

# Step-by-step checklist

Guides and key dates	When to start	Deadline	<input checked="" type="checkbox"/>
<a href="#">Join a Webinar</a>	Now	Ongoing	<input checked="" type="checkbox"/>
<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	<input checked="" type="checkbox"/>
Register booth partners & team member	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	
Group appointments (booths over 300sqft)	When to start	Deadline	<input checked="" type="checkbox"/>
Submit group appointment preferences	Jul 7	Jul 17	<input checked="" type="checkbox"/>
Check group appointments	Aug 8	Aug 20	
Meetings	When to start	Deadline	<input checked="" type="checkbox"/>
Create booth presentations & events	Aug 28	Sep 8	<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	
Booth construction - space only booths	When to start	Deadline	<input checked="" type="checkbox"/>
<a href="#">Register booth constructor</a>	Jul 8	Aug 8	<input checked="" type="checkbox"/>
<a href="#">Submit booth design - 2 storey booths</a>	Jul 8	Aug 12	
<a href="#">Submit booth design - 1 storey booths</a>	Jul 8	Aug 19	
Booth construction - hardwall booth	When to start	Deadline	<input checked="" type="checkbox"/>
<a href="#">Early order discount - graphics</a>	Now	Sep 17	<input checked="" type="checkbox"/>
<a href="#">Early order discount - booth furnishings</a>	Now	Sep 19	
<a href="#">Final order - booth furnishings</a>	Now	Sep 26	
<a href="#">Final order - graphics</a>	Now	Sep 26	
Booth extras and costs	When to start	Deadline	<input checked="" type="checkbox"/>
<a href="#">Show gear AV (early order)</a>	Now	Sep 8	<input checked="" type="checkbox"/>
<a href="#">Show gear AV (final order)</a>	Now	Sep 15	
<a href="#">Mandalay Bay - electric, internet, catering (early order)</a>	Now	Sep 16	
<a href="#">Rigging</a>	Now	Sep 16	
<a href="#">Additional booth furnishings (GES)</a>	Now	Sep 26	
<a href="#">Mandalay Bay - electric, internet, catering (final order)</a>	Now	Oct 2	
Press & PR	When to start	Deadline	<input checked="" type="checkbox"/>
<a href="#">Contact PR team to request press conference</a>	Now	Jul 28	<input checked="" type="checkbox"/>
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	