

Step-by-step checklist

Guides and key dates		When to start	✓
Look at our FAQs		Now	
Check out our user guides		Now	
Check out our official show suppliers		Now	
Sponsorship opportunities		Now	
Review our guide to sustainable exhibiting		Now	
Exhibitor registration live		Feb 17	
Join a webinar		Feb 18	
App available		Apr 20	
Buyers begin booking meetings		Apr 20	
Badges sent via email		May 4	
Registration and promotion	When to start	Deadline	✓
Submit onsite contact details	Now	May 19	
Register booth partners and staff	Feb 17	Apr 20	
Complete company and individual profiles	Feb 17	Apr 20	
Online exhibitor directory goes live	Apr 2	Jun 30	
Attendee list live	Apr 8	Jun 30	
Messaging live	Apr 20	May 21	
Recommendations live	Apr 20	May 21	
Favouriting live	May 8	May 21	
Group appointments (booths over 18sqm)	When to start	Deadline	✓
Submit group appointment preferences	Feb 12	Feb 25	
Check group appointments	Mar 23	Apr 1	
Meetings	When to start	Deadline	✓
Exhibitor meeting schedules live	Apr 8	May 21	
Create booth presentations and events	Apr 8	May 21	
Buyers begin booking meetings	Apr 20	May 21	
Badge scanning live (via the app)	Apr 20	May 21	
Download leads report	Apr 20	Jun 30	
Meeting ratings live	May 19	May 21	
Booth construction - space only booths	When to start	Deadline	✓
Submit booth design - 2 storey booths	Now	Mar 26	
Submit booth design - 1 storey booths	Now	Apr 2	
Register booth constructor	Feb 17	Mar 20	
Booth extras and costs	When to start	Deadline	✓
Electricity and water - early order deadline	Now	Apr 28	
Private WiFi	Now	May 8	
Computer and display equipment	Now	May 14	
Order booth equipment and furniture	Now	May 16	
Electricity and water - final order deadline	Now	May 18	
Wired internet	Now	May 19	
Press and PR	When to start	Deadline	✓
Contact PR team to request press conference	Now	Mar 2	
Invite your contact list to the show	Now	Apr 21	
Plan social media activity	Now	Apr 21	
Submit press releases via Exhibitor Profile	Feb 17	May 21	