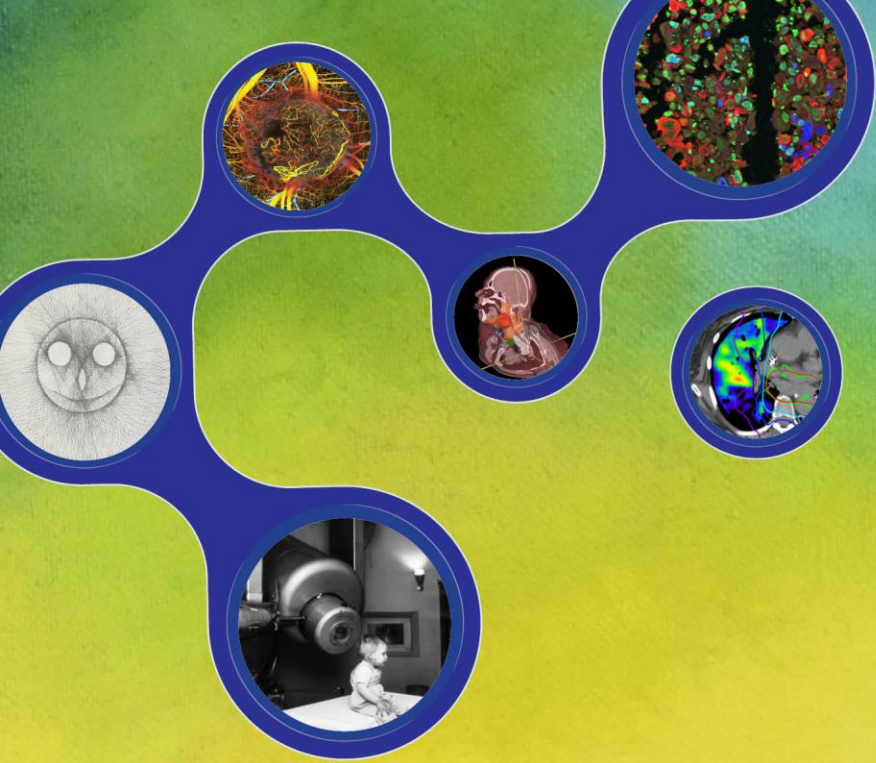


ASTRO'S 59TH ANNUAL MEETING

the *healing art*
and science
of radiation oncology

Welcome





Tim Myers

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:

GES

- ✓ Material Handling
- ✓ Furniture/Carpet Rental
- ✓ Equipment Rental
- ✓ Exhibit Booth Design and Production
- ✓ Labor
- ✓ Shipping (Domestic and International)
- ✓ Electrical/Plumbing
- ✓ Sign Hanging/Rigging
- ✓ Cleaning

Vendor Overview:

