

Pharma Forum

EXHIBITOR MANUAL SUMMARY

Quick Links:

Freeman: [Booth Furnishings, Shipping Information & Labor Portal](#)

Metro Multimedia: [Audio Visual Order Form](#)

Encore: [Electrical & Internet Order Portal](#)

Accommodation: [The Westin Copley Place](#)

[Exhibit Hall Floorplan](#)

[ConnectMe Sponsor Guide](#)

[Lead Retrieval FAQs](#)

Deadlines to Make Note of:

Due Date	Item	Where & What to Submit
ASAP	Review Event Schedule & Exhibitor Manual	Exhibitor Manual
ASAP	Company Logo (.EPS format)	Email to Meghan
January 13	ConnectMe Portal/App available for main sponsor POCs <i>ONLY</i> to add assets to their Sponsor Resource Page	ConnectMe login will be your registered email, with a 4-digit pin sent to your email
February 5	ConnectMe Portal/App is LIVE. Appointment features are available for planners and suppliers.	ConnectMe login will be your registered email, with a 4-digit pin sent to your email
February 21	Advanced Freight Receiving Begins	Freeman
February 24	Pass Registration Deadline	Visit Connect (individual link sent to you via email)
February 24	ConnectMe Portal/App is LIVE. Sponsor Resource Pages are open for viewing	ConnectMe login will be your registered email, with a 4-digit pin sent to your email
March 3	Height Variance Form & Booth Design (<i>if applicable</i>)	Email Form to Meghan

March 7	Discount Deadline on Audio Visual Orders	Email Form to info@metromultimedia.com
March 17	Electrical & Internet Orders	Submit Order via Encore Portal
March 17	Advanced Freight Receiving Ends	Freeman
March 19	Submit a Certificate of Insurance Form	Email Form to Meghan

Any questions, please reach out to Meghan.Gemmell@informa.com