

PARTICIPANT GUIDE

May 7-9, 2019

Sheraton Birmingham / BJCC (Birmingham-Jefferson Convention Complex)
2101 Richard Arrington Jr. Blvd. N.
Birmingham, AL 35203 USA

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For more information, please contact:

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lheemstra@advbe.com

EVENT SCHEDULE & AGENDA



Event Schedule & Agenda for AITS – Aerospace Innovative Technology Summit

Tuesday, May 7, 2019

08:00 am – 09:00 am
09:00 am – 06:00 pm
03:00 pm – 06:00 pm

Venue: Sheraton Birmingham Ballroom

Registration / Check-In
Aerospace Innovative Technology **Summit**
Booth Set-Up (If Applicable)

Wednesday, May 8, 2019

07:30 am – 08:00 am
07:30 am – 09:00 am
08:30 am – 12:30 pm
12:30 pm – 02:00 pm
02:00 pm – 06:00 pm
07:00 pm – 10:00 pm

Venue: BJCC East Exhibit Halls 1-2

Booth Set-Up (If Applicable)
Registration / Check-In
BtoB Meetings
Lunch*
BtoB Meetings & Workshops/Presentations
Gala Dinner*

Thursday, May 9, 2019

08:30 am – 12:30 pm
12:30 pm – 02:00 pm
02:00 pm – 05:30 pm
06:00 pm – 06:30 pm
06:30 pm – 07:30 pm

Venue: BJCC East Exhibit Halls 1-2

BtoB Meetings
Lunch*
BtoB Meetings
Booth Materials Removed
Materials Picked Up by Carrier



Event Schedule & Agenda for AATS – Automotive Advanced Technology Summit

Wednesday, May 8, 2019

07:30 am – 08:00 am
08:00 am – 09:00 am
09:00 am – 12:30 pm
12:30 pm – 02:00 pm
02:00 pm – 06:00 pm
07:00 pm – 10:00 pm

Venue: BJCC East Exhibit Halls 1-2

Booth Set-Up (If Applicable)
Registration / Check-In
Automotive Advanced Technology **Summit**
Lunch*
BtoB Meetings & Workshops/Presentations
Gala Dinner*

Thursday, May 9, 2019

08:30 am – 12:30 pm
12:30 pm – 02:00 pm
02:00 pm – 05:30 pm
06:00 pm – 06:30 pm
06:30 pm – 07:30 pm

Venue: BJCC East Exhibit Halls 1-2

BtoB Meetings
Lunch*
BtoB Meetings
Booth Materials Removed
Materials Picked Up by Carrier

* Catered Lunch provided onsite during May 8th – 9th should be purchased in advance. See paragraph below.

* Gala Dinner / Networking Reception will be held at Barber Motorsports Vintage Museum.

REGISTRATION – CHECK IN

Upon arrival, each participant must Check In at the **Reception Desk** to collect your Participant Folder, which contains:

- Meeting Schedule
- Event Program (Official Event Catalogue)
- Access Badge (Name Tag)
- Floor Plan & More

BOOTH SET-UP

Aerospace Innovative Technology Summit (AITS) and Automotive Advanced Technology Summit (AATS) offer **hard-walled booths** for participants. To optimize your meeting space and business exposure, **we strongly recommend you 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 permitted.

Please ensure that all equipment and graphics you bring actually fits in your booth.

Please note that walls cannot be damaged.

Any materials, such as adhesives, double-sided tape, scissors, or other materials, are not provided by abe (you must bring your own materials needed).





Set-up time will be running from 03:00 pm to 06:00pm on Tuesday, May 7th.

For participants unable to set-up Tuesday, we recommend you arrive at the BJCC at 07:30 am on Wednesday, May 8th to complete the set-up and personalization of your booth, prior to the commencement of BtoB Meetings and Conferences.

BOOTH DETAILS

Each hard-walled booth is constructed of **white wall panels**, measuring **92-1/8" x 38-1/8" (2.5m x 1m)**.

Exhibitors are welcome to bring graphics (i.e. pop-up stands, roll-ups, posters, etc.) as long as they can fit within the dimensions of the selected booth and do not stick out into the aisle and do not damage the walls.

Basic Package 4sqm (2m x 2m)	Basic Package 8sqm (4m x 2m)	Deluxe Package 12sqm (4m x 3m)	Premium Package 24sqm (6m x 4m)
			
<ul style="list-style-type: none"> - Carpeting - White panel walls - Header with company name printed in black - 1 round table cherry top - 3 black chairs - 1 waste basket 	<ul style="list-style-type: none"> - Carpeting - White panel walls - Two headers with company name printed in black - 2 round table cherry top - 6 black chairs - 1 waste basket 	<ul style="list-style-type: none"> - Carpeting - 3 front identifications - 2 round tables cherry top - 1 counter - 4 high stools - 2 waste baskets - 3 chairs 	<ul style="list-style-type: none"> - Carpeting - 3 front identifications - 1 round table (cherry top) and three black chairs - 1 counter - 4 high stools - 2 waste baskets - 3 chairs

Note: All booth renderings above are for reference only and subject to modification.

