIPPING INFORMATION

Email \_\_\_\_\_ Expiration \_\_\_\_/\_\_\_\_/\_\_\_\_

CHECK # \_\_\_\_\_ AMX / MC / VISA CREDIT CARD # \_\_\_\_\_

Company \_\_\_\_\_ P.O. # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_/\_\_\_\_/\_\_\_\_

Authorized by \_\_\_\_\_ Attention \_\_\_\_\_





# Lead Retrieval Order Form

AUSA Annual Meeting & Exposition  
October 3-5, 2016  
Washington, DC



[Click Here to Order Online](#)

## 1. CONTACT INFORMATION:

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact \_\_\_\_\_

BILLING Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail for Receipt \_\_\_\_\_

E-mail for Leads (if different from above) \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

MGL  
iLeads



**Mail To:**  
MGL Management, LLC  
11654 Plaza America Dr., #184  
Reston, VA 20190

**OR**

**Fax To:**  
703-997-1437

**Discount Deadline: Friday, September 2, 2016**

**Order Deadline: Friday, September 30, 2016**

**OPTION 1**

**iLeads Access Code\***

(Use your own iPhone, iPad, iTouch, or Android)

By 9/2/16

\$275 each

After 9/2/16

\$325 each

Quantity

Total

\_\_\_\_\_ \$ \_\_\_\_\_

**OPTION 2**

**iLeads MGL Rental Device:**

(Rent an iDevice from MGL – Select One:)

\$375 each

\$425 each

\_\_\_\_\_ \$ \_\_\_\_\_

[ ] iTouch (default if nothing is selected)

[ ] iPad Mini (limited supply)

### Additional Options:

Booth Delivery \$95 \_\_\_\_\_ \$ \_\_\_\_\_

Custom Checklist \$95 \_\_\_\_\_ \$ \_\_\_\_\_

Excel Conversion \$95 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL DUE: \$ \_\_\_\_\_**

## PAYMENT INFORMATION:

☐ CHECK ENCLOSED CHECK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

☐ CREDIT CARD: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ DISCOVER

CARD NUMBER: \_\_\_\_\_ CVV CODE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_ EXP DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ BILLING ZIP CODE: \_\_\_\_\_

You may fax or email your order using the information below:

**Fax: 703-997-1437**

**Leads@MGLManagement.com**

**Phone: 703-291-1585**

Price will increase to the **ONSITE** rates beginning Saturday, October 1, 2016

**AUSA 2016  
WALTER E. WASHINGTON CONVENTION CENTER  
OCTOBER 3-5, 2016**



**EXHIBITOR ORDER  
FORM**

**RETURN BY 9/19/16**  
\*For Advance Order Rate,  
Order and Payment must be received by  
the date listed above.

**Return to:**  
CES Security, Inc.  
115 McHenry Avenue  
Baltimore, MD 21208

**Phone:** 443-471-7000 **Fax:** 443-471-7007  
**Email:** [eventcoordinator@cessecurity.com](mailto:eventcoordinator@cessecurity.com)

**FULL PAYMENT IS REQUIRED WITH RECEIPT OF ORDER**

**PLEASE NOTE:**

-Any additions after the Advance Order Date will be charged at a higher rate  
-6% Maryland State sales tax for any services performed in the State of Maryland  
-5.75% DC Sales & Use Tax for any services performed in the District of Columbia

**BOOTH/DISPLAY PERSONNEL RATES:**

**\*Advance Order Rate (4-hour minimum)**  
\$28.00 per hour – Payment by Check  
\$30.00 per hour – Payment by Credit Card\*\*  
**Regular Rate (4-hour minimum)**  
\$30.00 per hour – Payment by Check  
\$32.00 per hour – Payment by Credit Card\*\*  
**Onsite Rate (4-hour minimum)**  
\$32.00 per hour – Payment by Check  
\$34.00 per hour – Payment by Credit Card\*\*  
(Order & Payment received less than 5 days  
before the start of service)

