

Dear Exhibitor,

We warmly welcome you to PERFORMANCE DAYS exhibitor in April 22-23rd 2020!

Below you find an overview of important deadlines for PERFORMANCE DAYS April 2020.  
Keep in mind that March 6th is the deadline to complete all orders in your Exhibitor Account.

1. HALL: C1

In November we will be in hall C1, Messegelände München. Please only use the North-West entrance to enter the fair.

2. WALL DECORATION:

Order your wall decoration in your Exhibitor Account. If you bring your own posters, make sure the walls are not damaged and anything you stick to the walls is completely removable. Order fixing eyelets or pins in your Exhibitor Account to attach your posters.

You are held responsible for any damage and will be charged for it.

3. ELECTRICITY: COFFEE MACHINES AND KETTLES

All electrical devices which need more than 1kW (coffee machines, kettles,...), must be registered with PERFORMANCE DAYS in advance to avoid blackouts. There is a registration fee of 50€ per exhibitor with electrical devices.

If PERFORMANCE DAYS finds devices which are not registered at the fair, a fine of 150€ is due.

4. 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, respecting your customers and other exhibitors. If the PERFORMANCE DAYS team finds an empty booth before the official fair closing, you will lose your booth position for the next event.

5. E-MAIL 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 which you can use to send an invitation e-mail to your customer database.

6. DHL AND PERFORMANCE DAYS:

We work with DHL to make sure your fair goods arrive securely. Keep in mind to send your fair goods early enough considering possible delays due to customs clearance. DHL also takes care of storing your empty boxes for the duration of the fair. You can find the DHL Shipping Guidelines with all details attached and in your Exhibitor Account – OVERVIEW.

We have compiled more important points for your best possible fair experience in the Exhibitor Manual available in your Exhibitor Account. If you have any remaining questions, let us know at:  
[exhibitor@performancedays.com](mailto:exhibitor@performancedays.com).

Your PERFORMANCE DAYS Team

Your contacts:

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## March: Deadline Exhibitor Account & PERFORMANCE FORUM

**Fri**  
**06.03.**

Exhibitor Account: Please complete your data and orders online in the Exhibitor Area.



PERFORMANCE FORUM: Send up to 6 samples (fabrics & accessories).  
Find instructions in the Exhibitor Account - PERFORMANCE FORUM SAMPLES.



**Fri**  
**13.03.**

Booth/ Marketing Graphics: Order your wall banner in your Exhibitor Account  
- YOUR BOOTH – and send your layout to [performancedays@engler-werbeteknik.de](mailto:performancedays@engler-werbeteknik.de).

## April: Deadline Catering + DHL + Exhibitor Passes + Timing

**Thu**  
**17.04.**

Catering: Order food and drinks for your booth via our partner at  
<http://messe.feinkost-kaefer.de/Messe-Muenchen/Performance-Days-April-2020>



**Wed**  
**14.04.**

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

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



**Fri**  
**17.04.**

Exhibitor Passes: Fill in the names of your team: Print the Exhibitor Passes or use the e-mail function for eTickets.



**Tue**  
**21.04.**

**Booth Set-Up: 15-19.00h**

Messe München **(Hall C1)**  
Messegelände, 81823 München, Germany

You can drive up directly to the hall during set-up with a deposit of 100€ for one hour.  
Parking space at the fair is currently max. 12€/per vehicle and day.

**Additional booth equipment can ONLY be ordered during set-up – each order at the fair has to be paid. Prices at the fair are up to 50% higher , so make sure you order before March 6<sup>th</sup>.**



**Thu**  
**22.04.**

**Dismantling after 18.00h**

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

**Empty booth before 17:30h = loss of booth position for the next event.**



**Wed &**  
**Thu**  
**22. & 23.**

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

Exhibitors may enter the fair at 8:00h on both fair days with a valid Exhibitor Pass.