



## PARTICIPANTS GUIDE

April 11-13, 2022

Washington State Convention Center

705 Pike St, Seattle, WA 98101

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For further questions, please contact:

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**ORGANIZED BY**

**IN PARTNERSHIP WITH:**

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 BCI AEROSPACE



 **CHOOSE Washington**  
Washington State Department of Commerce

## EVENT SCHEDULE & AGENDA

### Monday, April 11, 2022 Level 4

08.30am – 12.30pm – Boeing Conference Day – do not forget to purchase your ticket on our [event website](#)  
 02.00pm – 06.00pm – Smart Factory – do not forget to purchase your ticket on our [event website](#)  
 02.00pm – 06.00pm – Booth set-up (if applicable)

### Tuesday, April 12, 2022 Level 4


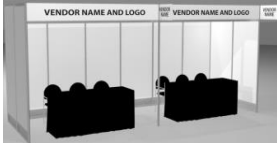
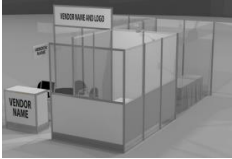
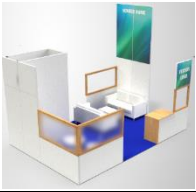
07.30am – 08.00am – Booth set-up (if applicable)  
 08.00am – 12.30pm – BtoB Meetings & Workshops  
 12.30pm – 02.00pm – Lunch  
 02.00pm – 06.00pm – BtoB Meetings & Workshops  
 06.30pm – 09.30pm – Cocktail Reception Museum of Flight

### Wednesday, April 13, 2022 Level 4

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

## 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 – Please contact:** Brad Durham ([bdurham@fernexpo.com](mailto:bdurham@fernexpo.com)) to place your orders:

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"> <li>- Carpeting</li> <li>- White panel walls</li> <li>- Header with company name printed in black</li> <li>- One double-sided identification "flag" with company name in black</li> <li>- One 6' table with black skirt</li> <li>- 3 standard plastic chairs</li> <li>- electricity not 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 double-sided identification "flags" with company name in black</li> <li>- Two 6' table with black skirt</li> <li>- 6 standard plastic chairs</li> <li>- electricity not included</li> </ul>	<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- White &amp; semi-transparent panel walls</li> <li>- One 3M header with company name printed in black</li> <li>- One double-sided identification "flag" with company name in black</li> <li>- One 1M counter with company name printed in black</li> <li>- One round pedestal table</li> <li>- 3 standard plastic chairs</li> <li>- Two arm lights</li> </ul>	<ul style="list-style-type: none"> <li>- Carpeting</li> <li>- Entry tower with double-sided graphic header</li> <li>- One graphic double-sided curved wall panel</li> <li>- Booth structure with locking storage closet</li> <li>- Furnished lounge seating area</li> <li>- Four arm lights</li> <li>- One 30" round pedestal table</li> <li>- 4 padded chairs</li> <li>- One curved info counter with printed front panel</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 links:

- 6m<sup>2</sup> Basic - [https://seattle.bciaerospace.com/images/2022/6SQM\\_Basic\\_Booth\\_2022.pdf](https://seattle.bciaerospace.com/images/2022/6SQM_Basic_Booth_2022.pdf)
- 12m<sup>2</sup> Basic Plus - [https://seattle.bciaerospace.com/images/2022/12MSQ\\_Basic\\_Plus\\_Booth\\_2022.pdf](https://seattle.bciaerospace.com/images/2022/12MSQ_Basic_Plus_Booth_2022.pdf)
- 12m<sup>2</sup> Deluxe - [https://seattle.bciaerospace.com/images/2022/12SQM\\_Deluxe\\_Linear\\_Booth\\_2022.pdf](https://seattle.bciaerospace.com/images/2022/12SQM_Deluxe_Linear_Booth_2022.pdf)
- 24m<sup>2</sup> - [https://seattle.bciaerospace.com/images/2022/24SQM\\_Booth\\_2022.pdf](https://seattle.bciaerospace.com/images/2022/24SQM_Booth_2022.pdf)

**Deadlines:**

DISCOUNT PRICE DEADLINE -Friday, March 11, 2022  
 GRAPHICS DISCOUNT DEADLINE - Friday, March 11, 2022

All additional furniture & printed materials must be ordered through our official supplier, FERN EXPO. Please email Brad Durham ([bdurham@fernexpo.com](mailto:bdurham@fernexpo.com)) to be invited to their OneView online portal to view additional furniture and accessories for rent.

