

# Checklist

## for exhibitors

In this checklist you will find important information for the presentation of your company at expopharm 2023. Please read the checklist carefully. It contains important information and deadlines for the preparation of your trade fair presentation.

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# Checklist for exhibitors

## Your visibility and the promotion of your trade fair presence

### Company profile/brand profiles

Company profiles are the most important orientation tool for visitors. They contain information on exhibitors, their products and brands. They are included in the online exhibitor list. Further information on the contents can be found [here](#). The Basic company profile is already included in your stand booking.

#### NEW: Brand profiles

In addition to company profiles, you have the option of creating your own profiles for your brands. These brand profiles are integrated in the online exhibitor list and are also linked to your company profiles. To order brand profiles, follow this [link](#).

Company and brand profiles are available in two versions (Basic, Premium). For more information on the components and prices, please follow this [link](#). The first brand profile (Basic) is free of charge for all exhibitors.

Information on editing and managing company and brand profiles can be found in the next item „Online submission form and exhibitor access“.

### Online submission form and exhibitor access

For editing and managing company and brand profiles, you will receive a link to your exhibitor access by e-mail. Clicking on the link will take you to your personal profile on [www.expopharm.eu](http://www.expopharm.eu), with access to your company/brand profiles.

There, click on your name in the navigation bar and then on your company or brand name in the drop-down menu that appears. Company and brand profiles can be edited at any time via the access link. To make your profiles visible, set the slider in the respective profile page to „Profile active“.

Please complete your profiles in a timely manner. **From 31.05.2023**, all company and brand profiles will be published on [www.expopharm.eu](http://www.expopharm.eu). Please note that data from past events may already be stored.

If other people need the possibility to edit and manage, you can assign and manage the rights via the button „Edit management“ in the respective profile.

### Advertising/marketing and sponsoring services

To maximise your visibility at expopharm, we offer numerous advertising, marketing and sponsorship services. You will receive further information on the services and booking by e-mail in the next few weeks.

### Free advertising material

At [www.expopharm.eu](http://www.expopharm.eu) in the [Exhibitor Service](#) section, we provide you with free advertising materials (including newsletter banners, website banners, trade fair logo) to promote your presence at the trade fair.

Feel free to use these materials for invitations to your customers and to announce your participation in the fair on your website and in your e-mail signatures.

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

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# Checklist for exhibitors

## Information about your stand and stand equipment

### Co-exhibitor Deadline: 22.07.2023

Companies that use your stand together with you for the promotion of products, processes or services are co-exhibitors. Co-exhibitors are listed with a company profile on [www.expopharm.eu](http://www.expopharm.eu).

Please note the obligation to register co-exhibitors in accordance with Sections 9 -11 of the [Conditions of Participation](#). For this purpose, please complete pages 7 and 8 of the [registration documents](#) for each co-exhibitor and send them to [exhibitor@expopharm.de](mailto:exhibitor@expopharm.de).

### Obligatory stand equipment/design Deadline: 21.07.2023

Note: only valid for main exhibitors with own stand construction

Please remember that the following is obligatory for all stands:  
// Stand walls on the closed stand sides for demarcation,  
// a floor covering

Use the Online Order System (OOS) of Messe Düsseldorf to plan, prepare and order all products and services related to your stand. You will receive information on how to access the OOS directly from Messe Düsseldorf via e-mail in the next few days.

You have received the Messe Düsseldorf e-mail and already have a user account (e.g. from previous trade fair participations)? Then log in with your personal e-mail address and password. If you can't remember your password, use the function: Have you forgotten your password?

You have received the e-mail from Messe Düsseldorf and do not yet have a user account? Then use the function: Create account.

You can also invite other users to the OOS to process your order.

You can also access the OOS directly via the following link. Please note that access to all necessary information for your participation in the OOS is only possible after Messe Düsseldorf has received your access information.: <https://www.oos-expopharm.messe-duesseldorf.de/2023/en>

OOS Hotline (for general questions)

You can reach Messe Düsseldorf free of charge by calling +49 211 4560-400 on weekdays between 8 a.m. and 6 p.m. or by sending an e-mail to [onlinesupport@messe-duesseldorf.de](mailto:onlinesupport@messe-duesseldorf.de)

We also recommend the following for your exhibition stand

- // a [power connection](#) for energy supply
- // [stand cleaning](#)
- // [waste disposal](#) (during the trade fair)
- // [waste disposal](#) during assembly and dismantling

These services are already included in booked stand construction packages (Basic, Premium) and special packages (Newcomer Area, PTAhome, Boulevard France).

Please make all bookings **by 21.07.2023 at the latest**. Please also note the other order deadlines stated in the OOS. Late orders may not be processed or will be subject to a late order surcharge.

