

EXHIBITOR CHECKLIST

ACTIONS REQUIRED BEFORE ITB ASIA



ITB
ASIA



HOTEL BOOKING FOR YOUR STAY IN SINGAPORE

- Discounted rates are available with our 'Official Hotel' and 'Preferred Hotel' partners. [Book Now](#)
- Shuttle buses are available to bring you to the venue, Sands Expo and Convention Centre.



OFFICIAL AIRLINE ALLIANCE AND TRAVEL PARTNERS

- Access discounted flight tickets for your travel to ITB Asia with our Official Airline Alliance - oneworld. [Book Now](#)
- We are working with Changi Recommends to offer discounted rates for Airport Transfers and Attraction tickets for your visit in Singapore.

EXHIBITOR TO-DO CHECKLIST

DATE	DEADLINES	✓
BY JUNE 30	INPUT INFORMATION FOR ONLINE EXHIBITOR LISTING <ul style="list-style-type: none"> • Update your logo, company profile and products using your login details. 	
BY JULY 31	REGISTER & APPOINTMENT ALLOTMENT FOR CO-EXHIBITOR <ul style="list-style-type: none"> • If you have partners you wish to register as your Co-Exhibitors, please inform us as soon as possible. • For those who have received the 'Co-Exhibitor' email, please start registering your Co-Exhibitors. 	
BY SEPT 01	REGISTER BADGE DETAILS <ul style="list-style-type: none"> • Kindly allocate and input badge details for your Co-Exhibitors. 	
BY SEPT 16	ACTIVATE YOUR MOBILE APP ACCOUNT <ul style="list-style-type: none"> • Instructions to activate your mobile app account will be sent to your registered email. All exhibitors will gain access to this account. • Exhibitors with appointment sets can access their matched appointment (PSA) schedule and arrange more appointments via the mobile app. 	
	EXHIBITOR SERVICE FORMS <ul style="list-style-type: none"> • Fill up the order forms for your preparation for the show. • If you require booth enhancements, additional furniture, wifi services, catering etc. Please refer to the Exhibitor Manual and Checklist as a guide. 	
	SUBSCRIBE SCANNERS FOR LEADS COLLECTION <ul style="list-style-type: none"> • Subscribe to an account to scan and receive onsite lead collection at your booth. 	
BY OCT 11	REDEEM YOUR COMPLIMENTARY 1-DAY TRADE VISITOR TICKETS <ul style="list-style-type: none"> • Redemption code will be shared with you by July. If you did not receive any information or promo code, please contact the Exhibitor Team. 	

IMPORTANT DEADLINES



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IMPORTANT DATES FOR PURCHASES, FORMS, BADGES*

**AUG
30**

DEADLINE FOR ADDITIONAL PURCHASE OF APPOINTMENT SETS

**BY SEPT
16**

ADVANCED RATE DEADLINE FOR EXHIBITOR FORMS

- Fill up the order forms for your preparation for the show.
- If you require booth enhancements, additional furniture, wifi service, catering etc. Please refer to the [Exhibitor Manual and Checklist](#) as a guide.

**BY SEPT
30**

DEADLINE FOR ADDITIONAL PURCHASE OF LISTINGS AND BADGES

**BY OCT
11**

DEADLINE TO REDEEM COMPLIMENTARY 1-DAY TRADE VISITOR PASSES

- Invite your clients to ITB Asia by sharing the promo code for complimentary tickets! Kindly redeem the complimentary tickets by this date.

**OCT
14**

PRINTING OF EXHIBITOR BADGE AND APPOINTMENT SCHEDULE

**OCT
15**

COLLECTION OF EXHIBITOR KIT

- Kindly collect your Exhibitor Kit at the delegates bag collection counter at Level B2, Sands Expo and Convention Centre.

**Dates serve as a tentative guideline and may be subjected to changes*

IMPORTANT DATES FOR BUSINESS MATCHING*

**AUG
13**

LAUNCH OF PRE-SCHEDULED APPOINTMENTS (PSA)

- Browse through our list of ITB Asia buyers and select the preferred buyers whom you would like to meet.

**AUG
31**

END OF PRE-SCHEDULED APPOINTMENTS (PSA)

- Kindly submit your selection of appointments before the deadline and we will do the matching on your behalf.

**SEPT
16**

LAUNCH OF ONLINE DIARY (OD)

- Your matched appointment schedule will be released in the OD via our ITB Asia mobile app.
- The OD allows you to click on available time slots to request for more appointments with buyers and visitors.

