

ACTION	DATES	
Step 1 - Complete Your Profile and Online Registration	Start Date	Deadline
Exhibitor Dashboard - Access to manage all details related your booth: Link Coming soon	Feb 10th	May 30th
CERTAIN (Business Appointment System) - All exhibitors with pre-scheduled appointment diaries must upload their company information and select the categories profiles for their appointments. - If you have stand Co-Exhibitors with a dedicated diary of their own, you must register them in the Business Appointment System to ensure they are visible to Hosted Buyers. CERTAIN Link: Coming Soon	Jan 30th	May 24th
Step 2 - Promote Your Presence and Increase your Visibility	Start Date	Deadline
Social Media - Advertise your presence and share exciting news on our official Social Media Platforms Send by email to: English content: nick.nagle@reedexpo.co.uk Spanish content: vvelazquez@reedexpo.com	January 2019	May 20th
Sponsorships - Check out our wide range of sponsorship opportunities	January 2019	April 30th
Register your Post Event Tour for Hosted Buyers	January 2019	April 9th
Step 3 - Secure Business Appointments	Start Date	Deadline
Exhibitor and Hosted Buyers preferences go live - Log into the Business Appointment System and start selecting your preferences about Hosted Buyers profile that you would like to meet	April 10th	May 3rd
Appointment match takes place	May 4th to May 9th	
Self-scheduled appointments	May 13th	May 22nd
Your appointment diary is now available to view via the Business Appointment System and emailing you.	May 24th	
Step 4 - Managing Stand Set Up & Access to Show	Start Date	Deadline
Approval Booth Design / Insurance Policy	March 2019	May 20th
Order your stand personnel badges via the Exhibitor Dashboard	March 2019	may-10
Book your travel and accomodation:	Feb 10th	May 28th
Step 5 - Get Ready for Mexico	Start Date	Deadline
Take part of to the Exhibitor training - English speakers	May 7th	
Take part of to the Exhibitor training - Spanish Speakers	May 8th	
Download the app for up to date information at the show	March 2019	May 2019
Plan your Networking and Engagement activities at your Stand and let us know to promote it. Enter details via Exhibitor Dashboard	February	May 2019
Check out the networking & education program to make the most of your time at the show	March 2019	May 2019
Get your tickets for the Rendezvouz by MPI (Take this opportunity to invite Hosted Buyers to this networking event)	March 2019	May 2019
Plan your Pre-Scheduled Appointments and take advantage of your opportunity to meet with the Hosted Buyers and Trade Visitors	May 24th	May 28th
Step 6 - Follow Up	Dates	
Follow up your leads and target your prospects with a post event message	June 3rd	
Complete the post show survey with your feedback, to help us develop the show for next year!	June 3rd	