

Avalon Airshow 2019
USA Partnership Pavilion | Online Manual & Organizer Forms
Exhibitor Communication #1



COMPANY NAME: «Exhibg_As_»
 STAND #: «Booth__»
 STAND TYPE: «OrdType»

Dear «BthFirst»,

Welcome and thank you for exhibiting in the USA Partnership Pavilion at Avalon Airshow 2019.

You should have received your login details directly from the show organizer. If you have not received them, please reach out to me immediately.

Avalon Exhibitor Online Manual

Once logged in, you must complete the required Avalon 2019 forms. We strongly suggest that you review your Avalon Exhibitor Online Manual on a regular basis for updates.

We have outlined the IMPORTANT DEADLINES for the Show Organizer forms.

Note “Mandatory” forms must be completed and submitted to Avalon prior to their deadlines. You are not required to complete and submit “Optional” forms unless you wish to take advantage of the specific services offered. We encourage you to become familiar with the entire exhibitor manual, as there may be other services you need not listed below.

AVALON 2019 FORMS			
DEADLINE	FORM NAME	ADDITIONAL INFORMATION	
November 30	Exhibition Regulations & Custom Builder Declaration	Space Only Exhibitors are responsible to designate their stand builder so Event Operations can begin communication with the correct contact.	MANDATORY FOR SPACE ONLY EXHIBITORS
December 21	Exhibitor Directory Entry	Upload your free 70-word directory entry with your company details.	MANDATORY FOR ALL EXHIBITORS
February 2	Certificate of Insurance	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.	MANDATORY FOR ALL EXHIBITORS

February 8	Exhibitor Badges	Register your onsite team for passes.	MANDATORY FOR ALL EXHIBITORS
February 15	Onsite Contact	This representative will be the main point of contact for Organizer communication throughout the duration of the event.	MANDATORY FOR ALL EXHIBITORS
February 15	Delegations	You are invited to scan the list of countries/organizations that you would like to connect with.	OPTIONAL
February 15	Safety Induction	Limited access during the construction phase is available to Exhibitors requiring use of a fork lift or custom build duties.	OPTIONAL

** ALL EXHIBITORS refer to Turnkey, Space Only, Kallman Creative Services and Co-Exhibiting Companies.*

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

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The USA Partnership Pavilion is organized by



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