



Association of the United States Army  
**USA Security and Defense Pavilion**  
2018 SOFEX | May 7 – 10  
King Abdullah Airbase | Amman, Jordan

**CRITICAL DEADLINES**

4 March 2018	Sponsorship Requests to AUSA
29 March 2018	Exhibitor Catalog Entry due to SOFEX (Form B1)
1 April 2018	Electrical requirements due to GES (this is only needed if you require more than what is provided with your original contract) Shell Scheme Stand Fascia due to GES Discounted Orders for Products and Services due to GES
3 April 2018	TWI Licensable Goods Shipping to Consolidation Points
10 April 2018	Exhibitor onsite contact   Booth Information   Freight Forwarder Information Form due to AUSA
10 April 2018	Bare Stand or Chalet Approval design (Form A2) Due to SOFEX and AUSA
10 April 2018	Import Permit due to SOFEX (Form C2)
15 April – 10 May 2018	Badge collection
15 April 2018	Car Park Passes due to SOFEX (Form F5)
15 April 2018	Detail of Active-working or moving exhibits due to SOFEX (Form C3)
18 April 2018	General Goods Shipping to Consolidation Points
20 April 2018	Exhibits Clearance Form due to SOFEX (Form C4)
20 April 2018	Takeover of Space by Raw and Chalet Exhibitors (Form A4)

20 April 2018	Raw Space Electrical Services due to SOFEX (Form E3)
30 April 2018	Catering (Form1) Floral and Plant Hire (Form F2) Cleaning Services (Form F4)
1 May 2018	Delegation Program (VIP Program) requests due to SOFEX (form G1)

**Exhibition Hours**

8 – 10 May 2018	10am – 5pm
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**Build Up**

1 April – 6 May 2018	8am – 10pm
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**Completion of all stands**

5 May 2018	8am – 5pm
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**Final Cleaning for all Stands**

7 May 2018	8am – 10pm
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**Breakdown**

10 May 2018	6pm – 7pm
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11 – 18 May 2018	8am – 6pm
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**PLEASE NOTE:** Pavilion exhibitors have different requirements based on whether you selected shell scheme or raw space. Please pay close attention to deadlines that apply to your stand build.

Friday, 1 April - 3 May 2016	Build Up Period 0800 - 2000
Sunday, 8 May 2016	Final Touch up for all booths 0800 - 1700
Sunday, 8 May 2016	Final cleaning for all booths 0800-2000
Tuesday- Thursday 10 – 12 May	Hall open to Exhibitors 1000-1700
Friday-Saturday, 13 – 21 May 2016	Teardown 0900-1700

**\*PLEASE NOTE:** Pavilion exhibitors have different requirements based on whether you selected shell scheme space or raw space, please pay close attention to deadlines that apply to your stand build.