

**Avalon Airshow 2019**  
**USA Partnership Pavilion | US Forms and Deadlines**  
**Exhibitor Communication #2**



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**Upgrade your booth today!**

As organizers of the USA Partnership Pavilion, we offer a variety of options to help your turnkey booth and company stand out from the crowd. Additional Accessories and Graphics are a great way to promote your products. These options include:

- **Company logos** on your headers and counters to help your company name pop.
- Wall panel **graphics** in multiple sizes such as “seamless”, full panel, and poster size.
- **Carpet color and padding** upgrades for a more polished look and enhanced comfort.
- **Furniture** upgrades to personalize your space and create a look specific to your company’s goals throughout the show.
- **Electrical outlets** to keep your company charged and your products running smoothly.

The following modifications are not allowed without prior approval from Kallman Worldwide.

- **Full custom builds** if your space is less than 36 sqm.
- **Adhering graphics to pylons** or affixing anything to the structure of the booth.
- **Adhering custom graphics** that could damage the walls or compromise the structural integrity of the booths in anyway. If bringing graphics, please contact your Exhibitor Services Specialist ([OshairaR@kallman.com](mailto:OshairaR@kallman.com)) to ensure safety measures are in place.

Full custom booth interiors are available through our [Creative Services Department](#) for all space only exhibitors. [Click Here](#) to see their portfolio.

**USA PARTNERSHIP PAVILION BOOTH UPGRADE FORMS**

USA PARTNERSHIP PAVILION FORMS (Kallman Worldwide)				
DUE	FORM	ADDITIONAL INFORMATION		SUBMIT TO:
January 04, 2019	<a href="#">Co-Exhibitor Form</a>	For companies sharing one booth.	<b>MANDATORY</b> for Co-Exhibitors	<a href="#">Nancy Villari</a>
January 15, 2019	<a href="#">US1 - USA Partnership Pavilion Visitors Guide</a>	Company Information for the printed USA Partnership Pavilion Visitors Guide.	<b>MANDATORY</b>	<a href="#">Nancy Villari</a>

January 7, 2019	<a href="#">US2 - STAND IDENTIFICATION</a>	Specify your Company Name in text or submit your Company Logo	<b>MANDATORY</b> for Turnkey Exhibitors  Not Applicable for Space Only	<a href="#">Oshaira Rojas</a>
January 15, 2019	<a href="#">US3-E - Electrical, Lighting and AV Form</a>	Use this form to order Additional electrical outlets, Additional lighting, and Audio-visual equipment.	OPTIONAL for Turnkey Exhibitors.  Not Applicable for Space Only. Use the Electrical Form from show organizers.	<a href="#">Oshaira Rojas</a>
January 15, 2019	<a href="#">US3 GRAPHICS</a>	Use this form to order graphics	OPTIONAL for Turnkey Exhibitors.	<a href="#">Oshaira Rojas</a>
January 15, 2019	<a href="#">US3 FURNITURE</a>	Use this form to order extra furniture, or accessories.	OPTIONAL for Turnkey Exhibitors.	<a href="#">Oshaira Rojas</a>
December 07, 2018	<a href="#">US4 - STAND DESIGN SUBMISSION</a>	Stand design and stand builder details.	<b>MANDATORY</b> for Space Only Exhibitors  Not Applicable for Turnkey Exhibitors.	<a href="#">Oshaira Rojas</a>
February 05, 2019	<a href="#">US5 - ONSITE CONTACT INFORMATION</a>	Opt in to receive notifications onsite. These may include updates on the arrival of delegations, reminders for program events, and/or schedule changes.	<b>MANDATORY</b>	<a href="#">Oshaira Rojas</a>
January 30, 2019	<a href="#">US6- Press Release &amp; News Form</a>	Submit your news for the USA Partnership Pavilion "Ask America" Preview Press Release. This service is provided free of charge to promote news only.	OPTIONAL for All Exhibitors.	<a href="#">Chris Meyer</a>

**PLEASE NOTE THE FOLLOWING:**

**GRAPHICS** – PRIOR TO preparing graphics for your stand (via USA Partnership Pavilion [US3-G](#) form or an outside vendor), it is **imperative** that you contact Kallman Worldwide Operations Department ([OshairaR@kallman.com](mailto:OshairaR@kallman.com)) to confirm the layout specifications and panel dimensions of your stand. Working closely with our department will help you avoid costly errors.

**We ask you to please submit your order and graphic files by January 15. There will be no exceptions for late orders\***

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

We also suggest that you review the [floor plan](#) often to ensure your booth number & location have not changed.

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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

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**Learn More. Sell More. Take Off.**

The USA Partnership Pavilion is organized by



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