\*\*The only credit cards accepted are Visa & Master Card

PLEASE ARRANGE FOR # \_\_\_\_\_ PERSONNEL FOR OUR BOOTH ON THE FOLLOWING DATES:

DATE	HOURS	DATE	HOURS
_____	To _____	_____	To _____
_____	To _____	_____	To _____
_____	To _____	_____	To _____
_____	To _____	_____	To _____
_____	To _____	_____	To _____

CES Security, Inc (CES) is not an Insurer. Charges are based solely upon the value of services provided, and are unrelated to the value of the client's property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss of property due to any cause. CES, its agents and representatives shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement, holds CES harmless from any and all losses. CES recommends that the client have, in effect at the time of signing this agreement, insurance to cover all property, and personal or bodily damages and claims arising from engaging in business as an exhibitor.

TOTAL NUMBER OF HOURS REQUESTED: \_\_\_\_\_

HOURS \_\_\_\_\_ X RATE \_\_\_\_\_ = SUBTOTAL \_\_\_\_\_

SUBTOTAL \_\_\_\_\_ + **5.75% SALES TAX** \_\_\_\_\_ = TOTAL AMOUNT DUE \_\_\_\_\_

ON-SITE CONTACT PERSON: \_\_\_\_\_ ON-SITE CONTACT # \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BOOTH NUMBER: \_\_\_\_\_ EXHIBIT HALL: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_ **\*\*SIGNATURE:\*\*** \_\_\_\_\_

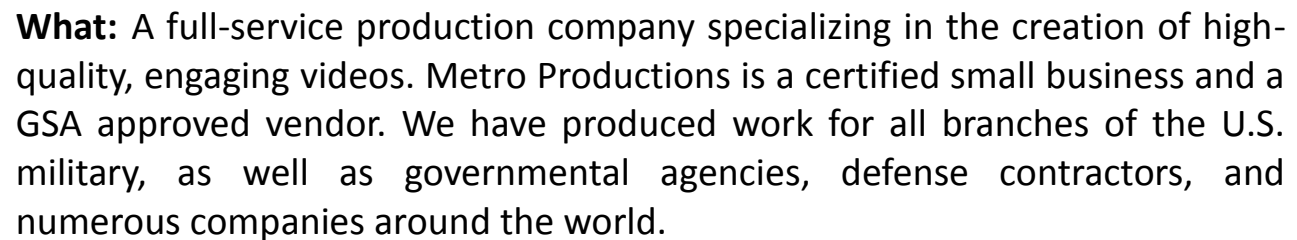
- ☐ Security Personnel to remain in Booth until Exhibitor arrives.  
☐ Security Personnel to work scheduled times only.

NAME ON CARD: \_\_\_\_\_ BILLING ADDRESS OF CARD: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CARD TYPE (CIRCLE ONE): **VISA** **MASTERCARD** AMOUNT: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ EXPIRATION \_\_\_\_\_ CVV CODE \_\_\_\_\_



**Why:** There's a story behind every person, product, and company. Metro is here to tell your narrative in a powerful and engaging way. We excel at creating compelling content that effectively reaches viewers and increases brand awareness.

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# Staffing Services

Trade Show Models, Receptionists, Greeters--

\$360-\$800 per day

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painters, dancers, stilt walkers, flash mobs, etc.)

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– Based on job request

– Based on job request

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# 2016 AUSA

ANNUAL MEETING AND EXPOSITION  
A Professional Development Forum

3-5 OCTOBER 2016

Walter E. Washington Convention Center, Washington, DC



## DIGITAL SIGNAGE OPPORTUNITIES

October 3-5 2016 | Walter E. Washington Convention Center

Digital Conventions | 801 Mount Vernon Place, NW | Washington, DC  
T/202-249-3900 | F/202-618-6183 | [www.digitalconventions.com](http://www.digitalconventions.com)

**DIGITAL**  
**CONVENTIONS**



## WHY DIGITAL SIGNAGE

The digital signage network at the Walter E. Washington Convention Center is a state-of-the-art full motion, high-definition digital signage network comprised of more than 200 displays strategically placed in high traffic areas throughout the Center. Digital signage provides an unparalleled opportunity for visibility and engagement with event attendees.



