

Fantastic Food+Drink 2018 Exhibitor Checklist

Are you ready for the expo? Are you maximising your exhibiting experience?
 Below is a checklist of tasks and deadlines to action prior to the event.

TASK	DUE	COMPLETE
Compulsory Forms in Exhibitor Centre:		
Event Magazine Artwork Due	2 March	
Company Listing Due	2 March	
Order additional services e.g. catering, overhead signs, additional lighting / power	29 March	
Submit Fascia Name Board Details	29 March	
Organise freight / shipping and book Loading dock time	6 April	
Order or register your lead scanner(s)	6 April	
Submit stand artwork and contractor details – Space only Stands	6 April	
Register any stand activity that may need approval – Stand Activity Form	13 April	
Order Staff Passes (Vendor passes)	20 April	
Staffing for Expo		
Organise the staff who will be working on your stand	6 April	
Book flights and accommodation for staff	6 April	
Book venue parking or alternative transport to the show	6 April	
Marketing / Promotions		
Plan your pre-show marketing campaign – see Marketing Tools Page.	6 April	
Plan your stand signage design – think about messaging and your exhibitor objectives	6 April	
Organise your onsite stand activity promotions	6 April	
Organise a networking event / meetup at the show for your new and existing clients	6 April	
Food and Beverage Sampling		
Read the 'Food & Beverage Sampling information' tab, and submit relevant forms in Compulsory forms tab.	13 April	