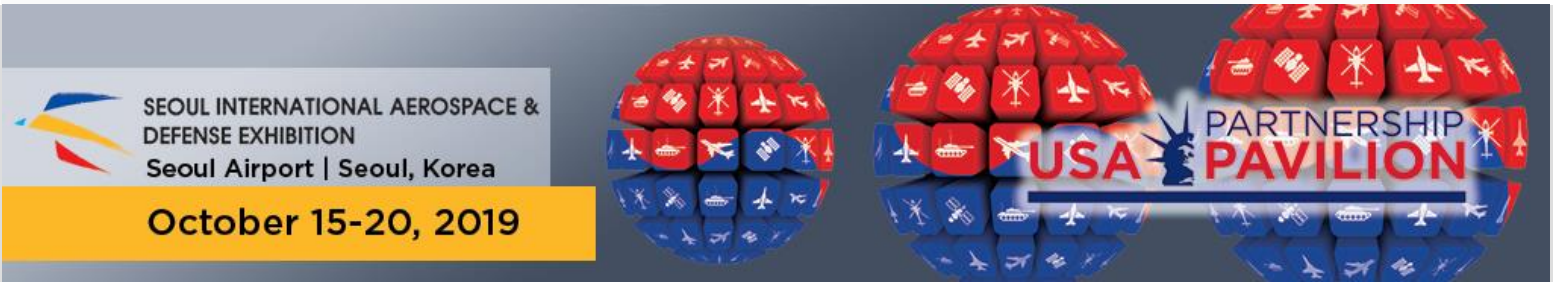


Seoul ADEX 2019

USA Partnership Pavilion | Booth Upgrades- US Order Forms Exhibitor Communications #2



[US Pavilion Exhibitor Zone](#) | [Seoul ADEX Website](#) | [Seoul ADEX EOSS](#)
[Seoul ADEX Exhibitor Manual \(PDF\)](#) | [Floor Plan](#) | [Shipping Information](#)

Dear Exhibitor,

Upgrade your booth today!

As organizers of the USA Partnership Pavilion, we offer a variety of options to help your 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 & counters to help your company pop.
- Wall panel **graphics** in multiple sizes such as seamless, full panel, poster size.
- **Carpet color & 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.
- **Electrical outlets** to keep your company charged and your products running smoothly.
 - Please be aware that electrical outlets **DO NOT come with your turnkey package**. They must be ordered off of the [US3-E form](#).

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 via our [Creative Services Department](#).

USA PARTNERSHIP PAVILION FORMS (Kallman Worldwide)				
DUE	FORM	ADDITIONAL INFORMATION		SUBMIT TO:
Aug. 14, 2019	US3- ELECTRIC	Use this form to order electrical power to your stand.	OPTIONAL for Turnkey Exhibitors Not Applicable for Space Only. Use the Electrical Form from show organizers.	Sharon Slender
Aug. 14, 2019	US4- STAND DESIGN SUBMISSION	Stand design and stand builder details.	MANDATORY for Space Only Exhibitors	Sharon Slender

			Not Applicable for Turnkey Exhibitors	
Aug. 20, 2019	Co-Exhibitor Form	For companies sharing one booth.	MANDATORY for Co-Exhibitors	Samm Eichmann
Aug. 20, 2019	US1- USA Visitors Guide	Company Information for the printed <i>USA Partnership Pavilion Visitors Guide</i> .	MANDATORY for ALL Exhibitors	Samm Eichmann
Aug. 26, 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 and on the Info Counter at no additional charge. Upgrading to a company logo is an additional charge.	MANDATORY for Turnkey Exhibitors Not Applicable for Space Only	Sharon Slender
Aug. 26, 2019	US3- FURNITURE US3- GRAPHICS	Use these forms to order, graphics, extra furniture, or accessories. *	OPTIONAL for Turnkey Exhibitors Not Applicable for Space Only.	Sharon Slender
Sept. 30, 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 for ALL Exhibitors	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’s Exhibitor Services Specialist (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.

To access your Seoul ADEX 2019 Online Service System (EOSS): [Click Here](#).

We strongly suggest that you review your Online Service System account on a regular basis for additional forms and updated show information.

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/ registration/ badging

Sharon Slender | +1 201-251-2600 x111 | SharonS@kallman.com

Sponsorship/ Advertising/ USA Guide/ Co-Exhibitor

Samm Eichmann | +1 201-251-2600 x126 | SamanthaE@kallman.com

Best Regards,

The Kallman Seoul ADEX Team

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The USA Partnership Pavilion is organized by



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