

# TO DO LIST



To access your Customer Area, go to <https://event.simaonline.com/2021/en>

Customer area

Fill in your username and password. Your area contains all the information about your registration. You will also find the necessary information regarding the proper preparation of your participation.

Log in

## YOUR PARTICIPATION TO SIMA 2022

From	Action	Deadline	In your Customer Area - Tab
Now on	Will you come with partner companies (Co-exhibitor(s), Represented firm(s))? Purchase their registration fees now. Consult the description of the different business packs. Consult the description of the different business packs.	05/10/2022	Store > Partner registration
	Declare your partners : Co-exhibitor(s), Represented firm(s)		Partner > Declare my partners <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>

## STRENGTHEN NOW YOUR BRAND IMAGE

From	Action	Deadline	In your Customer Area - Tab
<b>INCREASE YOUR VISIBILITY WITH OUR PROMOTIONAL TOOLS</b>			
Now on	<b>Use the SIMA centenary banners and logos!</b> Tell the world about your participation to SIMA 2022 and inform them about your stand location number. Use these personalised banners through your communications (website, newsletters, e-mail signatures...).		Home > Button > Download the media kit <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
	<b>Order your communication tools.</b>	15/10/2022	Store > Communication & Promotion <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
	<b>Be part in the 2022 SIMA Innovation Awards contest</b> and spread the word in advance about your new products!	06/06/2022	Store > Communication & Promotion <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
Mid-February	<b>Opening of the 2022 SIMA Innovation Awards registration platform.</b>	10/06/2022	Button > Submit your file online <a href="mailto:margaux.lemarchand@comexposium.com">margaux.lemarchand@comexposium.com</a>
September	<b>Business Meetings:</b> SIMA offers you the opportunity to participate in a program of qualified meetings between visitors and exhibitors for free.	28/10/2022	Home > Button > Registration to the business meetings
	<b>The Communicator Club:</b> A tool to help you value your participation and optimize your exchanges with the press.		Communication > Communicator Club <a href="mailto:c.forest@clccom.com">c.forest@clccom.com</a>
	<b>Declare your events for the press during the show.</b>		Home > Button > Visit the online Pressroom <a href="mailto:claire.schlosser@comexposium.com">claire.schlosser@comexposium.com</a>
	<b>Distribute your press releases:</b> SIMA is introducing an online pressroom to collect your press releases, videos and photos. Your content may be reproduced, edited and shared by journalists.		Home > Button > Declare your innovations <a href="mailto:margaux.lemarchand@comexposium.com">margaux.lemarchand@comexposium.com</a>
	<b>New products declaration:</b> Promote your new products and innovations to visitors and the professional press. Declare all of your 2022 innovation to be published on the official website of the show and in the special «New products» Press Kit.		Store > Communication & Promotion <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
	<b>Order and declaration your Exhibitors reception:</b> Organize a special event for your prospective clients and customers after 6pm from 06/11/2022 to 09/11/2022 until 10 pm the latest. The cost includes extended staff services, security, lighting, cloakrooms, parking, and medical facilities...		
<b>INVITE YOUR PROSPECTS AND RETAIN YOUR CUSTOMERS THROUGH THE CENTENARY EDITION OF SIMA</b>			
Now on	<b>Order additional invitations cards</b> (Paper format) and/or <b>E-cards</b> and/or <b>VIP badges</b> . <b>Order additional exhibitor badges</b> and/or <b>badge readers</b> (licenses, badge readers, printer...).	28/10/2022*	Store > Invitations cards and/or > Badges and badge readers <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
July	<b>Sending invitation cards by postal services</b>		<a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
<b>ENHANCE YOUR IMAGE, PRODUCTS AND INNOVATIONS THANKS TO OUR DEDICATED TOOLS</b>			
June	<b>Register to the official catalogue of the show:</b> Reference medium distributed at the entrance of the show, the official catalogue is the ideal tool to highlight your company and your products to visitors.		Communication > Catalogue registration Contact: EPRIM Tél. : +33 (0)1 30 38 30 77 <a href="mailto:eprim@inetexpo.fr">eprim@inetexpo.fr</a>
<b>OTHER</b>			
September	Send your e-invitation cards, personalize and print your e-badges and VIP badges, manage your badge readers, visa letters.	05/11/2022	Home > Buttons: Exhibitor Badges / Send your E-invitations / Manage your badge readers / Visa letters <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>

