



Welcome to the US International Pavilion in Hall 3 at The 2009 Paris Air Show! Please take a moment to read over this important show information and share it with the members of your team that are responsible for the setup of your booth space.

### **Welcome Packages**

Upon arrival on-site please stop by the US Pavilion Business Center located in booth 3-D82 to pick up your Welcome Package and check-in with Kallman Worldwide staff. Included in your Welcome Package are access stickers which allow entry into the pavilion lounge and email center as well as other useful information.

### **US International Pavilion Business Center and Email Center – Booth 3-D82**

Business Center Phone Number: +33 (0)1 41 69 29 06

Business Center Fax: +33 (0)1 41 69 29 07

Open daily from 9:00am – 6:00pm the Business Center serves as the central processing point for all Operations and Information. Our staff is on-site and always available to assist with all your show needs. Services include message delivery to your booth, fax and copier services, on-site orders for furniture, electric and booth extras, payment for services, conference room scheduling, and show information.

**The Email Center** is located within the Business Center. Your access sticker allows you entry into the Email Center where you will find four email stations and one laptop connection. Usage is on a first come – first served basis and we request that each session is limited to 15 minutes if other exhibitors are waiting.

**Private conference/meeting rooms** are available for exhibitors' use. These six rooms are located throughout the Pavilion for business meetings and sales presentations. Reservations are required and can be made by contacting Sharon Caswell at [sharonc@kallman.com](mailto:sharonc@kallman.com) or through the Business Center on-site. Because of overwhelming demand, use of these rooms is limited to two hours per day for each exhibitor.

### **U.S. International Pavilion Lounge – Booth 3-D83**

The U.S. Exhibitors' Lounge is for the enjoyment of our exhibitors in the U.S. International Pavilion. The lounge provides a relatively quiet place, not open to public, for exhibitors and their guests. In our lounge, we offer complementary coffee (regular and decaf), hot tea, and a selection of cold beverages. Sandwiches are available for purchase each day. Included in your Welcome Package each exhibitor will receive a U.S. International Pavilion access sticker. These access stickers are to be affixed to your show badge and are for identification purposes. The stickers allow entrance into the US Pavilion Lounge and Email Center.



**General Exhibition Security**

Overall surveillance of the exhibition site is ensured by the organizer (rounds, static locations, various technical means). Equipment displayed on the booths is the responsibility of the exhibitor, day and night. You should take all appropriate measures to be protected against damage and theft. Exhibitors are advised to watch over their own booth by staff they have selected.

Kallman Worldwide has arranged for 2 security officers (off-duty police men) for general pavilion surveillance on the evenings of Saturday, June 13, Sunday, June 14 and Monday, June 15, and then again the evenings of June 19, 20, 21 respectively. In order to allow them to effectively monitor such a large area the doors on the eastern side of Hall 3 will be locked and personnel, builder, contractors, etc are required to leave.

**During the build-up the regulations require all work to be complete by 7:00pm on June 13 and 6:00pm on June 14. We will strictly enforce those rules and will lock the doors locked by 7:30pm on Saturday and 6:30pm on Sunday. At this time all personnel, builders, contractors, and exhibitors are required to leave the hall. There will be no exceptions.**

We hope you find this information helpful. The Exhibit Services staff at Kallman Worldwide is available to assist with your trade show participation. Please feel free to contact us with any questions you might have.

Your onsite Operations Team:

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