

FECHA 13 de Agosto 2019

AREA: Coordinación de Promoción

TITULAR: Gabriela Rivera Grimaldo

A FAVOR DE : Mariel Romero Contreras

CONCEPTO DE PAGO: Reembolso por gasto revolvente

FECHA	FACTURA	PROVEEDOR	IMPORTE	COG
05/08/2019	01 6959 1665 771	UNITED AIRLINES INC.	\$11,755.00	3711
13/08/2019	01 6246 6557 871	UNITED AIRLINES INC.	\$4,194.52	3711
TOTAL			\$15,949.52	

ELABORA



Mariel Romero Contreras
 Coordinadora de Promoción

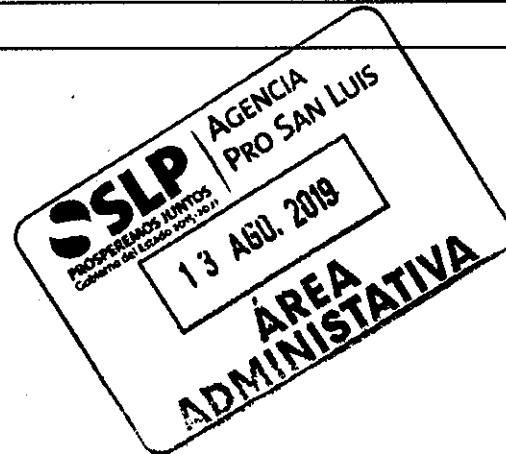
AUTORIZA



Gabriela Rivera Grimaldo
 Directora General

ANEXOS COMPROBATORIOS

- Formato Solicitud de Reembolso
- Verificación CFDI
- FACTURAS
- Ficha Informativa





Cfdi Comprobante Fiscal Digital a través de Internet

Datos fiscales		Divisa		Peso Mexicano		Datos de timbrado	
Serie / folio	0169591865771	Tasa de cambio	1	Certificado SAT	00001000000404477432	Folio fiscal	1DC0F87B-9687-4FEC-BA99-1A7D09DB6FBA
F. emisión comprobante	05/08/2019 00:00:00	Certificado emisor	00001000000405943467	F. certif. CFDI	07/08/2019 12:01:33		
Tipo comprobante	Ingreso	Forma de pago	Tarjeta de crédito				
Versión comprobante	3.3						
Condiciones de pago							

Método de pago	Pago en una sola exhibición
-----------------------	-----------------------------

Régimen fiscal / Lugar de expedición	General de Ley Personas Morales
Régimen fiscal	06600
Lugar de expedición	

Cfdi relacionados

Emisor		Receptor	
RFC	CAL341217BA2	RFC	APS151002UF0
Nombre	UNITED AIRLINES INC	Nombre	Agencia Pro San Luis Uso cfdi Por definir
Dirección	Paseo de la Reforma N° Ext: 250 N° Int: 18	Dirección	BLVD. ANTONIO ROCHA CORDERO N° Ext: 125
Colonia	Juarez	Colonia	TIERRA BLANCA
Ciudad	Juarez	Municipio	SAN LUIS POTOSI C.P.: 78364
Municipio	Cuauhtemoc C.P.: 06600	Estado	SAN LUIS POTOSI
Estado	Ciudad de México	Pais	MX
Pais	MX		

Detalle comprobante

N° id.	Unidad de medida	Cantidad	Clave prod.	Clave unidad	Descripción	Tipo imp.	Base	Tasa/Cuota	Monto imp.	Descuento	Valor uni.	Importe
01695916 65771	No aplica	1	78111500	ZZ	Tarifa del boleto comprado el día 05/08/19	Traslado	2,406.25	Tasa IVA 0.1600	385.00	0.00	2,406.25	2,406.25
	No aplica	1	78111500	ZZ	AY		0.00	0.0000	0.00	0.00	108.00	108.00
	No aplica	1	78111500	ZZ	XA		0.00	0.0000	0.00	0.00	76.00	76.00
	No aplica	1	78111500	ZZ	XD		0.00	0.0000	0.00	0.00	963.00	963.00
	No aplica	1	78111500	ZZ	YC		0.00	0.0000	0.00	0.00	111.00	111.00
	No aplica	1	78111500	ZZ	US		0.00	0.0000	0.00	0.00	357.00	357.00
	No aplica	1	78111500	ZZ	XY		0.00	0.0000	0.00	0.00	135.00	135.00
01695916 65771	No aplica	1	78111500	ZZ	Tarifa excenta de impuestos		0.00	0.0000	0.00	0.00	7,213.75	7,213.75

Totales		Desglose de impuestos trasladados	Subtotal	11,370.00
		IVA (0.1600): 385.00	Descuento	0.00
			Total impuestos trasladados	385.00
			Total impuestos retenidos	0.00
			TOTAL	11,755.00
Importe con letra		ONCE MIL SETECIENTOS CINCUENTA Y CINCO PESOS 00/100 M.N.		

