

Pacific 2019
USA Partnership Pavilion | US Forms and Deadlines Reminder
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.

USA PARTNERSHIP PAVILION BOOTH UPGRADE FORMS

USA PARTNERSHIP PAVILION FORMS (Kallman Worldwide)				
DUE	FORM	ADDITIONAL INFORMATION		SUBMIT TO:
August 19, 2019	Co-Exhibitor Form	For companies sharing one booth.	MANDATORY for Co-Exhibitors	Nancy Villari
August 26, 2019	US1 - USA Partnership Pavilion Visitors Guide	Company Information for the printed <i>USA Partnership Pavilion Visitors Guide</i> .	MANDATORY	Nancy Villari
August 26, 2019	US2 - STAND IDENTIFICATION	Specify your Company Name in text or submit your Company Logo	MANDATORY for Turnkey Exhibitors Not Applicable for Space Only	Oshaira Rojas
August 26, 2019	US3-E - Electrical, Lighting and AV Form	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	Oshaira Rojas

			Electrical Form from show organizers.	
August 26, 2019	US3 GRAPHICS	Use this form to order graphics	OPTIONAL for Turnkey Exhibitors.	Oshaira Rojas
August 26, 2019	US3 FURNITURE	Use this form to order extra furniture, or accessories.	OPTIONAL for Turnkey Exhibitors.	Oshaira Rojas
August 2, 2019	US4 - STAND DESIGN SUBMISSION	Stand design and stand builder details.	MANDATORY for Space Only Exhibitors Not Applicable for Turnkey Exhibitors.	Oshaira Rojas
September 23, 2019	US5 - ONSITE CONTACT INFORMATION	Opt in to receive notifications onsite. These may include updates on the arrival of delegations, reminders for program events, and/or schedule changes.	MANDATORY	Oshaira Rojas

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) 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 August 26. There will be no exceptions for late orders*

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- **Pacific 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 Pacific Team

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Learn More. Sell More. Take Off.

The USA Partnership Pavilion is organized by



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