

**Avalon Airshow 2019**  
**USA Partnership Pavilion | Space Only- Stand Design Submission**  
**Exhibitor Communications # 3**



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Company: «DBA»  
Stand Type:«Order\_Type»  
Booth #: TBD

Dear «Full\_Name\_»,

**US4 - STAND DESIGN SUBMISSION is due December 07, 2018**

As a Space Only exhibitor, you are required to submit the US4 stand design and stand builder details form by **December 07, 2018**. If you have not done so already, please [click here](#) to complete.

**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. We appreciate your efforts in making Avalon 2019 our best year ever!

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**Your Exhibition Regulations & Custom Builder Declaration is due November 30, 2018.**

As a Space Only exhibitor, it is your responsibility to designate your stand builder via form 1: [Exhibition Regulations & Custom Builder Declaration](#) on the Avalon 2019 Online Exhibitor Manual. By submitting this information, you are allowing your Stand Builder/Contractor access to the Contractor Online Manual.

Your Stand Builder will submit your stand design through their Contractor Online Manual. It is vital you enter your Stand Builder's details ASAP so your stand design can be submitted by the **Friday December 14, 2018, 2018** deadline.

[Avalon Online Exhibitor Manual Link](#)

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**Your Space Only Electrical Order Form is due Wednesday January 16, 2018.**

EDL has been appointed as the Official Electric Provider.

To order your electrical supply, you may [download the Order Form](#) and submit accordingly.

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#### USA PARTNERSHIP PAVILION – UPDATES & UPCOMING DEADLINES

- [US1 – USA Partnership Pavilion Visitors Guide](#) – **Deadline: January 15, 2019**

*As an exhibitor in the USA Partnership Pavilion at the Avalon Airshow, you are entitled to a complimentary listing in our USA Partnership Pavilion Visitors Guide. Please [click here](#) to complete your entry. If the US1- USA Partnership Pavilion Visitors Guide is submitted after January 15, there is no guarantee that your company listing will be included by our print date.*

- [Co-Exhibitor Form](#) – **Deadline: January 4, 2019**

If you are hosting shared space for other companies or organizations on your stand, please fill out a “Co-Exhibitor” form for each participating co-exhibitor.

*Please note: Co-exhibitor forms can be submitted after the deadline date, but cannot be guaranteed a listing in the printed version of our USA Partnership Pavilion Visitors Guide and/or other marketing material.*

- [US5 - Onsite Contact Information](#) – **Deadline: February 05, 2019**

Opt in to receive notifications onsite. These may include emergency updates, reminders for program events, and/or schedule changes.

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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.

#### Stand design/ booth upgrades/ Participation

Oshaira Rojas | +1 201-251-2600 x134 | [OshairaR@kallman.com](mailto:OshairaR@kallman.com)

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

Nancy Villari | +1 201-251-2600 x104 | [NancyV@kallman.com](mailto:NancyV@kallman.com)

#### Booth Sales

Kevin Tighe | 1 201-251-2600 x172 | [KevinT@kallman.com](mailto: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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