



**2018 AUSA ANNUAL MEETING  
EXHIBITOR SERVICES MANUAL**

**DEADLINE DATES / CHECKLIST**

- |                          |                                |  |
|--------------------------|--------------------------------|--|
| <input type="checkbox"/> | <b>Friday, 24 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>Thursday, 30 August</b>     | First Day to receive shipments at Advance Warehouse  |
| <input type="checkbox"/> | <b>Wednesday, 12 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, 26 September</b> | <u>Advance Warehouse Shipment Deadline For All Freight:</u>  |

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.**

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