

International Exhibition of Welding Materials, Equipment and Technologies

10–13.10.2023

Crocus Expo, Moscow, Russia

Exhibitor Checklist

If you don't know where to begin preparing for your time at the show, don't worry. Here's an overview of the relevant tasks that need to be considered.

Task	Instructions	Deadline	✓
Online Exhibitor Catalogue Entry	Log in to the Online Exhibitor Catalogue and upload your company information to ensure it's displayed on the event website. It will also be used in the onsite printed Route Planner	10 Jul 23	
Upload Company Logo	Upload your company logo to your online exhibitor account to maximize your exposure through-out the event	10 Jul 23	
Confirm Exhibitor Badges	Upload the names of your staff via the Online Exhibitor Catalogue to ensure smooth access to the venue If you require additional badges, download the order form	24 Jul 23	
Payment	Any outstanding invoices must be paid prior to the event You will not be given access to your stand if you have any outstanding payments	Payment term stated on your invoice	
Insurance	If you have your own insurance, please send your insurance policy to InsuranceCheck@ite.group	Click here to read about Insurance Guidelines	
Equipped area (in case of building a stand through the organiser - ITE Eurasian)			
Order of technical services	It is mandatory for Space Only exhibitors and Standard Shell Scheme Exhibitors order electricity for their booth. Please check the Technical manual for options available. Please note Space Only exhibitors also need to order a fuse box and cabling	24 Jul 23	
Company name on the fascia panel	The fascia panel is labelled according to the Technical order form, if you have not filled it in yet or want to ensure the name is correct, please contact the technical manager and check the technical manual	14 Aug 23	
Unequipped area (in case of building a stand through a third party developer)			
Stand design plan	You or your stand designer need to submit a plan of your stand design to the organisers for an approval	14 Aug 23	
Electricity order	Order electricity through technical order form , please refer to the technical manual for exploring all available opportunities and technical services	24 Jul 23	

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Additional Task for Exhibitors

Task	Instructions	Deadline	✓
Order additional stand items	If you have an equipped stand, and require extra graphics, furniture, electronics, or other technical services found in the Technical Manual , make sure you have contacted the technical manager: Artem Taran Roman Alexandrov Roman.Alexandrov@ite.group	24 Jul 23	
Visa	If you are travelling from abroad, ensure you have considered your visa requirements for entering Russia on business. Please check the latest Visa Entry process here	3 months before the show	
Accommodation	Demand for accommodation during show season is high – book your hotels as early as possible. Check our travel page to see hotels you can book with a special discount for all ITE exhibitors	ASAP	
Freight	Organise shipping, customs, receiving, and onsite handling with our official contracto DMW EXPO: Marina Filippova marina.filippova@dmw-expo.ru Note: You are welcome to arrange freight handling with a transporter of your choice but access to the venue will be limited. DMW EXPO has sole rights to onsite handling so your goods will not be allowed entry without DMW EXPO approval.	ASAP	
Advertising & Sponsorship	Consider the options available for additional digital and onsite brand exposure. See the marketing manual for full details	24 Jul 23	
Invite your clients	Make use of the show logo/ branding – create personalised invitations for your clients to come and visit you at the show. Ensure you include your promo code to give your clients free entry to the show. Please contact Khadija Mubarik Khadija.Mubarik@ite.group for more details.	11 Sep 23	

All forms and contact details relating to the tasks below can be found On the Weldex website.

Some of these steps require you to log on to the Online Catalogue platform. You should have received an email with your login details.

If you haven't received them, or have lost your logins, contact khadija.mubarik@ite.group who will be happy to re-send them to you.

We wish you a successful preparation for the exhibition!
See you in Moscow!