

Global Products Expo 2025

EXHIBITION EVENT ITINERARY

A 3-day trade show event schedule typically includes a mix of exhibitor activities, networking events, and educational sessions. Here's the GLOBAL PRODUCTS EXPO trade show schedule:

Day 1: Focus on Setup and Launch

- Exhibitor set-up, registration, and initial networking opportunities.
- Opening keynote address, followed by the first day of exhibiting and general networking.

Day 2: Core Show Activities

- Continued exhibiting, product demos, and hands-on workshops.
- Networking event or social gathering for attendees and exhibitors.

Day 3: Wrap-up and Follow-up

- Final day of exhibiting, and final networking opportunities.
- Exhibitor tear-down and packing, lead retrieval.
- Wrap-up event or final social gathering.

Also the trade show event schedule typically includes times for booth setup, opening hours, product demonstrations, networking events, raffles, and closing procedures. It also often includes specific staff assignments and tasks for each time slot.

Here's a more detailed breakdown of a trade show event
schedule:

Two days before the Event

Tuesday, June 24th ,2025

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Wednesday,june 25th ,2025

Exhibitors / Vendors move-in

Booth Setup and Pre-Show:

- **[Time]:** Staff arrives to begin booth setup, including assembling displays, organizing materials, and ensuring the booth is ready for visitors.
- **[Time]:** Inventory check to ensure all necessary materials are present.

- **[Time]:** Staff receives training or briefings on products, presentations, and event details.

3 days Trade Show Event :

Thursday, June 26th, 2025

Friday ,June 27th, 2025

Saturday, June 28th ,2025

- **[Time]:** Opening Ceremony & opening of the show.

Exhibition viewing and networking. Staff begins engaging with visitors, answering questions, and providing product information.

- **[Time]:** Scheduled product demonstrations or presentations. Connect with industry peers.
- **[Time]:** Networking events or social gatherings

- **[Time]:** Raffle entries , final announcements and Raffle Draw
- Awards ceremony & presentation of Awards

Post-Show:

- **[Time]:** Final inventory check before dismantling the booth.
- **[Time]:** Wrapping up interactions with last-minute visitors.
- **[Time]:** Cleaning up and organizing the booth for disassembly.
- **[Time]:** Booth dismantling and packing for transportation.

Key Considerations for a Trade Show Schedule:

Goals:

The schedule should align with the overall trade show

goals, such as lead generation, brand awareness, or product sales.

Staffing:

Allocate sufficient staff to manage the booth and handle all activities effectively.

Flexibility:

The schedule should allow for flexibility to accommodate unexpected events or changes.

ClearCommunication:

Ensure that all staff are aware of their roles and responsibilities.