



**2017 AUSA ANNUAL MEETING  
EXHIBITOR SERVICES MANUAL**

**DEADLINE DATES / CHECKLIST**

- ☐ **Friday, 25 August,** Freight Service Questionnaire  
Mobile Unit/Heavy Equipment Questionnaire  
Floor Plans/Diagrams of Booth Layout Showing  
Placement of Electrical & Phone Lines
  
- ☐ **Wednesday, 30 August** First Day to receive shipments at Advance  
Warehouse
  
- ☐ **Tuesday, 12 September** Hanging Signs / Rigging Labor Order Form  
Scissor Lift & Labor Order Form  
"Notice of Intent to use an Exhibitor Appointed  
Contractor" form and Certificate of Insurance for the  
designated EAC due to GES  
Furniture & Accessories Order Form  
Specialty Furniture Order Form  
Carpet Order Form  
Cleaning Order Form  
Standard Rental Exhibits Order Form  
Custom Signs Order Form  
Booth Forklift & Labor Order Form  
Storage & Delivery Order Form
  
- ☐ **Wednesday, 27 September** Advance Warehouse Shipment Deadline For All  
Freight:

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.**