

Checklist

for exhibitors of the Boulevard France

In this checklist you will find important information for your company's presentation at expopharm 2022. Please read the checklist carefully. It contains important information and deadlines for the preparation of your trade fair appearance.

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Your visibility and promotion of your trade fair appearance

Company profile

The company profile replaces and expands the traditional list of exhibitors in the trade fair Guide and on www.expopharm.eu. The company profile contains information about your company. The following information is already included in the mandatory communication package entered by you at the time of booking.

In the trade fair guide (print): Company name, hall/booth no, reference to online company profile

Online company profile: Company name, address, hall/booth no, telephone no, email, website, selection in the directory of products and services, 3 product cards for your product and service innovations

The premium company profile includes the following additional services in the online company profile:

Company description (500 characters incl. spaces), 3 additional product cards for your product and service innovations, social media addresses incl. hyperlink, appointment setting function, 2 contact persons (photo, name, position, telephone number, email address, social media addresses incl. hyperlink), integration of a product/image video, document download (max. 5 PDF files, e.g. papers, presentations, factsheets), reference to booth events (max. 2)

To book the premium company profile please use the [registration form](#) (English hyperlink will be added as soon as the document is translated).

Information on submitting your data for your company profile as well as maintaining your company profile can be found in the next item: online submission form.

Online submission form

To edit and manage your company profile, you will receive an email with the link to the exhibitor access for your company. Clicking on the link will take you directly to your exhibitor access on www.expopharm.eu. Click on 'Administration' in the navigation bar and then on your company name in the drop-down menu that appears. Now start filling in your company profile. You can edit your company profile at any time via the access link for your company.

If other people need access to edit and manage your company profile, forward the access link to the corresponding person(s).

Please complete the online submission form as soon as possible. By 11/07/2022 the online company profiles will be published on www.expopharm.eu.

Trade fair guide (print)

The trade fair guide contains general information on expopharm, including an alphabetical directory of exhibitors as well as hall plans and will be made available to visitors on site.

Advertising/marketing and sponsorship services

To maximise your visibility at expopharm, we offer numerous advertising, marketing and sponsorship services. You can find more information about the services and booking options in our [brochure](#) (English hyperlink will be added as soon as the document is translated).

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Free advertising material

In the [Exhibitor Service](#) section of www.expopharm.eu, we provide free advertising materials (including newsletter banners, website banners, trade fair logo) to promote your trade fair appearance.

Feel free to use these materials for invitations to your customers and to announce your participation in the fair on your website as well as in your email signatures.

If you have any questions about the advertising material templates, please do not hesitate to contact us.

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Information about your booth and booth equipment

Booth construction (Boulevard France) Deadline: 30/07/2022

Further to the stand space the Boulevard France Package includes the following.

// Booth construction (Stand walls incl. logo printing)
// Booth equipment (Electricity connection incl. consumption, Lighting, Counter (lockable), 2 bar stools, Shelf, Wastepaper basket, Brochure stand)

Please email your logo as a printable file (eps, vector file) to friede@idee360.de by July 30th, 2022.
You will then receive a graphic of the exhibition stand.

Booth equipment, booth technology, additional services Deadline: 29/07/2022

To book additional services (e.g. personnel, logistics, etc.) please use the forms in the [Exhibitor Service](#) section, if necessary. If you submit orders directly to Messe München (Munich Exhibition Centre) or its service providers (see header at the top left of the respective form), please also submit the [mandatory form for invoicing](#) at Messe München.

Please note that booth construction and equipment is not modifiable.

Please submit all bookings by 29/07/2022.

Technical hall plans

You will find the technical hall plans with supply ducts and divisional lines on www.expopharm.eu in the [Exhibitor Service](#) section.

Instructions for setup and removal

Booth setup and dismantling times

Please note that the setup and dismantling of the Boulevard France package will be executed by the organizer.

The setup of your own marketing material can be done as of Tuesday, 13/09/2022, 3 P.M. and must be completed by 6 P.M.

