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## **Booth Diagrams/Floor Plans/Lighting Plots**

It will be critical for ALL exhibitors to supply the Official Show Contractor, GES, Hi-Tech Electrical and Smart City Telecommunications, complete booth diagrams/floor plans that indicate where the electrical and phone lines will be placed as well as any other critical element of your display. An example of a critical element would be a hanging sign or display vehicle in your booth space. These companies will be working closely together to ensure that they are meeting their time commitments to the exhibit floor. In order for your booth to be ready for your published installation time these companies must have your booth diagrams/floor plans. Please provide to GES, Hi-tech Electrical and Smart City Telecommunications no later than Friday, 30 August.

### **Floorplan Submission Requirement:**

All exhibitors that are either 200 nsf and above, an island booth, a split island booth, or a peninsula are required to submit their floor plans for review and approval by AUSA Show Management or their designee. The management team will be following the published "Display Rules and Guidelines" located in this manual in the review and approval of the submitted information. If you have need to deviate from these published rules and guidelines, you will need to provide a formal request. The process is outlined on the "Floorplan Variance Request" form located in this manual. Please make sure all submissions include your booth's orientation as well as an elevation drawing. Also, items such as hanging signs and vehicles must be included the submission. These details will need to be emailed to the following email address: [jchagnon@ges.com](mailto:jchagnon@ges.com). The deadline for submission is Monday, 9 September.

### **Floorplan Variance Request:**

This is required for all exhibitors requesting a variance from the "Display Rules and Regulations" located in this manual. Please send a description of the requested variance to [jchagnon@ges.com](mailto:jchagnon@ges.com) along with a floorplan showing the variance called out. Please make sure the submissions include your booth's orientation as well as an elevation drawing. Also, items such as hanging signs and vehicles must be included the submission. Show Management reviews the requests on a case by case basis. Approval for this calendar year does not automatically approve this same build for subsequent years for the same booth build. Please note, all exhibitors that are either 200 nsf and above, an island booth, a split island booth, or a peninsula are required to submit their floor plans for approval, even if a variance is not requested. Refer to the "Floor Plan Submission Requirement" section located in this manual. The deadline for submission is Monday, 9 September.



## Deadline Dates

Friday, 30 August	<a href="#">Freight Service Questionnaire</a>
	<a href="#">Mobile Unit/Heavy Equipment Questionnaire</a>
	Floorplans Electrical and Internet Line Placement to GES
Wednesday, 4 September	First day to receive shipments to the GES Advance Warehouse
Monday, 9 September	Booth Layouts and Variance Requests due to AUSA for approval
Tuesday, 17 September	Discount deadline on GES orders
Wednesday, 2 October	Last day to receive shipments to the GES Advance Warehouse

Significant savings can be realized on GES products and services by ordering in advance of the Discount Deadline and by shipping within the advance warehouse receiving window. It is critical to meet these deadlines. Please contact all other vendors directly regarding any possible discounts they may offer for ordering in advance.

## Display Rules and Regulations

### **Standard Booth:**

One or more standard units in a straight line

#### Rules and Regulations:

##### **Height**

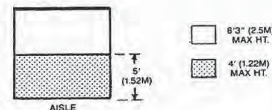
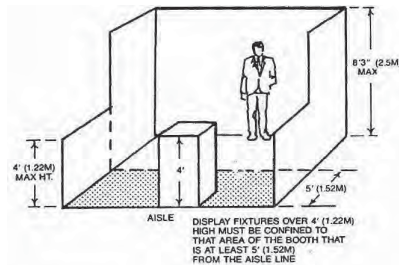
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 8'3" (2.5m).

##### **Intent**

If a portion of an exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind that booth regardless of how the rear of the offending exhibit is finished.

##### **Depth**

All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's



space which is

at least 5'0" (1.52m) from the aisle line

##### **Intent**

Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors with larger space---30 lineal feet (9.14m) or more---should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the



rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.

**Important**  
Space dimensions shown on floor plan are from centerline of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth.

**Structural Integrity**  
All exhibit fixtures, especially portable or "pop-up" booths must be erected in a manner to withstand normal contact or vibration due to outside forces such as wind, the movement of fork-lifts, heavy machinery or equipment, and unintentional contact on the part of cleaners, laborers or neighboring exhibitors. Exhibit fixtures should always be erected on a concrete floor (where possible) and the use of shelves and racks for product or literature display should only be attempted with fixtures designed to support such a loading.

**Intent**  
Exhibitors adjoining portable or "pop-up" booths are entitled to reasonable safety precautions.

### Perimeter Wall Booth:

Standard booth located on the outer-perimeter wall of the exhibit floor.

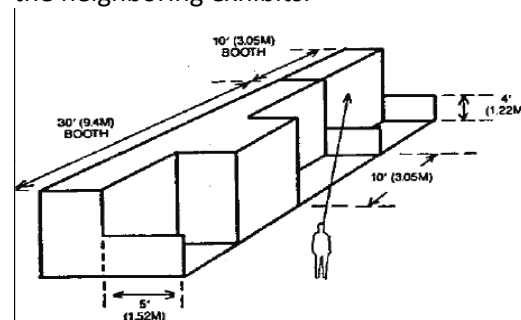
Rules and Regulations:

**Height:**  
Exhibit fixtures, components and identification signs will be permitted to a maximum height of 12'0" (3.66m) in perimeter-wall booths

**Intent:**  
Because the outer perimeter booths are not backed up against another exhibitor's booth, display back walls and materials

**Storage**  
Exhibitors are reminded that the storage of excess literature, product, or packing materials and cases, behind the exhibit back drape is strictly prohibited in every major exhibit facility in the U.S. In most cases, a limited supply of literature and/or product may be stored within the booth area, as well as fire retardant shipping cases, as long as these materials do not block access to the utility service or appear unsightly from the aisle.

**Intent:**  
Exhibitors with small exhibit presentations who have purchased portable or "pop-up" displays and who do not require the services of the labor or drayage contractor, should be allowed to keep their materials within the confines of their rented booth space, as long as they do not create a safety problem or appear unsightly to the neighboring exhibits.



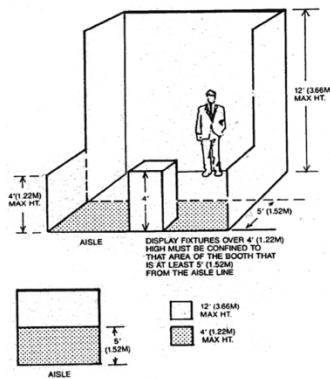
over 8'3" (2.5m) will not interfere with or distract from any other exhibit booth.

**Depth:**  
All display fixtures over 4'0" (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit, must be confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line.

**Intent:**



Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space—30 lineal feet (9.14m) or more—should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4’0” (1.22m) and within 10 lineal feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



**Important:**

Space dimensions shown on floor plan are from center line of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance on each side for this equipment and for utility service at rear of booth. Exhibitors considering a perimeter-wall booth in order to take advantage of the extra height permitted should design their exhibit so that it can be used either at the 8’0” (2.44m) height or the 12’0” (3.66m) height, so that it can be used in all future shows even if a perimeter-wall space is not available.

**Peninsula Booth:**

Exhibit with one or more display levels in four or more standard units back to back with an aisle on three sides.

Rules and Regulations:

**Height:**

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 25’0” (7.63m), provided written approval is received from exposition management at least 60 days prior to the show.

**Intent:**

When an exhibit in a peninsula booth configuration exceeds 8’3” (2.5m), it does not interfere with other exhibitors because it does not back up against another exhibitor back wall. The extra height is often needed to permit the open walk-through approach normally used in this type of location. The 25’0” (7.63m) height

limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the others’ efforts. Also, the 25’0” (7.63m) high exhibit will fit into almost any exposition center, thus permitting each exhibitor to get the maximum use of his or her exhibit.

**Depth:**

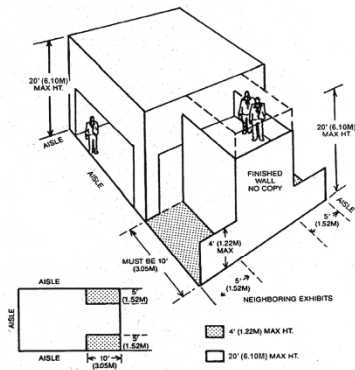
All display fixtures over 4’0” (1.22m) in height and placed within 10 lineal feet (3.05m) of an adjoining exhibit in a standard booth, must be confined to that area of the exhibitor’s space which is at least 5’0” (1.52m) from the aisle line.



