




Check	Activity	Dead line	Requerement	Responsible
1 <input type="checkbox"/>	Read the <b>exhibitors´ manual</b> and learn the event rules.	ASAP	<input checked="" type="checkbox"/> Mandatory	Exhibitor/Assembler
2 <input type="checkbox"/>	Join the <b>exhibitors´ training session</b> . (11:00 a.m) 	08/04/2026	<input type="checkbox"/> Optional	Exhibitor
3 <input type="checkbox"/>	Send the company logo.	14/04/2026	<input checked="" type="checkbox"/> Mandatory	Exhibitor
4 <input type="checkbox"/>	Complete the <b>exhibitors´ profile</b> with the company´s commercial information.	14/04/2026	<input checked="" type="checkbox"/> Mandatory	Exhibitor
5 <input type="checkbox"/>	Join the <b>business meetings training session</b> . (11:00 a.m) 	10/04/2026	<input type="checkbox"/> Optional	Exhibitor
6 <input type="checkbox"/>	<b>Register your assembly company</b> in the operations portal.	24/04/2026	<input checked="" type="checkbox"/> Mandatory	Exhibitor
7 <input type="checkbox"/>	<b>Upload the booth documents</b> for the committee´s review.	01/05/2026	<input checked="" type="checkbox"/> Mandatory	Assembler
8 <input type="checkbox"/>	Make sure your <b>booth project is approved</b> in the operations platform.	08/05/2026	<input checked="" type="checkbox"/> Mandatory	Exhibitor/Assembler
9 <input type="checkbox"/>	Notify Customer Experience about <b>activities, dynamics and product demos</b> .	01/05/2026	<input checked="" type="checkbox"/> Mandatory	Exhibitor
10 <input type="checkbox"/>	Hiring <b>additional services</b> with the venue or the official suppliers of the Organizing Committee.	09/05/2026	<input type="checkbox"/> Optional	Exhibitor/Assembler
11 <input type="checkbox"/>	Join the <b>Setup/dismantling webinar</b> . (11:00 a.m) 	21/05/2026	<input checked="" type="checkbox"/> Mandatory	Assembler
12 <input type="checkbox"/>	Know your acces code for the <b>LEAD MANAGER</b> badge reader app and how it works.	19/05/2026	<input checked="" type="checkbox"/> Mandatory	Exhibitor
13 <input type="checkbox"/>	<b>Exhibitor Badge</b> registration (Suggested date).	15/05/2026	<input checked="" type="checkbox"/> Mandatory	Exhibitor
14 <input type="checkbox"/>	<b>DASHBOARD:</b> Prepare and review your digital performance for the event.	05/06/2026	<input type="checkbox"/> Optional	Exhibitor
15 <input type="checkbox"/>	Registration of <b>setup/dismantling badges</b> .	22/05/2026	<input checked="" type="checkbox"/> Mandatory	Assembler

Click on the following link to access all the links and tutorials to carry out these activities.