Complemento de aerolíneas		
TUA	963.00	<i>Maria R...</i>
Total cargos	787.00	
Código cargo	Importe	
AY	108.00	
XA	76.00	
YC	111.00	
US	357.00	
XY	135.00	

Cadena original del complemento de certificación digital del SAT

RFC proveedor de certificado EME000602QR9

||1.1|1DC0F87B-9667-4FEC-BA99-1A7D09DB6FBA|2019-08-07T12:01:33|EME000602QR9|NKPEThNvMCagWmK4NbQsqDhtJcuP4GvSE03mrfncslP47Jtv9ck79EBJsQqOVIZ+rTQwRt6XxFOLHTeszeLDfk0qtd4K3HR61WaV05VkgVQTrHHzCxeU1xi3YJ4eYVHwxkvu9usH/FLI8FfMYxCu62K34wKMDryvYeL6Hsci2UXNtKqh91QHncgZ173hYUL5IfOaYwJfyJyp8Cz0+uh5o2YMHNirHQhf4rGqbRe4cfz5ck8Cwf/cWVLPwI1U9LzSOPSA7TNLodH0zQhV/sl/7mgYBeVecADKu4SgpGHCgDWid09dzrC/4p0q24+Zbgkc0EwEx7PfgvIoafbZHDmtg==|00001000000404477432||



Sello digital emisor

NKPEThNvMCagWmK4NbQsqDhtJcuP4GvSE03mrfncslP47Jtv9ck79EBJsQqOVIZ+rTQwRt6XxFOLHTeszeLDfk0qtd4K3HR61WaV05VkgVQTrHHzCxeU1xi3YJ4eYVHwxkvu9usH/FLI8FfMYxCu62K34wKMDryvYeL6Hsci2UXNtKqh91QHncgZ173hYUL5IfOaYwJfyJyp8Cz0+uh5o2YMHNirHQhf4rGqbRe4cfz5ck8Cwf/cWVLPwI1U9LzSOPSA7TNLodH0zQhV/sl/7mgYBeVecADKu4SgpGHCgDWid09dzrC/4p0q24+Zbgkc0EwEx7PfgvIoafbZHDmtg--

Sello digital SAT

SA30R36LcyY/uy+B6dqQEdQj5TKTCIjd5jQxQrnpUUwor3zDtMHkR1SMh564Jc/advpIoLjruVwQb/0SYspU5EBgUxDBT9BBIop+3awWM4GGAJbjzek98g3zh4gBvsk9i4+E17WCChEMJVWyoPW6FvV5CJ3OQ8sz5YuiR2YixGd1UnQ0fJ5tiBylYeorjIDqcxQ1RAZK3gTFhUeGvd4UyZwqiW3ef2Kb+1Q4CXWbHhh+gXOPIrRT4sXcotAZINnc7x4E1fxJoG7K+UrqV1b+y8EO3H9bSaUOgy/DW1C9s2D/INEZRrEFqCorxWKZjANDIA07fVglk4qUam8aAtp+Nw==

cfdi.xml

Verificar CFDI

* Datos obligatorios

RFC del emisor	Nombre o razón social del emisor	RFC del receptor	Nombre o razón social del receptor
CAL341217BA2	UNITED AIRLINES INC	APS151002UF0	Agencia Pro San Luis
Folio fiscal	Fecha de expedición	Fecha certificación SAT	PAC que certificó
1DC0F87B-9667-4FEC-BA99-1A7D09DB6FBA	2019-08-05T00:00:00	2019-08-07T12:01:33	EME000602QR9
Total del CFDI	Efecto del comprobante	Estado CFDI	Estatus de cancelación
\$11,755.00	Ingreso	Vigente	Cancelable sin aceptación