In the event that the adjoining exhibit is a peninsula booth, display fixtures will be permitted to a maximum height of 25'0" (7.63m) within the entire booth area since peninsula booths are normally "faced" towards the cross aisle and, in a back-to-back configuration, do not block the sightline into the adjoining peninsula booth.

**Intent:**

Exhibitors adjoining peninsula exhibits are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.



**Important:**

Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibitor's booth must have the backside of that portion finished and must not carry identification signs or other copy that would detract from the adjoining exhibit. Exhibitors are cautioned when installing a display with a ceiling or

second level to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.

**Structural Integrity:**

All multi-story exhibits regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 12'0" (3.66m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that includes a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

**Intent:**

Exhibitors in the vicinity of peninsula booth are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

**Island Booth:**

Exhibit with one or more display levels in four or more standard units with aisles on all four sides.

Rules and Regulations:

**Height:**

Exhibit fixtures and components will be permitted to a maximum height of 25'0" (7.63m). Structures and hanging ID signs will be allowed to a height of 25' provided the exhibit

is not in a height-restricted area of the convention center.

**Intent:**

When an island booth exceeds 8'3" (2.5m), it does not interfere with other exhibitors





because it obviously does not back up against another exhibitor's back wall. The extra height is often required in an island booth exhibit to permit the open walk-through approach normally used in this type of location. The 25' maximum height limitation has been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest with each negating the other's efforts. Also, the 25' high exhibit will fit into most exposition centers, thus permitting each exhibitor to get the maximum use of his or her exhibit.

**Depth:**

Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

**Openings:**

Island booths must have a minimum of 10' wide entrance/opening every 30'. Exhibits that exceed 100' must leave a minimum 10' aisle free of signs, displays, products, fixtures or decorations, but must be carpeted by the exhibitor consistent with the exhibit carpet.

**Intent:**

When an island booth structure exceeds 30' in width it has the potential of blocking the sightline for adjacent booths.

**Structural Integrity:**

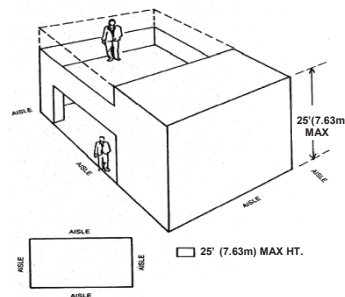
All multi-story exhibits, regardless of whether people will occupy the upper area or not, and

all exhibit fixtures and components exceeding 12'0" (3.66m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that include a signature of stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

**Intent:**

Exhibitors in the vicinity of island exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

**Important:** Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc. See "Canopies, Ceiling, & Multi-Level Booths" section for additional information.





## Canopies/Ceilings/Multi-Level Booths:

An exhibit component supported over an exhibitor's space for decorative purposes only.

### Rules and Regulations:

#### **Height:**

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed 8'3" (2.5m) in height in a standard booth configuration. Furthermore, the canopy or false ceiling will not exceed 1'0" (30cm) in depth and cannot be used for identification or display purposes.

#### **Intent:**

Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure does not violate the intent of the height or depth regulation.

#### **Depth:**

Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support

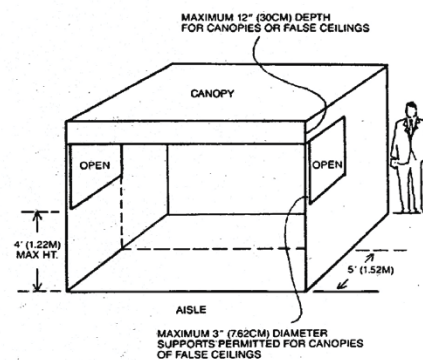
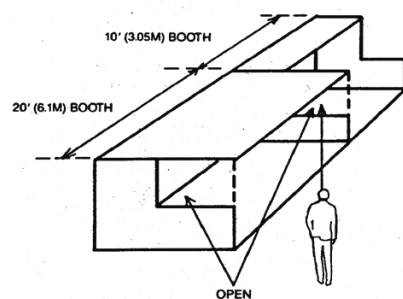
structure will not exceed 3" (7.62cm) in width when placed within 10 lineal feet (3.02m) of an adjoining exhibit and not confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line. Furthermore, canopies, false ceilings or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

#### **Intent:**

Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sight line from the aisle, as they would expect if they were adjacent to an exhibitor with a standard booth.

#### **Important:**

Exhibitors are cautioned when installing a display with a ceiling or second level to check with the local fire department to insure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.



### Display Rules and Regulations:

Exhibit booths that are multi-level or which contain covered assembly areas such as conference areas or theatres are permitted in Halls A, B, C, D, and E only and must meet the following minimum requirements:



- Exhibit booths and exhibits may not be installed without the prior approval of Events DC and the Fire Prevention Division of the District of Columbia Fire & EMS Department (DCFEMS). Events DC and DCFEMS may stop work on any exhibit booth and prohibit the use or occupancy of any booth that is not in compliance with Events DC's policies or District fire regulations
- Three (3) copies of the exhibit plan must be submitted to Events DC at least forty-five (45) days prior to the installation. The plans must be certified and sealed by a licensed structural engineer or licensed architect. These plans will be reviewed by Events DC and DCFEMS
- The exhibit booth must be constructed entirely of flame-retardant materials. This means that *all* materials used for decorating, including drapes, curtains, table coverings, skirts, carpeting and any other materials, must be made of flameproof material or treated with an approved fire-retardant solution. Random testing may be performed at any time by DCFEMS. Fire retardancy certificates for the materials must be kept on-site and available for inspection by the Fire Marshal and Events DC
- Each enclosed or covered area of the exhibit booth, including built-in storage closets, must contain an audible smoke detector
- Each enclosed or covered area of the exhibit booth must contain a charged, working fire extinguisher with a minimum rating of 3A:40-B:C. The fire extinguisher must be conspicuously mounted near the exits, be clearly labeled as a fire extinguisher, and be accessible (i.e., remain unobstructed) at all times
- The material covering above an exhibit booth must allow penetration by the Convention Center's sprinkler system
- Stairs shall be a minimum of three feet (3') wide and have handrails or guards on both sides. Spiral stairs, winders and alternating treads on stairways are prohibited
- There must be at least two means of egress from each load-bearing area exceeding 400 square feet in a multi-level exhibit booth and from each covered assembly area exceeding 400 square feet
- The maximum travel distance from the most remote point in the exhibit booth to the booth exit may not exceed 50 feet
- The maximum occupancy of the load-bearing area(s) in a multi-level exhibit booth is one person per fifteen square feet of floor space, not to exceed a total of twenty-five persons. Signage announcing maximum occupancy (or total permitted weight load of the second level) of a multi-level exhibit booth must be conspicuously posted at the bottom of the stairway
- 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 the exhibit booth is assembled until it is dismantled
- Multi-level plans exhibit booth plans used for prior events must be resubmitted for approval for the current event

Booth plans shall include detail construction of the exhibits as well as equipment that will be placed on the upper level of a multi-level exhibition booth



Multi-Level Booth Form:

Show Name:	
Dates:	
Exhibiting Company:	
Assigned Booth Number + Hall Location (ABC or DE):	
Exhibitor-Appointed Contractor (EAC):	
EAC Key Contact Name + Email / Phone:	
Square Footage of Upper Deck:	

Plans must be certified and sealed by a licensed structural engineer or licensed architect. Send (3) copies of scaled, signed and dated Multi-Level Booth plans + this form to:

**Events DC / Convention Management Division**  
**801 Mt Vernon Pl, NW**  
**Washington, DC 20001**



## Booth Structure:

### Rules and Regulations:

#### Height/Depth:

Booth structures will be permitted to a height and depth that correspond to the height and depth regulations for the appropriate exhibit configuration of which they are a part. For example, structures that are part of a peninsula exhibit will not exceed 25'0" (7.63m) in height, and will not be placed within 10 lineal feet (3.05m) of a neighboring exhibit unless they are confined to that area of the exhibitor's space which is at least 5'0" (1.52m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth.

