

Exhibitor Checklist

Action	Start Date	Deadline
Step 1 - Complete Your Profile and Online Registration		
Access the Exhibitor Portal (login details will be emailed to you) - update your company details, add your geo regions, product categories and much more to enhance your profile	ASAP	30th September
If you have Stand Sharers, you must register them in the Exhibitor Portal to ensure they are visible to Hosted Buyers	ASAP	30th September
Submit your Official Catalogue Listing via the Exhibitor Portal	ASAP	19th October
Step 2 - Promote Your Presence and Increase your Visibility		
Complete the PR questionnaire to ensure your activity and news features in our PR campaign: ibtmpr@daviestanner.com	ASAP	Ongoing
Advertise your presence and share exciting news in one of our official printed and digital publications: www.ibtmworld.com/en/exhibit/sponsorship-advertising/	ASAP	Ongoing
Check out quick ways to boost your profile to create more appointments with affordable sponsorship opportunities at: http://store.ibtmworld.com/	ASAP	Ongoing
Step 3 - Secure Business Appointments		
Log into the Exhibitor Portal and start selecting the Hosted Buyers you want to meet	4th October	26th October
Your appointment diary is now available to view via the Exhibitor Portal	6th November	N/A
Use the Diary Management Tool to move appointments between your diaries to different times and dates (only applicable to exhibitors with multiple diaries and/or stand sharers)	1st November	5th November
Access the Self-Scheduled Appointment Tool to request additional appointments with Hosted Buyers in any remaining time slots	6th November	20th November
Use the Diary Management Tool to move appointments between your diaries, but only within the same timeslot (only applicable to exhibitors with multiple diaries and/or stand sharers)	6th November	20th November
Step 4 - Managing Stand Set Up & Access to Show		
The Operations Manual is live in the Exhibitor Portal - including venue information, health and safety rules, stand build regulations and instructions for ordering furniture, catering, rigging	September	N/A
Log into the Stand Check System to submit your stand designs and supporting documents - refer to Operations Manual (Main Stand Holders with space only packages)	14th September	2nd October
Order your stand personnel badges via the Exhibitor Portal	August	23rd November
Book your travel and accommodation: special rates available at www.ibtmworld.com/travel	July	N/A
Apply for your visa via the Exhibitor Portal	August	2nd November
Check your stand contractor has been granted permission to start build (Main Stand Holders only)	9th November	21st November
Step 5 - Get Ready for Barcelona		
Download the app for up to date information at the show, to view your appointment diary and to use the free lead scanner - www.ibtmevents.com/app . Alternatively you can purchase a lead scanner from Livebuzz at 25% off - <i>link coming soon</i>	August	Before the Show
Plan your Networking Hour event and promote via the Exhibitor Portal -Wednesday 29th November 2017	ASAP	Before the Show
Check out the networking & education programme to make the most of your time at the show: www.ibtmworld.com/whatson	ASAP	N/A
Step 6 - Follow Up		
Follow up your leads and target your prospects with a post event message	Just after the show	N/A
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	Just after the show	Ongoing
Complete the post show survey with your feedback, to help us develop the show for next year!	Just after the show	Early January

Key Deadlines

Action	Date
Register your company details and stand sharers	ASAP
Hosted Buyer preferences go live	4th October
Exhibitor preferences go live	4th October
Stand design submission (Main Stand Holders with space only packages)	2nd October
Submit your official catalogue listing	19th October
Preference selection closes	26th October
Appointment match takes place	29th October
Move your appointments between diaries to different times and dates*	1st - 5th November
Self-Scheduled Appointment Tool goes live	6th November
Move your appointments between diaries, within the same timeslots*	6th - 20th November
Hosted Buyer appointments live in your online exhibitor diary	21st November
Order your stand personnel badges	23rd November

*only applicable to exhibitors with multiple diaries and/or stand sharers

Exhibition Dates & Opening Times

Action	Start Date	Deadline
Build up for the Space Only Exhibitors	21st November (08:00 - 21:00)	25th November (08:00 - 21:00)
Build up for Shell Scheme Exhibitors	25th November (08:00 - 21:00)	25th November (08:00 - 21:00)
Breakdown onsite at IBTM World	29th November (18:00 - 00:00)	1st December (08:00 - 14:00)

Tuesday 27th November: 8:45 - 18:00 Wednesday 28th November: 8:45 - 19:00 Thursday 29th November: 8:45 - 17:00 Please note: IBTM World will open at 08:45 for Visitors and Hosted Buyers for the keynote session at 09:00
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