

## Exhibitor Registration, Installation & Dismantle Dates & Times

### Exhibitor Registration:

Wednesday, April 11	8:00 a.m.–5:00 p.m.
Thursday, April 12	8:00 a.m.–6:00 p.m.
Friday, April 13	7:00 a.m.–7:00 p.m.
Saturday, April 14	7:00 a.m.–5:00 p.m.
Sunday, April 15	7:30 a.m.–5:00 p.m.
Monday, April 16	8:00 a.m.–12:00 p.m.

### ASCRS Subspecialty Day Exhibits Install:

Thursday, April 12	1:00–5:00 p.m.
--------------------	----------------

### ASCRS Subspecialty Day Exhibit Hours:

Friday, April 13	7:00 a.m.–4:00 p.m.
------------------	---------------------

### ASCRS Subspecialty Day Exhibits Dismantle:

Friday, April 13	4:00–6:00 p.m.
------------------	----------------

### ASCRS•ASOA Exhibit Install–South Hall:

Wednesday, April 11	8:00 a.m.–8:00 p.m.
Thursday, April 12	8:00 a.m.–8:00 p.m.
Friday, April 13	8:00 a.m.–10:00 p.m.

### ASCRS•ASOA Exhibition Hours:

Saturday, April 14	9:00 a.m.–5:00 p.m.
Sunday, April 15	9:00 a.m.–5:00 p.m.
Monday, April 16	9:00 a.m.–5:00 p.m.

### ASCRS•ASOA Exhibit Dismantle:

Monday, April 16	5:00–10:00 p.m.
Tuesday, April 17	8:00 a.m.–5:00 p.m.
Wednesday, April 18	8:00 a.m.–5:00 p.m.
Thursday, April 19	8:00 a.m.–12:00 p.m.

### Exhibits Close:

Please keep the aisles clear of debris during the move out process to prevent trip hazards. GES will begin pulling aisle carpet promptly at 5 p.m. Please pull those parts of your displays you can easily handle and are closest to the aisles further into your booth space to help protect them.

### Empty Return:

GES will begin the return of empty containers promptly at 5 p.m. on Monday. Cardboard and fiber cases will be returned first. Please DO NOT offer gratuities to workers in an attempt to find your empties. To ensure your safety, exhibitors will not be allowed in the crate storage area.

**Please schedule your staff and travel accordingly as we cannot guarantee what time you will be finished with tear down on Monday evening.**

## Estimated Completion Times & Deadlines

### Empty Return Begins:

4/16/18	5:00 p.m.–Midnight
---------	--------------------

### Carrier Check In Deadline:

4/19/18	8:00 a.m.
---------	-----------

### Turn in outbound Bill of Lading by:

4/19/18	Noon
---------	------

## INSTALLATION AND DISMANTLE OF EXHIBITS

### Installation

Should you require additional set-up time, please notify the Exhibits Manager [jbarbera@ascrs.org](mailto:jbarbera@ascrs.org) with date and time you need the extension.

Display space not claimed and occupied by 5 p.m. on Friday, April 13, 2018 may be canceled or reassigned without notification or refund.

Display space with no carpet down by 5 p.m. on Friday, April 13, 2018 will be considered as “forced carpet”. The charge for carpet and labor to complete this task will be billed to the exhibitor and ASCRS•ASOA shall have no liability for such work.

**All installation must be completed and be show ready by 10 p.m. on Friday, April 13, 2018.**

If the exhibit is on hand, ASCRS•ASOA reserves the right to assign labor to set up any display that is not in the process of being erected by 5 p.m. The charge for labor to complete will be billed to the exhibitor and ASCRS•ASOA shall have no liability for such work.

**Under no circumstances are children allowed inside the exhibit hall during installation or dismantle due to safety considerations.**

### Crates

**All exhibit crates must be empty and tagged for storage no later than 2:00 p.m. on Friday, April 13, 2018.**

**All crates must be removed from the exhibit floor by 5 p.m. on Friday, April 13th in order for the GES to install the aisle carpet.**

**ASCRS•ASOA reserves the right to order the removal of all display materials and crates not in the process of being set up by 5 p.m. on Friday, April 13, 2018. The charge for labor to complete will be billed to the exhibitor and ASCRS•ASOA shall have no liability for such work.**

\*For Move out, all empties will be returned by midnight on Monday, April 16th. All cardboard and fiber cases will be returned first with crates and skids to follow. Please schedule your staff and travel accordingly.

## Exhibitor Appointed Contractors (EAC) & Labor

Labor within the booth can be provided either through an exhibitor appointed contractor (EAC) you have hired or the official service contractor (GES). All individuals working in the hall must be badged at all times.

An EAC is any company other than one of the designated official contractors for ASCRS•ASOA that provides services to an exhibitor and will require access to the show during installation, show days, or dismantle.

