



**2018 AUSA ANNUAL MEETING  
EXHIBITOR SERVICES MANUAL**

**CRITICAL MOVE-IN SCHEDULE**

**HALLS A-C Booths # 100-4599**

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 October 5th 8:00pm
Zone 2	Booths (400-1400) Square Feet	Wednesday October 3rd 10:00am-2:00pm	Thursday October 4th 4:00am-8:00am	Thursday October 4th 8:00am-8:00pm	Thursday October 4th 8:00pm -1:00am	Friday October 5th 8:00am	Saturday October 6th 8:00pm
Zone 3	Booths (100-300) Square Feet	Wednesday October 3rd 10:00am-2:00pm	No Direct Shipments - Must ship to Advance Warehouse	No Direct Shipments - Must ship to Advance Warehouse	Friday October 5th 5:00pm-11:00pm	Saturday October 6th 8:00am	Saturday October 6th 5:00pm

**HALL D Booths # 6000-8399**

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 October 5th 8:00pm
Zone 5	Booths (400-1400) Square Feet	Wednesday October 3rd 10:00am-2:00pm	Thursday October 4th 4:00am-8:00am	Thursday October 4th 8:00am-8:00pm	Thursday October 4th 8:00pm -1:00am	Friday October 5th 8:00am	Saturday October 6th 8:00pm
Zone 6	Booths (100-300) Square Feet	Wednesday October 3rd 10:00am-2:00pm	No Direct Shipments - Must ship to Advance Warehouse	No Direct Shipments - Must ship to Advance Warehouse	Friday October 5th 5:00pm-11:00pm	Saturday October 6th 8:00am	Saturday October 6th 5:00pm

**HALL E Booths # 8400-9499**

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 7	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	Saturday October 6th 8:00pm
Zone 8	Booths (400-1400) Square Feet	Thursday October 4th 10:00am-2:00pm	Friday October 5th 4:00am-8:00am	Friday October 5th 8:00am-5:00pm	Friday October 5th 8:00am -5:00pm	Friday October 5th 5:00pm	Saturday October 6th 5:00pm
Zone 9	Booths (100-300) Square Feet	Thursday October 4th 10:00am-2:00pm	No Direct Shipments - Must ship to Advance Warehouse	No Direct Target - Must ship to Advance Warehouse	Saturday October 6th 8:00am-5:00pm	Saturday October 6th 5:00pm	Sunday October 7th 1:00pm



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**CRITICAL MOVE-IN SCHEDULE**

**MOVE-IN TIMELINE:**

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