

Exhibitor Checklist

Action	Start Date	Deadline
Step 1 - Complete your profile and online registration		
Match profile form	ASAP	Ongoing
Access the exhibitor portal	25th December 2018	19th February
Step 2 - Promote your presence and increase your visibility		
Share your news	ASAP	Ongoing
Contact your sales representative	ASAP	Ongoing
Step 3 - Secure business appointments		
Log into the Exhibitor Portal	27th February 2019	7th March 2019
Your appointment diary is now available to view via the Exhibitor Portal	20th March 2019	27th March 2019
Step 4 - Managing Your Pod & Access to Show		
Submit your pod graphics	N/A	N/A
Order additional badges	ASAP	20th March 2019
Book your accommodation	ASAP	Ongoing
Step 5 - Get Ready for the event		
Check out the networking & education programme to make the most of your time at the show	April 2019	Ongoing
Step 6 - Follow Up		
Follow up your leads and target your prospects with a post event message	Post event	Ongoing
Use the Hosted Buyer appointment rating and 'no show' tool to let us know about the quality and relevance of the buyers you met with	Onsite	Post event
Complete the post show survey with your feedback, to help us develop the show for next year!	Just after the show	Just after the show

Key Deadlines

Action	Date
Register your company details and stand sharers	19th February 2019
Pod Graphics	N/A
Appointment preferences go live	27th February 2019
Preference selection closes	12th March 2019
HB Appointments live	20th March 2019
Order additional badges	20th March 2019
Appointment rating	25th March 2019

Event Dates & Opening Times

Monday 25th March 2019: 09:00 - 20:00
Tuesday 26th March 2019: 09:00 - 20:00
Wednesday 27th March 2019: 09:00 - 20:00