

EXHIBITION GUIDE & DEADLINES: MUNICH EVENT

Dear Exhibitor,

We warmly welcome you as PERFORMANCE DAYS exhibitor on March 15-16, 2023.

Below you find an overview of important deadlines for PERFORMANCE DAYS.
January 27, 2023 is the deadline to complete all orders in your Exhibitor Account.

Keep in mind the following important information:

1. New venue: Messe Munich Hall A1

In March 2023 we will be in the Messe Munich again, You can use the metro U2 exit "Messestadt West". Please only use the **West Entrance** to enter the fair or come by car and park in the large parking garage.

2. PERFORMANCE FORUM

You can participate in the PERFORMANCE FORUM for free. The selected products are showcased in Munich, Portland and digitally.

Attention: To participate, submit your **4 best products**. A jury of industry experts will curate the best and most innovative products of the season and even choose an award winner. The Forum has a Focus Topic each season. In March 2023 it is "The Journey to Carbon Neutrality – Create, Align, Compare".

3. Virtual showroom

Your ready-made Virtual Showroom within The Loop is included and will be available at www.performancedays.com/loop.html. Find all the details how to get most out of your Loop profile in the manual.

4. Sample requests

Customers can request samples of all products within your virtual showroom. You will be informed about each requests by email and can answer the customer directly. Also, you can see an overview of the requested samples in your [Exhibitor Account](#) in the section YOUR SAMPLE ORDERS.

5. Email signature & invitation graphic:

Please find your personalized e-mail footer in your [Exhibitor Account](#) to promote your participation. We also provide a personalized invitation graphic as well as Social Media graphics which you can use to send an invitation e-mail to your customer database.

6. Hygiene & safety concept:

We will have a hygiene concept based on the current state regulations. It will be communicated shortly before the fair.

If you have any remaining questions, let us know at: exhibitor@performancedays.com.

YOUR PERFORMANCE DAYS TEAM



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TIMELINE: MARCH 2023



January 27

EXHIBITOR ACCOUNT & PERFORMANCE FORUM

Exhibitor Account:

Complete your data and booth orders in the online Exhibitor Area.

Additional booth equipment can be ordered during set-up. Prices at the fair are up to 50% higher, so make sure you order before January 27th.

PERFORMANCE FORUM:

Send up to 4 samples (fabrics & accessories). Follow the instructions in the [Exhibitor Account - PERFORMANCE FORUM SAMPLES](#).



February 03

BOOTH GRAPHICS

Booth/ Marketing Graphics:
Order your wall banner in the [Exhibitor Account](#) - YOUR BOOTH

Send your layout to:

performancedays@engler-werbeteknik.de



February 10

VIRTUAL SHOWROOM & MARKETING

Exhibitor Account:

Upload collection photos in the [Exhibitor Account](#) - YOUR COLLECTION

Add-Ons:

Add additional information, as brochures, certifications, videos, banners in the [Exhibitor Account](#) - COMPANY UPLOADS

Marketing:

Complete all marketing orders in the [Exhibitor Account](#) - MARKETING & ADVERTISEMENT



March 06

COURIER SERVICE & CATERING

Use DHL - PERFORMANCE DAYS' courier service for all fair goods. Download the guideline in your Exhibitor Account - OVERVIEW.

Please DO NOT send anything directly to the fairground or office!

Catering:

Order food and drinks for your booth via our partner at Käfer Catering



March 14

EXHIBITOR PASSES

Fill in the names of your team: Print the Exhibitor Passes or use the e-mail function for e-Tickets, in the [Exhibitor Account](#) - EXHIBITOR PASSES



March 14

SET-UP

Booth Set-Up: 15-19.00h

Messe München: Hall A1 Messegelände, 81823 München, Germany

You can drive up directly to the hall during set-up with a deposit of 100€ for one hour. Parking: 15€/per day.



March 15-16

EVENT

Opening hours for visitors: 9:00h - 18:00h

For exhibitors: 8:00h on both fair days with valid Exhibitor Pass.

Dismantling: March 16 after 18.00h

Booth dismantling is only possible on Thursday. You can drive up directly to the hall after 18:30h

Empty booth before 17:30h results in loss of booth position for the next event.

Handling charges + Guidelines

PERFORMANCE DAYS

15.03.2023 – 16.03.2023

MUNICH, GERMANY



European courier / truck shipments



Non-EU / Brexit

Courier shipments

Deadline cargo arrival at DHL warehouse: 10.03.2023

06.03.2023

Surcharge for bookings / arrivals after deadline + 50%

Delivery address – DHL WAREHOUSE

DHL Global Forwarding GmbH
c/o PERFORMANCE DAYS 2023
Exhibitor: / Stand no:
Suedallee, Fracht Cargo Modul T
DE – 85356 München-Flughafen

Opening hours: Monday – Friday 08:00am until 08:00pm

Proforma invoice instructions:

Consignee: Performance Days 2023
c/o Exhibitor: / Stand No: ...
DE-81829 Munich

All exhibitors are kindly asked to send orders and documents such as proforma invoice and airway bill to DHL Global Event Logistics GmbH until above mentioned deadline for inspection by customs office.

Please send all transport documents and orders to:

DHL Global Event Logistics GmbH
Christina.evangelinos@dhl.com

Handling charges + Guidelines

PERFORMANCE DAYS

15.03.2023 - 16.03.2023

MUNICH, GERMANY

IN- and OUTBOUND

Courier / Roadfreight

From free received warehouse in Munich to delivered stand

Per Package	up to 80x80x80 cm / 25 Kg	EUR 50,00
Per Pallet	up to 120x80x200 cm / 200 kg	EUR 175,00
Per Pallet	up to 220x140x200 cm / 400 kg	EUR 230,00

Customs clearance

Transit document T1	per shipment / AWB	EUR 65,00
Customs Clearance	per invoice / shipment	EUR 195,00
incl. 5 HS codes	each additional	EUR 20,00
Duties and taxes		as per outlay
Disbursement Fee	min. EUR 55,00	10% of duties/taxes

Storage of packing materials

Collection from stand, storage and delivery to stand after the end of the exhibition	per cbm minimum 1 cbm per package	EUR 39,00
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Insurance

Forwarders liability insurance (mandatory)	each way	EUR 12,00
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Transport

Transport from DHL warehouse Munich to destination must be requested separately by email.

Return pick up from DHL warehouse Munich between 20.03. - 24.03.2023 / Surcharge for late pick up after deadline + 50% on outbound charges.

Same rates are valid for requested return shipments.

The mentioned rates are exclusive of 19% German VAT