

MSPO 2021
USA Partnership Pavilion | Show Organizer Forms & Deadlines Space Only
Exhibitor Communications #4



Stand Type: «OrdType»
 Company Name: «Exh_As»
 Booth Number: «ExhibBooth» **subject to change at organizers discretion.*

Dear «BthFirst»,

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. 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	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 12, 2021	4a/4b Supplementary Services and Logistics Services Order	Cleaning, Additional Passes, Security, etc. can all be ordered through this form.	OPTIONAL
July 12, 2021	5 Technical Equipment Order	Power Connections, Audio Visual and A/C units can all be ordered through this form.	MANDATORY - Space Only Exhibitors

July 12, 2021	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 12, 2021	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 12, 2021	9a Advertisement in Catalogue and on-line	Optional opportunity to add advertisement to the show catalogue and the online catalogue.	OPTIONAL
July 12, 2021	9b Digital Advertisement on Monitors	Optional opportunity to add advertisement throughout the show on monitors.	OPTIONAL
July 12, 2021	11 Exhibits Presented at Fair	Innovated items you wish to present during the show and exhibits which need special protection.	MANDATORY - All Exhibitors
August 3, 2021	7b Identification Cards (Entry Passes)	Entry passes for exhibitor personnel attending MSPO.	MANDATORY - 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 x143 | CourtneyS@Kallman.com

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

Jamaela Malhotra | +1 201-251-2600 x188 | JamaelaM@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 2021 Team

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