

**ADIPEC 2019**  
**USA Partnership Pavilion | Stand Design Submission & Requirements**  
**Space Only | Exhibitor Communication #2b**



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**Your Stand Design Approval is due to ADIPEC show organizers by **Tuesday, October 1, 2019!****

**\*If you are working with Creative Services, they will be submitting the below information on your behalf\***

The official stand design submission is due **Tuesday, October 1, 2019.**

As a Space Only Exhibitor, there are several items that need to be submitted to dmg, ADIPEC show organizers, to ensure approval of your stand and declare your stand builder. Please submit the following items within your online exhibitor manual account.

- **Stand Design Submission & Contractor Agreement Form** – Upload all specified documents including:
  - 3D Visuals / Renders
  - Full Technical / Working Drawings
  - Valid Insurance Certificate (Stand Contractors / Stand Builders)
  - Valid Trade License (Stand Contractors / Stand Builders)
  - Risk Assessment
  - Method Statement
  - Performance Bond Deposit and Performance Bond Form

Username:

*Kallman does not have a record of exhibitor passwords once new ones are created. If you have misplaced or forgotten your newly created password, please contact me for immediate assistance.*

**ADIPEC Exhibitor Manual Link:** [Click Here](#)

Once all the Technical Specifications are met and documentation is received, the show organizers will reply with a confirmation stating that your stand design has been processed, allowing you permission to build.

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**Your Space Only Stand Design is due to Kallman Worldwide **October 1, 2019!****

**\*If you are working with Creative Services, they will be submitting the below information on your behalf\***

As a Space Only exhibitor in the USA Partnership Pavilion at ADIPEC 2019, you are required to submit your stand design by **Tuesday, October 1, 2019.** Please click this link to complete your [US4](#) entry.

The [US4](#) entry is in *addition* to the show organizer's ADIPEC Stand Design Submission above.

**Why do I need to submit a Stand Design to Kallman Worldwide??**

As part of the USA Partnership Pavilion, we ask as a courtesy that a drawing or plan of the proposed booth installation be submitted for review. We also ask that you include your stand builder's onsite contact information so we can be of assistance if needed during the buildup. We, as the organizers of the USA Partnership Pavilion, want to ensure its overall cohesiveness with our design as well as identify any conflicting items that will disturb neighboring companies.

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We encourage you to become familiar with the entire Exhibitor Manual, as there may be other services you need. To view the entire exhibitor manual and the shows forms- **ADIPEC Exhibitor Manual Link:** [Click Here](#)

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We hope you find this information helpful. If you have any questions or concerns, please do not hesitate to contact us.

For questions regarding:

**Stand Design/ Booth Upgrades/ Exhibitor Passes / Registrations**

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**Sponsorship / Advertising / U.S. Guide**

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Friendly regards,  
The Kallman Worldwide ADIPEC Team

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The USA Partnership Pavilion is organized by



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