

Avalon Airshow 2019
USA Partnership Pavilion | Insurance & Exhibitor Badges
Exhibitor Communication #4



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COMPANY NAME: «Company»
STAND #: «Booth_»
STAND TYPE: «Order_Type»

Dear «First_Name»,

FORM 3 - CERTIFICATE OF INSURANCE is due February 2, 2019

As per the General Conditions of Exhibition (found [here](#)), all Exhibitors must obtain or provide insurance protection for all third-party risks and ensure that the Organizer, its Related Bodies Corporate and their respective personnel are named as insureds in the insurance policy covering the Exhibitor's participation in Avalon 2019.

The minimum insurance protection which the Exhibitor is required to obtain or provide in respect of its participation in AVALON 2019 is to be whichever is the higher of:

- (a) the existing third-party insurance of the Exhibitor; or
- (b) an amount not less than ten million Australian dollars (A\$10,000,000) for any one accident or occurrence

Exhibitors have [three options](#) to meet this compulsory requirement for AVALON 2019, please visit the [Avalon 2019 Exhibitor Online Manual](#) for more information.

Option 1:

Complete this [form](#), have your Insurance provider stamp it and return to the Organizer via email (tbusbridge@amda.com.au)

Option 2:

Exhibitors who have a current Insurance policy that meets the criteria can upload a Certificate of Currency.

Option 3:

Purchase Public Liability Insurance through the Organizer's umbrella policy for the dates of AVALON 2019 including move in and move out periods (February 26 – March 3, 2019 inclusive).

Please visit the [Avalon 2019 Exhibitor Online Manual](#) to log in and complete the Insurance Form 3 by **February 2, 2019**.

FORM 5a - EXHIBITOR BADGES is due February 8, 2019

All personnel attending **AVALON 2019** must be appropriately badged to enter. To register/edit your complimentary Exhibitor Badges please visit the [Avalon 2019 Exhibitor Online Manual](#)

Exhibiting companies are issued with a limited number of Exhibitor Badges. Exhibitor Badge allocations are listed [here](#). Exhibitor Badges should be reserved for staff manning the stand and who require access to the venue during the set-up and pack-down times.

DATE	DAY	EXHIBITOR BADGE VALID	NOTE
Monday 25 February	Exhibitor Bump In	0900-1700	High vis vest and closed toe shoes
Tuesday 26 February	Trade-Only	0700-1700	Event Opens 0900
Wednesday 27 February	Trade-Only	0700-1700	Event Opens 0900
Thursday 28 February	Trade-Only	0700-1700	Event Opens 0900
Friday 1 March	Trade-Only until 1400 General Admission from 1400	0700-2130	Event Opens 0900 Ensure all Exhibitor Badges are collected before 1400 when Registration tent closes
Saturday 2 March	General Admission	0700-1700	Event Opens 0800
Sunday 3 March	General Admission	0700-1700	Event Opens 0800
Sunday 3 March	Exhibitor Bump Out	1700-2100	High vis vest and closed toe shoes

For additional customers, clients or staff who wish to attend the event, it is free to register as a Trade Visitor. Trade Visitors have access to **AVALON 2019** during event open hours only. Trade Visitor pre-registration is via [FORM 5c. Complimentary Visitor Badges](#)

Additional Exhibitor Badges can be purchased by completing this FORM 5b. Additional Exhibitor Badge Purchase. Additional Exhibitor Badges = AUD\$290 inc GST each

AVALON 2019 EVENT OPEN HOURS

As per the General Conditions of Exhibition, all Exhibitors are expected to man their stands for the duration of AVALON 2019 (Tuesday 26 February – Sunday 3 March)

* For Exhibitor Badge access hours please view 'Exhibitor Badge/Ticket Allocation' within your Online Manual

TRADE-ONLY DAYS

Tuesday 26 February 0900-1700
Wednesday 27 Feb 0900-1700
Thursday 28 February 0900-1700

TRADE/PUBLIC DAY

Friday 1 March 0900-2130 (Exhibition Halls 0900-1700)

PUBLIC DAYS

Saturday 2 March 0900-1700
Sunday 3 March 0900-1700

DRONE ZONE (Conference Precinct)

Friday 1 March 0900-1800
Saturday 2 March 0900-1800
Sunday 3 March 0900-1800

FLYING DISPLAY TIMES

Tuesday 26 Feb	1200-1245	/	/	1600-1730
Wednesday 27 Feb	1200-1230	/	1330-1400	/ 1600-1730
Thursday 28 Feb	1200-1230	/	1330-1400	/ 1600-1730
Friday 1 March	1400-2115			
Saturday 2 March	1000-1800			
Sunday 3 March	1000-1800			

Please visit the [Avalon 2019 Exhibitor Online Manual](#) to log in and complete the Exhibitor Badge Form 5 by **February 8, 2019**.

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- **Avalon Online Exhibitor Manual:** [Click Here](#)

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

Stand design/ Booth upgrades/ Participation

Oshaira Rojas | +1 201-251-2600 x134 | OshairaR@kallman.com

Sponsorship/ Advertising/ U.S. Guide/ Co-Exhibitor

Nancy Villari | +1 201-251-2600 x104 | NancyV@kallman.com

Booth Sales

Kevin Tighe | 1 201-251-2600 x172 | KevinT@kallman.com

Friendly regards,

The Kallman Worldwide Avalon Team

Kallman Worldwide | 4 North Street, Ste 800 | Waldwick NJ 07463 USA

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The USA Partnership Pavilion is organized by



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