

TO DO LIST



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

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.

Customer area

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 sima@comexposium-services.com

STRENGTHEN NOW YOUR BRAND IMAGE

From	Action	Deadline	In your Customer Area - Tab
INCREASE YOUR VISIBILITY WITH OUR PROMOTIONAL TOOLS			
Now on	Use the SIMA centenary banners and logos! 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 https://sima2022.mediakit.cc
	Order your communication tools.	15/10/2022	Store > Communication & Promotion sima@comexposium-services.com
September	Business Meetings: SIMA offers you the opportunity to participate in a program of qualified meetings between visitors and exhibitors for free.		Home > Button > Registration to the business meetings
	The Communicator Club: A tool to help you value your participation and optimize your exchanges with the press.		Communication > Communicator Club c.forest@clccom.com
	Declare your events for the press during the show.		Home > button > Declare your events in the calendar
	Distribute your press releases: SIMA is introducing an online pressroom to collect your press releases, videos and photos. Your content may be reproduced, edited and shared by journalists.	28/10/2022	Home > Button > Visit the online Pressroom juliette.marzynski@comexposium.com
	New products declaration: 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.		Home > Button > Declare your innovations margaux.lemarchand@comexposium.com
	Order and declaration your Exhibitors reception: 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...		Store > Communication & Promotion sima@comexposium-services.com
INVITE YOUR PROSPECTS AND RETAIN YOUR CUSTOMERS THROUGH THE CENTENARY EDITION OF SIMA			
Now on	Order additional invitations cards (Paper format) and/or E-codes and/or VIP badges. Order additional exhibitor badges and/or badge readers (licenses, badge readers, printer...).	28/10/2022*	Store > Invitations cards and/or > Badges and badge readers sima@comexposium-services.com
July	Sending invitation cards by postal services		sima@comexposium-services.com
ENHANCE YOUR IMAGE, PRODUCTS AND INNOVATIONS THANKS TO OUR DEDICATED TOOLS			
June	Register to the official catalogue of the show: 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 epri@inetexpo.fr
OTHER			
September	Send your E-codes, 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 sima@comexposium-services.com

*Except for invitation cards in paper format and badge reader - Deadline for orders: 20/10/2022

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PREPARE YOUR STAND WITH COMPLETE PEACE OF MIND

From	Action	Deadline	In your Customer Area - Tab
VALIDATION OF STAND FITTINGS			
February	Download the decoration and safety regulations		Practical info and/or your stand sima@comexpodium-services.com
April	YOU HAVE A BARE SURFACE - 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 w.decoplus@free.fr
May	YOU HAVE A BASIC STAND - return the form for the «BASIC stand» for your sign's text See description	08/10/2022	Forms > Basic stand sign sima@comexpodium-services.com
	YOU HAVE A STAND DESIGNED BY MARCELO JOULIA Return the form related to this stand - See description 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.		logistic.sima@comexpodium.com
TECHNICAL SERVICES ORDERS			
May	Technical services order: furniture, carpet, storage, partitions, furniture... Order the technical services from the exhibition center: power, water, car park, wifi, slings...	28/10/2022	Store > Facilities, Cleaning and Insurance > Furniture... Store > Lighting > Water > Parking... sima@comexpodium-services.com
November	Technical services order of the park: electricity, water, car park, wifi, slings		sima@comexpodium-services.com
01/11/2022	20% increase - Items with (*)		
FORMS			
May	Safety notice – Mandatory for all stands	28/10/2022	Participation > Forms: - Safety notice - Declaration of machines in operation
	Declaration of machines in operation		
	Delegation of order to a provider: You would like to delegate your orders to a decorator, a stand assembler, or another service provider, please fill in the form below. NB: All the orders made by a decorator will be directly invoiced to them.		In my account > my decorators sima@comexpodium-services.com

BUILD-UP / OPENING / DISMANTLING

	DATES	EXHIBITOR HOURS	POWER SUPPLY HOURS
BUILD-UP	Bare surface	Tuesday 1 November	7.00 am - 07.00 pm
		Wednesday 2 November	
	Bare surface	Thursday 3 November	7.00 am - 10.00 pm
	Stands Designed by Marcelo Joulia ⁽¹⁾	Friday 4 November	
	Basic Stands ⁽¹⁾	Saturday 5 November	
OPENING		Sunday 6 November	7.30 am - 6.30 pm
		Monday 7 November	
		Tuesday 8 November	
		Wednesday 9 November	
		Thursday 10 November	7.30 am - 6.00 pm
DISMANTLING	Bare surface	Thursday 10 November	6.00 pm - midnight
	Basic Stands ⁽²⁾		
	Stands Designed by Marcelo Joulia ⁽²⁾	Friday 11 November	7.00 am - midnight
	Bare surface	Saturday 12 November	7.00 am - 12.00 am

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

⁽²⁾ 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