

## IBTM China 2019 Exhibitor Checklist

	Action	Starting	Deadline	Tick box
Book your stand	Visit the event website <a href="http://IBTMChina.com">IBTMChina.com</a> and speak with your Sales Advisor for more information about exhibiting options: Rachel Duan [ <a href="mailto:rachel.duan@reedexpo.com.cn">rachel.duan@reedexpo.com.cn</a> ] (domestic enquiries) Harriett Radcliffe [ <a href="mailto:harriet.radcliffe@reedexpo.co.uk">harriet.radcliffe@reedexpo.co.uk</a> ] (international enquiries)	ASAP	17 <sup>th</sup> July	
	Submit your signed participation agreement and recruit your stand sharers	ASAP	17 <sup>th</sup> July	
Build your stand	Submit fascia board information (Schell scheme only)	20 <sup>th</sup> May	20 <sup>th</sup> July	
	Register your stand contractor, submit electricity form and stand design (Space only)	20 <sup>th</sup> May	20 <sup>th</sup> July	
	Order badges for IBTM China via [ <a href="mailto:lirene.wang@reedexpo.com.cn">lirene.wang@reedexpo.com.cn</a> ]	20 <sup>th</sup> May	20 <sup>th</sup> July	
	Submit order forms: furniture, AV equipment, temporary staff, communication equipment (mobile phone, Internet connection)	20 <sup>th</sup> May	20 <sup>th</sup> July	
Secure appointments	Log into the exhibitor portal, complete your company profile and any stand sharer profiles	TBC	17 <sup>th</sup> July	
	Recommend Hosted Buyers you would like to see at the event when registration opens	10 <sup>th</sup> April	1 <sup>st</sup> July	
	Increase your visibility by sharing your news with IBTM Marketing and PR at [ <a href="mailto:susan.lv@reedexpo.com.cn">susan.lv@reedexpo.com.cn</a> ]	Once signed up	Ongoing	
	Review and select sponsorship opportunities by contacting your Sales Advisor: Rachel Duan [ <a href="mailto:rachel.duan@reedexpo.com.cn">rachel.duan@reedexpo.com.cn</a> ] (domestic enquiries) Harriett Radcliffe [ <a href="mailto:harriet.radcliffe@reedexpo.co.uk">harriet.radcliffe@reedexpo.co.uk</a> ] (international enquiries)	Once signed up	17 <sup>th</sup> July	
	Preferences open: Update your appointment preferences to choose the buyers you want to meet	17 <sup>th</sup> July	5 <sup>th</sup> August	
	Your appointment diary is now available to view via the Exhibitor Portal	7 <sup>th</sup> August	Ongoing	
	Book more appointments with Hosted Buyers	12 <sup>th</sup> August	21 <sup>st</sup> August	
	View your final appointment schedule via the Exhibitor Portal	23 <sup>rd</sup> August	29 <sup>th</sup> August	
Pre travel	Submit your application for a Chinese Visa using the translated invitation letter provided	20 <sup>th</sup> May	20 <sup>th</sup> July	
	Book your accommodation	Once signed up	28 <sup>th</sup> August	
	Check out the networking and education programme to make the most of your time at the show	19 <sup>th</sup> May	27 <sup>th</sup> August	
	Follow IBTM China on social media for live show updates! <a href="#">Facebook</a> <a href="#">LinkedIn</a> <a href="#">Twitter</a> <a href="#">WeChat</a>	Once signed up	27 <sup>th</sup> August	
Event setup	Exhibition hall open for space only stand contractors	26 <sup>th</sup> August 09:00		
	Exhibition open for shell scheme stand	27 <sup>th</sup> August 09:00		
	Collect your exhibitor badges	26 <sup>th</sup> August 10:00	27 <sup>th</sup> August 17:00	
	International exhibitors will receive a device to access the IBTM China App (including diary and appointment ratings)	26 <sup>th</sup> August 10:00	27 <sup>th</sup> August 17:00	
	Stand setup must be completed		27 <sup>th</sup> August 16:00	
	Breakdown your stand and clear out the hall	29 <sup>th</sup> August 17:00	29 <sup>th</sup> August 21:00	
Post show	Use the IBTM China App to rate Hosted Buyer Appointments and mark 'no shows'	Onsite / Post show		
	Follow up with your leads and target your prospects with a post event message	Post show		
	Complete the post show survey to share your feedback and experience	Post show		
	Keep in touch with your Sales Advisor, to get priority access to IBTM China 2020 Rachel Duan [ <a href="mailto:rachel.duan@reedexpo.com.cn">rachel.duan@reedexpo.com.cn</a> ] (domestic enquiries) Harriett Radcliffe [ <a href="mailto:harriet.radcliffe@reedexpo.co.uk">harriet.radcliffe@reedexpo.co.uk</a> ] (international enquiries)	Post show		

■ Main Stand Holder
 ■ Main Stand Holder and Sharers

For more information visit: [www.ibtmchina.com](http://www.ibtmchina.com)

Connect with us    

### More Promotion Opportunities:

Domestic: Rachel Duan  
 E: [rachel.duan@reedexpo.com.cn](mailto:rachel.duan@reedexpo.com.cn)

International: Harriett Radcliffe  
 E: [harriet.radcliffe@reedexpo.co.uk](mailto:harriet.radcliffe@reedexpo.co.uk)

Help Desk at Show Team  
 E: [cibtm@reedexpo.com.cn](mailto:cibtm@reedexpo.com.cn) T: +86 10 5933 9204



More information

Organised by



Partner



ibtm<sup>®</sup>, RELX Group and the RE symbol are trade marks of RELX Intellectual Properties SA, used under license. Reed Exhibitions and Reed Travel Exhibitions are trade marks of RELX Group plc. Hosted Buyer is a trade mark of Reed Exhibitions Limited.