



# AEROSPACE SPECIAL PROCESSES SUPPLIERS SUMMIT 2023

## PARTICIPANTS GUIDE

OCTOBER 11-12, 2023

St. Charles Convention Center, St. Charles MO.

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### EVENT SCHEDULE & AGENDA

#### Tuesday, October 10<sup>th</sup>, 2023

- \* 01.00pm – 05.00pm – Conference & Presentations
- \* 02.00pm – 06.00pm – Booth set-up

#### Wednesday, October 11<sup>th</sup>, 2023

- \* 07.30am – 08.00am – Booth set-up (if applicable)
- \* 08.00am – 08.30am – Registration
- \* 08.30am – 12.30pm – B2B Meetings
- \* 12.30pm – 02.00pm – Lunch
- \* 02.00pm – 05.30pm – B2B Meetings
- \* 06.00pm – 08.00pm – Cocktail Reception at **Saint Louis Science Center**

#### Thursday, October 12<sup>th</sup>, 2023

- \* 08.00am – 12.30pm – B2B Meetings
- \* 12.30pm – 02.00pm – Lunch
- \* 02.00pm – 05.30pm – B2B Meetings &
- \* 06.00pm – 06.30pm – Materials removed from booth
- \* 06.30pm – 07.30pm – Materials to be picked up

For further questions, please contact:

Aswini Dessouppa

+33 1 41 86 41 43 / [Adessouppa@advbe.com](mailto:Adessouppa@advbe.com)



## 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

ASPSS 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.

Set up time will be running from 2:00 PM to 6:00 PM on Tuesday October 10<sup>th</sup>, 2023. For exhibitors unable to make it on Tuesday, it is recommended to arrive at the Convention Center at 7:30 AM on Wednesday, October 11<sup>th</sup> to complete the set up and personalization of their booths.

## BOOTH DETAILS

Each wall panel measures 1m (3.3ft) wide and 2.5m (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 4sqm (2m x 2m)	Deluxe Package 8sqm (4m x 2m)	Executive Package 12sqm corner (4m x 3m)	Executive Plus Package 24 sqm (6m x 4m)
			
<ul style="list-style-type: none"> <li>- White hard walls</li> <li>- Table</li> <li>- 3 Chairs</li> <li>- Carpet</li> <li>- Company sign</li> <li>- Power not included</li> </ul>	<ul style="list-style-type: none"> <li>- White hard walls</li> <li>- Table</li> <li>- 6 Chairs</li> <li>- Carpet</li> <li>- Company sign</li> <li>- Power not included</li> </ul>	<ul style="list-style-type: none"> <li>- White hard walls</li> <li>- Table</li> <li>- 6 Chairs</li> <li>- Carpet</li> <li>- Company sign</li> <li>- Counter and stool</li> <li>- Power included</li> </ul>	<ul style="list-style-type: none"> <li>- White hard walls</li> <li>- 2 High and coffee table</li> <li>- 6 Highchairs and 4 armchairs</li> <li>- Counter and stools</li> <li>- Carpet</li> <li>- Company sign</li> <li>- Power included</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://decorexpersexpo.com/aspss-2023-ed/>

## EXTRA FURNITURE

**All additional furniture & printed materials must be ordered through our official supplier, DÉCOR EXPERTS EXPO.** Please visit this link to review the options and book additional furniture. Once the file is open, you'll have to click on a link to open the photos of all available furniture <https://decorexpersexpo.com/aspss-2023-ed/>

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

For special requests or questions please contact Décor Experts Expo at (+1) 450.646.2251 or [elizabeth.dumont@decorexpo.com](mailto:elizabeth.dumont@decorexpo.com)

## AUDIOVISUAL RENTAL

Audiovisual requests may be ordered through the St. Charles Convention Center Exhibitor Services department and are serviced by their Media Services team. To place an order, please use the following link:

<https://scmocc.ungerboeck.net/prod/app85.cshtml?aat=6VQZ6qSfywXw86iV3Nafe%2f59jQzcR58rchKQ%2bTbzCP8%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 St.Charles Convention Center, St.Charles at 636-669-3011, or email [exhibitorsvs@scmocc.com](mailto:exhibitorsvs@scmocc.com)

## LUNCH

A seated business lunch will be catered on October 11 - 12, 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 Aswini Dessouppa at [adessouppa@advbe.com](mailto:adessouppa@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 September 27th, 2023.

No outside food or beverages are permitted to be brought in to the St. Charles Convention Center.

## INTERNET ACCESS

Internet services may be ordered from St.Charles Convention Center's Exhibitor Services and are serviced by the facility. To place an order in advance for hardline or wireless connections, please use the following link:

<https://scmocc.ungerboeck.net/prod/app85.cshtml?aat=JUj%2bs2ycXkzU7LgIkVqewIhuumDvRZ99CLbkod5NefY%3d>

Please note: when ordering internet access you **do not** need to enter your booth number. Entering "TBD" will suffice.

