



AEROSPACE & DEFENSE SUPPLIER SUMMIT SEATTLE

PARTICIPANTS GUIDE

April 6-8, 2020

Washington State Convention Center

705 Pike Street

Seattle, Washington U.S.A. 98101

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For further questions, please contact:

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ORGANIZED BY:

 BCI AEROSPACE

IN PARTNERSHIP WITH :

 **BOEING**

 **CHOOSE Washington**
Innovation is in our nature.

EVENT SCHEDULE & AGENDA

Monday, April 6, 2020 Tahoma 3-4

09.00am – 05.00pm – Boeing Conference Day – don't forget to purchase your ticket; fee is not included in your package
 02.00pm – 06.00pm – Booth set-up (if applicable)

Tuesday, April 7, 2020 Hall 4CDEF

07.30am – 08.00am – Booth set-up (if applicable)
 08.00am – 12.30pm – BtoB Meetings & Workshops
 12.30pm – 02.00pm – Lunch
 02.00pm – 06.00pm – BtoB Meetings & Workshops
 06.30pm – 09.30pm – Cocktail Reception Museum of Flight

Wednesday, April 8, 2020

Hall 4CDEF

08.00am – 12.30pm – BtoB Meetings & Workshops
 12.30pm – 02.00pm – Lunch
 02.00pm – 06.00pm – BtoB Meetings & Workshops
 06.00pm – 06.30pm – Materials removed from booth
 06.30pm – 07.30pm – Materials to be picked up by carrier

RECEPTION DESK

Upon arrival at the Convention Center, all participants must go to the reception desk and collect their participant folders. The participant folder contains the following items:

- Schedule of Meetings
- Event Program
- Name tags
- Floor Plan & More


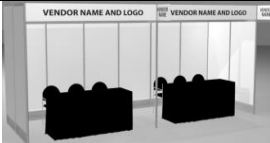

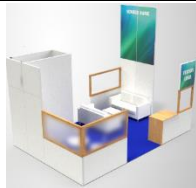
BOOTH SET – UP

A&DSS Seattle offers hard walled booths. **We strongly recommend you to bring graphics to customize your space, or order custom-printed wall and fascia panels for a more professional appearance.** To order graphics and/or other items for your booth, please see instructions below and email Seattle@fernexpo.com. Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth.

Set up time will be running from 2:00 PM to 6:00 PM on Monday April 6, 2020. For exhibitors unable to make it on Monday, it is recommended to arrive at the Convention Center at 7:30 AM on Tuesday, April 7 to complete the set up and personalization of their booths.

BOOTH DETAILS – GRAPHICS - EXTRA FURNITURE

Each wall panel measures 1m (3.3ft) wide and 2.4m (8ft) high. Exhibitors are welcome to bring pop-up stands, rollups and other graphics as long as they fit within the dimensions of the selected booth and do not stick out. **Custom wall and fascia panels may also easily be ordered by using the link below.**

Basic Package 6sqm (3m x 2m) 64.58 SQ FT	Basic Package 12sqm (6m x 2m) 129.17 SQ FT	Deluxe Package 12sqm corner (4m x 3m) 129.17 SQ FT	Premium Package 24 sqm (6m x 4m) 258.33 SQ FT
			
<ul style="list-style-type: none"> - Carpeting - White panel walls - Header with company name printed in black - One double-sided identification "flag" with company name in black - One 6' table with black skirt - 3 standard plastic chairs - electricity not included 	<ul style="list-style-type: none"> - Carpeting - White panel walls - Two headers with company name printed in black - Two double-sided identification "flags" with company name in black - Two 6' table with black skirt - 6 standard plastic chairs - electricity not included 	<ul style="list-style-type: none"> - Carpeting - White & semi-transparent panel walls - One 3M header with company name printed in black - One double-sided identification "flag" with company name in black - One 1M counter with company name printed in black - One round pedestal table - 3 standard plastic chairs - Two arm lights 	<ul style="list-style-type: none"> - Carpeting - Entry tower with double-sided graphic header - One graphic double-sided curved wall panel - Booth structure with locking storage closet - Furnished lounge seating area - Four arm lights - One 30" round pedestal table - 4 padded chairs - One curved info counter with printed front panel

Note: All the pictures above are for reference only and subject to modifications.

