

# Exhibitor Trade Show Planning Checklist

## February 2025

- 11<sup>th</sup> – Exhibitor Booth EOI Opens
- 11<sup>th</sup> – Review Exhibitor Information Guide

## March 2025

- 14<sup>th</sup> – Exhibitor Booth EOI Closes
- 14<sup>th</sup> – Complete Exhibitor Information Request Form

## April 2025

- 2<sup>nd</sup> – MOS Deal Entry Opens (warehouse lines only)
- 4<sup>th</sup> – Review all Exhibitor documentation;
  - Exhibitor Information Guide
  - Workplace Health, Safety & Access Guide
  - Manual Handling Guide
  - Food Safety Guide
  - Event Safety Brochure



[Metcash Food Expo 2025 Exhibitor Website](#)

## May 2025

- 9<sup>th</sup> – Custom Stand Designs Due (if applicable);
  - Coloured perspective view plan, showing stand design and layout
  - Concept plan; showing Elevations and Dimensions (height, depth and width)
  - Confirmation that power has been ordered with Exponet
- 23<sup>rd</sup> – MOS Deal Book deal entry closes (deals entered in MOS after this date will not appear in Deal Book)
- 30<sup>th</sup> – Complete Exponet OEK

## June 2025

- 9<sup>th</sup> – Roving Expo Spruiker bookings open
- 13<sup>th</sup> – GCCEC Order Forms Due;
  - Equipment Hire
  - Wifi/Cable internet
  - Plumbing (access to water and waste services only available if a floor pit with water and waste services is location with your stand's footprint)
  - Stand Cleaning
  - Banner and Rigging
- 16<sup>th</sup> – Fill in Expo Delivery Labels and affix to any stock or equipment being sent to GCCEC
- 27<sup>th</sup> – Exhibitor staff registrations due (this includes contractors/performers working at your stand)
- 23<sup>rd</sup> – Complete GCCEC Online Security Induction (required for anyone that will be on the trade show floor outside of Expo open hours)



This checklist is a support resource only. Not every task is listed on this checklist. Please ensure you refer to all User Guides and Manuals for full Exhibitor details and requirements