MSPO

ORDER FOR THE CONFERENCE HALL
REQUISITION FOR CATERING

10a

International Defence Industry Exhibition
MSPO 2019
September 3-6

Targi Kielce / Kielce Trade Fairs
Zakładowa 1, 25-672 Kielce, Poland
phone: (+4841) 365-12-49, 365-12-19
fax (+4841) 365-14-02
e-mail: mspo@targikielce.pl, **www.mspo.pl**

Targi Kielce
exhibition & congress centre

APPLICATION DEADLINE: **April 30, 2019**

Company name: _____

Street: _____ **Zip Code:** ☐☐☐☐☐☐☐ **City:** _____

Country: _____ **Telephone:** _____ **Fax:** _____

e-mail: _____ **Website:** _____ **EU VAT Id No.:** _____

Contact person: _____

APPLICATION FORM:

☐ COMPANY PRESENTATION ☐ SEMINAR ☐ CONFERENCE

Organiser:

Subject (to be published in the fair programme):

Proposed dates:				
Hours:	from.....to.....	from.....to.....	from.....to.....	from.....to.....

WE ORDER:

No.	NAME	theatre layout*	conference layout*	banquet layout*	number of microphones	rostrum*	number of people at presidium table	price EUR 1 hour	price EUR up to 4 hours	price EUR 4-8 hours	number	value EUR
1.	Congress Hall **OMEGA**	☐ (up to 750 people)	☐ (up to 290 people)	☐ (up to 250 people)	4	☐			☐ 810	☐ 1300		
2.	Congress Hall **ALFA**	☐ (up to 120 people)	☐ (up to 130 people)	☐ (up to 90 people)	2	☐		☐ 100		☐ 650		
3.	Congress Hall **OMEGA + ALFA**	☐ (up to 850 people)	☐ (up to 365 people)	☐ (up to 500 people)	6	☐			☐ 975	☐ 1625		
4.	Conference Hall **BETA**	☐ (up to 120 people)	☐ (up to 96 people)	☐ (up to 90 people)	2	☐		☐ 100		☐ 650		
5.	Conference Hall **GAMMA**	☐ (up to 120 people)	☐ (up to 96 people)	☐ (up to 90 people)	2	☐		☐ 100		☐ 650		
6.	Conference Hall **DELTA**	☐ (up to 120 people)	☐ (up to 96 people)	☐ (up to 90 people)	2	☐		☐ 100		☐ 650		
7.	Conference Hall **TETA**	☐ (up to 120 people)	☐ (up to 96 people)	☐ (up to 90 people)	2	☐		☐ 100		☐ 650		
8.	Conference Hall **BETA + GAMMA**	☐ (up to 250 people)	☐ (up to 192 people)	☐ (up to 180 people)	4	☐			☐ 650	☐ 975		
9.	Conference Hall **DELTA + TETA**	☐ (up to 250 people)	☐ (up to 192 people)	☐ (up to 180 people)	4	☐			☐ 650	☐ 975		
10.	Conference Hall **BETA + GAMMA + DELTA + TETA**	☐ (up to 400 people)	☐ (up to 288 people)	☐ (up to 320 people)	8	☐			☐ 975	☐ 1625		
11.	Conference Hall **SIGMA**	☐ (up to 36 people)	☐ (up to 50 people)	☐ (up to 50 people)	2	☐		☐ 160		☐ 810		
12.	**VIP II** Room									☐ 130		
13.	**VIP I** Room									☐ 290		
14.	**VIP I** Room - half									☐ 160		
15.	The Congress Hall **KAPPA + LAMBDA**	☐ (up to 350 people)	☐ (up to 200 people)	☐ (up to 120 people)	6	☐			☐ 520	☐ 810		
16.	Conference Hall **KAPPA**	☐ (up to 180 people)	☐ (up to 120 people)	☐ (up to 70 people)	3	☐		☐ 70		☐ 520		
17.	Conference Hall **LAMBDA**	☐ (up to 160 people)	☐ (up to 100 people)	☐ (up to 30 people)	3	☐		☐ 70		☐ 520		

Orders should be sent not later than 14 days before the date of rental. The Exhibitor is entitled to cancel the order not later than 7 days before the date of rental. Otherwise, the Exhibitor will have to pay 50% of the total amount due for the hall rental, equipment and services ordered.
In the case of rental that exceeds 8 hours, the fee increases proportionately for each consecutive hour calculated on the basis of the 4 / 8 hours rates

Total:

NOTE: The above prices are net prices to which VAT* should be added

* excluding the cases described on page 1

Company stamp:

Date, authorised to represent the company person's signature:

NOTE: The lack of stamp or signature makes the order invalid

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Street: _____ **Zip Code:** ☐☐☐☐☐☐☐

City: _____ **Country:** _____

Telephone: _____ **Fax:** _____ **e-mail:** _____

Website: _____ **EU VAT Id No.:** _____

Contact person: _____

APPLICATION FORM:

☐ COMPANY PRESENTATION ☐ SEMINAR ☐ CONFERENCE

Organiser:

Subject (to be published in the fair programme):

Proposed dates:				
Hours:	from.....to.....	from.....to.....	from.....to.....	from.....to.....