For a detailed description of the features of each booth, including dimensions, see the following links:

6m² - <http://seattle.bciaerospace.com/images/2020/downloads/6sqm.pdf>

12m² - <http://seattle.bciaerospace.com/images/2020/downloads/12sqm.pdf>

12m² deluxe - <http://seattle.bciaerospace.com/images/2020/downloads/12sqm-deluxe.pdf>

24m² - <http://seattle.bciaerospace.com/images/2020/downloads/24sqm.pdf>

Deadlines:

DISCOUNT PRICE DEADLINE -Wednesday, March 11, 2020

GRAPHICS DISCOUNT DEADLINE - Friday, February 28, 2020

All additional furniture & printed materials must be ordered through our official supplier, FERN EXPO. Please email Seattle@fernexpo.com to be invited to their OneView online portal to view additional furniture and accessories for rent.

AUDIOVISUAL RENTAL

Audiovisual requests may be ordered through the WSCC Priority Exhibitor Services department, and are serviced by PSAV.

To place an order, please use the following link: <http://www.wsc.com/audience/exhibitors/priority-exhibitor-services>

Please note: when processing your AV order you **do not** need to enter your booth number. Entering "TBD" will suffice.

For inquiries, please contact the WSCC Priority Exhibitor Services department at 206-694-5015, or email

exhibitor.services@wsc.com

LUNCH

A seated business lunch will be catered on April 7 & 8, for those who have **pre-paid** for the lunch option during the original registration process. Access to the lunch area will be denied to those who did not pre-pay.

If you have not purchased lunch and would like to do so, urgently email Lilian Heemstra at lheemstra@advbe.com. A minimum of 10 business days prior to the event is required to notify BCI Aerospace to add the lunch option. Please specify the number of days and number of guests in your email. It will not be possible to purchase lunch after March 20, 2020.

INTERNET ACCESS

Internet services may be ordered from WSCC Priority Exhibitor Services in two different ways, and are serviced by

SmartCity. To place an order in advance for hardline or wireless connections, please use the following link:

<http://www.wsc.com/audience/exhibitors/priority-exhibitor-services> Please note: when ordering internet access you **do not** need to enter your booth number. Entering "TBD" will suffice.

To place an order for per-device wireless services onsite, you can connect to "Exhibitor Internet" when you arrive and then open a browser on your device. This will take you to a splash page where you can set up a per day/per device service order. Free WiFi is available in facility common/lobby areas. BCI Aerospace is not responsible for these services, and payments can be made by credit card from this website.

For inquiries, please contact the WSCC Priority Exhibitor Services department at 206-694-5015, or email

exhibitor.services@wsc.com

CATERING AT YOUR BOOTH

Catering requests may be ordered through the WSCC Priority Exhibitor Services department, and are serviced by Aramark.

To place an order, please use the following link: <http://www.wsc.com/audience/exhibitors/priority-exhibitor-services>

For inquiries, please contact the WSCC Priority Exhibitor Services department at 206-694-5015, or email

exhibitor.services@wsc.com

POWER SUPPLY

The Basic 6m² (64.58 SQ FT) and Basic 12m² (129.17 SQ FT) packages **do not** include electrical outlets. Power for these packages, as well as additional power for other packages, may be ordered through the WSCC Priority Exhibitor Services department, and are serviced by Edlen. To place an order, please use the following link: <http://www.wsc.com/audience/exhibitors/priority-exhibitor-services> Please note: when ordering power supply you **do not** need to enter your booth number. Entering "TBD" will suffice.

BCI Aerospace will not supply power strips/bars, electrical adapters, tapes or any other materials. Be sure to bring all necessary materials to set up your booth. For inquiries, please contact the WSCC Priority Exhibitor Services department at 206-694-5015, or email exhibitor.services@wsc.com

SHIPPING & HANDLING

Please read carefully as you have three different options for your materials shipping and handling:

1. Use your own carrier and ship your materials directly to the Washington Convention Center. **Be sure to have your materials delivered on April 6, 2020 ONLY.** Any earlier deliveries will not be received. Send them to the address below and add the name of the event as well as your company name on the label:

Company Name / SHOWSITE ADSS / c/o FERN EXPOSITION & WSCC / 705 Pike Street / Seattle / WA / 98101 / USA

FERN EXPO will receive, handle and deliver your materials to your booth. **A&DSS rate for FERN EXPO DIRECT handling fee for crated materials is \$238.00 for 21-200lbs. Each add'l pound over 200 lbs, crated, will be \$1.19. Any shipment under 20lbs will be \$52.00. Materials with special handling will cost \$310.00 for 21-200lbs. Each add'l pound over 200 lbs, requiring special handling, will be \$1.55. Please note that this applies only for direct shipments.**