#### Intent:

Structures are part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. The maximum height and depth regulations have been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest, while also assuring exhibitors who are adjoining exhibits with structures of the same reasonable sight

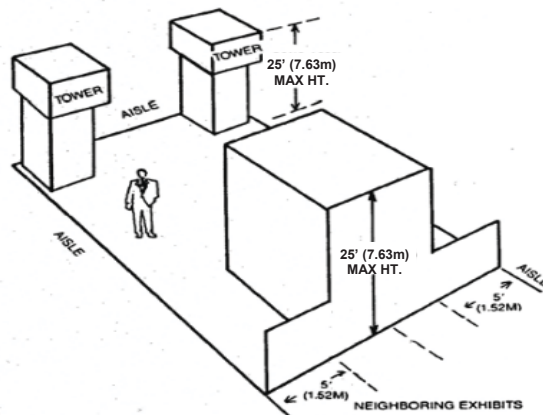
line from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

#### Structural Integrity:

All structures in excess of 12'0" (3.66m) must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor and governmental authority during the time the tower is being erected, exhibited and dismantled at the show site that include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings.

#### Intent:

Exhibitors adjoining exhibits with structures are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.





## Hanging Signs:

An exhibit component suspended above an exhibit of four or more standard units back to back with an aisle on at least three sides for the purpose of displaying graphics or identification.

### Rules and Regulations:

#### Height:

Hanging identification signs and graphics will be permitted to a maximum height of 25'0".

Hanging signs are allowed over island and peninsula booths ONLY. Inline, or standard booths may not hang signs over their booth at this AUSA event.

#### Intent:

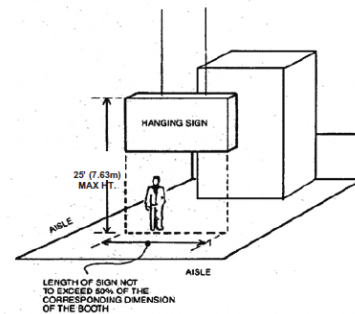
Hanging signs are part of the overall exhibit presentation and, therefore, must be treated as component of the total exhibit configuration. All signs, whether suspended or attached to the exhibit fixture, will be permitted to a maximum height that corresponds to the appropriate exhibit configuration.

#### Size:

Hanging signs and graphics will be permitted to a total length on each side of the exhibitor's space that does not exceed 50% of the corresponding dimension of the booth. All hanging signs must be contained within the exhibitor's booth space. This includes all lighting and truss work.

#### Intent:

The size and number of hanging signs must be limited in order to minimize the stress to the facility ceiling structure on the part of any one exhibitor.



#### Structural Integrity:

Hanging signs and graphics will be permitted to be hung from the appropriate load-bearing points within the exhibit facility provided written approval is received from the exhibit facility 60 days prior to the show. All hanging signs must have drawings available for inspections by exposition management, the installation and dismantling contractor, the facility manager, the exhibitor, and governmental authority during the time the component is being hung, suspended and removed at the show site that include a signature or stamp or a reviewing structural engineer indicating that the structure is built in compliance with the details and specifications set forth on the drawings. (Note: Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excess stress to the facility ceiling structure.)

#### Intent:

Exhibitors in adjoining booths with hanging signs are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.



## Split Island Booth:

### Rules and Regulations:

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall line of sight restrictions. Twenty five ft. (25') is the maximum height allowance, including signage. Please note, the back side of your back wall must be finished above the 8' height. However, you may not brand on the back side of your back wall. The entire cubic content of the space may be used up to the maximum allowable height of 25'.

## Demonstrations:

The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

### Rules and Regulations:

#### **Regulation:**

Demonstration areas must be organized within the exhibitor's space so as not to interfere with any traffic aisle and sampling or demonstration tables must be placed a minimum of 2'0" (60cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, exposition management will have no alternative but to request that the presentation or sampling be eliminated.

#### **Intent:**

The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic down aisle or create excessive crowds in neighboring booths, it is an infringement on the rights of other exhibitors. Isles must not be obstructed at any time.

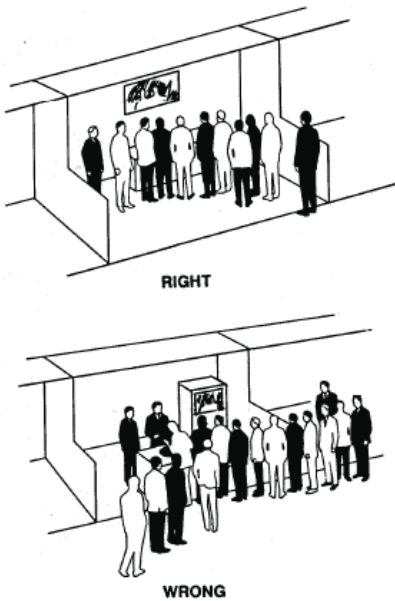
#### **Sound:**

Exhibitors must police their own booths to be sure the noise levels from demonstrations or

sound systems is kept to a minimum and does not interfere with others. Remember the use of sound systems or equipment that produces sound is an exception to the rule, not a right. Exposition management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

#### **Safety Precautions:**

All product demonstrations involving any moving and potentially hazardous machines, displays or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency and all demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by exposition management 60 days prior to the show.



## Raised Floors/Platforms

Any booths that include raised floors or platforms must adhere to the following rules:

- Corner caps for all platform corners
- Ramp access on at the minimum 2 sides of the booth
- Should the construction process for the raised floor create construction debris, the EAC/exhibiting company is required for the cleanup and removal of this debris

## Drones/Unmanned Aerial Vehicles (UAV)

Drones/Unmanned Aerial Vehicles {UAVs} are permitted; however the following guidelines must be strictly adhered to:

- Must have clearance from show management and your event manager {EM} before flying any device
- Must provide UAV manufacturer's guidelines for the specific aircraft to the Washington Convention Center
- Must adhere to all Federal Aviation Administration {FAA} and Department of Homeland Security guidelines. UAVs carrying weapons are prohibited
- May not be flown in lobbies, meeting rooms, and/or other common areas. Must weigh less than 55 pounds
- Indoors UAVs are only allowed to fly in defined exhibit booth space; who provide a 4-sided safety fence/cage with top
- Rope/stanchion required to surround the cage
- Drone driver nor attendees are allowed in cage if drone is flying
- Public must be protected from UAVs with the use of netting, plastic or another approved safety feature. UAVs are prohibited from flying over populated areas





- UAVs are prohibited from flying within 18" of any building structure including sprinklers

## **Empty Crates**

### Empty Crate Removal:

GES will have a "Clean Floor Policy" in effect for this event. All exhibitors are required to adhere to the deadlines dates/time outlined in the exhibitor service manual. Failure to adhere to this policy will result in a financial penalty. GES will have crews working overnight removing crates that have been marked with an empty sticker. We do ask that all companies tag their empty containers prior to leaving for the day. In particular, companies who have been granted early move in, it is imperative that you work to get your crates emptied and tagged so that GES can continue to have access to the aisles for the continuation of exhibit hall installation. Empty Labels may be obtained from the GES Servicenter or from a GES Exhibitor Service Executive.

### 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.

## **Facility Protection Guidelines**

To maintain and protect the Walter E Washington Convention Center, the following rules and procedures have been established:

### Animals:

Animals are not permitted in the Center except in conjunction with an approved exhibit, as service animals for individuals with disabilities, or to assist law enforcement personnel. Animals that are approved must be on a leash, within a pen, or under similar control. The owner is fully responsible for obtaining all appropriate permits and for all sanitary needs for the animals.

### Art Collection:

Structures, drape, signage or any other object that will be placed in front of Washington Convention Center art or other permanent displays, must be indicated on the public lobby plan submitted to your event manager. To prevent damage, approved structures must be installed in front of existing art railings or 12 inches away from the art.

### Pre and Post Event Inspections:



An inspection of all leased space to record existing conditions occurs early in your move-in. The inspection is scheduled so that you or your designee and your service contractor are present. During your event, you are informed of any damages that occur as they are discovered. A final inspection of your leased space is scheduled during your move-out. You are charged for damages, except normal wear and tear.

