

# AERO & AUTO ADVANCED SUPPLIERS SUMMIT



## PARTICIPANTS GUIDE

October 8-10, 2019

America's Center Convention Complex  
701 Convention Plaza  
63101 St. Louis, MO., USA.

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For further questions, please contact:

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## EVENT SCHEDULE & AGENDA

### Tuesday, October 8, 2019

02.00pm – 06.00pm – Summit  
 01.00pm – 06.00pm – Booth set-up (if applicable)

### Wednesday, October 9, 2019

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  
 07.00pm – 10.00pm – Cocktail Reception

### Thursday, October 10, 2019

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 America's 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


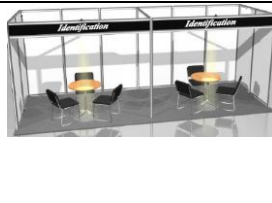
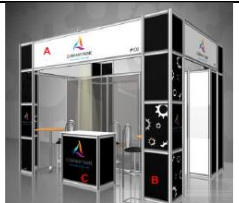
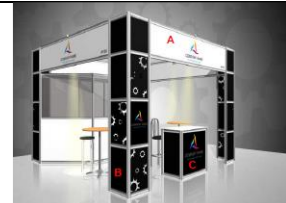
## BOOTH SET – UP

Aero & Auto Advanced Suppliers Summit 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.** Noisy machines or sound systems are not allowed. Also ensure that all equipment and graphics you'll bring can actually fit in your booth. Please note that the walls cannot be damaged. We will not be supplying any double sided tape, scissors or other materials.

Set up time will be running from 01.00pm to 06:00pm on Tuesday October 8, 2019. For exhibitors unable to make it on Wednesday, it is recommended to arrive at the America's Center at 07.30am on Wednesday, October 9, 2019 to complete the set up and personalization of their booths.

## BOOTH DETAILS

Each wall panel measures 92-1/8" x 38-1/8". 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)	Basic Package 12sqm (6m x 2m)	Deluxe Package 12sqm (4m x 3m)	Premium Package 24sqm (6m x 4m)
			
<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- White panel walls</li> <li>- Header with company name printed in black</li> <li>- 1 round table cherry top</li> <li>- 3 black chairs</li> <li>- 1 waste basket</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>- 2 round table cherry top</li> <li>- 6 black chairs</li> <li>- 1 waste basket</li> </ul>	<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- 3 front identifications</li> <li>- 2 round tables cherry top</li> <li>- 1 counter</li> <li>- 4 high stools</li> <li>- 2 waste baskets</li> <li>- 3 chairs</li> </ul>	<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- 3 front identifications</li> <li>- 2 round tables cherry top</li> <li>- 1 counter</li> <li>- 4 high stools</li> <li>- 2 waste baskets</li> <li>- 3 chairs</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 see the following link:  
<http://usa.automotivemeetings.com/images/2018/downloads/booth-details-2018.pdf>

## EXTRA FURNITURE

All additional furniture & printed materials must be ordered through our official supplier, Paramount Convention Services. Please visit this link to review the options and book additional furniture: <https://www.paramountcs.com/>. Then click on "Exhibitor Services" in the top menu. You will then need to click on "Click here" under "Need a Login". After filling out the form, you will be put in contact with Paramount for a secure login and password, so that you can order additional things for your booth without an assigned booth number. Once you are assigned a secure login and password, you can order directly online, call in, fax the order, or email it.

Please note: when ordering power supply or extra furniture you **do not** need to enter your booth number. Entering "TBD" will suffice.

For special requests or questions please contact Ben Daughaday at (+1) (800) 883-6578 or [ben@paramountcs.com](mailto:ben@paramountcs.com)

## AUDIOVISUAL RENTAL

Audiovisual requests may be ordered through PSAV. To place an order, please use the following link: <http://aaa-suppliers-summit.com/images/downloads/participants-guide-2019-av.pdf>

For inquiries, please contact PSAV at 314.930.2577, or email [aheepke@psav.com](mailto:aheepke@psav.com)

## LUNCH

A seated business lunch will be catered on October 9 and 10, 2019, 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](mailto:lheemstra@advbe.com). It will not be possible to purchase lunch after Sept. 10, 2019. Please specify the number of days and number of guests in your email.

## INTERNET ACCESS

Internet services may be ordered from the America's Center 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://aaa-suppliers-summit.com/images/downloads/participants-guide-2019-utility.pdf> Please note: when ordering internet access you do not need to enter your booth number. Entering "TBD" will suffice.