San Diego Convention Center

Lydia Ochoa

Senior Event Manager

(619) 525-5427

lydia.ochoa@visitsandiego.com

Audio Visual - PSAV

Jake Evans

Exhibit Services Representative

(800) 966-4498

jevans@psav.com

Internet - SmartCity

Donna Kacmarcik

Customer Sales and Service Manager

(619) 525-5510

DKacmarcik@smartcity.com

Catering - Centerplate

Mary Forney

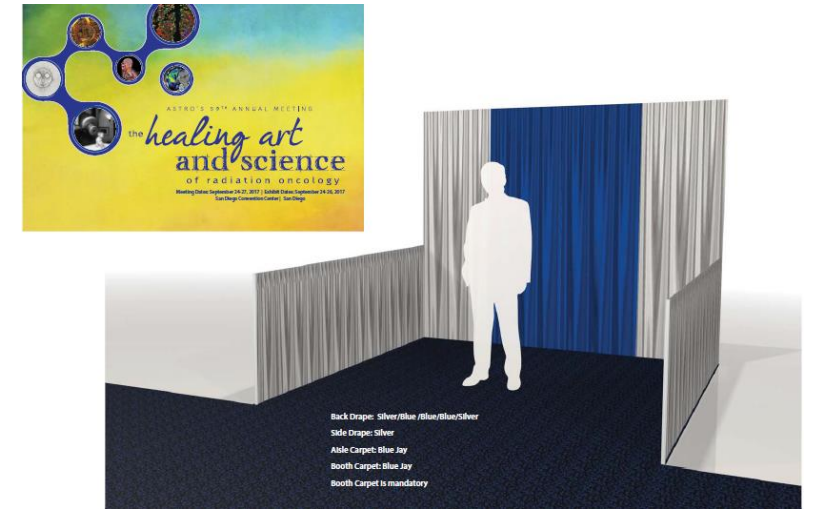
Exhibitor Sales and Marketing

(619) 525-5818

mary.forney@visitsandiego.com

Show Information – Move-in:

- Backwall Drape: Blue/Silver
- Sidewall Drape: Silver
- Aisle Carpet Color: Blue Jay (blue/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 **Monday, August 28th**. 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.



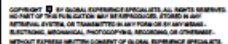
TARGET MOVE-IN SCHEDULE

TARGET MOVE-IN *

 TUESDAY - SEPTEMBER 19th - 8AM	 THURSDAY - SEPTEMBER 21st - 8AM
 WEDNESDAY - SEPTEMBER 20th - 8AM	 FRIDAY - SEPTEMBER 22nd - 8AM
 WEDNESDAY - SEPTEMBER 20th - 1PM	

ALL BOOTHS 10'x10' UNLESS OTHERWISE NOTED.
ALL AISLES 10' UNLESS NOTED OTHERWISE

* = Times noted are an estimate for when materials will begin load in and is not intended as a booth labor start time.



CONFIDENTIAL PROPERTY OF GSI
 File under 624-1000-10000-10000
 Project: Dec 08, 2018
 By: MCDONALD

Target Change Request:

- ✓ Complete *Request for Variance* form on page 61 of the GES Service Manual.
- ✓ Send to JT Hannon via email at: jhannon@ges.com
- ✓ Send variance request by **August 28, 2017**.

Request for Variance to Assigned Target Time

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



ASTRO Annual Meeting 2017
San Diego Convention Center, Halls B2 - G
September 24 - 26, 2017

Form Deadline Date:
August 28, 2017

Company Name Booth Number

Contact Name

Phone Number

Fax Number

Email Address

Address

City State Zip Country

Current Assigned Target Date/Time

New Requested Target Date/Time

Reason for request:

Important information

- All change request forms due by August 28, 2017.
- This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.
- Please send completed form via email to JT Hannon at JHannon@ges.com.

Questions?

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/025600367/contactus/esm>



025600367

Shipping to the Advance Warehouse:

- Take advantage of 21 day FREE storage at the warehouse.
- Ship to arrive on or before the published deadline for warehouse.
- Advance Warehouse Dates: August 28 – September 15 from 8:00 a.m. - 2:30 p.m.
- The Advance Warehouse is closed for Labor Day on September 4th.
- 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.

Show Information – Move-out:

- 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 26 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 28.
- ***Postshow Carrier Check-in*** deadline is 7:00 a.m. on Thursday, September 28.

Marshalling Yard:

- The Marshalling Yard is located at:
2383 Faivre St.
Chula Vista, CA 91911
- 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:

Union Information

- To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Decorators Union

- Members of this union claim jurisdiction over all set up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half ($\frac{1}{2}$) hour without the use of tools. If your exhibit preparation, installation, or dismantling requires more than one-half ($\frac{1}{2}$) hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters Union

- 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.

