



## GENERAL INFORMATION

### 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. For all exhibitors requesting a variance from the Display Rules and Regulations, please complete the [Booth Variance Form](#) by **July 25**.

### Carpet

Drape colors will be black panels. Other colors 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. 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's order forms in the service kit 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 in the service kit via the Booth Cleaning Form.

### Code of Conduct

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.

### **Display Guidelines**

AUSA follows the IAEE Guidelines for Display Rules & Regulations for this event. These rules will be enforced in the exhibit hall. Written approval from AUSA is required for any variances.

### **Exhibit Hall Access/Badges**

Exhibit personnel must register for EXHIBITOR badges. These badges provide access to the Exhibit Halls before, during and after the published show hours only.

**Exhibitors are permitted access to the hall one (1) hour prior to the opening of the show.**

### **Exhibit Hours**

Monday, October 13 9:00 am – 5:00 pm

Tuesday, October 14 9:00 am – 5:00 pm

Wednesday, October 15 9:00 am – 5:00 pm

**All booths must be completely set up by 5:00 pm on Sunday, October 12. NO EXCEPTIONS!!**

### **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***).

### **Exhibitor Insurance**

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage 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, October 13-15, naming Association for the United States Army (2425 Wilson Boulevard, Arlington, VA 22201) as the certificate holder.

**The Association of the United States Army, its Board, members, staff and representatives, GES, its Board of Directors, officers and employees, the Washington Convention Center and Sports Authority t/a Events DC, its Board of Directors, officers and employees, and the District of Columbia must be listed as additional insured.**

Please submit COI's to [annualexhibits@ausa.org](mailto:annualexhibits@ausa.org)

### **Floor Plans/Booth Layout**

All exhibitors 20x20 (400sf) or larger are required to submit the layout or floor plan of their booth as it is to be displayed at the event. Floor plans must include isometric views with elevation. Please submit all floor plans to [annualexhibits@ausa.org](mailto:annualexhibits@ausa.org) by July 25.

### **Hanging Signs & Banners**

Hanging signs are permitted for island or peninsula booths 400 sf or larger. The height maximum is 25' for signs and graphics, starting from the floor to the top of the sign. Signs must be set back 10ft from adjacent booths and be directly over contracted space only.

### **Height Maximum**

The standard booth height maximum is 8' on inline booths. Perimeter booths may go up to 12'.

### **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.

### **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 **Thursday, October 2**, to avoid late 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 Shipping, Drayage and Material Handling section of the kit.

### **Multi-level/story Exhibits**

A multi-level exhibit is a booth where the display fixture includes two or more levels. All exhibitors who plan to have a multi-level exhibit are required to submit a drawing prepared and submitted by a licensed architect or engineer. Submit all drawings to [Annualexhibits@ausa.org](mailto:Annualexhibits@ausa.org).

### **Payment**

All exhibitors must have a credit card on file with GES for all services.

- 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.

### **Right to Work/Labor/Union Jurisdiction**

#### *Right to Work*

Exhibitors may work in booths 10'x10' or smaller without the use of Union labor.

Two (2) full-time exhibitor employees may work without Carpenter labor for one (1) hour during move-in and one (1) hour during move-out, for booths that are larger than 10'x10'.

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.

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.

#### *Carpenters*

The installation and dismantling of prefabricated displays is under the jurisdiction of the Carpenters Union. This includes signs and laying of carpet.

#### *Teamsters*

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers.

### **Security**

AUSA has contracted security to cover the exhibit area during installation, show hours and move-out. 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.**

### **Storage**

Fire regulations in the Washington Convention Center prohibits storing products, literature, empty containers/boxes or packing materials behind back drapes or under tables.