

# Intermediary timeline

**IMEX** FRANKFURT  
MAY 19-21 2026

## JANUARY

### JANUARY 14

#### REGISTER AND INVITE BUYERS

From January 14, 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 January 14.

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 APRIL 24**

## MARCH

### MARCH 2

#### GROUP APPOINTMENT PREFERENCES

We'll email you with a request for your group appointment preferences on March 11 (if applicable)

**Deadline MARCH 11**

### MARCH 23

#### CHECK YOUR GROUP APPOINTMENTS

Tell us if any changes are needed.

Changes must be made before August 20.

**Deadline APRIL 1**

## APRIL

### APRIL 8

#### HOTEL ALLOCATION

Your buyers will be able to view their hotel in their IMEX account from April 8.

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

#### 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 APRIL 16**

### APRIL 20

#### HOSTED BUYER REGISTRATION CLOSES

Applications submitted after April 20 will be subject to availability as hosted buyer groups fill up.

#### SCHEDULES GO LIVE

Hosted buyers' individual schedules go live April 20. 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 [frankfurt.imexevents.com](https://frankfurt.imexevents.com)