



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 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.
- It is highly recommended that individual exhibitors within the Pavilions send in copies of their booth layouts to 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.



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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.



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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 with any questions that you may have.