

EXHIBITOR CALENDAR

Send your e-invitations
until D-Day

APRIL

- 2** **SOCIAL MEDIA**
Join #iftm community (If not already done)
- 15** **EXHIBITOR HUB**
Declare your co-exhibitors
- 16** **EXHIBITOR HUB**
Complete my press contact, my news and press releases [deadline 18 august]
- 29** **SALES TEAM**
Boost your visibility thanks to communication tools & sponsoring
- 30** **CONCEPTION - EQUIPPED BOOTHS & VILLAGES**
Configure my layout

JULY

- 10** **DEADLINE BARE SPACE ⚠**
Send my booth project for approval to Decoplus : elisabeth.decoplus@gmail.com / w.decoplus@free.fr
- 20** **EVERYWHERE - BUSINESS MEETINGS PLATFORM**
Fulfill my company & colleagues profile. Schedule meetings with visitors, exhibitors, influencers, advertising agencies

DEADLINE

OPTIONAL SERVICES DEADLINE

IMPORTANT INFORMATION



CUSTOMER SERVICE
Contact us

+ 33 1 47 56 50 50 (Mon-Fri 9h-18h)



PRACTICAL INFORMATION
on iftm.fr

MAY

- 5** **EXHIBITOR HUB**
Communicate about my participation (communication kit available)
- 7** **HOTELS & TRANSPORTATION**
Book hotels & transportation
Benefit from special fares on IFTM
- 10** **BARE SPACE**
Receive plan & technical rules
- 19** **EXHIBITOR HUB**
Announce animations, personalities
- 27** **SOLAR PLATFORM**
Register suppliers who need access during set-up and dismantling (excluding exhibitors)
Exhibitors: your trade show badge is also valid during setup

AUGUST

- 10** **PRESS DEADLINE**
Indicate my news via exhibitor hub to be mentioned in press kit dossier de presse
- 10** **LOGIPASS PLATFORM**
register vehicles for delivery access
- 11** **BOOTH**
Submit the safety notice to DOT via exhibitor hub
- 16** **EXHIBITOR HUB - BOOTH**
Register your service provider
- 28** **BOOTH**
Book your complimentary items for the Easy and Identity booth
- 30** **BOOTH**
Book technical services before the 20% surcharge applies
- 31** **EXHIBITOR HUB - BOOTH**
Declare your personalities & officials (protocol service)

JUNE

- 19** **PROTOCOL SERVICES**
Request protocole service for officials send an email to protocole.iftm@rxglobal.com
- 23** **EXHIBITOR WEBINAR**
- 30** **EXHIBITOR HUB**
Register for "What's New?"

SEPTEMBER

- 1** **BADGE**
Print your badge
- 2** **LEAD BOOSTER TOOL**
complete your offer
- 8** **BOOTH**
Book technical services from Viparis (water, electricity, etc.) via VIPARISSTORE (⚠ surcharge) + additional services (hosts/hostesses, catering, cleaning, floral decoration, security...)
- 15-17** **SETUP / DISMANTLING**
Information on your exhibitor hub
- 15-17** **WASTE MANAGEMENT**
Reuse and recovery > exhibitor hub (form)
- 18** **LEAD MANAGER APP**
Download the app