EACs are **not** permitted to perform any of the following services:

- Rigging/Hanging Signs
- Material Handling
- Electrical Services
- Telecommunications/Internet
- Plumbing
- Catering

## Designating an EAC

**An exhibitor can designate an EAC for installation and dismantle of their booth, audio visual (A/V), photography, lead retrieval, or other specialty services, but the exhibiting company MUST submit the EAC Authorization Form and EAC Insurance Certificate to ASCRS by March 1, 2018 or the EAC will not be permitted access to the exhibit hall.**

Documents may be submitted via email or fax to the contact below:

### ASCRS•ASOA Exhibits Manager

Jamie Barbera

Email: [jbarbera@ascrs.org](mailto:jbarbera@ascrs.org)

Fax: (703) 547-8840

Failure to submit forms by March 1, 2018 will result in the exhibiting company being required to use labor provided by the official service contractor for installation and dismantle and other ASCRS•ASOA selected contractors for other services.

### Please submit a form for an EAC company you plan to hire which are NOT listed below:

- GES – (Official Show Contractor & Booth Cleaning)
- Convention Photo, Inc. (Photography & Video)
- Freeman Audio Visual
- RA Consulting (Booth Security Services)
- Urban Jungle, Inc. (Floral/Plant Services)
- Walter E. Washington Convention Center (Catering, Internet, Electrical, Plumbing, Telecom, Rigging)
- Xpress Leads Convention Data Services (Lead Retrieval)

## EAC Access to the Show Floor

EACs are not permitted on the show floor during show hours. Should access to the show floor be necessary during show hours, the exhibiting company must allocate the EAC a badge from their corporate allotment of exhibitor badges and proper professional attire is required.

Wristbands will be given to EACs at a designated check in desk in near the exhibit hall during move in and move out and will only be given to EACs if ASCRS•ASOA has received Notice of Intent to Use an EAC along with a valid Certificate of Insurance (COI) from the EAC.

Wristbands allow EACs access to the show floor from 8 a.m.–10 p.m. during move-in and move-out only. An EAC without the EAC Work Authorization Form or without a valid Certificate of Insurance (COI) on file must provide completed documentation or will NOT be permitted on the show floor.

## EAC Certificate of Insurance (COI)

Exhibitors are not required to submit a COI. This is for EAC companies only. The EAC must send ASCRS•ASOA, an acceptable public liability insurance policy (COI) as to coverage limits located on our [meeting website](#) (also noted in the service kit in July) and agree to name ASCRS•ASOA, GES and the Walter E. Washington Convention Center as an additional insured on any such policy(ies) and agree to furnish ASCRS•ASOA proof of payment of the premium on any such policy(ies).

Policy(ies) shall expressly provide that the policy(ies) shall not be canceled or altered without at least 10 days prior written notice to ASCRS•ASOA from the insurance company.

The COI form must state GES as the certificate holder and include the exhibiting company's name & booth number in the comments.

Exhibitor expressly agrees to indemnify and hold harmless ASCRS•ASOA, its management, agents, and employees from any and all liability, claims, loss, damages or expenses, including counsel fees and costs resulting from injuries to any person, including other exhibitors, the agents, employees and attendees, or damage to any property, including property owned by other exhibitors, in connection with its use of the exhibit space.

Exhibitor agrees that the exhibition assumes no responsibility for the safety of the properties of the exhibitor, its officers, agents or employees from theft, damage by fire, accident or any other cause whatsoever.

The exhibition provides security guards for public spaces; however, attention is called to the necessity for insurance covering all risks (liability, fire, theft, damage, etc.) on your exhibit from place of shipment to the exhibition, facility, return, and during exhibition.

COIs may be submitted via email or fax to the contact below no later than March 1, 2018.

### ASCRS•ASOA Exhibits Manager - Jamie Barbera

Email: [jbarbera@ascrs.org](mailto:jbarbera@ascrs.org) Fax: (703) 547-8840

## Exhibitor Appointed Contractors (EACs) Labor Entrance

The designated labor entrance is located at 7th and M Streets, NW. Security Services will manage this entrance at all times. Workers arriving at this entrance must show their Center issued badge, or show a photo identification and union card to receive a temporary work badge and report to their designated work area.

## Loading Docks

Trucks must enter the loading docks from M Street driving eastbound. The entrance to the Hall ABC docks is near the 7th St. corner of M St.

## Convention Center Rules/Insurance

Exhibitor expressly agrees to adhere to all convention rules and regulations published by the convention center. Exhibitor agrees to meet all convention center insurance requirements and accepts sole responsibility for securing required license/permits needed, for example, from ASCAP/BMI for the use of music in booth area. Please refer to the specific [convention center website](#) for further details.