Imprimir



Cfdi Comprobante Fiscal Digital a través de Internet

Datos fiscales		Divisa		Datos de timbrado	
Serie / folio	0162466557871	Peso Mexicano		Certificado SAT	00001000000404477432
F. emisión comprobante	13/08/2019 11:04:22	Tasa de cambio	1	Folio fiscal	F8EC5E96-F6DF-4B4E-BA70-E441AC1A64C8
Tipo comprobante	Ingreso	Certificado emisor	00001000000405943467	F. certif. CFDI	13/08/2019 11:04:22
Versión comprobante	3.3	Forma de pago	Tarjeta de crédito		
Condiciones de pago					

Método de pago	
Método de pago	Pago en una sola exhibición

Régimen fiscal / Lugar de expedición	
Régimen fiscal	General de Ley Personas Morales
Lugar de expedición	11560

Cfdi relacionados

Emisor		Receptor	
RFC	CAL341217BA2	RFC	APS151002UF0
Nombre	UNITED AIRLINES INC	Nombre	AGENCIA PRO SAN LUIS Uso cfdi Por definir
Dirección	Pasco de la Reforma N° Ext: 250 N° Int: 18	Dirección	BLVD. ANTONIO ROCHA CORDERO N° Ext: 125
Colonia	Juarez	Colonia	TIERRA BLANCA
Ciudad	Juarez	Municipio	SAN LUIS POTOSI C.P.: 78364
Municipio	Cuauhtemoc C.P.: 06600	Estado	SAN LUIS POTOSI
Estado	Ciudad de México	País	MX
País	MX		

Detalle comprobante

Nº Id.	Unidad de medida	Cantidad	Clave prod.	Clave unidad	Descripción	Tipo imp.	Base	Tasa/Cuota	Monto imp.	Descuento	Valor uni.	Importe
0162466557871	No aplica	1	78111500	ZZ	Tarifa del boleto 0162466557871 comprado el día 08/07/2019		0.00	0.0000	0.00	0.00	3,641.57	3,641.57
	No aplica	1	78111500	ZZ	AY		0.00	0.0000	0.00	0.00	109.61	109.61
	No aplica	1	78111500	ZZ	US		0.00	0.0000	0.00	0.00	273.05	273.05
	No aplica	1	78111500	ZZ	XF		0.00	0.0000	0.00	0.00	88.08	88.08
	No aplica	1	78111500	ZZ	ZP		0.00	0.0000	0.00	0.00	82.21	82.21

Totales	
	Subtotal 4,194.52
	Descuento 0.00
	Total impuestos trasladados 0.00
	Total impuestos retenidos 0.00
Importe con letra	TOTAL 4,194.52
CUATRO MIL CIENTO NOVENTA Y CUATRO PESOS 52/100 M.N.	

Complemento de aerolíneas	
TUA	0.00
Total cargos	552.95
<i>Manuel Rosendo</i>	
Código cargo	Importe
AY	109.61
US	273.05
XF	88.08
ZP	82.21

Cadena original del complemento de certificación digital del SAT

RFC proveedor de certificado EME000602QR9

||1.1|F8EC5E96-F6DF-4B4E-BA70-E441AC1A64C8|2019-08-13T11:04:22|EME000602QR9|b99tgFBNew+FY1OwdLMRUB26
omj1rHCUEWYvFEPZcG4uwZMFGqQCj6W3qoVSLJm9uwOlia8Ssi11E/nXTyQ+ANrA9BpBULY1HB1N2wnUjv7UznbL0oLOODusWFNS
k0FvuEEE/PkGhzz88JbSDfcljD6syXu06AbZ8W1yUb2T15QYDon9fNrImMKbQvDCHHH4aARzm4vvE83Izu9t1HZ0S05wrhehhuGJ
8YJ47Ts/F71P/3kQyNzbjiWuVPOv+PAoxXPypN2g1chQXwUeVYgK+TX4huch2Wu12NsksfALp7YAEvXemTFd1QKqNDutw7HdYWI
wDU2xxrtWKVwqGEiYQ==|00001000000404477432||



Sello digital emisor

b99tgFBNew+FY1OwdLMRUB26omj1rHCUEWYvFEPZcG4uwZMFGqQCj6W3qoVSLJm9uwOlia8Ssi11E/nXTyQ+ANrA9BpBULY1HB1N2
wnUjv7UznbL0oLOODusWFNSk0FvuEEE/PkGhzz88JbSDfcljD6syXu06AbZ8W1yUb2T15QYDon9fNrImMKbQvDCHHH4aARzm4vvE8
3Izu9t1HZ0S05wrhehhuGJ8YJ47Ts/F71P/3kQyNzbjiWuVPOv+PAoxXPypN2g1chQXwUeVYgK+TX4huch2Wu12NsksfALp7YAEV
xemTFd1QKqNDutw7HdYWIwDU2xxrtWKVwqGEiYQ--

