EXHIBITOR CHECKLIST 2026

BEFORE SUMMER (Activate your participation)

FROM NOW ON

□ Access MyEasyfairs: complete your profile and upload your products and news

□ Download the banners

□ Share your participation in the trade show

Pro tip: if you include your invitation link, you will be able to track who registers through MyEasyfairs from now on

□ Apply for the Live Tours – COMING SOON

□ Apply for the ESG Awards – COMING SOON

THE SOONER YOU ACTIVATE YOUR PROFILE, THE MORE VISIBILITY YOU'LL GAIN.

AFTER SUMMER (Activate your participation and start generating leads)

FIRST OF ALL...

□ Review your MyEasyfairs profile → make sure it is 100% complete

□ Register your stand staff

9 SEPTEMBER:: YOU WILL RECEIVE THE 1ST DIGITAL INVITATION TO SEND TO YOUR CONTACTS

15 SEPTEMBER: JOIN OUR PRE-SHOW EXHIBITOR MEETING

8 OCTOBER: FINAL DEADLINE FOR LIVE TOURS & ESG AWARDS APPLICATIONS

21 OCTOBER: SEND THE 2ND DIGITAL INVITATION WITH ALL THE TRADE SHOW DETAILS TO YOUR CONTACTS

19 OCTOBER: FINAL DEADLINE TO CONFIGURE YOUR SMART READERS > IN MYEASYFAIRS

AT THIS STAGE, YOU SHOULD ALREADY BE GENERATING REAL REGISTRATIONS.

BEFORE THE SHOW (Maximise your results and... enjoy the experience!)

LAST PUSH BEFORE THE SHOW!

□ Reminder invitations sent to your contacts

□ All your team members are registered as stand personnel

□ Make sure everyone knows how to use the tools (APP and Readers)

BUILD-UP AND SHOW OPENING HOURS

- **BUILD-UP (SPACE ONLY STANDS):**

8 NOVEMBER: FROM 15:00 TO 20:00

9 & 10 NOVEMBER: FROM 09:00 TO 20:00

BUILD-UP (MODULAR STANDS):

9 NOVEMBER: FROM 15:00 TO 20:00

10 NOVEMBER: FROM 09:00 TO 20:00

- **SHOW OPENING HOURS (EXHIBITORS):**

11 NOVEMBER: FROM 09:00 TO 19:30

12 NOVEMBER: FROM 09:00 TO 18:30

SHOW OPENING HOURS (VISITORS):

11 & 12 NOVEMBER: FROM 09:30 TO 18:00

- **DISMANTLING:**

12 NOVEMBER: SIMULTANEOUSLY WITH THE ORGANISERS, FROM 19:00 TO 21:00

13 NOVEMBER: FROM 09:00 TO 15:00

YOUR PREPARATION WILL DETERMINE THE QUALITY OF YOUR LEADS.