

# Checklist

for exhibitors in the International Meeting Point section

Open until Friday, 16 September 2022, at 6 P.M.

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.

**On the subsequent pages you will find information on the following areas:**

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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](http://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 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](http://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](http://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](http://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.

Carolin Trettin  
Marketing and Communications Manager  
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[c.trettin@avoxa.de](mailto:c.trettin@avoxa.de)

### Information about your booth and booth equipment

#### Obligatory booth equipment/design

Please remember that  
// booth walls on the closed booth sides for demarcation,  
// floor covering  
are mandatory for all booths.

We also recommend the following for your exhibition booth:  
// a [main electrical connection](#) for power supply  
// [stand cleaning](#)  
// [waste disposal](#) (during the trade fair)  
// [waste disposal](#) during setup and removal (please note item 4.8 in the waste disposal form)

These services are already included in complete stand construction packages.

#### Booth construction Deadline: 29/07/2022

Do you still need help setting up your booth? We are happy to offer you our complete Basic or Premium stand construction packages. You will find details of the complete stand construction packages on page 5 of the [registration documents](#). To book a booth, please complete page 6 of the [registration form](#) and submit it by 29/07/2022 to [exhibitor@expopharm.de](mailto:exhibitor@expopharm.de).

For individual booth construction or customisation of complete stand construction packages, our booth construction partner will gladly assist you under the following contact details:

Artlife GmbH  
Hessenstrasse 6  
65719 Hofheim, Germany

Telephone: +49 6122 504-0  
Fax: +49 6122 504-200  
Email: [expopharm@artlife.eu](mailto:expopharm@artlife.eu)  
Web: [www.artlife.eu](http://www.artlife.eu)

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<b>Booth equipment, booth technology and furnishings</b> <b>Deadline: 29/07/2022</b>	<p>To book // booth equipment (e.g. furniture, decoration, etc.), // technical equipment (e.g. electricity, internet, water, suspension points, etc.), // other services (e.g. personnel, logistics, etc.) please use the forms in the <a href="#">Exhibitor Service</a> 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 <a href="#">mandatory form for invoicing</a> at Messe München.</p> <p>Please submit all bookings by 29/07/2022.</p>
<b>Maximum booth height</b>	The maximum permissible booth height is 6 metres.
<b>Technical hall plans</b>	You will find the technical hall plans with supply ducts and divisional lines on <a href="http://www.expopharm.eu">www.expopharm.eu</a> in the <a href="#">Exhibitor Service</a> section.
<b>Co-exhibitor</b> <b>Deadline: 22/07/2022</b>	<p>Companies that share your booth to promote products, processes or services are co-exhibitors. Co-exhibitors will be listed with a company profile in the trade fair guide and on <a href="http://www.expopharm.eu">www.expopharm.eu</a>. We are also pleased to welcome your partners, subsidiaries or affiliated companies as co-exhibitors.</p> <p>Please note the obligation to register co-exhibitors in accordance with Sections 9–11 of the <a href="#">General Terms and Conditions for Exhibitors</a>. Please complete page 7 of the <a href="#">registration form</a> for each co-exhibitor and submit it to <a href="mailto:exhibitor@expopharm.de">exhibitor@expopharm.de</a>.</p>
<b>Booth construction permit</b> <b>Deadline: 29/07/2022</b> <b>(only if the requirements specified in the description apply)</b>	<p>The following setups are subject to approval: booth areas of 100 sqm or more, two-storey booths, special glass constructions (e.g. parapets, wall elements, floors made of glass), structural installations and exhibits that are designed to bear extraordinary loads or forces (e.g. stairs, platforms, bridges, galleries, cantilever roofs, towers, scaffolding, etc.).</p> <p>Please also note the information in the <a href="#">Notice on Two-Story Stand Construction</a> as well as <a href="#">the Notice on Use of Glass in Stand Construction Design Inside Exhibition Halls</a>.</p> <p>Please send in the required submissions for approval by 29/07/2022.</p>
<b>Instructions for setup and removal</b>	
<b>Booth setup and dismantling times</b>	<p>Booth setup: At any time between Friday, 9 September 2022, at 8 A.M. and Tuesday, 13 September 2022, at 6 P.M. Removal: starting on Saturday, 17 September 2022 at 6 P.M. until Monday, 19 September 2022 at 6 P.M. (The structural setup must be completed by 4 P.M. on 13 September 2022. The decorative setup must be completed by 6 P.M. on 13 September 2022.)</p> <p>Please note: Your booth is in the International Meeting Point section. This section will not be open to visitors on Saturday, 17 September 2022. Dismantling of booths is not permitted before Saturday, 17 September 2022.</p>
<b>Traffic guide for setup/dismantling times and trade fair runtime</b>	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 and 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](#).

### 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.

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<b>Booth staffing</b>	<p>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 &amp; staffing) of the <a href="#">General Terms and Conditions for Exhibitors</a>.</p> <p>Please note: Your booth is in the International Meeting Point section. This section will not be open to visitors on Saturday, 17 September 2022. In deviation from the aforementioned regulation, manning of the booth with personnel is not planned on Saturday, 17 September 2022, for exhibitors in this section. Dismantling of booths is not permitted before Saturday, 17 September 2022.</p>
<b>Parking passes</b> <b>Deadline: 29/07/2022</b>	<p>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 <a href="#">order form for parking permits</a>.</p>
<b>Parking spaces in the loading yard</b>	<p>Parking spaces for containers, swap bodies, refrigerated vehicles, etc. are available in the loading yards. To reserve your spot, please use the form <a href="#">rental spaces in the loading yard</a>.</p>
<b>Directions and hotel</b>	<p><b>Venue:</b> Messe München (Munich Exhibition Centre) Exhibition grounds Halls B1, B2, C1, C2 (German Pharmacists' Congress) 81823 Munich, Germany</p> <p><b>Entrance:</b> West entry</p> <p><b>Hotel and accommodation service:</b> 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 <a href="mailto:philippe.hitzbleck@plan2plan.de">philippe.hitzbleck@plan2plan.de</a> <a href="http://www.plan2plan.de">www.plan2plan.de</a></p> <p>Hotel and event service Ralf Treutlein +49 (0)931 404864-0 <a href="mailto:sales2@hotelservice-treutlein.de">sales2@hotelservice-treutlein.de</a> <a href="http://www.hotelservice-treutlein.de">www.hotelservice-treutlein.de</a></p>

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

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Email: [exhibitor@expopharm.de](mailto:exhibitor@expopharm.de)