# ENHANCING ALUE IMPRO ING OUTCOMES ASTRO'S 58TH ANNUAL MEETING

### **Preparing for Your Exhibit Experience in Boston**

200MP





Sr. Director of National Accounts Global Experience Specialists (GES)

Phone: 415-286-0614

Email: tmyers@ges.com





# Items to Review Today:

- Vendor Overview
- General Information
- Move-in
- Targets
- Move-out
- Working at the Convention Center
- Cost Saving Tips
- Ordering with GES
- Conclusion/Q&A



# Vendor Overview:

## <u>GES</u>

- ✓ Material Handling\*
- ✓ Furniture/Carpet Rental
- ✓ Equipment Rental
- ✓ Exhibit Booth Design and Production
- ✓ Labor
- ✓ Shipping (Domestic and International)
- ✓ Power Cords\*
- ✓ Power Distribution\*

Contact Info: Tim Myers tmyers@ges.com 415-286-0614

### **JCALPRO**

- ✓ Rigging\*
- ✓ Sign Hanging\*

<u>Contact Info</u>: **Kristina Bechard** <u>kbechard@jcalpro.com</u> 617-954-2020

## \* = Exclusive Provider

# Vendor Overview:

### **PSAV**

- ✓ Audio Visual Rental
- ✓ Computer/Printer Rental
  - Contact Info: Jake Evans jevans@PSAV.com 214-302-0463

## **MCCA**

✓ Electrical\*

✓ Plumbing\*

✓ Cleaning\*

✓ Internet\*

<u>Contact Info</u>: **Carol Gagnon** <u>cgagnon@signatureboston.com</u> 617-954-2033

## \* = Exclusive Provider

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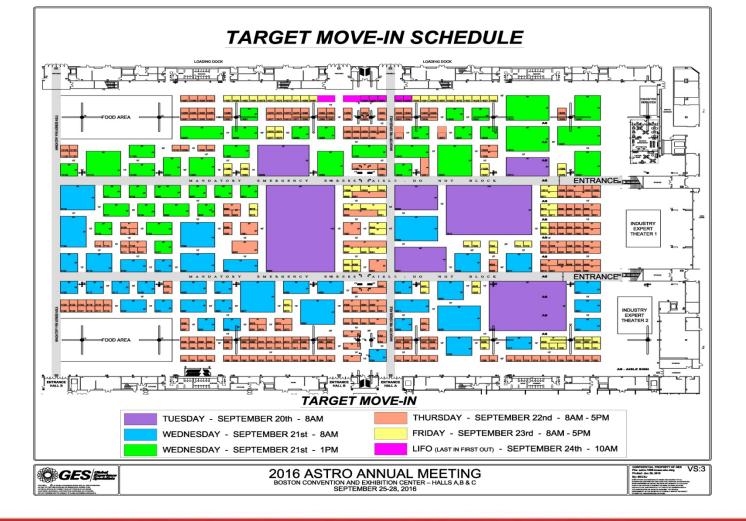
# **<u>Rigging/Sign Hanging</u>**:

### **JCALPRO**

- All Rigging/Sign Hanging is exclusive to JCALPRO and must be reviewed and approved prior to the Annual Meeting.
- All Rigging/Hanging Sign requests must be submitted through the Exhibitor Resource Center for ASTRO's review and approval.

# <u>Show Information – Move-in:</u>

- Backwall Drape: Black
- Sidewall Drape: Black
- Aisle Carpet Color: Safari (beige/black speckled)
- 1 Booth ID Sign
- Booth carpet is mandatory. Booth carpet must extend the full perimeter of your booth space. Any booth requiring fill-in carpeting will be charged based on time and materials.
- GES discount deadline date for labor and equipment rentals is Wednesday, August 31<sup>st</sup>. Refer to the Important Dates in the Exhibitor Resource Center for other advance order deadlines.
- All exhibitors should refer to the Targeted Floor Plan in the Service Manual in the Exhibitor Resource Center before making move-in arrangements.
- Certain booths may require a move-in time outside the general move-in hours.



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# Target Change Request:

- ✓ Complete Request for Variance form on page 62 of the GES Service Manual.
- ✓ Send to JT Hannon via email at: jhannon@ges.com
- ✓ Send variance request by *August 31, 2016*.