Removal: starting on Saturday, 17 September 2022 at 6 P.M. until Monday, 19 September 2022 at 6 P.M.

Traffic guide for setup/dismantling times and trade fair runtime

We will send you the traffic guide by email on 02/08/2022. It includes important information and explanations about traffic management and traffic regulations on the exhibition grounds for the setup, dismantling and exhibition run times; it also includes information about parking areas and service facilities for setup teams.

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Exhibitor passes and invitation of your visitors

free exhibitor passes

You will receive the voucher codes for your free exhibitor passes by email. Three (3) exhibitor passes are included in the booth fees for booth areas up to 20 sqm, with one additional exhibitor pass for each additional 10 sqm. You can redeem these codes in the [ticket shop](#).

Please ensure that your booth employees have exhibitor passes. Exhibitor passes are personalised und non-transferable.

Additional exhibitor passes subject to a fee

Additional exhibitor passes, which are subject to a fee, can be purchased at a price of €44 each (gross) via the [ticket shop](#). To do so, register or log into the ticket shop and enter the voucher code below in the voucher code field. The option to book fee-based exhibitor passes appears.

Voucher code: expopharm-A-2022

Invitation of your visitors

One of the most important elements for a successful trade fair is visitor quality. As a mandatory part of your booth booking, the visitor promotion package includes an unlimited number of free voucher codes to pass on to your future prospects, existing customers and partners.

You can download a list with the voucher codes via your exhibitor access. To do so, follow the access link that you will receive by email. Click on the 'Administration' button on the landing page and click on 'Voucher Codes' in the drop-down menu that appears. Enter the desired amount of voucher codes in the form that opens up; the download of the voucher codes will start when you submit the form.

The codes can be redeemed for a free day ticket in the [ticket shop](#) after personal registration by the people you invited.

expopharm Night

At the expopharm Night, around 1,000 guests (exhibitors and visitors) enjoy an evening together in an extravagant location with catering. This is the perfect setting to catch up with colleagues, continue conversations from earlier in the day or make completely new acquaintances.

Location: Neuraum, Arnulfstraße 17, 80335 Munich
Date: 15/09/2022
Admission: 8 P.M.
Start: 8:30 P.M.

Tickets can be purchased via the [ticket shop](#).

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Important on-site tips

Opening times for exhibitors	Exhibitors with a valid exhibitor pass may enter the exhibition grounds on Wednesday, 14 September 2022 from 7:30 A.M. and on all other exhibition days from 8 A.M. They must leave the grounds by no later than 7 P.M.
Opening times for visitors	14–17 September 2022, 9 A.M. – 6 P.M.
Booth staffing	Please ensure that your booth is manned by booth personnel throughout the opening hours for visitors. Dismantling or leaving the booth before the official end of the trade fair is not permitted. Please also note item 27 (booth setup, design & staffing) of the General Terms and Conditions for Exhibitors .
Parking passes Deadline: 29/07/2022	You can order daily or long-term parking passes for the outdoor area in front of the exhibition halls or in multi-storey car park West during the trade fair until 29/07/2022 using the order form for parking permits .
Parking spaces in the loading yard	Parking spaces for containers, swap bodies, refrigerated vehicles, etc. are available in the loading yards. To reserve your spot, please use the form rental spaces in the loading yard .
Directions and hotel	<p>Venue: Messe München (Munich Exhibition Centre) Exhibition grounds Halls B1, B2, C1, C2 (German Pharmacists' Congress) 81823 Munich, Germany</p> <p>Entrance: West entry</p> <p>Hotel and accommodation service: Our partners will be happy to assist you with your hotel reservations.</p> <p>plan2plan – group and conference portal Philippe Hitzbleck +49 (0)2233 396 19-0 philippe.hitzbleck@plan2plan.de www.plan2plan.de</p> <p>Hotel and event service Ralf Treutlein +49 (0)931 404864-0 sales2@hotelservice-treutlein.de www.hotelservice-treutlein.de</p>

If you have any further questions, please do not hesitate to contact us.

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