If you place an order for per-device wireless services onsite, you can connect to "SCCC\_PayWiFi" when you arrive and then open a browser on your device. This will take you to a splash page where you can input the wireless access codes provided by the facility. Free WiFi is available in facility common/lobby areas on the network "SCCC\_Guest". If you will be using your device to run point of sales systems, the Square, or other credit card processing systems it is recommended you purchase a dedicated code. BCI Aerospace is not responsible for these services, and payments can be made by credit card from this website. For inquiries, please contact St.Charles Convention Center, St.Charles at 636-669-3011, or email [exhibitorsvs@scmocc.com](mailto:exhibitorsvs@scmocc.com) & [rsumrall@scmocc.com](mailto:rsumrall@scmocc.com)

## POWER SUPPLY

The Basic 4m<sup>2</sup> and Basic 8m<sup>2</sup> packages **do not** include electrical services. Power for these packages, as well as additional power for other packages, may be ordered through St.Charles Convention Center's Exhibitor Services, and are serviced by the facility. To place an order, please use the following link:

<https://scmocc.ungerboeck.net/prod/app85.cshtml?aat=JUj%2bs2ycXkzU7LgIkVqewIhuumDvRZ99CLbkod5NefY%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. For inquiries, please contact St.Charles Convention Center, St.Charles at 636-669-3011, or email [exhibitorsvs@scmocc.com](mailto:exhibitorsvs@scmocc.com) & [rsumrall@scmocc.com](mailto:rsumrall@scmocc.com)

## SHIPPING & HANDLING

Please read carefully for your materials shipping and handling: Use your own carrier and ship your materials **directly** to Saint Charles Convention Center. **Be sure to have your materials delivered on October 10th, 2023 ONLY.**

Items arriving prior to this date, or that require movement by a forklift will incur additional fees for storage / movement.

Any deliveries shipments received 2 weeks prior to the move in date will be refused. Please go online to the link:

<https://scmocc.ungerboeck.net/prod/app85.cshtml?aat=JUj%2bs2ycXkzU7LgIkVqewIhuumDvRZ99CLbkod5NefY%3d>

<https://stcharlesconventioncenter.com/wp-content/uploads/2023/07/Utility-Services.pdf> and setup your shipping information with the Convention Center. Advanced shipment labels are available for download on the site. **ALL PACKAGES MUST BE**

**LABELED WITH THE EVENT/SHOW NAME. SEE SHIPPING LABELS ONLINE FOR INBOUND AND OUTBOUND.** Items are not

billed until they have either been received / or left the facility. If payment is received prior to your arrival, we are happy to

have these items in your booth when you arrive.

## COCKTAIL RECEPTION

The Missouri Partnership, Boeing Company & BCI Aerospace are delighted to invite you for a cocktail reception on October 11, 2023 from 06.30pm till 08.30PM at Saint Louis Science Center.

You must carry your ASPSS 2023 name tag as you'll be requested to show it to gain access.

## MOVE-OUT

All exhibitor materials must be removed from the exhibit hall on Thursday October 12<sup>th</sup>, 2023 by 7.00pm.

For outbound items, an **Outbound Storage Form** is required to be attached to each item prior to leaving SCCC in addition to the carrier labels. All arrangements must be made with the carrier of your choice. This can be downloaded from the website, or you can ask for them onsite:

<https://scmocc.ungerboeck.net/prod/app85.cshml?aat=JUj%2bs2ycXkzU7LgIkVqewIhuumDvRZ99CLbkod5NefY%3d>  
<https://stcharlesconventioncenter.com/wp-content/uploads/2023/07/Utility-Services.pdf>

All equipment, freight, decorations, and miscellaneous items must be removed from the premises at the expiration of the Licensee's contract. Items left behind will be treated as abandoned and disposed of as the facility sees fit. The SCCC is not responsible for lost or misplaced freight. The SCCC is not responsible for any materials left unattended.

## GROUND TRANSPORTATION

- Light Rail – MetroLink is the St. Louis metropolitan region's light rail system and is operated by Metro as part of a fully integrated regional transportation system. The base fare by bus is \$2.00 and by rail is \$2.50. For more details or to purchase your tickets: <https://www.metrostlouis.org/fares-and-passes/>.
- Airport Shuttle – Various shuttle services provide transportation to and from St. Louis International Airport your hotel. Purchase tickets at their respective counters at the airport.
- Taxis – There are various taxi services operating in and around St. Louis. The going rates in St. Louis are as follows: \$3.00 flat rate, \$2.00 per mile and \$34.00 flat rate from St. Louis Lambert International Airport to St. Charles Convention Center.

## ACCESS TO THE VENUE

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

- Directions – Saint Charles Convention Center, 1 Convention Center Plz St. Charles MO, 63303 U.S.A.  
Link: <https://www.stcharlesconventioncenter.com/parking-and-directions>
- Parking - Parking Garage entrances on Beverly Street and Convention Center BLVD.  
Link: [https://www.stcharlesconventioncenter.com/assets/documents/partials/site\\_singlepdf/DilEh.pdf](https://www.stcharlesconventioncenter.com/assets/documents/partials/site_singlepdf/DilEh.pdf)

Loading Zones: Saint Charles Convention Center offers a loading dock for passenger loading and unloading. Items may be hand carried only thru the front doors. Carts are available with a valid driver's license thru the security officer at the dock. Both passenger parking and dock height access are available.

## HOTELS & ACCOMODATION

BCI Aerospace has granted Group Travels Associates full exclusivity for housing related to this ASPSS St.Louis 2023. 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/aerospace-special-processes-suppliers-summit/>

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.