For a detailed description of the features of each booth, and to Order custom wall and fascia panels:

<https://decorexpersexpo.com/en/aits-aerospace-innovative-technology-summit-jo/?event=1>

DEADLINE TO ORDER CUSTOM GRAPHICS IS APRIL 16th

ANY ORDERS RECEIVED FROM APRIL 16th – MAY 1ST WILL INCUR AN EXPEDITE CHARGE

NO ORDERS WILL BE ACCEPTED AFTER MAY 1ST

NOTE: When ordering extra furniture or power supply, you **do not** need to enter your booth number. Entering: "TBD" will suffice.

TABLE DETAILS

Aerospace Innovative Technology Summit (AITS) and Automotive Advanced Technology Summit (AATS) also offer an alternative **Table** option for participants in their BtoB meetings.

Each table provides a dedicated space for company meetings, measuring **2' x 6'**

Exhibitors are welcome to bring brochures and graphics (i.e. pop-up stands, roll-ups) that can be placed near their table. No wall space is available for posters, other equipment or products / materials at or near the tables due to limited space.

EXTRA FURNITURE

All additional furniture and printed material must be ordered through our official supplier, DEE EXPO.

Please visit this link to review the furniture options and book: <https://decorexpo.com/en/aits-aerospace-innovative-technology-summit-jo/?event=1>

NOTE: When ordering extra furniture or power supply, you **do not** need to enter your booth number. Entering: "TBD" will suffice.

DEADLINE to order extra furniture is April 16th.

Any requests submitted after May 1st. will not be taken into account.

For special requests or questions, please contact DEE EXPO:

Julie Ouellet - Julie.Ouellet@dee-expo.com - +1 (450) 646-2551 Ext. 250

AUDIOVISUAL RENTAL

All Audiovisual (A/V) requests must be ordered through our official supplier, PSAV.

To place an order, please use the following link:

<https://app.bjcc.org/ExhibitorOrderForm?lacuNum=37&Event=1905028&Type=2>

For special requests or questions, please contact PSAV: Daniel Amarte - DAmartey@psav.com - +1 (314) 930-2577

POWER SUPPLY

The Table, Basic (4m2) and Deluxe (8m2) Booth Packages **do not** include electrical / power outlet.

Power / Electricity packages can be ordered through DEE EXPO.

To order power for these booths, as well as any additional power (for other booth packages), please contact DEE EXPO **BEFORE APRIL 16TH** to place your order.

NOTE: When ordering extra furniture or power supply, you **do not** need to enter your booth number. Entering: "TBD" will suffice.

Reminder: Other materials, such as additional power strips/bars, electrical adapters, etc. are not provided by DEE EXPO. Please be sure to bring any additional materials needed to set-up your booth.

Power will be available in standard US 120v.

INTERNET ACCESS

Complimentary Wi-Fi is not available at the BJCC.

For inquiries, please contact Patti Morgan at: Patti.Morgan@bjcc.org - +1 205-458-8415

LUNCH

A seated business lunch will be catered on May 8th and 9th, for all participants who have **prepaid** for the lunch option during your original registration process.

If you have not yet purchased lunch for May 8th and 9th, and would like to do so, please immediately contact Lilian Heemstra at lheemstra@advbe.com or +33 1 41 86 41 43. The deadline to order lunch: **April 24, 2019**
Please include number of days, and number of guests in your email.

GALA DINNER

Co-Sponsored by [Made in Alabama](#)



We are excited to host this the inaugural AITS Gala Dinner / Networking Reception, with support of **Made in Alabama** at the world-renowned **Barber Vintage Motorsports Museum**. This museum, which showcases the largest collection of motorcycles in the world, also features a history of technology evolution to include automobiles.

Barber Museum

6030 Barber Motorsports Parkway
Birmingham, AL 35094 USA
+1 (205) 699-7275
www.barbermuseum.org



Event Details

The Gala Dinner will be held from 6:30 PM until 10:00 PM
(No access before 6:15 PM due to the museum's public hours, which finish at 6:00 PM)

6:30 PM – 7:30 PM – arrival, cocktail, tour museum
7:30 PM – welcome / greeting
7:40 PM – 10:00 PM – food (heavy hors d'oeuvres) and beverages provided

All registered guests will be able to access the entire museum throughout the evening, as well as take advantage of the gift shop.

Advanced Purchase of Tickets Required

In order to ensure we have properly accounted for the needed food and beverage; advanced purchase of all tickets is required.

You are able to purchase your tickets at time of registration (online).

If you need to purchase additional tickets, please do so **no later than April 23rd**.

Transportation & Parking

For all out-of-town guests, we will provide complimentary shuttle transport from the BJCC to Barber (and return).

Shuttle Schedule will be detailed in your registration packet.

For all local participants, you are welcome to drive and arrive / depart at your convenience. Barber has ample parking in front of the museum to accommodate without any issues.