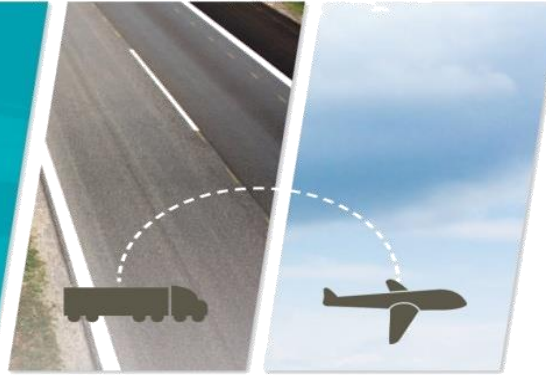
Electrical Union

- Members of the IBEW claim jurisdiction for hard wiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts, to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

Cost Saving Tips:

- Advance order deadline for all GES rentals and labor is *Monday, August 28th*
- 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

Get GES Transportation Plus and
Save 10%
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: www.astro.org/resourcecenter.
- Order by **Monday, August 28th** to take advantage of the advanced order discount rates.

EXHIBITOR RESOURCE CENTER

Important Dates

Service Manual

About the Service Manual

After-Hours Exhibit Hall Access

After-Hours Insurance

Booth Equipment/Design

Cost Saving Tips

Distribution of Food and Beverage

Exhibitor Appointed Contractors

EAC Rules and Regulations

Exhibit Hall Schedule

Order Booth Services

GES Services

GES is the official service contractor for the 2016 ASTRO Annual Meeting. As the official service contractor, GES provides exhibitors with booth furnishings, labor and much more. This section provides information on GES booth services, order forms and online ordering.

