



BUSINESS SERVICES CHECKLIST

USE YOUR EXHIBITOR INFORMATION HUB LOGIN DETAILS TO ACCESS & COMPLETE FORMS

TASK	NOTES	DUE DATE	DONE
COMPULSORY Preview Advert Submission	Submit to advertising@agha.com.au CLICK HERE to view design specs	THU 30 th NOV 2023	<input type="checkbox"/>
COMPULSORY Full-Page Advert Submission	Submit to advertising@agha.com.au CLICK HERE to view design specs	THU 30 th NOV 2023	<input type="checkbox"/>
COMPULSORY Industry Catalogue Form	CLICK HERE to complete	THU 30 th NOV 2023	<input type="checkbox"/>
COMPULSORY Rear Wall Pod Signage Submission	Submit to events@agha.com.au	FRI 19 th JAN 2024	<input type="checkbox"/>
COMPULSORY Exhibitor Name Badge Pre-Registration Form	CLICK HERE to complete	FRI 19 th JAN 2024	<input type="checkbox"/>
Venue / Supplier Forms (e.g. freight quote, venue parking, Wi-Fi ordering)	Access through the Information hub “Business Services To Do List” & “Contractors & Venue” Tab	MON 29 th JAN 2024	<input type="checkbox"/>
Lead Scan App Setup	Setup through OEP “Leads” Tab	FRI 2 nd FEB 2024	<input type="checkbox"/>
Online Directory Profile	Login Details will be emailed 6 weeks prior to the event	Live Updates	<input type="checkbox"/>
Exhibitor Briefing	The exhibitor briefing will be held on Microsoft Teams Exhibitor attendance is highly recommended	TBC	<input type="checkbox"/>