### DISPLAYS

OVER FIFTY 52, 57, 60 & 80 INCH, HIGH DEFINITION LED FLAT PANEL DISPLAYS  
24FT X 8FT LED VIDEOWALL  
24FT X 8FT LED VIDEOWALL  
6ft x 8ft LED VIDEOWALLS  
28FT x 8FT LED VIDEOWALL

### CONTENT

GRAPHICS | VIDEOS | AUDIO

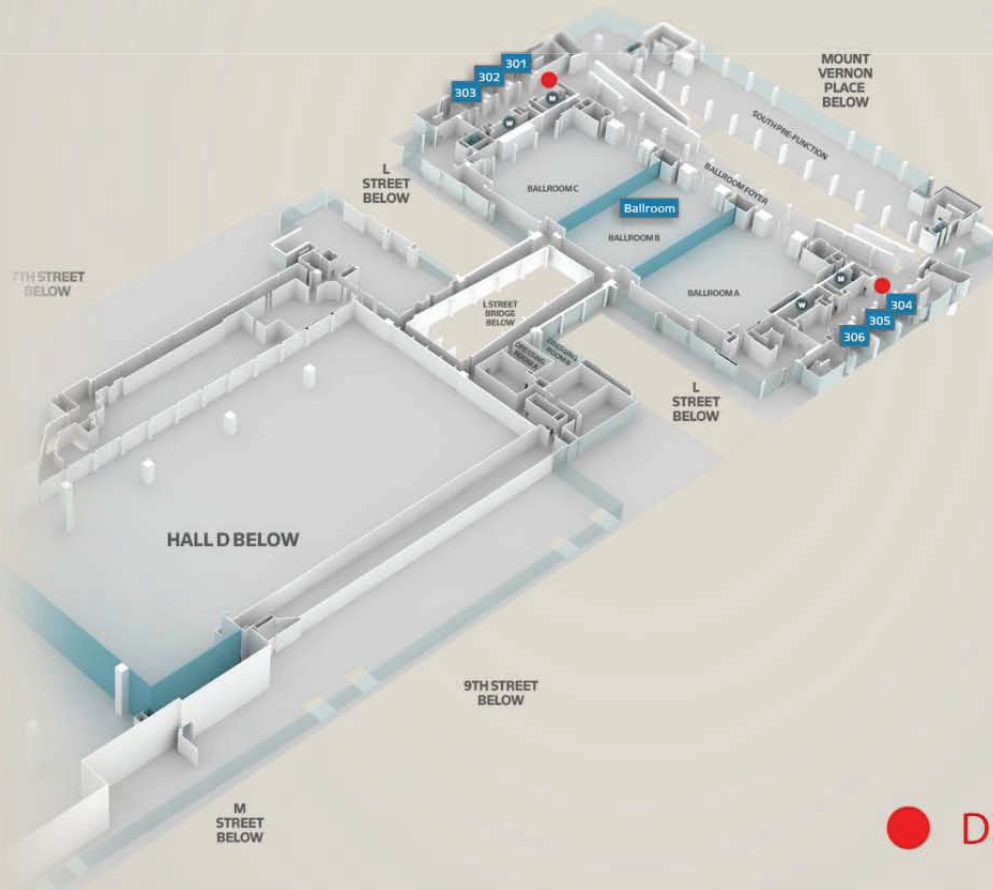
### NETWORK

FULLY-NETWORKED SYSTEM WITH OVER 200 DISPLAYS

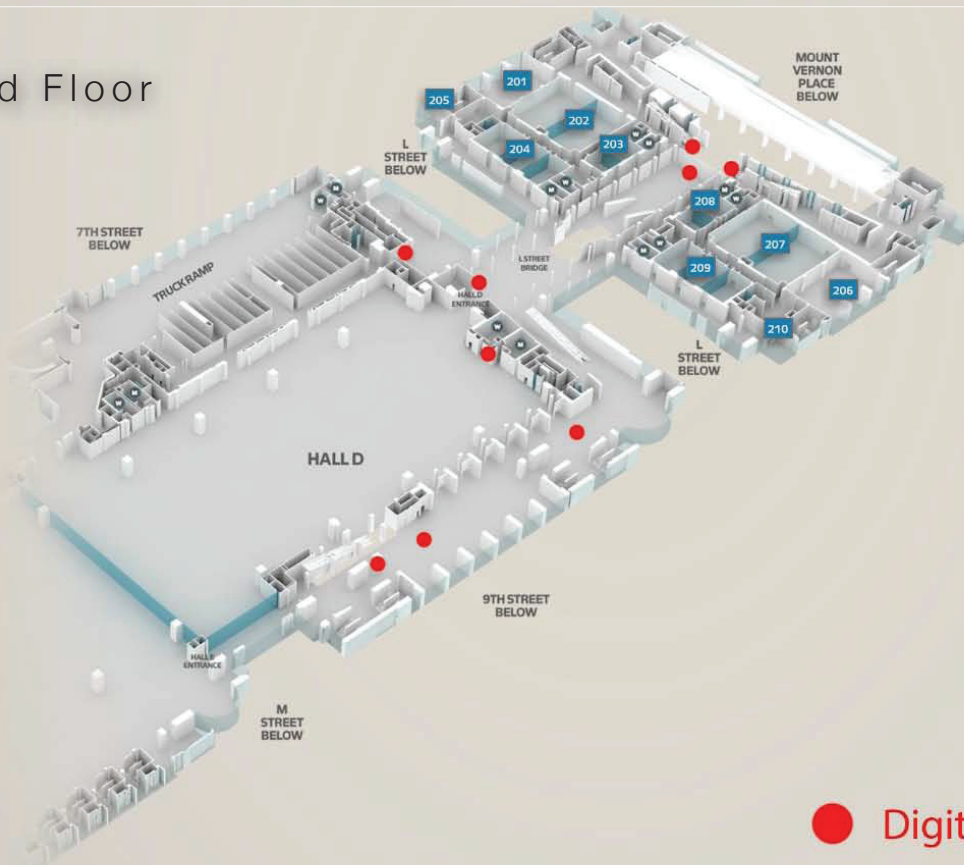
## STAND OUT WITH DIGITAL SIGNAGE

# DIGITAL SIGNAGE LOCATIONS

## 3rd Floor



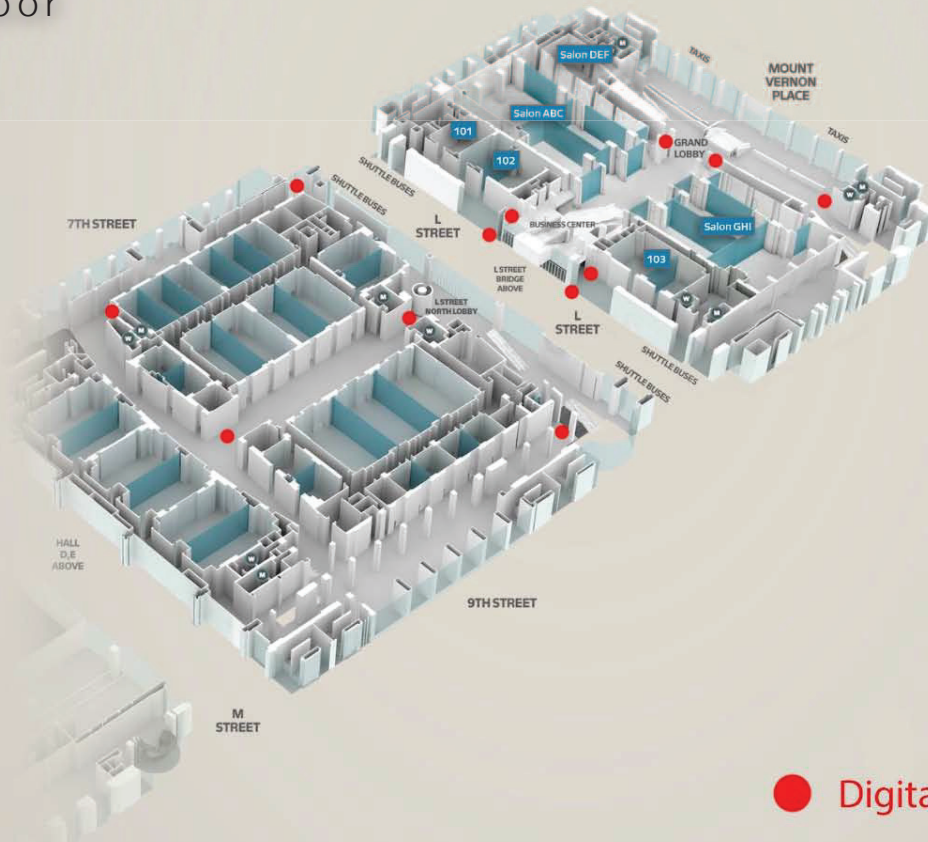
## 2nd Floor





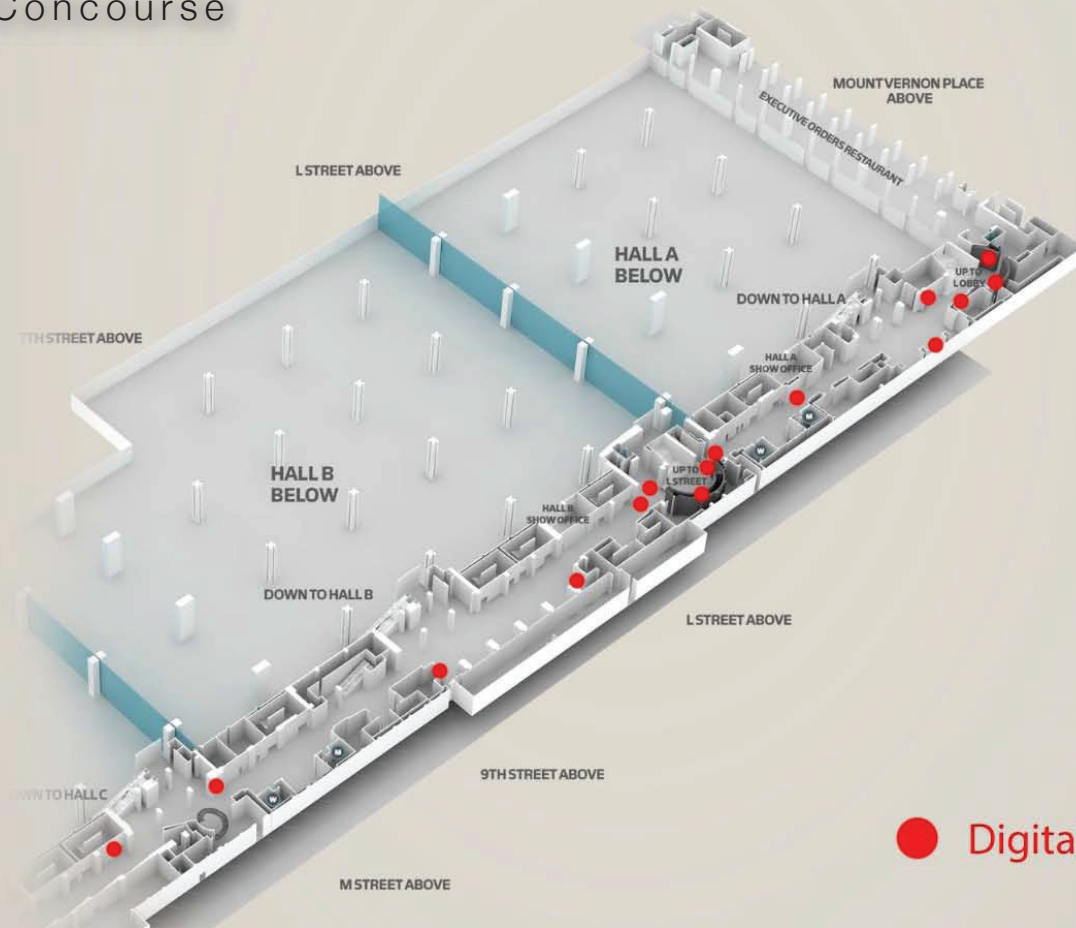
# DIGITAL SIGNAGE LOCATIONS

## 1st Floor



● Digital Signage Location

## Concourse

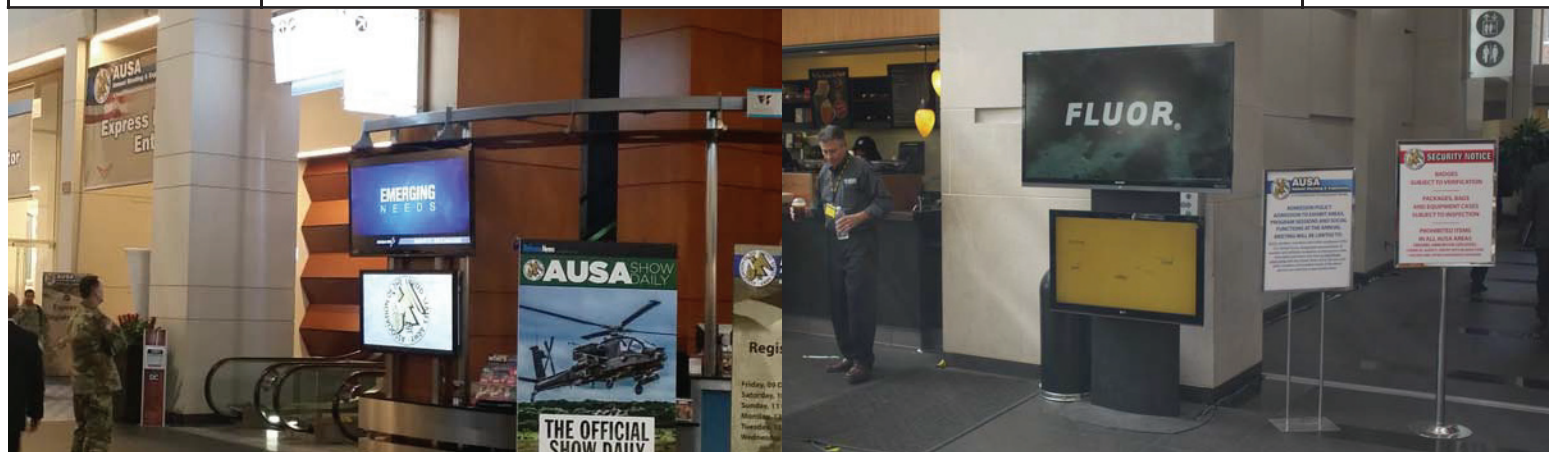