## Decorators Union Jurisdiction

Union jurisdictions prevail over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise.

Any installation of exhibits or displays that requires the use of hand tools, more than one person, or longer than thirty minutes (including crating and uncrating) to install, or exceeds ten feet in any direction, shall be installed by employees covered by this agreement. One full-time company employee may supervise work with the union crew.

## Electricians Union

The convention center's designated Electrical company is responsible for supervision, assembly and removal of all lighting, equipment & special effects, whether hanging or floor standing.

All power, electrical labor orders, and additional requirements for such equipment must be placed through the facility's designated electrical company, Hi-Tech Electric. Your representative may be present during the assembly or the installation/removal of your lighting.

## Exhibitor Personnel

Exhibitor personnel may perform the following functions as long as they are a full-time employee of the exhibiting company:

- Hand-carry small items and pop-up displays ONLY. No carts are permitted.

### Exhibitor Hand-Carry Procedures:

We have designated the entrance at 9th St and Mt. Vernon Place for exhibitors who wish to hand-carry materials to their booth. Exhibitors may use this entrance to transport materials they can carry in one trip to their booths. Examples of acceptable hand-carry materials include boxes, suitcases or fiberboard shipping cartons, portable displays on wheels and small luggage racks.

The following items are NOT considered hand-carry items: Two wheel dolly loads, hotel Bellman's carts, boxes or crates requiring two people to carry.

- Install and dismantle displays within a 100 square foot or less booth space if one person can accomplish the task in 30 minutes or less without the use of tools.
- Install graphics and small signs, and logos and graphics that are attached with pre-cut Velcro strips.
- Make technical electrical adjustments such as install light bulbs; plug in extension cords, etc.

## Gratuities

Work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, products 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.

## Material Handling Union Jurisdictions

Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers.

An exhibitor may move material that can be hand-carried by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

## Plumbers

The facility will handle all plumbing work such as compressed air, water, drain or natural gas.

## Rigging

The Center has designated its service partners Hi-Tech Electric and Projection and its partner GLP as official providers of all rigging except for lightweight loads such as banners and signs under 200 pounds. For lightweight hanging signs under 200 pounds, GES will be the designated provider. All rigging and hanging from hang points in the Center must conform to all national and local safety codes and is subject to mandatory approval by the Center.

Restricted hanging points for Hall A, B: Conduit bundles, air ducts, and all-thread.

## Unfinished Sidewalls & Backwalls

**Exhibitors must mask all displays with unsightly back/side walls. If necessary, a drape will be installed to cover any unfinished parts of a display and the exhibitor will be charged accordingly by GES.**

## Union Information

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

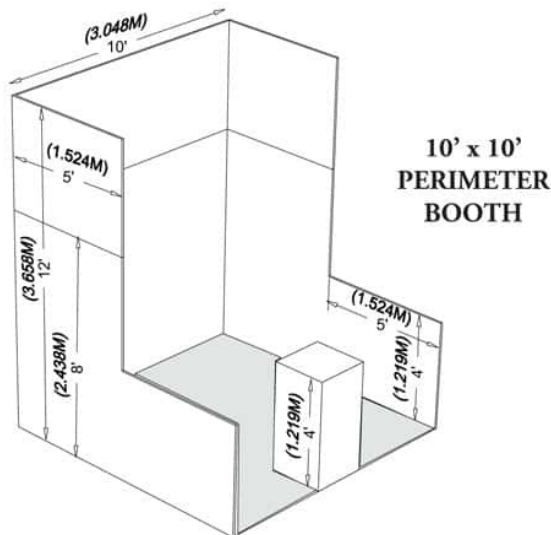
## BOOTH SPACE DESIGN GUIDELINES

All booths must have a floor covering. The full square footage of your exhibit booth space must be covered by 5 p.m. on Friday, April 13, 2018. Booths not containing floor covering will be supplied standard carpet and the exhibitor will be charged accordingly by the General Service Contractor.

No exhibitor shall assign/sublet any part of its assigned space without the written consent of ASCRS•ASOA.

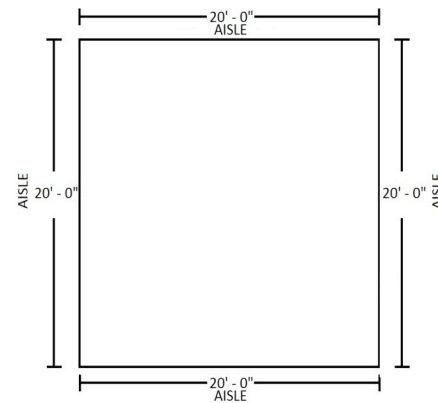
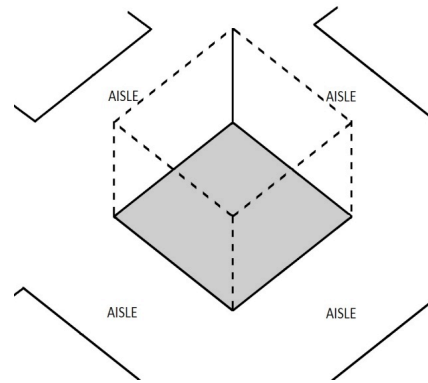
### Linear Booths