WE ORDER:

No.	NAME	theatre layout*	at table layout*	banquet layout*	number of microphones	rostrum*	number of people at presidium table	price per 1 hour EUR	number of hours	value EUR
1.	Conference Hall G1	☐ (up to 50 people)	☐ (up to 24 people)	☐ (up to 15 people)	2	☐		40		
2.	One of two separated boardrooms in Hall G1	☐ (up to 20 people)	☐ (up to 12 people)	☐ (up to 12 people)		☐		20		
3.	Conference Hall G2	☐ (up to 50 people)	☐ (up to 24 people)	☐ (up to 24 people)	2	☐		30		
4.	One of two separated boardrooms in Hall G2	☐ (up to 20 people)	☐ (up to 12 people)	☐ (up to 12 people)		☐		20		
5.	Conference Hall G3	☐ (up to 60 people)	☐ (up to 32 people)	☐ (up to 32 people)	2	☐		40		
6.	One of two separated boardrooms in Hall G3	☐ (up to 25 people)	☐ (up to 12 people)	☐ (up to 12 people)		☐		30		
7.	Conference Hall G2+G3 (L-shape)	☐ (up to 100 people)	☐ (up to 48 people)	☐ (up to 40 people)	4	☐		60		
8.	Conference Hall C1	☐ (up to 65 people)	☐ (up to 40 people)	☐ (up to 40 people)	2	☐		50		
9.	Conference Hall E1	☐ (up to 60 people)	☐ (up to 30 people)	☐ (up to 30 people)	2	☐		80		
10.	Conference Hall E2	☐ (up to 25 people)	☐ (up to 15 people)	☐ (up to 15 people)		☐		50		
11.	Conference Hall E3	☐ (up to 90 people)	☐ (up to 40 people)	☐ (up to 54 people)	2	☐		120		
11.	Small Press Office	☐ (up to 30 people)	☐ (up to 20 people)		2	☐		100		

* tick if correct

Total:

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Otherwise, the Exhibitor will have to pay 50% of the total amount due for the hall rental, equipment and services ordered.

NOTE: The above prices are net prices to which VAT* should be added

* excluding the cases described on page 1

Company stamp:

Date, authorised to represent the company person's signature:

NOTE: The lack of stamp or signature makes the order invalid

ORDER FOR THE CONFERENCE HALL
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e-mail: mspo@targikielce.pl, **www.mspo.pl**

APPLICATION DEADLINE: **April 30, 2019**

Company name: _____

Street: _____ **Zip Code:** ☐☐☐☐☐☐☐

City: _____ **Country:** _____

Telephone: _____ **Fax:** _____ **e-mail:** _____

Website: _____ **EU VAT Id No.:** _____

Contact person: _____

No.	NAME	price per 1 hour EUR	number of hours	value EUR
1.	Amplification equipment (including 2 microphones) (n/a points: 2, 4, 6, 10 (page 10b))	in standard		
2.	Multimedia projector*	40		
3.	Visualiser	15		
4.	Plasma screen or LCD 42”	30		
5.	Screen for projector	in standard		
6.	Artistic services, additional decoration	**according to the order**		
7.	Organization of trips around Kielce and region with a proffessional guide, transport and other services	**according to the order**		
8.	Dynamic display on the training ground	75		
9.	Others			
10.	Others			

* TK does not guarantee a laptop (own laptop)

Total:

	NAME	price per 1 day EUR	number of days	value EUR
11.	Simultaneous translation system up to 50 items (receivers / earphones)	600		
	each additional receiver (earphones)	7		
12.	A translator for simultaneous translations	**according to the order**		

Total:

All technical informations are given by Technical Service Section:
tel. (+4841) 365 12 76; e-mail: zbos.pawel@targikielce.pl

For detailed information about artistic services
tel. (+4841) 365 12 52; mobile: +48 698 675 565

For detailed information about interpreters
tel. (+4841) 365 12 47; e-mail: michalska.milena@targikielce.pl

Orders should be sent not later than 14 days before the date of rental.
The Exhibitor is entitled to cancel the order not later than 7 days before the date of rental.
Otherwise, the Exhibitor will have to pay 50% of the total amount due for the hall rental, equipment and services ordered.

For rental longer than 6 hours a discount is possible.

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Company stamp:

Date, authorised to represent the company person’s signature:

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Targi Kielce
exhibition & congress centre

Company name (buyer / payer): _____

Street: _____ **Zip Code:** ☐☐☐☐☐☐☐

City: _____ **Country:** _____

Telephone: _____ **Fax:** _____ **e-mail:** _____

Website: _____ **EU VAT Id No.:** _____

Contact person: _____

Company name for which the order will be executed: _____

Contact person (telephone, e-mail): _____

CATERING

Coffee break during conference (coffee, tea, water, juice, cookies)

Date, hour (duration)	Place of realization of the order (hall, stand number, conference room)	Number of people	Type of coffee break	Notice
			☐ One-off	
			☐ Permanent	

Sandwiches, snacks, finger food

Date, hour (duration)	Place of realization of the order (hall, stand number, conference room)	Number of people	Notice

Others catering services (cold dishes, hot dishes, receptions and treats outside of the TK ground)

No.	Type (description) of catering service	Date	Number of people
1.			
2.			