● Digital Signage Location

# DIGITAL SIGNAGE PACKAGES

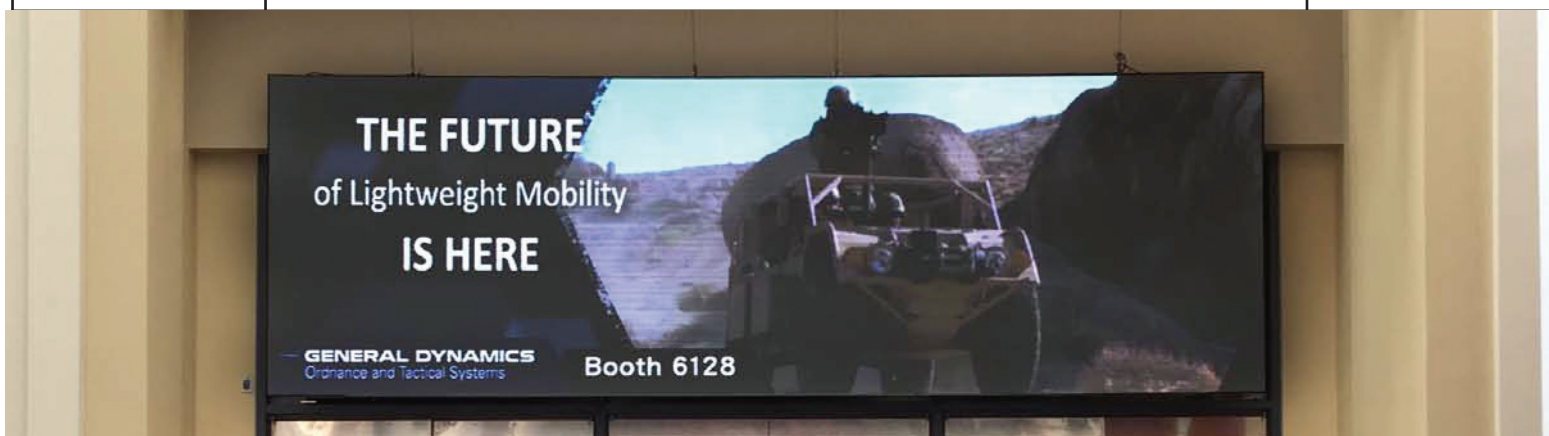
## 30: SECOND DIGITAL SIGNAGE SPOT

CATEGORY	DESCRIPTION	EVENT PRICE
<b>DIGITAL SIGNAGE 30: SPOT</b>	<p>30 second graphic or video spot (with audio capability) to be played on 50 Wall-Mounted, Overhead and Lobby digital signage displays throughout the Walter E. Washington Convention Center.</p> <p>Only 20 Spots Available - Each spot will run six (6) times per hour, a minimum of 180 times during the show (9000 total impressions during the show).</p>	<b>\$3,900.00</b>



## HALL D VIDEOWALL BANNER SPOT

CATEGORY	DESCRIPTION	EVENT PRICE
