

# Step-by-step checklist

Guides and key dates	When to start	Deadline	<input checked="" type="checkbox"/>
<a href="#">Join a Webinar</a>	Now	Ongoing	
<a href="#">Look at our FAQs</a>	Now	Ongoing	
<a href="#">Check out our user guides</a>	Now	Ongoing	
<a href="#">Check out our official show suppliers</a>	Now	Ongoing	
<a href="#">Sponsorship opportunities</a>	Now	Ongoing	
<a href="#">Review our guide to sustainable exhibiting</a>	Now	Ongoing	
<a href="#">Exhibitor registration live</a>	Jul 8	Ongoing	
App available	Sep 8	Ongoing	
Buyers begin to book meetings	Sep 8	Ongoing	
Badges sent via email	Sep 22	Ongoing	

Registration and promotion	When to start	Deadline	<input checked="" type="checkbox"/>
Submit onsite contact details	Now	Sep 8	
Register booth team members	Jul 8	Sep 8	
Complete company & individual profiles	Jul 8	Sep 8	
Messaging live	Sep 8	Oct 10	
Favouriting live	Sep 8	Oct 10	
Recommendations live	Sep 8	Oct 10	
Online exhibitor directory goes live	Aug 25	Nov 14	
Attendee list live	Aug 28	Nov 14	

Meetings	When to start	Deadline	<input checked="" type="checkbox"/>
Exhibitor meeting schedules live	Aug 28	Oct 9	
Buyers start booking meetings	Sep 8	Oct 9	
Badge scanning live (via the app)	Sep 8	Oct 9	
Meeting rating live	Oct 7	Oct 9	
Access & download leads report	Sep 8	14 Nov	

Press & PR	When to start	Deadline	<input checked="" type="checkbox"/>
<a href="#">Contact PR team to request press conference</a>	Now	Jul 28	
Invite your contact list to the show	Now	Sep 8	
Plan social media activity	Now	Oct 6	
Submit press releases via Exhibitor Profile	Jul 8	Oct 6	