

F-AIR COLOMBIA 2019
USA Partnership Pavilion | US Order Form and Exhibitor Manual Update
Exhibitor Communications #2



[USA Pavilion Exhibitor Zone](#) | [F-AIR COLOMBIA 2019 Show Website](#) | [F-AIR Exhibitor Manual](#)
[Sponsorship Opportunities](#) | [Floor Plan](#) | [Shipping Instructions](#)

Company: Name
 Stand Type: Space Only

Dear Mr. Powers,

We are currently working with the F-Air Colombia Organizers on attaining your e-manual user login information and hope to have this information to you shortly. *In the meantime, please visit our [USA Pavilion Exhibitor Zone](#) to upgrade your booth.*

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 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.
- **Additional 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 (SharonS@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:
May 23, 2019	Co-Exhibitor Form	For companies and states sharing one booth.	MANDATORY for Co-Exhibitors	Samm Eichmann

May 23, 2019	US1-USA Partnership Pavilion Visitors Guide	Company Information for the printed <i>USA Partnership Pavilion Visitors Guide</i> .	MANDATORY For ALL exhibitors	Samm Eichmann
June 10, 2019	US2-TURNKEY BRANDING	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.	MANDATORY for Turnkey Exhibitors Not Applicable for Space Only	Sharon Slender
June 10, 2019	US3-ELECTRIC	Use this form to order power for your electric devices. *	OPTIONAL for Turnkey Exhibitors * Not Applicable for Space Only. Use the Electrical Form from show organizers.	Sharon Slender
June 10, 2019	US3-FURNITURE	Use this form to order extra furniture, or accessories.	OPTIONAL for Turnkey Exhibitors	Sharon Slender
June 10, 2019	US3-GRAPHICS	Use these forms to order graphics.	OPTIONAL for Turnkey Exhibitors	Sharon Slender
June 10, 2019	US4-STAND DESIGN SUBMISSION	Stand design and stand builder details.	MANDATORY for Space Only Exhibitors Not Applicable for Turnkey Exhibitors	Sharon Slender
June 28, 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	Sharon Slender

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 (SharonS@kallman.com) to confirm the layout specifications and panel dimensions of your stand. Working closely with our department will help you avoid costly errors.

Turnkey Stand design is available for your review.
[Click here to see what's included in your Turnkey Stand Package!](#)

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/ exhibitor passes/ registration
 Sharon Slender | +1 201-251-2600 x111 | SharonS@kallman.com

Co-Exhibitor form/ sponsorship/ advertising/ USA Guide
 Samm Eichmann | +1 201-251-2600 x126 | SamanthaE@kallman.com

Best regards,
 The Kallman F-AIR COLOMBIA 2019 Team

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The USA Partnership Pavilion is organized by



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