



Exhibitor Bulletin # 4

March 2018

## IMPORTANT AUA POLICIES

### IMPORTANT! Targeted Move Out Schedule

In order to maintain an efficient move out process, AUA 2018 will operate with a [Targeted Move Out Plan](#). LIFO (last-in, first-out) booths will be required to pack and be off the exhibit floor as soon as possible at the close of the exhibit hall (4:00 p.m.) on Monday, May 21. GES will prioritize those exhibitors with a Monday, May 21 move out time and return empty crates and packing materials as soon as possible on Monday afternoon. For all other booths, GES will have all empty cases/crates returned within 9 hours of the close of the exhibit halls on Monday. Labor can work inside all booths on Monday, even as empty crates and packing materials are returned. Note loading times on Targeted Move-out plans for freight pick-up from loading docks.

Contact GES with any questions relating to this matter. **The GES National Servicer® is still just a click or call away. Look for the online chat option on the, [Expresso home page](#), or dial direct at 800.475.2098 or 702.515.5970.**

### NEW! Targeted Move In & Empty Removal Schedule & Policy

New this year, due to Moscone Center construction and limited availability in the dock area, an "Empty Container Removal and Clean Floor Policy" will be implemented. GES and the AUA are requesting your support to ensure move-in is a success by labeling your empty containers in a defined timeline. This timeline corresponds with the Targeted Move-in schedule available in the Exhibitor Service Kit. *Exhibitors that do not abide by the policy will be penalized.*

#### Policy Timeline

## SATURDAY AFTERNOON NETWORKING EVENT

### Be a Part of the Saturday Afternoon Networking Event

Our annual Networking Event will be back on Saturday again in the Science and Technology Hall from 4-6pm. There will not be any competing AUA events and we expect a great celebration as we create meaningful opportunities for our exhibitors to engage with potential customers. We place food and drink stations around the Hall, and we welcome our exhibitors to join in the networking by offering refreshments in their booths as well.

Savor...San Francisco Catering Department is offering a special menu for this event that showcases the fresh and fun cuisine of Northern California. Choose a signature appetizer or specialty cocktail to attract attendees to your exhibit booth to network!

Participating exhibitors will be listed, along with their booth numbers, in the printed "Saturday Afternoon Networking Guide," which will be handed to attendees as they enter the Science & Technology Hall on Saturday afternoon. **The deadline is March 30 for inclusion in the printed guide.** Order forms are available, or you may reach out to the contacts below to customize your experience.

Janice Vargas  
Phone: 415.974.4048 Email: [jvargas@moscone.com](mailto:jvargas@moscone.com)

Robert Duncan  
Phone: 415.267.6427 Email: [rduncan@moscone.com](mailto:rduncan@moscone.com)

[Catering Order Form](#)

## DATES AND DEADLINES

### Booth Design Approval Required Prior to Move-in

The following booth types require advance design approval before move-in at AUA2018:

- Retail Booths
- Island and Peninsula Booths

Booth designs, showing scaled elevations from two perpendicular aisles, and a plan view, with audio visual presentation plans included, must be submitted to the AUA for pre-approval by **April 13, 2018**.

It is important to note that no retail, island or peninsula booth will be allowed to set up at AUA2018 without a pre-approved design. Booth design regulations are included in the [AUA 2018 Exhibitor Rules & Regulations](#) document.

Contact [Andrew Niles](#), Convention Operations Manager, with any questions at 410-689-3728.

[Booth Approval Form](#)

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### Important dates and deadlines are approaching

Take advantage of the price discounts offered by GES, the Moscone Center as well as forms that must be submitted to the AUA.

**AUA2018 Checklists**

**VENDOR SPOTLIGHT**

## Turn the Volume up by using GES, ON Services

GES, ON Services is our official Audio/Visual contractor for AUA2018. Order state-of-the-art audio/visual equipment for AUA2018!

Put the WOW in your exhibit booth at AUA2018 with attention-grabbing audiovisual displays! Make your booth stand out from those with only printed graphics. Contact GES today to arrange for your computer or video display and ensure that your booth, no matter the size, captures the attention it deserves!

Please contact GES with any questions you may have at (800) 801-7648 , or take advantage of the live chat feature [online](#).

Place your order prior to May 1 to take advantage of their Advance Discount Rates!

**GES, ON Services**

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## Complete List of AUA2018 Vendors

For your For your convenience, please use the below link to view a complete list of our AUA2018 contractors. Don't forget to order before the early-bird deadlines to save money!

**AUA2018 Service Kit**

**PROMOTE YOUR BOOTH**

## Advertising and Promotional Opportunities

Utilize the AUA's direct access to attendees by investing in opportunities outside of your booth. Browse our sponsorship catalog by clicking on the link below. For more detailed information on a specific opportunity please contact [Keith Price](#) or [Darci Chuba](#).

**Sponsorship Catalog**

## CONTACT US

### Exhibits

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### Sponsorships & Promotions

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