**OCT
18**

DEADLINE OF ONLINE DIARY (OD)

- Finalise all appointments within the mobile application. After this date, all appointments are to be arranged onsite.

**Dates serve as a tentative guideline and may be subjected to changes*

HOW BUSINESS MATCHING WORKS

ITB Asia provides the platform for our exhibitors and buyers to select and arrange appointments. Each appointment set has 33 appointment slots (11 slots per day). There will be 2 stages of business matching.



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STAGE 1

PRE-SCHEDULED APPOINTMENTS (PSA)

BEGIN DATE: 13 AUG 2019 | END DATE: 31 AUG 2019

Dates serve as a tentative guideline and may be subjected to changes.

1. ITB Asia will provide you with your login ID and password to access your business matching account.
2. After logging in, you may view the list of buyers with actual buyer names, company names and their profiles (such as buying capacity, group numbers, frequency).
3. Filtering options are available to narrow your search. You will be able to filter the buyers you wish to select via country, segment of interest etc.
4. To increase the chances of securing appointments, we would recommend you to select a minimum of 45 and a maximum of 65 buyers.
5. Our buyers will also do the same during the PSA Stage - selecting 45 - 65 exhibitors they wish to meet.
6. Kindly submit your list via our system by **31 August 2019 (Saturday)**. Thereafter, the system will be closed and ITB Asia will collate all selections and start the matching process.

How this process works:

- 1st round of matching - Perfect Matches
Buyers and Exhibitors have selected each other
- 2nd round of matching - Buyer's Choice
Buyers selected exhibitors and want to have a meeting with you (subject to availability of exhibitors' and buyers' remaining available slots)
- 3rd round of matching - Exhibitor's Choice
Exhibitors selected buyers and want to have a meeting with the buyers (subject to availability of exhibitors' and buyers' remaining available slots)

The matching process will take **2 weeks** and the appointment results from the PSA will be emailed to you before Online Diary commences.

STAGE 2

ONLINE DIARY (OD)

BEGIN DATE: 16 SEPTEMBER 2019

Dates serve as a tentative guideline and may be subjected to changes.

1. This stage would be opened after the business matching process is done. You will receive an appointment schedule based on the result of all confirmed meetings from the PSA.
2. ITB Asia will provide you with the login ID and password to access your business matching account. You may use the same login account to access the OD via desktop or mobile app.
3. You will be able to send meeting requests to buyers based on your available slots and view buyers who are available to meet you in specific time slots.
4. Filtering options are available to narrow your search. You will be able to filter who are the buyers you wish to select via country, segment of interest etc.
5. Each request will expire in 48 hours. If the buyer does not respond within 48 hours, the appointment slot will be automatically rejected and made available once again in your schedule.
6. Other than buyers, you may also send appointment requests to other attendees who will be present at ITB Asia (e.g. other exhibitors, trade visitors etc.)
7. Our buyers will also do the same during the OD Stage - sending and responding to appointment request

Kindly note to **finalise all appointments** with your attendees by the following dates:

Buyers: 14 October 2019 (Monday)

Trade Visitors & Exhibitors: 18 October 2019 (Friday)

BUSINESS MATCHING FLOWCHART



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Simplified flowchart for easier reference.
Detailed information on Page 3.

STAGE 1

PRE-SCHEDULED APPOINTMENTS (PSA)

BEGIN DATE: 13 AUG 2019 | END DATE: 31 AUG 2019

Dates serve as a tentative guideline and may be subjected to changes.

1

Login ID & Password provided by ITB Asia

2

Login to view Buyer List

3

Filter options to select by country, segment etc.

4

Select minimum 45 and maximum 65 buyers

5

Buyers will also select their set of exhibitors to meet

6

Submit your list by 31 Aug 2019 (Saturday)

7

Matching process takes 2 weeks

8

Appointment results will be emailed to you

STAGE 2

ONLINE DIARY (OD)

BEGIN DATE: 16 SEPTEMBER 2019

Dates serve as a tentative guideline and may be subjected to changes.

1

Online Diary opens after PSA is done

2

Appointment schedule based on confirmed PSA meetings

3

Use the same login details as PSA to login

4

Send meeting requests to buyers

5

Filter options to select by country, segment etc

6

May also send appointment requests to other attendees

7

Requests expire in 48 hours

8

Finalise all buyer appointments by 14 Oct 2019