



ORDER FOR THE CONFERENCE HALL REQUISITION FOR CATERING

10a

International Defence Industry Exhibition
MSPO 2020
September 8-11

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



APPLICATION DEADLINE: **April 30, 2020**

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 USD			number	value USD
								1 hour	up to 4 hours	4-8 hours		
1.	Congress Hall OMEGA	<input type="checkbox"/> (up to 750 people)	<input type="checkbox"/> (up to 290 people)	<input type="checkbox"/> (up to 250 people)	4	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/> 955	<input type="checkbox"/> 1535		
2.	Congress Hall ALFA	<input type="checkbox"/> (up to 120 people)	<input type="checkbox"/> (up to 130 people)	<input type="checkbox"/> (up to 90 people)	2	<input type="checkbox"/>		<input type="checkbox"/> 120	<input checked="" type="checkbox"/>	<input type="checkbox"/> 765		
3.	Congress Hall OMEGA + ALFA	<input type="checkbox"/> (up to 850 people)	<input type="checkbox"/> (up to 365 people)	<input type="checkbox"/> (up to 500 people)	6	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/> 1150	<input type="checkbox"/> 1920		
4.	Conference Hall BETA	<input type="checkbox"/> (up to 120 people)	<input type="checkbox"/> (up to 96 people)	<input type="checkbox"/> (up to 90 people)	2	<input type="checkbox"/>		<input type="checkbox"/> 120	<input checked="" type="checkbox"/>	<input type="checkbox"/> 765		
5.	Conference Hall GAMMA	<input type="checkbox"/> (up to 120 people)	<input type="checkbox"/> (up to 96 people)	<input type="checkbox"/> (up to 90 people)	2	<input type="checkbox"/>		<input type="checkbox"/> 120	<input checked="" type="checkbox"/>	<input type="checkbox"/> 765		
6.	Conference Hall DELTA	<input type="checkbox"/> (up to 120 people)	<input type="checkbox"/> (up to 96 people)	<input type="checkbox"/> (up to 90 people)	2	<input type="checkbox"/>		<input type="checkbox"/> 120	<input checked="" type="checkbox"/>	<input type="checkbox"/> 765		
7.	Conference Hall TETA	<input type="checkbox"/> (up to 120 people)	<input type="checkbox"/> (up to 96 people)	<input type="checkbox"/> (up to 90 people)	2	<input type="checkbox"/>		<input type="checkbox"/> 120	<input checked="" type="checkbox"/>	<input type="checkbox"/> 765		
8.	Conference Hall BETA + GAMMA	<input type="checkbox"/> (up to 250 people)	<input type="checkbox"/> (up to 192 people)	<input type="checkbox"/> (up to 180 people)	4	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/> 765	<input type="checkbox"/> 1150		
9.	Conference Hall DELTA + TETA	<input type="checkbox"/> (up to 250 people)	<input type="checkbox"/> (up to 192 people)	<input type="checkbox"/> (up to 180 people)	4	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/> 765	<input type="checkbox"/> 1150		
10.	Conference Hall BETA + GAMMA + DELTA + TETA	<input type="checkbox"/> (up to 400 people)	<input type="checkbox"/> (up to 288 people)	<input type="checkbox"/> (up to 320 people)	8	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/> 1150	<input type="checkbox"/> 1920		
11.	Conference Hall SIGMA	<input type="checkbox"/> (up to 36 people)	<input type="checkbox"/> (up to 50 people)	<input type="checkbox"/> (up to 50 people)	2	<input type="checkbox"/>		<input type="checkbox"/> 190	<input checked="" type="checkbox"/>	<input type="checkbox"/> 955		
12.	VIP II Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 155		
13.	VIP I Room	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 340		
14.	VIP I Room - half	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 190		
15.	The Congress Hall KAPPA + LAMBDA	<input type="checkbox"/> (up to 350 people)	<input type="checkbox"/> (up to 200 people)	<input type="checkbox"/> (up to 120 people)	6	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/> 615	<input type="checkbox"/> 955		
16.	Conference Hall KAPPA	<input type="checkbox"/> (up to 180 people)	<input type="checkbox"/> (up to 120 people)	<input type="checkbox"/> (up to 70 people)	3	<input type="checkbox"/>		<input type="checkbox"/> 85	<input checked="" type="checkbox"/>	<input type="checkbox"/> 615		
17.	Conference Hall LAMBDA	<input type="checkbox"/> (up to 160 people)	<input type="checkbox"/> (up to 100 people)	<input type="checkbox"/> (up to 30 people)	3	<input type="checkbox"/>		<input type="checkbox"/> 85	<input checked="" type="checkbox"/>	<input type="checkbox"/> 615		