Carpet, Granite, and Wood Protection:

- Motorized vehicles, with the exception of motorized vehicles driven to transport physically-challenged guests or staff, are not permitted in public spaces or in the ballroom and meeting rooms. Motorized vehicles (scooters, flatbed carts, etc.) are permitted in exhibit halls and on loading docks ONLY.
- Contractor equipment delivered to public spaces must be transported on standard furniture dollies or manual carts or by using Washington Convention Center pallet jacks. ONLY Center pallet jacks may be used to transport delivery of skids of publications, or other heavy loads within designated public lobbies. Pallet jacks must be requested in advance and must be checked-out daily, and may not be driven into freight or service elevators, exhibit halls or loading docks. Visqueen "roadways" are not required in areas where Center pallet jacks are driven.
- Wooden skids and crates may not be placed directly on Center carpet or granite. Place appropriate protection, such as visqueen (on carpet) or carpet scraps (on granite) under wooden skids. Please remove skids and crates from public space as soon as possible.
- Carpet must be placed under any structures placed on granite such as counters, meter boards, portable concession stands, etc.
- Structures placed near the wood wall in the Grand Lobby or Ballroom must be set at least 6" from the wall.
- Scissor lifts used to hang signs in public areas must have clean wheel covers. Appropriate protection must be placed under the lift while in place for sign installation.
- Equipment may be transported through service corridors and on freight elevators. No equipment may be pushed through public meeting room (wood) doors or through exterior entrance (glass) doors. Exceptions may be made for certain areas, such as from Hall D to the L Street Bridge, with prior approval.
- Only approved tapes may be utilized on Center carpeting.

Decorations:

- Decorations and signage may not be taped, nailed or otherwise fastened to any permanent surface.
- Adhesive-backed decals or stickers may not be distributed anywhere in the building.
- Glitter or confetti may not be used in carpeted areas of the building.

Elevators and Escalators:



Freight and service elevators are designated for the transportation of materials and equipment. Escalators and passenger elevators are for passengers only and may not be used to transport freight or equipment.

Helium Balloons:

Helium-filled balloons may not be distributed in the convention center. Helium balloons used to decorate a booth must be pre-approved, and must be securely fastened to the booth. We charge for retrieval of helium-filled balloons. Helium tanks being used during booth installation must be securely stored in upright position, and removed from the Center as soon as installation is complete. Helium tanks may not be stored inside the Center.

Water Features:

Appropriate protection must be placed on the floor and floor ports before fountains, ponds, hot tubs or other water features are installed. Installations must be performed and monitored by Center personnel.

Recycling:

The Center complies with the DC Solid Waste Management and Multi-Material Recycling Act of 1988. Recycling receptacles for the separation and disposal of cans, glass, plastic, office paper and newspaper are located in lobbies and meeting room corridors. Food service areas have receptacles for the separation of solid waste and cans, glass and plastic.

## **Fire and Safety Guidelines**

The National Fire Protection Association Life Safety Code is the established safety standard for events. The code, as well as standard operating procedures established in cooperation with DC fire and safety agencies are included in the following fire and safety guidelines:

Cable across Doorways:

Cables or hoses required for power, audio, video, lighting or any other applications are not permitted on the floor across doorways. We have installed cable trays above service doors in the ballroom to carry these cables. Please inform all production vendors to plan for this as they design your event.

Candles:

Lit candles and other open flame devices are not permitted in exhibit booths. Lit candles may be used at special events such as banquets only under the following conditions:

- Candles must have a solid base and flames must be enclosed. Votive candles and "hurricane lamp" candles are examples of acceptable candles.
- Candles must be placed on tables or other stable surfaces.
- Samples of all candles proposed for use must be submitted in advance to the event manager for approval.

Tapered candles, candelabras, votives hanging from decor are examples of candles that are not permitted.



Compressed Gases/Flammable Liquids/Aerosols:

The use, display or storing of compressed gasses, flammable liquids or dangerous chemicals is prohibited without prior written authorization. Pressurized containers having flammable propellants (aerosols) are prohibited without prior written authorization from the DC fire marshal.

Cooking in Exhibit Booths:

Cooking is permitted in exhibit booths when food or food equipment are products featured in the event, and with advance written approval. Approval is obtained from the Center and the DC Fire Department Fire Prevention Division after the submission of the exhibitor cooking request form. Please note the following:

- Devices producing open flames are not allowed in exhibit areas.
- The use or storage of any flammable or combustible liquids, compressed gases cylinders, hazardous materials or chemicals as fuel is strictly prohibited.
- Frying equipment must be equipped with a grease shield.
- A fire extinguisher with a minimum rating of 3A40BC must be displayed in each booth that features cooking.
- Deep fat fryers, wood or coal burning equipment and bottled gas cylinders are prohibited without prior advance written approval from WCC and the DC Fire Prevention Division.
- After review, the DC Fire Marshall may require certain types of commercial cooking equipment that produce grease laden vapors to install a supplemental exhaust system over the equipment.
- The DC Fire Department Fire Prevention Division and WCC will inspect, and may require a test of cooking equipment before show opening.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. In addition, please provide holding tanks such as grease barrels for disposal of cooking residue such as oil and grease. Disposal of cooking residue into Center drainage system is prohibited. Our service partners are able to provide portable sinks and grease barrels at prevailing rates. Consult your event manager for further information.

Crate and Boneyard Storage:

Empty crate storage is permitted only with prior approval and within specific guidelines. See crate storage and boneyards in the "Exhibit Halls" section above.

Decorations:

All materials used for decorating including drapes, curtains, table coverings, skirts, carpet or any other materials must be constructed of flameproof material or treated with an approved fire- retardant solution. We encourage you to have fire retardancy certificates for the materials on site. Spot-testing may be performed at any time by the DC Fire Department Fire Prevention Division.

Gasoline and Diesel Fuel:

Gasoline-powered equipment such as industrial vacuum cleaners for show carpet cleaning are permitted. Refueling is not permitted inside exhibit halls. Gasoline-powered equipment may not be



stored inside exhibit halls unless battery cables are disconnected and fuel tanks are locked. Gasoline, kerosene, combustible gases or other flammable liquids may not be stored inside the Center. Use of diesel fuel in the Center is prohibited.

Electrical Equipment:

Electrical equipment must meet applicable National Electrical Codes. Electrical fixtures and fittings must be U.L. listed. 14-gauge wire or better is required for all connections. All extension cords must be 3-wire grounded. Only Washington Convention Center staff and authorized service partners are authorized to move Center electrical equipment. Utility panels and mechanical equipment rooms may not be blocked under any circumstances.

Exits:

Exit doors may not be obstructed, locked or held open. Nothing may be placed within 15 feet of a means-of-egress doorway. Exit signs may not be obstructed from view by booths, decorations or any other objects or hanging materials. Temporary illuminated exit signs, or large exit signs of dimension approved by the Center, must be installed at/near any exits whose view is blocked by drape or structure, such as within a room constructed in an exhibit hall. These signs should be illuminated by battery power.

Fire Fighting and Emergency Equipment:

Firefighting and emergency equipment may not be blocked or obstructed under any circumstances. Fire hose connections, extinguisher cabinets, fire alarm call stations, strobe lights, automatic external defibrillators, adaptive escape chairs, and First Aid Rooms must be visible at all times.

Fog and Smoke Machines and Lasers:

Water-based chemical fog and smoke machines are permitted with advance notification. Fog and smoke machines may not be operated in common areas where the effect could enter an adjacent event's leased space. Lasers are permitted with advance notification in locations where access to a water source is safely identified. A schedule for use of fog and smoke machines and lasers that includes rehearsals and event times must be submitted to your event manager in advance so that appropriate inspections and ventilation measures are taken.

Hazardous Chemicals and Materials:

The use of hazardous chemicals and materials are strictly prohibited without prior written approval. Most hazardous chemicals and materials, including but not limited to pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals including oxidizers are prohibited inside the Center.

Hazardous Waste:

You are responsible for the removal of hazardous waste from the center and must comply with all applicable federal and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic, or biohazardous. These products include paint, ink, certain chemicals, particularly petroleum-based and ketone-based, and certain medical supplies. Costs incurred by the



Center, including administrative expenses, for the removal of hazardous waste left in or about the Center will be billed at prevailing rates and any fines incurred will be passed on to you.

Medical Testing and Waste:

Medical testing is permitted with advance written approval when in conjunction with an appropriate event. Medical tests must be performed by licensed practitioners. The use of animal or human organs or body parts must conform with federal and local regulations. All medical waste must be removed at the end of the event according to federal and local regulations.

Propane:

Propane tanks may not be stored inside the Center. Propane tanks must be stored in locked storage cages on the loading docks. Contractors must provide their own storage cages.

Pyrotechnics:

The use of pyrotechnics is strictly controlled and monitored and must be approved in advance. Customers requesting the use of pyrotechnics must hire a federally licensed pyrotechnics contractor and must obtain all relevant permits from the DC Fire Department Fire Prevention Division. Consult your event manager for further information and guidelines.

