

	Activity	Deadline	Request	Responsible
1	Read the <b>Exhibitor Manual</b> and familiarize yourself with the event rules.	ASAP	 Mandatory	Exhibitor/ Assembler
2	Connect to <b>Exhibitor Training</b> (11:00 a.m)	June 16th 2026	 Optional	Exhibitor
3	Send the company logo.	June 30th 2026	 Mandatory	Exhibitor
4	<b>Complete the exhibitor profile</b> with your company's commercial information. .	June 30th 2026	 Mandatory	Exhibitor
5	Deadline for <b>MSH</b> (Main Pavilion Exhibitors) <b>to register their sharers.</b>	June 15th 2026	 Mandatory	Exhibitor
6	Connect to <b>Business Appointment Training.</b> (11:00 a.m)	July 1st 2026	 Optional	Exhibitor
7	<b>Register your assembly company</b> on the <b>operational portal.</b>	July 10th 2026	 Mandatory	Exhibitor
8	Upload stand documents for committee review.	July 23th 2026	 Mandatory	Assembler
9	Make sure your <b>stand project is approved</b> on the operating platform.	July 23th 2026	 Mandatory	Exhibitor/ Assembler
10	<b>Notify Customer Experience</b> about <b>activities, dynamics, and product demos.</b>	July 24th 2026	 Mandatory	Exhibitor
11	Contracting of <b>additional services with the venue and/or official suppliers</b> of the Organizing Committee.	July 28th 2026	 Opcional	Exhibitor / Assembler
12	Connect to the <b>assembly/disassembly webinar.</b> (11:00 a.m)	July 15th 2026	 Mandatory	Assembler
13	Learn about your <b>access code</b> for the <b>LEAD MANAGER</b> badge-scanning app and how it works.	July 30th 2026	 Mandatory	Exhibitor
14	<b>Exhibitor Badge</b> Registration	August 10th 2026	 Mandatory	Exhibitor
15	<b>DASHBOARD:</b> Get ready and review your digital performance before the event.	July 30th 2026	 Optional	Exhibitor
16	<b>Badge Registration for assembly/disassembly</b>	Augus 14th 2026	 Mandatory	Assembler

**Click on the following link to access all the links and tutorials for completing these activities.**