

**MSPO 2021**  
**USA Partnership Pavilion | Show Organizer Forms & Deadlines Turnkey Design**  
**Exhibitor Communications #2**



Stand Type: «OrdType»  
Company Name: «Exh\_As»  
Booth Number: «ExhibBooth» *\*subject to change at organizers discretion*

Dear «BthFirst»,

**NEW! Exhibitor Portal**

Kallman Worldwide is pleased to provide access to our new [Online Exhibitor Portal](#). Within the portal you will have access to all our USA Partnership Pavilion forms, deadlines, and pertinent show information.

To login to the [Exhibitor Portal](#), use your company email address and click “forgot password”. Follow the email prompts to reset your password and gain access. If there are any issues, please contact your [Exhibitor Services](#) team.

**Show organizer forms are DUE July 12, 2021!**

**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 Courtney Serpico at [CourtneyS@kallman.com](mailto:CourtneyS@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 12, 2021	<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 12, 2021	<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 12, 2021	<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 12, 2021	<a href="#">9b Digital Advertisement on Monitors</a>	Optional opportunity to add advertisement throughout the show on monitors.	OPTIONAL
July 12, 2021	<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 suggest that you review the [floor plan](#) often to ensure your booth number & location have not changed.

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](mailto:CourtneyS@Kallman.com)

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

Jamaela Malhotra | +1 201-251-2600 x188 | [JamaelaM@Kallman.com](mailto:JamaelaM@Kallman.com)

**Custom Stand Designs**

Ann Kallman | +1 201-251-2600 x113 | [AnnK@kallman.com](mailto:AnnK@kallman.com)

**Marketing & Communications**

Alli Cozic | +1 201-251-2600 x101 | [AlliC@kallman.com](mailto:AlliC@kallman.com)

Best Regards,

The Kallman Worldwide MSPO 2021 Team

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The USA Partnership Pavilion is organized by



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