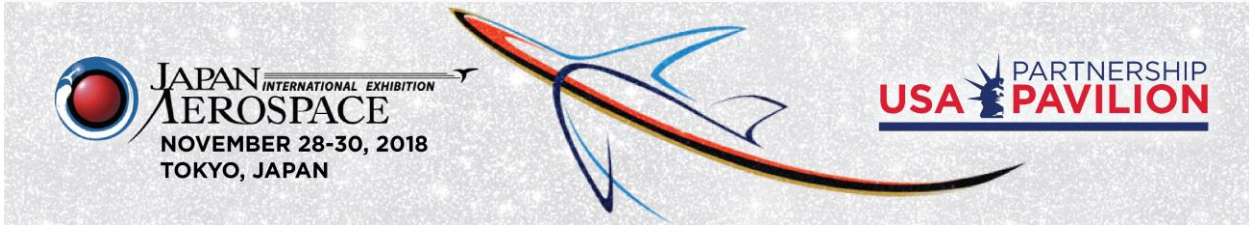


**Japan Aerospace 2018**  
**USA Partnership Pavilion | US Form Deadlines**  
**Exhibitor Communications #3**



Company: «Account»  
 Stand Type: «OrdType»

Dear «BthFirst»,

**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”, and poster size.
- **Carpet color and padding** upgrades for a unique look and enhanced comfort.
- **Furniture** upgrades to personalize your space and create a look specific to your company’s goals throughout the show.
- **Audio visual equipment** to generate interest and create buzz.
- **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 30 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 ([KeiraL@kallman.com](mailto:KeiraL@kallman.com)) to ensure safety measures are in place.

Full custom booth interiors are available through our [Creative Services Department](#).

| USA PARTNERSHIP PAVILION FORMS (Kallman Worldwide) |  |   |  |                                |
|--|--|---|--|--------------------------------|
| DUE  | FORM   | ADDITIONAL INFORMATION  |  | SUBMIT TO:                     |
| October 3, 2018                                    | <a href="#">Co-Exhibitor Form</a>                                    | For companies and states sharing one booth.   | <b>MANDATORY for Co-Exhibitors</b>   | <a href="#">Caitlin Berman</a> |
| October 10, 2018                                   | <a href="#">US1 - The Guide to USA Partnership Pavilion Visitors</a> | Company Information for the printed <i>Guide to USA Partnership Pavilion Visitors</i> .   | <b>MANDATORY For ALL exhibitors</b>  | <a href="#">Caitlin Berman</a> |
| October 18, 2018                                   | <a href="#">US2 - STAND IDENTIFICATION</a>                           | Specify your Company Name in text or submit your Company Logo. Your booth comes with your Company Name in text on the Pylons, Fascia, and Info Counter at no additional charge. | <b>MANDATORY for Turnkey Exhibitors</b><br><br>Not Applicable for Space Only | <a href="#">Keira Langan</a>   |

|                   |  |   |   |   |
|-------------------|--|---|---|---|
| October 10, 2018  | <a href="#">US3 - ELECTRIC</a>                   | Use this form to order power, graphics, extra furniture, or accessories. *  | OPTIONAL for Turnkey Exhibitors<br><br>Not Applicable for Space Only. Use the Electrical Form from show organizers. | <a href="#">Keira Langan</a>                              |
| October 23, 2018  | <a href="#">US3-FURNITURE</a>                    | Use this form to order extra furniture, or accessories.   | OPTIONAL for Turnkey Exhibitors   | <a href="#">Keira Langan</a>                              |
| October 18, 2018  | <a href="#">US3-GRAPHICS</a>                     | Use these forms to order graphics   | OPTIONAL for Turnkey Exhibitors   | <a href="#">Keira Langan</a>                              |
| October 10, 2018  | <a href="#">US4 - STAND DESIGN SUBMISSION</a>    | Stand design and stand builder details.   | <b>MANDATORY for Space Only Exhibitors</b><br><br>Not Applicable for Turnkey Exhibitors                             | <a href="#">Keira Langan</a>                              |
| November 16, 2018 | <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 for All Exhibitors</b>   | <a href="#">Keira Langan</a>                              |
| October 31, 2018  | <a href="#">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><br><a href="#">Alli Cozic</a> |

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

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

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

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

The USA Partnership Pavilion is organized by



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