Rigging / Overhead Hanging Procedures:

The Center has designated its service partners Projection/TeamPro and HiTech Electric as exclusive providers of all rigging except for lightweight loads such as banners and signs under 200 pounds. All rigging and hanging from hang points in the Center must conform with all national and local safety codes and is subject to mandatory approval by the Center. The following general procedures have been established to ensure the safe installation of overhead rigging (including hanging of banners, signs or equipment), and to ensure the protection of the structure and finished surfaces of the building. We reserve the right to stop any installation of rigging if in our opinion the installation is not proceeding in a safe and prudent manner.

- All attachments to the interior or exterior building must be temporary, and of a type and process approved in advance
- Overhead rigging or hanging of equipment may only be performed by persons who have been certified in all safe hanging procedures, including the use of OSHA- certified personal fall arrest systems, and the safe use and operation of overhead rigging, powered work platforms and man-lifts for overhead work.
- All equipment used for overhead rigging installations must be certified as safe for intended application.
- An effective two-way voice communication system between overhead installation crew and supervisor must be used during all overhead installations.
- All areas below overhead hanging installations must be properly protected from damage caused by overhead working platforms.



- Visible public notice of overhead work being installed in public areas, such as cautionary signage, barricades, orange traffic cones or similar systems must be in place before overhead work may begin.
- All crews performing overhead rigging installations must include at least one ground person to direct personnel away from the work area while overhead work is performed.
- All work performed on the Center's roof must be done under the supervision of Center personnel.
- Each person working on the roof of the Center must walk or perform work only from the roof path system
- Each person working on the roof of the Center must utilize an OSHA-approved personal fall arrest system that is properly secured to the roof anchorages and tie-off points.
- Exterior rigging installations on the L Street facades may be secured to the vertical aluminum truss work provided that the truss work is protected by approved padding
- Lifts to be used for exterior hanging must be driven to and from the jobsites only from the M Street loading dock entrances. Lifts may not be driven through public doors.
- The proposed installation schedule must be included in production schedule submitted to your event manager. The event manager will confirm the approved times for installation in writing.

Smoking:

In accordance with DC regulations, **the Washington Convention Center is a non-smoking facility.** Smoking is prohibited inside the Center. We reserve the right to remove violators.

Temporary Structures:

There must be at least two (2) means of egress from any temporary hard wall structure in excess of 200 square feet built in the Center. Temporary structures may not have a cover or ceiling unless the sprinklers will be able to permeate it. This must be approved in advance by the DC Fire Department.

Vehicles on Display:

Section 314.4 of the International Fire Code specifies the following: Liquid- or gas-fueled vehicles, fueled equipment, boats or other motor craft shall not be located indoors except as follows:

- Batteries are disconnected.
- Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons (19 L) (whichever is least).
- Fuel tanks and fill openings are closed and sealed to prevent tampering.
- Vehicles, fueled equipment, boats or other motor craft equipment are not fueled or defueled within the building.

X-Ray Equipment:

The DC fire code prohibits the use of x-ray equipment and other radiated materials in the convention center. Use of this equipment is only permissible in controlled environments such as medical facilities in order to minimize unnecessary exposure and potential HAZMAT conditions.



## **Firearm Display Rules and Regulations**

No one may display firearms at the Center without a valid Federal Firearms License. Anyone planning to display firearms must submit a copy of such license identifying the event at which such weapons are to be displayed, no less than fifteen days prior to the event. Please email your valid Federal Firearms License to [exhibits@ausa.org](mailto:exhibits@ausa.org) along with a description of the firearm you are displaying.

In order to display your firearm at AUSA, the following rules and regulations must be followed:

- All firearms must be rendered inoperable during the entire time they are in the Convention Center
- At no time shall live ammunition be loaded into any firearm on display in the Center
- A Security Officer must be on duty within your booth space during booth install as soon as the firearms arrive at the Convention Center, during show days (nonevent hours), and during booth dismantle until the firearms have been loaded out by your shipper. AUSA's preferred security vendor is CES and their services can be ordered via the [CES Order Form](#)
- A designated company representative must be on site to supervise the load out of your firearms
- All firearms must be displayed (Exhibited) in a glass case or secured with a cord for safe handling
- Please have an accurate inventory document on hand of how many firearms of each type were sent in. This document may be reviewed by AUSA Security on site

In addition, AUSA and GES **highly** recommend that you make arrangements with your shipper for your firearms to be packed up and loaded out of the Convention Center the night the show closes. AUSA has made arrangements with GES to make this process as smooth as possible:

- Please visit the GES Servicenter to request special Empty Sticker labels to go on your firearm cases. Once you have unpacked your firearm cases and are ready for them to be stored by GES during show, you will apply this sticker. This sticker will also indicate to GES that this case is to be stored on site and delivered back to your booth at the break of show as a priority
- The night of show close, you will receive back your firearm cases as a priority and should arrange for your shipper to pick up these shipment that night. You will receive during the show a Bill of Lading that indicates this is a priority shipment. You will then turn in this BOL to the GES Servicenter once your firearms are packed up and ready to go. As a reminder, you are required to have security stay at your booth until your firearms have been loaded out of the Convention Center by your shipper as well as a designated company representative supervise the load out of the firearms

Please note, if you chose to not load out your firearms the night of show close, GES and AUSA assume zero liability for any theft or damages. If you have any high value, military hardware on display at AUSA Annual that does not qualify as a firearm but would like to take advantage of the expedited move out the night of show break, please reach out to [ausa@ges.com](mailto:ausa@ges.com). GES and AUSA will review these requests on a case by case basis to see if they can accommodate the expedited move out.







Zone 4	Booths (100-300) Square Feet	Tuesday, 8 October 1100-1400	No Direct Shipments - Must ship to Advance Warehouse	No Direct Shipments - Must ship to Advance Warehouse	Friday, 11 October 1700-2300	Saturday, 12 October 0800	Saturday, 12 October 1700
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**Halls D – E Booths # 6000 – 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 5	Booths (1500 & Above) Square Feet	Tuesday, 8 October 1100-1400	Per Individual Booth Move- In Schedule	Per Individual Booth Move- In Schedule	Per Individual Booth Move-In Schedule	Per Individual Booth Move- In Schedule	Thursday, 10 October 1700
Zone 6	Booths (800-1499) Square Feet	Tuesday, 8 October 1100-1400	Wednesday, 9 October 0400-0800	Wednesday, 9 October 0800-2000	Wednesday, 9 October 1800-2300	Thursday, 10 October 0800	Friday, 11 October 1700
Zone 7	Booths (400-799) Square Feet	Tuesday, 8 October 1100-1400	Thursday, 10 October 0400-0800	Thursday, 10 October 0800-2000	Thursday, 10 October 1800-0100	Friday, 11 October 0800	Friday, 11 October 1700
Zone 8	Booths (100-300) Square Feet	Tuesday, 8 October 1100-1400	No Direct Shipments - Must ship to Advance Warehouse	No Direct Shipments - Must ship to Advance Warehouse	Friday, 11 October 1700-2300	Saturday, 12 October 0800	Saturday, 12 October 1700

**Outbound Shipments:** Please prepare a separate GES Bill of Lading for each outbound shipment. Return the completed paperwork to the GES Service Center after all of your material is packed, labeled and ready to be shipped. Do NOT leave the outbound material handling order form with your shipment. All vehicles, including personal vehicles (POV's) arriving to make pick-ups MUST first report directly to the marshaling yard for dispatch to the Convention Center. Do NOT have your driver report directly to the Walter E. Washington DC Convention Center. Vehicles will be dispatched from the marshaling yard to the facility, as the exhibits are ready for shipping and as dock space permits.