1. Linear Booths or "in-line" booths are comprised of one or more 10x10 booths. They are arranged in a straight line facing an aisle and have exhibiting neighbors on their immediate right and left. Only one side is exposed to the aisle.
2. A Corner Booth is a linear booth at the end of an aisle of in-line booths with exposure to intersecting aisles on two sides of the booth. (Two end cap booths cannot be combined as one)
3. The maximum back wall height is 8' and is allowed only in the rear half of the booth. There is a 4' height restriction on all items in the remaining booth space forward to the aisle.
4. Exhibitors must mask all displays with unsightly back/side walls. If necessary, a drape will be installed to cover any unfinished parts of a display and the exhibitor will be charged accordingly by the General Service Contractor.
5. ASCRS•ASOA does not permit Peninsula or End Cap Booths.



### Island Booths

1. An island booth is a minimum booth space of 20 ft. by 20 ft. and exposed to aisles on all four sides.
2. The entire cubic content of the booth space may be used up to the maximum allowable height, including signage.



## Booths with Columns

A perimeter of (6) six feet of unobstructed space must be maintained around all columns in exhibit halls.

## Hanging Signs

A hanging sign is defined as an exhibit component suspended above an island space exhibit for the purpose of displaying graphics or identification. Hanging signs, regardless of type, are subject to the maximum size allowances stated in these policies and must conform to the standards that follow. The combined length of all signs may not exceed the following limits, whether hung horizontally or vertically. Multiple sign dimensions are totaled to determine the length of the sign.

- Hanging signs or banners are permitted in island booths only.
- Hanging identification signs and graphics will be permitted to a maximum height of 25 feet from the top of the sign to the floor, where applicable.
- For a single-faced or double-faced one-piece sign, the length of the sign may not exceed fifty percent (50%) of the booth dimension on the aisle that it faces.
- For a rectangular, square, circular, or triangular sign, the length of any side of the sign may not exceed fifty percent (50%) of the booth dimension on the aisle that it faces.
- The height limit for each side of a sign is eight feet (8').

You are required to secure approval from the **ASCRS•ASOA Exhibits Manager** before beginning any new construction. If you are planning new construction, attach a cover note to the floor plan indicating the date by which approval is needed in order to meet construction schedules.

**All island booths are required to email blue prints indicating hanging points, hanging locations over the booth and the total weight of hanging sign to the ASCRS•ASOA Exhibits Manager, jbarbera@ascrs.org, by February 23, 2018.**

**Your booth layout and hanging sign are not considered final until the ASCRS•ASOA Exhibits Manager has approved your blue prints.**

## Canopies, Ceilings, Towers, and Multi-Level Exhibits

**Canopies and Ceilings:** A canopy is defined as an exhibit component supported over an exhibitor's assigned booth space for decorative or functional purposes.

1. Canopies, false ceilings, umbrellas and canopy frames will comply with all line-of-sight requirements.
2. Canopies may not be lower than 7 ft. from the floor and within 5 ft. of any aisle.

**Towers:** A tower is defined as a free-standing exhibit component separate from the main exhibit feature. All towers are subject to the line-of-sight restrictions applicable to the type of exhibit space configuration being used.

**Multi-Level Exhibit:** A multi-level exhibit is defined as an exhibit booth where the display feature includes two or more levels.

## Walter E. Washington Convention Center Policy on Covered or Multi-Level Booths ("Double-Decker")

Exhibit booths that are multi-story or contain covered assembly areas, such as conference areas or theaters are permitted in the exhibit halls providing they meet the following minimum life safety requirements:

- Each enclosed or covered area must be protected by an audible smoke detector. This includes storage closet(s) built into the exhibit.
- Each enclosed or covered area must have a porous roof or cover so that the Center's sprinkler system can operate.
- Each enclosed or covered area must display a charged fire extinguisher with a minimum rating of 3A40BC.

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 25 persons. The 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 who has been trained to operate fire extinguishers must 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.

Blueprints must be certified and sealed by a licensed structural engineer or licensed architect. Plans will be reviewed by the Convention Center and the DC Fire Department Fire Prevention Division for approval.

- Exhibits may not be installed without approval. The

DC Fire Prevention Division has the authority to stop work and prohibit occupancy of booths that are not in compliance. Engineer Stamped blueprints **to the ASCRS•ASOA Exhibits Manager by February 23, 2018.**