GES SERVICES

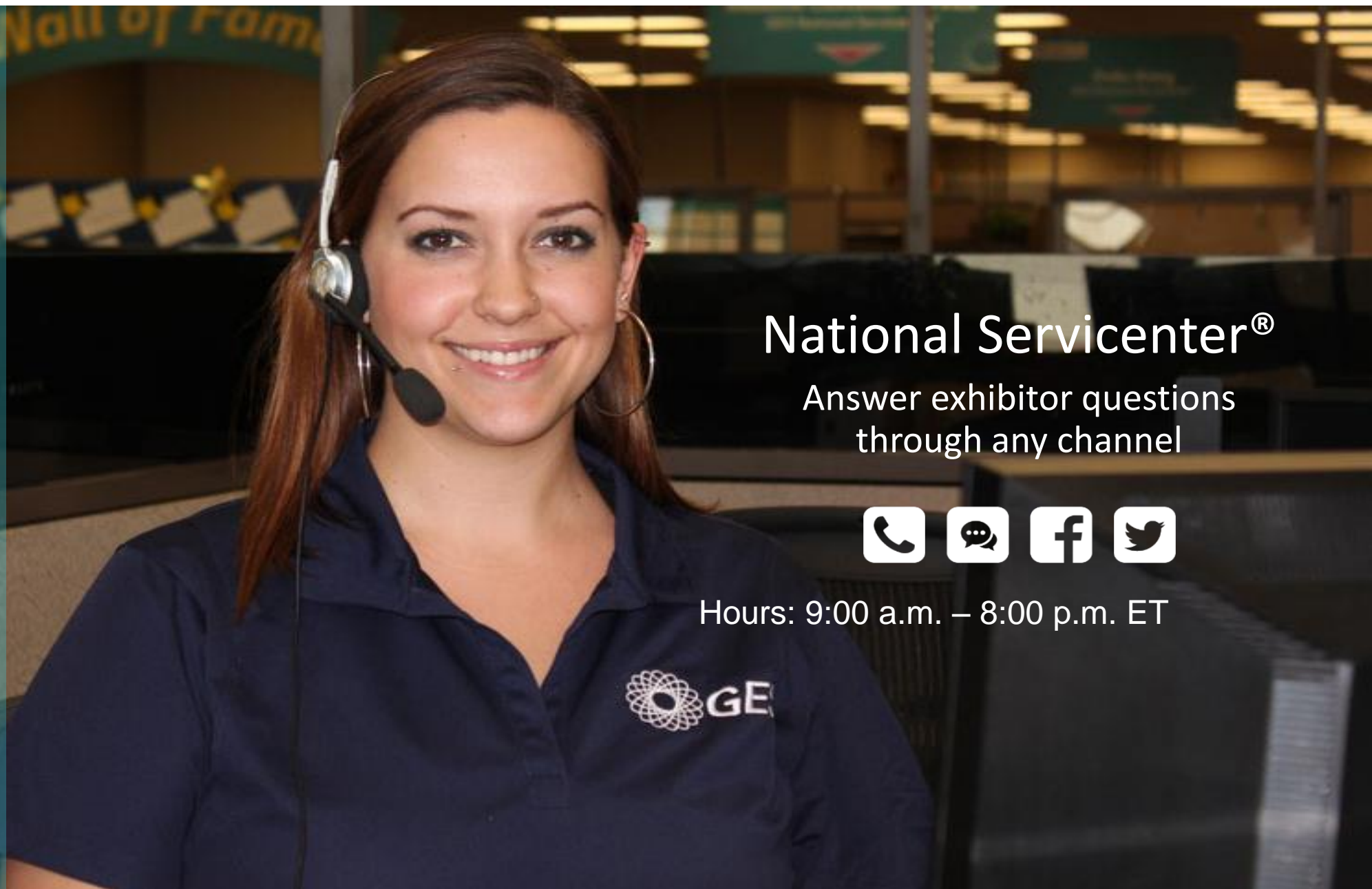
Additional Services

Additional booth services are provided by a number of exclusive official contractors. These services include telecommunications, floral, catering, security and much more. This section allows you to download order forms and place online orders.

ADDITIONAL SERVICES



2009-2016



National Servicer®

Answer exhibitor questions
through any channel



Hours: 9:00 a.m. – 8:00 p.m. ET

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

Important Dates and Upcoming and Deadlines:

July 10, 2017

- Deadline to Make Changes to Your Online Exhibitor Listing for inclusion in the Final Program

July 20, 2017

- Exhibitor Registration Opens

July 28, 2017

- Exhibitor Rooming List Due at 5:00 p.m. Eastern Time
- Booth Renderings Due (booths 400 sq. ft. and larger)*
- Rigging Renderings Due (booths 400 sq. ft. and larger)*
- On-site Contact Form Due – Mandatory*
- Giveaways Form Due*
- After-Hours Access Form and Addendum Due

August 4, 2017

- Exhibitor Registration Webinar

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 (www.astro.org/resourcecenter) for more information.*

Important Dates and Upcoming Deadlines:

August 11, 2017

- Priority Points Sent to Exhibitors for Review for ASTRO 2018 Booth Space Selection

August 24, 2017

- Advanced Registration Deadline – Rate for Extra Booth Passes Will Increase

August 25, 2017

- Deadline to Notify ASTRO of Priority Point Discrepancies for ASTRO 2018 Booth Space Selection

August 26, 2017

- Preshow Attendee List Order Form Due

August 28, 2017

- Lead Retrieval Discount Deadline
- Discount Deadline for GES Orders
- Request for Variance to Assigned Target Time Due
- Notification of intent to Use EAC/Non-official Contractor Form Due
- Certificate of Insurance for EAC's Due

August 30, 2017

- Ambassador Booth Appointments Sent

August 31, 2017

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

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 (www.astro.org/resourcecenter) for more information.*

Important Dates and Upcoming Deadlines:

September 3, 2017

- Internet/Telephone Service Discount Deadline

September 9, 2017

- Audio Visual and Computer Equipment Discount Deadline

September 11, 2017

- Booth Security Order Discount Deadline
- Ambassador 2018 Annual Meeting Booth Assignments Begin

September 23, 2017

- **ALL** Booths must be set by 8:00 p.m.

September 26, 2017

- Move-out begins at 5:00 p.m.

September 28, 2017

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

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 (www.astro.org/resourcecenter) for more information.*

Thank you for joining us today!

Contact Information:

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GES

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GES

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tmyers@ges.com

Mary Liz Davis

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GES

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mldavis@ges.com

GES National Servicer

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:

“Exhibitor Registration”

August 4, 2017 at 2:00 p.m. EDT