

**MSPO 2019**  
**USA Partnership Pavilion | URGENT REMINDER –**  
**Organizer and US Order Forms Due**  
**Exhibitor Communications #5**



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

Company: «Exhibitg\_As»  
Stand Type: «OrdType»  
Stand Number: «Booth\_Nbr»

Dear «BthFirst»,

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

**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](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="#">2a Fitting Out of Exhibition Area</a>	This form is to indicate to the organizers who will be handling the construction of your stand.	<b>MANDATORY</b> - Space Only Exhibitors
July 8th	<a href="#">4a/4b Supplementary Services and Logistics Services Order</a>	Cleaning, Additional Passes, Security, etc. can all be ordered through this form.	OPTIONAL
July 8th	<a href="#">5 Technical Equipment Order</a>	Power Connections, Audio Visual and A/C units can all be ordered through this form.	<b>MANDATORY</b> - Space Only Exhibitors

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

## USA PAVILION FORMS

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 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>

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

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The USA Partnership Pavilion is organized by



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