**Accountech.Live 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.

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| **TASK** | **DUE** | **COMPLETE** |
| **Compulsory Forms in Exhibitor Centre:** |
| Event Magazine Artwork Due (if booked) | 8 Oct |  |
| Company listing on website | 8 Oct |  |
| Read and understand all information in the Exhibitor Centre |  |  |
| Order Staff Passes (Vendor passes) | 12 Nov |  |
| Order additional services e.g. catering, overhead signs, additional lighting / power | 22 Oct  |  |
| Organise freight / shipping and book Loading dock time? | 2 Nov |  |
| Register your lead scanner(s) | 12 Nov |  |
| Register any stand activity that may need approval | 2 Nov |  |
| Turnkey Stands - Submit stand artwork via Exhibitor Centre. | 15 Oct |  |
| Space only Stands - Submit build plans and contractor details. | 26 Oct |  |
| **Staffing for Expo** |
| Organise the staff who will be working on your stand  |  |  |
| Book flights and accommodation for staff  |  |  |
| Plan parking or organise alternative transport to the show  |  |  |
| **Marketing / Promotions** |
| Download Top Tips for Exhibiting checklist |  |  |
| Set your exhibiting objectives and share with your onsite team |  |  |
| Plan your pre-show marketing campaign – see Marketing Tools Page. |  |  |
| Plan your stand signage design – think about messaging and your exhibitor objectives.  |  |  |
| Organise your onsite stand activity promotions |  |  |
| Organise a networking event / meet up at the show for your new and existing clients  |  |  |