Complimentary Wi-Fi is available in public areas such as hallways and lobbies.

For inquiries, please contact Daryl J. Olson at 314-342-5100, or email [dolson@smartcity.com](mailto:dolson@smartcity.com)

## CATERING AT YOUR BOOTH

All food and beverages must be ordered through Levy Catering, the exclusive caterer at the America's Center. To place an order, please use the following link: <http://aaa-suppliers-summit.com/images/downloads/participants-guide-2019-catering.pdf>

For inquiries, please contact Renee Simpson – [rsimpson@levyrestaurants.com](mailto:rsimpson@levyrestaurants.com) or (314) 342-5166

## POWER SUPPLY

The Basic 6m<sup>2</sup> and Basic 12m<sup>2</sup> packages **do not** include electrical outlets. Power for these packages, as well as additional power for other packages, may be ordered through Edlen. To place an order, please use the following link: <http://aaa-suppliers-summit.com/images/downloads/participants-guide-2019-utility.pdf> Please note: when ordering power supply or extra furniture you **do not** need to enter your booth number. Entering "TBD" will suffice.

Edlen 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.

## SHIPPING & HANDLING

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

1. Use your own carrier and ship your materials directly to the America's Center. **Be sure to have your materials delivered on October 8, 2019 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 / Aero & Auto Advanced Suppliers Summit / Paramount Convention Services / 701 Convention Plaza / 63101 St. Louis, MO.,/ USA.**

Paramount Convention Services will receive, handle and deliver your materials at your booth. The rate for Paramount Convention Services DIRECT handling is \$90.00 per 100 lbs. with a minimum charge of 200 lbs. Small packages under 30 lbs. will be charged \$45.00 with a minimum of 4 cartons per shipment.

2. Use your own carrier and ship your materials in advance. Shipments to the advanced warehouse will be accepted starting on September 2, 2019 and will be accepted until 04.00pm on October 4, 2019. Paramount Convention Services will receive your materials, store them for up to 30 days in advance, and deliver your materials to your booth.

**Company Name / Aero & Auto Advanced Suppliers Summit / Paramount Convention Services / 8630 Hall St. / 63147 St. Louis, MO.,/ USA.**

The rate for Paramount Convention Services ADVANCE handling is \$80.00 per 100 lbs. with a minimum charge of 200 lbs. Small packages under 30 lbs. will be charged \$45.00 with a minimum of 4 cartons per shipment.

**Please** go to the following link to fill out the forms: <https://www.paramountcs.com/>. Then click on "Exhibitor Services" in the top menu. You will then need to click on "Click here" under "Need a Login". After filling out the form, you will be put in contact with Paramount for a secure login and password, so that you can download the forms.

- Questions on domestic and international shipments please contact Paramount Convention Services at – (800) 883-6578 or email [jessica@paramountcs.com](mailto:jessica@paramountcs.com)

## MOVE-OUT

All exhibitor materials must be removed from the exhibit hall on Thursday October 10, 2019 by 8.00pm. Paramount Convention Services coordinates all outbound freight from the show site. Please obtain all outbound freight authorization paperwork from the Paramount Service Desk prior to close of the show. Any freight left on the show floor will be re-routed via ABF or returned to the warehouse at exhibitor's expense.

## ACCESS TO THE VENUE

The America's Center is located at Washington Avenue and Eighth Street. We can be identified by our central, copper-domed rotunda and our curved facade.

From St. Louis Lambert International Airport

Take I-70 east to the Broadway/Convention exit #249c. Proceed on Broadway two blocks and turn right onto Convention Plaza. At the end of the street the parking garage entrance will be almost straight ahead, just to the left of the main entrance doors.

America's Center does not control any parking. However, there is a garage attached to the Convention Center. This garage is on the West side of 7th Street (same side as Convention Center) just north of Washington Avenue.

Parking is available in garages and surface lots throughout downtown St. Louis. Visit [www.getaroundstl.com](http://www.getaroundstl.com) or download a pdf map to check out Preferred Parking Providers throughout downtown St. Louis

### America's Center Convention Complex

701 Convention Plaza  
63101 St. Louis, MO., USA.



## HOTELS & ACCOMODATION

ABE has granted Group Travels Associates full exclusivity for housing related to this Aero & Auto Advanced Suppliers Summit. 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://gtameetings.com/aero\\_auto\\_advanced\\_suppliers\\_summit.shtml](https://gtameetings.com/aero_auto_advanced_suppliers_summit.shtml)

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.