	Check	Activity	Dead line	Requerement	Responsible
1	☐	Read the **exhibitors´manual** and learn the event rules.	**ASAP**	✅ Mandatory	Exhibitor/Assembler
2	☐	Join the **exhibitors´ training session.** (11:00 a.m) 📅	**08/04/2026**	🟡 Optional	Exhibitor
3	☐	Send the company logo.	**14/04/2026**	✅ Mandatory	Exhibitor
4	☐	Complete the **exhibitors´ profile** with the company´s commercial information.	**14/04/2026**	✅ Mandatory	Exhibitor
5	☐	Join the **business meetings training session.** (11:00 a.m) 📅	**10/04/2026**	🟡 Optional	Exhibitor
6	☐	**Register your assembly company** in the operations portal.	**24/04/2026**	✅ Mandatory	Exhibitor
7	☐	**Upload the booth documents** for the committee´s review.	**01/05/2026**	✅ Mandatory	Assembler
8	☐	Make sure your **booth project is approved** in the operations platform.	**08/05/2026**	✅ Mandatory	Exhibitor/Assembler
9	☐	Notify Customer Experience about **activities, dynamics and product demos.**	**01/05/2026**	✅ Mandatory	Exhibitor
10	☐	Hiring **additional services** with the venue or the official suppliers of the Organizing Committee.	**09/05/2026**	🟡 Optional	Exhibitor/Assembler
11	☐	Join the **Setup/dismantling webinar.** (11:00 a.m) 📅	**21/05/2026**	✅ Mandatory	Assembler
12	☐	Know your acces code for the **LEAD MANAGER** badge reader app and how it works.	**19/05/2026**	✅ Mandatory	Exhibitor
13	☐	**Exhibitor Badge** registration (Suggested date).	**15/05/2026**	✅ Mandatory	Exhibitor
14	☐	**DASHBOARD:** Prepare and review your digital performance for the event.	**05/06/2026**	🟡 Optional	Exhibitor
15	☐	Registration of **setup/dismantling badges.**	**22/05/2026**	✅ Mandatory	Assembler

Click on the following link to access all the links and tutorials to carry out these activities.