

Exhibitor Checklist





ITEM

DATE

ACTION REQUIRED

IMMEDIATELY - IMMEDIATELY

SEPTEMBER-NOVEMBER

DECEMBER-JANUARY

JANUARY-FEBRUARY

	SUBSCRIBE to COMMS PORTAL to Receive Important Updates and Deadline Reminders	IMMED	SAVE this no. 0726169503 & message your company name to it
	Create an account - EXHIBITOR LOUNGE to Access Exhibitor Information Opportunities	IMMED	Exhibitor Lounge LOGIN
	SUBMIT MARKETING MATERIAL for your Social Media Campaign	IMMED	Submit Marketing to marketing@eidfest.co.za
	ADD your Company DIRECTORY for Online Directory, Mobile App and Festival Guide	IMMED	Add Your Listing DIRECTORY LISTING
	View KEY EVENT INFORMATION	IMMED	Download EXHIBITOR MANUAL
	View BOOTH DISPLAY GUIDELINES and other RULES AND REGULATIONS	IMMED	Download EXHIBITOR MANUAL
	TAKE ADVANTAGE of PROMOTIONAL OPPORTUNITIES that come with your booth	IMMED	Download KIT'COM
	DOWNLOAD our MARKETING TOOLKIT for your social media campaign	IMMED	Download MARKETING TOOLKIT
	SUBMIT your COMPANY LOGO'S for our social media campaign	IMMED	Submit logos to marketing@eidfest.co.za
	SUBMIT your SERVICES ORDER FORM and receive discounted rates	IMMED	Download EXPRESS SERVICE ORDER FORM
	CONFIRM your HOTEL & TRAVEL Arrangements	IMMED	Send request on ESF COMMS for Hotel Partners
	CONFIRM your FASCIA NAME	IMMED	Confirm your Fascia name HERE
	SUBMIT MARKETING MATERIAL for your Social Media Campaign	IMMED	Submit Marketing to marketing@eidfest.co.za
	REVIEW KEY EVENT INFORMATION	IMMED	Download EXHIBITOR MANUAL
	REVIEW BOOTH DISPLAY GUIDELINES and other RULES AND REGULATIONS	IMMED	Download EXHIBITOR MANUAL
	TAKE ADVANTAGE of PROMOTIONAL OPPORTUNITIES that come with your booth	IMMED	Download KIT'COM
	DOWNLOAD our MARKETING TOOLKIT for your Social Media Campaign	IMMED	Download MARKETING TOOLKIT
	ORDER your services @ DISCOUNTED RATES on Furniture, ShowGuard, Badges etc.	IMMED	Download EXPRESS SERVICE ORDER FORM
	ORDER BESPOKE DESIGNER BOOTH and Upgrade your Image	IMMED	Click HERE to View Designer booths
	SUBMIT your SERVICES ORDER FORM & receive discounted rates	IMMED	Submit form to admin@eidfest.co.za
	FINAL PAYMENT to be made to secure participation EIDFEST	30/11	Contact admin@eidfest.co.za
	DEADLINE TO SUBMIT MARKETING MATERIAL for our social media campaign	15/12	Submit Marketing to marketing@eidfest.co.za
	DEADLINE TO SUBMIT COMPANY LOGO for your social media campaign	15/12	Submit Marketing to marketing@eidfest.co.za
	DEADLINE TO REGISTER for ONLINE DIRECTORY, MOBILE APP & FESTIVAL GUIDE	15/12	Add Your Listing DIRECTORY LISTING
	REVIEW KEY EVENT INFORMATION	IMMED	View EXHIBITOR MANUAL
	REVIEW BOOTH DISPLAY GUIDELINES and other RULES AND REGULATIONS	IMMED	View EXHIBITOR MANUAL
	INVITATION TO ATTEND the EXHIBITOR BRIEFING & KITCHEN VISIT . RSVP essential	31/12	Click HERE to RSVP
	LAST DAY TO RSVP for EXHIBITOR BRIEFING & FOOD COURT BRIEFING	31/12	Click HERE to RSVP
	ATTEND the EXHIBITOR BRIEFING	13/01	Venue GALLAGHER GRILL, MIDRAND 11AM
	ATTEND the FOOD COURT BRIEFING for all food vendors	13/01	Venue GALLAGHER GRILL, MIDRAND 2PM
	LAST DAY TO PLACE ORDERS & MAKE PAYMENTS @ DISCOUNTED RATES	12/01	Download EXPRESS SERVICE ORDER FORM
	LAST DAY TO SUBMIT FOOD COMPLIANCE CERTIFICATES COA if food vendor	12/01	Submit to ops@eidfest.co.za
	LAST DAY TO SUBMIT BESPOKE/CUSTOM STAND & REQUIREMENTS	12/01	Click HERE to View Designer booths
	EXHIBITOR BADGE ORDER DEADLINE 50% Surcharge Applies	12/01	Click HERE to Order Additional EXHIBITOR BADGES
	BULK DISCOUNT TICKET PACKS ORDER DEADLINE	12/01	Click HERE to Order DISCOUNTED TICKETS
	LAST DAY for CUSTOM BUILD STAND PLAN SUBMISSION	12/01	Submit to ops@eidfest.co.za
	SERVICE ORDER SURCHARGE OF 50% NOW APPLIES	12/01	Contact admin@eidfest.co.za
	SHOWGUARD ORDER DEADLINE 50% Surcharge Applies	12/01	Click HERE to Order ShowGUARD Expo Screens
	FINALISE your STAFF and BOOTH SET-UP	12/01	Contact ops@eidfest.co.za for assistance
	CUSTOM AND OUTDOOR FOOD COURT BUILD taking place	03/02	Registration Badges to be Collected at Venue
	Exhibitor PACK COLLECTION	03/02	Registration Badges to be Collected at Venue
	Exhibitor REGISTRATION & BUILD UP	03/02	Registration Badges to be Collected at Venue
	EXHIBITION KICKOFF	05/02	We wish you a Successful Showcasing
	Exhibition Breakdown (AFTER THE CLOSING OF SHOW)	08/02	View EXHIBITOR MANUAL