\*Except for invitation cards in paper format and badge reader - Deadline for orders: 08/10/2022

[WWW.SIMAONLINE.COM](http://WWW.SIMAONLINE.COM)

**PREPARE YOUR STAND WITH COMPLETE PEACE OF MIND**

From	Action	Deadline	In your Customer Area - Tab
<b>VALIDATION OF STAND FITTINGS</b>			
February	<b>Download the decoration and safety regulations</b>		Practical info and/or your stand <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
April	<b>YOU HAVE A BARE SURFACE</b> - Your stand's decoration and design plan must be submitted for approval by the show's Architecture & Decoration department	08/09/2022	DECO PLUS Tél. : 33 (0)9 67 78 93 85 <a href="mailto:w.decoplus@free.fr">w.decoplus@free.fr</a>
May	<b>YOU HAVE A BASIC STAND</b> - return the form for the «BASIC stand» for your sign's text <b>See description</b>	08/10/2022	Forms > Basic stand sign <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
	<b>YOU HAVE A STAND DESIGNED BY MARCELO JOULIA</b> Return the form related to this stand - <b>See description</b> A SIMA Equipped Stand advisor will contact you by email for your approval about your choice of carpet color, the positioning of your storage and sign, your choice of furniture, and the various services included with your stand.		<a href="mailto:logistic.sima@comexposium.com">logistic.sima@comexposium.com</a>
<b>TECHNICAL SERVICES ORDERS</b>			
May	<b>Technical services order:</b> furniture, carpet, storage, partitions, furniture... <b>Order the technical services from the exhibition center:</b> power, water, car park, wifi, slings...	28/10/2022	Store > Facilities, Cleaning and Insurance > Furniture... Store > Lighting > Water > Parking... <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
November	<b>Technical services order of the park:</b> electricity, water, car park, wifi, slings		<a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>
01/11/2022	<b>20% increase - Items with (*)</b>		
<b>FORMS</b>			
May	<b>Safety notice – Mandatory for all stands</b>	28/10/2022	<b>Participation &gt; Forms:</b> - Safety notice - Declaration of machines in operation
	<b>Declaration of machines in operation</b>		
	<b>Delegation of order to a provider:</b> You would like to delegate your orders to a decorator, a stand assembler, or another service provider, please fill in the form below. <b>NB: All the orders made by a decorator will be directly invoiced to them.</b>		In my account > my decorators <a href="mailto:sima@comexposium-services.com">sima@comexposium-services.com</a>

**BUILD-UP / OPENING / DISMANTLING**

	DATES	EXHIBITOR HOURS	POWER SUPPLY HOURS
BUILD-UP	<b>Tuesday 1 November</b>	<b>7.00 am - 07.00 pm</b>	
	<b>Wednesday 2 November</b>		
	<b>Thursday 3 November</b>	<b>7.00 am - 07.00 pm</b>	<b>7.30 am - 10.00 pm</b>
	<b>Friday 4 November</b>		
	<b>Saturday 5 November</b>		
OPENING	<b>Sunday 6 November</b>	<b>7.00 am - 7.00 pm</b>	<b>7.30 am - 6.30 pm</b>
	<b>Monday 7 November</b>	<b>7.30 am - 7.00 pm</b>	
	<b>Tuesday 8 November</b>		
	<b>Wednesday 9 November</b>		
	<b>Thursday 10 November</b>		
DISMANTLING	<b>Thursday 10 November</b>	<b>6.00 pm - midnight</b>	<b>6.00 pm 10.00 pm</b>
	<b>Friday 11 November</b>	<b>7.00 am - midnight</b>	
	<b>Saturday 12 November</b>	<b>7.00 am - 12.00 am</b>	

<sup>(1)</sup> Equipped stand delivery will be done on Thursday 3 November 2022 from 8.00 am

<sup>(2)</sup> Stands dismantling will occur on Thursday 10 November. Storage and furniture must be emptied from 6.30 pm to 8.00 pm.

**ADVICE :** To get power supply outside these hours, don't forget to order 24 hours power supply.



**FIND ALL THIS INFORMATION**  
in your "Customer Area":

**▶ ACCESS YOUR EXHIBITOR SPACE**

**NEED HELP :**  
[sima@comexposium-services.com](mailto:sima@comexposium-services.com)