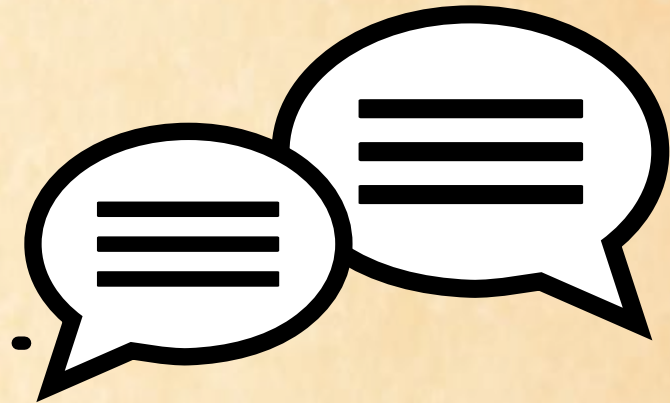




# The Exhibitor's Guide To The Galaxy

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**FROM STAND SALES TO SECURITY STAFF,  
YOUR HANDY GUIDE TO THE PEOPLE  
YOU'LL MEET ON THE EXHIBITOR JOURNEY.**

**WHO** are the main people to know?

**WHAT** is the best way to connect?

**WHEN** you will meet key contacts.

**WHERE** to focus your time and effort.



# Exhibition Essentials

**There are five things you need to hold a successful exhibition:**

Exhibitors – that’s you – need little introduction, while the visitors to the show are your potential customers. But what about the other people behind the scenes making up the exhibition universe? At different stages of your journey you will come across these key people who are vital to your show success.



You can also get extra value from your stand booking by talking to the organisers. Contact the Event Director to see if there are opportunities to promote your company through the content programme (such as giving a talk on your specialist subject).

## TIP

ITE offers many event sponsorship options, so again try and get some more bang for your buck by getting extra exposure in those

When it comes to showtime, if you are unhappy with your stand position, or feel a rival company is getting better treatment, speak to the organiser. Even at this stage there may be some way that they can change things around to keep you happy.

## TIP

ITE Group is very proud of its rebook rates as a sign of its events' quality. While you are on-site, ask about the cheaper rebook prices and snag yourself a deal.

## About ITE

Chances are, the first person you will meet on your quest will be in marketing or sales, working for the show organiser.

Some exhibition organisers are small companies that just run one show. ITE is a multinational organisation, which holds exhibitions around the world covering a diverse range of industries.

It's worth building a good rapport with the person who sells you the stand space, especially if you have booked a sizeable stand. You'll naturally have negotiated a good price but make sure you've got a great position on the floor plan too.

## TIP

It's worth checking with ITE nearer to the show date as floorplans often change. If you're not happy with the position, go back to your sales contact.

If you are relatively new to exhibiting, ITE will also be able to point you in the right direction for suppliers that can help you with stand design and build and other vital services.

## TIP

ITE has preferred suppliers it works with, but you are free to seek out others if you feel they'll work better for your needs.



# The Suppliers

If this is your first exhibition, you may be surprised how many suppliers you are likely to deal with. Suppliers of both products and services you are likely to need include:

- Stand design
- Stand build
- Graphic design
- AV and lighting
- Electrics
- Furniture

The above list are just the few suppliers you will need to build and dress your stand space, but then you also have to consider transport, storage, hotels and before you know it members of your team will be dealing with a dozen or more outside companies.

**TIP**  
Some larger suppliers are able to handle most of your show needs for a one-stop solution. ITE Group is very proud of its rebook rates as a sign of its events' quality. While you are on-site, ask about the cheaper rebook prices and snag yourself a deal.

With so many suppliers to deal with, it's important to get the right members of your own team talking to the right people, at the right time.

However, the exhibition industry also has its own language. Do you know the difference between a modular and bespoke stand design? Any clue what shell scheme is? Learning the lingo is all part of the experience.



**TIP**  
The design of your exhibition stand is the most crucial element, as it affects your other needs, so make sure your A Team is involved in that process.

Experience suggests that at some stage, something will go wrong – with so many people involved in a time-sensitive process, this is bound to happen. Don't panic!

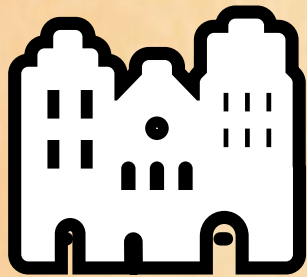
Exhibition suppliers are a resourceful bunch and are used to last-minute requests and changes, especially close to show time. Once again, forging a good relationship between suppliers and members of your team will go a long way to sorting out any hiccups.

**TIP**  
Many venues will have suppliers on hand, so even when you arrive at your stand and realise something is missing, you should be able to sort it out. Keep Calm and Carry On Exhibiting.



# The Venue

When deciding to exhibit, chances are you were attracted by the show's audience rather than the venue itself, so why is the location important? Well, remember you are putting yourself in the shop window, so it's important to know what the shop looks like, and how to look your best.



**TIP**  
Some venues provide free wi-fi while others charge, so make sure you consider the best solution for you if you require internet on your stand. A portable wi-fi hotspot, for example, may be more cost effective than the venue's own service.

Exhibition venues vary considerably, from grand heritage buildings packed with character to purpose-built black boxes providing organisers a bank canvas. Some have natural daylight while others have none. Some have outdoor space and multiple halls. Work out how to make the most of what your venue can offer.

**TIP**  
Venues usually provide lots of useful information about the surrounding area, from hotels to restaurants, for your team while they are at the show.

Once again, it is worth speaking to the venue if you require any help or advice. Nobody knows the venue like they do, so they may have great insight into where you should position your stand.

Many exhibitors won't ever deal with the venue directly, as suppliers normally handle details regarding electrical sockets, access times and other logistics, but we think they could be missing a trick!

**TIP**  
Just like talking to your customers at the show, communicating with ITE, suppliers and venue is a skill that can reap rewards. Work that relationship!



To see ITE's full portfolio of events, visit our website and start connecting your business with the world.

[www.ite-exhibitions.com](http://www.ite-exhibitions.com)

Don't forget to follow us on twitter:

[@itegroupplc](https://twitter.com/itegroupplc)

Or call us on: + 44 (0)20 7596 5000