

EXHIBITOR CHECKLIST

ACTIONS REQUIRED BEFORE EVENT



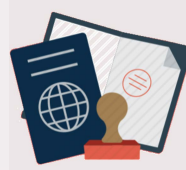
ITB
INDIA

Gateway
to the Indian
Travel Market



HOTEL BOOKING FOR YOUR STAY IN INDIA

- Preferential rates are available with our preferred hotel partners and are subject to availability. Click [here](#) to start booking now!
- Two-way shuttle service will be available at **Taj Santa Cruz** and **Taj Lands End** only.
- More details on shuttle bus schedule will be shared closer to the event.



VISA APPLICATION

- International exhibitors and visitors require a visa to enter India. You may request for an invitation letter from us, which needs to be submitted when you apply for the visa with the Indian Embassy or Consulate in your country.
- For more information on visa application to India, please visit: <https://indianvisaonline.gov.in/visa/index.html>

EXHIBITOR TO-DO CHECKLIST

DATE	DEADLINES	✓
BY JAN 17	INPUT INFORMATION FOR ONLINE EXHIBITOR LISTING <ul style="list-style-type: none"> • Update your logo, company profile and products using your login details. 	
BY JAN 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 MAR 06	REGISTER BADGE DETAILS <ul style="list-style-type: none"> • Kindly allocate and input badge details for your Co-Exhibitors. 	
BY MAR 06	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. 	
APR 01	ACTIVATE YOUR MOBILE APP ACCOUNT <ul style="list-style-type: none"> • Download the ITB INDIA Mobile Application for seamless access to Business Matching, Exhibition Floorplan, Conference Agenda etc. • More information will be sent to you by this date. 	

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

IMPORTANT DEADLINES



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IMPORTANT DATES FOR PURCHASES, FORMS, BADGES*

**FEB
28**

DEADLINE FOR ADDITIONAL PURCHASE OF APPOINTMENT SETS

**BY MAR
06**

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 MAR
31**

DEADLINE FOR ADDITIONAL PURCHASE OF LISTINGS AND BADGES

**APR
13**

PRINTING OF EXHIBITOR BADGE AND APPOINTMENT SCHEDULE

- Your e-badge will be sent to you approximately **one week** before the event. Print your badge and appointment schedule at home to skip the queue onsite!

**APR
14**

COLLECTION OF EXHIBITOR KIT

- Kindly collect your Exhibitor Kit at the delegates bag collection counter at Hall IV, Bombay Exhibition Centre.

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IMPORTANT DATES FOR BUSINESS MATCHING*

**FEB
10**

LAUNCH OF PRE-SCHEDULED APPOINTMENTS (PSA)

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

**FEB
28**

END OF PRE-SCHEDULED APPOINTMENTS (PSA)

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

**MAR
23**

LAUNCH OF ONLINE DIARY (OD)

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

**APR
01**

DOWNLOAD & ACTIVATE YOUR MOBILE APP ACCOUNT

- Download the ITB INDIA mobile application for access to your appointment schedule and arrange more appointments onsite via the mobile app.

**APR
17**

DEADLINE TO ONLINE DIARY (OD)

- Finalise and fulfill all appointments, as well as rate your meetings, at the event.

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HOW BUSINESS MATCHING WORKS

ITB India provide 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: 10 FEB 2020 | END DATE: 28 FEB 2020

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1. We 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 **28 February 2020 (Friday)**. Thereafter, the system will be closed and ITB India 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: 23 MAR 2020 | END DATE: 17 APR 2020

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. We 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. Our buyers will also do the same during the OD Stage - sending and responding to appointment request(s)

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

Buyers: 13 April 2020 (Monday)

Other Exhibitors: 17 April 2020 (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: 10 FEB 2020 | END DATE: 28 FEB 2020

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

1

Login ID &
Password
provided by
ITB India

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
28 February 2020
(Friday)

7

Matching process
takes 2 weeks

8

Appointment
results will be
emailed to you

STAGE 2

ONLINE DIARY (OD)

BEGIN DATE: 23 MAR 2020 | END DATE: 17 APR 2020

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
13 April 2020
(Monday)