

EXPONOR 2019
USA Partnership Pavilion | Deadline Details
Exhibitor Communication #1



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Company Name:
Stand Type:
Stand Number:

Dear Exhibitor,

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

EXPONOR - SHOW ORGANIZER FORMS

This e-mail is one of many communications in a series to keep you up-to-date regarding official forms, requirements and details about your stand in the USA Partnership Pavilion at EXPONOR 2018.

We are pleased to provide your login details to access your EXPONOR Accreditation System. You should have received an email directly from Exponor 2018 (system@exponorbase.cl), with a link to activate your account. Your email is in Spanish at the top and in English once you stroll down.

Activate your account using the activation link you received in your email. Once your logged in you will be prompted to change your password, please take a moment to record your user name & new password. If you forget your password there is an option to have it emailed to you from the login page. Once logged in, you must complete the required EXPONOR forms.

[Click here for the complete Operations Guide](#)

[Click here for the complete Official Forms and Code of Regulations](#)

We have outlined the IMPORTANT DEADLINES for the Show Organizer forms. Note "Mandatory" forms must be completed and submitted to EXPONOR 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.

EXPONOR FORMS		
DEADLINE	FORM NAME	ADDITIONAL INFORMATION

April 8	Business Catalogue	Upload your free 700-word description along with your company details.	MANDATORY FOR ALL EXHIBITORS
April 8	Company Information	Upload your free 700-word Products and Services description along with your company details.	MANDATORY FOR ALL EXHIBITORS
April 8	Zoom of Innovation and Technology	Enter your company category, pictures of your product, and company Youtube.	MANDATORY FOR ALL EXHIBITORS
April 15	Accreditation for Assembly Staff	Submit your contractor information. Kallman Worldwide will submit on behalf of Turnkey exhibitors only.	MANDATORY FOR SPACE ONLY EXHIBITORS.
April 19	Stand Design Submission	Submit your space design for approval. Kallman Worldwide will submit the design on behalf of Turnkey exhibitors only.	MANDATORY FOR SPACE ONLY EXHIBITORS. <i>Space Only Exhibitors are also required to submit their stand designs to Kallman Worldwide for approval using the US4 form here.</i>
April 19	Additional Energy	Order power – for Space Only Exhibitors. Turnkey Exhibitors should use the US3-E form due March 29 th	OPTIONAL FOR SPACE ONLY EXHIBITORS
April 26	Hanging Banner	If you wish to display a hanging banner above your stand please fill out this form.	OPTIONAL
May 10	Executive Accreditation	Register your onsite team for badges.	MANDATORY FOR ALL EXHIBITORS
May 17	Internet Services	In addition to the Wi-Fi provided in the USA Pavilion lounge, purchase your own network for higher speeds.	OPTIONAL
May 17	Stand Catering	Order snacks and refreshments for your booth.	OPTIONAL

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

We encourage you to become familiar with the entire exhibitor manual, as there may be other services you need. We strongly suggest that you review your Online Exhibitor Manual on a regular basis for updates.

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

Friendly regards,

The Kallman Worldwide Exponor Team

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The USA Partnership Pavilion is organized by



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