



[www.ecpe.org](http://www.ecpe.org)

Organisation: Marietta Di Dio  
+49 (0)911 / 81 02 88 - 13 | [marietta.didio@ecpe.org](mailto:marietta.didio@ecpe.org)

### Application & notification of acceptance

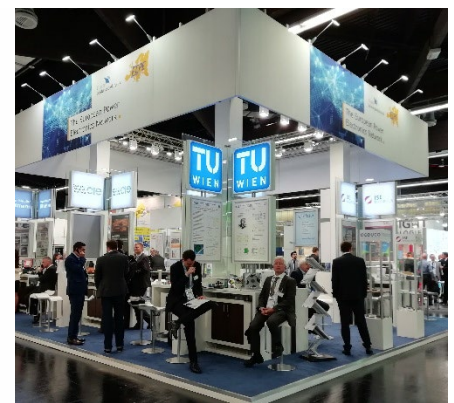
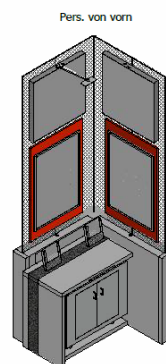
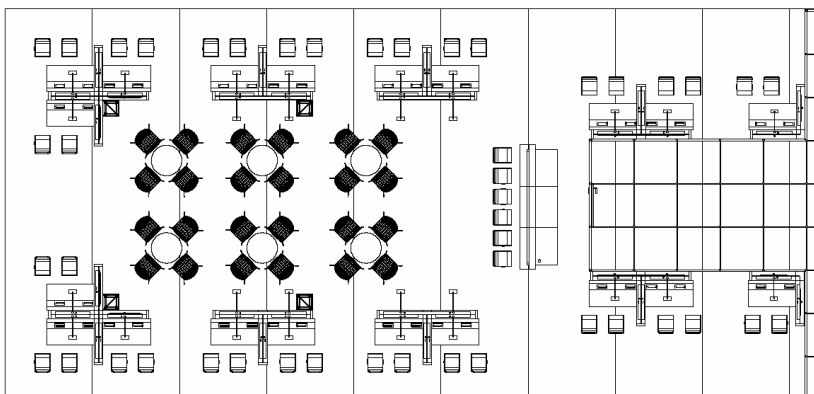
- **Deadline for application is the 17 January 2024.** Until this date applications are possible for all interested organisations. Applications from ECPE member companies are confirmed immediately
- CC applications for the main stand as well as applications from outside the ECPE network will be informed about the acceptance latest on 31 January 2024.
- If there are still partner units left after 17 January 2024 application is possible anytime.

### After receipt of confirmation

- **February 2024: Entry in exhibitor list on [pcim.mesago.com](http://pcim.mesago.com) & access to the PCIM Media Package Manager (MPM)**  
We'll forward your data to the PCIM organiser Mesago Messe Frankfurt GmbH. Afterwards you will receive a verification email to the address given in your application form. You need to click the link in this email to confirm the entry. Please keep in mind this email will not come from an @ecpe.org email address! Afterwards, Mesago will send to you the access data to the Media Package Manager. Here you will be able to complete or change your entry. Furthermore, there will be downloads like email footers and banners, as well as services like advertising in the PCIM app or meeting room rental.
- **Until end of February 2024: What we need from you**
- **In case you want to show an exhibit that not fits on the table of your stand unit, please tell as soon as possible.** We have a limited number of units where it is possible to use extra space. These are available on request without extra costs, first come, first serve. For extra furniture (glass case, pedestal, display etc.) and any other power outlet than 230 V/50 Hz please contact us. We'll need a logo and a short description of your organisation that will be published on [www.ecpe.org](http://www.ecpe.org). As well your logo is needed for the lighted panel over your unit as well.
- **End of April:** You'll receive the stand plan & detailed exhibitor information
- **Until one week before start of PCIM Europe 2024: Job offers for the ECPE Job Board**  
The [online ECPE job forum](http://online.ecpe.org) will have it's own booth during PCIM. All up-to-date job offers are printed and published on a wall. If you have open positions please send them to [lena.somschor@ecpe.org](mailto:lena.somschor@ecpe.org).
- **Before start of PCIM Europe 2024: exhibitor passes and visitor tickets**  
Mesago will send you an access for the 'ticket service for exhibitors'. Please keep in mind this will not come from an @ecpe.org email address! With this you will be able to create your exhibitor pass free of charge as well as further payable exhibitor passes. As well you will be able to create individual visitor passes or invite colleagues/guests to the exhibition free of charge.
- **Before start of PCIM Europe 2024: Posters for your stand unit**  
Please keep in mind that two poster walls are included in your partner unit. Size is 70 cm x 100 cm in portrait.

### On-site at PCIM Europe

- **Set-up** will be able on Monday from 15.00 - 19.00 h and on Tuesday from 7.00 - 9.00 h.  
Driving to the gates nearby the hall is possible but a cash deposit is needed. Further information on this will be distributed. Please keep in mind that there will be no space to store large boxes.
- During opening times of the exhibition, there will be a **full catering**, including hot and cold beverages, lunch buffet and snacks. Please feel free to serve also your guests (for lunch preregistration is needed).
- From beginning of the exhibition on, the **ECPE team** will assist you in case of any unseen problems. As well there will be lots of opportunities to meet the ECPE network onsite of the stand, e.g. at the get-together on Wednesday evening.
- **Dismantle** of your partner unit should be finished within two hours after the exhibition closes Thursday afternoon, 17.00 h.



Layout of main stand --- partner unit design --- design of ECPE Joint Stand