

Exhibitor Set up Check List

User Name / Main Contact	
Job Title	
Email Address	
Contact Telephone Number	
Website URL	
Social Media Links	LinkedIn:
	Twitter:
	Facebook:
	Instagram:
Contact email address for 'Contact Us' forms	
Short description of your company (30 words)	
Long description of your company (200 words)	
Please send a company logo	PNG or JPEG 340 x 180 can be transparent or on a white background (less than 1MB)
Please send a main banner image for your profile	1920 x 1080 – make sure there is no text along the bottom of the image as this will be cut off (less than 1MB)

Let us know below if there is anything related to your participation at the event that you would like to promote (product launches, demonstrations, training, promotions)