

MSPO 2020
USA Partnership Pavilion | Let's Get Started!
Exhibitor Communications



COMPANY NAME: «Exhibitg_As»

Dear «BthFirst»,

Getting Started!

As we move forward during a difficult time, we wish everyone well. Our thoughts go out to those friends and colleagues who have been directly affected by the impact of the COVID-19 virus.

Over the next few months, you will be receiving communications from both Kallman Worldwide and the show organizers – some will be giving you information and others will be asking for information from you. You'll recognize our emails from the subject line: *MSPO 2020 | USA PARTNERSHIP PAVILION | [TOPIC]*. Please be attentive to all emails so as not to miss important deadlines. If you ever have a question, you can contact any member of the MSPO 2020 USA Partnership Pavilion team. Please review the roster to familiarize yourself with each member of the team and our specific areas of expertise.

Quick Links:

The MSPO 2020 Exhibitor Zone - [link](#)

MSPO 2020 USA Partnership Pavilion Webpage - [link](#)

Official MSPO 2020 Webpage – [link](#)

The Exhibitor Zone

The Exhibitor Zone is your checklist for a successful show. Open the tabs [here](#) to find all the forms, deadlines, documents and details you need, including experienced Kallman staff to help you every step of the way! Each Exhibitor Zone is unique to include specific information for each and every show, region and industry. We update the exhibitor zone frequently and suggest you review on a regular basis for changes and news.

MSPO 2020 Kallman forms

We have outlined important deadlines for Kallman worldwide forms. Note “Mandatory” forms must be completed and submitted to Exhibitor services 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. We encourage you to become familiar with the entire exhibitor manual, as there may be other services you need that are not listed below. Please stay tuned for additional forms required by Kallman Worldwide as well.

MSPO 2020 FORMS (Kallman Order forms)				
DUE	FORM	ADDITIONAL INFORMATION		SUBMIT TO:
June 26, 2020	US2 - Turnkey Branding form	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	MANDATORY for Turnkey Exhibitors Not Applicable for Space Only	Courtney Serpico
June 26, 2020	US3-E - Electrical, Audio Visual and Lighting	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	Courtney Serpico
June 26, 2020	US3-F Furniture and Accessories Form	Use this form to order extra furniture, or accessories.	OPTIONAL for Turnkey Exhibitors	Courtney Serpico
June 26, 2020	US3-G Graphics Form	Use these forms to order graphics.	OPTIONAL for Turnkey Exhibitors	Courtney Serpico
<p>PLEASE NOTE THE FOLLOWING: GRAPHICS – PRIOR preparing graphics for your stand (via USA Partnership Pavilion US3-G Form or an outside vendor), it is imperative that you contact Kallman Worldwide Operations Department (CourtneyS@Kallman.com) to confirm the layout specifications and panel dimensions of your stand. Working closely with our department will help you avoid costly errors</p>				
July 1, 2020	US4 - Space Only Stand Design Submission	Stand design and stand builder details.	MANDATORY for Space Only Exhibitors Not Applicable for Turnkey Exhibitors	Courtney Serpico
July 6, 2020	Co-Exhibitor Form	For companies and states sharing one booth.	MANDATORY for Co-Exhibitors	Lillian Tyrrell

July 8, 2020	US1 – USA Partnership Pavilion Visitor Zone Exhibitor Listing	Company Information for the printed <i>USA Partnership Pavilion Visitors Guide</i> .	MANDATORY for ALL Exhibitors	Lillian Tyrrell
August 21, 2020	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	Courtney Serpico

We suggest that you review the floor plan (to be released soon) often to ensure your booth number & location have not changed.

If you miss any of our communications, don't worry – we archive all past emails on our [Exhibitor Zone](#) for MSPO 2020 under the Exhibitor Communications tab!

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/ Exhibitor passes/ registration

Courtney Serpico | +1 201-251-2600 x134 | CourtneyS@Kallman.com

Sponsorship/ Advertising/ U.S. Guide/ Co-Exhibitor

Lillian Tyrrell | +1 201-251-2600 x110 | LillianT@Kallman.com

Custom Stand Designs

Ann Kallman | +1 201-251-2600 x113 | AnnK@kallman.com

Marketing & Communications

Alli Cozic | +1 201-251-2600 x101 | AlliC@kallman.com

Best Regards,

The Kallman Worldwide MSPO 2020 Team

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

Learn More. Sell More. Don't Miss a Beat.

