

MSPO 2019
USA Partnership Pavilion | Welcome - Organizer and US Order Forms
Exhibitor Communications #1



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

Company: «Exhibitg_As»
Stand Type: «OrdType»

Dear «BthFirst»,

Welcome and thank you for exhibiting in the USA Partnership Pavilion at MSPO 2019.

This e-mail is one of many communications in a series to keep you up-to-date regarding official forms, requirements and details about your stand in the USA Partnership Pavilion at MSPO 2019.

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 strongly suggest that you review the complete Exhibitor Manual. You can also check back to the [MSPO Exhibitor Zone](#) for more show details.

Official Guide Links

1. [Exhibitor Manual](#)
2. [Regulations for Stand Designs](#)- Space Only Exhibitors
3. [Procedures to be Observed during Construction](#)- Space Only Exhibitors
4. [Statement Approval](#)- Space Only Exhibitors

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. 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	2a Fitting Out of Exhibition Area	This form is to indicate to the organizers who will be handling the construction of your stand.	MANDATORY - Space Only Exhibitors
July 8th	4a/4b Supplementary Services and Logistics Services Order	Cleaning, Additional Passes, Security, etc. can all be ordered through this form.	OPTIONAL

July 8th	5 Technical Equipment Order	Power Connections, Audio Visual and A/C units can all be ordered through this form.	MANDATORY - Space Only Exhibitors
July 8th	8a Exhibitor's Catalogue Entry	Official Show catalogue entry posted in both English and Polish (up to 600 characters), plus company logo in the requested format.	MANDATORY - All Exhibitors
July 8th	8c Co-Exhibitor's Catalogue Entry	Official Show catalogue entry posted in both English and Polish (up to 600 characters), plus company logo in the requested format.	MANDATORY - All Exhibitors
July 8th	9a Advertisement in Catalogue and on-line	Optional opportunity to add advertisement to the show catalogue and the online catalogue.	OPTIONAL
July 8th	9b Digital Advertisement on Monitors	Optional opportunity to add advertisement throughout the show on monitors.	OPTIONAL
July 8th	11 Exhibits Presented at Fair	Innovated items you wish to present during the show and exhibits which need special protection.	MANDATORY - All Exhibitors
August 3rd	7b Identification Cards (Entry Passes)	Entry passes for exhibitor personnel attending MSPO.	MANDATORY - All Exhibitors

USA PAVILION FORMS

USA PARTNERSHIP PAVILION FORMS (Kallman Worldwide)				
DUE	FORM	ADDITIONAL INFORMATION		SUBMIT TO:
July 5, 2019	Co-Exhibitor Form	For companies and states sharing one booth.	MANDATORY for Co-Exhibitors	Samm Eichmann
July 26, 2019	US1-USA Partnership Pavilion Visitors Guide	Company Information for the printed <i>USA Partnership Pavilion Visitors Guide</i> .	MANDATORY For ALL exhibitors	Samm Eichmann
July 1, 2019	US4-STAND DESIGN SUBMISSION	Stand design and stand builder details.	MANDATORY for Space Only Exhibitors Not Applicable for Turnkey Exhibitors	Sharon Slender
August 23, 2019	US5-ONSITE CONTACT INFORMATION	Opt-in to receive notifications onsite. These may include updates on the arrival of delegations, reminders for program events, and/or schedule changes.	MANDATORY	Sharon Slender

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

Sponsorship/ Advertising/ USA Guide/ Co-Exhibitor

Samm Eichmann | +1 201-251-2600 x126 | SamanthaE@kallman.com

Best Regards,
The Kallman MSPO Team

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The USA Partnership Pavilion is organized by



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