

**MSPO 2019**  
**USA Partnership Pavilion | US and Organizer Order Form Reminder**  
**Exhibitor Communications #2**



[USA Pavilion Exhibitor Zone](#) | [MSPO 2019 Show Website](#) | [MSPO Exhibitor Manual](#)  
[Floor Plan](#) | [Shipping Instructions](#)

Company: «Exhibitg\_As»  
 Stand Type: «OrdType»

Dear «BthFirst»,

Please take a moment to read over this important show information as deadlines are approaching for the setup of your booth space.

**Upgrade your booth today!**

As organizers of the USA Partnership Pavilion, we offer a variety of options to help your turnkey booth and company stand out from the crowd. Additional Accessories and Graphics are a great way to promote your products. These options include:

- **Company logos** on your headers and counters to help your company name pop.
- Wall panel **graphics** in multiple sizes such as “seamless”, and poster size.
- **Carpet color and padding** upgrades for a unique look and enhanced comfort.
- **Furniture** upgrades to personalize your space and create a look specific to your company’s goals throughout the show.
- **Audio visual equipment** to generate interest and create buzz.
- **Electrical outlets** to keep your company charged and your products running smoothly.
  - Please be aware that electrical outlets DO NOT come with your turnkey package. They must be ordered off of the [US3-E](#) Order Form

The following modifications are not allowed without prior approval from Kallman Worldwide.

- **Full custom builds** if your space is less than 30 sqm.
- **Adhering graphics to pylons** or affixing anything to the structure of the booth.
- **Adhering custom graphics** that could damage the walls or compromise the structural integrity of the booths in anyway.
  - If bringing graphics, please contact your Exhibitor Services Specialist ([SharonS@kallman.com](mailto:SharonS@kallman.com)) to ensure safety measures are in place.

Full custom booth interiors are available through our [Creative Services Department](#). [Click Here](#) to see samples of their work.

USA PARTNERSHIP PAVILION FORMS (Kallman Worldwide)				
DUE	FORM	ADDITIONAL INFORMATION		SUBMIT TO:
July 5, 2019	<a href="#">Co-Exhibitor Form</a>	For companies and states sharing one booth.	<b>MANDATORY for Co-Exhibitors</b>	<a href="#">Samm Eichmann</a>

July 26, 2019	<a href="#">US1-USA Partnership Pavilion Visitors Guide</a>	Company Information for the printed <i>USA Partnership Pavilion Visitors Guide</i> .	<b>MANDATORY For ALL exhibitors</b>	<a href="#">Samm Eichmann</a>
July 8, 2019	<a href="#">US2-STAND IDENTIFICATION</a>	Specify your Company Name in text or submit your Company Logo. Your booth comes with your Company Name in text on the Pylons, Fascia, and Info Counter at no additional charge.	<b>MANDATORY for Turnkey Exhibitors</b> Not Applicable for Space Only	<a href="#">Sharon Slender</a>
July 8, 2019	<a href="#">US3-ELECTRIC</a>	Use this form to order power for your electric devices. *	OPTIONAL for Turnkey Exhibitors * Not Applicable for Space Only. Use the Electrical Form from show organizers.	<a href="#">Sharon Slender</a>
July 8, 2019	<a href="#">US3-FURNITURE</a>	Use this form to order extra furniture, or accessories.	OPTIONAL for Turnkey Exhibitors	<a href="#">Sharon Slender</a>
July 8, 2019	<a href="#">US3-GRAPHICS</a>	Use these forms to order graphics.	OPTIONAL for Turnkey Exhibitors	<a href="#">Sharon Slender</a>
<b>PLEASE NOTE THE FOLLOWING: GRAPHICS</b> – PRIOR TO preparing graphics for your stand (via <a href="#">USA Partnership Pavilion US3-G Form</a> or an outside vendor), it is <b>imperative</b> that you contact Kallman Worldwide Operations Department ( <a href="mailto:SharonS@kallman.com">SharonS@kallman.com</a> ) to confirm the layout specifications and panel dimensions of your stand. Working closely with our department will help you avoid costly errors.				
July 1, 2019	<a href="#">US4-STAND DESIGN SUBMISSION</a>	Stand design and stand builder details.	<b>MANDATORY for Space Only Exhibitors</b> Not Applicable for Turnkey Exhibitors	<a href="#">Sharon Slender</a>
August 23, 2019	<a href="#">US5-ONSITE CONTACT INFORMATION</a>	Opt-in to receive notifications onsite. These may include updates on the arrival of delegations, reminders for program events, and/or schedule changes.	<b>MANDATORY</b>	<a href="#">Sharon Slender</a>

## SHOW ORGANIZERS' FORMS

**Show organizer forms are DUE July 8, 2019!**

**We have outlined the IMPORTANT DEADLINES for the Show Organizer forms.** Note “Mandatory” forms must be completed and submitted to MSPO prior to their deadlines. You are not required to complete and submit “Optional” forms unless you wish to take advantage of the specific services offered. Note this is not the entire list of available forms, only what we have highlighted as important.

We have a new procedure regarding the organizer’s, Targi Kielce order form submissions. When completing any of the forms, save the document to include your company name and order form number, then followed by emailing the form to Sharon Slender at [SharonS@kallman.com](mailto:SharonS@kallman.com). If any of the forms require a fee, the organizers, Targi Kielce S.A. will send you the invoice and bank details to submit your payment. Should you have any technical questions, [click here](#) to contact the appropriate MSPO service provider contact.

MSPO SHOW ORGANIZER FORMS		
DEADLINE	FORM NAME	ADDITIONAL INFORMATION

July 8th	<a href="#">8a Exhibitor's Catalogue Entry</a>	Official Show catalogue entry posted in both English and Polish (up to 600 characters), plus company logo in the requested format.	<b>MANDATORY</b> - All Exhibitors
July 8th	<a href="#">8c Co-Exhibitor's Catalogue Entry</a>	Official Show catalogue entry posted in both English and Polish (up to 600 characters), plus company logo in the requested format.	<b>MANDATORY</b> - All Exhibitors
July 8th	<a href="#">9a Advertisement in Catalogue and on-line</a>	Optional opportunity to add advertisement to the show catalogue and the online catalogue.	OPTIONAL
July 8th	<a href="#">9b Digital Advertisement on Monitors</a>	Optional opportunity to add advertisement throughout the show on monitors.	OPTIONAL
July 8th	<a href="#">11 Exhibits Presented at Fair</a>	Innovated items you wish to present during the show and exhibits which need special protection.	<b>MANDATORY</b> - All Exhibitors
August 3rd	<a href="#">7b Identification Cards (Entry Passes)</a>	Entry passes for exhibitor personnel attending MSPO.	<b>MANDATORY</b> - All Exhibitors

We hope you find this information helpful. If you have any questions or concerns, please do not hesitate to contact us.

For questions regarding:

**Stand design/ booth upgrades/ registration/ badging**

Sharon Slender | +1 201-251-2600 x111 | [SharonS@kallman.com](mailto:SharonS@kallman.com)

**Sponsorship/ Advertising/ USA Guide/ Co-Exhibitor**

Samm Eichmann | +1 201-251-2600 x126 | [SamanthaE@kallman.com](mailto:SamanthaE@kallman.com)

Best Regards,  
The Kallman MSPO Team

Kallman Worldwide | 4 North Street, Ste 800 | Waldwick NJ 07463 USA

**Learn More. Sell More. Hit Your Targets.**

The USA Partnership Pavilion is organized by



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