<b>HALL D VIDEOWALL</b>	<p>30 second graphic or video spot (with audio capability) to be played on the 24ft x 8ft Hall D Videowall above the entrance to Exhibit Hall D in the Washington Convention Center.</p> <p>Only 5 Spots Available - Each spot will run twenty-four (24) times per hour, a minimum of 864 times during the show (864 total show impressions)</p>	<b>\$5,500.00</b>





# DIGITAL SIGNAGE PACKAGES

## MAIN ENTRANCE BANNER VIDEO WALL

CATEGORY	DESCRIPTION	EVENT PRICE
<b>GRAND LOBBY DIGITAL SIGNAGE SPECTACULAR</b>	<p>Make your message the first thing attendees see when they enter the Walter E. Washington Convention Center. Located above Grand Lobby (Main Entrance) of the Washington Convention Center, the South Skywalk Videowall is the facilities newest and largest videowall.</p> <p>30 second graphic or video spot (with audio capability) to be played on the 26ft x 8.5ft Videowall</p> <p>Only 5 Spots Available - Each spot will run twenty-four (24) times per hour, a minimum of 864 times during the show (864) total impressions during the show)</p>	\$5,500.00





# DIGITAL SIGNAGE PACKAGES

## MARRIOTT CONNECTOR DIGITAL SIGNAGE

CATEGORY	DESCRIPTION	EVENT PRICE
<b>MARRIOTT CONNECTOR</b>	<p>Maximize your visibility, broadcast your message to attendees crossing from the Marriott Marquis to the Washington Convention Center. Your graphic or video spot (with audio capability) will be played on five wall to wall 60" &amp; 80" displays and the 18ft videowall above the connector escalators.</p> <p>Only 4 Spot Available - Each 30 second spot will run thirty (30) times per hour, a minimum of 1080 times during the show (1080 total show impressions)</p>	\$3,000.00



**CONTACT US TODAY TO  
MAKE YOUR MARK ON  
DIGITAL SIGNAGE AT  
AUSA 2016**



### Digital Conventions

Contact: St. Elmo Crawford

T/202-249-3900 F/202-618-6183

801 Mount Vernon Place, NW Washington, DC 20001

[ecrawford@digitalconventions.com](mailto:ecrawford@digitalconventions.com)

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