

# AEROSPACE & DEFENSE SUPPLIER SUMMIT SEATTLE

## PARTICIPANTS GUIDE

March 12-14, 2024

Seattle Convention Center, 705 Pike St, Seattle, WA 98101

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ORGANIZED BY

IN PARTNERSHIP WITH:

 BCI AEROSPACE

 BOEING

 CHOOSE Washington  
Washington State Department of Commerce

## EVENT SCHEDULE & AGENDA

**Tuesday, March 12, 2024** Level 4

**08.00am - 09.00am: Registration**

09.00am - 12.00pm: Opening ceremony and back-to-back presentations by Boeing Executives

12.00 - 01.30pm: Lunch

01.30pm - 05.00pm: Back-to-back presentations by Boeing Executives

**You must separately purchase your ticket from the [event website](#)**

02.00pm - 06.00pm: Booth set-up (if applicable)

**Wednesday, March 13, 2024** Level 4

07.30am - 08.00am: Booth set-up (if applicable)

08.00am - 12.30pm: B2B Meetings & Workshops

12.30pm - 02.00pm: Lunch

02.00pm - 06.00pm: B2B Meetings & Workshops

06.30pm - 09.30pm: Cocktail Reception Museum of Flight

**Thursday, March 14, 2024** Level 4

08.00am - 12.30pm: B2B Meetings & Workshops

12.30pm - 02.00pm: Lunch

02.00pm - 06.00pm: B2B Meetings & Workshops


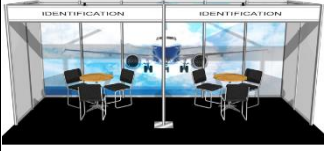


06.00pm - 06.30pm: Materials removed from booth

06.30pm - 07.30pm: Materials to be picked up by carrier

*For further questions, please contact: [Aswini Dessouppa @ \[adessouppa@advbe.com\]\(mailto:adessouppa@advbe.com\)](mailto:Aswini.Dessouppa@advbe.com)*

## BOOTH DETAILS - GRAPHICS - EXTRA FURNITURE

Each wall panel measures 949mm x 2292mm (37 3/8" x 90 1/4"). 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 – Please contact** Elizabeth Dumont at [elizabeth.dumont@dee-expo.com](mailto:elizabeth.dumont@dee-expo.com) to place your orders:

<b>Basic Package</b> 6sqm (3m x 2m) 64.58 SQ FT	<b>Basic Package</b> 12sqm (6m x 2m) 129.17 SQ FT	<b>Deluxe Package</b> 12sqm corner (4m x 3m) 129.17 SQ FT	<b>Premium Package</b> 24 sqm (6m x 4m) 258.33 SQ FT
			
<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- White panel walls</li> <li>- Header with company name printed in black</li> <li>- One round table</li> <li>- 3 standard chairs</li> <li>- electricity included</li> <li>- panel prints <b>NOT</b> included</li> </ul>	<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- White panel walls</li> <li>- Two headers with company name printed in black</li> <li>- Two round tables</li> <li>- 6 standard chairs</li> <li>- electricity included</li> <li>- panel prints <b>NOT</b> included</li> </ul>	<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- White &amp; semi-transparent panel walls</li> <li>- One 1.5m header with company name printed in black</li> <li>- 2 round pedestal table</li> <li>- 6 standard plastic chairs</li> <li>- Two arm lights</li> </ul>	<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- Entry tower with one side graphic</li> <li>- Booth structure with locking storage closet</li> <li>- 2 40" high table</li> <li>- 6 stool</li> <li>- 1 30" high table</li> <li>- 3 chairs</li> <li>- Four arm lights</li> <li>- One 1M counter with company name printed in black</li> </ul>

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 link:  
<https://seattle.bciaerospace.com/images/2024/BR-ADSS-2024.pdf>

**Deadlines:**

DISCOUNTED PRICE DEADLINE ON ALL ORDERS (graphics and equipment) - February 1, 2024  
**FINAL DEADLINE TO SUBMIT ALL ORDERS – February 20, 2021**

## BOOTH SET-UP

A&DSS Seattle offers hard walled booths. **We strongly recommend you 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 Elizabeth Dumont at [elizabeth.dumont@dee-expo.com](mailto:elizabeth.dumont@dee-expo.com). Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you will bring can actually fit in your booth.

Set up time will be running from 2:00 PM to 6:00 PM on Tuesday March 12, 2024. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Convention Center at 7:30 AM on Wednesday, March 13, 2024, to complete the set up and personalization of their booths.

