



# EXHIBITOR CHECKLIST

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

TASK	NOTES	DUE DATE	DONE
COMPULSORY Preview Advert Submission	Submit to <a href="mailto:advertising@agha.com.au">advertising@agha.com.au</a> <a href="#">CLICK HERE</a> to view design specs	THU 30 <sup>th</sup> NOV 2023	<input type="checkbox"/>
COMPULSORY Industry Catalogue Form	<a href="#">CLICK HERE</a> to complete	THU 30 <sup>th</sup> NOV 2023	<input type="checkbox"/>
COMPULSORY Stand Information Form	<a href="#">CLICK HERE</a> to complete	FRI 19 <sup>th</sup> JAN 2024	<input type="checkbox"/>
COMPULSORY Exhibitor Name Badge Pre-Registration Form	<a href="#">CLICK HERE</a> to complete	FRI 19 <sup>th</sup> JAN 2024	<input type="checkbox"/>
Custom Build Design Plan Submission	Submit to <a href="mailto:events@agha.com.au">events@agha.com.au</a> Only exhibitors w/ space only custom stands	FRI 19 <sup>th</sup> JAN 2024	<input type="checkbox"/>
Venue / Supplier Forms (e.g. freight quote, venue parking, Wi-Fi ordering)	Access through the Information Hub “Exhibitor To Do List” & “Contractors & Venue” Tab	MON 29 <sup>th</sup> JAN 2024	<input type="checkbox"/>
Lead Scan App Setup	Setup through OEP “Leads” Tab	FRI 2 <sup>nd</sup> FEB 2024	<input type="checkbox"/>
Early Access Request Form	<a href="#">CLICK HERE</a> to complete	FRI 2 <sup>nd</sup> 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"/>