

Intermediary timeline

IMEX LAS VEGAS
OCTOBER 13-15 2026

JUNE

16

JUNE 16

REGISTER AND INVITE BUYERS

From June 16, sign in to your IMEX account and retrieve your hosted buyer invitation code for your group(s).

Start sending your hosted buyer invitation code to your buyers from this date.

Use our template to make it quick and easy.

[Sample invitation letter.](#)

Use our marketing assets to enhance your invitations. [IMEX logos and banners.](#)

ITINERARY AND TRAVEL REIMBURSEMENT CLAIM

Travel reimbursement claims open June 16.

Encourage your hosted buyers to check their itineraries (amend if needed) and submit their reimbursement claims.

If you're organizing a fam trip give us the full details. Missing information may slow down travel reimbursement claims.

Deadline SEPTEMBER 14

JULY

27

JULY 27

GROUP APPOINTMENT PREFERENCES

We'll email you with a request for your group appointment preferences on July 27 (if applicable).

Deadline AUGUST 5



AUGUST

14

AUGUST 14

CHECK YOUR GROUP APPOINTMENTS

Tell us if any changes are needed. Changes must be made before August 26.

Deadline AUGUST 26

AUGUST 17

HOTEL ALLOCATION

Your buyers will be able to view their hotel in their IMEX account from August 17.

Buyers will receive a hotel confirmation number only once they have submitted their reimbursement claim.

Buyers will be able to book own expense nights via Passkey. Passkey availability will vary depending on the hotel.

17

SEPTEMBER

1

SEPTEMBER 1

BLOCK TIME IN YOUR HOSTED BUYERS' SCHEDULES

Schedule time for breakfasts or group activities.

You need to do this before hosted buyer schedules go live.

Deadline SEPTEMBER 9



14

SEPTEMBER 14

HOSTED BUYER REGISTRATION CLOSES

Applications submitted after September 14 will be subject to availability as hosted buyer groups fill up.

SCHEDULES GO LIVE

Hosted buyers' individual schedules go live September 14. Encourage your hosted buyers to schedule their individual meetings as exhibitor schedules get booked up fast. Remember hosted buyers need to schedule a minimum of six to eight individual meetings per day.

NEED HELP? Check our [FAQS](#) or [help guides](#) for information at america.imexevents.com