**Halls A – B / Booths # 100 - 3099 Targeted Move-Out Schedule**

Booths that are 100 - 300 square feet

Carrier check in time is: Thursday, 17 October by 0700

Booths that are 400 - 700 square feet

Carrier check in time is: Thursday, 17 October by 1000

Booths that are 800 - 1400 square feet

Carrier check in time is: Friday, 18 October by 0600

Booths that are 1500 square feet and above

Carrier check in time is: Friday, 18 October 18th by 1000

**Hall C / Booths # 3100 - 4599 Targeted Move-Out Schedule**

Booths that are 100 - 300 square feet

Carrier check in time is: Thursday, 17 October by 0600

Booths that are 400 - 700 square feet

Carrier check in time is: Thursday, 17 October by 0800

Booths that are 800 - 1400 square feet

Carrier check in time is: Thursday, 17 October by 1300

Booths that are 1500 square feet and above

Carrier check in time is: Thursday, 17 October by 1600

**Halls D – E / Booths # 6000 - 8999 Targeted Move-Out Schedule**

Booths that are 100 - 300 square feet

Carrier check in time is: Thursday, 17 October by 0700

Booths that are 400 - 700 square feet

Carrier check in time is: Thursday, 17 October by 1000

Booths that are 800 - 1400 square feet

Carrier check in time is: Friday, 18 October by 0600

Booths that are 1500 square feet and above

Carrier check in time is: Friday, 18 October by 1000

**Hanging Signs/Truss/Overhead Equipment:**

All exhibitors must ship their hanging signs to the GES advance warehouse by Wednesday, 2 October. Exhibitors must use the [hanging sign shipping label](#) provided in the exhibitor manual. All truss, lighting equipment, etc. that is not being rented through GES will need to ship to the GES advance warehouse by Wednesday, October 2nd. Exhibitors need to affix the [hanging sign shipping label](#) to all equipment that is required for the installation of your lighting rig. These labels will be provided in the GES exhibitor manual. The equipment required for your lighting rig/truss job will be brought over as a priority on the designated installation day for the rigging within your zone. All lighting plots, floor plans, diagrams pertaining to the requirements for the truss/lighting job must be sent to GES and Hi-Tech Electric no later than Friday, August 30th.



Mobile Display Units/Oversized Equipment Move-In/Out Procedures:

Exhibitors with Mobile Display Units or Heavy Equipment/Machinery please read carefully and adhere to the following procedures.

**Arrival Time:**

You are required to arrive at the marshaling yard area at least three hours prior to your target time.

**Marshaling Yard:**

The GES Marshaling Yard will be located at:  
Prince George's Stadium  
VIP Lot  
4101 Crain Hwy.  
Bowie, MD 20716

**Allocation of Zones:**

Mobile Display Units/Heavy Equipment will be moved into the exhibit hall based on the [Critical Planning Schedule](#). Once we have received your [mobile spot/heavy equipment questionnaire](#) you may be contacted by GES with instructions to adjust the arrival time due the size or the equipment required to place your equipment.

All roadworthy units will be offloaded at the marshaling yard and driven to the Convention Center in escorted convoys according to Zone. All roadworthy units are required to offload at the marshaling yard and drive in the convoy to show site. Offloading at show site of roadworthy vehicles is not permitted. However, GES does understand that extenuating situations do occur so requests must be made in writing to [ausa@ges.com](mailto:ausa@ges.com) requesting your roadworthy vehicle be unloaded at the Convention Center. Please note, if your roadworthy vehicle is unloaded at the Center (with prior permission from GES) the standard vehicle spotting fee of \$300.25 will be doubled to \$600.50. If your vehicle is roadworthy but does not have valid license plates, you will still be required to notify [ausa@ges.com](mailto:ausa@ges.com) and will be responsible for the increased vehicle spotting fee. It is our intention to move as many units as possible to the Convention Center under their own power, via convoy, to minimize congestion in the dock area and expedite the move in process. GES representatives will organize and dispatch convoys (number to be determined based on total number of units per zone). Please note, if you miss the main vehicle convoy, you will be responsible for the costs of the additional police escort.

Mobile Display Units/Heavy Equipment that cannot be driven (due to weight or other restrictions) and must remain on their transport vehicles until offloaded at the Convention Center, will be held at the marshaling yard and dispatched to the Convention Center by GES based on Zone targets and space availability in the dock area.

Exhibitors will be responsible for the movement of your mobile units/oversized equipment from your point of origin to the Washington DC Convention Center. This will require you to pull the necessary permits from the District of Columbia. If you have any questions please contact us at [ausa@ges.com](mailto:ausa@ges.com).



- Drivers MUST have a bill of lading showing booth name & number for each mobile display unit or piece of heavy equipment that they are delivering.
- All vehicles MUST have a valid license plate
- All mobile display units/heavy equipment must arrive at the marshaling yard area at least three hours prior to their zone move in time. There will be no exceptions.

Note: Any mobile display units/heavy equipment exhibitor not checked into the marshaling yard area by their zone time will be assumed cancelled. In the event that you are not able to arrive at the marshaling yard area due to a breakdown, you must notify Brian Norwood, GES Director of Operations, at (301)343-1308.

- Once at the marshaling yard area your driver must check in at the GES Marshaling Trailer to notify them of their arrival. Drivers will be directed to their holding area.
- Booth Carpets – installation of all carpets in booths that will be displaying a vehicle or piece of heavy equipment will be done by GES, regardless of booth size. If you are using your OWN carpeting and padding you will need to send that to GES no later than 2 October. Please use the [“Vehicle Booth Carpet” shipping label](#) for your carpet. GES will install your carpet prior to your placement of your vehicle or equipment. You will need to fill out the [Vehicle Booth Carpet Installation Order Form](#)
- All drivers MUST remain with their vehicles while at the marshaling yard area. Drivers must leave their name and a telephone number where they can be reached with the GES POC’s. If a second driver is involved, his or her, name, location and telephone number should also be given to the GES POC’s.
- Once notified by GES you will need to have all drivers readied for movement into the hall within a fifteen minute window.

Failure to meet this requirement may cause the movement of your mobile display unit/heavy equipment to be delayed. Please make sure to provide a diagram of the placement of your electrical and communication lines to: GES and Hi-Tech Electrical. Failure to do so may result in a delay of your movement into your booth space. GES Fax #: 702/260-5765 Hi-Tech fax #: 202/249-3601

### Permits:

AUSA and GES staff will not be involved in any way in obtaining road clearances.

- Wheel and axle loads: the District of Columbia government will enforce gross weight loads
- Any metal tracked vehicles MUST have rubber mats or cleats in order to drive on public streets
- Exhibitor MUST get road clearance from appropriate jurisdictions. Road clearance is not an AUSA/GES responsibility
- All vehicles MUST have a valid license plate
- Please fill out all [Display Vehicle Questionnaire](#) and return to GES no later than August 30th. This information can be sent to the following:

Via Fax: 702/260-5765

Via E-mail: [ausa@ges.com](mailto:ausa@ges.com)



**Off Target Vehicle Load In:**

If you are unable to make the display vehicle move in time for your zone (posted in the [Critical Planning Schedule](#)), you must notify [ausa@ges.com](mailto:ausa@ges.com). You will work with GES on an alternate date and time to move in your vehicle. You will still be required to offload at the marshaling yard and are responsible for arranging your own police escort. The standard vehicle spotting fee of \$300.25 will be doubled to \$600.50 and you will be responsible for any forklift and freight labor costs needed to facilitate the move in of your vehicle – i.e. shuffling crates out of the way to make a path for your vehicle from the loading dock to your booth space. Please keep in mind that the ST/Show Site forklift rate is \$510 per hour and the ST/Show Site freight labor rate is \$148 per hour.

**Move Out:**

At the conclusion of the Annual Meeting we will begin the move out of the self-propelled vehicles as follows.

- Vehicle must be able to fit down a 10' wide and not require a large turning radius.
- We will utilize the same escorted convoy process for all roadworthy units.
- Driver must be available and ready to move vehicles from booth at 1730 on Wednesday, 16 October
- When it is time to move your vehicle from your space, a GES representative will arrive at your booth to escort you out of the building. DO NOT turn on your vehicle or make any attempt to move your vehicle until a GES representative is at your booth to escort your vehicle.
- You MUST immediately leave the grounds of the Walter E. Washington Convention Center. There will be not parking of vehicles allowed in the dock area of the center. All loading must be done at the GES Marshaling yard.

**Immobile Vehicles/Oversize Equipment that DO NOT require a crane:**

Your target move out time will be Friday, 18 October. The procedures for this movement are as follows:

- A GES representative will coordinate your exact move out time with you after the move in. Once you are given that time, it will need to be communicated by you to all parties involved in the movement of the equipment.
- All drivers/carriers must be at the marshaling yard area one hour prior to your schedule departure time.
- A GES POC will contact you on your cell phone when we are ready to load your equipment onto your carrier.
- Once your materials have moved off the floor and into the dock area, you will have a 30 minute window to utilize for coordination of any necessary escort vehicles.