Sello digital SAT

CJusmhVaKohMTJktRghMcAv+pe6arcE6+Z5VG3kFcDboGBhGmUwESV06eCSYceAOBptN5fwEzBU3tjUbqu26NdCji4DT08VgRkDyv
udjq9blcf80kQeZXS2Kq7YdmroTmlWgRvm62kfcG/wb+/Pypfdw9O7CJMPbbyQPnRaX15Ozg+9eUOt9TqGHfBXqdtm19w3tbko2az
Xx+9YEEENi31Af0hdT8HzwCjGvXhsiOvpIuM/Qz1Ntjv+N9ZGndAiYmNfQTFQj0voi1ghpdhEubW8Kady1111m3f4HFuQV4q2aABda
Y+kk8qC+GLHPA4FkZNTuSnyQiWYJyYmb50S7EHw--

cfdi.xml

Verificar CFDI

* Datos obligatorios

RFC del emisor	Nombre o razón social del emisor	RFC del receptor	Nombre o razón social del receptor
CAL341217BA2	UNITED AIRLINES INC	APS151002UF0	AGENCIA PRO SAN LUIS
Folio fiscal	Fecha de expedición	Fecha certificación SAT	PAC que certificó
F8EC5E96-F6DF-4B4E-BA70-E441AC1A64C8	2019-08-13T11:04:22	2019-08-13T11:04:22	EME000602QR9
Total del CFDI	Efecto del comprobante	Estado CFDI	Estatus de cancelación
\$4,194.52	Ingreso	Vigente	Cancelable sin aceptación

Imprimir

13 de Agosto del 2019

TARJETA INFORMATIVA PARA SOLICITUD DE REEMBOLSO

Por medio de la presente, informo que he sido comisionada para asistir los días 8,9, y 10 de Octubre del presente año, a la cumbre: Aero & Auto Advanced Suppliers Summit la cual se llevará a cabo en el America's Center Convention Complex 701 en la ciudad de St. Louis, Missouri, USA.

Se notifica que la compra se realizó los días 5 y 6 de agosto del presente año para evitar aumento en las tarifas, por dicha razón se está pidiendo dicha solicitud.

La factura folio: 0169591665771 por la cantidad de **\$11,755.00 MXN**, y la factura folio: 0162466557871 por la cantidad de **\$4,194.52 MXN**, corresponden a dichas compras. (Se adjunta dicha información en formato de solicitud).

El gasto sumado del total del avión es de: **\$15,949.52 pesos mexicanos (MXN)**.

Sin otro particular por el momento, quedo de usted.

ATENTAMENTE



MARIEL ROMERO CONTRERAS
COORDINADORA DE PROMOCIÓN
AGENCIA PRO SAN LUIS

DIRECCIÓN GENERAL
DGAPS/044/2019
05 DE AGOSTO DE 2019

MARIEL ROMERO CONTRERAS
ÁREA DE PROMOCIÓN
AGENCIA PRO SAN LUIS
P R E S E N T E.

Por medio del presente les informo que ha sido comisionado para asistir los días: 8,9 y 10 de Octubre del año en curso, a la Cumbre **AERO & AUTO ADVANCED SUPPLIERS SUMMIT** la cual se llevará a cabo en: America's Center Convention Complex 701 Convention Plaza 63101 St. Louis, MO., USA., y en la cual se participara con un Stand promocional del Estado.

La Cumbre de Proveedores Avanzados de Aero & Auto, ofrece una plataforma única para identificar a todos los participantes antes del evento, solicitar reuniones con contactos relevantes y reunirse con ellos cara a cara durante el foro, se adjunta información del evento.

Por lo anterior se solicita realizar los trámites de viáticos correspondientes ante el área administrativa.

Sin más por el momento, le envío un cordial y afectuoso saludo.