#### **Request for Variance to Assigned Target Time**

	ASTRO 2016			Form Deadline Date
ENH	ANCING ALUE IMPRO ING OUTCOMES September 25 - 27, 2016	Center		August 31, 201
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Con	pany Name			Booth Numbe
Cont	act Name			
Pho	e Number			
Fax	lumb er			
Ema	Address			
Addr	855			
City		State	Zip	Country
Curr	ent Assigned Target Date/Time			
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Im	portant information All change request forms due by: August 31, 20 This form will be reviewed after the deadline dat		lacted with the	appropriate approval if request is
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# Shipping to the Advance Warehouse:

- Take advantage of 30 day FREE storage at the warehouse.
- Ship to arrive on or before the published deadline for warehouse.
- Advance Warehouse Dates: August 18 September 16 from 8:00 a.m.to 4:30 p.m.
- Carpet and padding will be accepted but no other uncrated items.
- Hanging signs should always be sent to the Advance Warehouse.
- Advance Warehouse freight is delivered prior to your targeted move-in time.

# <u>Show Information – Move-out:</u>

- Take advantage of pre-printed bills of lading and shipping labels on page 63 of the GES Service Manual.
- Empty container return begins on Tuesday, September 27 at 6:00 p.m. after the aisle carpet is removed.
- Empty return can take up to 8 hours.
- Cardboard and fiber cases are returned first.
- All booths must be packed and ready to ship by 12:00 p.m. on Thursday, September 29.
- Postshow Carrier Check-in deadline is 7:00 a.m. on Thursday, September 29.

# Marshalling Yard:

- The Marshalling Yard is located in the South Parking Lot of the BCEC.
- The Marshalling Yard process is as follows:
  - All delivering carriers and privately owned vehicles must check in at the Marshalling Yard prior to show site deliveries.
  - All inbound shipments will be weighed at the Marshalling Yard to obtain the heavy weight.
  - All inbound shipments must be accompanied by a certified weight certificate and bill of lading.

# Working at the Convention Center:

- Massachusetts is a Right to Work State full time company employees can install and dismantle booths.
- General labor provided by Local Teamster Union includes:
  - Installation and dismantling.
  - General decorating such as furniture and carpet.
- Exhibitors are not permitted to use power lifts of any type.

# Working at the Convention Center:

- Material Handling by Local Teamster Union.
- Electrical by MCCA.
- Targeting will be scheduled in multiple phases per day and may extend over a series of days.
- Storage will be on trailers staged in Marshalling Yard.
- Empty return can take up to 8 hours. Please plan your departure accordingly.
- Empty return begins by 6:00 p.m. on Tuesday, September 27.





- Advance order deadline for all GES rentals and labor is *Wednesday, August 31*.
- Refer to Important Dates in the Exhibitor Resource Center for other advance order deadlines.
- Warehouse vs Direct Shipping.
- Targeted Move-in.
- Furniture Packages Savings up to 10%.
- Communication.
- Transportation Plus 10% savings on material handling.



- 10% discount on material handling rates.
- 24 hour online shipment tracking.
- No carrier wait charges.
- On-site logistics representation.
- No special handling charges.
- No off-target charges.
- Pre-printed shipping labels and bills of lading.





# **GES Online Ordering:**

- GES Online Ordering may be accessed through the ASTRO Exhibitor Resource Center: <u>www.astro.org/resourcecenter</u>.
- Order by <u>Wednesday, August 31</u> to take advantage of the advanced order discount rates.

	EXHIBITOR RESOURCE CENTER
Important Dates	
Service Manual	Order Booth Services
About the Service Manual	GES Services
After-Hours Exhibit Hall Access	CES is the official service contractor for the 2016 ASTRO Annual Meeting. As the official service contractor, CES provides exhibitors
After-Hours Insurance	with booth furnishings, labor and much more. This section provides information on GES booth services, order forms and online ordering.
Booth Equipment/Design	
Cost Saving Tips	
Distribution of Food and Beverage	Additional Services
Exhibitor Appointed Contractors	<ul> <li>Additional booth services are provided by a number of exclusive official contractors. These services include telecommunications, for catering, security and much more. This section allows you to download order forms and place online orders.</li> </ul>
EAC Rules and Regulations	ADDITIONAL SERVICES
Exhibit Hall Schedule	



## National Servicenter®

Answer exhibitor questions through any channel

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Hours: 9:00 a.m. – 8:00 p.m. ET

GE

J.D.POWER 2014 CERTIFIED CONTACT CENTER

1.D. Power Certified Contact Centi





# Download the GES App:

- ✓ Review Show Information
- ✓ Check Orders
- ✓ Place Orders
- ✓ Request Assistance



