

# Checklist, important dates and information for exhibitors

## Welcome to CPHI Americas 2026!

Be sure to review and submit the necessary forms on time and check the Exhibitor Dashboard regularly for updates.

**We're here to help - reach out with any questions or concerns!**

## Checklist

Below is the link to the Exhibitor Dashboard. If you're logging in for the first time, click "Forgot Password" to set up your access.

### Step 1: Login to your Exhibitor Dashboard

- Access [Expocad - CPHI Americas 2026 Dashboard](#). Check for your invite; if not received, contact [cphiexhibitor@informa.com](mailto:cphiexhibitor@informa.com)

- Review the [Exhibitor Services Kit/Manual](#)

- Book your hotel through [OnPeak](#)

### Step 2: Fill out required forms

- [Complimentary Booth Package Request Form](#)

- [Booth Approval & Hanging Sign Request Form](#)

- Upload and/or purchase your [Certificate of Insurance](#)

### Step 3: Update your company profile

- Update your company profile on [CPHI Online](#) (This syncs with the Event App to connect with attendees & exhibitors!) If you don't have an account, select "Login" in the upper right-hand corner to create one.

### Step 4: Register your team

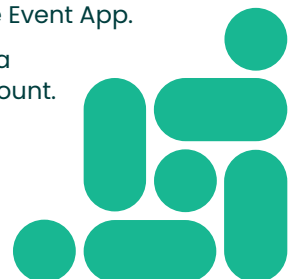
- You can find the link in your exhibitor dashboard. If you cannot locate it, please email [cphiexhibitor@informa.com](mailto:cphiexhibitor@informa.com) and we can assist you.

### Step 5: Get connected: make the most of the Event App

- Make sure your company profile is complete so buyers can:
  - Find your brand
  - Learn about your products
  - Request meetings

#### How to access:

- Log in here: [Event App](#)
- You will receive an email from [servicesnoreply@eventsbycphi.com](mailto:servicesnoreply@eventsbycphi.com) containing a link to the Event App.
- Click the link to set up a password for your account. Please note that registration is required to access the event app.



# Important dates and facts

## Exhibitor move-in

**Sunday, May 31, 2026**

8:00 AM – 12:00 PM (*Booths 400sqft and larger*)

**Monday, June 01, 2026**

8:00 AM – 5:00 PM

Permission to enter the hall will be denied after 12:00 PM on Sunday, May 31, 2026, and 5:00 PM on June 01, 2026.

## Exhibit hall hours

**Tuesday, June 02, 2026**

9:00 AM – 5:00 PM

**Wednesday, June 03, 2026**

9:00 AM – 5:00 PM

**Thursday, June 04, 2026**

9:00 AM – 12:00 PM

Badged exhibitors may access the show floor one hour prior to opening.

## Exhibitor move-out

**Thursday, June 04, 2026**

12:00 PM – 6:00 PM

Entry to the hall to complete work, will be denied after 6:00 PM.

## Advanced shipping and material handling

Ship your items to the warehouse:

**May 01, 2026 – May 25, 2026**

*Advanced shipping is recommended so that your freight is in the booth before you arrive to set up.*

### Warehouse shipping address:

Exhibiting Company Name /  
Booth Number  
CPHI Americas  
C/O Marano Trucking / Freeman  
9820 Blue Grass Rd  
Philadelphia, PA 19114  
USA

## Shipping direct to show site

Ship your items starting:

**May 31, 2026**

*Shipments arriving before this date may be refused by the facility.*

### Shipping address:

Exhibiting Company Name /  
Booth Number  
CPHI Americas  
Pennsylvania Convention Center  
C/O Freeman  
1101 Arch St  
Philadelphia, PA 19107  
USA



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