

# YOUR EXHIBITOR CHECKLIST – AMM 2026

## BEFORE SUMMER (Activate your participation)

### 🔑 AVAILABLE NOW

- ❑ Apply for the 5th Edition of the AMM AWARDS
- ❑ Access MyEasyfairs: complete your profile and upload your products and news
- ❑ Download the banners
- ❑ Share your digital invitation
- ❑ Request your printed invitations
- ❑ Sign up for the Live! Demo Machinery sessions



**JUL 17 1 JUNE:** EXHIBITOR REGISTRATION OPENS > MANAGE STAND STAFF IN MY EASYFAIRS

**JUL 17 30 JUNE:** DEADLINE TO APPLY FOR THE AMM AWARDS AND TO REQUEST PRINTED INVITATIONS

THE SOONER YOU ACTIVATE YOUR PROFILE, THE MORE VISIBILITY YOU WILL GAIN.

## AFTER SUMMER (Activate and start generating leads)

### ⚙️ PREPARATION

- ❑ Review your My Easyfairs profile → 100% completed
- ❑ Register your stand staff

**JUL 17 1 SEPTEMBER:** SHARE THE ADVANCED MANUFACTURING CARD ON YOUR SOCIAL MEDIA CHANNELS

**JUL 17 15 SEPTEMBER:** SEE YOU AT OUR PRE-SHOW EXHIBITOR MEETING

**JUL 17 1 OCTOBER:** DEADLINE TO REGISTER FOR LIVES! DEMO MACHINERY

**JUL 17 4 OCTOBER:** SEND THE 2ND DIGITAL INVITATION WITH ALL THE EVENT DETAILS TO YOUR CONTACTS

**JUL 17 19 OCTOBER:** DEADLINE TO CONFIGURE THE SMART READERS > IN MY EASYFAIRS

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

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

### 📣 ¡ÚLTIMO EMPUJÓN!

- ❑ Recordatorios enviados a los contactos
- ❑ Todo el equipo está registrado como stand personnel
- ❑ Todos saben usar las herramientas (APP y Readers)

### **JUL 17 SETUP & EVENT DATES AND TIMES**

#### • SET UP:

**2 NOVEMBER:** FROM 15:00 TO 20:00

**3 NOVEMBER:** FROM 09:00 TO 19:00

#### • EVENT (EXHIBITORS):

**4 NOVEMBER:** FROM 09:00 TO 19:30

**5 NOVEMBER:** FROM 09:00 TO 18:30

#### • EVENT (VISITORS):

**4 & 5 NOVEMBER:** FROM 09:30 TO 18:00

#### • DISMANTLING:

**5 NOVEMBER:** SIMULTANEOUS WITH THE ORGANISERS FROM 19:00 TO 21:00

**6 NOVEMBER:** FROM 09:00 TO 15:00

YOUR PREPARATION WILL DEFINE THE QUALITY OF YOUR LEADS.