## **At-Show Service**

Dedicated Service Executives provide In-booth service with every detail accessible via tablet

2016 ANNUAL MEETING | BOSTON CONVENTION AND EXHIBITION CENTER | BOSTON

GES

## Important Upcoming Deadlines:

July 13, 2016

• Deadline to Make Changes to Your Online Exhibitor Listing for inclusion in the Exhibitor Directory

#### July 22, 2016

- Booth Renderings Due (booths 400 sq. ft. and larger)\*
- Rigging Renderings Due (booths 400 sq. ft. and larger)\*
- Notification of Intent to Use EAC/Non-official Contractor Form Due\*
- Certificate of Insurance for EACs Due\*
- On-site Contact Form Due Mandatory\*
- Giveaways Form Due\*
- After-Hours Access Form and Addendum Due

#### July 28, 2016

• Webinar #5 - Exhibitor Registration

#### July 29, 2016

• Exhibitor Rooming List Due at 5:00 p.m. Eastern Time

#### August 15, 2016

Priority Points Sent to Exhibitors for Review for ASTRO 2017 Booth Space Selection

#### August 19, 2016

• Deadline to Notify ASTRO of Priority Point Discrepancies for ASTRO 2017 Booth Space Selection

\*These are mandatory forms required for all exhibitors. Exhibitor must submit the required form via the online submission process. Go to the **Required Forms** section in the ASTRO Exhibitor Resource Center (<u>www.astro.org/resourcecenter</u>) for more information.

## Important Upcoming Deadlines:

#### August 25, 2016

- Lead Capture Discount Deadline
- Webinar #6 Final Preparations for ASTRO 2016

#### August 26, 2016

• Preshow Attendee List Order Form Due

#### August 31, 2016

- Booth Furnishings Discount Deadline
- Carpet Rental Discount Deadline
- Labor for Booth Installation/Dismantle Discount Deadline
- Request for Variance to Assigned Target Time Due

#### September 1, 2016

- Last Day to Amend Room Block
- Last Day to Make Changes to Exhibitor Rooming List via the ASTRO Housing Center

#### September 3, 2016

- Booth Catering Discount Deadline
- Cleaning Service Discount Deadline
- Electrical Service Discount Deadline
- Internet Service Discount Deadline
- Plumbing Service Discount Deadline
- Rigging and Overhead Lighting Service Discount Deadline
- Telephone Service Discount Deadline

\*These are mandatory forms required for all exhibitors. Exhibitor must submit the required form via the online submission process. Go to the **Required Forms** section in the ASTRO Exhibitor Resource Center (<u>www.astro.org/resourcecenter</u>) for more information.



## Important Upcoming Deadlines:

#### September 15, 2016

• Audio Visual and Computer Equipment Discount Deadline

#### September 16, 2016

• Last Day Freight May Arrive to GES Advance Warehouse

#### September 24, 2016

• ALL Booths must be set by 8:00 p.m.

#### September 27, 2016

• Move-out begins at 5:00 p.m.

#### September 29, 2016

• All freight must be packed and ready to ship by 12:00 p.m.

#### October 21, 2016

Postshow Attendee List Order Form Due

\*These are mandatory forms required for all exhibitors. Exhibitor must submit the required form via the online submission process. Go to the **Required Forms** section in the ASTRO Exhibitor Resource Center (<u>www.astro.org/resourcecenter</u>) for more information.



# Thank you for joining us today!

#### **Contact information:**

JT Hannon National Operations Manager GES Phone: 407-509-1251 jhannon@ges.com Tim Myers Sr. Director of National Accounts GES Phone: 415-286-0614 tmyers@ges.com

Mary Liz Davis Sales Manager GES Phone: 773-447-9234 <u>mldavis@ges.com</u>

#### **GES National Servicenter**

Phone (in USA): 800-475-2098 FAX (in USA): 866-329-1437 Hours of Operation: 9:00 a.m. – 8:00 p.m. ET Contact us Online: www.ges.com/chat International Calls: 702-515-5970 International Faxes: 702-263-1520



# Thank you for your participation in today's webinar!

Please contact Shirley Harris or Stephanie Houck with any questions.

Shirley Harris – Phone: 703-679-3953 shirley.harris@spargoinc.com

Stephanie Houck – Phone: 703-679-3972 stephanie.houck@spargoinc.com

### **NEXT WEBINAR:**

"First Time Exhibitors"

July 14, 2016 at 3:00 p.m. EDT

