

## Exhibitor Checklist

Action	Start Date	Deadline
<b>Step 1 - Complete Your Profile and Online Registration</b>		
Access the Exhibitor Portal (login details will be emailed to you) - update your company details, add your geo regions, product categories and much more to enhance your profile	Immediately	Friday, 12th January 2018
If you have Stand Sharers, you must register them in the Exhibitor Portal to ensure they are visible to Hosted Buyers	Immediately	Friday, 5th January 2018
Submit your Official Catalogue Listing via the Exhibitor Portal	Immediately	Friday, 5th January 2018
<b>Step 2 - Promote Your Presence and Increase your Visibility</b>		
Download AIME banners and logos with your unique stand number	Upon request: Clare.obrien@reedexhibitions.com.au	Ongoing
Take advantage of our Sponsorship Opportunities: <a href="http://www.aime.com.au/exhibit/sponsorship/">http://www.aime.com.au/exhibit/sponsorship/</a>	Immediately	Ongoing
<b>Step 3 - Secure Business Appointments</b>		
Log into the Exhibitor Portal and start selecting you Preferences (the Hosted Buyers you want to meet)	Tuesday, 16th January 2018	Tuesday, 6th February 2018
Access the self-scheduled appointment (SSA) tool to request additional appointments with Hosted Buyers in any remaining time slots	Friday, 9th February 2018	Thursday, 15th February 2018
<b>Step 4 - Managing Stand Set Up &amp; Access to Show</b>		
Log into the Stand Check System to submit your stand designs and supporting documents - refer to Operations Manual (Main Stand Holders with space only packages)	Immediately	Ongoing
Order your stand personnel badges via the Exhibitor Portal	Immediately	Thursday, 15th February 2018
Book your travel and accommodation: special rates available at: <a href="http://www.aime.com.au/en/attend/hotemap/">www.aime.com.au/en/attend/hotemap/</a>	Immediately	Friday, 16th February 2018
Apply for your visa via the Exhibitor Portal	Immediately	Friday, 5th January 2018
<b>Step 5 - Get Ready for AIME 2017</b>		
Download the app for up to date information at the show and to view your appointment diary	App available in January 2018	Friday, 16 February 2018
Plan your Networking Hour event and promote via the Exhibitor Portal	Open Now	Friday, 16 February 2018
Check out the networking & education programme to make the most of your time at the show	Coming Soon!	Friday, 16 February 2018
<b>Step 6 - Follow Up</b>		
Follow up your leads and target your prospects with a post event message	Post Show	Ongoing
Use the Hosted Buyer appointment rating and 'no show' tool to let us know about the quality and relevance of the buyers you met with	Onsite	Post Show

### Key Deadlines

Action	Date
Register your company details and stand sharers	Friday, 5th December 2017
Submit your Official Catalogue Listing via the Exhibitor Portal	Friday, 5th January 2018
Stand design submission (Main Stand Holders with space only packages)	Friday, 5th January 2018
Exhibitor preferences go live	Tuesday, 16th January 2018
Confirm Public Liability Insurance	Friday, 5th January 2018
Arrange VISA, Freight and Travel	Friday, 5th January 2018
Preference selection closes	Tuesday, 6th February 2018
Self-scheduled appointment tool goes live	Friday, 9th February 2018
Self-scheduled appointments close	Thursday, 15th February 2018
Order your stand personnel badges	Friday, 2nd February 2018

### Exhibition Dates & Opening Times

Action	Start Date	Completion Date
Build up for the Space Only Exhibitors ☺	Saturday 17th February 12 noon- 10pm, Sunday 18th 7am - 10pm & Monday 19th from 7am	Monday 20th February 8pm
Set up for Shell Scheme Exhibitors	Monday 19th February 7am	Monday 19th February 6pm
Final touch up of stands & product placement	Tuesday 20th February 8am	Tuesday 20th February 9.30am
Breakdown & pack up for Shell and Space stands	Wednesday 21st February 5.30pm - 10pm & Thursday from 7am	Thursday 22nd February 2pm
Freight removal	Wednesday 21st February 5.30pm - 10pm & Thursday from 7am	Thursday 22nd February 3pm

**Tuesday 20th February 2018 9am-6pm** Exhibitor Access times 7am-6.30pm  
**Wednesday 21st February 2018 9am-5pm** Exhibitor Access times 8am-10pm