

**Defense and Security 2019**  
**USA Partnership Pavilion | Online Manual Login Details & Organizer Forms**  
**Exhibitor Communications #1**



November 18-21, 2019 | IMPACT Exhibition Center Bangkok Thailand

Booth Number: «Booth\_»  
 Booth Type: «OrdType»  
 Dear «BthFirst» «BthLast»,

**Online Exhibitor Manual Login Details**

We are pleased to provide your login details to access your Defense and Security Online Exhibitor Manual. We expect details to be added to the Online Exhibitor Manual in the coming weeks. Please take a moment to record your username and password.

**LOGIN DETAILS**

Company: «Exhibitor\_Name»  
 Username: «UsrNme»  
 Password: «Password»  
 Defense and Security Manual Link: [Click Here](#)

**IMPORTANT DEADLINES for the Show Organizer forms**

Note “Mandatory” forms must be completed and submitted to UBM 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.

Defense & Security 2019 FORMS			
DEADLINE	FORM NAME	ADDITIONAL INFORMATION	
August 16	2 Show Preview: Product Highlights	Information supplied in this form will be used to generate publicity for your company free of charge in official SHOW PREVIEW.	*Mandatory for ALL Exhibitors
September 30	3A Show Directory: Company Profile 3B Show Directory: Product Index 3C Show Directory: Company Index	Each contracted stand in the exhibition is entitled to a free insertion of 1000 characters (with spaces) in the SHOW DIRECTORY describing the company, company's products / services without picture.	*Mandatory for ALL Exhibitors
September 30	4 Visitor E-Invitation Card	Exhibitors are advised to encourage their (prospective) customers to pre-register. By submitting the completed registration form to UBM, this will save valuable time upon arrival.	Optional

September 30	11 Exhibitor Name Badge	Provide details of all personnel from your company and associated companies who will be manning the exhibition stand.	*Mandatory for ALL Exhibitors
September 30	13 Stand Construction	Appointed contractors as well as detailed drawings, with dimensions, illustrating the design of the stand for the exhibition must be submitted in advance for approval.	*Mandatory for SPACE ONLY Exhibitors
October 4	20 Security Services	Hire additional stand security for equipment and products on display.	Optional
October 18	15 Lighting & Electrics	Order the electrical amount needed to power the stand.	*Mandatory for SPACE ONLY Exhibitors
October 30	19 Telephone & Internet Services	Order optional Wi-Fi services for your stand.	Optional
October 30	21 Cleaning Services	Keep your stand looking clean and presentable by hiring cleaning.	Optional for SPACE ONLY EXHIBITORS* cleaning already included in Turnkey Package

*\* 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.

For questions regarding:

**Stand Design | Booth Upgrades | Show Participation**

Keira Small | +1 201-251-2600 x189 | [KeiraL@kallman.com](mailto:KeiraL@kallman.com)

**Co-exhibitor form | Advertising | U.S. Guide**

Kim Keogh | +1 201-251-2600 x103 | [KimK@kallman.com](mailto:KimK@kallman.com)

**Booth Sales | Sponsorship**

Brian Keller | +1 201-251-2600 x148 | [BrianK@kallman.com](mailto:BrianK@kallman.com)

Friendly regards,  
The Kallman Worldwide Defense and Security Team

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The USA Partnership Pavilion is organized by



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