ATENTAMENTE



GABRIELA RIVERA GRIMALDO
DIRECTORA GENERAL
AGENCIA PRO SAN LUIS

C.c.p.- Expediente

GRGrimaldo*

2019, "Año del Centenario del Natalicio de Rafael Montejano y Aguiñaga"

Bld. Antonio Rocha Cordero 125
Col. Tierra Blanca
Torre Corporativa del Centro de Convenciones
San Luis Potosí, S.L.P. C.P. 78364
Tel. 01(444) 834 36 11

AERO & AUTO ADVANCED SUPPLIERS SUMMIT

PARTICIPANTS GUIDE

October 8-10, 2019

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

EVENT SCHEDULE & AGENDA

INTERNET ACCESS

RECEPTION DESK

CATERING AT YOUR BOOTH

BOOTH SET - UP

POWER SUPPLY

BOOTH DETAILS

SHIPPING & HANDLING

EXTRA FURNITURE

MOVE-OUT

AUDIOVISUAL RENTAL

ACCESS TO THE VENUE

LUNCH

HOTELS & ACCOMODATION

For further questions, please contact:

Lilian Heemstra

+33 1 41 86 41 43

lheemstra@advbe.com

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.

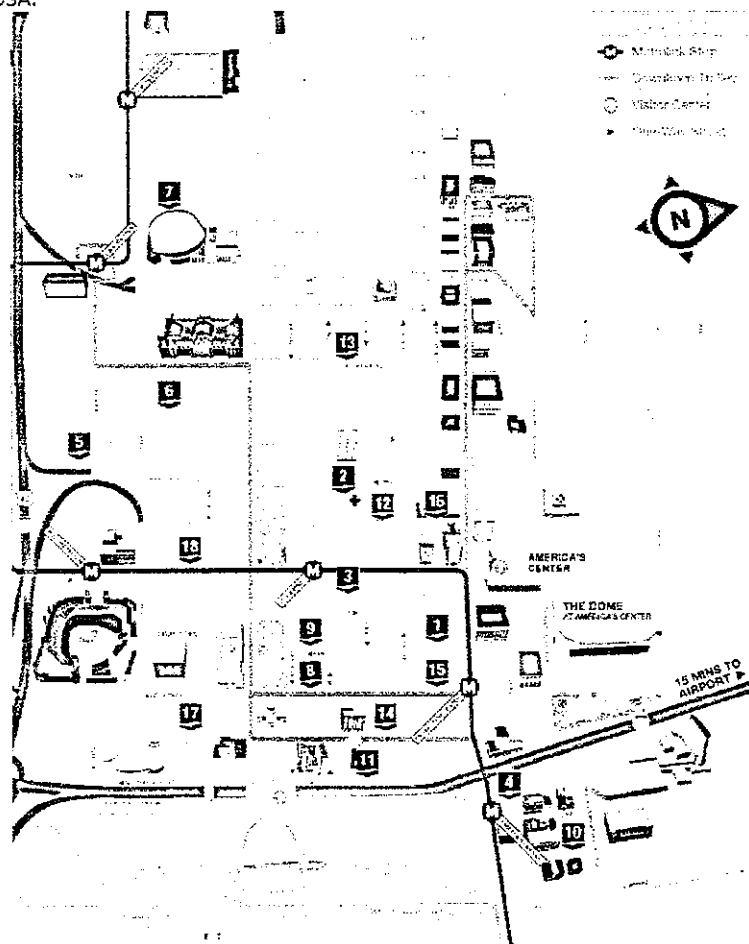
From St. Louis Lambert International Airport

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 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:

www.getaroundstl.com/abe/aero-auto-advanced-suppliers-summit

If you wish to make a group reservation, please email your list, including contact information, to: peggy@atameetings.com and our partner will be in touch with you shortly.

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

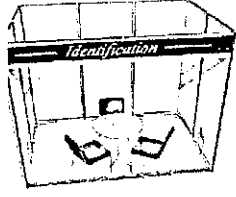

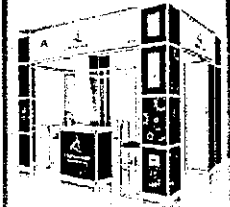
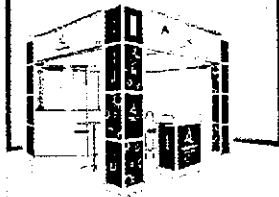
BOOTH SET-UP

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"> - 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 - 2 round tables cherry top - 1 counter - 4 high stools - 2 waste baskets - 3 chairs

Note: All the pictures above are for reference only and subject to modifications.

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

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 psav@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. 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 djolson@smartsite.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 or (314) 342-5166

POWER SUPPLY

The Basic 6m² and Basic 12m² 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.

- o Questions on domestic and international shipments please contact Paramount Convention Services at – (800) 883-6578 or email 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.