

Step-by-step checklist

Guides and key dates	When to start	<input checked="" type="checkbox"/>
Join a Webinar	Now	
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	Jul 14	
App available	Sep 14	
Buyers begin to book meetings	Sep 14	
Badges sent via email	Sep 28	

Registration and promotion	When to start	Deadline	<input checked="" type="checkbox"/>
Submit onsite contact details	Now	Oct 2	
Complete company & individual profiles	Jul 8	Sep 8	
Register booth team members	Jul 14	Sep 1	
Online exhibitor directory goes live	Aug 26	Nov 20	
Messaging live	Sep 14	Oct 15	
Favouriting live	Sep 14	Oct 15	
Recommendations live	Sep 14	Oct 15	
Attendee list live	Sep 14	Nov 20	

Meetings	When to start	Deadline	<input checked="" type="checkbox"/>
Exhibitor meeting schedules live	Sep 1	Oct 15	
Access & download leads report	Sep 14	Nov 20	
Buyers start booking meetings	Sep 14	Oct 15	
Badge scanning live (via the app)	Sep 14	Oct 15	
Meeting rating live	Oct 13	Oct 15	

Press & PR	When to start	Deadline	<input checked="" type="checkbox"/>
Contact PR team to request press conference	Now	Jul 27	
Invite your contact list to the show	Now	Sep 8	
Plan social media activity	Now	Oct 15	
Submit press releases via Exhibitor Profile	Jul 14	Oct 12	