2. Use your own carrier and ship your materials in advance. **Shipments will be accepted starting on February 21, 2020 and will be accepted until 04.00PM on April 1st, 2020.** FERN will receive your materials, store them for up to 30 days in advance, and deliver your materials to your booth. **A&DSS rate for FERN EXPO advance handling fee for crated materials is \$218.00 for 21-200lbs, Each add'l pound over 200 lbs will be \$1.09. Any shipment under 20lbs will be \$52.00. Materials with special handling will cost \$284.00 for 21-200lbs. Each add'l pound over 200 lbs will be \$1.42.**

Company Name / ADSS / FERN EXPO / 12610 Interurban Ave S/ Suite 120 / Seattle / WA / 98168/ USA

3. **Use FERN EXPO as a carrier to ship materials prior to the event. FERN can arrange shipping for your materials to either our advance warehouse, or delivery direct to the convention center.** FERN will collect your materials from your facility, ship them, store them in our advance warehouse if applicable, and deliver them to your booth. Shipping costs will depend on the country and city of origin as well as weight and size. Handling fees will also be applicable (either direct or advance rates as noted above) as FERN will receive and deliver your materials to your booth.

- Questions on domestic shipments please call FERN EXPO at (+1) 206.431.1010 or seattle@fernexpo.com
- Questions on international shipments contact FERN EXPO/AIT at 253-926-8326, or email SEAOPS@AITWorldwide.com

COCKTAIL RECEPTION

The Boeing Company, Washington State & BCI Aerospace are delighted to invite you for a cocktail reception on April 7, 2020 from 6.30pm at the Museum of Flight in Seattle. Transportation will be arranged for you.

You must carry your A&DSS 2020 name tag as you'll be requested to show it to gain access.
Museum of Flight - 9404 E Marginal Way S - Seattle, WA 98108

MOVE-OUT

All exhibitor materials must be removed from the exhibit hall on Wednesday April 8th, 2020 by 8.00pm. **Please note that UPS Ground, FedEx Ground and DHL do NOT pick up from the show floor.** Any freight left on the show floor will be re-routed via FERN EXPO Transportation or returned to the warehouse at exhibitor's expense.

GROUND TRANSPORTATION

- Light Rail – Runs from Sea-Tac International Airport to Downtown Seattle's Westlake Station. The closest stop to the Washington State Convention Center is Westlake Station, roughly four blocks away (4th Ave & Pine St.) Rates are \$3.00.
- Airport Shuttle – Various shuttle services provide transportation to and from Sea-Tac International airport to your hotel. Purchase tickets at their respective counters at the airport.
 - Downtown Airporter – (800) 566-300 \$20.00 one way \$30.00 round trip
 - Shuttle Express – (425) 981-7000 \$18 per person per way
- Taxis – There are various taxi services operating in and around Seattle. The going rates in Seattle are as follows: \$2.60 flat rate, \$2.50 per mile and \$40.00 flat rate from SeaTac airport to the downtown hotel district of Seattle.

ACCESS TO THE VENUE

If you are travelling by car please take note of the following information.

- Directions - Washington State Convention Center 800 Convention Place Seattle, WA 98101-2350 U.S.A.
Link: <http://www.wsc.com/parking-directions>
- Parking - Parking Garage entrances on Eighth and Pike Street as well as an adjacent parking garage on Hubbell Street.
Link: <http://www.wsc.com/parking-directions/event-parking>

Loading Zones: WSCC offers two areas for passenger loading and unloading. One is the South Access point where exhibitors must use the 8th Avenue parking garage entrance. The other is located at the North Access point where exhibitors must use alley entrance between Pike Street and Pine Street.

Link: <http://www.wsc.com/audience/exhibitors/transportation-management>

HOTELS & ACCOMODATION

BCI Aerospace has granted Group Travels Associates full exclusivity for housing related to this A&DSS Seattle 2020. We strongly recommend you make all your bookings through our partner as this is the best way for you to save a great amount of dollars.

Use the following link for a full list of hotels (and preferential rates) and to proceed with your booking:

https://www.gtameetings.com/adss_show.shtml

If you wish to make a **group reservation**, please email your list, including contact information, to: peggy@gtameetings.com and our partner will be in touch with you shortly.