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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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 USD	number of hours	value USD
1.	Conference Hall G1	<input type="checkbox"/> (up to 50 people)	<input type="checkbox"/> (up to 24 people)	<input type="checkbox"/> (up to 15 people)	2	<input type="checkbox"/>		45		
2.	One of two separated boardrooms in Hall G1	<input type="checkbox"/> (up to 20 people)	<input type="checkbox"/> (up to 12 people)	<input type="checkbox"/> (up to 12 people)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		25		
3.	Conference Hall G2	<input type="checkbox"/> (up to 50 people)	<input type="checkbox"/> (up to 24 people)	<input type="checkbox"/> (up to 24 people)	2	<input type="checkbox"/>		35		
4.	One of two separated boardrooms in Hall G2	<input type="checkbox"/> (up to 20 people)	<input type="checkbox"/> (up to 12 people)	<input type="checkbox"/> (up to 12 people)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		25		
5.	Conference Hall G3	<input type="checkbox"/> (up to 60 people)	<input type="checkbox"/> (up to 32 people)	<input type="checkbox"/> (up to 32 people)	2	<input type="checkbox"/>		45		
6.	One of two separated boardrooms in Hall G3	<input type="checkbox"/> (up to 25 people)	<input type="checkbox"/> (up to 12 people)	<input type="checkbox"/> (up to 12 people)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		35		
7.	Conference Hall G2+G3 (L-shape)	<input type="checkbox"/> (up to 100 people)	<input type="checkbox"/> (up to 48 people)	<input type="checkbox"/> (up to 40 people)	4	<input type="checkbox"/>		70		
8.	Conference Hall C1	<input type="checkbox"/> (up to 65 people)	<input type="checkbox"/> (up to 40 people)	<input type="checkbox"/> (up to 40 people)	2	<input type="checkbox"/>		60		
9.	Conference Hall E1	<input type="checkbox"/> (up to 60 people)	<input type="checkbox"/> (up to 30 people)	<input type="checkbox"/> (up to 30 people)	2	<input type="checkbox"/>		95		
10.	Conference Hall E2	<input type="checkbox"/> (up to 25 people)	<input type="checkbox"/> (up to 15 people)	<input type="checkbox"/> (up to 15 people)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		60		
11.	Conference Hall E3	<input type="checkbox"/> (up to 90 people)	<input type="checkbox"/> (up to 40 people)	<input type="checkbox"/> (up to 54 people)	2	<input type="checkbox"/>		140		
12.	Small Press Office	<input type="checkbox"/> (up to 30 people)	<input type="checkbox"/> (up to 20 people)	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>		120		

* tick if correct

Total:

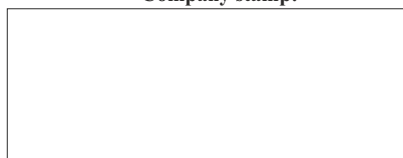
Orders should be sent not later than 14 days before the date of rental.
The Exhibitor is entitled to cancel the order not later than 7 days before the date of rental.
Otherwise, the Exhibitor will have to pay 50% of the total amount due for the hall rental, equipment and services ordered.

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APPLICATION DEADLINE: **April 30, 2020**

Company name: _____
Street: _____ Zip Code:
City: _____ Country: _____
Telephone: _____ Fax: _____ e-mail: _____
Website: _____ EU VAT Id No.: _____

Contact person: _____

No.	NAME	price per 1 hour USD	number of hours	value USD
1.	Amplification equipment (including 2 microphones) (n/a points: 2, 4, 6, 10 (page 10b))	in standard		
2.	Multimedia projector*	45		
3.	Visualiser	20		
4.	Plasma screen or LCD 42"	35		
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 professional guide, transport and other services	according to the order		
8.	Dynamic display on the training ground	90		
9.	Others			
10.	Others			

* TK does not guarantee a laptop (own laptop)

Total:

	NAME	price per 1 day USD	number of days	value USD
11.	Simultaneous translation system up to 50 items (receivers / earphones)	710		
	each additional receiver (earphones)	8		
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

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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 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
			<input type="checkbox"/> One-off	
			<input type="checkbox"/> 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.

Szczegółowe informacje na temat cateringu (Zespół Horeca TK):
tel. (+4841) 365 12 63; e-mail: kmiecik.paulina@targikielce.pl
tel. (+4841) 365 14 19; e-mail: forys.monika@targikielce.pl
tel. (+4841) 365 13 55; e-mail: krol.wioletta@targikielce.pl
tel. (+4841) 365 12 85; e-mail: zabrodzki.przemyslaw@targikielce.pl

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 REQUISITION FOR CATERING (continued)

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