**Immobile Vehicles/Oversize Equipment that DO require a crane:**

Your target move out time will be Friday, 18 October. The procedures for this movement are as follows:

- A GES representative will coordinate your exact move out time with you after the move in. Once you are given that time, it will need to be communicated by you to all parties involved in the movement of the equipment.



- All drivers/carriers must be at the marshaling yard area one hour prior to your schedule departure time.
- A GES POC will contact you on your cell phone when we are ready to load your equipment onto your carrier.
- Once your materials have moved off the floor and into the dock area, you will have a 30 minute window to utilize for coordination of any necessary escort vehicles

We MUST have ALL Materials out of the Convention Center no later than Midnight on Friday, 18 October. There will be NO exceptions. GES reserves the right to adjust these times on an as required basis. Once we have received your Equipment Questionnaire, you will be contacted by a GES POC.

Requests for Early Freight Move In:

Please refer to the [Critical Planning Schedule](#) for your specific installation information. GES will not be adjusting the schedules as they are outlined on this document.

Warehouse Freight Procedures:

The advance warehouse is available for all shipments regardless of booth size. However, if your booth measures 300 Square feet or less your freight must ship to the GES Advance warehouse by 2 October. If your freight falls into this category and you deliver direct to show site you will be charged a 50% "off target" surcharge. Please make sure that all shipments are labeled correctly. [Shipping labels](#) are provided in the GES exhibitor's manual. Advance Warehouse freight will be delivered to your booth by your targeted installation time

Any exhibitor not arriving on schedule will cause considerable inconvenience for other exhibitors and may be delayed in the unloading or loading of your carrier, as well as incurring additional charges. A 50% Off Target Surcharge will be applied to all off-target deliveries above and beyond the material handling rate. Please inform your haulers and drivers of these critical time schedules. Also note that uncrated and pad- wrapped shipments will NOT be accepted as advance freight at the GES warehouse.

It is important that you return the [Freight Service Questionnaire](#) to GES via fax to 702-260-5765 by August 30th. Any scheduling questions should be directed to [ausa@ges.com](mailto:ausa@ges.com).

Warehouse shipments are to be checked in according to the following timetable.

4 September 2019	First Day for advance receiving
2 October 2019	Last Day for advance receiving without a surcharge.

A 30% (\$50.00 minimum) late arrival surcharge based on the published exhibitor rates will apply to each shipment received at the advance warehouse after this date



## **General Information**

### Admission:

Admission to exhibit areas, program sessions and social functions at the 2019 Annual Meeting will be limited to the following: AUSA members, members and civilian employees of the U.S. Armed Forces, designated representatives of exhibitor and member companies, invited guests of the Association and those who have a demonstrable affiliation and/or supportive interest in the United States Army. Spouses and other members of the immediate family of any of the above persons are welcome at appropriate times.

### Aisle Carpet:

GES will begin to install aisle carpet in Halls A-E at 1800 on Saturday, 12 October. All exhibitor booth materials must be moved out of the aisles and into your display space. GES will begin to sweep the aisles of all materials in Halls A-E at 1700 on Saturday, 12 October. Materials that are located in the aisles in front of your booth will be moved into your display space at this time.

### Alcohol:

Alcohol is permitted within your booth space during exhibit hours only. Aramark is the exclusive vendor of catering and please see their [order form](#) for additional information.

### Booth Equipment:

Standard booth equipment furnished to all linear booth exhibitors will consist of 8 ft. high back wall and 3 ft. high side rail drapes. Drape colors will be alternating blue, black, and white panels. Other color and types of booth materials may be ordered at the expense of the exhibitor. Show Management requires that ALL booths be carpeted to maintain the professional appearance of the AUSA Exhibition. Blue, black, grey and white will be the predominate colors for decorations inside the exhibit halls and in the general meeting area(s).

### Catering:

Aramark is the exclusive provider of all food and beverages at the Walter E Washington Convention Center. As such, any requests to bring in outside food and beverages will be at Aramark's discretion and will be considered on a case-by-case basis. Please inquire with your sales professional. This includes requests for exhibitor amenities such as logo-bottled water, hard candies, and sample products. Outside food or beverages will not be permitted into the Convention Center by any exhibitor, installation company, or any other entities hired by exhibiting companies without prior approval and written authorization by Aramark. No products may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Walter E. Washington Convention Center. Please see the [Aramark Order Forms](#) for additional information.





Cleaning:

All exhibit hall aisles will be cleaned daily throughout installation and dismantling. Porters will remove trash from public spaces during the show schedule. Arrangements for vacuuming, shampooing and porter services for individual booth areas may be ordered from GES, Global Experience Specialists, via the [Booth Cleaning Form](#).

Exhibit Hours:

Display areas, for Halls A, B, C, D and E will be open to authorized visitors, free of charge as follows:

Monday, 14 October 0900 – 1700

Tuesday, 15 October 0900 – 1700

Wednesday, 16 October 0900 – 1700

Exhibitor Appointed Contractors (EACs)

All EACs will enter the building using the 7th Street Security Entrance of the Convention Center. EACs are required to have an ESCA badge in order to gain entry to the building. GES will review the completed [Intent to Hire an EAC Forms](#), and will ensure that all necessary paperwork is on file (Certificate of Insurance and Notice of Intent to Hire an EAC).

The EAC Point of Contact will be responsible for ensuring that their union labor has checked into the Convention Center labor desk and secured the EAC wrist band. When the EAC is submitting their call to the union hall, they will need to stress that their workers must receive an EAC wrist band prior to the commencement of their work day. This will be a daily requirement. There will be a new color for each day of the event. They will be numbered for tracking purposes. After the union worker has received this wrist band they may proceed to the show floor to commence work.

Enforcement of wrist band procedures will be the responsibility of AUSA Security and its contract security firm. They will send individuals who are found on the floor without the proper wristband, or who attempt to enter the exhibit halls without the proper wristband, to the labor check-in desk.

Exhibitor Insurance

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$1,000,000 aggregate. This insurance must be in force during the lease dates of the event, 8-18 October 2019, naming Association for the United States Army (2425 Wilson Boulevard, Suite 530, Arlington, VA 22201) as the certificate holder. The additional insureds must read as follows: Association for the United States Army, Walter E. Washington Convention Center and GES. If you currently have your own compliant insurance, please submit a copy to [exhibits@ausa.org](mailto:exhibits@ausa.org). AUSA does offer the option to purchase exhibitor insurance through our own approved vendor. The link to this option can be found in the exhibitors' manual via the [Exhibitor Insurance form](#).



Joint Ethics Regulations:

Please be advised that Joint Ethics Regulations prohibit soldiers and their families from accepting gifts that are valued at more than \$20. We ask that you be sensitive to their position and take this into account when passing out promotional items during the exposition.

Key Contacts:

Area of Responsibility	Company and Contact Details	Contact Information
Exhibit Policies, Booth Location and Contract, and Firearm Display Forms	AUSA – Exhibits Manager	<a href="mailto:exhibits@ausa.org">exhibits@ausa.org</a>
Registration Inquiries	AUSA – Registrar’s Office	<a href="mailto:registration@ausa.org">registration@ausa.org</a>
Sponsorship Inquiries	AUSA – Sponsorship Manager	<a href="mailto:ghudson@ausa.org">ghudson@ausa.org</a>
Booth Number, Booth Location, GES Order Form Questions, Exhibitor Manual Questions, On-Line Ordering	GES - National Servicenter	800.475.2038 Phone 866.329.1437 Fax
Booth Layout Approvals and Booth Layout Variance Requests	GES – Jennifer Chagnon	<a href="mailto:jchagnon@ges.com">jchagnon@ges.com</a>
Move In/Out Procedures, Display Vehicle/Machinery Questions, Facility Questions, and Freight Target and Location Questions	GES – Exhibit Hall Manager	<a href="mailto:ausa@ges.com">ausa@ges.com</a>
Meeting Rooms (coordination of materials for your rooms, delivery of materials to the room) and events outside of the exhibit hall	GES – Meeting Room Manager	<a href="mailto:dstokes@ges.com">dstokes@ges.com</a>
Shipping/Air	Convention Freight Services – Marion Moon	703.518.4720 Phone 703.518.4729 Fax <a href="#">Order Form</a>
Shipping/Ground	GES Logistics – Jeff Williams	410.365.0499 <a href="#">Order Form</a>
International Transportation and Customs Service	TWI	702.691.9000 Phone 702.691.9045 Fax <a href="#">Order Form</a>
Electrical/Plumbing/Lighting	Hi-Tech Electric	202.249.3600 Phone 202.249.3601 Fax <a href="#">Order Form</a>
Telephone/Internet Service	Smart City	202.249.3800 Phone <a href="#">Order Form</a>
Digital Signage	Digital Conventions	202.249.3900 Phone <a href="mailto:info@digitalconventions.com">info@digitalconventions.com</a> Email <a href="#">Order Form</a>



