

## **DON'T KNOW WHERE TO BEGIN?**

Don't worry! Here is a step-by-step guide that will help you prepare for the exhibition

Step

Set-up your Event Strategy

Step 2

Complete your Online Exhibitor Profile

4 Months prior to the Event

Step 3

Check Advertising, & Sponsorship Opportunities

4 Months prior to the Event

Step 4

Settle your **Payments** 

4 Months prior to the Event

Step 5

Contact **Custom Design** Stand Builder

4 Months prior to the Event

Step 6

Order your Technical Services & Equipment

3 Months prior to the Event

Step /

Coordinate with Freight, Handling and Customs

3 Months prior to the Event

Step 8

Plan ahead your Trip and Accommodation

3 Months prior to the Event

Step 9

Invite your Partners with unique Promo code

2 Weeks prior to the Event

Reach out to us: Rymma.Topchyi@ite.group