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### Stand construction Deadline: 21.07.2023

You still need a stand construction? We are happy to offer you our stand construction packages Basic or Premium. You will find details on stand construction packages on page 5 of the [registration documents](#). To book, please complete page 6 of the registration documents and send them **by 21.07.2023** to [exhibitor@expopharm.de](mailto:exhibitor@expopharm.de).

For individual stand construction or the customisation of stand construction packages, please contact our stand construction partner:

Artlife GmbH  
Hessenstrasse 6  
65719 Hofheim, Germany

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

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### Stand equipment, technology and furnishings Deadline: 11.08.2023

For booking  
// stand equipment (e.g. furniture, decoration, etc.),  
// technical equipment (e.g. electricity, internet, water, suspension points, etc.),  
// other services (e.g. personnel, logistics, etc.)  
use the [Online Order System \(OOS\)](#) of Messe Düsseldorf if required. You will receive the access data for the OOS from Messe Düsseldorf in a separate e-mail.

Please make all bookings **by 11.08.2023 at the latest**. Please note the different order deadlines indicated in the OOS. Late orders may not be processed or may be subject to a late order surcharge.

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### Information on stand construction

Stand walls on the sides facing neighbouring stands must be kept neutral, white, clean and free of installation material (e.g. cable lines) on the back from a construction height of 2.50 m.

The maximum permissible structure height is 6 m, insofar as this is permitted by the height of the hall ceiling and any fixed installations that may be present.

The sides of the stand opening onto an aisle may not be closed off by stand walls or other visual barriers to a maximum of 30 % along their entire length without the Organiser's approval.

Please refer to the [Technical Guidelines](#) of Messe Düsseldorf.

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### Technical hall plans

The technical hall plans with supply ducts/divisional ducts can be found at [www.expopharm.eu](http://www.expopharm.eu) in the [Exhibitor Service area](#).

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### Stand construction approval Deadline: 11.08.2023

Stand construction approvals are mandatory under the following conditions:

- // two-storey construction
- // special glass constructions
- // podiums, stairways, bridges, galleries
- // structural installations that have to bear extraordinary loads or forces, etc.

Please pay particular attention to points 4.7.7 Ceiling constructions for stand construction, point 4.9. two-storey construction to point 4.9.3. payload/load assumption of Messe Düsseldorf's [technical guidelines](#).

For all other stands, urgent compliance with the [technical guidelines](#) as well as the specifications from the item „Information on stand construction“ from this checklist applies.

Contact for queries regarding stand construction approvals:

Messe Düsseldorf  
Abt.: UT-SAS  
Postfach 10 10 06  
40001 Düsseldorf, Germany  
E-Mail: [tr-service@messe-duesseldorf.de](mailto:tr-service@messe-duesseldorf.de)

Please make the required submissions for approval **by 11.08.2023**.

## Notes on assembly and dismantling

### Set-up and dismantling times

Set-up:

Friday, 22.09.2023 from 08:00 hrs, continuously until Tuesday, 26.09.2023, 6 p.m.

The constructive construction must be completed by 4 p.m. on 26.09.2023, the decorative construction by 6 p.m. The aisles must be completely free at this time.

Dismantling:

Saturday, 30.09.2023 from 6 p.m., continuously until Monday, 02.10.2023, 6 p.m..

Please note: Dismantling of the stand construction is not permitted before Saturday, 30.09.2023 from 6 p.m., despite the different opening hours of hall area 3.2.

During the set-up and dismantling periods, no passes are required for access to the exhibition grounds.

For the takeover times for stand construction packages and special packages (Newcomer Area, PTAhome, Boulevard France), please note the information from the point „Purchase and takeover of stand construction packages“ in this checklist.

### Purchase and takeover of stand construction packages

Stand construction packages can be taken over and occupied after their assembly on Tuesday, 26.09.2023 from 12 p.m. to 4 p.m. at the latest.

Special packages (Newcomer Area, PTAhome, Boulevard France) can be taken over and occupied after they have been set up on Tuesday, 26.09.2023 from 2 to 4 p.m..