## 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 Brad Durham ([bdurham@fernexpo.com](mailto:bdurham@fernexpo.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 Monday April 11, 2022. For exhibitors unable to make it on Monday, it is recommended to arrive at the Convention Center at 7:30 AM on Tuesday, April 12, 2022 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 - Convention Center parking rates remain the same and range from free (0-15 minutes) to a \$12 maximum for 4+ hours.  
Link: <https://wsc.com/directions-parking>

## 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
- Name tags
- Event Program
- Floor Plan & More

## COCKTAIL RECEPTION

**The Boeing Company, Washington State & BCI Aerospace** are delighted to invite you for a cocktail reception on April 12, 2022 from 6.30pm at the Museum of Flight in Seattle. Transportation will be arranged for you. Dress Code - 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 - 9404 E Marginal Way S - Seattle, WA 98108

## WIFI CONNECTION

Internet services may be ordered from WSCC Priority Exhibitor Services in two different ways. To place an order in advance for hardline or wireless connections, please use the following link:

<https://scc.ungerboeck.net/prod/app85.cshml?aat=vlqXjoCulrofrnFB9yICg3LClkcwR87jB7f1RJaDrg%3d>

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](mailto:exhibitor.services@wsc.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.cshhtml?aat=vlqXjoCulrofrnfFB9ylCg3LClkcwR87jB7f1RJaDrg%3d>

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](mailto:exhibitor.services@wsc.com)

## COVID-19 GUIDELINE AT A&DSS 2022

At BCI Aerospace our top priority is to deliver a professional and productive event to all our participants. Safety amid the ongoing pandemic is very high on our list of priorities. We want you to have a smooth experience at our events and reduce risks of infections. In accordance with Washington Governor's Emergency Proclamation 20-25 and Order 20-03.5 amendment, we have to make sure you are aware of the official health requirements prior to attending A&DSS 2022 at the Washington State Convention Center.

- Upon your arrival at the Convention Center you must provide a proof of a COVID-19 vaccination or a negative COVID-19 test result dated less than 72 hours.
- You must wear a surgical mask at all times while at the event and ensure it covers both your mouth and nose. Having spare masks is much appreciated.
- Properly sanitizing hands before starting every meeting is encourage and appreciated
- Practicing social distancing is encouraged and appreciated

Please note that these recommendations may evolve should we receive new directions from the State of Washington and Washington State Convention Center management. We also want you to be aware of the following details:

- BCI Aerospace's entire team will be wearing face coverings at all time during the event
- Washington State Convention Center staff will be wearing face coverings at all time during the event
- Emergency face masks will be supplied by BCI Aerospace
- Hand sanitizers are provided in different corners of the meeting venue
- All meal will be seated and handled by Washington State Convention Center inhouse service. A maximum of 6 people per table will be the norm.

For farther details about COVID-19 recommendations at the venue, please visit this weblink:

[Meet Safely at the Center | Washington State Convention Center \(wsc.com\)](#) - [COVID-19 Health Order FAQs \(wsc.com\)](#)

## LUNCH

A seated business lunch will be catered on April 12 & 13, 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 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 days and number of guests in your email. It will not be possible to purchase lunch after March 25, 2022.

## POWER SUPPLY

The Basic 6m<sup>2</sup> (64.58 SQ FT) and Basic 12m<sup>2</sup> (129.17 SQ FT) packages **do not** include electrical outlets. Power for these packages, as well as additional power for other packages, is handled in house through GTCC. To place an order, please use the following link: <https://scc.ungerboeck.net/prod/app85.cshhtml?aat=vlqXjoCulrofrnfFB9ylCg3LClkcwR87jB7f1RJaDrg%3d>  
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 2022. 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

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

<https://www.fernexpo.com/fern-transportation-quote/> - you can get a quote from our shipping team to help you choosing the right option for you

1. Use your own carrier and ship your materials directly to the Washington Convention Center. **Be sure to have your materials delivered on April 11, 2022 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 / 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 shipments will be \$1.23 per pound, with no minimums or special handling charges.**

2. Use your own carrier and ship your materials in advance. **Shipments will be accepted starting on January 29, 2022 and will be accepted until 04.00PM on April 5.** 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 shipments will be \$1.23 per pound, with no minimums or special handling charges.**

**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 [transportation@fernexpo.com](mailto:transportation@fernexpo.com)
- Questions on international shipments contact FERN EXPO/AIT at 253-926-8326, or email [SEAOPS@AITWorldwide.com](mailto:SEAOPS@AITWorldwide.com)

## MOVE-OUT

All exhibitor materials must be removed from the exhibit hall on Wednesday April 13, 2022 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

- 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.