

# EXHIBITOR'S TO-DO LIST

## ACTIONS REQUIRED BEFORE EVENT



### HOTEL BOOKING FOR YOUR STAY IN SINGAPORE

- Discounted rates are available with our 'Official Partner Hotel' and 'Preferred Hotel Partners'. [More details coming soon!](#)
- Shuttle buses are available to bring you to the venue, Sands Expo and Convention Centre.



### SAFE TRAVEL PROTOCOL FOR ENTRY TO SINGAPORE

- Foreign attendees are required to adhere to the pre-, during and post-arrival instructions of their local authority and Singapore's [Vaccinated Travel Framework](#). Visit the [Ministry of Health's \(MOH\) webpage](#) for updated information on Singapore's COVID-19 situation.
- As part of Singapore's Safe Management Measures, all foreign and local attendees **must be fully vaccinated\*** to attend the event and are required to download the [TraceTogether](#) mobile application or collect a TraceTogether Token after arrival for the purpose of vaccination status verification before entry into the show hall.

\*For more information on accepted COVID-19 vaccinations for entry, please visit <https://safetravel.ica.gov.sg/arriving/overview#vaccination>

## BY 25 JULY



### UPDATE COMPANY PROFILE FOR ONLINE EXHIBITOR LISTING

Upload/update your logo, company profile, and products using your login details.

## BY 19 AUGUST



### CO-EXHIBITOR REGISTRATION & APPOINTMENT ALLOTMENT

- Instructions to register and invite your Co-Exhibitors will be sent to you by this date. Main Exhibitors should begin registering their Co-Exhibitors as soon as possible.
- If you have partners you wish to register as your Co-Exhibitors, please inform us as soon as possible.



### REGISTER BADGE DETAILS

Kindly allocate and register badge details for your Co-Exhibitors who are attending the event **in person**.



### ACTIVATE BUSINESS MATCHING PROFILE

Instructions to activate your business matching profile will be sent to all exhibitors with appointment sets one week before Business Matching opens. Business Matching Portal launches on 22 August 2022 for exhibitors and buyers.

## BY 16 SEPTEMBER



### SUBMIT EXHIBITOR SERVICE FORMS

If you require booth enhancements, additional furniture, WiFi services, etc. Complete and submit your orders by this date to secure **advanced rates**. Please refer to the Exhibitor Manual and Booth Checklists in the [Exhibitor Zone](#).

## BY 14 OCTOBER



### REDEEM YOUR COMPLIMENTARY 1-DAY TRADE VISITOR TICKETS

The redemption code will be shared with you by August. If you did not receive any promo code, please contact the [Exhibitor Team](#).

# IMPORTANT DEADLINES

## LAUNCH OF BUSINESS MATCHING ROUND 1

Exhibitors with appointment sets and buyers will be able to log in to the portal to send meeting requests.  
Round 1 ends 11 September 2022.

22  
AUG

## DEADLINE FOR ADDITIONAL PURCHASE OF APPOINTMENT SETS

30  
AUG

## LAUNCH OF BUSINESS MATCHING ROUND 2

Attendees of **all categories** will be able to participate in the Business Matching from this date.  
Round 2 ends 21 October 2022.

12  
SEP

## EXHIBITOR SERVICE FORMS

Complete and submit your booth design orders by this date to secure **advanced rates**. Please refer to the Exhibitor Manual and Checklist in the [Exhibitor Zone](#).

16  
SEP

## DEADLINE FOR ADDITIONAL PURCHASE OF LISTINGS AND BADGES

30  
SEP

## DEADLINE TO REDEEM COMPLIMENTARY 1-DAY TRADE VISITOR BADGES

Invite your clients and prospects to ITB Asia, MICE Show Asia & Travel Tech Asia by sharing the promo code for a **free** ticket!

14  
OCT

## PRINTING OF EXHIBITOR BADGE AND APPOINTMENT SCHEDULES

17  
OCT

19 - 21  
OCT



**ITB**  
ASIA

**mice**  
SHOW ASIA

**TRAVEL**  
TECH  
ASIA

Halls DEF, Basement 2  
Sands Expo & Convention Centre, Singapore

**22  
AUG**

# HOW BUSINESS MATCHING WORKS

## BUSINESS MATCHING ROUND 1

Only **Exhibitors with Appointment Sets** and **Buyers** will have access to the Business Matching portal to send meeting requests from this date.

A separate email containing your login passcode to the portal will be shared on this date.

**Round 1 ends 11 September 2022.**

After logging in, you may view, filter and bookmark buyers based on your interests.

Send a meeting request to buyers you are keen to meet and they will be able to accept (or decline) your meeting requests based on your available time slots.

**12  
SEP**

## BUSINESS MATCHING ROUND 2

Attendees of **all categories** will be able to participate in the Business Matching from this date. Exhibitors with appointment sets will be able to schedule meetings with Buyers and Visitors.

**Round 2 ends 21 October 2022.**

Do check the portal regularly as new attendees will be added into the system on a daily basis.

Please note that all meetings will take place **in-person** at the exhibitor's booth during the event period from 19 - 21 October 2022.

**19 - 21  
OCT****ITB**  
ASIA**mice**  
SHOW ASIA**TRAVEL**  
TECH  
ASIA

Halls DEF, Basement 2  
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