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<b>Traffic guide for set-up/ dismantling times and trade fair runtime</b>	The Traffic Guide with important information and explanations on traffic management and traffic regulations on the exhibition grounds for the set-up, dismantling and exhibition period as well as on parking areas and service facilities for set-up teams will be available to you <b>from 01.04.2023</b> via your access in the Online Order System of Messe Düsseldorf.
<b>Shipping services</b>	In addition to on-site services at the Düsseldorf exhibition grounds, the company DB Schenker offers you the transport of exhibits by land, air and sea.  Submit your enquiry via the website: <a href="https://fairs.dbschenker.com/#/">https://fairs.dbschenker.com/#/</a>
<b>Shipping to your own exhibition stand</b>	For deliveries to the exhibition stand by parcel services or forwarding agents during the set-up period, please use the following delivery address:  Messe Düsseldorf Stockumer Kirchstraße 61, 40474 Düsseldorf, Germany expopharm 27.–30.09.2023 [hall, booth number] [contact person of the exhibitor] [mobile number]  Please ensure that your delivery can be accepted on site.
<b>Exhibitor passes and visitor management</b>	
<b>Free exhibitor passes</b>	You will receive the voucher codes for your free exhibitor passes by e-mail <b>on 03.05.2023</b> . For stand areas of up to 20 m <sup>2</sup> , 3 exhibitor passes are included in the stand and one additional exhibitor pass for each additional 10 m <sup>2</sup> or part thereof are included in the stand space costs. You can redeem these codes in the ticket shop at <a href="http://www.expopharm.de">www.expopharm.de</a> .  Please ensure that your stand personnel have exhibitor passes. Exhibitor passes are personalised and non-transferable.
<b>Additional exhibitor passes subject to a fee</b>	You can purchase additional exhibitor passes for a fee <b>from 03.05.2023</b> via the ticket shop at <a href="http://www.expopharm.eu">www.expopharm.eu</a> . To do so, register or log in to the ticket shop and enter the voucher code below in the voucher code field. The option to book exhibitor passes for which a fee is charged will appear.  <b>Voucher code:</b> expopharm-A-2023
<b>Inviting your visitors</b>	As an exhibitor, you receive an unlimited number of free voucher codes to forward to your target group for redemption against complimentary day tickets. You will receive the voucher codes in your exhibitor access. To do this, click on your name in the navigation bar and then on your company or brand name in the drop-down menu that appears. Here you will find a „Voucher codes“ button that you can use to create the codes. Follow the instructions there. The voucher codes can be redeemed for a complimentary day ticket <b>from 03.05.2023</b> in the ticket shop at <a href="http://www.expopharm.eu">www.expopharm.eu</a> after personal registration/registration by the persons invited by you.
<b>Leadtracking</b>	Visitor tickets can be scanned via an app on the mobile devices of your stand personnel. The data of the scanned persons (e.g. name, company, position, e-mail address) will be made available to you online.  Information with further details on lead tracking and its use will be made available to you in the coming weeks.

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## expopharm Night

At the expopharm Night, around 1,000 guests (exhibitors and visitors) enjoy an evening together, including catering, in an extravagant location. This is the perfect setting for exchanging ideas with colleagues, continuing the day's discussions or making new acquaintances.

Venue: Eventresidenz Düsseldorf  
Bahnstraße 13–15/corner of Königsallee  
40212 Düsseldorf  
Date: 28.09.2023

Tickets can be purchased **from 03.05.2023** via the ticket shop at [www.expopharm.eu](http://www.expopharm.eu).

## Important tips for on site

### Exhibitor opening hours

Exhibitors with a valid exhibitor pass may enter the exhibition grounds at the following times.

Hall 1, Hall 3.1:

Wednesday, 27.09.2023: 7:30 a.m.–7 p.m.

Thursday–Saturday, 28.–30.09.2023: 8 a.m.–7 p.m.

Hall 3.2:

Wednesday, 27.09.2023: 7:30 a.m.–7 p.m.

Thursday–Friday, 28.–29.09.2023: 8 a.m.–7 p.m.

Saturday, 30.09.2023: closed for exhibitors and visitors

Please note:

Dismantling of the stand construction is not permitted before Saturday 30.09.2023 from 6 p.m., despite the different opening hours of hall area 3.2.

### Visitor opening hours

Hall 1, Hall 3.1:

Wednesday–Saturday, 27.–30.09.2023: 9 a.m.–6 p.m.

Hall 3.2:

Wednesday–Friday, 27.–29.09.2023: 9 a.m.–6 p.m.

### Manning of the exhibition stands

All stands must be manned by stand personnel at all times during the opening hours for visitors. Dismantling or leaving the stand before the official end of the fair is not permitted. Please also note Item 26 (Construction, Design & Staffing of Stands) of the [General Conditions of Participation](#).

Note: Non-compliance may result in contractual penalties.

### Parking passes Deadline: 25.09.2023

You can order day or long-term parking passes for the outdoor area in front of the exhibition halls or within the exhibition grounds during the exhibition period via the [Online Order System \(OOS\)](#) of Messe Düsseldorf **until 25.09.2023**.

### Parking spaces in the loading area

Parking spaces for containers, swap trailers, refrigerated vehicles etc. are available in the loading area. To order, please use the [Online Order System \(OOS\)](#) of Messe Düsseldorf.

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### Travel and hotel

#### Venue:

Messe Düsseldorf  
Stockumer Kirchstraße 61, 40474 Düsseldorf, Germany  
Halls 1, 3, Stadthalle (German Pharmacists' Day).

#### Entrance:

**South Entrance**

#### Hotel and room reservation:

**Our partners will be happy to assist you in booking hotel rooms.**

plan2plan – Group and conference portal

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Please do not hesitate to contact us if you have any questions.

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