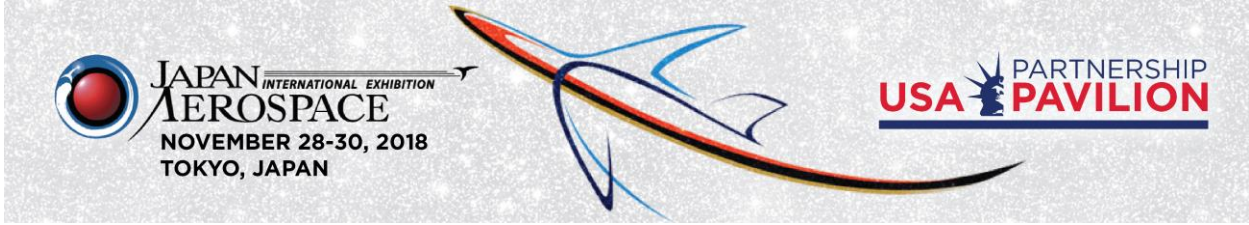


**Japan Aerospace 2018**  
**USA Partnership Pavilion | Show Organizer Form Deadlines**  
**Exhibitor Communications #2**



Company: «Account»  
 Stand Type: «OrdType»

Dear «BthFirst»,

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

Note “Mandatory” forms must be completed and submitted to Japan Aerospace (SJAC) 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.

JAPAN AEROSPACE FORMS			
DEADLINE	FORM NAME	ADDITIONAL INFORMATION	
September 21	Catalogue Entry (Print & Web)	Log into your Exhibitor Site, to Enhance your visibility at the show. Mention your activity / products and your thematic market and present, in English, your company and its products or services.	Mandatory- ALL EXHIBITORS
October 5	5 Booth Fitting Company	Required to receive organizers approval for building. The design must fall within the posted regulations.	Mandatory- SPACE ONLY EXHIBITORS
October 5	6 Decoration and Exhibits Confirmation		
October 5	7 Fire & Hazardous Materials		
October 5	8 Electricity Supply	Order your stands power requirements.	Mandatory- SPACE ONLY EXHIBITORS
October 5	10 Move In/ Move out Plan		Mandatory- SPACE ONLY EXHIBITORS
October 19	17 Additional Exhibitor Pass and Contractor Pass	Order additional passes beyond your allocation. Passes are required for access to the show floor.	<i>Optional</i>
October 19	18 Invitation & Envelope Additional Order	Invite your visitors to attend the show!	<i>Optional</i>
November 2	Stand Cleaning	Turnkey booths receive cleaning as part of their booth package. If additional machinery cleaning is needed, or if you are a space only client, additional cleaning can be purchased here.	<i>Optional</i>
November 16	<a href="#">Bento Lunch Box Delivery Service</a>	Order lunch in advance delivered right to your stand!	<i>Optional</i>

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

To view the entire exhibitor manual – Japan Aerospace Manual Link: [Click Here.](#)

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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.

For Questions regarding:

**Stand Design & Upgrades/ Show Participation/ Forms**

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

**Co-Exhibitor form/ Sponsorship/ Advertising/ U.S. Guide**

Caitlin Berman | +1 201-251-2600 x188 | [CaitlinB@kallman.com](mailto:CaitlinB@kallman.com)

**Booth Sales**

Mike Petrassi | +1 201-251-2600 x105 | [MikeP@kallman.com](mailto:MikeP@kallman.com)

Friendly regards,

The Kallman Worldwide Japan Aerospace Team

Kallman Worldwide | 4 North Street, Ste 800 | Waldwick NJ 07463 USA

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