Contact

Please contact Lilian Heemstra via email (lheemstra@advbe.com) to purchase your tickets. If you need to purchase additional tickets, please do so **no later than April 23rd**. Price per extra ticket is \$90 each.

CATERING AT YOUR BOOTH

All Food & Beverages must be ordered through Starwood, the exclusive caterer of the Sheraton Birmingham / BJCC.

To review the menu, please use the following link: <https://sheratonbirmingham.starwoodemenu.com/>

To place an order, please contact - Christen Carver - Christen.Carver@westin.com - +1 (205) 307-3138. Orders need to be placed no later than 14 days in advance of the event, and full pre-payment must be secured.

SHIPPING & HANDLING

Please read carefully as you have two different options for your materials shipping and handling:
BJCC package service areas provide storage, pick-up and transfer of materials from any internal location within BJCC.

The BJCC does not have the storage capacity to receive shipments for Exhibit Shows. The BJCC reserves the right of refusal on shipments for Exhibit shows or pallets of shipments received without prior notification.

Use your own carrier and ship your materials directly to the Birmingham-Jefferson Convention Complex. All materials should be delivered between 8:00 AM on April 29th – 5:00 PM on May 3rd. Any earlier deliveries will not be received, and we cannot guarantee receipt of any deliveries later than May 3rd in time for your event.

**Birmingham-Jefferson Convention Complex / Attn: ABE – Christen Carver – [Insert Company Name] /
2100 Richard Arrington Jr. Blvd. North / Birmingham AL 35203 / Tel: +1 (205) 401-5527**

BJCC package service will receive, handle and deliver your materials at your booth. The rates for handling are as follows:

RATES	
0 to 5 pounds	\$5.00
6 to 20 pounds	\$10.00
21 to 50 pounds	\$15.00
Over 50 pounds	\$25.00
Crates	\$50.00
Pallets	\$75.00
Outbound Packages	\$5.00 per package

For inquiries, please contact the Sheraton Birmingham/BJCC at Christen Carver - Christen.Carver@westin.com - +1 (205) 307-3138

MOVE-OUT

All exhibitor materials must be removed from the exhibit hall on Thursday May 9, 2019 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 the BJCC or returned to the warehouse at exhibitor's expense.

ACCESS TO THE VENUE

The Birmingham-Jefferson Convention Complex is conveniently located 10 minutes from the Birmingham-Shuttlesworth International Airport and at apex of several major interstates. That makes us super-accessible by car, bus or plane.

****TRAFFIC ADVISORY****

Please be advised of lane closures and road construction in the area and allow extra time to arrive for your event or meeting. Visit: 5920bridge.com for detailed information or use the app ALLGOTRAFFIC. There are many easy ways to get to the BJCC around those closures and ample parking is available.
Please arrive early.

Address:

BJCC
2100 Richard Arrington Jr. Blvd. North
Birmingham, Alabama 35203

The Sheraton Birmingham offers a direct connection to the Birmingham-Jefferson Convention Complex (BJCC)

Sheraton Birmingham
2101 Richard Arrington Jr. Boulevard North
Birmingham, Alabama 35203 USA

HOTELS & ACCOMODATION

There are a number of hotels in the downtown Birmingham that are within walking distance to the venue. ABE does not have a contract with any of the hotels and will not be operating as a lodging partner. A full list can be found here:

Sheraton Birmingham

2101 Richard Arrington Jr Blvd N
Birmingham, AL 35203
+1 (205) 324-5000

<https://www.marriott.com/hotels/travel/bhmsi-sheraton-birmingham-hotel/>

Westin Birmingham

2221 Richard Arrington Jr Blvd N
Birmingham, AL 35203
+1 (205) 307-3600

<https://www.marriott.com/hotels/travel/bhmwi-the-westin-birmingham/>

Elyton Hotel, Autograph Collection

1928 1st Ave N
Birmingham, AL 35203
+1 (205) 731-3600

<https://www.marriott.com/hotels/travel/bhmak-elyton-hotel-autograph-collection/>

Springhill Suites by Marriott Birmingham Downtown at UAB

2024 4th Ave S
Birmingham, AL 35233
+1 (205) 322-8600

<https://www.marriott.com/hotels/travel/bhmsd-springhill-suites-birmingham-downtown-at-uab/>

Hilton Birmingham at UAB

808 S 20th Alley
Birmingham, AL 35205

<https://www3.hilton.com/en/hotels/alabama/hilton-birmingham-at-uab-BHMHHHH/index.html>

Tutwiler – Hampton Inn & Suites Birmingham – Downtown

201 Park Pl
Birmingham, AL 35203
+1 (205) 322-2100

<https://hamptoninn3.hilton.com/en/hotels/alabama/hampton-inn-and-suites-birmingham-downtown-tutwiler-BHMDNHX/index.html>

Redmont Hotel Birmingham, Curio Collection by Hilton

2101 5th Ave N
Birmingham, AL 35203
+1 (205) 957-6828

<http://www.redmontbirmingham.com/>