Catering Service	Aramark	<a href="mailto:wwwccexhibitororders@aramark.com">wwwccexhibitororders@aramark.com</a> Email <a href="#">Order Form</a>
Floral Service	Urban Jungle	703.241.8545 Phone <a href="#">Order Form</a>
Photography Service	Robert Knudsen	703.280.2326 Phone <a href="#">Order Form</a>
Audio Visual/Computer Equipment	Razor Exhibits	800.507.2153 Phone <a href="mailto:razorexhibits@gmail.com">razorexhibits@gmail.com</a> Email <a href="#">Order Form</a>
Modeling Agency	Emme Girls Elite Model Staffing	202.436.5114 Phone <a href="mailto:emme@emmegirls.com">emme@emmegirls.com</a> Email <a href="#">Order Form</a>
Lead Retrieval Service	MGL Management	703.291.1585 Phone 703.997.1437 Fax <a href="#">Order Form</a>
Security Service	CES Security, Inc.	443.471.7000 Phone 443.471.7007 Fax <a href="#">Order Form</a>
Exhibitor Insurance	Rainprotection	800.528.7975 Phone <a href="mailto:sales@rainprotection.net">sales@rainprotection.net</a> Email <a href="#">Order Form</a>

Meeting Rooms:

To book your meeting space, please complete the [Event Request Form](#). Please reach out to [icws@ausa.org](mailto:icws@ausa.org) with any questions that you may have. All requests must be received by COB on Monday, 16 September 2019.

Morning of Show Open:

AUSA will conduct a walk through from 0700-0800. All booths must be 100% show ready prior to this walk through. Job boxes/ladders - Please notify your exhibitor appointed contractor that these materials must be removed from your booth space prior to this walk through. They are not permitted to be pushed into the aisles for storage. We strongly suggest that they are removed on Sunday evening at the end of your day. Due to space constraints on the docks, GES will not have any storage space for these items. They must be removed from property 100%.

Security:

AUSA has contracted security to cover the exhibit area during installation, show hours and move-out. Since the convention center and other service personnel require access to the exhibit halls at various times, it is not possible to guarantee individual booth security. Exhibitors are urged to take whatever precautions they feel necessary to protect valuable materials and equipment, including theft insurance and hiring special guards under their own contract. Neither Show Management, their contractors and



agents, nor the convention center will be responsible for theft and/or vandalism. Additional booth security can be ordered via the [CES Security Order Form](#).

Sexual Harassment Policy:

Please help us ensure that the Association of the United States Army's Annual Meeting is a safe and respectful environment for all participants by following these three simple guidelines:

1. Please treat all Soldiers and civilians with equal dignity
2. Professional dress is required of all participants, including the personnel that operate the booths
3. Handout and giveaways should be of respectful content

AUSA reserves the right to remove personnel or products that AUSA deems offensive or demeaning.

Sponsorships:

If you are interested in becoming a sponsor at AUSA Annual, please see our [Sponsorship Opportunities Brochure](#) and [Order Form](#). Any questions regarding sponsorships should be directed to [ghudson@ausa.org](mailto:ghudson@ausa.org).

## **International Pavilions**

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 (i.e. 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](mailto: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](mailto:kparnell@ges.com).
- It is highly recommended that individual exhibitors within the Pavilions send in copies of their booth layouts to [kparnell@ges.com](mailto:kparnell@ges.com) as well. Please make sure your layouts are in feet, not meters.

Exhibitor Appointed Contractors (EACs):

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.

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 October 2nd, 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 sections in this guide.



## 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 Direct Freight Check In	Direct Freight 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	Tuesday, 8 October 1100-1400	Per Individual Booth Move-In Schedule	Per Individual Booth Move- In Schedule	Per Individual Booth Move-In Schedule	Per Individual Booth Move- In Schedule	Thursday, 10 October 1700
Zone 2	Booths (800-1499) Square Feet	Tuesday, 8 October 1100-1400	Wednesday, 9 October 0400-0800	Wednesday, 9 October 0800-2000	Wednesday, 9 October 1800-2300	Thursday, 10 October 0800	Friday, 11 October 1700
Zone 3	Booths (400-799) Square Feet	Tuesday, 8 October 1100-1400	Thursday, 10 October 0400-0800	Thursday, 10 October 0800-2000	Thursday, 10 October 1800-0100	Friday, 11 October 0800	Friday, 11 October 1700
Zone 4	Booths (100-300) Square Feet	Tuesday, 8 October 1100-1400	No Direct Shipments - Must ship to Advance Warehouse	No Direct Shipments - Must ship to Advance Warehouse	Friday, 11 October 1700-2300	Saturday, 12 October 0800	Saturday, 12 October 1700







**Hall C Booths # 3100 – 4599**

Zone	Booth Size	Vehicle Move Out	Empty Crates Returned By	Carrier Check In	Booth Materials Cleared By
Zone 5	Booths (1500 & Above) Square Feet	Wednesday, 16 October 1730	Thursday, 17 October 0100	Thursday, 17 October by 1600	Friday, 18 October 0100
Zone 6	Booths (800 - 1400) Square Feet	Wednesday, 16 October 1730	Thursday, 17 October 0100	Thursday, 17 October by 1300	Thursday, 17 October 2200
Zone 7	Booths (400-700) Square Feet	Wednesday, 16 October 1730	Wednesday, 16 October 2300	Thursday, 17 October by 0800	Thursday, 17 October 1600
Zone 8	Booths (100-300) Square Feet	Wednesday, 16 October 1730	Wednesday, 16 October 2000	Thursday, 17 October by 0600	Thursday, 17 October 1200

**Halls D – E Booths # 6000 – 8999**

Zone	Booth Size	Vehicle Move Out	Empty Crates Returned By	Carrier Check In	Booth Materials Cleared By
Zone 9	Booths (1500 & Above) Square Feet	Wednesday, 16 October 1730	Thursday, 17 October 0400	Friday, 18 October by 1000	Friday, 18 October 2200
Zone 10	Booths (800 - 1400) Square Feet	Wednesday, 16 October 1730	Thursday, 17 October 0400	Friday, 18 October by 0600	Friday, 18 October 1700
Zone 11	Booths (400-700) Square Feet	Wednesday, 16 October 1730	Thursday, 17 October 0200	Thursday, 17 October by 1000	Thursday, 17 October 2000
Zone 12	Booths (100-300) Square Feet	Wednesday, 16 October 1730	Wednesday, 16 October 2200	Thursday, 17 October by 0700	Thursday, 17 October 1400

**Registration**

Registration is free of charge to members, sustaining members, Army personnel, and other qualified attendees. Exhibit personnel must register for EXHIBITOR badges. Further instructions on exhibitor registration are included in this manual within the Exhibitor Registration tab. All personnel, including EAC personnel who will be working in the exhibit area MUST wear EXHIBITOR badge at all times after registration opens. Registration will be located in the East and West Salons.



Hours:

Friday, 11 October: 0800 – 1700 in West Registration  
Saturday, 12 October: 0800 – 1700 in West Registration  
Sunday, 13 October: 0800 – 1800 in East & West Registration  
Monday, 14 October: 0700 – 1830 in East & West Registration  
Tuesday, 15 October: 0700 – 1500 in East & West Registration  
Wednesday, 16 October: 0800 – 1700 in East & West Registration\*

\*Ticket pickup will remain open on 16 October until 1830 at Information Booth

Affiliate/Subsidiary Badge Request Form:

Use this form only for personnel who work for a company other than the exhibiting company. Please note that this form does not register your affiliate personnel for exhibitor badges. It merely serves as notification to AUSA that your affiliate organization is authorized to receive exhibitor badges on your behalf. Affiliate personnel must register for exhibitor badges at the AUSA website at [www.ausa.org](http://www.ausa.org), or onsite at the AUSA registration area of the Walter E. Washington Convention Center.

The request form is now hosted online and can be submitted by clicking this [link](#). We only need the Affiliate Company Name (not the individual person's name). You must register them for exhibitor badges separate. Please reach out to [registration@ausa.org](mailto:registration@ausa.org) with any questions.