



**Exhibitor Bulletin # 5**

**April 2018**

## **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 **Friday, 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**

---

### **EDC Notifications & Insurance: Due April, 13**

Exhibitors are required to designate authorized contractors (EDCs) to work at their booth in San Francisco during AUA2018. EDCs will be required to have AUA acceptable insurance and indemnification.

Please send AUA notice of your EDC today and forward the insurance requirements to your selected company. Without official notification by exhibitors and AUA acknowledged insurance and indemnification prior to move-in, AUA will not permit EDCs to access the exhibit halls of the Moscone Center to work.

**EDC Notification Form**

## Insurance Requirements

---

### 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 TOMORROW April 11 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

---

### FINAL 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](#)

[Required Forms](#)

## 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](#)

## VENDOR SPOTLIGHT

### Last minute booth furnishings/services?

For your convenience, we have included a complete list of AUA2018 contractors. You can find additional information and order forms in our Exhibitor Service Kit. Don't forget to order before the early-bird deadlines to save money!

[AUA2018 Contractors](#)

[AUA2018 Service Kit](#)

## PRIVATE MEETING ROOMS IN THE SCIENCE & TECHNOLOGY HALL

### Hold your private meeting in an ExpoSuite in the S&T Hall

ExpoSuites are private meeting rooms for your staff or to meet with healthcare professionals away from the main traffic of exhibits, but still within the Science & Technology Hall. You will

**NEW** this year is that you can take advantage of holding a meeting an hour before or after the exhibit hall closes.

[ExpoSuite Application](#)

## SAFETY TIPS FOR AUA2018

### Be Safe in San Francisco

Please review the information using the link below on personal safety precautions in San Francisco.

[Be Safe in SF](#)

## CONTACT US

### Exhibits

Frank Sheridan  
*Exhibit Sales Lead*  
843.802.0204  
[Frank@ExpoAnswers.com](mailto:Frank@ExpoAnswers.com)

Diana Vacchiano  
*Exhibits Coordinator*  
410.689.3758  
[DVacchiano@AUAnet.org](mailto:DVacchiano@AUAnet.org)

### Sponsorships & Promotions

Keith Price  
*Sponsorships & Promotions Interim Manager*  
410.689.3749  
[KPrice@AUAnet.org](mailto:KPrice@AUAnet.org)

Darci Chuba  
*Sponsorships & Promotions Coordinator*  
410.689.3766  
[DChuba@AUAnet.org](mailto:DChuba@AUAnet.org)



American Urological Association  
Education & Research, Inc.



[View the Web Version of this email.](#)

This message is brought to you by the American Urological Association (AUA). You may [unsubscribe](#) from future AUA2018 communications from the AUA at any time. [Canadian?](#) Please [provide consent](#) to continue receiving email communications. American Urological Association | 1000 Corporate Blvd., Linthicum, MD 21090 | 1-866-RING-AUA | [www.AUAnet.org](http://www.AUAnet.org)