On the basis of this request, the TK HORECA team will prepare a price offer. Once accepted by the client which has filed request, the service will be delivered as stipulated in the accepted request. We recommend sending your request no later than 30 days before the trade fair commences.

For detailed information about catering (Horeca Section):
tel. (+4841) 365 12 63; e-mail: kmiecik.paulina@targikielce.pl
tel. (+4841) 365 12 85; e-mail: radomska.monika@targikielce.pl
tel. (+4841) 365 14 19; e-mail: forys.monika@targikielce.pl

Company stamp:

Date, authorised to represent the company person's signature:

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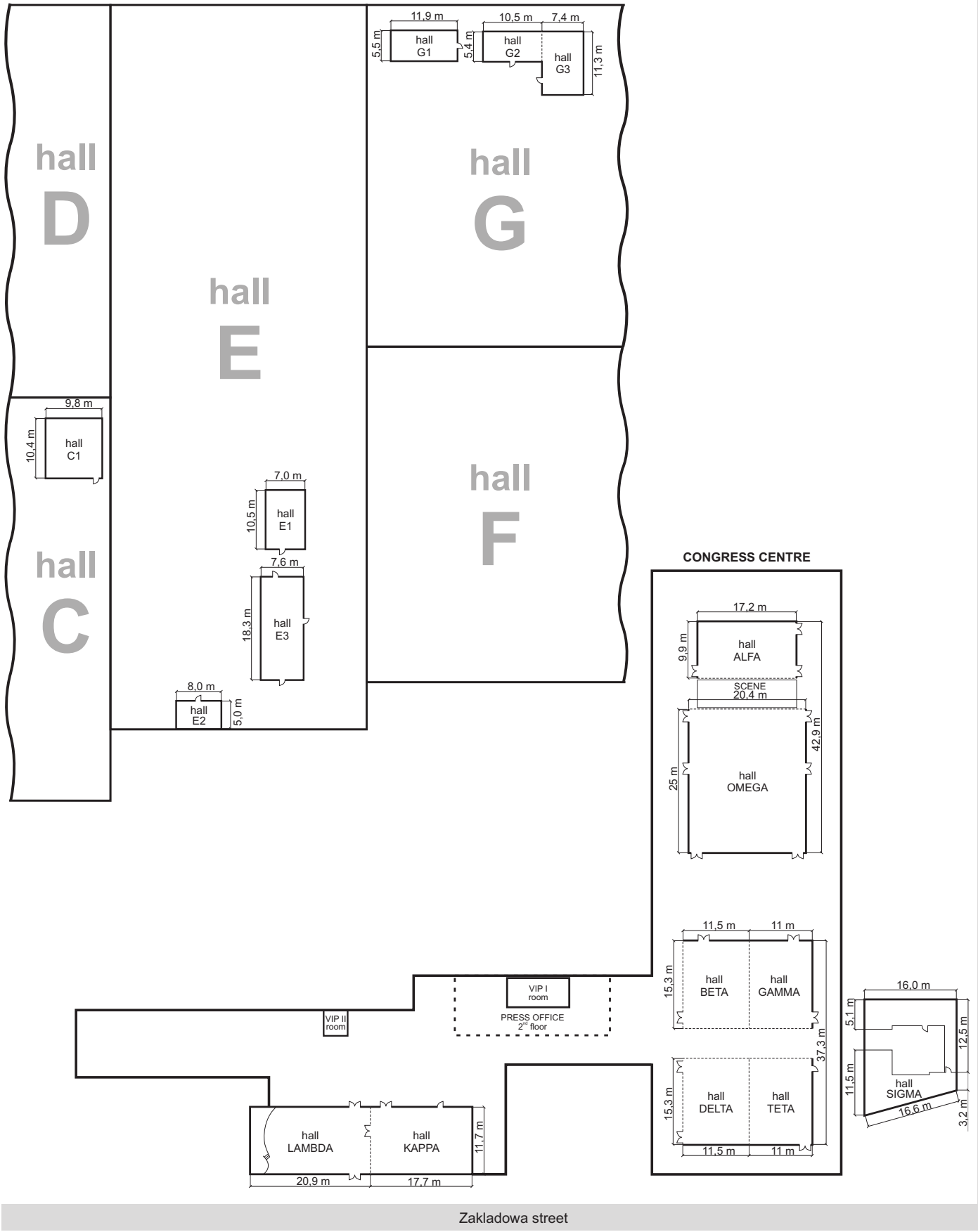
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