

**ADIPEC 2021**  
**USA Partnership Pavilion | Digital Visitor Guide and US Order Forms**  
**Exhibitor Communication #3**



**أديبك**  
ADIPEC  
The Abu Dhabi International Petroleum  
Exhibition & Conference  
November 15-18, 2021

Stand Type: «OrdType»  
Company Name: «Exh\_As»  
Booth Number: «ExhibBooth»

*\*subject to change at organizers discretion*

Dear «BthFirst»,

### US1- Visitor Zone Company Listing

As part of your participation in the USA Partnership Pavilion at ADIPEC 2021, your company is entitled to a free listing in the [Digital USA Partnership Pavilion Visitors Guide](#). This form is now LIVE on the [Kallman Exhibitor Portal](#).

Login to your [Kallman Exhibitor Portal](#) at any time to make changes to the US Visitor Form. We encourage you to update your listing sooner than later to ensure all exposure leading up to the show is up to date. To view your currently listing, [click here](#).

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### The Exhibitor Zone

The Exhibitor Zone is your checklist for a successful show. Open the tabs [here](#) to find all the forms, deadlines, documents and details you need, including experienced Kallman staff to help you every step of the way! Each Exhibitor Zone is unique to include specific information for each and every show, region and industry. We update the exhibitor zone frequently and suggest you review on a regular basis for changes and news.

### USA Partnership Pavilion Forms

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:  
The following modifications are not allowed without prior approval from Kallman Worldwide.

- **Company logos** on your headers and counters to help your company name pop.
- Wall panel **graphics** in multiple sizes such as full wall, 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](mailto:SharonS@kallman.com)) to ensure safety measures are in place.

Please click the [Kallman Exhibitor Portal](#) to access of the forms mentioned below.

USA PARTNERSHIP PAVILION FORMS (Kallman Worldwide)				
DUE	FORM	ADDITIONAL INFORMATION		SUBMIT TO:
Oct. 10, 21	Co-Exhibitor Form	Share your space with other companies or organizations on your stand. If you would like your co-exhibitor(s) to be formally registered as an official exhibitor both with the show and the USA Pavilion, each co-exhibiting company will need to complete.	<b>MANDATORY</b> If sharing booth	<a href="#">Erica Marino</a>
Oct. 08, 21	US2 – TURNKEY BRANDING FORM	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</b> for Turnkey Exhibitors  Not Applicable for Space Only	<a href="#">Sharon Slender</a>
Sep. 29, 21	US3 - ELECTRIC	Use this form to order additional power for your stand.	OPTIONAL for Turnkey Exhibitors  Not Applicable for Space Only. Use the Electrical Form from show organizers.	<a href="#">Sharon Slender</a>
Oct. 08, 21	US3-FURNITURE	Use this form to order extra furniture or accessories.	OPTIONAL for Turnkey Exhibitors	<a href="#">Sharon Slender</a>
Oct. 08, 21	US3-GRAPHICS	Use this form to order graphics	OPTIONAL for Turnkey Exhibitors	<a href="#">Sharon Slender</a>
Sep. 24, 21	US4 - STAND DESIGN SUBMISSION	Stand design and stand builder details.	<b>MANDATORY</b> for Space Only Exhibitors  Not Applicable for Turnkey Exhibitors	<a href="#">Sharon Slender</a>
Nov. 01, 21	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.	<b>MANDATORY</b>	<a href="#">Sharon Slender</a>

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

**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](mailto: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.

Support Graphic Documents:

- [Graphic Guidelines](#)
- [FTP Instructions](#)
- Need assistance determining what to order? Here are our [Purchasing Instructions](#).

You may review a typical [3x3 corner turnkey stand](#) to obtain a visual of the items included in your package.

We suggest that you review the [floor plan](#) often to ensure your booth number & location have not changed.

If you miss any of our communications, don't worry – we archive all past emails on our [Exhibitor Zone](#) for ADIPEC under the Exhibitor Communications tab!

**Quick Links:**

[The ADIPEC Exhibitor Zone](#)

[ADIPEC USA Partnership Pavilion Show Page](#)

[Official ADIPEC Webpage](#)

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](mailto:SharonS@kallman.com)

**Sponsorship/ Advertising/ USA Guide/ Co-Exhibitor**

Erica Marino | +1 201-251-2600 x138 | [EricaM@kallman.com](mailto:EricaM@kallman.com)

Best Regards,  
The Kallman ADIPEC Team

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

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The USA Partnership Pavilion is organized by



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