



**2019 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 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

**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



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**MOVE-IN TIMELINE:**

- Aisle carpet will be placed at 1800 on Saturday, 12 October in Halls A-E
  
- All booths are required to be completely set by 2000 on Sunday, 13 October
  
- Final booth wipe down will take place from 0700 – 0900 on Monday, 14 October

**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