

# Exhibitor Manual: Munich Event

## Exhibitor Account:

- You find everything around the fair and your booth online in your Exhibitor Account. There you can order decoration, additional furniture and marketing services. Please make sure that you order your booth equipment and wall decoration within the deadlines!
- Make sure all your data is correct as it will be shown online and in the fair catalog. The Exhibitor Check-List in your Exhibitor Account > OVERVIEW will help you not to forget anything. Check the download area at OVERVIEW, to have all the important timings and guidelines at hand.

## Booth Equipment:

- Check the booth decoration guide in your Exhibitor Account > YOUR BOOTH for more advice.
- We provide your booth equipped with everything you need: walls, light, furniture and optionally decoration and additional equipment. If you decide nonetheless to bring your own equipment or decoration, make sure the height does not exceed the height of your booth walls: back wall 2,5m and side wall 1,5m.
- There won't be protective foil on the carpets during set-up. Order a darker color, so you don't have to worry about stains.

## Electricity:

- Electricity at your booth: each booth has 1kW of electricity. If you need more, please order through PERFORMANCE DAYS. There is also a mandatory fee of 70 € for bringing coffee machines and/or kettles with you. If you bring a not registered device, we will charge you 150€. Connecting devices with more kW might cause a black out.

## Set-Up:

- Set-up time: The day before the fair from 15:00-19:00h
- It is possible to park directly next to the hall for one hour by leaving a deposit of 100€ at the entrance gate.
- PERFORMANCE DAYS provides pins and eyelets in your Exhibitor Account for hanging your own posters. Other than that, attaching nails, tape, etc. to the walls is not permitted and will be charged with up to 500€.

## Exhibitor Passes:

- Generate exhibitor passes for you and your team in the Exhibitor Account > EXHIBITOR PASSES and receive them via e-mail.

## Cleaning:

- A waste basket including garbage bag is automatically at the booth. If you want it to be emptied, it is necessary to put the full garbage bag outside your booth onto the hallway at the end of the day.
- Your booth will automatically be cleaned after the set up & the first fair day.

## Logistics / DHL:

- DHL is the official partner to make sure your fair goods arrive securely at your booth. Keep in mind to send your **fair goods early enough, considering possible delays due to customs clearance**. Check the DHL guidelines in your Exhibitor Account > OVERVIEW for fees.
- Storage of fair goods/empty boxes during the fair: **DHL takes care of storing your goods** after set-up until the end of the fair, including the pick-up from your booth and delivery back to you. Make sure to stay at your booth until DHL has picked up your empty boxes.
- PERFORMANCE DAYS can unfortunately not offer a free storage room inside the hall for your fair goods due to fire protection requirements.

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## During the fair:

- The opening hours for visitors on both fair days are: 9:00-18:00h
- The opening hours for exhibitors on both fair days are: 8:00-18:00h

## Parking:

- Parking is available in the Parking Garage below the venue (currently 15€/day for exhibitors).

## Security:

- The security guard supervises the hall outside of the opening hours, but not individual booths.
- If you want to book extra security for your individual booth during the night, please let us know.

## Dismantling:

- Dismantling is allowed **earliest at 17:30h** on the second fair day. Please do not start packing your collection or dismantling the booth earlier.
- **If the PERFORMANCE DAYS team finds an empty booth before the official fair closing, you risk losing your booth (position) for the next event.**
- Boxes stored by DHL will be handed back to you at your booth starting at 17:30h.
- To pick up your fair goods, the courtyard outside the hall is accessible by vehicle for free after 18:30h.

## Application:

- The **"Book Booth" Mailing for the next fair** will be sent to you on the 2nd fair day. If you don't receive the mailing, please contact us.
- Click on the link in the mail and re-confirm the registration or send an email to [register@performancedays.com](mailto:register@performancedays.com) in order to apply for a booth.

Please also familiarize yourself with the terms, regulations and provisions by Messe München GmbH especially if you use products or services that are not booked via the Exhibitor-Account: <https://messe-muenchen.de/en/meta/downloads/messe-muenchen/> particularly: 'Technical Guidelines/Data Sheet' and 'General Terms of Participation'.

We are looking forward to a successful event together with you!