

# Quick Exhibitor Checklist



Don't know where to begin with? Don't worry, here is a quick check list, step-by-step.

Some of these steps require you to log on to the Online Catalogue platform with an ID. You should have received your login details. If you haven't, please contact Customer Success Team Member

Steps	Compulsory	Task	Deadline	Contact
<b>Step 1</b> Secure your stand	✓	<b>Payment</b> As stated in your invoice	ASAP	Finance/Credit Control
<b>Step 2</b> Secure your profile entry & badge names	✓	<b>Exhibitor Login</b> <a href="http://www.exhibitor.ite-expo.ru/en-GB">www.exhibitor.ite-expo.ru/en-GB</a> Late submissions will not be included in the Printed Show Guide	<b>04 August 2019</b> the earlier the better	Customer Success Team <a href="https://www.world-food.ru/Contact-us">https://www.world-food.ru/Contact-us</a>
<b>Step 3</b> Ensure your visa	✓	<b>Visa</b> Russian business visa takes time	ASAP*	Irina Ligay <a href="mailto:info@corporatevisasuk.com">info@corporatevisasuk.com</a>
<b>Step 4</b> Send your shipment & products	✓	<b>Freight, Handling and Customs</b> Russia has strict custom regulations even for samples	ASAP*	Eric Awater <a href="mailto:eric.awater@btg-expo.com">eric.awater@btg-expo.com</a>
<b>Step 5</b> Be prepared and get your stand ready	✓ (and Optional)	<b>Technical Services, Regulations &amp; Equipment</b> * Also contains important venue and construction regulations	<b>12 July 2019</b> late orders are subject to surcharges & availability	Technical Manager <a href="https://www.world-food.ru/Contact-us">https://www.world-food.ru/Contact-us</a>
<b>Step 6</b> Be visible & promoted	Optional	<b>Advertising, Sponsorship, On Site Exposure</b> Increase your brand exposure and stand out	ASAP	Customer Success Team <a href="https://www.world-food.ru/Contact-us">https://www.world-food.ru/Contact-us</a>
<b>Step 7</b> Be different	Optional	<b>Custom Designed Stand Builder</b> For exhibitors who booked Space Only	ASAP	JSM. <a href="mailto:info@jsmexpo.ru">info@jsmexpo.ru</a>
<b>Step 8</b> Be visited	Optional	<b>Inviting Your Partners</b> Your visitors/partners can register for FREE with your PromoCode <a href="http://www.world-food.ru/en-GB/visitors.aspx">www.world-food.ru/en-GB/visitors.aspx</a>	ASAP	Customer Success Team <a href="https://www.world-food.ru/Contact-us">https://www.world-food.ru/Contact-us</a>
<b>Step 9</b> Be curious & share	Optional	<b>Spreading Your News</b> Keep an eye on our NEWS page, and/or share your news with us <a href="http://www.world-food.ru/en-GB/press/news.aspx?type=ns">www.world-food.ru/en-GB/press/news.aspx?type=ns</a>	ASAP	Customer Success Team <a href="https://www.world-food.ru/Contact-us">https://www.world-food.ru/Contact-us</a>