## ACCESS TO THE VENUE

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

- Directions – Washington State Convention Center - 705 Pike St, Seattle, WA 98101, U.S.A.  
Link: <https://wsc.com/venues/arch-conference-center>
- Parking – If you have paid the management fees, Parking during the event days is included in fees. First come first served basis and valid for one time parking. No in and out privileges. Validations are needed for exiting the garage. Please be sure to collect the validation tickets from our team at the registration desk before you leave the venue. Link: <https://seattleconventioncenter.com/getting-here>

## 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

## COCKTAIL RECEPTION

**The Boeing Company, Washington State & BCI Aerospace** are delighted to invite all the registered attendees for a cocktail reception on **March 13, 2024, from 6.30pm** at the Museum of Flight in Seattle. Transportation will be arranged. Dress Code will be Business Casual.

You must carry your A&DSS 2022 name tag as you will be requested to show it to gain access. Museum of Flight is located 9404 E Marginal Way S - Seattle, WA 98108

## WIFI CONNECTION

Basic Wi-fi is included in your Management fees. If you would like to order advanced internet services, you may do so from SCC Priority Exhibitor Services. To place an order in advance for hardline or wireless connections, please use the following link: <https://scc.ungerboeck.net/prod/app85.cshtml?AppCode=COE&CC=2&OrgCode=01>  
Please note: when ordering internet access you **do not** need to enter your booth number. Entering "TBD" will suffice.

For inquiries, please contact the SCC Priority Exhibitor Services department at 206-694-5015, or email [exhibitor.services@seattleconventioncenter.com](mailto:exhibitor.services@seattleconventioncenter.com)

## AUDIO VISUAL 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:  
<https://scc.ungerboeck.net/prod/app85.cshtml?AppCode=COE&CC=2&OrgCode=01>  
Please note: when submitting 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@seattleconventioncenter.com](mailto:exhibitor.services@seattleconventioncenter.com)

## LUNCH

A seated business lunch will be catered on March 13 & 14 for those who have **pre-paid** the lunch when they initially signed up. 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 your BCI Aerospace contact. 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 guests in your email. It will not be possible to purchase lunch after Feb 25, 2024.

## POWER SUPPLY

The management fees includes electrical outlets. Basic booth – 500 watts and Deluxe/Premium – 1000 watts.

If you have any advanced requests, please use the following link to place your order:

<https://scc.ungerboeck.net/prod/app85.cshtml?AppCode=COE&CC=2&OrgCode=01>

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.

## HOTELS & ACCOMODATION

BCI Aerospace has granted Group Travels Associates full exclusivity for housing related to this A&DSS Seattle 2024. 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:

[Aerospace & Defense Supplier Summit – GTA Meetings](#)

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

## SHIPPING & HANDLING

LibertyCFS will assist you in making your show experience a success from start to finish by taking care of your shipping needs INTO and OUT of the show, or even Show to Show.

For your convenience, please find Order Form below for your Pre-Book Shipping requirements. To book your shipment, or

if requesting a quote, please complete the order form, and email it back to [Exhibitorservices@libertycfs.us](mailto:Exhibitorservices@libertycfs.us)

**ORDER FORM:** <https://seattle.bciaerospace.com/images/2024/Liberty%20CFS%20Exhibitor%20Kit%20Insert%20-%20Order%20Form%202021.pdf> (If you wish to schedule your shipment, please be sure to create your digital signature in

box 7, for the credit card information)

*Shipping to the Advance Warehouse; all shipments should arrive between \*\*from 11<sup>th</sup> of Feb to 10<sup>th</sup> of March*

A&DSS c/o DEE

c/o LibertyCFS,

19604 84th Avenue South, Kent, WA 98032

Receiving hours: Monday to Friday from 9am – 3pm

*Shipping direct to Show Site:*

Company Name c/o ADSS c/o DecorExpertsExpo

705 Pike Street Seattle, WA 98101 USA

Exhibitor shipments can ONLY deliver on **\*\* March 11<sup>th</sup> @12pm \*\***. If you have any questions, please feel free to contact

Exhibitor Services either by email or calling our toll-free number: 1-866-938-1092 ext.103 [exhibitorservices@libertycfs.us](mailto:exhibitorservices@libertycfs.us)

## MOVE-OUT

All exhibitor materials must be removed from the exhibit hall on Thursday March 14, 2024, 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 DEE EXPO / LibertyCFS Transportation or returned to the warehouse at exhibitor's expense.

## GROUND TRANSPORTATION

- 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
- Link Light Rail: Sound Transit's Link light rail provides a 40-minute ride from SEA Airport to downtown Seattle. It takes just four minutes to walk to the Center from the Link's Westlake Station.